VAULT COPY Agenda city of Brookings
Council Meeting
City Hall Council Chambers
898 Elk Drive Brookings, OR 97415 December 13, 1999 7:00pm



Ahhhhh, the home of winter flowers Brookings, Oregon

# agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
December 13, 1999
7:00 p.m.

I.	CALL TO ORDER - green				
II.	PLEDGE OF ALLEGIANCE				
III.	ROLL CALL				
IV.	CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS  A. Announcements - cherry  1. Resignation of Reily Smith, Planning Commission - Special Recognition  2. Proclamation for January as School Board Recognition Month  3. Proclamation for the Bicentennial Commemoration of the Life of George Washington - The Sons of the American Revolution (SAR) Central Chapter				
<i>V.</i>	PUBLIC HEARING - yellow  A. Vacation of alley between U.S.101 Hwy on the north and Spruce Street on the south and extending from Willow Street west for a distance of 180 feet.				
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. Port of Brookings-Harbor  4. Parks & Recreation Commission				
	<ul><li>5. Planning Commission</li><li>6. Council Liaisons</li></ul>				

Unscheduled

В.

VIII.	STAFF REPORTS					
	A. City Manager - blue					
	<ol> <li>Proposal for participating in South West Area Commission or Transportation</li> </ol>					
	2. Request for an audit of Chamber of Commerce books					
	<ol> <li>Mr. Rich Johnson's request to purchase ODOT property</li> </ol>					
	4. Local Contracting Rules					
	5. Set Goals Session meeting					
	B. Community Development Department - ivory					
	1. Authorization to call for bids on Treatment Plant Division shop truck					
	2. Sewer Rate Update Study					
IX.	CONSENT CALENDAR - white					
	A. Approval of Council Meeting Minutes					
	1. Minutes of November 8, 1999, Regular Council Meeting					
	2. Minutes of November 22, 1999, Regular Council Meeting					
	B. Approval of Vouchers (\$663,499.85)					
	(end Consent Calendar)					
<i>X</i> .	ORDINANCES/RESOLUTIONS/FINAL ORDERS					
	A. Ordinances - blue					
	1. Approval of Ordinance No. 99-0-389.B ~ an ordinance re-adopting					
	Ordinance No. 85-0-389 as amended providing local contracting rules					
	B Resolutions					

REMARKS FROM MAYOR AND COUNCILORS

XI.

XII.

A.

В.

Council

Mayor

**ADJOURNMENT** 

# JANUARY 2000

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						Azalea Park-Holiday Light Fes
						New Year's Day
Azalea Park-Holiday Light Fes	7:00pm FH-FireTrng/ChShrp	7:00pm CC-Planning Comm	12:00pm CC-Community	8:15am CC-CmtyDevDpt	8:00am CC-Hold for Goals	New Teals Day
<u> </u>		reg mtg/JBischoff	Agencies mtg 7:00pm FH-PoliceReserves	Staff mtg/LLightle	Session/TW	
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	9:00am CC-VIPS/Volunteer	1:30pm CC-SDC Review	2:30pm FH-SafetyCom.	8:15am CC-CmtyDevDpt	7	5:30pm ANNUAL CITY
	in Police Service-BPalicki 7:00pm FH-FireTrng/ChShrp	Board/JCollis	Mtg/HThmpson	Staff mtg/LLightle		VOLUNTEER DINNER @ ELKS
	7:00pm CC-Council Mtg					ELKS
	7:00pm FH-FireTrng/ChShrp	11	6:00pm FH-Subrbn Fire Dist	6:30pm CC-Seatbelt	14	
			Mtg/RexAtwell	Class-PD / B.Palicki 8:15am CC-CmtyDevDpt		
				Staff mtg/LLightle		
		·		Staff mtg/LLightle 3:30pm CC-HOPE Mtg/		
				TWeldon		
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16	M.L. King Jr. Day 17 9:00am CC-VIPS/Volunteers	18	19	7:00pm CC-Parks & Rec	21	22
	in Police Service-BPalicki			Comm/ CMickelson		
	11:00am CC-Municipal Court/ JdgHarper			8:15am CC-CmtyDevDpt Staff mtg/LLightle		
	7:00pm FH-FireTrng/ChShrp			Stair meg Edigme		
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	7:00pm FH-FireTrng/ChShrp		1 .	BER 1999		ARY 2000
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# FEBRUARY 2000

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		7:00pm CC-Planning Comm	12:00pm CC-Community	8:15am CC-CmtyDevDpt Staff mtg/LLightle		
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	6 7	8	6:00pm FH-Subrbn Fire Dist	8:15am CC-CmtyDevDpt		Lincoln's Birthday
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	13 Valentine's Day 14	.	16		18	
	13 Valentine's Day 14 9:00am CC-VIPS/Volunteers			8:15am CC-CmtyDevDpt		
	in Police Service-BPalicki	1		Staff mtg/LLightle		
	7:00pm FH-FireTmg/ChShrp 8:00am City Hall CLOSED -	1				
•	Presidents' Day Holiday			· ·		
	20 President's Day 2 11:00am CC-Municipal	Washington's B-Day 2	23	3 24		
	Court/ JdgHarper					i
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Nov. 26, 1999

Honorable Bob Hagbom, Mayor City of Brookings 89& Elk Drive Brookings, OR.

Re: Letter of resignation from Planning Commission

Dear Mayor Hagbom,

It is with regret that I must tender my resignation, effective December 10, 1999. I will be able to attend the December 7, 1999, meeting.

My work has been gradually slowing down for the last couple of years; however during a reasonable Spring and Summer season, I felt I could serve my full term on the Planning Commission. Unfortunately, work really dropped off a couple of months ago and unexpected bills made me realize that it might be time to consider something different. I've been offered a position in Sonora, California that promises to challenge my professional growth and provides a compensation package that is irresistible.

Thank you for the opportunity to serve the community.

Very truly yours,

Reily H. Smith



# Certificate of Appreciation

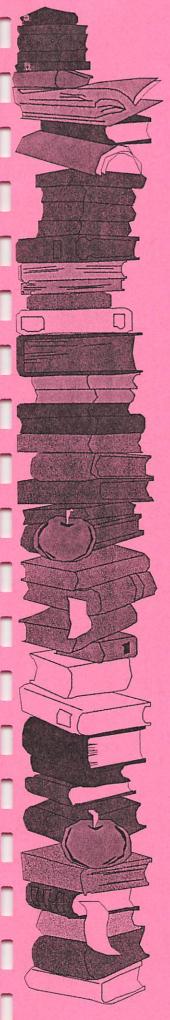
awarded to:

# Reily H. Smith

Beginning his service to the Citizens
of Brookings on May 24, 1999, and
honored as of the 13<sup>th</sup> day of
December, 1999, for **7~Months** of dedicated service
to the City of Brookings on the

Planning Commission

Tom Weldon City Manager Bob Hagbom Mayor



# PROCLAMATION

WHEREAS, school boards create a vision for what students should know and be able to do;

WHEREAS, school boards establish clear standards for student performance;

WHEREAS, school boards ensure that student assessments are tied to established standards;

**WHEREAS**, school boards are accountable to the community for operating schools that support student achievement;

WHEREAS, school boards align school district resources to ensure that students meet standards;

**WHEREAS**, school boards create a climate that supports the philosophy that all children can learn at high levels;

**WHEREAS**, school boards build collaborative relationships based on trust, teamwork and shared accountability; and

**WHEREAS**, school boards are committed to continuous education and training on issues related to student achievement;

NOW, THEREFORE, I, Mayor Bob Hagbom, hereby declare our appreciation to the members of the Brookings Harbor 17C School Board and proclaim the month of January 2000 to be

# SCHOOL BOARD RECOGNITION MONTH

I urge all citizens to join me in recognizing the dedication and hard work of local school board members in preparing students for tomorrow's world.

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

(Seal)

Bob Hagbom, MAYOR

# Sons of the American Revolution Central Coast Chapter

November 26, 1999

James H. Ives President P.O. Box 1095 Winchester Bay, OR 97467

Mayor City of Brookings Brookings, OR 97415

Dear Mayor

In recognition of the *George Washington Bicentennial 1999*, of his death on December 14, 1799, the United States Congress\* has issued an official call for bells to be rung and the American flag to be lowered to half-staff on December 14 in honor of George Washington.

Join governments, businesses communities, schools, and places of worship throughout the nation on December 14, 1999 to:

- Fly the flag of the United States at half staff from dawn to dusk.
- Toll all bells for the duration of one minute commencing at 12 o'clock noon, central standard time.

The Sons of The American Revolution (SAR) Central Chapter will read George Washington's Farewell Address from the Veterans Memorial in Hahn Park, Reedsport, on December 14, 1999, commencing at 12 o'clock noon, central standard time.

\* Authorized by Senate Concurrent Resolution 83, so as to comply with protocol for all private, city, state and federal organization participation.

Yours truly

James H. Ives

President Central Coast Chapter Sons of the American Revolution

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# A Proclamation

# BICENTENNIAL COMMEMORATION OF THE LIFE OF GEORGE WASHINGTON

WHEREAS:	The year 1999 marks the 200th anniversary of the death			
	of America's Founding Father, George Washington,			
	and			
WHEREAS:	George Washington was the indispensable figure in the creation of the United States of America, and served our nation as its first Commander in Chief and President with unparalleled distinction,			
	and .			
WHEREAS:	Americans from sea to shining sea will pause on the brink of a new century to reflect on George Washington's contributions to self-government.			
	and			
WHEREAS:	George Washington, in the first presidential inaugural address, challenged all Americans with the task of preserving – for all ages – "the sacred fire of liberty."			
Now, Therefore	E: I, Bob Hagbom, Mayor			
	of _ the City of Brookings, Oregon			
	do hereby proclaim			
	as George Washington Day to celebrate the life and legacies of George Washington: First in War, First in Peace, and			
	First in the Hearts of His Countrymen.			
	Bok Hagbon			
	Given under My Hand, as Mayor, this /3/ day of December			
	One Thousand Nine Hundred and Ninety-nine			
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# CITY OF BROOKINGS CITY COUNCIL STAFF AGENDA REPORT

SUBJECT: Alley Vacation

FILE NO: VAC-1-99

HEARING DATE: December 13, 1999

REPORT DATE: December 3, 1999

ITEM NO: V.A

#### **GENERAL INFORMATION**

APPLICANT:

Terry Miller.

REPRESENTATIVE:

None.

REQUEST:

To vacate a section of the alley between Highway 101 on the north and Spruce St.

on the south and extending from Willow St. west for a distance of 180 feet.

TOTAL LAND AREA:

2,700 sq. ft..

LOCATION:

The alley between Highway 101 on the north and Spruce St. on the south and

extending from Willow St. west for a distance of 180 feet.

ASSESSOR'S NUMBER:

41-13-5CB, Tax Lot Between Tax Lots 2400/2500 and 2600/2700/2800/2900.

### ZONING / COMPREHENSIVE PLAN INFORMATION

EXISTING:

C-3 (General Commercial).

PROPOSED:

Same.

SURROUNDING:

C-3 on all sides.

COMP. PLAN:

Commercial.

#### LAND USE INFORMATION

**EXISTING** 

Commercial uses on both sides of the alley, except for one residence on Spruce St.

PROPOSED:

Same.

SURROUNDING:

Commercial uses with some residential along Spruce St. and on second story along

highway.

PUBLIC NOTICE:

Published in local news paper and posted on each end of alley section to be vacated.

#### BACKGROUND INFORMATION

At their November 2, 1999 meeting, the Planning Commission heard the subject request for the vacation of an 180 foot portion east end of the alley bounded on the east by Willow St., on the north by Fern St., and lying between Highway 101 on the north and Spruce St. on the south. The reason for this request is that the applicant has constructed a parking area, stairway and planters into the alley right-of-way. When these encroachments became apparent to staff, the applicant was given the choice of either removing the structures from the right-of-way or applying for the alley vacation, with the understanding if the vacation is denied, the structures must be removed.

The Commission voted 4-0 to make a favorable recommendation to the City Council on this matter. One Commission member stepped down due to bias.

The Planning Commission Staff report is attached to this report.

## CITY OF BROOKINGS PLANNING COMMISSION STAFF AGENDA REPORT

SUBJECT: Alley Vacation

FILE NO: VAC-1-99

HEARING DATE: November 2, 1999

REPORT DATE: October 14, 1999

**ITEM NO: 8.3** 

#### **GENERAL INFORMATION**

APPLICANT: Terry Miller.

REPRESENTATIVE: None.

REQUEST: To vacate a section of the alley between Highway 101 on the north and Spruce St.

on the south and extending from Willow St. west for a distance of 180 feet.

TOTAL LAND AREA: 2,700 sq. ft...

LOCATION: The alley between Highway 101 on the north and Spruce St. on the south and

extending from Willow St. west for a distance of 180 feet.

ASSESSOR'S NUMBER: 41-13-5CB, Tax Lot Between Tax Lots 2400/2500 and 2600/2700/2800/2900.

#### ZONING / COMPREHENSIVE PLAN INFORMATION

EXISTING: C-3 (General Commercial).

PROPOSED: Same.

SURROUNDING: C-3 on all sides.

COMP. PLAN: Commercial.

#### LAND USE INFORMATION

EXISTING Commercial uses on both sides of the alley, except for one residence on Spruce St.

PROPOSED: Same.

SURROUNDING: Commercial uses with some residential along Spruce St. and on second story along

highway.

PUBLIC NOTICE: Published in local news paper and posted on each end of alley section to be vacated.

#### BACKGROUND INFORMATION

The subject application applies to easterly 180 feet of the alley located between Willow St. on the east and Fern Ave. on the west and between Highway 101 (Chetco Ave.) on the north and Spruce St. on the south. Although shown on the tax map as a through alley, it is actually blocked by the P.T.L. Denture building which extends at least partially if not completely across the alley and a large rock outcrop located near the west end of the proposed vacation. Currently you cannot drive through the alley from Fern to Willow. In the middle 1980's there was an application to vacate the westerly end of this alley from fern to the P.T.L. Denture building, which was denied.

The area of the alley subject to the proposed vacation is between Tax Lots 2400 and 2500 on the north and 2600, 2700, 2800 and a portion of 2900 on the south. The portion of the alley subject to this request is bordered on the north side by the applicant's building which houses the Los Amigos restaurant and Sutter Coast Home Care and the parking lot for this building, located in the corner of Willow and Chetco. On the south side of the alley from the corner west is a dentist office in the corner of Willow and Spruce, a parking lot which the applicant has joint ownership and a small duplex. A second lot, T/L 2900, which contains a house, also abuts approximately 20 feet of the portion of the alley to be vacated.

The applicant has recently remodeled his building and added two residential apartments in the basement facing the alley. During the remodeling at least one structure was built across the alley and the entrance to the alley is modified to the point that it does not look like an alley. When the staff realized that construction had extended into the alley the applicant was informed and given the choice of removing all intrusions into the alley or applying for a vacation of the affected portion of the alley. The applicant chose to apply for the vacation with the understanding that if denied all construction into the alley right-of-way must be removed.

#### PROPOSED VARIANCE

The applicant is requesting that the easterly most 180 feet of the alley between Chetco Ave. and Spruce St. and between Willow St. and Fern Ave.

#### **ANALYSIS**

Section 152, <u>Vacations</u>, Subsection .030, <u>Vacation Criteria</u>, provides that request to vacate will be considered by the Planning Commission for recommendation to the City Council following a determination based upon the findings prepared and submitted by the petitioner(s), which shall address the following criteria:

- 1. Compliance with the comprehensive plan, circulation element or other applicable sections of the document.
- 2. If initiated by petition pursuant to ORS 271.080, the council shall make the determinations pursuant to ORS 271.120 based upon evidence provided by the petitioner(s) in the written findings.
- 3. If initiated upon a recommendation of the Planning Commission and/or by the City Council on its own motion pursuant to ORS 271.130, a determination shall be made that the vacation will not substantially affect the market value of all such abutting property to the area

proposed to be vacated, unless the City Council proposes to provide for paying such damages.

The following is staff's analysis of the proposed vacation in relation to the criteria cited above.

<u>Criterion 1, Comprehensive Plan</u>. The proposed alley vacation should have no particular affect on the provisions of the city's Comprehensive Plan. The alley is currently impassible because of the rock outcrop which is located at or very close to the west end of the portion of the alley to be vacated. Because of this obstruction, the easterly portion of the alley serves only the six lots that boarder on it and each of these owners has signed a letter of consent for the vacation. Of these the applicant owns both of the lots that boarder the area on the north and has joint ownership of one of the lots on the south.

<u>Criterion 2</u>, <u>Applicant Initiated</u>. As stated above the alley is not passable beyond the portion subject to this vacation. When a street or alley is vacated the vacated area is split between the abutting property owners, thus in this case all of the abutting lots will increase somewhat in size. The increase in size may allow more parking for the dentist on the corner and more rear yard for the duplex adjacent to the west side of the parking lot. There should be no adverse impact of vacating this portion of the alley.

<u>Criterion 3, City Initiated</u>. This application was petitioner initiated and therefore this criterion does not apply.

#### **FINDINGS**

- 1. The applicant has submitted an application to vacate the easterly most 180 feet of the alley located between Highway 101 (Chetco Ave.) on the north, Spruce St. on the south, Willow St. on the east and Fern Ave. on the west.
- 2. The alley segment subject to this vacation is located entirely within the C-3 (General Commercial) Zone.
- 3. The alley is bordered on the north by two lots which are owned by the applicant and on the south by four lots, one of which is in the applicant's ownership and three in separate ownerships.
- 4. Two of the lots boarding the subject alley segment contain single family houses.
- 5. Although shown as a through alley between Willow St. and Fern Ave., the alley is actually blocked by a large rock outcrop in the vicinity of the west end of the portion to be vacated. There is also a building built across the alley approximately 80 feet from the Fern Ave. end.
- 6. The applicant has submitted a list of the property owners within the area affected area and a notarized letter of consent from all abutting property owners and the required number in the affected area.
- 7. In the process of remodeling his building on Chetco Ave., the applicant has built structures across the alley portion subject to this vacation application.

#### CONCLUSIONS

- 1. Because of the rock outcrop located at the west end of the area to be vacated, the alley cannot be traveled completely through from Willow St. to Fern St. The portion of the alley to be vacated is bordered by six lots, three of which are owned by the applicant and the remaining four lots have signed a consent to vacate form. The vacation of this portion of the alley should therefore have no adverse economic impact on the abutting property.
- 2. All of the adjoining property owners have signed letters of consent and the required number of property owners in the affected area have signed the letter of consent. The alley as it stands today serves no purpose and the vacation will have no particular impact on the surrounding area or to the policies and provisions of the City's Comprehensive Plan.

#### RECOMMENDATION

Staff recommends a FAVORABLE recommendation to the City Council of Case File No. VAC-1-99, based on the findings and conclusions stated in the staff report.



APPLICANT: Miller, Terrance and Pamela

ASSESSOR'S NO: 41-13-5CB TL 2400 and 2500

LOCATION: Alley behind 541 Chetco Avenue

SIZE:

ZONE: C-3 (General Commercial)

MR. TERRY MILLER HAS RECENTLY REDESIGNED A POPULAR RESTAURANT AT 541 CHETCO AVENUE IN THE CITY OF BROOKINGS.

IN AN EFFORT BY BROOKINGS BUSINESS OWNERS TO UPGRADE AND BEAUTIFY THE COMMUNITY, MR. MILLER HAS SET AN EXAMPLE OF CONSIDERABLE MERIT.

UNWITTINGLY HOWEVER, NEWLY DESIGNED FLOWER BOXES OF CONCRETE, INFRINGED UPON THE ALLEYWAY TO THE REAR OF THE BUILDING SITE.

UPON REVIEWING THIS CONDITION WITH CITY PLANNERS, THIS WRITER WAS ADVISED IT WAS A NON ISSUE WITH THE CITY OF BROOKINGS. THIS BEING THE DESIRABLE EFFECT THE NEWLY DESIGNED STRUCTURE HAD UPON THE COMMUNITY. ALSO THE FACT PUBLIC UTILITIES IN THE ALLEYWAY WERE IN NO WAY EFFECTED.

UPON FURTHER REVIEW, THE STATE OF OREGON STATUTES REQUIRE THAT ALL IMMEDIATE NEIGHBOR PROPERTY OWNERS RECORD THEIR APPROVAL. IMMEDIATE NEIGHBORS IN THE EYES OF THE OREGON STATE PLANNERS INCLUDE THOSE PROPERTY OWNERS WITHIN THE CITY BLOCKS ADJACENT TO THE RESTAURANT SITE, CONTAINING THE INFRINGEMENT. OR TO FURTHER EXPLAIN, THOSE PROPERTY OWNERS 175 FEET FROM THE FLOWER BOX OF A MINOR ENCROACHMENT.

THIS LETTER IS AN APPEAL TO YOU FOR SUPPORT OF THE BEAUTIFICATION OF OUR CITY, THE CITY OF BROOKINGS PLANNERS AND THE GENERAL APPLICATION OF FAIRNESS.

RESPECTFULLY,

REX ATWELL, NOTARY PUBLIC

REPRESENTING MR. TERRY MILLER

CC LEO LIGHTLE CITY OF BROOKINGS

JOHN BISCHOFF CITY OF BROOKINGS

# 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



Legal Notice

Publish Date December 1, 1999

# PUBLIC NOTICE NOTICE OF PUBLIC HEARINGS

**NOTICE IS HEREBY GIVEN THAT** a public hearing will be held before the Brookings City Council on Monday, December 13, 1999, at 7:00 p.m. in the Council Chambers of the Brookings City Hall, 898 Elk Dr., Brookings.

The purpose of the public hearing is to consider the following:

A request to vacate the alleyway behind Assessor's Map No. 41-13-5CB Tax Lots 2400 and 2500, more specifically 541 Chetco Avenue, as show on the drawing below. Criteria used to decide this case is found in Section 152 of the Brookings Land Development Code.

The public is invited to attend and participate in this public hearing. All persons wishing to address this matter will have an opportunity to do so in person at the hearing or can submit written evidence to the Brookings City Planning Director at the address above. Failure of an issue to be raised, either orally or by written evidence, or failure to provide statements or evidence sufficient to afford the City Council an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals on that issue. All applications, documents and applicable criteria may be viewed at no cost, or obtained at a reasonable cost, from the Planning Department. A copy of the staff report prepared for this case will be available for inspection, at no cost, and provided at reasonable cost, seven days prior to the hearing. All documents and the staff report may be viewed or obtained at the Planning Department at Brookings City Hall or call John Bischoff at 469-2163, ext. 237.

If special accommodations are needed for the physically challenged, contact Linda Barker at 469-2163 or TDD 469-3118.

John C. Bischoff, Planning Director

# Memorandum

TO:

Mayor, City Council

FROM:

City Manager Tom Weldon

DATE:

December 7, 1999



Issue:

South West Area Commission on Transportation (SWACT)

- Background: 1. Part of Governor Kitzhaber's program to improve state government operations includes regionalization which, among other things, means getting local governments involved with state agency decision making before decisions are made.
  - 2. ODOT, in particular, seems to have taken this to heart and is really working hard to help and involve us. Creating Area Commissions on Transportation (ACTS) is one of the prime and best examples of this new philosophy.
  - 3. Attached is the proposed Charter for our region-wide group South West Area Commission on Transportation (SWACT).
  - 4. Our Community Development Director and I attended a meeting of local agencies involved with creating SWACT and an ODOT representative. This group elected Mayor Hagbom as our Curry County "City" representative to the SWACT steering committee. They also elected Gold Beach Police Chief Bob Rector as the "At Large" representative to the SWACT steering committee and asked for the "County" representative to the steering committee to be Curry County Roadmaster Dan Crumby.
  - 5. After the other two sub-groups of our SWACT meet and select their representatives the entire steering committee will meet and begin fleshing out the "Charter" by developing a work program which will include educating themselves on transportation issues in the area and setting region-wide gas tax dollar expenditure priorities.
  - 6. We have to participate, if we expect to be a player in region-wide state highway decision making.

#### Recommendation:

- 1. Approve SWACT Charter as presented.
- 2. Approve Mayor Hagbom as our representative to the SWACT.



Department of Transportation

SouthWest Area Office 307 Highway 42E Coquille Oregon 97423 (541) 396-3707 FAX (541) 396-5321

November 19, 1999

Tom Weldon City Manager 898 Elk Drive Brookings, Oregon 97415

FILE CODE:

Dear Mr. Welden:

Attached you will find the proposal for the formation of our South West Area Commission on Transportation. I apologize that this has been so long in getting out to you but like all of us things have been very busy.

I have scheduled a meeting with each of the sub-groups to discuss this charter and gain approval of it (those meeting dates and local contacts are listed below). I have selected an individual from each sub-group to help me lead these meetings in each geographic area. I would also like to determine who is going to represent each sub-group on the steering committee. If we can accomplish that by the first of the year or shortly after that I am very confident that we will be asking to Oregon Transportation Commission for formal recognition at their March meeting, which will be held in Roseburg.

I am going to be out of the office from the 18<sup>th</sup> until after Thanksgiving and will be preparing for those meetings when I get back into the office on the 29<sup>th</sup>. Please take some time and review the Charter and share this with your City Councils, Board of Commissioners, etc... and get any comments back to me during the next several weeks.

If you have specific questions that cannot wait until I get back you may contact those representatives that are listed below:

Interstate 5 sub-group meeting; 12-9-99, 10am-12noon (Room 310 Douglas County Courthouse) Local contact; Joe Wolf, City of Myrtle Creek, Administrator (541-863-3171)

Highway 38/42 sub-group meeting; 12-13-99 (125 Central, Suite 300 -Int. Port of Coos Bay) Local contact; Martin Callery, Port of Coos Bay, Dir. of Marketing (541-267-7678)

Highway 101 South sub-group meeting; 12-6-99, 3pm-5pm(Gold Beach Fire Hall in City Hall building)

Local contact; Tom Weldon, City of Brookings, Manager (541-469-2163)

Sincerely Rhamel for

Mark A. Usselman Area Manager

cc:

Paul Mather, Region 3 Manager Chuck Curtis, Coastal Strategy Implementation Manager Ted Paselk, District 7 Manager Terry Harbour, Region 3 Planning Manager

11-24-99 00 - Marier & Coursel

Form 734-2093 (5-99) ave Bishop, CDO

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Mayor Tom Hedgepeth

Mayor Mike Swindall

Mayor Judith Densmore

Mayor Joanne Verger

Mayor Bob Hagbom

Mayor Julie Anderson

Mayor Marlyn Schaffer

Mayor Gloria McGinnis

Mayor Pauline Eells

Mayor Alfred S. Tyson

Mayor Brad Borigo

Mayor Ranelle Allen-Morris

Mayor Gary Doran

Mayor Lee Golder

Mayor Terry North

Mayor William Duckett

Mayor Larry Rich

Mayor Joe Mongiovi

Mayor Jim McClellan

Mayor Robert Lee

Mayor Paul Tamm

Mayor Jerry Pothier

Oregon International Port of Coos Bay

Port of Bandon

Port of Brookings-Harbor

Port of Umpqua

Port of Port Orford

Port of Gold Beach

Curry County Commissioners

**Douglas County Commissioners** 

Coos County Commissioners

Cow Creek Band of Umpqua Tribe of Indians

Confederated Tribes of Coos-Lower Umpqua-Siuslaw Indians

Coquille Indian Tribe

Gayle Paige - Port of Port Orford

Linda Higgins - City of Elkton

Martin Callery-Port of Coos Bay

U.R.C.O.G.

Dan Huff- City of Roseburg

Larry Andrew- City Admin. - Canyonville

Bud Schmidt-City Manager - Myrtle Point

Tom Weldon-City Manager - Brookings

Joseph Wolf - City Admin. - Myrtle Creek

Benny Henry- City Council Pres. - Lakeside

Nick Johnson - Council Member - Lakeside

Eric Fladager - Umpqua Regional Council of Government

Mike Luttrell - Douglas County Public Works

Proposal for the Formation
Of the
South West Area Commission on
Transportation
(SWACT)

December 6, 1999

# Proposal for the Formation of the South West Area Commission on Transportation (SWACT)

The Oregon Transportation Commission is encouraging greater local participation in the state's transportation planning and project development process through regionally-based, advisory bodies called "area commissions on transportation." Approval of this proposal by the Oregon Transportation Commission will create the South West Area Commission on Transportation (ACT) for the Douglas, Coos, and Curry County area of Oregon.

# Mission of the South West Area Commission on Transportation (SWACT)

- To provide a forum for local governments and the private sector to discuss, understand and coordinate transportation issues affecting the entire South West area.
- To review the process for determining transportation infrastructure, capital investments and project prioritization in the South West area.
- To recommend priorities for state transportation infrastructure and capital
  investments such as the Statewide Transportation Improvement Program (STIP)
  through the development of an implementation strategy based on state and local
  transportation plans related to the South West area.
- To advocate South West area transportation issues to neighboring regions, area legislators and other interested organizations.
- To advise the Oregon Transportation Commission on state and regional policies affecting South West Oregon's transportation system.

# Rationale for Geographic Boundaries

The geographic area of SWACT is Coos, Curry and Douglas Counties. The primary rationale for selecting this area is the connections with the I-5 corridor, namely highways 38 and 42. These two highways provide the links from the south coast to the I-5 corridor through Douglas County.

## Proposed Membership

The SWACT is structured to encourage broad participation by both public entities and private sector representatives.

The SWACT will be made up of 3 subgroups (Interstate 5 corridor, Highway 38/42 corridor, and the Highway 101 South corridor) and coordinated by a steering committee. The 3 subgroups have been put together based on their community of interest.

## Interstate 5 corridor Group(I –5, 138 east)

**Douglas County** 

Riddle

Myrtle Creek

Canyonville

Winston

Roseburg

Sutherlin

Oakland

Cow Creek Band of Umpqua Tribe of Indians

Private sector (1-3)

ODOT Area Manager

# Hwy 38/42 Group(Hwy 38, 42, 101 north of 42, Powers, Coos River, Cape Arago)

Coos County/Douglas County

Drain

Elkton

Reedsport

Lakeside

North Bend

Coos Bay

Coquille

Myrtle Point

Powers

Oregon International Port of Coos Bay

Port of Umpqua

Port of Coquille

Confederated Tribes of Coos - Lower Umpqua - Siuslaw Indians

Coquille Indian Tribe

Private sector (1-3)

ODOT Area Manager

Hwy 101 South Group(Hwy 101 south of 42, 42S)

Curry County

Bandon

Port Orford

Gold Beach

**Brookings** 

Port of Bandon

Port of Port Orford

Port of Gold Beach

Port of Brookings

Private sector (1-3)

ODOT Area Manager

# **Steering Committee**

For the purposes of the steering committee:

- Set work plan for the ACT
- Make final decisions and recommendations for the ACT to the OTC
- Receive recommendations from the subgroups and prioritize them if necessary
- Provide the link between the subgroups

Membership of the steering committee will be selected by each subgroup as follows:

<u>I-5</u>	38/42	101 South
1 City representative	1 City representative	1 City representative
1 County representative	1 County representative	1 county representative
3 at Large representative	3 at Large representative	1 at Large representative

# ODOT Area Manager

(At large members can be any subgroup member, private sector included)

### Ex Officio Membership

Ex officio membership (non-voting) are drawn from the following categories:

- State Legislators
- Representatives of other groups that represent regional transportation interests, such as the Coastal Policy Advisory Committee on Transportation
- Representatives of regional groups that have an interest in transportation issues, such as housing advocates, work force quality groups and law enforcement agencies
- Regional Community Solutions Team Members
- Southern Oregon member of the Oregon Transportation Commission

Alternates may be nominated for each of the voting members by the appropriate governing bodies. Alternates need not be elected officials but are encouraged to be so.

Adjacent Region/Areas are invited to participate by appointing an ex officio member to the SWACT.

## Selection of membership to ensure regional coordination

The Regional Community Solutions team is organized within this same geographic boundary and therefore transportation recommendations will be easily coordinated with other local and regional community development activities.

# Coordination with adjacent areas and State Legislators

Adjoining area commissions such as Rogue Valley ACT and State Legislators will be on SWACT's regular mailing list and invited to attend SWACT meetings.

# Proposed SWACT work plan

The work plan is based upon the functions identified above. Included in the initial work plan are these tasks:

(This needs more work before we send it out as a draft. It needs to have more dates and outcomes. I believe that the sub-groups will have an active role in developing this. The activities of the ACT are in the "function" section)

- Prepare by-laws attach proposal?
- Become educated on Transportation funding, programs,, and processes as they relate to the Area
- Develop guidelines to determine when a transportation condition becomes a problem to be solved (problem thresholds)

- Develop regional criteria for selecting transportation projects to solve problems (criteria to be based on local, regional and statewide community livability and economic development guidelines)
- Develop a public involvement process for SWACT planning and decision-making activities
- Participate in the update of the STIP
- Participate in the Corridor studies
- Participate in other future transportation planning efforts
- Coordinate the transportation efforts of the SWACT with related community development planning efforts.

## Proposed Technical Assistance

SWACT will select and make use of technical advisory committee(s) as needed. Efforts will be made to utilize existing technical advisory groups as much as possible.

## **Proposed Staff Support**

Work still remaining...

# Memorandum

TO:

Mayor, City Council

FROM:

City Manager Tom Weldon

DATE:

December 8, 1999

Issue:

Mr. Nuss' requests regarding Brookings-Harbor Chamber of Commerce

Background:

1. Mr. Nuss presented you copies of letters and Chamber of Commerce minutes at your last Council meeting.

2. Also, with this information was a statement and I quote,

"REQUSET:" (sic)

"As a taxpayer and member of the Chamber of Commerce, I am asking this council to request an audit of the Chamber of Commerce."

- 3. In the material Mr. Nuss gave you was a copy of a letter dated August 26, 1999, from the City's Finance Director/Recorder (attached).
- The Chamber, as required by our agreement, provides the City with an accounting of its receipts and expenditures every six months and files with the City before January 31<sup>st</sup> each year, a program report.
- 5. The City can, under this agreement, examine the "books, papers, and accounting records of the Chamber" and subject the Chamber to "performance auditing." We would have to do or pay for either of these types of audits. We have not budgeted dollars or time this year for either type of audit.
- 6. The Chamber Board consists of 15 local business and area government representatives, names attached.
- 7. Mr. Clar T. Byers, CPA, told our Finance Director and I about the work he does for the

Chamber monthly and at year end (as described in his attached letter of December 1, 1999). While not an audit, this work involves checking and/or reconciling outside documents to Chamber records. He specifically said he: 1) compares third party balances with the check register; 2) confirms pay rates and increases with board minutes, as he processes payroll; and 3) issues form 1099 to all vendors for personal services of more than \$600.

He also reminded us, to his knowledge, and I confirm, Chamber staff cannot sign any type of check. This can only be done over the signatures of two Chamber Board members who are also officers. No withdrawal or transfer of funds can be made except by verbal authority of a board member.

Clar said he was on the Chamber Board of Directors for several years as well as serving as Treasurer. From his work and personal knowledge he would probably notice any irregularities and if so, would certainly point it out to the Chamber Board and Executive Director.

- The Chamber Board adopts a budget for its fiscal year and gets monthly reports comparing
  expenditures to that budget. This Treasurer's report is on the Board's agenda every month
  and discussed and adopted.
- 9. If Mr. Nuss has any information on specific irregularities with the Chambers handling of the money the City allocates to the Chamber for tourist promotion, he should put that in writing and give it to the Mayor. If he has information on specific irregularities with the Chamber's handling of its other revenues, I believe he should present that in writing to the Chamber's Board of Directors.
- 10. The Finance Director and I still believe the information the City receives from the Chamber is sufficient and it and the items mentioned in numbers 4 and 7 above, provide the City with satisfactory accountability of the transient occupancy tax revenues the City allocates to the Chamber for tourism promotion.

Recommendation:

Direct City Manager to prepare letter for Mayor's signature reiterating the points made in our Finance Director's letter of August 26, 1999, and other salient points from this memo, and stating the City Council has no concerns on this subject.



A Full-Service Professional Firm Providing Integrated Solutions to Your Accounting and Technology Needs

Tom Weldon, City Manager City of Brookings 898 Elk Drive Brookings, OR 97415 <u>SENT VIA FAX</u> December 1, 1999 (541)469-3650 <u>Pages 1</u>

Re: Professional Services Provided to Brookings-Harbor Chamber of Commerce

Dear Tom,

At the request of Les Cohen, Chamber Manager, the following is brief listing of the professional service that our firm has been providing the Brookings-Harbor Chamber of Commerce for the past four years.

- Monthly payroll preparation, Quarterly reports, and Year End W-2s and 1099s
- General balancing of the books with bank records and prior year's fund balance for preparation
  of annual tax return.
- Preparation of annual Return of Organization Exempt From Income Tax (Form 990)

If you have any questions, please give us a call any time.

Sincerely,

Clar T. Byers I.

cc: Chamber of Commerce



Chamber of Commerce

P.O. Box 940 Brookings, OR 97415

Change Service Requested

Season's Greetings

TOM WELDON CITY OF BROOKINGS 898 ELK DRIVE BROOKINGS, OR 97415

HduluddalmHddalaH

# **BROOKINGS HARBOR BUSINESS REVIEW** The Monthly Newsletter of the Brookings-Harbor Chamber of Commerce

Richard Gyuro, President Mory's 469-4856 Peter Spratt, 1st Vice President Best Western Brookings Inn 469-2173 Jo Mochulski, 2nd Vice President The Book Dock 469-6070 Georgine Paulin, Treasurer Oh My Goodness Candies 469-6600 Tom Weldon, Secretary City of Brookings 469-2163

Roger Thompson Driftwood RV Park 469-9089 Dr. Paul Prevenas Brookings-Harbor School District 469-7443 Genie Gilliam Family Security Bank 469-5335 Judy May-Lopez Chetco Federal Credit Union 469-7700 Charlie Kocher Curry Coastal Pilot 469-3123

Peggy Goergen Southwestern OR Comm. College 469-5017 Dan McKee Fred Meyer 469-1610 Sheila Hagbom Stage Stores 412-1328 Larry Koch Koch Communications Consulting 412-0721 Marilyn Deards Nurses For You, Inc. 469-0212

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Brookings, OR 97415

Executive Director & Newsletter Editor - Les Cohen Executive Assistant - Carol J. Smith

The Brookings Harbor Business Review is a monthly publication for the members of the Brookings-Harbor Chamber of Commerce, P.O. Box 940, Brookings, OR 97415 Voice (541) 469-3181 Fax (541) 469-4094 E-mail: Chamber@wave.net Website: www.brookings-harbor.com Office hours are 9:00 am to 5:00 pm, Monday-Friday. May to October, Saturday & Sunday, 9:00 am-1:00 pm

# 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



August 26, 1999

Mr. Don Nuss PO Box 1581 Brookings, OR 97415

Dear Don,

In our recent conversation, you made a request of the City of Brookings to request audited financial statements from the Brookings-Harbor Chamber of Commerce. In discussions with our auditors, Musser & Assoc., it was determined that there is no requirement that the City of Brookings request audited financial statements from the Chamber of Commerce as a condition of their receipt of 25% of the Transient Room Tax.

Our agreement with the Brookings-Harbor Chamber of Commerce does provide for accountability of the funds received from the City via an annual operational report and biannual financial statements. In addition, the City is granted access to a review of the books, papers and accounting records of the Chamber. After reviewing this information with the City Manager, he and I agree the information received by the City is sufficient and provides reasonable accountability.

If you have further questions, please do not hesitate to call me.

Sincerely,

Gail L. Hedding

Finance Director/Recorder

pc: Tom Weldon, City Manager Mayor & City Council

# Memorandum

TO:

Mayor, City Council

FROM:

City Manager Tom Weldon

DATE:

December 9, 1999



Issue:

Mr. Rich Johnson's request to purchase ODOT property

Background:

- 1. Attached is a letter from Mr. Johnson regarding his request to ODOT to purchase some state property immediately adjacent to his home.
- 2. After review including a site visit, and discussion, our Community Development Director and I see no reason to not recommend approval of this sale to ODOT.

Recommendation:

Direct City Manager to send a letter to ODOT stating the City has no objection

to this sale

Re: Johnson request to purchase excess ODOT property

To: Tom Weldon, Mayor Hagbom and City Council members:

I have been asked by Lee Sparks from ODO'T to provide you with the attached documents

- 1) Page 1 is the best map that we could acquire for the area in question. It was provided by Ed Hall from ODOT.
- 2) Page 2 is a property description of the area in question. This description was provided by:

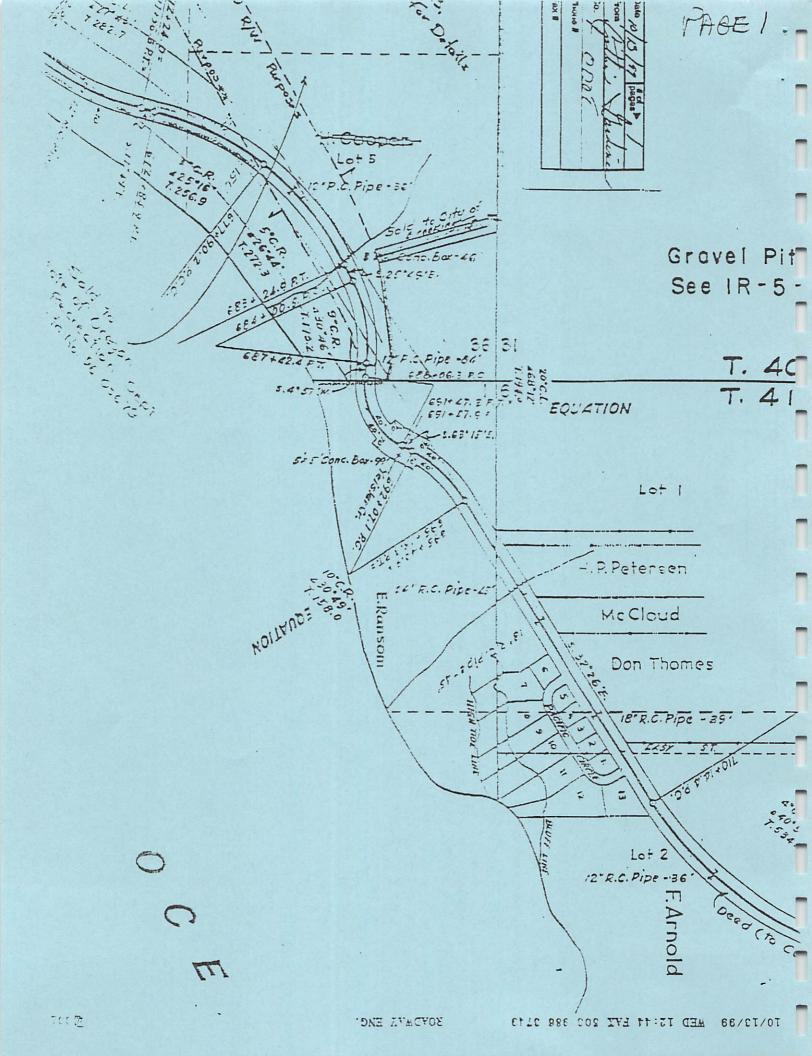
Pacific Coast Surveys, P.C. Lloyd Matlock PLS 2809 P.O. Box 8025 Brookings, OR. 97415 469-5054 670-7990 (Cell)

- 3) Page 3 is our current property description with the new property description included starting with "Together With".
- 4) The fourth page, "Exhibit B", is intended to provide you with a visual concept of the property in question.

We think that it is only reasonable for the Mayor and the City Manager and the City Council inspect the property before any comment is made to ODOT from the city.

In that light, we would like to invite all of you over to see the area we wish to acquire. We would also like you to note that this parcel of land is a very small portion of what we originally wished to purchase. This portion could not in any way interfere with future widening of 101.

Rich Johnson 469-6683



TOGETHER WITH a strip of land being 30 feet in width: also being parallel and Easterly of the Westerly boundary of the Oregon Coast Highway as shown on Exhibit "B"). Beginning at a point being 344.0 feet South and 422.0 feet West of the Northeast corner of said Section 1, thence Northerly following along the Westerly boundary of the Oregon Coast Highway for 150 feet more or less to the changing of the width of the Westerly boundary of the Oregon Coast Highway and the terminus of this line.

#### 11-15-99 Rich Johnson

That certain tract of land, lying in fractional Section One (1), Township Forty-one (41) South, Range Fourteen (14) West, Willamette Meridian, City of Brookings, Curry County, Oregon, being described as follows:

Beginning at a point on the Westerly boundary of the Oregon Coast Highway 77.0 feet South, and 227.1 feet East from the Meander corner on the North side of Section 1; thence North 89°30'00"West, 31.8 feet; thence South 07°58'00" East, 99.25 feet; thence on a curve of 40' foot radius to a point South 41°30'00" West, 64.0 feet distant; thence North 89°22'00" West, 195.0 feet. more or less, to the ordinary high tide line of the Pacific Ocean; thence Southeasterly, following said ordinary high tide line to the center of the mouth of a creek; thence up the center of said creek, approximately as follows: North 56° East, 165.0 feet, more or less, thence North 09° West, 60.0 feet; thence North 40° West, 160.0 feet to the Westerly boundary of the Oregon Coast Highway at a point 344.0 feet South and 422.0 feet West of the Northeast corner of said Section 1; thence Northerly, following the Westerly boundary of the Oregon Coast Highway, to the Point of Beginning.

EXCEPT any portion lying within Beach View Addition.

TOGETHER WITH a strip of land being 30 feet in width; also being parallel and Easterly of the Westerly boundary of the Oregon Coast Highway as shown on (Exhibit "B"). Beginning at a point being 344.0 feet South and 422.0 feet West of the Northeast corner of said Section 1, thence Northerly following along the Westerly boundary of the Oregon Coast Highway for 150 feet more or less to the changing of the width of the Westerly boundary of the Oregon Coast Highway and the terminus of this line.

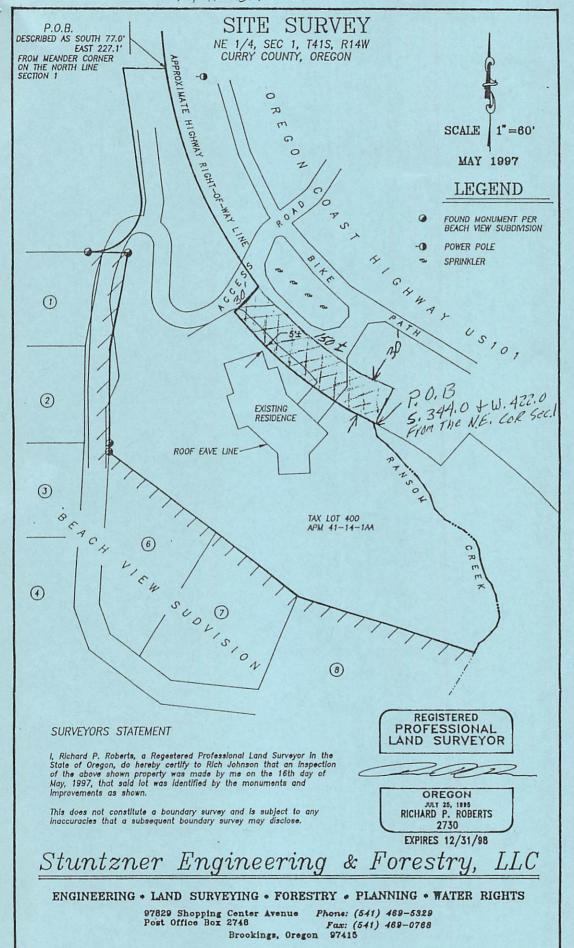
#### **EXCEPTIONS:**

The rights of the public in and to that portion of the above described property lying within the limits of public roads or highways;

An easement as recorded May 23, 1944, DV: 28, Page: 292 in favor of W.L. Crissey and Millie B. Crissey;

An easement as recorded April 15, 1974, BR: 33, Page: 892 in favor of the City of Brookings;

That certain Ordinance adopting Land Development Code and Zoning Map of the City of Brookings showing Ordinance number 89-0-446 as disclosed by instrument recorded May 24, 1989, BR: 156, Pages 1170-1180.



# Memorandum

TO:

Mayor, City Council

FROM:

City Manager Tom Weldon

DATE:

December 7, 1999



Issue:

Re-adopting our Local Contracting Rules

Background:

- The last legislature required every government entity to adopt or re-adopt public 1) contracting rules.
- 2) We have had such local contracting rules since 1985, but must now re-adopt them.
- Attached is proposed Ordinance No. 99-0-389B, which except for its number, title, dates, and signing authorities, is exactly the same as Ordinance No. 85-O-389, as amended.

Recommendation: 1. The City Attorney and I agree there is no need to change any of our purchasing rules and recommend you adopt this ordinance.

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

1. Not adopt this ordinance

# Memorandum

TO:

Mayor, City Council

FROM:

City Manager Tom Weldon.

DATE:

December 8, 1999



Issue:

Set goals session date

#### Background: 1.

- For the past several years, we have had two hour goals setting sessions beginning at 8:30AM on a Saturday, at the Best Western-Brookings Inn Conference Center.
- Last year, we had a difficult time finding a date when everyone could get together. This year, I want to start earlier so the goals can be adopted earlier and be better incorporated into next fiscal year's budget.
- 3. I would like to hold this session Friday, January 7, 2000, beginning at 8:00AM in the Council Chambers. We will have donuts and coffee available.
- Using this January 7th date, means I can have the goals to you at your January 4. 24th Council meeting for adoption.

Recommendation: Set goals session for 2000-2001 Fiscal Year for January 7, 2000, beginning at

8:00AM in the City Council Chambers.

# Memorandum

TO:

Mayor, City Council

FROM:

Leo Lightle, Community Development Director

THROUGH:

Tom Weldon, City Manager

DATE:

December 6, 1999

ssue:

Authorization to call for bids on Treatment Plant Division shop truck.

Background

The 1999-2000 budget includes money for a shop truck and a utility bed and lifting device and the cost is divided evenly between the Water Treatment and Wastewater Treatment Divisions. The items would be advertised independently of each other, that is the truck and chassis will be bid as an item and the utility bed and lifting devise would be bid as an

item.

Recommendation:

That the City Council authorize calling for bids for a shop truck with a utility bed and lifting device for the Treatment Plant Division.

Currently the Treatment Plant Division is using a pickup as a shop truck and it does not have space for necessary tools nor a lifting devise. We have also added an employee to keep up with operation and maintenance and need this vehicle for transportation.

TO:

Mayor, City Council

FROM-

Leo Lightle,

Community Development Director

THROUGH:

Tom Weldon, City Manager

DATE:

December 6, 1999

ISSUE:

Updating the Brookings Wastewater

Rate and System Development Charge Study

# Community Development Department Building Planning **Public Works**

#### Water Wastewater

## RECOMMENDATION:

The City Council authorize entering into a contract with Brown and Caldwell for an update on the wastewater rates study for \$15,800.

#### BACKGROUND:

1. The Revenue Program developed by Brown and Caldwell for the current rate study was developed partially for the purpose of obtaining a SRF loan. That is, to show the Oregon DEQ that the City of Brookings would adopt a system of wastewater rates and connection fees that would recover the annual revenue requirements (including the SRF loan debt payments) necessary to operate the city's wastewater utility.

> The study had to make estimates of revenue, growth, construction bids, and approval of plans by DEO. The consultant emphasized that we should do a rate adjustment update study once we had more concrete numbers for the estimates and assumptions.

- 2. The project is now approximately 40% complete, with few change orders. We, therefore, have a better idea of costs for construction. There also will be only minor changes to the construction plans as the Department of Environmental Quality has approved the plans and we have the Draft National Pollutant Discharge Elimination System permit.
- 3. Our last audit included a comment indicating that we should review our rates as it appeared that we may not be receiving sufficient revenue to meet our agreement with DEQ to receive the Clean Water State Revolving Fund loan.

Memo to City Council

Re: Updating WW Rate and SDC Study

Page 2 November 1, 1999

4. When doing estimates of growth we use an average number in sizing our facilities and estimating impacts on the system, including revenue. There will obviously be time periods above average and time periods below average. It appears that we have experienced about two years of below average growth at the beginning of the current rate study.

With the auditors' comments, lower initial growth rate, and now knowing construction costs, it seems appropriate to do an update to our rate study.

5. Attached you will find a proposal from Brown and Caldwell for updating the Brookings Wastewater Rate and System Development Charge Study. The study and resulting model would allow the city's Finance Department to update the model rather than have the consultants update the studies in the future.

#### Recommendation:

Council authorize all the tasks listed which includes having the consultant attend a meeting to make a presentation and answer questions regarding the study. This task for the presentation will allow the other "experts" to directly ask any questions of the consultant. 1025 Willamette Street, Suite 300 Eugene, OR 97401-3199

Tel: (541) 686-9915 Fax: (541) 349-2150

November 29, 1999

RECEIVED

NOV 3 0 1999

CITY OF BROOKINGS



Mr. Tom Weldon City Manager City of Brookings 898 Elk Drive Brookings, Oregon 97415

13-16273

Subject: Proposal for Updating the Brookings' Wastewater Rate and System

Development Charge Study

Dear Mr. Weldon:

We are pleased to provide you with this proposal to update the March 1997 Brookings' Wastewater Rate and System Development Charge Study. The proposal envisions three tasks to provide the city with an updated Study. Tasks 1, 2, and 3 are those tasks that are necessary to complete the update. Tasks 4, 5, and 6 are optional tasks that we would recommend be undertaken given the past scrutiny of the Study by other parties.

#### SCOPE OF WORK

A proposed scope of work to update the existing City of Brookings' Rate and System Development Charge (SDC) computer model is set forth below. The basic work product will be an updated computer model for the period Fiscal Years (FYs) 1999/00 through 2003/04, which develops wastewater rates and SDCs for both City of Brookings' and Harbor Sanitary District's (HSD) customers. The individual tasks necessary to develop rates and connection fees are set forth below. Tasks 1 through 3 are tasks we believe are necessary to provide the basic work product. Task 4, 5, and 6 are optional tasks we believe would be beneficial to the city.

## Task 1-Update Annual Revenue Requirements

The annual revenue requirements, including the exact debt service schedules, will be updated as per information provided by city staff.

# Task 2—Update Wastewater Rates and SDCs

A 5-year schedule of both wastewater rates and SDCs will be developed for both the city customers and HSD.

Mr. Tom Weldon November 29, 1999 Page 2

#### Task 3—Documentation and Presentation of Results

The results will be documented in a letter report (serving as a cover to a printout of the rate and SDC model). The city will also receive a hard (or e-mailed) copy of the computer model. A presentation will be made to City Council reviewing the results of the rate study update.

#### Task 4—Update User Characteristics

The current rate model projects wastewater discharge characteristics for both Brookings and HSD customers based on 1996 plant influent data. This information (number of city customers by classification, infiltration/inflow, and HSD flows) should be updated based on more recent data and projected through FY 2003/04. The result will be updated Tables 2-1 through 2-8.

#### Task 5—Review Cost Allocation

We will review the allocation of annual revenue requirements to the functional cost categories of (1) connections, (2) flow, (3) biochemical oxygen demand, and (4) suspended solids. Although we suspect allocation will not change (much or at all), we feel it prudent to review our prior allocation.

# Task 6—Review SDC Subsidy

The current SDCs are subsidized by ratepayers. The purpose of the subsidy was to keep SDCs "affordable" and "politically acceptable." The city may want to review the level of the subsidy. In addition, the subsidy split between the collection system and treatment and outfall has been modified in the preliminary information sent by the city (Gail Hedding). This split may have to be revised based on cost-of-service considerations.

#### **ESTIMATED COST**

The level of effort by the individuals who would work on the study is shown in Table 1.

Table 1. Estimated Level of Effort and Cost to Update the Brookings'
Wastewater Rate and System Development Charge Study

Task number	Winer	Cameron	Total	Estimated cost, \$				
1	6	16	22	3,000				
2	8	16	24	3,300				
3	16	16	32	4,900				
Subtotal 1 - 3	22	40	62	11,200				
Optional tasks								
4	4	8	12	1,700				
5	4	8	12	1,700				
6	4	4	8	1,200				
Subtotal 4 - 6	12	20	32	4,600				
Total all tasks	34	60	94	15,800				

Based on the level of effort set forth in the above table, the cost to update rates would range between approximately \$11,200 to \$15,800.

We look forward to working with the city on the study update. If you have any questions or comments, please feel free to contact me.

Very truly yours,

BROWN AND CALDWELL

Ronald R. Walz Project Manager

RRW:ps

cc: Mr. Leo Lightle, Community Development Director, Brookings, Oregon Mr. Marv Winer, Brown and Caldwell, Pleasant Hill, California

# CITY OF BROOKINGS COMMON COUNCIL MEETING MINUTES

# City Hall Council Chambers 898 Elk Drive, Brookings, Oregon November 8, 1999 7:00 pm

#### I. CALL TO ORDER

Mayor Bob Hagbom called the meeting to order at 7:01 PM.

#### II. PLEDGE OF ALLEGIANCE

Led by Councilor Frances Johns

#### III. ROLL CALL

Council Present: Mayor Bob Hagbom, Councilors Larry Curry, Keith Pepper, Frances Johns, and George Ciapusci, a quorum present.

Council Absent: Ex-Officio Councilors Shiloh Thom and Cindi Peterson

Staff Present: City Manager Tom Weldon and Administrative Secretary Sharon Ridens

Media Present: Chuck Hayward, Curry Coastal Pilot, and Joyce Tromblee, KURY Radio

Other: Connie Wilson with the League of Women Voters, Chamber of Commerce Executive Director Les Cohen, Chamber of Commerce President Richard Gyuro, Vicki Nuss, President Businesses for a Better Brookings, Pete Pavich of the Salmon Run Golf & Wilderness Preserve, and approximately 14 other citizens, including former Mayor Nancy Brendlinger

#### IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Jim Collis - Thank you for service on Systems Development Charge Review Board

Mayor Hagbom recognized and thanked Jim Collis for his ten years of untold hours of dedication and service to the citizens of Brookings while serving on the Systems Development Charge Review Board.

#### V. <u>PUBLIC HEARING</u>

None

#### VI. SCHEDULED PUBLIC APPEARANCES

None

#### VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

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

Executive Director Les Cohen provided a monthly report to the Council, which included announcing Police Chief Ken Lewis and Police Officer Barbara Palicki would be the speakers for the Chambers Monthly Forum to be held on Wednesday, November 10<sup>th</sup>. Cohen reported the visitors to Brookings had exceeded the "tourist seasonal projections" by 14% over last year this same time - just over 7,000 people.

2. Businesses for a Better Brookings

Vicki Nuss, President of the Businesses for a Better Brookings, reported there are more than 250 flags sponsored, which will be displayed this coming Veterans Day, November 11<sup>th</sup>. She thanked the City for it's continued support regarding the American Flags. Nuss also read a letter from a visitor regarding the signs for shopping locally.

- 3. Port of Brookings-Harbor
  None
- 4. Parks & Recreation Commission
  None
- 5. Planning Commission
  None
- 6. Council Liaisons

Councilor Keith Pepper informed the council he would be attending the Harbor Sanitation District Meeting tomorrow.

Council President Larry Curry attended the quarterly meeting of the CCD last week, which presented four new members and the recent business survey completed by the organization. Curry also informed the Council of the excitement generated by the new "Reedsport Renaissance-Revitalization of Downtown 101 Area" occurring in the City of Reedsport. He then asked the Council to support the National World War II Memorial attempting to be funded for placement on the Capitol Mall in Washington, D.C., by writing to our State Governor, Senator, and Representative.

Councilor Curry moved, Councilor Ciapusci seconded, and the Council voted unanimously to add to the agenda a request to send letters to our State Governor, Senator, and Representative indicating support of funding the World War II Memorial.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to send letters of support for the financial funding of the World War II Memorial to be placed on the Capitol Mall in Washington, D.C., to Governor Kitzhaber, State Representative Ken Messerle, and State Senator Veral Tarno, with Mayor Hagbom taking copies of those letters to the League of Oregon Cities Conference in Eugene on November 11, 1999.

#### B. Unscheduled

Tom Herrod of 1089 Parkview Drive, Brookings spoke to the Council regarding several issues including the contract between the City and the Chamber of Commerce. Herrod had still not submitted to the Council questions in writing, and therefore his questions were pulled from the minutes. Councilor Pepper questioned Mr. Herrod's allegations of controlling the media and expressed he resented the implications. A lengthy discussion ensued. After corrections by Mayor Hagbom, and clarification from the Council members, Chamber President Richard Gyuro, and Pilot Reporter Chuck Hayward, Mayor Hagbom stated the Council had requested an opinion from the City Attorney regarding the contract between the City and the Chambers, which had not yet been received. Therefore, he would place on the next meeting agenda that contract matter.

Yvonne Mailland of 15676 Oceanview Drive, Harbor, Oregon questioned why certain City meeting issues had not been covered in the newspaper. Mayor Hagbom advised her to contact <u>The Curry Coastal Pilot</u>.

Previous Mayor Nancy Brendlinger informed citizen Mailland the specific issues she questioned had in fact been in the newspaper.

Tim Patterson of 619 Chetco Avenue and a member of Businesses for a Better Brookings discussed the display of American Flags, private business flags, and the ordinances concerning those issues. City Manager Weldon and Council members responded with ordinance procedural directions for solutions to his questions and shared information acquired by the PROUD Committee meetings regarding these same issues.

Cindy Patterson of 621 Chetco Avenue, Brookings, asked for clarification on the procedures for ordinance changes.

Stan Funk, 95990 Eggers Road, Brookings, made comments regarding the contract with the Chamber and Weldon responded with corrections.

Councilor Ciapusci, prior Chair of the Planning Commission, responded on the business flags and ordinances in questions, by referencing the City's on file letters from Businesses for a Better Brookings and the City's very detailed response concerning the City's ordinances controlling those issues and how, if one were inclined, to procedurally go about changing those ordinances. Councilor Ciapusci recommended to those questioning the ordinances to touch back with the Business for a Better Brookings for referencing the City's prompt response to their original questions.

Linda Kelly, 654 Chetco Avenue, Brookings, spoke in favor of the business welcome flags. Councilor Pepper thanked her for her comments and for her continued open dialogue attitude.

Other discussion ensued from citizens Bob Pieper of 552 Chetco Avenue and Don & Vicki Nuss of 623 Chetco Avenue, regarding the positive appearance of the American Flags on display, the inconsistencies with the Chamber of Commerce contract, local purchasing, and the City Manager's control of appointments to the City Council and Chamber of Commerce. Mayor Hagbom corrected the allegations of the City Manager's control of appointments, by referencing minutes of Council meetings votes by the Council, of which Weldon does not vote.

#### VIII. STAFF REPORTS

A. City Manager

1. Alcohol on City Property - Salmon Run Golf and Wilderness Preserve

City Manager Tom Weldon presented a request from the Claveran Group, for serving alcohol on the City's property at the Salmon

Run Golf and Wilderness Reserve. Weldon noted he had verified the Claverans can provide Liquor Liability Insurance. Discussion ensued and Director Pete Pavich answered questions and comments from the Council and audience.

Councilor Ciapusci moved, Councilor Curry seconded, and the Council voted unanimously to authorize Claverans to sell alcohol on City owned golf course property as long as they provide liquor liability insurance with the City named as additional insured.

#### IX. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
  - 1. Minutes of October 25, 1999, Regular Council Meeting
- B. Acceptance of Planning Commission Meeting Minutes
  - 1. Minutes of October 5, 1999, Regular Commission Meeting
- C. Approval of Vouchers (\$187,287.12) (end Consent Calendar)

(end censell careillan)

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

#### X. <u>ORDINANCES/RESOLUTIONS/FINAL ORDERS</u>

- A. Ordinances
  None
- B. Resolutions
  None

#### XI. REMARKS FROM MAYOR AND COUNCILORS

A. Mayor

Mayor Hagbom informed the council of meetings he would be attending, including the Board of Directors business meetings occurring early for the League of Oregon Cities Conference set for the end of this week, and the South Coast Economic Development Council progress. Discussion ensued regarding the desire to encourage high tech market place businesses for Brookings and the surrounding area and the results of those types of businesses to the City.

#### B. Council

Councilor Pepper provided an enthusiastic report on references made to Brookings in the recent Oregon Coast, including the Nature's Coastal Holiday Light Festival, "Jason's" walk down the Oregon Coast, and articles on the Japanese bombing in Brookings. He also mentioned the intricate display of Architect Maybeck's history and works at the Chive's Restaurant and the new class being prepared for the School of Architecture at the University of Oregon focusing on the City of Brookings and Architect Maybeck - Brookings being the only "city" designed by an architect.

Councilor Johns informed the Council the S.A.Y. Committee will meeting on November 18<sup>th</sup>, and they are anxious to hear a report from an architect in Medford.

Councilor Ciapusci reported he had been only able to attend the Port Commission meeting.

Councilor Curry added comments on the World War II Memorial and earlier discussion in the meeting.

#### XII. ADJOURNMENT

Councilor Johns moved, Councilor Ciapusci seconded, and the Council voted unanimously to adjourn the meeting at 8:45 PM.

Respectfully submitted:

Bob Hagbom Mayor	
ATTEST:	
Gail L. Hedding Finance Director/Recorder	

# CITY OF BROOKINGS COMMON COUNCIL MEETING MINUTES City Hall Council Chambers 898 Elk Drive, Brookings, Oregon November 22, 1999 7:00 pm

#### I. CALL TO ORDER

Mayor Bob Hagbom called the meeting to order at 7:05 PM.

#### II. PLEDGE OF ALLEGIANCE

Led by Finance Director/Recorder Gail Hedding

#### III. ROLL CALL

Council Present: Mayor Bob Hagbom, Councilors Larry Curry, Keith Pepper, Frances Johns, and George Ciapusci, a quorum present.

Council Absent: Ex-Officio Councilors Shiloh Thom and Cindy Peterson, excused

Staff Present: City Manager Tom Weldon, City Attorney John Trew, Finance Director/Recorder Gail Hedding, Police Chief Ken Lewis, and Administrative Secretary Sharon Ridens

Media Present: Chuck Hayward, Curry Coastal Pilot

Other: Chamber of Commerce Executive Director Les Cohen, Chamber President Richard Gyuro, Augie Kofoet-Vice President Businesses for a Better Brookings, Pete Pavich of the Salmon Run Golf & Wilderness Preserve, Best Western Brookings Inn Owner Peter Spratt, District Manager Ted E. Paselk and Assistant District Manager Lee Sparks both of ODOT-District 7, and approximately 51 other citizens.

#### IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

#### A. Proclamations

1. World Wide Aids Day - C.C. Huxtable, Teen Rep. For Curry County HIV Task Force

Mayor Bob Hagbom read a proclamation declaring December 1, 1999, as World Aids Day and invited 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.

2. Civil Air Patrol Week - South Coast Squadron Cpt. Mike Rupert
With a room filled with young cadets from the South Coast Squadron
of the Curry Civil Air Patrol and their parents, Mayor Hagbom
proclaimed the week of November 28, 1999, to be Civil Air Patrol
Week. Further, he acknowledged their dedication to volunteer public
service in the interest of community, state, and the national welfare
from the civilian auxiliary of the U.S. Air Force.

#### B. Announcements

- 1. Mayor's Certificate for the Oregon Governor's Council on Physical Fitness and Sports Leadership Award Beverly Rose

  Mayor Hagbom announced Bev Rose as the recipient of the Mayor's Certificate for Fitness and Sports Leadership Award. He read the narrative given to the Oregon Governor's Physical Fitness and Sports Committee honoring Rose at the Annual League of Oregon Cities Conference recently held in Eugene, Oregon. Hagbom presented Rose with a framed award certificate and bouquet of flowers from the City.
- 2. Meritorious Award to Police Chief Ken Lewis
  Mayor Hagbom presented Police Chief Ken Lewis with the Mayor's
  Award for Meritorious Service for actions above & beyond the call
  of duty on November 15, 1999. Chief Lewis was surprised and
  thanked the Mayor and Council.
- 3. League of Oregon Cities Award to Mayor
  Council President Larry Curry recognized Mayor Bob Hagbom by
  presenting him with an appreciation award from the League of
  Oregon Cities for his service on its Board of Directors from 1998
  through 1999, and expounded on all the hours Mayor Hagbom gives
  on behalf of the City, while making many connections with agencies
  important to Brookings.

# V. <u>PUBLIC HEARING</u>

None

# VI. SCHEDULED PUBLIC APPEARANCES

None

#### VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

## A. Committee and Liaison reports

1. Chamber of Commerce

Chamber President Richard Gyuro informed the Council of the new colored advertisement in the December issue of <u>Sunset Magazine</u>. Gyuro reported the Chamber Auction in November exceeded their goal with results of over \$24,000. These funds will assist in the promotion of the Brookings Harbor area. He thanked the City's participation during the event by staff involvement and donating items for the auction.

#### 2. Businesses for a Better Brookings

Vice President Augie Kofoet reported the organization had participated in preparing the Chetco Avenue/U.S.101 Hwy Christmas lights by replacing non-working light bulbs.

- 3. Port of Brookings Harbor
  None
- 4. Parks & Recreation Commission
  None
- 5. Planning Commission
  None

#### 6. Council Liaisons

Councilor Frances Johns stated she had been very busy but not with Council business lately.

Councilor George Ciapusci advised he was unable to attend the Port of Brookings Harbor meeting, as it was held at the same time as the City's last Council Meeting.

Councilor Larry Curry attended the League of Oregon Cities Annual Conference, as did all the City Councilors.

Mayor Hagbom made a brief reference to League of Oregon Cities Conference and the Council's 100% attendance. He also hoped to provide the newspaper with information for an article this next week or so.

#### B. Unscheduled

Don Nuss, 808 Pioneer Road, Brookings, referenced minutes printed in the packet and asked for a correction, of which he presented a

written draft. Mayor Hagbom stated that he and the Council would take it under advisement when considering the consent calendar.

#### VIII. STAFF REPORTS

- A. City Manager
  - 1. SCERT Projects Authorization for grant applications
    - a. Fire Dept. building expansion
    - b. Restoration of Ferry Creek Reservoir
    - c. Final phase of Oak Street reconstruction
    - d. Salmon Run Golf Course road improvements
    - e. Brookings Skate Park
    - f. Brookings swimming pool improvements
    - g. Water system expansion

City Manager Weldon reviewed for the Council pre-grant applications to be applied from the State Community and Economic Revitalization Team (SCERT) funding program, which was extended for another year. He noted there will not be enough money available for all the requested projects listed above, let alone projects from all of Curry County. Weldon advised the Council the importance of applying for the City's most needed projects, so they can get on the "list", which sometimes can be put into action later in the year if additional monies become available and/or other funding agencies using the list for making decisions. Weldon asked for authorization to submit pre-applications for the above listed projects, which total a roughly \$8,426,000. The City's local match for any of the projects would come from a variety of sources depending upon the project. Weldon clarified any grant (or low interest loan) offer on any of these projects would come back to the Council for official acceptance and authorization for local dollar share. Councilor Pepper asked for brief details on the Water System Expansion project and Weldon clarified the purposes of that funding request.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to authorize submission of pre-applications and full applications, if requested, on the SCERT grant projects (not in priority ranking) as follows: 1) Fire Department Building Expansion - \$300,000.; 2) Restoration of Ferry Creek Reservoir - \$3,000,000.; 3) Final Phase Oak Street Reconstruction - \$120,000.; 4) Salmon Run Golf

course Road Improvement - \$600,000.; 5) Brookings Skate Park - \$60,000.; 6) Brookings Swimming Pool Improvements - \$2,046,000.; 7) Water System Expansion - \$2,300,000.

2. Beach Avenue bike path view restoration project City Manager Weldon reminded the Council of a previous request in May '99, from Cliff Misener for the City to get a permit from ODOT to cut brush and trees along US 101 to reopen ocean views for people above the highway. At that time, ODOT was considering a request frm a property owner on the ocean side of U.S.101, in this area, to purchase part of their right-of-way. He noted the Council voted at that time to send ODOT a letter asking them to not sell this property because it might someday be needed to help alleviate traffic congestion in the area. ODOT has decided not to sell this property. Council also previously decided not to allow thinning until ODOT decided whether or not to sell the property. Misener earlier provided the Council with a study recently done on the area in question and Weldon noted ODOT was considering the same request to allow the work proposed in the study. ODOT has requested input from the Council prior to them issuing a permit for the thinning. Weldon informed the Council he and Community Development Director Leo Lightle are in agreement that our staff does not have the time to be involved with this thinning project, and they do not want the permit issued to the City, which would require the City to be responsible for the work of the volunteers. ODOT has stated they are willing to be the managers of the project. City Manager recommended a letter for the Mayor's signature with conditions for the thinning project.

Assistant District 7 Manager Lee Sparks from ODOT-Roseburg office, addressed the Council regarding his discussions and negotiating efforts between the citizens involved in the Beach Avenue bike path view restoration project. He noted ODOT's preliminary version of the 2000-2004 State Transportation Improvement Program (STIP) includes adding a left turn lane onto U.S. 101 for traffic going south and wanting to turn onto Parkview. City Manager Weldon recommended to the Council he prepare a letter for the Mayor's signature to ODOT requesting three goals be met, if they allow the thinning.

Sparks stated he was not sure all three goals could be met, but they would try. Further discussion ensued covering his time spent with Mr. Misener and Mr. Johnson explaining the project would not be a clear-cut, but a only a thinning project with mostly pruning, shaping various shrubs & bushes. He also noted ODOT would be encouraging citizen input, with ODOT there every day for this "adopt" permit - not thinning permit.

Discussion ensued from residents Cliff Misener of 1343 Beach Avenue, Brookings, and Al Bernard, 1575 Beach Avenue, Brookings. Ira Tozer of 15861 Hwy 101 So., Harbor, and Augie Kofoet of 797 Ransom, Brookings spoke "on behalf of the trees", and Mayor Hagbom referred them for additional information and input to ODOT.

Mayor Hagbom thanked the representatives from ODOT for their efforts in coming down to Curry County and getting involved.

Councilor Ciapusci moved, Councilor Johns seconded, and the Council voted unanimously to have City Manager prepare a letter for the Mayor's signature to ODOT, stating the City hopes if ODOT allows the thinning, the work will meet the following three goals: 1) Not create such great roadside ocean views that it causes traffic accidents; 2) Not remove so much of the lower underbrush that it allows an unreasonable amount of road noise to disturb the residents on the ocean side of U.S. 101 in this area; 3) Open up reasonable ocean views for these people living above U.S. 101.

3. Change in golf course lease with Claverans

City Manager Weldon presented what he called a housekeeping request, regarding the lease with the Claveran Group for the golf course. Claveran's attorney, Peter C. Spratt has asked for an amendment to the 1998 lease agreement between the City of Brookings, Lessor and Felix Claveran and Steve Muir, Lessee. The amendment would substitute the LLC for Felix Claveran and Steve Muir as Lessee, which is found to be necessary to protect Mr.

Claveran and Mr. Muir from third-party liability. Weldon noted since the LLC paid for the improvements, the substitution is necessary to maintain the proper chain of ownership, and finally, the Claverans expect the ownership of the leasehold by the LLC will be a requirement for future financing. Mr. Spratt also had presented a Guaranty form to be signed by Mr. Muir and Mr. Felix Claveran. Minimal discussion ensued with Attorney Spratt and Salmon Run Golf and Wilderness Preserve Director Pete Pavich being available for questions. There being none, Mayor Hagbom called for a motion.

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to consent to substituting the Claveran Group, LLC for Felix Claveran and Steve Muir as Lessee on the lease, and to have Mayor Hagbom proceed with signing the amended lease once the City has the Guaranty signed by Mr. Muir and Mr. Felix Claveran.

#### 4. Contract with Chamber of Commerce

City Manager Weldon referred the Council to two questions offered to City Attorney John Trew for opinions: 1) Weldon's affiliation with the Chamber of Commerce and whether that violates any Oregon, and 2) the legality of an August 10, 1993, Agreement the City has with the Brookings-Harbor Chamber of Commerce, regarding the transient room tax dollars. Trew's written opinions had previously been presented to the Council and there were no further comments or questions.

Discussion ensued from Augie Kofoet regarding the bed tax use and Weldon answered there is no state law directing the use of said tax. Councilor Curry provided a brief summary of the Council's position from '93 evolving to make the decision for this agreement, narrowing it to a philosophy of "if you want more, need more, earn more" - referring to the Chamber requesting dollars for promotions.

Tom Herrod, 1089 Parkview Drive, Brookings, questioned the ORS use while asking for Attorney Trew's comments. Trew referred Herrod to Oregon ORS's and OAR's accordingly, which are available in law library and on the

internet. Herrod commented he believes Weldon's affiliation with the Chamber being a conflict of interest.

There were no further comments from the Council. However, the Mayor asked Chamber of Commerce President Richard Gyuro of 810 Chetco Avenue to offer his opinion regarding Weldon. Gyuro stated he appreciated having Weldon's 'watch dog' approach and acting very positively in that manner. As to the three Harbor motels, they voluntarily give dollars to the Chamber for tourism promotion, which as an organization remains not for profit, and is not a government agency required to open its books. Their books are open to members, not to the public.

Charles Harman, of 9702 Hilltop Drive, Brookings, asked the Council how much money the City has passed to Chamber since 1993 & how much this year. Weldon was unable to provide the amount since the agreement began, but stated the amount for the current budget is around \$25,000, which is 25% of the City's revenue from the bed tax. Councilor Pepper reminded the Council they are only responsible for what the City is doing, and that it is not our concern nor do we have jurisdiction over Harbor businesses or residents.

Councilor Ciapusci objected to Herrod's inference of being selected to the City Council by the Chamber, as did Councilor Curry further stating he had been impressed with the services the Chamber had given the entire community now and over the years - earning his respect.

Mayor Hagbom responded to the issues of the Council positions being hand picked by City Manager or Chamber or anyone. He read aloud the section from the City Charter as to filling council vacancies, and provided a detailed history of council members' elections & appointments. Hagbom noted the City advertises for these positions and follows the law.

Don Nuss, 808 Pioneer; Brookings, requested a change to the November 8, 1999, Council minutes, and requested the Council ask for an audit of the Chamber of Commerce records. Mayor Hagbom advised Nuss and Council this matter was borderline of being handled in the wrong place on the agenda, but allowed Nuss to continue with a brief comment and a handout to the Council, City Attorney, and City Manager.

- B. Community Development Department
  - 1. Acceptance of easement for Parkview sewer main extension City Manager presented the request and recommendation from the Community Development Department for acceptance of an easement for sewer main adjacent to Park view Drive and Highway 101.

Councilor Johns moved, Councilor Ciapusci seconded, and the Council voted unanimously to accept the easement from Frank Cembellin for the sewer main line in or adjacent to Parkview Drive.

#### IX. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
  - 1. Minutes of November 8, 1999, Regular Council Meeting
    City Manager Weldon asked for item IX.A.1. be removed
    from the agenda to allow him to listen to the previous
    meeting's audio tape. The Council agreed.
- B. Acceptance of Parks and Recreation Commission Minutes
  - 1. Minutes of August 26, 1999, Regular Commission Meeting
  - 2. Minutes of October 28, 1999, Regular Commission Meeting
- C. Acceptance of Systems Development Charge Review Board
  - 1. Minutes of October 12, 1999, Regular Board Meeting

(end Consent Calendar)

Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to approve the Consent Calendar of Agenda Items IX. B & C, with Section A to be considered at the next Council Meeting.

#### X. <u>ORDINANCES/RESOLUTIONS/FINAL ORDERS</u>

- A. Ordinances
  None
- B. Resolutions
  None

#### XI. REMARKS FROM MAYOR AND COUNCILORS

#### A. Council

Councilor Johns informed the Council she will be attending the next school facilities task force meeting, and expounded on her positive experience at the League Conference.

Councilor Ciapusci "seconded" Johns' comments on the LOC Conference, especially to learning the responsibilities of his position on the Council.

Councilor Pepper also provided a very positive report as to his experiences from the LOC Annual Conference, and that it is very reassuring to hear comments from other city councils in the state, with surprising statements that we (the Brookings City Council) have a group of people that get along with good communications and accomplish as much as we do for being such a small community.

Councilor Curry received an invitation from Oregon Coastal Zone Management Association for a meeting November 29, 1999, in Charleston, Oregon, which will be basically on ground fish and various fishing activities. He noted Senator Gordon Smith would be at the approximately 90-minutes meeting.

Mayor Hagbom asked when the Codification of City Ordinances were last done, and that he would talk with the City Manager about reviewing some ordinances.

#### B. Mayor

Mayor Bob Hagbom made reference to the Council's recent attendance at the League of Oregon Cities' (LOC) Annual Conference in Eugene, and provided a brief history of what the League stands for, why the City goes, why the City participates in LOC functions. He ended with wishing all a "Happy Turkey Day."

City Manger Tom Weldon said he was pleased and proud that all five Council members attended the League of Oregon Cities Conference, as most cities do not have that level of representation. He noted especially the efforts of our Council, when they must travel four hours to go to it, and that he appreciated it.

#### XII. <u>ADJOURNMENT</u>

Councilor Ciapusci moved, Councilor Curry seconded, and the Council voted unanimously to adjourn the meeting at 9:00 PM.

Respectfully submitted:	
	Bob Hagbom Mayor
	ATTEST:
	Gail L. Hedding Finance Director/Recorder

Check Register - Summary Report GL Posting Period(s): 11/99 - 11/99 Check Issue Date(s): ALL - ALL Page: 1 Dec 06,1999 10:48am

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount	
11/99	11/01/1999	35069	280	ADS Equipment	10-00-2005	279.21	
11/99	11/01/1999	35070	103	Amazing Computers	10-00-2005	896.00	
11/99	11/01/1999	35071	254	American WaterWorks Assn	10-00-2005	104.50	
11/99	11/01/1999	35072	256	B & B Excavation	10-00-2005	831.44	
11/99	11/01/1999	35073	255	Batteries Plus	10-00-2005	76.00	
11/99	11/01/1999	35074	146	Bay West Supply, Inc	10-00-2005	952.62	
11/99	11/01/1999	35075	138	Becco, Inc	10-00-2005	41.85	
11/99	11/01/1999	35076	276	Brookings Harbor Medical Ctr	10-00-2005	239.00	
11/99	11/01/1999	35077	109	Buy.com	10-00-2005	389.73	
11/99	11/01/1999	35078	150	Coastal Coffee Service	10-00-2005	43.00	
11/99	11/01/1999	35079		Void Check	10-00-2005	.00.	✓
11/99	11/01/1999	35080		Void Check	10-00-2005	.00.	✓
11/99	11/01/1999	35080	183	Colvin Oil Company	10-00-2005	1,706.10	
11/99	11/01/1999	35081	104	COMARK	10-00-2005	274.36	
11/99	11/01/1999	35082	182	Coos-Curry Electric	10-00-2005	10,617.03	
11/99	11/01/1999	35083	294	Curry County Historical Societ	10-00-2005	25.00	
11/99	11/01/1999	35084	259	Da-Tone Rock Products	10-00-2005	4,267.90	
11/99	11/01/1999	35085	166	Dan's Auto & Marine Electric	10-00-2005	587.39	
11/99	11/01/1999	35086	191	David Branham	10-00-2005	6.75	
11/99	11/01/1999	35087	130	Day-Timers Inc	10-00-2005	114,55	
11/99	11/01/1999	35088	284	Day-Wireless Systems	10-00-2005	167.00	
11/99	11/01/1999	35089	185	Del Cur Supply	10-00-2005	117.70	
11/99	11/01/1999	35090	196	DHR Child Support Unit	10-00-2005	481.39	
11/99	11/01/1999	35091	152	FedEx	10-00-2005	25.50	
11/99	11/01/1999	35092	105	First Impressions	10-00-2005	854.24	
11/99	11/01/1999	35093	289	Gail Hedding	10-00-2005	86.13	
11/99	11/01/1999	35094	272	Glock, Inc	10-00-2005	3,268.20	
11/99	11/01/1999	35095	296	GTE	10-00-2005	329.57	
11/99	11/01/1999	35096	167	Hach Company	10-00-2005	434.20	
11/99	11/01/1999	35097	131	HGE, Inc	10-00-2005	19.00	
11/99	11/01/1999	35098	114	HPS Electrical Apparatus	10-00-2005	631.55	
11/99	11/01/1999	35099	201	ICMA Retirement Trust 457	10-00-2005	998.00	
11/99	11/01/1999	35100	275	Industrial Lab Sales Inc	10-00-2005	91.20	
11/99	11/01/1999	35101	168	J.L. Darling Corporation	10-00-2005	276.91	
11/99	11/01/1999	35102	264	Jack's Uniforms & Equipment	10-00-2005	1,098.65	
11/99	11/01/1999	35103	265	Ketch-All Company	10-00-2005	112.00	
11/99	11/01/1999	35104	262	Kim Hunnicutt Court Reporting		18.00	
11/99	11/01/1999	35105	271	Larry Curry	10-00-2005 10-00-2005	245.06	
11/99	11/01/1999	35106	292	Marshal Ferg			
11/99	11/01/1999	35107	285	=	10-00-2005	40.00	
11/99	11/01/1999	35108	290	Mid-American Specialties Inc Nat'l Crime Prevention Council	10-00-2005	210.47	
11/99	11/01/1999	35109	140	Newman Traffic Signs	10-00-2005	453.99	
11/99	11/01/1999	35110	279	One Call Concepts, Inc	10-00-2005	35.40	
11/99	11/01/1999	35111	143	Oregon Department of Revenue	10-00-2005	31.50	
11/99	11/01/1999	35112	205	PERS Retirement	10-00-2005	4,047.73	
11/99	11/01/1999	35112	203	Petty Cash	10-00-2005	7,601.38	
11/99	11/01/1999	35114	214	•	10-00-2005	197.67	
11/99	11/01/1999	35115	291	Regence Life & Health Ins	10-00-2005	217.30	
11/99	11/01/1999	35116	278	Richardson, Bellows, Henry Co Ron Plaster	10-00-2005	19.75	
11/99	11/01/1999	35117	169	Roto Rooter of Curry County	10-00-2005	1,500.00	
11/99	11/01/1999	35118	106	San Diego Police Equipment	10-00-2005	5,493.30	
11/99	11/01/1999	35119	267		10-00-2005	331.80	
11/99	11/01/1999	35120		SeaWestern Fire Apparatus	10-00-2005	798.52	
11/99	11/01/1999	35120	287 134	Steam Supply Stuntzper Engineering	10-00-2005	43.69	
11/99	11/01/1999	35121	134	Stuntzner Engineering	10-00-2005	1,620.00	
11/99	11/01/1999		277	Taplin Janitorial Services	10-00-2005	557.14	
		35123 35124	176	Thomas Moody	10-00-2005	7.70	
11/99	11/01/1999	35124	142	Tidewater Contractors Inc	10-00-2005	7,077.56	

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount	
11/99	11/01/1999	35125	273	Traffic Safety Supply Co. Inc	10-00-2005	592.65	
11/99	11/01/1999	35126	295	Tsunami Computer Service	10-00-2005	19.95	
11/99	11/01/1999	35127	136	United Pipe & Supply Co Inc	10-00-2005	625.15	
11/99	11/01/1999	35128	268	US Filter Company	10-00-2005	2,938.72	
11/99	11/01/1999	35129	171	Wheel Graphics	10-00-2005	114.87	
11/99	11/01/1999	35130	253	Xerox Corporation	10-00-2005	303.54	
11/99	11/10/1999	35131	322	Postmaster	10-00-2005	500.00 M	
11/99	11/15/1999	35133		Void Check	10-00-2005	.00 V	
11/99	11/15/1999	35134	148	B-H Chamber of Commerce	10-00-2005	4,004.01	
11/99	11/15/1999	35135	335	Branom Instrument Co	10-00-2005	216.51	
1/99	11/15/1999	35136	110	Brockings Auto Parts	10-00-2005	97.20	
1/99	11/15/1999	35137	313	Brookings Vol Firefighters	10-00-2005	1,666.67	
1/99	11/15/1999	35138	109	Buy.com	10-00-2005	1,718.62	
1/99	11/15/1999	35139	149	Carpenter Auto Center	10-00-2005		
1/99	11/15/1999	35140	178	Chetco Pharmacy & Gift		612.69	
1/99	11/15/1999	35141	336	Chris Wallace	10-00-2005	37.56	
1/99	11/15/1999	35142	306	Coastal Carpet Cleaning	10-00-2005	214.50	
1/99	11/15/1999	35143	150	Coastal Coffee Service	10-00-2005	90.00	
11/99	11/15/1999	35144	183	Colvin Oil Company	10-00-2005	36.00	
11/99	11/15/1999	35144	182		10-00-2005	1,252.96	
1/99	11/15/1999	35145	151	Coos-Curry Electric	10-00-2005	1,426.31	
1/99	11/15/1999	35147		Curry Coastal Pilot	10-00-2005	717.00	
1/99	11/15/1999		337	Curry County Health Dept	10-00-2005	117.60	
1/99		35148	315	Curry County Tax Collector	10-00-2005	1,694.87	
	11/15/1999	35149	173	Curry Equipment Company	10-00-2005	4.25	
1/99	11/15/1999	35150	195	Curry Transfer & Recycling	10-00-2005	176.90	
1/99	11/15/1999	35151	259	Da-Tone Rock Products	10-00-2005	371.84	
1/99	11/15/1999	35152	166	Dan's Auto & Marine Electric	10-00-2005	606.95	
1/99	11/15/1999	35153	117	Dan's Photo & Cameras	10-00-2005	32.08	
1/99	11/15/1999	35154	129	David Evans & Associates, Inc	10-00-2005	11,363.18	
1/99	11/15/1999	35155	317	DCBS - Fiscal Services	10-00-2005	531.22 ·	
1/99	11/15/1999	35156	185	Del Cur Supply	10-00-2005	122.84	
1/99	11/15/1999	35157	318	Dennis Barlow	10-00-2005	50.00	
1/99	11/15/1999	35158	196	DHR Child Support Unit	10-00-2005	481.39	
1/99	11/15/1999	35159	316	Donald & Roberta Chandler	10-00-2005	548.00	
1/99	11/15/1999	35160	153	Ferreligas	10-00-2005	63.68	
1/99	11/15/1999	35161	298	Freeman Rock Enterprises, Inc	10-00-2005	1,150.50	
1/99	11/15/1999	35162	338	GC Systems Inc	10-00-2005	263.57	
1/99	11/15/1999	35163	198	Grants Pass Water Lab	10-00-2005	171.00	
1/99	11/15/1999	35164		GTE Northwest	10-00-2005	1,358.16	
1/99	11/15/1999	35165	154	Hagen's Dry Cleaners	10-00-2005	177.55	
1/99	11/15/1999	35166	139	Harbor Logging Supply	10-00-2005	87.25	
1/99	11/15/1999	35167	201	ICMA Retirement Trust 457	10-00-2005	998.00	
1/99	11/15/1999	35168	263	Independent Business Forms	10-00-2005	287.00	
1/99	11/15/1999	35169	309	John D Rapraeger	10-00-2005	167.00	
1/99	11/15/1999	35170	162	Kerr Hardware	10-00-2005	603.17	
1/99	11/15/1999	35171	137	LauraLee Gray	10-00-2005	275.61	
1/99	11/15/1999	35172		League of Oregon Cities	10-00-2005	15.00	
1/99	11/15/1999	35173	319	Lucky Lavander Taxi Co	10-00-2005	260.00	
1/99	11/15/1999	35174	339	Mike Cooper	10-00-2005	113.00	
1/99	11/15/1999	35175	155	Mory's	10-00-2005	59.00	
1/99	11/15/1999	35176	283	Muffler & More	10-00-2005	139.30	
1/99	11/15/1999	35177	314	Nancy Capps	10-00-2005	20.00	
1/99	11/15/1999	35178	340	National Fire Protection Assn	10-00-2005	115.00	
1/99	11/15/1999	35179	320	Network Solutions Inc	10-00-2005	35.00	
1/99	11/15/1999	35180	321	Ocean Title & Escrow	10-00-2005	1,001.68	
1/99	11/15/1999	35181	189	OR Teamster Employers Trust	10-00-2005	18,441.41	
1/99	11/15/1999	35182		Oregon Department of Revenue	10-00-2005	3,834.58	

Check Register - Summary Report GL Posting Period(s): 11/99 - 11/99 Check Issue Date(s): ALL - ALL

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	Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount	
(man)	11/99	11/15/1999	35183	300	Pacific Rim Construction	40.00.0005	440.00	
	11/99	11/15/1999	35184	205	PERS Retirement	10-00-2005	140.00	
	11/99	11/15/1999	35185	206		10-00-2005	7,323.03	
	11/99	11/15/1999	35186	323	Pitneyworks	10-00-2005	130.00	
	11/99	11/15/1999	35187	187	Quality Fast Lube & Oil	10-00-2005	515.00	
	11/99	11/15/1999	35188	181	Ramcell of Oregon	10-00-2005	51.40	
	11/99	11/15/1999	35189	180	Ray's Food Place	10-00-2005	193.42	
	11/99	11/15/1999	35190	199	Richard Harper	10-00-2005	113.97	
	11/99	11/15/1999	35191	169	Roto Rooter of Curry County	10-00-2005	300.00	
	11/99	11/15/1999	35192	324	Shirtee Sheffel	10-00-2005	1,863.00	
	11/99	11/15/1999	35193	213	Teamsters Local Union 223	10-00-2005	26.00	
	11/99	11/15/1999	35194	142	Tidewater Contractors Inc	10-00-2005	495.00	•
	11/99	11/15/1999	35195	310		10-00-2005	101.85	
	11/99	11/15/1999	35196	179	TrannyMan Transmission	10-00-2005	2,002.31	
(100)	11/99	11/15/1999	35197	341	Trew & Cyphers	10-00-2005	2,173.00	
,	11/99	11/15/1999	35198	161	U.S. Dept of Justice	10-00-2005	54.25	
	11/99	11/15/1999	35199	136	United Communications Inc	10-00-2005	573.76	
	11/99	11/15/1999	35200		United Pipe & Supply Co Inc	10-00-2005	178.08	
العدا	11/99	11/15/1999	35200	301	Woudstra Concrete Finishing	10-00-2005	4,601.20	
	11/99	11/22/1999	35201	103	Amazing Computers	10-00-2005	9,772.53	
	11/99	11/22/1999	35203	240	Void Check	10-00-2005	00	V
	11/99			342	Applied Industrial Technology	10-00-2005	42.28	
( <del></del> )	11/99	11/22/1999 11/22/1999	35205	303	Associated Bag Company	10-00-2005	105.80	
	11/99	11/22/1999	35206	148	B-H Chamber of Commerce	10-00-2005	75.00	
	11/99	11/22/1999	35207	190	Bankcard Center	10-00-2005	337.96	
	11/99		35208	146	Bay West Supply, Inc	10-00-2005	96.83	
ليها		11/22/1999	35209	281	Beaver Equipment	10-00-2005	263.00	
	11/99	11/22/1999	35210	304	Beckwith & Kuffel	10-00-2005	92.83	
	11/99	11/22/1999	35211	352	Bettie Buonocore	10-00-2005	9.18	
_	11/99	11/22/1999	35212	354	Bill Pratt	10-00-2005	8.06	
( <del>1</del>	11/99	11/22/1999	35213	353	Bill Zografos	10-00-2005	72.98	
	11/99	11/22/1999	35214	335	Branom Instrument Co	10-00-2005	89.62	
	11/99	11/22/1999	35215	276	Brookings Harbor Medical Ctr	10-00-2005	189.00	
( <del></del> )	11/99	11/22/1999	35216	367	Brookings Harbor Rotary	10-00-2005	75.00	
	11/99	11/22/1999	35217	368	Brookings Scroptimists	10-00-2005	32.00	
	11/99	11/22/1999	35218	192	Brown & Caldwell	10-00-2005	36,882.33	
	11/99	11/22/1999	35219	159	CAL/OR Insurance Specialist	10-00-2005	107.00	
( <del></del> -)	11/99	11/22/1999	35220		Channing L Bete Co, Inc	10-00-2005	364.87	
	11/99	11/22/1999	35221		Chief Supply	10-00-2005	753.76	
	11/99	11/22/1999	35222		Cindy Chan	10-00-2005	24.03	
	11/99	11/22/1999	35223	370		10-00-2005	6,433.43	
	11/99	11/22/1999	35224	369	Clarence Scott	10-00-2005	100.00	
	11/99	11/22/1999	35225		Coos-Curry Electric	10-00-2005	3,369.68	
	11/99 11/99	11/22/1999	35226		Curry Coastal Pilot	10-00-2005	45.60	
	11/99	11/22/1999	35227		Curry County Health Dept	10-00-2005	38.80	
(1995)	11/99	11/22/1999 11/22/1999	35228	326	Dave's Custom Canvas	10-00-2005	142.50	
	11/99		35229	284	Day-Wireless Systems	10-00-2005	2,755.88	
	11/99	11/22/1999 11/22/1999	35230	371	DEQ Business Office	10-00-2005	60.00	
	11/99	11/22/1999	35231 35232		Eidon Gossett	10-00-2005	18.12	
	11/99	11/22/1999	35232		Elizabeth Chaney	10-00-2005	1.71	
	11/99	11/22/1999			Equipump	10-00-2005	744.28	
	11/99	11/22/1999	35234 35235		Eric Zoller	10-00-2005	43.92	
<del>(-)</del>	11/99	11/22/1999	35235 35236		Fred Meyer	10-00-2005	102.00	
	11/99	11/22/1999	35236 35237		Gail Hedding	10-00-2005	201.92	
	11/99	11/22/1999	35237 35238		George Ciapusci	10-00-2005	172.77	
	11/99	11/22/1999	35238		GFOA	10-00-2005	75.00	
(38)	11/99	11/22/1999	35240		Goldsmith Company H Cary Sutter	10-00-2005	1,312.15	
-			55270		i cary outler	10-00-2005	37.33	

Per	Date	Check No	Vendor No	Payee	Check GL Account Number	Amount	
11/99	11/22/1999	35241	131	HGE, Inc	10-00-2005	16,601.00	
11/99	11/22/1999	35242	360	James Newman	10-00-2005	49.41	
11/99	11/22/1999	35243	362	Janet Chapin	10-00-2005	53.75	
11/99	11/22/1999	35244	372	John Kling	10-00-2005	100.00	
11/99	11/22/1999	35245	350	John Zia	10-00-2005	45.00	
11/99	11/22/1999	35246	121	Lane County, Finance	10-00-2005	920.00	
11/99	11/22/1999	35247	271	Larry Curry	10-00-2005	52.88	
11/99	11/22/1999	35248	328	Les Schwab Tire Company	10-00-2005	22.79	
11/99	11/22/1999	35249	203	Marquess & Associates, Inc	10-00-2005	521.00	
11/99	11/22/1999	35250	365	Martin & Donna Hensley	10-00-2005	53.66	
11/99	11/22/1999	35251	373	McMurray & Sons Roofing	10-00-2005	52.00	
11/99	11/22/1999	35252	361	Morrison Enterprises	10-00-2005	12.90	
11/99	11/22/1999	35253	308	Neely Bearing	10-00-2005	78.60	
11/99	11/22/1999	35254	344	Neely's Machine & Fabrication	10-00-2005	80.00	
11/99	11/22/1999	35255	329	New Hope Plumbing	10-00-2005	1,739.75	
11/99	11/22/1999	35256	266	Northern Tool & Equipment Co	10-00-2005	797.24	
11/99	11/22/1999	35257	351	Olga Mortensen-Ohm		10.74	
11/99	11/22/1999	35258	375	OR Department of Revenue	10-00-2005 10-00-2005	14.70	
11/99	11/22/1999	35259	376	OR Dept of Revenue		146.00	
11/99	11/22/1999	35260	374	OR Downtown Dev Assn	10-00-2005		
11/99	11/22/1999	35261	177	Oregon Medical Laboratories	10-00-2005	250.00	
11/99	11/22/1999	35262	377	. · ·	10-00-2005	37.50	
11/99	11/22/1999	35262	252	Oregonian Publishing Company	10-00-2005	899.28	
11/99	11/22/1999	35263	357	Paramount Pest Control	10-00-2005	31.00	
11/99				Peter Burdess	10-00-2005	4.61	
11/99	11/22/1999	35265	293	Petty Cash	10-00-2005	104.13	
11/99	11/22/1999	35266	187	Quality Fast Lube & Oil	10-00-2005	81.80	
	11/22/1999	35267	207	Quill Corporation	10-00-2005	219.00	
11/99	11/22/1999	35268	379	Rick Hiser	10-00-2005	105.00	
11/99	11/22/1999	35269	359	Ron & Betty Reed	10-00-2005	2.49	
11/99	11/22/1999	35270	347	Ron & Wanda Walker	10-00-2005	30.99	
11/99	11/22/1999	35271	312	Siegrist Ford	10-00-2005	152.00	
11/99	11/22/1999	35272	330	Slater Communications	10-00-2005	56.00	
11/99	11/22/1999	35273	381	So Oregon Public Television	10-00-2005	15.95	
11/99	11/22/1999	35274	380	Stadelman Electric	10-00-2005	238.86	
11/99	11/22/1999	35275	277	Taplin Janitorial Services	10-00-2005	650.00	
11/99	11/22/1999	35276	345	The Sweat Shop	10-00-2005	765.90	
11/99	11/22/1999	35277	363	Tom & Pat Long	10-00-2005	8.08	
11/99	11/22/1999	35278	366	Tony & Janet Kronemeyer	10-00-2005	43.55	
11/99	11/22/1999	35279	383	U.S. Bank Trust NA	10-00-2005	414,061.88	
11/99	11/22/1999	35280		United Pipe & Supply Co Inc	10-00-2005	323.63	
11/99	11/22/1999	35281	331	Winchuck Rural Fire Dept	10-00-2005	724.00	
11/99	11/22/1999	35282	269	WW Grainger	10-00-2005	78.51	
11/99	11/22/1999	35283	253	Xerox Corporation	10-00-2005	688.75	
11/99	11/22/1999	35284	348	Alice Bradley	10-00-2005	9.71	
11/99	11/24/1999	35286	196	DHR Child Support Unit	10-00-2005	481.39	
11/99	11/24/1999	35287	201	ICMA Retirement Trust 457	10-00-2005	998.00	
11/99	11/24/1999	35288	143	Oregon Department of Revenue	10-00-2005	3,931.58	
11/99	11/24/1999	35289	205	PERS Retirement	10-00-2005	7,356.30	
To	otals:					663,499.85	

# IN AND FOR THE CITY OF BROOKINGS STATE OF OREGON

In the matter of an ordinance re-adopting)
Ordinance No. 85-O-389 as amended ) ORDINANCE NO. 99-O-389.B providing local contracting rules.

Section 1. Creation of Local Contract Review Board.

Section 2. Power and Authority of Local Contract Review Board.

Section 3. Executive Officer.

Section 4. Rejection of bids.

Section 5. Competitive bids and Exemption.

Section 6. Repeal of Ordinance No. 80-O-326.

Section 7. Emergency Clause.

The City of Brookings ordains as follows:

<u>Section 1.</u> <u>Creation of Local Contract Review Board.</u> Pursuant to ORS 279.055(2) there is created by the enactment of this ordinance within the City of Brookings a Local Contract Review Board, hereinafter referred to as the Board; and further, the Common Council of the City of Brookings is hereby designated as and shall constitute said Board and be the members thereof.

Section 2. Powers and Authority of Local Contract Review Board. The Board shall have all of the powers granted and accorded local contract review boards stated and contained within Oregon Revised Statutes Chapter 279, as enacted as of the date hereof, and all further powers and authority granted or so otherwise provided under any statues or laws of the State of Oregon.

Section 3. Executive Officer. The executive officer of the Board shall be the City Manager; and further, said executive officer shall have all the powers and duties as enumerated and set forth for the director, as defined and contained within Oregon Revised Statute Chapter 279. The executive officer has full authority and all necessary powers to enter into contracts where emergency conditions require prompt attention, without prior authorization of the Board, up to an amount not to exceed \$3,000; however, for any such emergency condition affecting the immediate health, safety or welfare of the City of Brookings or its inhabitants, such stated expenditure limitation shall not pertain.

Section 4. Rejection of bids. Either the Board or the executive officer may reject any bid not in compliance with all prescribed public bidding procedures and requirements; and further, pursuant to law, any and all bids may be rejected by said parties, if they are determined to be not in the best interest to be so accepted. Section 5. Competitive bids and Exemption. Competitive bids and exemptions shall be as provided in Oregon Revised Statutes Chapter 279 and Oregon Administrative Rules Chapter 125, Divisions 300 through 360. inclusive, as adopted and effective through June 20, 1992 [Section 5 amended by Ordinance No. 92-0-389.A, Effective September 8, 19921 Section 6. Repeal of Ordinance No. 80-O-326. Ordinance No. 80-O-326, passed and approved by \_ the City Council and Mayor on January 8, 1980, shall be and herein is repealed. Section 7. Emergency Clause. It is hereby adjudged and declared that existing conditions are such that this ordinance is necessary for the immediate preservation of the public peace, health, and safety of the City of Brookings, and an emergency is hereby declared to exist; and this ordinance shall take effect and be in full force and effect from and after its passage.

First Reading:	
Second Reading:	
Passage:	
Effective Date:	
Signed by me in authentication of its passage this	day of December, 1999.
	Dah Hasham
	Bob Hagbom MAYOR
ATTEST:	MATON
Gail Hedding	
Finance Director/ Recorder	

## **BUILDING DEPARTMENT ACTIVITIES SUMMARY**

For Month of November, 1999

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
2	Single Family Dwelling	\$842.50	\$547.62	\$0.00	\$8,934.00	\$192,826.00	28	\$3,730,111.22	34	\$4,681,527.38
1	Single Family Addition	\$98.50	\$64.02	\$6.90	\$0.00	\$12,414.72	40	\$480,091.80	42	\$473,097.00
2	Single Family Garage-Carport	\$161.00	\$104.64	\$11.27	\$0.00	\$19,143.00	13	\$125,398.56	16	\$124,713.08
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$88,775.00	1	\$210,000.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$1,225,823.00	1	\$2,521,998.00
1	Commercial New	\$202.00	\$131.00	\$14.14	\$0.00	\$31,540.00	2	\$73,560.00	6	\$925,979.66
3	Commercial Addition-Change	\$144.00	\$93.60	\$10.08	\$0.00	\$13,695.00	29	\$935,150.93	20	\$2,570,983.25
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	2	\$189,560.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$2,000.00	1	\$1,000.00
	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$500.00	1	\$0.00
1	MiscRetaining Wall-Fence	\$25.00	\$0.00	\$1.75	\$0.00	\$1,490.00	3	\$4,190.00	0	\$0.00
11	Total Building Permits	\$1,473.00	\$940.88	\$103.11	\$8,934.00	\$271,108.72	120	\$6,665,600.51	124	\$11,698,858.37
8	Mechanical Permits	\$144.50	N/A	\$10.12		N/A	66	N/A	66	N/A
2	Plumbing Permits	\$142.80		\$10.00	\$0.00	N/A	39	N/A	44	N/A
1	Manufactured Home Permits	\$0.00		\$0.00	\$4,467.00	N/A	4	N/A	11	N/A
22	TOTAL PERMITS	\$1,760.30	\$940.88	\$123.22	\$13,401.00	\$271,108.72	229	\$6,665,600.51	245	\$11,698,858.37
	Total Year to Date Calculated Fees	\$31,197.44	\$15,530.81		\$179,992.00					
	1998 YTD Calculated Fees	\$46,493.88	\$27,049.83	\$2,089.33	\$397,660.00					

	in October,	JS.					
During the Month of	November, 1999	, Brookings issued	permits	for	3.00	_new sewer connections.	The City of Brookings
now has	326.94	EDU Units connected	d to the B	rookings	s Wastewater System since the	signing of the MAO.	