



**CITY COUNCIL MEETING MINUTES ~ APPROVED  
MARCH 24, 2021 AT 6:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

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

**1. CALL TO ORDER**

Mayor Robert Forsythe called the Wednesday, March 24, 2021 meeting of the Dunes City Council to order at 6:00 pm.

**2. ROLL CALL**

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

**Present:** Mayor Robert Forsythe, Council President Sheldon Meyer, Councilor Tom Mallen, Councilor Rory Hammond, Councilor Duke Wells, and Councilor Susan Snow.

**Absent and Excused:** Councilor Robert Orr.

**Also Present:** City Administrator/Recorder Jamie Mills and videographer Alan Campbell.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

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

**5. APPROVAL OF THE CONSENT AGENDA**

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

**6. ANNOUNCEMENTS / CORRESPONDENCE**

City Administrator/Recorder Mills read from the list of announcements on the Agenda:

- A. It is with great sadness that I announce the passing of Dunes City Permit Tech Sandra VanderWoude. Unfortunately, this opens the Permit Tech position again. Dunes City seeks candidates for this position.

B. The City is also looking for a Planning Secretary. This position is a 20-hour per week job with one or two evening meetings a month. Starting pay is \$14.00 per hour. It is a PERS position. Strong typing, grammar and spelling skills are a must. Applicants should pay close attention to detail to ensure accuracy.

C. The City has six openings for citizen members to the Budget Committee. If you are interested in serving, please call Jamie at City Hall.

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

There was none.

## **8. PRESENTATIONS/TRAINING**

None was scheduled.

## **9. OLD BUSINESS**

None was scheduled.

## **10. PUBLIC HEARING(S)**

A. Ordinance No. 257 Re: Vacating a Portion of Helkat Trail (See New Business Item 11A.)

## **11. NEW BUSINESS**

A. Ordinance No. 257 Re: Vacating a Portion of Helkat Trail – First and Second Reading and Deliberation

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

Mayor Forsythe asked City Administrator/Recorder if all requirements for posting and advertisement had been met. She said they had been.

Mayor Forsythe asked Councilors if any desired the ordinance be read in full. None did.

**Council President Meyer made a motion to read the ordinance by title only. Councilor Snow seconded the motion. The motion passed by unanimous vote.**

Mayor Forsythe read aloud the title of Ordinance No. 257, “An ordinance vacating a portion of Helkat Trail, established as a public right-of-way by the Buckskin Bob Camp Subdivision dated 30 June 1910.”

Mayor Forsythe opened the public hearing for Ordinance No. 257 at 6:07 pm and asked City Administrator/Recorder Mills if she had received any testimony to read into the record. She said she had not.

Mayor Forsythe closed the public hearing for Ordinance No. 257 at 6:08 and asked Councilors if they had any questions for Staff. None did.

**Councilor Mallen made a motion to have the second reading of Ordinance No. 257 by title only. Council President Meyer seconded the motion. The motion passed by unanimous vote.**

Mayor Forsythe read aloud the title of Ordinance No. 257 for the second time, “An ordinance vacating a portion of Helkat Trail, established as a public right-of-way by the Buckskin Bob Camp Subdivision dated 30 June 1910.”

**Councilor Mallen made a motion to accept the language of Ordinance No. 257 as presented and to adopt the Ordinance. Councilor Hammond seconded the motion. In a roll call vote, the motion passed unanimously.**

Mayor Forsythe declared Ordinance No. 257 adopted.

**B. Consideration of Approval of Engineering Scope of Services for Parkway Drive Road Project**

City Administrator/Recorder Mills referred Councilors to a copy of the Engineering Scope of Services from Civil West, the City’s Engineering Firm, that was included in their meeting packets. She explained that there is some urgency to make repairs on Parkway Drive because a portion of the roadway is collapsing. She went on to explain that the work would include some straightening of the road and fixing drainage. She also noted that the City received grant funding for the project.

**Councilor Hammond made a motion to proceed with the scope of work as presented by Civil West. Councilor Mallen seconded the motion. The motion passed by unanimous vote.**

**C. Appointment of Budget Officer**

Councilors noted that City Administrator/Recorder Mills was appointed last year as Budget Officer for fiscal year 2020-2021.

#### D. Schedule Budget Committee Meetings

Councilors agreed to meet at 5:00 pm on Wednesday, April 28, and every Wednesday thereafter as needed until the budget is finished.

### 12. EXECUTIVE SESSION

There was none.

### 13. REPORTS

- A. Mayor's Report: Mayor Forsythe did not have a report.
- B. Community Center Report: Councilor Wells announced that work on the storage shed had been completed.
- C. Water Quality Report: Councilor Snow reported that no water testing was being done now, due to COVID-19 and social distancing requirements.
- D. Emergency Services Report: City Administrator/Recorder Mills reported that COVID vaccinations are being given to residents of the area based upon the Oregon Health Authority guidelines for which groups are eligible.
- F. City Administrator/Recorder/Planning/Staff Report: City Administrator/Recorder Mills reported that complaints received by City Staff were mostly associated with road damage, particularly on Greengate Road where there was apparently damage caused by Century Link while the company was making equipment repairs. She also reported that the City has begun to install radio-read water meters.

City Administrator/Recorder Mills requested Councilors to approve entering into a contract for a City cell phone. Councilors agreed she could enter into a contract and recommended Verizon as the provider. City Administrator/Recorder Mills also informed Councilors that State funding was going to be available for cities to undertake infrastructure projects. She agreed to forward the email information to Councilors so they could weigh in with ideas.

### 14. FOR THE GOOD OF THE ORDER

There were no comments.

## **15. ADJOURNMENT**

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

Mayor Forsythe adjourned the meeting at 6:36 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 28<sup>h</sup> DAY OF APRIL 2021**

[Signed copy available at City Hall]

Robert Forsythe, Mayor

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Recorder