



**CITY COUNCIL SPECIAL SESSION MEETING MINUTES ~ APPROVED**  
**AUGUST 21, 2018 AT 4:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

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

**1. CALL TO ORDER**

Mayor Robert Forsythe called the August 21, 2018, Special Session of the Dunes City Council to order at 4:00 pm.

**2. ROLL CALL**

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

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

**Absent and Excused:** Councilors Robert Orr and Susan Snow.

**Also Present:** Janellen Montgomery, Paul Wilson and Dunes City's Public Works Maintenance Supervisor Richard Palmer.

**3. NEW BUSINESS**

City Administrator/Recorder Mills explained that the purpose of the Special Session, held on Kiechle Arm Road, was to review the drainage repair settlement agreement between Dunes City and Alan Montgomery and the scope of work to be done. She went on to explain that to date the City has moved the drainage ditch and filled it with rock, installed culverts, and installed prefabricated retaining walls. In addition, she explained, the City will install a grate sloped so that water runoff will flow into it and into the catch basin already in place. Mr. Palmer noted that the City will also add a retaining wall along the dirt embankment to prevent the grate from filling with dirt.

City Administrator/Recorder Mills explained that per the City's agreement with Mr. Montgomery, Mr. Montgomery was to build a retaining pond in the City's right-of-way with gravel and rock as shown on the agreed upon drawings and specifications. In addition, she went on to explain, the City will order another prefabricated wall with a drainage pipe in it for Mr. Montgomery to place. She noted that when the drainage work is finished the berms will be planted with native vegetation. The plan, she explained, is to control the water runoff on Kiechle Arm Road with minimal impact on Mr. Montgomery's subdivision.

Mr. Palmer and Mr. Montgomery discussed the drawings that illustrated the drainage plan. There was some discussion about the size of the proposed catch basin Mr. Montgomery was to dig, during which City Administrator/Recorder Mills explained that it would be about five

and one-half feet wide by about fifteen feet long and about as deep as one retaining wall stacked on top of another. She also noted that the City's engineer had reviewed and approved the drawings.

There was some discussion about water runoff from Clear Lake Road onto Kiechle Arm Road. Mr. Palmer asked who was supplying the blocks. City Administrator/Recorder Mills said that she thought the City was. Mr. Palmer and Mr. Montgomery reviewed the drawings to make sure that they understood the scope of work the City and Mr. Montgomery were to do. It was generally agreed that the work should be done by the first of September because a court date was fixed for September 5. City Administrator/Recorder Mills noted that as long as progress was being made, the work could continue after the first if necessary, and likely it would because the custom blocks with drain pipes still needed to be ordered.

After discussion, Mayor Forsythe asked City Administrator/Recorder Mills to contact the City Attorney to review progress so far and request the court to grant a one month extension of time, until September 21, to complete the work. There was no further action taken.

#### **4. ADJOURNMENT**

**Councilor Mallen made a motion to adjourn. Councilor Wells seconded the motion. There was no vote taken.** Mayor Forsythe adjourned the meeting at about 4:30 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 12<sup>th</sup> DAY OF SEPTEMBER 2018.**

[Signed copy available at City Hall]  
Robert Forsythe, Mayor

ATTEST:

[Signed copy available at City Hall]  
Jamie Mills, City Administrator/Recorder