

AGENDA
CITY OF BROOKINGS
COMMON COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
898 ELK DRIVE
BROOKINGS, OR 97415
NOVEMBER 19, 2001
7:00 P.M.



HAPPY THANKSGIVING
November 22, 2001
From Turkey Lurkey traveling to
Brookings, the home of winter flowers

Revised 11/14/01

1

DECEMBER 2001

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						CIVIL AIR PATROL B/D-12/1
	9:30am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTrng/ChShrp	7:00pm CC-Planning Commssn	12:00pm Comnity Agencies mtg @ Chetco Sr.Center 7:00pm FH-PoliceReserves	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crime Stoppers 10:00am CC-Site Plann Com Mtg/LauraLee Gray 7:00pm CC-Skate Park Meeting/LBlodgett		
2	3	4	5	6	7	8
	7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg	3:00pm CC-HOPE Mtg/ Councilor Lorraine Kuhn 5:00pm CC-YOUTH (13-18) FORUM/Curry Prevtn Services: Lori Fisher 247-2412 7:00pm FH-S.A.Y. Committee Meeting/Councilor Johns	2:30pm FH-SafetyComMtg/ HThmpson	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am FH-Cal-Ore Ground Ambulance 2001 Training: Cardiac Dysrhythmias/ Kathy Ottenbrett,RN 10:00am CC-Site Plann Com Mtg/LauraLee Gray		
9	10	11	12	13	14	15
	Hanukkah 9:00am CC-Municipal Court/ JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTrng/ChShrp		6:00pm FH-Subrbn Fire Dist Mtg/RexAtwell 6:00pm CC-Victim's Impact Panel (247-2412) Curry Prevention Services/MLaird	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray 2:00pm CC-Citizens for Emergency Preparedness: MArrell, JRupert		
16	17	18	19	20	21	22
	7:00pm FH-FireTrng/ChShrp	8:00am City Hall CLOSED - Christmas Day Holiday.....		7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am FH-Cal-Ore Ground Ambulance 2001 Training: Blood Borne Pathogens / Ed Palmer (EMT-P) 10:00am CC-Site Plann Com Mtg/LauraLee Gray		
23	24	25	26	27	28	29
	7:00pm FH-FireTrng/ChShrp	Christmas				
30	31		NOVEMBER 2001 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		JANUARY 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

JANUARY 2002

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		8:00am City Hall CLOSED - New Year's Day Holiday..... 				

FEBRUARY 2002

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY											
	9:00am CC-VIPSA/Volunteers in Police Service-BPalicki 7:00pm FH-FireTrng/ChShrp	7:00pm CC-Planning Commssn	12:00pm Comnity Agencies mtg @ Chelco Sr.Center 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/L Lightle 8:00am CC-Crime Stoppers 7:00am TV49-Coast Today w/City Officials &/or Employees 10:00am CC-Site Plann Com Mtg/LauraLee Gray													
3	4	5	6	7	8	9											
	7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg	3:00pm CC-HOPE Mtg/ Councilor Lorraine Kuhn	2:30pm FH-SafetyComMtg/ HThmpson	7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/L Lightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray													
10	11	12	13	14	15	16											
	7:00pm FH-FireTrng/ChShrp 8:00am City Hall CLOSED - Presidents' Day Holiday..... 9:00am CC-VIPSA/Volunteers in Police Service-BPalicki	Lincoln's Birthday	Ash Wednesday 6:00pm FH-Subrbn Fire Dist Mtg/RexAtwell	Valentine's Day 7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/L Lightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray 2:00pm CC-Citizens for Emergency Preparedness: MArrell, JRupert													
17	18	19	20	21	22	23											
	President's Day 9:00am CC-Municipal Court/ JdgHarper 7:00pm CC-Council Mtg 7:00pm FH-FireTrng/ChShrp			Washington's B-Day 7:00am TV49-Coast Today w/City Officials &/or Employees 8:15am CC-CmtyDevDpt Staff mtg/L Lightle 10:00am CC-Site Plann Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett													
24	25	26	27	28													
			JANUARY 2002		MARCH 2002												
			S	M	T	W	T	F	S		S	M	T	W	T	F	S
					1	2	3	4	5							1	2
			6	7	8	9	10	11	12		3	4	5	6	7	8	9
			13	14	15	16	17	18	19		10	11	12	13	14	15	16
			20	21	22	23	24	25	26		17	18	19	20	21	22	23
			27	28	29	30	31				24/31	25	26	27	28	29	30

agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
November 19, 2001
7:00 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Proclamations

1. World AIDS Day, December 1, 2001 – Sally BarronKunkle

B. Appointments

1. Appointments of Student Ex-Officio Representatives

C. Announcements

1. Ten Years of Service – Joe Ingwerson / Wastewater Treatment Plants Chief Operator (November 18, 1991)

V. PUBLIC HEARING

- A. In the matter of File No. LDC-2-01, a city-initiated amendment to the Land Development Code to add provisions regulating the use of “short term rentals” with in the City of Brookings. This is a legislative hearing.

VI. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

- A. Committee and Liaison reports
1. Chamber of Commerce

2. Council Liaisons

- B. Unscheduled

VII. STAFF REPORTS

- A. City Manager
1. Establish a Goals Setting Session date
2. Date changes for December meetings
3. City hosting Sunday, December 16, 2001 evening of Nature's Coastal Holiday Season
4. Oregon Public Works Emergency Response Mutual Aid Agreement
5. City/Port Cable TV Partnership
6. Finance Director/Recruitment update
7. Other
- C. Community Development Department
1. Awarding of contract for Old County Road Storm Drain Project
- D. Fire Department
1. Awarding of contract for fire truck

VIII. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
1. Minutes of October 22, 2001, Regular Council Meeting
- B. Acceptance of Planning Commission Minutes
1. Minutes of October 2, 2001, Regular Commission Meeting
- C. Approval of Vouchers (\$357,510.84)
(end Consent Calendar)

IX. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Resolutions

1. No. 01-R-699, in the matter of a resolution electing application for entry to the Oregon Public Employees Retirement System Local Government Rate Pool
2. No. 01-R-700, in the matter of a resolution authorizing the Mayor to execute and endorse an amendment to the agreement with the League of Oregon Cities governing the League status as a unit of local government, similar to other cooperative intergovernmental agencies in which cities create and participate

X. REMARKS FROM MAYOR AND COUNCILORS

A. Council

B. Mayor

XI. ADJOURNMENT

November 14, 2001

Mayor Bob Hagbom
Brookings City Council
898 Elk Drive
Brookings, OR 97415

REFERENCE: World AIDS Day 2001

Dear Mayor Hagbom,

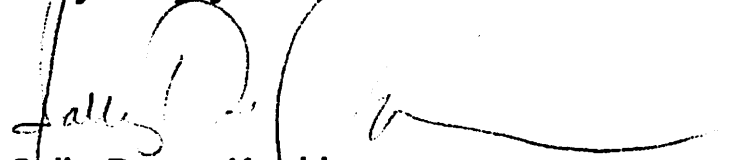
December 1st has annually been designated worldwide as World AIDS Day. This year's theme is "I Care...Do You?".

In the past, you have proclaimed the Day for the City of Brookings. We hope you will do so again this year.

Again, we applaud your efforts on behalf of our community to further awareness and prevention of this devastating epidemic. Your support will further public involvement and encourage the private sector to do likewise.

Thanking you in advance, I remain

Very truly yours,



Sally BarronKunkle
Curry County Coalition
(Formerly Curry County HIV/AIDS Task Force)

P.O. Box 205
BROOKINGS
OR 97415

PROCLAMATION

WHEREAS, the global epidemic of HIV infection and AIDS requires a worldwide effort to increase communication, education and united action to stop the spread of HIV/AIDS; and

WHEREAS, the Joint United Nations Programme on HIV/AIDS (UNAIDS) observes December 1 of each year as World AIDS Day, a day to expand and strengthen the worldwide effort to stop the spread of HIV/AIDS; and

WHEREAS, UNAIDS now estimates that over 36 million people worldwide are currently living with HIV/AIDS, with young people under the age of 25 accounting for more than half of all new infections; and

WHEREAS, the American Association for World Health is encouraging a better understanding of the challenge of HIV/AIDS nationally as it recognizes that the number of people diagnosed with HIV and AIDS in the United States continues to increase, with over 900,000 AIDS cases reported in the U.S. now infected; and

WHEREAS, World AIDS Day provides an opportunity to focus local, national and international attention on HIV infection and AIDS and to disseminate information on how to prevent the spread of HIV; and

WHEREAS, half of all new HIV infections of the estimated 900,000 people in the United States currently living with HIV or AIDS are young Americans under the age of 25, the World AIDS Day 2001 theme, *I Care... Do You? Youth and AIDS in the 21st Century*, urges all youth and those who influence them to increase their awareness of the risk of HIV/AIDS for themselves and to use their influence in their families, among their friends and in their communities to help stem the tide of the HIV/AIDS pandemic.

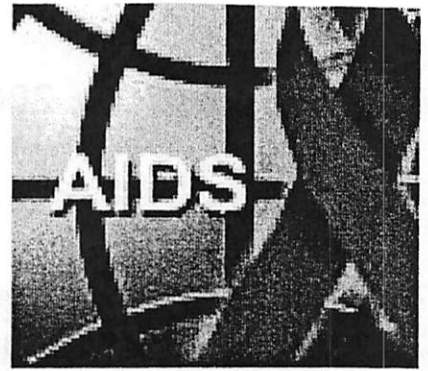
NOW, THEREFORE, I, Bob Hagbom, Mayor of the City of Brookings, do hereby proclaim December 1, 2001, as

“WORLD AIDS DAY”

in Brookings and invite all citizens to take part in activities and observances designed to increase awareness and understanding of HIV/AIDS as a global challenge, to take part in HIV/AIDS prevention activities and programs, and to join the global effort to prevent the further spread of HIV/AIDS.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this 19th day of November 2001.

Bob Hagbom, MAYOR



City of Brookings – Administrative Office
898 Elk Drive
Brookings, OR 97415
(541) 469-2163 ~ Fax: 469-3650



Memo

To: Mayor, Council, City Manager

From: Sharon A. Ridens, Administrative Secretary and Court Clerk

CC:

Date: November 14, 2001

Re: Student Ex-Officio Council and Commission members

In September, we contacted BHHS Principal Floyd Strandberg regarding the leadership opportunities we could provide for students and offered the services of our employees and elected officials to speak to students at any grade level regarding municipal or governmental issues. (copy included) We asked junior or senior students interested in participating at this level to write Mayor Hagbom a letter, along with their resume and a completed volunteer application form. We received the attached applications from the following three:

- 1) Noël J. Connelly – for City Council
- 2) Lisa Nowlin – for Parks & Recreation Commission
- 3) Erin Rose Gardner – for any student representative

These students will hopefully be at our meeting for you to interview and appoint accordingly.

September 24, 2001

Mr. Floyd Strandberg, Principal
Brookings-Harbor High School
625 Pioneer Road
Brookings, Oregon 97415

Dear Floyd:

The City Council, and I invite Brookings-Harbor High School students and teachers to learn about and to actively participate in City activities in a very meaningful way once again this next school year 2001-2002.

There are several programs we would be happy to discuss and continue. I have described each of those below. We are also willing to discuss other programs that you or your staff or students know about and want to consider implementing.

I. Students in City Government

As in the past approximate six years, we invite students from the Junior or Senior classes to be youth representatives to the Brookings City Council and three Council citizen advisory committees. These students would be ex-officio, unpaid members of these committees.

I have described below the responsibilities of the committees and an estimate of the time requirements for each committee.

A. Youth Representatives

(1) City Council - Youth Representative(s)

The City Council meets the 2nd and 4th Monday of every month at 7:00 p.m. in the City Hall Council Chambers (898 Elk Drive). These meetings usually take less than 2 hours, but sometimes take longer. Also there are many related committees and other organizations that this youth representative could get involved with if he or she wishes.

The City Council sets policy for the services the City of Brookings provides. The Council does this after considering public comments (at Council meetings and other times), and comments and recommendations from Council advisory groups and paid staff. Services the City government provides to the community include: police and fire protection, land use planning, municipal court, water, sewer,

parks, streets, building inspections and recreation activities.

(2) Park and Recreation Commission - Youth Representative(s)

This 7-person citizens advisory group meets once a month on the 4th Thursday at 7:00 p.m. in the City Council Chambers at City Hall. These meetings usually take less than 2 hours, but sometimes last longer. There are sub-committees this youth representative could get involved with if he or she wishes.

The Parks and Recreation Committee recommends policy about city parks to the City Council. The commission is now working on such issues as clean-up of Stout Park, maintenance and security at Azalea Park, should the tennis courts be kept locked, maintenance of softball fields, new volleyball courts, and adequate parking.

(3) Planning Commission - Youth Representative(s)

This 7 person citizens advisory group meets the first Tuesday at 7:00 p.m. in the Council Chambers at City Hall. These meetings usually last less than 2 hours but sometimes go longer.

The Planning Commission recommends policy to the City Council concerning land use in the City. This means they consider such matters as housing, future growth, beautification, and how streets and building lots are laid out in a proposed neighborhood.

Junior or senior students interested in these committees as full participants should send me a letter at City Hall along with a resume of their student activities and any work they have done - either paid or volunteer, and a completed volunteer application, of which a supply is enclosed.

We will interview up to five students for each position and appoint one or two to each committee.

If you have any questions about these committees or these procedures, please call Administrative Assistant Sharon Ridens at city Hall at 469-2163.

Deadline for applications is November 9, 2001, by 4:00 p.m. with the appointments being made at the November 19, 2001, Council meeting and becoming effective the next day.

This is a great opportunity to influence what is happening in this City, to learn about working with people in real adult situations and to earn an important line item on a resume, which will help in pursuit of higher education and/or work.

B. Interns

Students could work with city management employees for an extended period of time - 1 week or 1 month or 3 months for a set number of hours per week - 4, 8, or 16. Specifics to be worked out.

C. Shadowing

Students could "shadow" a city management employee for a day.
(That is following him or her around).

"Shadowing plus" Students could "shadow" a city management employee for a day, attend a City Council meeting and then run their own Council meeting with students as management staff and Mayor and Council members.

D. Tours

We are willing and able to give tours of our city facilities to all age groups. Such tours could include the Police Department, Fire Department, Council Chambers/Courtroom, and Wastewater Treatment Plant.

II. City Government in the Schools

- A. We can provide employees in a wide variety of career fields to speak to students at any grade level.
- B. We can provide elected officials (Mayor and Council members) and appointed citizens' advisory committee members to speak to students at any grade level.

If you or any of your staff or any student wishes to discuss any of these ideas they should call our City Manager, Leroy Blodgett at 469-2163.

Outside of staff time, we don't believe there would be any expense to the school district for any of these programs.

Obviously, Leroy Blodgett and I are very interested in having students become better educated as to the services the City of Brookings provides and hope we can work something out with these programs for the better education of our young people.

Cordially,

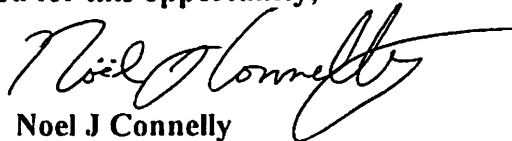
Bob Hagbom
MAYOR
BH/sr

pc: City Council
City Department Heads
Paul Prevenas, Superintendent 17C

Dear Mr. Hagbom,

My name is Noel Connelly, I am in the BHHS Leadership class. Our teacher was telling me about joining city counsel. I thought it was a good opportunity to be heard, and learn more about how our city works. I am interested in joining city counsel for many reasons. I would enjoy being a part of what is going on instead of just being a bystander. You need bystanders, most of Brookings is, but I am not, I like to get out and try to get out and be part of things, that is one reason I am interested. I would also like to see how the city is run, and meet the people like you who do everything around the city. Someday I hope to work for the government, and I thought this would be a good place to start learning how things work, how meetings are held, and just about anything else. I would like to give my opinion on the things going on in Brookings. I am ready and willing to go to meetings, and do whatever else is needed from me. Most importantly, I could represent Brookings Harbor High School, and speak for my fellow students at meetings and other activities, I can also try to get them more involved with out city.

Thank you for this opportunity,


Noel J Connelly



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - www.brookingsor.org

898 Elk Drive ♦ Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: Noël J. Connelly Date: 11-04-01
Physical Address: 995 Marina Hills Rd. Brookings OR
Mailing Address: Same Phone: 469-2534

This is my application to serve on the following board or committee. Check one or more:

- ☒ City Council (4 year term, appointed by Council)
☐ Planning Commission (4 year term, appointed by Council)
☐ Parks and Recreation Commission (4 year term, appointed by Council)
☐ Systems Development Charge Review Board (4 year term, appointed by Council)
☐ Budget Committee (3 year term, appointed by Council)
☐ Other (Please list): _____

1. Resident of City of Brookings since: Month: 1 Year: '89
2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) I care very much for my community,
and would like to be a bigger part of the decision
making process. I would enjoy working side by

(Continued on back)

2. Continued: Side with the leaders in our community,
hopefully enhancing my own leadership qualities.
I have volunteered at the youth center, the
Elks lodge and Macklyn House.

3. Biographical Sketch: (Education, employment, etc.) (Attach additional sheets if needed.)

I am a sophomore at BHHS and currently have
a g.p.a. of 3.875. My electives for my freshman
and sophomore years include: Current Events, French I,
Practical Law, Leadership, French II and Office
Management. During the Summer, I was employed
at The Paperback Exchange and Smugglers Cove.
I also babysit on occasion.

4. Please list three references:

NAME:

ADDRESS:

PHONE:

A. Selina Patton

B. Tom McCormick

C. Karen Sanders

Confidential

5.

Nail Thompson
Signature

11-04-01
Date

Noel Connelly

Objective	Help with community activities, learn about the way Brookings is run, and work with the people who make everything happen.		
Education	1991 - 2001	School District 17 C	Brookings, Oregon
	<ul style="list-style-type: none">▪ Kalmiopsis Elementary School▪ Azalea Middle School▪ Brookings Harbor High School		
	Electives in High School		
	<ul style="list-style-type: none">• Practical Law• French I, and II• Office Management• Leadership		
Volunteer experience	1998-1999—Youth center, playing with kids, working snack bar		
	1999-2001— Brookings Elks Lodge, running cash register in dining room		
	2001—Macklyn house		
References	Tom McCormick—469-2534		
	Selena Patton—469-8800		
	Karen Sanders—412-9214		
Extracurricular activities	Leadership, Key club, Junior Ambassadors		
Summer jobs	2001	Smuggler's Cove	Brookings, Oregon
	[Job Title]		
	—Busser, and misc. other duties		
	2001	Paperback Exchange	Brookings, Oregon
	– Sorted books, separated, alphabetized books		



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - www.brookingsor.org

898 Elk Drive + Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: Lisa Nowlin Date: 10/31/01

Physical Address: 18526 Tetley Road

Mailing Address: P.O. Box 4204 Phone: 469-5447

This is my application to serve on the following board or committee. Check one or more:

☐ City Council (4 year term, appointed by Council)

☐ Planning Commission (4 year term, appointed by Council)

☒ Parks and Recreation Commission (4 year term, appointed by Council)

☐ Systems Development Charge Review Board (4 year term, appointed by Council)

☐ Budget Committee (3 year term, appointed by Council)

☐ Other (Please list): _____

1. Resident of City of Brookings since: Month: March Year: 1993

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) I believe that the issues the

Parks + Rec Commission address apply to me
and I am interested in them. I'd also like to

(Continued on back)

2. Continued: give a student's point of view.

I served on the commission my sophomore
year and look forward to doing so again.

3. Biographical Sketch: (Education, employment, etc.) (Attach additional sheets if needed.)

I'm a senior in high school this year.
I have a 4.0 GPA and take many
challenging classes. I am also involved
in many extra-curricular activities, including
soccer, basketball, and student government.

I have been working at Slugs 'n'
Stones 'n' Ice Cream Cones for three years
now, and I was recently promoted to
co-manager. My responsibilities include
payroll, bookkeeping, and scooping ice
cream!

4. Please list three references:

NAME:

ADDRESS:

PHONE:

A. Pat Silveria

B. Kristy Kleespies

C. Jacque Thom

5.

disa Nowlin
Signature

11-7-01
Date

Leadership Resume

Lisa Nowlin
P.O. Box 4204 Brookings, OR 97415
(541) 469-5447

High School Activities:

Activity	Dates	Hrs. per week/year	Responsibilities
-Prom/Homecoming set up	2000-01	30+	Setup and clean up
-School activities (assemblies, floats, fund-raisers, concession stands)	1999-present	30/year	Participate, coordinate
-National Honor Society	2000-present	10/year	Treasurer
-Doernbecher Committee (fund-raisers, Mr. BHHS Pageant)	2000-present	25/year	Chairman, coordinator
-Student Body President	Senior yr.	1-2/week	Represent students to principal & school board
-Student Body Treasurer	Junior yr.	-----	Monitor monies
-Sportsmanship Conferences/ Develop Sportsmanship Handbook	Present	7	Helped write it and present it to school board
-Girl's State Representative	2001	-----	-----
-Varsity Soccer	1998-2001	4 seasons	Goalie, Captain (senior)
-Varsity Basketball	2000-present	2 seasons	Captain (senior year)
-School Play	1999	1 season	minor role

Community Service:

Activity	Dates	Hrs. per week/year	Responsibilities
-Relay For Life	Jul. 21-22 01	15	Participant
- Fire Hall Taco Feeds	—	5	Server
- Fair Clean-up	—	4	Clean up grounds
-City Parks and Recreation Committee student ex-officio	Soph.	meet once a month	Sit on committee
-Mock City Council Meeting	Soph.	—	City Councilor
- Referee youth soccer league	1999 & 2001	10/year	Referee
-Assistant coach youth soccer	1998	7	Assistant coach
-Youth soccer camp	Summer 2000-01	15/yr	Coach

Employment:

Company	Dates	Hrs. per week	Responsibilities
-Slugs 'n' Stones	1999-present	school: 5	Co-manager, payroll, bookkeeping, cleaning, scooping ice cream
'n' Ice Cream Cones		summer: 25	



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - www.brookingsor.org

898 Elk Drive ♦ Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: Erin Rose Gardner Date: 9/2/01

Physical Address: 99720 South Bank, Brookings, OR 97415

Mailing Address: same as above Phone: 541/469-6019

This is my application to serve on the following board or committee. Check one or more:

☐ City Council (4 year term, appointed by Council)

☐ Planning Commission (4 year term, appointed by Council)

☒ Parks and Recreation Commission (4 year term, appointed by Council)

☐ Systems Development Charge Review Board (4 year term, appointed by Council)

☐ Budget Committee (3 year term, appointed by Council)

☒ Other (Please list): Student Representative

1. Resident of City of Brookings since: Month: 11 Year: 1983

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) I wish to serve the community by being
a Student Representative for the Parks and Recreation
Commission. I have been in Leadership for the past six years.

(Continued on back)

2. Continued: I have also served as class secretary for three years.

Presently, I am the Student Representative for the Brookings-

Harbor Chamber of Commerce. Lastly, I am involved with the

Odyssey Youth Leadership Program. I want this position to

help create relations between the adults and youth in Brookings

3. Biographical Sketch: (Education, employment, etc.) (Attach additional sheets if needed.)

Please see attached letter.

4. Please list three references:

NAME:

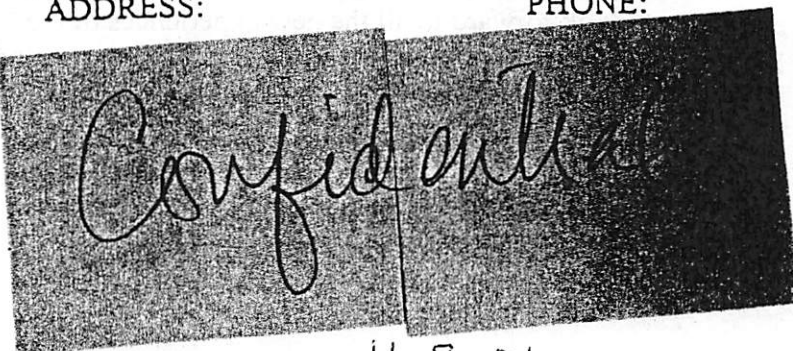
ADDRESS:

PHONE:

A. Dianne Kinney 54

B. Kristy Kleespies

C. Kathleen Raley



5.

Elin Soudner

Signature

11-8-01

Date

November 8, 2001

Dear Parks and Recreation Commission,

I am writing to convey my interests in being part of your group. I would like to better my community by serving as a student representative for your commission.

It is my senior year in high school, a time to focus upon what I have accomplished, and what I hope to accomplish over the next year. Living in the small town of Brookings, Oregon for my entire life, my philosophy of life has been formed by my family and community. I look forward to this year as a time when I may explore new horizons, become a true individual, and reach my full potential. However, I will continue to learn the values of my family and community.

Like most people my age, my accomplishments are related primarily to school activities. I discovered early on that I have an aptitude for artistic creation and problem solving. I work well with my hands and mind, and have found personal satisfaction in creating glass beads. I have taken four years of math (through Calculus) maintaining a 4.0 average. As a senior in high school, I have also earned 22 college credits. My overall GPA through high school is 3.543. In the fall I plan to attend the University of Oregon, where I will pursue a degree in Mathematics and Art.

Throughout high school I have obtained a lot of knowledge outside the classroom. Three years on the Bear Delights Dance Team has taught me teamwork and patience while obtaining my endurance and flexibility. My junior year the team earned fifth place at state. From six years of Leadership I have learned to work well in groups, get along with different types of people, and schedule my time wisely. I have also held the student council office of class secretary for the past three years. Last year, I was chosen by Coos-Curry Electric to represent Curry County in Washington D.C. for the Youth Energy Summit 2001.

I appreciate the values instilled by my family, and I am sure I will rely on them as I move toward my goals. They encouraged me to participate in community service organizations such as Girl Scouts, Key Club, and Junior Ambassadors. When the white settlers came to Oregon, my grandfather's great grandfather was one of the first people to settle at the mouth of the Chetco River, in what is now Brookings. His son then married a Native-American woman, which started my family. Thus, I belong to the sixth consecutive generation of people to live in Brookings, but my Native-American ancestry, Tolowa Indian, links me back even farther to this land. When I start my family I hope to live here in Brookings amongst all of my aunts, uncles, cousins, and life long friends.

I look forward to all the new experiences of the future, and I am confident that I am mentally and emotionally prepared to meet the challenges of your group.

Thank you,



Erin R. Gardner

ERIN R. GARDNER
99720 South Bank, Brookings, OR 97415
541/469-6019

OBJECTIVE: Seeking Student Representative for the Parks and Recreation Commission.

EDUCATION: 2002: Brookings-Harbor High School, Brookings, OR
• Courses: Calculus, Biology, and Physics

SKILLS & ABILITIES: Math
• Maintained a 4.0 average in three years of math classes, including Integrated 2 & 3, and Pre-Calculus.
• Presently enrolled in Advanced Placement Calculus.

Science
• Maintained a 3.83 average in three years of classes.
• Above average student in Advanced Placement Biology.
• Enrolled in a senior level Physics class.

Teamwork
• Member of Student Council: sophomore, junior, and senior class secretary.
• Six-year member of Leadership class.
• Three-year member of the Bear Delights Dance Team.
• Student representative for the Brookings-Harbor Chamber of Commerce.

WORK HISTORY: June 2000 – August 2000, Receptionist, Curry Coastal Pilot, Brookings, OR

June 2001- Present, Assistant, Chetco Federal Credit Union, Brookings, OR

REFERENCES: Available on request.

CITY OF BROOKINGS PLANNING COMMISSION
STAFF AGENDA REPORT

SUBJECT: Land Development Code Change
FILE NO: LDC-2-01
HEARING DATE: October 2, 2001

REPORT DATE: September 24, 2001
ITEM NO: V.A

GENERAL INFORMATION

APPLICANT: City initiated.

REPRESENTATIVE: Staff.

REQUEST: An amendment to the Land Development Code to add provisions regulating the use of "short term rentals" within the city of Brookings.

TOTAL LAND AREA: City Wide.

PUBLIC NOTICE: Mailed pursuant to Measure 56 to all property owners within the city and published in local newspaper.

BACKGROUND INFORMATION

The City Council recently asked the Planning Commission if, in its opinion, the city should pursue and initiate an ordinance to regulate the use of residential buildings as short term, beach or vacation rentals. The Planning Commission responded in the affirmative. The following are staff's recommendations as to where the regulations should apply and the form in which they should take.

Section 8, Definitions, should be modified to provide a definition of a short-term rental. Staff is recommending the following definition:

"Rent" means the consideration charged, whether or not received by the operator, for the occupancy of space in a hotel or short-term rental as defined below, valued in money, goods, labor, credits, property or other consideration valued in money, without any deduction, but shall not include charges to a condominium unit owner which are solely for cleaning or maintenance of such unit or personal use or occupancy by such owner, so long as the charges are made in connection therewith for space occupancy.

"Short Term Rental"—A residential structure, either single family, duplex, apartment or condominium, that is rented for lodging or sleeping purposes for a period of less than thirty (30) days.

Staff is recommending that the ordinance contain the following requirements:

1. The property owner or holder shall obtain a business license from the City of Brookings and register the dwelling on a separate form.

the proposed project on the surrounding neighborhood, any person who writes or testifies that the project will have a negative impact on the neighborhood would have the right to appeal. Given the nature of short-term rentals and the controversy they generate, it is the opinion of staff and the City Attorney that a majority of the administrative decisions would be appealed to the Commission. This would have the effect of making the administrative decision an unnecessary step in the process and would double the amount of hearing notices, and staff time spent on the request.

Also, to provide for an administrative approval, the Land Development Code must be amended to provide for such approval and describe the provisions for processing the request.

In lieu of this information, which was not available to the Planning Commission, staff is again recommending that permits for short-term rentals be issued upon approval of a conditional use permit by the Planning Commission.

CITY OF BROOKINGS PLANNING COMMISSION
STAFF AGENDA REPORT

SUBJECT: Land Development Code Change
FILE NO: LDC-2-01
HEARING DATE: October 2, 2001

REPORT DATE: September 24, 2001
ITEM NO: 8.3

GENERAL INFORMATION

APPLICANT: City initiated.

REPRESENTATIVE: Staff.

REQUEST: An amendment to the Land Development Code to add provisions regulating the use of "short term rentals" within the city of Brookings.

TOTAL LAND AREA: City Wide.

PUBLIC NOTICE: Mailed pursuant to Measure 56 to all property owners within the city and published in local newspaper.

BACKGROUND INFORMATION

The City Council recently asked the Planning Commission if, in its opinion, the city should pursue and initiate an ordinance to regulate the use of residential buildings as short term, beach or vacation rentals. The Planning Commission responded in the affirmative. The following are staff's recommendations as to where the regulations should apply and the form in which they should take.

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"Short Term Rental"—A residential structure, either single family, duplex, apartment or condominium, that is rented for lodging or sleeping purposes for a period of less than thirty (30) days.

Staff is recommending that the ordinance contain the following requirements:

1. The property owner or holder shall obtain a business license from the City of Brookings and register the dwelling on a separate form.

2. A transient room tax will be applied pursuant to Ordinance 80-O-342.
3. The property owner shall provide the name, address and telephone number of a local representative, either a property management business or an individual living within the Brookings urban growth boundary, who has the authority to, make or have repairs made, resolve disputes and/or terminate occupancy if necessary.
4. Representative's name and telephone number shall be posted within the dwelling.
5. The number of vehicles at the site shall not exceed the number of parking spaces.
6. Applicant shall subscribe to a scheduled waste collection service and provide garbage receptacles on the property.

Staff is recommending that the above criteria be placed as a new sub-section of Section 124, Provisions Applying To Special Uses, and reference to "*short-term rentals*" in each residential and the C-3 (General Commercial) zone *pursuant to the subsection of Section 124*.

Based on methods used by other cities, the permitting procedure for short-term rentals can take three possible courses. The first would allow them as a permitted use pursuant to Section 124, through the business license process, similar to home occupations. The second method would make them an administrative conditional use in each residential zone pursuant to Section 124, requiring notice to all owners within 250 of the property boundaries. If controversy results from the notice, then the matter would be taken to the Planning Commission as a regular conditional use application. The third method would be to make them a regular conditional use in each residential zone and in the General Commercial (C-3) pursuant to Section 124.

For example:

Section 20, Single Family (R-1) District
Permitted uses

- X. Short-term rentals pursuant to the provisions of Section 124.XXX

Or

Section 20, Single Family (R-1) District
Conditional uses

- X. Short-term rentals pursuant to the provisions of Section 124.XXX, issued administratively with legal notice to all property owners within 250 feet of subject property. Unresolved failure to comply with the criteria will be taken to the Planning Commission for action.

Or

Section 20, Single Family (R-1) District
Conditional uses

- X. Short-term rentals pursuant to the provisions of Section 124.XXX.

Staff is recommending option three—a conditional use. The application would be processed in the same manner as any other conditional use.



Staff Report

To: Mayor Hagbom & City Councilors
From: Leroy Blodgett, City Manager
Date: November 14, 2001
Re: Goals Setting Session

To begin preparation of the annual budget and provide guidance to the city staff, committees and commissions each year City Council adopts goals. I would like to set a date for a work-study session to prepare the 2002-2003 goals. The session will probably take about 3 hours.

Suggested dates:

Saturday, January 19 9:00-12:00
or
Saturday, January 26 9:00-12:00



Staff Report

To: Mayor Hagbom & City Councilors
From: Leroy Blodgett, City Manager
Date: November 14, 2001
Re: December Meeting Dates

BACKGROUND

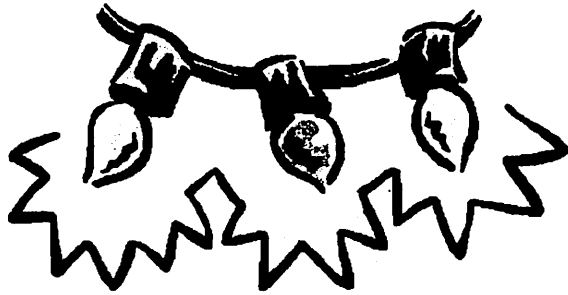
The regular dates for December City Council meetings are the 10th and 24th. Obviously, the 24th, Christmas Eve, will not work for most people. The first regular meeting in January is on the 14th. So not to have such a long period between meetings I have recommended having only one meeting in December, on the 17th.

STAFF RECOMMENDATION

Move to reschedule the December 10, 2001 to December 17, 2001 and cancel the December 24, 2001 regular Council meeting.

Sharon Ridens

From: Sharon Ridens [sharonr@brookings.or.us]
Sent: Thursday, November 15, 2001 12:06 PM
To: Sharon A Ridens (E-mail)
Subject: A special request from "Mrs. Santa"



***IT'S THAT TIME OF YEAR
AGAIN!!!!!! Sleigh bells ring, and are ya listen to the
children and families eyes a glistenin' as they enjoy the Nature's
Coastal Holiday at our beautiful Azalea Park? December 8th
through the 30th, 2001!***

Sooooooooo, as "person in charge of volunteers" scheduled to work at the three visitor booths during our Nature's Coastal Holiday, I'm asking you and/or your business or community organization to consider hosting an evening at this marvelous event any evening 4:45 to 9:00PM from December 8 ~ 30, 2001. Ideally, 12 people make it happen the best with a time frame of 4:45 to 7pm and 7pm to 9pm-ish - 6 people for each shift. It's strictly up to you how you manage the time and numbers of people. If you have more people, you could do another night (yes ;o))) or make the shifts shorter. Hey - you get free hot cider and cookies - what could better? If you would like to volunteer to cover any evening, please give me a call (541/469-2163) - we have many dates open! As you may recall, there are three booths: upper parking lot, lower parking lot, and the gazebo hot cider and cookie stop. Preferably, especially at the cookie stop, you would need two persons at each location. We will call to remind you of your commitment on the Friday before .

Afterwards, based on the number of hours volunteered by your organization volunteer, we will donate \$2.00 for each hour to your choice of a non-profit organization - either your own or another, including our own Nature's Coastal Holiday program, which includes giving a sizeable portion of our proceeds to the City of Brookings for their efforts in providing assistance with preparations, displays, and maintenance.

The volunteers always have a great time - just ask Rotary, Soroptomists, the Chamber, Ray's Food Place, and of course the City of Brookings... and the cookies and hot apple cider can't be beat! Sooooo, PLEASE JOIN US! CALL ME - 469-2163 and **THANKS in advance FOR YOUR HELP!** Sharon "Happy Holidays"

Sharon A. Ridens
Administrative Secretary and Court Clerk
City of Brookings
898 Elk Drive
Brookings, OR 97415
(541) 469-2163
sharonr@brookings.or.us



Oregon

John A. Kitzhaber, M.D., Governor

Department of Transportation

Office of Maintenance

800 Airport Road SE

Salem, OR 97301-4798

(503) 986-3000

FAX (503) 986-3032

DATE: October 19, 2001

TO: Distribution

FROM: Doug Tindall, P.E.
State Maintenance Engineer

FILE CODE:

SUBJECT: Oregon Public Works Emergency Response Mutual Aid Agreement

Enclosed for your agency's consideration and adoption is a copy of the Oregon Public Works Emergency Response Cooperative Assistance Agreement. More than 40 agencies signed the agreement since it was first offered to local public works agencies in July 1998.

The Oregon Department of Transportation (ODOT) initiated the agreement based on advice from the ODOT Local Officials Advisory Committee. The Oregon Department of Justice reviewed the agreement.

The mutual aid agreement:

- Enables public works agencies to support each other during an emergency.
- Provides the mechanism for immediate response to the Requesting Agency when the Responding Agency determines it can provide the needed resources and expertise.
- Sets up the documentation needed to seek maximum reimbursement possible from federal agencies.

Public works agencies in Oregon may sign the agreement or cancel their participation as they wish. ODOT maintains the list of all parties to the agreement and sends an updated list to all agencies whenever an agency is added to or removed from the list. Any agency may cancel its participation by giving written notice. A list of current parties to the agreement is enclosed. Guidelines for using the agreement also are enclosed.

To become a party to the agreement, send the completed signature page to:

Rose Gentry
ODOT Office of Maintenance
800 Airport Road SE
Salem, OR 97301-4798
Fax: (503) 986-3032

If you have any questions about the agreement, please call Rose Gentry, ODOT Emergency Response Planner, at (503) 986-3020.

**OREGON PUBLIC WORKS EMERGENCY RESPONSE
COOPERATIVE ASSISTANCE AGREEMENT**

THIS AGREEMENT is between the government agencies (local, county, or state) that have executed the Agreement, as indicated by the signatures at the end of this document.

WITNESSETH:

WHEREAS, parties to this agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, sewer, water, and related systems during routine and emergency conditions; and

WHEREAS, each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, sewer, water, and related systems and other support;

WHEREAS, in the event of a major emergency or disaster as defined in ORS 40 1.025 (4), the parties who have executed this Agreement may need assistance to provide supplemental personnel, equipment, or other support; and

WHEREAS, the parties have the necessary personnel and equipment to provide such services in the event of an emergency; and

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual assistance, with the intent to supplement not supplant agency personnel;

WHEREAS, an Agreement would help provide documentation needed to seek the maximum reimbursement possible from appropriate federal agencies during emergencies;

WHEREAS, ORS Chapter 401.480 provides for Cooperative Assistance Agreement among public and private agencies for reciprocal emergency aid and resources; and

WHEREAS, ORS Chapter 190 provides for intergovernmental agreements and the apportionment among the parties of the responsibility for providing funds to pay for expenses incurred in the performance of the agreed upon functions or activities;

NOW THEREFORE, the parties agree as follows:

1. Request

If confronted with an emergency situation requiring personnel, equipment or material not available to it, the requesting party (Requestor) may request assistance from any of the other parties who have executed this Agreement.

2. Response

Upon receipt of such request, the party receiving the request (Responder) shall immediately take the following action:

- A. Determine whether it has the personnel, equipment, or material available to respond to the request.
- B. Determine what available personnel and equipment should be dispatched and/or what material should be supplied.
- C. Dispatch available and appropriate personnel and equipment to the location designated by the Requestor.
- D. Provide appropriate access to the available material.
- E. Advise the Requestor immediately in the event all or some of the requested personnel, equipment, or material is not available.

NOTE: It is understood that the integrity of dedicated funds needs to be protected. Therefore, agencies funded with road funds are limited to providing services for road activities, sewer funds are limited to providing services for sewer activities and so on.

3. Incident Commander

The Incident Commander of the emergency shall be designated by the Requestor, and shall be in overall command of the operations under whom the personnel and equipment of the Responder shall serve. The personnel and equipment of the Responder shall be under the immediate control of a supervisor of the Responder. If the Incident Commander specifically requests a supervisor of the Responder to assume command, the Incident Commander shall not, by relinquishing command, relieve the Requestor of responsibility for the incident.

4. Documentation

Documentation of hours worked, and equipment or materials used or provided will be maintained on a shift by shift basis by the Responder, and provided to the Requestor as needed.

5. Release of Personnel and Equipment

All personnel, equipment, and unused material provided under this Agreement shall be returned to the Responder upon release by the Requestor, or on demand by the Responder.

6. Compensation

It is hereby understood that the Responder will be reimbursed (e.g. labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates. Compensation may include:

- A. Compensation for workers at the Responder's current pay structure, including call back, overtime, and benefits.
- B. Compensation for equipment at Responder's established rental rate.
- C. Compensation for materials, at Responder's cost. Materials may be replaced at Requestor's discretion in lieu of cash payment upon approval by the Responder for such replacement.
- D. Without prejudice to a Responder's right to indemnification under Section 7.A. herein, compensation for damages to equipment occurring during the emergency incident shall be paid by the Requestor, subject to the following limitations:
 - 1) Maximum liability shall not exceed the cost of repair or cost of replacement, whichever is less.
 - 2) No compensation will be paid for equipment damage or loss attributable to natural disasters or acts of God not related to the emergency incident.
 - 3) To the extent of any payment under this section, Requestor will have the right of subrogation for all claims against parties other than parties to this agreement who may be responsible in whole or in part for damage to the equipment.

- 4) Requestor shall not be liable for damage caused by the neglect of the Responder's operators.

Within 30 days after presentation of bills by Responder entitled to compensation under this section, Requestor will either pay or make mutually acceptable arrangements for payment.

7. Indemnification

This provision applies to all parties only when a Requestor requests and a Responder provides personnel, equipment, or material under the terms of this Agreement. A Responder's act of withdrawing personnel, equipment, or material provided is not considered a party's activity under this Agreement for purposes of this provision.

To the extent permitted by Article XI of the Oregon Constitution and by the Oregon Tort Claims Act, each party shall indemnify, within the limits of the Tort Claims Act, the other parties against liability for damage to life or property arising from the indemnifying party's own activities under this Agreement, provided that a party will not be required to indemnify another party for any such liability arising out of the wrongful acts of employees or agents of that other party.

8. Workers Compensation Withholdings and Employer Liability

Each party shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each party shall insure, self-insure, or both, its own employees as required by Oregon Revised Statutes.

9. Pre-Incident Plans

The parties may develop pre-incident plans for the type and locations of problem areas where emergency assistance may be needed, the types of personnel and equipment to be dispatched, and the training to be conducted to ensure efficient operations. Such plans shall take into consideration the proper protection by the Responder of its own geographical area.

10. The Agreement

- A. It is understood that all parties may not execute this Agreement at the same time. It is the intention of the parties that any governmental entity in the State of Oregon may enter into this Agreement and that all parties who execute this Agreement will be

considered to be equal parties to the Agreement. The individual parties to this Agreement may be "Requestor" or "Responder's" as referred to in Section 1. and 2. above, to all others who have entered this Agreement.

- B. The Oregon Department of Transportation (ODOT) Office of Maintenance shall maintain the master copy of this Agreement, including a list of all those governmental entities that have executed this Cooperative Assistance Agreement. ODOT will make the list of participants available to any entity that has signed the Agreement. Whenever an entity executes the agreement, ODOT shall notify all others who have executed the Agreement of the new participant. Except as specifically provided in this paragraph, ODOT has no obligations to give notice nor does it have any other or additional obligations than any other party.
- C. This Agreement shall be effective upon approval by two or more parties and shall remain in effect as to a specific party for five years after the date that party executes this Agreement unless sooner terminated as provided in this paragraph. Any party may terminate its participation in this Agreement prior to expiration as follows:
 - 1) Written notice of intent to terminate this Agreement must be given to all other parties on the master list of parties at least 30 days prior to termination date. This notice shall automatically terminate the Agreement as to the terminating party on the date set out in the notice unless rescinded by that party in writing prior to that date.
 - 2) Termination will not affect a party's obligations for payment arising prior to the termination of this Agreement.

11. Non-exclusive

This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance or mutual aid agreements with any other entity. No such separate Agreement shall terminate any responsibility under this Agreement.

12. Parties to This Agreement

Participants in this Agreement are indicated on the following pages, one party per page.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

STATE OF OREGON
DEPARTMENT OF TRANSPORTATION

D. T. T. 11 JUL 98
Doug Tindall Date
Maintenance Engineer

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

Agency

County, Oregon

Authorized Representative

Date

Designated Primary Contact:

Office:

Contact:

Phone Number:

Emergency 24 Hour Phone Number:



Staff Report

To: Mayor Hagbom & City Councilors
From: Leroy Blodgett, City Manager
Date: November 13, 2001
Re: Cable TV Service

BACKGROUND

Over the past few years we have received numerous complaints about cable TV service. The complaints include "too expensive", not being able to contact a representative, poor reception, and frequent outages. Warranted or not the number of complaints indicate an overwhelming dissatisfaction with the service. The City has also experienced poor quality service with our public access channel.

The cities of Ashland and Cascade Locks are currently providing cable TV service in their communities. The City of Sherwood is moving forward with providing service in their community.

The Port of Brookings-Harbor has decided to explore the possibility of providing cable TV service to the Port and possibly a larger area. The recommendation is for the City to join with the Port and expand the investigation to potentially provide cable TV service throughout the City.

The first step is to figure out what it would take to start up service and a cost analysis. We estimate the cost of this work to be approximately \$5,000. If we joined with the Port that cost would be shared equally. The results of the work will be brought to City Council and the Port Commission to decide how or if to proceed.

STAFF RECOMMENDATION

Move to join with the Port of Brookings-Harbor to explore the possibility of providing cable TV service to residents in the Brookings-Harbor area and direct staff to work with Port staff in this effort.

CITY OF BROOKINGS

898 Elk Drive
Brookings, Oregon 97415
Phone (541) 469-2163
Fax (541) 469-3650
cityhall@brookingsor.org

The Home of Winter Flowers



TO: Mayor, City Council
Through: Leroy Blodgett
FROM: Leo Lightle, *Leo Lightle*
Community Development Director
DATE: November 14, 2001
ISSUE: Awarding contract for Old County Road Storm Drain Project

BACKGROUND:

The Storm Drainage Line had collapsed resulting in the collapsing of a guardrail. The collapsed line presented a hazard to children who could fall into the culvert; and the missing or collapsed guardrail presented a potential liability if a vehicle left the road in the area. These to above mentioned items made this a priority project due to the "health and welfare" issues.

We called for Bids on Oct 27 and opened bids November 13, 2001 for improvements on the storm drain line adjacent to Old County Road and transverse the intersection with Fir street.

We received three bids:

Tidewater Contractors Inc.	13720.65
B & B Excavation	18382.63
Redwood Empire Aggregate	28651.00

The bids are within staff's estimate and funds are available to do this project.

RECOMMENDATION:

The City Council awards the contract for Old County Road Storm Drain Project to Tidewater Contractors Inc. in the amount of \$13720.65.

Memorandum

TO: Mayor, Council
FROM: William J. Sharp, Fire Chief
THROUGH: Leroy Blodgett, City Manager
DATE: 11-15-2001



Issue: Recommendation of Truck Bid Award

The recent bid process provided us with four bid proposals for the purchase of a new Pumper/Engine. We received bids from American La France, Emergency-One, Pierce Manufacturing and H&W Emergency Vehicles.

Two major issues included in our bid specifications were:

- 1) **Single Source Manufacturer** - in order to protect the Purchaser from divided warranty responsibilities between the chassis and body manufacturers. Proposals were only accepted from apparatus builders who design, fabricate, and assemble the complete apparatus at their own facilities. This includes the cab shell, chassis assembly, and complete body structure. There were to be no exceptions; and
- 2) **Lease-Purchase Plan**- For the purpose of dealing with only one (1) vendor who has an on-going interest in maintaining customer satisfaction. A lease-purchase financing proposal is to be provided directly by the manufacturer of the apparatus. The manufacturer shall retain the lease and not sell the lease or assign the payments to a financial institution or other third party. Third party leasing will not be considered by the purchaser and will render the bid non-responsive. An amortization schedule was to be provided with the vendor's apparatus proposal. The length of the plan was to extend 2 years with annual payments due on the anniversary of the apparatus delivery and acceptance. Once the lease contract is signed, the interest rate and lease payment shall remain fixed for the term of the lease. The interest rate shall be locked in at the time the contract for the apparatus is signed. Interest rates and terms were to be one of the criteria for award of this contract.

The bid proposals and outcome are as follows:

American La France - \$ 277,321.00 Delivery date is 180-210 days from contract. Highest bid, does not meet specifications to provide Lease financing.

Pierce Manufacturing - \$267,286.00 Delivery Date is 210 days from contract. Full payment must be made upon awarding the Contract, a penalty is added to the bid price if not paid at the time of awarding the contract. Manufacture does not meet Specifications for providing stainless steel pipe for plumbing. Pierce Manufacturing provides black Iron and galvanized pipe. Although this spec does provide for exceptions, it is our feeling that black iron and galvanized pipe is significantly inferior to stainless steel pipe

H&W Emergency Vehicles – \$262,062.00 Delivery date is 270-300 days from contract. Manufacturer does not meet specifications for single source provider. H&W does not provide the lease financing for the truck.

Emergency-One - \$276,836.00 Delivery date is 180 days from contract. Only manufacturer to be fully compliant, meeting all specifications with no exceptions.

City Council must make a decision to either award the contract to a bidder or reject all bids.

Recommendation: Staff recommends you award the bid for the purchase of the new Pumper/Engine to Emergency-One for \$276,836.00, and authorize the Mayor to sign all necessary documents.

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
October 22, 2001
7:00 p.m.**

I. CALL TO ORDER

Mayor Bob Hagbom called the meeting to order at 7:00 p.m.

II. PLEDGE OF ALLEGIANCE

Led by BHHS Senior and recent honored Homecoming King Matt McVay

III. ROLL CALL

Council Present: Mayor Bob Hagbom, Council President Larry Curry, Councilors Frances Johns, Lorraine Kuhn, and Rick Dentino, a quorum present.

Council Absent: none

Staff Present: City Manager Leroy Blodgett, City Attorney John Trew, Fire Chief William Sharp, Pool Supervisor Jeanne nelson, new Accounts Receivables Clerk Vicki Bailey, and Administrative Secretary Sharon Ridens

Media Present: Jeff St. Peter, Curry Coastal Pilot

Other: Eleven very special members of the Brookings Fire Fighters Association and approximately 17 other citizens, including BHHS Student Matt McVay

IV. CEREMONIES/APPOINTMENTS ANNOUNCEMENTS

A. Appointments

1. Appointment of City representative to the Curry County Recycling Committee

Mayor Hagbom suggested Councilor Frances Johns be the new liaison to the Curry County Recycling Committee.

Councilor Kuhn moved, Councilor Dentino seconded, and the Council voted unanimously to approve the appointment of Councilor Johns as the City's liaison to the Curry County Recycling Committee.

B. Announcements

1. New Employee - Vicki Bailey / Accounts Receivable Clerk

City Manager Blodgett informed Council of the recent staff changes within the Finance Department and the resulting short-staffed environment. This is causing them to work a lot of overtime and they are getting tired. Interviews for the Accounting Clerk were held a few weeks ago and another new employee, Vicki Bailey. Bailey was introduced to the Council. Her first day was October 15, and the Finance Department and staff could not be more pleased. She and her husband, Harold, come to us from Fresno, California, but she makes all of us mindful she was born in Portland, and grew up in Gresham.

Brookings Harbor High School Student Matt McVay was present to report on the recent BHHS Senior Class "Bruin Day" and their participation in the new Charter Education Program through Azalea Middle School. He asked Council to join as a Character Education Partner with Azalea Middle School, which would mean they present themselves to the youth in our community, especially Azalea Middle School, by being the best role model of ethics and character possible. The following, included in the October 2001 letter from Darrell Erb, Dean of Azalea Middle School, to Character Education Partners, and included in these minutes, was handed out to Council.

- ✓ Prominently display the "Character Education Pyramid" poster. Become familiar with the enclosed document that lists "Related Words, Concepts, or Ideas" in order to move your understanding of the Nine Core Traits to a deeper level
- ✓ Be in touch with Darrel Erb or Bette Moore, if you have ideas or questions about the program. Azalea Character Education Program is a "work in progress" and we welcome your input.
- ✓ It is certainly not required that you partner with the school in any programs or projects. However, if you would like to do so, please let us know about your plans so that we can arrange for whatever support and press coverage we can manage.
- ✓ Don't be afraid to approach young people around town! Smile. Make eye contact. Be friendly. Show interest in who they are and what they are doing. Make it a point to know the first names of a few young people you see regularly.

- ✓ If you have time, become involved with the school. Attend games, concerts, and performances. Volunteer in the classroom. Become a mentor.
- ✓ Remember, however, that to be an Azalea Middle School Character Education partner, nothing is required except to display the poster and, to the best of your ability to model the traits.

Council signed individually and accepted to participate in the Charter Education Program through Azalea Middle School.

City Manager Blodgett confirmed "Bruin Day" activities in which McVay and other students were involved, including approximately forty (40) students who cleaned up areas of Azalea Park and some who washed City Vehicles at City Hall. Their hard work was appreciated.

V. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison reports

1. Chamber of Commerce

There was no representative present.

2. Brookings-Harbor 17C School District

There was no representative present

3. Council Liaisons

Councilor Dentino advised he had completed the grant application process for funds from the Oregon Arts Commission to light the Azalea Park Bandshell and area. He also attended an economic development conference in Seaside Oregon last week called, "The Challenge of Change." - With speakers qualifying a general consensus of "It all depends upon the economic impact of September 11th." He learned from the conference that Oregon ranks 50th (dead last) in job opportunities nationally. And further, breaking those figures down for the state by its 26 counties, Curry sits third from the bottom. Dentino also attended a Harbor Sanitary District Board of Directors meeting, where he learned of a plan to drive a new sewer line under the Chetco River bed instead of through the bridge to increase capacity to the wastewater treatment plant.

Councilor Kuhn will be attending the SWOCAC meeting in Bandon, which includes working with Headstart programs and poverty issues in Curry County.

Councilor Johns attended a 3.75 hour school board meeting, which primarily pertained to the site overview committee and their concerns. She advised School Board member Mary Anderson is going to be the School District's liaison to the S.A.Y. Committee.

Council President Larry Curry reported on his attendances to the CPACT meeting in Reedsport and OCZMA, where Senator Ken Messerle and Representatives Berger and Krieger made presentations about the last legislative session and recent rulings on Coho fisheries.

Mayor Bob Hagbom reported the Rogue River is full of Coho so claims ODF&W; the SWACT-STIP has \$1,000,000 to pave some of Carpenterville Road; and gasoline prices have decreased 9 cents in nation, with Hawaii being the highest. He asked Council and staff to wear red ribbons for the Elks Drug Awareness Week program and read from the Elks' "The Star Fish" statement.

B. **Unscheduled**

Don Nuss of 808 Pioneer Road, Brookings, Oregon presented his request for repal of the business license ordinances. A copy of this request is included in these minutes. Discussion ensued. Blodgett recommended the Council not appeal the ordinance, however a review would be in order. He also explained the current rules regarding businesses licenses, and offered City staff's time and energy to review reasons to continue or to change the business license ordinance

VI. STAFF REPORTS

A. **City Manager**

1. **Authorize voting delegate and alternate for League of Oregon Cities Annual Conference and Business Meeting**
City Manager Blodgett explained reasons for authorizing voting delegate and alternate for League Of Oregon Cities Conference (LOC).

Councilor Johns moved, Councilor Kuhn seconded, and the Council voted unanimously to appoint Mayor Hagbom as the voting delegate and Council President Curry as the alternate.

2. **Pool Summary – 2001**
Pool Superintendent Jeanne Nelson asked Council to review the report provided in the packet and informed Council of a new chlorination system being installed, which will bring the pool in line with state requirements.

City Manager Blodgett stated discussed establishing a separate department for just the swimming pool in regards to the budget, since it is difficult to tract the revenues and expenditures. He advised Jeremy McVeety, our new RARE employee is going to review the costs of a covered vs. non-covered pool, which is what we have now.

3. Needs and Issues

City Manager Blodgett explained each year cities, counties, ports, and special districts have an opportunity to submit projects through the "needs and Issues: process. Projects are then prioritized on a county-wide bases. It is not an application process or any guarantee for funding. Nevertheless, state and federal Lead Agencies, along with some foundations and trust, may draw from projects submitted through the Needs and Issues Inventory process to further develop projects and invite application for specific funding. Blodgett proceeded to review his list of recommended projects:

City Parks master Plans	\$50,000
City Hall/Fire Department Building	\$2,800,000
Water System Upgrade	\$2,800,000
Water Storage	\$2,500,000
Infrastructure to service north UGB	\$3,000,000
Covered Swimming Pool/Activity Center	\$2,000,000
Public Works Shop	\$500,000
Azalea Park Concession/Rest Rooms	\$80,000
Azalea Park parking lot	\$60,000

Councilor Kuhn moved, Councilor Dentino seconded, and the Council voted unanimously approve the above list to be submitted in the Needs and Issues Inventory process.

4. Request for easement from Kerr's Ace Hardware

City Manager Blodgett stated citizen and business owner Tom Kerr was present asking permission for an easement. Kerr, owner of Kerr's Ace Hardware Building Center explained his request. Blodgett stated if Council would approve entering into an easement agreement with Mr. Kerry, City staff would prepare it. Minimal discussion ensued.

Councilor Dentino moved, Councilor Johns seconded, and the Council voted unanimously to enter into an easement agreement with Kerr and to have City Staff prepare it.

5. Community Pride Month Tallies from Curry Transfer and Recycling
General Manager Pete Smart
City Manager Blodgett reported the statistics from Pete Smart and his crew's collections during Community Pride Clean-up Month, with a total savings to our community in the amount of \$23,930 - 2,290 yards. Mayor, Council, and audience applauded Pete Smart's hard work and dedication to this community. Councilor Curry recommended a follow up letter to Smart and CTR would be in order. Council agreed by consensus.
6. Other
City Manager Blodgett reported on the couplet project status and projections and was pleased to review the process of this project having gone from not even being on the list for funding to 3rd place and now to number 1 place on the funding chart. The Downtown Development Committee will be asking for public input to help us along on the decisions of this project. He reminded Council of only one meeting next month (November 19, 2001) and that the joint Planning Commission meeting on DIA's will be on a separate date not yet decided. And, lastly City Offices will be closed November 12 for Veterans Day and November 22-23 for the Thanksgiving Holiday.

B. Community Development Department

1. Award of contract for true-erosion chlorinator for city swimming pool
City Manager Blodgett explained the city advertised and received bids for a true erosion chlorinator for the city swimming pool. One bid was received: Emerald Pool in the amount of \$2,180.00

Councilor Kuhn moved, Councilor Johns seconded, and the Council voted unanimously to award the contract for a true-erosion chlorinator for the city swimming pool to Emerald Pool, Eugene, Oregon in the amount of \$2,180.00

2. Awarding of contract for purchase of riding lawn mower for Public Works Division
Blodgett presented the staff report for advertising and receiving bids for a new riding lawn mower for the Public Works Division. Three were received:

Western Equipment Distributors, Inc.	\$15,595.00
Midland Implement Co., Inc.	\$21,912.00
Turf Equipment and Irrigation, Inc.	\$17,999.00

Councilor Johns moved, Councilor Kuhn seconded, and the Council voted unanimously to award the contract for a new riding lawnmower for the Public Works division to Western Equipment Distributors, Inc. in the amount of \$15,595.00

C. Fire Department

1. Authorize request for bid for fire engine
City Manager Blodgett asked Fire Chief William Sharp to explain his request to solicit bids for a new fire engine. Sharp has been working approximately 8 months just this year to bring this to Council. Blodgett explained we currently have \$270,000 saved, and the truck is estimated at \$280,000, plus Approx \$50,000 for equipment, and presented staff recommendations. Discussion ensued. Chief Sharp stated we do not have a backup truck which is required to maintain our current rating and that we currently are able to comply by relying on the Upper Chetco Rural Fire Dept.'s contract support.

Councilor Kuhn moved, Councilor Dentino seconded, and the Council voted unanimously to authorize the Fire Department to solicit bids for the purchase of a new engine/pumper and the purchase of accessory equipment for the engine.

VII. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 1. Minutes of October 8, 2001, Regular Council Meeting
(end Consent Calendar)

Councilor Dentino moved, Councilor Kuhn seconded, and the Council voted unanimously to approve the consent calendar as presented.

VIII. REMARKS FROM MAYOR AND COUNCILORS

- A. Council
There were no further comments by the Council.
- B. Mayor
Mayor Hagbom reminded Council of attendance to LOC in November and requested Councilors pool resources to allow for only two vehicles to keep expenses down.

IX. ADJOURNMENT

By total verbal consensus of Mayor and Council the meeting was adjourned at 8:17 p.m.

Respectfully submitted:

Bob Hagbom
Mayor

ATTEST by City Recorder this ____ day of November 2001.

Sharon Ridens
Interim City Recorder

OCTOBER, 2001

*Handed
out @
10/22/01
cc
mls*

Dear Character Education Partners,

The horrendous events of last month have catapulted us into a time of decision making more critical than most of us have experienced in our lifetimes. As adults who hope to model ethics and high moral character for our young people, our job has just become a lot harder.

Our children are watching us. They are looking for answers that we do not have. They are forming their own values based upon how they see us searching out answers for our own questions. They are forming opinions about us based upon the questions we are asking.

Many of us feel helpless in the face of the recent events. It is tempting to pull back and just figure that one person, business, or organization can't make a difference. That is simply not true. We hope that our Character Education Program will provide a vehicle for you to feel that you do make an impact on the future by the kind of example you are for young people.

As a Character Education Partner with Azalea Middle School, you are not expected to *do* anything except simply to *be* the best model of ethics and character that you can be.

- Prominently display the "Character Education Pyramid" poster. Become familiar with the enclosed document that lists "Related Words, Concepts, or Ideas" in order to move your understanding of the Nine Core Traits to a deeper level.
- Be in touch with Darrell Erb or Bette Moore if you have ideas or questions about the program. Azalea's Character Education Program is a "work in progress" and we welcome your input.
- It is certainly not required that you partner with the school in any programs or projects. However, if you would like to do so, please let us know about your plans so that we can arrange for whatever support and press coverage we can manage.
- Don't be afraid to approach young people around town! Smile. Make eye contact. Be friendly. Show interest in who they are and what they are doing. Make it a point to know the first names of a few young people you see regularly.
- If you have time, become involved with the school. Attend games, concerts, performances. Volunteer in the classroom. Become a mentor.
- Remember, however, that to be an Azalea Middle School Character Education Partner, nothing is required except to display the poster and, to the best of your ability, to model the traits.

Thank you for your support and interest!

Darrell Erb, Dean – Azalea Middle School
Bette Moore, Community Liaison – Character Education

Azalea Middle School Character Education

Azalea's Core Character Traits

Core Trait	Related Words, Concepts, or Ideas (Add to this list)
Respect	Polite, Courteous, Peace Maker, Tolerant of Others, Thoughtful, Good Listener, Empathy, Impulse Control, Considerate, Gratitude, Sportsmanship, Understands Personal Boundaries
Responsibility	Conscientious, Organized, Self-Motivated, Punctual, Prepared, Initiative, Perseverance, Positive Goal Orientation, Dependable, Self Management Skills, Resilience
Trustworthiness	Integrity, Honesty, Punctuality, Loyalty, Respectful, Willing to Listen, True to word – to Self and Others, Dependable
Tolerance	Inclusion, Fairness, Empathy, Compassion, Sense-of-Humor, Playful, Positive, Follow-ship*, Community, Willing to Listen, Understanding, Respectful, Patient, Impulse Control, Considerate, Resilient, Cooperative, Forgiveness
Caring	Kindness, Compassion, Empathy, Peace-Maker, Thoughtful, Good Listener, Friendly, Consideration, Gratitude, Cooperation
Courage	Endurance, Perseverance, Self-Motivation, Assertion, Initiative, Leadership, Follow-ship*, Loyalty, Discerning, Patient, Impulse Control, Self Management Skills, Resilient, Assertiveness
Justice and Fairness	Reason, Inclusion, Tolerance, Leadership, Follow-ship*, Loyalty, Discerning, Respectful, Willing to Listen, Patient, Boundaries
Civic Virtue and Citizenship	Cooperation, Dependability, Punctuality, Connection, Involvement, Leadership, Follow-ship*, Community Awareness, Friendly, Loyal, Tolerant, Consideration, Self Management Skills, Gratitude, Sportsmanship
Self Awareness	Self-discipline, Self-control, Centered, Balance, Patience, Connected, Confident, Playful, Self-Accepting, Self-Esteem, Humble, Follow-ship, Community Awareness, Cooperative, Friendly, Loyal, Impulse Control, Consideration, Positive Goal Orientation, Sense of Humor, Self Management Skills, Gratitude, Resilience, Boundaries, Assertion, (Leadership/Follow-ship*)

*As Character Educators we believe that healthy leaders must also be able to discern when and who to follow.

CHARACTER EDUCATION PROGRAM

AZALEA MIDDLE SCHOOL

Brookings, Oregon

Part I: Goals and Philosophy

In June 1997 the staff at Azalea Middle School was frustrated. Office referrals were on the rise; instances of people treating each other with disrespect seemed commonplace. A chasm between children and adults was widening. While it was the goal of every faculty and support staff member to instill within our students both knowledge and skills, our school didn't have a unifying objective. We needed something to bring us together while improving student achievement. Character Education was our answer.

As we looked at overall character education program development, an "inside-out/ outside-in" approach evolved. We decided to first work *inside* our school by *extrinsically* rewarding our students. Our next step would be to develop the program *outside* our school by involving parents and the community. Our ultimate goal, toward which we would be working all the while, would be to develop our students' *intrinsic* motivation through both explicit and implicit learning models.

Knowing that character development must be a cooperative effort involving the home, school, and community, the Azalea Middle School Character Education initiative is based on a community support model. Our first two "Community Forums," held in the spring of 1998, have evolved into a Parent/Community Advisory Team (P/CAT) and Character Education Partners (CEP's). They form a network of parents and community members who believe in the maxim "It takes a village to raise a child." Together we are committed to the goal of helping each child in Brookings-Harbor reach his or her full potential.

In November 2000, citizens of Brookings-Harbor began to see middle school students wearing T-shirts sporting the imperative: "Know the Good, Desire the Good, DO THE GOOD." While we at Azalea know that wearing a T-shirt will not change a heart, it can be an effective way to increase awareness of how we define exemplary character. Our community has become more cognizant of its role in modeling appropriate behavior. We have shown that it is possible, through a proactive and intentional educational design, to improve student motivation, behavior, and character.

Part II: Implementation:

Since improving the school climate was our first objective, we started with a concrete program the students could easily understand. We adopted the principles from "Give Me Five" (GM5), a program developed by Fern Ridge Middle School and the University of Oregon: *Be Respectful – Be Responsible – Follow Adult Directions – Keep Hands and Feet to Self – Be There/Be Ready*. The principles were posted prominently at Azalea and "GM5 Bucks" were designed for rewards. Within weeks every student at Azalea was able to recite the "GM5's." GM5 lessons are taught twice each year. They are reinforced by staff members distributing *GM5 Bucks*, giving students "high fives," and complimenting desired behavior. Special pink "double" *GM5 Bucks*, are given to our "guest teachers" (substitutes) to use as they work with students. Playground aides, custodians, and office staff are all encouraged to give *GM5 Bucks* as they notice appropriate behavior. The GM5 Bucks serve a dual purpose as adults begin noticing how caring and responsible our students can be.

Our student-operated *GM5 Student Store* stocks school supplies as well as candy and other goodies. Thrifty students can choose to earn "interest" in the student-operated *GM5 Bank*. They can win prizes donated by the community at *GM5 Raffles* or use their *GM5 Bucks* to gain entry into school dances and various seasonal celebrations. Many of our teachers have *GM5 Classroom Menus* which list such things as "Bathroom Pass: 2 GM5's" or "Buy Out Tardy: 7 GM5's".

The second aspect of our original effort to improve school climate was an anti-violence initiative called "*High Fives*," also developed by Fern Ridge and the U of O. This conflict resolution strategy is taught to our seventh and eighth grade and is echoed by staff as they help students sort out conflicts. The five steps – *Avoid It, Label It, Deal With It, Accept It, and Move On* – are directly taught during advisory period. *Second Step* materials are used in support of the *High Fives*. After first learning the steps at a cognitive level, students apply, practice, and reflect upon them as they face real life issues at Azalea.

In a matter of weeks after we began our character education initiative, our school sounded and acted differently. The teaching and support staff was working together, and our students were receiving our message – loud and clear!

As we moved into a deeper understanding of character development, we began to notice that our program was becoming less dependent upon the *GM5 Bucks*. Students, especially at the 7th and 8th grade level, were beginning to understand that intrinsic reward is far more satisfying. In staff development sessions, Azalea teachers are learning about the "ability model" of emotional intelligence, as opposed to the "mixed model" that relies more heavily on extrinsic reward. Classroom lessons are designed to help students recognize and practice the concepts that Daniel Goleman calls "meta-abilities."¹ Strategies designed to help students learn to motivate themselves in the face of

¹ Daniel Goleman, *Emotional Intelligence: Why it Can Matter More Than IQ*. Pages 34-36.

frustration, to control impulse and delay gratification, to be aware of and regulate moods, and to empathize are built into monthly lessons about our Nine Traits. Each of Goleman's "meta-abilities" fits into one or more of our Nine Core Traits of *Respect, Responsibility, Caring, Courage, Trustworthiness, Tolerance, Justice & Fairness, Civic Virtue & Citizenship*, and *Self-Awareness*. In addition, every seventh grader takes a six-week "Life Skills" class taught by the school counselor. Teamwork and cooperation are hallmarks of Azalea. Teachers meet weekly in grade level teams that share ideas, design curriculum and discuss issues. Collaborative projects are common place in classes from *WebWeavers* (Advanced Computers) to math, English, social studies and science.

Teachers work in their grade level teams at a half-day CE "Spring Training" each year. Concepts are reinforced in staff newsletters from Darrell Erb, our CE Coordinator. At "Spring Training 2000" teachers discussed ways to infuse character themes into their various disciplines. English teachers have incorporated *GM5* language, *High Fives*, and the Nine Core traits into such units as *To Kill a Mockingbird* and stories from the literature book. One teacher found that a Quaker character in a read-aloud book opened a productive discussion of non-violence. The seventh grade science teacher focused on the trait of *respect* in her sex education class, and a quote from Chief Seattle brought up discussions of *respect* and *responsibility* in social studies. These are but a few examples of how teachers are using our character education themes to strengthen the academic program.

In addition to lessons that are embedded into the regular curriculum, our Site Council has designated every Monday "Character Education Day." Advisory period is dedicated to projects and activity-based lessons that focus on the Trait of the Month. Students participate in skits, make bulletin boards, create scrapbooks, and spend time defining, discussing, reflecting, and writing. Themes of anti-violence, conflict resolution, and empathy are considered as teachers use original materials as well as lessons from organizations such as *Second Step, Ribbons of Promise, and Wise Skills*. With our Nine Core Traits as their focus, it is easy for teachers to find materials that fit their own comfort level and teaching style. A 50-foot long "CE Billboard" depicting a "Yellow Brick Road to Character" reflects one teacher's enthusiasm for the program.

As our *GM5* and *High Fives* programs germinated, we began to look *outside* our school to involve parents and the community in our vision. Two community forums were held in spring 1998 introducing parents and members of the community to our plan. The purpose of these meetings was twofold. Our first objective was to arrive at a "core list" of character traits that would be the focus for each month of school.² From this list we would design a curriculum for use by teachers in their advisory periods as well as for embedding in their own specific lesson designs.

Our second objective was to form a "Parent/Community Advisory Team" that would function in an advisory and support role as our program evolved. Since that time, "P/CAT" has formed a strong community email and telephone network and has sponsored Community Forums to educate and inspire others. We are also developing a program of

² Respect, Responsibility, Caring, Courage, Trustworthiness, Tolerance, Justice & Fairness, Civic Virtue & Citizenship, and Self-Awareness

"Character Education Partners" (CEP's) who will stay informed about our program and support our students. A poster featuring our Nine Core Traits is being designed and will be displayed by businesses, organizations and individuals in Brookings-Harbor. As people begin to see the difference in our students and our school, adult enthusiasm for our program is increasing.

Knowing that extrinsic rewards will not help students develop intrinsically good character, we incorporated community and service learning into our "inside-out / outside-in" approach during 1998. By April of 1999 over 95% of our students had participated in service learning projects that were celebrated at our *Spring Fling Thing*. *Spring Fling Thing* projects are conceived of and organized by our students with guidance from their teachers. During a daily advisory period *Leadership* and *A Sense of Place* advisory groups worked to organize, promote, and complete projects with the rest of their seventh and eighth grade classmates. Students from our *Builders' Club*, *Pride Committee*, *A Sense of Place Class*, and *MOST (More Opportunities for Success Team)* also plan and carry out a variety of service projects. "Azalea Has Heart," a project which led the state in funds raised for Dornbecker's Children's Hospital in Portland; Trick or Treat for UNICEF; "Bulbs of Promise, a colorful project supported by a local tulip bulb company to promote peace; "Coats For Kids"; Alzheimer's patient visits; and park, beach and playground beautification and improvement projects are a small sample. Students, parents, and community came together to create our *Peace Garden* and *Character Gazebo* – tangible symbols of our commitment to Character Education. Seventh and eighth grade students are now designing and creating stepping stones reflective of our nine monthly character traits. These stepping stones will be placed throughout the Peace Garden. From assisting with the community *Nature's Coastal Holidays Exhibit*, to visiting senior citizens or working in conjunction with the Oregon Department of Fish and Wildlife, our students are learning that their efforts *can* and *do* make a difference.

Since our Parent/Community Advisory Team developed the "Nine Core Traits" *outside* our school, we have just begun to introduce them to the faculty and students. Perhaps the most useful tool for the faculty is the "Character Education Plan Book" which features ideas for focusing on each "Trait of the Month." Our objective for 2000 – 2001 is to raise parental awareness of our program and help support them as they work with their children at home. Parents have been surveyed and are active in helping generate ideas to increase home/school connections. A folder of materials and ideas to promote family involvement will be sent home each month. A local video rental store has expressed interest in a program to feature family videos that illustrate the theme of the month. A survey at parent conferences generated wonderful feedback and ideas for us to use as we continue to develop our vision.

Part III: Evidence of Success

As we have focused on helping our students at Azalea "know the good" and "do the good," we see strong evidence that they are learning to "*desire the good*." Examples abound of times when students have surprised adults with spontaneous suggestions that reflect intrinsic understanding of character. One recent example involved a class that was planning a party for themselves using money from a magazine drive. The news of a tragic fire in from which a 12-year old Azalea student escaped, but which took the lives of three family members, caused them to reassess their priorities. They decided they wanted to "scale down" their party so they could donate the money to a trust fund that is being set up for the girl's education.

Examples of students demonstrating unusual respect and "random acts of kindness" have become commonplace. Our veteran teachers have noticed students often offer to open doors for each other and for adults. During a recent visit to our community, Mac Bledsoe, a nationally recognized speaker, told us after his presentation that he's seldom seen middle school students behave so well. In her closing remarks to our school board in June 1999, Principal Sue Musser ended her Board report with the following comments: "Typically we experience a rash of misbehavior at the end of the year, but this year we experienced quite the opposite. During the last several weeks of school we had three assemblies, a Career Fair, an eighth grade party, and a three-day field trip. I asked the speakers and/or chaperones at each event to evaluate our students' behavior." She went on to list such praise as "I couldn't believe how well behaved your students were. " " . . . couldn't have been better!" "It would be an honor to return to Azalea." Mrs. Musser then said, "I believe all of these comments reflect the proactive character education our teachers have provided for our students."

In addition to much anecdotal evidence that our program is effectively meeting our goals, we have been doing ongoing action research that has provided a great deal of encouraging data. We have seen a 53% drop in office referrals since we began our character education initiative. Instances of inappropriate behavior, disruptive class behavior, defiant behavior, and insubordination have significantly decreased. The teacher of our Anger Management class reported a measurable reduction in office referrals for her students. These high-risk students responded to an informal survey with comments like "It [the class] worked for me because it helped me notice when an invitation [to fight] is coming. It worked for other people too." In 1998 our students were given the Search Institute's "40 Assets Survey" and the same survey was given again in 2000. This data is useful in determining student attitudes about academic achievement as well as the school climate. Significant increases were seen in several areas directly related to Character Education.

Parents were surveyed by our CE Coordinator at Open House. Of the surveys that were returned, we saw overwhelming support for our Character Education initiative. In a recent staff school climate survey (Nov. 2000), 88% of certificated staff and 92% of

classified staff responded that student behavior has improved. Other areas such as academic accountability, student morale and school safety also showed perceptions of significant improvement.

Several teachers have done action research within their own classes. One teacher has begun a study that will establish a baseline as we look at the important question of how our Character Education program impacts learning and academic test scores. Others are looking at ways in which their class meetings improve student behavior and learning. Data on office referrals, school climate and parent surveys, our Oregon Plus and CIM testing, and the Search Institute Assets items that relate to Character Education give us input as we continuously improve our program.

Azalea's Character Education Program is, and will always be, a work in progress. Our timeline is based on a 5-year strategic plan of which we are in our 3rd year. We have already been approached by businesses and organizations in our community who are interested in assisting us with funding to insure that our program continues when our grant funds run out. Each time we meet with parents and community members we are struck by the creativity and enthusiasm they demonstrate. Character Education is truly a community project in Brookings-Harbor, Oregon.

Request for Repeal of Business License Ordinances

Handed
out @
10/22/0
cc
mtg

We live in a very different world today, and it's time to recognize it. Our City enacted a business license ordinance many years ago under very different circumstances. We have more out of area vendors competing for our local customers with the creation of the Internet. Corporations have been consolidating and giving the consumers fewer choices in products and services. After a review of the business license ordinance, I request that the City of Brookings repeal all ordinances requiring a business license for the following reasons.

1. For years the City of Brookings has asked out of town vendors to come and make a buck on *taxpayers* property without the costs that local businesses pay. While at the same time waving the required business license fees. This City council has approved of this built in unfairness to local businesses annually during the Azalea Festival.
2. For years the City of Brookings has been writing checks to businesses with out business licenses.
3. For years the Harbor bench has been attracting Brookings businesses out of the downtown area with the advantage of less government and no business license fees.

Summary

The Curry County Commissioners are looking at establishing an enterprise zone in the City of Gold Beach with reduced business license fees or the elimination of the fees.

We need an economic stimulus package in our town. A reduction in the cost of doing business in the City of Brookings is needed today. If you look around town you will find that a large number of small businesses are for sale or going out of business.

A repeal of these ordinances will give the Brookings-Harbor community a more level playing field.

By repealing business license ordinances, City staff will be free to work on infrastructure, police, and fire needs for our local taxpayers.

By repealing this unfair and unenforceable tax, this government can put Brookings Oregon on the map as a friendly town to small businesses with a friendly and fair government.

Don Nuss owner
Coastal Copiers Sales and Leasing
Brookings OR



**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
October 2, 2001**

The regular meeting of the Brookings Planning Commission was called to order by Chair Richard Gyuro at 7:06 p.m. in the Council Chambers at Brookings City Hall on the above date with the following Commission members and staff in attendance.

Russ Fritz	Richard Gyuro	John Bischoff, Planning Director
Randy Gorman	Vikki Nuss	Linda Barker, Secretary
Ted Freeman, Jr.		

Commissioners Krebs and Collis were not present at the meeting.

Before the meeting began, the Planning Commission held a joint work/study session with the City Council. The hour-long session was dedicated to discussion of deferred improvement agreements (DIA): when and where they should be allowed, how, when and where they should be called in, and formation of local improvement districts or other methods for getting improvements done. Staff will continue its research into solutions to deferred improvement agreements and will schedule a longer session in the future.

CHAIRPERSON ANNOUNCEMENTS

Chair Gyuro welcomed new Commissioner Russ Fritz. Commissioner Fritz was appointed to the Commission in August but was unable to attend the September meeting as he was recouping from eye surgery.

MINUTES

By a 4-1 vote (motion: Commissioner Freeman, second: Commissioner Gorman; Commissioner Fritz abstaining as he was not present at the September 4, 2001 meeting) the Planning Commission approved the minutes of the September 4, 2001, regular meeting as written.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

None

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON WRITTEN REQUESTS AND COMMUNICATIONS

1. By a 5-0 vote (motion: Commissioner Nuss, second: Commissioner Freeman) the Planning Commission granted a one-year extension of time for the completion of the subject subdivision which was approved November 7, 2000 (SUB-1-00); located in the southwest corner of Ransom Avenue and Fourth Street; P. John Kimm, applicant.
2. By a 5-0 vote (motion: Commissioner Freeman, second: Commissioner Fritz) the Planning Commission approved a request for final map approval for Phase 2 of

Oceanside Estates II Subdivision (SUB-2-99/PUD), consisting of eight lots located at the westerly end of Oceanside East Drive, which is the cul-de-sac street serving the subdivision; located on the east side of Dawson Road, approximately 800 feet south of the Holmes Drive intersection; Pacific-West Associates Inc., applicant; John Babin, representative.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 5-0 vote (motion: Commissioner Gorman, second: Commission Freeman) the Planning Commission approved (File No. CUP-2-97/MC-1) a request for a minor change to the original approved conditional use permit to add five additional recreational vehicle spaces to the existing RV park; located at 800 Elk Drive which is on the north side of Elk Drive, approximately 375 feet east of Fifth Street; zoned C-4 (Tourist Commercial); Brookings Elks Lodge, applicant, B. A. Adams, representative.

Before the Public Hearing started all Commissioners present declared ex parte contact due to a site visit. Commissioners Freeman, Gorman and Fritz declared they are members of the Elks Lodge. Commissioner Nuss declared her husband is a member of the Lodge. Commissioner Fritz also declared he had a discussion with the representative regarding the application. All Commissioners stated these associations caused no bias on their part. There was no challenge from the audience as to the jurisdiction of the Commission to hear this request.

This action was taken following questions or comments regarding the request from the following:

B. A. Adams	800 Elk Drive	Brookings Oregon
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The applicant waived his right to seven (7) additional days in which to submit written argument. The public hearing was closed at 7:35 p.m.

1. By a 5-0 vote (motion: Commissioner Freeman, second: Commissioner Gorman) the Planning Commission approved the Final ORDER and Findings of Fact for File No. CUP-2-97/MC-1 as written.
3. By a 5-0 vote (motion: Commissioner Freeman, second: Commission Nuss) the Planning Commission approved (File No. M3-6-01) a request for a minor partition to divide a 1.20 acre parcel of land into two lots of 24,512 and 27,894 sq. ft.; located on the south side of Memory Lane approximately 200 feet west of Del Norte Lane; zoned R-1-6, single family residential, 6,000 sq. ft. minimum lot size); Alberto and Eloise Rosichelli, applicants; Darryl Niemi, representative. The approval included a change to the proposed conditions of approval to modify the driveway angle to allow for maneuvering of emergency equipment.

Before the Public Hearing started all Commissioners present declared ex parte contact due to a site visit. Commissioner Freeman also declared he sells products to the applicant

and Chair Gyuro declared he knows the applicants socially. Each Commissioner said this caused no bias. There was no challenge from the audience as to the jurisdiction of the Commission to hear this request.

This action was taken following questions or comments regarding the request from the following:

Darryl Niemi	17225 Mountain Drive	Brookings Oregon
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The applicant waived his right to seven (7) additional days in which to submit written argument. The public hearing was closed at 7:58 p.m.

2. By a 5-0 vote (motion: Commissioner Freeman, second: Commissioner Nuss) the Planning Commission approved the Final ORDER and Findings of Fact for File No. M3-6-01 as amended

The Planning Commission recessed from 8:00 p.m. to 8:05 p.m.

4. By a 4-1 vote (motion: Commissioner Nuss, second: Commission Gorman; voting for: Commissioners Freeman, Nuss, Fritz and Gorman; voting against: Chair Gyuro) the Planning Commission will send a favorable recommendation to the City Council on File No. LDC-2-01, a city-initiated amendment to the Land Development Code to add provisions regulating the use of "short term rentals" within the City of Brookings. In addition to forwarding staff's recommendations to the City Council the motion included further conditions based on parking limits (one space per bedroom with a minimum of two parking spaces) and adopting option 2, making the approval of the conditional use an administrative decision after notification to and submissions from property owners with 250 feet of the subject property. Applications that generate concerns may be brought before the Planning Commission for decision.

Before the Public Hearing started Chair Gyuro summarized the history of the proposed Land Development Code amendment. Planning Director John Bischoff presented staff's recommendations to the Commission and answered questions from the Commissioners.

This action was taken following questions or comments regarding the request from the following:

Genie Gilliam	PO Box 6912	Brookings Oregon
Bob Edwards	240 Memory Lane	Brookings Oregon
Jim Benson	315 Memory Lane	Brookings Oregon
Barbara Nysted	427 Buena Vista Loop	Brookings Oregon
Tiffany Hodge	521 Arnold Lane	Brookings Oregon
Don Nuss	808 Pioneer Road	Brookings Oregon
Dave Smith	429 Buena Vista Loop	Brookings Oregon

The public hearing was closed at 9:50 p.m.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

None

UNSCHEDULED PUBLIC APPEARANCES

None

REPORT OF THE CITIZENS ADVISORY COMMITTEE

None

MESSAGES AND PAPERS FROM THE CITY MANAGER

None

MESSAGES AND PAPERS FROM THE MAYOR

None

REPORT OF THE PLANNING DIRECTOR

The city will have a college student working under the RARE (Resource Assistant for Rural Environments) Program. He will be helping on Planning projects, periodic review and the downtown committee.

The owner of the Exxon Station was contacted regarding landscaping at the station. He said it will be completed by Monday, October 8.

Director Bischoff will prepare a quarterly report to be given at the next meeting.

PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS

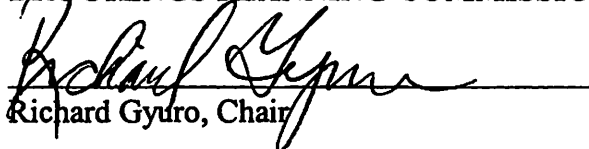
Chair Gyuro asked if anything had been done about site-obscuring fencings for industrial yards in the city such as Verizon Communications. There was no update on this.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting adjourned at 9:00 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION


Richard Gyuro, Chair

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
10/01	10/01/2001	41800	897	A-1 Fire Protection	10-00-2005	35.00
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10/01	10/01/2001	41802	167	American Sigma	10-00-2005	226.25
10/01	10/01/2001	41803	1446	Ametek Drexelbrook	10-00-2005	1,706.00
10/01	10/01/2001	41804	150	Any Time Coffee Service	10-00-2005	21.00
10/01	10/01/2001	41805		Information Only Check	10-00-2005	.00 V
10/01	10/01/2001	41806	190	Bankcard Center	10-00-2005	962.51
10/01	10/01/2001	41807	1475	Bill Garrett	10-00-2005	22.19
10/01	10/01/2001	41808	335	Branom Instrument Co	10-00-2005	129.38
10/01	10/01/2001	41809	147	Brookings Glass Inc	10-00-2005	186.27
10/01	10/01/2001	41810	276	Brookings Harbor Medical Ctr	10-00-2005	65.00
10/01	10/01/2001	41811	313	Brookings Vol Firefighters	10-00-2005	2,083.33
10/01	10/01/2001	41812	1470	Carl Burcham	10-00-2005	11.85
10/01	10/01/2001	41813	193	Central Equipment Co, Inc	10-00-2005	124.92
10/01	10/01/2001	41814	1443	Chambers Construction	10-00-2005	782.00
10/01	10/01/2001	41815	820	CMI Business Systems	10-00-2005	303.46
10/01	10/01/2001	41816		Information Only Check	10-00-2005	.00 V
10/01	10/01/2001	41817	183	Colvin Oil Company	10-00-2005	3,256.28
10/01	10/01/2001	41818	182	Coos-Curry Electric	10-00-2005	4,248.47
10/01	10/01/2001	41819	885	Country Farm Center	10-00-2005	42.29
10/01	10/01/2001	41820	151	Curry Coastal Pilot	10-00-2005	34.70
10/01	10/01/2001	41821	1357	Curry County Clerk	10-00-2005	31.00
10/01	10/01/2001	41822	497	Curry County Computer Services	10-00-2005	50.00
10/01	10/01/2001	41823	1467	Darla D. Bartley	10-00-2005	50.72
10/01	10/01/2001	41824	1479	David Jackson	10-00-2005	21.78
10/01	10/01/2001	41825	284	Day-Wireless Systems	10-00-2005	963.72
10/01	10/01/2001	41826	575	DELL Computer Corp	10-00-2005	1,209.00
10/01	10/01/2001	41827	196	DHR Child Support Unit	10-00-2005	203.08
10/01	10/01/2001	41828	250	DHR Child Support Unit	10-00-2005	278.31
10/01	10/01/2001	41829	498	Dictaphone Corp	10-00-2005	1,080.75
10/01	10/01/2001	41830	316	Donald & Roberta Chandler	10-00-2005	548.00
10/01	10/01/2001	41831	145	EBS Trust	10-00-2005	55.00
10/01	10/01/2001	41832	1095	Frank Cembellin	10-00-2005	13.73
10/01	10/01/2001	41833	113	Fred Meyer	10-00-2005	118.80
10/01	10/01/2001	41834	1465	Global Equipment Company	10-00-2005	504.53
10/01	10/01/2001	41835	198	Grants Pass Water Lab	10-00-2005	152.00
10/01	10/01/2001	41836	131	HGE, Inc	10-00-2005	7,332.50
10/01	10/01/2001	41837	1447	ISCO	10-00-2005	532.27
10/01	10/01/2001	41838	1474	J. Beard	10-00-2005	23.50
10/01	10/01/2001	41839	1472	James D Moore	10-00-2005	32.21
10/01	10/01/2001	41840	438	John Bishop	10-00-2005	120.00
10/01	10/01/2001	41841	1476	K V Miller	10-00-2005	4.02
10/01	10/01/2001	41842	968	Keller Leisure Supply	10-00-2005	269.66
10/01	10/01/2001	41843	121	Lane County RIS	10-00-2005	870.00
10/01	10/01/2001	41844	1477	Lori Hansen	10-00-2005	16.99
10/01	10/01/2001	41845	1043	Marie Cumberworth	10-00-2005	44.74
10/01	10/01/2001	41846	1082	Markus Lackner	10-00-2005	17.65
10/01	10/01/2001	41847	1478	Maurice Cupp	10-00-2005	6.11
10/01	10/01/2001	41848	992	Motorola Credit Corporation	10-00-2005	72,564.17
10/01	10/01/2001	41849	911	Nancy Corrigan	10-00-2005	25.53
10/01	10/01/2001	41850	334	North Coast Electric	10-00-2005	107.86
10/01	10/01/2001	41851	1469	Olaf & Marion Wik	10-00-2005	18.02
10/01	10/01/2001	41852	279	One Call Concepts, Inc	10-00-2005	33.30
10/01	10/01/2001	41853	910	OR Department of Justice	10-00-2005	115.38
10/01	10/01/2001	41854	1464	OR Dept of Justice	10-00-2005	266.77
10/01	10/01/2001	41855	888	Paul's Floor Maintenance	10-00-2005	800.00
10/01	10/01/2001	41856	441	PBCC	10-00-2005	290.80

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
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10/01	10/01/2001	41859	293	Petty Cash	10-00-2005	198.59
10/01	10/01/2001	41860	322	Postmaster	10-00-2005	520.00
10/01	10/01/2001	41861	617	Printing Arts, Inc	10-00-2005	727.78
10/01	10/01/2001	41862		Information Only Check	10-00-2005	.00 V
10/01	10/01/2001	41863	1193	PRN Data Services, Inc	10-00-2005	2,650.00
10/01	10/01/2001	41864	493	Ray Allen Manufacturing	10-00-2005	24.95
10/01	10/01/2001	41865	199	Richard Harper	10-00-2005	453.87
10/01	10/01/2001	41866	1471	Roger White	10-00-2005	13.73
10/01	10/01/2001	41867	1473	Scott A Brace	10-00-2005	8.98
10/01	10/01/2001	41868	1468	The Notary Store	10-00-2005	11.00
10/01	10/01/2001	41869	797	Town & Country Animal Hospital	10-00-2005	66.00
10/01	10/01/2001	41870	295	Tsunami Computer Service	10-00-2005	19.95
10/01	10/01/2001	41871	990	United Parcel Service	10-00-2005	180.83
10/01	10/01/2001	41872	136	United Pipe & Supply Co Inc	10-00-2005	1,812.50
10/01	10/01/2001	41873	268	US Filter Company	10-00-2005	605.76
10/01	10/01/2001	41874	1437	Verizon Communications	10-00-2005	561.27
10/01	10/01/2001	41875	991	Verizon Northwest	10-00-2005	150.94
10/01	10/01/2001	41876	670	Western Equipment Distributors	10-00-2005	154.70
10/01	10/01/2001	41877	1466	Willie Mendenhall	10-00-2005	24.74
10/01	10/01/2001	41878	253	Xerox Corporation	10-00-2005	70.00
10/01	10/01/2001	41879	707	ZEP Manufacturing	10-00-2005	854.77
10/01	10/04/2001	41880	993	ATCO International	10-00-2005	460.00
10/01	10/04/2001	41881	174	Barbara Palicki	10-00-2005	180.00
10/01	10/04/2001	41882	757	Barron's Home Furnishings	10-00-2005	499.00
10/01	10/04/2001	41883	146	Bay West Supply, Inc	10-00-2005	127.52
10/01	10/04/2001	41884	138	Becco, Inc	10-00-2005	100.85
10/01	10/04/2001	41885	687	Ben-Ko-Matic Brush Company	10-00-2005	244.73
10/01	10/04/2001	41886	148	B-H Chamber of Commerce	10-00-2005	6,032.82
10/01	10/04/2001	41887	1458	Bob Schaefer	10-00-2005	95.00
10/01	10/04/2001	41888	110	Brookings Auto Parts	10-00-2005	92.95
10/01	10/04/2001	41889	192	Brown & Caldwell	10-00-2005	3,313.39
10/01	10/04/2001	41890	1480	Bruce Brothers	10-00-2005	9.50
10/01	10/04/2001	41891	164	Chambers South Inc	10-00-2005	20.08
10/01	10/04/2001	41892	178	Chetco Pharmacy & Gift	10-00-2005	26.41
10/01	10/04/2001	41893	305	Chief Supply	10-00-2005	122.95
10/01	10/04/2001	41894	183	Colvin Oil Company	10-00-2005	28.11
10/01	10/04/2001	41895	182	Coos-Curry Electric	10-00-2005	12,113.99
10/01	10/04/2001	41896	389	Cummins Northwest	10-00-2005	807.86
10/01	10/04/2001	41897	595	D P Sales	10-00-2005	87.91
10/01	10/04/2001	41898	863	Daniel Barnard	10-00-2005	385.71
10/01	10/04/2001	41899	284	Day-Wireless Systems	10-00-2005	75.00
10/01	10/04/2001	41900	185	Del Cur Supply	10-00-2005	49.60
10/01	10/04/2001	41901	318	Dennis Barlow	10-00-2005	95.00
10/01	10/04/2001	41902	484	Department of Motor Vehicles	10-00-2005	2.00
10/01	10/04/2001	41903	1485	Ebbtide Resort	10-00-2005	149.80
10/01	10/04/2001	41904	298	Freeman Rock Enterprises, Inc	10-00-2005	94.38
10/01	10/04/2001	41905	1170	Gold Beach Lumber Company	10-00-2005	734.31
10/01	10/04/2001	41906	154	Hagen's Dry Cleaners	10-00-2005	10.00
10/01	10/04/2001	41907	139	Harbor Logging Supply	10-00-2005	398.65
10/01	10/04/2001	41908	1038	Julie Watson	10-00-2005	170.00
10/01	10/04/2001	41909		Information Only Check	10-00-2005	.00 V
10/01	10/04/2001	41910		Information Only Check	10-00-2005	.00 V
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10/01	10/04/2001	41913		Information Only Check	10-00-2005	.00 V

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
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10/01	10/04/2001	41915	271	Larry Curry	10-00-2005	40.02
10/01	10/04/2001	41916	448	Leo Lightle	10-00-2005	302.00
10/01	10/04/2001	41917	1015	Leroy Blodgett	10-00-2005	216.38
10/01	10/04/2001	41918	328	Les Schwab Tire Company	10-00-2005	212.42
10/01	10/04/2001	41919	155	Mory's	10-00-2005	203.58
10/01	10/04/2001	41920	433	NCL of Wisconsin	10-00-2005	113.82
10/01	10/04/2001	41921	334	North Coast Electric	10-00-2005	20.34
10/01	10/04/2001	41922	177	Oregon Medical Laboratories	10-00-2005	37.50
10/01	10/04/2001	41923	401	Oregon State Police	10-00-2005	150.00
10/01	10/04/2001	41924	252	Paramount Pest Control	10-00-2005	35.00
10/01	10/04/2001	41925	1029	Purchase Power	10-00-2005	1,044.00
10/01	10/04/2001	41926	187	Quality Fast Lube & Oil	10-00-2005	35.90
10/01	10/04/2001	41927	207	Quill Corporation	10-00-2005	427.94
10/01	10/04/2001	41928	1481	Rick & Kim Bishop	10-00-2005	300.00
10/01	10/04/2001	41929	1218	Rick Dentino	10-00-2005	266.73
10/01	10/04/2001	41930	1482	Seagull Software Systems	10-00-2005	180.00
10/01	10/04/2001	41931	612	Strahm's Sealcoat	10-00-2005	539.00
10/01	10/04/2001	41932	697	The Mallory Company	10-00-2005	608.08
10/01	10/04/2001	41933	142	Tidewater Contractors Inc	10-00-2005	243.23
10/01	10/04/2001	41934	821	Toshiba America Info Systems	10-00-2005	310.00
10/01	10/04/2001	41935	696	Trojan Technologies	10-00-2005	2,015.00
10/01	10/04/2001	41936	1013	U.S. Bank	10-00-2005	20.00
10/01	10/04/2001	41937	785	U.S. Identification Manual	10-00-2005	87.50
10/01	10/04/2001	41938	1486	United Parcel Service	10-00-2005	180.00
10/01	10/04/2001	41939	157	Viking Office Products	10-00-2005	215.39
10/01	10/04/2001	41940	1399	W.C. Earhart Co, Inc	10-00-2005	529.49
10/01	10/04/2001	41941	269	WW Grainger	10-00-2005	98.91
10/01	10/11/2001	41942	150	Any Time Coffee Service	10-00-2005	21.00
10/01	10/11/2001	41943	200	Bob Hagbom	10-00-2005	239.34
10/01	10/11/2001	41944	710	Building Codes Division	10-00-2005	915.08
10/01	10/11/2001	41945	820	CMI Business Systems	10-00-2005	65.00
10/01	10/11/2001	41946	169	CTR - Roto Rooter	10-00-2005	67.20
10/01	10/11/2001	41947	151	Curry Coastal Pilot	10-00-2005	349.60
10/01	10/11/2001	41948	173	Curry Equipment Company	10-00-2005	116.10
10/01	10/11/2001	41949	195	Curry Transfer & Recycling	10-00-2005	41.24
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10/01	10/11/2001	41951		Information Only Check	10-00-2005	.00 V
10/01	10/11/2001	41952	166	Dan's Auto & Marine Electric	10-00-2005	342.07
10/01	10/11/2001	41953	196	DHR Child Support Unit	10-00-2005	203.08
10/01	10/11/2001	41954	250	DHR Child Support Unit	10-00-2005	278.31
10/01	10/11/2001	41955	1490	Ed & Dorothy Hoenshell	10-00-2005	37.53
10/01	10/11/2001	41956	153	Ferrellgas	10-00-2005	2,263.35
10/01	10/11/2001	41957	307	Industrial Steel & Supply Inc	10-00-2005	146.95
10/01	10/11/2001	41958	126	John Bischoff	10-00-2005	246.26
10/01	10/11/2001	41959	1489	Kristina Anderson	10-00-2005	25.50
10/01	10/11/2001	41960	386	Lab Safety Supply Inc	10-00-2005	119.32
10/01	10/11/2001	41961	202	League of Oregon Cities	10-00-2005	2,041.00
10/01	10/11/2001	41962	1488	Mark Scott	10-00-2005	1,700.00
10/01	10/11/2001	41963	424	Munnel & Sherrill	10-00-2005	232.79
10/01	10/11/2001	41964	911	Nancy Corrigan	10-00-2005	16.59
10/01	10/11/2001	41965	910	OR Department of Justice	10-00-2005	115.38
10/01	10/11/2001	41966	1464	OR Dept of Justice	10-00-2005	266.77
10/01	10/11/2001	41967	144	OR Teamster Employers Trust	10-00-2005	7,833.30
10/01	10/11/2001	41968	189	OR Teamster Employers Trust	10-00-2005	15,866.60
10/01	10/11/2001	41969	311	Paramount Supply Company	10-00-2005	339.00
10/01	10/11/2001	41970	205	PERS Retirement	10-00-2005	10,034.13

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
10/01	10/11/2001	41971	1029	Purchase Power	10-00-2005	1,032.31
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10/01	10/11/2001	41973	180	Ray's Food Place	10-00-2005	127.54
10/01	10/11/2001	41974	214	Regence Life & Health Ins	10-00-2005	227.90
10/01	10/11/2001	41975	213	Teamsters Local Union 223	10-00-2005	540.00
10/01	10/11/2001	41976	797	Town & Country Animal Hospital	10-00-2005	3.00
10/01	10/11/2001	41977	273	Traffic Safety Supply Co, Inc	10-00-2005	677.07
10/01	10/11/2001	41978	179	Trew, Cyphers & Meynink	10-00-2005	1,767.00
10/01	10/11/2001	41979	978	U.S. Bank	10-00-2005	3,234.64
10/01	10/11/2001	41980	161	United Communications Inc	10-00-2005	586.77
10/01	10/11/2001	41981	991	Verizon Northwest	10-00-2005	1,467.46
10/01	10/11/2001	41982	861	Village Express Mail Center	10-00-2005	11.06
10/01	10/11/2001	41983	212	White House Sales	10-00-2005	754.50
10/01	10/11/2001	41984	1487	William Sharp	10-00-2005	29.12
10/01	10/11/2001	41985	289	WW Grainger	10-00-2005	92.95
10/01	10/11/2001	41986	253	Xerox Corporation	10-00-2005	70.00
10/01	10/19/2001	41987	882	Advanced Security Systems	10-00-2005	3,464.00
10/01	10/19/2001	41988	882	Al's Radio Shack	10-00-2005	41.98
10/01	10/19/2001	41989	1508	B Jarvis	10-00-2005	6.69
10/01	10/19/2001	41990	190	Bankcard Center	10-00-2005	251.52
10/01	10/19/2001	41991	138	Becco, Inc	10-00-2005	17.00
10/01	10/19/2001	41992	276	Brookings Harbor Medical Ctr	10-00-2005	243.00
10/01	10/19/2001	41993	416	Brookings Lock & Safe Co	10-00-2005	22.00
10/01	10/19/2001	41994	159	CAL/OR Insurance Specialist	10-00-2005	123.00
10/01	10/19/2001	41995	149	Carpenter Auto Center	10-00-2005	120.62
10/01	10/19/2001	41996	370	CCIS	10-00-2005	7,156.00
10/01	10/19/2001	41997	336	Chris Wallace	10-00-2005	260.00
10/01	10/19/2001	41998	183	Colvin Oil Company	10-00-2005	1,812.57
10/01	10/19/2001	41999	182	Coos-Curry Electric	10-00-2005	1,116.94
10/01	10/19/2001	42000	595	D P Sales	10-00-2005	154.56
10/01	10/19/2001	42001	888	Da-Tone Construction	10-00-2005	190.80
10/01	10/19/2001	42002	284	Day-Wireless Systems	10-00-2005	112.50
10/01	10/19/2001	42003	1502	Don & Rosella Snyder	10-00-2005	5.64
10/01	10/19/2001	42004	1501	Fred & Ellen Bowman	10-00-2005	12.28
10/01	10/19/2001	42005	113	Fred Meyer	10-00-2005	118.80
10/01	10/19/2001	42006	298	Freeman Rock Enterprises, Inc	10-00-2005	50,084.53
10/01	10/19/2001	42007	1499	Gaila Golik	10-00-2005	23.45
10/01	10/19/2001	42008	1495	Georges Auto & Diesel Electric	10-00-2005	130.39
10/01	10/19/2001	42009	272	Glock, Inc	10-00-2005	487.40
10/01	10/19/2001	42010	198	Grants Pass Water Lab	10-00-2005	152.00
10/01	10/19/2001	42011	114	HPS Electrical Apparatus	10-00-2005	10,929.66
10/01	10/19/2001	42012	1506	James Kemp	10-00-2005	24.91
10/01	10/19/2001	42013	1498	Jason & Kim Copley	10-00-2005	10.44
10/01	10/19/2001	42014	1504	Jim & Sue Mencum	10-00-2005	38.63
10/01	10/19/2001	42015	1505	Kessler/Murphy	10-00-2005	40.36
10/01	10/19/2001	42016	271	Larry Curry	10-00-2005	154.62
10/01	10/19/2001	42017	328	Les Schwab Tire Company	10-00-2005	295.32
10/01	10/19/2001	42018	1461	Linda Basgen	10-00-2005	61.38
10/01	10/19/2001	42019	1509	Linda Fransulich	10-00-2005	7.63
10/01	10/19/2001	42020	1497	Lori Nelson	10-00-2005	52.81
10/01	10/19/2001	42021	1063	Nat'l Hose Testing Specialties	10-00-2005	2,457.98
10/01	10/19/2001	42022	870	Noah Bruce	10-00-2005	38.87
10/01	10/19/2001	42023	1507	Norman J Bettencourt	10-00-2005	5.33
10/01	10/19/2001	42024	279	One Call Concepts, Inc	10-00-2005	32.40
10/01	10/19/2001	42025	426	Oregon Apparatus Repair	10-00-2005	994.38
10/01	10/19/2001	42026	859	Paul Conway Shields	10-00-2005	532.00
10/01	10/19/2001	42027	322	Postmaster	10-00-2005	725.00

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
10/01	10/19/2001	42028	1193	PRN Data Services, Inc	10-00-2005	316.15
10/01	10/19/2001	42029	187	Quality Fast Lube & Oil	10-00-2005	93.30
10/01	10/19/2001	42030	1496	Richard Johnson	10-00-2005	5.75
10/01	10/19/2001	42031	1500	Rodney & Linda Allen	10-00-2005	23.26
10/01	10/19/2001	42032	1503	Ruby Warr	10-00-2005	32.34
10/01	10/19/2001	42033	435	SOC - ICBO	10-00-2005	10.00
10/01	10/19/2001	42034	380	Stadelman Electric	10-00-2005	60.00
10/01	10/19/2001	42035	287	Steam Supply	10-00-2005	414.57
10/01	10/19/2001	42036	142	Tidewater Contractors Inc	10-00-2005	479.86
10/01	10/19/2001	42037	696	Trojan Technologies	10-00-2005	2,012.12
10/01	10/19/2001	42038	170	Umpqua Research Co	10-00-2005	345.00
10/01	10/19/2001	42039	990	United Parcel Service	10-00-2005	67.29
10/01	10/19/2001	42040	136	United Pipe & Supply Co Inc	10-00-2005	1,906.35
10/01	10/19/2001	42041	268	US Filter Company	10-00-2005	138.80
10/01	10/19/2001	42042	157	Viking Office Products	10-00-2005	261.46
10/01	10/19/2001	42043	1483	Wall & Wall, P.C., CPA's	10-00-2005	9,685.00
10/01	10/19/2001	42044	1253	Western Burner Co	10-00-2005	38.33
10/01	10/19/2001	42045	786	WM Smith & Associates	10-00-2005	189.84
10/01	10/30/2001	42046	1525	Allen Combs	10-00-2005	20.85
10/01	10/30/2001	42047	303	Associated Bag Company	10-00-2005	107.10
10/01	10/30/2001	42048	1508	B Jarvis	10-00-2005	158.56
10/01	10/30/2001	42049	1520	Barbara Maniord	10-00-2005	11.17
10/01	10/30/2001	42050	1515	Bill & Kathryn Rucker	10-00-2005	28.44
10/01	10/30/2001	42051	417	Cabela's	10-00-2005	402.20
10/01	10/30/2001	42052	1527	Cary Hill	10-00-2005	31.54
10/01	10/30/2001	42053	1519	Chris & Beck Cooley	10-00-2005	12.88
10/01	10/30/2001	42054	820	CMI Business Systems	10-00-2005	65.00
10/01	10/30/2001	42055	183	Colvin Oil Company	10-00-2005	56.65
10/01	10/30/2001	42056	182	Coos-Curry Electric	10-00-2005	2,906.79
10/01	10/30/2001	42057	196	DHR Child Support Unit	10-00-2005	203.08
10/01	10/30/2001	42058	250	DHR Child Support Unit	10-00-2005	278.31
10/01	10/30/2001	42059	316	Donald & Roberta Chandler	10-00-2005	548.00
10/01	10/30/2001	42060	145	EBS Trust	10-00-2005	55.00
10/01	10/30/2001	42061	918	Elston Manufacturing Inc	10-00-2005	18.63
10/01	10/30/2001	42062	1494	Farwest Steel	10-00-2005	798.21
10/01	10/30/2001	42063	113	Fred Meyer	10-00-2005	189.93
10/01	10/30/2001	42064	1130	H.D. Fowler	10-00-2005	112.06
10/01	10/30/2001	42065	307	Industrial Steel & Supply Inc	10-00-2005	2,180.98
10/01	10/30/2001	42066	1447	ISCO	10-00-2005	470.31
10/01	10/30/2001	42067	1517	Jordan Schrader	10-00-2005	11,973.49
10/01	10/30/2001	42068	386	Lab Safety Supply Inc	10-00-2005	49.53
10/01	10/30/2001	42069	121	Lane County RIS	10-00-2005	5,005.00
10/01	10/30/2001	42070		Information Only Check	10-00-2005	.00 V
10/01	10/30/2001	42071	328	Les Schwab Tire Company	10-00-2005	670.88
10/01	10/30/2001	42072	1509	Linda Franusich	10-00-2005	45.48
10/01	10/30/2001	42073	1511	Lloyd Mosier	10-00-2005	10.00
10/01	10/30/2001	42074	1521	Lyle Taresch	10-00-2005	15.02
10/01	10/30/2001	42075	1514	Marie K Coleman	10-00-2005	28.90
10/01	10/30/2001	42076	1488	Mark Scott	10-00-2005	1,700.00
10/01	10/30/2001	42077	424	Munnel & Sherrill	10-00-2005	210.82
10/01	10/30/2001	42078	266	Northern Tool & Equipment Co	10-00-2005	189.07
10/01	10/30/2001	42079	979	Northwest Regional Magazines	10-00-2005	88.70
10/01	10/30/2001	42080	513	OPCA	10-00-2005	20.00
10/01	10/30/2001	42081	910	OR Department of Justice	10-00-2005	115.38
10/01	10/30/2001	42082	1464	OR Dept of Justice	10-00-2005	266.77
10/01	10/30/2001	42083	1359	Pacific Coast Audio	10-00-2005	80.00
10/01	10/30/2001	42084	888	Paul's Floor Maintenance	10-00-2005	800.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount
10/01	10/30/2001	42085	205	PERS Retirement	10-00-2005	9,761.61
10/01	10/30/2001	42086	322	Postmaster	10-00-2005	520.00
10/01	10/30/2001	42087	1193	PRN Data Services, Inc	10-00-2005	1,141.34
10/01	10/30/2001	42088	187	Quality Fast Lube & Oil	10-00-2005	51.90
10/01	10/30/2001	42089	1512	Ray E Oman	10-00-2005	32.34
10/01	10/30/2001	42090	1524	Rebecca Montero	10-00-2005	143.99
10/01	10/30/2001	42091	1496	Richard Johnson	10-00-2005	120.72
10/01	10/30/2001	42092	1516	Ron Bodman	10-00-2005	154.19
10/01	10/30/2001	42093	512	Sandy's Country Kitchen	10-00-2005	291.91
10/01	10/30/2001	42094	1528	Shadowbrook	10-00-2005	31.19
10/01	10/30/2001	42095	1510	Small Cities Publishing	10-00-2005	99.00
10/01	10/30/2001	42096	380	Stadelman Electric	10-00-2005	82.00
10/01	10/30/2001	42097	587	U.S. Armor Corp	10-00-2005	358.75
10/01	10/30/2001	42098	170	Umpqua Research Co	10-00-2005	612.00
10/01	10/30/2001	42099	1374	United Horticulture Supply	10-00-2005	531.50
10/01	10/30/2001	42100	990	United Parcel Service	10-00-2005	114.69
10/01	10/30/2001	42101	136	United Pipe & Supply Co Inc	10-00-2005	1,028.10
10/01	10/30/2001	42102	268	US Filter Company	10-00-2005	134.40
10/01	10/30/2001	42103	944	Verizon	10-00-2005	125.00
10/01	10/30/2001	42104	1513	Vernon & Cora Patyk	10-00-2005	33.62
10/01	10/30/2001	42105	1253	Western Bumer Co	10-00-2005	158.00
10/01	10/30/2001	42106	1518	Willam Allgood	10-00-2005	38.40
10/01	10/30/2001	42107	1526	Wright/Kunkle	10-00-2005	16.80
10/01	10/30/2001	42108	253	Xerox Corporation	10-00-2005	186.72

Totals:

357,510.84

City of Brookings – Finance Office
898 Elk Drive
Brookings, OR 97415
(541) 469-2163 ~ Fax: 469-3650



Memo

To: Mayor, Council, and City Manager
From: Bev Adams, Finance Director *BA*
Date: 11/15/2001
Re: State & Local Government Rate Pool Resolution

Background

Senate Bill 134 (2001) created an opportunity for local governments to pool future retirement risks with the State. On December 31, 2001, the Local Government Rate Pool will be abolished and replaced by the State and Local Government Rate Pool.

We have the option to participate in the State and Local Government Rate Pool; or, to have our employer contribution rates calculated on an individual employer risk basis. Based on preliminary estimates for next year, the employer rates for those cities participating in the combined state and local pool would see a slight reduction. The obvious benefits for joining the State and Local Government Rate Pool are the same benefits we had under the Local Government Pool – rate stability, potential for lower than 6% rates for employers with surpluses, and frozen unfunded actuarial liabilities for under-funded employers.

Recommendation

Staff recommends that City Council approve the resolution electing to participate in the State and Local Government Rate Pool.

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

In the matter of a resolution of the City)
of Brookings Electing Application for)
Entry to the PERS State & Local) **Resolution No. 01-R-699**
Government Rate Pool)

WHEREAS, the 2001 Oregon Legislative Assembly adopted Senate Bill 134 allowing Oregon local government PERS employers to pool their pension costs with the state of Oregon; and

WHEREAS, the Board of Trustees of the Public Employees Retirement System has adopted Oregon Administrative Rule 459-009-0070, which allows formation of a State and Local Government Rate Pool; and

WHEREAS participation in the State and Local Government Rate Pool has been determined by this body to be a prudent action due to the increased probability of rate stability, frozen unfounded actuarial liabilities for under funded employers, and potential for rates lower than 6 percent for many employers with surpluses;

NOW, THEREFORE, BE IT RESOLVED that the City of Brookings, PERS employer number 2216, has by majority vote elected to apply for acceptance in the State & Local Government Rate Pool.

**PASSED by the Brookings Common Council and signed by the Mayor
this ____ day of November 2001.**

Bob Hagbom
Mayor

ATTEST by City Recorder this ____ day of November 2001.

Sharon Ridens, Interim City Recorder



As some of you already know, during last week's League conference the League's Constitution was amended by adding two additional Directors to its Board as well as other simple word-smithing changes. None of the Constitutional changes reflect a change in the way the League functions or the relationship between the League and its members.

Because of these constitutional changes, *it is now necessary for member cities of the League to approve the attached **Resolution** enacting an amended **190 Agreement** for the League of Oregon Cities.*

All current members of the League enacted a similar agreement in the early 1980s. The 190 Agreement is our "enactment document" and reflects under Chapter 190 of the Oregon Statutes that two or more cities can join to provide services for themselves through an association.

Attached is the revised 190 Agreement and accompanying Resolution for passage. We're asking that, at your next regularly scheduled council meeting, each City Council approve the new Resolution and sign the new 190 Agreement. *Please forward to our office both a copy of the Resolution and signed Agreement by **January 1, 2002.***

We will also mail this information to all cities within the next week. If you'd like an **electronic** copy of the Agreement and/or Resolution, it is available on our web site at www.orcities.org/loc/About/governance.cfm. You can also find on the site the League's Constitution and Bylaws with the recent changes noted.

Please contact our office if you have any questions (503/588-6550 or 1-800-452-0338).

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

*In the matter of authorizing the Mayor to)
execute and endorse an amendment to the)
agreement with the League of Oregon Cities)
governing the League status as a unit of) Resolution No. 01-R-700
local government, similar to other cooperative)
intergovernmental agencies in which cities)
create and participate)*

WHEREAS, the Council has found that it is necessary and desirable to endorse and adopt an amendment to the agreement proposed by the League of Oregon Cities.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BROOKINGS that the Mayor is hereby authorized to execute and endorse the agreement with the League of Oregon Cities of which the City of Brookings is a member, governing the League status as a unit of local government, similar to other cooperative intergovernmental agencies that cities create and participate in, all this in the State of Oregon, upon the terms and conditions as set forth in an agreement entitled "Intergovernmental Agreement of Oregon Cities," a copy of which is attached hereto as Exhibit "A," and incorporated by reference herein.

PASSED by the Brookings Common Council and signed by the Mayor this _____ day of November 2001.

**Bob Hagbom
Mayor**

ATTEST by City Recorder this _____ day of November 2001.

**Sharon Ridens
Interim City Recorder**

I. ACTIVITIES:

1. To form and continue an organization for the cooperative provision of local governmental services, to perform governmental purposes and functions as hereinafter set further under the name of the League of Oregon Cities, hereinafter referred to as the "League."

2. The League of Oregon Cities shall have the following purposes and functions:

- a. To maintain an organization to secure cooperation among the cities of the state by thorough study of local problems, and in the application of efficient methods to local government;**
- b. To provide a means whereby officials may interchange ideas and experiences and obtain expert advice;**
- c. To collect, compile and distribute to municipal officials information about municipal government and the administrator of municipal affairs;**
- d. To engage in the study and preparation of uniform ordinances and practices;**
- e. To formulate and promote such legislation as will be beneficial to the cities of the state and the citizens thereof and to oppose legislation detrimental thereto, but not to expend monies in favor of or in opposition to any public measure initiated by or referred to the people, or for or against the election of any candidate for public office;**
- f. To provide such services to cities as cities may authorize and require through the League of Oregon Cities, including but not limited to assistance in collective bargaining with employees,¹ liability,² casualty,² and health insurance,³ and the provision of joint facilities for local governments with other governmental units acting singly or cooperative. To that end the League may create or participate in appropriate entities and trusts which are suitable and convenient for carrying out its purposes;**
- g. To secure harmony of action among municipalities in matters that affect the rights and liabilities of cities;**
- h. To institute or participate in litigation in the name of a member city, upon request of such city, or in its own name for the purpose of securing a determination relative to the rights and liabilities of cities of Oregon under any constitutional provision, statute or ordinance;**

to appear as a friend of the Court in any Court proceeding wherein the rights and liabilities of cities are affected; to appoint or employ counsel for the purpose herein mentioned;

- i. To adopt and amend, from time to time, such rules, regulations, constitution and bylaws as are not inconsistent with this agreement;
- j. To do any and all other things necessary or proper for the benefit of the cities of Oregon which the cities themselves might do singly or in cooperation with other units or agencies of government.

II. GOVERNANCE AND CONTROL:

1. The Board of Directors shall have general supervision over all of the affairs of the organization, subject to the will of the organization expressed any duly called meeting. The Board of Directors shall possess all powers necessary to carry out the provisions of this agreement and the specific purposes and functions set forth in Section I, ACTIVITIES, including but not limited to the power on behalf of the League of Oregon Cities, directly or through other entities, to rent, lease, purchase, receive and hold property, both real and personal, and to rent, lease, mortgage, hypothecate, sell or otherwise dispose of the same.

2. The Board of Directors shall consist of the officers and Directors of the League.

3. The officers of the League shall be a President, Vice President, Treasurer, Past-President, eleven members at large, and an Executive Director, each of whom, with the exception of the Executive Director, shall hold an elective or appointment position in a city who is a participant in this agreement. The officers shall exercise the usual powers and duties incident to their offices and as provided herein.

4. All officers, except the Executive Director, shall be elected at the annual conference of the League for a term of one year and shall hold office until their successors are elected and qualified. The Executive Director shall be appointed by the Board of Directors and shall hold office at the pleasure of said committee.

5. Any vacancy in office shall be filled by appointment by the President, subject to the approval of the Board of Directors.

6. Meetings of the Board of Directors may be held at any time upon call of the President or of any three members. A majority of incumbent members shall constitute a quorum. The members of the Board of Directors may vote either in person or by mail upon any issue submitted to the Committee.

III. PROVISION OF FUNDS:

1. The cities shall provide the revenues for payment of expenses incurred in the performance of the functions and activities of the League by the payment of annual fees or assessments based upon the populations of the respective cities entering into this agreement, as established by the Board of Directors no later than January 1 of any calendar year the assessment is levied for the fiscal year beginning on July 1, in an amount sufficient to finance the expenses of the League for each year.⁴

2. An annual charge, established by the Board of Directors, may also be made to separate boards or commissions of any city also desiring to participate in activities of the League.

3. The Board of Directors may also levy assessments, in addition to the annual fee or assessment, for maintenance of the Legislative Service Bureau, during sessions of the State Legislature.

4. The League may also make such other charges for direct services furnished to cities or others as the Board of Directors may approve.

5. Incidental income from any activity shall be devoted solely to the governmental purposes of the League and its member cities. No profit from any activity shall inure to the benefit of any private person, firm or corporation.

6. No funds shall be expended except upon a vote of the Board of Directors and in furtherance of the objects and purposes of the League. All funds, revenues and expenditures of the League shall be audited at least annually.⁵

IV. MEETINGS:

1. An annual conference of the League shall be held each year at the time and place to be determined by the Board of Directors. The program of the annual convention shall be arranged by or under the direction thereof.

2. Special meetings of the League may be called by the President or the Board of Directors at any time by giving notice to the Recorder, or other designated official, of each member city, at least ten (10) days prior to the date of the meeting. The notice shall state the purpose of the meeting.

3. Regional meetings may be called at any time by the President or Board of Directors for the benefit of city officials located in various sections of the state. Resolutions adopted at the regional meetings shall be forwarded to the Board of Directors.

4. All questions of parliamentary practice shall be decided according to Roberts Rules of Order, newly revised.

5. There shall be no limit upon the number of delegates to be sent by an member city to a meeting of the League. All delegates may be heard in debate, but each member city shall be entitled to only one vote. Each delegation shall select one of its members as chairperson to express or record its vote.

V. EXECUTIVE DIRECTOR/EMPLOYEES:

The Executive Director shall be the chief administrative officer of the League and be responsible to the Board of Directors for such duties as may be assigned by it. The League, through the Board of Directors, may employ such other employees as necessary to carry out the purposes, activities and functions of the League under this agreement. This agreement does not contemplate the transfer of any personnel.⁶

VI. DURATION/TERM:

The term of this agreement shall be perpetual.⁷ The parties hereto shall have the right to terminate their participation herein as a party at any time, by ordinance or resolution forwarded to the Executive Director. The entire agreement may be terminated at any time by a two-thirds vote of the

Cities then participating." The agreement may be amended at any time, by agreement with each city participating by ordinance or resolution in the same manner as originally entered into.

VII. RIGHTS UPON TERMINATION:

Upon termination of the agreement the cities then participating shall mutually agree upon the transfer of personnel or the division of assets and liabilities between the parties and in the event that they are unable to agree, then venue shall be established in the Circuit Court of Multnomah, Marion, or Lane County to determine that transfer or division.⁹ No city shall be liable, upon termination, for any dues, charges, assessments or other liabilities of any kind beyond the year in which such city ceases to participate or in which the agreement is terminated.

VIII. EXECUTION:

The resolution or ordinance or each participating city agreeing hereto shall be placed on file with the original of this agreement.

The City of Brookings, a municipal corporation

By: _____
Bob Hagbom, Mayor

ATTEST by City Recorder this ____ day of November 2001.

Sharon Ridens
Interim City Recorder

FOOTNOTES

1. Chapter 243 ORS
2. ORS 731.036 (4)
3. ORS 731.036 (5)
4. ORS 190.020 (1) (a)
5. ORS 190.020 (1) (b)
6. ORS 190.020 (1) (c)
7. ORS 190.020 (1) (e)
8. ORS 190.020 (1) (f)
9. ORS 190.020 (2)

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of **October, 2001**

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
3	Single Family Dwelling	\$1,626.50	\$1,057.23	\$0.00	\$13,401.00	\$429,800.00	38	\$6,806,346.00	37	\$4,791,114.50
2	Single Family Addition	\$366.50	\$238.23	\$25.66	\$0.00	\$62,595.00	21	\$929,375.40	21	\$327,962.12
1	Single Family Garage-Carport	\$86.50	\$56.23	\$6.06	\$0.00	\$10,896.00	22	\$288,993.80	12	\$134,138.80
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	6	\$1,523,380.00	2	\$333,554.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$485,006.00	1	\$209,334.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$1,008,681.00	2	\$119,987.36
1	Commercial Addition-Change	\$110.50	\$71.83	\$7.74	\$0.00	\$14,619.00	13	\$338,836.60	13	\$1,401,494.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$3,317.00	2	\$27,035.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$6,356.00	1	\$2,000.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$0.00	5	\$0.00
1	Misc.-Retaining Wall-Fence	\$44.50	\$28.93	\$3.12	\$0.00	\$3,998.40	6	\$10,212.40	11	\$35,288.00
8	Total Building Permits	\$2,234.50	\$1,452.45	\$156.42	\$13,401.00	\$521,908.40	115	\$11,400,504.20	107	\$7,381,907.78

10	Mechanical Permits	\$213.45	N/A	\$14.94	N/A	N/A	85	N/A	72	N/A
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3	Plumbing Permits	\$190.40	N/A	\$13.33	\$0.00	N/A	54	N/A	52	N/A
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1	Manufactured Home Permits	\$160.00	N/A	\$11.20	\$4,467.00	N/A	5	N/A	2	N/A
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22	TOTAL PERMITS	\$2,798.35	\$1,452.45	\$195.88	\$17,868.00	\$521,908.40	259	\$11,400,504.20	233	\$7,381,907.78
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	Total Year to Date Calculated Fees	\$46,575.00	\$27,525.33	\$3,260.24	\$274,339.00					
	2000 YTD Calculated Fees	\$34,448.20	\$20,636.48	\$2,398.81	\$201,618.00					

DEQ has lifted the requirement to report EDUs connected to the Brookings Wastewater System. We will continue to report monthly EDUs issued for Brookings and Harbor Harbor-1
Brookings-4