

**CITY OF BROOKINGS
BROOKINGS COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
March 12, 1990**

MINUTES

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Council Present: Mayor Fred Hummel, Council President Fred Schutt, Councilors Nancy Brendlinger, Bill Henry, Floyd James

Staff Present: City Manager Dennis Cluff, City Attorney John Babin, Administrative Assistant Donna Van Nest, Community Development Director Leo Lightle, Municipal Court Judge A. L. Stuart

Planning Commission Present: Commissioners Mary Jane Brimm, Judi Krebs

Media Present: Joelle Johnson, Curry Coastal Pilot; Marge Barrett, KURY

IV. CEREMONIES/APPOINTMENTS

1. Appointment of one Planning Commissioner

Councilor Brendlinger moved to approve the reappointment of Judi Krebs to a 4-year term on the Planning Commission, which motion was seconded by Councilor Henry. The clerk called the roll with the following results:

Ayes: Councilors Schutt, Henry, James,
 Brendlinger, Mayor Hummel

Nays: None

Motion carried; Judi Krebs reappointed to a 4-year term on the Planning Commission. (Term expires 04/21/94)

V. **MINUTES FOR APPROVAL**

A. **Approval of Council Meeting Minutes**

1. February 12, 1990 Regular Council Meeting
2. February 26, 1990 Reconvened Council Meeting

Councilor Brendlinger requested a correction on Page 5 of the February 26 minutes. Councilor Henry moved to approve the minutes of the February 12, 1990 Regular Council Meeting and the corrected February 26, 1990 Reconvened Council Meeting, which motion was seconded by Councilor Schutt. The clerk called the roll with the following results:

Ayes: Councilors James, Schutt, Brendlinger, Henry, Mayor Hummel

Nays: None

Motion carried; corrected minutes of the February 12, 1990 Regular Council Meeting and the February 26, 1990 Reconvened Council Meeting approved.

B. **Acceptance of Planning Commission Meeting Minutes**

1. February 6, 1990 Planning Commission Meeting

Councilor Brendlinger moved to accept the minutes of the February 6, 1990 Planning Commission Meeting, which motion was seconded by Councilor James. The clerk called the roll with the following results:

Ayes: Councilors Henry, Brendlinger, Schutt, James, Mayor Hummel

Nays: None

Motion carried; minutes of the February 6, 1990 Planning Commission Meeting accepted.

VI. SCHEDULED PUBLIC APPEARANCES

1. Curry Transfer & Recycling, Inc. - Application for solid waste collection and disposal rate adjustment/recycling proposal - Pete Smart

Mr. Michael B. Early, Attorney at Law, representing Curry Transfer and Recycling, reviewed the rate schedule and described how the requested rates were formulated. Mr. Early requested that the rate adjustment be effective as of February 1, 1990 and discussed the city's obligations pursuant to Ordinance No. 86-O-402, Section 11. Mayor Hummel indicated that a written response to a letter from City Manager Dennis Cluff to CTR has not been received yet. This letter requested answers to some specific questions regarding the rate adjustment. Following council discussion, Councilor Schutt moved to table the matter until written answers are received from CTR, which motion was seconded by Councilor Henry. The clerk called the roll with the following results:

Ayes: Councilors Brendlinger, James, Schutt, Henry, Mayor Hummel

Nays: None

Motion carried; CTR request for rate adjustment tabled until written answers are received to questions regarding the rate structure.

VII. COMMUNICATIONS/ANNOUNCEMENTS/REPORTS/REQUESTS

A. Mayor

1. Skateboard Park report

Mayor Hummel indicated that he had spoken to Chairman Ellen Babin of the school board and she is going to ask for an opinion from the other school board members as to their feelings about a joint venture with the city for a skateboard park.

No formal action taken.

2. Recycling Committee Report

Mayor Hummel reported that the committee is making some progress.

No formal action taken.

B. Council

1. Proposed Fire Station Report - Councilors Brendlinger and Henry

Councilors Brendlinger and Henry reported that they are still looking at options for the location of the new fire hall. The members of the fire department have questions about the location and size of the building.

No formal action taken.

C. Planning Commission

None.

D. Golf Board

None.

E. Chamber of Commerce

Dan Potilechio, representing the Chamber of Commerce, requested that the city increase the percentage of the bed tax which the chamber of commerce receives from the city to 30%, which is in keeping with the past two years when the city increased the percentage to 20% and then 25% last year. Mr. Potilechio indicated that there had been an agreement with the city that the bed tax percentage would be raised each year until it got to 50%. Mayor Hummel advised Mr. Potilechio that this matter would come before the Budget Committee in April.

F. City Manager

1. Request for extension of contract time - Marv's Utility Specialists

City Manager Dennis Cluff explained that Marv's Utility Specialists has requested another time extension on the water intake to April 20, 1990.

City Attorney John Babin explained the options concerning the liquidated damages section of the contract between the city and Marv's. Councilor Henry requested more information from Marv's to support the request for an extension.

Councilor Schutt moved table the matter until such time as there is authorization received from CH2M Hill to support the granting of the extension of time, which motion was seconded by Councilor Henry. The clerk called the roll with the following results:

Ayes: Councilors James, Henry, Brendlinger, Schutt, Mayor Hummel

Nays: None

Motion carried; request for extension of contract time for Marv's Utility Specialists tabled until such time as there is authorization received from CH2M Hill Engineering to support the granting of the extension of time.

City Manager Dennis Cluff presented the Council with Construction Pay Estimate No. 8 from CH2M Hill which recommended a payment to Marv's Utility Specialists in the amount of \$36,532.17. Councilor Brendlinger moved to authorize the payment of \$36,532.17 to Marv's Utility Specialist, contingent upon Change Order No. 1 being signed by Marv's, which motion was seconded by Councilor Schutt. The clerk called the roll with the following results:

Ayes: Councilors Brendlinger, James,
Henry, Schutt, Mayor Hummel

Nays: None

Motion carried; payment of \$36,532.17 to Marv's Utility Specialist authorized, contingent upon Change Order No. 1 being signed by Marv's.

2. Request for approval of 1990-91 Budget Calendar

City Manager Dennis Cluff presented the council with a revised Budget Calendar for fiscal year 1990-91. Councilor Henry moved to adopt the budget calendar as presented, which motion was seconded by Councilor Schutt. The clerk called the roll with the following results:

Ayes: Councilors Schutt, Henry, James,
Brendlinger, Mayor Hummel

Nays: None

Motion carried; 1990-91 budget calendar adopted.

G. City Attorney

Resolution No. 90-R-478 - A Resolution appointing city attorney.

Administrative Assistant Donna Van Nest read Resolution No. 90-R-478 into the record. Councilor Schutt moved to adopt Resolution No. 90-R-478, which motion was seconded by Councilor James. The clerk called the roll with the following results:

Ayes: Councilors Schutt, Henry, James,
Brendlinger, Mayor Hummel

Nays: None

Motion carried; Resolution No. 90-R-478 adopted. (appointing city attorney)

Michael J. Gillespie of the firm of Slack, Stone and Gillespie of Coquille, Oregon was introduced as the new City Attorney. John Duerst, an associate in the firm of Slack, Stone and Gillespie, was also introduced.

Outgoing City Attorney John Babin thanked the council and the staff for the assistance through his years as City Attorney.

H. Community Development Director

1. Solutions to hi-level water L.I.D. - Highland Subdivision

Community Development Director Leo Lightle briefly described the background of the project. The utilities in the area under discussion were built to the then existing standards. The cost of hooking up to the high level water lines was prohibitive at the time of this development due to the distance between this development and the high level water lines. Fire flows were a part of the process, or should have been, at the time of development.

Mr. Lightle informed the Council that there are several options available on the high-level water system. The options given most consideration are as follows:

Option 1 - Do nothing

Option 2 - Put into effect proposed solutions as designed by H.G.E. and looping into the new line

Option 3 - Tie into new line being installed at the north end of the project, with pressure reducers to be tied into the lower end of each line

Option 4 - Hook the high level line at upper section of these streets and uncouple the connection with the low level system

Mr. Lightle indicated that staff recommends Option 2 as the best solution to the problem.

Councilor Schutt indicated support for an L.I.D. to bring the system up to standard. Mayor Hummel and Councilor Brendlinger questioned this solution as there has not been a majority of the property owners contacted in favor of the project. Councilor Schutt moved to take steps to form a Local Improvement District in Highland Subdivision for the high-level looped water system, which motion was seconded by Councilor James.

Speaking from the audience were:

Tony Ardagna
Harold Sharman
Larry Curry
Loyal Hughes
Bill Bowles
Jack Edzards

The clerk called the roll with the following results:

Ayes: Councilors Henry, Schutt, James

Nays: Councilor Brendlinger, Mayor Hummel

Motion carried; staff directed to take steps to form a Local Improvement District in Highland Subdivision for the high-level looped water system.

2. Recommendation for acceptance of Wiggins Subdivision

Community Development Director Leo Lightle informed the Council that the developer has completed the improvements to the streets, has provided "as-built" drawings to the City and has supplied the necessary documentation to the City of Brookings. Mr. Lightle recommended acceptance of the Wiggins Subdivision, located on Ransom Avenue. Councilor Henry moved to accept the Wiggins Subdivision into the City system, which motion was seconded by Councilor Brendlinger. The clerk called the roll with the following results:

Ayes: Councilors Brendlinger, James,
Schutt, Henry, Mayor Hummel

Nays: None

**Motion carried; Wiggins Subdivision accepted
into the City system.**

3. Certification - Water Treatment Operator I -
Howard Hill

Mr. Lightle informed the Council that Howard Hill has achieved Water Treatment Plant Operator I certification from the State of Oregon.

No action requested.

4. Certification - Fire Fighter Instructor - Bill Sharp

Mr. Lightle advised that Brookings Fire Department Captain Bill Sharp has achieved certification as a fire fighter instructor.

4. Report on Easy Street Improvement Calculations

Mr. Lightle presented the Council with a schedule from Gary Dyer, P.E., for the Easy Street Improvements.

No action requested.

5. Community Development Director's Report

Mr. Lightle reported on the following current issues:

- (a) Tax lot maps of city owned property

Copies of tax lot maps of major pieces of City owned properties were presented to the Council. Mr. Lightle explained that these maps do not include the smaller reservoir sites, pump station locations, street rights-of-way, and also did not include a title search. Two major parcels which were not included were the Jack Creek Golf Course property and the Ferry Creek Reservoir site.

(b) Mapping for city utilities

A letter from H.G.E. was presented to the Council estimating costs to upgrade the utility maps. The estimates varied from a project estimated at \$2,000 - \$2,500 to a detailed mapping project including topography estimated at a cost of \$35,000 - \$40,000.

(c) Cost of developing system development charges

A letter was presented to the Council from H.G.E. estimating the cost to analyze systems development charges at \$6,500. Mr. Lightle informed the Council that staff is looking at other options.

(d) Staggered signals at Oak Street and Chetco Avenue

Mr. Lightle informed the Council that Police Chief Kent Owens has sent a letter to the Oregon Department of Transportation regarding this matter.

(e) Sidewalk liabilities

Mr. Lightle indicated that he does not have enough information about this project yet to mail letters to property owners, and stated that he and City Manager Dennis Cluff will be reviewing this matter.

(f) Defective caution lights at schools

Mr. Lightle advised the Council that the monies required for repair of the lights has been budgeted in the 1990-91 proposed budget.

(g) Water treatment plant corrosion control

Staff is looking into other options for this project.

(h) Water treatment plant expansion

Mr. Lightle informed the Council that monies are not available for this project at this time.

(i) Van Pelt Hills water system - fire hydrant protection

Mr. Lightle advised that Building/Fire Safety Officer Marshall Ferg is developing a timeline and costs for this project.

(j) William Crook Street Improvements

Mr. Lightle indicated that this item will be on the April Council agenda.

(k) Wastewater treatment plant upgrade and outfall

Mr. Lightle advised that the construction has begun at the wastewater treatment plant and outfall, which is going to require additional staff time.

(l) Subdivisions Update

Ready for construction:

Harris Beach Planned Unit Development -
26 units

Crestwood Park - 18 units

To be presented to Planning Commission:

Claron Glen - 73 units

Meadowview Subdivision - 7 units

Pacific West - Agnew Property - possibly
50 units

(m) Flushing Program

Mr. Lightle advised that public works will be flushing water lines after the new intake is on-line and Fire Chief Marshall Ferg will try to coordinate his hydrant testing with the flushing program.

(n) System Development Charges

Mr. Lightle requested that the Council consider the issue of the percentage of system development charges to be charged to treatment and the percentage to collection and indicated that this item will appear on the April agenda.

J. Contract Review Board

None.

VIII. CALL FOR BIDS

None.

IX. REPORT ON BIDS

None.

X. PUBLIC HEARINGS

None.

XI. FINAL ORDERS

None.

XII. ORDINANCES

None.

XIII. RESOLUTIONS

1. Resolution No. 90-R-477 - A resolution establishing the "Dare Program Fund".

Administrative Assistant Donna Van Nest read Resolution No. 90-R-477 into the record in its entirety. Councilor Henry moved to adopt Resolution No. 90-R-477, which motion was seconded by Councilor James. The clerk called the roll with the following results:

Ayes: Councilors Brendlinger, James, Schutt, Henry, Mayor Hummel

Nays: None

Motion carried; Resolution No. 90-R-477 adopted. ("DARE" program)

XIV. UNSCHEDULED PUBLIC APPEARANCES

John Hoskinson, 333 Mill Beach Road, requested that public works repair a water leak on Fifield Street and schedule pothole patching.

Tom Herrod, 1089 Parkview Drive, requested better tracking of systems replacement expenditures.

XV. PAYMENT OF VOUCHERS

Councilor Henry moved to approve the vouchers in the amount of \$170,992.78, which motion was seconded by Councilor Schutt. The clerk called the roll with the following results:

Ayes: Councilors Schutt, Henry, James, Brendlinger, Mayor Hummel

Nays: None

Motion carried; vouchers approved in the amount of \$170,992.78.

EXECUTIVE SESSION ORS 192.660 ()

None.

XVI.

ADJOURNMENT

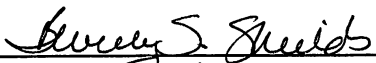
Councilor Brendlinger moved to adjourn the meeting, which motion was seconded by Councilor Henry; **motion carried unanimously.**

Mayor Hummel adjourned the meeting at 11:13 p.m.



Fred Hummel
Mayor

ATTEST:



Beverly S. Shields
City Recorder