

MINUTES  
BROOKINGS COMMON COUNCIL  
CITY OF BROOKINGS  
July 9, 1980

The meeting recessed from July 8, 1980 was called to order by Mayor Elmer Hitchcock at 9:30 a.m.

I. ROLL CALL

Those present were: Councilmen Darrel Allsup, Roy Brimm and Ralph Cheney.

Staff present were: Lucile Peterson, City Recorder and Praecilla Pruitt, Secretary.

II. DEPARTMENT REPORT

Fire Chief Keeling explained the Mutual Aid Agreement with the Cal-Ore Chiefs consisted of updating their system in case of a large fire. This would include cities from Langlois, Oregon to Klamath, California. A new digit system also was being instituted so that the Fire Department can identify what City the fire trucks are from. With the new fire frequency they could talk by radio from Newport to Klamath, California. In the event of a major fire the City would have an automatic backup system. Fire Chief Keeling read the Mutual Assistance Agreement. He stated that there would be equipment in every town to handle an emergency and all the cities were to help each other.

MOTION by Councilman Allsup, seconded by Councilman Cheney to accept the agreement. Motion carried unanimously.

The second agreement, Fire Chief Keeling explained, was the property agreement with the Ocean Shore Protection of the State of Oregon State Forest. At the present time we have a mutual aid agreement with the State of Oregon Coos Forest Protection. The State is paying \$100.00 a year for the City protecting the beach land.

MOTION by Councilman Cheney, seconded by Councilman Allsup to accept this Ocean Shore protection agreement. Motion carried unanimously.

III. LEGISLATIVE ACTION

1. Ordinance No. 340 for amendment to Brookings Zoning Ordinance and Zoning Map was read in its entirety for the second time.

MOTION by Councilman Cheney, seconded by Councilman Brimm to adopt Ordinance No. 340. Motion carried unanimously.

2. Marshall Ferg, Building Official addressed the Council concerning easements on the stormwater separation project. He stated that the easements had not been obtained prior to signing the contract. Don Farmer would not sign an easement unless a sidewalk was put in from the back of his building along Chetco Avenue, and a driveway approach. Mr. Cremarosa had given an approximate price of \$1,500 to \$2,000 to do this work, which would be an additional amount over the contract price. Mr. Ferg stated that the sidewalk would be constructed to the property lines with the proper width and would be 4" thick and a concrete driveway entrance of 6" thick.

MOTION by Councilman Cheney, seconded by Councilman Allsup to give Marshall Ferg authority to obtain the required easement in writing for this one time only. Motion carried unanimously.

Councilman Cheney stated that in the future the Council should check over all the contracts to see that all the necessary easements have been obtained and everything in order, as the Council had been assured on this project that all the requirements had been met.

3. The motel-hotel tax Ordinance No. 342 was read in its entirety for the second time.

MOTION by Councilman Cheney, seconded by Councilman Allsup to adopt Ordinance No. 342. Motion carried unanimously.

Councilman Brimm felt that appreciation should be given to Mr. Ken MacLeod for the work that was put in on this motel-hotel tax. Councilman Cheney stated that Mr. MacLeod had made a survey of various motels and the 6% amount had been agreed as the proper rate by the Citizen's Advisory Committee. Mayor Hitchcock suggested that the Council should have a joint meeting with this Committee to find out how they had arrived at their recommendations. Mr. MacLeod stated that there were 24 cities that had been contacted for the percentage rate.

4. Resolution No. 257 authorizing installation of certain traffic control. Resolution No. 257 was read in its entirety.

MOTION by Councilman Allsup, seconded by Councilman Cheney to adopt Resolution No. 257. Motion carried unanimously.

5. Proclamation by Mayor on election results. The Proclamation was read in its entirety.

MOTION by Councilman Cheney, seconded by Councilman Brimm to accept the Proclamation. Motion carried unanimously.

6. Decision on amount on the ballot for the September 16th election and tax measure. Lucile Peterson requested that the Council give her a figure that she could use as a potential resource from the hotel-motel tax to be used in the 1980-81 budget. Mr. MacLeod felt that a rough estimate would be \$50,000. Mrs. Peterson asked that the Council authorize her to make adjustments to the budget to provide some level of service and also other budget amendments that could reduce some tax. In other words the full amount of the revenue could not be applied as a tax offset as there would be other expenses to consider. She desired this authorization as it would be necessary for her to come back in two weeks with the Resolution, budget figures and a ballot measure and show how the budget has been revised.

MOTION by Councilman Cheney, seconded by Councilman Allsup that Lucile Peterson, Finance Director be authorized to make whatever changes are necessary in the 1980-81 budget. Motion carried unanimously.

7. Second reading of Ordinance No. 335 providing that water meters be installed within 60 days after approval and payment.

Ordinance No. 335 was read in its entirety for the second time.

MOTION by Councilman Cheney, seconded by Councilman Brimm to adopt Ordinance No. 335. Motion carried unanimously.

8. Second reading of Ordinance No. 338 pertaining to annexation of certain property. Ordinance No. 338 was read in its entirety the second time.

MOTION by Councilman Allsup, seconded by Councilman Cheney to adopt Ordinance No. 338. Motion carried unanimously.

9. Ordinance No. 341 withdrawing an area to be annexed to the City from the Dawson Fire Protection District.

Ordinance No. 341 was read in its entirety.

MOTION by Councilman Cheney, seconded by Councilman Brimm to adopt Ordinance No. 341. Motion carried unanimously.

MOTION by Councilman Cheney, seconded by Councilman Allsup to read Ordinance No. 341 by title only. Motion carried unanimously.

Ordinance No. 341 was read by title only.

10. Discussion on reclassification of swimming pool employees and salary increases promised by the Pool Supervisor to employees without Council authorization. The City Recorder stated that the salary set for lifeguards was \$3.10 per hour and instructors with a W.S.I. card \$3.50. There were 2 of the employees who were hired as lifeguards that obtained their W.S.I. card and were reclassified as instructors. One recommendation would be to reclassify the employees as instructors, contingent upon their W.S.I. cards being filed and be given the salary increase for the hours they are actually doing instruction and their present salary for those hours on lifeguard duty. As an optional recommendation, that the difference be split between her original recommendation of \$4.00 for instructor and \$3.10 for lifeguard and pay them \$3.50 an hour, provided their W.S.I. card is on file.

MOTION by Councilman Cheney, seconded by Councilman Allsup to approve the payment of \$3.50 for the two employees as lifeguards and instructors, provided the W.S.I. cards are placed on file with the City. Motion carried unanimously.

Mrs. Peterson stated that the \$3.50 an hour would be retroactive to the time they began as instructors or the date of their W.S.I. card, whichever is later.

IV. PAYMENT OF VOUCHERS

MOTION by Councilman Cheney, seconded by Councilman Allsup that the bills be paid in the sum of \$44,230.81. Motion carried unanimously.

V. OTHER BUSINESS

1. The City Recorder stated there were three letters of resignation that should be presented for formal acceptance. The resignation of Alexa Coombs as Clerk Stenographer was read.

MOTION by Councilman Allsup, seconded by Councilman Cheney to accept her resignation effective July 18, 1980. Motion carried unanimously.

The resignation of Marilyn Riddle of the Library was read.

MOTION by Councilman Cheney, seconded by Councilman Allsup to accept the resignation. Motion carried unanimously.

The resignation of Dick House, Public Works Superintendent was read.

MOTION by Councilman Cheney, seconded by Councilman Brimm to accept this resignation. Motion carried unanimously.

2. Decision pertaining to filling the vacancy of the City Manager/City Administrator position.

Mayor Hitchcock stated that 3 salary ranges from the League of Oregon Cities with a population of 3,500 was \$18,000; 10,200 population \$24,000; and 11,700 population \$23,000. Councilman Cheney suggested appointing Lucile Peterson as an acting City Administrator for a six months period. She would be responsible for the administrative office. He also recommended that she hire an employee in the administrative office with bookkeeping experience and someone to run the computer if needed. It was the consensus of the Council that an Engineer should be hired.

The City Recorder made the following suggestions to the Council: That the Council within 30 days decide the title of the person who will become the chief executive officer and a job description be prepared. Appoint a search committee of 3 to 5 persons that will seek qualified applicants, screen them and have 3 and no more than 5 applicants' names submitted to the City Council within 45 days following the thirty day decision making process. The City Council would interview the 3 to 5 applicants within the next 30 days and select 2 candidates to be interviewed by the Council and the search committee within the next 15 days. The final candidate to be notified within 5 days. If the candidate is not interested then notify the second candidate within the next 5 days and the Council to name the person who is the Chief Executive Officer at a Council meeting and that person would assume work within 30 days of appointment. The Mayor and the Council would be the governing body of the City on an advisory consent basis. The directives to be formulated by the Council and given to the City Administrator to make progress reports and to give the directives to the Department Heads. The Administrator to be in the position of co-ordinating what the Council feels needs to be done and the Council would not be in direct contact with City Employees. She desired to act on personnel matters, such as placing an employee on a suspension basis and the Council would act to terminate the employee or to transfer the employee to another job or to reinstate the employee at full pay. The acting City Administrator shall not be authorized to enter into any contractual agreements. All contractual agreements to be reviewed and approved by the Council at its regular meeting prior to any commitment being made for engineering, legal or any other contracting services. The City to enter into a bid process on gasoline, oil, diesel and everything purchased, as she felt she could save the City money. Since the budget had failed and a revised budget with the additional revenue needed to be prepared, there could be some reclassification of employees, and possibly restructuring of salaries. There could be a possibility of a budget that would meet the requirement of a salaried City Engineer for at least part time. Whenever the qualified executive officer is elected that person would have the necessary people in place to help him get through the transition period. Mrs. Peterson recommended that the search committee consist of an employee, CCOG representative, Senior Citizen, Citizens Advisory Committee member or other local people, so that they could have input as to whom to elect. The Council requested that her recommendations be typed and presented to the Council at its next regular meeting. The City Recorder stated that in two weeks she would come back with the budget figures and would know if there was enough money for an Engineer.

3. Councilman Cheney stated there were people coming down on week ends and doing dumping in the City Sewer Plant without a permit. Councilman Allsup suggested that the Plant be locked and only the Police Department have a key, fence it and raise the rates. It was to be placed on the Agenda for the next regular meeting on July 22, 1980.
4. Councilman Brimm stated that the minutes on the Library Board should be kept in the City Hall on record for future Council use.
5. There was discussion on the problem of surface water going into the sewers all over the City. Councilman Brimm stated that work needed to be done on the City

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streets. The City Recorder stated there were 19 streets that needed repair and by the first of August a figure should be given to the Council to be done properly. In the meantime there would have to be only patchwork done.

VI. ADJOURNMENT


MOTION by Councilman Allsup, seconded by Councilman Cheney to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 12:10 p.m.

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

  
MAYOR

ATTEST:

  
CITY RECORDER