

MINUTES
BROOKINGS COMMON COUNCIL
CITY OF BROOKINGS
March 11, 1980

The meeting was called to order at 8:04 p.m. by Mayor Elmer Hitchcock.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

Members present were: Councilmen Darrel Allsup, Robert Earle, Ralph Cheney and Roy Brimm.

Staff present were: City Manager/Recorder Frank Freeman and Praecilla Pruitt Secretary. Also present was City Attorney John Coutrakon.

III. APPROVAL OF MINUTES

MOTION by Councilman Cheney, seconded by Councilman Earle that the February 26 and 27, 1980 minutes be approved. Motion carried unanimously.

IV. PUBLIC PARTICIPATION

Jim Dale requested time to speak for the Chetco Public Community Library.

V. CITY ENGINEER'S REPORTS

1. Request to proceed to call for bids on Inflow and Infiltration program.
MOTION by Councilman Cheney, seconded by Councilman Allsup that we accept the bid from H.G.E. Motion carried unanimously.
2. Status report on D.E.Q. Waste Water Discharge Permit requirements.
The report showed 17 recommendations given by H.G.E. Mr. Freeman informed the Council that the City is attempting to remove the septic tank dumpings from the sewage system. The alternative would be to build a holding tank at the plant for pre-treatment or not accept it at all and haul it away.

VI. CITY ATTORNEY'S REPORTS

1. Resolution permitting Curry County to name and rename streets within six (6) miles outside of the City's corporate limits for a one year period.
Resolution No. 236 was read in its entirety.
MOTION by Councilman Cheney, seconded by Councilman Brimm that we adopt Resolution No. 236. Motion was carried unanimously.
2. An Ordinance establishing and providing for the operation of the Chetco Community Library.
The City Attorney stated that from a meeting of the City and the Library Board and the discussion at this meeting he had redrafted a second ordinance, which had been distributed to the City Council, Library Board Chairman and Secretary on Friday, March 7, 1980. Library Board member Shirley Kellis made a request that the matter be tabled until the complete Library Board had time to review the ordinance and consult with an attorney. The City Attorney felt that the ordinance was needed and should be passed as Resolution No. 184 did not create the Library. Jack Ross, Library Board member felt that the Library should have time to review the ordinance and have some input before being passed. Councilman Earle stated that at the meeting there were two members of the Library Board and the assistant Librarian, and at the end of the meeting the Library was satisfied with the input at that meeting to this revised ordinance. If this was not so, then he would have to look at the original ordinance. Dorothy Harroun, Library

Board member made a request that the ordinance be tabled until they had time to read it.

MOTION by Councilman Cheney, seconded by Councilman Allsup that we adopt the original ordinance No. 329 without exception.

Jim Dale requested time to speak and stated that he desired that the Council not pass this ordinance since many people had expressed their disapproval and should wait until a good ordinance was written. Councilman Cheney called for a vote on the motion. The City Attorney stated that there was a consensus between the Library Board and the Council at the last Council meeting that two members of each body would meet to discuss the original draft. At that meeting which lasted more than two hours, the ordinance was gone through point by point and it was decided where the control or authority would lie. Councilman Cheney stated that since there was so much opposition that he would call for a vote. Mayor Hitchcock asked that he withdraw his motion and pass the second ordinance as it would benefit the Council and the Library Board. Councilman Cheney again called for a vote. All Councilmen voted "yes" and Mayor Hitchcock voted "no". Mr. Freeman informed the Council that the ordinance had been previously read but must be read in its entirety again to pass. The ordinance was read in its entirety.

MOTION by Councilman Cheney, seconded by Councilman Brimm that we adopt Ordinance No. 329. Edmonde Samuel stated that the public discussion had been stifled and the ordinance passed and he asked how each person voted. All Councilmen voted "yes" and the Mayor voted "no". Mr. Samuel stated that the ordinance had not passed since there was not a unanimous vote. Mr. Freeman explained that if the ordinance was read in its entirety once, and then at the same meeting there was a motion to read by title only that it must be a unanimous vote. The ordinance had been previously read in its entirety and at this meeting read in its entirety and so did not require a unanimous vote.

3. Business license Ordinance revision.

The City Attorney informed the Council that they would need a better definition of the word "business". Councilman Cheney stated that the new Finance Committee was putting together a new ordinance that would spell out these things, but it had not been completed yet.

4. Notice of Claim by Marjorie B. McKernan.

The City Attorney informed the Council that the claim had been turned over to the City's insurance company and the insurance company would report back to the Council in a few weeks.

VII. CITY MANAGER'S REPORTS

1. Iowa Tract/Tanbark Water and Sewer Local Improvement District Public Hearing date set for April 1, 1980 at 7:30 p.m.

The opponents and proponents had been contacted and April 1, 1980 was a suitable date for all concerned. The Council set this date for the meeting.

2. Progress report concerning the upgrading of the City's fiscal accounting and internal control systems.

Mr. Freeman informed the Council that the Finance Director has made several

administrative changes including consolidating the 13 checking accounts into two accounts; the establishment of definite procedures for the control and disbursement of the City's petty cash fund, and a common trust account for the purpose of accounting for various deposits subject to refund.

3. Report concerning implementation of new Council policy to establish two employee pay periods per month.

Mr. Freeman informed the Council that the Finance Director had requested that the two pay periods authorized at the last meeting be initiated over a sliding scale over a four month period so that she could correct the deficiencies cited by the Auditors and Secretary of State. The Council concurred with this proposal.

The Mayor suggested that we divide our business transactions between both banks in Brookings. The City Manager stated that Staff would present this matter at the next Council meeting.

4. Request from Blain Gribble to have cash bond for public improvements on the Pioneer Village Subdivision released.

Mr. Freeman read a memorandum from the Building Official concerning this Subdivision.

MOTION by Councilman Cheney, seconded by Councilman Allsup that we release the cash bond for public improvements on Pioneer Village Subdivision. Motion carried unanimously.

5. Discussion on City Council budget policy for 1980-81 FY.

The City Manager asked for budget policy concerning additional personnel, equipment and salaries. Mr. Freeman was to send out the results of a survey of 7 or 8 cities showing their wage scale with comparable classifications to the Department Heads as a guide for preparing the budget. From comments of the Councilmen, Mr. Freeman was to have Staff prepare three levels of service delivery system budgets. The first one conservative and the other two with salary increases and additional employees, etc.

6. City Council policy of loaning City equipment.

Mr. Freeman informed the Council that prior to the Council's policy of not loaning City equipment, the City fire vehicles had been used by the Volunteer Fire Association for selling tickets to the Fireman's Ball. The activities had been curtailed until Council policy was established.

MOTION by Councilman Allsup, seconded by Councilman Earle that we allow them to use the fire truck for selling tickets for the Fireman's Ball. Motion carried unanimously.

Fire Chief Keeling also made request for the use of City equipment for the water ball tournament, Azalea Festival parade and Fire Prevention Week. Approval was given for these events by the following motion:

MOTION by Councilman Allsup, seconded by Councilman Cheney that we approve Items 1, 2 and 4. Motion carried unanimously.

VIII. LEGISLATIVE ACTION

1. Request from Mrs. Eldon M. Gossett for Council approval of an Oregon Liquor

Control Commission application for package store license.

MOTION by Councilman Allsup, seconded by Councilman Cheney that we approve Mrs. Gossett's request for a package store license. Motion carried unanimously.

2. Resolution establishing an account known as the "City of Brookings Common Account" for the purpose of consolidating various existing City bank accounts. Resolution No. 239 was read in its entirety.

MOTION by Councilman Cheney, seconded by Councilman Allsup to adopt Resolution No. 239. Motion carried unanimously.

3. Resolution establishing an account known as the "City of Brookings Common Account" for the purpose of consolidating various existing City bank accounts. Resolution No. 240 inadvertently numbered No. 237 was read in its entirety.

MOTION by Councilman Cheney, seconded by Councilman Allsup that we adopt Resolution No. 240. Motion carried unanimously.

4. Resolution establishing definite procedures, control, disbursement and replenishment of the City's existing petty cash fund. Resolution No. 238 was read in its entirety.

MOTION by Councilman Allsup, seconded by Councilman Cheney that we adopt Resolution No. 238. Motion carried unanimously.

IX. PAYMENT OF VOUCHERS

MOTION by Councilman Cheney, seconded by Councilman Allsup that the bills be paid. Motion carried unanimously.

X. OTHER BUSINESS

1. Mr. Freeman informed the Council that the City Engineer would hold an informational town hall meeting prior to the next Planning Commission meeting on the Lower Chetco Water Sewer Local Improvement District, for the purpose of discussing the district's boundaries and estimated costs. All property owners and media were to be notified of the date.
2. Councilman Brimm requested that we have the Planning Commission work on a master plan for the purpose of drainage, repairing streets and getting right of ways established within the City Limits. Also request that the Planning Commission should report back to the Council each month on their accomplishments. Mr. Freeman was instructed to prepare a resolution to this effect.
3. MOTION by Councilman Cheney, seconded by Councilman Allsup that we authorize the City Manager to hire a part time Clerk in the Administrative office. Motion carried unanimously.

It was clarified that this position was for the purpose of getting help to get the water bills caught up and to allow training for the new stenographic secretary to operate the computer in case of sickness. The salary would come out of the General Fund for Engineering Technician and Also Parks Director.

XI. ADJOURNMENT

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

The meeting was adjourned at 10:05 p.m.

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

ATTEST:


CITY RECORDER


MAYOR

VOUCHERS PAYABLE
CITY OF BROOKINGS
February 29, 1980

<u>PAYABLE TO</u>	<u>AMOUNT</u>
Abbas Lock & Safe	43.50
Albert R. Allyn	10.20
Robert Babb	138.50
Robert Babb	8.45
Beach Bakery	10.80
Becco Inc.	307.20
Blue Star Gas	288.38
Brookings Fire Dept.	375.00
Brookings Office Supply	405.20
Brookings Office Supply (Library)	56.28
Brookings Supply Co.	51.94
Brookings, City of (Library)	7.00
Brookings, City of	62.25
Burton Saw & Supply	27.01
Budge-McHugh Supply	122.55
Cantel of Medford	7.00
Catalog Card Corp.	36.80
Chetco Rexall Drug	30.28
Coastal Petroleum	861.95
Coos-Curry Elect.	2,903.71
Coos-Curry Elect. (Library)	140.82
Congressional Quarterly	23.50
Coquille Stationery	58.00
Curry Coastal Pilot	4.40
Curry General Hospital	87.00
Dans Photo & Camera	15.81
Del-Curry Supply	17.15
Direct Safety Co.	14.08
Docs Upholstery	67.20
Samuel Dotson	5.90
Farmers Home Admin. Loan	58,039.05
Fluhrer Bakeries	9.36
Four Seasons Dept. Store	12.76
Franks Office Supply	70.31
Fyr-Fyter Sales Service	8.70
General Telephone - Library	25.41
General Telephone - Watts	141.40
Glasser Janitorial	600.00
Robert Hager	13.20
Joe Hall Properties	1,087.99

(continued)

Hanscams Center ORE.	34.72
Harbor Equipment Co.	25.75
Hinds Supply	2,297.61
JP Electronics	.50
Red Jordans Inc.	67.98
Kerr Hardware	151.22
Legislative Counsel Comm.	150.00
Littrell Parts	158.96
Christina Lucas	187.75
Medford Labs.	25.00
Marquess & Assoc.	10,841.62
Mill Beach Garden Shop	71.60
National Fire Protection Assn.	102.48
James H. Nelson	200.00
Northgate Mobil	62.25
O'Neale Supply	59.45
Lyle K. Owens	10.30
Pacific N.W. Bell	117.00
Pacific Water Works Supply	2,504.92
Paramount Pest Control	15.00
Arno Proctor	13.65
Rays Sentry Mkt. #1	215.75
Reds Auto Wrecking	5.00
Ritz Repair	613.15
Gerald Ross Insurance	126.00
Sams A&W	13.65
Wayne Sheffel	19.70
South Coast Stationery	61.38
Southwestern Ore. Comm. College	14.00
Square Deal Bldr. Supply	109.31
Stampers J&J Tire Co.	90.18
Steiner Corp.	170.05
3M BPSI	108.00
Tidewater Contractors	122.33
Universal Equip, Inc.	3.81
VWR Scientific Inc	103.21
Western Fire Equip, Inc.	317.37
Shell Oil Co.	<u>1,563.40</u>
TOTAL AMOUNT	\$86,950.09