

**CITY OF BROOKINGS  
COUNCIL AND PLANNING COMMISSION JOINT STUDY SESSION  
AND COMMON COUNCIL MEETING MINUTES**

**City Hall Council Chambers  
898 Elk Drive, Brookings, OR 97415**

**August 27, 2001  
7:00 p.m.**

**I. CALL TO ORDER**

Mayor Bob Hagbom called the meeting to order at 6:05 p.m.

**II. PLEDGE OF ALLEGIANCE**

Led by Planning Commissioner Judi Krebs

**III. ROLL CALL**

Council and Planning Commission Present: Mayor Bob Hagbom, Council President Larry Curry, Councilors Frances Johns, and Rick Dentino, Planning Commission Chair Richard Gyuro, and Commissioners Ted Freeman, Jim Collis, Victoria Nuss, Judi Krebs, and Randy Gorman, a quorum present.

Council and Commissioners Absent: Lorraine Kuhn, excused and Fred Howe from the Planning Commission

Mayor informed and updated Councilor Kuhn's recent car accident

Staff Present: City Manager Leroy Blodgett, Community Development Director Leo Lightle, City Planner John Bischoff, Fire Chief William Sharp, Finance Director Randy Reed, Community Development Department Secretary Linda Barker, Building Official LauraLee Gray, Public Works Inspector, and Administrative Secretary Sharon Ridens

Media Present: Jeff St. Peter, Curry Coastal Pilot

Other: Chamber of Commerce Executive Director Les Cohen, Parks & Recreation Chair Russ Fritz and approximately 20 other citizens, along with members of our Brookings Volunteer Fire Department Fireman

#### IV. PLANNING COMMISSION AND CITY COUNCIL STUDY-SESSION

##### A. DIA's (Deferred Improvement Agreements)

Mayor Hagbom reviewed the background on the City's Deferred Improvement Agreements (DIA's). Councilor Larry Curry questioned and confirmed Council was to take no action during this study session. However, City Manager Blodgett advised action could take place later in the Council meeting. Mayor Hagbom asked Blodgett to explain further Council and Staff's past and current position on DIA's, which included when and when not to allow. Blodgett noted a need to review/define the criteria allowing DIA's - going back either to where we were, or to come to a new position. Blodgett advised City Attorney John Trew advised our current ordinance states the City may defer improvements, and that it provides the criteria for deferment, which implies if you meet that criteria, you will defer. Discussion ensued, including deferments in residential vs. commercial, local improvement districts, priorities, community education regarding DIA's and the need to "call them in."

Discussion continued with comments from Council and the Planning Commissioners. Planning Chair Gyuro asked for more guidance from the Planning Department especially in regards to safety, costs, and terrains. Gyuro stated, "to say NO DIA's is not realistic." Councilor Dentino felt this meeting should have occurred six months ago. Commissioner Krebs stated DIA's do not appear on the building applications, and requested that as an addition to the app, along with the criteria for it indicated. She again requested the Planning Department provide the number of current DIA's and percentage involved for any area coming before the Commission, noting the frustration in an appeal process and being kept out of the "loop" of communication with the Planning Department regarding Planning issues. Concerns of City costs involved with calling in DIA's, along with planning and engineering elevations were discussed. Commissioner Freeman and Chair Gyuro agreed with Curry and no more DIA's - "we needed to start somewhere." Commissioner Nuss stated she supported allowing DIA's ONLY when necessary and insisted developers needed to pay for the development costs, passing it on to the customer, where it can be included in the mortgage. Nuss concurred there is never a good time to call in DIA's and that doing so puts an undue burden on any political official. Discussion included preferential treatment to developers and sections of the community. Nuss encouraged Council to continue the current policy especially in school areas.

Further discussion ensued with specific comments from Blodgett, City Planner Bischoff, Community Development Department Director Leo Lightle, Council, and Commissioners regarding many problems with "calling-in" DIA's.

Mayor Hagbom concluded all were in agreement that the right track of eliminating DIA's had begun, and that he specifically liked Commissioner Krebs's idea of criteria of DIA's, including criteria for an emergency type situation, to be

on planning applications. Hagbom noted safety issues being a high priority and suggested taking the discussion from tonight's study session and giving it to staff. He asked Council to attend the next Planning commission on September 4, 2001, and to meet at 6:00 p.m. All agreed. Mayor thanked Councilors and Commissioners for their input.

Mayor Hagbom recessed the study session and meeting at 6:56 p.m.

Mayor Hagbom reconvened the City Council meeting at 7:02 p.m., August 27, 2001.

## V. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

### A. Announcements

1. Ten Years of Service – John Cowan/Public Works Inspector (August 26, 1991)  
Public Works Inspector John Cowan was given special recognition for his ten years of service with the City of Brookings. Embarrassingly, Cowan accepted a framed certificate from Mayor Hagbom.
2. Volunteer and Employee of the Year  
Mayor Hagbom and City Manager Leroy Blodgett gave special recognition and presented a unique myrtle wood lighthouse replica and roses to Community Development Department Linda Barker as one of the Co-Employees of the Year 2000-2001, since she had been unable to attend the prior weekend's annual City Volunteer and Employee Recognition Picnic at Azalea Park. Barker stated, "She knew the only reason she got the award was because she works on the right department!" Hagbom verbally recognized Sharon Ridens, Administrative Secretary, as the other Co-Employee of the Year and Dan Palicki as Volunteer of the Year.
3. Fire Department Promotions within the Brookings Volunteer Fire Department  
Mayor Hagbom and Fire Chief William J. Sharp acknowledged the promotion of five Lieutenants to the position of Captain within the Brookings Volunteer Fire Department. Sharp explained these outstanding individuals worked hard and trained to provide volunteer service to the Fire Department as officers and the desire to promote them to the level of Captain, recognizing their achievements. The officers promoted to Captain were: Gary La Fazio, Steve Nagel, Mark Saphiloff, Paul Walker, and Dennis Ward. All the new Captains have served with the Department for several years and Sharp stated he looked forward to many more years of dedicated service from these officers.

B. Appointments

1. Planning Commission Position No. 3

Mayor Hagbom offered the appointment of Russ Fritz as the new Planning Commissioner replacing Alfred Howe, who previously resigned. Fritz provided a brief sketch of his background and enthusiasm to be involved on this new level of community service.

**Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to approve the appointment of Russ Fritz to Position No. 3 on the Planning Commission.**

VI. SCHEDULED PUBLIC APPEARANCES

A. Vietnam Veterans of America – Bill Farrell

Citizen Bill Farrell arrived later in the Council meeting. See agenda item No. VII.A.(3) below.

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison reports

1. Chamber of Commerce

Executive Director Les Cohen reported on success of Chamber's golf tourney during the City's 50<sup>th</sup> birthday, brining in players from Arizona, the Rogue Valley, and northern California. He expressed his pleasure with the tourney, which included the purpose of telling people about Salmon Run and our community. Cohen concluded with details on meetings he attended, the success of his attendance to the Redman Oregon Motor Coaches convention, US Hwy 199 signage regarding Brookings and the Coast, and meetings regarding air service out of Crescent City, CA.

2. Port of Brookings-Harbor

There was no report.

3. Council Liaisons

Councilor Frances Johns provided a written report from the School Bond Oversight and Review Committee ( a copy is provided in these minutes).

Councilor Rick Dentino attended the Harbor Sanitary District Board of Directors meeting; attended and represented the City at the South Coast Humane Societies' National Homeless Animals Day candlelight celebration at Azalea Park; attended the annual back to school breakfast; went to a 2-day grant proposal writing seminar; attended U.S. Representative Peter Defazio's question and answer town hall meeting;

and attended the City's Annual Volunteer and Employee Appreciation Picnic last weekend.

Council President Larry Curry attended picnic and the CCD Business Development Corp. quarterly meeting in Gold Beach.

Mayor Hagbom reminded Council of a legislative session update being held by the League of Oregon Cities on Wednesday, September 5, from 9:00 a.m. to Noon in Coos Bay. He asked as many Councilors to attend as possible. Car-pooling was discussed

Citizen and Vietnam Veterans of American representative Bill Farrell, 19366 Carpenterville Road, Brookings, (previously scheduled for agenda item No. VI.A.) stated after reviewing Council audiotapes of July 23, 2001, and the request of an additional \$600, he could see the Council's questions as legitimate. Farrell detailed the items to be purchased (tubes) and the safety risks in not having these new tubes, a one-time capitol expense. The old (current) tubes have been used for approximately 20 years. Discussion ensued and Mayor Hagbom recommended the matter be continued to discuss in the spring at budget time.

- B. **Unscheduled**  
There were no appearances.

## **VIII. STAFF REPORTS**

### **A. City Manager**

1. **Downtown Development Committee Meeting Scheduled**  
City Manager Blodgett advised Council the Downtown Development Committee is scheduled to meet August 30, 2001 at 7:00 p.m. in the Council Chambers of City Hall. The meeting will be an introduction and discussion of the group's responsibilities, funding, ground rules by which to work, and to set up their next meeting.
2. **Alder Street property lease agreement**  
Mr. Therrien attended earlier in the evening, but asked the matter to be postponed. Therefore, no action was taken at this time.
3. **Other**  
Blodgett sent a letter to ODOT regarding the couplet and not being listed as a high priority on the recent list for highway improvements in ODOT's budget. He advised of a meeting next week in Portland to meet with potential developers in our community and one in Salem on September 5, to discuss the couplet issue with ODOT.

- B. Finance Department
  - 1. Summer Recreation Program Report  
City Manager Blodgett referred to the Summer Recreation Program report provided in the Council Packet, noting its success.
  
- C. Community Development Department
  - 1. ESEE (Economic Social Environmental & Energy) analysis proposals  
City Manager Blodgett informed Council the ESEE analysis was ready to come to Council, however it was decided to put it off the agenda. After a meeting with the Water Master, it was discovered various unknowns regarding the LCDC's requirement of the analysis. Discussion ensued, noting the Water Master concurred with what the engineers found - that the draw does not effect the level of the water - therefore, not necessary to do the analysis. A decision needs to be made if there is an impact or not. Mayor Hagbom shared his discussion with the Water Master.

**IX. CONSENT CALENDAR**

- A. Approval of Council Meeting Minutes
  - 1. Minutes of August 13, 2001, Regular Council Meeting  
(end Consent Calendar)

**Councilor Curry moved, Councilor Johns seconded, and the Council voted unanimously to approve the consent calendar.**

**X. ORDINANCES/RESOLUTIONS/FINAL ORDERS**

- A. Final Orders
  - 1. In the matter of City Council File No. APP-2-01; an appeal of a condition of approval for a Minor Partition; John Zia, applicant  
City Manager Blodgett conveyed staff findings of facts and conclusions, making a recommendation Council adopt the proposed final order. Councilor Dentino noticed a five-foot strip that was part of what was already required by the Planning Commission and that it was mentioned, in the final order because it was not changed from the Planning Commission.

**Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to adopt the final order for the Zia appeal-APP-2-01 on approval of a minor partition.**

**XI. REMARKS FROM MAYOR AND COUNCILORS**

- A. Council  
No further comments.
- B. Mayor  
Mayor Hagbom discussed the redistricting issues and the disappointments and oppositions to Senator Bradbury's recent redistricting program. Council President Curry asked to have this matter added to the current agenda.

**Councilor Curry moved, Councilor Johns seconded, and the Council voted unanimously to add to the agenda the issue of Bradbury's redistricting program.**


Discussion ensued and all concurred Mayor Hagbom should speak on behalf of the Council indicating the City's displeasure regarding the redistricting program presented by Bradbury and to show support for any action that would be in cooperation with the County or the Port.

**Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to appoint Mayor Bob Hagbom as the Council's representative to speak on their behalf and to oppose the redistricting plan as presented by Senator Bradbury, and to support any actions determined from the upcoming County and Port meetings.**

**XII. ADJOURNMENT**

**Councilor agreed by consensus to adjourn the meeting at 7:55 p.m.**

Respectfully submitted:

  
\_\_\_\_\_  
Bob Hagbom  
Mayor

ATTEST by City Recorder this 10 day of September 2001.

  
\_\_\_\_\_  
Randy Reed  
Finance Director/City Recorder

# Brookings-Harbor School District 17-C

Administrative Office - 564 Fern Avenue

Brookings, Oregon 97415

541-469-7443 - Fax: 541-469-6599

"Good Schools Are a Wise Investment"

**Date:** August 24, 2001

**To:** Members of the School Bond Oversight and Review Committee:

**Larry Aslinger**

**Frances Johns**

**Al Bates**

**Ben Nolan**

**Frank Cembellin**

**John Thorp**

**Buzz Hansen**

**Tom Martin** (not attending meetings)

**Re:** > Courtesy Copy of RFP for Fern Street Sidewalk Project  
> Updated Summary of All Bond-Related Expenditures  
> Update with Storm Drain Replacement Project  
> Update with Electrical Generators  
> Preliminary Plans for Next Oversight Committee Meeting

## **Courtesy Copy of RFP for Fern Street Sidewalk Project**

First of all, enclosed is a courtesy copy of the Request for Proposals (RFP) for the Fern Street Sidewalk Improvement Project. This will appear as a legal advertisement in the ***Coastal Pilot*** on Saturday, August 25<sup>th</sup>, and also in the ***Daily Journal of Commerce*** for statewide and regional exposure.

Of course, we are hoping that local contractors qualified to undertake this kind of project will be very interested in bidding on this work. As you will read in the RFP, we will have a non-mandatory pre-bid meeting at 1:00 pm on Wednesday, September 5<sup>th</sup>, with the formal bid opening scheduled for the following week, at 2:00 pm on Wednesday, September 12<sup>th</sup>. Of course, Oversight Committee members are welcome attend either one of these sessions. Both will be held in the District Board Room.

## **Updated Summary of All Bond-Related Expenditures**

Secondly, enclosed is a comprehensive summary of all bond-related revenues and expenditures, current and up-to-date as of this week. Our Business Manager, Bev Fleshman, has devoted a great deal of time to establish a comprehensive reporting and tracking system so that all revenues and expenditures associated with the school bond projects can be clearly identified and kept up to date. The enclosed report is also being sent to the School Board, and it will be carefully reviewed by the our Auditors, who will be here next week to conduct our District's overall annual budgetary audit.

You will see that we are keeping all bond-related revenues and expenditures in separate, segregated accounts. Note that we have already earned more than \$600,000 in interest, all of which stays in the same account as the original bond proceeds.

(continued on next page)



**School Bond Oversight Committee Memo, August 24, 2001** (page 2 of 3)

You will also see that Bev has disaggregated the expenditures according to specific categories of the various types of projects. Also note that we are spending a small amount of dollars from non-bond funds. To date, this has included some of the Lottery Grant dollars approved by the Board for the preliminary cost estimates for developing the former Crook property, and some General Fund dollars for re-locating the portable and other minor projects which Gene needed to take care of this summer.

For each category, you will see that Bev has indicated "final" amounts as of the end of the previous fiscal year (until June 30, 2001), under which there is a dark line. After that line, we indicate the further amounts to be allocated to the present (2001-2002) fiscal year. The totally "up-to-date" figures (to 8-22-2001) are at the bottom of each respective page/category.

Again, all of these revenues and expenditures will be reviewed very carefully by the auditors when they are here next week for the annual District audit.

If you have any questions about the information contained in that summary, please give myself a call, or feel free to contact Bev directly. (However, please keep in mind that, with the auditors are in town during the next week, Bev will be very busy and may not be able to return your call immediately.)

**Update with Storm Drain Replacement Project**

Unfortunately, just about everything that could be going wrong with the project actually is. There has been one problem and unexpected setback after another. We are obviously far behind our original timeline, and it now appears that work may need to continue for at least 2-3 weeks after students return to school on Monday.

Gene is doing an outstanding job in working directly with Dick Bryant and our engineers (Balzhizer and Hubbard or "BHE"), but just as soon as one issue gets resolved, another one comes up. Not to go into all the details, the latest problems are related to the fact that the contractors have just recently uncovered an undetermined number of lateral pipes that tied into the original storm drain, but were not identified by the TV cameras as part of the planning for the original bid specifications. This obviously will entail major change-order work, because those additional lateral pipes must now be connected to the new storm drain, which has already been installed.

Our main concern right now is to maintain a totally safe and secure perimeter around the project. With deep holes (some of which have water at the bottom) next to a playground area, we obviously have a potentially dangerous situation once students come back to school on Monday. We are taking extraordinary measures to secure the site. As necessary over the week-end, we will have a semi-permanent chain link fence installed (to replace the orange plastic barriers). We have also had a night security person onsite during the entire night as necessary to insure that no unauthorized persons encroach onto the site.

While this project has been a huge "headache" for Gene, I am confident that he is doing everything reasonably possible to get things back on track and moving ahead. We are fortunate that Gene has developed such a close and effective working relationship with Dick Bryant, BHE, the City's engineers and the other people associated with monitoring this project.

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**School Bond Oversight Committee Memo, August 24, 2001** (page 3 of 3)

If you would like further details on this project, please give me a call. It would be better if people do not call Gene directly, as he really needs to devote his complete attention to the actual work underway, and simply cannot afford to spend the time it would take to brief Oversight Committee or School Board members.

**Update with Back-Up Diesel Electrical Generators**

GREAT NEWS! I just received a call this morning from Harry Beck, who was very upbeat in informing me that our request has been granted. We now need to move ahead with the logistics of transporting the units from Portland to Brookings. There are actually three 100 KW units. Harry has said that we can "take our pick of the litter," and select the two best units for our District. He also provided some contacts for us regarding refurbishing the units and transporting them down to Brookings.

I plan to contact Larry Aslinger as soon as possible and ask that he take the lead in moving forward with the arrangements for getting these units moved down here to Brookings-Harbor. In the meantime, we need to secure formal Board approval for the "rest of the story," on this whole matter. This will be placed on the agenda as an action item for the next School Board meeting

**Preliminary Plans for Next Oversight Committee Meeting**

As was discussed at the end of the last meeting, we are tentatively planning for the next Oversight Committee meeting to take place on Monday, September 17<sup>th</sup>, starting at 1:00 pm. Keep in mind that we are still in the process of identifying the date for the next School Board meeting. I am hoping that the Board will decide to meet again on that same night, largely due to the important fact that Dick Bryant cannot be here for a Board meeting the week before, on September 10<sup>th</sup>. Once the Board has finalized it plans for their next meeting, then we will send another letter out to the Oversight Committee with a definite date for these next meetings, and a more detailed agenda for the Oversight Committee meeting.

Thanks again for your continued efforts to help the District move forward with our building improvement plans. This has been a rather hectic summer, but we have made a lot of progress towards our ultimate goals. The next meetings of the Oversight Committee and School Board should be very important as we try to come to closure on some very critical issues.

If you have any questions, or would like more details about any topic discussed in this memo, please don't hesitate to give me a call.

cc: Board of Education  
Bev Fleshman, Business Manager  
Building Principals: Floyd Strandberg, Mike Dillenburg, Chris McKay  
Gene Peare, Maintenance Supervisor  
Melody Gossard, Food Service Supervisor