

POSITION #5  
AT LARGE

*Millicoma River Park and Recreation District*

*An "Operating Manual" for the Board*

Compiled by

Lionel Youst

July 2, 2012

12445 Hwy 241  
Coos Bay, OR 97420  
Phone (541) 267-3762  
July 2, 2013

To: the board of the Millicoma River Park and Recreation District

Rick Fry, Position #1  
Dee Jackson, Position #2  
John Menendez, Position #3  
Gene Cook, Position #4  
Doris ~~Sasser~~, Position #5  
*La Gruv*

I have put together collections of documents for new board members ever since the beginning in 1986, and this collection is the most recent in the series. I have felt obligated to do this because I was involved in many of the major events that the district has been a part of, and I have many of the founding documents which I am sure will be helpful in the furtherance of your duties as board members.

The opening section of this collection contains the basic documents, including the oath of office, the map of zones and assessor's map of the property; the 2011 edition of ORS Chapter 266, Park and Recreation Districts; Ordinance no. 2009-001; Resolutions no. 2010-1 and 2. Finally, it has the draft Board Rules which were compiled November 17, 2009, but were never adopted by resolution of the Board. I highly recommend that these rules be adopted and used.

The second section is essentially historical, with the summaries of the three measure elections held by the district, with the results.

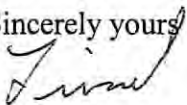
The third section contains the "Maintenance Handbook" that I put together during the course of the renovations to the building done by the 5-year tax levy voted on September 16, 2008.

The fourth section contains a summary of the Oregon local budgeting process. I am out of date on the assignment of budget committee members, but it is an important process that you must keep on top of.

The fifth and last section is a printout of the registered voters within the district, as of February 9, 2011. It is already much out of date – we have around a 10% per year turnover, but it is the most recent listing I have, and provides a handy guide as far as it goes.

Good luck, and thank you for serving.

Sincerely yours,



Lionel Youst

## Millicoma River Park and Recreation District, Directors

### Position #1, West Fork (due 2017)

Joyce Gault 1987-1992  
Don Blom 1992-2001  
Jay Meyer 2001-2005  
Phil Marler 2005  
Jane Cross 2006-2009  
Mick Oaks 2009 - 2013  
**Rick Frye** 2013 -

### Position 5, At Large (due 2015)

Mary Murphy 1987-2007  
Tony Hersog 2007-2010  
Amy Kruse 2011-2013  
**Doris Saylor** 2013 (appointed)  
*L & G R O U*

### Position #2, East Fork (due 2017)

Jerry Kroeger 1987-1997  
Jim Brophy 1997-2001  
Kelly Brophy 2001-2003  
Louane Fenton 2004  
Linda Burnett 2005  
Dustin Hood 2006-2009  
Carole Dawson 2009- 2013  
**Dee Jackson** 2013-

### Position #3, Down River (due 2017)

Bob Mahaffy 1987-1989  
John Wright 1989-2001  
Terry Hite 2001-2005  
Ryan Mahaffy 2005-2009  
Bob Mahaffy 2009- 2013  
**John Menendez** 2013 -

### Position #4, Allegany (due 2015)

Gene Cook 1987-1995  
Dale Ott 1995-2000  
Eric Dolan 2000-2007  
Dean Stickler 2008-2010  
Roger Ott 2009- 2011  
**Gene Cook** 2011 -



**LOCAL SELF GOVERNMENT AT ALLEGANY**  
A Chronology

- 1874 Allegany site patented, signed by Pres. U. S. Grant
- 1880 School Dist. 45 established (Jan 7)
- 1885 School site deeded by William Vincamp
- 1893 Allegany Post Office established
- 1911 West Fork School Dist 87 formed; school built
- 1916 Glenn Creek School Dist 76 formed
- 1930 Allegany Grange #762 formed (disbanded in 1932)
- 1941 Dist 87 and 76 consolidated with Dist 45
- 1951 Allegany Dist 45C consolidates with Coos Bay Dist 9C
- 1952 Land for school sold to Dist 9C by Herman & Minnie Heep  
Building constructed for \$90,000; Allegany Community Church formed
- 1964 Millicoma Improvement Group formed (April 29)
- 1978 No-spray Committee of Millicoma Improvement Group
- 1982 D-9C closed Allegany School – later reversed decision in face of community outrage  
Attempted secession from D-9 to form an Allegany elementary school – failed
- 1985 D-9C closed Allegany, Sumner, Greenacres, and Coos River Schools in November.
- 1986 Millicoma River Park and Recreation District formed to manage the Allegany school  
building and grounds as a community center (November).
- 1991 Purchased the D-9C property at Allegany for \$60,000 from sale of timber (Aug 12)
- 2008 Passed \$125,000 5-year Capital Project Local Option Levy for maintenance of the  
Community Center; 145 yes/43 no (Sep 16)
- 2010 Passed initiative measure defining facilities as only the Community Center and grounds  
(March 9).



## STEBBINS & COFFEY

ATTORNEYS AT LAW

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April 30, 2010

Lionel Youst  
12445 Highway 241  
Coos Bay, OR 97420

### ***RE: Oath of Office for District Board Members***

Dear Mr. Youst:

I am writing in response to your request for my opinion and advice regarding the form of the "oath of office" currently utilized by the Millicoma Park and Recreation District for swearing in new members of the District's Board of Directors. I have reviewed the current oath of office used by the Board and the relevant legal provisions pertaining to the oath. In addition, I have reviewed the oath of office used by several special districts and municipalities that our law firm represents.

Based on my review, it is my opinion that the current oath of office utilized by the District does not meet the requirements of Oregon law, as set forth in Article XV, Section 3, of the Oregon Constitution. That constitutional provision states:

"Every person elected or appointed to any office under this Constitution, shall, before entering on the duties thereof, take an oath or affirmation to support the Constitution of the United States, and of this State, and also an oath of office."

The current oath of office utilized by the Millicoma Park and Recreation District does not include the requisite oath (or affirmation) to support the Oregon and United States constitutions. As such, it does not appear to satisfy the requirements of Article XV, Section 3.

In addition, it should be noted that ORS 266.340, requires that a park and recreation district board member must take the required oath of office "within 10 days after receiving the certificate of election" that is provided to the elected member by the County Clerk. You did not request that I offer an opinion regarding the lawful authority of any current District Board member to continue serving in that capacity, and I therefore decline to offer any such opinion.

You did request an opinion concerning how the current Board could become compliant with the legal requirements concerning the oath of office, if I believed that the current oath was legally insufficient. To that end, I have enclosed a draft oath of office that can be utilized by the District for swearing in new Board members. It may also be prudent for all current Board members to execute a new oath that complies with Article XV, Section 3.

The enclosed draft oath of office includes a space for the Board member's signature, and it is highly recommended that the Board member execute the oath within the 10-day time period set forth in ORS 266.340, even if a public meeting of the Board cannot be held within that period of time. The oath also includes language for the Board member's signature to be notarized, which is optional if the oath is administered on the record at a public meeting, but is highly recommended if the oath is executed prior to the public meeting by the Board member.

Thank you for the opportunity to advise you regarding this special district matter. If you have any questions regarding the information contained in this letter, the contents of the enclosed draft oath of office, or any other matter, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "David R. Koch", with a stylized flourish at the end.

DAVID R. KOCH

Email: [dkoch@stebbinsandcoffey.com](mailto:dkoch@stebbinsandcoffey.com)

Enclosure

DRK/am

**State of Oregon  
County of Coos  
Millicoma River Park and Recreation District**

**OATH OF OFFICE**

I, \_\_\_\_\_, do solemnly swear (or affirm)  
that I will support the constitution of the United States, the constitution of the State of  
Oregon, and the laws thereof, and that to the best of my ability I will discharge the  
duties of Director on the Board of the Millicoma River Park and Recreation District,  
providing park and recreation facilities for the inhabitants.

Signature \_\_\_\_\_

State of Oregon    }  
                              } ss  
County of Coos    }

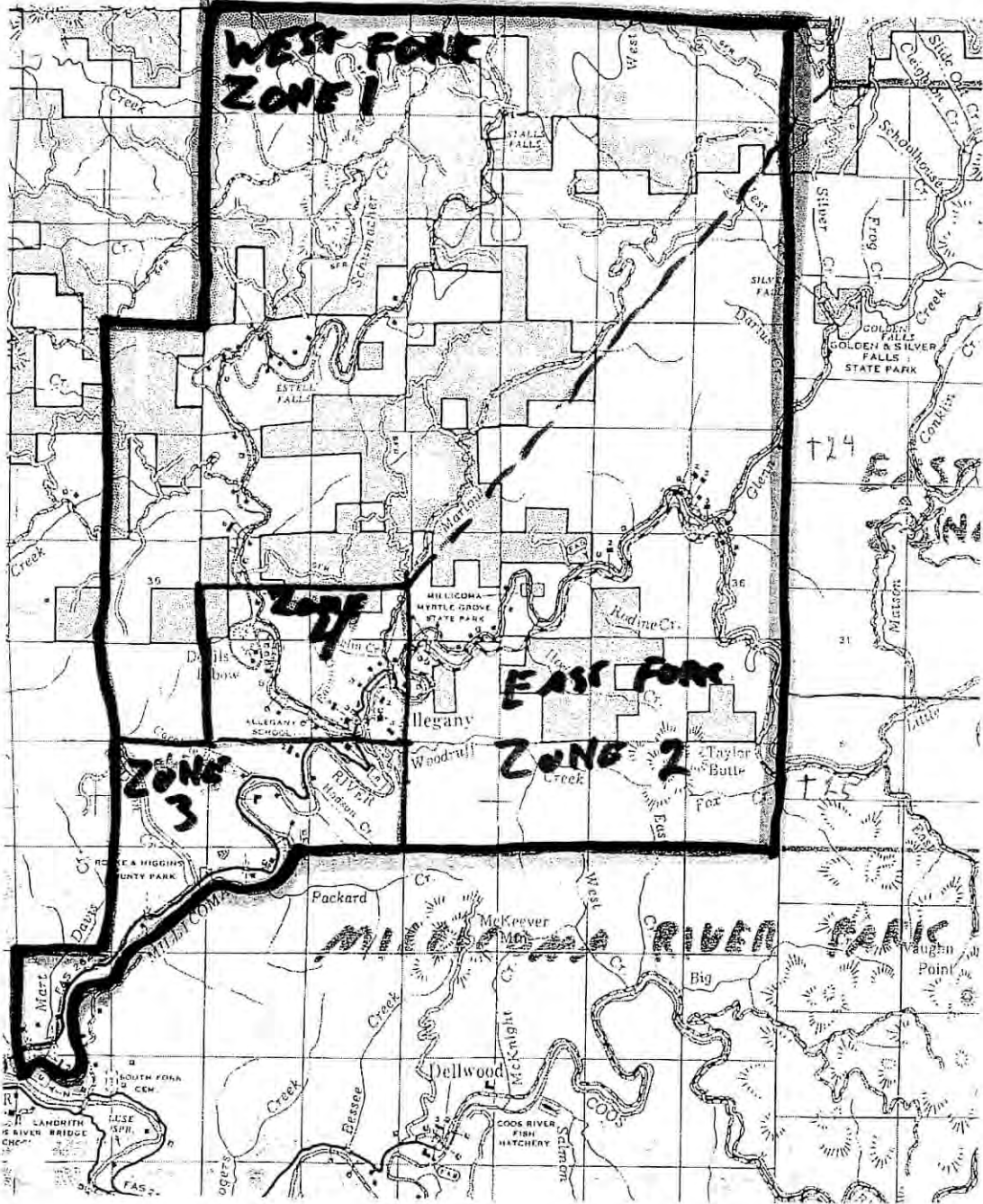
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_.

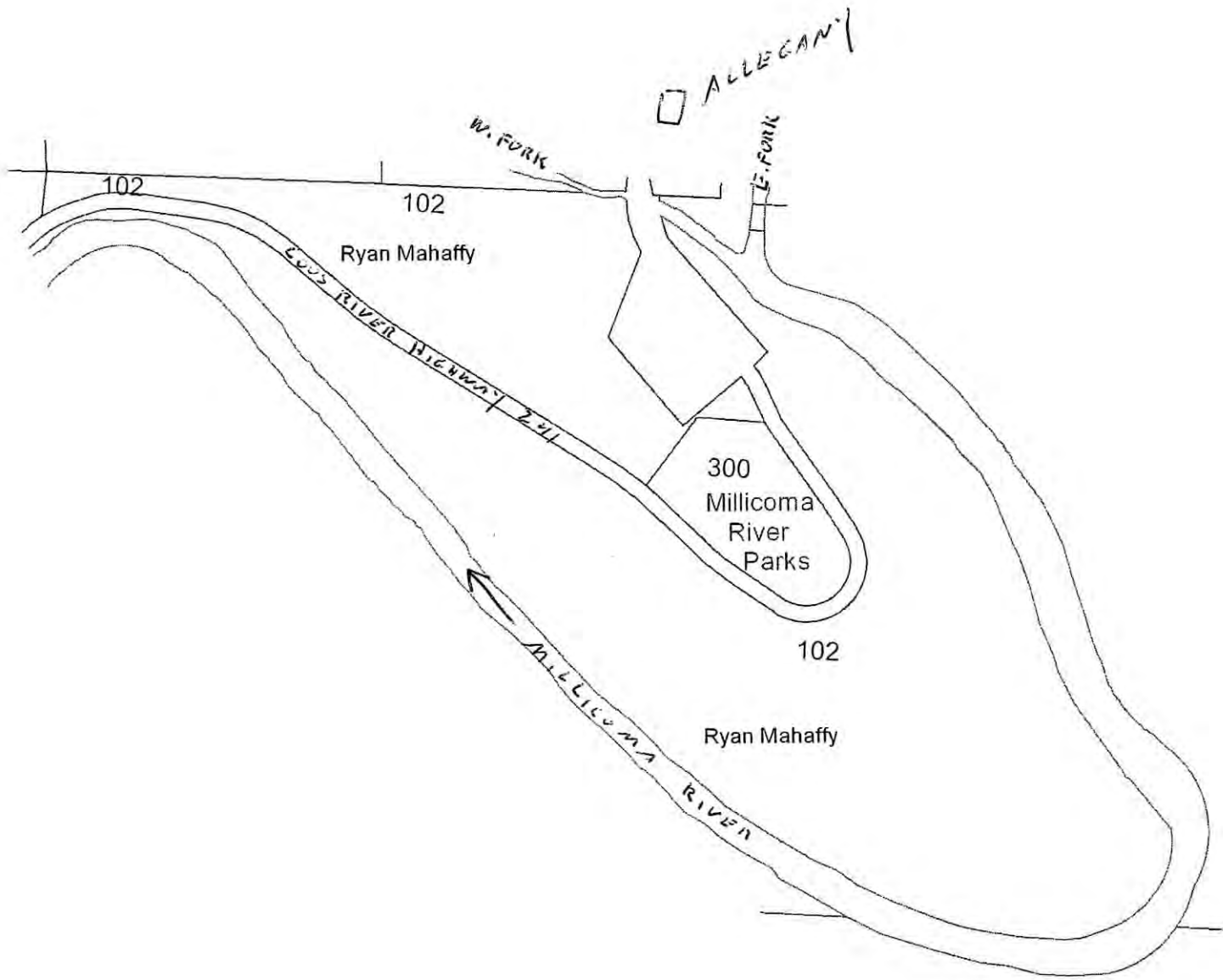
\_\_\_\_\_  
Notary Public for Oregon  
My commission expires: \_\_\_\_\_



R.12

R.11





TAX LOT 300

PART OF NW<sup>1</sup>/<sub>4</sub> AND NE<sup>1</sup>/<sub>4</sub> SECT. 2 T 255 R 11 W 11 M

5 ACRES MORE OR LESS

PURCHASED FROM D-9 AUG 12, 1991

# Chapter 266

2011 EDITION

## Park and Recreation Districts

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## GENERAL PROVISIONS

**266.010 Definitions.** As used in this chapter:

(1) "County board" means county court or board of county commissioners of the county.

(2) "County" means the county in which the district, or the greater portion of the taxable assessed value of the district, is located.

(3) "District" means park and recreation district formed under this chapter.

(4) "District board" means the governing body of a district.

(5) "Owner" means the holder of record title to real property or the vendee under a land sale contract, if there is such a contract. [Subsection (2) (1967 Replacement Part) enacted as 1967 c.574 §2; 1969 c.668 §1; 1983 c.83 §41]

**266.020** [Repealed by 1971 c.647 §149]

**266.030** [1961 c.587 §4; 1969 c.668 §2; repealed by 1971 c.727 §203]

**266.040 Application of ORS chapter 255 to district.** (1) ORS chapter 255 governs the following:

(a) The nomination and election of board members.

(b) The conduct of all elections in the district.

(2) The electors of a district may exercise the powers of the initiative and referendum regarding a district measure, in accordance with ORS 255.135 to 255.205. [1983 c.350 §118]

**266.110 Petition for formation.** (1) A community may form a municipal corporation to provide park and recreation facilities for the inhabitants.

(2) In addition to other required matters, the petition for formation shall state the number of members to be on the district board and the method of election of the board of the proposed district from among the methods described in ORS 266.375. [Amended by 1957 c.57 §1; 1961 c.587 §1; 1969 c.668 §3; 1971 c.727 §91; 1975 c.249 §5]

**266.115** [1961 c.587 §3; 1969 c.668 §4; repealed by 1971 c.727 §203]

**266.120** [Amended by 1969 c.668 §5; repealed by 1971 c.727 §203]

**266.130** [Amended by 1969 c.668 §6; repealed by 1971 c.727 §203]

**266.140** [Amended by 1969 c.668 §7; repealed by 1971 c.727 §203]

**266.150** [Repealed by 1971 c.647 §149 and by 1971 c.727 §203]

**266.160** [Amended by 1969 c.668 §8; repealed by 1971 c.647 §149]

**266.170** [Amended by 1969 c.668 §9; repealed by 1971 c.647 §149]

**266.180** [Amended by 1969 c.668 §10; repealed by 1971 c.727 §203]

## DISTRICT BOARD

**266.310 Officers of district; qualifications.** (1) The officers of the district shall be a board of three or five members, to be elected by the electors of the district, and a secretary, to be appointed by the board.

(2) Every elector of a district is qualified to be a member of the board or officer of the district. [Amended by 1957 c.57 §2; 1969 c.668 §11; 1983 c.83 §42; 1983 c.350 §113]

**266.320 Number of board members elected at formation election; terms of office.** (1) The number of district board members to be elected shall be three or five, according to the number set forth in the petition for formation. The terms of the first board members shall be determined as provided in subsections (2) and (3) of this section.

(2) If a three-member board is to be elected:

(a) The candidates receiving the highest and the second highest vote shall be elected to a term expiring June 30 next following the second regular district election.

(b) The candidate receiving the third highest vote shall be elected to a term expiring June 30 next following the first regular district election.

(3) If a five-member board is to be elected:

(a) The candidates receiving the first, second and third highest vote shall be elected to a term expiring June 30 next following the second regular district election.

(b) The candidates receiving the fourth and fifth highest vote shall be elected to a term expiring June 30 next following the first regular district election. [Amended by 1957 c.57 §3; 1969 c.668 §12; 1971 c.647 §56; 1971 c.727 §192; 1983 c.350 §114]

**266.325 Changing number of board members; election; notice to Secretary of State.** (1) This section establishes the procedure for determining the following questions:

(a) Whether a district having a three-member board shall increase the number of members to five.

(b) Whether a district having a five-member board shall decrease the number of members to three.

(2) The question of increasing or decreasing the membership of the district board shall be determined at a regular district election. The district board shall order that the question be submitted to the electors when a petition is filed with the secretary of the board requesting that the electors of the district be permitted to vote on the question. The requirements for preparing, circulating and filing the petition shall be as provided



for an initiative petition in ORS 255.135 to 255.205. The board shall be increased to five members or decreased to three members if a majority of the votes cast on the question favors the increase or decrease. At an election to increase the membership, electors shall vote for candidates to fill the additional positions.

(3) Not later than the 40th day before the regular district election at which a question under this section will be submitted, the district elections authority shall notify the Secretary of State. If the electors favor the increase or decrease in board membership, not later than the 30th day after the election, the Secretary of State by rule shall allocate and stagger the terms of the board members under ORS 266.335. [1957 c.57 §7; 1983 c.350 §115; 1985 c.808 §75]

**266.330 Election of board members; terms.** (1) At the regular district election, successors to the board members whose terms expire shall be elected as follows:

(a) In an unzoned district, if one board member is to be elected, the candidate receiving the highest vote shall be elected. If two or three board members are to be elected, the candidates receiving the first and second or first, second and third highest vote shall be elected.

(b) In a district that is zoned under ORS 266.380:

(A) If a board member is to be elected by the electors of a zone, the candidate who receives the highest vote from the zone shall be elected.

(B) If a board member is to be elected by the electors of the entire district, the candidate receiving the highest vote among the candidates nominated from the same zone shall be elected.

(2) Except as provided in ORS 266.320 and 266.335, the term of a board member is four years. [Amended by 1957 c.57 §4; 1969 c.668 §13; 1973 c.796 §24; 1975 c.647 §28; 1983 c.350 §116]

**266.335 Continuing schedule of biennial elections after change in number of board members; powers of Secretary of State.** (1) When a district under ORS 266.325 expands the membership of its district board from three to five members or reduces the membership of its board from five to three members, the Secretary of State by rule shall provide for continuing the schedule of biennial elections of board members as follows:

(a) If the board is reduced to three members, at least one member shall be elected at each regular district election.

(b) If the board is expanded to five members, at least two members shall be elected at each regular district election.

(2) The Secretary of State may adjust and stagger the terms of board members as necessary in order to continue regular biennial elections under subsection (1) of this section.

(3) The Secretary of State shall take into consideration and, as much as possible, provide for the continued method of representation adopted by the district under ORS 266.375. [1983 c.350 §112]

**266.340 Oath of office of board members.** A district board member when elected shall take the oath of office within 10 days after receiving the certificate of election. [Amended by 1969 c.345 §6; 1969 c.668 §14,45]

**266.350** [Repealed by 1971 c.403 §18]

**266.360** [Amended by 1957 c.57 §5; 1969 c.668 §15; repealed by 1969 c.668 §46 and by 1969 c.669 §21]

**266.370 Board as governing power; president and secretary; meetings.** (1) The park and recreation board is the governing power of the district and shall exercise all powers of the district.

(2) At its first meeting or as soon thereafter as may be practicable, the board shall choose one of its members as president and shall appoint a secretary who need not be a member of the board. In case of the absence, or inability to act, of the president or secretary, the board shall, by order entered upon the minutes, choose a president pro tempore, or secretary pro tempore, or both, as the case may be.

(3) The board shall hold meetings either in the day or evening, as may be necessary.

(4) The board shall fill any vacancy on the board as provided in ORS 198.320. [Amended by 1983 c.350 §119; 2011 c.292 §1]

**266.375 Manner of electing board members.** (1) The board members may be elected in one of the following methods or a combination thereof:

(a) Elected by the electors of zones as nearly equal in population as possible according to the latest federal census.

(b) Elected at large by position number by the electors of the district.

(2) Candidates for election from zones shall be nominated by electors of the zones. Candidates for election at large may be nominated by electors of zones or by electors of the district, as determined under subsection (3) of this section.

(3) Where the method selected under subsection (2) of this section includes a combination of nomination of candidates from zones and of nomination of candidates at large, the number of candidates to be nominated in each manner shall be specified in the petition submitted under ORS 266.110 or in the petition or resolution under ORS 266.380. [1975 c.249 §2]



**266.380 Changing manner of electing board members; requirements; election.**

(1) This section establishes the procedure for determining whether the method adopted in a district for nominating and electing board members should be changed to another method. The question shall be decided by election. The district board:

(a) May order the election on its own resolution; or

(b) Shall order the election when a petition is filed as provided in this section.

(2) Except as otherwise provided in this section, the requirements for preparing, circulating and filing a petition under this section shall be as provided for an initiative petition in ORS 255.135 to 255.205.

(3) If the question proposes creation of zones or a change in the boundaries or the number of existing zones, the following requirements shall apply:

(a) The petition shall contain a map indicating the proposed zone boundaries. The map shall be attached to the cover sheet of the petition and shall not exceed 14 inches by 17 inches in size.

(b) Notwithstanding ORS 250.035, the statement summarizing the measure and its major effect in the ballot title shall not exceed 150 words. The statement:

(A) Shall specify the method of nomination and election of board members from among the methods described in ORS 266.375. The statement also shall specify whether, in filling each position on the board, an elector of the district may sign a petition of nomination or vote for a candidate from any zone or only for a candidate from the zone in which the elector resides.

(B) Shall include a general description of the proposed boundaries of the zones, using streets and other generally recognized features.

(c) The order calling the election shall contain a map of the proposed zone boundaries and a metes and bounds or legal description of the proposed zone boundaries. The map and description shall be prepared by the county surveyor or county assessor and shall reflect any adjustments made in the boundaries under subsection (6) of this section.

(4) The map to be contained in the petition under subsection (3) of this section shall be prepared by the county surveyor or county assessor. The chief petitioners shall pay the county for the cost of preparing the map, as determined by the county surveyor or county assessor. The county clerk shall not accept the prospective petition for filing

until the chief petitioners have paid the amount due.

(5) Subsection (3) of this section does not apply if the question proposes abolition of all zones.

(6) Before submitting to election a question to which subsection (3) of this section applies, the district board shall adjust the proposed boundaries of the zones to make them as nearly equal in population as feasible according to the latest federal census. The district board shall amend the ballot title as necessary to reflect its adjustment of the boundaries.

(7) If the electors of the district approve the establishment of zones or a change in the boundaries or the number of existing zones, board members shall continue to serve until their terms of office expire. As vacancies occur, positions to be filled by nomination or election by zone shall be filled by persons who reside within zones which are not represented on the board. If more than one zone is not represented on the board when a vacancy occurs, the zone entitled to elect a board member shall be decided by lot. [1975 c.249 §3; 1983 c.350 §120; 1995 c.79 §92; 1995 c.534 §14]

**266.385 Boundaries of zones for board members; adjustment for population and boundary changes; filing of boundary change with county assessor and Department of Revenue.** (1) The board shall adjust zones established within a district as necessary to make them as nearly equal in population as is feasible according to the latest federal census. The board also shall adjust boundaries of zones as necessary to reflect boundary changes of the district.

(2) For purposes of ad valorem taxation, a boundary change must be filed in final approved form with the county assessor and the Department of Revenue as provided in ORS 308.225. [1975 c.249 §4; 1983 c.350 §121; 2001 c.138 §10]

**POWERS AND DUTIES**

**266.410 General district powers.** Every district shall have power:

(1) To have and use a common seal.

(2) To sue and be sued in its name.

(3) To construct, reconstruct, alter, enlarge, operate and maintain such lakes, parks, recreation grounds and buildings as, in the judgment of the district board, are necessary or proper, and for this purpose to acquire by lease, purchase, gift, devise, condemnation proceedings or otherwise such real and personal property and rights of way, either within or without the limits of the district as, in the judgment of the board, are necessary or proper, and to pay for and hold the same.



(4) To make and accept any and all contracts, deeds, leases, releases and documents of any kind which, in the judgment of the board, are necessary or proper to the exercise of any power of the district, and to direct the payment of all lawful claims or demands.

(5) To assess, levy and collect taxes to pay the cost of acquiring sites for and constructing, reconstructing, altering, operating and maintaining any lakes, parks, recreation grounds and buildings that may be acquired, or any lawful claims against the district, and the running expenses of the district.

(6) To employ all necessary agents and assistants, and to pay the same.

(7) To make and enforce regulations:

(a) For the removal of garbage and other deleterious substances, and all other sanitary regulations not in conflict with the Constitution, the laws of Oregon or the regulations of the Environmental Quality Commission.

(b) Governing the conduct of the users of the facilities of lakes, parks, recreational grounds and buildings within the district.

(8) To prohibit any person violating any rule or regulation from thereafter using the facilities of the district for such period as the board may determine.

(9) To call necessary or proper elections after the formation of the district.

(10) To enlarge the boundaries of the district as provided by ORS 198.705 to 198.955.

(11) To compel all residents and owners within the district to connect their houses and habitations with the street sewers, drains or other sewage disposal system.

(12) To establish and collect reasonable charges for the use of the facilities of the district and issue appropriate evidence of the payment of such charges.

(13) Generally to do and perform any and all acts necessary and proper to the complete exercise and effect of any of its powers or the purposes for which it was formed. [Amended by 1961 c.587 §5; 1969 c.668 §16; 1971 c.647 §57; 1971 c.727 §193; 1983 c.350 §122; 2001 c.104 §81]

**266.420 Levy of taxes.** Each year the district board shall determine and fix the amount of money to be levied and raised by taxation, for the purposes of the district. The total amount in dollars and cents shall not exceed one-half of one percent (0.0050) of the real market value of all taxable property within the district, computed in accordance with ORS 308.207. [Amended by 1963 c.9 §11; 1969 c.668 §17; 1983 c.773 §3; 1991 c.459 §362]

**266.430 Sinking funds.** The park and recreation board, by resolution duly adopted, may establish sinking funds for the purpose of defraying the costs of acquiring land for park and recreation sites, and for acquiring or constructing buildings or facilities thereon or therein. Any such fund may be created through the inclusion annually within the tax budget of the district of items representing the yearly installments to be credited thereto. The amount of these items shall be collected and credited to the proper fund in the same manner in which taxes levied or revenues derived for other purposes for the district are collected and credited. The balances to the credit of the funds need not be taken into consideration or deducted from budget estimates by the levying authority in preparing the annual budget of the district. None of the moneys in such funds shall be diverted or transferred to other funds, but if unexpended balances remain after disbursement of the funds for the purpose for which they were created, such balances, upon approval by resolution of the park and recreation board, shall be transferred to the operation and maintenance fund of the district.

**266.440 Deposit and disbursement of district moneys.** (1) Except as otherwise provided by ORS 266.530 to 266.580, the money of the district shall be deposited, in the discretion of the district board, either with the county treasurer of the county, in accordance with subsections (2) to (4) of this section, or in one or more banks or savings and loan associations to be designated by the board. Funds deposited in a bank or savings and loan association shall be withdrawn or paid out only upon proper order and warrant or check signed by the secretary and countersigned by the president of the district board. The board may by resolution designate a secretary pro tempore or a president pro tempore who may sign warrants or checks on behalf of the secretary and president, respectively.

(2) If district funds are deposited with the county treasurer, when the tax collector pays over to the county treasurer moneys collected for a district, the county treasurer shall keep the moneys in the county treasury as follows:

(a) The county treasurer shall place and keep in a fund called the operation and maintenance fund of the district (naming it) the moneys levied by the district board for that fund.

(b) The county treasurer shall place and keep in a fund called the construction fund of the district (naming it) the moneys levied by the board for construction, reconstruction and alteration.



(3) The county treasurer shall pay out moneys from the funds only upon the written order of the board, signed by the president and countersigned by the secretary. The order shall specify the name of the person to whom the money is to be paid and the fund from which it is to be paid, and shall state generally the purpose for which the payment is made. The order shall be entered in the minutes of the board.

(4) The county treasurer shall keep the order as a voucher, and shall keep a specific account of receipts and disbursements of money for the district. [Amended by 1969 c.668 §18; 1973 c.220 §1]

**266.450 Regulations and orders adopted by board; penalty for violating regulation.** (1) Any general regulation of the district board shall be adopted in accordance with ORS 198.510 to 198.600.

(2) Orders not establishing a general regulation need not be published or posted, unless otherwise provided by this chapter, but shall be entered in the minutes, and the entry shall be signed by the secretary of the board. An ordinary order shall take effect upon the entry in the minutes.

(3) Violation of a regulation enacted under ORS 266.410 (7) is a misdemeanor punishable upon conviction by a fine not to exceed \$100 or imprisonment not to exceed five days, or both. [Amended by 1969 c.668 §19; 1971 c.268 §13]

**266.460 District attorney to aid board; special counsel.** The district board may call upon the district attorney for advice as to any district business. The district attorney shall give advice when called on therefor by the board. The board may at any time employ special counsel for any purpose. [Amended by 1969 c.668 §20; 1971 c.268 §14]

**266.470** [Amended by 1969 c.668 §21; 1971 c.268 §15; 1973 c.220 §2; repealed by 2011 c.597 §118]

**266.480 Power to contract bonded indebtedness for certain purposes.** A district has the power to contract a bonded indebtedness for the purpose of providing funds:

(1) To acquire land, rights of way, interests in land, buildings and equipment.

(2) To improve land and develop parks and recreation grounds.

(3) To construct, reconstruct, improve, repair and furnish buildings, gymnasiums, swimming pools, golf courses, driving ranges, boat marinas and recreational facilities of every kind.

(4) To acquire equipment of all types, including vehicular equipment necessary for and in the use, development and improvement of the lands and facilities of the district.

(5) To pay the costs, expenses and attorney fees incurred in the issue and sale of the bonds.

(6) To fund or refund outstanding indebtedness, or for any one or combination of any such purposes. [Amended by 1969 c.668 §22]

**266.490 Bond election at discretion of board or on petition.** (1) For the purpose of providing funds with which to put into effect one or any combination of any of the purposes authorized under ORS 266.480, the district board, when authorized by a majority of those voting at an election called for that purpose, may borrow money and sell and dispose of general obligation bonds.

(2) The district board:

(a) May order an election under this section on its own resolution; or

(b) Shall order an election under this section when a petition is filed as provided in this section.

(3) A petition shall specify a dollar amount for carrying out any one or more of the purposes authorized by ORS 266.480. The requirements for preparing, circulating and filing a petition under this section shall be as provided for an initiative petition in ORS 255.135 to 255.205. [Amended by 1967 c.609 §4; 1969 c.668 §23; 1975 c.627 §3; 1979 c.190 §410; 1983 c.350 §123]

**266.500** [Amended by 1969 c.668 §24; repealed by 1971 c.647 §149]

**266.510** [Amended by 1963 c.9 §12; repealed by 1969 c.668 §25 (266.512 enacted in lieu of 266.510 and 266.520)]

**266.512 Authority for general obligation bonds; issuance and sale of general obligation bonds and revenue bonds.** (1) Whenever authorized by the electors, the district board may issue general obligation bonds of the district, not exceeding the principal amount stated in the notice of election and for the purpose therein named.

(2) The aggregate amount of general obligation bonds issued and outstanding at any one time shall in no case exceed two and one-half percent of the real market value of all taxable property of the district, computed in accordance with ORS 308.207.

(3) General obligation or revenue bonds must recite that they are issued under this chapter. All bonds shall be signed by the president of the district board and attested by the secretary. The interest coupons thereto annexed shall be signed by the president and secretary, by their original or engraved facsimile signatures.

(4) All general obligation and revenue bonds issued, including refunding bonds, shall be issued as prescribed in ORS chapter 287A. [1969 c.668 §26 (enacted in lieu of 266.510 and 266.520); 1981 c.94 §15; 1991 c.459 §363; 2007 c.783 §83]



**266.514 Revenue bonds; issuance; conditions.** In addition to the authority to issue general obligation bonds, a district, when authorized by a majority of those voting at an election called for that purpose, may sell and dispose of revenue bonds, and pledge as security therefor all or any part of the unobligated net revenue of the district or a recreational facility of the district, to purchase, acquire, construct, reconstruct or improve a facility, or to perform any of those acts in combination, for any authorized purpose. Revenue bonds shall be issued in the same manner and form as are general obligation bonds of the district, but they shall be payable, both as to principal and interest, from revenues only. Revenue bonds shall not be subject to the limitation provided by ORS 266.512 applicable to general obligation bonds and shall not be a lien upon any of the taxable property within the limits of the district. Revenue bonds shall be payable solely from such part of the revenue of the district as remains after payment of obligations having a priority and of all expenses of operation and maintenance of the district, including any taxes levied against it. All revenue bonds shall contain a clause reciting that both the principal and interest are payable solely from operating revenues of the district remaining after paying such obligations and expenses. [1969 c.668 §26a]

**266.516 Refunding bonds.** Refunding bonds of the same character and tenor as those replaced thereby may be issued pursuant to a resolution duly adopted by the district board without submitting to the electors the question of authorizing the issuance of such bonds. [1969 c.668 §26b]

**266.518 Contracts with United States.** (1) In carrying out the powers conferred by this chapter, a district may contract with the United States or any agency thereof for the acquisition, construction, reconstruction, maintenance and operation, or any of them, of park and recreation facilities.

(2) Contract provisions for repayment of any loan from the United States, and the bonds securing the payment of the same, if any are issued, may be of such denomination, for such term not exceeding 50 years and may call for the payment of such interest not exceeding seven percent per annum, may provide for such installments and for repayment of the principal at such times, as may be required by the federal laws and as may be agreed upon between the district board and the United States agency. [1969 c.668 §26c; 1973 c.86 §1]

**266.520** [Repealed by 1969 c.668 §25 (266.512 enacted in lieu of 266.510 and 266.520)]

**266.530 Registration and delivery of bonds; disposition of proceeds.** (1) The county treasurer shall register each bond issued pursuant to ORS 266.480 in a book kept for that purpose in the office of the county treasurer, noting the district, amount, date, time and place of payment, rate of interest and such other facts as may be deemed proper.

(2) The county treasurer shall cause the bonds to be delivered promptly to the purchasers upon payment therefor, and shall hold the proceeds of the sale of the bonds subject to the order of the district board to be used solely for the purpose for which the bonds were issued.

(3) When the bonds have been so executed, registered and delivered, their legality shall not be open to contest by the district or by any person or corporation for or on its behalf, for any reason whatever. [Amended by 1969 c.668 §27]

**266.540 Additional taxes for payment of bond interest and principal; bond sinking fund.** (1) The district board shall ascertain and levy annually, in addition to all other taxes, a direct annual ad valorem tax on all taxable property in the district, which tax shall be outside of and in addition to the annual levy limitation contained in ORS 266.420, and which tax shall be for an amount sufficient:

(a) To pay the interest accruing on the bonds promptly as it becomes due.

(b) To raise a percentum of the principal of the bonds as will, in equal annual installments, be sufficient to retire all the bonds as they mature.

(2) The funds derived from such tax levies shall be retained by the county treasurer, and kept by the county treasurer in a separate fund to be known as and designated "\_\_\_\_\_ Park and Recreation District bond interest and sinking fund." The fund shall be irrevocably pledged to and used solely for the payment of the interest accruing on and the principal of the bonds when due, so long as any of the bonds or the coupons thereto appertaining remain outstanding and unpaid. The interest earnings of the fund shall be credited thereto and become a part thereof. [Amended by 1969 c.668 §28]

**266.550 Procedure in event board fails to levy bond tax.** If the district board fails or refuses to levy the tax necessary for the interest, principal or sinking fund, the county treasurer shall ascertain and certify the amount necessary to the county board. The county board shall then levy a tax sufficient to raise the sum so required and ascertained by the county treasurer. The proper county officer having power to extend



county taxes shall extend such tax upon the tax roll of the county upon the taxable property of the district. The proper county officer whose duty it is to collect taxes shall collect such tax according to law, and shall pay the funds so collected into the county treasury to the credit of the bond interest and sinking fund of the district to be used in the payment of the bonds and interest. [Amended by 1969 c.668 §29]

**266.560 Redemption of bonds; notice.**

(1) Whenever the amount of any sinking fund created under ORS 266.480 and 266.540 equals the amount, principal and interest, of any bond then due or subject under the pleasure or option of the district to be paid or redeemed, the county treasurer of the county in which the district is located shall notify the holder of the bond and shall publish a notice in the newspaper published nearest to the district.

(2) The county treasurer shall, within 30 days from the date of the notice, redeem and pay any bond then redeemable and payable, giving priority according to the date of issuance numerically, upon presentation of the bond at the place of payment specified therein.

(3) In case any holder of such bonds fails to present them at the time mentioned in the notice the interest thereon shall cease, and the county treasurer shall thereafter pay only the amount of the bond and the interest accrued thereon up to the last day of the time of redemption mentioned in the notice.

(4) When any bonds are so redeemed or paid, the county treasurer shall cause them to be canceled and write across the face thereof "redeemed" and the date of redemption, and shall deliver them to the district board, taking its receipt therefor. [Amended by 1969 c.668 §30]

**266.570** [Repealed by 1969 c.668 §47]

**266.580 Payment of bond principal and interest; payment of collection commission.** (1) The principal of and the interest on the bonds shall be payable in lawful money of the United States of America at the office of the treasurer of the county or at the fiscal agency of the State of Oregon in the city of New York, at the option of the purchaser thereof.

(2) The county treasurer must cause to be paid out of any money in the hands of the

county treasurer belonging to the district the interest on or principal of any bond issued pursuant to ORS 266.480 promptly when and as the same becomes due at the place of payment designated in the coupons or bonds.

(3) All coupons or bonds so paid must be immediately reported to the district board.

(4) No county treasurer or district board shall pay to the purchaser of any bond issued pursuant to ORS 266.480 or to any agency representing such purchaser, any commission whatsoever for collection of the interest on or principal of any bond so issued.

(5) The county treasurer shall not be required to remit to the purchaser of any bonds or coupons the amount necessary to redeem such bonds or coupons until the day they are due. [Amended by 1969 c.668 §31]

**266.590 Validation of certain bond issues.** All proceedings taken prior to March 18, 1949, in the authorization and issuance of bonds by any district pursuant to ORS 266.480 to 266.512 and 266.530 to 266.580 hereby are validated, ratified, confirmed and approved, notwithstanding any defects and irregularities in the proceedings or any part thereof, and notwithstanding that the amount of the bonded indebtedness to be incurred was not stated upon the ballot used in the election authorizing the issuance of the bonds. [Amended by 1969 c.668 §32]

**266.610** [1967 c.574 §3; 1969 c.668 §33; repealed by 1971 c.727 §203]

**266.620** [1967 c.574 §4; 1969 c.668 §34; repealed by 1971 c.727 §203]

**266.630** [1967 c.574 §5; 1969 c.668 §35; repealed by 1971 c.727 §203]

**266.640** [1967 c.574 §6; 1969 c.668 §36; repealed by 1971 c.727 §203]

**266.650** [1967 c.574 §7; repealed by 1971 c.727 §203]

**266.660** [1969 c.668 §38; repealed by 1971 c.727 §203]

**266.670** [1969 c.668 §39; repealed by 1971 c.727 §203]

**266.680** [1969 c.668 §40; repealed by 1971 c.727 §203]

**266.710** [1967 c.574 §8; 1969 c.668 §42; repealed by 1971 c.727 §203]

**266.720** [1967 c.574 §§9, 10; 1969 c.668 §43; repealed by 1971 c.727 §203]

**266.730** [1967 c.574 §11; 1969 c.668 §44; repealed by 1971 c.727 §203]

**266.740** [1967 c.574 §12; 1971 c.647 §61; repealed by 1971 c.727 §203]

**266.750** [1967 c.574 §13; repealed by 1971 c.727 §203]

**STEBBINS & COFFEY**

ATTORNEYS AT LAW

Michael R. Stebbins  
James C. Coffey  
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North Bend, OR 97459

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www.stebbinsandcoffey.com

April 5, 2010

Lionel Youst  
12445 Highway 241  
Coos Bay, OR 97420

**RE: *Enactment of Ordinance Following Election***

Dear Mr. Youst:

I am writing in response to your request for information concerning the method by which an ordinance, placed on the ballot by the initiative petition process and passed by a majority of the votes cast in an election, becomes law for a Special District. Specifically, I understand that your question pertains to the measure adopted by the electors for the Millicoma River Park and Recreation District at the election held March 9, 2010, pertaining to the definition of the District's park and recreation facilities.

As you know, the measure in question was placed on the ballot through the initiative petition process authorized by Article IV, Section 1(5) of the Oregon Constitution. The petition that placed this measure on the ballot included the full text of the proposed District ordinance, a copy of which is on public file with the Coos County Clerk's office. The election results for the measure indicate that it received approval from a majority of the electors (Yes-126; No-101). A certified copy of the election results was sent to Tony Herzog on March 22, 2010. On the basis of the certified results, the ordinance has now become law for the District.

Since the measure was adopted through the initiative process, there is no further action that the District is required (or authorized) to take, before the measure becomes effective. Section 6 of the measure provides for the effective dates of its component parts, and the provisions of the measure must be adhered to by the District to the extent that they contain mandatory, as opposed to discretionary, provisions. A permanent copy of the measure, which includes the provisions of the ordinance, will be preserved by the County Clerk as a permanent public record, pursuant to ORS 255.205.

If you have any further questions, please do not hesitate to contact me.

Sincerely,



DAVID R. KOCH  
Email: [dkoch@stebbinsandcoffey.com](mailto:dkoch@stebbinsandcoffey.com)  
DRK/am



## ORDINANCE NO. 2009-001

AN ORDINANCE DEFINING THE DISTRICT'S PARK AND RECREATION FACILITIES; RESTRICTING DISTRICT EXPENDITURES; REQUIRING ELECTOR APPROVAL OF CERTAIN ACTIONS; and REFERRING ORDINANCE TO ELECTORS

THE MILLICOMA RIVER PARK AND RECREATION DISTRICT ORDAINS AS FOLLOWS:

**Section 1. – Purpose.** The purpose of this Ordinance is to:

- (a) Define the park and recreation facilities that may be provided by the Millicoma River Park and Recreation District;
- (b) Reserve unto the electors of the District, the authority to add new District facilities, or to remove existing District facilities; and,
- (c) Prohibit expenditure of District funds on any facility that is not identified by District Ordinance as a District Facility.

**Section 2. – District Park and Recreation Facilities.** The park and recreation facilities of the District shall be limited to the following:

- (a) The Allegany Community Center and its grounds owned in fee simple by the District (formerly the Allegany Elementary School).

**Section 3 – Expenditure of Funds Restricted.** The District shall not expend funds for the construction, operation, maintenance, repair, acquisition, or lease of any park and recreation facility that is not identified in Section 2 of this Ordinance.

**Section 4 – Referral Required for Certain Actions.**

- (a) Any Ordinance adopted by the District Board, or other action taken by the Board, for one of the purposes described in Section 4(b) of this Ordinance shall not be effective, unless referred to the electors of the District pursuant to ORS Chapter 266.410(9), and approved by the majority of electors casting ballots in the election.
- (b) The following matters shall be referred to the electors of the District:
  1. The Addition of a new park and recreation facility to Section 2 of this Ordinance,
  2. The removal of an existing park and recreation facility from Section 2 of this Ordinance, or
  3. The Repeal, Amendment, or Modification of the provisions of the Ordinance.

**Section 5 – Referral of Ordinance.** Pursuant to ORS 255.185, this Ordinance is hereby referred to the electors of the District for approval.

**Section 6 – Effective Dates.**

- (a) The provisions of Sections 1, 2, and 4 of this Ordinance shall be effective 30 days after the approval of the Ordinance at the election held pursuant to Section 5 of this Ordinance.
- (b) The provisions of Section 3 of this Ordinance shall be effective as of July 1, next following the date of approval of the Ordinance at the election held pursuant to Section 5 of this Ordinance.

**Before the Board of Directors  
of the  
Millicoma River Park and Recreation District  
County of Coos  
Resolution no. 2010-1**

To establish a **maintenance handbook** for the Allegany Community Center.

The Board recognizes that

- a. ORS 266.110(1) states the purpose of a Park and Recreation District is “to provide park and recreation facilities for the inhabitants,” and
- b. The Allegany Community Center had fallen into a state of serious dis-repair, and
- c. A \$125,000 five-year Capital Improvement Levy to maintain the community center building was passed by a 77% majority on September 16, 2008, and
- d. MRP&RD Ordinance no. 2009-001, enacted by an initiative measure on March 9, 2010, defines the park and recreation facilities of the District as only the Allegany Community Center and its grounds.

**The Board therefore Resolves** to establish a **Maintenance Handbook** for the Allegany Community Center which will provide guidance toward a periodic maintenance schedule, and

The Board delegates authority to comply with the “Periodic Maintenance Schedule” to a person or persons as the board shall determine from time to time, and

Changes to the basic handbook may be made from time to time, and each change will be approved by a majority vote of the board and the date of change entered on the changed page.

Adopted the 9<sup>th</sup> day of May, 2010

Board of Directors  
Millicoma River Park and Recreation District



Carole Dawson, President



**Before the Board of Directors  
of the  
Millicoma River Park and Recreation District  
County of Coos  
Resolution no. 2010-2**

To establish a **Procurement Policy** for maintenance of the Community Center.

The Board recognizes that

- a. ORS 266.410(6) gives the District power “To employ all necessary agents and assistants, and to pay the same,” and
- b. The Allegany Community Center is a large and complex facility, the maintenance of which requires the expertise of many trades and professions, and
- c. There is the need for a consistent policy in the selection and procurement of necessary trades and professions.

**The Board therefore Resolves** to establish a **Procurement Policy** for maintenance of the Community Center, in its general outline to proceed as follows:

1. For **non-emergency** matters expected to be **less than \$5,000**, the Building Committee will first obtain approval of the Board, and will then utilize the services of bonafide professional businesses that engage in the matters at hand. First priority in selection will be from the listing included in the Maintenance Handbook, approved under Resolution no. 2010-1. Because those businesses are familiar with work that has already been accomplished on the Center, it is those businesses and professionals who would normally first be called. All other things being equal, preference will be given to businesses and professionals who reside within the District.
2. For **emergency** matters between Board Meetings, if expected to be **less than \$5,000**, the Building Committee will first obtain approval of the President if available, otherwise any board member, before obtaining the services as described in paragraph 1, above.
3. For **all items** expected to be **more than \$5,000**, the building committee will obtain approval from the Board prior to obtaining three quotes or bids from licensed businesses or professionals. Selection of the winning bid will normally be made by the Building Committee. If the members of the Building Committee find themselves in disagreement or uncertainty over how to proceed, the matter will be turned over to the full Board for resolution.

Adopted the 2<sup>nd</sup> day of November, 2010

Board of Directors  
Millicoma River Park and Recreation District

signed

Carole Dawson, President

# **BOARD RULES (Draft)**

(as of November 17, 2009)

## **Millicoma River Park and Recreation District, Coos County, Oregon**

### **The Millicoma River Park and Recreation District Finds:**

- a. All Board meetings must comply with the Oregon Public Meetings Law.
- b. Procedures and situations not covered by the law have sometimes been decided on an ad hoc basis.

**For more fair and efficient board procedures, the Millicoma River Park and Recreation District Board Resolves to utilize these Board Rules as a guide:**

### **SECTION 1. ORGANIZATION**

- A. The Chair presides at Board meetings and has a vote on each matter before the Board. The Chair may not make or second motions unless the position is first relinquished for that purpose.
- B. The Board member with the most seniority in office will act as presiding officer when the Chair is absent or has relinquished the position for purposes of making a motion or second.
- C. The Chair will sign all documents approved at the Board meeting.
- D. All committees are formed at the discretion of the Board. The Chair will appoint at least one committee member from among the Board members. Committee reports will be made to the Board by a Board member who is also a member of the committee.

### **SECTION 2. MINUTES**

- A. The Recording Secretary will make a record of all Board meetings.
- B. The written record will comply with the Oregon Public Meetings Law, to include the following as a minimum:
  - (1) Members present.
  - (2) Motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
  - (3) Results of all votes and the vote of each member by name.
  - (4) A reference to any document discussed at the meeting.

### **SECTION 3. MEETINGS**

- A. All meetings are open to the public.
- B. All Board meetings are held at the Allegany Community Center cafeteria dining room.
- C. The Board meets on the first Tuesday of each month at 6 pm to deliberate on District business and make decisions.
- D. When it is in the public interest, the Board by majority vote at any meeting may adjourn to another time or to another location accessible to the public, or may set a different date and time for the next meeting.

### **SECTION 4. NOTICE AND AGENDA**

A. The Recording Secretary will maintain an **interested person Board meeting notice list**, which will include the names and e-mail or postal addresses of interested persons that have requested notice of Board meetings. The Recording Secretary will give notice stating the time and place of Special Board meetings and the agenda to persons on the list, and post it on the bulletin board at the Allegany Community Center.

(1) Notice will be given at least 72 hours before each regular meeting.

(2) Notice will be given 24 hours before each special meeting.

- B. The Chair and each Board Member may place matters on a Board meeting agenda.
- C. The Chair will supervise agenda preparation.
- D. At the beginning of each meeting, the Chair will ask if there are changes or additions to be made to the agenda. If there are changes, ask for approval of the agenda as changed.
- E. The Board may act on an item not on the agenda notice if at least three Board members vote in favor of a motion to consider the matter.

### **SECTION 5. ATTENDANCE, QUORUM**

- A. A quorum consists of three Board members.

### **SECTION 6. VOTING**

A. If a potential conflict of interest exists for any Board member relating to any matter on the Board agenda, the Board member will publicly announce the nature of the potential conflict before participating in the Board discussion of that matter. If a Board member has an actual conflict of interest relating to any matter, that Board member may not participate or vote on that matter.

C. After a motion and second, the Chair will request an explanation of the agenda matter and accept public testimony. At the conclusion of Board discussion, the Chair will state the motion before the Board and call for the vote.



- D. After the call for the vote, no further discussion is permitted, but the Chair will permit the maker to withdraw the motion to allow further discussion.
- E. Board members will vote orally. The Chair will announce the results of the vote, and the vote of each Board member will be recorded.
- F. Motions and amendments to motions fail if there is a tie vote.
- G. Agenda items may be taken out of order at the discretion of the Chair.

#### **SECTION 7. PUBLIC TESTIMONY**

- A. The Chair may regulate the length of public participation and limit appearances to presentations of relevant points.
- B. To assist persons wishing to testify at Board meetings, the Recording Secretary will make public sign-up sheets available.
- C. The Chair has authority to keep order and impose reasonable restrictions necessary to the efficient and orderly conduct of a meeting. Any person who fails to comply with reasonable rules of conduct or who creates a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

#### **SECTION 8. ORDINANCES**

- A. Proposed ordinances will be reviewed and approved by the District Attorney.
- B. Proposed ordinances will be read at regular Board meetings on two different days at least six days apart.
- C. A motion to move a proposed ordinance to its second reading requires the affirmative concurrence of at least three members of the Board. The Chair will announce that the second reading is scheduled for the next regular meeting, which must be at least six days from passage of the motion.
- D. A non-emergency ordinance takes effect thirty days after adoption by the Board unless it prescribes a later effective date, or is referred to the District voters.

#### **SECTION 10. MISCELLANEOUS**

- A. Any procedure or situation not covered by law or these Rules is governed by the most recent edition of Robert's Rules of Order Newly Revised.
- B. Copies of these Board Rules will be available at all Board meetings.

**SECTION 11. ADOPTION**

NOTE -  
These Rules were  
never ADOPTED by  
the Board.

These Rules take effect immediately upon Board adoption.

ADOPTED this \_\_\_ day of \_\_\_\_\_, 2010.

Board of the Millicom River Park and Recreation District  
Coos County, Oregon

Carole Dawson, President

Attested, Donna Tyler, Recording Secretary



MAY/JUNE 2013



MILlicOMA RIVER P<sub>ARK</sub> AND R<sub>RECREATION</sub> D<sub>DISTRICT</sub>

## ALLEGANY NEWSLETTER

Producer: John Menendez [mjohn969@charter.net](mailto:mjohn969@charter.net) 541-266-7562  
Editor/Reporter: Donna Tyler [countrygal95@wildblue.net](mailto:countrygal95@wildblue.net) 541-267-4553

**District Mission:** The purpose of the Millicoma River Park and Recreation District is to provide park and recreation facilities and activities for the residents.

**District Vision:** We dedicate ourselves to the responsible stewardship of places and ideas by which the diverse residents of the MRPRD sustain and strengthen community relationships and well-being.

**Mission Statement for the Center:** The Allegany Community Center is a space dedicated to nurturing, building, and sustaining community ties by providing a place to gather and pursue issues of greater community interest, safety and well-being.

**Board Meetings:** *FIRST TUESDAYS* → at 6:00 PM at the Community Center. Public welcomed. Minutes posted at the Center. Please contact a board member to have any matter brought up at the meeting.

NOTICE OF MEASURE ELECTION

MILLICOMA RIVER PARK AND RECREATION DISTRICT

Notice is hereby given that on Tuesday, November 4, 1986, an election will be held in Coos County, Oregon. The polls will be open from 8:00 A.M. to 8:00 P.M. The following question shall be submitted to the qualified voters thereof:

Formation of the Millicoma River Park and Recreation District.

Shall the Millicoma River Park and Recreation District having five members be formed under ORS Chapter 266?

Measure provides for creation of the Millicoma River Park and Recreation District and authorizes the election of a five member District Board. Four members shall be nominated by zones and one member shall be nominated at large. All members of the District Board shall be elected at large. The purpose of this District would be to provide park and recreation services within the District.

Passage of this measure will form the District. It will not authorize a tax levy.

This legal notice is to be published in THE WORLD newspaper.

BOARD OF COMMISSIONERS

Jack Beebe

Commissioner

Robert Emmett

Commissioner

Doc Stevenson

Commissioner

Publish: Oct 1, 1986

RLD

Mary Ann Wilson, Coos County Clerk  
Election Officer for said District

*Position & Zone*

*h. West  
4052 B01584*



STATE OF OREGON  
ABSTRACT OF VOTES

- Separate Sheets for
1. President
  2. National Commissioner
  3. Delegates at Large
  4. Delegates - Districts
  5. U.S. Senator and Congressman
  6. State Offices
  7. Judicial Officers
  8. State Senators
  9. State Representatives
  10. Others

MEASURE NO. 17  
FORMATION OF THE

MILLICOMA RIVER PARK AND RECREATION DISTRICT

County  
COOS

Election GENERAL  
NOVEMBER 4, 1986

Page 1 of 1 pages

Name or No. of Precinct

Ballot Number

Name or No. of Precinct	Issue or Candidate		UNDER		OVER		TOTAL VOTING	TOTAL REG	%
	YES	NO	-	+					
1 Lakeside Lions Bldg									
2 Milner Crest School									
3 North Bay Elem. Sch.									
4 North Bay Firehall									
5 Allegany School	115	83	32	0	230	281	81.9		
6 Faith Lutheran Ch.									
7 MHS Harding Bldg									
8 Madison School									
9 IWA Hall N.B.									
10 Housing Authority									
11 IWA Hall N.B.									
12 Faith Lutheran Ch.									
13 Madison School									
14 Neighborhood Facility									
15 North Bay Firehall									
16 Millicoma Jr. Hi. Sch.									
17 Coos Bay Library									
18 Millicoma Jr. Hi. Sch.									
19 Ocean Crest School									
20 MHS Harding Bldg									
21 Milner Crest School									
22 Coq. Sr. Citizens Bldg									
23 Charleston School									
24 Faith Lutheran Ch.									
25 Assembly of God Ch.									
26 Charleston School									
27 Coos River School									
28 Fairview School									
29 Sumner School									
Greenacres Grange									
31 Allegany School	4	3	0	0	7	7	100		
32 IWA Hall N.B.									
33 Coq Sr. Citizens Bldg									
34 Church of ...									

State of Oregon

SS

County of Coos

certify that the  
true copy of the  
original records  
is on file in the  
office of the  
County Clerk

13th day of Nov 1986

*Donna Taylor*  
Deputy County Clerk



SPECIAL DISTRICT DIRECTOR INFORMATION FORM

DISTRICT NAME Millicoma Park & Recreation Dist ATTORNEY District Attorney - Coose  
 CONTACT PERSON Joyce Gault ADDRESS Courthouse  
Coquille, OR 97423  
 ADDRESS Box 155 Allegany, OR. 97407 REGISTERED AGENT \_\_\_\_\_  
 TELEPHONE # 267-2281 ADDRESS \_\_\_\_\_  
 DATE OF NEXT REGULAR DISTRICT ELECTION Nov 1957

THIS FORM MUST BE IN THE OFFICE OF THE ELECTION DEPARTMENT BY \_\_\_\_\_

- The information below is correct as given.  
 Additions or corrections to information below should be made as indicated.

All correspondence will be directed to the contact person unless otherwise indicated.

Joyce Gault  
 Approved (Signature of Contact Person)

- Nominated by zone, elected at large  Nominated and elected by zone  
 Nominated and elected at large by position number

PART 1 -- LIST NAMES OF ALL DIRECTORS CURRENTLY ON BOARD

NAME	ADDRESS	POSITION	ZONE	DATE OF ELECTION	LENGTH OF TERM (ELEC)	EXPIRATION DATE
Joyce Gault	Bx 296 Allegany	Director	1	11/4/86	2 yrs.	3/89
Jerry Kroeger	HC 52 Bx 576 Crook	"	2	11/4/86	2 yrs	3/89
Robert Mahaffy	HC 52 Bx 446 " "	"	3	11/4/86	2 yrs	3/89
Dennis E. Cook	HC 52 Bx 503 " "	"	4	11/4/86	2 yrs	3/89 - 9
Mary Murphy	Bx 234 Allegany	"	5	11/4/86	4 yrs	3/87 - 9

S. D. 7-1- \_\_\_\_\_

PART 2 - COMPLETE THE FOLLOWING FOR APPOINTED DIRECTORS ONLY

NAME OF APPOINTEE	NAME OF DIR. REPLACED	DATE REPLACED	LENGTH OF APPOINTMENT TERM

POSITION TITLE

- SCHOOLS: Member of Board of Education  
 PORT, WATER and SANITARY: Commissioners  
 All others: Directors

"The contact person shall, not later than the 105th day before a regular district election held on a date other than the date of a primary or general election, return the completed form to the election office. If the regular district election is held on the same date as the date of a primary or general election, the contact person shall return the completed form not later than the 135th day ...



November 23, 1986

Milllicoma River Parks and Recreation District

Organizational Meeting

Attended by the five elected board of directors: Joyce Gault, Bob Mahaffy, Jerry Kroeger, Mary Murphy, and Eugene Cook, and about 70 mostly Allegany residents, (children and adults). The meeting followed a brief meeting of the Milllicoma Improvement Group which was called to order by Carol Hughes and at which Lionel Youst gave a history of government and school activities in the Allegany area since 1874 and culminating with the formation of the recently approved Milllicoma River Parks and Recreation District.

Bob Mahaffy nominated Joyce Gault for president, Jerry Kroeger seconded, and all five members voted approval.

Joyce then asked for a nomination for recording secretary. Mary Murphy nominated Karen McGuire. Jerry Kroeger seconded and all members voted to approve.

Lionel Youst was then nominated by Bob Mahaffy for the position of general secretary. Jerry Kroeger seconded and all members approved.

Joyce then stated that all committees be chaired by a member of the board of directors.

Joyce then appointed Eugene Cook to be chairman of the budget committee. Eugene announced that the first budget committee meeting would be Tuesday, the 9th of December. He encouraged anyone present that has an interest to attend the meeting. 7:30

Joyce then set the regular meeting of the district for the first Tuesday of each month, at 7:30 PM.

It was suggested that about \$300.00 of money left over in the "No Spray" committee of the Milllicoma Improvement Group be transferred to the Parks and Recreation District. No one present objected to this, so it is assumed that the money is transferred.

It was suggested that money left from the disbanded Allegany Parents Club be placed on the agenda of a future Parks and Recreation District meeting to decide the use of that fund. *It is to be the February meeting.*

Joyce appointed Bob Mahaffy and Bob Pedigo as a school district liaison committee, primarily for the purpose of negotiating the transfer of title of the school building.

It was noted that March of odd numbered years is the election for park and recreation districts. Two director positions and a budget election should be on the March, 1987 ballot. Position #4, (Allegany) of which Eugene Cook was initially elected and Position #5, (At Large) of which Mary Murphy was elected will be up for election. These positions were

determined from the November, 1986 general election as the candidates receiving the fewest number of votes. Eugene Cook actually tied with Jerry Kroeger, Jerry won the coin toss.

The meeting was then adjourned. The next meeting will be the regular meeting on Tuesday, December 2, at 7:30 P.M. at the Allegany school building.

Notes

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Notes taken by June Kroeger.

Minutes typed by Eugene Cook

Approved by Jayce Gault Date 12/2/86



**Notice of District Measure Election**

**SEL 803**

rev 1/08: ORS 250.035,  
250.041, 255.145, 255.246

Name of District Millicoma River Park and Recreation District

Notice is hereby given on June 13, 2008, that a measure election will be held in

Coos County, Oregon on date of election Sep 16, 2008

The following shall be the ballot title of the measure to be submitted to the district's voters on this date: Sep 16, 2008

**CAPTION** 10 words

Five-year Capitol Project Local Option Property Tax

**QUESTION** 20 words

Should the District impose a levy of \$125,000 divided equally over five years for the maintenance of the Community Building?

**SUMMARY** 175 words

The Community Building of the Millicoma River Park and Recreation District is in need of extensive repairs and maintenance to avoid possible condemnation. The proposed levy would be for \$25,000 a year for five years with a total amount of \$125,000 being collected. The proposed levy would result in an estimated rate of \$.71 per thousand of taxable assessed value. For property with a taxable assessed value of \$100,000, the levy would cost an estimated \$71 per year. The levy may cause property taxes to increase more than three percent and would require a 50% voter turnout to obtain approval.

Millicoma P - R (2)  
Unofficial Final Totals  
Report EL45 Page 001  
Coos County, OR  
September Special Election  
Tuesday, September 16, 2008

	VOTES	PERCENT
PRECINCTS COUNTED (OF 1)	1	100.00
REGISTERED VOTERS - TOTAL	294	
BALLOTS CAST - TOTAL	188	
VOTER TURNOUT - TOTAL		63.95
6-121 Millicoma P & R 5 Yr Local option		
Vote for 1		
(WITH 1 OF 1 PRECINCTS COUNTED)		
Yes	145	77.13
No	43	22.87
Total	188	
over Votes	0	
Under Votes	0	

DE

# Notice of District Measure Election

**SEL 803**

rev 1/08: ORS 250.035,  
250.041, 255.145, 255.345

Name of District Millicoma River Park and Recreation District

Notice is hereby given on 15 September, 2009, that a measure election will be held in

*name of county or counties* Coos County, Oregon on *date of election* 9 March, 2010.

The following shall be the ballot title of the measure to be submitted to the district's voters on this date: 9 March, 2010.

**CAPTION** *10 words*

Park and Recreation Facilities Defined

**QUESTION** *20 words*

Shall an ordinance be enacted that defines the District park and recreation facilities as only the Allegany Community Center?

**SUMMARY** *175 words*

Park and recreation districts are formed under ORS Chapter 266 "to provide park and recreation facilities for the inhabitants." The purpose of the proposed ordinance is to define the park and recreation facilities within the district as only "the Allegany Community Center and its grounds" (the former Allegany Elementary School). That property is owned by the district, and the district owns no other real property.

The major effect of this measure, if enacted, will be to allow the Board to focus its entire energies to management of the Allegany Community Center, energies which for over 20 years have been divided between the Center and the Oregon Board of Forestry property on the West Fork of the Millicoma River (the former Girl Scout Camp Millicoma), property the district does not own and on which it holds only annual leases.

Financial impact: Unknown, but if this measure is enacted there will be no future district expenditures for the Camp.

Final Totals Report

Coos County, OR  
Millicoma River P&R Election  
Tuesday, March 9, 2010

8:00 PM

Run Date:03/09/10 08:00 PM

Report EL45

Page 001

VOTES PERCENT

PRECINCTS COUNTED (OF 1)	1	100.00
REGISTERED VOTERS - TOTAL	298	
BALLOTS CAST - TOTAL	228	
VOTER TURNOUT - TOTAL		76.51

6-129 Defines Park & Rec. Facilities

Vote for 1

(WITH 1 OF 1 PRECINCTS COUNTED)

Yes	126	55.51
No	101	44.49
Over Votes	0	
Under Votes	1	

I HEREBY CERTIFY THAT THE ABOVE  
RESULTS ARE TRUE AND CORRECT

**MILLICOMA RIVER PARK and RECREATION  
DISTRICT**

**P.O. Box 155  
Allegany, OR 97407**



**Maintenance Handbook**  
for the  
**Community Center Building and its Grounds**



# Maintenance handbook for the Allegany Community Center

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### ii. Periodic Maintenance Schedule

1. Vegetation
2. Water supply system: Spring
3. Water Supply system: Pumphouse
4. Water Supply system: Storage Tank
5. Inside water distribution
6. Hot water
7. Septic System
8. Storm Drain system
9. Rain gutters
- 10.. Building Paint
11. Roof
- 12 Heating
13. Kitchen stove
14. Electrical supply and service entrance
15. Parking lot
16. Chimney
17. Rodent control
18. Lighting

Appendix 1. Description of property and building. Maps and charts

Appendix 2. Implementing Directives

Appendix 3. Arago Inspection Report, March 24-5, 2009

Appendix 4. Building Committee Reports

## ii. Periodic Maintenance Schedule

### DAILY

Check for leaking faucets, toilets, urinals, etc.  
Check that furnace is set at 50 degrees F

### BI-WEEKLY

Vegetation control as necessary; mow playground; weed-eater brush on north side  
Spring and pump: Check for proper operation. Clean spring as needed.  
Check de-con rat poison in loft above west end of stage. If any is missing, find the point at which rodents are now entering the building and repair it. (see page 17)

### MONTHLY

Rain Gutters and roof: clean rain gutter screens monthly and more often as needed during rainy season. Before and after each major rain. (see page 9)

### 6-MONTHS

Replace the fourteen 5-micron water filters (see page 5)  
Pull rod in and out on Sanitron Ultra-violet purifier (see page 5)

### ANNUALLY (each summer)

Brush – weed eater, clear trails to spring and to storage tank  
Brush – weed-eater, cut back brush on north side of building  
Clean out the spring  
Service Furnace – by Chambers  
Replace ultra-violet light (see page 5)

### BI-ANNUALY (2012, 2014, 2016, 2018, 2020, etc)

Pressure wash the building (see page 10)  
Flush 5000 gallon water tank (see page 4)

### 10 YEARS (2020, 2030, etc)

Have professional painter evaluate paint job; check deteriorated siding panels  
Check condition of roofing

### 15 YEARS (approximately 2025, 2040, etc)

re-paint the buliding and replace deteriorated siding panels as needed.

### 50 YEARS (approximately 2060, 2110, etc)

Probably time to replace the roofing membrane and repair any deteriorated sheathing..

## 1. Vegetation

- a. **playfield mowing** – with power mower, mow as needed through the growing season. Make arrangements for a volunteer who is willing to take responsibility for the mowing.
- b. **North side of building** – Brush on north side of the building should be cut back regularly. If this is not done, it will result in moss and fungus on the north side of the building, and more rapid deterioration of paint and siding. Arrange with a volunteer willing to take responsibility for this.
- c. **Trails to water system** – with weedeater as required but not less than twice each growing season. Blackberry vines grow fast enough to make the trails impassable within a single growing season. Same as above, arrange with volunteers.
- d. **timber:** Douglas fir seedlings were planted by Bob Mahaffy after the property was logged in 1991. They will come to maturity about the year 2035 or later.
- e. **Ornamentals.** Rhodedendrons.



## 2. Water supply system

### a. Spring.

#### **DESCRIPTION**

The water supply is an underground spring and basin covered with 6 sheets of plywood to prevent leaves and foreign matter dropping into it. It normally flows about 1 to 3 gallons per minute through a standpipe connecting to the pump cistern. It may be dry during late summer and early fall, some years. During the dry period, the community building must rely on the 5000 gallon storage tank which is located at the top of the hill 120 feet above the level of the building. During the dry period, water must be used sparingly at the Community Center to prevent running out of water before the rains come again.

#### **PAST PROBLEMS**

During very heavy rains, silt may wash into the spring basin, eventually restricting the outflow of water to the pump cistern. Without regular inspections, the problem will not be apparent until the storage tank has gone dry and the Community Center is without water. This does not have to happen. Also, during the dry period, it needs to be known when and if the spring stops running so that careful conservation of water can be observed. There is no reason to run out of water with this system. But it does need to be carefully monitored and taken care of.

#### **SCHEDULED MAINTENANCE**

Bi-weekly lift a panel of plywood from the spring basin and observe that the spring is in fact running, and that there is no silt or other foreign matter around the bottom of the standpipe. If there is, use a shovel or hoe to remove it. If this is done regularly, there should never be a problem from silt in the water, nor of the system becoming plugged.

### 3. Water supply system (con't)

#### b. Pumphouse.

##### DESCRIPTION

The pumphouse sets over a 5 by 7 foot concrete cistern. Inside the pumphouse is the electrical controls for the pump which includes the circuit breaker box and a "Pump Tech" Pump Protection system. The Pump Tech has a very small green light when there is power to the pump. When the system is tripped, the very small red light is on. The pump is a 4 inch "Signature 2000" 1/2 hp, 5 amp, submersible well pump.

Water continually flows into the cistern from the spring basin, and out through an overflow pipe when the cistern is full, with about 400 gallons of usable water. There is a float switch in the cistern which allows the pump to turn on only if there is sufficient water, and it cuts the pump off if the water in the cistern gets too low.

One leg of the 220V power for the pump is routed through a float switch at the 5000 gallon tank. This switch stops the pump when the tank is full. Providing that the water level at the cistern is sufficient, the float switch in the 5000 gallon tank starts the pump when the level goes down about one foot.

**Note:** The location of the junction of the leg of the 220V which goes to the 5000 gallon tank is unknown at this time. It is not in the pump house (where it be expected), and memories have failed those who might once have known its location. At present, the system is working properly. If it should ever fail, locating the junction will be a problem to be solved at that time.

##### MAINTENANCE

At each visit to the pumphousw, note any leaks or other evidence of abnormal operation.

If the "PumpTech" is tripped (red light on), reset it by removing the cover of the box for 5 minutes and replacing it. If it remains tripped, call John Wright (Wright's Artesian Well Drilling).



#### 4. Water supply system (con't)

##### c. Storage tank –

###### DESCRIPTION

This is a 5000 gallon cylindrical steel tank measuring 7 by 16+ feet, buried horizontally near the northwest corner of the property, at the top of the hill 120 feet above the level of the community center. The top of one end of the tank is exposed. Its purpose is two-fold: it provides 5000 gallons of water storage, and by the force of gravity it maintains the 52 psi of water pressure at the community building. There is a float switch which controls one leg of the 220V power to the pump, shutting the pump off when the tank is full and on when the water level goes down about one foot (see page 3).

###### MAINTENANCE AND INSPECTION

In the past no one has looked at the tank for sometimes several years in a row. It should have more attention than that. The tank could be drained and flushed about once every second year to get most of the accumulated silt out of it.

###### TO DRAIN THE TANK

The tank is drained through the “backflush” drain on the north side of the community building. It is below the window of the girl’s shower-room. There is about 100 feet of 1 1/2 inch poly-pipe laying along the north side of the building and that is to be connected with its attached connector and elbow to the backflush drainpipe so that the water to be drained flows onto the playground and not under the building. After connecting the poly-pipe to the backflush pipe, go inside the girl’s shower room and turn off the ball valve to the ultra-violet assembly. That ball valve is normally open. Close it. Then, when you are ready for the water to begin flowing, open the ball valve on the backflush pipe. That valve is normally closed. Open it and the water will begin flowing through the polypipe and onto the playground. It will take about 2 hours to drain a full tank. The water will flow clean until the last few minutes, at which time very sandy or silty water will flow until the tank is empty. To get a good flush, I would recommend that you close the backflush valve and pump about 400 gallons (a cistern full) of water into the tank. Shut off the pump. Open the backflush valve, and let it drain again. There will probably be silt and sand again. You might try this two or three times. Then go to the tank, open it, and observe how much or how little sand is in the bottom. If it looks satisfactory, turn the pump on to re-fill the tank. When I did this in February, 2010, I was surprised at the very small amount of silt or sand that remained in the bottom of the tank after I flushed it.

If the spring basin is kept clean, and the tank is flushed bi-annually, there should be no serious problems with silt or sand in the system. If, after trying it for a few years and it doesn’t work satisfactorily, then try something else.

## 5. Inside water distribution

### DESCRIPTION

The water entrance to the building comes through the floor of the girls shower room. Some of the distribution pipes inside the building are rusty and sometimes rusty water flows from some of them. This is not a problem with the water supply; it is not a problem with the filtration and sterilization. It is the inside pipes and it means that eventually it will be necessary to re-plumb the building with new pipe. I recommend that we leave the inside plumbing as is for the time being. Its not all that bad most of the time.

(1) Filters. The filtration tank for removing sediment or sand takes 14 standard sized filters at a cost of about \$40. 5 micron filters are required in order for the Sanitron ultra-violet purification unit to work properly.

(2) Sanitron Ultra-violet purification. All the water entering the building flows through the Sanitron unit, which is designed to kill any bacteria, protozoa, or parasites that may be in the water.

(3) Ball valves. Located in the girls shower room. There are six new 1 1/2 inch ball valves which control the water that flows into the building and through the filtration and ultra-violet system. They are clearly marked as to direction of water flow. NO = normally open; NC = normally closed. Any one of those valves that are "NO", normally open, will, if closed, shut water off to the rest of the building.

### MAINTENANCE

a. Daily walk-through to insure that toilets, urinals, sinks, or wash basins are not running. This is most important during late summer and early fall when the spring may normally go dry and the storage tank is not being replenished. With careful management of water use, a full tank should be adequate to carry the community center through the dry seasons, but even a small leak can empty the tank in a few days.

b. Check to insure that the Sanitron ultra-violet unit is lit. If it burns out, order a new element from Chambers. This may never happen, but watch for it. Twice annually, pull the rod out and push it back in – that cleans the film off the quartz sleeve that surrounds the lamp. Change the lamp bi-annually. Order from Chambers..

c. Fourteen (14) 5-micron filters are used in order for the Sanitron unit to be effective.. Be sure that they are replaced once each six months to avoid unwanted bacterial buildup in them. They are available at Perry's or Farris – about \$40 for the 14 filters.



## 6. Hot water.

### DESCRIPTION

There are two hot water tanks, piped in series, located in the furnace room. They are marked #1 and #2. Each tank has its own circuit breaker panel on the east wall, both are clearly marked #1 and #2.

- a. Tank #1, Bradford-White 50-gallon, installed January, 2010. It is normally on.
- b. Tank #2, Reliance 50-gallon, installed about 1997. It is auxilliary and is normally off. It should only be turned on if an unusual amount of hot water is expected to be used for a special event of some kind.

### OPERATION and MAINTNANCE

When in the furnace room, check for any leaks that may have developed.

Tank #1 is normally on. If the building is not to be used for a known period of time, the tank could be turned off to save electricity and turned back on two or three hours before hot water will be needed. This could effect a considerable savings in electricity.

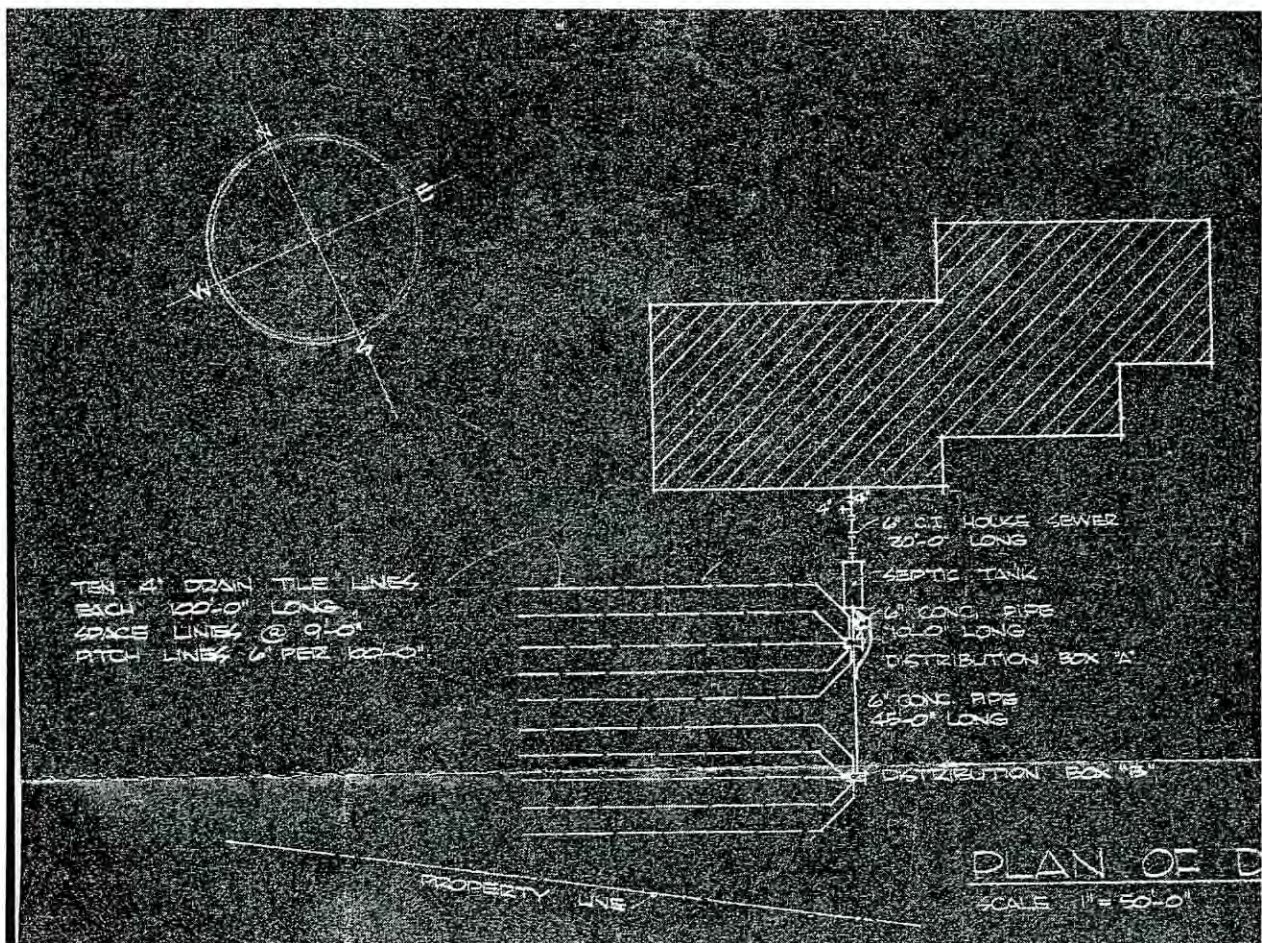
Tank #2 is normally off. Turn it on only for events that expect to use large amounts of hot water. It can be switched on two or three hours prior to the event, and turned off after the event is finished using hot water.



## 7. Septic system

### DESCRIPTION

Septic tank (unknown size), and ten (10) drain lines running east - west from the playground fence. . The sewer line runs straight under the building, on a line between the toilets of the girls and the boys rest rooms. The cleanout is at the north side of the building, outside the boys restroom.





## 8. Storm drain system

### DESCRIPTION

a. Storm drains. This system drains all the roof rain gutters and was cleaned out and fully operational as of October, 2009. The outlet of the drain is an 8-inch concrete pipe about \_\_ feet west of the north-south fence to the playground on the hill about half-way between the south fence of the playground and the State Highway.

b. Downspouts. There are several downspouts along the south side of the building which are not in use. They were covered over when the roof drain system was modified and the new roof was put on in Spring, 2008. The downspouts now in use and draining into the storm drain system are as follows: North side of building, four downspouts; west end of the building, two downspouts; South side of the building, no downspouts but there is one downspout inside the cafeteria wall. East end of the building: there are two downspouts draining into the storm drains from the east end, one at the end of the porch, and one from the top of the gymnasium roof. That is the one that has caused most problems, plugging up during heavy rains and overflowing into the space beneath the gym floor.

### MAINTENANCE

b. Observation for overflow during heavy rains. If overflowing, go onto the roof and clean the scupper drain screens.

c. Periodic Cleanout of screens - monthly and after each heavy rain.



## 9. Rain gutters

### DESCRIPTION and MAINTNANCE

The rain gutter system on the roof was modified by the roofers when the new roof was installed in spring, 2008. The stub walls at each end of the four levels of roof were cut away and scupper drains installed to allow unrestricted overflow of water in case the downspouts become plugged. In so doing, several of the original downspouts were covered over with the roofing. All the water now runs off the various levels of the roof through the scupper drains. Gutter drain screens are installed in each scupper drain that empties directly into the storm drain system.

a. Level four, top of gymnasium roof. This is the highest level and can be reached by a 7-foot ladder mounted on the west wall of the gym. There are only two scupper drains for the gymnasium roof, one on the east and one on the west end. The scupper drain at the west end of the roof drains onto the roof at the next level down, which is the roof over the stage. There is no screen in that scupper drain, and none is needed. The scupper drain at the east end of the gym roof has a screen and has proven to be a problem during heavy rains. If that screen plugs up, the water flows down the east side of the gym and into the air vent for the gymnasium, and water has been seen running under the gym floor at a high rate. Therefore, it is essential that the screen at the east end of the gym be kept clean before, during, and after all heavy rains.

b. Level three, top of roof over the stage – west end of gym. The scupper drain for this roof drains into the downspout that goes directly into the storm drain system. It has a screen which requires regular cleaning.

c. Level two, top of classroom hallway, running from the center of the south side of the gym to the west end of the building. The scupper drain at the east end of this level empties onto the roof of level one. Another scupper drain is about center on the south side, and also empties onto level one. Neither of these scuppers have screens, and none are needed. The scupper drain at the west end of level two empties into a downspout connected to the storm drain system and it has a screen which requires regular cleaning.

d. Level one, south side of building. This is the lowest level, running the length of the south side of the building. It has a scupper drain on each end – east and west, both empty into the storm drain system and have screens which require regular cleaning. There is another drain in the middle of the east end of the roof, which flows into a downspout which goes between the wall of the cafeteria and into the strom drain system. It has a screen which requires regular cleaning.

e. Level one, north side of building. This roof runs from the west wall of the gym to the west end of the building on the north side. It has four roof drains on the north side, but the two drains in the middle are higher than the others and will only come into use if the other two drains were both plugged up. There are screens in these drains and they need regular attention.

Proper maintenance, especially keeping the scupper drains clean, is the one essential item in preventing leaks on the roof. **DO NOT NEGLECT IT.**

10. **Building paint**

DESCRIPTION

- a. Last painted September, 2009 with two coats of elastomeric underseal and two coats of "superpaint."
- b. Expected next paint – 2024

MAINTENANCE

Pressure wash the siding once each 2 years – 2011, 2013, 2015, 2017, 2019, 2021, 2023. By 2024 the building will probably be ready for another paint job. Pressure washing the building will extend the useful life of the present paint job, and make it look better.

A suggestion: Turn off the pump at the spring prior to pressure washing the building on odd years, thereby depleting water in the storage tank. When the pressure wash is complete, flush the remaining water from the storage tank as described on page 2c, "storage tank, TO DRAIN THE TANK." If this is done, be sure it is done during a time when there is good flow of water at the spring so that there will be no problems in refilling the tank..

Normal weathering will require replacement of any siding panels that show signs of rot or deterioration. It is therefore expected that at each painting of the building – once each 12 to 15 years – there will be a certain amount of siding and structural work to be done. This is the normal maintenance required of a wooden building and needs to be budgeted in the building fund.

## 11. Roof.

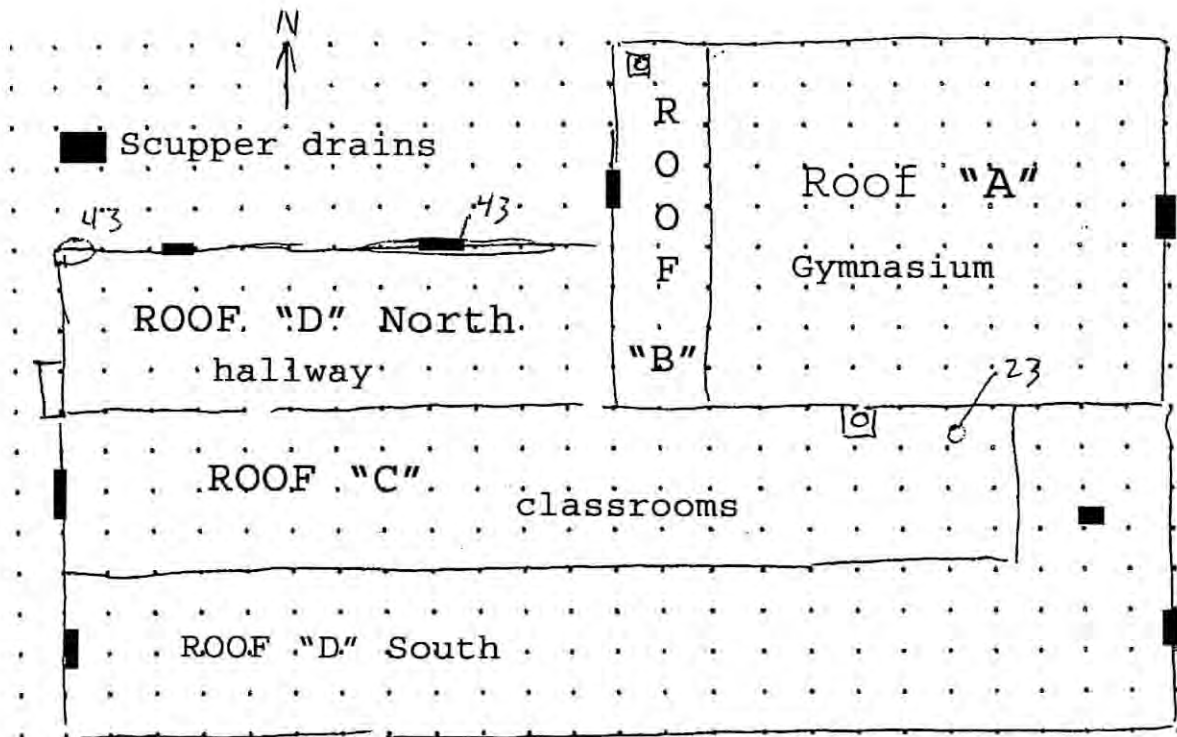
### DESCRIPTION

Installed summer, 2009. With proper care, should be good until about the year 2060.

### MAINTENANCE

a. Take care when walking on the roof as it can be extremely slippery under certain conditions. At each accession to the roof, take special care not to cause a tear or cut in the membrane. Perform visual inspection of roof each time and take immediate action to have repair of any damage that is observed. Repairs are simple but require special "welding" equipment. Call the flat roof specialists to immediately repair any observed damage.

b. According to the Arago Inspection Report of March 24-5 2009, "the roof sheathing is soft in some places." No action was taken to replace any roof sheathing when the new roof was installed during summer, 2009. This may or may not show up as a problem some time in the future. If it does, the new roof membrane can be cut and peeled back to facilitate any needed repairs to the sheathing.





## 12. Heating.

### DESCRIPTION

- a. Gymnasium. Forced air oil furnace, located on the north end of the stage. The thermostat to turn it on and off is on the gym wall on the right-hand side of the stage. This furnace is serviced by Chambers. Do not attempt to make adjustments of any kind. This is quite expensive to operate and should only be turned on for major events in the gymn. When finished, keep at 50 degrees. It has a 942 gallon oil tank outside at the east end of the building.
- b. Dining room. Electric forced air heater. To be used only when the dining room is in use and usually to be turned off as soon as the room is warm enough.
- c. Classrooms # 2, 3, and 4. these have electric forced air heaters, each on its own meter (located in the furnace room). If a classroom is leased or rented to outside interests, the cost of heating can be charged to them.
- d. Post office. Baseboard electric heat, charged to the District electric bill.
- e. Library. Electric forced air heater.

### MAINTENANCE

There should be no regular maintenance required on the electric furnaces. The forced air oil furnace has air filters that should be changed annually. Chambers should service the furnace annually, each summer..

### 13. **Kitchen stove,**

#### DESCRIPTION

Propane gas. US Range, manufactured in Gardena, CA. Model P-4-24BG-2020, S/N V33621-5J92. 4 burners at 20,000 btu/hr. 3-burner grill/broiler @ 14,000 btu/hr. 2 ovens @ 27,000 btu/hr. It has a 100 gallon propane tank at east end of the building.

#### OPERATION AND MAINTENANCE

Gas is off except when the stove is in use for an event. Pilot lights for each burner are lit after gas is turned on. Oven pilot light, follow instructions on data plate at inside bottom of right oven. Cleaning the stove and making it ready for the next use is responsibility of the user. Turn off gas to stove after use

## 14. Electrical supply and service entrance

### DESCRIPTION

The main service entrance is at the right-hand side of the furnace room, with two circuit breaker panels, plus circuit breaker boxes for each of the two hot water heaters. The main electric meter is on the east wall. On the south wall, next to the steps, are three additional meters, one each for the electric heaters of rooms 2, 3, and 4.

There is another electric circuit breaker box on the south end of the stage. These breakers turn the gym lights on among other things..

There is one more electric circuit breaker box, this one is on the north side of the hallway between the girls restroom and the storage room. It contains most of the circuits in that part of the building.



## 15. **Parking Lot and entrance drive**

### DESCRIPTION

Gravel parking area approximately 100 by 150 feet in front of building, sufficient for parking \_\_\_ cars if they are parked carefully. Overflow parking below, along the entrance driveway, will accommodate an additional \_\_\_ cars.

### MAINTENANCE

Periodic grading and new driveway gravel, as needed. It should be graded to the bottom of the chuckholes prior to new gravel each time.

## 16. Chimney

### DESCRIPTION

The brick chimney is 50 inches square and 45 feet high, from the bottom of the furnace room to the top. It has extensive cracks running vertically, and was considered unstable by the Arago Property Inspection Report of March 24-5, 2009. It was recommended that it be inspected by a brick mason. To that end, Duncan McTaggart was called to assess the chimney in September, 2009. He recommended that a stainless steel cap with a ten-inch flange be fabricated and placed on the top – that would stop rain from entering the chimney, and would stabilize the top rows of bricks, some of which are quite loose. He further recommended that a 10-inch steel band be placed at about five feet below the chimney cap, and another 10-inch steel band be placed about five feet below the first one.

It will never be used as a chimney again, but it does contribute positively to the appearance of the building. If it were to be removed (at considerable expense) it would eliminate an important esthetic consideration in the original design and so if it could be stabilized, there were advantages to keeping it. It was therefore decided to follow Mr. McTaggart's recommendations and to that end, a 24 gauge stainless steel cap was fabricated at Chambers and was installed in September, 2009. The two 16 gauge steel bands were fabricated at Chambers and were installed in February, 2010. The chimney should now be considered stable, and is there only for what it adds to the attractive look of the building.

The siding of the south gym wall meets the brick chimney. About 12 vertical feet of wood siding meets the brick chimney on the east and the west sides of the chimney. It had originally (1952) been caulked with butyl rubber or a similar caulking. Over the years, leaks occurred through the caulking and caused the studs and inside plywood to rot completely out. This has been fully repaired (as of February, 2010), and new aluminum flashing has been installed and sealed along both of the 16-foot vertical runs of the chimney and siding. This should prevent any recurrence of the leak.

### MAINTENANCE and INSPECTION

There should be no maintenance required. The chimney should certainly be inspected carefully after any significant earthquake in the area. The roof membrane which attaches where the chimney comes through the roof (both at level 4 and level 1) needs to be always water-proof and repairs made immediately if needed. Serious leaking from the gymnasium roof down along the northeast and northwest sides of the chimney caused extensive damage in the past, but has been repaired with new flashing. Each time the building is painted, extreme care needs to be taken to insure that the flashing is re-installed in a leak-proof manner.



## 17. Rodent Control

Rodents (wood rats, mice, civet cats, and perhaps other critters) have gotten inside the building from time to time. Their most obvious point of entry has been from the north side, coming beneath the building and up through openings in the studs under the stage. This was corrected in November, 2009, and decon rat poison eliminated the rats that were in the building at that time. They had gotten above the ceiling in the hallway and contributed toward the destruction of the ceiling tiles there. The ceiling tiles have now been replaced with sheetrock and all effort must be exercised in preventing another infestation of rodents.

Watch closely for entry under the building through broken screens in the outside air vents, or other holes. Patch them as they are discovered. Be alert for smell of civet in the building, particularly in the ceiling above the hallway.

Keep fresh decon rat poison in the loft above the west end of the stage so that in case rodents ever again reach that far, they will be stopped before they can again damage the ceiling of the hallway. If inspection reveals that de-con has been eaten, try to discover and correct the place of entry.



## 18. Lighting.

**a. Gymnasium:** ~~There are sixteen (16) lighting fixture positions, four in each of the four bays. The sixteen (16) Mercury vapor lights will eventually be replaced with new style fluorescent lights. The mercury vapor lights are each 400 watts; each mercury vapor light is scheduled to be replaced with a new style 180 watt fluorescent lighting fixtures.~~

At present (as of March 3, 2010), two of the mercury vapor lighting fixtures have been replaced with the new fluorescent lighting fixtures.

This is work in progress. ~~Info to be added as it becomes available.~~

→ COMPLETE - GYM IN LIGHTS WITH THE NEW  
FLUORESCENT LIGHTS.

**b. General lighting.** The rest of the building is lighted with standard fluorescent lights. Leave notice for the maintenance person any time it is found that a light is not working so that it can be repaired or replaced.

## **Contractors**

### **General Contractor**

Seth Lucas, SolCoast Construction  
P.O. Box 174  
Allegany, OR 97407  
541 404-3354

### **Roof**

Rich Rayburn, Flat Roof Specialists  
541 267-7476

### **Paint**

Freidan Painting and Design  
Renee Freidan, 484 10<sup>th</sup> Ct, CB  
541 267-4220

### **Plumbing**

A-Z Plumbing, Curtis Rhoades  
541 756-5589

### **Water supply system**

John Wright, Wright's Artesian Well Drilling  
1023 S. Broadway, CB 541 269-1048

### **Signs**

Art Signs (Tracy)  
541 267-7894

### **Rain gutters**

Mutter's Gutters  
56994 Parkersburg Rd, Bandon  
541 347-9655

### **Glass**

Wilson Dunn 541 347-9304

### **Chimney**

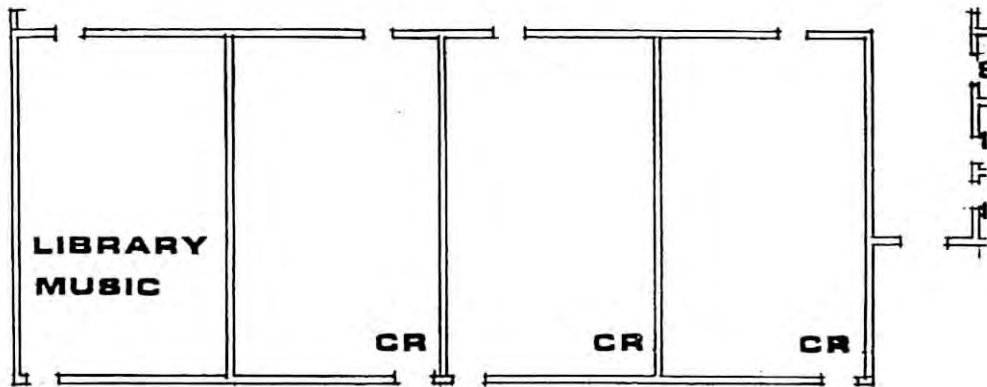
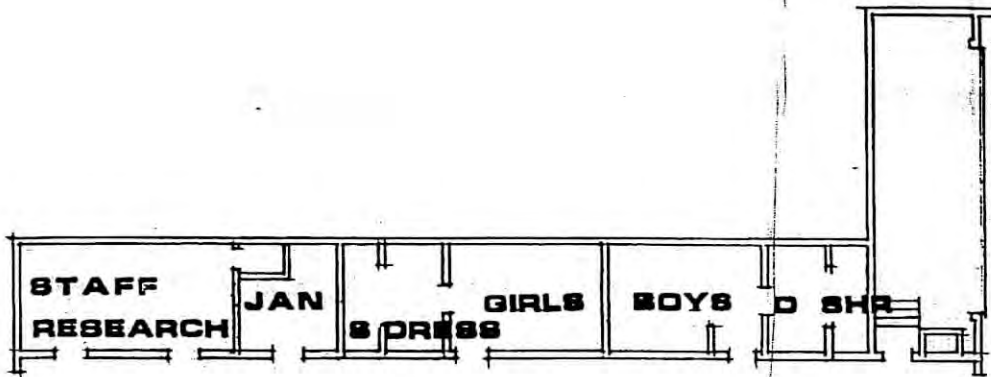
Duncan McTaggart 541 810-1135

### **Furnace**

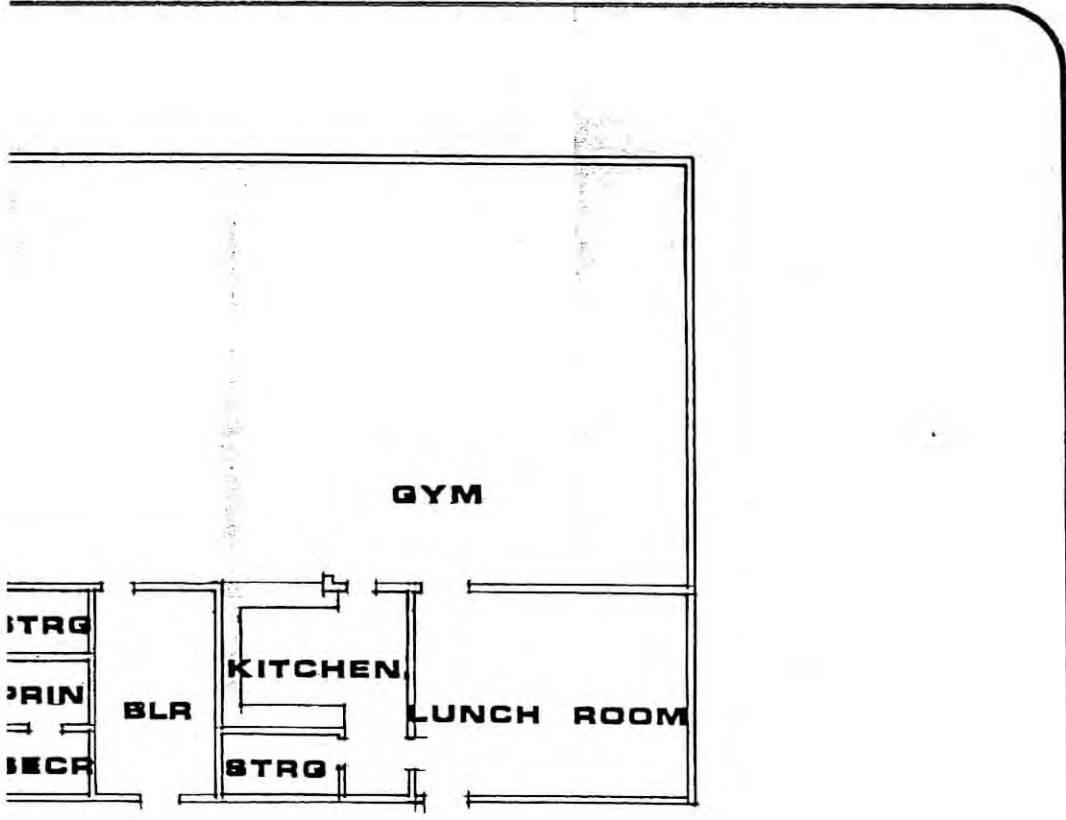
Chambers Plumbing, 541 269-9334

### **Electrical**

Kyle Electric 541 756-2723



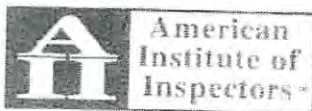




ALLEGANY



**Arago Inspection**  
**Property Inspection Report**  
Submitted to  
**Millicoma River Park and Recreation District**



Inspection Conducted at  
**Allegany Community Center**  
**Allegany, OR**  
**March 24 and 25, 2009**  
**Report Number: 090324**





# Arago Inspection

Oregon Certified Home Inspector  
Licensed, Bonded and Insured

CCB No. 113816, Home Inspector Certificate #OCHI 087, Structural Inspector Certificate #1974CAS, Committee Member, Oregon HIAC

90087 Cape Arago Highway Coos Bay, OR 97420

Phone: 541 888 2469 Fax: 541 888 8674

Email: aragobooks@charter.net

## Professional Property Inspection Report

No. 090324

1 Client: Millicoma River Park and Recreation District  
2 Address:  
3 City:  
4 Phone:  
5 Client's Realty Company: None Agent:

Inspection Address: Allegany Community Center  
City: Allegany, OR  
Inspection Date: March 24 and 25, 2009  
Property Owner: Coos County Listing Agent:  
Title Co: Title Co. Agent:

### Property Description

5 Township: Range: Section: Tax Lot No: Lot Size:  
6 Description of structure: Former school building, single story with lap siding and plywood siding  
7

### Ambient Conditions During Inspection

Temperature: 50 F

8 Time at Beginning of Inspection: 11:00 on 3/24

Weather Conditions: Cloudy, rain

9 Time at End of Inspection: 3:30 on 3/25

Occupancy at Property: Occupied, some rooms not in use

10 Keys supplied by: Dustin Hood, Postmistress

Property Secured After Inspection By: Left open

11 The structure is oriented E-W

Others present: Dustin Hood, Postmistress, other community people

12 For reference purposes, south is taken to be the direction toward the parking area from the cafeteria

### INSPECTION REPORT SUMMARY

ITEMS REQUIRING IMMEDIATE ATTENTION: It is recommended that the following conditions be examined, evaluated and repaired by a qualified licensed contractor in the appropriate specialty trade as needed, prior to the close of escrow. Repairs should be documented and warranted by the person conducting the repairs, by filling out the Completion Form included at the end of this report. Other conditions are addressed in the body of the report (including maintenance and cosmetic issues which are not considered to be patent structural or functional defects) following this summary, for the client's information. **The client is advised to read the report in its entirety.**

Deterioration in fascia, north side

19  
20 **Site and yard:** Plant growth along the north side should be cut back. Surface water drainage along the north side should be improved with french drains and subgrade drain pipe. The caretaker's unit waste piping presently drains into the storm drain. This is a health hazard. All waste piping should drain into an approved septic system. There is a shed on the north side which is deteriorated along the lower edges. There is an underground fuel tank on the east side of the building which should be evaluated for possible leaks and soil contamination, and possibly removed or decommissioned.

Fungus fruiting bodies in siding, upper wall

27  
28 **Exterior:** See pages 3-5 for details. There are areas at the gym siding which have deteriorated panels. On the main building there is deterioration in the siding in both the lower and upper portions. Deteriorated siding should be replaced. Areas of long term ongoing leaking should be evaluated for damage to the studs. After repairs are made, the siding should be prepped and repainted.

Cracked foundation corner

33 North side: Areas around the windows which are not weathertight should be sealed. Waste vent piping should extend through the roof. Loose siding should be secured. There is a broken window pane.

36 West side: Exposed edges of siding at the upper corner should be trimmed and sealed weathertight. Brick should be sealed. There is dry rot at the jambs of the hall door.

Bare wires on service drop conductors

39 South side: There are several broken window panes. There is significant cracking at the foundation in the SW corner. Contact between wood and concrete walks should be eliminated. It is not possible to maintain the recommended 6-inch clearance between wood and concrete walks, but the joint at the bottom of the siding should



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## Professional Property Inspection Report

No. 090324

43 be kept well caulked. Damaged door threshold aprons should be repaired.

44 East side: The cover over the communication wiring should be replaced. The post  
45 supporting the corner of the patio roof has dry rot and is too small for the support.

46 This corner should have a poured in place concrete pier and pressure treated 6x6.

47 The metal posts supporting the patio roof are rusted and have been compromised

48 by drilling of holes. One has been repaired. These should be replaced in the near

49 future. The cafeteria entry doors are damaged, and one has a broken pane.

50

51 **Substructure:** See page 6 for details. Much of the substructure is not accessible, due to

52 inadequate clearance under grade beams and piping. General crawl space clearance is

53 about 14 inches. The crawl space is divided by stem walls or beams into long bays. To gain

54 access, it is recommended to install access openings in the floor along both ends of the gym

55 and in the ends of the classroom building, to access each bay from either end.

56 In the NW corner of the gym there is standing water, dry rot in beams and joists, and wood

57 boring beetle damage in beams and joists. Repair of dry rot and a spray treatment for wood

58 boring beetles is recommended, along with improved exterior drainage and repairs

59 of leaks at the roof or exterior walls.

60 Under the classroom portion, ventilation is inadequate due to concrete stem walls

61 without vent openings. There is ongoing water intrusion along the west wall. Concrete

62 foundation blocks used as piers should be replaced with proper pier blocks.

63 Loose wiring should be properly supported. Wood waste should be removed. There is

64 evidence of rodents under the building. There is friable asbestos around old heat pipes, some

65 of which is damaged.

66

67 **Roof:** See page 7 for details. The membrane surface of the roof is relatively new. There

68 is evidence of ongoing leaking at the stage and in the hall. The source of these leaks was not

69 discovered. The space between the rafters does not have adequate ventilation. This should

70 be addressed soon, due to evidence of ongoing leaking which has produced high moisture

71 levels in the roof support space. The roof sheathing is soft in some places. Care should be

72 taken when walking on this roof. The plywood fascia is deteriorated long the north side.

73 Some downspouts are missing or disconnected. All downspouts should drain into a

74 subgrade drainage system. The brick chimney has several significant cracks. This

75 chimney is considered unstable and should be evaluated by a brick mason.

76

77 **Electrical service:** The service drop conductors have missing insulation, with exposed

78 bare wiring. This is extremely dangerous and should be corrected immediately.

79 At the panel in the furnace room, open slots should be covered. In the

80 storage room above the stage there are older fuse boxes which should be upgraded.

81

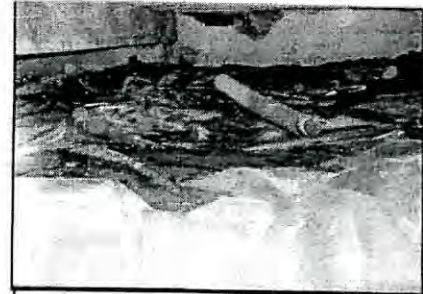
82 **Interior:** There is water damage to the ceiling in many places. Many ceiling tiles are buckled

83 or have fallen out. If these ceiling tiles were installed prior to 1978, they may contain asbestos.

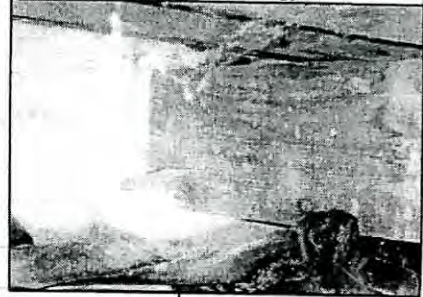
84 If so, repair or replacement will involve following asbestos abatement procedures.

85

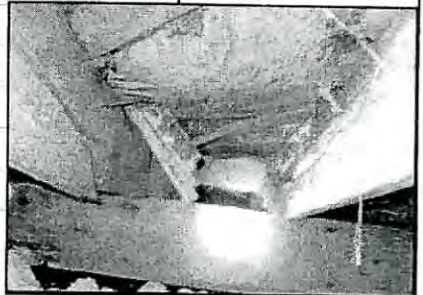
86 **Furnace room:** There is friable asbestos around old heat pipes, some of which is damaged.



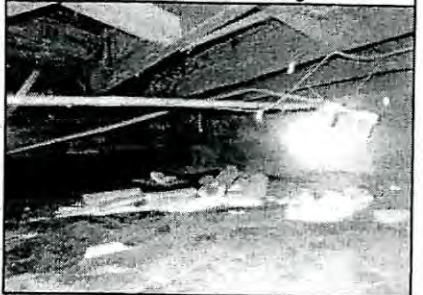
Standing water, NW under gym



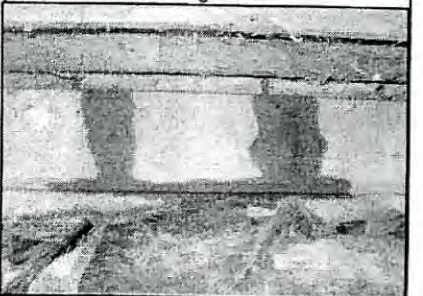
Dry rot in beam



Dry rot in joists and subflooring



Friable asbestos fragments



Water intrusion, west under gym



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## Professional Property Inspection Report

No. 090324

87 This is a potential health hazard. There is evidence of past water intrusion at the chimney.

There is no hand rail at the steps down.

**Gym:** The floor covering is damaged in many places. The 9-inch tiles probably contain asbestos.

There is termite damage to the floor and wall in the SE corner. There is water damage to the wall. There is evidence of an ongoing leak in the ceiling at the stage. The floor has many holes drilled, possibly to drain water from the floor from some past leak.

**Stage:** There is water damage to the floor in the north portion due to a leak at the furnace flue.

Some of the wall is torn out to the studs. In the upper storage closet, there is evidence of rodent infestation and some other larger animals.

**Storage room NW off main hall:** The zone heater is not functioning. At the sink, the hot valve is stuck closed.

**Room 4:** The floor covering is damaged. There is water damage to the walls. The zone heater is not functioning. The lights are missing covers. The door does not close weathertight.

There is dry rot in the floor in the SW corner. The sink has no water flow.

**Room 3:** The floor covering is damaged. There is water damage to the walls. The exterior door is warped and does not close weathertight. The sink has a leak at the left valve and at the right shutoff valve under the sink.

**Room 2:** The sink has leaks at both valves.

**Kitchen:** The counter outlets should be GFCI protected. There is past termite damage to the floor in the SW corner. At the west sink there is a leak at the spout gasket. At the range, the gas flex piping should be upgraded to plastic coated flex. The fuel piping should be secured.

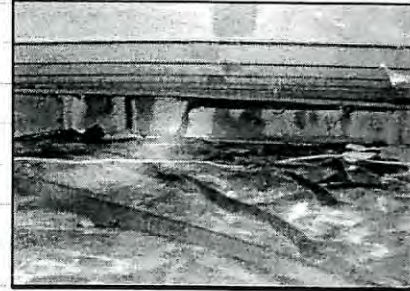
**Hall:** There is water damage to the walls. The west doors do not close weathertight. The drinking fountain is not functioning.

**Girls Restroom:** Two of the toilets are not functioning properly. There is water damage to the floor at the showers and sink. At the left shower there is a leak at the valve.

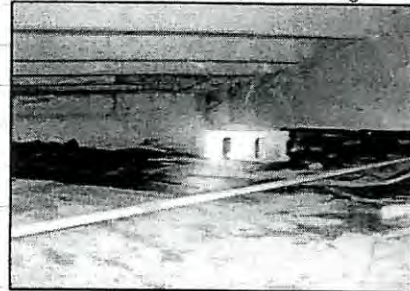
**Boys Restroom:** There is water damage to the floor at the toilet. There is past termite damage to the wall on the west end. Flow at the sink is low. There is a leak at the left shower spout.

Smoke alarms which meet NFC regulations should be installed.

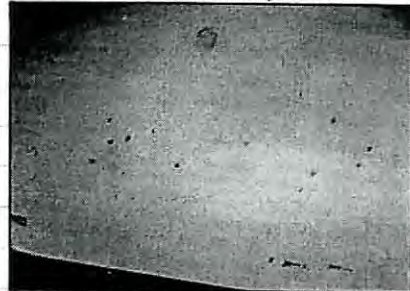
**Water heater:** The Bradford-White water heater is leaking. At the Reliance heater, the pressure relief valve piping should extend to 6 inches from the floor.



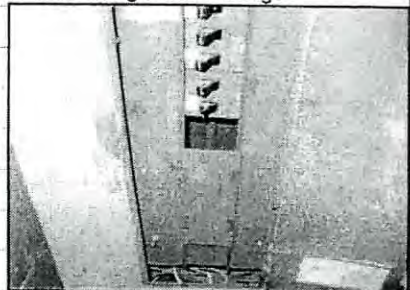
Water intrusion, W end, loose wiring.



Foundation block used as pier block



Wood boring beetle damage

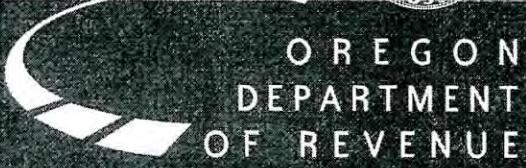


Open slot in panel



Leak at water heater





OREGON  
DEPARTMENT  
OF REVENUE

# Local Budgeting Manual

PROPERTY TAX DIVISION

150-504-420 (Rev. 06-10)

ONS 294.421 *PrAc.com*



Open Rep Local  
Revenue

Budget Manual  
rev 06-10

## Budget message

A budget message is prepared annually by the executive officer of the district. If there is no executive officer, the budget message is prepared by the presiding officer of the governing body (ORS 294.391). The executive officer or presiding officer may delegate the preparation of the budget message to the budget officer. The extent of the budget message depends upon the size and complexity of the budget, and any changes in fiscal policy or financial position since the preceding year.

The budget message must:

- Explain the budget document.
- Include a brief description of the proposed financial policies for the coming fiscal year.
- Describe the important features of the budget document in connection with the financial policies of the local government.
- Explain the reason for changes from the previous year in appropriation and revenue items.
- Explain the major changes in financial policy.

Any change in the basis of accounting must be explained in the budget message for the year in which the change is planned [ORS 294.445(2)].

The budget message is delivered to the budget committee at its first meeting. The budget message must be in writing, since it is a part of the complete budget document. The message can be delivered by anyone the executive officer or presiding officer appoints.

## Budget calendar

A budget calendar is not required by law, but is highly recommended. If you schedule the steps of budget preparation, you can be more certain to allow sufficient time to complete the entire budget process before June 30, as is required by ORS 294.396. Since budget calendars are built around mandated requirements, review and revise them if the laws change. An example of a budget calendar appears at the end of this chapter.

Base the calendar on the sequence of events that influence budget-making. Schedule appointment of budget committee members, budget committee meetings, hearings, and publication of notices. Schedule audit review and financial reporting. Tax elections need not fit into the sequence, but a financial plan should be considered before a ballot measure is scheduled. The success or failure of a local option tax or a bond issue can determine the direction a governing body will take in planning its budget.

The Department of Education provides a suggested budget calendar to guide school districts.

## Outline of the Budget Process

1. **Appoint Budget Officer** (ORS 294.331).
2. **Appoint Electors to the Budget Committee** (ORS 294.336). The budget committee consists of the governing body of the local government and an equal number of electors appointed by the governing body.
3. **Prepare Proposed Budget** (ORS 294.331). The budget officer prepares or supervises the preparation of a proposed budget to present to the budget committee.
4. **Publish Notice of Budget Committee Meeting** (ORS 294.401). After the proposed budget is prepared, the budget officer publishes a "Notice of Budget Committee Meeting." The notice must contain the date, place and time of the budget committee's first formal meeting, and of the meeting in which public comment will be heard. It may contain notice of several meetings, if the budget officer anticipates that more than one meeting will be needed. If the notice is published in a newspaper, it must be published at least twice, five to 30 days before the scheduled budget committee meeting date. The two publications must be separated by at least five days. If the notice is hand delivered or mailed, only one notice is required, not later than 10 days before the meeting. See Chapter 9 for more detail on publication requirements.

5. **Budget Committee Meets** (ORS 294.401). The budget message is delivered at the first budget committee meeting. The budget message explains the proposed budget and any significant changes in the local government's fiscal policy or financial position. After the initial meeting, the budget committee may meet as many times as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. The budget committee is allowed to meet for training and advisory reviews throughout the year, but the budget may not be deliberated before the first meeting for which notice is published. All meetings are subject to Oregon's Public Meetings Law (ORS Chapter 192).

The budget officer may make the proposed budget available to the members of the budget committee at any time before the first meeting, or may distribute the budget at the first meeting. At the time the budget is given to the committee, a copy must be filed in the office of the district. The budget becomes a public record at this point and must be made available to anyone who is interested in viewing it.

6. **Budget Committee Approves Budget** (ORS 294.406). The budget committee considers the budget proposed by the budget officer and comments made by the public and may make additions or deletions. When the budget committee is satisfied, it approves the budget. The budget approved by the committee specifies the amount or rate of each ad valorem tax levy. Approval of the budget and of the amount or rate of tax should be by motion and be recorded in the minutes of the meeting.
7. **Publish Budget Summary and Notice of Budget Hearing** (ORS 294.421). After the budget is approved, the governing body of the local government must hold a budget hearing. The governing body must publish a "Notice of Budget Hearing and Financial Summary" five to 30 days before the scheduled hearing. This information must either appear in a newspaper of general circulation, be mailed or hand delivered. See Chapter 9 for more detail on publication requirements.
8. **Hold Budget Hearing** (ORS 294.430). The governing body must hold the budget hearing on the date specified in the public notices. The purpose of the hearing is to listen to citizens' testimony on the approved budget. Additional hearings may be held. All hearings must be open to the public.
9. **Adopt Budget, Make Appropriations, Impose Taxes, and Categorize Taxes** (ORS 294.435). The governing body may make changes in the approved budget before it is adopted. Before the beginning of the fiscal year to which the budget relates, the governing body can also make changes to the adopted budget. However, if the governing body wants to make any of the following changes, they must first publish a revised "Notice of Budget Hearing and Financial Summary" and hold another public hearing:
  - If the governing body increases taxes over the amount approved by the budget committee.
  - If the governing body increases estimated expenditures in a fund over the amount approved by the budget committee by more than \$5,000 or 10 percent, whichever is greater.
  - If the governing body increases estimated expenditures in a fund in a biennial budget over the amount approved by the budget committee by more than \$10,000 or 10 percent, whichever is greater.

After the budget hearing, and after considering public testimony, the governing body prepares a resolution or ordinance that formally adopts the budget, makes appropriations and, if property taxes are needed, levies and categorizes each tax. The budget is the basis for making appropriations and certifying the taxes. The resolutions or ordinances adopting the budget and making appropriations must be adopted no later than June 30 [OAR 150-294.435(4)]. See Chapter 11 for more information on making appropriations.

10. **Certify Taxes** (ORS 294.555). The next step in the budget cycle is to certify any property taxes to the county assessor. Taxes must be certified every year, even if the local government operates on a biennial budget.

The documents submitted to the assessor's office by a taxing district subject to Local Budget Law are:

- Two copies of the notice of levy and the categorization certification (Form LB-50, ED-50 or UR-50). This form authorizes the assessor to place the district's taxes on the property tax roll.

9. Water control districts, organized under ORS 553, that will not impose taxes during the ensuing year.
10. Hospital financing authorities organized under ORS 441.525 to 441.595.
11. Export trading corporations organized under ORS 777.755 to 777.800.
12. Diking districts organized under Chapter 551.
13. Health districts organized under ORS 440.315 to 440.410. Health districts may not adopt a biennial budget. Their budget process is outlined in ORS Chapter 440.
14. Intergovernmental entities or councils of governments formed under the provisions of ORS 190.010, unless they levy property tax. These organizations are subject to separate budget requirements found in ORS 294.900 to 294.930. Those that impose a property tax during the ensuing year or biennium are subject to Local Budget Law, ORS 294.305 to 294.565.

In addition to the local governments listed, a newly formed local government is not required to prepare a budget during the first fiscal year it is formed. If a local government is formed between March 1 and June 30, it does not have to prepare a budget for the upcoming fiscal year either [ORS 294.326(11)].

Local governments that are not required to follow Local Budget Law may choose to follow the process in preparing their budgets anyway. Local Budget Law provides a framework of sound budgeting practices.

### **Urban renewal agencies**

Urban renewal agencies are subject to the Local Budget Law and must complete the process separately from the parent municipality (county or city).

### **Public meeting law: ORS 192.610 to 192.690**

The Public Meeting Law policy statement (ORS 192.620) states:

*"The Oregon form of government requires an informed public aware of the deliberations and decisions of the governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly."*

Local Budget Law meetings fall within the Public Meeting Law. Take a few moments to review these statutes. Follow the Public Meeting Law for all budget meetings where deliberations toward a decision are made. The "Attorney General's Public Records and Meetings Manual" is available for a fee from the Oregon Department of Justice, 1162 Court Street NE, Salem OR 97310 or online at <http://www.doj.state.or.us/pros/manual.shtml>. This manual summarizes the requirements for regular, special, and emergency meetings, and for executive sessions. A section is included on the requirements for taking minutes and on enforcement provisions.

If a local government schedules budget committee meetings, budget hearings or other meetings in addition to those to which the special notice requirements of Local Budget Law apply, Public Meeting Law provides the requirements for public notice.

### **Public inspection of the budget document**

ORS 294.401(8) provides:

*"The budget officer shall file a copy of the budget document in the office of the governing body of the municipal corporation immediately following presentation of the budget document to members of the budget committee under subsection (6) or (7) of this section. The copy shall become a public record of the municipal corporation."*

ORS 294.401(9) states:

*"The governing body shall either provide the means of duplicating the budget or part thereof . . . , or shall provide copies of the budget document or part thereof so that a copy of the budget document or part thereof may be readily obtained by any individual interested in the affairs of the municipal corporation."*



A local government may charge a reasonable fee for photocopying the budget document [ORS 192.440(3) and OAR 150-294.401(7)].

In addition, every local government is subject to the Public Records Law. The basic premise of this law is stated in ORS 192.420:

*“Every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505.”*

Anyone may examine any portion or all of the budget document. While disclosure is the prescribed policy, the Public Records Law makes it clear that agencies can *“adopt reasonable rules necessary for the protection of records and to prevent interference with the regular discharge of duties...”* ORS 192.430.

A good source of information on this subject is the *“Attorney General’s Public Records and Meetings Manual.”*

<b>Sample Budget Calendar</b>	<b>Date</b>
1. Appoint budget officer and budget committee .....	December 8
2. Prepare proposed budget .....	February 28
3. Publish 1st notice of budget committee meeting no more than 30 days before the meeting .....	March 16
4. Publish 2nd notice of budget committee meeting at least 5 days after 1st notice, but no less than 5 days before the meeting <b>Note:</b> If publishing by mail or hand delivery, only one notice is required, at least 10 days before the meeting .....	March 24
5. Budget committee meeting .....	March 30
6. Second budget committee meeting (if needed) .....	April 6
7. Publish notice of budget hearing 5 to 30 days before the hearing .....	April 19
8. Hold budget hearing .....	May 4
9. Board meeting to enact resolutions to adopt budget make appropriations impose and categorize taxes .....	June 15
10. Submit tax certification documents to the assessor by July 15.....	July 12
11. Submit copy of complete budget document to county clerk .....	September 30

MTP # 00 Feb 19 2018

FIRSTNAME	LASTNAME	HOUSE_STREET_NAM	ZIPCODE	BIRTH_DATE	PART	PHONENO	MAILINGADDRE
JEFFREY	BIHNER	66487 CHEMEKETA	97420	7/19/1953	DEM		PO BOX 218
SANDRA	BIHNER	66487 CHEMEKETA	97420	7/4/1946	DEM		PO BOX 218
LINDA	EDWARDS	66521 CHEMEKETA	97420	9/29/1951	DEM		
HOWARD	PATNODE	66552 CHEMEKETA	97420	5/3/1944	DEM		
MARY	PATNODE	66552 CHEMEKETA	97420	12/15/1923	DEM		
BLAINE	MESSERLE	66151 CHURCH	97420	12/24/1964	REP	5412691963	
CAMMI	MESSERLE	66151 CHURCH	97420	4/5/1966	REP		
CASSIE	MESSERLE	66151 CHURCH	97420	11/24/1990	REP	(541)-267-0219	
CHARLES	CALHOUN	66164 CHURCH	97420	2/21/1939	REP		
ANDREW	BEAULIEU	66165 CHURCH	97420	7/21/1970	REP		PO BOX 281
SUSANN	BEAULIEU	66165 CHURCH	97420	2/21/1972	REP	5412660468	PO BOX 281
FAYE	BOREN	66170 CHURCH	97420	11/11/1926	DEM		PO BOX 282
VANA	BOREN	66170 CHURCH	97420	7/8/1960	DEM		PO BOX 282
ROBERT	SHIBLES	66170 CHURCH	97420	3/25/1956	DEM	5412699662	PO BOX 282
THERESA	AYER	99700 CRUISE	97420	10/26/1931	DEM		
KATHLEEN	LUA	99700 CRUISE	97420	10/31/1958	DEM		
LINDA	MYERS	99700 CRUISE	97420	8/24/1947	IND	(541)-269-9440	PO BOX 1462
CINDY	ROCKWOOD	99700 CRUISE	97420	6/5/1957	REP	5412672844	
REBECCA	THOMPSON	99752 CRUISE	97420	5/18/1960	DEM	(541)-267-7813	
JOHN	DEVOE	99762 CRUISE	97420	5/30/1942	OTH	5412675218	
MARCELLA	DEVOE	99762 CRUISE	97420	2/7/1947	OTH	5412675218	
AMANDA	ROSSBACK	99772 CRUISE	97420	7/27/1981	NAV		PO BOX 4189
DORIS	LAGROU	66984 EAST FORK	97420	8/6/1962	NAV	(541)-269-0136	PO BOX 293
DOUGLAS	LAGROU	66984 EAST FORK	97420	5/26/1958	NAV	(541)-269-0136	PO BOX 293
ALLEN	GILLMORE	67077 EAST FORK	97420	11/6/1931	REP	(541)-267-2496	PO BOX 1153
DEAN	ABNEY	10446 ELK GLEN	97420	5/23/1929	DEM	5412673568	
ROBERTA	ABNEY	10446 ELK GLEN	97420	9/24/1939	DEM	5412673568	
KALEB	HERZOG	10453 ELK GLEN	97420	5/4/1991	DEM	(541)-266-9023	
PAMELA	HERZOG	10453 ELK GLEN	97420	3/25/1969	REP	(541)-266-9023	PO BOX 243
TONY	HERZOG	10453 ELK GLEN	97420	5/24/1958	REP	5412669023	PO BOX 243
JESSICA	BERNDT	10470 ELK GLEN	97420	7/4/1989	DEM		
SANDRA	CURTIS	10470 ELK GLEN	97420	12/12/1953	REP		
CAROL	KONGISER	97711 ELLIOTT	97420	12/2/1949	NAV		
DONALD	KONGISER	97711 ELLIOTT	97420	9/16/1945	NAV	5412675733	
JOSEPH	KONGISER	97711 ELLIOTT	97420	10/3/1980	DEM	(541)-269-4635	
JAMES	PARKER	97727 ELLIOTT	97420	1/26/1952	DEM	(541)-267-2852	PO BOX 247
NOEL	PARKER	97727 ELLIOTT	97420	12/25/1942	IND	(541)-267-2852	614 MISTLETOE
LAWRENCE	PORTER	97795 ELLIOTT	97420	3/13/1943	NAV		PO BOX 215
AUDREY	MCNEW	14658 GLEN CRK	97420	6/30/1956	NAV		PO BOX 261
ROBERT	MCNEW	14658 GLEN CRK	97420	11/15/1958	NAV		PO BOX 261
RYAN	KAUFMANN	14766 GLEN CRK	97420	1/13/1990	REP	(541)-267-2840	PO BOX 175
DANIELLE	MCGILL	14766 GLEN CRK	97420	5/27/1991	REP	(541)-267-2840	PO BOX 175
GLADYS	MCGILL	14766 GLEN CRK	97420	12/16/1938	REP	5412672840	PO BOX 175
ROY	MCGILL	14766 GLEN CRK	97420	7/20/1931	REP	5412672840	PO BOX 175
TRALEE	MCGILL	14766 GLEN CRK	97420	8/13/1981	REP	5412672840	PO BOX 175
TERRY	OAKES	14766 GLEN CRK	97420	8/31/1967	REP	5412672840	PO BOX 175



JEREMY	STEVENS	14766 GLEN CRK	97420	7/9/1979 REP	5412672840	PO BOX 175
SETH	LUCAS	14940 GLEN CRK	97420	9/1/1976 PGP		PO BOX 174
LYNN	BRUZEWSKI	10361 HWY 241	97420	7/19/1950 IND	(541)-269-9232	PO BOX 237
TIMOTHY	BRUZEWSKI	10361 HWY 241	97420	6/24/1950 IND	(541)-269-9232	PO BOX 237
RYAN	MAHAFFY	10362 HWY 241	97420	3/29/1974 REP		PO BOX 278
SHAWNA	MAHAFFY	10362 HWY 241	97420	6/25/1974 REP		PO BOX 278
STEPHEN	ORNDORFF	10602 HWY 241	97420	3/5/1949 NAV		PO BOX 224
DALE	OTT	10615 HWY 241	97420	7/21/1962 REP		
JESSICA	OTT	10615 HWY 241	97420	4/18/1990 REP		
KELLEY	OTT	10615 HWY 241	97420	9/21/1962 REP	5412691032	
DENNIS	COOK	10708 HWY 241	97420	2/15/1948 NAV	5412695259	
GAIL	COOK	10708 HWY 241	97420	2/2/1952 NAV	5412695259	
MICHAEL	PICKETT	10709 HWY 241	97420	1/7/1948 NAV		PO BOX 236
DELORES	KRUSE	11277 HWY 241	97420	12/6/1934 REP	5412676619	
JOHN	KRUSE	11277 HWY 241	97420	3/8/1933 REP		
JAMES	BROPHY	11638 HWY 241	97420	6/11/1956 REP		
KELLY	BROPHY	11638 HWY 241	97420	2/24/1957 REP		
CAROLE	DAWSON	11726 HWY 241	97420	8/16/1944 DEM	5412676329	PO BOX 187
PETER	DAWSON	11726 HWY 241	97420	4/16/1939 REP	5412676329	PO BOX 187
GREGORY	MAINE	11757 HWY 241	97420	11/6/1975 NAV	5412676170	
JANELLE	MAINE	11757 HWY 241	97420	4/30/1979 REP		
CHERI	ALLISON	11812 HWY 241	97420	5/19/1972 DEM		
FRANCINE	WORTHEN	12152 HWY 241	97420	12/16/1953 REP	5412691024	
GERALD	WORTHEN	12152 HWY 241	97420	12/8/1952 DEM		
BRAD	BLODGETTE	12176 HWY 241	97420	2/4/1957 NAV	(541)-269-7273	
JAY	BLODGETTE	12176 HWY 241	97420	10/25/1983 IND		
SALLY	BLODGETTE	12176 HWY 241	97420	1/26/1959 REP	(541)-269-7273	
DANIELA	KELLUM	12187 HWY 241	97420	2/4/1964 REP		
MIKE	KELLUM	12187 HWY 241	97420	8/3/1956 IND	(541)-267-5826	
JOSHUA	CARTER	12201 HWY 241	97420	2/13/1992 DEM		6400 FRANKLIN
BARBARA	BRAMBLETT	12202 HWY 241	97420	4/27/1937 REP	5412673868	
RICHARD	BRAMBLETT	12202 HWY 241	97420	10/12/1937 DEM	5412673868	
CLARK	JONES	12221 HWY 241	97420	9/7/1933 DEM	(541)-269-9720	PO BOX 176
CHARLES	KROEGER	12239 HWY 241	97420	1/7/1941 REP		
JUNE	KROEGER	12239 HWY 241	97420	6/25/1941 REP		
DEBORA	JOHNSON	12264 HWY 241	97420	4/25/1951 DEM	(541)-267-5564	
PATTI	KNIGHT	12264 HWY 241	97420	2/8/1953 DEM	5412675564	
HILDA	YOUST	12445 HWY 241	97420	9/11/1928 DEM	5412673762	
LIONEL	YOUST	12445 HWY 241	97420	1/19/1934 DEM	5412673762	
JANICE	EDDINGS	12501 HWY 241	97420	8/26/1951 NAV		
TANYA	MILLER	13459 HWY 241	97420	7/25/1970 DEM		
ZACHARY	WILSON	13459 HWY 241	97420	7/18/1983 REP	(541)-266-9016	
LAWRENCE	MILLER	13482 HWY 241	97420	8/1/1959 DEM		
ROD	STEWART	13482 HWY 241	97420	3/15/1950 NAV		PO BOX 1748
CLIFFORD	HOWERTON	14288 HWY 241	97420	6/13/1952 DEM	5412672301	
JUDITH	HOWERTON	14288 HWY 241	97420	8/18/1952 DEM	5412672301	
ANGELA	WALLIS	14298 HWY 241	97420	2/4/1960 NAV	<del>5412695152</del>	

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BOB	WALLIS	14298 HWY 241	97420	4/24/1960 NAV	5412695152
LARISSA	WALLIS	14298 HWY 241	97420	3/3/1987 NAV	
PAULA	PRESTON	14378 HWY 241	97420	8/17/1976 NAV	PO BOX 277
DENISE	JACKSON	14382 HWY 241	97420	8/16/1950 IND	(541)-269-7745 PO BOX 266
THOMAS	JACKSON	14382 HWY 241	97420	5/1/1955 IND	(541)-269-7745 PO BOX 266
JAMES	KELLUM	14384 HWY 241	97420	2/4/1938 DEM	
SHARON	KELLUM	14384 HWY 241	97420	10/12/1949 DEM	5412676559
ALLEN	MATHIAS	14385 HWY 241	97420	8/20/1973 REP	(541)-267-2364
GERALDINE	MATHIAS	14385 HWY 241	97420	5/19/1973 REP	
TAMRA	MATHIAS	14385 HWY 241	97420	6/25/1979 REP	
DELORES	MENENDEZ	96900 HWY 241	97420	12/2/1945 REP	(541)-266-7153 7562
JOHN	MENENDEZ	96900 HWY 241	97420	1/27/1947 REP	(541)-266-7153 7562
GEORGE	FAIRCHILD	96927 HWY 241	97420	1/27/1927 IND	(541)-267-8295
SCOTT	FAIRCHILD	96927 HWY 241	97420	10/12/1952 DEM	
THELMA	FAIRCHILD	96927 HWY 241	97420	11/20/1928 REP	(541)-267-8295
JOHN	WRIGHT	96947 HWY 241	97420	7/14/1955 LBT	5412695343
LAURA	WRIGHT	96947 HWY 241	97420	7/29/1958 DEM	5412695343
BARBARA	ANDERSON	96981 HWY 241	97420	2/9/1938 IND	(541)-269-1343
JOHN	ANDERSON	96981 HWY 241	97420	3/10/1931 IND	(541)-269-1343
RICHARD	ANDERSON	96981 HWY 241	97420	3/20/1964 IND	(541)-269-1343
PAUL	GULSETH	96983 HWY 241	97420	10/6/1943 REP	
TWANA	GULSETH	96983 HWY 241	97420	7/13/1964 DEM	(541)-269-1070
SHARON	GILLINGHAM	97020 HWY 241	97420	11/22/1941 REP	
NILEAN	HITE	97020 HWY 241	97420	1/14/1943 DEM	5412692431
TERRENCE	HITE	97020 HWY 241	97420	11/22/1941 REP	5412692431
WILLIAM	WALLACE	97020 HWY 241	97420	6/10/1945 REP	5412692431
TERRY	BISHOP	97022 HWY 241	97420	9/13/1947 DEM	
LORI	BENN	97039 HWY 241	97420	2/17/1961 REP	5412690838
ROBERT	MAHAFFY	97356 HWY 241	97420	5/14/1947 LBT	(541)-267-7193
MICHAEL	MORRISSEY	97356 HWY 241	97420	10/13/1943 DEM	
CONNIE	RICHARDS	97978 HWY 241	97420	5/31/1975 REP	
PHILLIP	RICHARDS	97978 HWY 241	97420	4/24/1976 REP	
REECE	STACEY	98680 HWY 241	97420	12/11/1963 REP	
RILEY	STACEY	98680 HWY 241	97420	1/24/1989 REP	(541)-269-0628
TRESA	STACEY	98680 HWY 241	97420	8/8/1965 REP	
AMANDA	MATUSZ	98707 HWY 241	97420	10/25/1977 NAV	
CHRIS	QUERRY	98795 HWY 241	97420	12/21/1953 NAV	
SCOTT	ROBINSON	98797 HWY 241	97420	5/24/1948 REP	
SHARON	ROBINSON	98797 HWY 241	97420	4/21/1946 REP	5412695804
DON	WILLDEN	99264 HWY 241	97420	2/26/1961 DEM	(541)-267-7350
GERI	KAROW	99278 HWY 241	97420	7/13/1951 DEM	(541)-267-3015 PO BOX 312
CHAD	DHILLON	99341 HWY 241	97420	1/12/1978 NAV	(541)-266-9860
DIANA	DHILLON	99341 HWY 241	97420	10/31/1951 OTH	
THOMAS	DHILLON	99341 HWY 241	97420	12/22/1948 NAV	(541)-266-9860
JOHN	TOKICH	99674 HWY 241	97420	3/26/1957 REP	
PAULETTA	TOKICH	99674 HWY 241	97420	7/20/1964 REP	
BRIAN	THOM	99911 HWY 241	97420	4/5/1961 REP	5412674487

SUSAN	SCOTT	66026	KRUSE	97420	5/14/1946	IND	(541)-266-7085	PO BOX 274
AMY	COOK	66302	KRUSE	97420	5/16/1979	NAV		
KENNETH	COOK	66302	KRUSE	97420	8/7/1977	REP	(541)-267-6717	
ANNIE	KRUSE	66305	KRUSE	97420	4/16/1961	REP	5412695627	
BENJAMIN	KRUSE	66305	KRUSE	97420	11/23/1988	REP	(541)-269-5627	
JOHN	KRUSE	66305	KRUSE	97420	7/26/1962	REP	5412695627	
KAREN	MCGUIRE	66978	MARLOW CRI	97420	3/20/1959	DEM	5412676463	PO BOX 206
PATRICK	MCGUIRE	66978	MARLOW CRI	97420	8/9/1954	REP	(541)-267-6463	PO BOX 206
TRISH	MCGUIRE	66978	MARLOW CRI	97420	9/29/1982	NAV	5412676463	PO BOX 206
BRYAN	KNUTSON	66989	MARLOW CRI	97420	6/9/1977	REP		PO BOX 205
TERESA	KNUTSON	66989	MARLOW CRI	97420	7/15/1979	REP		PO BOX 205
DONNA	TYLER	67085	MARLOW CRI	97420	12/30/1944	DEM	5412674553	
HUGH	TYLER	67085	MARLOW CRI	97420	10/28/1935	REP	5412674553	
TRUE	SALING	67152	MARLOW CRI	97420	4/26/1950	DEM	(541)-267-6341	PO BOX 4222
KATHLEEN	BIAS	67156	MARLOW CRI	97420	10/20/1949	DEM	5412673538	
TOMMIE	BIAS	67156	MARLOW CRI	97420	9/3/1945	NAV		
PATRICK	KENYON	65149	MILLICOMA	97420	1/9/1959	OTH		PO BOX 4258
TIMOTHY	KENYON	65149	MILLICOMA	97420	4/22/1964	NAV	(541)-260-2424	PO BOX 4258
WENDEE	WRIGHT	65161	MILLICOMA	97420	12/10/1972	DEM	5417561205	
CHRISTIE	KINDRED	65211	MILLICOMA	97420	10/31/1955	DEM	5412690263	
JAMES	KINDRED	65211	MILLICOMA	97420	10/30/1952	DEM	5412690263	
EVELYN	STEPHENS	65217	MILLICOMA	97420	5/21/1945	DEM	(541)-269-0906	
CATHY	HACKER	65237	MILLICOMA	97420	12/20/1949	DEM	5412695757	
GLEN	HACKER	65237	MILLICOMA	97420	11/7/1947	DEM		
MARK	HACKER	65237	MILLICOMA	97420	4/10/1975	DEM		
GEORGE	MOORE	65265	MILLICOMA	97420	5/8/1928	DEM		
BETTY	MOBLEY	65279	MILLICOMA	97420	9/9/1939	REP	5412695245	
RENEE	MORRIS	65321	MILLICOMA	97420	9/23/1953	REP		
DAN	HODGE	65339	MILLICOMA	97420	3/10/1948	REP		
SHERRY	HODGE	65339	MILLICOMA	97420	1/4/1961	REP		
EDWARD	DWIRE	65355	MILLICOMA	97420	10/17/1942	DEM	(541)-266-8070	
MARILYN	DWIRE	65355	MILLICOMA	97420	12/4/1945	DEM	(541)-266-8070	
MARK	JACOBSON	65367	MILLICOMA	97420	9/16/1963	DEM	5412673189	
TRICIA	JACOBSON	65367	MILLICOMA	97420	6/22/1973	DEM		
BRUCE	CARPANI	65375	MILLICOMA	97420	3/24/1956	DEM	5412699309	
DEBORAH	CARPANI	65375	MILLICOMA	97420	4/21/1956	DEM	5412699309	
NANCY	MAUCH	65391	MILLICOMA	97420	10/14/1941	REP		
TIMOTHY	MAUCH	65391	MILLICOMA	97420	1/8/1944	REP	5412660955	
MARIE	MAHER	65402	MILLICOMA	97420	2/7/1948	DEM		
EDWARD	SCHROEDER	65409	MILLICOMA	97420	3/3/1949	DEM	(541)-266-0749	
SUSAN	SCHROEDER	65409	MILLICOMA	97420	1/28/1952	DEM	5412660749	
SHANNON	SOUZA	65431	MILLICOMA	97420	9/20/1971	DEM	(541)-266-0557	
BILL	JUSTICE	65441	MILLICOMA	97420	9/25/1931	NAV		
BILLIE	JUSTICE	65441	MILLICOMA	97420	2/6/1936	NAV		
MICHAEL	BOYLE	65445	MILLICOMA	97420	9/18/1948	DEM		
ROGER	FARRAR	65445	MILLICOMA	97420	8/24/1935	NAV		
ALF	ANDERSON	65447	MILLICOMA	97420	1/11/1933	REP	5417417641	

KATHARINE	ANDERSON	65447	MILLICOMA	97420	3/3/1936	REP	5412669428
KATHERINE	FAVERO	67128	MYRTLE GRO'	97420	9/19/1949	REP	(541)-267-0469 PO BOX 154
BRIAN	SHRIVER	67128	MYRTLE GRO'	97420	8/13/1962	NAV	PO BOX 1023
HOWARD	ALLENDER	67136	MYRTLE GRO'	97420	1/15/1952	NAV	(541)-269-7612 PO BOX 157
TAMARA	ALLENDER	67136	MYRTLE GRO'	97420	12/6/1965	NAV	5412697612 PO BOX 157
CLYDE	MULKINS	66532	SECLUDED	97420	9/2/1950	REP	5412699515 PO BOX 809
SHERRY	MULKINS	66532	SECLUDED	97420	5/29/1949	NAV	PO BOX 546
DOROTHY	OTT	66230	WEST FORK N	97420	3/31/1946	DEM	(541)-267-4487
ROGER	OTT	66230	WEST FORK N	97420	2/5/1934	REP	
BYRON	ERNST	66360	WEST FORK N	97420	6/25/1953	DEM	5412691357
ROBERTA	ERNST	66360	WEST FORK N	97420	5/10/1955	DEM	5412691357
MELISSA	GRIMES	66360	WEST FORK N	97420	11/24/1985	DEM	PO BOX 1200
BARBARA	STICKLER	66516	WEST FORK N	97420	1/25/1950	DEM	PO BOX 158
DEAN	STICKLER	66516	WEST FORK N	97420	1/24/1947	DEM	PO BOX 158
AMELIA	PAONESSA	66523	WEST FORK N	97420	2/19/1924	REP	(541)-267-7660
MICHAEL	PAONESSA	66525	WEST FORK N	97420	7/30/1951	NAV	
MURIAH	BOHANNON	66544	WEST FORK N	97420	7/12/1973	REP	(541)-269-9806
GENEVA	THORP	66720	WEST FORK N	97420	3/3/1939	REP	
CYNTHIA	MORRIS	66738	WEST FORK N	97420	4/26/1936	REP	
WILLIAM	STORY	66815	WEST FORK N	97420	2/3/1954	REP	5412676763
ERIC	DOLAN	67126	WEST FORK N	97420	8/27/1960	NAV	PO BOX 231
SUE	DOLAN	67126	WEST FORK N	97420	6/10/1962	PGP	5412697109 PO BOX 231
JOHN	GILMORE	67126	WEST FORK N	97420	1/30/1946	DEM	PO BOX 242
KIM	GREENE	67316	WEST FORK N	97420	3/3/1958	DEM	(541)-269-2409 PO BOX 273
THERESA	HAWORTH	67342	WEST FORK N	97420	10/19/1979	NAV	
DEBORAH	FENNELL	67366	WEST FORK N	97420	10/22/1948	REP	PO BOX 253
JAMES	FENNELL	67366	WEST FORK N	97420	12/31/1945	REP	PO BOX 253
APRIL	OAKS	67367	WEST FORK N	97420	9/26/1947	DEM	
DARIUS	OAKS	67367	WEST FORK N	97420	9/9/1948	DEM	541-269-0888
CATHERINE	COURTRIGHT	67444	WEST FORK N	97420	9/21/1951	DEM	PO BOX 4272
CAROYLN	HUGHES	67470	WEST FORK N	97420	9/20/1948	DEM	5412690957
CLAY	HUGHES	67490	WEST FORK N	97420	12/7/1923	DEM	
LARRY	HUGHES	67490	WEST FORK N	97420	12/16/1956	DEM	
LAURA	HUGHES	67490	WEST FORK N	97420	12/8/1950	DEM	
KENNETH	INMAN	67506	WEST FORK N	97420	11/4/1963	NAV	5418886615
PAMELA	INMAN	67506	WEST FORK N	97420	7/17/1964	NAV	5418886615
TABITHA	INMAN	67506	WEST FORK N	97420	7/27/1989	REP	
THOMAS	INMAN	67506	WEST FORK N	97420	9/15/1988	NAV	(541)-551-1084
JANE	YESSER	67520	WEST FORK N	97420	7/7/1950	IND	
ROBERT	YESSER	67520	WEST FORK N	97420	8/27/1951	REP	5412676286
SHANE	MILLER	67530	WEST FORK N	97420	11/18/1956	NAV	
MARY	MURPHY	67531	WEST FORK N	97420	5/27/1950	REP	5412674079 PO BOX 234
DOUGLAS	FREEMAN	67839	WEST FORK N	97420	5/29/1950	REP	PO BOX 295
VIRGINIA	FREEMAN	67839	WEST FORK N	97420	4/23/1949	REP	PO BOX 295
ALICEN	BOUSCAL	67841	WEST FORK N	97420	12/10/1952	IND	(541)-267-8383
DON	BLOM	67854	WEST FORK N	97420	2/20/1942	DEM	PO BOX 265
RENEE	BLOM	67854	WEST FORK N	97420	12/17/1952	DEM	5412697468 PO BOX 265



JOHN	SYMONS	67854 WEST FORK N	97420	3/25/1986	DEM		PO BOX 265
GREG	BRUGNOLI	68026 WEST FORK N	97420	2/15/1965	NAV	5413962563	
TINA	BRUGNOLI	68026 WEST FORK N	97420	4/18/1975	OTH	5412672502	
C	MIZELL	68044 WEST FORK N	97420	10/24/1932	DEM	5412691624	
LURA	MIZELL	68044 WEST FORK N	97420	6/2/1937	DEM	5412673035	
JOHN	ASH	68235 WEST FORK N	97420	10/14/1946	DEM		
STEVEN	ASH	68235 WEST FORK N	97420	2/12/1978	NAV		
KARIN	COVELY	68235 WEST FORK N	97420	7/9/1954	DEM	5412677686	
SUSAN	WATSON	68235 WEST FORK N	97420	6/11/1961	DEM	5412677686	
BARBARA	STEELE	68292 WEST FORK N	97420	12/30/1965	NAV	(541)-266-0739	
CAROLE	MATSON	68508 WEST FORK N	97420	1/19/1943	DEM	5412672560	PO BOX 264
JANET	WARD	68566 WEST FORK N	97420	3/27/1954	REP		PO BOX 543
MARC	TANNER	68599 WEST FORK N	97420	3/31/1953	DEM		
CHRISTINE	LEACH	68601 WEST FORK N	97420	12/17/1963	DEM	5418883815	
REX	LEACH	68601 WEST FORK N	97420	11/9/1960	REP	5418883815	
COLLEEN	FLANAGAN	68721 WEST FORK N	97420	3/18/1960	NAV		
JOHN	FLANAGAN	68721 WEST FORK N	97420	2/12/1918	REP		
JEFFREY	MADDESS	68745 WEST FORK N	97420	4/15/1960	REP		
SHARON	MADDESS	68745 WEST FORK N	97420	1/8/1959	DEM	5412672697	
JALEAL	MEYER	68754 WEST FORK N	97420	9/7/1946	NAV	5412699679	PO BOX 177
JEAN	MEYER	68754 WEST FORK N	97420	3/5/1948	NAV		PO BOX 177
BETH	BURDICK	68756 WEST FORK N	97420	7/12/1961	NAV		
RICHARD	CLARKSON	68756 WEST FORK N	97420	8/3/1956	REP		
ROBIN	CHERRY	68814 WEST FORK N	97420	3/30/1978	DEM		PO BOX 284
MEGHAN	WILSON	68814 WEST FORK N	97420	3/23/1980	DEM	(541)-267-5693	
STEVEN	WILSON	68814 WEST FORK N	97420	8/11/1977	DEM	(541)-267-5693	
MARILYN	WEST	68878 WEST FORK N	97420	4/13/1952	REP		
JACK	BAGGLEY	68913 WEST FORK N	97420	3/14/1951	DEM	(541)-266-0141	PO BOX 254
SUSAN	BAGGLEY	68913 WEST FORK N	97420	4/22/1938	DEM	5412660141	PO BOX 254
EILEEN	NEWCOMB	68913 WEST FORK N	97420	12/30/1929	DEM	5412674469	PO BOX 217
RALPH	NEWCOMB	68915 WEST FORK N	97420	6/23/1925	DEM		PO BOX 214
MELISSA	GREEN	69387 WEST FORK N	97420	8/1/1969	DEM	(541)-267-3780	PO BOX 188
MICHAEL	GREEN	69387 WEST FORK N	97420	10/29/1970	NAV	(541)-267-3780	PO BOX 188
MELODI	DOUGLAS	69395 WEST FORK N	97420	10/12/1960	NAV	5412678271	
ROBERT	DOUGLAS	69395 WEST FORK N	97420	8/5/1957	NAV	5412678271	
TOM	HUPPI	69619 WEST FORK N	97420	7/9/1967	DEM		PO BOX 296
JOSEPH	THURMAN	69723 WEST FORK N	97420	9/22/1964	REP	(541)-269-0465	PO BOX 263
ANELITA	WICKS	69723 WEST FORK N	97420	2/25/1950	REP	(541)-269-0465	PO BOX 263
HEIDIE	EDWARDS	69803 WEST FORK N	97420	1/18/1956	NAV	5412667194	
JUSTIN	GIVENS	69971 WEST FORK N	97420	6/19/1975	DEM		PO BOX 212
SAM	SCHWARZ	69971 WEST FORK N	97420	7/16/1980	NAV	(541)-269-2147	PO BOX 212
WOLFGANG	SCHWARZ	69971 WEST FORK N	97420	10/7/1950	NAV	5412692147	PO BOX 212
BARBARA	SHAMET	69971 WEST FORK N	97420	10/22/1951	DEM		PO BOX 212
BARBARA	OSTERSON	70055 WEST FORK N	97420	3/12/1948	REP	5412697968	
CRAIG	OSTERSON	70055 WEST FORK N	97420	6/9/1948	REP	5412697968	
JOAN	CRAWFORD	70125 WEST FORK N	97420	1/25/1942	REP		PO BOX 294
TOMMY	CRAWFORD	70125 WEST FORK N	97420	11/23/1942	REP		PO BOX 294

LEIONTINE	MYERS	70565 WEST FORK N	97420	8/27/1971	DEM		PO BOX 272
JOHN	SHINSKY	70565 WEST FORK N	97420	9/29/1992	NAV	(541)-266-9832	PO BOX 272
GEORGE	O'BRIEN	70569 WEST FORK N	97420	9/15/1940	DEM		PO BOX 5703
MICHAEL	DE CEUNYNCK	10333 WEYERHAEU	97420	1/26/1989	IND		PO BOX 246
ZACHARY	HARTFORD	10333 WEYERHAEU	97420	4/15/1984	WFP	(541)-269-5003	PO BOX 246
MAXINE	MACMANIMAI	10333 WEYERHAEU	97420	11/29/1937	DEM		PO BOX 246
MICHELLE	MACMANIMAI	10333 WEYERHAEU	97420	10/15/1962	NAV		PO BOX 246
ROBERT	MACMANIMAI	10333 WEYERHAEU	97420	1/30/1934	NAV		PO BOX 246
ROBERT	MACMANIMAI	10333 WEYERHAEU	97420	2/22/1960	NAV	5412695003	PO BOX 246
DORIS	BEEBE	10345 WEYERHAEU	97420	4/12/1935	DEM	5412677230	PO BOX 156
VERNON	BEEBE	10345 WEYERHAEU	97420	3/4/1931	DEM	5412677230	PO BOX 156
AMY	KRUSE	98853 WEYERHAEU	97420	2/26/1969	REP	5412676787	PO BOX 297
KEVIN	KRUSE	98853 WEYERHAEU	97420	5/7/1965	REP	5412676787	PO BOX 297
ANDY	ANDERSON	67031 WILD DOG	97420	4/6/1952	DEM	(541)-267-4030	
PAGE	ANDERSON	67031 WILD DOG	97420	1/6/1967	DEM	(541)-267-4030	
SHAUNA	MATTHEWS	67044 WILD DOG	97420	6/13/1975	NAV	(541)-267-4170	
WILLIAM	MATTHEWS	67044 WILD DOG	97420	6/1/1977	DEM		PO BOX 244
MARI	ANDREWS	67058 WILD DOG	97420	12/13/1953	DEM	5412673365	
RICHARD	ANDREWS	67058 WILD DOG	97420	9/1/1938	DEM	5412673365	
DUSTIN	HOOD	67059 WILD DOG	97420	12/18/1969	NAV		PO BOX 207
WOODLAND	HOOD	67059 WILD DOG	97420	5/6/1972	NAV		PO BOX 207
SUSAN	MATTHEWS	67148 WILD DOG	97420	9/2/1948	DEM	(541)-267-4159	PO BOX 244