

# City of Brookings CITY COUNCIL MEETING Minutes

**Monday, February 25, 2013**

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

The City Council met Executive Session at 6:30pm, in the City Manager's office under authority of ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

## **Call to Order**

Mayor Hedenskog called the meeting to order at 7:02pm.

## **Roll Call**

Council Present: Mayor Ron Hedenskog, Councilors Bill Hamilton, Brent Hodges, Jake Pieper and Kelly McClain; a quorum present.

Staff Present: City Manager Gary Milliman, Finance & Human Resources Director Janell Howard, Public Works & Development Director Loree Pryce, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Three others; no media was present.

## **Ceremonies/Appointments/Announcements**

Mayor Hedenskog announced that the Brookings Vision Council asked to have their "Catch the Wave" proclamation removed from this agenda.

## **Staff Reports**

*Authorization to contract with Pace Engineers, Inc. to update the Brookings Water Master Plan and conduct SCADA/Telemetry Feasibility Study.*

Director Pryce gave the staff report.

Councilor McClain said he would like a better understanding of the work involved. There has been little development over the past few years, he said, and given staff's experience with existing systems, it seemed like a lot of money to spend.

Pryce said the last update included five year old projects. Updates provided the level of confidence necessary to plan and budget for future needs, she said, and the new study would also have a SCADA (system control) component. City Manager Milliman added that the City had made a number of infrastructure improvements since the last update and staff had several questions about existing infrastructure that needed to be addressed.

McClain asked if the City lacked the in-house talent to perform the work and Milliman said the City had the talent, but lacked the capacity. Pryce added that the City's ability to provide a GIS base map, which was not available previously, reduced the cost of the proposed study.

Mayor Hedenskog asked if the update would be electronic so it could go into the GIS system and if there was a state requirement for the update. Pryce said they would model certain areas, and the City would get that data and that while there was no state requirement, the

state did recommend a new study be conducted every five years. Information from the study would also be used in the System Development Charge update.

**Councilor Hodges moved, Councilor Hamilton seconded, and Council voted 4 to 1, to authorize the City Manager to execute a professional services contract with Pace Engineers, Inc. to update the City's Water Master Plan and conduct SCADA/Telemetry Feasibility Study, in an amount not to exceed \$65,000 with Mayor Hedenskog and Councilors Hodges, Hamilton and Pieper voting "Yes," and Councilor McClain voting "No."**

*Authorization to contract with Dyer Partnership to update the Storm Water Master Plan.*

Director Pryce provided the staff report and said the biggest advantage of the update would be to provide correct flow data from a 25 year storm event. The data gathered, she added, would help to correctly size storm drains and would also provide GIS data. The last update was in 2008, but staff recommended performing the update a year early to aid in design work needed to fix problems from the last winter's storm event.

Councilor Hodges asked if the study would help with inflow and infiltration (I & I) issues and Pryce said I & I was a separate effort.

Councilor McClain said recent damages were the result of storm drains being clogged by debris, not insufficient pipe size, and he was finding it difficult to understand how this update would help. Pryce said staff needed current data in order to find solutions to existing issues. Catch basins, she added, also needed to be appropriately sized.

Councilor Pieper said Council had adopted a storm damage resolution in January covering this and once Council provides direction to staff, budget and plan for it, the Council needs to follow through.

Mayor Hedenskog asked if the November storm had an official classification and Pryce said NOAA had indicated it was greater than a 25-year storm event.

Councilor Hamilton noted a difference between the project amount not to be exceeded in the recommended motion and the cost stated in the report and Pryce said \$55,500 was the correct amount.

**Councilor Hodges moved, Councilor Pieper seconded, and Council voted 4 to 1, to authorize the City Manager to execute a professional services contract with Dyer [Partnership] to update the City's Storm Water Master Plan in an amount not to exceed \$55,500, with Mayor Hedenskog and Councilors Hodges, Hamilton and Pieper voting "Yes," and Councilor McClain voting "No."**

*Approval of Tourism Promotion Advisory Committee recommendations for 2012-13 Transient Occupancy Tax (TOT) and referring non-TOT recommendations to a Council Workshop.*

City Manager Milliman reviewed the staff report.

Councilor McClain asked if the City was committed to using TOT funds in a particular way and Milliman said that 25% had to be used for tourist promotion.

City Attorney Rice said the funds had to be used to promote tourism as defined by state law.

Milliman said the TOT funds were primarily intended to be used for outreach and it would be difficult to justify its use for facility construction.

McClain said 80% of the Committee's recommendations were similar to past Chamber activities and that he was more interested in doing something different, like beautification, to help get some of the 10,000 people driving through the City each year to pull over and stay.

Councilor Pieper said that, while he agreed with McClain about wanting something new, the Council had appointed a group of stakeholders to recommend what they thought was best way to spend the funds, and that he would support the Committee's recommendations.

Councilor Hamilton said he would like to see brochures at visitor centers and other places where people stop to get information. He also said he liked the idea of lifting sandwich board regulations.

Mayor Hedenskog said he also thought Council should modify the sandwich board sign rule and Milliman said sandwich board sign regulations were to be a subject of discussion at the next workshop.

Pieper asked if Council wanted to require event organizers to pay back incentive funds and after some discussion, it was generally agreed not to require repayment.

Committee member Bob Pieper said this year's recommendations were "just to get the ball rolling," and that he thought beautification should fall under tourism.

Committee member Tim Patterson said the non-TOT recommendations were ideas they were asking Council to support. He also said the intent for repayment of incentive funds was to encourage event organizers to repay them rather than to require repayment. The repaid funds would then be used to fund future events. The effectiveness of events, he said, also needed to be evaluated.

**Councilor Pieper moved, Councilor Hodges seconded, and Council voted 4 to 1 to approve the Tourism Promotion Advisory Committees recommendations with respect to the utilization of 2012-13 Transient Occupancy Tax revenues except for recommendations to have event organizers required to be repay the moneys they receive in three years and refer non-Transient Occupancy Tax revenue recommendations to a City Council workshop with Mayor Hedenskog and Councilors Hodges, Hamilton and Pieper voting "Yes," and Councilor McClain voting "No."**

*Adoption of 2013 City of Brookings Strategic Plan.*

City Manager Milliman provided the staff report.

**Councilor Hodges moved, a second followed and Council voted unanimously to adopt the City of Brookings 2013 Strategic Plan.**

#### **Consent Calendar**

1. Approve Council minutes for February 11, 2013.
2. Receive monthly financial report for January, 2013.

**Councilor Pieper moved, a second followed and Council voted unanimously to approve the Consent Calendar as written.**

**Adjournment**

Councilor Pieper moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:17pm.

Respectfully submitted:

  
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Ron Hedenskog, Mayor

ATTESTED:  
this 28<sup>th</sup> day of March 2013:

  
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Joyce Heffington, City Recorder