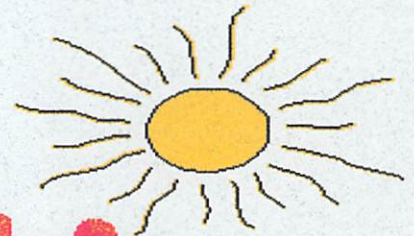


VAULT COPY

agenda  
City of Brookings  
Common Council Meeting  
City Hall Council Chambers  
898 Elk Drive  
Brookings, Oregon, 97415 - 7:00 p.m.  
February 22, 1999



**Rain or Shine**

*Rain or Shine*

*Brookings is FINE*

# agenda

CITY OF BROOKINGS  
COMMON COUNCIL MEETING  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon  
February 22, 1999  
7:00 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
  - A. Budget Committee Appointments
  - B. Parks and Recreation Commission Appointments
  - C. Pelican Bay State Prison Citizens Advisory Committee - City Representative
- V. PUBLIC HEARING
- VI. SCHEDULED PUBLIC APPEARANCES
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
  - A. Committee and Liaison reports
    - 1. Chamber of Commerce
      - a. Azalea Festival requests
    - 2. Businesses for a Better Brookings
    - 3. Council Liaisons
  - C. Unscheduled
- VIII. STAFF REPORTS
  - A. Community Development
    - 1. Awarding of contract for the Wastewater Treatment Plant Improvements
    - 2. Authorization to have plans and specifications prepared and call for bids for the Cushing Court 8" waterline replacement

3. Authorization to have plans and specifications prepared and call for bids for the Oak Street improvement project

IX. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
  1. February 8, 1999, Regular Council Meeting
- B. Acceptance of Commission/Committee Minutes
  1. System Development Charge Review Board Minutes of January 19, 1999
  2. System Development Charge Review Board Annual Report for Calendar Year 1998
  3. Parks and Recreation Committee Minutes of January 28, 1999

(end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDER

None

XI. REMARKS FROM MAYOR AND COUNCILORS

A. Mayor

B. Council

XII. ADJOURNMENT



## City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - [www.brookingsor.org](http://www.brookingsor.org)

898 Elk Drive ♦ Brookings, OR 97415

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

Name: L. LEE ROGERS Date: 2-11-99

Physical Address: 131 MARINE DRIVE

Mailing Address: S/A Phone: 469 0450

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

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

-----

full time

1. Resident of City of Brookings since: Month: APRIL Year: 1992

part time

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

Community and for the City of Brookings since 1994.  
I served on Parks & Rec for four years - One year as

(Continued on back)

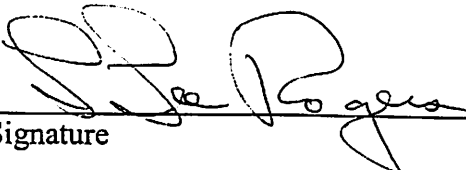
2. Continued: Chair ; Budget Committee last year, Chiles Vision  
Action Team since Conception, Chair of quality of life,  
Festival of Arts 3 years (board) Garden Club 4 years (board)  
Angles Park Foundation v.p. 2 years, Senior Center life member  
Friends of Library & Endowment Life Member - Kid Town board - City Cleanup
3. Biographical Sketch: (Education, employment, etc.) (Attach additional sheets if needed.)

grad. College + business school / college  
stranger area payroll, accounts receivable, payable etc  
Oakland Carpentry Laundry - Benson's Cabinet & Carpenter  
Our own business waiting Enterprise - office  
manager - Peter's with husband to build a home &  
develop a ranch 1982 kept records of cattle,  
& other farm & ranch expenses.

4. Please list three references:

NAME:	ADDRESS:	PHONE:
A. G. Ciapusci	285 Allen Ln	9-9445
B. h. Curry	885 Midland way	9-5783
C. K. Pepper	516 Redwood St	9-5557

- 5.

  
 Signature

February 11, 1999  
 Date



City of Brookings  
Phone (541) 469-2163  
FAX (541) 469-3650  
E-mail - [www.brookingsor.org](http://www.brookingsor.org)  
898 Elk Drive ♦ Brookings, OR 97415

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

Name: Renate Gyuro

Date: 2-16-99

Physical Address: 810 Chetco Ave, Brookings, OR 97415

Mailing Address: P.O. Box 1239

Phone: 469-4856

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

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

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

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) The City Budget, in setting spending priorities, sends a message to the citizens of Brookings about the future direction of the

(Continued on back)

2. Continued:

City in terms of services. I would like to be part of this process.

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

Defect in Business Administration, Berufsschule Bremen, Germany.

15 years Public Television, 8 years as Director of Development; Redding, CA

3 years Crocker Art Museum, Director of Development; Sacramento, CA

4 months, Development Consultant, Sacramento Symphony; Sacramento, CA.

5 1/2 years business owner, Morg's, Brookings

4. Please list three references:

NAME:

ADDRESS:

PHONE:

A. Giapuzsi, Serge & Lit 285 Allen Ln, Brookings 469-9445

B. Jenie Gilliam Family Security Bank 469-5335

C. Les Cohen South Coast Center Chamber of Commerce 469-3181

5.

Renate Gynw

Signature

2-16-99

Date



# City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - [www.brookingsor.org](http://www.brookingsor.org)

898 Elk Drive ♦ Brookings, OR 97415

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

Name: LARRY S. Kech Date: \_\_\_\_\_

Physical Address: 235 Alder St

Mailing Address: PO Box 6281 Phone: 541-412-0721

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

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

1. Resident of City of Brookings since: Month: June Year: 1998

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) My father was the mayor of the small town in Oregon where I was raised. He was mayor at least for four terms I can remember.

(Continued on back)

2. ~~Conclusion.~~ As a result of that Exposure, I have a genetic interest in the welfare of the town in which I live. I have developed my own interest as well. I am past-president of Rotary, a director on the Chetco Senior Center Board and was a member of

the "Save our Schools" Committee

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

I have a Bachelor of Science degree in Business Administration, with about 12 credit hours of M.B.A. course work. I have worked in retailing as a dept. manager, at US West as an account executive, for six years and fifteen years in higher education as public relations/marketing/fundraiser. I am schooled and experienced in financial issues, including balance sheets, revenue/income statements and budget preparation and review. I have worked for Sutter Coast Hospital for over three years as the Director of Community Relations. I made a conscious decision to live in Brookings

4. Please list three references:

NAME:	ADDRESS:	PHONE:
A. Charlie Koehler	The Pilot	469-4679
B. Les Cohen	Chamber Exec Director	469-3181
C. Clar Byers	Chokwell, Benz etc	469-7741

5.

Gary S Koel  
Signature

2-17-99  
Date

MAYOR NANCY BRENDLINGER  
CITY OF BROOKINGS  
898 ELK DRIVE  
BROOKINGS, OREGON 97415  
FEBRUARY 12, 1999

Dear MAYOR NANCY BRENDLINGER:

I WOULD LIKE TO BE CONSIDERED FOR ONE OF THE AVAILABLE POSITION ON THE BUDGET COMMITTEE. I WOULD LIKE TO CONTRIBUTE TO OUR FUTURE GROWTH AND DEVEVELOPMENT OF THE CITY OF BROOKINGS AND WITH MY EXPERIENCE IN THE BUSINESS WORLD AND RESIDENCY IN BROOKINGS FOR THE LAST TEN YEARS I KNOW THAT I CAN BE OF SERVICE.

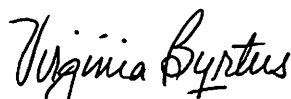
AFTER FOURTEEN YEARS OF FORMAL EDUCATION I WAS RECRUITED BY BULLOCK'S, INC. (SOUTHERN CALIFORNIA BASED RETAILER) TO JOIN THEIR MANAGEMENT TRAINING PROGRAM. I COMPLETED BULLOCK'S TRAINING PROGRAM AND WAS PROMOTED TO HOSIERY BUYER. I HELD THIS POSITION FOR FOUR YEARS CONTROLLING \$300,000 IN SALES VOLUMNE WHEN I WAS SEVENTEEN YEARS OF AGE. THIS WAS FOLLOWED BY A PROMOTION TO INTIMATE BUYER FOR SIX YEARS CONTROLLING AND DEVELOPING SALES VOLUMNES TO \$850,000. THESE POSITIONS REQUIRED DETAILED BUSINESS OPERATIONS, MONEY AND MANAGEMENT PLANS.

I WAS THEN OFFERED A SALES REPRESENTATIVE POSITION WITH THE OLGA LINGERIE COMPANY (LATER TO BE PURCHASED BY WARNACO, INC.). MY ACCOUNT WAS NORDSTROM SOUTHERN CALIFORNIA DIVISION THIS POSITION DEVELOPED TO NORDSTROM SPECIALIST WITH MY DIRECT RESPONSIBILITIES TO DEVEOPL THE OLGA BUSINESS WITH NORDSTROM ACROSS THE UNITED STATES. THIS INVOLDED TRAINING OLGA SALES PERSONNEL IN THE FIELD AND WORKING WITH THE DESIGN DEPARTMENT FOR PROPER DEVELOPMENT OF PRODUCT AND SERVICE TO GROW OUR BUSINESS TO WELL OVER FIVE MILLION IN SALES.

MY HUSBAND (KEN BYRTUS) AND I MOVED TO BROOKINGS, OREGON IN 1989 PURCHASING PORTSIDE RV PARK, INC. HEWITT'S STOR-ALL, INC AND OTHER RENTAL BUSINESS WITHIN BROOKINGS-HARBOR. I AM SECTRETARY TREASURER OF ALL OUR CORPORATIIONS AND HAVE BEEN A SOROPTIMIST SINCE 1990.

)

Sincerely yours,



VIRGINIA BYRTUS  
cc: CITY MANAGER TOM WELDON



# City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - [www.brookingsor.org](http://www.brookingsor.org)

898 Elk Drive ♦ Brookings, OR 97415

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

Name: VIRGINIA BYRTUS

Date: 2/12/99

Physical Address: 325 MILL BEACH RD, BROOKINGS, OR. 97415

Mailing Address: P.O. Box I

Phone: 541-469 6616

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

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

1. Resident of City of Brookings since: Month: FEB Year: 1989
2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.)

SEE ATTACHED LETTER

(Continued on back)

2. Continued: CURRENTLY BELONG to: PORT FISHERIES COMMITTEE  
KLAMATH COALITION (FORMED  
TO FIGHT FOR FISH  
SEASONS)

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

4. Please list three references:

NAME:

ADDRESS:

PHONE:

- A. PETER SPRATT Box 1344 - Harbor - 469 2173  
B. KUSS CRABTREE 920 MIDLAND BROOKINGS, - 469 4625  
C. RORY SMITH Box 1870 - BROOKINGS - 469 7741  
RON + FRANCIS ALDEN - TEA ROOM 469-7240  
BARRON + LAVONNE PETERSON - 469 412-0250

5.

Virginia Byrtus  
Signature

2/12/99  
Date



## City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - [www.brookingsor.org](http://www.brookingsor.org)

898 Elk Drive ♦ Brookings, OR 97415

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

Name: Victoria Nuss, CPA Date: 2/9/99

Physical Address: 808 Pioneer Rd.

Mailing Address: P.O. Box 1581 Phone: 412-0244

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

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

1. Resident of City of Brookings since: Month: 10 Year: 94

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) CPA in Georgia & Oregon; business

owner within the city of Brookings; member of  
Soroptimist International since 1994 - Treasurer  
SCHS - Publicity  
Businesses for a Better Brookings, President

(Continued on back)

2. Continued: I am applying to serve on the budget committee because I would like to insure that the City of Brookings is getting the best value for its dollars.

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

Work Experience: '72-'79 Walt Disney World, Orlando FL  
'79-'93 Retail management  
93-current CPA accountant, business owner  
Education: Bachelor of Business Administration - Kennesaw State College - Magna Cum Laude  
Other: Dale Carnegie - Effective speaking & Human Relations  
Disney Institute - Customer Relations  
Golden Key Honor Society  
Member of AICPA & OSCPA

4. Please list three references:

	NAME:	ADDRESS:	PHONE:
A.	Lee Murrell, CPA	PO Box 1118, Brookings	469-7448
B.	Pat Koley, DA	PO Box 746, Gold Beach	247-7011 x216
C.	Didi Bircher	17637 Garden Ridge Rd Brookings	469-3123

5.

Victoria Russ, CPA  
Signature

2/8/99  
Date

DONALD W. GALLIAN

---

234 Cypress  
Brookings, Oregon 97415

February 7, 1999

Mayor Nancy Brendlinger  
898 Elk Drive  
Brookings, Oregon 97415

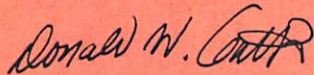
Dear Mayor Brendlinger:

As you know, in the near future there will be two vacancies on the Parks and Recreation Commission. I would like to be considered as a candidate for either of the vacated positions. I realize that this is done on a volunteer basis, yet as the parent of two small children I feel that it is very important to take an active role in the betterment of our community as well as my children's future.

As Brookings-Harbor continues to grow I feel that the Parks and Recreation Commission will have an integral role in the successful and responsible growth of our community. Not only by providing beautiful facilities like Azalea Park and Kid's Town but by supporting events such as Softball tournaments, Concerts, Parades and the upcoming Little League All-Star Tournament.

I will close by saying that as a resident of such a wonderful community it would be an honor and privilege to serve in a capacity that has such a positive effect on OUR city. Therefor your consideration would be greatly appreciated, If you have any questions feel free to contact me at (541) 469-1212. I hope to hear from you in the very near future.

Sincerely,



Donald W. Gallian



## City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - [www.brookingsor.org](http://www.brookingsor.org)

898 Elk Drive ♦ Brookings, OR 97415

CITY OF BROOKINGS

FEB 12 1999

RECEIVED

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

Name: DONALD W. GALLIAN Date: 2/12/99

Physical Address: 234 CYPRESS

Mailing Address: P.O. BOX 208 Phone: 469-1212

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

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

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

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

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

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

☐ Other (Please list): \_\_\_\_\_

1. Resident of City of Brookings since: Month: 9 Year: 95

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) AS STATED IN MY MEMO I PLAN TO  
STAY IN BROOKINGS, THEREFORE I FEEL THAT IT  
IS IMPERATIVE THAT I TAKE AN ACTIVE ROLE

(Continued on back)

2. Continued: IN MY COMMUNITY SINCE MOVING TO  
BROOKINGS I HAVE COACHED YOUTH T-BALL  
AND HIGH SCHOOL WRESTLING IN VISALIA CA.  
DURING HIGH SCHOOL I WORKED FOR THE  
PARKS AND RECREATION DEPARTMENT

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

I AM CURRENTLY A CORRECTIONAL SERGEANT  
AT PELICAN BAY STATE PRISON. AS STATED ABOVE  
I HAVE GROWN-UP AN ACTIVE PERSON PARTICIPATING AND  
COACHING ALL SPORTS. I MOVED TO BROOKINGS IN  
1995 AND NOW CONSIDER IT HOME. I AM NOW THE  
PARENT OF TWO GREAT CHILDREN WHO I HOPE TO  
RAISE HERE IN BROOKINGS. MY WIFE ALSO WORKS  
HERE IN BROOKINGS AT C.F.C.U. AS SHE SAYS  
"WE HAVE PUT DOWN ROOTS" AND THEREFOR I THINK  
THAT WE WILL BE HERE FOR A LONG TIME.

4. Please list three references:

NAME:	ADDRESS:	PHONE:
A. <u>RON DRAHIEM</u>	<u>719 4TH ST. BROOKINGS</u>	<u>469-0133</u>
B. <u>KIM SWIFT</u>	<u>107 SENDERBY BAY DRIVE</u>	<u>469-5936</u>
C. <u>DENISE BOTTOMS</u>	<u>P.O. BOX 149 BROOKINGS</u>	<u>469-3615</u>

5.

Signature

Date

[Signature]

2-12-99

VILLAGE EXPRESS MAIL CENTER

MAYOR NANCY BRENDLINGER  
CITY OF BROOKINGS  
898 ELK DRIVE  
BROOKINGS, OR 97415

2-15-99

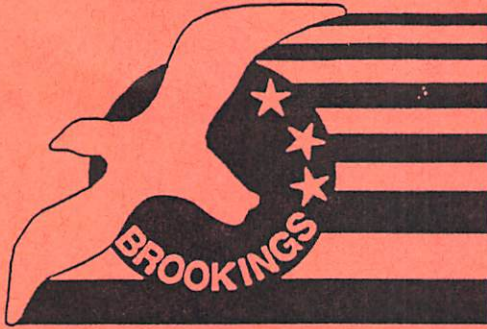
DEAR NANCY,

I herewith submit my application for a position on the Parks and Recreation Committee. Brookings is a great little city to live in. I would like to be a part of its growth.

Sincerely



A.H. "AUGIE" KOFOET



## City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - [www.brookingsor.org](http://www.brookingsor.org)

898 Elk Drive ♦ Brookings, OR 97415

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

Name: A.H. "AUGIE" KOFOET Date: 2-15-99

Physical Address: 787 RANSOM

Mailing Address: P.O. Box 1500 Phone: 469-0820 W  
469-2508 H  
Fax: 469-9405

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

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

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

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

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

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

☐ Other (Please list): \_\_\_\_\_

1. Resident of City of Brookings since: Month: 11 Year: 96

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) HAVING LIVED IN VARIOUS AREAS OF THE

COUNTRY I EXPECT TO BE ABLE TO ADD NEW IDEAS TO

ANY NUMBER OF PROJECTS. I AM INTERESTED IN  
SEEING BROOKINGS THRIVE AS A HOMETOWN. NOT AS

(Continued on back)

A PITSTOP ON THE WAY TO SOMEWHERE. B2 BROOKINGS  
COULD BE THE SOMEWHERE.

2. Continued: FIVE OF US (UPERTINO CA) STARTED A SWIM & PACQUET CLUB  
TO OFFER LOCAL FAMILIES A PLACE TO PLAY & ENJOY FAMILY  
OUTINGS WITHIN THE COMMUNITY. I WAS A MEMBER AND  
PRESIDENT OF THE CONEJO KENNEL CLUB. THERE I ORGANIZED  
AN AKC DOG SHOW. WE ALSO RAISED SAMOVEDS AND SHOWED  
THEM AT SHOWS IN CA., AZ, MA.  
MY EMPLOYMENT WAS IN ELECTRONICS, WENT FROM TECH TO  
NATIONAL MGR.  
CUSTOMER RELATIONS EXPOSURE WAS THRU STORE OWNERSHIP.

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

1-12 NJ. HS TRACK, FOOTBALL, BAND, ORCHESTRA,

13 PA. TEMPLE U. PRE-MED.

NIGHT SCHOOL IN RADIO & TELEVISION DESIGN.

MILITARY - US ARMY - INSTRUCTOR IN ELECTRONICS.

IBM & RCA (UNIVAC) TECH. SPECIALIST & MANAGER.

CONVENIENCE STORE OWNER.

OWNER OF MARKET & DELI

IN HIGH SCHOOL WAS TEEN CENTER PRESIDENT. AS


A BAND MEMBER I PERFORMED IN THE MUMMER'S PARADE.

AVOCATION - CRABBING, GARDENING, ORCHIDS, PHOTOGRAPHY

4. Please list three references:

NAME:	ADDRESS:	PHONE:
A. <u>RAY GILBERT</u>	<u>855 RAILROAD</u>	<u>412-1225</u>
B. <u>MARY O'HOLLERAN</u>	<u>640 MARDON CT.</u>	<u>469-4267</u>
C. <u>DON NUSS</u>	<u>P.O. Box 1852</u>	<u>469-9743</u>

5.

  
Signature

Date

2-15-99

California Department of Corrections

## CITIZENS' ADVISORY COMMITTEES



---

*Citizens' Advisory  
Committee members  
are a vital link  
between CDC's  
institutions and  
surrounding  
communities.*

---

***Citizens' Advisory Committees — a communications bridge between  
prisons and the communities they serve***

.....

*T*hrough the California Department of Corrections' (CDC) Citizens' Advisory Committees, California citizens have input on what happens in CDC institutions located in their communities.

### ***Citizens' Advisory Committees have a varied mission***

The committees' primary purpose is to serve as a liaison between the community and the prison by sharing information and fostering mutual support and cooperation. But Citizens' Advisory Committees also do much more. They educate the public about correctional programs, policies and regulations through presentations and public meetings. They encourage the community's use of prison resources for emergency relief and community service projects; support the community's greater involvement in prison activities; and offer suggestions to improve inmate programming.

Since the passage of Assembly Bill 2774, which required each California prison to develop a Citizens' Advisory Committee, CDC institutions statewide have formed such committees.

### ***How Citizens' Advisory Committee members are selected***

The committees are comprised of community members nominated by local district assembly members, senators, city councils, county boards of supervisors, chiefs of police and county sheriffs. One member of the committee, selected by the warden, may be a victim of crime or a representative of a victim's organization; the remaining members are selected from the community surrounding the prison.

---

*Citizens' Advisory  
Committees get the  
word out about  
Correctional  
programs and  
resources.*

---

## Requirements for appointment to a Citizens' Advisory Committee

CAC members agree to the following conditions:

- Comply with policies, procedures, rules and regulations of CDC.
- Receive no salaries, wages or unemployment benefits for the services rendered.
- Use a state vehicle, when directed, with valid California Driver's License appropriate to the type of vehicle operated.
- Participate in the state Defensive Driver Training Program.
- Use state equipment and supplies, when required.

### **Time commitment of members**

All members serve a two-year term of office. The committee is required to meet at least once every two months; however, some committees meet monthly. Occasionally, the Committee Chair may call a special meeting to address an issue that needs immediate consideration. Appointed standing committees, ad hoc committees and subcommittees also may meet in addition to regularly scheduled meetings to discuss special projects and issues. Meetings usually last an hour and are often followed with a prison tour. CDC's Office of Community Resources holds a two-day training conference for Citizens' Advisory Committee chairs annually. Travel expenses may be paid by the institution with the warden's approval.

### **Security Clearance**

Members must satisfactorily complete a fingerprint security clearance through the Department of Justice before appointment to the committee. Once cleared, members receive an identification card. The security clearances are then renewed annually.

By sharing their knowledge and support for the institution in their community, CAC's promote cooperation, goodwill, and a better understanding of CDC's mission. This open line of communication has had a significant impact on public awareness, public safety and community services.

***If you are interested in becoming a Citizens' Advisory Committee Member, contact the Community Resources Manager at the correctional facility in your area.***

***This information is being provided to you by CAC member:***

***Name:*** \_\_\_\_\_

***Phone:*** \_\_\_\_\_


***Community Resources Manager:*** \_\_\_\_\_

***Phone:*** \_\_\_\_\_

***Institution:*** \_\_\_\_\_

*Committee members  
offer suggestions,  
educate, and foster  
support and  
cooperation.*

# Memo

**To:** Mayor and City Council  
**From:** Tom Weldon, City Manager   
**Date:** February 18, 1999  
**Subject:** Chamber of Commerce Azalea Festival requests

The Chamber of Commerce is again requesting city cooperation for the benefit of the Azalea Festival to be held from May 28<sup>th</sup> through the 31<sup>st</sup>, 1999.

Please refer to the attached letter from Les Cohen, Executive Director of the Chamber of Commerce which specifically outlines these requests.

The Police Chief, Fire Chief, Community Development Director and I have reviewed these requests and recommend you approve them.



*Closure of  
Chetco Ave for  
Parade? JCB*  
*↑ - to a number of streets  
not shown on map*  
*Lee*

February 11, 1999

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

Dear Tom:

In anticipation of the 60th Azalea Festival, scheduled for the Memorial Day Weekend, May 28 through the 31, 1999, the Brookings-Harbor Chamber of Commerce asks the City to permit the following requests:

1. The closure of the Frontage Road in the area bordering Highway 101, in front of Chetco Pharmacy, Video and More and Western Bank (see attached map), from 5 p.m., Friday, May 28 to 7:00 p.m., Monday, May 31, 1999.
2. The closure of Ross Lane - the area between Mory's and the entrance to Chetco Pharmacy & Gifts (see attached map), for the same time frame as in request #1.

**BOTH OF THESE CLOSURES ARE TO INSURE PEDESTRIAN SAFETY. AN ADEQUATE EMERGENCY VEHICLE LANE WILL BE MAINTAINED.**

3. Request for a sufficient number of city barricades for both closures.
4. The waiving of the City's Sidewalk Sale Ban during the time frame stated in request #1. We believe that by allowing merchants along Chetco Avenue to create an atmosphere of interest and festivity, more foot traffic will be generated and retail and restaurant sales will benefit.
5. Waiving requirement for the need for a Brookings Business License for Azalea Festival Street and Crafts Fair participants.

**RECEIVED**

**FEB 11 1999**

**CITY OF BROOKINGS**

Page Two - 1999 Azalea Festival Requests

6. Waving the fee for the use of the Azalea Park Garden Area on Friday, May 28, 1999, for the Azalea Festival Mixer, and "Stage Under The Stars" for the Park Program component of the festival on Saturday, May 29, 1999 (please see attached "Park Use Application Form").

7. Declaring "No Parking" on Chetco Avenue during the hours of 8:00 a.m. through Noon, on Saturday, May 29, 1999, to coincide with the parade.

8. Use of parking area south of City Hall (between City Hall and the Elks Lodge), for use by non-profit organizations, to set up booths to promote their organizations as an expansion of the Street Fair. Access for emergency vehicles will be maintained.

With the above requested assistance from the City of Brookings we are confident that this year's Azalea Festival, our community's 60<sup>th</sup>, with its theme of "Celebrating the Past...Embracing the Future," will again be a big success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Les Cohen', followed by a horizontal line extending to the right.

Les Cohen  
Executive Director

enclosures

xc: Chief Ken Lewis, Brookings Police Department

**TO:** Mayor, City Council  
**FROM:** Leo Lightle, *LBL*  
Community Development Director  
**THROUGH:** Tom Weldon, City Manager *Tom*  
**DATE:** February 18, 1999

Community Development Department



Building Planning Public Works  
Water Wastewater

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**ISSUE:** Awarding the contract for WWTP improvements

**INFORMATIONAL:**

Staff is pursuing DEQ approval and checking our available funds and reserves so that we can ask the Council to award the contract for the construction of the Wastewater Treatment Plant improvements.

It appears that we can do the basic project and all but one or two of the additive items. Staff is interested in getting the project underway as soon as possible, especially the changeover from chlorine to ultraviolet disinfection. There are changes coming in the law pertaining to handling chlorine. The financial cost to make those required changes that would soon thereafter be unnecessary are expensive.

We will have information to you on Friday, February 19, or we will not ask the Council to take action on Monday, February 22.

# Memorandum

**TO:** Mayor, City Council  
**FROM:** Leo Lightle, Community Development Director *LL*  
**THROUGH:** City Manager Tom Weldon *TW*  
**DATE:** February 18, 1999



**Issue:** Authorization for engineering and specifications for a waterline extension project on Cushing Court

**Synopsis:** This project will replace sections of existing waterline.

**Recommendation:** The City Council authorize HGE, Inc., to design, prepare specification and call for bids for the Cushing Court waterline replacement project.

**Background:** This waterline replacement is in the Capitol Improvements/Expenditure Plan 1999-2000 under "Water" to be funded by System Replacement funds; pre-engineering estimate is \$35,000. This line is undersized and is the section of waterline experiencing the most emergency repairs.

# Memorandum

**TO:** Mayor, City Council  
**FROM:** Leo Lightle, Community Development Director  
**THROUGH:** City Manager Tom Weldon  
**DATE:** February 18, 1999



Issue: Special Cities Allotment - Oak Street Project

Synopsis: Last year the City applied for a special Cities Allotment Grant for the Oak Street project, and we need to complete the project before September, 1999, so we can apply for another \$25,000 grant.

Recommendation: The City Council authorize the preparation of plans and specifications for the project and authorize City staff to call for bids for the project.

Rationale: The City received a grant to do the above specified project. Now we need to do the project.

Background: The City is eligible to submit a Special Cities Allotment Grant to do street improvements to streets that meet a certain criteria. The City applied and received a grant to do this specific project.

**CITY OF BROOKINGS  
COUNCIL MEETING MINUTES  
City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon  
February 8, 1999  
7:00 pm**

**I. CALL TO ORDER**

Mayor Brendlinger called the meeting to order at 7:04 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Council Present: Mayor Nancy Brendlinger, Councilors Larry Curry, Bob Hagbom, Frances Johns, Keith Pepper

Council Absent: Ex-officio Shiloh Thom

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

Media Present: Chuck Hayward, Curry Coastal Pilot; Connie Wilson, League of Women Voters; KBSC video staff, and William Dwinell from KURY Radio.

**IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**

A. None

**V. PUBLIC HEARING**

A. None

**VI. SCHEDULED PUBLIC APPEARANCES**

A. *New Post Office Building Architect - Lynn Hilbert*

Mayor Nancy Brendlinger introduced Lynn C. Hilbert of Fletcher-Farr-Ayotte, PC Architecture Planning firm from Portland, Oregon, as the architect designing the new post office to be constructed at the current site. He discussed the status of the project, which included final approval from Denver. The construction date is set for mid year 2000, depending on funding. Hilbert displayed drawings, diagrams, and photos of the nationally historical works from Bernard Maybeck, the original architect hired by John E. and Robert S. Brookings, co-founders of the Brookings Timber & Lumber Co., to convert wilderness in the southern part of Curry County into a lumber producing town known as the City of Brookings. He showed architectural drawings of the post office project exterior design. His firm is in the process of securing final cost estimates, which will vary on final decisions for materials, roof design, and skylight areas.

Mayor Brendlinger asked for comments and questions from Councilor

Keith Pepper, who has been working with the representatives from the post office, the architectural firm, and the city manager. Pepper has been very adamant about using ideas from the architectural designs offered by Maybeck's style. He proceeded to offer other suggestions including using more natural materials, optional roof lines, and traffic flow.

Discussion between the audience, Council, and Hilbert ensued, regarding the traffic flow, roof lines, exterior materials, budget restrictions, and projecting parking needs for the future.

Mayor Brendlinger thanked Hilbert for his work, cooperation with the Council and presentation

## VII.

### ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

#### A. *Committee and liaison reports*

##### 1. *Chamber of Commerce*

##### a. *Annual Program Report*

Mayor Brendlinger introduced Les Cohen, Director of the Chamber of Commerce, who presented the Chamber's Annual Program Report. Cohen noted that Oregon's visitor numbers were down overall in calendar year 1998. However, Brookings had a significantly less decline of tourist as compared to the state as a whole - second highest number of visitors of the eight State Welcome Centers. Cohen stated this is additionally significant in that the Brookings Welcome Center is open from only April through October, while three of the other State Welcome Centers are open year round and one other is open through November. Cohen also presented the Program Marketing and Promotion Budget and detailed future plans and funding.

Cohen provided figures on the serious increases of requests for information about Brookings via phone, mail, and contacts in person, not to mention Email inquiries, which are significantly cost effective.

With great enthusiasm, Cohen produced a copy of the "Power Book", just received by his office, which listed the Brookings-Harbor Chamber of Commerce as one of Oregon's Top 1,000 businesses.

Questions followed from the audience.

##### 2. *Parks & Recreation Commission*

No report

##### 3. *Planning Commission*

Marv Lindsey - No report

##### 4. *Council Liaisons*

Councilor Frances Johns recounted the recent Gold Beach meeting

she attended regarding the county's disaster preparedness plan. Mayor Brendlinger and City Manager Tom Weldon advised that the City of Brookings has an extensive disaster plan and had it's last "practice run" during 1998. Weldon indicated Chiefs Sharp and Lewis and Leo Lightle and he have been updating the City's plan for the last few months.

Councilor Keith Pepper informed the Council he would not be attending the next Council Meeting due to a Canopy Project meeting conflict set for February 22<sup>nd</sup>. He stated the early evening meeting is set to firm up the project design with preliminary drawings having been presented previously. The Canopy Project group has been asked by the Governor's office to make a presentation to the Governor's Conference later this year. Also, Oregon's Tourism Commission is looking to use the Curry County model as a springboard to take ideas proposed, putting Oregon on the Nature based tours - a different approach to tourism, being more sensitive to environment and community. Councilor Pepper noted that the Board has been meeting for 4-years.

B. *Unscheduled*

Victoria Marsh (Nuss), resident and business owner in the city, representing Businesses for a Better Brookings asked the Council for placement on the agenda. She informed the Council of the purpose of the group, which is to promote business in Brookings, coordinate marketing strategy, assist the City of Brookings and the Chamber of Commerce for beautification in the Brookings area, and increase level of awareness of local community supporting local businesses.

Mayor Brendlinger thanked Marsh for her enthusiasm.

VIII.

STAFF REPORTS

A. *City Manager*

1. *Bud Cross Park - lease extension*

City Manager Tom Weldon informed the Council that he only recently became aware that the City of Brookings has been leasing the Bud Cross Park from Curry County and is not the owner. This lease expired on January 30, 1999.

**Councilor Pepper moved, Councilor Hagbom seconded and the Council voted unanimously to pass Resolution #R-99-650, extend the Bud Cross Park Lease agreement, and directed the City Manager to continue negotiations for the purchase of same.**

2. *Curry County Public Transit - fixed shuttle bus system proposal*

Tom Weldon recommended committing \$1,000, from the City's Non-Departmental Council/Community Relations budget to support the project of securing a fixed route bus system for the Curry County Public Transit (CCPT). This project would be based upon CCPT obtaining additional commitments from the

community in the amount of \$3,000. Jim Burfield, from the Sr. Center and CCPT, was present for answering questions and advised the Council of favorable responses from Gold Beach and Port Orford. Discussion ensued, which indicated the suggested routes, the Council having been provided with a map, and cost factors. Burfield indicated the bus would immediately use their presently owned small transit buses. However, he presented the idea of a more ideal rubber tired trolley bus with an operational goal for the Summer of 2000. He stated the CCPT wished to develop an easy on, easy off, trolley which would facilitate movement of people throughout the downtown area between motels, RV Parks, and restaurants, shopping centers and beach locations. This system would simplify and reduce parking and traffic congestion, allow visitors to get around more easily and encourage economic activity.

Councilor Pepper asked Burfield about fueling the trolley, with options of electrical, gas, etc. He asked about the possibility of including Azalea Park in the trolley route.

**Councilor Johns moved, Councilor Pepper seconded and the Council voted unanimously to approve the expenditure of \$1,000 for the transit bus system based upon the Curry County Public Transit obtaining additional commitments for \$3,000.**

C. *Community Development*

2. *Supplemental Environmental Project*

City Manager Weldon discussed the Supplemental Environmental Project involving DEQ and fines. Mayor Brendlinger addressed the importance and possible problems in securing permission from private property owners in regards to planting trees on their property. She also presented the possibility of private agencies donating money into the project, besides DEQ, to plant trees along streams. The project will involve the planting of 3,500 trees includes \$1,400 for purchase of trees and \$1,400 for labor/supervision costs, which will be supplemented by volunteer help.

Councilor Hagbom questioned part Fish & Wildlife & Watershed Council involvement. Mayor Brendlinger noted the City's penalty had been reduced from \$4,200 to \$3,600 due to the City's cooperation. DEQ understands we can plant only where private property owners will allow us.

**Councilor Hagbom, Councilor Johns seconded, and the Council voted unanimously to authorize the City Manager to submit the Chetco Watershed Council project of planting trees in the watershed as our Supplemental Environmental Project.**

**IX. CONSENT CALENDAR**

- A. *Approval of Council Meeting Minutes*
  - 1. Minutes of January 25, 1999, Regular Council Meeting
- B. *Approval of Vouchers (\$618,873.70)*

(end Consent Calendar)

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

**X. ORDINANCES/RESOLUTIONS/FINAL ORDERS**

- A. *Resolution on Bud Cross Park lease extension*

Addressed earlier in the meeting.

**XI. REMARKS FROM MAYOR AND COUNCILORS**

- A. *Mayor Brendlinger* - recognized the attendance of KURY Radio, represented by William Dwinell. She advised the Council of an Oregon State Parks Department Master Plan meeting for Curry County being held on February 25, 1999, and her inability to attend. Council Pepper offered to attend. Other meetings are set for March 8<sup>th</sup> & May 4<sup>th</sup>.

**Councilor Pepper moved, Councilor Hagbom seconded, and the Council unanimously voted to approve adding the appointment of a City representative for the Curry County State Parks Master Plan Committee to the Agenda.**

**Councilor Johns moved, Councilor Hagbom seconded, and the Council unanimously voted to approve Councilor Keith Pepper as the City's representative to the Curry County Oregon State Parks Master Plan Committee.**

Mayor Brendlinger pointed out two Budget Committee and two Parks & Recreation Commission appointments have expired, and the staff has advertised them and they should be on the next Council meeting agenda.

Mayor Brendlinger recommended the Council form an ad hoc committee to discuss the swimming pool issues. She confirmed individuals have expressed to her their interests in investigating the covering of our city pool and helping to make it happen.

Councilor Curry suggested we table the issue until we know the status of the ownership of the Bud Cross Park Pool area.

City Manager Weldon reminded the Council one of their goals for 1998, was a pool study - cost of covering and operating.

- B. Council

Councilor Hagbom described the positive results from the weekly Wednesday morning conferences with our Legislators and the Council and City Manager.

Councilor Johns told the Council her schedule for attending the League Of Cities Conference to be held on February 26<sup>th</sup> & 27<sup>th</sup> in Coos Bay, Oregon. New Finance Director/Recorder, Gail Hedding will attend also.

Councilor Pepper thanked Mayor Brendlinger for her choices of Volunteers of the Year, as he had worked with both in the past years. He expressed his disappointment with not being able to attend to give them their well deserved acknowledgment.

XII.

**ADJOURNMENT**

**Councilor Hagbom moved, Councilor Johns seconded and the Council voted unanimously to adjourn at 8:50 p.m.**

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Nancy Brendlinger  
Mayor

ATTEST:

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Gail Hedding  
Finance Director/Recorder

**SYSTEMS DEVELOPMENT CHARGE REVIEW BOARD  
898 ELK DR.  
BROOKINGS, OR 97415**

Jim Collis - Chairman - 469-3678      Bob Krebs - Vice Chairman -469-3017  
Larry Smith - Member - 469-6577      Russ Fritz - Member - 469-0244  
Tim Adsit - Member - 469-3940/7443

**MINUTES:**

**CALL TO ORDER**

The Board met in the Council Chambers at 898 Elk Drive, Brookings, Oregon at 3:00 PM on January 19, 1999. Members present were Bob Krebs, Russ Fritz, Tim Adsit and Jim Collis. Larry Smith was absent and excused from the meeting. Members present constituted a quorum. Mayor Nancy Brendlinger, City Manager Tom Weldon, Community Development Director Leo Lightle were also present.

**REVIEW OF PRIOR MEETING MINUTES**

Chair noted that minutes of the October 27th and December 1st meeting had been distributed and that there were no unfinished business remaining from those meetings. Bob Krebs noted a typographical error in the December 1 minutes. Chair inquired about status of the CIP. Leo Lightle stated the CIP had been approved by the Council but some action on it remained.

**REVIEW FINANCIAL REPORT**

The Chair reviewed the System Development Accounts Summary which had been distributed to all present.

**CITY STAFF REPORTS**

There were no Staff Reports.

**ANNUAL REPORT**

The Chair noted that a proposed annual report for 1998 had been distributed and began an item by item review. (The report with corrections as agreed to during the meeting is attached here to as attachment 1)

Item a - after discussion was accepted as presented except for some word substitutions in the last line.

Item b - During discussion it was pointed out by Mayor Brendlinger that Harbor SDC funds that were on deposit with Curry County had still not been turned over to the City and access to those funds was subject to Harbor specified release conditions, which had not been accepted by the Brookings City Council. Thus the item is still a work in progress and the recommendation to either handle the fund in the same manner as Brookings funds, or have a different procedure that is officially accepted by Harbor Sanitary and Brookings City Council is still valid.

Item c - After lengthy discussion it was recommended the item remain as presented.

Item d - After discussion it was recommended that fund status be reviewed with the Beverly Adams to determine current procedures for waste water and water funds.

[Chair note regarding item d: Due to schedule conflicts failed to meet with Beverly Adams. Will let item d. remain as originally presented and pursue matter with the new City Recorder later on.]

Following the review of the proposed report **Bob Krebs moved that the Board accept the annual report as presented but with wording and topic changes as agreed upon during the foregoing discussion. Motion was seconded by Russ Fritz and passed.**

Next meeting was scheduled at 3:00 PM April 13, 1999.

Meeting adjourned at 4:20 PM

**SYSTEMS DEVELOPMENT CHARGE REVIEW BOARD  
898 ELK DR.  
BROOKINGS, OR 97415**

Jim Collis - Chairman 469-3678      Bob Krebs - Vice Chairman 469-3017  
Larry Smith - Member 469-6577      Russ Fritz - Member 469-0244  
Tim Adsit - Member 469-3940/7443

**ANNUAL REPORT FOR CALENDAR YEAR 1998**

**BACKGROUND:**

City Ordinance 91-O-477, establishes a Systems Development Charge Review Board which "shall *review and make recommendations regarding adequacy, collection, deposit, expenditure and accounting*" of SDC funds. The ordinance specifies the Board shall present an annual progress report to the City Council at their January meeting each year.

**1998 ACTIONS**

Our 1997 report listed several recommendations most (but not all) of which received attention during 1998. The recommendations and their status at the end of 1998 are as follow:

a. *That the Council update the Report on Systems Development Charges 1991 which serves as the basis for system development charges.*

Waste Water system development charges were updated to provide for revenues needed to meet future requirements. Other Systems Development Charge components (i.e. Streets, Water, Parks and Storm Drains ) are still based on 1991 figures and need to be updated to reflect a 20 year planning cycle as specified in the subject report. Staff, with the Board's concurrence, reasoned that an up-to-date Capital Improvement Plan was needed to serve as the basis for future development costs. Such a plan is now in the final phases of completion after which we recommend work on update of the Report on Systems Development Charges 1991 proceed.

b. *That the City and Harbor Sanitary Board either revise the current irregular methods for handling Harbor SDC payments or attempt to reach an official agreement as to payment, reporting, and expenditure procedures.*

Harbor SDC payments are now being handled the same as those from sources in Brookings, however, previously collected funds are still being held in an account that remains under control of Harbor Sanitary. Thus the above recommendation has been only partially accomplished and our previous recommendation is still pertinent.

c. *That the City Staff utilize the SDC Project Recommendation and Review form for submission of future SDC funded projects.*

Staff in 1997 adopted a slightly different format which provides the information requested by the Board plus serving as an expenditure tracking form while the project is in progress and after completion. The Board notes there were no follow-up reports using this format in 1998. We still recommend and support using a project identification system that is common to CIP, SDC, City Budget, and interim Expenditure reports.

d. *That the Finance Director maintain wastewater and water SDC fund in accounts that correspond to assessment procedures specified in the 1991 Report on System Development Charges or the updated replacement document.*

Part of this recommendation was addressed in the revision of Wastewater SDC rates whereby a single wastewater charge was specified. At this point, however, it might be wise to leave things as they are until an updated SDC methodology is developed.

On June of 1998 the SDCRB was, for the first time in its history, called upon to conduct a hearing regarding contested system development charges in a case involving The Harbor Sanitary District and a Mr. Jerry Hogan. We assume the procedures adopted during the hearing will serve as a model for future hearings.

**SUMMARY:**

Following public recognition of the importance of SDC in passage of the Sewer Bond in 1997 progress was made in 1998 toward removing irregularities in the system. We will continue pressing in 1999 for an update of the Report on Systems Development Charges 1991, resolution of the Harbor Sanitary SDC fund handling, and a common project identification system.

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Russ Fritz

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Larry Smith

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Tim Adsit

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Bob Krebs

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Jim Collis

January 28, 1999  
PARK AND RECREATION COMMISSION MEETING

ROLL CALL

Present: Mickelson, Higginson, Canfield, Prevanus, Abbott, Thom, Babin. Excused: Smith. Resigned: Lent.

Minutes: Correction of the 11/19/98 minutes by minor name change were then approved.

Rick Woodel handed out written material and explained in more details, the cubscout project that they were proposing to do in Azalea Park behind the Kids Town area. The purpose of the project is to provide a way for the Webelos scouts to earn badges. Their project is to make and place bear paws prints stepping stones. At this point, it came to light that the proper form had not been obtained and filled out. Questions about drainage around paw prints and removal of moss and algae build-up on the stones had not been considered. Tom Weldon suggested and a motion was made and passed, 7 to 0, that the project be tabled for now and presented again next month. In the meantime, the proper paper work could be done and Rick could meet with Tom and discuss what needed to be clarified.

Craig Mickelson handed out an outline on "Adopt A Park" to be read.

The other student member of the committee was introduced. She is Alyssia Babin.

Craig Mickelson announced that Gloria Sherman, president of the Brookings/Harbor Garden Club, had contacted him in regards to what the garden club could do in the development of Chetco Point Park. It was decided that the garden club could assist by helping to identify the plants.

STOUT PARK

Gro Lent has handed in her resignation. She gave a summary of Stout Park, to date, which was attached to the agenda sheet. She stated that she would be happy to continue as a volunteer in the park.

CHETCO POINT PARK

Don Higginson reported that the trail has had rock placed on it up to the bridge. The remainder of the trail has been cleared and is ready to have rock placed. A point needs to be established and a stockpile of rock deposited so that the remainder of the trail can be covered with rock.

SOFTBALL/SOCCER FIELDS

Paul Prevanus reported that he had not checked on the status of the project.

PARK MASTER PLAN

Mike Smith reported to Craig Mickelson that the plan still had not been formalized.

LIAISON REPORT

Don Higginson reported that no more grant applications will be made. Elmo Williams hoped that the rest of the park projects will be completed by May. Elmo would like to keep Greg Shinn on a paid one day a week status. Elmo would like to keep a hand in on the upkeep of the park. Elmo stated that there was a shift in funds to cover the added park sign at the lower garden entrance.

ELECTION OF CHAIRPERSON

Olivia Abbott made a motion for Craig Mickelson to continue as chairperson and the motion passed 6 to 0.

Motion to adjourn: passed.