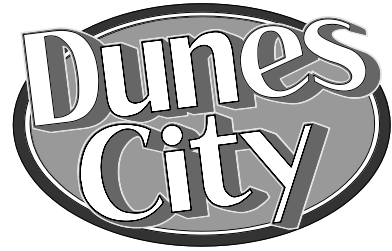


## **Dunes City Council ~ Regular Meeting**

**Wednesday, September 11, 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 August 14, 2019
- B. Bills of the Session through August 29, 2019
- C. Receipts of the Session through August July 31, 2019
- D. Profit & Loss Statement for August, 2019
- E. Account Reconciliations for August, 2019

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

- A. The Mayors' Emergency Management Summit 2019 is scheduled for Thursday, September 12<sup>th</sup>, at the First United Methodist Church of Eugene, 1376 Olive Street, in Eugene. Mayor, Councilors and City Officers and employees are invited. RSVPs were due Aug 22<sup>nd</sup> and 2 spots were reserved. The event begins at 8:30 a.m. and continues until 4:00 pm with a light breakfast and buffet lunch served. This event is free and there are no parking fees.
- B. Friday, Oct 11<sup>th</sup>, City Councilors and the Mayor are invited to attend a gathering of Lane County leaders entitled Community Vitality and Natural Hazards: Assets, Opportunities, and Resilience in Lane County. From 9:00 a.m. to noon at the Lane County Public Service Building, Harris Hall, 125 E. 8<sup>th</sup> Ave, in Eugene. The event is free but you must RSVP.
- C. A teleconference with water attorney, Laura Schroeder is scheduled for for the next City Council meeting.

### **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.*

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

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

**8. Presentations / Training**

- A. Successful Governance for Local Officials – Being Ethical and Avoiding Conflicts of Interest – L-3

**9. New Business**

- A. Proclamation Declaring the week of September 1 through September 7, 2019 as Home Inventory Week ..... Mayor Robert Forsythe  
B. Resolution Series 2019, No. 12 (9-11-2019) setting fees for filing Erosion Control Plans..... Discussion/**Action Item**  
C. Consideration of participation in PERS Employer Incentive Fund..... Discussion/**Action Item**  
D. Replacement of door locks in City Hall..... Discussion/**Action Item**  
E. Replacement of computer system with server system..... Discussion/**Action Item**  
F. Consideration of Appointment to Siltcoos Lake Testers.... Discussion/**Action Item**

**10. Executive Session – None**

**11. Old Business**

- A. Discussion/selection of emergency storage container.... Discussion/**Action Item**  
B. IGA With Lane County..... Discussion/**Action Item**  
C. Set Town Hall for Westlake Area future..... Discussion/**Action Item**  
D. Set Town Hall for City-wide Infrastructure Discussion.... Discussion/**Action Item**  
E. Report on status of water meters/Contract with OWS..... Discussion/**Action Item**  
F. Status of unimproved roadways in Siltcoos Lake Club.... Discussion/**Action Item**  
G. Consideration of Agreement with Oregon Water Services Discussion/**Action Item**

**12. Reports**

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

**13. For the Good of the Order**

**14. Adjournment**

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**CITY COUNCIL MEETING MINUTES ~ DRAFT**  
**AUGUST 14, 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, August 14, 2019, meeting of the Dunes City Council to order at 6:03 pm.

**2. ROLL CALL**

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

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

**Absent and Excused:** Mayor Robert Forsythe, Councilor Susan Snow.

**Also Present:** Administrative Assistant Rapunzel Oberholtzer and several Dunes City residents.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

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

**5. APPROVAL OF THE CONSENT AGENDA**

**Councilor Wells made a motion to approve the Consent Agenda with amended Bills of the Session and amended Receipts of the Session. Councilor Mallen seconded the motion. The motion passed by unanimous vote.**

**6. ANNOUNCEMENTS / CORRESPONDENCE**

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

- A. The Oregon Coastal Caucus will be held at Three Rivers Casino and Resort on Wednesday and Thursday, August 21 and 22. Registration is required.
- B. The Planning Commission will consider adoption of the Findings of Fact, Conclusions of Law and Decision regarding the Little Woahink Phase III Subdivision at its regularly scheduled meeting on August 22, 2019.

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

Council President Meyer recognized Ms. Kath Cook, a Dunes City resident who wished to comment on the Little Woahink Subdivision. She explained that she lived in the area where the proposed subdivision is located and had concerns, for the record, about the wastewater and stormwater proposal, traffic, and a rumor that if the subdivision doesn't go through the land will be logged. (00:04:08)

Council President Meyer recognized Ms. Margie Kelley, a Dunes City resident who also wanted to comment on the Little Woahink Subdivision. She read an excerpt from Ordinance No. 181, Exhibit B, "In the event that sediment is inadvertently deposited in a wetland, stream or lake, the developer shall immediately contact the City Engineer and coordinate remedial actions with the City." She explained that this was a concern because there was no way to know if the developer would actually come forward to notify the City and she suggested that the City could hire an independent engineer to monitor development. She noted that she could not determine whether or not the City had a designated engineer and asked where citizens could report runoff or damage if they saw it. (00:05:42)

Council President Meyer recognized Mr. Keith Hull, who yielded his time to Mr. Aaron Bowen.

Council President Meyer recognized Mr. Aaron Bowen, a Dunes City resident, who read, in part, from a prepared statement. He noted that he attended the July meeting during which the Planning Commission considered the subdivision final plat. He went on to say that while the Commission appeared to go through a checklist of items, it did not do the work necessary to ensure that the application met all the federal, State and County requirements to protect the quality of the water and the environment. He went on to point out that the 2007 Stormwater Management Plan for the subdivision did not match the applicant's plat map in terms of drainage, and the drainage that is indicated on the plat map drains into a protected wetland area. He went on to point out that the final plat contains a covenant that prohibits water from Little Woahink being used as a drinking water source for the subdivision but there are residents on Little Woahink Drive who get their water from the "two unnamed streams" that feed Little Woahink Lake. (00:09:00)

Mr. Bowen went on to suggest that the water testers on Woahink Lake also start testing the water in Little Woahink Lake as part of the regular testing schedule. He went on to reiterate his opinion that the Planning Commission did not take all the steps necessary to make sure that the submitted plan works with the federal, State, County, and local requirements for

protection of water quality and the environment. (00:10:25) Staff distributed copies of Mr. Bowen's prepared statement to Councilors.

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

Council President Meyer recognized Ms. Pat Briggs, a Dunes City resident who also wanted to comment on the subdivision. Referring to the EGR & Associates Stormwater Plan of 2007, Ms. Briggs read from page 3, "The current use of the site is for timber production. Stormwater runoff from the site sheet flows to the existing road side ditch or to the lake shore. The road side ditch transports the flows transverse to the hill side and releases it through one of several cross culverts. Flows below the existing road will travel as sheet flow or shallow concentrated flows to Little Woahink Lake. Even though the topography of the site reveals a valley-like area in the central common area of the project, no drainage way exists (defined as having a defined bed and bank) in this location." Ms. Briggs pointed out that there is a spring and a stream located in the valley referenced in the text. She suggested that there should be more investigation into the stormwater plan before signing off on the final plat. (00:12:33)

Council President Meyer recognized Mr. Rick Briggs, a Dunes City resident who wanted to comment on the proposed subdivision. Mr. Briggs pointed out that the area slated for development is the source waters for Little Woahink Lake, Woahink Lake and Siltcoos Lake and damage to the source affects everyone who takes water from the lakes to drink or uses them for recreation. (00:13:37)

## **8. PRESENTATIONS/TRAINING**

### **A. Successful Governance for Local Officials – Protecting Rights**

City Administrator/Recorder Mills explained that she set up an online account for each of the Councilors to take the CIS training courses. She noted that Councilors could come into the office to take the courses if they wanted to.

### **B. James Graham, Partnership Specialist, US Census Bureau, Census Presentation**

City Administrator/Recorder Mills introduced Mr. Graham who gave a PowerPoint presentation to explain the purpose of the decennial census. Mr. Graham explained that in 2016 the State of Oregon received over \$13,452,000,000 in funding for programs and services as a result of the 2010 census. He went on to explain that the goal of the 2020 census is to count every person living in the US, as mandated by the US Constitution. The census provides datasets that are used for purposes such as reapportioning the House of Representatives, redrawing boundaries for congressional and state legislative districts, determining how to distribute funding for schools, hospitals, roads, public works, grants, public assistance, and other projects—the amount of funding pencils out to about \$3,200 per year per counted person. Mr. Graham encouraged residents to participate fully when contacted by a census taker and assured everyone that the information provided was completely confidential.

## 9. NEW BUSINESS

### A. Resolution Series 2019, No. 11 (8/14/2019), Regarding Support for the 2020 Census

**Councilor Orr made a motion to accept the Resolution supporting the US Census. Councilor Wells seconded the motion. The motion passed with four votes in favor (Orr, Wells, Mallen, and Montgomery), none opposed and no abstentions. The Mayor and Councilor Snow were absent.**

### B. Water Testing on Siltcoos Lake

City Administrator/Recorder Mills reminded Councilors that there have been issues between the water testers on Woahink Lake and the testers on Siltcoos Lake, as discussed during the most recent review of goals for the City. Ms. Mills explained that the Siltcoos crew recently conducted testing in several locations and they have asked for their own testing equipment. She has contacted DEQ to find out if DEQ can provide the needed equipment.

### C. Consideration of Bids for Public Emergency Storage Facilities on Property Across the Street from City Hall

City Administrator/Recorder Mills referred Councilors to copies of two quotes for converted cargo containers from two vendors that were included in their meeting packets. Following discussion, Councilor Montgomery offered to do more research into the storage units. Councilors agreed to table further discussion, pending more information.

### D. Consideration of Appointment of Siltcoos Water Testers Gary Lizzo and Bernard Vescove

**Councilor Mallen made a motion to approve Mr. Lizzo and Mr. Vescove as Siltcoos Lake Water Testers. Councilor Mallen seconded the motion. The motion passed by unanimous vote.**

### E. Consideration of Approval of IGA with Lane County for Street Maintenance

City Administrator/Recorder Mills explained that the City's Public Works Maintenance Supervisor's road equipment was out of order for a little while, the IGA is intended to be used in the event the City required assistance on an as needed basis. She went on to note that she planned to ask the County to revise the contract to include a fee or rate structure and to revise the contract dates. Councilor's agreed to table discussion until the contract changes are made.

F. Request for Approval of \$715 for Training for Permit Tech Jazilynn Kinyon

City Administrator/Recorder Mills explained that the training would give Jazilynn valuable training and knowledge of permitting.

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

G. Volunteer Policy Manual

City Administrator/Recorder Mills explained that the Policy Manual was recommended by CIS, and all City volunteers would be required to read it and sign the acknowledgment form.

**Councilor Mallen made a motion to adopt the Volunteer Policy Manual as presented. Councilor Wells seconded the motion. The motion passed by unanimous vote.**

**10. EXECUTIVE SESSION**

There was none.

**11. OLD BUSINESS**

A. Selection of Company to Use for Replacement of Water Meters to Drive-By Radio or Wifi-Read Water Meters

Councilor Montgomery explained that South Coast Water District in Dunes City uses the radio- or wifi-read water meters from Oregon Water Services and it might be possible to contract with Oregon Water Services to read City-installed meters once a month and report the numbers to City Administrator/Recorder Mills. City Administrator/Recorder Mills will follow up with both entities and report back. If a contract can be negotiated, it would save the City the expense of investing in the software and equipment required to read the new meters.

**12. REPORTS**

- A. Mayor's Report: Mayor Forsythe was absent and excused, there was no report.
- B. Community Center Report: Councilor Wells will install emergency eye wash kits throughout the building.
- C. Water Quality Report: No report was submitted by Councilor Snow. Council President Meyer asked City Administrator/Recorder Mills to find out if the owners of Little Woahink Lake will allow water testing.

- D. Public Works Maintenance Supervisor's Report: City Administrator/Recorder Mills reported that Richard Palmer has been working on Leavitt Loop.
- E. Emergency Services Report: City Administrator/Recorder Mills reported that WLEOG members will meet to finalize Emergency Operations Plans and plug in the names of each person responsible for managing the various components.
- F. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported that she continued to follow up on various requirements identified by DLCD re floodplain development permits and procedures as well as the deficiencies identified by CIS. She also reported that she has updated the water data and submitted it to Laura Schroeder's office.

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

Councilor Montgomery announced that he will be moving out of Dunes City. City Administrator/Recorder Mills will look into whether or not he can continue as a Councilor if he no longer resides in the City Limits.

### **14. ADJOURNMENT**

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

Council President Meyer adjourned the meeting at 7:04 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 11<sup>th</sup> DAY OF SEPTEMBER 2019**

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Robert Forsythe, Mayor

ATTEST:

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Jamie Mills, City Administrator/Recorder



**BILLS OF THE SESSION: 8/07/2019 thru 9/06/2019**

Campbell Productions				\$390.00
Central Lincoln P.U.D. (City Hall)				\$119.94
Central Lincoln P.U.D. (Street Lights)				\$1,877.43
Charter Spectrum				\$70.00
Coast Computer Services, LLC				\$180.00
County Transfer & Recycling				\$25.36
Florence Shipping Solutions				\$87.73
Jazilynn Kinyon (travel and supplies)				\$35.96
Henry Leach (Road maintenance)				\$54.50
Jamie Mills (reimburse for cell phone since 1-30-2017 and for woodstove)				\$1,106.36
Northwest Code Professionals				\$1,939.65
Oregon Permit Tech Association (Training for Jazilynn)				\$715.00
Pacific Automation				\$550.00
Ray Wells, Inc.				\$66.00
Robert Ybarra				\$70.00
Siuslaw School District 97J				\$2,134.08
Speer Hoyt LLC General (unimproved roadways)		\$0.00		
Speer Hoyt LLC - Little Woahink III		\$0.00		
Speer Hoyt LLC - General (misc)		\$0.00		
Total Speer Hoyt LLC				\$1,064.00
True Cut Engraving				\$14.00
Terri English (Dunes City Home Services)				\$160.00
U S Bank				\$615.66
	Supplies and Postage	\$35.66		
	Emergency Supplies	\$580.00		
Staff Wages				\$6,335.43
PERS				\$2,998.33
IRS (City portion only - August only)				\$484.66
Above bills in the amount of	\$21,094.09	approved per motion,	<b>TOTAL</b>	<b><u>\$21,094.09</u></b>

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

Mayor / Council President

**RECEIPTS OF THE SESSION: 8/06/2019 thru 9/05/2019**

Building Rental	\$25.00
Business License	\$680.00
Copy Charges	\$101.25
Donations	\$0.00
Triathlon	\$0.00
Final Plat Approval	\$3,745.15
Fines	\$100.00
Franchise Fee, Cable TV	\$6,134.32
Franchise Fee, PUD	\$4,476.48
Garbage License Fees	\$2,500.00
Franchise Fee, Telephone	\$0.00
Lien Searches	\$150.00
Miscellaneous	\$0.00
Permits, Conditional Use	\$0.00
Permits, Boundary Line Adjustment	\$0.00
Permits, Demolition	\$0.00
Permits, Electrical	\$605.00
Permits, Excavating & Grading & Driveway	\$423.50
Permits, Manufactured Home Fees	\$0.00
Permits, Mechanical	\$145.00
Permits, Other (Inspections, LUCS, No Brushing, etc.)	\$300.00
Permits, Penalties	\$0.00
Permits, Plan Check Fees	\$1,674.72
Permits, Plumbing	\$970.00
Permits, Right of Way Use	\$0.00
Permits, Structural	\$2,553.00
Permits, Building Surcharge	\$380.59
Permits, State Surcharge	\$512.76
Permits, Vegetation / Tree Removal	\$0.00
PERMITS TOTAL	\$7,564.57
ODOT Small Cities Grant	\$0.00
Septic Inspections	\$600.00
Tax, Cigarette	\$0.00
Tax, Liquor (OLCC)	\$2,076.61
Tax, Oregon State Highway Apportionment	\$6,222.37
Tax, Lane County Motel Fund	\$2,356.32
Tax, School Excise	\$2,223.00
Water Rights Application Fees	\$600.00
Water Admin Fees	\$1,200.00
<b>TOTAL</b>	<b>\$40,755.07</b>

# Dunes City

## Profit & Loss by Class

### August 7 through September 6, 2019

	41 General Fund	42 Building Codes Fund	43 Street Fund	44 Roads Fund	45 Motel Fund	46 Water Fund	Unclassified	TOTAL
Ordinary Income/Expense								
Income								
40000 - Fund Revenue								
41000 - General Fund Revenue								
41105 - Building Rental	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
41107 - Business License Fees	680.00	0.00	0.00	0.00	0.00	0.00	0.00	680.00
41110 - Cable TV	6,134.32	0.00	0.00	0.00	0.00	0.00	0.00	6,134.32
41125 - Fines	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
41130 - Garbage License Fee	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
41145 - Lien Search Fees	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
41150 - Liquor tax	2,076.61	0.00	0.00	0.00	0.00	0.00	0.00	2,076.61
41170 - Other City Fees	101.25	0.00	0.00	0.00	0.00	0.00	0.00	101.25
41175 - PUD Franchise	4,476.48	0.00	0.00	0.00	0.00	0.00	0.00	4,476.48
41180 - Septic Admin Fees	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Total 41000 - General Fund Revenue	16,843.66	0.00	0.00	0.00	0.00	0.00	0.00	16,843.66
42000 - Building Codes Fund Revenue								
42104 - Building Surcharge	0.00	390.59	0.00	0.00	0.00	0.00	0.00	390.59
42115 - Electrical fees	0.00	605.00	0.00	0.00	0.00	0.00	0.00	605.00
42120 - Excavating-Grading Fees								
42114 - Driveway Permit	0.00	400.00	0.00	0.00	0.00	0.00	0.00	400.00
42120 - Excavating-Grading Fees - Other	0.00	23.50	0.00	0.00	0.00	0.00	0.00	23.50
Total 42120 - Excavating-Grading Fees	0.00	423.50	0.00	0.00	0.00	0.00	0.00	423.50
42123 - Prelim&Final Plat Application	3,745.15	0.00	0.00	0.00	0.00	0.00	0.00	3,745.15
42140 - Mechanical Fees	0.00	145.00	0.00	0.00	0.00	0.00	0.00	145.00
42145 - Plan Check/Review Fees	0.00	1,674.72	0.00	0.00	0.00	0.00	0.00	1,674.72
42150 - Planning Fee & LUCS	0.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00
42155 - Plumbing fees	0.00	970.00	0.00	0.00	0.00	0.00	0.00	970.00
42158 - School Tax	0.00	2,223.00	0.00	0.00	0.00	0.00	0.00	2,223.00
42165 - School Surcharge Fees	0.00	512.76	0.00	0.00	0.00	0.00	0.00	512.76
42175 - Structural Fees & Demolition	0.00	2,553.00	0.00	0.00	0.00	0.00	0.00	2,553.00
Total 42000 - Building Codes Fund Revenue	3,745.15	9,787.57	0.00	0.00	0.00	0.00	0.00	13,532.72
43000 - State Street Fund Revenue								
43115 - State Hwy Apportionment	0.00	0.00	6,222.37	0.00	0.00	0.00	0.00	6,222.37
Total 43000 - State Street Fund Revenue	0.00	0.00	6,222.37	0.00	0.00	0.00	0.00	6,222.37
45000 - Motel Tax Fund Revenue								
45115 - Lane Go Motel Tax	0.00	0.00	0.00	0.00	2,356.32	0.00	0.00	2,356.32
Total 45000 - Motel Tax Fund Revenue	0.00	0.00	0.00	0.00	2,356.32	0.00	0.00	2,356.32
46000 - Water Right Fund Revenue								
46105 - Administrative Fees	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00
46110 - Application Fees	0.00	0.00	0.00	0.00	0.00	600.00	0.00	600.00
Total 46000 - Water Right Fund Revenue	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00	1,800.00
Total 40000 - Fund Revenue	20,588.81	9,787.57	6,222.37	0.00	2,356.32	1,800.00	0.00	40,755.07
Total Income	20,588.81	9,787.57	6,222.37	0.00	2,356.32	1,800.00	0.00	40,755.07
Gross Profit	20,588.81	9,787.57	6,222.37	0.00	2,356.32	1,800.00	0.00	40,755.07
Expense								
51000 - Fund Expenses								
51100 - Personal Services								
Administrative Wages	4,182.50	2,452.93	0.00	0.00	0.00	0.00	0.00	6,635.43
FUTA	0.00	12.92	0.00	0.00	0.00	0.00	0.00	12.92
Medicare	80.84	31.23	0.00	0.00	0.00	0.00	0.00	91.87
Oregon Unemployment	284.24	116.62	0.00	0.00	0.00	0.00	0.00	380.86
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	-280.00	-280.00
PERS-City Contrib	0.00	0.00	0.00	0.00	0.00	0.00	2,988.33	2,988.33
Social Security	256.31	133.48	0.00	0.00	0.00	0.00	0.00	392.79
Total 51000 - Personal Services	4,766.69	2,447.18	0.00	0.00	0.00	0.00	2,708.33	9,922.20

# Dunes City

## Profit & Loss by Class

### August 7 through September 6, 2019

	41 General Fund	42 Building Codes Fund	43 Street Fund	44 Roads Fund	45 Water Fund	46 Water Fund	Unclassified	TOTAL
51300 - Materials & Services	0.00	1,923.30	0.00	0.00	0.00	0.00	0.00	1,923.30
Building Dept Sys	70.00	0.00	25.36	0.00	0.00	0.00	0.00	95.36
Community Center Maint/Repair	0.00	0.00	160.00	0.00	0.00	0.00	0.00	160.00
Custodial	0.00	40.00	0.00	0.00	0.00	0.00	0.00	40.00
Dues	2,604.72	0.00	0.00	1,539.00	0.00	0.00	0.00	4,143.72
Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	265.00
Office Equip Rep & Maint	255.00	0.00	0.00	0.00	0.00	0.00	0.00	789.33
Office Equipment lease-copier	799.33	0.00	8.50	0.00	0.00	0.00	0.00	435.32
Office Supplies & Postage	428.82	0.00	1,004.50	0.00	0.00	0.00	0.00	1,004.50
Street Brushing / Cleaning	0.00	0.00	3,639.94	0.00	0.00	0.00	0.00	3,639.94
Street Lighting	0.00	0.00	6,017.50	0.00	0.00	0.00	0.00	6,017.50
Street Maintenance	0.00	0.00	0.00	0.00	0.00	28.32	0.00	10.86
Travel & Training	0.00	685.44	174.85	0.00	0.00	0.00	0.00	174.85
Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	380.00
Video Programming	390.00	0.00	0.00	0.00	0.00	606.00	0.00	606.00
Water Right Preservation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 51300 - Materials & Services	4,545.87	2,048.74	11,030.65	1,539.00	0.00	631.52	0.00	20,395.78
Total 51000 - Fund Expenses	9,312.56	5,065.92	11,030.65	1,539.00	0.00	631.52	2,708.33	30,317.98
Total Expense	9,312.56	5,065.92	11,030.65	1,539.00	0.00	631.52	2,708.33	30,317.98
Net Ordinary Income	11,276.25	4,691.85	-4,808.28	-1,539.00	2,356.32	1,165.48	-2,708.33	10,437.09
Net Income	11,276.25	4,691.85	-4,808.28	-1,539.00	2,356.32	1,165.48	-2,708.33	10,437.09

11:01 AM

09/10/19

**Dunes City**  
**Reconciliation Summary**  
**10200 · Money Market, Period Ending 08/30/2019**

---

	<u>Aug 30, 19</u>
Beginning Balance	114,689.87
Cleared Transactions	
Deposits and Credits - 1 item	<u>42.42</u>
Total Cleared Transactions	<u>42.42</u>
Cleared Balance	<u><b>114,732.29</b></u>
Register Balance as of 08/30/2019	114,732.29
Ending Balance	114,732.29

11:12 AM

09/10/19

**Dunes City**  
**Reconciliation Summary**  
10100 · Checking 2, Period Ending 08/30/2019

---

	<b>Aug 30, 19</b>
<b>Beginning Balance</b>	179,343.75
<b>Cleared Transactions</b>	
Checks and Payments - 31 items	-30,146.98
Deposits and Credits - 5 items	38,952.24
<b>Total Cleared Transactions</b>	8,805.26
<b>Cleared Balance</b>	<b>188,149.01</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 30 items	-12,317.53
Deposits and Credits - 3 items	1,168.68
<b>Total Uncleared Transactions</b>	-11,148.85
<b>Register Balance as of 08/30/2019</b>	<b>177,000.16</b>
<b>New Transactions</b>	
Checks and Payments - 4 items	-4,794.73
<b>Total New Transactions</b>	-4,794.73
<b>Ending Balance</b>	<b>172,205.43</b>

11:52 AM

09/10/19

**Dunes City**  
**Reconciliation Summary**  
10400 · Umpqua Bank, Period Ending 08/31/2019

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	<b>Aug 31, 19</b>
<b>Beginning Balance</b>	41,952.20
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-43.09
Deposits and Credits - 6 items	1,551.33
<b>Total Cleared Transactions</b>	1,508.24
<b>Cleared Balance</b>	<b>43,460.44</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-311.35
Deposits and Credits - 3 items	685.76
<b>Total Uncleared Transactions</b>	374.41
<b>Register Balance as of 08/31/2019</b>	<b>43,834.85</b>
<b>New Transactions</b>	
Deposits and Credits - 1 item	290.00
<b>Total New Transactions</b>	290.00
<b>Ending Balance</b>	<b>44,124.85</b>

## Dunes City Recorder

---

**From:** Trautmann, Cara <Cara.Trautmann@charter.com>  
**Sent:** Thursday, September 05, 2019 5:01 PM  
**To:** Undisclosed recipients:  
**Subject:** Charter Communications - Upcoming Changes

At Charter, locally known as Spectrum, we continue to enhance our services in order to offer more entertainment and communication choices, and to deliver the best value to our customers. We are committed to offering our customers with products and services we are sure they will enjoy.

Programming fees charged by TV networks we carry are the greatest single factor in higher cable prices, and continue to rise. Despite our best efforts to control these costs, this has resulted in a change in the rates we charge our customers.

Effective on or after September 6, 2019, customers are being noticed via bill message of the following monthly pricing changes, which will take effect on or after October 6, 2019. Customer promotional rates will not change until the end of the promotion period.

Services/Products/Equipment	Pricing Adjustment
Broadcast TV Surcharge	Will increase by \$1.51. This reflects the costs incurred from local Broadcast TV Stations.
Spectrum Receiver	Will increase by \$0.49 per receiver.
Digital Adapter	Will increase by \$2.00 per adapter.
Spectrum TV Select	Will increase by \$7.50.
Spectrum TV Silver	Will increase by \$7.50.
Spectrum TV Gold	Will increase by \$7.50.

If you have any questions about this change, please feel free to contact me at 360.258.5108 or via email at [marian.jackson@charter.com](mailto:marian.jackson@charter.com).

Sincerely,



**Charter**  
COMMUNICATIONS

**Marian Jackson** | Director, Government Affairs | Work: 360-258-5108 | Cell: 360-600-4131  
222 NE Park Plaza Drive, #231 | Vancouver, WA 98684

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# Oregon

Kate Brown, Governor

## Department of Consumer and Business Services

Director's Office

350 Winter Street NE, Room 200

PO Box 14480

Salem, OR 97309-0405

Voice: 503-378-4100

Fax: 503-378-6444

[www.dcbs.oregon.gov](http://www.dcbs.oregon.gov)

Dear Mayor and City Council,

Last year, more than 846,000 acres were burned, and about 4,000 Oregonians had to evacuate their homes. This year's wildfire season is far from over, which means time to prepare is now.

September is national preparedness month. A time of year to get ready for all types of disasters. Fires, earthquakes, floods, tornadoes, and winter storms are just a few of reasons to build an emergency kit and plan an escape route.

Those steps are essential to preparation, but two others are equally important and often overlooked – creating a home inventory and reviewing insurance coverage.

Having the right insurance coverage and an up-to-date home inventory are critical to financial resiliency. That importance is highlighted by the fact that National Preparedness Month is being kicked off with "Insurance Week" Sept. 1-7.

The Oregon Division of Financial Regulation invites you to join our efforts to help Oregonians protect their property and recover from disaster by declaring the first week of September as **Home Inventory Week**.

It is easy to get involved. Visit [dfr.oregon.gov/preparenow](http://dfr.oregon.gov/preparenow) to get a draft proclamation, promotional flyers, social media content, and other resources to help your neighbors and constituents prepare for the next disaster by building a home inventory and reviewing their insurance coverage.

If you have any questions about "Home Inventory Week" or need anything else, please contact our Outreach Coordinator Kevin Jeffries, [kevin.p.jeffries@oregon.gov](mailto:kevin.p.jeffries@oregon.gov) 503-947-7238

Sincerely,

Andrew Stolfi

Insurance Commissioner

Oregon Division of Financial Regulation

**MAYORAL PROCLAMATION:**

Declare September 16 through 22, 2019 as  
Home Inventory Week



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

**WHEREAS**, each September is recognized as National Preparedness Month; and,

**WHEREAS**, Oregonians have witnessed and experienced natural disasters in our own community; and

**WHEREAS**, every community member can take active steps to protect their families and neighbors from natural and manmade disasters; and

**WHEREAS**, every family and business in Dunes City is encouraged to take active steps to be financially secure after a disaster; and

**WHEREAS**, every community member is encouraged to make sure they are properly insured against fire, flood, earthquakes, and storms; and

**WHEREAS**, every community member is encouraged to create a home inventory to include as part of their disaster preparedness kit;

**NOW, THEREFORE**, I, ROBERT FORSYTHE, Mayor of Dunes City, do hereby declare that the week of September 16 through September 22, 2019 be known as

**HOME INVENTORY WEEK**

and join cities across Oregon to encourage everyone to build a home inventory of their personal property, and speak with an insurance agent to make sure they are financially prepared for a disaster.

Signed this 11<sup>th</sup> day of September, 2019

\_\_\_\_\_  
Robert Forsythe, Mayor

# **CITY OF DUNES CITY RESOLUTION SERIES 2019, NO. 12**

## **A Resolution setting fees for submission and approval of Erosion Control Plan.**

**WHEREAS**, Dunes City Code, Title XIV, Chapter 141, entitled Erosion and Sediment Control, requires the preparation, submission, review and approval of an Erosion and Sediment Control plan prior to issuance of any development permit to be obtained and before construction or .and disturbance begins within any area that: is greater than 4,000 square feet or moves more than 50 cubic yards of any material, does not disturb land within 100 horizontal feet of the high water level of any lake, and does not occur on lands having slope of 15% or greater; and

**WHEREAS**, Dunes City Code, Title XIV, Chapter 141.003(A) provides that an Erosion and Sediment Control Plan review fee shall be assessed in accordance with the provisions of this section 141.003(A) or shall be set forth in the fee schedule adopted by the Dunes City Council; and

**WHEREAS**, Dunes City Code, Title XIV, Chapter 141.005 requires an Erosion and Sediment Control Plain inspection to be conducted by either the City Engineer, the Planning Official, or other authorized City Representative, and that the costs therefore will be billed to the responsible party and payable within Thirty (30) days of receipt; and

**WHEREAS**, no fee schedule has ever been adopted by the City that set the Erosion and Sediment Control Plan review fee; and

**WHEREAS**, the City desires to be reimbursed for time and resources committed by staff in the review and subsequent inspection(s) of an Erosion and Sediment Control Plan implementation;

### **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNES CITY THAT:**

1. The following fee will be added to the permit fee schedule of Dunes City:
  - A. Erosion and Sediment Control Review Fee \$100.00.
  - B. Simple Erosion and Sediment Control Plan First Inspection - \$100
  - C. Simple Erosion and Sediment Control Plan subsequent inspections - \$50.00
  - D. Standard and road and driveway Erosion Control Plan inspections shall be done by the City Engineer and billed to the responsible party for costs incurred.

2. This Resolution takes effect immediately upon adoption.

**ADOPTION:**

This Resolution is passed and adopted on the 11<sup>th</sup> day of September, 2019.

Attest:

\_\_\_\_\_  
Robert Forsythe, Mayor

\_\_\_\_\_  
Jamie Mills, City Recorder/Administrator

## Dunes City Recorder

---

**From:** Schweitzer, Diana <Diana.R.Schweitzer@pjc.com> on behalf of Samuels, Carol <Carol.E.Samuels@pjc.com>  
**Sent:** Tuesday, August 20, 2019 2:05 PM  
**To:** Samuels, Carol  
**Cc:** Schweitzer, Diana  
**Subject:** FW: PERS Employer Incentive Fund: Application Opens Sept. 3

Just in case you haven't seen this, here is information on the first round of EIF applications. I am on vacation until next Monday, but would be happy to discuss on my return.

Thanks.

*Piper Jaffray is providing the information contained herein for discussion purposes only in anticipation of being engaged to serve as underwriter or placement agent on a future transaction and not as a financial advisor or municipal advisor. In providing the information contained herein, Piper Jaffray is not recommending an action to you and the information provided herein is not intended to be and should not be construed as a "recommendation" or "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934. Piper Jaffray is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act or under any state law to you with respect to the information and material contained in this communication. As an underwriter or placement agent, Piper Jaffray's primary role is to purchase or arrange for the placement of securities with a view to distribution in an arm's-length commercial transaction, is acting for its own interests and has financial and other interests that differ from your interests. You should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you deem appropriate before acting on this information or material.*

### **Carol Samuels**

Managing Director | Public Finance

### **Piper Jaffray & Co.**

1300 SW Fifth, #3650 | Portland, OR 97201

O 503-275-8301 | F 503-275-8320

E [carol.e.samuels@pjc.com](mailto:carol.e.samuels@pjc.com)

## PiperJaffray.

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**REALIZE THE POWER  
OF PARTNERSHIP.**

**From:** Employer Advisory Group <Employer\_Advisory\_Group@pers.state.or.us>  
**Sent:** Tuesday, August 20, 2019 10:58 AM  
**To:** Employer Advisory Group <Employer\_Advisory\_Group@pers.state.or.us>  
**Cc:** Side Account Legislation <Side.Account.Legislation@pers.state.or.us>  
**Subject:** PERS Employer Incentive Fund: Application Opens Sept. 3 [EXTERNAL]

Dear Employer Advisory Group and interested parties,

Please see the GovDelivery email that was sent out today to key employer contacts and anyone opted into our [Employer Rate Relief Programs GovDelivery topic](#).

You can now find important details about the Employer Incentive Fund on the PERS website at:  
<https://oregon.gov/pers/EMP/Pages/Employer-Incentive-Fund.aspx>

you have any comments, questions, or concerns, please email [Side.Account.Legislation@pers.state.or.us](mailto:Side.Account.Legislation@pers.state.or.us).

We will send another GovDelivery email on **Tuesday, September 3**, with the live SurveyMonkey application link.

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Having trouble viewing this email? [View it as a Web page.](#)

August 2019

*You received this email because you requested to be notified about PERS Employer Rate Relief Programs or you are listed as a key PERS employer contact. Review your GovDelivery subscriptions [here](#).*

## Employer Incentive Fund: Application opens September 3

The Employer Incentive Fund (EIF) is a key opportunity for PERS-participating employers to proactively manage their employer rates over time and increase their actuarial assets.

The EIF will **provide a 25% match** on qualifying employer lump-sum payments made after June 2, 2018. **Employers must apply to receive matching funds.**

**PERS will begin accepting applications at 10 a.m. Pacific Time on Tuesday, September 3, 2019.** A SurveyMonkey link to the application will be added to the below webpage on September 3 and will also be sent out via GovDelivery to this same email list.

### EIF Information

**The first 90 days of the application cycle are reserved for employers with an unfunded actuarial liability (UAL) that exceeds 200% of their payroll, as of the December 31, 2017 actuarial valuation.**

### Take these steps before September 3:

1. View this list to see if you qualify for the first 90-day period, and find your minimum and maximum potential EIF match.
2. Review the application questions and gather what you will need before the first application period opens on September 3.

3. Learn about the UAL Resolution Program (UALRP), which is mandatory for all PERS-participating employers and is a pre-requisite to be eligible for EIF matching funds.
4. Read an FAQ with further information about the EIF.

## Other Information

PERS will accept EIF applications from **all employers** beginning **December 2, 2019**.

- View the list of all other employers, which also includes your minimum and maximum potential EIF match.
- Employers can make lump-sum payments now and apply for a match (during the application period) to be put into their account as an additional payment. Contact Actuarial.Services@pers.state.or.us for more information on establishing a side account now.
- Employer lump-sum deposits, and associated matching fund payments, made before December 31, 2019, will have the greatest impact on the annual actuarial system valuation used to set 2021-2023 employer contribution rates. Employers may be able to choose when the rate offset from their lump-sum payment will occur.
- Learn about the UAL Resolution Program (UALRP), which is mandatory for all PERS-participating employers and is a pre-requisite to be eligible for EIF matching funds.

## Need help? Want more information?

If you have any comments, questions, or concerns, please email Side.Account.Legislation@pers.state.or.us.

Share this link with your colleagues to stay informed about Employer Rate Relief Programs.

Contact PERS

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Piper Jaffray & Co. Since 1895. Member SIPC and NYSE. Learn more at [www.piperjaffray.com](http://www.piperjaffray.com). Piper Jaffray corporate headquarters is located at 800 Nicollet Mall, Minneapolis, MN 55402.

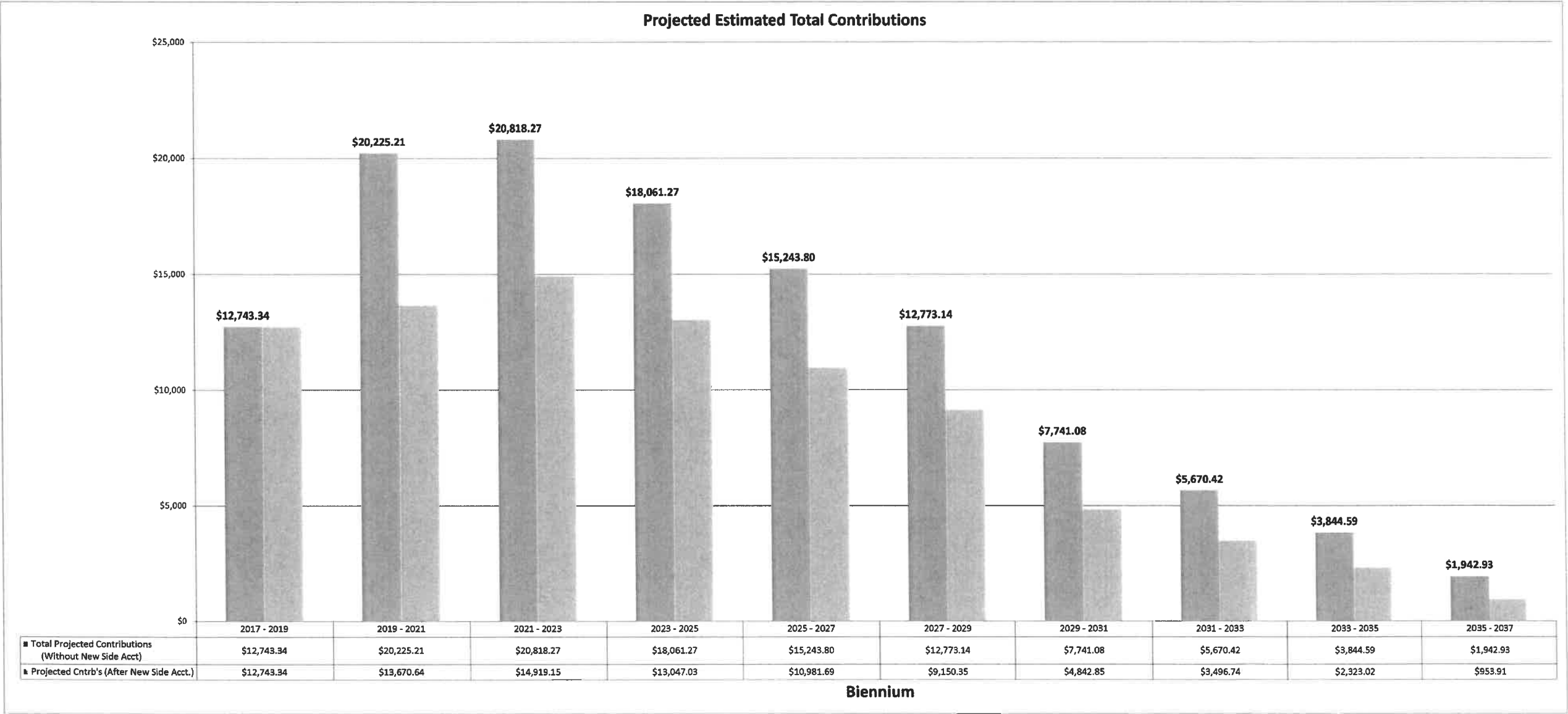
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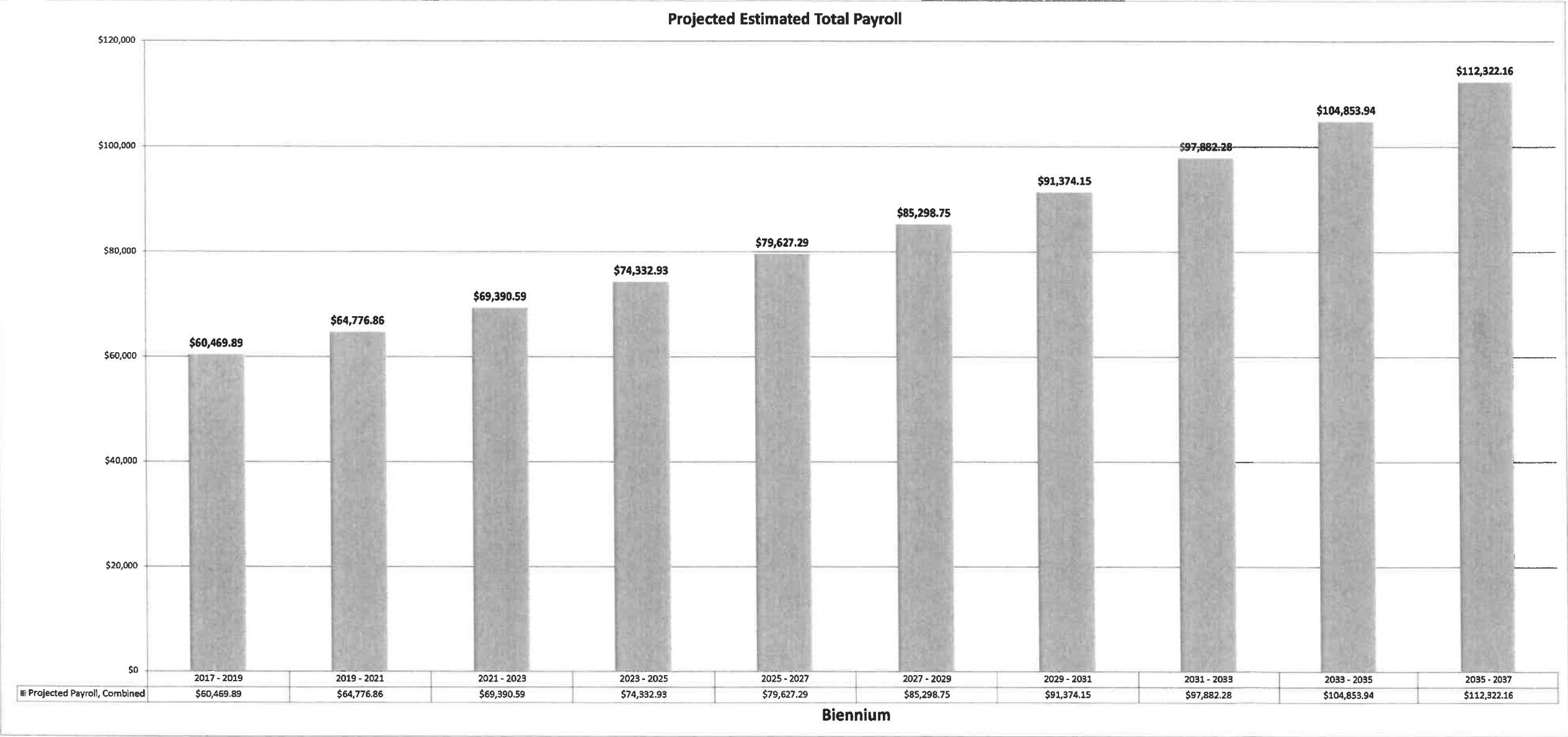
Employer Number	Employer Name	UAL (reflecting Side Accounts)	Combined Valuation Payroll	UAL as a % of Payroll	Transition liability (SLGRP only)	Minimum lump sum payment (w/ TL)	EIF Match	Total side account amount	Maximum lump sum payment (w/ TL)	EIF match	Total side account amount	Notes
2162	City of Clatskanie	\$ 3,019,940.11	\$ 499,305.95	605%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00	
2118	City of Ontario	\$ 16,668,922.87	\$ 2,854,434.52	584%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 3,333,784.57	\$ 833,446.14	\$ 4,167,230.72	
2729	Douglas County Fire District #2	\$ 22,647,411.45	\$ 4,609,129.14	491%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 4,529,482.29	\$ 1,132,370.57	\$ 5,661,852.86	
2003	Douglas County	\$ 107,123,693.99	\$ 23,675,880.53	452%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 21,424,738.80	\$ 5,356,184.70	\$ 26,780,923.50	
2781	North Bend Coos-Curry Housing Authority	\$ 1,864,671.00	\$ 424,587.57	439%	\$ 1,049,998.00	\$ 1,074,998.00	\$ 268,749.50	\$ 1,343,747.50	\$ 2,249,998.00	\$ 300,000.00	\$ 1,500,000.00	Total side account amount does not include transition liability.
2002	Curry County	\$ 17,812,165.77	\$ 4,663,547.30	382%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 3,562,433.15	\$ 890,608.29	\$ 4,453,041.44	
2515	Klamath County Fire District #1	\$ 17,838,140.74	\$ 4,872,723.08	366%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 3,567,628.15	\$ 891,907.04	\$ 4,459,535.19	
2257	City of Culver	\$ 554,862.97	\$ 158,484.69	350%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00	
2553	Tangent Rural Fire Protection District	\$ 527,552.00	\$ 152,662.52	346%	\$ 213,317.00	\$ 238,317.00	\$ 59,579.25	\$ 297,896.25	\$ 1,413,317.00	\$ 300,000.00	\$ 1,500,000.00	Total side account amount does not include transition liability.
2521	League of Oregon Cities	\$ 5,093,731.14	\$ 1,474,373.23	345%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00	
2191	City of Huntington	\$ 335,340.00	\$ 98,562.00	340%	\$ 310,006.00	\$ 335,006.00	\$ 83,751.50	\$ 418,757.50	\$ 1,510,006.00	\$ 300,000.00	\$ 1,500,000.00	Total side account amount does not include transition liability.
2573	Goshen Fire District	\$ 528,607.00	\$ 162,459.85	325%	\$ 194,206.00	\$ 219,206.00	\$ 54,801.50	\$ 274,007.50	\$ 1,394,206.00	\$ 300,000.00	\$ 1,500,000.00	Total side account amount does not include transition liability.
2556	Jackson County Fire District #5	\$ 8,211,589.97	\$ 2,524,540.38	325%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,642,317.99	\$ 410,579.50	\$ 2,052,897.49	
2218	City of Prairie City	\$ 745,211.22	\$ 229,144.33	325%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00	
2581	Port of Umatilla	\$ 505,501.75	\$ 157,607.00	321%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00	
2527	Deschutes Valley Water District	\$ 4,556,978.15	\$ 1,427,738.26	319%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00	
2177	City of Condon	\$ 613,848.00	\$ 200,592.91	306%	\$ 200,955.00	\$ 225,955.00	\$ 56,488.75	\$ 282,443.75	\$ 1,400,955.00	\$ 300,000.00	\$ 1,500,000.00	Total side account amount does not include transition liability.
2262	City of Dufur	\$ 302,835.20	\$ 99,753.66	304%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00	
2701	Sisters-Camp Sherman Rural Fire Protection District	\$ 3,746,209.00	\$ 1,250,352.56	300%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00	
2687	Columbia Drainage Vector Control District	\$ 460,817.00	\$ 154,193.54	299%	\$ 164,959.00	\$ 189,959.00	\$ 47,489.75	\$ 237,448.75	\$ 1,364,959.00	\$ 300,000.00	\$ 1,500,000.00	Total side account amount does not include transition liability.
2552	Winston-Dillard Fire District	\$ 2,537,883.00	\$ 851,184.21	298%	\$ 904,684.00	\$ 929,684.00	\$ 232,421.00	\$ 1,162,105.00	\$ 2,104,684.00	\$ 300,000.00	\$ 1,500,000.00	Total side account amount does not include transition liability.
2299	City of Dunes City	\$ 87,205.00	\$ 30,226.21	289%	\$ 29,208.00	\$ 54,208.00	\$ 13,552.00	\$ 67,760.00	\$ 1,229,208.00	\$ 300,000.00	\$ 1,500,000.00	Total side account amount does not include transition liability.
2232	City of Joseph	\$ 284,285.82	\$ 100,961.72	282%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00	
2645	Chiloquin Agency Lake Rural Fire Protection District	\$ 150,279.61	\$ 53,646.58	280%		\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00	
2143	City of Oakland	\$ 411,661.00	\$ 148,155.28	278%	\$ 106,703.00	\$ 131,703.00	\$ 32,925.75	\$ 164,628.75	\$ 1,306,703.00	\$ 300,000.00	\$ 1,500,000.00	Total side account amount does not include transition liability.



Current Version: 2.1

Current Version: 2.1			Projected ER Rate Growth (at 7.20% Assumed Earnings Rate)										
			3.38%	4.38%	5.41%	0.89%	-0.31%	-0.62%	-0.48%	-0.76%	-1.00%	-6.86%	
			2017 - 2019	2019 - 2021	2021 - 2023	2023 - 2025	2025 - 2027	2027 - 2029	2029 - 2031	2031 - 2033	2033 - 2035	2035 - 2037	
			Biennium										
December 31, 2017 Combined Valuation Payroll (Optional) 7/1/2019 Side Account Deposit Estimated Amount Side Account Rate Relief Pre-SLGRP Pooled Liability Rate Transition Liability/(Surplus) Rate	\$30,226.00	Projected Payroll, Combined	\$60,469.89	\$64,776.86	\$69,390.59	\$74,332.93	\$79,627.29	\$85,298.75	\$91,374.15	\$97,882.28	\$104,853.94	\$112,322.16	
	\$55,000.00	Assumed Net Annual Wage Growth = 3.50%											
	0.00%	Eff: 7/1/19, Rate Ends: 2029											
	-1.68%	Eff: 7/1/19, Rate Ends: 2029											
	11.63%	Eff: 7/1/19, Rate Ends: 2029											
Tier One / Tier Two General Service	Valuation Payroll	Projected Payroll	\$59,687.79	\$53,719.01	\$48,347.11	\$41,095.04	\$34,930.79	\$29,691.17	\$23,752.93	\$17,814.70	\$12,470.29	\$8,105.69	
	\$30,226.00	Projected Contribution Rates	21.35%	37.65%	43.06%	43.95%	43.64%	43.02%	32.59%	31.83%	30.83%	23.97%	
		Projected Contributions (w/o New Side Account)	\$ 12,743.34	\$ 20,225.21	\$ 20,818.27	\$ 18,061.27	\$ 15,243.80	\$ 12,773.14	\$ 7,741.08	\$ 5,670.42	\$ 3,844.59	\$ 1,942.93	
		Projected Additional Side Account Rate Offset	n/a	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	
		Projected Contributions (After New Side Account)	\$12,743.34	\$13,670.64	\$14,919.15	\$13,047.03	\$10,981.69	\$9,150.35	\$4,842.85	\$3,496.74	\$2,323.02	\$953.91	
Tier One / Tier Two Police/Fire	Valuation Payroll	Projected Payroll	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	Projected Contribution Rates	21.35%	37.65%	43.06%	43.95%	43.64%	43.02%	32.59%	31.83%	30.83%	23.97%	
		Projected Contributions (w/o New Side Account)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Projected Additional Side Account Rate Offset	n/a	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	
		Projected Contributions (After New Side Account)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
OPSRP General Service	Valuation Payroll	Projected Payroll	\$782.10	\$11,057.84	\$21,043.48	\$33,237.89	\$44,696.51	\$55,607.58	\$67,621.22	\$80,067.57	\$92,383.65	\$104,216.47	
	\$0.00	Projected Contribution Rates	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
		Projected Contributions (w/o New Side Account)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Projected Additional Side Account Rate Offset	n/a	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	
		Projected Contributions (After New Side Account)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
OPSRP Police/Fire	Valuation Payroll	Projected Payroll	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	Projected Contribution Rates	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
		Projected Contributions (w/o New Side Account)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Projected Additional Side Account Rate Offset	n/a	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	-12.20%	
		Projected Contributions (After New Side Account)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			Projected Payroll, Combined	\$60,469.89	\$64,776.86	\$69,390.59	\$74,332.93	\$79,627.29	\$85,298.75	\$91,374.15	\$97,882.28	\$104,853.94	\$112,322.16
			Total Projected Contributions (Without New Side Acct)	\$12,743.34	\$20,225.21	\$20,818.27	\$18,061.27	\$15,243.80	\$12,773.14	\$7,741.08	\$5,670.42	\$3,844.59	\$1,942.93
Cumulative Contribution Reduction From New Side Account:	\$32,935.34	Total Projected Contributions (After New Side Acct)	\$12,743.34	\$13,670.64	\$14,919.15	\$13,047.03	\$10,981.69	\$9,150.35	\$4,842.85	\$3,496.74	\$2,323.02	\$953.91	







APPLICATION FOR APPOINTIVE OFFICE

(Please Print or Type)

30 Aug. 2019  
Date

Siltcoos Water Tester  
Position Applying For

McDonald  
Last Name

James  
First Name

G.  
Middle Initial

[Redacted]  
Street Address

[Redacted]  
Mailing Address

[Redacted]  
Home Phone

[Redacted]  
Work Phone

[Redacted]  
Cell Phone

[Redacted]  
Email Address

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

[Redacted]  
Name

[Redacted]  
Telephone

Retired  
Your Current Occupation

Gardener  
Your Prior Occupation(s)

Yes  
Are you a resident of Dunes City?

since 2005 (14 yrs.)  
How Long?

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

Assoc. Degree Horticulture

James Gordon  
Signature

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

Revised 01/14/2016



30086 Federal Lane, Eugene, OR 97402  
Phone: (541) 342-1718, Fax: (541) 342-1746  
CCB#: 133505 / 7-103 CPI

## **METER READING SERVICE AGREEMENT**

**September 5, 2019**

**City of Dunes City  
82877 Spruce Street  
PO Box 97  
Westlake, OR 97493**

Under this agreement, the City of Dunes City, would contract with Oregon Water Services, Inc. (OWS) to provide meter reading services.

## **METER READING SERVICE ITEMS**

OWS would provide personnel services and supplies for the following:

- Monthly meter reading route to gather meter data
- Meter data analysis, formatting, and transfer to City of Dunes City.

## **MONTHLY METER READING SERVICE FEE: \$180.00**

- A one-time charge of \$100 will be added to the first billing for account & billing software set up, and equipment fees.

## Agreement

### ▪ SCOPE

Oregon Water Service, Inc (OWS) agrees to perform the services described in this proposal at the rates included in the fee schedules. Unless modified by the parties involved, the duties of OWS shall not be construed to exceed those services specifically set forth in this agreement.

### ▪ COMPENSATION

City of Dunes City agrees to pay for the listed services in accordance with the compensation provisions described in this proposal. Payment will be made to OWS within 30 days after the date of billing. Late payments will accrue interest on the unpaid balance at a rate of 1.5 percent per month. City of Dunes City agrees to reimburse OWS on a time-and-expense basis for services related to litigation to which OWS is not a party arising from the performance of services.

### ▪ WARRANTY

OWS warrants only that it will operate, perform testing, obtain findings, and prepare reports in accordance with generally acceptable principles and practices. Under no circumstance will OWS be liable for any damages or claims except those resulting solely from its own or its employee's negligent performance or its deviation from acceptable protocol.

The exclusive remedy of any breach of this warranty will be, at OWS discretion, a refund of the agreed price or in the case of laboratory services, a rerun of a similar sample. No other remedy is available under this agreement.

### ▪ INSURANCE

OWS or its contractors shall maintain Commercial general liability insurance for personal injury liability, and property damage liability. Automobile bodily injury and property damage liability insurance covering owned, non-owned, and hired vehicles. Also Workers Compensation Insurance in accordance with State of Oregon law.

### ▪ TERMINATION OF WORK

Either party may terminate work in this agreement in the event the other party fails to perform in accordance with the terms. Termination of the work is accomplished by a 30-day prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail.

OWS shall be compensated for work actually performed prior to the effective date of termination plus any costs which may be necessary for the orderly closing of the project.

### ▪ INTEGRATION

This proposal, fee schedules and agreement represent the entire understanding of the client and OWS. No prior oral or written understanding shall be of any force or effect with the respect to those matters covered herein. The terms may not be modified except in writing by both parties.

The undersigned parties have read this agreement and are duly authorized agents of the parties involved.

\_\_\_\_\_  
Dan Reitz, Vice President, Oregon Water Services, Inc

Date \_\_\_\_\_

\_\_\_\_\_  
Representative, City of Dunes City

Date \_\_\_\_\_

Print Name \_\_\_\_\_

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

September 11, 2019 ~ Prepared by Jamie Mills



I attended the planning meeting of WLEOG scheduled for 9:00 a.m. on August 19<sup>th</sup>, 2019. Discussion was had on how to go about reviewing and updating the Emergency Operation Plan. Board members were asked to review the EOP and be prepared with changes, as well as corrections to names and contact information. Board members were also asked to review the various Emergency Support Functions to ensure up to date names and contact information.

Councilor Orr and I attended the August 19<sup>th</sup>, 2019 WLEOG meeting. The meeting packet and handouts are attached for your information.

Chair Megan Messmer from the City of Florence reported on upcoming road construction schedules. The Mayors of the Cities of Eugene and Springfield have called an Emergency Management Summit 2019 for Thursday, September 12<sup>th</sup>, 2019, at the First United Methodist Church of Eugene beginning at 8:30 a.m.

The Oregon Emergency Managers Association will hold its annual conference in Eugene October 7<sup>th</sup> through the 10<sup>th</sup>. If someone wants to attend but doesn't have the \$550 full registration fee, they might be able to volunteer in order to get free or reduced registration.

The financial information was reviewed and the meeting adjourned. The next meeting will be held Monday, September 16<sup>th</sup> at Siuslaw Valley Fire and Rescue Station 1, at 9:00 a.m. for EOP discussions and 10:00 a.m. for the regular board meeting.

Respectfully submitted,

  
Jamie Mills  
City Administrator/Recorder

# **WEST LANE EMERGENCY OPERATIONS GROUP AGENDA**

**SIUSLAW VALLEY FIRE & RESCUE**

**2625 Hwy 101  
Florence OR 97439**

---

**August 19, 2019**

**10:00A.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**

## **Action Items**

Minutes – Consider approval of the regular WLEOG meeting of July 15, 2019.

## **Reports & Discussion Items**

Chair's Report

CERT Report

## **Financial Statements**

Profit and Loss Budget vs. Actual, Year to date (2019-2020) Bank account register.

## **Other Business/Round Table**

Next Meeting – September 16, 2019 Location TBD



**WEST LANE EMERGENCY OPERATIONS GROUP**  
**MINUTES July 15, 2019**

**MEMBERS PRESENT:**

Siuslaw Valley Fire & Rescue: Present SVFR Representative Dina McClure  
WLA: Matt House  
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 @ 10:02 a.m.

**APPROVAL OF MINUTES:** Matt House made a motion to approve the minutes of June 17, 2019 & June 24, 2019. Jamie seconded; motion passed unanimously.

**Agenda Items:**

**Appoint Board Officers:** Jamie Mills made motion to appoint Megan Messmer as Chair, Brian DuBray as Vice Chair and Mary Dimon as Secretary/Treasurer. Matt House seconded; all members agreed.

**Review Agency Representatives:** Megan Messmer handed out the list of Agencies and their representatives that have responded to the request for each Member to have a representative to attend the meetings in the absence of the member. Bob Orr was present with Jamie Mills of Dune City he will be added to the email list. Dina McClure, office manager for Siuslaw Valley Fire & Rescue will act as the Agency Representative for the Fire Dist. In Jim Dickerson's absence.

**Chairs Report:**

- Megan Messmer updated the group on the road construction that starts today 7/15/2019 and goes through 8/2/2019. The construction will take place on 10<sup>th</sup>, 11<sup>th</sup>, and 23<sup>rd</sup> streets at Spruce St. and 17<sup>th</sup> and 18<sup>th</sup> St. at Pine St. Matt House enquired about the entrance to the Hospital when that would get repaired. Messmer will check into it and get back to the group.
- Lane County Emergency Manager was not present, Messmer handed out a Wildfire Protection Plan to the members, this information was emailed to the group. Messmer also updated the group on the Revision Florence which is still in progress and the Block Party is this Friday July 19<sup>th</sup> from 2 to 10 p.m. at which time Bay St. will be closed.

- Hosting for the WLEOG website is up for renewal. We are switching the host. Dustin Bernard with west coast media will handle the updating and Mary Dimon will get him the credit info to make payment for the renewal.
- Messmer opened the discussion on the EOP Update. Matt House suggested the group start with a basic plan and break it into small sections, in order to reorganize and restructure the EO. House also suggest meeting 1 hour before or 1 hour after the regularly scheduled monthly WLEOG meeting. The group agreed upon meeting at the August 19th meeting at 9:00 a.m. Messmer will send out an email to the members needed for this meeting. Pat Kirby suggest that Patence Willingham The Lane County Emergency Manager be aware of this meeting.
- Public workswill be installing the Tsunami signs.

**CERT Report:** Frank as not present.

**Other Business:**

- Matt House reports that WLAD held a Stop the Bleed training at Camp Baker and Three Rivers Casino.
- Stan Anderson with the Boy Scout Camp thanked Matt House and the Western Lane Ambulance Crew for the Stop the Bleed training, also the Fire Dept for their wildland training.

**FINANCIAL REPORT**

Current balance is \$27,365.03; Bills paid since 6/17/2019 were \$1,396.60 to; Coast Broadcasting \$288.00; Central Lincoln \$30.38; West Coast Media Group \$100.00; VIASAT INC. \$59.98; Siuslaw News \$372.00; Day Wireless \$546.24; 5.0 % of the Budget has been expended YTD excluding Contingency.

**Future Agenda Business:**

The next scheduled WLEOG Meeting will be August 19, 2019 @ 10:00 a.m. at Siuslaw Valley Fire and Rescue.

**ADJOURNMENT**

The meeting was adjourned @ 10:27 a.m. by Megan Messmer

**Mary Dimon**  
**Administrative Assistant**  
**Recording Secretary**

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

8/13/2019 3:04 PM

Register: Oregon Pacific Bank

From 07/15/2019 through 08/16/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/22/2019		Dunes City	11000 - Accounts Rece...		X		1,371.82	28,736.85
07/22/2019		Western Lane Ambul...	11000 - Accounts Rece...		X		5,487.26	34,224.11
07/22/2019		Siuslaw Valley Fire	11000 - Accounts Rece...		X		5,487.26	39,711.37
07/30/2019		Port of Siuslaw	11000 - Accounts Rece...		X		1,371.82	41,083.19
07/30/2019		City of Florence	11000 - Accounts Rece...		X		5,487.26	46,570.45
07/31/2019			4600 - Interest Income	Interest	X		2.91	46,573.36
07/31/2019	1499	Central Lincoln	20000 - Accounts Paya...	Acct.#3057630...	30.38			46,542.98
07/31/2019	1500	Coast Broadcasting	20000 - Accounts Paya...	816-00137-0000	288.00			46,254.98
07/31/2019	1501	Siuslaw Valley Fire/...	20000 - Accounts Paya...	Reimb. for Go...	171.90			46,083.08
07/31/2019	1502	Westcoast Media Gro...	20000 - Accounts Paya...	Inv.#19-2546 ...	100.00			45,983.08
07/31/2019	1503	Siuslaw News	20000 - Accounts Paya...	inv#'s 380437,...	371.00			45,612.08
08/08/2019	EFT	VIASAT INC	5000 - Materials & Ser...		59.98			45,552.10
08/13/2019		Peace Harbor Hospital	11000 - Accounts Rece...				5,487.26	51,039.36

2:45 PM

08/13/19

Accrual Basis

**W.L.E.O.G.**  
**Profit & Loss**  
**July 15 through August 16, 2019**

	<u>Jul 15 - Aug 16, 19</u>
<b>Income</b>	
4600 · Interest Income	<u>2.91</u>
<b>Total Income</b>	<u>2.91</u>
<b>Expense</b>	
5000 · Materials & Services	
5005 · Advertising	659.00
5014 · Miscellaneous Supplies	30.38
5017 · Internet/Website Service	<u>331.88</u>
<b>Total 5000 · Materials &amp; Services</b>	<u>1,021.26</u>
<b>Total Expense</b>	<u>1,021.26</u>
<b>Net Income</b>	<u><u>-1,018.35</u></u>

2:47 PM

08/13/19

Cash Basis

**W.L.E.O.G.**  
**Profit & Loss Budget vs. Actual**  
**July 2019 through June 2020**

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
4000 · Member Contributions				
4001 · WLAD	0.00	5,487.26	-5,487.26	0.0%
4002 · Siuslaw Valley Fire	0.00	5,487.26	-5,487.26	0.0%
4003 · City of Florence	0.00	5,487.26	-5,487.26	0.0%
4004 · Tribal Police	0.00	2,743.63	-2,743.63	0.0%
4005 · Port of Siuslaw	0.00	1,371.82	-1,371.82	0.0%
4006 · Dunes City	0.00	1,371.82	-1,371.82	0.0%
4007 · Mapleton Fire Department	24,892.68	441.42	24,251.26	5,593.9%
4008 · Peace Harbor Hospital	0.00	5,487.26	-5,487.26	0.0%
<b>Total 4000 · Member Contributions</b>	<b>24,692.68</b>	<b>27,877.73</b>	<b>-3,185.05</b>	<b>88.6%</b>
4600 · Interest Income	2.91	0.00	2.91	100.0%
<b>Total Income</b>	<b>24,695.59</b>	<b>27,877.73</b>	<b>-3,182.14</b>	<b>88.6%</b>
<b>Expense</b>				
5000 · Materials & Services				
5005 · Advertising	1,319.00	9,000.00	-7,681.00	14.7%
5006 · Neighborhood Training Programs	0.00	1,500.00	-1,500.00	0.0%
5009 · Dues and Fees	0.00	200.00	-200.00	0.0%
5010 · Siren Maintenance Agreement	0.00	2,000.00	-2,000.00	0.0%
5011 · Satellite Phones	0.00	2,000.00	-2,000.00	0.0%
5012 · Radios	546.24	2,000.00	-1,453.76	27.3%
5014 · Miscellaneous Supplies	60.76	1,000.00	-939.24	6.1%
5015 · Education/Prof. Dev.	0.00	1,200.00	-1,200.00	0.0%
5017 · Internet/Website Service	491.86	2,300.00	-1,808.14	21.4%
5019 · Special Districts Dues/Ins	0.00	2,500.00	-2,500.00	0.0%
5024 · CERT Recognition Event	0.00	200.00	-200.00	0.0%
5025 · Community Events	0.00	200.00	-200.00	0.0%
5026 · CERT Program Coordinator	0.00	2,000.00	-2,000.00	0.0%
5027 · Siren Battery Replacement/Labor	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5000 · Materials &amp; Services</b>	<b>2,417.86</b>	<b>27,100.00</b>	<b>-24,682.14</b>	<b>8.9%</b>
6900 · Contingency	0.00	777.73	-777.73	0.0%
<b>Total Expense</b>	<b>2,417.86</b>	<b>27,877.73</b>	<b>-25,459.87</b>	<b>8.7%</b>
<b>Net Income</b>	<b>22,277.73</b>	<b>0.00</b>	<b>22,277.73</b>	<b>100.0%</b>

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

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September 11, 2019 ~ Prepared by Jamie Mills

There were 8 permits issued in August as follows: 1 mechanical, 3 electrical, 1 plumbing and 2 structural. There was also 1 grading permit issued.

I attended the Oregon Coastal Caucus on the 21<sup>st</sup> and 22<sup>nd</sup> of August at Three Rivers Casino and the Florence Events Center. During the conference I learned of opportunities available for water infrastructure projects and planning for future risks associated with water supply, heard from Representative DeFazio, Senator Merkley and Senator Wyden regarding projects and efforts they are putting forth in Washington, and was updated on the progress being made at the State level in resources now available for seismic emergency preparedness. During that portion of the conference, I specifically rose and asked the panel members (representing the State legislature, the College of Engineering at OSU, the U.S. Army Corps of Engineers, the Governor's Office, and the Oregon Office of Emergency Management) to please keep small cities on their radar screens because, by way of example, even though Dunes City is a community of 1326, we are surrounded by State and federal parks and camp grounds meaning that at any given time we could have 10,000 to 15,000 additional people being told to evacuate to our City Hall.

While not offering much in the way of financial resources, emergency preparedness has become a hot topic demanding much time and energy. Area Mayors, Councilors and City Managers and Administrators will be meeting tomorrow to learn the process that will be required for declaration of an emergency and how to go about tracking resources to ensure reimbursement for expenditures are received. Additionally, information will be shared as to what the various communities have to offer to one another in a catastrophic event. I obtained a two-burner wood cook and heating stove at a yard sale with the intent to ultimately install it at City Hall. Councilor Wells is arranging to have water troughs (for holding water to heat it) installed on either side of the stove. Once those are installed, the stove will be taken to West Coast Autobody for painting. I noticed this past weekend, however, that there is a very large wood cook stove for sale at Habitat for Humanity. This stove includes an oven and warming areas and has several top burners. Where I paid \$75.00 for the small stove, the stove at Habitat is \$600.

On a different subject, I met with Kyle Hughes, who is one of the Eagle Scout candidates doing a project in Dunes City. Kyle will be working on improving/replacing the basketball hoop at the end of Spruce Drive in Westlake.

The road project on Leavitt Loop is final – for now. The area will be monitored throughout the upcoming rainy season to see if it handles the stormwater run off as anticipated. If it does not, then further action may be taken.

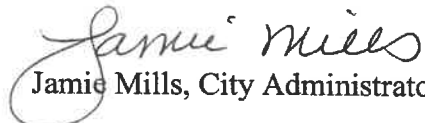
I have had a conversation with Nick Haxon of Oregon DEQ regarding the Dunes City water testing program. The City will work with DEQ and the Watershed Council (thank you Kyle Terry!) to obtain the equipment and supplies necessary to have a second set of testing equipment

for the Siltcoos boat as well. Also, Nick indicated a desire of DEQ as an agency to move away from the method of testing dissolved oxygen currently being used and replace it with a meter. He would provide two of the meters to the City for use by the testers (one on each lake) and would provide training in the care, maintenance and operation of the instruments. In exchange, he has asked that I re-create the current Quality Assurance Project Plan in a word format for ease in review and amendment in the future (i.e., the change in procedure to test D.O. would need to be updated), and that I input all the water testing data onto DEQ formatted forms and submit them to DEQ.

We received and dealt with a complaint regarding a woman doing her yardwork in the nude. I also received a complaint about an alleged alteration of a storm drainage. After having issued a Stop Work Order, doing an investigation, consulting with DEQ and Division of State Lands, and requiring the filing of an erosion control plan, that issue has been addressed as far as the City is concerned. The complainant has threatened to sue the City. Consequently, the matter has been reported to CIS pre-loss attorneys and the City Attorney. The individuals objecting to the Little Woahink Lake III Subdivision have also threatened to sue and it has also been reported to CIS pre-loss and our attorney, as has the lawsuit threat issued by the individual on Leavitt Loop who doesn't think what the City has done is enough to control the water that ultimately floods his property.

The City applied for a Department of Land Conservation and Development Technical Assistance Grant (\$1,000.00) for assistance with continued review of Title XV. The City also applied for an Coastal Wetlands Grant through the Oregon Watershed Enhancement Board for acquisition of land associated with Rebecca's Trail (\$175,000.00).

Respectfully submitted,

  
Jamie Mills, City Administrator/Recorder

**BILLS OF THE SESSION: 8/07/2019 thru 9/06/2019**

Campbell Productions				\$390.00
Central Lincoln P.U.D. (City Hall)				\$119.94
Central Lincoln P.U.D. (Street Lights)				\$1,877.43
Charter Spectrum				\$70.00
Coast Computer Services, LLC				\$180.00
County Transfer & Recycling				\$25.36
Florence Shipping Solutions				\$87.73
Jazilynn Kinyon (travel and supplies)				\$35.96
Henry Leach (Road maintenance)				\$54.50
Jamie Mills (reimburse for cell phone since 1-30-2017 and for woodstove)				\$1,106.36
Northwest Code Professionals				\$1,939.65
Oregon Permit Tech Association (Training for Jazilynn)				\$715.00
Pacific Automation				\$550.00
Ray Wells, Inc.				\$66.00
Robert Ybarra				\$70.00
Siuslaw School District 97J				\$2,134.08
Speer Hoyt LLC General (unimproved roadways)		\$0.00		
Speer Hoyt LLC - Little Woahink III		\$0.00		
Speer Hoyt LLC - General (misc)		\$0.00		
Total Speer Hoyt LLC				\$1,064.00
True Cut Engraving				\$14.00
Terri English (Dunes City Home Services)				\$160.00
U S Bank				\$615.66
	Supplies and Postage	\$35.66		
	Emergency Supplies	\$580.00		
Staff Wages				\$6,335.43
PERS				\$2,998.33
IRS (City portion only - August only)				\$484.66
Above bills in the amount of	\$21,094.09	approved per motion,	<b>TOTAL</b>	<b><u>\$21,094.09</u></b>

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

Mayor / Council President



**RECEIPTS OF THE SESSION: 8/06/2019 thru 9/05/2019**

Building Rental	\$25.00
Business License	\$680.00
Copy Charges	\$101.25
Donations	\$0.00
Triathlon	\$0.00
Final Plat Approval	\$3,745.15
Fines	\$100.00
Franchise Fee, Cable TV	\$6,134.32
Franchise Fee, PUD	\$4,476.48
Garbage License Fees	\$2,500.00
Franchise Fee, Telephone	\$0.00
Lien Searches	\$150.00
Miscellaneous	\$0.00
Permits, Conditional Use	\$0.00
Permits, Boundary Line Adjustment	\$0.00
Permits, Demolition	\$0.00
Permits, Electrical	\$605.00
Permits, Excavating & Grading & Driveway	\$423.50
Permits, Manufactured Home Fees	\$0.00
Permits, Mechanical	\$145.00
Permits, Other (Inspections, LUCS, No Brushing, etc.)	\$300.00
Permits, Penalties	\$0.00
Permits, Plan Check Fees	\$1,674.72
Permits, Plumbing	\$970.00
Permits, Right of Way Use	\$0.00
Permits, Structural	\$2,553.00
Permits, Building Surcharge	\$380.59
Permits, State Surcharge	\$512.76
Permits, Vegetation / Tree Removal	\$0.00
PERMITS TOTAL	\$7,564.57
ODOT Small Cities Grant	\$0.00
Septic Inspections	\$600.00
Tax, Cigarette	\$0.00
Tax, Liquor (OLCC)	\$2,076.61
Tax, Oregon State Highway Apportionment	\$6,222.37
Tax, Lane County Motel Fund	\$2,356.32
Tax, School Excise	\$2,223.00
Water Rights Application Fees	\$600.00
Water Admin Fees	\$1,200.00
<b>TOTAL</b>	<b>\$40,755.07</b>

# Dunes City

## Profit & Loss by Class

### August 7 through September 6, 2019

Ordinary Income/Expense	41 General Fund	42 Building Codes Fund	43 Street Fund	44 Roads Fund	45 Motel Fund	46 Water Fund	Unclassified	TOTAL
<b>Income</b>								
40000 - Fund Revenue								
41000 - General Fund Revenue								
41105 - Building Rental	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00
41107 - Business License Fees	680.00	0.00	0.00	0.00	0.00	0.00	0.00	680.00
41110 - Cable TV	6,134.32	0.00	0.00	0.00	0.00	0.00	0.00	6,134.32
41125 - Fines	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
41130 - Garbage License Fee	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
41145 - Lien Search Fees	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
41150 - Liquor tax	2,076.81	0.00	0.00	0.00	0.00	0.00	0.00	2,076.81
41170 - Other City Fees	101.25	0.00	0.00	0.00	0.00	0.00	0.00	101.25
41175 - PUD Franchise	4,478.48	0.00	0.00	0.00	0.00	0.00	0.00	4,478.48
41180 - Septic Admin Fees	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Total 41000 - General Fund Revenue	16,843.86	0.00	0.00	0.00	0.00	0.00	0.00	16,843.86
42000 - Building Codes Fund Revenue								
42104 - Building Surcharge	0.00	380.59	0.00	0.00	0.00	0.00	0.00	380.59
42115 - Electrical fees	0.00	605.00	0.00	0.00	0.00	0.00	0.00	605.00
42120 - Excavating-Grading Fees								
42114 - Driveway Permit	0.00	400.00	0.00	0.00	0.00	0.00	0.00	400.00
42120 - Excavating-Grading Fees - Other	0.00	23.50	0.00	0.00	0.00	0.00	0.00	23.50
Total 42120 - Excavating-Grading Fees	0.00	423.50	0.00	0.00	0.00	0.00	0.00	423.50
42123 - Prelim&Final Plat Application	3,745.15	0.00	0.00	0.00	0.00	0.00	0.00	3,745.15
42140 - Mechanical Fees	0.00	145.90	0.00	0.00	0.00	0.00	0.00	145.90
42145 - Plan Check/Review Fees	0.00	1,874.72	0.00	0.00	0.00	0.00	0.00	1,874.72
42150 - Planning Fee & LUCS	0.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00
42155 - Plumbing fees	0.00	670.00	0.00	0.00	0.00	0.00	0.00	670.00
42158 - School Tax	0.00	2,223.00	0.00	0.00	0.00	0.00	0.00	2,223.00
42165 - State Surcharge Fees	0.00	512.76	0.00	0.00	0.00	0.00	0.00	512.76
42175 - Structural Fees & Demolition	0.00	2,553.00	0.00	0.00	0.00	0.00	0.00	2,553.00
Total 42000 - Building Codes Fund Revenue	3,745.15	9,787.57	0.00	0.00	0.00	0.00	0.00	13,532.72
43000 - State Street Fund Revenue								
43115 - State Hwy Apportionment	0.00	0.00	6,222.37	0.00	0.00	0.00	0.00	6,222.37
Total 43000 - State Street Fund Revenue	0.00	0.00	6,222.37	0.00	0.00	0.00	0.00	6,222.37
45000 - Motel Tax Fund Revenue								
45115 - Lane Co Motel Tax	0.00	0.00	0.00	0.00	2,356.32	0.00	0.00	2,356.32
Total 45000 - Motel Tax Fund Revenue	0.00	0.00	0.00	0.00	2,356.32	0.00	0.00	2,356.32
46000 - Water Right Fund Revenue								
46105 - Administrative Fees	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00
46110 - Application Fees	0.00	0.00	0.00	0.00	0.00	800.00	0.00	800.00
Total 46000 - Water Right Fund Revenue	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00	1,800.00
Total 40000 - Fund Revenue	20,588.81	9,787.57	6,222.37	0.00	2,356.32	1,800.00	0.00	40,755.07
Total Income	20,588.81	9,787.57	6,222.37	0.00	2,356.32	1,800.00	0.00	40,755.07
Gross Profit	20,588.81	9,787.57	6,222.37	0.00	2,356.32	1,800.00	0.00	40,755.07
<b>Expense</b>								
51000 - Fund Expenses								
51100 - Personal Services								
Administrative Wages	4,182.50	2,152.93	0.00	0.00	0.00	0.00	0.00	6,335.43
FUTA	0.00	12.62	0.00	0.00	0.00	0.00	0.00	12.62
Medicare	80.64	31.23	0.00	0.00	0.00	0.00	0.00	91.87
Oregon Unemployment	264.24	116.62	0.00	0.00	0.00	0.00	0.00	380.86
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	-200.00	-200.00
PERS-City Contrib	0.00	0.00	0.00	0.00	0.00	0.00	2,698.33	2,698.33
Social Security	259.31	133.48	0.00	0.00	0.00	0.00	0.00	392.79
Total 51100 - Personal Services	4,766.69	2,417.18	0.00	0.00	0.00	0.00	2,708.33	9,922.20

# Dunes City

## Profit & Loss by Class

### August 7 through September 6, 2019

	41 General Fund	42 Building Codes Fund	43 Street Fund	44 Roads Fund	45 Motel Fund	46 Water Fund	Unclassified	TOTAL
51300 - Materials & Services								
Building Dept Svs	0.00	1,923.30	0.00	0.00	0.00	0.00	0.00	1,923.30
Community Center Maint/Repair	70.00	0.00	25.36	0.00	0.00	0.00	0.00	95.36
Custodial	0.00	0.00	160.00	0.00	0.00	0.00	0.00	160.00
Dues	0.00	40.00	0.00	0.00	0.00	0.00	0.00	40.00
Legal	2,604.72	0.00	0.00	1,539.00	0.00	0.00	0.00	4,143.72
Office Equip Rep & Maint	255.00	0.00	0.00	0.00	0.00	0.00	0.00	255.00
Office Equipment lease-copier	799.33	0.00	8.50	0.00	0.00	0.00	0.00	807.83
Office Supplies & Postage	426.82	0.00	1,004.50	0.00	0.00	0.00	0.00	1,431.32
Street Brushing / Cleaning	0.00	0.00	3,639.84	0.00	0.00	0.00	0.00	3,639.84
Street Lighting	0.00	0.00	6,017.50	0.00	0.00	0.00	0.00	6,017.50
Street Maintenance	0.00	0.00	0.00	0.00	0.00	25.32	0.00	25.32
Travel & Training	0.00	685.44	174.85	0.00	0.00	0.00	0.00	860.29
Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Video Programming	390.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00
Water Right Preservation	0.00	0.00	0.00	0.00	0.00	606.00	0.00	606.00
Total 51300 - Materials & Services	4,545.87	2,648.74	11,030.65	1,539.00	0.00	631.52	0.00	20,395.78
Total 51000 - Fund Expenses	9,312.58	5,095.92	11,030.65	1,539.00	0.00	631.52	2,708.33	30,317.98
Total Expense	9,312.58	5,095.92	11,030.65	1,539.00	0.00	631.52	2,708.33	30,317.98
Net Ordinary Income	11,276.25	4,891.65	-4,808.28	-1,539.00	2,356.32	1,168.48	-2,708.33	10,437.09
Net Income	11,276.25	4,891.65	-4,808.28	-1,539.00	2,356.32	1,168.48	-2,708.33	10,437.09

11:01 AM

09/10/19

**Dunes City**  
**Reconciliation Summary**  
**10200 · Money Market, Period Ending 08/30/2019**

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	<u>Aug 30, 19</u>
<b>Beginning Balance</b>	114,689.87
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<u>42.42</u>
<b>Total Cleared Transactions</b>	<u>42.42</u>
<b>Cleared Balance</b>	<u><b>114,732.29</b></u>
<b>Register Balance as of 08/30/2019</b>	114,732.29
<b>Ending Balance</b>	114,732.29

11:12 AM

09/10/19

**Dunes City**  
**Reconciliation Summary**  
10100 · Checking 2, Period Ending 08/30/2019

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	Aug 30, 19
<b>Beginning Balance</b>	179,343.75
<b>Cleared Transactions</b>	
Checks and Payments - 31 items	-30,146.98
Deposits and Credits - 5 items	38,952.24
<b>Total Cleared Transactions</b>	8,805.26
<b>Cleared Balance</b>	<b>188,149.01</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 30 items	-12,317.53
Deposits and Credits - 3 items	1,168.68
<b>Total Uncleared Transactions</b>	-11,148.85
<b>Register Balance as of 08/30/2019</b>	<b>177,000.16</b>
<b>New Transactions</b>	
Checks and Payments - 4 items	-4,794.73
<b>Total New Transactions</b>	-4,794.73
<b>Ending Balance</b>	<b>172,205.43</b>

11:52 AM

09/10/19

**Dunes City**  
**Reconciliation Summary**  
10400 · Umpqua Bank, Period Ending 08/31/2019

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	Aug 31, 19
<b>Beginning Balance</b>	41,952.20
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-43.09
Deposits and Credits - 6 items	1,551.33
<b>Total Cleared Transactions</b>	1,508.24
<b>Cleared Balance</b>	<b>43,460.44</b>
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-311.35
Deposits and Credits - 3 items	685.76
<b>Total Uncleared Transactions</b>	374.41
<b>Register Balance as of 08/31/2019</b>	<b>43,834.85</b>
<b>New Transactions</b>	
Deposits and Credits - 1 item	290.00
<b>Total New Transactions</b>	290.00
<b>Ending Balance</b>	<b>44,124.85</b>