



**BUDGET COMMITTEE MEETING MINUTES ~ APPROVED**  
**APRIL 12, 2022 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](http://www.dunescity.com)

**1. CALL TO ORDER**

Budget Officer Jamie Mills called to order the April 12, 2022, Budget Committee meeting at 5:02 pm.

**2. ROLL CALL**

Roll Call was taken by Budget Officer Jamie Mills.

**Present:** Mayor Sheldon Meyer, Council President Susan Snow, Councilor Duke Wells, Councilor Rory Hammond, Ms. Gail Nichols, Mr. Richard Snow, and Ms. Tina Nelson. Councilor Robert Orr joined the meeting at 5:09 p.m. Ms. Melissa Stinson joined the meeting at 5:44 p.m.

**Absent and**

**Excused:** Councilor Tom Mallen and Mr. Ted VanderWoude.

**Absent:** Mr. John Greaves.

**Also Present:** Budget Officer Jamie Mills, Planning Secretary Lani Noroña, and Permit Technician Clare Kurth.

**3. BUDGET MESSAGE**

Budget Officer Mills read the budget message. She noted there are new Budget Committee members and explained some general budget meeting procedures. She announced that the meeting is remotely available through "gotomeeting.com" and noted the proposed budget addresses some of the issues from the audit but there are others that might require City Council action.

#### **4. DISCUSSION OF PROPOSED BUDGET**

Budget Officer Mills referred to previous suggestions about a biannual budget.

Committee members discussed the audit, water issues, and staffing.

Councilor Hammond asked about goals, using lack of funds for roads as an example.

Budget Officer Mills explained the City obtained grant funding for roads, and a biannual budget provides the ability to pay for repairs over two years.

Budget Officer Mills stated she would like the City to buy a sweeper, as the City's current contracts with Lane County and the City of Florence for road sweeping leave Dunes City waiting too long.

Budget Officer Mills added that the same situation happens with tree trimming, and explained that road maintenance/repair and tree trimming work would be by contract.

Tina Nelson asked if Dunes City has a grant writer. Budget Officer Mills answered "no".

General discussion followed about grants, grant writing, grant administration, and funding projects.

Budget Officer Mills explained that the ARPA funds must currently be treated as a grant, adding that the proposed budget includes a recommendation to establish a separate fund for ARPA dollars, which must be tracked and reported to the Federal government.

The budget committee discussed the City's emergency storage building, funding for Rebecca's Trail, the assembly and installation of the donated wood stove in the Community Center, and codification of Dunes City's Zoning and Development Code after Ordinance No. 259 is hopefully adopted.

Budget Officer Mills stated that codification is a major City expense.

The budget committee members agreed that water infrastructure is a top priority and discussed the various water issues in different Dunes City neighborhoods.

Budget Officer Mills noted that fund allocation was identified by the audit, and that Special funds cannot show inventory, as Enterprise funds can.

The committee discussed the audit and audit procedures.

The committee discussed identifying short-term rentals, Transient Room Tax (TRT) collection, and the possibility of adding a 4-digit suffix to zip codes, so Dunes City short-term rental properties can be more easily identified to ensure accurate TRT collection.

#### **5. PUBLIC COMMENTS AND QUESTIONS**

There were none.

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

There were no comments.

Councilor Hammond made a motion that Budget Committee meet Tuesday, April 19, 2022 at 5:00 p.m.

Richard Snow seconded the motion and the motion passed unanimously.

## **7. ADJOURNMENT**

The Budget Committee meeting adjourned at 6:00 p.m.

**APPROVED BY THE DUNES CITY BUDGET COMMITTEE ON THE 26<sup>th</sup> DAY OF APRIL 2022**

[Signed Copy Available at City Hall]  
Susan Snow, City Council President

ATTEST: [Signed Copy Available at City Hall]  
Jamie Mills, City Administrator/Budget Officer