

MINUTES  
BROOKINGS COMMON COUNCIL  
CITY OF BROOKINGS  
December 9, 1980

The meeting was called to order by Mayor Hitchcock at 8:00 p.m.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

Members present were: Councilmen Darrel Allsup, Roy Brimm, Ralph Cheney, Ray Lockman and Mayor Hitchcock.

Staff present were: City Recorder Steve Herman, City Manager, Lynn Stuart and Secretary Praecilla Pruitt. Also present was acting City Attorney George Hoselton.

III. APPROVAL OF MINUTES

MOTION by Councilman Cheney, seconded by Councilman Allsup that the minutes of the November 21, 1980 meeting be approved. Motion carried unanimously.

There were no reports from the City Attorney or City Engineer.

IV. CITY MANAGER REPORTS

1. Request for Council action re: Tidewater Contractor's request for gravel permit renewal.

The City Manager announced that this was an informational item and should not be considered until the gravel permits upstream were resolved as the impact would be similar. Mayor Hitchcock requested that the City Manager contact the County to find out the last time that any gravel was removed from their bar and to report back at the next Council meeting.

2. Comprehensive Plan review - Date Extension

The City Manager read a letter from L.C.D.C. confirming that the report on the Comprehensive Plan had been rescheduled to January 29 and 30, 1981.

3. Library - By-laws

The City Manager reported that this was also an informational item and would be brought back to the Council at a later date after it was discussed with the City Attorney.

The City Manager reported that the new Fire Chief Warren Gay would be here on December 17, 1980.

V. LEGISLATIVE ACTION

1. Engineer Project No. 2221 - Darrel Allsup

The City Manager stated that the letter of approval from D.E.Q. had not been received. Engineer John Thorp informed the Council that the Project had gone before D.E.Q. and he had oral approval, and that written approval had been mailed but had not been received as yet. Councilman Allsup stated that he was in City Hall when Marshall Ferg, Building Official had called H.E.Q. and they had told Mr. Ferg that they had approved the Project and a letter of approval was to be mailed. The City Engineer stated that he would recommend approval contingent upon written approval from D.E.Q., and that all the changes he had requested had been met in the plans for the proposed lift station.

MOTION by Councilman Cheney, seconded by Councilman Lockman that we accept Project No. 2221, subject to the City receiving written approval from D.E.Q. Councilman Allsup abstained from voting. Motion carried.

MEMORANDUM

TO: Mayor and City Council

FROM: Lynn R. Stuart, City Manager

SUBJECT: Wastewater Treatment Plant digester cleaning proposal

DATE: December 8, 1980

DISCUSSION

Digester #1 was constructed in the mid 1950's  
Digester #2 was constructed in the mid 1970's

Neither digester has been cleaned since placed on line in their respective years.

Presently #2 is off line for equipment repair and #1 is being utilized to capacity.

Saturday, December 6, 1980, the firm of Northwest Industrial Scrub conducted an inspection of both digester units (at the request of the City). The results of this inspection are shown on attachment #1.

Cost to pump, haul and clean both digesters is as follows:

| <u>Services</u>   | <u>Estimated Cost</u> |
|---|-----------------------|
| Pump & clean #1 & #2 digester                                   | \$ 11,250.00          |
| Haul waste material to local dump-<br>site (75 hrs. @ \$30/hr.) | 2,250.00 *            |
| Haul overrun (20 loads @ \$25/load)                             | <u>500.00</u> *       |
| Total Estimated Cost  | \$ 14,000.00          |

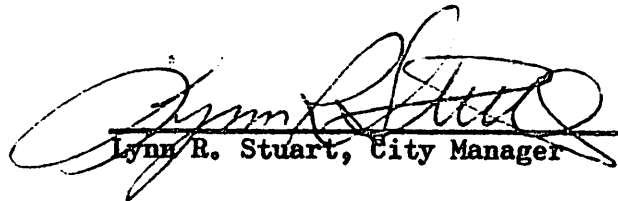
\* Waste hauling will be provided by the local contract hauler in an amount not to exceed \$2,250. Overrun hauling will be done by pump contractor only if necessary and in an amount not to exceed \$500.00.

Page 2  
Memorandum  
December 8, 1980

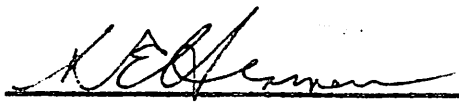
| <u>Contingency Fund</u>              | <u>Budget Amt.</u> | <u>Previous</u> | <u>Proposed</u> | <u>Balance</u> |
|--------------------------------------|--------------------|-----------------|-----------------|----------------|
| Sewer Enterprise<br>Contingency Fund | \$ 14,000          | -0-             | \$ 7,000        | \$ 7,000       |
| Capital Imp. Sewer<br>Replacement    | <u>14,200</u>      | -0-             | <u>7,000</u>    | <u>7,200</u>   |
| TOTAL                                | \$ 28,200          |                 | \$14,000        | \$14,200       |

RECOMMENDATION

It is recommended that the Mayor and City Council take affirmative action on this project.

  
Lynn R. Stuart, City Manager

Reviewed & approved by:

  
Steve Herman, Finance Director

NORTHWEST

INDUSTRIAL

SCRUB

PART OF THE  
NORTHERN BUSINESS GROUP INC.

December 6, 1980

City of Brookings  
Mayor and City Council  
Brookings, Oregon 97415

Mayor and City Council;  
RE: Cleaning STP digesters.

After visiting the plant site and conducting a sample probe we found the following.

#1 TANK (OLD TANK)

\* A floating blanket scum of approximately \_\_\_\_\_ feet, \_\_\_\_\_ gallons.  
A working area of ~~0~~ feet, ~~0~~ gallons.  
A bottom sediment of \_\_\_\_\_ feet, \_\_\_\_\_ gallons.  
Tanks working capacity inoperable ~~100~~ % Original capacity 107935

#2 TANK (NEW TANK)

# A floating blanket scum of approximately \_\_\_\_\_ feet, \_\_\_\_\_ gallons.  
A working area of \_\_\_\_\_ feet, \_\_\_\_\_ gallons.  
A bottom sediment of \_\_\_\_\_ feet, \_\_\_\_\_ gallons.  
Tanks working capacity inoperable \_\_\_\_\_ % Original capacity 99414.

The cost to clean the two tanks will be \$ 11,250. If the city accepts the proposal, work will begin within 12-15-80 + 12-31-80. Upon completion of work and approval by the city supervisor, bill will be presented to the city for immediate payment to the Northern Business Group, inc.

Sincerely yours,

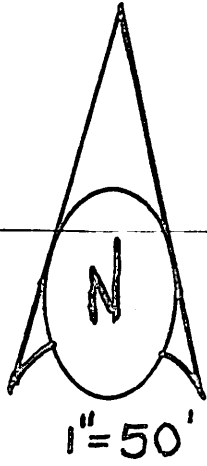
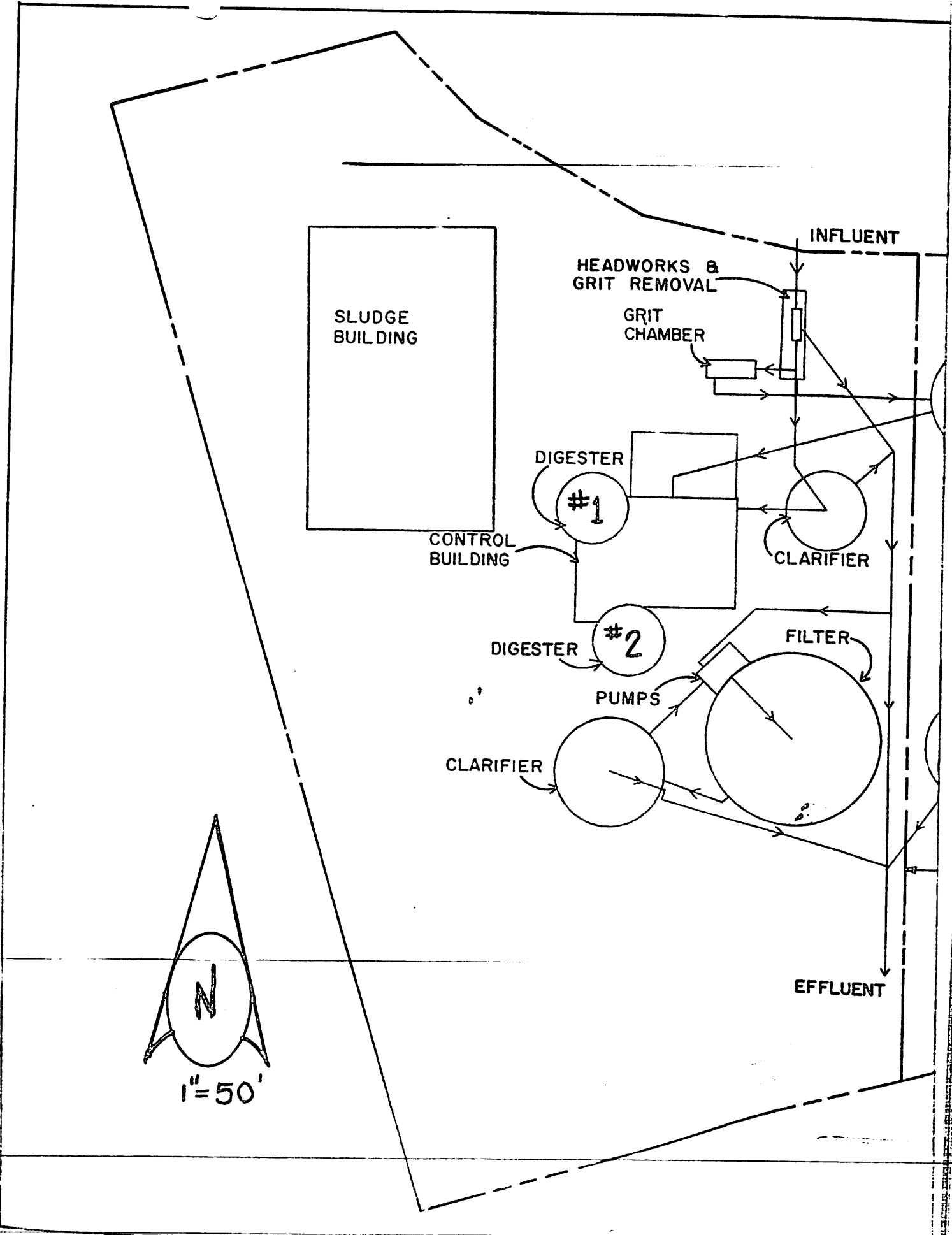
*Vergil L. McGrath*

Vergil L. McGrath  
Northwest Industrial Scrub

\* THIS TANK HAS NO WORKING AREA. THE BLANKET AND BOTTOM SEDIMENT HAVE MET. TANK HAS LONG SOUR.

# THIS TANK IS OPEN FOR REPAIRS. THE BLANKET IS NOT HEAVY. THERE IS SAND IN THE CONE.

12121 N.W. HILLER LANE, PORTLAND, OREGON 97229 • 1-503-292-9141



December 5, 1980  
Wilson Tire Service  
926 Chetco Ave.  
Brookings, OR 97415

City Of Brookings  
898 Elk Drive  
Brookings, OR 97415

Gentlemen:

The following is Wilson Tire Service's proposal for fuel, tires, and batteries for city vehicles, broken down into categories.

GAS: Five cents per gallon off our current pump prices. Example: Pump price \$1.20 your cost \$1.15. The City would be furnished with keys to a keylock pump. This will allow the City access to gas 24 hours a day. *Less F.A.T. (C.C.)*

OIL: 25% off list price. Example: 10 W 40 Havolin oil lists at \$1.45 your cost would be \$1.09. 30 WT Havolin oil your cost \$ .94.

TIRES: We will furnish tires at the attached Net State Prices less attached discounts. We will also meet the new Net State bid prices whenever the State accepts new bids.

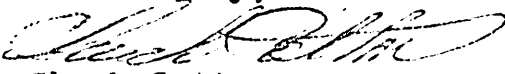
BATTERIES: The prices for batteries are as follows:

22FM-60---4231  
24M-60 ---4736  
22FM-36---3435  
24M 36 3485

The prices are subject to change by industry. We will give you 30 day notice of any change in prices.

If you need more information or have any questions please call or stop by. Thank you for the opportunity to bid your requirements.

Yours truly,

  
Chuck Cotton  
Manager

2. Call for bids - Wastewater Treatment Plant digester rehab.

The City Manager informed the Council that the digesters at the Wastewater Treatment Plant had never been cleaned. The equipment had been removed from digester #2 for repairs and digester #1 which was now in use was operating at a point of inefficiency caused by sludge build-up. International Scrub Co. of Portland, Oregon has checked the system and presented a proposal to clean #1 and #2 digesters at an estimated cost of \$11,250. The estimated cost of hauling waste material to dumpsite was 75 hrs. @ \$30/hr or \$2,250, and an estimated cost of 20 loads of overrun @ \$25/load or \$500, making a total estimated cost of \$14,200 for the entire project. The money is available in the Sewer Enterprise Contingency Fund and the Capital Improvement Sewer Replacement Fund. The City Engineer informed the Council that Harbor would share the cost and it would be pro-rated annually.

MOTION by Councilman Allsup, seconded by Councilman Brimm that we accept the bid from Northwest Industrial Scrub in the sum of \$14,200.00.

The acting City Attorney stated that it should be submitted for competitive bids or state that an emergency exists that required that this contract be executed immediately and state the specific facts. It was the consensus of the Council that because of the emergency situation that we should go ahead with the proposal. The City Manager stated that the public health and safety of the public was involved. Councilman Allsup rescinded his motion and Councilman Brimm his second, and the following motion was made:

MOTION by Councilman Allsup, seconded by Councilman Brimm that due to the present emergency condition of the Wastewater Treatment facility digesters and in an effort to protect the public health, safety and welfare of the citizens of the Brookings area that we accept the proposal from Northwest Industrial Scrub of Portland, Oregon as presented by Staff. Motion carried unanimously.

3. Bid award for gas, oil and batteries for City vehicles.

Steve Herman informed the Council that there was one bid submitted from Wilson Tire Service which included 5¢/gal discount on gas; 25% discount on oil; net State prices less discount on tires; and discount on batteries.

MOTION by Councilman Cheney, seconded by Councilman Brimm that we accept the bid from Wilson Tire Service for gas, oil and batteries. Motion carried unanimously.

4. Audit cost overrun.

The City Manager stated that Yergen & Meyer had informed him that they had received a partial payment of \$7,900 which was not a sufficient amount to cover the audit. The amount of \$11,825 was the estimate to complete the audit, and they would not complete it until the Council takes action. The audit must be completed by the end of December, and a resolution passed indicating proposals to resolve any management problems that the audit might point out. The City Manager stated that the City would be able to cut the costs of the audit for the next fiscal year.

MOTION by Councilman Allsup, seconded by Councilman Cheney that we authorize Yergen & Meyer to complete the audit for the sum of \$11,825. Motion carried unanimously.

5. Request for temporary Police position.

Mayor Hitchcock informed the Council that one of the officers had been hurt while on duty and the Police Department needed an additional temporary Police officer.

MOTION by Councilman Cheney, seconded by Councilman Allsup that we authorize Chief Babb to hire a temporary Policeman. Motion carried unanimously.

6. Finance Director position review per August 8, 1980 meeting.

MOTION by Councilman Cheney, seconded by Councilman Allsup that in fairness to everyone and the new Council coming in that the review be deferred until January when Mr. Herman's six months probationary period ends.

The City Attorney stated that since the previous motion stated that it would be reviewed on December 9th this would constitute a contract and should be considered at this meeting. Councilman Cheney withdrew his motion and Councilman Allsup his second, and the following motion was made:

MOTION by Councilman Cheney, seconded by Councilman Allsup that the Finance Director be made a permanent employee and that he be granted the raise in salary. Motion carried unanimously. (See amendment under Other Business).

7. Holiday extension for December 26, 1980/City employees.

MOTION by Councilman Cheney, seconded by Councilman Allsup that the Friday following Christmas day should be granted as a holiday. Motion carried unanimously.

OTHER BUSINESS

1. The City Attorney brought it to the attention of the Council that the motion concerning the Finance Director should not be stated as a "permanent employee". Councilman Cheney then amended his motion as follows:

MOTION by Councilman Cheney, seconded by Councilman Allsup that the Finance Director be made a full time employee and that his salary be increased \$1,000 a year. Motion carried unanimously.

2. Councilman Cheney brought up that there are people that are not paying their water bills and there are also other water problems existing in the City. The City Manager was directed to look into these water problems.

PAYMENT OF VOUCHERS

MOTION by Councilman Cheney, seconded by Councilman Allsup that we pay the vouchers. Motion carried unanimously.

MOTION by Councilman Allsup, seconded by Councilman Cheney that the meeting be adjourned. Motion carried unanimously.

The meeting was adjourned at 8:58 p.m.

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

  
Mayor Elmer Hitchcock

ATTEST:

  
S. E. Herman, City Recorder



VOUCHERS PAYABLE  
November 21, 1980

| <u>Voucher #</u> | <u>Check #</u> | <u>Vendor</u>                      | <u>Amount</u> |
|------------------|----------------|------------------------------------|---------------|
| 1                |                | Alkem Labs, Inc.                   | \$ 317.27     |
| 2                |                | Baker & Taylor                     | 25.97         |
| 3                |                | Mary M. Beinke                     | 30.00         |
| 4                |                | Mary J. Brimm                      | 10.00         |
| 5                |                | Dorothy E. Carlson                 | 10.00         |
| 6                |                | Naomi M. Cook                      | 10.00         |
| 7                |                | Loren C. Dowden                    | 10.00         |
| 8                |                | Odom L. Ford                       | 10.00         |
| 9                |                | Hazel M. Gudger                    | 10.00         |
| 10               |                | Yukiko Harrison                    | 10.00         |
| 11               |                | Eldon E. Hoskin                    | 10.00         |
| 12               |                | Helen O. Jacobs                    | 10.00         |
| 13               |                | Thelma L. McIlvain                 | 10.00         |
| 14               |                | Inga Osmer                         | 10.00         |
| 15               |                | John R. Lacy                       | 10.00         |
| 16               |                | Robert J. Ledford                  | 10.00         |
| 17               |                | Doris Allsup                       | 10.00         |
| 18               |                | Donald W. McDonald                 | 10.00         |
| 19               |                | George Mac Pherson                 | 10.00         |
| 20               |                | Erma M. Fritz                      | 10.00         |
| 21               |                | Carol A. Ragan                     | 10.00         |
| 22               |                | Robert L. Kerr                     | 10.00         |
| 23               |                | Velma J. Erb                       | 10.00         |
| 24               |                | Pearl L. Dimick                    | 10.00         |
| 25               |                | George Phillips                    | 10.00         |
| 26               |                | R.R. Bowker                        | 111.82        |
| 27               |                | Brookings Inn                      | 89.04         |
| 28               |                | Cantel of Medford, Inc.            | 21.00         |
| 29               |                | Central Pacific Freight Lines      | 21.75         |
| 30               |                | Consolidated Freightways           | 456.26        |
| 31               |                | Ralph C. Cheney                    | 22.50         |
| 32               |                | Coos-Curry Electric Coop.          | 101.30        |
| 33               |                | Coutrakon, Hoselton & Babin        | 2,912.50      |
| 34               |                | Curry Coastal Pilot                | 74.02         |
| 35               |                | Curry County Printing              | 97.40         |
| 36               |                | Dan's Photo & Cameras              | 15.81         |
| 37               |                | EBSCO Subscription Services        | 253.85        |
| 38               |                | Ecodyne, Smith & Loveless Division | 40.80         |
| 39               |                | Frank's Office Equipment           | 9.75          |
| 40               |                | Fyr-Fyter Sales & Service          | 161.00        |
| 41               |                | General Telephone                  | 789.19        |
| 42               |                | Institute of Government            | 3.50          |
| 43               |                | The Irwin-Hodson Company           | 834.80        |
| 44               |                | Loring's Sales & Service           | 53.10         |
| 45               |                | Kaare Mathison                     | 313.00        |
| 46               |                | Patrick V. McClure                 | 25.00         |
| 47               |                | Mory's Arts                        | 9.71          |
| 48               |                | Motorola Inc.                      | 22.19         |
| 49               |                | James H. Nelson                    | 550.00        |
| 50               |                | Publisher Central Bureau           | 61.40         |
| 51               |                | Quality Fence Company              | 157.35        |
| 52               |                | RCA Music Service                  | 9.87          |
| 53               |                | Charles D. Saylor                  | 460.93        |
| 54               |                | Scoggins-Accounting                | 35.00         |
| SUBTOTAL         |                |                                    | \$8,306.58    |

VOUCHERS PAYABLE  
 November 21, 1980  
 Page 2

| <u>Voucher #</u> | <u>Check #</u> | <u>Vendor</u>                 | <u>Amount</u>       |
|------------------|----------------|-------------------------------|---------------------|
| 55               |                | Shell Oil Company             | \$ 1,502.71         |
| 56               |                | Sterling Publishing Co., Inc. | 11.42               |
| 57               |                | Swenson Elec. & Machine       | 786.51              |
| 58               |                | Tartan Book Sales             | 24.30               |
| 59               |                | 3M B.P.S.I. FGL1582           | 114.00              |
| 60               |                | Tidewater Contractors, Inc.   | 486.00              |
| 61               |                | Time/Life                     | 8.53                |
| 62               |                | U.S. Divers Co.               | 5.98                |
| 63               |                | U.S. Postmaster               | 192.33              |
| 64               |                | VWR Scientific Inc.           | 36.30               |
| 65               |                | Widing Transportation, Inc.   | 1,114.87            |
|                  |                | TOTAL                         | <u>\$ 12,589.53</u> |
| 66               |                | Dept. of Revenue              | <u>\$ 32.00</u>     |
|                  |                | GRAND TOTAL                   | <u>\$ 12,621.53</u> |