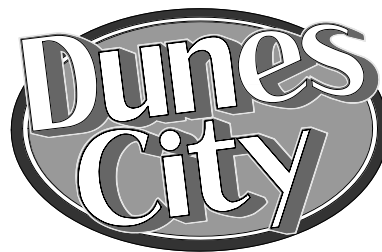


## **Dunes City Council ~ Regular Meeting**

**Wednesday, April 10, 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 March 13, 2019
- B. City Council Special Session Minutes for March 21, 2019
- C. Bills of the Session through April 3, 2019
- D. Receipts of the Session through April 3, 2019
- E. Profit & Loss Statement for March, 2019

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

- A. Reminder to City Council and Planning Commission members that their Ethics Commission filing is due before April 15<sup>th</sup>.
- B. The Siuslaw School District is looking for input on citizens' views on education and education facilities. Residents are encouraged to take the survey at: <https://bit.ly/SiuslawSurvey>.
- 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!
- D. The Woahink Lake Association is holding a clean-up day of Clear Lake and Canary Roads on Saturday, April 27<sup>th</sup> from 10:00 a.m. to 1:00 p.m. Those wishing to help should meet at the Honeyman State Park boat ramp.
- E. The Florence Roundup of Household Hazardous Waste will take place on Friday, April 12<sup>th</sup> from Noon to 5:00 p.m. and on Saturday April 13<sup>th</sup>, from 8:00 a.m. to 2:00 p.m. Visit the City of Florence website for more details.

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

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82877 Spruce St • [www.dunescity.com](http://www.dunescity.com)

- F. The public hearing on an Ordinance to adopt new Flood Damage Prevention Code has been cancelled until further notice.
- G. Nominations for Volunteer of the Year are open. Forms can be down-loaded from the website and turned in to City Hall before May 31, 2019.
- H. Dunes City is looking for a Permit Tech as a result of Denise leaving on March 25<sup>th</sup>. If you are interested, please submit your resume to City Hall before April 30<sup>th</sup>.
- I. A Budget Committee meeting has been scheduled for Tuesday, April 30<sup>th</sup>, at 5:00 p.m. at City Hall to begin Consideration of the FY 2019-2020 budget.

**7. Citizen Input on Items Not Discussed in Public Hearing.**

*Maximum time 20 minutes: Speakers will be limited to three minutes. If the number wishing to testify exceeds seven speakers, each speaker's time may be reduced to fit within 20 minutes.*

**8. Presentations - None**

**9. Public Hearings**

- |   |                                      |
|---|--------------------------------------|
| <ul style="list-style-type: none"> <li>A. Ordinance No. 251 declaring the feeding of wildlife in the Dunes City limits to be a nuisance.               <ul style="list-style-type: none"> <li>1. Second Reading</li> <li>2. Public Hearing</li> <li>3. Deliberation and Decision</li> </ul> </li> </ul> | <p>Discussion/<b>Action Item</b></p> |
|---|--------------------------------------|

**10. New Business**

- |  |                                      |
|--|--------------------------------------|
| <ul style="list-style-type: none"> <li>A. Mayoral Proclamation declaring April, 2019 as Child Abuse Prevention Month in Dunes City.</li> </ul>               | <p>Mayor Robert Forsythe</p>         |
| <ul style="list-style-type: none"> <li>B. Consideration of offer by property owners to accept donation of real property.....</li> </ul>                      | <p>Discussion/<b>Action Item</b></p> |
| <ul style="list-style-type: none"> <li>C. Request for City to participate in the Siuslaw School District Education Expo on February 29, 2020.....</li> </ul> | <p>Discussion/<b>Action Item</b></p> |

**11. Executive Session – None**

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**12. Old Business**

- A. Consideration of AMR Plan for replacement of water meters to radio read water meters..... Discussion/**Action Item**
- B. City of Florence’s Policy for Official City Use of Social Media Discussion/**Action Item**
- C. Consideration of Contract for Legal Services for water-related issues – Schroeder Law Offices, PC..... Discussion/**Action Item**

**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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**CITY COUNCIL MEETING MINUTES ~ DRAFT**  
**MARCH 13, 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**

Council President Sheldon Meyer called the Wednesday, March 13, 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:** Council President Sheldon Meyer, Councilor Tom Mallen, Councilor Susan Snow, Councilor Robert Orr, and Councilor Alan Montgomery.

**Absent and Excused:** Mayor Robert Forsythe and Councilor Duke Wells.

**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 Snow made a motion to approve the Consent Agenda. 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. Dunes City is looking for volunteers to help out with the 7<sup>th</sup> annual Dunes City Triathlon and Duathlon. Volunteers are urged to register early so they have the best chance to get their first choice for their assigned location.



- B. The Dunes City Council will hold a Town Hall meeting on Thursday, March 21, 2019, at 6:00 pm to discuss the City drinking water program.
- C. The Emergency Expo will be held at the Florence Events Center on Saturday, March 30. Watch the *Siuslaw News* for details.
- D. The first public hearing on an Ordinance to adopt new Flood Damage Prevention Code will be held before the Planning Commission on April 25, 2019, at 6:00 pm.

City Administrator/Recorder Mills reminded Councilors that their annual Statement of Economic Interest report is to be filed by April 15 on the Oregon Government Ethics Commission website.

## **7. PRESENTATIONS**

- A. Marlee Leonard, University of Oregon Professor, Sustainable Cities Year Program (SCYP) Regarding the Property Tax Ballot Question

Marlee Leonard with Bella Barilati, Derren Iha, Kyra Stern, and Audrey Ziglinski, hosted a PowerPoint presentation about the failure of Measure 20-295 (the Dunes City property tax measure) on the November 2018 ballot.

In their presentation, the students explained that they conducted a survey of Dunes City residents to find out why the measure failed and what could be done in the future to overcome residents' objections to a property tax and encourage them to vote in favor. The results of the survey showed that some residents did not understand the ballot question and may have voted in favor of the measure if they had.

Included in the presentation were ideas for talking points and messaging as well as a timeline for educating residents about the ballot question in the event that Dunes City put it on the ballot in 2019, or another time.

*A COPY OF THE STUDENTS' REPORT IS ON FILE AT CITY HALL.*

- B. Pat Hart, AMI Specialist, Ferguson Water Works Automated Meter Readings

City Administrator/Recorder Mills introduced Mr. Hart from Ferguson Water Works. Mr. Ferguson gave a PowerPoint presentation illustrating the different types of water meters available and the radio transmitter that affixes to them so that the meters can be read via a handheld device called Sensus Meter Technology.

He explained that his company installed similar devices that are now used by the City of Florence.

He went on to explain that there are two types of meters: a positive displacement meter, which reads hourly consumption to a low flow of 2.5 gallons per minute, and an elec-

tromagnetic (mag) meter, that measures to .3 gallons per minute and is more efficient because it doesn't have moving parts. (00:30:15) He pointed out that the mag meter has a twenty-year warranty, and the positive displacement meter has a ten-year warranty.

Mr. Hart proceeded to outline some of the benefits of using radio reading devices: meters operate on a primary use band wave designated by the FCC and licensed by Ferguson; they allow for two-way communication (they can read the meter and also turn meters on and off, if necessary); and, the software can be updated. He also pointed out some of the benefits of the data collected: the readings can be helpful in detecting leaks; and, the reading threshold can be customized by the City.

Mr. Hart explained that his company would provide installation services and technical support and training to staff. Other benefits of radio meters: the transmitter has a twenty-year battery life, radios have a range of about 800 feet, the software is easy to use after training. (00:45:40) He also noted that his company can provide a wall-mounted reader for locations where meters are located under a house or in another location hard to access.

Councilors asked if Ferguson would work on a phased installation of meters. Mr. Hart said that the company could do that, and he suggested that the City could start with locations that are the most difficult to read. (00:59:30)

#### C. John Murphey, City Insurance Services – Questions and Answers

Mr. Murphey explained that the City's insurance is with City County Insurance Services, which is not an insurance company but is a trust, of which Dunes City is a member. All lines of City insurance (property, liability, auto liability, workers' compensation) are through City County Insurance. Mr. Murphey noted that in the case of an ethics claim directed toward a public official, only \$2,500 per individual would be covered by insurance and only \$5,000 would be paid if all public officials were involved in an ethics claim. Mr. Murphey explained that the City's insurance coverage should be adequate for any liability claims as long as the City abides by rules of government established by the City and the State.

Mr. Murphey noted that the City also has flood and earthquake insurance to about \$500,000 which covers City Hall, the pump house, the generator, and the viewing deck. In response to a question asked by Councilor Orr, Mr. Murphey explained that City County Insurance Services is the only entity in Oregon writing insurance policies for cities. Mr. Murphey noted that a Risk Manager reviews recommended best practices with the City Administrator from time to time to ensure that the City and Staff are following the guidelines to mitigate any risks and meeting requirements. (01:14:20)

Council President Meyer called for a short break in the meeting at 7:15 pm and reconvened at 7:21 pm.

## 8. PUBLIC HEARING

### A. Supplemental Budget – FY 2018-2019

Council President Meyer opened the public hearing on the proposed supplemental budget for fiscal year 2018-2019 at 7:23 pm and asked if there was anyone in the audience who wished to comment on the proposed supplemental budget. No one responded and Council President Meyer closed the public hearing at 7:23:30 pm.

**Councilor Orr made a motion to approve Resolution Series 2019, Number 2, adopting the 2018-2019 Fiscal Year Supplemental Budget. Councilor Montgomery seconded the motion. The motion passed by unanimous vote.**

### B. Need for Speed Bumps on Maple Drive

Council President Meyer opened the public hearing on the need for speed bumps on Maple Drive at 7:25 pm.

City Administrator/Recorder Mills referred Councilors to a copy of a street map illustrating Maple Drive and the seven parcels on it. She explained that she had received complaints from all but one of the residents about another resident who lives at the top of Maple Drive on property that is not within the Dunes City limits. The complaints involved concern about excessive speed on Maple, both in traveling up the road and traveling down. She went on to explain that Public Works Maintenance Supervisor Richard Palmer had been to the site and swept excess gravel off the paved portion of the roadway and placed a speed bump on the road. (01:22:00)

Council President Meyer recognized Mr. David Heller, a Maple Drive resident, who read from a prepared statement outlining his and his neighbors' concerns about speeding and other activities by another resident on Maple Drive, Mr. David Graham. The concerns included: Excessive travel and speed between the barn on Erhart and the residence on Maple; potential problems with disposal of automotive fluids at the barn site where there is apparently auto repair and testing; gunfire and automatic weapons discharged from the Graham property, and multiple barking dogs. (01:25:00)

*A COPY OF MR. HELLER'S STATEMENT IS ON FILE AT CITY HALL.*

Council President Meyer recognized Mr. Ryan Lincoln, a Maple Drive resident, who expressed concern about speeding vehicles on Maple. He went on to explain that, after speaking with City Administrator/Recorder Mills, he suggested installing speed bumps before and after the mailboxes along with speed limit signs to slow traffic. He noted that Dunes City cannot enforce speed limits but speed bumps and signage could help bring awareness of speed limitations to area residents and visitors. He went on to say that since Dunes City is now aware of the ongoing issues in the area, it should take action to protect the safety of residents. (01:33:15)

City Administrator/Recorder Mills referred Councilors to copies of written testimony submitted prior to the start of the public hearing. Council President Meyer asked her to read them into the record.

City Administrator/Recorder Mills read from a statement submitted by Mr. Duane Fowler, a Maple Drive resident:

*Maple Drive speed bump,*

*Should be called Stop bump as I have to come to a stop and ease my car over the one that was installed just below my driveway, there is a curve right above my driveway so there is a limited view of anyone coming down and if someone is speeding coming down and I have to stop for this stop bump there could be an accident so I want to make sure this is on record for any future incident.*

*If the reason for a stop or speed bump is someone is speeding then put the bump above my driveway as that would be the best place for it. Also there could be a speed reader with camera put along side the road like the one that was used on Clearlake road a while ago to see if anyone is actually speeding.*

*And if someone on Maple Drive wants a speed or stop bump I say put it right before there [sic] driveway so they can deal with it daily and then see how long before they asked for it to be removed.*

*Also the best thing that has been done for Maple Drive for a long time was having it swept right after the stop bump was removed, if Dunes City can have this done say a couple of times a year that would help out a lot.*

*A COPY OF MR. FOWLER'S WRITTEN STATEMENT IS ON FILE AT CITY HALL.*

City Administrator/Recorder Mills read a summary of a March 11, 2019, telephone conversation she had with Mr. Erinn Holmes, a Maple Drive resident:

*Erinn Holmes lives near the end of Maple Drive. When this issue was first brought up, he agreed that installation of a speed bump on Maple Drive would be a good idea, since he had been trying to get the Graham traffic (making a point that the vehicles speeding up Maple are not always David Graham, but often his children or friends of his children) to slow down for some time. Now, however, since Richard Palmer swept the street (much of the gravel always ends up on Erinn's property), and since both Richard and the City Administrator have spoken to Mr. Graham, Erinn believes that Mr. Graham and the kids and friends are all making an effort to remember to slow down. Especially now that the gravel has been cleared off the road and they no longer have to get a 'running start' to get up the hill.*

*For these reasons, and since he witnessed his neighbor rudely yelling at both the Graham vehicle drivers and the UPS driver, he believes that the speed bumps are not necessary.*

*A COPY OF MS. MILLS' TRANSCRIPT IS ON FILE AT CITY HALL.*

Council President Meyer recognized Mr. David Graham, a Maple Drive resident, who explained that he did not own a gun shop, his son Nathan did, and Nathan no longer uses his backyard target range. He also explained that Nathan no longer lives at the residence and that he has spoken to his younger son, Shawn, about speeding and traffic and Shawn has agreed to keep both down. Mr. Graham noted that he did not object to a speed bump, but his driveway is steep and some vehicles have to have a running start to get up the hill.

Mr. Graham went on to point out that there is no speed limit sign, he has been driving at about 20-25 miles per hour, but the City should find out what the speed limit is and post it.

(01:40:30)

Council President Meyer closed the public hearing at 7:48 pm.

There was discussion among the Councilors. Councilor Snow suggested finding out what the speed limit is and posting signage. Councilor Montgomery agreed. Councilor Orr noted that the residents did not have a consensus of opinion on whether or not speed bumps should be installed, but he agreed that speed limit signage should be posted. He suggested that Councilors drive on Maple and Erhart to review the terrain, if they have not already done so. There was some discussion about installing a grate across Maple Drive instead of a speed bump, further discussion about the City's liability in the event of an accident and there is no speed deterrent, and what type of speed bump would be appropriate.

Mr. Graham shared a video on his phone with Councilors that showed the general area in question. Council President Meyer agreed with the concern about the type of speed bump, if any, to install. He suggested speed limit signs as an immediate action, and asked City Administrator/Recorder to find out what the County limit is.

**Councilor Montgomery made a motion to install a speed limit sign at the entrance to Erhart Road and another on Maple Drive.**

Council President Meyer clarified that he would like to see signage facing in both directions on Erhart and Maple, for a total of four signs on two posts. There was some discussion about the types of speed bumps that could be installed. Council President Meyer suggested tabling further discussion about speed bumps until Councilors had had a chance to drive through the area.

**Councilor Orr seconded the motion. The motion passed by unanimous vote.**

Councilors agreed to schedule a Special Session for Thursday, March 21, at 5:00 pm to further discuss speed bumps on Maple Drive. (02:03:00)

## 9. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING

Council President Meyer recognized Mr. Aaron Bowen, who distributed copies of a letter he wrote to the Council and noted that he had some concerns about a forty-acre development that was going in at the end of Little Woahink Drive. Among his concerns: If the property was not developable in the past, what had changed to make it developable now; will a two-inch pipe for water be adequate; if a water storage tank is proposed, how will safety and environmental concerns be addressed; what is being done to address erosion control on the steep slopes of the property; and, how is the installation of septic systems being addressed since the area is in an area determined to be unsuitable for subsurface sewage treatment.

City Administrator/Recorder Mills explained that a Court Order mandated that the development be approved. New property owners who are developing the property have been very cooperative in meeting the development conditions of approval imposed by the Court Order and would cooperate with any others that may be imposed by the City going forward. She also noted that the new plans call for building only fifteen homes, not the twenty-eight originally proposed. She also explained that the water storage tanks and the delivery system will be operated by South Coast Water District. She encouraged Mr. Bowen and other residents to contact her if they have concerns. (02:15:30)

## 10. NEW BUSINESS

### A. Siltcoos River Trail Clean Up

City Administrator/Recorder Mills explained that State and federal agencies have given permission for City residents to clear the river as long as no material is actually removed from it. She is working on completing a temporary permit that is required.

### B. Final Presentations of Sustainable City Year Program Passive Energy Project at UO on Tuesday, March 19, from 10:00 am to 2:00 pm

City Administrator/Recorder Mills explained that the presentation was about the vertical evacuation facility study made by UO students.

### C. Appointment of Member to the Water Quality Committee

City Administrator/Recorder Mills reported that there were two applicants but only one member vacancy and she suggested that one of the applicants could be appointed as a volunteer water tester. Council President Meyer pointed out that Mr. Richard Briggs' application indicated that he was interested in water testing, and Ms. Patricia Briggs had no preference so she could be appointed as a Committee member. (02:17:28)

**Councilor Snow made a motion to approve. Councilor Montgomery seconded the motion. The motion passed by unanimous vote.**

D. Ordinance No. 250 Regarding Building Permit Program

City Administrator/Recorder Mills explained that the draft Ordinance was presented for informational purposes, there is still work to be done to finalize it for consideration. She asked Councilors to send her recommendations for changes.

E. Ordinance No. 251 Declaring the Feeding of Wildlife in the Dunes City Limits to Be A Nuisance

City Administrator/Recorder Mills explained that a public hearing was not scheduled but there could be some discussion and a first reading.

Council President Meyer recognized Mr. John Scott, a Dunes City resident, who spoke in favor of such an Ordinance because of the proliferation of deer in the City. He noted that he witnessed many residents feeding deer by hand. He pointed out that while it is not unlawful in the State of Oregon to feed wildlife, many cities have adopted bans for the safety and welfare of their residents. (02:22:40)

There was some discussion about how the City would enforce the new Nuisance Code if it is adopted.

Council President Meyer announced, "A proposed Ordinance requires two readings before it is enacted. Dunes City Charter Section 34(3) provides that both readings may be read by title only: (a) if no Council member present at the meeting requests it be read in full or (b) if a copy of the ordinance is provided for each Council member and all requirements for posting and advertisement have been met."

Council President Meyer asked if all requirements for posting and advertisement had been met and City Administrator/Recorder Mills said that they had. (02:26:54) Council President Meyer asked if any Councilor desired the Ordinance be read in full. None did.

**Councilor Orr made a motion to read Ordinance 251 by title only. Councilor Mallen seconded the motion. The motion passed by unanimous vote.**

Council President Meyer read aloud the title of Ordinance No. 251, "An Ordinance amending Chapter 91 of the Dunes City Code of Ordinances entitled 'Nuisances' by adding a new section 91.03(C) prohibiting the feeding of deer, raccoon, bear, cougar, coyote, and/or wolf within the City Limits of Dunes City."

F. Investigate Means by Which City Can Have Say in How Siltcoos Dam Is Operated

(02:28:47) City Administrator/Recorder Mills reported that this item would require hiring an attorney. She asked if the Council wished her to do that and proceed.

**Councilor Orr made a motion to investigate means by which the City can have a say in how Siltcoos Dam is operated. Councilor Snow seconded the motion. The motion passed by unanimous vote.**

Council President Meyer noted that in other meetings, residents had expressed interest in some sort of City control or input about how the dam is operated.

- G. Resolution No. 2019-01 Regarding Approval of Submission of Grant Application to Oregon State Parks and Recreation Local Government Grant Program for Property Acquisition

City Administrator/Recorder Mills explained that the purpose of the Resolution was to authorize her to submit the grant application for funding to purchase land for Rebecca's Trail.

**Councilor Mallen made a motion to approve Resolution Series 2019, Number 1. Councilor Orr seconded the motion. The motion passed by unanimous vote.**

- H. Approve Prize Money Award for Organization that Brings the Most Volunteers to the Triathlon

**Councilor Orr made a motion to approve a prize money award in the amount of \$250 for the organization that brings the most volunteers to work at the Triathlon. Councilor Mallen seconded the motion. The motion passed by unanimous vote.**

## **11. EXECUTIVE SESSION**

There was none.

## **12. OLD BUSINESS**

- A. Adoption of Dunes City Goals for 2018-2019 Fiscal Year

Council President Meyer referred Councilors to copies of the Goals that were included in their meeting packets. Councilor Montgomery questioned the benefit to citizens of requiring all businesses, not just contractors, to obtain City business licenses.

**Councilor Orr made a motion to adopt the Dunes City Goals for 2018-2019 Fiscal Year. Councilor Mallen seconded the motion. The motion passed by unanimous vote.**

*STAFF NOTE: These should be the 2019-2020 Goals for Dunes City.*

- B. City of Florence's Policy for Official City Use of Social Media

Council President Meyer suggested tabling discussion until the April meeting.



C. Sponsorships for 7<sup>th</sup> Annual Triathlon and Duathlon

City Administrator/Recorder Mills reminded Councilors to work on acquiring sponsors for the Triathlon, three per Councilor.

**13. REPORTS**

- A. Mayor's Report: Since Mayor Forsythe was absent, there was no report.
- B. Community Center Report: Since Councilor Wells was absent, there was no report.
- C. Water Quality Report: Council President Meyer referred Councilors to copies of the February 26 Water Quality Committee meeting minutes and the water test results from March 5. Councilor Snow reported that she went with the water testers in March and more in depth testing will begin on Siltcoos Lake in May with a second team of testers.
- D. Public Works Maintenance Supervisor's Report: City Administrator/Recorder Mills noted that the discussion about Maple Drive was held earlier in the meeting.
- E. Emergency Services Report: City Administrator/Recorder Mills reminded Councilors that the Emergency Expo will be held March 30 at the Florence Events Center.
- F. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills noted that her report was included in the Councilors' meeting packets.

**14. FOR THE GOOD OF THE ORDER**

There was no discussion.

**15. ADJOURNMENT**

Council President Meyer adjourned the meeting at 8:48 pm. There was no motion and no vote taken.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 10<sup>h</sup> DAY OF APRIL 2019**

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Robert Forsythe, Mayor

ATTEST:

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Jamie Mills, City Administrator/Recorder



**CITY COUNCIL SPECIAL SESSION MEETING MINUTES ~ DRAFT**  
**MARCH 21, 2019 AT 5:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

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

**1. CALL TO ORDER**

Mayor Robert Forsythe called the Thursday, March 21, 2019, special session of the Dunes City Council to order at 5:00 pm.

**2. ROLL CALL**

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

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

**Absent:** Councilor Alan Montgomery.

**Absent and Excused:** Councilor Susan Snow.

**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. ANNOUNCEMENTS / CORRESPONDENCE**

City Administrator/Recorder Mills read aloud from the list of announcements on the agenda and those distributed to Councilors prior to the start of the meeting:

- A. Dunes City is looking for volunteers to help out with the 7<sup>th</sup> annual Dunes City Triathlon and Duathlon. Volunteers are urged to register early so they have the best chance to get their first choice for their assigned location.

- B. The Emergency Expo will be held at the Florence Events Center on March 30. Watch the *Siuslaw News* for details.
- C. The first public hearing on an Ordinance to adopt new Flood Damage Prevention Code will be held before the Planning Commission on April 25, 2019, at 6:00 pm and on May 8 at the City Council.
- D. “The Wall That Heals” will be on display at the Siuslaw Middle School, 2525 Oak Street in Florence, Thursday, April 4, to Sunday, April 7, 24-hours a day. This is a 375-foot, three-quarter scale replica of the Vietnam Veterans Memorial in Washington DC bearing the names of the more than 58,000 men and women who made the ultimate sacrifice in Vietnam.

## **6. CITIZEN INPUT ON ITEMS NOT DISCUSSED IN PUBLIC HEARING**

There was none.

## **7. OLD BUSINESS**

### **A. Consideration of Speed Bumps on Maple Drive**

Mayor Forsythe reminded everyone that this subject was discussed in the March 13 City Council meeting. He pointed out that the Oregon DMV handbook specifies speed limits as 15 mph on a single-lane gravel or paved road, and 25 mph on a double-lane paved road, unless there is a school zone where the speed limit is 20 mph. He explained that he thought the situation was a safety or nuisance issue in the neighborhood, and he suggested that the City send a letter to Sheriff Trapp and one to the State Police informing them that there is a community safety issue and also send letters to the residents in the area informing them that if there are more complaints, the Sheriff will be called. He went on to explain that this approach would save the City from investing in speed bumps and additional signage. (00:06:53)

City Administrator/Recorder Mills explained that she confirmed with ODOT the road is 19-feet or so wide and the speed limit would be 25 mph.

Council President Meyer explained that he did not object to a speed limit sign as a reminder to residents, but after driving the road he could not see a need for speed bumps. Mr. Rory Hammond, who was in the audience, noted that during the March 13 Council meeting, one of the residents complained about speeding at the bottom of Maple Drive where the mailboxes were located and asked for a speed bump to be placed there. (00:14:30)

There was further discussion in which there was some debate about installation of speed bumps. Councilor Orr reminded everyone that in the March 13 meeting, Councilors agreed to speed limit signage. Mayor Forsythe suggested that the letter he proposed should include a caution to residents explaining that the City would take no further

action unless it received more complaints. There was some discussion about alternative speed limiting options, including a “Slow Children Playing” sign.

Following discussion, it was agreed to install two 25-mph speed limit signs, one speed bump at the bottom of the road by the mailboxes and one “Slow Children Playing” sign, as well as sending the letters suggested by Mayor Forsythe. (00:34:00-35:00)

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

There was no discussion.

#### **9. ADJOURNMENT**

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

Mayor Forsythe adjourned the meeting at 5:36 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 10<sup>h</sup> DAY OF APRIL 2019**

---

Robert Forsythe, Mayor

ATTEST:

---

Jamie Mills, City Administrator/Recorder

**BILLS OF THE SESSION: 3/06/2019 thru 4/03/2019**

Campbell Productions	\$390.00
Central Lincoln P.U.D. (City Hall)	\$189.31
Central Lincoln P.U.D. (Street Lights)	\$1,777.08
Century Link	\$310.33
Charter Business	\$71.05
County Transfer & Recycling	\$24.51
DCBS Quarterly State Surcharge	\$962.76
MCI/Verizon	\$45.75
Northwest Code Professionals	\$749.96
Pest Tech	\$80.00
Siuslaw News (notices)	\$147.21
Siuslaw School District 97J	\$0.00
Secretary of State (annual municipality fee)	\$150.00
Speer Hoyt LLC General	\$274.00
Speer Hoyt LLC Building Program Issue	\$0.00
Speer Hoyt LLC Street/drainage issues	\$1,335.00
Total Speer Hoyt LLC	\$1,609.00
Terri English (Dunes City Home Services)	\$160.00
True Cut Engraving	\$27.50
U S Bank	\$256.40
Office Supplies & Postage	\$196.40
Travel	\$60.00
Vend West	\$8.50
Wells Fargo	\$185.25
Wobbe & Associates	\$513.75
Staff Wages	\$5,118.64
PERS	\$3,240.75

Above bills in the amount of           \$16,017.75           approved per motion,           **TOTAL   \$16,017.75**

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

Mayor / Council President

**RECEIPTS OF THE SESSION: 3/7/2019 thru 4/03/2019**

Building Rental	\$0.00
Business License	\$765.00
Copy Charges	\$5.75
Donations	\$0.00
Triathlon	\$500.00
Fines	\$0.00
Franchise Fee, Cable TV	\$0.00
Franchise Fee, PUD	\$8,562.52
Franchise Fee, Telephone	\$2,072.40
Lien Searches	\$100.00
Permits, Conditional Use	\$0.00
Permits, Boundary Line Adjustment (PUD)	\$0.00
Permits, Demolition	\$0.00
Permits, Electrical	\$0.00
Permits, Excavating & Grading & Driveway	\$37.00
Permits, Manufactured Home Fees	\$0.00
Permits, Mechanical	\$69.00
Permits, Other (Inspections, LUCS, No Brushing, etc.)	\$70.00
Permits, Penalties	\$0.00
Permits, Plan Check Fees	\$105.95
Permits, Plumbing	\$97.00
Permits, Right of Way Use	\$0.00
Permits, Structural	\$163.00
Permits, Building Surcharge	\$125.00
Permits, State Surcharge	\$39.48
Permits, Vegetation / Tree Removal	\$25.00
Permits, Refunds	\$0.00
PERMITS TOTAL	\$731.43
ODOT Small Cities Grant	\$0.00
Septic Inspections	\$50.00
Tax, Cigarette	\$0.00
Tax, Liquor (OLCC)	\$1,348.53
Tax, Oregon State Highway Apportionment	\$7,394.72
Tax, Lane County Motel Fund	\$212.65
Tax, School Excise	\$0.00
Water Rights Application Fees	\$0.00
Water Admin Fees	\$100.00
<b>TOTAL</b>	<b>\$21,843.00</b>

# Dunes City Profit & Loss March 2019

	Mar 19
Ordinary Income/Expense	
Income	
40000 · Fund Revenue	
41000 · General Fund Revenue	
41107 · Business License Fees	850.00
41120 · Events / Fundraisers	500.00
41145 · Lien Search Fees	150.00
41150 · Liquor tax	1,348.53
41175 · PUD Franchise	8,562.52
41180 · Septic Admin Fees	100.00
41190 · Telephone Franchise	2,072.40
Total 41000 · General Fund Revenue	13,583.45
42000 · Building Codes Fund Revenue	
42104 · Building Surcharge	150.00
42115 · Electrical fees	105.00
42120 · Excavating-Grading Fees	37.00
42133 · LUCS Land Use Compat. Stmt.	-35.00
42140 · Mechanical Fees	69.00
42145 · Plan Check/Review Fees	105.95
42150 · Planning Fee & LUCS	35.00
42155 · Plumbing fees	97.00
42165 · State Surcharge Fees	52.08
42175 · Structural Fees & Demolition	163.00
42180 · Vegetation and Tree Removal	25.00
Total 42000 · Building Codes Fund Revenue	804.03
43000 · State Street Fund Revenue	
43115 · State Hwy Apportionment	7,394.72
Total 43000 · State Street Fund Revenue	7,394.72
46000 · Water Right Fund Revenue	
46105 · Administrative Fees	100.00
Total 46000 · Water Right Fund Revenue	100.00
Total 40000 · Fund Revenue	21,882.20
Total Income	21,882.20
Gross Profit	21,882.20
Expense	
51000 · Fund Expenses	
51100 · Personal Services	
Administrative Wages	3,918.61
FUTA	34.46
Medicare	94.41
Oregon Unemployment	299.53
PERS-City Contrib	3,240.75
Social Security	403.72
Worker Comp Hourly	8.44
Total 51100 · Personal Services	7,999.92

1:13 PM  
04/03/19  
Cash Basis

**Dunes City**  
**Profit & Loss**  
**March 2019**

	Mar 19
51300 · Materials & Services	
Building Dept Svs	3,201.72
Community Center Maint/Repair	253.56
Dues	1,303.67
Engineering - Consultants	513.75
Equipment maint & repair	270.00
Legal	57.00
Office Equipment lease-copier	185.25
Office Supplies & Postage	695.03
Publishing	294.42
Refunds	240.94
School Excise Tax	1,762.56
Street Lighting	3,565.04
Street Maintenance	356.00
Telephone	357.38
Utilities	280.01
Video Programming	390.00
Total 51300 · Materials & Services	13,726.33
Total 51000 · Fund Expenses	21,726.25
66000 · Payroll Expenses	2,592.85
Total Expense	24,319.10
Net Ordinary Income	-2,436.90
Net Income	-2,436.90



**CITY OF DUNES CITY  
LANE COUNTY, OREGON  
ORDINANCE NO. 251**

**AN ORDINANCE AMENDING CHAPTER 91 OF THE DUNES CITY CODE OF ORDINANCES ENTITLED “NUISANCES” BY ADDING A NEW SECTION 91.03(C) PROHIBITING THE FEEDING OF DEER, RACCOON, BEAR, COUGAR, COYOTE, AND/OR WOLF WITHIN THE CITY LIMITS OF DUNES CITY.**

**WHEREAS**, feeding or otherwise domesticating deer, raccoon, bear, cougar, coyote, and/or wolf creates public health hazards by increasing traffic hazards, attracting predatory wildlife, and creating environment for their aggressive protection of territory; and

**WHEREAS**, feeding deer, raccoon, bear, cougar, coyote, and/or wolf frequently results in damage to landscaping, fences, and other structures in the City and property by consumption of private landscaping, and sometimes results in personal injury to persons and companion animals; and

**WHEREAS**, feeding deer, raccoon, bear, cougar, coyote, and/or wolf interferes with accepted wildlife management practices;

**NOW, THEREFORE, THE CITY OF DUNES CITY ORDAINS AS FOLLOWS:**

**Section 1.** Section 91.03 entitled “Nuisances Affecting Public Health” is hereby amended by adding the following language:

“(C) No person shall knowingly place, deposit, distribute, store or scatter food, garbage or any other attractant so as to knowingly constitute a lure, attraction or enticement for deer, raccoon, bear, cougar, coyote, and/or wolf.”

**Section 2.** **SEVERABILITY CLAUSE.**

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, that portion shall be deemed a separate, distinct, and independent provision and that holding shall not affect the validity of the remaining portions of this Ordinance.

**Section 3.** **OTHER REMEDIES.** Nothing in this Ordinance shall be construed as limiting any judicial remedies that the City may have, at law or in equity, for enforcement of this Ordinance. Non-exclusive remedies for enforcement are all those available under State and County laws including seizure of property, civil and criminal penalties.

**Section 4.**     **CAPTIONS.** The captions to sections throughout this Ordinance are intended solely to facilitate reading and reference to the sections and provisions contained herein. Such captions shall not affect the meaning or interpretation of this Ordinance.

**Section 5.**     **SCRIVENER'S ERRORS.** Any scrivener's errors in this Ordinance may be corrected by Resolution of the City Council.

**Section 6.**     **EFFECTIVE DATE.**

This Ordinance shall take effect thirty (30) calendar days after adoption in accordance with the Dunes City Charter.

---

Passed at the first reading in a regular meeting of the City Council of Dunes City, Oregon, on this 13<sup>th</sup> day of March, 2019.

Ayes: \_\_\_\_\_     Nays: \_\_\_\_\_     Abstain: \_\_\_\_\_     Absent: \_\_\_\_\_

Passed at the second reading and placed on final passage, and adopted by the City Council of Dunes City, Oregon, on this 13<sup>th</sup> day of March, 2019.

Ayes: \_\_\_\_\_     Nays: \_\_\_\_\_     Abstain: \_\_\_\_\_     Absent: \_\_\_\_\_

**DATED THIS 13<sup>th</sup> DAY OF MARCH, 2019.**

---

ROBERT FORSYTHE, MAYOR

ATTEST:

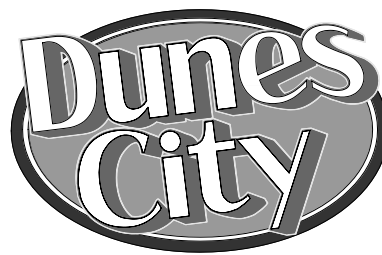
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JAMIE MILLS, CITY ADMINISTRATOR

**MAYORAL PROCLAMATION:**

---

National Child Abuse Prevention Month



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

**WHEREAS**, more than 80,000 reports of child abuse or neglect were made in Oregon between October 2016 and September 2017; and

**WHEREAS**, child abuse prevention is a community as well as a personal responsibility and finding solutions depends on the involvement of all citizens; and

**WHEREAS**, communities must take steps to promote programs that benefit children and their families; and

**WHEREAS**, effective child abuse prevention programs are more likely to succeed when there are partnerships among cities, schools, religious organizations, law enforcement agencies, and the business community; and

**WHEREAS**, everyone in the community should become more aware of child abuse prevention while assisting parents to raise their children in a safe, nurturing environment;

**NOW, THEREFORE**, I, Mayor Robert Forsythe, do hereby proclaim the month of April 2019 to be Child Abuse Prevention Month in Dunes City, Oregon, and urge all citizens to work together to help reduce child abuse and neglect in the years to come.

Signed this 10th day of April, 2019.

---

Robert Forsythe, Mayor

## Dunes City Recorder

---

**From:** Ross Williamson <[ross@localgovtlaw.com](mailto:ross@localgovtlaw.com)>  
**Sent:** Tuesday, April 02, 2019 12:10 PM  
**To:** Dunes City Recorder  
**Subject:** RE: Ditech

Property donations often sound like a great idea, but I've seen them just turn to trouble too.

You certainly want to do a full title report on the property to make sure you are not taking on liability with the "donation." Depending on the location and the surrounding properties, a survey can also be a good idea. And depending on the history of uses on the property, an environmental review would be very wise. So, a donation is never free...

I think you also have to think about future uses for the property and whether taking on the property just forces the City to reallocate resources to a project it was not anticipating. While there can be opportunity costs in missing out on the free property, there can also be costs associated with taking on the property too.

**From:** Dunes City Recorder [<mailto:recorder@dunescityor.com>]  
**Sent:** Tuesday, April 02, 2019 11:54 AM  
**To:** Ross Williamson <[ross@localgovtlaw.com](mailto:ross@localgovtlaw.com)>  
**Subject:** RE: Ditech

No, don't do any more. I'll kind of look into it by doing a search for liens in the City's name in the County records. Thanks.

On another note, a resident that owns a very, very small (.11 acre) parcel in the City wants to donate it to the City. Thoughts? Am putting it on the agenda for consideration by the Council at the next regular session (April 10<sup>th</sup>).

Jamie

FOR ASSESSMENT AND  
TAXATION ONLY

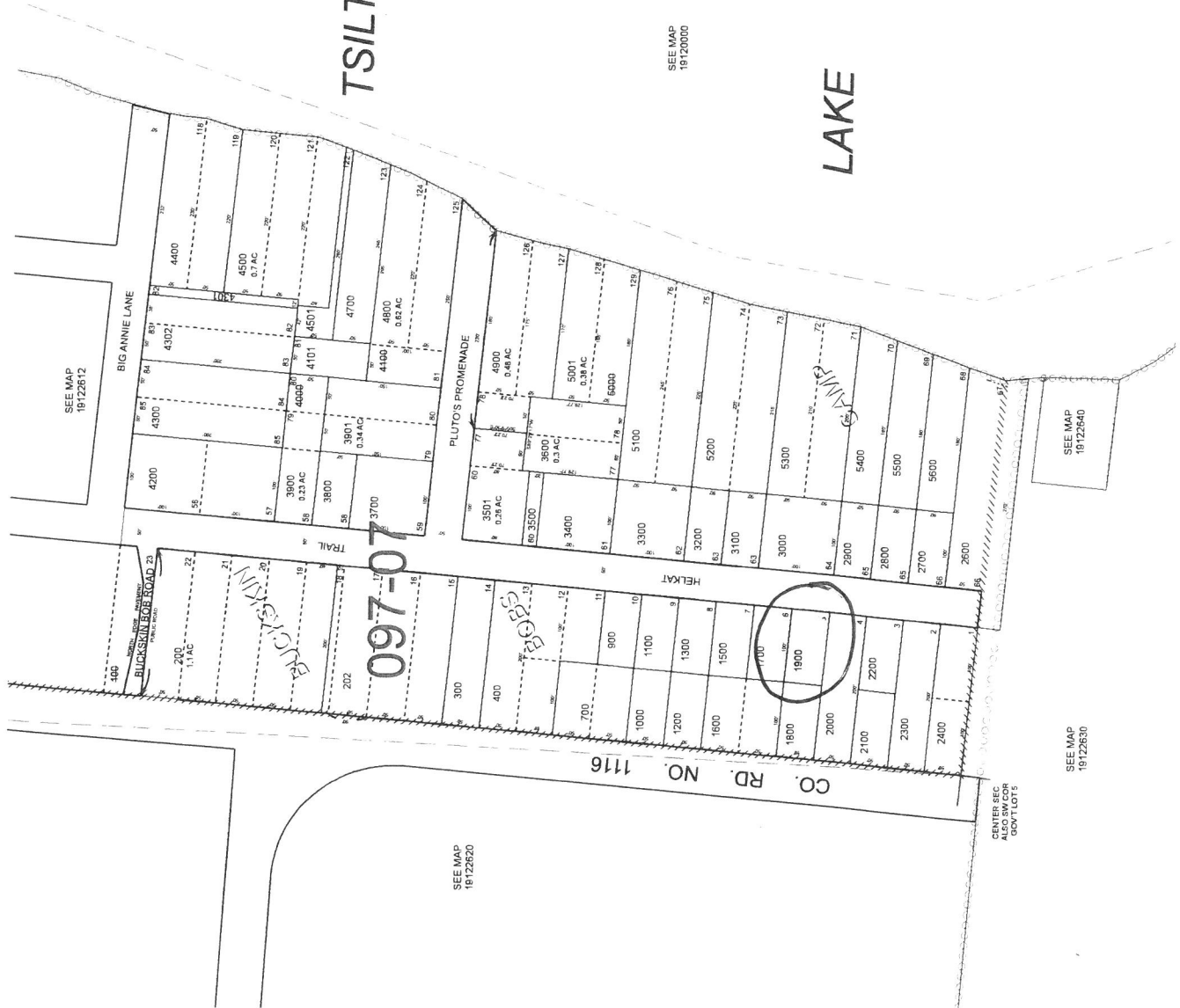
S.W.1/4 N.E.1/4 SEC.26 T.1. R.12W. W.M.  
Lane County

1" = 100'

191226'  
DUNES CI.,

5/19/2009 11:55:48 AM: bndknc

CANCELLED:  
100  
4000  
4100  
5000



Roshyn Burch  
541-998-2538 home  
541-913-6314 cell

191226' - LOT 145 - CONVERT MAP TO 200  
5/19/2009 - LOT 145 - CONVERT MAP TO 200

DUNES CITY  
19122613

# Real Property Tax Lot Record

Lane County Assessment and Taxation

Print Date: Jan 2, 2019



In preparation of these records, every effort has been made to offer the most current, correct, and clearly expressed information possible. Nevertheless, inadvertent errors in information may occur. In particular but without limiting anything here, Lane County disclaims any responsibility for typographical errors and accuracy of this information. The information and data included on Lane County servers have been compiled by Lane County staff from a variety of sources, and are subject to change without notice to the User. Lane County makes no warranties or representations whatsoever regarding the quality, content, completeness, suitability, adequacy, sequence, accuracy, or timeliness of such information and data.

The legal descriptions contained herein are for tax lot purposes only.

Included in this report:

1. A listing of documents affecting ownership and/or property boundary changes.
2. The scanned tax lot record image and any legal description changes made since .

**Map & Tax Lot** 1912261301900

**Status**

Active

**Current Parcel/Account**

0869477

**Current TCA**

09720

**Document #**

**Type**

**Date Effective Year**

**Tax Lot Acres**

Description Card

0.00

Comments:

February 11, 2019

Deborah Mirvus  
Deborah Mirvus Trust  
83 Piscina Lane  
Hot Springs Village, AR 71909

Hello Deborah,

I would like to sell my property at Siltcoos Lake in Dunes City, OR.

You contacted me some time back about this lot. Since you are a neighbor adjacent to my lot as described by Lane County as 19-12-26-13-01900 at .11 acres in Dunes City, OR. I wanted to see if you are still interested in purchasing this lot. Enclosed is the current tax statement and tax map for the location highlighted in yellow. I would like and welcome your response as I'm very negotiable on price.

Please feel free to contact me by email, phone, text or snail mail of your interest as soon as possible.

Best Regards,

Roslyn Farver Burch

92891 River Rd, Junction City, OR 97448  
Email: [roslynburch@gmail.com](mailto:roslynburch@gmail.com) call or text: 541-913-6314

CO. RD. NO. 1116

700	900	11
1000	1100	10
1200	1300	9
1600	1500	8
	1700	7
1800	1900	6
2000		5
2100	2200	4
2300		3
2400		2

HELKAT

HE LKA+		DUBAC	
61	3300	77	5100
62	3200	78	5200
63	3100	79	5300
64	3000	80	5400
65	2900	81	5500
66	2800	82	5600
67	2700	83	5700
68	2600	84	5800



29178

## OFFICIAL RECORD OF DESCRIPTIONS OF REAL PROPERTIES

OLD NUMBER

OFFICE OF COUNTY ASSESSOR LANE COUNTY, OREGON

CODE  
NO.

97-04

AP NO.	19.12.26	TAX LOT NO.	1900	869 477	SECTION	26	TOWNSHIP	19 S.	RANGE	12	W.M.	AERIAL PHOTO
ACCOUNT		NUMBER										

LOT NO.	5	BLOCK NO.		ADDITION	BUCKSKIN BOB'S CAMP	CITY	
------------	---	--------------	--	----------	---------------------	------	--

LEGAL DESCRIPTION	DEED RECORD		ACRES REMAINING
	DATE OF ENTRY	DEED NUMBER	
E $\frac{1}{2}$ of Lot 5	1941	190/69	
	1976	Probate #20897	
	1993WA	RP908/9306153	
	2000WD	36618	
	2008WD	2008-015155	
	2008SC	2008-015159 (LIST)	



**07-01-2018 TO 06-30-2019 REAL PROPERTY TAX STATEMENT**  
**LANE COUNTY 125 E. 8TH AVE. EUGENE, OR 97401 (541) 682-4321**

[www.lanecounty.org/at](http://www.lanecounty.org/at)

SITUS ADDRESS: ADDRESS UNKNOWN  
 , OR

PROPERTY CLASS: 400  
 TAX CODE AREA: 09720 ACRES: 0.11  
 MAP & TAX LOT : 19-12-26-13-01900

BURCH ROSLYN FARVER  
 92891 RIVER RD  
 JUNCTION CITY, OR 97448

**ACCOUNT # 0869477**

**LAST YEAR'S TAX**

**206.95**

See back for explanation of taxes marked with (\*)

*pd 10/25/18  
 ck# 3749*

**CURRENT TAX BY DISTRICT**

U Siuslaw School District	77.62
U Lane Education Service Dist	4.45
U Lane Community College	12.34
Siuslaw School District LO	14.95

**Education Totals:**

**109.36**

Western Lane Ambulance Dist LO	8.97
U Western Lane Ambulance Dist	6.38
U Siuslaw Public Library Dist	10.29
U Port of Siuslaw	2.94
U Lane County	25.50
Lane County Public Safety LO	10.27
Lane County 4-H /Extension LO	0.30

**General Government Totals:**

**64.65**

U Siuslaw School District Bond	17.30
U Lane Community College Bond II	4.50
Fire Patrol - West	18.75

**Bonds - Other Totals:**

**40.55**

VALUES AS OF 01/01/2018	LAST YEAR	THIS YEAR
REAL MARKET VALUE		
LAND	25,410	24,024
STRUCTURES	0	0
TOTAL	25,410	24,024
M5 SPECIAL		
ASSESSED VALUE	0	0
M5 REAL MKT VALUE	25,410	24,024
ASSESSED VALUE	19,357	19,938
EXEMPTIONS	0	0
<b>TAXABLE VALUE</b>	<b>19,357</b>	<b>19,938</b>

**MORTGAGE CO:**

If a mortgage company pays your taxes,  
 this statement is for your records only.

**TAX PAYMENT OPTIONS**

(See back of statement for payment instructions)

	Pay By	Discount	Net Amount Due
In Full	11/15/2018	6.43	208.13
2/3	11/15/2018	2.86	140.18
1/3	11/15/2018	None	71.52

2018-2019 TAXES BEFORE DISCOUNT **214.56**

**TOTAL TAX (After Discount) 208.13**

----- Forwarded message -----

From: **Robert Orr** <[robertvorr@gmail.com](mailto:robertvorr@gmail.com)>

Date: Sun, Mar 17, 2019 at 12:18 PM

Subject: Next City Council meeting

To: Dunes City Admin <[admin@dunescityor.com](mailto:admin@dunescityor.com)>

2. The Siuslaw School District is sponsoring an Education Expo to be held at Siuslaw High School on February 29, 2020. All residents in the district will be invited to participate in this event which will showcase the many opportunities for education in the area including schools, nonprofit organizations, and local government agencies. My request is that Dunes City consider the following:

- a) Being a "partner" in this event. We are not asking for funding from partners, just the endorsement and (hopefully) some promotion of the event in newsletters, on the website, etc.
- b) Hosting a table or booth at the event. This would be an opportunity for Dunes City to educate citizens about all that the city has to offer (the Triathlon, hiking trails, the Siltcoos River, etc.). This will be a major event for our area with widespread promotion and hopefully a large turnout of citizens of all ages.

3. This may not be an agenda item, but we could use the help of Dunes City with our efforts to get input from residents of the Siuslaw School District about citizen views on education and educational facilities. We've developed an online survey and we're looking for ways to get people to participate in it. We're also looking for a venue in Dunes City to hold a "town hall" meeting to discuss educational issues with local residents. So, could we use the city hall for a meeting place, and could the city promote the survey and the meeting with an email or in a newsletter. Please take the survey: <https://bit.ly/SiuslawSurvey> and share the address with friends, colleagues, etc.

Thanks,

Bob

# AMR Plan - City of Dunes City, Or.

*Prepared by the Ferguson Meter & Automation Group*

## Dunes City AMR Package Options Include

This includes (1) handheld reading package:

**Large** easy to read screen

**Internal** GPS

**5** megapixel camera

**Flashlight**

- (1) Docking Unit**
- (1) Command Link**
- (1) Software**
- (1) 1<sup>st</sup> Yr annual Support**
- (1) Install and Training**



## Sensus FlexNet Radio

(200) Radios

20yr Radio Warranty – Full 15yr bumper to bumper – 5yr prorated

Primary Use FCC licensed Frequency

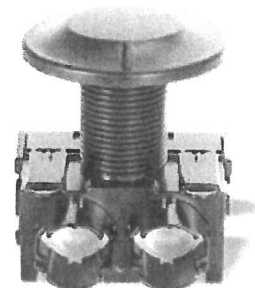
Powerful 2watts of power

Firmware upgradable

Meter cable plugs right into the back

Single port and dual port options available

100% sealed, so can be submerged in water



## Meter Options

### 5/8X3/4" iPERL Meter

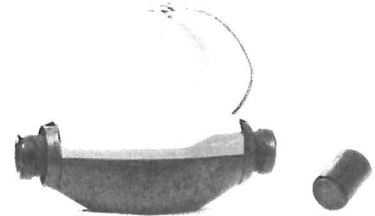
(200) Smart Meters

20yr meter warranty - 15yr bumper to bumper – 5yr prorated

Extreme Low Flow Range -down to .03

Smart Meter – Leak detection, reverse flow, tampering

35 day hourly consumption data



## Radio Reading Package With iPERL Meter - \$79,200

### Annual Build

Year 1 (2019)

- (1) 6501-GB HHD
- (1) FL 6001 Docking Unit
- (1) Command Link
- (1) Autoread Software
- (1) Install/Training
- (1) 1<sup>st</sup> Year Annual Support
- (24) 5/8x3/4" iPERLS
- (24) 520M Radios

**Year 1 Price - \$20,000 – *Please note that I was able to double the amount of meters and radios from 12 to 24 from my initial proposal in year 1. Same price of \$20,000***

2019/2020 Pricing

(1) 5/8x3/4" iPERL Meter - \$142ea

(1) 520M Radio - \$159 ea

I cannot lock in this pricing beyond 2020 at this point. I know that you want to get rolling and this initial \$20k package will do just that. Moving forward after that, we can work together to help you finish out your system. Let me know what questions that you have for me as well as I will be emailing you a couple forms that I will need you to fill out in regards to the FCC license so you can begin to radio read.

Pat Hart

AMI Specialist

Ferguson Meter & Automation Group

Pat. [Hart@Ferguson.com](mailto:Hart@Ferguson.com)

541.221.4332

**CITY OF FLORENCE  
RESOLUTION NO. 2, SERIES 2015**

**A Resolution Establishing a Policy for Official City Use of Social Media**

RECITALS:

1. The City of Florence City Council and management team have determined there is a need to address the use of social media as a communication tool to provide information to the public and other stakeholders.
2. The City of Florence recognizes that the public seeks information about the community through social media sites. These social media outlets have the ability to provide and relay timely information regarding emergencies, public safety, local events, proposed policy changes, and other information available.
3. The purpose of the City of Florence Social Media Policy is to address the use of social media communications the City government utilizes to provide information online; and to encourage the use of social media to further the goals of the City and the City Council to improve communication with the citizens of Florence.
4. The official City of Florence website, [www.ci.florence.or.us](http://www.ci.florence.or.us), and the official Florence Events Center website, [www.eventcenter.org](http://www.eventcenter.org), will remain the primary and predominant public source for in-depth information, forms, documents or online services necessary to conduct business with the City. These websites, and their associated functionality will remain the primary and predominant source for City resident and employees to find in-depth information, forms, documents, or online services.
5. It is in the best interest of the community and the City to have a Social Media Policy in place to allow designated employees of the City the ability to post information on official social media sites and allow commentary from the community.

Based on these findings,

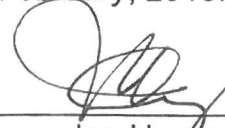
THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. The Social Media Policy, Exhibit A, is adopted by the City of Florence City Council as an administrative policy to be administered by the City Manager's Office. The Social Media Policy is applicable to all employees and departments as well as any affiliated government or non-government officials.

2. This Resolution amends and supersedes all prior policy, written or otherwise, pertaining to the City's official use of social media as a communication tool.
3. This Resolution takes effect immediately upon adoption.

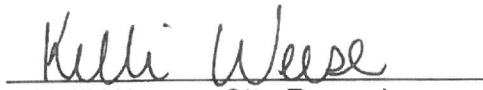
ADOPTION:

This Resolution is passed and adopted on the 2<sup>nd</sup> day of February, 2015.



Joe Henry, Mayor

Attest:



Kelli Weese, City Recorder



## City of Florence Social Media Policy

The goals of the official City of Florence approved social networking sites are:

- To increase public awareness of the City's programs, policies, and services.
- To promote the value and importance of the City's programs, policies, and services among government officials, civic leaders, and the general public.
- To maintain open, professional, and responsive communications with members of the public and news media.

### I. PURPOSE

The purpose of this policy is to address the fast-changing landscape of the Internet and the way constituents communicate and obtain information online. To better meet the communication needs of our users, the City of Florence may use social media tools to reach a broader audience and further the communication and public involvement goals of the City where appropriate.

Social Media and Web 2.0 refer to various activities that integrate technology, social interaction, and content creation. Social media allows people to create, organize, edit or comment, combine, and share web content. Social media and Web 2.0 uses ever-changing technologies and forms, including RSS and other syndicated web feeds, blogs, wikis, photo sharing, video sharing, podcasts, social networking, mashups, widgets, microblogs, and more.

### II. GENERAL INFORMATION

All use of social media and any new form of social media must be reviewed and approved by the City Manager or designee. The City's website will remain the City's primary Internet presence.

1. The best, most appropriate City uses of social media tools fall generally into two categories:
  - a) As channels for disseminating time-sensitive information as quickly as possible (i.e. Emergency information), and
  - b) As marketing/promotional channels which increase the City's ability to broadcast its messages to the widest possible audience.
2. Wherever possible, content posted on the City of Florence social media sites should be accessible on the City's website, [www.ci.florence.or.us](http://www.ci.florence.or.us).
3. Wherever possible and appropriate, content posted on the City of Florence social media sites should contain links directing users back to the City's official website.
4. The City Manager's Office will be responsible for the content of any social media sites created. The social media sites will be developed using a city email address which will be directed to staff in the City Manager's Office to archive all messages received from the site.

### III. RECORDS RETENTION

In order to comply with the retention requirements of the Oregon Public Records Law (ORS Chapter 192 and OAR Division 166-200), it is the policy of the City that City personnel may not post original content to social media sites unless that content is preserved and retained according to Oregon Public Records Law. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. The City Manager's Office is responsible for responding completely and accurately to any public records request on a social media site.

### IV. SOCIAL MEDIA TOOLS

The City Manager's Office is responsible for overall social media administration. Given that social media sites vary in content and use, the City Manager's Office will review a site before a City account is created based on its need, purpose, and audience. City accounts shall be established and administered by the City Manager or designee. No other employee of the City of Florence is authorized to establish any City of Florence account on any social media site.

The City Manager's Office may authorize designees within departments to represent the City on official City social media sites. These Content Managers shall follow the guidelines set out by this policy in sharing information while representing the City in their official capacity.

City of Florence approved social media outlets shall display the City of Florence logo, disclaimers listed below, and official contact information.

#### 1. Facebook

Facebook is a social networking site. Businesses and governments have joined individuals in using Facebook to promote activities, programs, projects and events. The City's Facebook page is designed to drive traffic to the City's website and to inform more people about City activities. The Facebook page shall serve the following primary purposes:

- Refer followers to content hosted at [www.ci.florence.or.us](http://www.ci.florence.or.us)
- Promote City sponsored events
- Provide information during an emergency
- Provide the public with the opportunity to comment on an issue

Content Managers have the option to "push" new items posted to the City Website to the Facebook account. Facebook users will see the post with a link to the news item on the City website.

The City Manager or designee will be responsible for monitoring the comments on the City's Facebook page. If there are comments that require a response or that should be removed, please notify the City Manager's Office. All responses shall be provided to users in a timely manner.

Departments desiring Facebook pages separate from the City account must submit a request in writing to the City Manager detailing the following:

- Target audience
- Purpose of separate page and reasoning why the main Facebook page does not meet the needs of the department

In general, requests for special accounts will be denied unless the account is needed to reach a special audience not currently served by the City's website or Citywide Facebook account.

## 2. Twitter

Twitter is a microblogging tool that allows account holders to tweet up to 140 characters of information to followers. City departments will communicate information directly to the City of Florence Twitter account alerting followers to news and directing them to [www.ci.florence.or.us](http://www.ci.florence.or.us) for more information.

Content Managers have the option to "push" news items posted to the City website to the twitter account. Twitter users are only allowed to use 140 characters in a message with a link to the news item on the City website. In writing the lead of a news release, Content Managers should ensure the key idea the public needs to understand is clearly written in the first 140 characters.

The Twitter account will serve the following primary purposes:

- Refer followers to content hosted at [www.ci.florence.or.us](http://www.ci.florence.or.us)
- Promote City sponsored events, programs, and activities
- Provide information during an emergency

NOTE: Twitter does not allow for content editing, therefore, staff posting to Twitter must ensure that information is posted correctly the first time.

The City Manager or designee will be responsible for coordinating responses for the Twitter @reply or direct message functions. If there are comments that require a response, staff should contact the City Manager's Office. Communication with followers shall be consistent and timely.

Departments desiring Twitter accounts separate from the City account must submit a request in writing to the City Manager detailing the following:

- Target audience
- Purpose of separate account and reasoning why the main account does not meet the needs of the department

In general, requests for special accounts will be denied unless the account is needed to reach a special audience not currently served by the City's website or the City's main Twitter account.

### 3. Vimeo

Vimeo is a video sharing site. Video sharing is a means to share the City's message and distribute content to a larger group of citizens. The City's Vimeo page is designed to allow citizens to view recordings of public meetings, to drive traffic to the City's website, and to inform more people about City activities. The Vimeo page shall serve the following primary purposes:

- Make recordings of City Council and other public meetings available to the public
- Refer followers to content hosted at [www.ci.florence.or.us](http://www.ci.florence.or.us)
- Promote City sponsored events, programs, and activities through informational videos
- Provide information during an emergency

Content Managers have the option to "push" new items posted to the Vimeo account and either embed them in or link them to the City website and other social media outlets. Vimeo users will be able to view the video and additional information provided in the description. If recordings of meetings are posted, agendas and links back to the meeting page on the City website will be required.

The City Manager or designee will be responsible for monitoring the comments on the City's Vimeo page. If there are comments that require a response or that should be removed, please notify the City Manager's Office. All responses shall be provided to users in a timely manner.

Departments desiring Vimeo pages separate from the City account must submit a request in writing to the City Manager detailing the following:

- Target audience
- Purpose of separate page and reasoning why the main Vimeo page does not meet the needs of the department

In general, requests for special accounts will be denied unless the account is needed to reach a special audience not currently served by the City's website or Citywide Vimeo account.

## V. COMMENTS

If a social media site or any other web based platform used by the City allows for comments to be posted by the public, the City Manager or designee reserves the right to moderate comments based on the criteria listed below, which shall be provided as a disclaimer on City approved social media sites.

### 1. Disallowed Comments

The following forms of content will not be allowed on City controlled social media sites:

- a) Content that violates the terms of use of the social media site;
- b) Content unrelated to the purpose of the site;
- c) Profane language or content;

- d) Content that promotes, fosters, or perpetuates discrimination on the basis of membership in a protected class;
- e) Content the disclosure of which would violate any federal, state, or local law;
- f) Sexual content or links to sexual content;
- g) Solicitations of commerce;
- h) Content that would violate the ownership interest of another party;
- i) Illegal conduct or encouragement of illegal activity;
- j) Information that may tend to compromise the safety or security of the public or public services, including but not limited to: personal information relating to City residents, confidential or sensitive City information, and information that may tend to compromise the safety or security of public buildings, public utilities, public transportation systems, police, fire, or other emergency services; and
- k) Links to:
  - Candidate sites or sites advocating a position on City or other election issues;
  - Corporate commercial sites; or
  - Individual personal pages or websites.

The City reserves the right to determine which comments are unacceptable for its page, and citizens who repeatedly violate this policy may be blocked from the site.

The City's social media sites are monitored by City staff and therefore not monitored under a 24-hour basis. Comments, posts, and questions will be responded to in a timely fashion.

## 2. External Links

To meet its purpose, the City's social networking sites may contain links to other social networking sites or websites that are not owned, regularly reviewed, or controlled by the City. The provisions of direct links should not be construed as an endorsement or sponsorship of these external sites, their content, or their hosts. In addition, the views and opinions of the authors of documents published on or linked to the City's social networking sites by third parties do not necessarily state or reflect the opinion, policy, or position of the City.

Links to other social networking sites or websites are approved if they meet the following criteria:

- a) They are state, regional, local, or federal government agencies, special purpose districts, hospitals, scientific or cultural organizations serving the Florence area community and public educational institutions.
- b) They are human service organizations that receive direct support from the City of Florence.
- c) They are community festivals and events that are open to the general public and that are sponsored or cosponsored by the City.
- d) No links are allowed to sites containing inappropriate material or to information irrelevant to the City's mission or services.

The City's social networking sites do not provide links to external sites that are strictly political or religious in nature. Links shall not be made to sites that are associated with, sponsored by, or serve a candidate for elected office or any political part or organization supporting or seeking to defeat any candidate for elective office or ballot proposal.

#### VI. CONFIDENTIALITY OF INFORMATION

City personnel must adhere to all applicable City policies concerning confidentiality when using social media. City personnel may not discuss or otherwise disclose confidential information (including photographs) acquired as a result of their relationship with the City, including but not limited to:

1. Information protected by the Health Information Portability and Accountability Act (HIPAA) and associated federal regulations;
2. Information protected by ORS 192.518 through ORS 192.529;
3. Information exempt from disclosure under the Oregon Public Records Act, ORS 192.410 through ORS 192.505;
4. Information related to legal matters or litigation;
5. Information the disclosure of which would violate any federal, state, or local law; and
6. Information made confidential or exempt from disclosure under state or federal or local law.

City personnel may not use or disseminate photographs or other images taken at a scene or during the course of work done for the City without the prior permission of the City Manager or City Manager's designee. All photographs or images taken at a scene or during the course of work done for the City are the property of the City and must be provided to the City as soon as practicable. Electronic photographs and images will be uploaded to the City's network and erased from the individual's personal electronic device.

#### VII. EXPECTATIONS OF CITY PERSONNEL

City personnel representing the City through social media must conduct themselves at all times as representatives of the City. Failure to do so may result in discipline as described in the City's Personnel Policies. Posts on the City's social media sites by City personnel must reflect the views, policies and positions of the City. When posting information to the City's social media sites City personnel are responsible for complying with all applicable federal, state, and local laws, regulations, and policies, including but not limited to laws governing copyright, public records, free speech, and privacy.

Pursuant to ORS 260.432, while on the job, during working hours, City personnel may not post content to the City's social media sites that promotes or opposes: 1) any political committee; 2) the nomination or election of a candidate; 3) the gathering of signatures on an initiative, referendum or recall petition; 4) the adoption of a measure; or 5) the recall of a public office holder. Any political posts made by City personnel while not on the job during working hours should clearly state that the views expressed in the post are the personal views of the individual and are not supported or endorsed by the City.

#### VIII. CONTENT OWNERSHIP

All social media communications and messages composed, sent, or received on the City's IT equipment are the property of the City of Florence. The City reserves the right not to publish any posting, or to later remove it.

#### IX. DISCLAIMER

To the extent possible, depending on the social media tool and the hosting policies, the City will prominently post the following disclaimer on any City social media site that allows the public to post content to the site:

Comments posted to this page will be monitored. The City reserves the right to remove inappropriate comments, including comments that: 1) contain profane language or sexual content; 2) threaten or defame any person or organization; 3) violate the legal ownership interest of another party; 4) promote illegal activity; 5) promote commercial services or products; 6) compromise the safety and security of the public or public services; 7) perpetuate discrimination on the basis of membership in a protected class; or 8) are not topically related to the particular post. Comments posted to this site by a user other than the City represent the views of that user only and do not reflect the views or policies of the City. The City does not support or endorse comments made by users other than the City.

Communications made through social media will in no way constitute a legal or official notice to the City or to any official or employee of the City for any purpose. Use of this website constitutes acceptance of this policy. Any information posted here is public information and may be subject to monitoring, moderation, or disclosure to third parties.

#### X. PERSONAL USE OF SOCIAL MEDIA TOOLS

Employees may choose to host personal social networking sites. These sites must remain personal in nature and be used to share personal opinions or non-work related information. When using Social Media for personal business, City personnel may not imply that the content posted is endorsed by the City. For example, City personnel should not use the City's logo on their personal social media accounts, and posts should be made in the individual's personal capacity, not in his or her capacity as City personnel. This helps ensure a distinction between sharing personal views and City views. In addition, City employees should not use their City email account or password in conjunction with personal social networking sites. For more information about personal social networking please see Human Resources.

#### XI. TERMINATION OF SOCIAL MEDIA TOOLS

The City reserves the right to terminate any City social media site at any time without notice.

Approved:

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Larry Patterson, City Manager

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Date

POLICY RECEIPT AND ACKNOWLEDGMENT FORM

I, the undersigned, acknowledge and understand the following:

1. I have received the City of Florence Social Media Policy which was adopted and became effective on February 2, 2015.
2. I understand that I have the responsibility to read and understand the policy, and to ask my supervisor or the Content Manager for clarification of any information that is unclear to me.
3. By my signature below, I agree to abide by the terms and conditions included in this policy.

\_\_\_\_\_  
(Name- Print Legibly)

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Date)

Employees are responsible to sign and return this document to the City Manager's Office.



## **CONTRACT for LEGAL SERVICES**

### **Parties, Scope:**

This agreement is made between Dunes City, hereafter referred to as "Client", and Schroeder Law Offices, PC, and its agents and employees, hereafter referred to as "Schroeder" or "Attorney." Client hereby retains Schroeder to act as special water rights counsel for Client.

### **Legal Fees:**

Client will pay Schroeder and its agents and employees according to the hourly fee schedule set out below.

#### **Hourly Fee Schedule**

Shareholders/Partners .....	\$275.00 to \$450.00
Attorneys.....	\$175.00 to \$350.00
Paralegals or Law Clerks .....	\$70.00 to \$250.00
Project Assistants .....	\$50.00 to \$150.00
Travel Rate.....	\$110.00 to \$150.00

Schroeder will begin work on Client's case upon receipt of Client's signature on this contract and payment of any required retainer or other specified amount. This agreement may be modified in writing only if signed by both Client and Attorney.

### **Retention of Attorney and Delegation of Services:**

Please note that "Attorneys" includes attorneys on contract with Schroeder, who are not necessarily employees of Schroeder, but whose work is supervised by a Schroeder Law Offices, P.C. Shareholder ("Shareholder"). Billing for contract Attorneys is incorporated into Schroeder's invoices at the rates stated above.

A Shareholder will supervise all work on this matter, although other members of the firm may assist from time to time. Wherever possible, the Shareholder will delegate tasks that can be performed by other personnel at lower hourly rates commensurate with their experience and abilities, subject to appropriate supervision.

### **Costs and Expenses:**

In addition to attorney fees, Client shall pay all costs and expenses incurred by Attorney including, but not limited to, filing fees, service fees, court reporter fees for deposition and hearings, trial court fees, photocopying costs, long distance telephone calls, messenger and other delivery fees, excessive postage, witness fees, consultants' fees, expert witness fees, mileage fees, and other necessary court and office costs. Client authorizes Attorney to incur all

reasonable costs and to hire any consultants or expert witnesses reasonably necessary in Attorney's judgment. From time to time at Attorney's request Client shall make such expense payments directly to a third party, especially if the amount is large. Client shall also pay certain office services such as computer charges for legal research, employee overtime and other costs that Attorney incurs as a direct result of representing Client.

### **Invoices and Acceptance of Charges:**

Schroeder will send Client periodic invoices indicating attorney's fees and costs incurred. Client agrees to pay each of Attorney's invoices when due. Accounts more than 30 days in arrears are charged interest at 9% per annum.

Invoices will be deemed to be accepted and affirmed by Client unless objected to in writing within 10 days of the date of the invoice by sending an email, facsimile or letter to the Firm Administrator noting the objectionable items. The Firm Administrator will try to resolve any billing objections prior to the close of the billing cycle in which the objection is made.

### **Lien:**

At any time Client's account is in arrears Attorney may place an attorney lien on Client's file pending complete resolution of the outstanding amount. The lien allows Attorney to retain Client's papers and documents in Attorney's possession until the debt has been paid. During the course of representation, Attorney agrees to provide client copies of Client's file as it is created; thus any lien is for a second copy of the client file.

### **Award of Attorney Fees:**

Any attorney's fees obtained by Attorney through court order in this case shall be credited to Client after payment of any fees and costs due Attorney. If a fee is agreed upon or awarded that is larger than the amount paid and owed then after all credits and reimbursements to Client the remainder shall go to Attorney as part of attorney's reasonable fee. However, Client is responsible for paying any attorney's fees and expense owed to Attorney, even if there is a judgment outstanding for such fees.

### **Client File:**

Attorney may elect not to save to Client's file or provide copies of personal notes, drafts, and other incomplete work product.

### **Copies of file:**

Client will receive electronically, via email or facsimile, client copies of all documents that are prepared or received by Attorney during Attorney's representation. Client agrees to read all documents given to Client by Attorney. These client copies comprise Client's file. At the

conclusion of Attorney's work, Client will not be entitled to another copy of Client's file unless Client pays for the copy including staff time and copy charges.

### **Document Retention:**

Attorney holds no original Client documents. All original Client documents provided to Attorney are promptly processed to Client's electronic file and returned to Client as soon as possible. Attorney will retain a copy of Client's file in electronic form for a period of seven (7) years from the date of this agreement after which it may be destroyed. Client will not receive further notice prior to the destruction of these files.

### **Email / Electronic Communication:**

Attorney prefers sending client copies and billings electronically wherever possible. If Client elects to receive client copies and billings by regular mail Client may be charged for this service. If Attorney is representing Client on a personal matter, Attorney recommends that Client provide a personal email address, not a work related email address. This is the best way to preserve the attorney client privilege. Attorney recommends that Client does not read, download, or respond to attorney-client email while at work. **The safest course of action is for Client to use Client's own computer or device, not an employer's computer equipment, to access personal email – even if Client is looking at a personal email account stored in the cloud.**

Check one:

\_\_\_\_\_ Email Address \_\_\_\_\_, or

\_\_\_\_\_ Fax Number \_\_\_\_\_

### **Discharge of Attorney:**

Client shall at all times have the right to terminate Attorney's services upon written notice effective when received by Attorney. Unless specifically agreed by Attorney and Client, Attorney will provide no further services and advance no further costs on Client's behalf after receipt of such notice unless Attorney is required by ethical or legal reasons to continue representing Client. If Attorney is required to continue in representation Client will be liable for any fees and costs incurred.

### **Withdrawal of Attorney:**

Attorney shall at all times have the right to terminate representation of Client upon written notice if Client does not pay Attorney's fees and costs as billed or replenish any retainer required, if Attorney determines that continued representation of Client would be unethical or inappropriate, or if Attorney has another basis for termination consistent with Attorney's professional duties to Client.

Should Client fail to follow Attorney's instruction, misrepresent or fail to disclose material facts, fail to pay Client's account in full within 30 days of billing, or fail to maintain the balance of Client's trust account as agreed, Attorney is authorized to suspend performing services and promptly move to withdraw as Client's counsel, to file for fee arbitration, to file suit, and to take such other steps as Attorney deems appropriate to collect the balance. Client will execute any documents necessary to allow Attorney to withdraw at that point. Client further agrees to be responsible for any costs of collection incurred by Attorney, including reasonable attorney's fees.

**Tax Advice and Disclaimer of Guarantee:**

No advice is given regarding tax consequences. Client agrees to seek tax advice elsewhere and to hold Attorney harmless therefrom. No guarantees have been made to Client by Attorney. Specifically, no guarantees have been made about the outcome of any representation on Client's behalf or the total fees and expenses. Any expressions relative thereto are only opinions.

**THIS AREA INTENTIONALLY LEFT BLANK**

**The undersigned has read the foregoing Legal Services Agreement and understands its terms and those set forth in the attached Addendum, and agrees to be liable, jointly and severally, for all obligations under this agreement. Signature by facsimile or email on this agreement will constitute Client's original signature and Client's acceptance of the terms of this Agreement.**

The terms of this contract are valid only if signed and received by Schroeder Law Offices, P.C. by May 3, 2019



**4/3/19**

\_\_\_\_\_  
Date

\_\_\_\_\_  
For Schroeder Law Offices, PC  
Laura A. Schroeder; Therese A. Ure; Sarah R. Liljefelt;  
V. Scott Borison

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Robert Forsythe  
For Dunes City

## **ADDENDUM**

### **Invoices and Billing:**

Amounts listed in the above hourly fee schedule may be increased without notice by an amount not to exceed 10% at any time after the anniversary date of this contract and may be increased in like amount no more frequently than annually thereafter.

Schroeder's fees are based on the time spent by its staff in performing legal services including telephone calls, emails, conferences, travel, court appearances, research and investigation and preparing letters, pleadings, briefs, agreements and other documents. Services are billed for time spent in multiples of 6 minute increments, or 0.1 hours, with a minimum charge of 0.2 hours billed per item related to any client matter. Services rendered in connection with this matter prior to Client signing this contract are subject to the terms of this contract.

Personnel move over time to the next higher level and Attorney may judge that their work has improved to a degree justifying an adjustment in their hourly rate within the ranges specified by the table above. Accordingly, hourly rates for individuals may be changed within their applicable range without further notice. The rate within the specified range established by this agreement charged for any individual timekeeper is reflected in Attorney's monthly billing statement next to the initials of that individual timekeeper.

Proposals from Client, or Client's representative, for a change in rate(s), generic fee reduction, or professional or courtesy discounts may be approved only by the management committee. Individual attorneys including a Shareholder or the Firm Administrator are not authorized as agents for the firm to accept any proposal for such adjustments without the management committee's authority which will only be given after the management committee has reviewed and approved the proposal.

Certain items on Client's invoice may be designated "no charge," or credit may be given for certain work. Attorney has the discretion to reverse any credit items or "no charge" designations until the invoice is paid.

### **Fee Arbitration:**

Client hereby agrees that any dispute about the fees and costs charged by Attorney under this Agreement will be submitted to arbitration under the rules of the Oregon State Bar Fee Arbitration Program, unless Attorney and Client agree otherwise in writing, and that judgment may be entered on any award. The sole issues to be decided in the arbitration are the amount of fees and costs owed to Attorney or to be refunded by Attorney to Client.

**Legal Services Not Covered By This Contract:**

If Client wishes that Attorney provide any legal services not covered by this agreement a separate written agreement between Attorney and Client will be required. In addition, and in the event that this or other matters related to this Agreement ultimately require administrative or civil litigation Attorney may require an adjustment in rates consistent with Attorney's then prevailing Hourly Fee Schedule for litigation before proceeding with such litigation.



“We do EVERYTHING Water!”

## New Client Information

TODAY'S DATE \_\_\_\_\_

Name \_\_\_\_\_ SS or Tax ID # \_\_\_\_\_

Other Contact Person \_\_\_\_\_

Home Street Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Other Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Company Name or Employer \_\_\_\_\_

Client's Birthday \_\_\_\_\_

### ***ADVERSE PARTIES:***

Name(s): \_\_\_\_\_

\_\_\_\_\_

### ***PARTIES of INTEREST***

Name(s): \_\_\_\_\_

### ***OTHER INFORMATION***

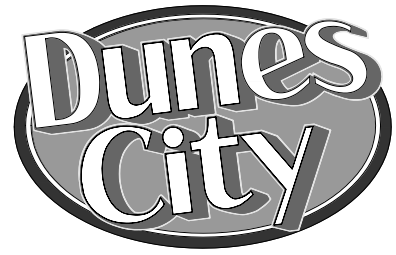
\_\_\_\_\_

I prefer to communicate by Telephone ( ) Email ( ) or Correspondence ( )



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

April 10, 2019 ~ Prepared by Jamie Mills



I attended the March 18, 2019 meeting of the West Lane Emergency Operations Group that was held at Siuslaw Valley Fire and Rescue Station #1.

Megan gave a status report on the Hwy 101 road improvements, which are expected to continue through October. A Work Plan and Procedures Workshop was scheduled for Wednesday, April 17<sup>th</sup>, at 10:00 a.m. Frank Nulty was not present to make a CERT report.

The Agenda and packet materials for the WLEOG meeting are included in this report.

The next WLEOG meeting will be held on Monday, April 15th at 10:00 a.m. The location of the meeting is to be announced.

# WEST LANE EMERGENCY OPERATIONS GROUP AGENDA

## SIUSLAW VALLEY FIRE & RESCUE

2625 Hwy 101  
Florence OR 97439

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March 18, 2019

10:00 A.M.

### 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 January 28, 2019 deferred from last month, and approval of February 25, 2019.

### **Reports & Discussion Items:**

Chair's Report  
2019 Work Plan & Procedures Workshop  
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 April 15, 2019 Location TBD

**WEST LANE EMERGENCY OPERATIONS GROUP**  
**MINUTES January 28, 2019**

**MEMBERS PRESENT:**

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

**ASSOCIATE MEMBERS:**

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

**CALL TO ORDER**

The meeting was called to order by Megan Messmer @ 10:05 a.m.

**APPROVAL OF MINUTES:** Matt House made a motion and Pat Kirby seconded the motion to approve the minutes with a corrected typo from December 17, 2018 Meeting, Motion was then approved unanimously.

**Agenda Items:**

**Chairs Report:**

- Updates, there are still a few IGA's out unsigned. Megan Messmer updated EOC for Homeland Security State of City. City Hall will be moving in this week and will be open Feb. 6<sup>th</sup>. The City will have an open house on Feb. 15<sup>th</sup>, they are working on getting a Knox Box. Messmer gave a grant update and reports that we are in the running for the Safe Route to School Grant, and traffic calming devices. Messmer participated in the Emergency Manger Interviews. Pat Kirby suggests once the emergency manager is chosen that we invite them to a WLEOG, Kirby also stated that grant will be important.
- 2019 Work Plan and Procedures update, Messmer asked the group to bring thoughts and ideas on what needs to be updated to the next meeting workshop.

#### **CERT Report:**

- Frank Nulty introduced Amber Hagens as the Public Outreach Coordinator Nulty updated the group on the Eagle Scott Project. Due to the time restraint for supplies, Nulty purchased enough supplies for 3 more water purification system's and the hardware needed and is submitting a request for reimbursement. Once these water purification systems are put together Nulty will arrange for publicity. Pat Kirby asked where the water systems will be stored and also asked for written documentation. Nulty reports that one will be at the Boy Scout camp and Jim Dickerson will store one at station 4, Dickerson will bring a plan to the next WLEOG Meeting. Nulty reports the water source for the EOC will produce approximately 125 gal. and a second project will be for a deployable water source to be used where ever it is needed. Nulty provided a handout that contained information about earth movement insurance writer and a water purification handout.

#### **Other Business:**

- Lane County Public Health reports that the Flu is trending downward and that there are no local cases of measles currently. The vast majority of the measles are in Washington, with 36 confirmed cases 1 of which is in Oregon.
- Pat Kirby reported that Dogami,met along with public works and the school district to discuss water and fuel storage.

#### **FINANCIAL REPORT**

**Current balance is \$37,954.67; Bills paid since 12/17/2018 were \$2,751.81 to; Coast Broadcasting \$288.00; Central Lincoln \$30.31; West Coast Media \$100.00; Siuslaw News \$372.00; RoadPost USA Inc.1,355.28; Day Wireless \$546.24; VIASAT INC 59.98; 37.4% of the Budget has been expended YTD excluding Contingency.**

#### **Future Agenda Business:**

#### **ADJOURNMENT**

**The meeting was adjourned @ 11:05 a.m. by Megan Messmer**

**The next scheduled WLEOG Meeting will be February 25, 2019 @ 10:00 a.m. at Florence City Hall.**

**Mary Dimon  
Administrative Assistant  
Recording Secretary**

**WEST LANE EMERGENCY OPERATIONS GROUP**  
**MINUTES February 25, 2019**

**MEMBERS PRESENT:**

Siuslaw Valley Fire & Rescue: Not present  
WLA: Not present  
CTCLUSI: Brian DuBray  
Dunes City: Jamie Mills  
City of Florence: Megan Messmer  
Peace Health: Pat Kirby  
Mapleton Fire: Department: Not Present  
Port of Siuslaw: Not Present

**ASSOCIATE MEMBERS:**

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

**CALL TO ORDER**

The meeting was called to order by Megan Messmer @ 10:03 a.m.

**APPROVAL OF MINUTES:** Approval of January 28, 2019 minutes were deferred for approval at the March 18, 2019 meeting in order to have a quorum present.

**Agenda Items:**

**Chairs Report:**

- Megan Messmer reports that Patence Winningham Lane County Emergency Manager was invited to this WLEOG meeting but could not make it due to other priorities and has been added to the email list for meeting packets and other WLEOG info. The work will begin work on the road's revision project on March 4<sup>th</sup> and will go through Oct. 2019. The City will keep the community updated as the project goes forward. ODOT will update the police Departments. There will be no work during Rhody days beginning on Wednesday that week and going through Monday, this will be for other Holidays as well. The City will begin work at the Airports soon and will put out notices and updates.
- Deferred to next months WLEOG meeting 2019 work plan and procedure workshop and the water supply storage.

**Expo Report:**

- Jenna Bartlett reports on the EXPO, Peace Health and Banner Bank are the main sponsors, she has a full line of speakers with only one spot left to fill and reports she has some good speakers lined up. Jenna is still working on getting some companies with supplies to attend. The expo will be promoted on Facebook, Siuslaw News and Coast Radio.

**CERT Report:** Frank Nulty was not present.

**Other Business:**

- Jamie Mills from Dune City reports that Dune City will work with U of O Sustainable City Program to design and plan evacuation plans for the building.
- Bob Pine reports that the satellite went out at the EOC with an additional charge of 90.00 for the service call, new parts were replaced on the things that could go wrong. The problem was the uplink transmitter at the dish and the modem has been replaced.

**FINANCIAL REPORT**

Current balance is \$35,083.71; Bills paid since 1/18/2019 were \$2,874.36 to; Coast Broadcasting \$288.00; Central Lincoln \$30.38; Siuslaw News \$372.00; Special Districts Insurance \$2,124.00; VIASAT INC 59.98; 47.7% of the Budget has been expended YTD excluding Contingency.

**Future Agenda Business:**

**ADJOURNMENT**

The meeting was adjourned @ 10:37 a.m. by Megan Messmer

The next scheduled WLEOG Meeting will be March 18, 2019 @ 10:00 a.m. at Siuslaw Valley Fire and Rescue.

Mary Dimon  
Administrative Assistant  
Recording Secretary

1:18 PM

W.L.E.O.G.

03/14/19

## Profit &amp; Loss Budget vs. Actual

Cash Basis

July 1, 2018 through March 14, 2019

	Jul 1, '18 - Mar 14,...	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
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 Departme...	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%
<b>Total 4000 · Member Contributions</b>	<b>27,877.73</b>	<b>27,877.73</b>	<b>0.00</b>	<b>100.0%</b>
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%
<b>Total 4100 · Grant Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
4300 · Reimbursements/Refunds	0.00	0.00	0.00	0.0%
4500 · Sale Proceeds/LOSG Mate...	0.00	0.00	0.00	0.0%
4600 · Interest Income	25.48	0.00	25.48	100.0%
<b>Total Income</b>	<b>27,903.21</b>	<b>27,877.73</b>	<b>25.48</b>	<b>100.1%</b>
<b>Expense</b>				
5000 · Materials & Services				
5005 · Advertising	6,052.00	8,500.00	-2,448.00	71.2%
5006 · Neighborhood Training ...	0.00	1,500.00	-1,500.00	0.0%
5007 · Emergency Operations ...	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	1,355.28	1,500.00	-144.72	90.4%
5012 · Radios	2,932.48	1,200.00	1,732.48	244.4%
5013 · CENS	0.00	0.00	0.00	0.0%
5014 · Miscellaneous Supplies	242.83	500.00	-257.17	48.6%
5015 · Education/Prof. Dev.	0.00	3,000.00	-3,000.00	0.0%
5016 · Warehousing/Disaster ...	0.00	0.00	0.00	0.0%
5017 · Internet/Website Service	1,179.84	2,300.00	-1,120.16	51.3%
5018 · Siuslaw Bridge Failure	0.00	0.00	0.00	0.0%
5019 · Special Districts Dues/Ins	2,259.00	2,500.00	-241.00	90.4%
5020 · Professional Services	0.00	0.00	0.00	0.0%
5021 · SVFR Staff Time Reimb...	0.00	0.00	0.00	0.0%
5022 · Mass Casualty Trailer S...	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 Coordin...	0.00	2,000.00	-2,000.00	0.0%
5027 · Siren Battery Replacem...	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 - O...	0.00	0.00	0.00	0.0%
<b>Total 5000 · Materials &amp; Services</b>	<b>14,079.44</b>	<b>26,750.00</b>	<b>-12,670.56</b>	<b>52.6%</b>
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6900 · Contingency	0.00	1,127.73	-1,127.73	0.0%
<b>Total Expense</b>	<b>14,079.44</b>	<b>27,877.73</b>	<b>-13,798.29</b>	<b>50.5%</b>
<b>Net Income</b>	<b>13,823.77</b>	<b>0.00</b>	<b>13,823.77</b>	<b>100.0%</b>

1:23 PM

03/14/19

Accrual Basis

**W.L.E.O.G.**  
**Profit & Loss**  
**February 25 through March 15, 2019**

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	<u>Feb 25 - Mar 15, 19</u>
<b>Income</b>	
4600 · Interest Income	2.86
<b>Total Income</b>	<u>2.86</u>
<b>Expense</b>	
5000 · Materials & Services	
5005 · Advertising	660.00
5014 · Miscellaneous Supplies	30.38
5017 · Internet/Website Service	<u>100.00</u>
<b>Total 5000 · Materials &amp; Services</b>	<u>790.38</u>
<b>Total Expense</b>	<u>790.38</u>
<b>Net Income</b>	<u><u>-787.52</u></u>



## W.L.E.O.G.

3/14/2019 1:22 PM

Register: Oregon Pacific Bank

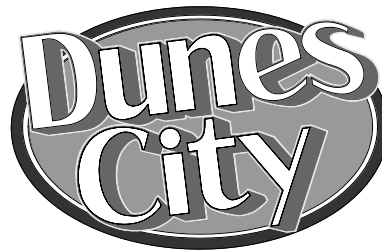
From 02/25/2019 through 03/14/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/28/2019			4600 · Interest Income	Interest		X	2.86	35,086.57
03/08/2019	1474	Central Lincoln	20000 · Accounts Paya...	3rd avenue tsu...	30.38			35,056.19
03/08/2019	1475	Coast Broadcasting	20000 · Accounts Paya...	WLEOG Feb. ...	288.00			34,768.19
03/08/2019	1476	Westcoast Media Gro...	20000 · Accounts Paya...	monthly websit...	100.00			34,668.19
03/11/2019	1477	Siuslaw News	20000 · Accounts Paya...	Inv. #s388773,...	372.00			34,296.19

## City Administrator/City Recorder Report to City Council

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April 10, 2019 ~ Prepared by Jamie Mills

There were 8 permits issued in March as follows: 1 structural, 2 mechanical, 1 plumbing, 2 electrical, and 1 grading. There was one vegetation removal in the shoreland zone permit issued for removal of a danger tree on Woahink Lake.

The City continues to receive telephone calls from individuals who indicate they have received emails from the City with attached invoices or receipts for payments. We want to emphasize that the City is not sending these emails and that people should not open any attachments to these emails. The email list has been stolen, so at this point we have no way to stop the emails. We suggest each time you receive one, to make sure you block the sender.

The City is looking to hire a Permit Tech and an Administrative Assistant after the resignation of the individuals in those positions in late March. The Permit Tech position is 32 hours a week and starts at \$13.00 per hour. The Admin Assistant position is 10 hours a week and starts at \$12.00 per hour. Resumes should be submitted either in person or via email to [recorder@dunescityor.com](mailto:recorder@dunescityor.com). If there is anyone who would like to volunteer to fill the positions during the candidate search, please give me a call at City Hall.

Councilors and Planning Commission members are reminded to complete and submit their Annual Ethics Filing on line before April 15<sup>th</sup>.

The final presentation on the SKYP vertical evacuation facility with passive energy was presented on March 19<sup>th</sup>. I expect to get a written report in the near future.

I attended the Northwest Regional Managers Meeting held in Florence on March 21<sup>st</sup>.

The Town Hall meeting on water right issues was a successful, informative meeting. It appears that the City will pursue another extension of their permit and move forward with getting all points of diversion listed on the permit. I have contacted a water law attorney Laura Schroeder and discussed issues with her. She will submit an Agreement for Services containing a scope of work for consideration by the Council in the near future.

Budget Committee meetings will begin on Tuesday, April 30<sup>th</sup>, and will continue every Tuesday thereafter until the Budget Committee has approved a FY 2019-2020 budget to present to the City Council.

Signs have been ordered for placement of Maple Drive and Erhart Road. The installation of a speed bump will have to wait until the weather is more stable.

The Local Government Grant Program application to acquire land for Rebecca's Trail to connect the North Lake area with Westlake was submitted to the Oregon Department of Parks and Recreation on March 28<sup>th</sup>. We have received notice confirming receipt of the application and await review results.

We are still looking for volunteers and sponsors for the 2019 Oregon Dunes Triathlon and Duathlon. 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

OUT GOING MAIL March 2019

3/4/2019 Waterfront Depot	address correction, resending triathlon sponsor invite
3/4/2019 River Roasters	address correction, resending triathlon sponsor invite
3/4/2019 Krab Kettle	address correction, resending triathlon sponsor invite
3/4/2019 Traveler's Cove	address correction, resending triathlon sponsor invite
3/4/2019 Blue Heron Gallery	address correction, resending triathlon sponsor invite
3/4/2019 All About Olives	address correction, resending triathlon sponsor invite
3/4/2019 Bicycles 101	address correction, resending triathlon sponsor invite
3/4/2019 Dept of Land Conservation & Development	Notice of Proposed land use change
3/5/2019 The Hellers	Letter re hearing on Maple Dr speeding issue
3/5/2019 Duane Fowler	Letter re hearing on Maple Dr speeding issue
3/5/2019 Bryan Lincoln	Letter re hearing on Maple Dr speeding issue
3/5/2019 James and Joan Ortlief	Letter re hearing on Maple Dr speeding issue
3/5/2019 Jenny Harrison & Erinn Holmes	Letter re hearing on Maple Dr speeding issue
3/5/2019 David Graham	Letter re hearing on Maple Dr speeding issue
3/6/2019 Andrew Rodet	Expiring Permit
3/6/2019 Hal's Electric	Expiring Permit
3/6/2019 Patricia Marion	Expiring Permit
3/6/2019 Terrace Homes	Expiring Permit
3/6/2019 Ronald Mann	Expiring Permit
3/7/2019 Eric Ziegler	Notice of permit expiration
3/7/2019 Dunes City Water Right Users	Notice of changes to the Shared Water Supply Program
3/7/2019 Lois Wilson	Letter regarding septic information update
3/11/2019 Linda & Timothy Fossum	Septic Out of Compliance, 2nd Letter
3/11/2019 Ixtapa Family Mexican Restaurant	opportunity for triathlon partnership
3/11/2019 Nosh Eatery	opportunity for triathlon partnership
3/11/2019 Kristen Ankeny	Septic Out of Compliance, courtesy letter (#2)
3/12/2019 Associated Heating	Expiring DCBL
3/12/2019 Best Septic	Expiring DCBL
3/12/2019 Cascadia Construction	Expiring DCBL
3/12/2019 Contracting Technologies	Expiring DCBL
3/12/2019 Florence Glass	Expiring DCBL
3/12/2019 Home Comfort and Heating	Expiring DCBL
3/12/2019 Jack Mobley Construction	Expiring DCBL
3/12/2019 Jas Contracting LLC	Expiring DCBL
3/12/2019 Jeff Metzler Plumbing	Expiring DCBL
3/12/2019 John Malchow Construction LLC	Expiring DCBL
3/12/2019 Johnsen Electric	Expiring DCBL
3/12/2019 Lincoln Auto Detail	Expiring DCBL
3/12/2019 Marshalls Inc.	Expiring DCBL

3/12/2019	Marvin Plunkett Locksmith	Expiring DCBL
3/12/2019	Oregon Water Services	Expiring DCBL
3/12/2019	Professional Underground Services	Expiring DCBL
3/12/2019	Reynolds Electric	Expiring DCBL
3/12/2019	Royal Flush Environmental Services	Expiring DCBL
3/12/2019	Scott Partney	Expiring DCBL
3/12/2019	Silvia Sauter	Resend Notice of changes to the Shared Water Supply
3/14/2019	West Lane Plumbing	Doing business without a DCBL
3/14/2019	Wayne & Kathleen Cook	Notice of changes to the Shared Water Supply Program
3/14/2019	Miscellaneous	Bill payments
3/19/2019	Secretary of State	Annual Corporation Fee
3/19/2019	Howard & Cynthia Goldstein	Letter of Complaint re Dog
3/19/2019	Monica Severino	Letter of Complaint re Dog - copy
3/19/2019	Dennis & Darlene Smith	Septic Out of Compliance, Courtesy letter
3/19/2019	Steve & Jane Smoley	Septic Out of Compliance, Courtesy letter
3/19/2019	Edna Edwards & Harley Smith	Septic Out of Compliance, Courtesy letter
3/21/2019	Gary Henry	Resend Notice of changes to the Shared Water Supply
3/25/2019	Gregory & Ana Dawes	Septic Out of Compliance, Courtesy letter
3/25/2019	Merton & Mary Beebe	Septic Out of Compliance, Courtesy letter
3/25/2019	Edna Edwards	Copy of prior Septic Report
3/25/2019	Andrew Rodet	Closed Final Permit
3/25/2019	Fred Wahl	Closed Final Permit
3/25/2019	Ronald and Debra Shearer	Closed Final Permit
3/25/2019	Beth Kerner	Closed Final Permit
3/25/2019	Jim Graves	Closed Final Permit
3/25/2019	Judith & Orville Caswell	Closed Final Permit
3/26/2019	Monica Severino	Letter re: dog complaint
3/26/2019	Howard & Cynthia Goldstein	copy of letter to M. Severino
3/26/2019	Erich Baumann	Water Meter reading cards
3/27/2019	Ronald & Debra Shearer	Certificate of Occupancy

5467 11th St, Florence, OR 97439	No Administrator
PO Box Y, Florence, OR 97439	No Administrator
89487 Hwy 101 N, Florence, OR 97439	No Administrator
PO Box 2314, Florence, OR 97439	No Administrator
PO Box 10000, Florence, OR 97439	No Administrator
PO Box 1629, Florence, OR 97439	No Administrator
PO Box 3198, Florence, OR 97439	No Administrator
635 Capitol St NE Ste 150, Salem, OR 97301	No Administrator
5660 Maple Dr., Florence, OR, 97439	No Administrator
5690 Maple Dr., Florence, OR, 97439	No Administrator
5670 Maple Dr., Florence, OR, 97439	No Administrator
5675 Maple Dr., Florence, OR, 97439	No Administrator
5680 Maple Dr., Florence, OR, 97439	No Administrator
5700 Maple Dr., Florence, OR, 97439	No Administrator
83296 Clear Lake Rd Florence, OR, 97439	No Permit Tech
PO Box 1378 Florence, OR, 97439	No Permit Tech
5668 Shady Ln Florence, OR, 97439	No Permit Tech
2825 Hwy 101 Florence, OR, 97439	No Permit Tech
PO Box 2389 Florence, OR, 97439	No Permit Tech
5095 Ford Way, Florence, OR 97439	No Permit Tech
Dunes City Shared Water Supply Program Participants	No Administrator
84444 Green Gate Rd, Florence, OR 97439	No Administrator
997 Magnolia Dr, Arroyo Grande, CA 93420	No Administrator
PO Box 804, Florence, OR 97439	No Administrator
PO Box 1369, Florence, OR 97439	No Administrator
28568 Bodhmer Rd, Eugene, OR 97402	No Administrator
90330 Hwy 99 N Eugene, OR 97402	No Permit Tech
PO Box 40606 Eugene, OR 97404	No Permit Tech
1824 Garden Ave. Ste. 105 Eugene, OR 97403	No Permit Tech
PO Box 689 Florence, OR 97439	No Permit Tech
3661 Hwy 101 Florence, OR 97439	No Permit Tech
PO Box 24205 Eugene, OR 97402	No Permit Tech
83152 Pioneer Rd. Florenec, OR 97439	No Permit Tech
36621 Pico St, Springfield, OR 97478	No Permit Tech
PO Box 1058 Florence, OR 97439	No Permit Tech
46733 Lyons Mill City Hwy, Lyons, OR 97358	No Permit Tech
86408 Panorama Rd. Springfield, OR 97478	No Permit Tech
PO Box 206 Westlake, OR 97493	No Permit Tech
4110 Olympic St. Springfield, OR 97478	No Permit Tech

712 Crestview Dr. Reedsport, OR 97467  
30086 Federal Ln. Eugene, OR 97402  
PO Box 2641 Eugene, OR 97402  
2175 W 2nd Ave. Eugene, OR 97402  
PO Box 67 Creswell, OR 97426  
720 Chappell Parkway North Bend, OR 97459  
534 Wickham Rd. Manhattan Kansas 66502  
PO Box 2236, Florence, OR 97439  
5455 Little Woahink Dr, Florence, OR 97439  
see Bills of the Session  
255 Capitol St., NE, Ste 180, Salem, OR, 97310  
P O Box 247, Florence, OR, 97439  
83555 Manzanita Dr., Florence, OR, 97439  
PO Box 1067, Florence, OR 97439  
5510 Huckleberry Ln, Florence, OR 97439  
84340 Clear Lake Rd, Florence, OR 97439  
PO Box 2592, Eugene, OR 97402  
5591 Leanza Dr, Florence, OR 97439  
5592 Leanza Dr, Florence, OR 97439  
84340 Clearlake Rd, Florence, OR 97439  
83296 Clear Lake Rd Florence, OR, 97439  
135 Shipyard Way, Reedsport, OR 97467  
83511 Jensen Lane, Florence, OR, 97439  
83414 Osprey Way, Florence, OR 97439  
5625 Alder Ct, Florence, OR, 97439  
4047 Concord St., Eugene, OR, 97402  
83555 Manzanita Dr., Florence, OR, 97439  
P O Box 247, Florence, OR, 97439  
4945 Lakeshore Dr Florence OR 97439  
83511 Jensen Lane, Florence, OR, 97439

INCOMING MAIL MARCH 2019

3/4/2019 Mail	Triple Crown Products	Catalogs	City Recorder
3/4/2019 Mail	Barco Products	Catalog	City Recorder
3/4/2019 Mail	4imprint	Catalog	City Recorder
3/4/2019 Mail	skill Path	Administrative Assistants Conference	City Recorder
3/4/2019 Mail	The Local Pages	Florence Phone Book	City Recorder
3/4/2019 Mail	Chamber of Commerce	2019 Visitors Guide and Chamber Directory	City Recorder
3/4/2019 Mail	MCI	Invoice	City Recorder
3/4/2019 Mail	IRS	Courtesy Reminder, taxes not submitted correctly	City Recorder
3/4/2019 Mail	C&S Fire Safe Services	Invoice	City Recorder
3/4/2019 Mail	LOC	Invoice for membership dues	City Recorder
3/4/2019 Mail	Vend West	Invoice	City Recorder
3/4/2019 Mail	CLPUD	Invoice	City Recorder
3/4/2019 Mail	banyon data	brochure	City Recorder
3/4/2019 Mail	US bankruptcy court	Proof of Claim, form 410	City Recorder
3/4/2019 Mail	Siuslaw Watershed Council	Invitation to gathering	City Recorder
3/4/2019 Mail	Century Link	Invoice	City Recorder
3/4/2019 Mail	County Transfer & Recycling	Invoice	City Recorder
3/4/2019 Mail	US Bank	Invoice	City Recorder
3/4/2019 Mail	Campbell Productions	Invoice	City Recorder
3/4/2019 Mail	Dennis Olson	Water Meter Reading	City Recorder
3/4/2019 Mail	Michael Hall	Water Meter Reading	City Recorder
3/4/2019 Mail	Douglas & Jo Owen	Water Meter Reading	City Recorder
3/4/2019 Mail	Pacific Office Automation	Invoice	City Recorder
3/4/2019 Mail	LOC	Annual Dues Budget Information	City Recorder
3/4/2019 Mail	Sandra Van der Woude	Dunes City Septic information, response to letter	Admin
3/4/2019 Mail	Wally's	Septic Inspection Reports and Payment Ledger	Admin
3/4/2019 Mail	Various businesses	returned triathlon letters, need mailing addresses	Admin
3/5/2019 Email	Speer Hoyte	Invoice	City Recorder
3/6/2019 Email	NW Code	Invoice	City Recorder
3/7/2019 Mail	Epiq Bankruptcy Solutions, LLC	Notice of Hearing	City Recorder
3/7/2019 Mail	Erich & Celeste Baumann	Water Meter Reading	City Recorder
3/7/2019 Mail	Siuslaw News	Invoice	City Recorder
3/7/2019 Mail	Ixtapa Family Mexican Restaurant	Returned triathlon letter, need mailing addresses	Admin
3/7/2019 Mail	Governing Magazine	March issue	City Recorder
3/7/2019 Mail	Oregon City Planning Directors Assoc	Invitation to join OCPDA	City Recorder
3/7/2019 Mail	The Seminar Group	Seminar - Construction Defect Litigation	City Recorder
3/11/2019 Fax	Dunes City Home Services	Invoice	City Recorder
3/11/2019 Mail	Siuslaw News	March 9 edition	Admin
3/11/2019 Mail	The Seminar Group	The Business of Marijuana in Oregon	Brett McKnight
3/11/2019 Mail	Linda & Timothy Fossum	Returned mail, septic letter, outdated address	Admin



3/11/2019	Mail	Pest Tech	Invoice	City Recorder
3/11/2019	Mail	Oregon Pacific Bank	Invoice for acct #1225061	City Recorder
3/11/2019	Mail	Oregon Pacific Bank	Invoice for acct #1102938	City Recorder
3/11/2019	Mail	Prothman	Blaine, WA seeking Police Chief Statement	City Recorder
3/11/2019	Mail	Umpqua Bank		City Recorder
3/11/2019	Mail	ODOT	Lane ACT Meeting Agenda & Past Minutes	City Recorder
3/11/2019	Mail	Nosh Eatery	Returned mail, triathlon sponsorship invitation	Admin
3/11/2019	Fax	Steve Burton	Regarding Water Rights	City Recorder
3/12/2019	Mail	True Cut Engraving	Invoice/Greg Bench Jamie Gorder Plaque	Planning Sec
3/12/2019	Mail	Wells Fargo	Invoice Lease on Copier	City Recorder
3/12/2019	Mail	Western Lane County	Business Card Directory	Admin
3/12/2019	Mail	Susan Johnson	Septic Inspection Reports and Payment	Admin
3/14/2019	UPS	OR DEQ	Water testing equipment	S Hager
3/14/2019	Mail	Wayne & Kathleen Cook	Returned mail	Admin
3/18/2019	Mail	Wally's	Septic Inspection Reports and Payment Ledger	Admin
3/18/2019	Mail	First American Title	Water Right Agreement for 4934 Lake Shore Drive	Admin
3/18/2019	Mail	Personnel Concepts	Labor Law 2019 Update Notice	City Recorder
3/18/2019	Mail	Central Lincoln	Past due payment reminder	City Recorder
3/18/2019	Mail	Domain Listings	Annual Website Domain Listing solicitation	City Recorder
3/18/2019	Mail	USDA	Request for comments re Deadwood Creek Restoration	City Recorder
3/18/2019	Mail	Oregon Secretary of State	Filing Fee Invoice	Planning Sec
3/18/2019	Mail	Jackie Pross	Tri/Du Waiver of Liability Form	S Hager
3/18/2019	UPS/Mail	OR DEQ	Water testing equipment	City Recorder
3/19/2019	Mail	Quickbooks Training	Conference brochure	City Recorder
3/19/2019	Mail	Summit Supply	2019 Recreation Catalog	City Recorder
3/19/2019	Mail	Oregon Mayors Association	Newsletter	Mayor Forsythe
3/19/2019	UPS	OR Parks & Recreation	OR Coast Whale Watching brochures	
3/20/2019	Email	First American Title	Lien Search Request	City Administrator
3/20/2019	Email	Robert Orr	Request for Proclamation	City Administrator
3/20/2019	Mail	Central Coast Disposal	Certificate of Liability Insurance	City Administrator
3/20/2019	Email	Cascade Escrow	Lien Search Request	City Administrator
3/21/2019	Mail	Siuslaw Watershed Council	March news	City Administrator
3/21/2019	Mail	Gary Henry	Returned mail, water right agreement letter	Admin
3/21/2019	Mail	Wobbe & Associates, Inc	Invoice	City Administrator
3/25/2019	Mail	William & Claudia Cummings Trust	Returned Mail, letter regarding changes to shared water suppl	City Administrator
3/25/2019	Mail	Howie & Cindy Goldstein	Response to complaint about their dog	City Administrator
3/25/2019	Mail	Avalara Preferred Long Distance	Franchise Utility License Tax Remittance Form	City Administrator
3/25/2019	Mail	Spectrum	Invoice	City Administrator
3/25/2019	Mail	CLPUD	Invoice	City Administrator
3/26/2019	Mail	The Seminar Group	Conference brochure	City Administrator

3/27/2019 Mail  
3/27/2019 Mail  
3/28/2019 Email  
3/28/2019 Mail  
3/28/2019 Mail  
3/28/2019 Mail

Marin Plunkett, Locksmith  
South Coast Water District  
PERS  
LCOG (Planner)  
Waddell & Freeman 4921 Brentwood Dr  
Ken & Bonnie Coombs

DCBL Renewal  
DCBL Renewal  
Notification of ACH Debit Activity  
Mailing Labels for Ordinance No. 252 Notice  
Meter Readings  
Tri/Du Waiver of Liability Form

City Administrator  
City Administrator  
City Administrator  
Planning  
City Administrator  
Planning

# Dunes City Hall

## April 2019

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1 1:00pm RADIO CHECK	2	3 2:00pm Jamie meeting with Hui Rodomsky	4	5 CITY HALL CLOSED	6
7	8	9	10 3:00pm Lane ACT 6:00pm City Council	11	12 CITY HALL CLOSED	13 OFFICE CLEANING
14	15 10:00am WLEOG	16	17	18	19 CITY HALL CLOSED	20
21	22 5:00pm CAC Meeting	23	24	25 5:00pm Planning Commission	26 CITY HALL CLOSED	27 OFFICE CLEANING
28	29	30 5:00pm Budget Committee Meeting	May 1	2	3	4

# Dunes City Hall

## May 2019

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1	2	3 CITY HALL CLOSED	4
5	6 1:00pm RADIO CHECK	7 5:00pm Budget Committee Meeting	8 3:00pm Lane ACT 6:00pm City Council	9	10 CITY HALL CLOSED	11 OFFICE CLEANING
12	13	14 5:00pm Budget Committee	15	16	17 CITY HALL CLOSED	18
19	20 10:00am WLEOG	21 5:00pm Budget Committee Meeting	22	23 5:00pm Planning Commission	24 CITY HALL CLOSED	25 OFFICE CLEANING
26	27	28 5:00pm Budget Committee Meeting	29	30	31 CITY HALL CLOSED	Jun 1