

VAULT COPY

agenda
City of Brookings
Common Council Meeting
City Hall Council Chambers
898 Elk Drive
Brookings, OR 97415 - 7:00 PM
April 26, 1999



"Summertime" has arrived in BROOKINGS !!

agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
April 26, 1999
7:00 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Resignations (blue)

1. Mayor Brendlinger
2. Council President Bob Hagbom

B. Appointments and Swearing-In (white)

1. Appointment and Swearing-in of Bob Hagbom to Mayor's Position
2. Interview Council Position No. 4 Applicants
3. Selection, Appointment and Swearing in of Applicant for Council Position No. 4.
4. Election of Council President
5. Appointment of Nancy Brendlinger, Member at Large, to Transportation System Plan Committee (pink) and as Council Liaison to Falcon Cable TV Negotiations

C.. Proclamation of May as "Fitness and Sports Month" (yellow)

D. Proclamation of "National Tourism Week" - May 2nd through May 8th, 1999 (Purple)

E. Announcements (green)

1. 5 Year Employee Recognition - Madglyn Yock (3/15/94)
2. 15 Year Employee Recognition - Leo Lightle (2/1/84), Shirlee Sheffel (4/30/84)

V. PUBLIC HEARINGS

VI. SCHEDULED PUBLIC APPEARANCES

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison reports

1. Chamber of Commerce
 2. Businesses for a Better Brookings
 3. Parks & Recreation Commission
 4. Planning Commission
 5. Council Liaisons
- B. *Unscheduled*

VIII. STAFF REPORTS

- A. Finance Department (buff)
 1. Re-issuance of Audit Financial Statements 6/30/98
- B. City Manager (purple)
 1. Falcon Cable TV Franchise extension
 2. City Goals 1999-2000
- C. Community Development Department (salmon)
 1. Sale of surplus property: vehicles, pumps, etc.

IX. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes (ivory)
 1. Minutes of April 12, 1999, Regular Council Meeting
- B. Acceptance of Planning Commission Minutes (green)
 1. Minutes of March 2, 1999, Regular Commission Meeting

(end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Resolutions
 1. Approval of Resolution No. 99-R-656 - Authorize sale of surplus property: vehicles, pumps, etc. (Salmon)

XI. EXECUTIVE SESSION - ORS192.660(1)(e) To conduct deliberations with persons designated to negotiate real property transactions

XII. REMARKS FROM MAYOR AND COUNCILORS

- A. Mayor
- B. Council

XIII. ADJOURNMENT

MAY 1999

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	9:00am CC-VIPS 11:00am CC-Muni Court	7:00pm CC-Planning Comm reg mtg	9:00am CC-PROUD OrdRev Sub Com/ JBischoff 12:00pm CC-Community Agencies mtg 1:45pm CC-Bid Openg/Camera 5:00pm CC-Infrastctr/PROUD byLLightle 7:00pm FH-Reserves 7:00pm CC-PROUD Mtg/ JBischoff	8:15am FH-CDD Staff mtg 9:00am CC-Crime Stoppers 5:00pm CC-Sr.Proj/MockMtg		
	7:00pm CC-Council Mtg		2:30pm FH-Safety Com.Mtg	8:15am CC-CDD Staff mtg	9:45am CC-Law Enf Memrl - B/Palicki	
Mother's Day	9:00am CC-VIPS 11:00am cc-Muni Court			8:15am CC-CDD Staff mtg 6:30pm CC-Seatbelt Class-PD / B.Palicki		
	7:00pm CC-IncludeBdgtHg 7:00pm CC-Council Mtg			8:15am CC-CDD Staff mtg 7:00pm CC-Parks & Rec Comm	AZALEA FESTIVAL 6:00pm CC-Vietnam Vets RollCall	AZALEA FESTIVAL
WhitSunday	AZALEA FESTIVAL 9:00am City Hall CLOSED		APRIL 1999		JUNE 1999	
			S M T W T F S		S M T W T F S	
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			4 5 6 7 8 9 10		6 7 8 9 10 11 12	
			11 12 13 14 15 16 17		13 14 15 16 17 18 19	
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			25 26 27 28 29 30		27 28 29 30	
Memorial Day						

JUNE 1999

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		7:00pm CC-Planning Comm reg mtg	12:00pm CC-Community Agencies mtg <u>7:00pm FH-Reserves</u>	8:15am FH-CDD Staff mtg <u>9:00am CC-Crime Stoppers</u>		8:00am CC-PHTLS Class/Fire Dept.
8:00am CC-PHTLS Class/Fire Dept.	9:00am CC-VIPS		2:30pm FH-Safety Com.Mtg	8:15am CC-CDD Staff mtg		
	7:00pm CC-Council Mtg			8:15am CC-CDD Staff mtg <u>6:30pm CC-Seatbelt Class-PD / B.Palicki</u>		
	Flag Day					
	9:00am CC-VIPS 11:00am cc-Muni Court <u>2:00pm CC- Muni Court</u>		6:00pm CC-Victim's Impact Panel (247-2412)	8:15am CC-CDD Staff mtg <u>7:00pm CC-Parks & Rec Comm</u>		
Father's Day						
	7:05pm CC-IncludeBdgtAdptn <u>7:00pm CC-Council Mtg</u>					
			MAY 1999		JULY 1999	
			S M T W T F S		S M T W T F S	
			2 3 4 5 6 7 8		4 5 6 7 8 9 10	
			9 10 11 12 13 14 15		11 12 13 14 15 16 17	
			16 17 18 19 20 21 22		18 19 20 21 22 23 24	
			23 _{/30} 24 _{/31} 25 26 27 28 29		25 26 27 28 29 30 31	

JULY 1999

[illegible]

April 12, 1999

To The People of the City of Brookings,

I have enjoyed being on the Brookings City Council since 1989 and as your mayor since January 1997. Meeting and working with so many wonderful people has made the Brookings area even more special to me than it was when I first ran for a council position. I feel blessed to live in this community.

With the recent, unexpected, open heart surgery of my husband of nearly 41 years, I have come to the decision that it is time for me to step down as your mayor effective as of April 26th. I have always had the support of my sweet husband in all my endeavors. It is now time for me to give him all my support.

I have every confidence in Bob Hagbom, as Council President, in being to able to carry on with the duties of mayor. It is my hope that the city council and staff will continue to guide the city towards understanding and cooperation, towards improvement and progress, towards having a better informed public and remembering that they, as city councilors and city staff, are the servants as well as the leaders of the community.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Brendlinger". The signature is written in dark ink and is positioned above the printed name.

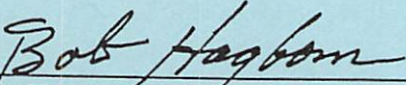
Nancy Brendlinger, Mayor

April 19, 1999

TO: The City of Brookings

Please accept this letter as resignation from the City Council, effective April 26, 1999.

Thank you.



Bob Hagbom, Council President

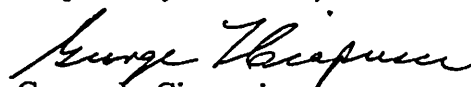
George L. Ciapusci
P.O. Box 7025
Brookings, OR 97415
April 16, 1999

Mayor Nancy Brendlinger
898 Elk Drive
Brookings, OR 97415

Dear Mayor Brendlinger,

Enclosed please find my application to serve on the City of Brookings Council.

Respectfully submitted,


George L. Ciapusci

received
4/21/99

**George L. Ciapusci
P.O. Box 7025
Brookings, OR 97415
April 16, 1999**

2. I am an enthusiastic supporter of the City of Brookings and wish to see it continue with its current well planned, orderly growth under strong and progressive leadership.

My participation in past and present City activities coupled with an extensive background in corporate management and small business ownership provides me with the tools necessary to assume the responsibilities associated with this position.

I am a member of the Planning Commission and have served two terms as its chairman. I have twice served on the Capital Improvement Plan Committee, was a member of the Sign Ordinance Committee and have provided input on the Urban Growth Boundary issue and the Hazardous Building Site Protection/Hillside Development Standards.

3. I attended St. Mary's College in Moraga, California and then served in the U.S. Army Counter-Intelligence Corps during the Korean Conflict. Following separation from the Army I was employed by State Farm Insurance Companies and remained there for thirty-five years. Approximately thirty years of that time was spent in management positions. My responsibilities included assignments with State Farm's Corporate Legal Department in State Legislative matters.

Following retirement from State Farm Insurance Companies, my wife Liz and I moved to Brookings and built our home. Immediately after our arrival we established South Coast Custom Designs, Inc., an independent dealership for Lindal Cedar Homes. We closed the dealership in 1998.

I am a member of the Chetco Vision Action Team, the Brookings/Harbor Chamber of Commerce, and the Brookings Elk's Lodge. I am a past member of the Brookings/Harbor Rotary Club and served on its Board of Directors. I was recently appointed to the Canopy Project Board of Directors.



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: GEORGE L. CIAPUSCI

Date: APRIL 16, 1999

Physical Address: 285 ALLEN LANE

Mailing Address: P.O. BOX 7025

Phone: 469-9445

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: 8 Year: 88

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.) _____

PLEASE SEE ATTACHED

(Continued on back)

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

PLEASE SEE ATTACHED

4. Please list three references:

NAME:	ADDRESS:	PHONE:
A. <u>DON MITCHELL</u>	<u>P.O. BOX 1104</u>	<u>469-9741</u>
B. <u>JIM COLE</u>	<u>P.O. BOX 4132</u>	<u>469-6604</u>
C. <u>KEN RAITH</u>	<u>516 REDWOOD</u>	<u>469-5557</u>

5. George Thompson
Signature

APRIL 16, 1999
Date

Mayor Nancy Brendlinger
898 Elk Drive
Brookings, OR 97415

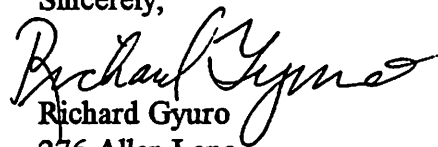
April 19, 1999

Dear Mayor Brendlinger,

Please find attached, for your consideration, my application for City Councilor Position #4. As you know, I have a keen and vested interest in the City and the community. I am a business owner, President of the Chamber of Commerce and also serve on various committees involving City functions. I also serve on the Board of Directors of Family Security Bank, a local financial institution.

If chosen, I would serve the City and its residents with energy, compassion and fairness.

Sincerely,



Richard Gyuro
276 Allen Lane
Brookings, OR 97415

received
4/21/99



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: Richard Gyuro Date: 4/18/1999

Physical Address: 276 Allen Lane, Brookings, OR 97415

Mailing Address: P.O. Box 1239 Phone: 469-4856

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: Dec 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.) Like to help improve the City both

aesthetically & economically. Also, would like to help continue to
build the strong bond between the City & the business community for the
benefit of all citizens.

(Continued on back)

2. Continued: President, Brookings Harbor Chamber of Commerce July 1997-present
- Board of Directors - Crina stoppers inception through first year.
- Member - PROUD Committee
- Member - Community Pride Partnership
- Director & Chairman of the Board, Elect - Family Security Bank

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

- Attended Montclair State College, Montclair, N.J.
- U.S. Army, Berlin, Germany
- 1967-1974 - Biotronics, Redding, CA - sales, sales management
medical electronics
- 1974-1979 - Real Estate Sales, Redding, CA
- 1979-1993 - W.W. Grainger, Inc., Chicago, IL. sales, sales
management - Responsible for \$60 million district
with 30 sales reps.
- 1993-present - owner, Mory's, Inc. & B.Y.'s Video, a
division of Mory's, Inc. - Diversified company with
increasing sales in a mixed economic environment.

4. Please list three references:

NAME:	ADDRESS:	PHONE:
A. <u>Les Cohen</u>	<u></u>	<u>469-3181</u>
B. <u>ton Weldon</u>	<u>898 Elk Drive</u>	<u>469-2163</u>
C. <u>Paul Prevencas</u>	<u></u>	<u>469-7443</u>

5.

Richard Yuma
Signature

4/18/1999
Date

VILLAGE EXPRESS MAIL CENTER

Nancy Brendlinger, Mayor
City of Brookings
898 Elk Drive
Brookings, OR 97415

April 19, 1999

Dear Nancy,

I am very interested in the position on the City Council. As a resident of Brookings, I would be honored to serve the community in this capacity.

I have owned my own business for over 20 years, two of those years have been here in Brookings. During that time I have become very familiar with the activities regarding the City Council. I have been regularly attending the City of Brookings Council meetings for over a year, which demonstrates my interest in our community.

Thank you for your consideration.

Respectfully,



Augie Kofort
Owner, Village Express Mail Center

received
4/19/99



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: A.H. "Augie" KOFOET

Date: 4-16-1999

Physical Address: 787 RANSOM

Mailing Address: P.O. Box 1500

Phone: 541-469-0820 w.
469-2508 H.

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: 11 Year: 1996

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 chose Brookings as my home town. My choice must be supported with participation in various city functions. Goat farms can be great towns & I plan to be a part of the effort. I'm affiliated with Businesses for a Better Brookings, Chamber of Commerce, Travel Committee, Parks & Rec Committee member. Now there is an opportunity to move into (Continued on back) a position which has the potential to assist in creating positive change.

2. Continued: The basic premise work under is - this is our town.
Working together we can help all citizens, young & old.

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

Education - three 1st year of pre-med (Temple University)
Electronics Night School (Phila. Pa.)

Employ: US Army - Instructor of basic electronics.

IBM, RCA, UNIVAC - Computer Maintenance & prototype engineering.

Moved up to National Service Mgr at CMIC - Co-owned two
Stores with my wife, Sharon and now assist her in operating
the Village Express Mail Center on Railroad St.

Citizen
Involvement

I was the ~~founder~~ ^{Treasurer} of a home owners associated, was a
member of and president of the Coney Kennel Club. Five of us
(all neighbors) started the Deep Cliff Senior & Raguet Club in
Cupertino Ca. Worked with USMC Toys for tots program (dog show).
Also was a member of the Lions Club in Rocklin, Ca.

4. Please list three references:

NAME:

ADDRESS:

PHONE:

A. <u>Mary O' ...</u>	<u>640 Marden Ct Bellingham</u>	<u>469-4267</u>
B. <u>Jay Katz</u>	<u>1108 Wilkoff Roseville Ca.</u>	<u>916-791-1073</u>
C. <u>Rich Moore</u>	<u>99323 Winchuck, Brooks, OR</u>	<u>541-469-1061</u>

5.

Signature

Date

4-16-99

Memorandum

TO: Mayor, City Council
FROM: John Bischoff, Planning Director
THROUGH: Tom Weldon, City Manager
DATE: April 16, 1999



Issue: Membership on the Transportation Systems Study Committee.

Background: Mayor Brendlinger has been the Council's representative on the TSP Committee since its inception. However, since she has resigned and therefore will no longer represent the Council, she has requested to remain on the committee as an at large member. I believe that she should be retained on the committee in the at large capacity and am requesting that the Council make this appointment.



PROCLAMATION

~ ~ ~ ~ ~



WHEREAS, the President's Council and the Oregon Governor's Council on Physical Fitness and Sports has designated the Month of May, 1999, as Physical Fitness and Sports Month; and

WHEREAS, Physical Fitness and Sports Month is our country's and state's celebration of personal fitness and provides opportunities for people of all ages and abilities to participate in fitness and sports activities; and

WHEREAS, physical education, fitness and sports programs are effective means of developing motor skills, coordination, and healthy habits, as well as contributing to the overall physical, mental, and social well-being of our citizens; and

WHEREAS, Physical Fitness and Sports Month provides special opportunities for millions of Americans to participate in physical fitness programs and sports activities.

NOW THEREFORE, I, Bob Hagbom, Mayor of Brookings, Oregon, hereby proclaim May, 1999, as

"PHYSICAL FITNESS AND SPORTS MONTH IN BROOKINGS"

AND FURTHER, And urge our citizens, businesses and organizations to promote activities throughout this month in recognition of physical fitness.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this 26th day of April, 1999.

Bob Hagbom
Mayor



PROCLAMATION

BROOKINGS TOURISM WEEK

WHEREAS the travel and tourism industry is tremendously important for the City of Brookings contributing to employment, economic prosperity, international trade and relations, peace, understanding, and good will.

WHEREAS every citizen benefits from the effects of travel and tourism. The industry substantially enhances our personal growth and education while promoting inter-cultural understanding and appreciation of Brookings' geography, history, and culture.

AND WHEREAS in recognition of the unique significance of the travel and tourism industry in the lives of the citizens of the City of Brookings;

NOW THEREFORE, I, Bob Hagbom, Mayor of the City of Brookings, do hereby proclaim the week beginning May 2nd, 1999, as "BROOKINGS TOURISM WEEK", and I call upon the people of Brookings to observe this week with appropriate ceremonies and activities.

THEREFORE, I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this 26th day of April, 1999.

Bob Hagbom
Mayor



Certificate of Appreciation

awarded to:

MADGLYN YOCK

for

being a dedicated employee

from March 15, 1994

and honored as of the 26th day of April,
1999, for 5 years

of service

to the Citizens of the City of Brookings.

Tom Weldon

Tom Weldon
City Manager

Bob Hagbom
Mayor

Certificate of Appreciation

awarded to:

LEO LIGHTLE

for

being a dedicated employee

from February 1st, 1984

and honored as of the 26th day of April,
1999, for 15 years

of service

to the Citizens of the City of Brookings.

Tom Weldon

Tom Weldon
City Manager

Bob Hagbom
Mayor

Certificate of Appreciation

awarded to:

SHIRLEE SHEFFEL

for

being a dedicated employee

from April 30th, 1984

and honored as of the 26th day of April,
1999, for 15 years

of service

to the Citizens of the City of Brookings.

Tom Weldon
Tom Weldon
City Manager

Bob Hagbom
Mayor

Memorandum

TO: Mayor & Council
THRU: Tom Weldon, City Manager
FROM: Gail L. Hedding, Finance Director/Recorder
DATE: April 21, 1999
RE: Reissue of Audited Financial Statements



Issue: 1998/99 Audited Financial Statements must be reissued.

Background:

It has been brought to my attention that an error was made in the 1998/99 audited financial statements that will require a revision of the audit report. The error was the result of an adjusting entry posted with the incorrect account number and thus the wrong fund was adjusted. The intent was to adjust the wastewater fund and the error resulted in the adjustment of the water fund. Because the amount is material to the overall financial statements and specifically the affected funds (Water and wastewater), the Comprehensive Annual Financial Report has been revised by Musser and Assoc.

Recommendation

Approve the revision and reissue of the 1998/99 Comprehensive Annual Financial Report.



Musser & Associates

Certified Public Accountants, P.C.

Independent Auditor's Report

Mayor and Council Members
City of Brookings
Brookings, Oregon

We have audited the accompanying general purpose financial statements of the City of Brookings, Oregon, as of and for the year ended June 30, 1998, as listed in the table of contents. These financial statements are the responsibility of the City of Brookings management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as discussed in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principals used and significant estimates made by management, as well as evaluating the overall general- purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Governmental Accounting Standards Board Technical Bulletin 98-1, Disclosures about Year 2000 Issues, requires disclosure of certain matters regarding the year 2000 issue. The City of Brookings has included such disclosures in Note 15. Because of the unprecedented nature of the year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Accordingly, insufficient audit evidence exists to support City of Brookings's disclosures with respect to the year 2000 issue made in Note 15. Further we do not provide assurance that the City of Brookings is or will be year 2000 ready, that the City of Brookings' year 2000 remediation efforts will be successful in whole or in part, or that parties with which the City of Brookings does business will be year 2000 ready.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to examine evidence regarding year 2000 disclosures, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the City of Brookings, Oregon, as of June 30, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

As discussed in Note 17 to the financial statements, certain errors resulting in an understatement of revenues in the Water Fund and an overstatement of revenues in the Wastewater Fund for the year ending June 30, 1998 were discovered by management of the City during the subsequent year. Accordingly, the financial statements for the year ending June 30, 1998 have been restated to correct the error.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 1998, on our consideration of the City of Brookings' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying financial information schedules listed in the table of contents as supplemental schedules and the accompanying schedule of expenditures of federal awards required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the City of Brookings. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements, and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

December 19, 1998
March 22, 1999

Turn & Associates

City of Brookings

Notes to Financial Statements

June 30, 1998

4. Assessments receivable

Assessments receivable represent uncollected amounts levied against benefited property for the cost of local improvements. An allowance for uncollectible amounts is not deemed necessary because substantially all amounts, including delinquent assessments are payable over a period of ten years and the City can attach a lien against the property ensuring eventual collection. Assessments bear 6.75% to 8.5% interest, depending on the local improvement district. All assessments are reported as deferred revenue until paid.

The state of Oregon sponsors a program whereby senior citizens can defer payment of their special assessments. After a senior citizen's application for deferral is accepted by the state, the state pays their assessments when due. When the senior citizen dies or disposes of his home, the assessment is paid in full to the City, which then pays the amounts advanced by the state.

6. Interfund transactions

Interfund transactions consist only of operating transfers and are reported in the accompanying general purpose financial statements prepared in accordance with generally accepted accounting principles. The following is a listing of the interfund receivables and payables by fund at June 30, 1998, which represents each fund's share of cash and investments, as described in Note 1.

<u>Funds</u>	<u>Due from General Fund</u>	<u>Due to Other Funds</u>
General Fund	\$	\$ 5,423,977
Special Revenue Funds		
Street	135,338	
Water	518,328	
Wastewater	348,905	
911	242,639	
Debt Service Funds		
Debt Service Bond	84,730	
Debt Service Series 1993 Bond	23,056	
Bancroft Bond	6,423	
Dawson Bancroft Bond	588,984	

City of Brookings
Notes to Financial Statements
June 30, 1998

be restored from the City's other funds. The City is required to maintain sewer rates to cover all expenses of operating the new facility plus 105% of the annual loan payment. The City had not established the reserve account as of the date of this report.

Since July 1, 1998 the city has drawn an additional \$477,883 in loan proceeds on the wastewater construction loan from the Oregon DEQ.

The City on December 1, 1998 issued \$1,055,000 in Limited Tax Improvement Refunding Bonds to defease the Special Assessment Bonds issued in 1992. The refunding bonds were issued to save a present value of \$118,972 in debt service.

17. Revision of Previously Issued Financial Statements

The special revenue funds of Water and Waste Water were erroneously interchanged when reallocating revenues collected for the new capital projects Waste Water Reconstruction fund. This error caused the Water Fund revenues and fund balance to be understated, and the Waste Water Fund revenues and fund balance to be overstated.

City of Brookings
Special Revenue Funds
Combining Balance Sheets
June 30, 1998

Assets

Assets	<u>Wastewater</u>	<u>Water</u>	<u>Street</u>	<u>911</u>	<u>Totals</u>
Due from Other Funds	\$ 348,905	\$ 518,328	\$ 135,338	\$ 242,639	\$1,245,210
Accounts Receivable (Net of Allowance)	83,170	41,084	8,991	0	133,245
Deposits	2,400	0	0	0	2,400
Total Assets	<u>\$ 434,475</u>	<u>\$ 559,412</u>	<u>\$ 144,329</u>	<u>\$ 242,639</u>	<u>\$1,380,855</u>

Liabilities and Fund Equity

Liabilities					
Deposits	\$ 0	\$ 122,510	\$ 0	\$ 0	\$ 122,510
Total Liabilities	<u>0</u>	<u>122,510</u>	<u>0</u>	<u>0</u>	<u>122,510</u>
Fund Equity					
Fund Balances - Unreserved and Undesignated	434,475	436,902	144,329	242,639	1,258,345
Total Fund Equity	<u>434,475</u>	<u>436,902</u>	<u>144,329</u>	<u>242,639</u>	<u>1,258,345</u>
Total Liabilities and Fund Equity	<u>\$ 434,475</u>	<u>\$ 559,412</u>	<u>\$ 144,329</u>	<u>\$ 242,639</u>	<u>\$1,380,855</u>

City of Brookings
Special Revenue Funds
Combining Statements of Revenues, Expenditures, and
Changes in Fund Balances
For the year ended June 30, 1998

	Wastewater	Water	Street	911	Total
Revenues					
Intergovernmental	\$ 0	\$ 0	\$ 282,762	\$ 71,961	\$ 354,723
Charges for Services	700,808	442,663	0	19,540	1,163,011
Investment Earnings	26,091	22,530	9,849	12,241	70,711
Miscellaneous	6,831	5,816	1,737	0	14,384
Total Revenues	<u>733,730</u>	<u>471,009</u>	<u>294,348</u>	<u>103,742</u>	<u>1,602,829</u>
Expenditures					
Public Safety	0	0	0	21,022	21,022
Public Works	407,335	321,700	260,311	0	989,346
Capital Expenditures	66,464	58,624	71,378	10,172	206,638
Total Expenditures	<u>473,799</u>	<u>380,324</u>	<u>331,689</u>	<u>31,194</u>	<u>1,217,006</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>259,931</u>	<u>90,685</u>	<u>(37,341)</u>	<u>72,548</u>	<u>385,823</u>
Other Sources (Uses)					
Operating Transfers In	0	2,500	0	0	2,500
Operating Transfers Out	(237,000)	(28,000)	(4,500)	(23,100)	(292,600)
Contingency	0	0	0	0	0
Total Other Sources (Uses)	<u>(237,000)</u>	<u>(25,500)</u>	<u>(4,500)</u>	<u>(23,100)</u>	<u>(290,100)</u>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	<u>22,931</u>	<u>65,185</u>	<u>(41,841)</u>	<u>49,448</u>	<u>95,723</u>
Fund Balance: June 30, 1997	<u>411,544</u>	<u>371,717</u>	<u>186,171</u>	<u>193,191</u>	<u>1,162,623</u>
Fund Balance: June 30, 1998	<u>\$ 434,475</u>	<u>\$ 436,902</u>	<u>\$ 144,329</u>	<u>\$ 242,639</u>	<u>\$1,258,345</u>

City of Brookings
Wastewater Fund
Statement of Revenues, Expenditures, and
Changes in Fund Balance
Budget vs. Actual
For the year ended June 30, 1998

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues			
Charges for Services	\$ 685,000	\$ 700,808	\$ 15,808
Investment Earnings	6,500	26,091	19,591
Miscellaneous	3,000	6,831	3,831
Total Revenues	<u>694,500</u>	<u>733,730</u>	<u>39,230</u>
Expenditures			
Public Works			
Personal Services	183,400	173,334	10,066
Materials & Services	326,000	234,001	91,999
Total Public Works	<u>509,400</u>	<u>407,335</u>	<u>102,065</u>
Capital Expenditures	262,800	66,464	196,336
Total Expenditures	<u>772,200</u>	<u>473,799</u>	<u>298,401</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(77,700)</u>	<u>259,931</u>	<u>337,631</u>
Other Sources (Uses)			
Operating Transfers Out	(237,000)	(237,000)	0
Total Other Sources (Uses)	<u>(237,000)</u>	<u>(237,000)</u>	<u>0</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	<u>(314,700)</u>	<u>22,931</u>	<u>337,631</u>
Fund Balance: June 30, 1997	<u>314,700</u>	<u>411,544</u>	<u>96,844</u>
Fund Balance: June 30, 1998	<u>\$ 0</u>	<u>\$ 434,475</u>	<u>\$ 434,475</u>

City of Brookings
Water Fund
Statement of Revenues, Expenditures, and
Changes in Fund Balance
Budget vs. Actual
For the Year Ended June 30, 1998

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues			
Charges for Services	\$ 422,000	\$ 442,663	\$ 20,663
Investment Earnings	7,000	22,530	15,530
Miscellaneous	5,000	5,816	816
Total Revenues	<u>434,000</u>	<u>471,009</u>	<u>37,009</u>
Expenditures			
Public Works			
Personal Services	152,400	149,763	2,637
Materials & Services	266,050	171,937	94,113
Total Public Works	<u>418,450</u>	<u>321,700</u>	<u>96,750</u>
Capital Expenditures	320,750	58,624	262,126
Total Expenditures	<u>739,200</u>	<u>380,324</u>	<u>358,876</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(305,200)</u>	<u>90,685</u>	<u>395,885</u>
Other Sources (Uses)			
Operating Transfers In	2,500	2,500	0
Operating Transfers Out	(28,000)	(28,000)	0
Total Other Sources (Uses)	<u>(25,500)</u>	<u>(25,500)</u>	<u>0</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	<u>(330,700)</u>	<u>65,185</u>	<u>395,885</u>
Fund Balance: June 30, 1997	<u>330,700</u>	<u>371,717</u>	<u>41,017</u>
Fund Balance: June 30, 1998	<u>\$ 0</u>	<u>\$ 436,902</u>	<u>\$ 436,902</u>

Independent Auditor's Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Mayor and Council Members
City of Brookings
Brookings, Oregon

We have audited the general-purpose financial statements of the City of Brookings as of and for the year ended June 30, 1998, and have issued our report thereon dated December 19, 1998, which was qualified because insufficient audit evidence exists to support the City of Brookings' disclosures with respect to the year 2000 issue. Except as discussed in the preceding sentence, we conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the City of Brookings' general-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item 98-1.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City of Brookings' internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose and individual fund financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their operation that we consider to be material weaknesses.

This report is intended solely for the use of the management, City Council Members of the City of Brookings, and federal awarding agencies. However, this report is a matter of public record and its distribution is not limited.

December 19, 1998
March 22, 1999



Compliance continued

In our opinion, except for the noncompliance described in the preceding paragraph, the City of Brookings complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal financial assistance programs for the year ended June 30, 1998.

Internal Control Over Compliance

The management of the City of Brookings is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal financial assistance programs. In planning and performing our audit, we considered the City of Brookings' internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the use of the management and the City Council Members of the City of Brookings, and the U.S. Department of Agriculture. However, this report is a matter of public record and its distribution is not limited.

December 19, 1998
March 22, 1999

A handwritten signature in cursive script, appearing to read "J. E. Associates", is written in dark ink.

Memorandum

TO: Mayor, City Council
FROM: City Manager Tom Weldon
DATE: April 15, 1999

Tom



Issue: Extension of City's Cable TV franchise with Falcon Cable

Background:

1. Our franchise extension with Falcon will expire May 10, 1999.
2. The Mayor and I have been working with Curry County officials and our joint consultant on this matter in developing a proposed new franchise.
3. That proposed new franchise is still a "work in progress", that is, it is not finished.
4. We have agreed with Falcon Cable to extend the franchise 60 days.
5. Curry County has also been asked and will approve extending their franchise.

Recommendation: Extend Falcon Cable's franchise 60 days by authorizing Mayor to sign attached extension form.

Options: Listed below are options we have reviewed and are not recommending.

Not extending franchise.

AGREEMENT TO EXTEND THE FALCON CABLE TV FRANCHISE IN THE CITY OF BROOKINGS

This agreement is entered into by and between the City of Brookings, a Political Subdivision of the State of Oregon, and Falcon Cable TV, as follows:

WHEREAS, the extension of the non-exclusive franchise agreement granted by the City of Brookings to Falcon Cable TV for cable television installation, construction, operation, and maintenance of a cable television system in the City of Brookings expires May 10, 1999; and

WHEREAS, to allow additional time for the negotiation of a new franchise, the Council deems it in the public interest to extend the current franchise for a period of 60 days;

NOW, THEREFORE, IT IS HEREBY AGREED by and between the parties that the franchise agreement between them embodied by Ordinance No. 83-O-380 as amended by Ordinance No. 420, a copy of which is attached, be continued on the same terms and conditions until July 9, 1999.

CITY OF BROOKINGS:

Bob Hagbom
Mayor

Date

FALCON CABLE TV:

Authorized Representative

Date

MEMORANDUM

To: Mayor, City Council
From: Tom Weldon, City Manager *Tom*
Date: April 15, 1999
Subject: 1999 - 2000 Fiscal Year City Council Goals



CITY SHOP:

Develop new Public Works property-fund and install fencing and required public improvements

DOWNTOWN REVITALIZATION:

1. Complete and adopt downtown revitalization study
2. Begin implementation of study

FIRE DEPARTMENT:

1. Obtain funding for and build 3-bay addition to Fire Hall
2. Take bids and order new fire truck
3. Develop, adopt, and begin implementation of plan to install fire hydrants in developed areas of City

GOLF COURSE:

Continue to work with the Claveran Group to finish development of the golf course

PARKS MASTER PLAN:

Develop and adopt a master plan for all Brookings' parks

PUBLIC EDUCATION:

Expand efforts to educate the public on city issues

SWIMMING POOL:

Form a committee to develop a plan for covering the swimming pool at Bud Cross park and to raise funds to cover it and to operate it year round

U.S. 101 COUPLET:

Continue to work on the U.S. 101 Couplet

VEHICLE/ EQUIPMENT REPLACEMENT:

Develop a city wide vehicle/ equipment replacement and funding schedule

WASTEWATER SYSTEM:

Reduce infiltration and inflow in sewer lines to reduce costs

WATER:

1. Complete water management study
2. Obtain grant funding for Ferry Creek Reservoir Improvements

YOUTH ACTIVITIES:

Expand opportunities and continue city involvement with youth

TO: Mayor, City Council
FROM: Leo Lightle, *LL*
Community Development Director
THROUGH: Tom Weldon, City Manager *tw*
DATE: April 15, 1999
ISSUE: Surplus property disposal: equipment,
vehicles, pump station, office items, etc.

Community Development Department



BACKGROUND:

The City of Brookings has pumps, vehicles and equipment as listed in Exhibit "A" of 99-R-656 that is unusable by the city. Therefore, we are asking that the City Council declare the items as surplus property so that we can dispose of the property. The first step in the disposal process is to sell the property if possible.

RECOMMENDATION:

The City Council declare that the items listed in Exhibit "A" are surplus property and are no longer needed by the city and it is in the best interest of the public to dispose of the property, therefore staff is directed to dispose of the property in a manner that is a benefit to the city.

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
April 12, 1999
7:00 pm**

- I. **CALL TO ORDER**
Mayor Nancy Brendlinger called the meeting to order at 7:04 PM.

- II. **PLEDGE OF ALLEGIANCE**

- III. **ROLL CALL**
Council Present: Mayor Nancy Brendlinger, Council President Bob Hagbom,
Councilors Larry Curry, Frances Johns, and Ex-Officio Shiloh Thom

Council Absent: Councilor Keith Pepper

Staff Present: City Manager Tom Weldon, Finance Director/Recorder Gail Hedding, Community Development Director Leo Lightle, City Planning Director John Bischoff, Police Chief Ken Lewis, and Administrative Secretary Sharon Ridens

Media Present: Chuck Hayward, Curry Coastal Pilot

Other: Connie Wilson, League of Women Voters; Victoria Nuss-President Businesses for a Better Brookings, Student Government participants, Pete Pavich and representatives from the Claveran Group of the Salmon Run Golf Course & Resort; Motorola representative Mark Hall; United Cellular representative Bernie Gribben .

- IV. **CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**
A. *Introduction of New Employee - Kim Swift, Accounting Clerk/Receivables*
Mayor Brendlinger asked Finance Director/Recorder Gail Hedding to introduce the City's newest employee. Director Hedding presented Kim Swift as the Finance Department's new Accounting Clerk/Receivables, who began working for the City in March of this year.

- B. *Fifteen Years of Service - Michael Batty, Public Works/Utility Services Technician*
Mayor Brendlinger gave special recognition to and thanked Public Works/Utility Services Technician Michael Batty who has been employed with the City of Brookings for 15 years, since 1984.

Mayor Brendlinger announced her resignation as Mayor of the City of Brookings to be effective April 26th, 1999. She asked the Council and staff to "continue to guide the City towards understanding and cooperation, towards improvement and progress, towards having a better informed public and remembering that they, as City Councilors and City Staff, are the servants as well as the leaders of the community."

Mayor Brendlinger asked to address Agenda Item No. VI. A. next.

Council consented unanimously.

V.

SCHEDULED PUBLIC APPEARANCES

- A. *Curry Transfer and Recycling (CTR) Rate Increase-CTR Representative*
Mayor Brendlinger introduced Pete Smart, who was representing Curry Transfer and Recycling. He explained the new rate increases for the City to be effective July 1, 1999. With minimal discussion, the Mayor asked for a motion.

Councilor Curry moved, Councilor Johns seconded, and the Council voted unanimously to approve Resolution No. 99-R-653, for sanitation services to be charged by Curry Transfer and Recycling to customers in the City of Brookings.

VI.

PUBLIC HEARING

- A. *In the matter of Planning Commission File No. LDC-3-99, Application for an amendment to the provision of the P/OS (Public Open Space) Zone to change Government structures including offices, fire stations and police stations, from a conditional use to a permitted use and to allow communication towers up to 150 feet in height, if operated by a public entity providing emergency services; City initiated, applicant*
Mayor Nancy Brendlinger called to order a Public hearing at 7:15PM on April 12, 1999, and City Attorney John Trew identified the nature of the proceedings for an application for an amendment to the provision of the P/OS (Public Open Space) Zone to change Government structures including offices, fire stations and police stations, from a conditional use

to a permitted use and to allow communication towers up to 150 feet in height, if operated by a public entity providing emergency services; City initiated, applicant. City Attorney John Trew explained the procedural background and requirements for the procedures and appeals process. Mayor Brendlinger asked for any objections to the jurisdiction of the Council to hear this matter; if any Councilor wished to abstain from participating because of a conflict of interest or bias; and if any Councilor needed to declare an ex parte contact due to contact with the applicant, any other party involved in the proceedings or any other source of information regarding the subject of the hearing. There being none, City Planning Director John Bischoff proceeded to present the subject matter zone change. He continued with his report from the Planning Department regarding the zone change request with reference to diagrams and written reports, including the chronology of the request. Bischoff then offered the staff recommendations from the department for the zone change to the Council. Discussion ensued. Bischoff answered any and all questions put forth from the Council and referred further questions to Police Chief Ken Lewis.

Chief Ken Lewis advised the Council a 150' tower could not be placed on the City's lot located in Marina Heights and introduced representative Mark Hall from Motorola for further clarification. Hall explained further the details of requirements on a 150' tower.

Mayor Brendlinger asked for any comments from proponents of this zone change. Bernie Gribben, representing United States Cellular, proposed applicant for zoning in the industrial area of Brookings presented a supportive position on the tower. Mayor Brendlinger asked for any comments from opponents in the audience from the Council. There was none. She continued by asking for any representatives to be heard for rebuttal. There being none, she further asked if any participant needed additional time to present evidence. There being no requests, Mayor Brendlinger closed the hearing at 7:31PM, this date, April 12th, 1999.

Discussion from Council ensued, with Councilor Curry questioning the leasing requirements. Motorola representatives made comments to the questions.

Mayor Brendlinger asked if the applicant was willing to waive written argument and have a decision made this evening. Bischoff responded positively and Mayor Brendlinger asked for further discussion. There was none.

Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to approve the zone change application from the Planning Department from File No. LDC-3-99, based on the findings as presented.

Administrative Secretary Sharon Ridens read proposed Ordinance No. 99-0-446.EE for a change of zone in its entirety, based on the application of File No. LDC-3-99.

Mayor Brendlinger asked for a motion to accept the ordinance for File No. LDC-3-99.

Councilor Hagbom moved, Councilor Curry seconded, and the Council voted unanimously to approve Ordinance No. 99-O-446.EE, for change of zone, City initiated, based on public hearing from application LDC-3-99, for the first reading by title and in its entirety.

Mayor Brendlinger asked for a second reading motion and Ridens read the ordinance title only.

Councilor Hagbom moved, Councilor Johns seconded, and the Council voted unanimously to approve Ordinance No. 99-O-446.EE, for change of zone, City initiated, based on public hearing from application LDC-3-99, for the second reading by title only to be effective thirty days from this date.

- B. *In the matter of Planning Commission File No. CPZ-1-99, Application for a Comprehensive Plan/Zone Change from Commercial to Public Land and Zone Change from C-3 (General Commercial) to P/OS Public Open Space, on a 1.98 acre parcel of land located in the northeast corner of Fifth St., and Elk Drive.; Assessor's Map 41-13-6AC, Tax Lot 2901; C-3 (General Commercial); City initiated, applicant*
- Mayor Brendlinger called to order a Public hearing at 7:40 PM on April 12, 1999, and City Attorney John Trew identified the nature of the proceedings for an application for a Comprehensive Plan/Zone Change (CPZ-1-99) from Commercial to Public Land and Zone Change from C-3 (General Commercial) to P/OS Public Open Space, on a 1.98 acre parcel of land located in the northeast corner of Fifth St., and Elk Drive.; Assessor's Map 41-13-6AC, Tax Lot 2901; C-3 (General Commercial);

City initiated, applicant. City Attorney John Trew explained the procedural background and requirements for the procedures and appeals process. Mayor Brendlinger asked for any objections to the jurisdiction of the Council to hear this matter; if any Councilor wished to abstain from participating because of a conflict of interest or bias; and if any Councilor needed to declare an ex parte contact due to contact with the applicant, any other party involved in the proceedings or any other source of information regarding the subject of the hearing. There being none, City Planning Director John Bischoff proceeded to present the subject matter with his reports, diagrams, and department recommendations on the zone change.

Mayor Brendlinger asked for any comments from proponents or opponents in the audience or from the Council. There was none. She continued by asking for any representatives to be heard for rebuttal. There being none, she further asked if any participant needed additional time to present evidence. There being no requests, Mayor Brendlinger closed the hearing at 7:46 PM, this same date April 12th, 1999.

Mayor Brendlinger asked if the applicant was willing to waive written argument and have a decision made this evening. Bischoff responded positively.

Councilor Curry moved, Councilor Johns seconded, and the Council voted unanimously to approve the comprehensive plan/zone change application for Planning Commission Case No. CPZ-1-99, as presented.

There being no further discussion, Mayor Brendlinger asked for a motion to accept a motion to approve the final order.

1. *Final Order of File No. CPZ-1-99*
Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to approve the Final Order of File No. CPZ-1-99.

Administrative Secretary Sharon Ridens read proposed Ordinance No.99-0-531 for a change of zone in its entirety, based on the application of File No. CPZ-1-99. Corrections were discussed by Bischoff and Council.

Mayor Brendlinger asked for a motion to accept the ordinance for File No. CPZ-1-99.

Councilor Curry moved, Councilor Johns seconded, and the Council voted unanimously to approve Ordinance No. 99-O-531, for change of zone, City initiated, based on public hearing from application CPZ-1-99, for the first reading by title and in it's entirety.

Councilor Hagbom moved, Councilor Curry seconded, and the Council voted unanimously to approve Ordinance No. 99-O-531, as Amended, for change of zone, City initiated, based on public hearing from application CPZ-1-99, with corrections noted.

Mayor Brendlinger asked for a second reading motion and Ridens read the ordinance title only.

Councilor Hagbom moved, Councilor Johns seconded, and the Council voted unanimously to approve Ordinance No. 99-O-531, for change of zone, City initiated, based on public hearing from application CPZ-1-99, with corrections noted for the second reading by title only to be effective thirty days from this date.

VII.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. *Committee and Liaison reports*
1. *Chamber of Commerce*
None

2. *Businesses for a Better Brookings*

Victoria Nuss, President, informed the Council of their recent work cooperative with Scout Troop No. 32, in the successful collection of trash along Chetco Avenue, which will continue this next weekend. She questioned the council regarding any need for a variance for a sidewalk sale during the City wide garage sale Saturday in conjunction with April cleanup month/garage sale participating City Merchants. Nuss informed the Council the organization was working with the Vietnam Vets of America regarding the posting of American Flags on National Holidays on U.S. 101. Twenty-four flags will be purchased by local groups and placed in holes already in the sidewalks from prior parking meters. She sees this as a potential fund raiser for both organizations.

Discussion ensued with Nuss asking for a motion for Staff to work with ODOT and Businesses for a Better Brookings for boring additional holes in the sidewalks. Community Development Director Leo Lightle stated hee could call ODOT by phone for approval and have the City staff drill any necessary holes.

Councilor Hagbom moved, Councilor Johns seconded, and the Council voted unanimously to add the approval of local businesses having a sidewalk sale on April 24, 1999 and the placement of flags with holes on the sidewalks to the agenda.

Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to approve the placement of the United States Flags, with holes for same being drilled by the City Staff, for National Holidays and to allow local businesses to have a sidewalk sale set for April 24, 1999.

3. *Parks & Recreation Commission*
None

4. *Council Liaisons*
Councilor Johns had no report due to personal matters.
Councilor Curry reported on the attendance of his meeting with CPAC in Salem this last week.

Councilor Hagbom attended a couple watershed meetings with main issues of cooperation of Fish & Wildlife, Watershed Council (Brookings & Gold Beach) and Claveran Group regarding the Salmon Run Golf Course and Resort;

Mayor Brendlinger stated she attended the Planning Commission, however there was no quorum, so the meeting was continued to April 20th. She noted the importance of letting staff or another Council or Commission/Committee member know if you are unable to attend any called meeting.

- B. *Unscheduled*
City Manager acknowledged the presence the Brookings-Harbor High

School student government participants and the Student Government Day set for May 5, 1999, and giving special recognition to the coordinating committee Annette Rose and RYanne Andrews.

VIII.

STAFF REPORTS

A. City Manager

1. 1999-2000 Fiscal Year Council Goals Adoption
Tabled

2. Claveran Group - Salmon Run Golf & Resort Lease Changes
City Manager referred to a letter from Salmon Run Golf Course and Resort representative Pete Pavich, memo from himself, and a resolution from John Trew in the Council packets authorizing two requests. City Attorney John Trew explained the Consent of Lessor and stated it should be considered by Council, however only a vote on the resolution would be necessary at this Council meeting. Weldon acknowledged Pete Pavich in the audience and Pavich accepted for the Claveran Group, but stated he would need to give the documents to Mr. Muir. Mayor Brendlinger gave further procedures w/John Trew. Mayor Brendlinger explained the explanation. Attorney Trew continued by explaining the chronology of said matter up to the Consent and resolutions. There being no further questions, Mayor Brendlinger asked for Resolutions to be reviewed and addressed.

Councilor Hagbom moved, Councilor Johns seconded, and the Council voted unanimously to approve Resolution No. 99-R-654, for authorizing granting of consent under lease agreement between the City of Brookings and Felix Claveran and The Claveran Group, LLC

Pete Pavich asked for extension of the lease between the City and the Claveran Group due to extended inclement weather conditions, so as to resume construction when weather permits. He made asked the Council to know the Claveran Group is very anxious to get back to the construction with noting that the grass is growing and the club house is under construction. Their goal is to have nine holes in operation by August and the back nine by November or December and the clubhouse within about the same time. He noted Members have been informed of delay and the decision to activate their date of membership. With no further questions, the Mayor asked for a motion.

Councilor Curry moved, Councilor Johns seconded, and the Council voted unanimously to approve Resolution No. 99-R-655, for authorizing modification of the lease agreement between the City of Brookings and Felix Claveran and The Claveran Group, LLC.

B. *Community Development Department*

1. *Easy Street: Emergency street repair*
Community Development Director Leo Lightle presented two emergency repair issues (Easy and Fern Streets) with recommendations and cost estimates. No questions

Councilor Johns moved, Councilor Hagbom seconded, and the Council voted unanimously to approve the emergency street repairs to Easy Street.

2. *Fern Street: Sewer main repair*
Community Development Director Lightle presented Fern Street emergency repair issues with recommendations & cost estimates. There were no questions from the Council.

Councilor Hagbom moved, Councilor Curry seconded, and the Council voted unanimously to approve the Fern Street sewer main repair.

3. *Pedestrian walkways on Ransom Avenue*
Director Lightle explained the chronology of the issue of walkways on Ransom Ave with recommendations and cost estimates. With no discussion or questions, a motion was made.

Councilor Johns moved, Councilor Hagbom seconded, and the Council voted unanimously to approve the pedestrian walkways on Ransom Avenue as recommended.

4. *Sewer camera transporter*
Director Lightle explained request for a sewer camera transporter and requested the City Council authorize calling for bids for a sewer camera transporter system.

Councilor Hagbom moved, Councilor Curry seconded, and the Council voted unanimously to approve calling for bids on a sewer camera transporter system.

IX.

CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 - 1. Minutes of March 22, 1999, Regular Council Meeting
- B. Acceptance of Parks and Recreation Commission Minutes
 - 1. Minutes of March 25, 1999, Regular Commission Meeting
- C. Approval of Vouchers (\$179,884.32)

(end Consent Calendar)

Council Johns moved, Councilor Curry seconded, and the Council voted unanimously to approve the Consent Calendar.

X.

ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Ordinances
 - 1. Approval of Ordinance No. 99-O-531, for amending the Comprehensive Plan and Zoning Map of the City of Brookings by redesignating from commercial to public land and rezoning from C-3 (General Commercial) to P/OS (Public Open Space) upon that certain real property in the northeast corner of Fifth Street and Elk Drive, more specifically 898 Elk Drive; City initiated Addressed in section VI. (B)
 - 2. Approval of Ordinance No. 99-O-446.EE, for amending Section 40, Public Open Space P/OS District, of Ordinance 89-0-446, an ordinance creating the Land Development Code; City initiated Addressed in section VI. (A).
- B. Resolutions
 - 1. Approval of Resolution No. 99-R-653, for sanitation services to be charged by Curry Transfer and Recycling to customers in the City of Brookings Addressed in section V. (A)
 - 2. Approval of Resolution No. 99-R-654, for authorizing granting of consent under lease agreement between the City of Brookings and Felix Claveran and The Claveran Group, LLC Addressed in section VIII. (A) (2)

3. *Approval of Resolution No. 99-4-655, for authorizing modification of lease agreement between the City of Brookings and Felix Claveran and The Claveran Group, LLC*
Addressed in section VIII. (A) (2)

The meeting was recessed at 8:38 PM to go into Executive Session, asking Community Development Director Leo Lightle and Finance Director/Recorder Gail Hedding to remain.

XI. EXECUTIVE SESSION - ORS 192.660(1)(e) To conduct deliberations with persons designated to negotiate real property transactions

Executive Session was called to order at 8:40 PM.

Executive Session was adjourned at 8:48 PM.

The regular council meeting was reconvened at 9:31PM.

Councilor Curry moved, Councilor Johns seconded, and the Council voted unanimously to continue deliberations with persons designated to negotiate real property transactions for the City.

XII. REMARKS FROM MAYOR AND COUNCILORS

A. *Mayor*

Mayor Brendlinger asked City Attorney Trew for direction on procedures regarding her resignation. Attorney Trew stated the Mayor's resignation would be effective at the next regular scheduled Common Council Meeting and simultaneously Councilor Bob Hagbom would resign his position and then simultaneously with the Council so choosing should it do so, to appoint Hagbom to complete the Mayor's term. At that time Mayor Brendlinger would have resigned, a vacancy declared, and the Council would have appointed Hagbom after going through this standard procedure due to Bob Hagbom's Council resignation. Hagbom will present his resignation at the April 26th meeting. The City will advertise for the council position and interview the applicants at the April 26th meeting. The deadline for the applications will be Noon on April 21st, 1999.

B. *Council*

Councilor Hagbom asked for a direct order to City Manager to appoint Police Chief Ken Lewis or Fire Chief Bill Sharp to be responsible for the raising and lower of the flags. City Manager Weldon stated the flags will be up tomorrow, April 13, 1999.

ADJOURNMENT

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to adjourn the meeting at 9:43 PM.

Bob Hagbom
Mayor

ATTEST:

Gail Hedding
Finance Director/Recorder

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
March 2, 1999**

The regular meeting of the Brookings Planning Commission was called to order by Chair Marv Lindsey at 7:00 p.m. in the Council Chambers at Brookings City Hall on the above date with the following Commission members and staff in attendance.

Ted Freeman	John Bischoff, Planning Director
Marv Lindsey	Leo Lightle, Community Development Director
Rick Dentino	Linda Barker, Secretary
Judi Krebs	Mike Cooper, Police Sergeant
Earl Breuer	Tom Weldon, City Manager
George Ciapusci	

Ex Officio Commissioner Ball was not present.

CHAIRPERSON ANNOUNCEMENTS

None

MINUTES

By a 6-0 vote (motion: Commissioner Freeman, second: Commissioner Breuer) the Planning Commission approved the minutes of the February 2, 1999 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

None

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Ciapusci) the Planning Commission approved (File No. CUP-1-99) a request for a conditional use permit to allow the operation of a two-bedroom bed and breakfast in a private home; located on the west side of Beach Avenue, more specifically 1545 Beach Avenue; zoned R-1-6(Single-family Residential, 6,000 sq.ft. minimum lot size); Larry and Carole Goetze, applicants.

Before the hearing began Commissioners Freeman, Krebs, Ciapusci, Lindsey and Dentino declared ex parte contact as a result of a site visit. No member of the audience challenged any Commissioner for bias or conflict of interest.

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

Larry Goetze	1545 Beach Avenue	Brookings Oregon
Carole Goetze	1545 Beach Avenue	Brookings Oregon

2. By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Dentino) the Planning Commission approved the Final ORDERS and Findings of Fact for File No. CUP-1-99 as written.

3. In the matter of Planning Commission File No. LDC-3-99 the Planning Commission:

- (1) voted 6-0 (motion: Commissioner Krebs, second: Commissioner Ciapusci) to send a favorable recommendation to the City Council to move government structures, including offices, fire stations and police stations from Public Open Space (PO/S) District, Section 40.040 (conditional uses) and place them in Section 40.020 (permitted uses).
- (2) voted 4-2 (motion: Commissioner Krebs, second: Commissioner Ciapusci; voting for: Commissioners Krebs, Ciapusci, Dentino, Lindsey; voting against: Commissioners Freeman and Breuer) to send a favorable recommendation to the City Council to add wording to Section 40.040, Conditional Uses, Public Open Space (PO/S) District,
 - (a) to add a communication tower, not to exceed 150 feet in height and only when operated by a public entity providing emergency services; and
 - (b) the operator of the tower may lease or rent space on the tower to other public or commercial entities provided all applicable FCC regulations are satisfied.

No member of the audience challenged any Commissioner for bias or conflict of interest.

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

Bob Krebs	15951 Bayview Drive	Brookings Oregon
Mike Cooper	898 Elk Drive	Brookings Oregon
Lee Garvin	96977 Hampton Road	Brookings Oregon

4. By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Ciapusci) the Planning Commission voted to send a favorable recommendation to the City Council on File No. CPZ-1-99; a city initiated request for a zone change from C-3 (General Commercial) to P/OS (Public Open Space) and a Comprehensive Plan designation change from Commercial to Public Land on a 1.98 acre parcel of land located in the northeast corner of Fifth Street and Elk Drive, more specifically 898 Elk Drive.

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

REPORT OF THE PLANNING DIRECTOR

1. The Planning Director is working with Subway Sandwich to resolve the planting issue on the west side of the building. The Subway appears to own the strip between their parking lot and the paved portion of Chetco Lane although the tax maps do not reflect this.
2. The Community Development Department Secretary has researched our ordinances regarding portable and temporary structures but the Planning Director has not had the time to study the results of this research. The research was done in answer to question about the portable sign trailer that is sitting in the parking lot at 600 Chetco Avenue.

PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS

1. Commissioner Krebs asked about the tires in the yard at Dornbusch Tire. Staff will re-contact Mr. Dornbusch about removing the tires. Commissioner Breuer added that Mr. Dornbusch is having an enclosed trailer built to store the tires in and then they will be removed from the property as the trailer fills.
2. In response to Commissioner Krebs questions about the outbuildings at the corner of Alder Street and Railroad Avenue, Director Bischoff said he will check with the Building Official who has written to the resident with a copy of the letter sent to the property owner.
3. Commissioners Freeman and Breuer voiced concerns about public entities such as the city being about to compete with private enterprise.
4. The Commission was reminded that the City Council/Planning Commission public hearing on the Transportation Systems Plan will reconvene at 7:00 p.m., March 11.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,
BROOKINGS PLANNING COMMISSION



Marvin Lindsey, Chair

RESOLUTION NO. 99-R-656

A RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS CITY PROPERTY.

WHEREAS, the City owns personal property that is identified in the attached Exhibit "A"; and

WHEREAS, the property is no longer needed by the City; and

WHEREAS, following its review of the property list, the Common Council voted unanimously that the property is surplus property, is no longer needed by the City and that it would be in the best interest of the public for this property to be disposed of;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BROOKINGS THAT:

City staff is hereby authorized to dispose of the surplus property in a manner most likely to result in a benefit to the City; and

That City staff file with the City Finance Director a written accounting of the disposed property.

PASSED by the Council and signed by the Mayor this _____ day of April, 1999.

Mayor

ATTEST:

Gail Hedding,
Finance Director/Recorder

EXHIBIT "A"

Items listed below are deemed surplus property and will be disposed of by the City of Brookings:

- 1 1985 Ford Dr. Blue VIN #1FABD39M6F6206876
- 1 1987 Ford Crown Victoria Lt. Blue VIN #2FABP72G8HX167037
- 1 1983 Dodge Pickup Brown VIN #1B7FD14H6DS441419
- 1 1978 White, Western Star Tank Truck 2,800 gallons capacity
- 3 75 HP line shaft pumps with electric motors, removed from Water Treatment Plant, 1992
- 1 40 HP hollow-shaft vertical motor, stand-by for old intake
- 1 15 HP Add-A-Phase Unit, removed from Mount Drive Water System, 1993
- 1 20 HP Add-A-Phase Unit, removed from Mount Drive Water System, 1993
- 2 7 ½ HP non-clog sewage pumps, related piping and controls, removed from East Harris Heights P.U.D., 1992
- 1 three-phase hydraulic power pack unit, removed from Mill Beach, 1991
- 2 7 ½ HP wet pit PACO sewage pumps, 2 motors and controls, removed from Mill Beach, 1991
- 1 2 HP wet pit PACO sewage pump and motor, Removed from WWTP, 1991
- 2 Wallace and Tiernan Chlorinators: 100 and 200 lb/dy feed, removed from WWTP
- 1 Digester mixer and motor, removed from Primary Digester, WWTP
- 1 Old heat exchanger, removed from WWTP