

MINUTES
BROOKINGS COMMON COUNCIL
CITY OF BROOKINGS
December 11, 1979

The meeting was called to order at 8:03 p.m. by Mayor Elmer Hitchcock.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

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

Staff members present were City Manager/Recorder Frank Freeman and Praecilla Pruitt, Secretary. Also present were City Engineer Richard Nored and City Attorney John Coutrakon.

III. APPROVAL OF MINUTES

MOTION by Councilman Cheney, seconded by Councilman Lowrie to approve the November 29, 1979 minutes. Motion carried unanimously.

IV. COMMUNICATIONS

Mr. Freeman informed the Council that communications regarding conditional use permit be placed on the Agenda under City Manager's report, Item 9.

V. APPOINTMENTS

1. Appointments to Citizen Advisory Committee on Finance.

MOTION by Councilman Cheney, seconded by Councilman Lockman that Ron Ratisseau, Don Croucher, Louis Vieira and Clarence "Dutch" Hornsberger be appointed to the Citizen Advisory Committee on Finance. Motion carried unanimously.

VI. PUBLIC HEARING

1. Council consideration for adoption of a revised Sub-division Ordinance. The Council set the date of December 17, 1979 at 9:00 a.m. for a public hearing on the revised subdivision ordinance.

VII. PUBLIC PARTICIPATION

Frank Freeman read excerpts from the League of Oregon Cities convention speech, given by Anthony Downs, held November 10 - 13, 1979.

VIII. CITY ENGINEER'S REPORTS

1. Report on Infiltration-Inflow Project. City Engineer stated that the project is ready for bids. Because of winter weather, it was decided to wait until February to let the bids and start the project in March.

2. Report on Arnold-Fifield Street Improvement District. City Engineer stated that the cost would amount to \$1,195,168.00. It was agreed that square footage rather than lineal would be more equitable.
3. Discussion on policy for oversizing sanitary sewers and waterlines. City Engineer felt that storm drainage should go with the land and did not have much merit. City Manager suggested that Staff, developers and Council would meet at a study session and the Council make a decision. City Engineer informed the Council that they would bring down their operation consultant after Christmas and work with the operators at the Sewer Treatment Plant and train them in order to resolve some problems that have arisen.

IX. CITY ATTORNEY REPORT

The City Attorney informed the Council that a short term note from the County for \$60,000.00 was due on December 1, 1979 and that he had prepared a Resolution for an extension of time since the transfer of funds did not occur until April 17, 1979. The resolution was read in its entirety. MOTION by Councilman Cheney, seconded by Councilman Allsup that we approve the Resolution and have our City Manager look further into the matter. Motion carried unanimously.

X. CITY MANAGER'S REPORTS

1. Report concerning purchase of Police patrol vehicle. It was reported that a mid-size Dodge Aspen could be purchased for \$6,027.01 from the State Purchasing Division within the budgeted amount of \$6,500.00. MOTION by Councilman Cheney, seconded by Councilman Lowrie that we instruct the City Manager to purchase a Police car with equipment, for \$6,500.00. Motion carried unanimously.
2. Discussion on driving surface for existing earth streets in the City. The City Manager stated that an emulsion and chip seal could be used rather than an asphalt type section. It was felt that Elk Drive should be upgraded first and the City Manager and Engineer were to find out the cost of paving Elk Drive since the City had entered into an agreement with the Church to pave the street within three years and receive a right-of-way which had not been done. It was the general consensus that one street should be done at a time and should be done properly.

3. Request from Mrs. Dorothy Kemp and other property owners for Improvement District. Staff recommendation that this item be referred to the City Engineer for interim study and brought back to the Council. It was noted that the property was outside the City Limits and would require annexation.
MOTION by Councilman Cheney, seconded by Councilman Lockman that the City Engineer and City Manager would give a report at the next Council meeting. Motion carried unanimously.
4. Correspondence from Mr. Blain Gribble concerning water line agreement with former Building Inspector and Staff Engineer. The City Manager informed the Council that Mr. Gribble had requested that this item be removed from the Agenda.
5. Council discussion with Librarian concerning the interaction and relationship between Library, City and County. Anne Hicks stated that there were 5 libraries in the County. The Library prepared one budget for the City and one for the County. The bills were sent to the City and copies of the bills sent to the County Treasurer. The County provides money for all building improvements and provides more than one-half to two-thirds of the budget. Next year the Library will receive State aid amounting to 21¢ per capita.
MOTION by Councilman Cheney that all bookkeeping and records be handled by the City Finance Officer with the exception of the daily ledger and all receipts, grants and disbursements shall be handled by the Finance Officer and all purchases shall be made by requisition which has been approved by the City Manager, and a purchase order signed by the City Manager or his Agent. This motion in regard to purchasing shall take effect immediately. The remainder of the motion shall take effect on December 31, 1979.

Anne Hicks mentioned that requisitions would be difficult to use as many of the books are not published for another six months hence. Mayor Hitchcock asked for the City Manager's opinion. Mr. Freeman stated that if the Librarian made a requisition for the City Manager's approval in order to purchase merchandise then a purchase order would be made by the Finance Officer and it would encumber the funds. Most Finance Officers have encumbrance ledgers so they will know their cash position. You would know immediately that you do not have these funds. Councilman Allsup seconded the motion. The Mayor called for a vote. All Councilmen voted "yes". Motion carried unanimously.

6. Recommendation on greater Council involvement in service delivery system.
The City Manager requested additional time to make a presentation on this item.
7. Claim against City submitted by Calvary Chapel.
Staff recommendation to submit this item to the City insurance company and the City Attorney for his review. It was noted that there was wood and debris within the manhole on Oak and Pacific causing the water to back up into the church building.
8. Claim against City submitted by Pine Cone Theatre.
Staff recommendation to submit this item to the City insurance company and the City Attorney for his review.
9. Appeal by Darrell Otto.
The appeal was read by Mr. Freeman. Mr. Freeman explained that this item had gone before the Planning Commission for a home occupation and was denied and Mr. Otto was appealing the decision. A public hearing was to be set for the next regular Council meeting.

XI. OTHER BUSINESS

1. MOTION by Councilman Cheney, seconded by Councilman Allsup that since the Council accepted Mrs. Marge McKernan's resignation from City employment at its last regular meeting, I would like to formally move that the Council accept Mrs. McKernan's resignation as previously submitted with this exception, that due to her long service for the City of Brookings we continue her salary through the month of December 1979. Motion carried unanimously.

Mayor Hitchcock questioned if this was in addition to her comp. time and it was clarified that this was her regular monthly salary.

2. Proposal by Betty Guthrie.
Mr. Freeman stated that Mrs. Guthrie has property in the North Brookings Sewer District and the City desired to obtain a sanitary easement along the lower 15 feet of her property. Mrs. Guthrie would grant an easement with the following conditions: That she would not be required to hook up to the sanitary sewer main at this time or until such time as her septic tank failed; that no sanitary sewer lateral would be installed; that no

Page No 5. - Minutes
Brookings Common Council
City of Brookings
December 11, 1979


service connection be charged until such time as she was connected to the sewer main. The City Attorney felt that the agreement should be limited to her ownership, or a time limit be made.

MOTION by Councilman Cheney, seconded by Councilman Allsup that we accept her proposition, with those requirements added that if the property is sold then the proposition shall become null and void, and that at such time as the D.E.Q. should require her to hook up to the sewer that the City shall do so, providing she gives the City the easement. Motion carried unanimously.

MOTION by Councilman Lowrie, seconded by Councilman Allsup that the meeting be adjourned.

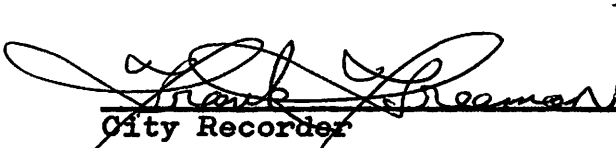
The meeting was adjourned at 9:40 p.m.

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



Mayor

ATTEST:



City Recorder