

MINUTES  
BROOKINGS COMMON COUNCIL  
SPECIAL COUNCIL MEETING  
NOVEMBER 29, 1979

Meeting was called to order at 9:30 a.m. by Mayor Elmer Hitchcock.

I. ROLL CALL

Members present were: Councilmen Darrel Allsup, Ralph Cheney, and Jack Lowrie.

Staff present were: City Manager, Frank Freeman and Secretary Praecill Pruitt.

II. LEGISLATIVE ACTION

Motion was read by Councilman Cheney, seconded by Councilman Allsup as follows: I move for the combining of the City Recorder's office into the City Manager's office, and that the City Council of the City of Brookings hereby combine the City Recorder's office into the Office of City Manager, and the City Manager is to hereafter perform all the duties and obligations set forth in the charter and ordinances of this City which have heretofore been the powers and obligations of the office of City Recorder. This action is taken pursuant to the Council's powers as set forth in the charter of the City of Brookings, Chapter III, Section 10. The City of Brookings is in the process of revising its financial organization and procedures, and it is necessary and desirable that these two offices be combined as soon as possible, and an emergency is hereby declared to exist in the interest of the public, peace, health and safety of the City of Brookings and the inhabitants thereof.

Roll call was as follows: Councilman Allsup - Yes; Councilman Cheney - Yes; Councilman Lowrie - Yes; and Mayor Hitchcock - No. Motion carried.

MOTION was read by Councilman Cheney, seconded by Councilman Lowrie as follows: I move that there be created within the City Manager's Office the employment position with the title "Financial Director". The City Manager is hereby directed to prepare a list of qualifications for applicants for this position. The City Manager is also to provide a salary schedule and seek to fill this position as soon as possible with the qualified applicant. The City Manager shall take all steps to receive applications as soon as possible. Motion carried.

III. OTHER BUSINESS

City Manager gave a report of the cash balance as of November 23, 1979 in all accounts.

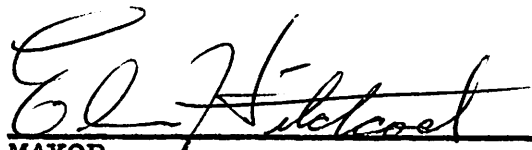
Mayor Hitchcock read a resignation handed to him by Marge McKernan effective December 17, 1979.

Roy Brimm asked Mayor Hitchcock to read Ordinance No. 3 concerning the office of City Recorder. Mayor Hitchcock read the Ordinance.

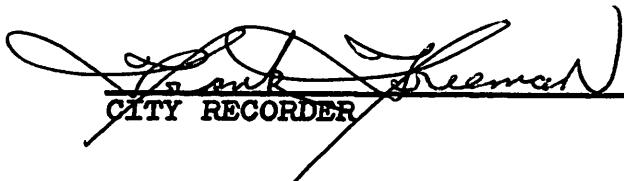
IV. ADJOURNMENT

MOTION by Councilman Cheney, seconded by Councilman Allsup to adjourn the meeting. Meeting was adjourned at 9:30 a.m.

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

  
MAYOR

ATTEST

  
CITY RECORDER