

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
June 14, 2004 7:00 p.m.**

I. Call to Order

Mayor Bob Hagbom called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Led by Shirley Ardagna

III. Roll Call

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilors Frances J. Kern, Craig Mickelson, and Larry Anderson, a quorum present.

Council Absent: Ex Officio Councilor Wes Enos

Staff Present:

City Manager Leroy Blodgett, City Attorney John Trew, Finance Director Paul Hughes, and Administrative Secretary Linda Barker

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

Approximately 20 citizens

IV. Ceremonies/Appointments/Announcements

A. Ceremonies

1. *Certificate of Appreciation-Thomas Moody-5 years employment*
Mayor Hagbom presented a certificate of appreciation to Thomas Moody, Water/Wastewater Treatment Plant Operator for five years of employment with the City of Brookings.
2. *Proclamation-Emblem Club Supreme Americanism Week*
Mayor Hagbom read a proclamation declaring June 13 through 19 as Supreme Emblem Club Americanism Week in Brookings. Seven members of the Supreme Club accepted the proclamation.

B. Announcements

1. *Yard of the Month/Most Improved Property of the Month*
Mayor Hagbom announced the June winners of the Yard of the Month/ Most Improved Property Program. Karen McMahan, 96402 Oceanside East Drive, was honored for Yard of the Month

and Most Improved Property honors went to Fernando and Maria Lira, 405 Railroad Street. Mayor Hagbom and City Manager Blodgett placed signs in the respective yards and the winners will receive a \$50 credit on their water/sewer bill.

V. Public Hearing

A. Fiscal Year 2004-2005 Fiscal Year Budgets

1. City of Brookings

2. Brookings Urban Renewal Agency

B. Fiscal Year 2004-2005 State Revenue Sharing Funds

Mayor Hagbom opened the hearings at 7:10 p.m. by reading the hearing guidelines into the record. After hearing Finance Director Hughes' staff report on the City of Brookings and Brookings Urban Renewal Agency 2004-2005 Fiscal Year Budgets, Mayor Hagbom asked for public comments. There were none.

Hughes then presented a staff report on State Revenue Sharing Funds saying that although the City may receive Liquor Tax, Cigarette Tax and State Shared Revenue, none of the General Funds are reliant on these monies. In the approved budget, the funds will be appropriated entirely into the contingency line of the general fund. The Gas Tax is estimated at \$270,000 and is budgeted entirely for general operations of the Street Fund. Mayor Hagbom asked for public comments. There were none.

The public hearings closed at 7:12 p.m. Action will not be taken on the FY 2004-2005 Budget until June 28.

VI. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Council Liaisons

Councilor Anderson said June had been a very busy month. On June 2 he attended one of two emergency procedures meetings, the Community Agencies meeting and was to attend the Chetco Watershed meeting but it was canceled until August. He attended the South Coast Watershed Committee meeting the next night. He also was present at high school graduation and on Sunday, June 13 attended an Eagle Scout reception for Kevin Shepherd. On June 8, he went to a Harbor Sanitary District meeting.

Councilor Mickelson attended many Azalea Festival events and a Curry County Commission meeting. He worked at the Rotary Snack Shack for the American Music Festival concert in Azalea Park June 13 and went to a Chamber of Commerce marketing meeting June 14.

Councilor Kern attended the Community Agencies meeting June 2, and a Pelican Bay Prison Advisory Committee meeting.

Councilor Dentino attended two services over the Memorial Day weekend, one at the Port of Brookings Harbor and one at the City Hall Flag Pole, as well as riding in the Azalea Parade. He participated in a LOC conference call regarding its "Neighborhood Voices" program. At a "Safety in the Schools" meeting he reported on a school recreation sub-committee meeting he attended. He represented the City at a County safety preparedness meeting in Gold Beach. He attended an energy workshop in Medford for which he distributed a report to the other councilors. He was also present at the Eagle Scout induction for Kevin Shepard. He attended an Oregon Coastal Zone Management meeting in Depoe Bay. He was master of ceremonies for the American Music Festival concert, Sunday June 13 and attended a Pelican Bay Telecommunications board of directors meeting this afternoon.

Mayor Hagbom thanked Councilors for written and oral reports given to the Council after meetings.

Mayor Hagbom said he also attended memorial services over Memorial Day weekend.

City Manager Blodgett gave an update on Fire Chief Bill Sharp's condition. Sharp was involved in a motorcycle accident on Hwy 199 and is currently in Rogue Valley Medical Center recouping. His injuries include a broken right arm and shoulder, broken ribs, and a contusion on his liver. During his extended absence two volunteer Assistant Chiefs, Tom Kerr and Jim Watson, will be covering the fire chief duties. Mayor Hagbom will be traveling to Medford on Tuesday and will see Sharp.

B. Unscheduled

1. Barbara Nysted, 427 Buena Vista Loop, spoke to the Council, revisiting the vacation rental issue. She said she spoke with Finance Director Hughes earlier in the day about bed taxes on a vacation rental next to her property. She learned that bed taxes had not been paid since March although the business has been very busy. She requested the City devise a way to follow up on bed tax receipts. Hughes responded that many of the controls that Nysted spoke of are in place. Bed taxes are to be paid monthly and he will send a letter to the operators reminding them they are to pay monthly. At this time they do owe for April and May.

2. Paul Rettig, 97620 Marina Heights Loop, spoke about conditions on Marina Heights Road. He said coupling fog, lack of shoulders, no guard rails and no white fog lines on roadway edges creates a very dangerous condition. He said the yellow center line has helped but he is requesting the white fog lines also. He also asked for reflectors on the center line. City Manager Blodgett said the painting should not be a major issue and he will look into the possibility of guard rails for the street.

VII. Staff Reports

A. *Finance Department*

1. *City Auditor Contract Renewal*

In his staff report presentation, Finance Director Hughes said the current auditors have been on the job for three years and have submitted a new three year contract. Hughes has been very pleased with work they have done. The new contract asks for a 1% increase for the first year plus additional fees for work to be done on GASB 34 (asset value and depreciation reporting). The annual fee for the remaining two years would be tied to the Portland Consumer Price Index. The contract includes professional advice, research and consultations throughout the year at no extra charge.

After brief discussion, Councilor Dentino moved, a second followed, and the Council voted unanimously to accept the contract from Wall & Wall Certified Public Accountants to provide audit services to the City of Brookings for fiscal years 2004 through 2006.

B. *Economic Development Department*

1. *2004 Needs and Issues Report and Recommendations*

City Manager Blodgett presented the staff report in Economic and Urban Development Director Ed Wait's absence. Blodgett asked the Council to approve a list of needs and issues that had been submitted to the Oregon Economic and Community Development Department. The information from the city and all eligible entities in Curry County will be compiled, reviewed by the county, and prioritized for a final 2004 countywide list. This information is utilized by state and federal funding agencies to assist them with working on the highest project priorities for each county and leveraging any available funds, when possible, for project support. Blodgett then explained the estimated costs associated with each project and how much funding we are seeking for each project.

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve the Needs and Issue List as

submitted to the State of Oregon Economic and Community Development Department.

C. *City Manager*

1. *Curry County Juvenile Department request-Juvenile Accountability Incentive Block Grant Program*

City Manager Blodgett explained the Curry County Juvenile Department is requesting the City allocate its portion of a Juvenile Accountability Incentive Block Grant to the County allowing the collaborative efforts to enable the Juvenile Department to utilize the funds for juvenile detention purposes. Blodgett said Police Chief Chris Wallace says the money is best used by awarding the City's portion of the funds to the County Juvenile Department. The City has no detention facilities for juveniles and when needed, utilizes the County's facilities.

Councilor Anderson moved, a second followed, and the Council voted unanimously to allot the City's portion of the Juvenile Accountability Block Grant (\$1,500) to Curry County.

2. *6th Annual Community Picnic-September 26, 2004*

City Manager Blodgett received a request asking the City to co-sponsor the 6th annual community picnic with the Kiwanis and other service organizations. By doing so the City's liability insurance would cover the event.

Lorraine Kuhn, 813 N 2nd Street, presented plans for this year's free community picnic. The event has grown immensely since its beginnings and last year over 400 hot dogs were cooked and eaten. She asked the City to provide trash cans as well as allowing the event to be under the umbrella of the City's liability insurance.

Councilor Kern moved, a second followed, and the Council voted unanimously to co-sponsor the 6th annual community picnic with Kiwanis and other service organizations.

3. *Farmer's Market request*

City Manager Blodgett said two requests had been received to hold "farmers' markets" within the city limits. The first was received from Joyce Tromblee who asked to hold a market Wednesday afternoons. She requested use of three parking spaces in the entry street to the municipal parking lot. The second request was from Lynn Truman to hold a Saturday market on Frontage Road. Tromblee, 825 Midland Way, and Truman, 1506 Seacrest Lane, explained their proposals to the Council and answered questions

from the Councilors. Staff recommendation was to approve the request from Truman.

Councilor Anderson moved, a second followed and the Council voted unanimously to deny the request by Joyce Tromblee to use three parking spaces for a farmers' market. The motion included allowing Tromblee to continue to work with staff on this issue.

Councilor Anderson moved, a second followed, and the Council voted unanimously to approve Lynn Truman's request to hold Saturday markets on Frontage Road with the following conditions:

- 1. Access to business parking lots must be kept open at all times.**
- 2. A 20-foot access on the frontage street must be kept open at all times.**
- 3. Vendors may not use parking areas next to the adjacent businesses.**
- 4. Portable restrooms must be provided during the events.**
- 5. The area must be kept clean at all times and trash containers shall be provided by the event coordinators.**
- 6. The area shall be cleared by 5:00 p.m. the day of the events.**
- 7. The allowed use shall be July 17, 2004, through October 2, 2004.**
- 8. A blanket business license which will cover all vendors shall be purchased from the City.**
- 9. The event sponsor shall provide insurance to hold the City harmless of any action.**
- 10. City shall have the right to require the event to cease if there is interference with other businesses or any condition of approval not followed.**

4. *Other*

City Manager Blodgett gave a report on the first Economic Development Committee meeting which was held June 10. Thirteen of the fourteen members attended. John Zia was elected chair, Dave Gordon vice chair, and Chris McKay secretary. Blodgett said the group limited themselves to 90 minutes each meeting with a maximum of 2 hours if necessary.

Blodgett said he will be out of the office Wednesday through Saturday attending a League of Oregon Cities Board of Directors meeting in Enterprise.

He reported a new interdepartmental aide has been hired and she will be introduced at the next Council meeting.

Blodgett said the City's Volunteer/Employee picnic will be August 28.

VIII. Consent Calendar

- A. *Approval of Council Meeting Minutes*
 - 1. *Minutes of May 24, 2004, regular Council meeting*
- B. *Acceptance of Parks and Recreation Commission Minutes*
 - 1. *Minutes of April 22, 2004, regular Commission meeting*
- C. *Approval of Vouchers for month of May, 2004 (\$207,850.15)*
- D. *Liquor License Application-Cielito Lindo Fast Food & Mini-Mart*
- E. *Liquor License Application-Bella Italia Ristorante*
- F. *Liquor License Application-Hank's Tavern, LLC*

End Consent Calendar

Councilor Dentino moved, a second followed, and the Councilor voted 4-0-1 (Councilor Mickelson abstaining as he was not at the City Council meeting of May 24) to approve the Consent Calendar as written.

IX. Ordinances/Resolutions/Final Orders

- A. *Resolutions*
 - 1. *Resolution No. 04-R-727, a Resolution adopting a Supplemental Budget for the 2003-2004 Fiscal Year*

Finance Director Hughes said, because of unanticipated revenues and expenditures the General Fund budget needed to be adjusted. He said the supplemental budget for the current year adds to the contingency fund. The supplemental budget would add and appropriate \$420,170 into the General Fund, transfer \$850,000 from the Water Bond Fund, add and appropriate \$849,517 into the Debt Service Series 1993 Bond fund, add and appropriate \$517,023 into the Debt Service Series 2003 Fund.

Councilor Anderson moved, a second followed, and the Council voted unanimously to approve Resolution No. 04-R-727, adopting a supplemental budget for the 2003/2004 Fiscal Year.

- 2. *Resolution No. 04-R-731, a Resolution declaring the City's election to receive State Revenues*

Finance Director Hughes said a resolution is required each year stating that the City elects to receive state revenue sharing money. The law also requires the City Recorder to certify that two required public hearings were held. One was held before the Budget Committee and the other was held this evening before Council.

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve Resolution No. 04-R-731, declaring the City's election to receive state revenues.

3. *Resolution No. 04-R-732, a Resolution extending the City of Brookings' Workers' Compensation Coverage to volunteers of the City of Brookings*

Finance Director Hughes said our workers compensation carrier, City County Insurance Services, requires the City to pass a resolution each year specifying that city volunteers are covered under the City's workers compensation plan. He said the covered City volunteers have not changed from the prior year.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to approve Resolution No. 04-R-732, extending the city of Brookings workers compensation coverage to volunteers of the City of Brookings.

City Manager Blodgett said that the budget process here in Brookings is the most straightforward of any city that he has worked for. He complimented staff, budget committee members and Council for their work on the budget.

X. Remarks from Mayor and Councilors

A. Council

Councilor Anderson commented that it is the administrators and staff that make things happen in the City. They show good leadership.

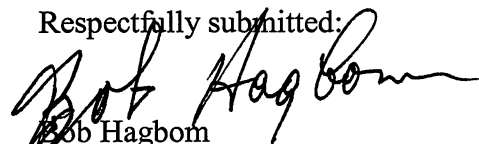
Councilor Mickelson asked if action would be taken to remove the derelict vehicles that are reportedly parked in the City's municipal parking lot. City Manager Blodgett said he will look into this.

B. Mayor None

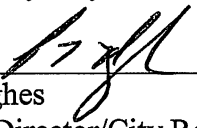
X. Adjournment

With no further business before the Council, Councilor Dentino moved the meeting be adjourned at 8:30 p.m. By unanimous voice vote the meeting was adjourned.

Respectfully submitted:


Bob Hagbom
Mayor

ATTEST by City Recorder this 30 day of June, 2004.



Paul Hughes
Finance Director/City Recorder