

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
October 9, 2000
7:00PM**

I. CALL TO ORDER

Mayor Bob Hagbom called the meeting to order at 7:03 PM.

II. PLEDGE OF ALLEGIANCE

Led by Councilor Lorraine Kuhn

III. ROLL CALL

Council Present: Mayor Bob Hagbom, Councilors Larry Curry, and Lorraine Kuhn, a quorum present.

Council Absent: Councilors Keith Pepper and Frances Johns, excused

Staff Present: City Manager Leroy Blodgett, City Attorney John Trew, and Administrative Secretary Sharon Ridens

Media Present: Chuck Hayward, Curry Coastal Pilot

Other: ODOT District 7 Assistant District Manager Lee Sparks, Chamber of Commerce Executive Director Les Cohen, Chamber President Richard Gyuro, Oasis Shelter Board President Karolyn Pieren, five VIPS (Volunteers in Police Service) present, and approximately 21 other citizens

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Announcements

1. Special recognition to Police Department from State of Oregon Parks and Recreation Department

Mayor Bob Hagbom read a special recognition letter from the Oregon Parks and Recreation Department praising and thanking the Brookings Police Department and it's "excellent staff" for it's responses and services to the

City throughout the year, and more specifically a thank you to VIPS (Volunteers in Police Service) for their helpfulness with our “kids without bicycle helmets” problems. VIPS representative Doug Johnson, Assistant Director, provided a detailed semi-annual report (copy provided as a part of these minutes) for the Council detailing the activities performed by the VIPS from January 1 through June 30, 2000. On behalf of all the VIPS volunteers, Johnson stated it has been a pleasure to assist the Brookings Police Department and all citizens of the community. He also gave special “THANKS” to Officer Barbara Palicki for her professionalism and guidance.

B. Proclamations

1. Domestic Violence Awareness Week in Brookings - October 15 through 21, 2000

Mayor Hagbom proclaimed October 15 through October 21, 2000 as Brookings Domestic Violence Awareness Week and urged all citizens to participate actively to eliminate the use of personal and institutional violence against women and children. Oasis Shelter, Inc. Board President Karolyn Pieren received the proclamation from Mayor Hagbom.

V. PUBLIC HEARING

There was no public hearing.

VI. SCHEDULED PUBLIC APPEARANCES

There was no scheduled public appearances.

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison reports

1. Chamber of Commerce

Executive Director Les Cohen happily advised Council, the Chamber had received the state permit for hanging the seasonal holiday lights/banners on US Hwy 101. He also noted the Chamber’s Marketing and Promotions Committee, had suggested sponsoring a “Community Christmas Tree,” at the main entrance of the Brookings Post Office. Linda Kelley of the Banana Belt Trading Company has approached Brookings Postmaster Bob Boicoff with the idea and he is receptive. Council expressed this as being a good idea. Staff will respond will necessary guidelines and requirements.

2. Businesses for a Better Brookings

No report was provided.

3. *Port of Brookings-Harbor*
No report was provided.
4. *Parks & Recreation Commission*
No report was provided.
5. *Council Liaisons*
Councilor Lorraine Kuhn reported her exciting and positive experience by attending the recent Planning Commission meeting

B. Unscheduled

Richard Calkins, 941 Helen Lane, Brookings, commented on Councilor Pepper's comments at last Council meeting.

ODOT District 7 Assistant District Manager Lee Sparks, 3500 Stewart Parkway, Roseburg, Oregon, gave special recognition to Barbara DeMoss and the Brookings-Harbor Garden Club for their extremely fine work at the Welcome to Oregon sign at the Oregon/California Border. Mayor Hagbom again thanked and appreciated ODOT for their continued successful working relationship for both the state and community.

VIII. STAFF REPORTS

A. City Manager

1. *US Hwy 101 speed limit investigation report*

City Manager Leroy Blodgett provided the background and alternatives regarding the speed limit investigation north of town on US Hwy 101. Blodgett recommended the Council direct the City Manager to request ODOT to extend the 35 MPH speed limit on US Hwy 101 at the north end of the City to a point where the city limits crosses the highway. Discussion ensued. Mayor Hagbom reassured Council and audience the increased patrol would be continued and maintained specifically in that area.

Councilor Kuhn moved, Councilor Curry seconded, and the Council voted unanimously to direct the City Manager to request ODOT 35mph speed limit to just north of Harris Heights Road, where the city limits crosses US Highway 101 at the north end of the City.

2. *Designation of Voting Delegate at League of Oregon Cities Annual Business Meeting*

City Manager Blodgett reported the Council needed to select a delegate for voting purposes at the upcoming Annual League of Oregon Cities Conference, November 10 - 12, 2000, in Portland.

Councilor Kuhn moved, Councilor Curry seconded, and the Council voted unanimously to authorize Mayor Bob Hagbom as the voting delegate and Council President Larry Curry as the alternate at the upcoming League of Oregon Cities Annual Business Meeting in November 2000.

3. *ODOT Maintenance Agreement*

ODOT District 7 Assistant Director Lee Sparks provided the proposal for ODOT and the City to enter into a "Flexible Service Maintenance Agreement", another effort to collaborate with ODOT. Having such an agreement would allow the State and the City to share resources. Each party would be responsible to reimburse the other for actual expense, so there is no loss for providing a service. The agreement would not commit either party to provide a service, if they cannot easily do so. City Manager Blodgett and staff recommended Council approve the agreement as presented.

Councilor Curry moved, Councilor Kuhn seconded, and the Council voted unanimously to approve the ODOT Maintenance Agreement as presented.

4. *Election to include accrued sick leave in the retirement calculation for employees*

City Manager Blodgett explained that the City has not made the election for accrued sick leave to be a part of the PERS retirement calculation, which is required. This issue came to the forefront in reviewing the union contract for our police department. Therefore, for the police union employees the election needs to be made to include accrued sick leave so the PERS administrative process is consistent with the contract requirements. Staff noted in their recommendation, it has been the practice of the City of Brookings that benefits are identical between union and non-union employees, and that with our cap of 576 hours, it is unlikely the sick leave accrual will have an impact on either the retirement calculation or the PERS rate. Blodgett and staff recommended approval to make the election.

Councilor Kuhn moved, Councilor Curry seconded, and the Council voted unanimously to approve the City make an election to include accrued sick leave in the retirement calculation for employees.

City Manager Blodgett informed Council he would be attending a telecommunications conference in Bend this next week. Mayor had planned to attend, but will be unable, so Commissioner Nancy Shute from Parks & Recreation Commission will be attending in his place. They will return with a report.

B. Community Development Department

1. Awarding bid for skid steer loader

On behalf of Community Development Director Leo Lightle, City Manager Blodgett reviewed the bids for a skid-steer loader opened on Friday, October 6, 2000 at 2:00 p.m. in the City Council Chambers and provided the staff's recommendation of purchasing the new unit from Hyster Equipment for \$15,380.00 (copy provided as a part of these minutes).

Councilor Curry moved, Councilor Kuhn seconded, and the Council voted unanimously to award the bid to Hyster Equipment for the skid-steer loader in the amount of \$15,380.

2. 2000 Fund Exchange Agreement

City Manager Blodgett explained the 2000 Fund Exchange Agreement and it's current status, making a recommendation Council approve the contract with ODOT referred to as the 2000 Fund Exchange Agreement. Minimal discussion ensued.

Councilor Curry moved, Councilor Kuhn seconded, and the Council voted unanimously to approve the contract with ODOT referred to as the 2000 Fund Exchange Agreement, Oak Street from Spruce to Railroad Street, as presented.

City Manager Blodgett reminded Mayor Hagbom and Council of the City of Brookings' 50th Birthday Committee and the need to produce a press release this next week asking for volunteers. Blodgett requested Mayor Hagbom appoint Councilor Lorraine Kuhn as the chairperson. Kuhn agreed.

C. City Attorney

1. Approval of City Manager Contract

Mayor Hagbom referred this agenda item to City Attorney John B. Trew, due to email received today from citizen Vicki Nuss. Trew responded to her questions regarding the City Manager's contract. He also agreed section 5 regarding disability was not applicable and recommended it be deleted. Mayor Hagbom commented on Trew's answers to Nuss and asked for additional comments. Nuss made few comments to Trew's responses. However she did approach the Council for further comments regarding the \$15,000 severance pay. (Vicki Nuss of 808 Pioneer Road, Brookings) Mayor Hagbom, Council, and City Attorney Trew responded.

Richard Calkins of 941 Helen Lane, Brookings stated he appreciated Nuss's

time involved in going through the city manager's contract. Blodgett responded he had similar contracts in the cities of North Bend and Myrtle Creek and noted most contracts have a larger severance pay.

Councilor Kuhn stated and reminded the audience that "we've worked hard on this contract. It has not been something put together overnight - we couldn't have possibly put one together on his first day or week of job. That's not reality!" It was noted, because of now having a city manager contract in place, we will not have to start from "square one" next time.

Councilor Kuhn moved, Councilor Curry seconded, and the Council voted unanimously to authorize Mayor Hagbom to sign the proposed employment contract with the City Manager on behalf of the City, as presented, with the exception of deleting Section 5.

Mayor Hagbom noted he had received written statements from Councilor Keith Pepper and Councilor Frances Johns in support of the contract and it's contents.

IX. CONSENT CALENDAR

- A. *Approval of Council Meeting Minutes*
 - 1. *Minutes of September 25, 2000, Regular Council Meeting*
- B. *Acceptance of Parks and Recreation Commission Minutes*
 - 1. *Minutes of August 24, 2000, Regular Commission Meeting*
- C. *Acceptance of Planning Commission Minutes*
 - 1. *Minutes of September 5, 2000, Regular Commission Meeting*
- D. *Approval of Vouchers (\$291,010.23)*

(end Consent Calendar)

Councilor Curry moved, Councilor Kuhn seconded, and the Council voted unanimously to approve the consent calendar as printed.

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. *Ordinances*

There were no ordinances.
- B. *Resolutions*

There were no resolutions.

XI. REMARKS FROM MAYOR AND COUNCILORS

A. Council

There were no further comments from Councilors

B. Mayor

Mayor Hagbom thanked Councilor Kuhn for accepting the appointment of Chairperson to the City's 50th Birthday Celebration Committee. He again thanked the Chamber for the Community Christmas Tree idea, which will allow citizens to take advantage of an opportunity to get downtown to see our new post office.

XII. ADJOURNMENT

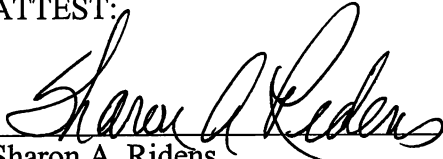
Councilor Kuhn moved, Councilor Curry seconded, and the Council voted unanimously to adjourn the meeting at 8:17 PM.

Respectfully submitted:



Bob Hagbom
MAYOR

ATTEST:



Sharon A. Ridens
Interim City Recorder

Handwritten:
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out @
miley
10/9/00

To: Distribution List

Fr: Board of Directors

Re: Semi-Annual Report

1. The attached documents identify the activities performed by the Volunteers in Police Service from 1 January 2000 through 30 June 2000. We hope to increase our productivity in the second half of the year.
2. On behalf of all volunteers it's been a pleasure to assist the Brookings Police Department and all citizens of the community.
3. We also would like to give special THANKS to Officer Barbara Palicki for her professionalism and guidance.

Marilyn Wood
Director

Doug Johnson
Asst. Director

Enos Muniz
Director At Large

Ruth Carter
Treasurer

Tom Reed
Secretary

For Distribution List

For Board of Directors

For Semi-Annual Report

1. The attached documents identify the activities performed by the volunteers in Police Service from January 1999 through 30 June 2000. We hope to disseminate this information in the second half of the year.

2. On behalf of all volunteers it has a pleasure to thank the Boarding Police Department and all members of the community.

3. We also would like to give special thanks to Officer Stephen Collier for his exceptional and consistent

Joseph Johnson
Area Director

Michael White
Director

Steph Carter
Director

Frank Martin
Director of Police

John Reed
Secretary

VACATION CHECKS

To determine the number of vacation checks per month I took the first day of the vacation check only. Understanding that most vacation checks were over one month in duration.

Total Vacation Checks: 34 (Different Addresses)

The average length of the vacation check was 23 days

The shortest: 2 Days

The longest: 120 days

During the first six months we had no forced entries or break-ins at any of the homes.

On two occasions we found doors that were unlocked.

VACATION CHECKS

To determine the number of vacation checks per month I took the first day of the vacation check only. Understanding that most vacation checks were over one month in duration.

Total Vacation Checks: 34 (Different Addresses)

The average length of the vacation check was 33 days

The shortest: 3 Days

The longest: 130 days

During the first six months we had no food exits or break-ins at any of the houses.

On two occasions we found holes that were unnoted.

PATROL

MILES BREAKDOWN

Total Miles driven: 2230

Average miles driven on patrol: 31 Miles

PATROL BREAKDOWN

Total patrols conducted: 71

Average patrols per month: 11

Lowest month: January 2000 7 patrols

Highest month: June 2000 21 patrols

PATROL

MILES BREAKDOWN

Total miles driven: 2350

Average miles driven on patrol: 31 miles

PATROL BREAKDOWN

Total patrol conducted: 71

Average patrol per month: 7

Lowest month: January 2000 - 3 patrols

Highest month: June 2000 - 31 patrols

HOUR/PERCENT BREAKDOWN

DESCRIPTION	HOURS	PER CENT
Meetings	140	10
Patrol	558	42
Meals On Wheels	62	5
Eddie Eagle	120	9
Special Events	104	8
Evidence Room	58	4
Safety City	60	4
SUB TOTAL	1102	82
Admin		
Office Work		
Fundraising		
Fingerprinting		
Training		
School Programs		
Public Relations		
Traffic Control		
Translate		
SUB TOTAL	236	18
GRAND TOTAL	1338	100

TRAFFIC WARNINGS ISSUED

Total warnings issued: 22 (started April 5, 2000)

Red Zone 2

Yellow Zone 14

Wrong Way 4

Handicap 2

ERATIC WANNING ISSUES

(COOS, 2 line format) CE - based systems into E

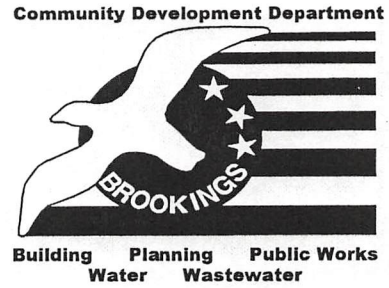
Red Zone 1

Yellow Zone 11

White Zone 4

Standing 2

TO: Mayor, City Council
FROM: Leo Lightle *dlc*
negotiated
Community Development Director
DATE: October 6, 2000
ISSUE: Bids for skid-steer loader



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Bids were opened Friday, October 6, 2000, at 2:00 p.m. in the City Council Chambers.

When comparing all bids, a new machine, because of the allowed government discount, becomes the best value for the city.

The low bid was from Prime Equipment Rental which had a note about negotiating the cost of the paint job and the forks which were bid as an estimate. Their price, which included an estimate was \$14,800

The next low bid was from Hyster Equipment for a new loader which included a one-year warranty \$15,380

The next bid, from Central Equipment which had two bigger units but larger than we need, listed a new 2000 Case 1840 \$16,999
and a 1999 Case used for \$400 more. \$16,995

The last bid from Hessel Tractor Equipment was for a new John Deere \$20,010

The lowest bid had a portion of the bid that was an estimate, and included 800 rental hours on the equipment. Rental hours can be hard hours on the machine.

Staff therefore will recommend purchasing the new unit from Hyster Equipment for \$15,380.

RECOMMENDATION: The City Council award the bid to Hyster Equipment for the skid-steer loader for \$15,380.