

MINUTES
BROOKINGS COMMON COUNCIL
CITY OF BROOKINGS
October 27, 1981

I. CALL TO ORDER

The meeting was called to order at 8:00 p.m. by Mayor Robert L. Kerr.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Those present: Mayor Kerr; Councilmen Walt Lovejoy, Gil Batty and John Geraghty.

Staff present: City Manager Lynn Stuart, Recorder/Treasurer Naomi Bradfield and Secretary Praecilla Pruitt.

IV. LEGISLATIVE ACTIVITIES

1. 1980-81 Audit Report

The City Manager introduced City Auditor Gerald Burns of the firm of Burns and Updegrave, Medford, Oregon, and turned the meeting over to Mr. Burns for his comments on the audit. Mr. Burns reported that the audit was completed for the year ending June 30, 1981 and the audit was included in the financial report received by the Council. He stated that the internal control was adequate for the purposes of maintaining accounting records. He also reported that the management letter discussed the areas in the financial system that could use improvement. (See attached). Mr. Burns felt the accounting system was complex and detailed, but he would still recommend it as a good accounting system. He commended Staff for their expertise and also their helpfulness in preparing the audit. The City Manager stated that a quarterly report would be forthcoming from Mr. Burns. Mayor Kerr asked for questions from the Council. There were none.

MOTION by Councilman Batty, seconded by Councilman Lovejoy that we acknowledge receipt of the financial audit report for the year ending June 30, 1981. Motion carried unanimously.

2. Quarterly Financial Report for 1981-82

The City Manager gave a graphic presentation to the Council of the revenues and expenditures reflecting the first quarter activities for fiscal year 1981-82. The current status of the various revenues and expenditures were compared on a percentage basis with the current budget. He mentioned that revenues had been increased through collection of past due utility accounts and billing those consumers not previously billed. He reported that revenues are at 20% and expenditures approximately 24% due to the lack of tax flow. The Staff was to watch tax flows very carefully to assure the continued healthy cash flow as experienced in the first quarter. After the

Page 2 - Minutes
Brookings Common Council
City of Brookings
October 27, 1981

report was completed, Mayor Kerr asked for questions from the Council. There were none. The Staff was commended by the Council for their financial expertise.

V. PAYMENT OF VOUCHERS

The City Manager requested that Voucher No. 20 be changed and corrected to the sum of \$169.25 making a new total of \$11,108.00.

MOTION by Councilman Lovejoy, seconded by Councilman Geraghty that we approve the vouchers in the amount of \$11,108.00. Motion carried unanimously.

VI. ADJOURNMENT

MOTION by Councilman Geraghty, seconded by Councilman Lovejoy that the meeting be adjourned. Motion carried unanimously.

The meeting was adjourned at 8:44 p.m.

This meeting is recorded on tape and is on file in the City Recorder's office.



Bob Kerr

ATTEST:



Naomi Bradfield, City Recorder

VOUCHERS PAYABLE

October 13, 1981

<u>VOUCHER #</u>	<u>CHECK #</u>	<u>VENDOR</u>	<u>AMOUNT</u>
1		A & W Restaurant	42.25
2		Akin Motor Co., Inc.	36.00
3		Robert E. Babb	8.45
4		Baker & Taylor	255.05
5		Barnes & Noble	35.12
6		Beaman Reloaders	50.00
7		Becco, Inc.	152.00
8		Big A Auto Parts	5.13
9		Blue Star Gas-Northwest	1,501.36
10		City of Brookings	2,768.85
11		Brookings-Harbor High School	15.00
12		Brookings Office Supplies	10.70
13		Brookings Paint & Floor Covering	499.99
14		Brookings Supply, Inc.	37.74
15		Brookings Volunteer Firefighters Assoc.	745.00
16		Budge-McHugh Supply Co.	733.54
17		Gerald W. Burns	756.00
18		Coast Auto Center	6.75
19		Coos Curry Electric	1,943.29
20		Mike Cooper	7.20
21		Coutrakon, Hoselton & Babin	2,668.25
22		Curry Coastal Pilot	105.90
23		Dan's Photo & Cameras	10.25
24		Del-Cur Supply Co-op	55.90
25		Samuel Dotson	8.55
26		Doyle Electric	29.80
27		F & C Construction	222.00
28		Frank's Office Equipment	36.00
29		Robert O. Furrow	9.30
30		George T. Gant	2,690.50
31		Warren Gay	10.55
32		General Telephone Co.	480.70
33		Glamour Magazine	12.00
34		Al Glasser Janitorial	600.00
35		Hagen's One Hour Dry Cleaners	17.00
36		Bob Hansen	120.00
37		Harbor Logging Supply	81.50
38		H.G.E.	6,644.16
39		HINDS Supply co.	2,820.72
40		Kerr Ace Hardware	117.09
41		Littrell Parts	199.04
42		Walt Lovejoy	133.40
43		L.N. Curtis & Sons	396.24
44		M & K Restaurant	7.40
45		Medford Laboratories, Inc.	30.00
46		Mory's Arts	275.47
47		Russell A. Nickels, M.D.	70.00
48		Northgate Mobil	86.79
49		O'Neale Supply, Inc.	61.00
50		Oregon Mayors Association	76.98
51		Kent Owens	10.30
52		P & S Construction	250.00
53		Pacific Northwest	15.00
54		Pacific Northwest Bell	92.00
55		Pacific Water Works Supply Co., Inc.	1,444.81
56		Portland State Division of Continuing Education Film Library	5.00

VOUCHERS PAYABLE

<u>VOUCHER#</u>	<u>CHECK#</u>	<u>Vendor</u>	<u>AMOUNT</u>
57		Ray's Sentry Market	112.73
58		Martin Pyke	7.30
59		Margie Riecke - Oregonian	7.50
60		Gerald Ross Agency, Inc.	644.00
61		Salmon - Trout Steelheader	6.95
62		Wayne Sheffel	9.05
63		Cecil K. Smith	17.80
64		Snappy Electric & Plumbing Supply	41.85
65		Square Deal Builders Supply	158.66
66		Steiner Corporation	427.51
67		Lynn Stuart	40.00
68		Tartan Book Sales	9.87
69		3M Business Equipment Center, Inc.	74.24
70		Tidewater Contractors, Inc.	747.10
71		U.S. National Bank of Oregon	53.30
72		U.S. Postmaster	90.00
73		Western Fire Equipment Co.	223.59
74		Wilson Tire Service	2,624.77
		TOTAL-----	<u>34,739.24</u>