

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
June 26, 2000
7:00PM**

I. CALL TO ORDER

Mayor Bob Hagbom called the meeting to order at 7:02 PM.

II. PLEDGE OF ALLEGIANCE

Led by new Councilor Lorraine Kuhn

III. ROLL CALL

Council Present: Mayor Bob Hagbom, Councilors Larry Curry, Keith Pepper, Frances Johns, Lorraine Kuhn, a quorum present.

Council Absent: Ex-Officio Councilor Shiloh Thom, excused

Staff Present: City Manager Tom Weldon, Community Policing Officer Barbara Palicki, and Administrative Secretary Sharon Ridens

Media Present: Chuck Hayward, Curry Coastal Pilot

Other: Augie Kofoet-Vice President Businesses for a Better Brookings, Port of Brookings-Harbor Executive Director Russ Crabtree, Port Commissioner Ken Byrtus, and approximately 8 other citizens.

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Ceremonies

- 1. Special recognition to Don Higginson, Parks and Recreation Commission***
Mayor Bob Hagbom honored Don Higginson for his 9 years and six months of dedicated service on the Brookings Parks and Recreation Commission and thanked him for the various activities and projects on which he had worked.

B. *Announcements*

1. *3-Flags Campaign - Barbara Palicki*

Mayor Hagbom proclaimed the City's support of the Three Flags campaign to increase the use of child safety seats and seat belts. Police Officer Barbara Palicki explained this program joins together British Columbia, Washington and Oregon in a program to encourage the use of safety seats and restraints through education and enforcement campaigns three times a year. Hagbom and the Council stated they supported and encouraged law enforcement in their efforts to promote and enforce compliance of seat belt and child safety laws of Oregon to save lives, reduce injury and save Oregonian taxpayers money.

V. **PUBLIC HEARING**

There was none.

VI. **SCHEDULED PUBLIC APPEARANCES**

There were none.

VII. **ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**

A. *Committee and Liaison reports*

1. *Chamber of Commerce*

Councilor Frances Johns reported 113 people had attended the annual recognition dinner for volunteers and businesses that have served the Brookings-Harbor Chamber of Commerce and the community during the past year. Genie Gilliam was named Volunteer of the Year and Companion Link Software, Inc., the Business of the year.

2. *Businesses for a Better Brookings*

Augie Kofot, 787 Ransom, Brookings, informed the Council the visitor center building is producing results for real estate businesses. He requested the Council have an open workshop for review of the bed tax agreement. Mayor Hagbom advised the review of the contract with the Chamber for use of the bed tax revenue will be handled like any other contract review, and then brought to the Council at an open meeting for action.

3. *Port of Brookings-Harbor*

There was no report from Executive Director Russ Crabtree or Port Commissioner Ken Byrtus.

4. *Parks & Recreation Commission*

a. *Stout Park Memorial*

Councilor Pepper presented an Eagle Scout project proposed and requested by Boy Scout Kenneth Horn to build a trellis (option #1 as presented to the Council) over the bench facing the sundial in Stout Park, along with a general clean-up day. Parks and Recreation Commission approved this project and recommended it to the Council for action. Minimal discussion ensued.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to approve the Eagle Scout project for the building of a trellis over the bench facing the sundial in Stout Park, as presented by Boy Scout Kenneth Horn.

5. *Council Liaisons*

Councilor Johns reported about her recent meeting of the Pelican Bay Prison Advisory Council. She stated the prisoners had provided 256,250 hours of work from 1990 to March, 2000, resulting in over \$1,850,000 savings to Crescent City/Del Norte County community. Johns advised after the Council meeting tonight she would be attending the 17C School District Board meeting.

Council Curry attended the Coos Curry Douglas (CCD) Economic Development Corporation meeting on June 13, 2000 in Gold Beach, of which a large portion was centered around their new office being opened in Harbor. Curry thanked the Port Commission, and Executive Director Crabtree for their support in making this happen. An open house is planned for sometime in July. Mayor Hagbom asked Crabtree, in the audience, to report on the progress of this project.

Russ Crabtree, P.O. Box 848, Brookings reported the CCD Economic Development Corporation office is almost completed with the exception of phone systems, and a few small projects. Larry Andrews has been hired as the new regional representative and will be in this area tomorrow.

B. *New Liaison Assignments*

Mayor Hagbom discussed the current liaison assignments and made the following suggestions for change:

Parks and Recreation Commission Liaison - Councilor Frances Johns

Planning Commission Liaison - Councilor Lorraine Kuhn

Harbor Sanitary District Liaison - Council President Larry Curry

Port Of Brookings-Harbor Liaison - Councilor Lorraine Kuhn

Pelican Bay Prison Advisory Council - Councilor Keith Pepper

Hagbom advised he was no longer on the League of Oregon Cities (LOC) Board

of Directors, but would continue on the LOC Government Standing Committee, and the LOC Legislative Committee. Pepper is to continue on the LOC Legal Advocacy Committee.

Councilor Johns moved, Councilor Kuhn seconded, and the Council voted unanimously to approve the liaison appointments as suggested by Mayor Hagbom.

- C. *Unscheduled*
There were no appearances.

VIII. STAFF REPORTS

A. Finance Department

1. Second 1999/2000 Supplemental Budget

In the absence of Finance Director Gail Hedding, City Manager Tom Weldon discussed the need for a second 1999/2000 Supplemental Budget, and reminded the Council these were unforeseen expenditures and revenues when the budget was put together 14 months ago. Those unexpected occurrences were in two general fund departments and the street fund: the Police Department's personal services budget involving the second SRO which was funded by 17C School District, and overtime costs due to workload requirements from flooding, overlay, and other work projects. Under Legislative and Administrative personal services, it was necessary to increase the personal services budget, due to an error in preparing the 1999/2000 budget. There is sufficient unanticipated carryover to cover the increased line item expenses. After Hagbom requested some clarifications, Weldon advised the City was not spending additional monies but balancing the line items. Weldon recommended approval of the resolution.

Councilor Pepper moved, Councilor Curry seconded, and the Council voted unanimously to approve Resolution No. 00-R-680, in the matter of a resolution adopting a supplemental budget for the 1999/2000 Fiscal Year.

2. Janitorial service for City Hall Offices

City Manager Weldon explained the bid process and advised only two proposals were received, both of which were higher than the budget allowed. Finance Director Hedding through Weldon asked to offer the low bidder, Paul's Floor Maintenance the contract for one month in the amount of \$975, and negotiate a contract at the end of the probationary

period, returning to the Council for approval. Discussion ensued.

Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to approve the services of Paul's Floor Maintenance at \$975, for the month of July and at that time to return to the Council for approval to enter into a contract with Paul's Floor Maintenance.

B. City Manager

1. Hiring a new City Manager

Mayor Hagbom stated this would be addressed later in the agenda under resolutions.

2. Changing Annual Volunteer Dinner

City Manager Weldon recommended changing the annual volunteer dinner event to a picnic held at Azalea Park stage August 26, 2000, rather than in January of 2001. Weldon also suggested the picnic include not only the City volunteers but their immediate families and the City staff and immediate families. He presented projections based upon assumptions of attendance and compared it to the expenses of last year's dinner at the Elks Lodge and found considerable savings. Weldon stated while this would save money it will still be a nice, appreciated event. Presented with the possible change, Weldon found volunteers, Department Heads, and staff saying, "it sounds fun, let's try it!" He recommended a motion to change the event, with staff beginning work on the picnic immediately. Council concurred on change idea.

Port Commissioner Ken Byrtus offered his large commercial Bar-B-Q for the event. Weldon said they already had one but they could talk about his, should the proposal be approved. Virginia Byrtus asked for confirmation the date in mind would not be in conflict with the annual art festival, and was told it would not.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to direct staff to plan a volunteer and staff picnic for August 26, 2000, at Azalea Park, reserving the high school cafeteria and gym in case of inclement weather.

3. Council/Community Relations expenditures

Weldon provided explanation of requests for expenditures under the Council/Community Relations budget line item for next year. There was minimal discussion and some representatives from the organizations requesting funds were present for questions.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to reserve \$2,614, for the annual volunteer recognition event; and authorize the following expenditures:

Helpline of the South Coast - \$480.00

Retired & Senior Volunteer Program - \$750.00

Klamath Management Zone Fisheries Coalition - \$500.00

Port of Brookings-Harbor Kite Festival - \$380.40

Vietnam Veterans: 4th of July Fireworks - \$750.00;

leaving a balance of \$3,350.60, remaining in the line item for future unforeseen expenses.

4. *Tourism promotion agreement with Chamber of Commerce*
City Manager Weldon provided background on the tourism promotion agreement with the Chamber, which has been in effect since August 10, 1993, and the recent discussion of reviewing agreements/contracts regularly so as to be changed if and when appropriate. Weldon recommended review of the agreement and the Transient Room Tax Ordinance by a three person committee. There was no discussion.

Councilor Johns moved, Councilor Kuhn seconded, and the Council voted unanimously to appoint Mayor Hagbom, Councilor Pepper, and City Manager Tom Weldon to review the tourism promotion agreement with Brookings-Harbor Chamber of Commerce and the Transient Room Tax ordinance, returning to the Council with recommendations.

IX. CONSENT CALENDAR

A. Approval of Council Meeting Minutes

1. Minutes of June 12, 2000,, Regular Council Meeting

Councilor Kuhn corrected page 5, Agenda Item No. VIII.B.2. as to the motion to approve the Landlord's Consent , which some people might have felt she had a conflict, and thus, she had abstained from voting. The minutes were corrected.

B. Acceptance of Parks and Recreation Commission Minutes

1. Minutes of April 27, 2000, Regular Commission Meeting

(end Consent Calendar)

Councilor Curry moved, Councilor Johns seconded, and the Council voted unanimously to approve the Consent Calendar with the June 12, 2000, regular Council meeting minutes standing as corrected.

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. *Ordinances*

There were none.

B. *Resolutions*

1. *No. 00-R-680 - in the matter of a resolution adopting a supplemental budget for the 1999/2000 Fiscal Year*

Previously address under Agenda Item No. VIII. A. 1.

2. *No. 00-R-681 - in the matter of hiring a City Manager*

City Manager Weldon explained, if this resolution was approved, it would be faxed to League of Oregon Cities Director Dick Townsend tomorrow. Discussion ensued with recommended dates changed on the Timeline page of the resolution. Weldon suggested a special meeting during the regular work day rather than a late evening meeting for interviews. He continued by recommending the approval of resolution with timeline dates changed and having Mayor Hagbom go over these changes with Director Townsend tomorrow. If agreeable to these changes, the Mayor would sign the resolution.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to approve Resolution No. 00-R-681, in the matter of hiring a City Manager, with recommended dates changed for Timeline page of resolution, as follows:

Application deadline - June 30 (same)

LOC screens resumes and recommends top candidates -July 7 (same)

Council screens applicants & identifies candidates for

Background investigation - July 10

Background checks completed and packets prepared

And mailed to Council -July 24

Council selects candidates and arranges for interviews - July 28

Council interviews and selects new City Manager - August 7*

***with option Aug 14, if applicants not able to comply,**

and having the Mayor contact LOC Director Townsend for verification of reality of date changes, with the Mayor signing the resolution if Townsend agreed to these date changes.

XI. REMARKS FROM MAYOR AND COUNCILORS

A. *Council*

Councilor Kuhn thanked City Manager Tom Weldon for his kindness and

understanding during her new Councilor Orientation process. She stated she has learned a lot and that it has been enjoyable to learn different aspects of the City. Weldon thanked Kuhn for her willingness to do the weekly Channel 49-TV show this past week, as the new City Councilor.

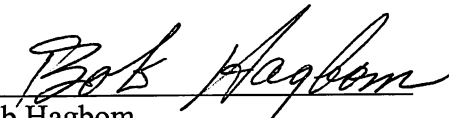
B. Mayor

Mayor Bob Hagbom attended a LOC Board meeting in Medford as an honorary guest on Wednesday night and all day Thursday. He then drove to Eugene for a LOC legislative meeting on Friday, returning home that night. The main text of conversation was proposals relative to various initiatives coming down from the State Legislature and going into laws. He summarized some of those issues, including the Sizemore's Anti-Tax initiatives. Other points of discussion was ODOT's funding and river cleanups in Klamath Basin.

XII. ADJOURNMENT

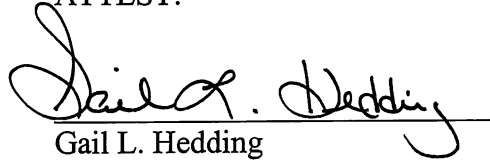
Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to adjourn the meeting at 8:20PM.

Respectfully submitted:



Bob Hagbom
Mayor

ATTEST:



Gail L. Hedding
Finance Director/Recorder