

Agenda

VAULT COPY

City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings Oregon
January 24, 2005 7:00 p.m.

Before the regular Common Council meeting there will be a meeting of the Budget Committee beginning at 6:00 p.m. The Common Council meeting will begin at 7:00 p.m.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Ceremonies/Appointments/Announcements

A. Ceremonies

1. Certificate of Appreciation—Dori Blodgett, Parks and Recreation Commission [page 5]
2. Certificate of Appreciation—Bill Boynton, Parks and Recreation Commission [page 6]

B. Announcements

1. Introduction of new Police Communications Officer—John W. Appolonio

V. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Chamber of Commerce
2. Council Liaisons

B. Unscheduled

VI. Staff Reports

A. Finance Department

1. Budget Calendar and Budget Officer for FY 2005/2006 Budget [page 7]

B. Fire Department

1. Awarding of Bids for Thermal Imaging Camera [page 9]

C. City Manager

1. 2004-2005 Goals Report [page 11]
2. Other

VII. Consent Calendar

A. Approval of Council Meeting Minutes

1. Council meeting of January 10, 2005 [page 15]

End Consent Calendar

VIII. Remarks from Mayor and Councilors

A. Council

B. Mayor

IX. Adjournment

Brookings Events Calendar

January 2005

January 2005							February 2005						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	1	6	7	1	2	3	4	5
9	10	11	12	13	14	8	13	14	15	16	17	18	19
16	17	18	19	20	21	15	20	21	22	23	24	25	26
23	24	25	26	27	28	22	27	28					
30	31					29							

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						January 1, 2005
2	3 9:30am CC- VIPS/Volunteers In Police Service/Marvin P 2:00pm Staff only open house for new mayor and councilor 3:30pm CC-Open House and Swearing In-Mayor-elect 7:00pm FH-FireTng/ChShrp (Fire Hall)	4 8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palick 9:30am KURY Radio Community Focus Talk Show w/City 10:00am CC-Slam'n Salmon meeting	5 12:00pm Comnity Agencies mtg (Chetco Sr.Center) 7:00pm FH-PoliceReserves	6 8:15am CC-CmtyDevDpt Staff mtg/EWait 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray	7	8 Senior center Kitchen Closed
9	10	11	12	13	14	15
	7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn	2:00pm CC-SafetyComMtg/ Kathy Dunn	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Economic Development Committee-Ed Wait, Diann		
16	17	18	19	20	21	22
	City Hall Closed-Martin Luther King Day 9:30am CC-VIPS/Volunteers In Police Service-BPalick 6:00pm CC-American Red Cross Mtg/Karen Degenais 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing M 9:30am KURY Radio Community 10:00am FH-Surburban Fire 3:00pm CC-Parks Field Use 7:30pm CC-Council work session	2:00pm CC-Downtown Development Subcommittee meeting	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 2:00pm CC-Hillside meeting-John 4:00pm CC-EDC subcommittee		
23	24 9:00am CC-Municipal Court 2:00pm CC-EDC Healthcare Subcommittee-Tony Mefford 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	25 Chamber of Commerce Business Outing 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	26 1:00pm Curry General meeting-Beachfront Inn	27 8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray	28	29 9:00am Council Goal Setting Session-Brookings Inn Conference Center
30	31 7:00pm FH-FireTng/ChShrp (Fire Hall)					

Locations:
CC-Council Chambers
FH-Fire Hall

Brookings Events Calendar

February 2005

February 2005

S	M	T	W	T	F	S
6	7	1	2	3	4	5
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2005

S	M	T	W	T	F	S
6	7	1	2	3	4	5
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		February 1	2	3	4	5
		8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn	12:00pm Comnlty Agencies mtg (Chetco Sr.Center) 2:00pm CC-SafetyComMtg/ Kathy Dunn 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/EWait 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray		
6	7	8	9	10	11	12
	9:30am CC- VIPs/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)		8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Economic Development Committee-Ed Wait, Dianne Snow		
13	14	15	16	17	18	19
	7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am FH-Surburban Fire District-Phil Cox-469-5729		8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray		Chinese New Year Celebration-street c
20	21	22	23	24	25	26
	CITY OFFICES CLOSED-President's Da 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen Degenals 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	2:00pm CC-Public Works Bid Opening-Dump Truck Chassis-Cathie mahon	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett		
27	28					
	9:00am CC-Municipal Court 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg					

Locations:
CC-Council Chambers
FH-Fire Hall

Certificate of Appreciation

Awarded to

Dori Blodgett

For dedicated service on the Parks and Recreation Commission
from

February 12, 2001

Honored this 24th day of January, 2005

For 4 years of service

To the citizens of the City of Brookings

Pat Sherman
Mayor

Leroy Blodgett
City Manager

Certificate of Appreciation

Awarded to

Bill Boynton

For dedicated service on the Parks and Recreation Commission
from

October 8, 2001

Honored this 24th day of January, 2005
For 3 years and 3 months of service
To the citizens of the City of Brookings

Pat Sherman
Mayor

Leroy Blodgett
City Manager

CITY OF BROOKINGS



STAFF REPORT

Date: January 10, 2005

To: Mayor Hagbom and City Council

Through: Leroy Blodgett, City Manager

From: Paul Hughes, Finance Director

Subject: **Budget Calendar and Budget Officer for Fiscal Year 2005/06 Budget**

INFORMATION

Each year the City Council must appoint a Budget Officer and approve the budget calendar. The Budget Officer prepares and presents the budget to the Budget Committee. The budget calendar is a timeline of the budget preparation process.

RECOMMENDATION

Staff recommends approval of the budget calendar as presented and appointing the City Finance Director as the Budget Officer.

CITY OF BROOKINGS 2005 – 2006 BUDGET CALENDAR

January 24, 2005	City Council to appoint Budget Officer and approve budget calendar
January 25, 2005	Budget worksheets to department heads
January 29, 2005	City Council Goals Session
February 14, 2005	City Council adopts Council Goals
March 1, 2005	Completed department budget worksheets returned to Finance Director
April 13, 2005	Publish 1 st notice of Budget Committee meeting
April 20, 2005	Publish 2 nd notice of Budget Committee meeting
April 27, 2005	Budget Committee meeting (dates for additional meetings, if necessary, will be set at this meeting)
May 18, 2005	Publish budget summary and notice of Hearing
June 13, 2005	Budget Hearing
June 27, 2005	Budget adoption by City Council

INTER

OFFICE



MEMO

To:	City Council, City Manager
From:	William J Sharp, Fire Chief
Subject:	Awarding of Bids For Thermal Imaging Camera
Date:	01/19/05

Earlier this year the Fire Department submitted a request for a grant to the Federal Government for the "Fire Act" grant program. The grant would fund 90% of the cost to purchase 41 sets of new Fire Jackets/pants and a Thermal Imaging Camera. On November 12, 2004, we received notification of award of the grant. The total amount of the grant is \$61,200 with the Federal share of 90% being \$55,080 and the City's share of 10% being \$6,120. Fire Department budgeted funding for the City's 10% portion of the grant. The Thermal Imaging Camera grant amount is \$12,000.

The Fire Department requested bids for the purchase of the Thermal Imaging Camera. We received three bids. They are as follows:

THERMAL IMAGING CAMERA BIDS

Mallory Company 1040 Industrial Way Longview, Washington 98631-8190	ISG K1000 Elite-Lite	\$8,850.00
L N Curtis & sons 629 S Industrial Way, Seattle, WA 98108	Bullard T3Max	\$9,500.00
Cascade Fire Equipment Company PO Box 4248 Medford, Or 97501	Scott Eagle Imager 160	\$9,900.00

Staff recommends awarding of bid for the purchase of 1 Thermal Imaging Camera to LN Curtis & sons of Seattle, Washington for \$9,500.00 as per specifications of bid.

The bid from Mallory Company did not meet Department specifications.

CITY OF BROOKINGS



STAFF REPORT

Date: January 20, 2005
To: Mayor Sherman & City Councilors
From: Leroy Blodgett, City Manager
Subject: 2004-05 Goals Status Report

REPORT

At the beginning of each calendar year City Council establishes goals for the next fiscal year beginning in July. The goals are established early so the annual budget can reflect the desires of the City Council. Below is a brief summary on the status of each of the 2004-05 goals after six months of the fiscal year.

1. Pedestrian Safety Program
 - a. Evaluate and improve safety at street crossings

The police department has considered various improvements to crosswalks including lighting, signs and other markings.

The new state law has helped and we have done some public education that has helped.

Staff is working with ODOT on the design for next years highway improvements and will encourage improved crosswalks.

2. Hassett Street Construction – 5th to 7th streets connection
 - a. Complete engineering design
 - b. Obtain right-of-way
 - c. Begin construction

The Hassett Street project will provide an alternate connection to 5th Street for residents living or traveling from the east side of the city. Currently the majority of traffic is forced to travel through the school area which is already very congested in the morning and afternoon. Some of the adjacent property owners are concerned about traffic traveling through what is now a quiet area.

Preliminary engineering design is complete. Staff is currently working with our engineer to reduce construction cost and address neighborhood concerns. It is unlikely construction will begin this fiscal year. Discussion with property owners will begin this year, however, right-of-way acquisition may not be possible by June, 2005.

3. Create Economic Development Committee
 - a. Responsible for overall economic & urban development
 - b. Develop business recruitment, retention and expansion program
 - c. Review and update the Strategic Plan

A 14 member Economic Development Committee (EDC) has been created to replace the Downtown Development Committee. The EDC membership is made up of representatives from the B-H Chamber of Commerce;, Port of B-H; B-H School District; SWOCC; Curry County; City; two business owners and two residents; from within the City and the same from outside the City. The EDC has formed sub-committees to address specific issues such as downtown development.

I will attend the next EDC meeting to discuss use of city staff time and encourage attention to items b and c of this goal.

4. Multi-purpose Events Center
 - a. Continue effort to develop an Events Center
 - b. Consider inclusion of a covered swimming pool

Last calendar year we had approval of a grant through the State for this project. However funding was cut and the grant program no longer has funds for projects.

5. Hospital
 - a. Complete feasibility study
 - b. Obtain permits
 - c. Secure property

The hospital feasibility study is nearly complete and should be made public within the next few weeks.

Until a decision is made as to how and with whom to proceed, permits cannot be obtained.

We have had discussion with the State Parks Commission about acquiring the property now used for the Welcome Center at the north end of the City. If a decision is made to proceed with a hospital, State Parks is willing to negotiate a property transfer.

6. City Hall
 - a. Complete final design
 - b. Secure funding

A preliminary architectural design has been completed. We applied for a federal appropriation to fund the emergency service portion of the project, however, it was not successful. While we will continue to search for funding sources, it will more likely take a bond issuance to provide all or a portion of the funds.

7. Welcome Signs
 - a. Replace "Welcome" signs at the north and south ends of the City

The EDC has formed a sub-committee to begin work on this project

8. Establish Beautification Program
 - a. Proactive litter control
 - b. Develop Beautification Program

There has been some successful private involvement in litter control which the City participated. Other than that little has been done yet to accomplish the goal.

9. Youth Involvement Program
 - a. Police youth involvement program
 - b. Promote existing fire youth involvement program
 - c. Attempt to involve youth in various commissions and committees
 - d. Explore possibility of a Youth Advisory Committee

The City's insurance carrier recommended not having a youth involvement program in the police department due to liability.

The fire department has a successful youth involvement program. While it only has two youth volunteers, staff will promote the program.

All city commissions and city council now have youth ex-official members.

The Youth Advisory Commission (YAC) was a League of Oregon Cities (LOC) program. Due to lack of participation and resources LOC has discontinued the program.

10. Improve City Hall audio/video system
 - a. Replace or fix audio/video system in the Council Chambers

This project has been completed.

11. Water System Improvement
 - a. Consider shut down of water treatment plant
 - b. Install additional water storage
 - c. Improve water pumping capacity
 - d. Work with Borax to develop additional water source

Shut down of the water treatment plant has been considered and may take place next year.

Additional water storage will be completed this fiscal year.

Design work is under way to improve pumping capacity and work will be scheduled next fiscal year.

Staff has had and will continue discussions with Borax representatives about developing the ground water source on their property.

12. Downtown Parking Plan

- a. Prepare a parking plan for downtown area to determine need for new parking lots and on-street parking requirements

Staff has secured grant funds from ODOT for a parking study in the downtown area. The project will also include a study and design for improvements to Constitutional Way. However, until the Highway 101 Improvement study is completed it is unknown if there will be on-street parking on Chetco Avenue. Once that study is completed we will commence with the parking study.

13. Street/Sidewalk Maintenance and Replacement Program

- a. Develop a program including schedules and replacement of streets and sidewalks

Staff has not yet begun work on this project. Once the new Public Works Director is hired this goal will become his/her responsibility.

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
January 10, 2005 7:00 p.m.**

I. Call to Order

Mayor Pat Sherman called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Led by Boy Scout Troop 32.

III. Roll Call

Council Present: Mayor Pat Sherman, Councilors Frances Johns Kern, Craig Mickelson, Larry Anderson, and Dave Gordon, a quorum present.

Council Absent: None

Staff Present:

City Manager Leroy Blodgett, City Attorney John Trew, City Planner John Bischoff, Finance Director Paul Hughes, Treatment Plants Chief Operator Joe Ingwersen, Treatment Plants Operator Mark Haglund, and Administrative Secretary Linda Barker

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

Thirteen members of Boy Scout Troop 32 and two leaders, and approximately sixty other citizens

IV. Ceremonies/Appointments/Announcements

A. Ceremonies

1. *Certificate of Appreciation to Ted Freeman—Planning Commission*
Mayor Sherman presented a certificate of appreciation to Ted Freeman, Jr. for his eighteen years and eight months of service on the Planning Commission. Freeman has moved outside the Urban Growth Boundary and is no longer eligible to serve on the Commission.
2. *Certificate of Appreciation to Dave Gordon—Parks and Recreation Commission*
Mayor Sherman presented a certificate of appreciation to Councilor Gordon. Gordon spent one year and five months on the Parks and Recreation Commission before resigning to serve his term on the City Council.
3. *Certificate of Appreciation to Pat Sherman—Parks and Recreation Commission*
City Manager Blodgett presented Mayor Sherman a certificate of Appreciation recognizing Sherman's two years and eight months service on the Parks and Recreation Commission. Sherman resigned as of December 31, 2004, before being sworn in as Mayor.

4. *Certification of Appreciation to John Bischoff—15-year Work Anniversary*
On his fifteenth year anniversary with the City of Brookings, Mayor Sherman presented John Bischoff, City Planner, with a certificate of appreciation.

B. *Appointments*

1. *Election of Council President/Council Liaison Appointments*
Mayor Sherman presented her recommendations for appointments to Council liaison positions. She also recommended Councilor Anderson serve as Council President for the next two years.

Councilor Mickelson moved, a second followed and the Council voted unanimously to appoint the following persons as Council liaisons to both City and outside committees or commissions and to appoint Councilor Anderson as Council President for Calendar Years 2005 and 2006.

Councilor Johns Kern

**Curry County Recycling Committee
Economic Development Committee
Parks and Recreation Commission
Pelican Bay Prison Advisory Council**

Councilor Mickelson

**City Planning Commission
Coos Curry Douglas Business Development Corporation
Coastal Policy Advisory Committee on Transportation
Oregon Coastal Zone Management Association**

Councilor Anderson

**Chetco River Watershed Council
Harbor Sanitary District
South Coast Watershed Coordinating Council
District 17C Schools**

Councilor Gordon

**American Music Festival
Local Public Safety Coordinating Council
Port of Brookings Harbor
Rural Resource Alliance
Southwest Advisory Committee on Transportation**

2. *Appointment to Parks and Recreation Commission, Positions No. 2, 5, 6, and 7*
Mayor Sherman recommended the following to positions on the Parks and Recreation Commission: Jan Willms, Kathy Russo Viola, Hayley Farr and Frances Hartmann.
3. *Appointment to Planning Commission, Position No. 1*
Mayor Sherman recommended Rick Dentino for Planning Commission Position No. 1

Councilor Anderson moved, a second followed, and the Council voted unanimously to appointed Jan Willms, Kathy Russo Viola, Hayley Farr and Frances Hartmann to the Parks and Recreation Commission; and to appoint Rick Dentino to the Planning Commission.

C. *Announcements*
None

V. **Scheduled Public Appearances**

A. *Rob Wall, Wall and Wall CPA—Report on Comprehensive Annual Financial Report for Fiscal Year 2003-2004*

Finance Director Hughes introduced Rob Wall, City Auditor who remarked that implementation of GASB 34 made this a challenging audit. He said the independent audit was to provide reasonable assurance that the financial statements of the City of Brookings for the fiscal year ended June 30, 2004, are free of material misstatement. The independent audit was conducted in accordance with auditing standards for Audits of Oregon Municipal Corporations. The audit was also designed to comply with the requirements of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The City has applied for and received this award nine of the last eleven years.

B. *Elmo Williams—Proposed Azalea Park Project*

Elmo Williams, 1249 Iris Street, Brookings, addressed the Council on his proposal to build a small structure in memory of his wife, Lorraine. The structure, proposed for Azalea Park, would be a gift to the City. Commenting that he didn't realize his proposal would raise the hackles of so many, he said the structure he planned to have built would be a non-denominational chapel. He suggested to the Council that they table his proposal until after March to allow his architect to work on the plans for the building.

City Manager Blodgett asked if it was still Williams' desire to build the structure in the park. After receiving an affirmative answer from Williams, Blodgett said he felt it wise to get some action from the Council before Williams spent more money. Williams said that if the plans came through estimating too much money he would have to think again about the proposal. Blodgett read his staff report.

Speaking on the subject were:

1. Larry Aslinger, 439 Buena Vista Loop, proponent
2. Ray Wilkinson, 19048 Woodton Lane, proponent
3. Joanne Wiley, 17941 Wimmer Road, opponent
4. Buzz Hansen, 97832 Titus Lane, proponent
5. Carolyn Pieren, 17080 Eastwood Lane, proponent
6. Bobbie Shinn, 96605 W Harris Heights, proponent
7. April Gothard, 314 South Hazel, opponent
8. Bob Minchew, 1349 Chetco Avenue, proponent
9. Steve Bismarck, 1270 Allen Lane, opponent
10. Lucie LaBonte, 98645 Agness Road, Gold Beach, proponent
11. Eric Gothard, 314 South Hazel, opponent
12. Judy Kaplan, PO Box 4187, opponent
13. Sherri Scott, 17144 Pacific Heights, propend
14. Lorraine Kuhn, 813 N Second Street, opponent
15. Paula Ramsey, 17744 Highway 101 N, proponent

16. Barbara Nysted, 427 Buena Vista Loop, interested party
17. Lorraine Woods, PO Box 7097, proponent

Council discussion ensued. Councilor Anderson remarked that although there is an Azalea Park General Plan the recommendation it contains to hire a professional planner had not been followed. He said acreage in the park is declining and how the remaining acres would be used is critical. He urged the Council to follow the recommendation in the plan and hire a professional landscape architect to make a plan for the park.

Councilor Mickelson said he felt the location for the proposed structure is appropriate.

Councilor Gordon echoed a statement by Anderson that he was disappointed that no recommendation had come to them from the Parks and Recreation Commission. He found putting another asset in the park does not hinder the park.

Councilor Johns Kern said she had gone on the proposal tour Saturday, January 8 and saw there was great interest in following through on Williams' proposal.

Ex Officio Councilor Enos said he felt when the structure is built people will like what they see.

Mayor Sherman said after she heard about the proposal on Lorraine Williams' last day on the Parks and Recreation Commission she researched the architect and his structures and is satisfied that the proposal will compliment and enhance the park.

City Attorney Trew added for the record that the Council is deciding whether to give its okay to proceed with the concept of a sanctuary/public building, not a place for religion for Azalea Park. Mr. Williams and whoever brings it forward will still have to go through the normal processes.

Councilor Gordon moved, a second followed, and the Council voted unanimously to approve the project proposed by Elmo Williams with conditions that the building is non-affiliated with any religious denomination or organization and that if the project is approved the City receives a written statement that allows the City to move, modify or relocate the facility if it becomes necessary in the future.

Williams thanked the Council for everyone's time, saying obviously that the people have given a lot of thought to this proposal. He understands the permission is subject to going through the channels but also leaves his options open. He remarked on the conditions of the 200-year old azaleas that before efforts began to freeing them were being strangled by berry vines. He asked for volunteers to help in the park.

At 8:43 p.m. the meeting recessed, reconvening at 8:50 p.m.

C. Steve Wilson, Brown and Caldwell—Presentation on Biosolids

Mayor Sherman remarked that the City Council is committed to investigate all alternatives to disposal of its biosolids and that Steve Wilson, a professional soil scientist with Brown and Caldwell Environmental Engineers and Consultants may be one component the City could use. City Manager Blodgett added that Brown

and Caldwell was the design firm who did the plans for the expansion of the treatment plant. Blodgett said at this meeting the Council will not be evaluating alternatives but to determine if an existing contract with Brown and Caldwell should be amended to have Brown and Caldwell identify alternatives and evaluate their use for City biosolids disposal. The cost estimate for the proposed study is \$19,000 and Blodgett recommended Council approval.

Wilson said he has 13 years working for Brown and Caldwell and 30 years working in the biosolids field. Using a slide presentation he reviewed the processes by which raw sewage is turned into biosolids. He said concerns over the safety of biosolids disposal are valid and that Brookings presently recycles biosolids in a safe manner. Brookings produces relatively small amounts of biosolids and the application rate is light.

He listed specific alternatives for Brookings' biosolids disposal:

1. Maintaining existing method.
2. Adding supplemental environmental monitoring at the disbursement sites.
3. Move operations to new sites.
4. Add new solids processing equipment which would produce a Class A type biosolids.

Blodgett said he took a trip to Grants Pass and toured one of the successful composting sites in the state. Grants Pass has located its composting facility on a remote site of over 100 acres. Odor, noise and dust are issues with the facilities and the City of Grants Pass loses over \$500,000 to \$600,000 per year on the operation. The City of Grants Pass charges higher sewer use fees to offset this loss. Blodgett recommended hiring Brown and Caldwell to do the biosolids study and present the information at a public forum before the Council acts on the recommendations.

In answer to a question from Councilor Gordon, Wilson said his opinion that the existing site is adequate will not change but he will give cost estimates for changing sites or processes. The study would take 90 to 120 days.

Councilor Anderson said some of the individuals voicing concerns over the biosolids dispersal talked about alternatives and he would like those alternatives researched. Anderson added that a time frame should be established for citizens to present alternative solutions so that a study could be done in a timely manner and include consideration of the alternatives. Mayor Sherman suggested detailed alternative plans could be turned into the City Manager within 30 days of this meeting and incorporated into a study.

City Attorney Trew asked if the 120 days would start at the end of the 30-day submittal period or if the 30 days would be included in the 120 days. Blodgett said the consultant could start the study and at the end of the 30 days start investigating any alternate proposals submitted.

Speaking during a question/comment period were:

1. Lucie LaBonte, 98645 Agness Road, Gold Beach
2. Susan Lynch, 99544 North Bank Chetco Road
3. Larry Aslinger, 439 Buena Vista Loop
4. Cam Lynn, 17844 Urchin Road
5. Barbara Nysted, 427 Buena Vista Loop
6. Keith Smith, 99590 North Bank Chetco Road

7. Paula Brand, 17350 Holmes Drive
8. Joe Ingwerson, Treatment Plants Chief Operator, 898 Elk Drive
9. Manual Lopez, PO Box 156

Council discussion centered on language in the proposed agreement with Brown and Caldwell.

Councilor Gordon moved, a second followed, and the Council voted unanimously to approve a contract with Brown and Caldwell to evaluate alternatives for biosolids application. Stipulations will be added to the proposed agreement to allow 30 days for concerned citizen input. Completion date from signing of the agreement is 120 days which includes the 30 days for citizen input of alternatives to evaluate.

VI. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Council Liaisons

Councilor Anderson attended a Boy Scout get-together. He said one of the Scouts in attendance at this meeting will serve on a Watershed Council as part of his merit badge credits. Anderson also attended the Community Agencies meeting, a community preparedness meeting and the Chetco Watershed Council.

B. Unscheduled None

VII. Staff Reports

A. Fire Department

1. Awarding of bids for turn outs and thermal imaging camera

City Manager Blodgett presented a request from Fire Chief Sharp that the Council award the bid for the purchase of 41 sets of G-Extreme Advance Turnouts to L. N. Curtis & Sons of Seattle WA in the amount of \$1,186.20 per set. Sharps' report said awarding of the bid for a thermal imaging camera will come before the council at a later date.

Councilor Anderson moved, a second followed, and the Council voted unanimously to accept the bid of L. N. Curtis and Sons, Seattle WA in the amount of \$1,186.20 per set for 41 sets of G-Extreme Advance Turnouts.

B. City Manager

1. Permission to go out for bids for 5-yard Dump Truck Chassis

City Manager Blodgett presented a request from the Public Works Department for approval to solicit bids for the purchase of a new 5-yard dump truck chassis. Blodgett said there is currently \$61,200 in the General Reserve Fund dedicated for the purchase of this truck. Councilor Gordon asked if this was a replacement chassis. Blodgett responded that it was; the old dump box would be used.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to allow staff to go out for bids for a new 5-yard dump truck chassis.

2. *Other*
None

VIII. Consent Calendar

- A. *Approval of Council Meeting Minutes*
1. *Meeting of December 13, 2004*
- B. *Acceptance of Parks and Recreation Commission Minutes*
1. *Meeting of October 28, 2004*
2. *Meeting of December 2, 2004*
- C. *Approval of vouchers for month of December, 2005 (\$444,067.26)*
- D. *Liquor License Application—Suzie Q's Bakery Café, Inc.*
- E. *Permission to close section of Cottage Street for annual Chinese New Year celebration and to set off a string of controlled firecrackers—Lee's Dragon Gate/Tum Pai Gung-Fu Association*

End Consent Calendar

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to accept the Consent Calendar as written.

IX. Remarks from Mayor and Councilors

- A. *Council*
Ex Officio Councilor Enos reported on high school events. It is pre-season for winter sports. The season starts next week. Auditions are being held for a school play and the senior class is planning a flashback dance January 22.
- B. *Mayor*
Mayor Sherman said there will be a Council work/study session Tuesday, January 18 beginning at 7:30 p.m. The subject will be long-term goals.

X. Adjournment

With no further business before it, the Council adjourned the meeting at 10:13 p.m.

Respectfully submitted:

Pat Sherman
Mayor

ATTEST by City Recorder this ____ day of _____, 2005.

Paul Hughes
Finance Director/City Recorder

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **December 2004**

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
5	Single Family Dwelling	\$3,177.50	\$2,065.39	\$222.43	\$39,395.00	\$882,922.00	48	\$10,495,607.00	45	\$8,126,846.00
1	Single Family Addition	\$80.50	\$52.33	\$5.64	\$0.00	\$9,060.00	29	\$818,028.00	33	\$708,997.64
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	12	\$269,769.00	12	\$141,134.20
1	Two Family Residential	\$920.50	\$598.33	\$64.44	\$12,768.00	\$294,464.00	8	\$2,691,398.00	5	\$1,539,110.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00	0	\$0.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$149,416.13	11	\$1,924,979.00
1	Commercial Addition-Change	\$202.00	\$137.14	\$14.14	\$0.00	\$31,920.00	14	\$259,384.00	14	\$1,233,232.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$439,000.00	1	\$5,000.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	3	\$10,542,307.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	4	\$0.00	2	\$0.00
2	Misc.-Retaining Wall-Fence	\$161.00	\$104.66	\$11.27	\$0.00	\$18,668.00	19	\$260,814.80	2	\$12,554.00
10	Total Building Permits	\$4,541.50	\$2,957.85	\$317.91	\$52,163.00	\$1,237,034.00	140	\$15,383,414.73	128	\$24,234,159.84
11	Mechanical Permits	\$294.60	N/A	\$20.62	N/A	N/A	113	N/A	98	N/A
6	Plumbing Permits	\$333.20	N/A	\$23.32	N/A	N/A	59	N/A	58	N/A
0	Mfg Home Install - Permit Fee	\$0.00	N/A	\$0.00	N/A	N/A	2	N/A	0	N/A
0	Mfg Home Install - Administrative Fee	\$0.00	N/A	N/A	N/A	N/A	2	N/A	N/A	N/A
27	TOTAL PERMITS	\$5,169.30	\$2,957.85	\$361.85	\$52,163.00	N/A	316	N/A	284	\$24,234,159.84
	Total Year to Date Calculated Fees	\$61,087.12	\$39,773.88	\$4,301.93	\$488,091.00					
	2003 YTD Calculated Fees	\$89,842.92	\$58,559.41	\$6,349.01	\$544,560.44					

URBAN RENEWAL DISTRICT - BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **December 2004**

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
0	Single Family Dwelling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$1,589,828.00	4	\$1,500,229.00
0	Single Family Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$17,288.00	0	\$0.00
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$33,510.00	1	\$7,140.00
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$264,636.00	2	\$341,172.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$149,416.13	4	\$202,663.00
1	Commercial Addition-Change	\$202.00	\$137.14	\$14.14	\$0.00	\$31,920.00	11	\$142,484.00	15	\$1,628,783.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$439,000.00	0	\$0.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$100,250.00	0	\$0.00
1	Total Building Permits	\$202.00	\$137.14	\$14.14	\$0.00	\$31,920.00	25	\$2,738,412.13	26	\$3,679,987.00
1	Mechanical Permits	\$25.35	\$0.00	\$1.77	N/A	N/A	11	N/A	13	N/A
0	Plumbing Permits	\$0.00	N/A	\$0.00	N/A	N/A	5	N/A	8	N/A
0	Mfg Home Install - Permit Fee	\$0.00	N/A	\$0.00	N/A	N/A	0	N/A	0	N/A
0	Mfg Home Install - Administrative Fee	\$0.00	N/A	N/A	N/A	N/A	0	N/A	0	N/A
2	TOTAL PERMITS	\$227.35	\$137.14	\$15.91	\$0.00	N/A	41	N/A	47	\$3,679,987.00
	Total Year to Date Calculated Fees	\$9,773.65	\$6,418.95	\$686.79	\$52,163.00					
	2003 YTD Calculated Fees	\$13,188.35	\$9,286.57	\$923.19	\$58,738.24					