



**BUDGET COMMITTEE MEETING MINUTES ~ APPROVED
MAY 5, 2021 AT 5:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

These proceedings of the Dunes City Budget Committee were recorded and are on file at Dunes City Hall. Upon approval by the Dunes City Budget Committee, these minutes will be available at Dunes City Hall and online at www.dunescity.com

1. CALL TO ORDER

Mayor Robert Forsythe called the May 5, 2021, Budget Committee meeting to order at 5:00 pm.

2. ROLL CALL

Roll Call was taken by Budget Officer Jamie Mills.

Present: Mayor Robert Forsythe, Council President Sheldon Meyer, Councilor Duke Wells, Councilor Rory Hammond, and Councilor Robert Orr, with Citizen Members Ted VanderWoude, and John Branning.

Absent: Councilors Tom Mallen and Susan Snow and Citizen Member Richard Snow

Also Present: Budget Officer Jamie Mills.

3. PLEDGE OF ALLEGIANCE

All present joined Mayor Forsythe in the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Councilor Orr made a motion to approve the agenda. Councilor Hammond seconded the motion. The motion passed by unanimous vote.

5. APPROVAL OF THE MEETING MINUTES FOR APRIL 28, 2021

Councilor Hammond made a motion to approve the minutes of the April 28, 2021 meeting. Councilor Orr seconded the motion. The motion passed by unanimous vote.

6. CONTINUED DISCUSSION OF PROPOSED BUDGET AS PRESENTED

Committee members began their discussion of the proposed budget on page one with Budget Officer Mills explaining that she did not allow for any grant funding but was notified today that the City could apply for a Small Cities Allotment Grant for next year and that funding could be used for repairs on Alder Lane.

Discussing the amount allocated for the audit in the General Fund, it was generally agreed that the allocation should be increased across all Funds to cover the \$12,500 cost for this year's audit recently approved by the City Council.

Discussing the amount allocated for website and ISP services, Councilor Hammond suggested increasing the allocation to cover the cost of upgrading the website.

There was some discussion about the amount of money allocated for office equipment during which Councilor Hammond suggested replacing computers and telephones on a rotating schedule in the future in order to spread the cost over time. In other discussion it was noted that perhaps some of the funds allocated for office equipment should be shifted to the community center or the equipment building.

During discussion of the Street Fund, Councilor Hammond suggested that Staff provide the Council with a list of street maintenance projects to prioritize. It was also noted that the City will need to address how street brushing, tree trimming and other routine maintenance projects are done now that Public Works Maintenance Supervisor Richard Palmer is no longer doing that work for Dunes City.

Committee members agreed to continue discussion about the Street Fund at the next meeting.

7. PUBLIC COMMENTS AND QUESTIONS

There were none.

8. FOR THE GOOD OF THE ORDER

There were no comments.

9. NEXT BUDGET MEETING SCHEDULED FOR WEDNESDAY, MAY 12, 2021 AT 5:00 PM

Budget Officer Mills noted that she would make corrections that were suggested and have a revised budget document available.

10. ADJOURNMENT

Council President Meyer made a motion to adjourn. Councilor Orr seconded the motion. The motion passed by unanimous vote.

Mayor Forsythe adjourned the Budget Committee meeting at 6:00 pm.

APPROVED BY THE DUNES CITY BUDGET COMMITTEE ON THE 12th DAY OF MAY 2021

[Signed copy available at City Hall] ATTEST: [Signed copy available at City Hall]

Robert Forsythe, Mayor

Jamie Mills, City Administrator/Budget Officer