CITY OF BROOKINGS

COMMON COUNCIL MEETING

CITY HALL COUNCIL CHAMBERS

BROOKINGS, 898 ELK DRIVE

7:00 P.M.

JANUARY 12, 1998



1998

agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
January 12, 1998
7:00 pm

I.	CALL TO ORDER
11.	PLEDGE OF ALLEGIANCE
III.	ROLL CALL
IV.	CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS A. SWOCAC Representative (yellow) B. Appointments to Parks and Recreation Commission (green) C. Council President election and liaison appointments (cream)
<i>V</i> .	PUBLIC HEARING
VI.	SCHEDULED PUBLIC APPEARANCES
VII.	ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE A. Committee and liaison reports 1. Planning Commission 2. Chamber of Commerce 3. Council liaisons B. Unscheduled
VIII.	STAFF REPORTS A. City Manager 1. Golf Course Lease (No attachment) 2. Risk Assessment - HSD (blue) 3. Police Department addition (tan)

- B. Community Development
 - 1. 1&1 Study (purple)
 - 2. Changes to "General Engineering requirements and standard specifications for street, storm drain, sewer and waterline construction for the City of Brookings" (grey)
 - 3. Fir Street storm drain authorize engineering (pink)
 - 4. Parkview Drive and U.S. 101 water line authorize engineering (green)
 - 5. Changing Planning Commission ordinance No. 98-0-483.A (cream)
- C. Fire Department
 - 1. Fire truck and building (yellow)
- D. Finance Department
 - 1. Audit acceptance Paul McLeod (blue)
 - 2. Budget Calendar and Officer (orange)

IX. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 - 1. Minutes of December 8, 1997 Joint Planning Commission/Council Meeting (tan)
 - 2. Minutes of December 8, 1997 Regular Meeting (purple)
- B. Acceptance of Commission/Committee Minutes
 - 1. Minutes of September 17, 1997 Regular Systems
 Development Charge Review Board Meeting (grey)
 - 2. Minutes of November 20, 1997 Regular Parks and Recreation Commission Meeting (green)
- C. Approval of Vouchers (\$168,424.22) (orange)

(end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Ordinances
 - 1. Ordinance No. 98-0-483.A An ordinance amending section 6 of Ordinance 91-0-483, and ordinance creating a Planning Commission, to change the meeting at which new officers are elected. (blue)
 - Ordinance No. 98-0-527 An ordinance amending ordinance No. 91-0-484, entitled "An ordinance adopting 'General engineering requirements and standard specifications for street, storm drain, sewer and waterline construction' dated August, 1988, Project 3683, Prepared

by H.G.E., Inc. Engineers and Planners; repealing Ordinances No. 78-0-293, 89-0-447, 89-0-451, 90-0-447.B, 90-0-447.C; and declaring an emergency." (pink)

- XI. REMARKS FROM MAYOR AND COUNCILORS
 - A. Mayor
 - B. Council
- XII. ADJOURNMENT

JANUARY 1998

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
SUNDAY	MONDAY	TODOD		8:00am CLOSED		
				New Year's Day	2	3
	7:00pm FH-Dept drill	8:30am Staff Mtg-Tom's	8:00am CC-AIRS	8:15am Finance Staff		
	night	ofe	12:00pm CC-Community	9:00am CC-AIRS		
		7:00pm CC-Planning	Agencies mtg 1:00pm CC-AIRS	10:00am Site Plan-Tom's		
		Commission Mtg	6:30pm FH-Police	ofe		
			Reserves	Overflow		
				, 8	9	10
SALES ESTABLISHED	7:00pm CC-Council Mtg	8:30am Staff Mtg-Tom's	11:30am CC:Hospitality	10:00am Site Plan-Tom's		
	7:00pm CC-Council Mig 7:00pm FH-Dept drill	ofc	Tour	ofc 7:00pm Public Facilities		
	night	1:30pm CC-SDC mtg 7:00pm CC-Boy Scouts	7:00pm Tri Cities Council-Gold Beach	and Services Plan		
		(Alan Neerenberg 9-7417)	Council Chambers	Committee Meeting		
		(man / testes B				
				4	16	17
1	9:00am CC-VIPS	8:30am Staff Mtg-Tom's	1:30pm FH-Safety Comm	10:00am Site Plan-Tom's		
	7:00pm FH-Dept drill	ofc	Mtg	ofc 7:00pm CC-Parks & Rec		
	night			Comm Mtg		
	7:30pm School Board-Azalea Library					
	Board Finance Diesery					
			20	21 22	23	24
	7:00pm CC-Council Mtg	8:30am Staff Mtg-Tom's		10:00am Site Plan-Tom's		
	7:00pm FH-Dept drill	ofc		ofc		
	night	10:00am TAC Meeting Public Facilities Plan				
		7:00pm CVAT-Forest				
		Sve Bldg				
			27	28 29	3	
	25	26	DECEN	MBER 1997		ARY 1998
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			28 29 30	31		

JANUARY 1998 APPOINTMENTS & SCHEDULED EVENTS 12:00pm Chamber Forum-Conf Ctr 6:30pm CC-Hillside Ordinance Committee 1/8/98

FEBRUARY 1998

		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAT
SUNDAY	MONDAY	8:30am Staff Mtg-Tom's	12:00pm CC-Community	9:00am CC-Crime		
	9:00am CC-VIPS		Agencies mtg	Stoppers		
	7:00pm FH-Dept drill	ofc OC DI	6:30pm FH-Police	10:00am Site Plan-Tom's		
	night	7:00pm CC-Planning	Reserves	ofc		
		Commission Mtg	Reserves			
				5	6	7
	1	3 Ct. C. Mia Tomis	7:00pm Tri Cities	8:15am Finance Staff		
	7:00pm CC-Council Mtg	8:30am Staff Mtg-Tom's	Council-Gold Beach	Mtg		
	7:00pm FH-Dept drill	ofc	Council Chambers	10:00am Site Plan-Tom's		
	night		Council Chamber	ofc		
				Overflow		
						Waterstante Day 14
			0	1 Lincoln's Birthday 12	13	Valentine's Day 14
	8	8:30am Staff Mtg-Tom's	1:30pm FH-Safety Comm	10:00am Site Plan-Tom's		
	8:00am	ofc	Mtg	ofc		
	CLOSED-HOLIDAY	l oic				
	9:00am CC-VIPS					
	7:00pm FH-Dept drill					
	night Overflow					
	Overnow				21	21
	15 President's Day	16	17	10:00am Site Plan-Tom's		
	7:00pm CC-Council Mtg	8:30am Staff Mtg-Tom's				
	7:00pm FH-Dept drill	ofe		ofc 7:00pm CC-Parks & Rec		
	night	7:00pm CVAT-Forest		Comm Mtg		
		Svc Bldg		Comm witg		
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Washington's B-Day	22	23	24			
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	Marine Control Control Control					

		APPOINTMENTS & SCHEDULED EVENTS
2/98	12:00pm Chamber Forum-Co	onf Ctr
2/98 6/98	12:00pm Chamber Forum-Co 7:30pm School Board-Azalea	Library
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MEMORANDUM

To:

Mayor and City Council

From:

Tom Weldon, City Manager

Date:

January 6, 1998

Subject:

SWOCAC Representative

We advertised a vacancy on Southwestern Oregon Community Action Committee's Board of Directors in December. This position was to serve as liaison between the Brookings City Council and SWOCAC.

We have received no requests to fill this position.

-eom-

MEMORANDUM

To:

Mayor & City Council

From:

Denise Bottoms

Through:

Tom Weldon, City Manager

Date:

January 8, 1998

Subject:

Parks & Recreation Commission vacancies

We currently have 1 vacancy on the Parks & Recreation Commission created from Elizabeth Ciapusci's resignation. We will have 2 more when Lee Rogers and Craig Mickelson's terms expire on February 1, 1998.

We have received one letter from Mike Smith requesting appointment to the current vacancy which has a term expiration of February 1, 1999. Although Mike lives outside the city limits, the Parks & Recreation Commission Ordinance allows one member to reside outside city limits and all current Commissioners live within city limits.

Craig Mickelson has requested that he be re-appointed to his position and we will need to advertise for Lee's position as she does not wish to be re-appointed. Both of these terms will have an expiration date of February 1, 2002.

ORGANIZATION	MEETING DATES AND TIMES	DATE APPOINTED	MEMBER DESIGNATE	TERM EXPIRES
Council President Student Representative	Same as Council	January 9, 1995 Sept. 23, 1996	Councilor Curry Kevin Blank	January 9, 1999 Sept. 1, 1997
Systems Development Charge Review Board	Quarterly on Tuesday afternoons	January 25, 1993 October 9, 1989 Vacant October 9, 1989 March 13, 1995 March 13, 1995	Mayor Brendlinger, Liaison Jim Collis, Chair Bob Krebs Ross Shawaker Russ Fritz	No specific Term October 31, 1999 October 31, 2000 October 31, 1999 October 31, 1998 October 31, 2000
Planning Commission	Monthly on first Tuesday at 7 P.M.	January 25, 1993 April 13, 1971 March 16, 1987 March 13, 1989 March 20, 1993 July 12, 1993 April 10, 1995 December 9, 1996 Sept. 23, 1996	Mayor Brendlinger, Liaison Earl Breuer Ted Freeman, Jr. Judi Krebs George Ciapusci, Chair Marvin Lindsey Richard Dentino Keith Pepper Jessica Babin, Student Rep	April 1, 2000 April 1, 1999 April 1, 1998 April 1, 2001 April 1, 2000 April 1, 1999 April 1, 1999 April 1, 1999 April 1, 2001 Sept. 1, 1997

Parks & Recreation Commission	Monthly on fourth Thursday at 7 P.M.	February 1, 1993 January 25, 1991 November 9, 1992 Vacant February 28, 1994 Sept. 14, 1995 October 14, 1996 October 14, 1996 Sept. 23, 1996	Councilor , Liaison Don Higginson Olivia Abbott Craig Mickelson Lee Rogers Gro Lent Elizabeth Ciapusci Paul Prevenas Shiloh Thom, Student Rep.	February 1, 2001 February 1, 2000 February 1, 1998 February 1, 1998 February 1, 2001 February 1, 1999 February 1, 2000 Sept. 1, 1997
Budget Committee	As set by Council	February 21, 1994 March 13, 1995 January 24, 1996 January 24, 1996 February 12, 1996	Kathie Leach Lorraine (Kathleen) Kuhn Gail Hampton Reily Smith Keith Hislop	February 1, 2001 February 1, 1999 February 1, 1999 February 1, 2001 February 1, 2001
Curry County Solid Waste Advisory Committee	Meet on Thursday afternoons in Gold Beach	June 27, 1994	Mayor bronding at	No Specific Term
Curry County Recycling Committee	Meet second Thursday of month in afternoon in Gold Beach	February 10, 1997	Ken Burnes	No Specific Term
Oregon Coastal Zone Management Association	Meet on Thursdays and Fridays - usually in Newport or Salem	Sept. 9, 1996	Councilor Curry Alt.: Councilor Hagbom	September, 1997 Sept. 1948
Coos-Curry-Douglas Business Development Corporation	Meet monthly on a Thursday morning in Coquille	June 13,1994	Councilor Curry	No Specific Term
Curry Tri-Cities Council	As needed, location varies between Brookings, Gold Beach and Port Orford		Full Council	
IPCC - State of Oregon	Unknown	February 1, 1993	Councilor Curry	No Specific Term
Harbor Sanitary District	Meets monthly on Tuesday evening at HSD at 7 P.M.	January 25, 1993	Mayor Brendlinger Alt: Councilor Curry	No Specific Term

Chamber of Commerce	Meets monthly on Thursday at noon at B/W Brookings Inn Conference Room	February 1, 1993	Councilor Hagbom	No Specific Term
Southern Oregon Watershed Coordinating Council		January 14, 1994	Councilor Curry Alt.: Councilor Hagbom	No Specific Term
Chetco River Watershed Council	First Wednesday of month 7:00 P.M., Chetco Ranger Station	September 26, 1994	Mayor Brendlinger	No Specific Term
Southwestern Oregon Community Action Committee		April 11, 1994	Police Chief McDonald	No Specific Term
OCZMA/ODOT Coastal Policy Advisory Committee on Transportation (CPACT)	Unknown	April 24, 1995	Councilor Curry Alt. Councilor Hagbom	No Specific Term
Committee to Study LDC requirements for placement of residential care facilities	Inert	October 9, 1995	Mayor Brendlinger Ann Ramp	No Specific Term
League of Oregon Cities Legislative Committee	As Set by LOC	November 15, 1995	Councilor Hagbom	No Specific Term
Senate Bill 357 - Tsunami Zone Issue		December 11, 1995	Councilor Hagbom	No Specific Term
Student Government Day Committee	As Set by Committee			No Specific Term
Falcon Cable Methodology Committee	As Set by Committee	October 28, 1996	Mayor Brendlinger, City Manager Tom Weldon, Citizen Wanda Kimbel	No Specific Term
Port of Brookings-Harbor	Monthly on third Wednesday			No Specific Term
School Board (District 17C)	Monthly on third Monday			No Specific Term

TO:

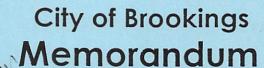
Mayor, City Council

FROM:

Tom Weldon, City Manager/

DATE:

January 7, 1998





Issue:

Should risk assessment be a part of Harbor Sanitary District's wastewater treatment charges?

Recommendation:

Council discuss the subject, including the possible compromise outlined below. If you think it makes sense-direct staff and the Mayor to work with HSD on the detailed wording of a long term service contract with HSD. Staff (including the City Attorney) believes the proposal has merit and that it should be pursued.

Background:

- 1. HSD has objected to paying the \$31,008 yearly risk assessment fee recommended by Marv Winer.
- 2. The risk assessment fee is to compensate the city for the risk it has assumed in taking out the \$13.1 million loan. The risk is that city may not have enough revenues someday to make the loan payments. This is a legitimate concern, particularly if HSD pulls out and is allowed to build its own wastewater plant, as they have said many times they want to. HSD has taken the position that the city could raise rates to cover any shortage.
- 3. A small group of city and HSD elected officials and staff met this week to discuss the risk assessment fee and whether a compromise could be reached.
- 4. After two hours of discussion a possible compromise was reached, subject to further approval by the governing bodies. HSD would continue to pay the 4% risk assessment fee they are now paying on the Phase I debt service –approximately \$900 per month average. HSD would enter into a long term agreement to continue as a city customer maintaining essentially the same flow levels as now. If HSD were to build a plant it would only accept new customers. The city would be guaranteed serving the present customers and new customers until the plant was built. Any rate increases in the future would apply also to HSD.

Memorandum

TO: Mayor, City Council

FROM: Tom Weldon, City Manager Tom

DATE: January 8, 1998



Issue:

Finishing Police Department addition.

Synopsis:

It will take only \$10,000 - \$12,000 to finish interior of Police Department addition. This money is available and so we should do this.

Background:

- 1) Police Department addition was originally budgeted at \$15,000 this year with interior work and costs (estimated to be \$15,000) to be done and paid for out of next year's budget. Our plan was and this has generally worked out that we could construct this addition with volunteer labor.
- 2) At your last meeting you authorized an additional \$10,000 to be spent on an electrical contractor to wire the addition. This money is coming from the Police Department Capital Outlay line item and the Enhanced 911 (E911) budget.
- We are \$10,000 to \$12,000 away from completing the interior of the building and being able to move in and use it.
- 4) It's inefficient to have this space almost finished, have the money available to finish the addition and not do it.
- 5) We need to finish the addition so we can have additional space and to allow the Police Department to keep moving on the E911 conversion.
- 6) This last \$10,000 \$12,000 will purchase and install carpeting, purchase insulation purchase and install a suspended ceiling, purchase 6 interior doors and purchase paint. These prices are all based on at least 2 written quotes for each item.
- 7) We budgeted \$20,000 this year for painting City Hall. We have spent \$500 for specs on this job and \$1,500 for fascia work necessary before painting. We went to bid for the painting and got 1 bid which was considerably over the original estimate. That bid was rejected and after talking with the contractor, changes have been made which should lower the price when we go out for bid again next spring.

- 8) We can use \$12,000 of the \$18,000 still available for painting City Hall to finish the Police Department addition.
- 9) We can rebudget for painting City Hall in next year's budget -\$15,000 should be more than enough. The bidding on this job can be done so that the work is done and paid for next summer.
- 10) Ultimately it appears we'll get both projects done for around \$54,000, instead of the original estimates of \$50,000.
- 11) Thanks to the volunteers, we'll end up with a new 1,800 square feet office addition to the Police Department for around \$37,000 a real buy! This type of construction normally goes for around \$75.00 per square foot and we got it for \$20.50 per square foot!
- 12) Sergeant Cooper has done an excellent job in guiding all the facets of this project and is hereby thanked and commended.

Recommendation:

Council authorize expenditure of up to \$12,000 to complete Police Department addition.

Options:

Listed below are other options we have reviewed and do not recommend:

1) Budget \$12,000 in next year's budget and finish the project after July 1st.

-eom-

TO: Mayor, City Council

FROM: Leo Lightle,

Community Development Director

THROUGH: Tom Weldon, City Manager

DATE: January 7, 1998

City of Brookings

Memorandum



Issue: Final Infiltration/Inflow Removal Study for the City of Brookings

Synopsis: Council has received the final copy of the Infiltration/Inflow

Removal Study.

Recommendation: Council adopt the City of Brookings Infiltration/Inflow Removal

Study dated November 11, 1997.

Background: This study was required by DEQ to complete the facilities plan for

the wastewater system

Memorandum

TO:

Mayor, City Council

FROM:

Leo Lightle, Community Development Director

THROUGH:

Tom Weldon, City Manager

DATE:

December 23, 1997

Issue:

Changes to GENERAL ENGINEERING REQUIREMENTS AND STANDARD SPECIFICATIONS FOR STREET, STORM DRAIN, SEWER AND WATERLINE CONSTRUCTION FOR THE CITY OF BROOKINGS.

Synopsis:

The general engineering specs book was prepared for the city of Brookings in 1988 by HGE. Inc. Since its adoption several amendments have changed specific parts of the document, leaving the main body intact. The current proposed changes will have the same effect, updating specific pages and drawings to reflect advances in technology in the years since the original was adopted.

The proposed changes are attached. Those parts with a line through will be stricken; additions are shown with gray highlighting. If the change is to a drawing the original drawing is in front of the proposed drawing which is marked draft. Only pages with changes are attached. The sheets are formatted so they can easily replace outdated pages in existing books.

These changes have been reviewed and approved by HGE, Inc., the city engineer.

If the ordinance is adopted the changed pages will be sent to the 68 holders of the general specs book as well as updated in the unpurchased copies in city hall. The cost for the book will also be increased from \$25 to \$30. This increase will cover the price of a three-ring binder for the pages instead of using the plastic comb binding process. Updates can easily be inserted once three-ring binders are in circulation.

Recommendation:

The City Council adopt Ordinance No. 98-O-527 an ordinance amending Ordinance No. 91-O-484, which adopted the <u>GENERAL ENGINEERING REQUIREMENTS AND STANDARD SPECIFICATIONS FOR STREET, STORM DRAIN, SEWER AND WATERLINE CONSTRUCTION</u> document, dated August, 1988, Project 3683, Prepared by H.G.E., Inc. Engineers and Planners.

DIVISION 1
Engineering Requirements
for Construction Plans
Page 4

(1A.07.b.(07)., continued)

- (b) Elevation of finished grade and inverts of each storm drain manhole.
- (08) Curb Inlets.
 - (a) Curb inlets shall be used to collect storm water from curb gutters. Connections to the storm drain shall be of 12 inch pipe, and may be made by a tee fitting.
 - (b) The quantity of water received at the inlet shall not exceed the capacity of the inlet.
 - (c) Maximum height of curb inlet opening shall be six (6) inches.
- (09) Dikes and pumping systems shall be installed if necessary to protect the subdivision against flooding or other inundation.
- c. Sanitary Sewer Plan/Profile Shall Show at Least the Following Information:
 - (01) Basic details in (07) (a) and (b), above.
 - (02) Location, elevation and details of all appurtenances and special equipment, such as lift-stations and wetwells.
 - (03) Details of protective, heated buildings for housing any required electrical controls and/or standby generating facilities.
 - (04) Service or house lateral plan locations and stationing, plus a typical installation detail including depth and length of finished lateral from main line.
- d. Water Line Plan Profile Shall Show at Least the Following Information:
 - (01) Location of all proposed water lines, air-release valves, blow-offs, valves and other appurtenances.
 - (02) Profile of proposed water lines including diameter, slope, horizontal length and type of pipe.
 - (03) Elevation of finished grade and inverts at vertical changes of direction, appurtenances and connections.

Appurtenance installation locations shall be stationed.

(3F.02.b., continued)

When solid rock layers have an overburden of material of common classification which cannot practically be stripped and handled separately from the solid rock and/or are interspersed with a material of common classification, the entire mass will be classified as solid rock if the solid rock constitutes not less than 85 percent of the entire mass.

03. Conduits or Casings.

- a. Unless special permission is first obtained to open cut, pipe line or conduit which crosses under the surfaced portion of the highway or street, installation shall be either tunneled, jacked, driven or bored under the surface.
- b. The Contractor shall make arrangements with applicable public agency and/or agencies before starting construction.
- c. Casing shall be one quarter (1/4) inch steel wall pipe, asphalt dipped.
- d. Contractor shall sand slurry pack voids around the pipe and casing for the full length of the casing prior to backfilling the access pits. Ends to be watertight.

04. Trench Backfill and Bedding.

a. Foundation stabilization shall be utilized from approved sources as directed by the Engineer, where it is necessary to stabilize the trench bottom.

Materials shall be one and one half (1-1/2) inch minus gravel or crushed rock, reasonably evenly graded from coarse to fine.

- b. Granular material for pipe base and pipe zone shall be 3/4" minus 5/8" minus screened natural pea gravel or crushed gravel, having reasonably even gradation from coarse to fine, installed in locations designated by local public agency or the Engineer.
- c. Class III Backfill material shall be 1-1/2"-0 pit run or bar run gravel, or bank or river sand, clean and free from organic and vegetative matter, sticks and debris.
- d. Gravel base under improved streets, surfaced roadways and drive-ways, shall be 1-1/2" minus crushed quarry rock.
- e. Gravel leveling course under improved streets shall be

3/4" minus crushed quarry rock.



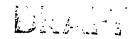
Division 3 Sitework Page 7

(3F.04., continued)

- f. Trench Backfill Methods. Under All Streets, Trench Will Be Class III Backfill.
 - (01) Class I Backfill: Shall be backfilled with the excavated materials in layers not thicker than one (1) foot layers. Each layer shall be thoroughly tamped by means of hand or mechanically operated tampers. Fill shall be compacted to 95 percent density when tested in accordance with AASHO Modified Standards, and such that no settlement will occur under normal traffic loading. Trench above the pipe zone shall be backfilled to within ten (10) inches of finished surface for pavement areas and eight (8) inches for gravel improved roadways. Trench shall then be filled with six (6) inches of 1-1/2" minus crushed rock and two (2) inches of 3/4" minus crushed rock.
 - (02) Class II Backfill: Following backfill in the pipe zone, the excavated material may be pushed back into the trench by mechanical means. Where this method of backfill is allowed the earth shall be pushed first onto the slope of the backfill previously placed and allowed to roll down into the trench. The Contractor will not be allowed to push the backfill material into the open trench. A windrow of excavated material shall be placed over the trench to allow for settlement. Contractor shall make his own estimate of the amount of settlement that will occur and will stockpile enough material to compensate for settlement. After the backfill has been completed, the entire working area, including the trench, shall be graded with a motor grader.
 - (03) Class III Backfill: The trench above the pipe zone shall be backfilled with material as specified in 3F.04.d. to within ten (10) inches of finished surface for pavement areas and eight (8) inches for gravel improved roadways. Material shall be placed in the manner specified for Class I Backfill. Trench shall then be filled with 6" of 1-1/2" minus crushed rock and 2" of 3/4" minus crushed rock. Trench shall then be compacted with a least six (6) passes of a motor grader or other similar equipment.
- g. Any area requiring rock excavation shall be bedded with materials specified in 3F.04.B. Gravel shall extend six (6) inches above and below the installed pipe and run the full width of the trench. If Class I or II Backfill is utilized, rock excavated may not be utilized for backfill material and must be disposed of

by the Contractor.





(3K.02.a.(04).(b)., continued)

- (bb) Rubber rings shall conform to the requirements of AWWA Standard C111.
- (05) Ductile Iron Pipe shall be cement lined on the inside conforming to AWWA Standards C-104, outside coating shall be a bituminous coast one (1) mil thick, conforming to AWWA Standard C151.
- (06) All ductile iron piping shall be encased with polyethylene eight (8) millimeter film, and shall meet the requirements of AWWA Standard C105.
- (07) Pipe shall be manufactured by U.S. Pipe and Foundry, or approved equal.

b. PVC Pipe.

- (01) PVC pipe shall be Class 150, minimum, and meet the requirements of SDR 18. Pipe shall meet the requirements of AWWA C-900, with the exception that PVC water pipe shall be made to cast iron outside diameters. The pipe shall further meet Uni-Bell Standard Uni-B-2.
- (02) Pipe shall be made with nominal inside diameters as specified herein or shown on plans and shall meet the standard dimension ration (SDR's) as set forth in Uni-B-2.
- (03) The integral socket bill shall be rubber ring type "Ring Tite" or approved, and shall meet the same strength requirements as that of the pipe. An integral socket bell shall be furnished with each length of pipe.
- (04) Rubber rings shall conform to the requirements of ASTM F-477.
- (05) Pipe shall be "Blue Brute" as manufactured by Johns-Manville or approved equal.

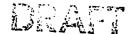
c. Concrete Cylinder Pipe.

- (01) Concrete cylinder pipe shall be Class 150, minimum, and shall meet the requirements of AWWA C-300.
- (02) Pipe shall be made with nominal inside diameters as specified herein or shown on plans.

(3L., continued)

02. Materials.

- a. Fittings.
 - (01) Fittings shall consist of all ells, and other appurtenances required for the project.
 - (02) Cast or Ductile Iron Fittings.
 - (a) Fittings shall meet the requirements of ANSI Specification A21.10 (AWWA C-110) for 250 psi working pressure. Fittings shall be the short body dimension type.
 - (b) Flanges shall conform to ANSI Specification B16.1, Class 125 unless otherwise specified and shall be faced and drilled in accordance with ANSI Specifications B16.1, Class 125.
 - (c) Gasket material for flanged joints shall be sheet rubber conforming to Federal Specifications HH-G-156, Class A or B, 1/16 inch thick, and as approved. The gasket shall be full cut with holes to pass bolts.
 - (d) Bolts and nuts for use with flanged joints shall be cadmium plated.
 - (e) Mechanical joints shall conform to the requirements of ANSI Specification A21.11 (AWWA C-111).
 - (f) Rubber rings for mechanical joints shall conform to the requirements of ANSI Specification A21.11 (AWWA C-111).
 - (g) Bolts and nuts for use with mechanical joints shall be galvanized tee-head bolts and hexagonal nuts.
 - (h) Fittings shall be manufactured by Tifco, Tyler, Clow, or approved equal.
 - (03) Flanged coupling adaptors shall be Rockwell #912 or approved equal. Bolts and hardware shall be stainless steel.
 - (04) Flanged reducing coupling adaptors shall be Rockwell #914 or approved equal. Bolts and hardware shall be stainless steel.
 - (05) Reducing couplings shall be Rockwell #415 or approved equal. Bolts and hardware shall be stainless steel.
 - (06) Compression couplings for service connections shall be Rockwell #411 or approved equal. Bolts and hardware shall be stainless steel.



Division 3 Sitework Page 32

(3L.02., continued)

- d. Valve Boxes.
 - (01) Cast iron valve boxes shall be furnished and installed with all valves.
 - (02) Boxes shall be adjustable length, two piece, for varying installation conditions, and shall have a slip type means of adjustment.
 - (03) Shaft shall be 5-1/4 inch diameter, and cover shall be lettered WATER.
 - (04) Boxes shall be Rich "920" "910" as manufactured by Varicast, or approved equal.
- e. Thrust and Resistance Blocking.
 - (01) All blocking shall be of 2,500 psi concrete. They shall be poured at all fittings where required to prevent movement. Concrete shall be poured as stiff as possible and shall be covered after pouring. The block sizes for various fittings shall conform to the standard details.
 - (02) Blocking shall be placed between undisturbed earth and the fitting to be anchored.
 - (03) All blocking shall be placed so that the pipe and fitting joints will be accessible for repair.
- f. Air Vacuum Release Valves. Combination air vacuum relief valves shall be iron bodied, bronze mounted combination air and vacuum relief valves, designed for normal usage of \$50 psi, McCracken, Golden Anderson, or approved. One two (2) inch gate valve, as specified shall allow removal and reconditioning of vacuum relief valve. Connection to main pipe shall be made through the use of double strap service clamps, Smith Blair, as specified, or approved equal. Required piping shall be galvanized iron. Install at all high points or summits of any given line.
- g. Blow Off Valves. Blow off valves shall be constructed per standard details, with one two (2) inch gate valve installed for manual operation, as specified. Miscellaneous piping shall be galvanized iron. One 4" x 4" painted cedar post shall be furnished for ready field location, and to secure outfall piping. Connection to main line shall be made through use of double strap service clamps, Smith Blair, as specified, or approved equal.

LA ANT

Division 3 Sitework Page 52

(3V., continued)

02. Materials.

- a. Backfill. Backfill materials shall conform to the applicable portions of Division 3.
- b. Concrete. Concrete shall conform to the the requirements of Division 4.
- c. Posts.
 - (01) Post materials shall conform to the applicable portions of Division 6.
 - (02) Posts shall be 2-3/8 inch outside diameter hot dip galvanized pipe, 4 x 4 Pressure Treated Douglas Fir, 2-1/2 inch outside diameter steel post mate as manufacture by Traffic Safety Supply or approved equal. Posts shall be 2 inch x 2 inch square fit or Telspar posts (holes 4 sides) zinc coated as manufactured by Traffic Safety Supply or approved Equal.

Base section of post consists of 2-1/2 inch x 2-1/2 inch x 18 inches long base sleeve, 2-1/4 inch x 2-1/4 inch x 36 inches long base section.

(03) Each post shall be of lengths as shown on Standard Drawing, 3-24. Standard sign post is 2 inches x 2 inches x 10 feet long.

03. Workmanship.

- a. Post shall be set in cylindrical concrete foundations. For concrete foundations a hole shall be excavated for the bury depth of the post; not less than 12 inches in diameter.
- b. All posts to be set in 2,500 psi concrete footings as shown, as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear on a post of this character. (Not necessary when using square fit or Telspar posts in undisturbed soil.) A liberal factor of safety to be provided.
- c. Sign posts shall be erected at a true vertical.
- d. The material shall be carefully handled so that no posts will be bent, cracked, or otherwise damaged.

3.W SEEDING AND MULCHING

01. Description.

a. Scope. This work shall consist of preparing, fertilizing, seeding and mulching of areas to develop a growth of grass

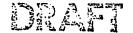
thereon. The areas involved will comprise cut and fill slopes and leveled portions of the pump station site, and roadside areas disturbed by construction; exclusive of rock slopes. The work shall be performed on the areas indicated by the plans or as designated by the Engineer in all areas disturbed by construction operation.



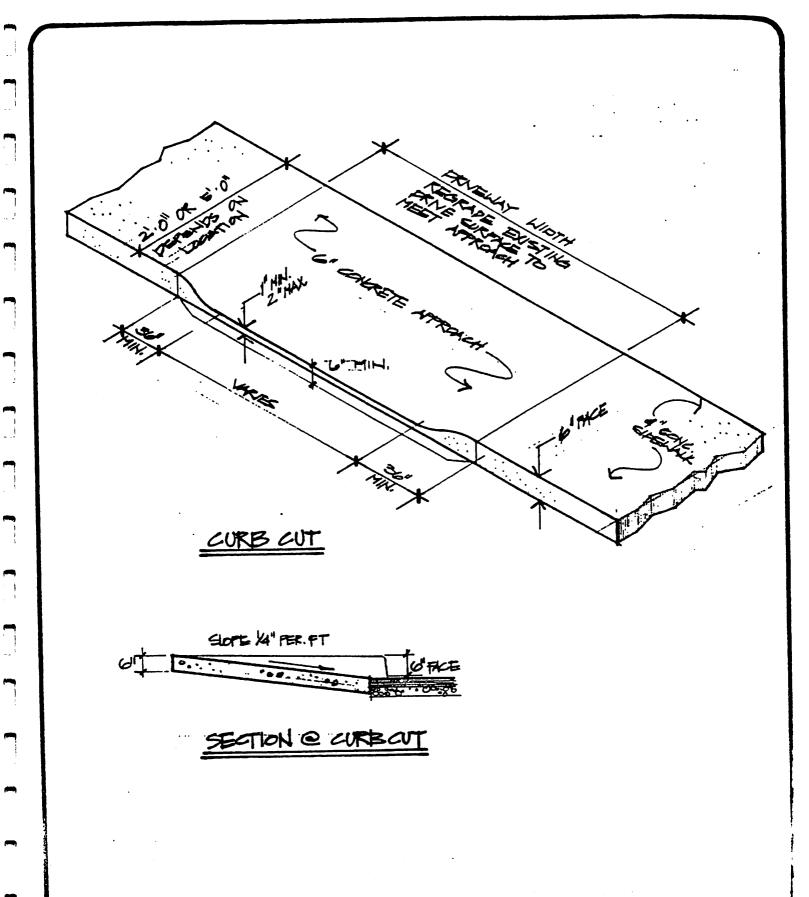
Division 4 Concrete Page 12

(4D., continued)

- 10. Concrete Surface Finish Flat Work.
 - a. Broom Finish.
 - (01) Location. Walks and slabs.
 - (02) Trowel to smooth, hard, slick surface, free from trowel marks. Absorption of wet spots with neat cement not allowed.
 - (03) Broom lightly at right angles to slab length. Provide scoring as specified.
 - b. Smooth Trowel Finish.
 - (01) Location. Interior slabs.
 - (02) Trowel to smooth, hard, slick surface, free from trowel marks. Absorption of wet spots with neat cement not allowed.
 - c. Sack Finish Concrete.
 - (01) While concrete is green, apply with rubber float the following mixture: 1 part sand, 1 part cement, mixed as dry as practicable.
 - (02) Fill all voids and rub off excess.
 - (03) Location. All exposed vertical concrete surfaces not otherwise finished including curbs and foundation walls.
 - d. Ramp Texture.
 - (01) Diamond Grid shall be 1 4" x 2" grid.
 - (02) Broom area to be textured prior to placing ramp texture.
 - (03) Must conform to American Disabilities Act standards.
- 11. Concrete Finishes Formed Work.
 - a. Curb and Gutter Finish.
 - (01) Edged.
 - (02) Troweled.
 - (03) Exterior surfaces light broom finish.
 - (04) Grinding exposed surfaces not allowed.
 - b. Catch Basin Finish.
 - (01) Formed outside and inside.



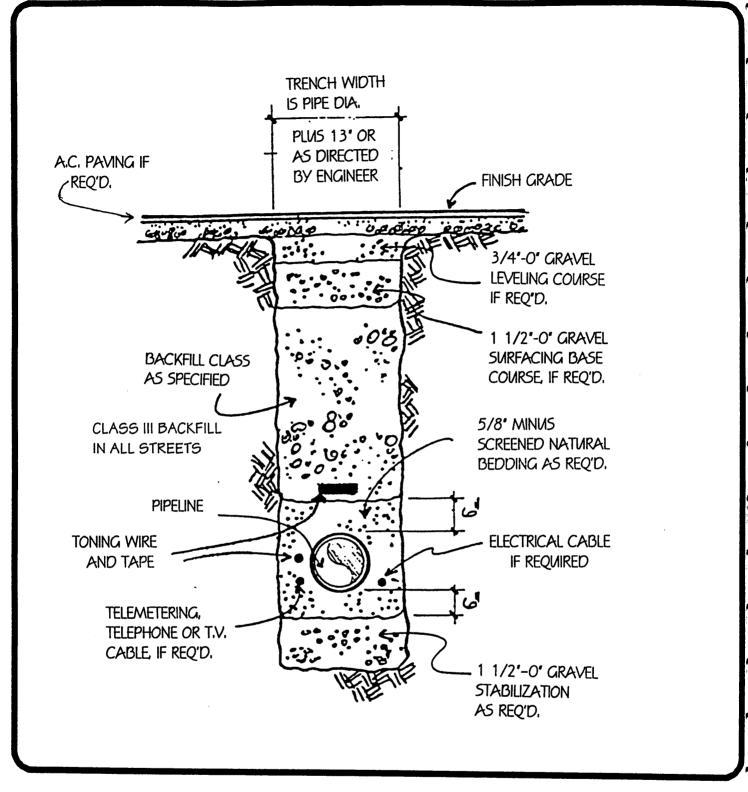
- (02) Troweled on top surface.
- (03) Smooth interior surface required.



STANDARD DETAIL

CITY OF BROOKINGS

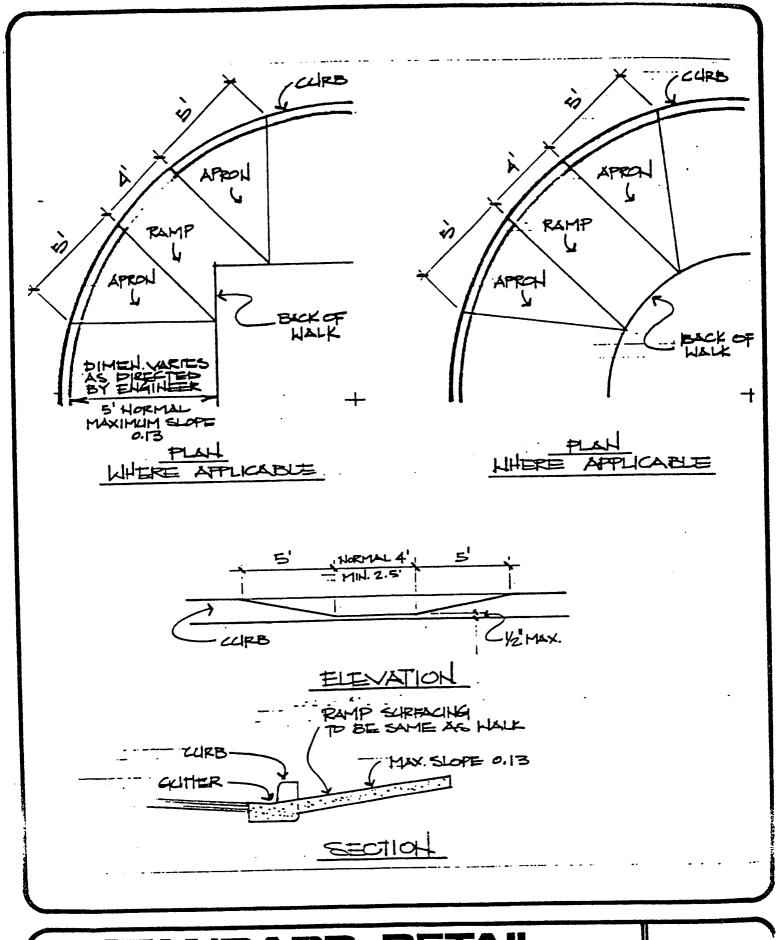
DRIVEWAY CURB CUT



STANDARD DETAIL

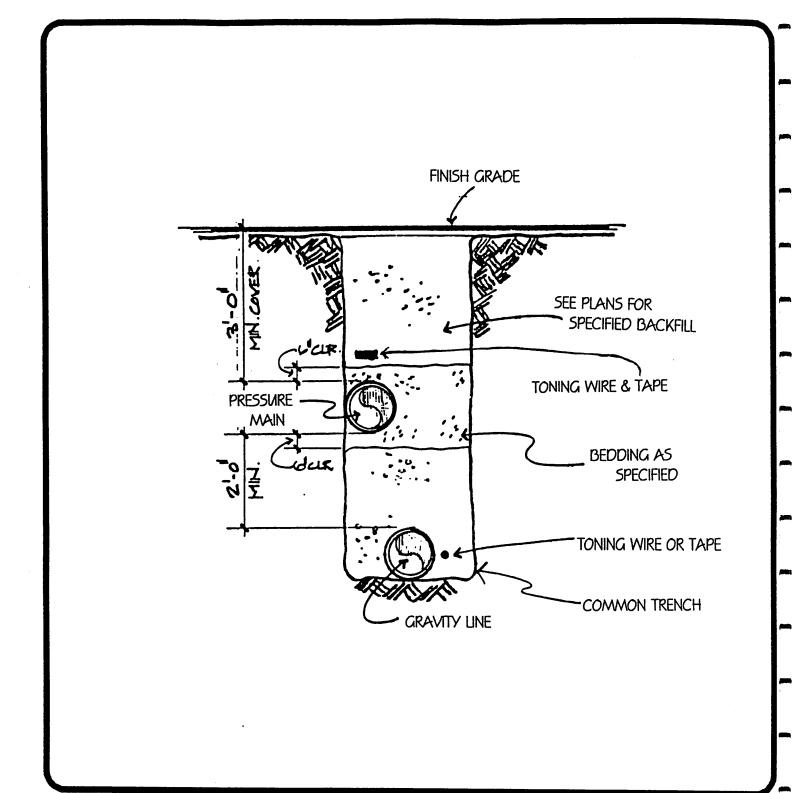
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TYPICAL TRENCH SECTION



STANDARD DETAIL

PEDESTRIAN RAMP

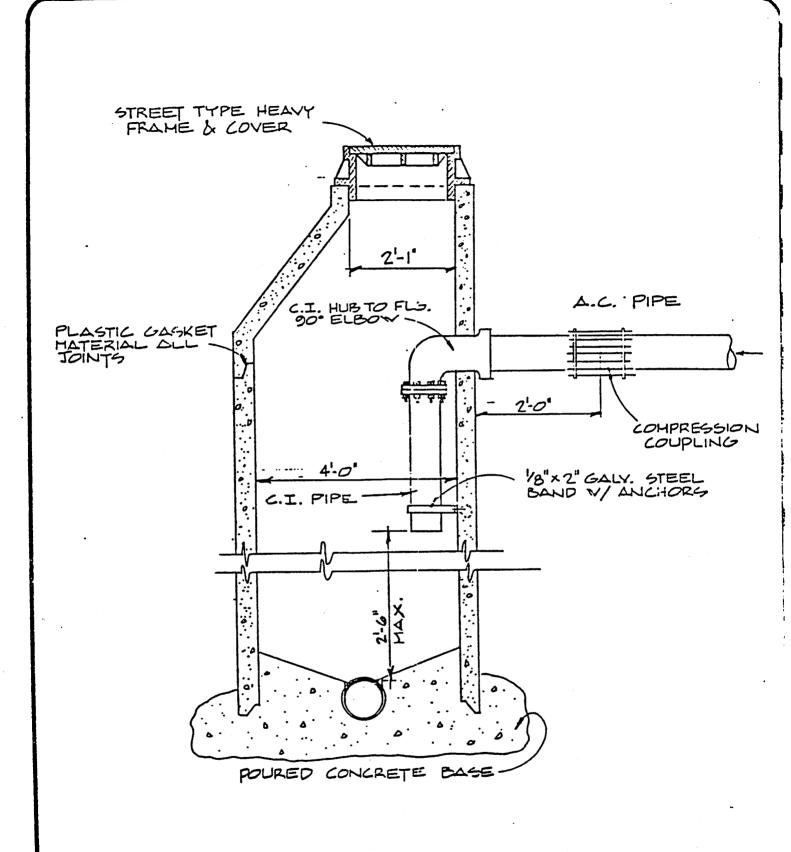


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CITY OF BROOKINGS

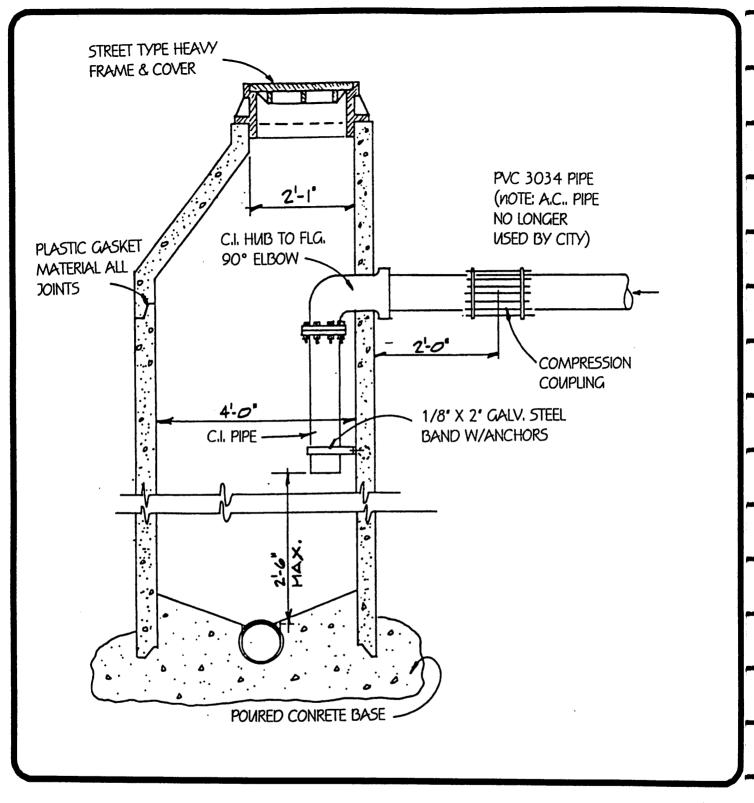
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GRAVITY & PRESSURE MAINS



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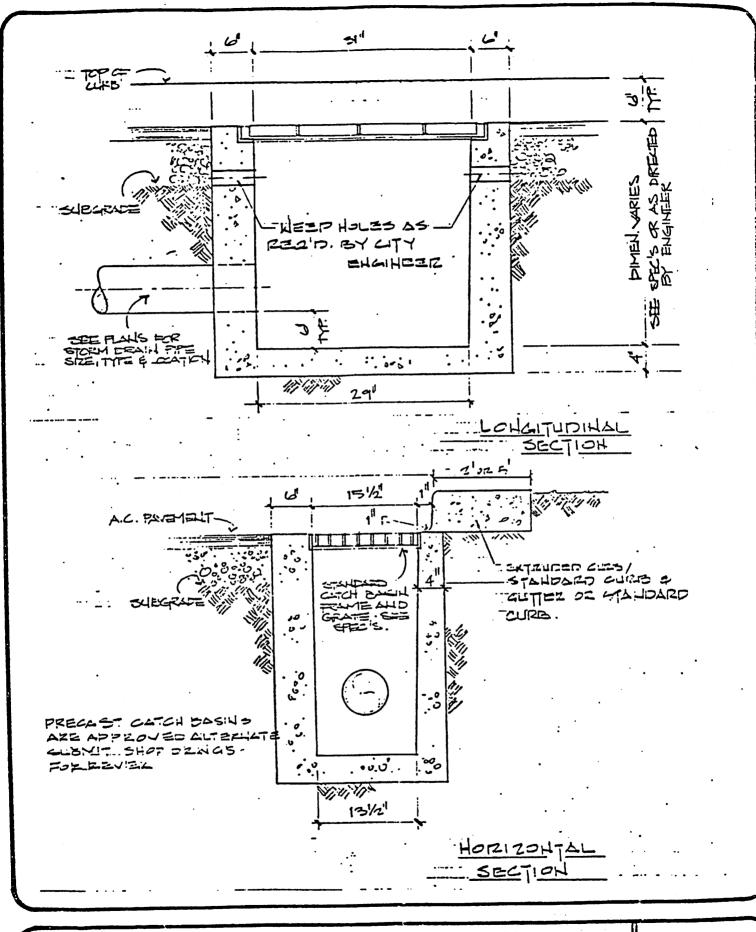
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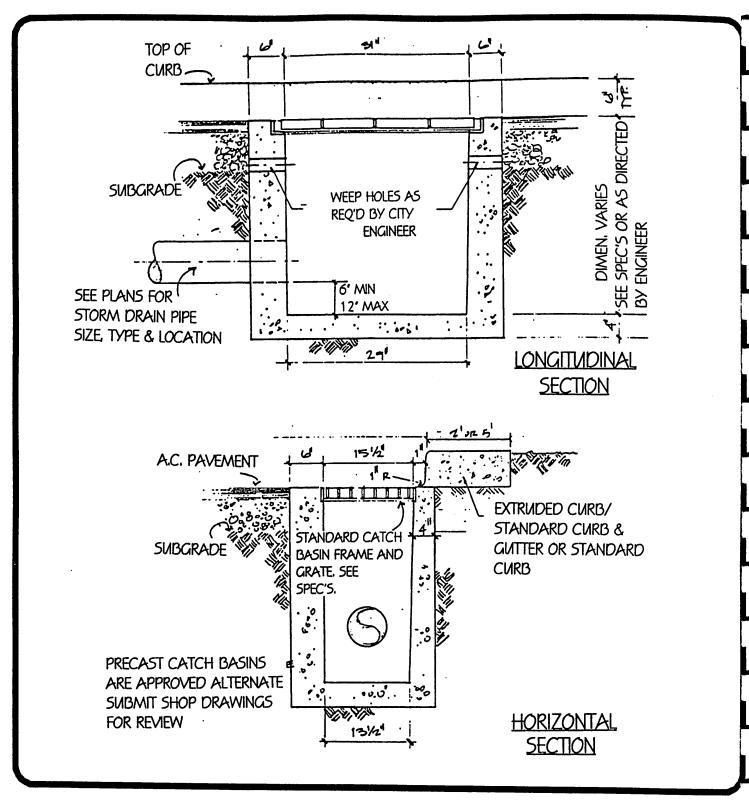
STANDARD DETAIL CITY OF BROOKINGS

SPECIAL DROP MANHOLE



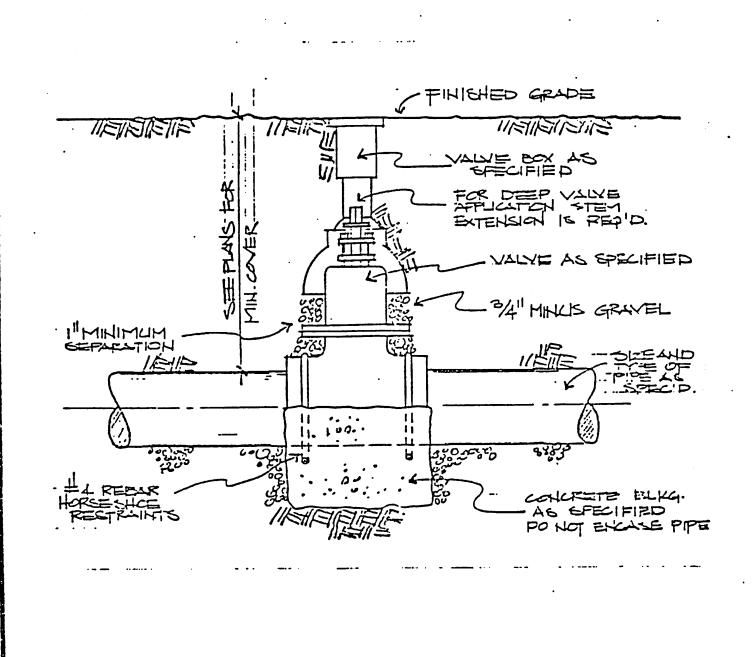
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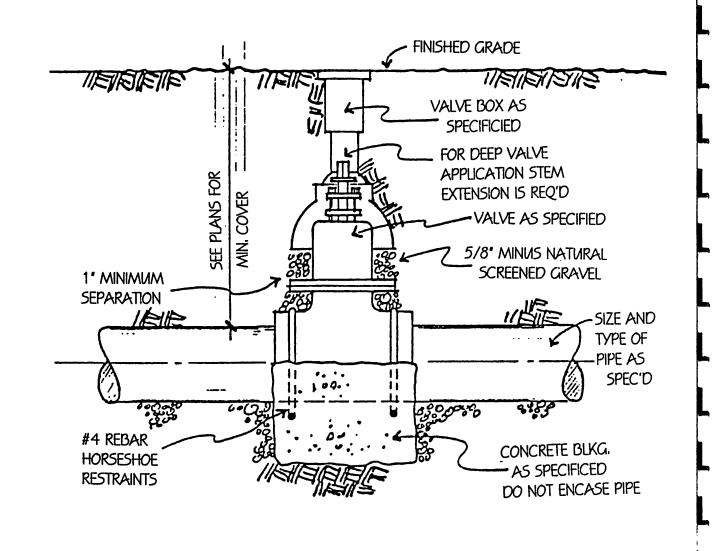


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STANDARD DETAIL



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STANDARD DETAIL

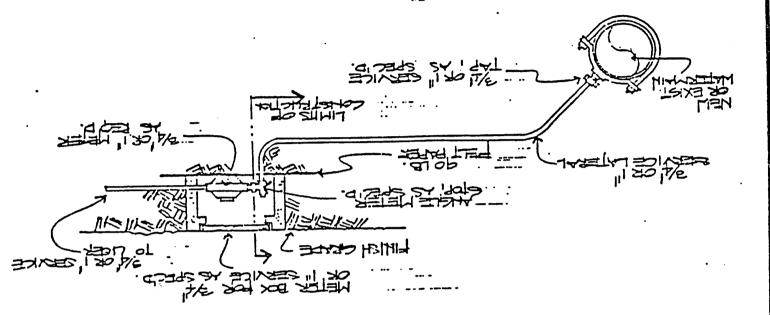
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TYPICAL VALVE AND BOX

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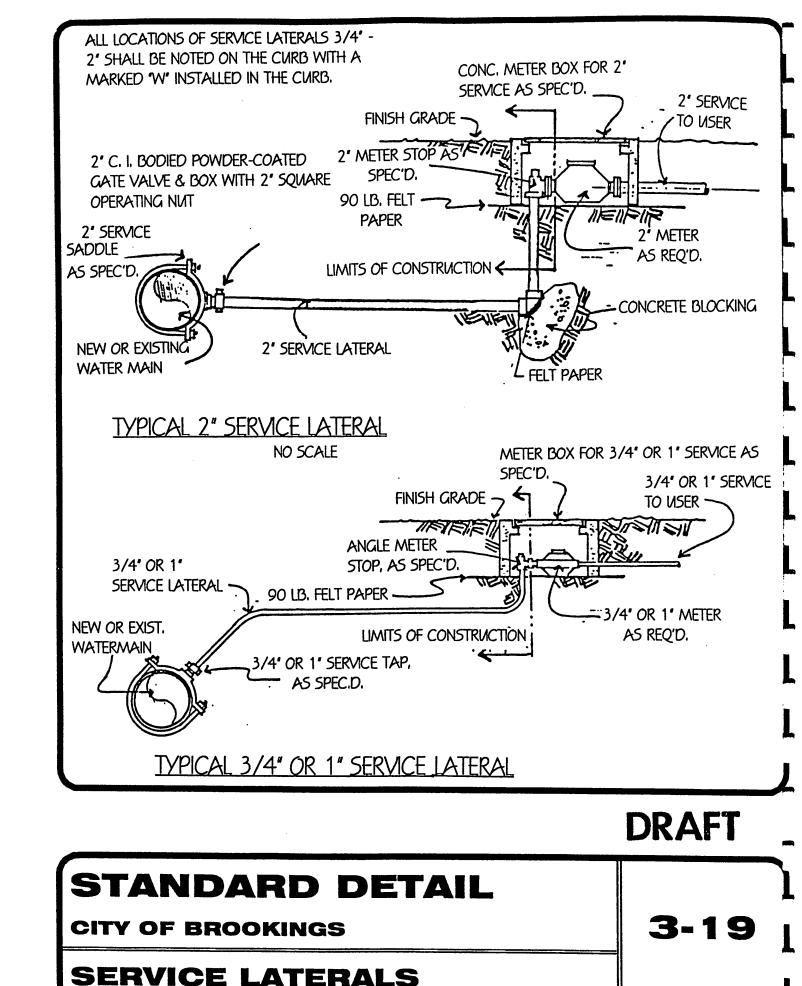
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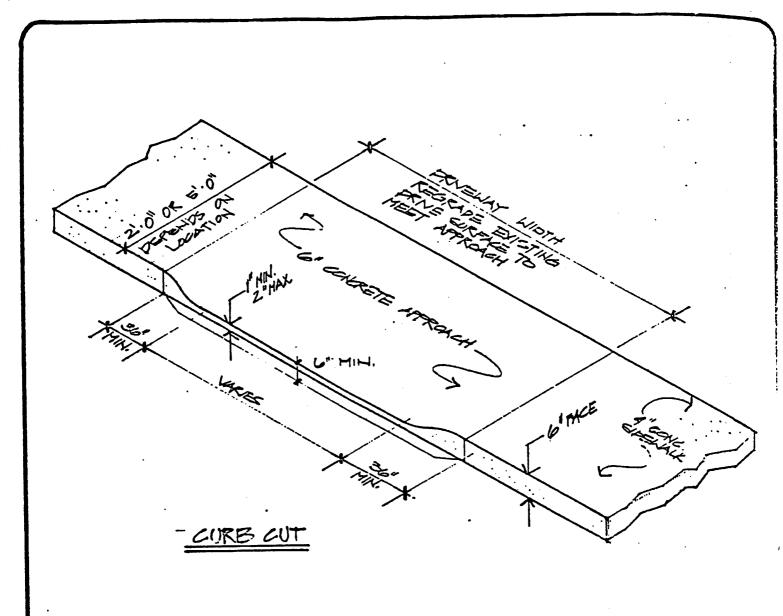
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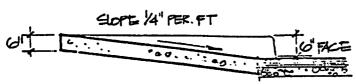
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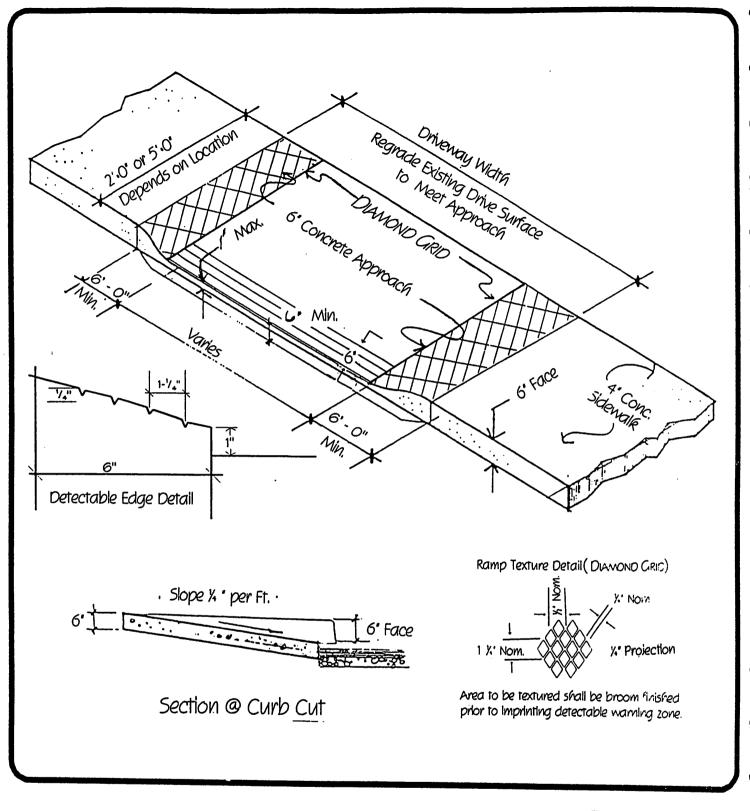




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STANDARD DETAIL CITY OF BROOKINGS

DRIVEWAY CURB CUT

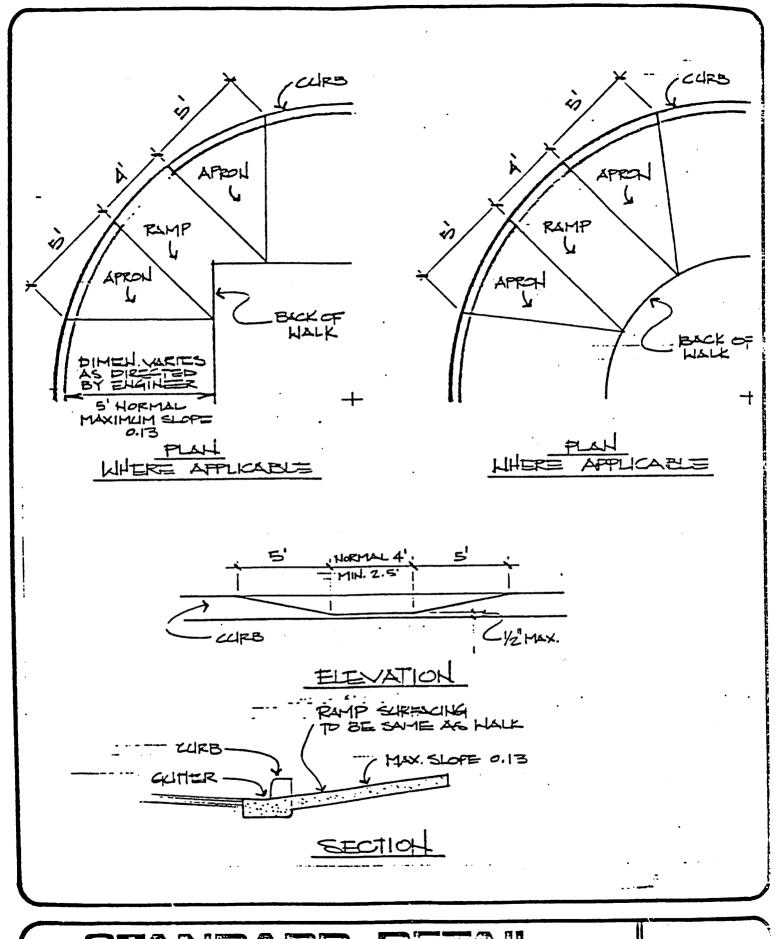


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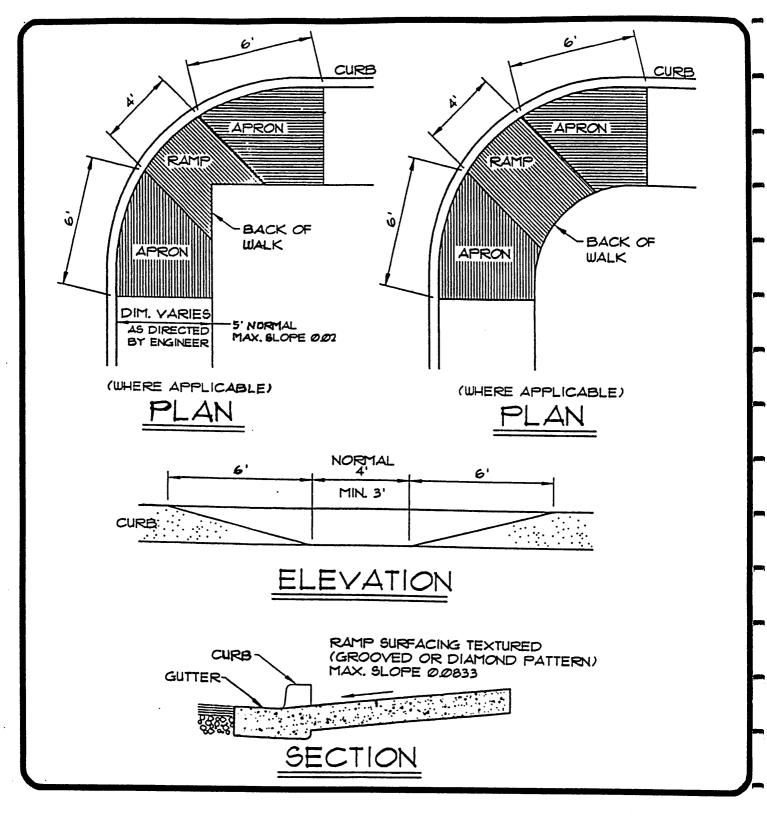
CITY OF BROOKINGS

DRIVE WAY CURB CUT



STANDARD DETAIL

PEDESTRIAN RAMP



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STANDARD DETAIL CITY OF BROOKINGS 4-3 PEDESTRIAN RAMP

TO:

Mayor, City Council

City of Brookings

Memorandum

FROM:

Leo Lightle,

Community Development Director

THROUGH:

Tom Weldon, City Manager

DATE:

Issue:

January 7, 1998

Authorization for engineering and specifications for the Fir Street

Storm Drain and Guardrail Replacement Project.

Synopsis: This project of replacing the storm drainage and guardrail is a

necessary project and a priority due to the hazard involved. The funding for this project would be through the System Replacement and Street Maintenance Funds. We need to have the project engineered, specs drawn up and advertise the project. Pre-engineered

cost estimate is \$70,000.

Recommendation: The City Council authorize HGE, Inc. to design, prepare

specifications and call for bids.

Rational: This project is needed due to the hazard that exists.

Background: Public Works, in their review of maintenance and repair items for

the budget for this year, had this project as a high priority due to the storm drainage pipe at the intersection of Fir Street and Old County Road deteriorating to the point of collapse and not being able to do the guard rail repair until the storm drainage is repaired. The guard rail has deteriorated to the point that it needs to be replaced instead of repaired. New requirements for engineering of guardrails

necessitated the redesign of the guardrail.

This project is a safety issue and is a hazard.

Please feel free to drive by and observe the guardrail at the intersection, or to call if you have any questions regarding this

project.

TO:

Mayor, City Council

City of Brookings

Memorandum

FROM:

Leo Lightle, X lix

Community Development Director

THROUGH:

Tom Weldon, City Manager

DATE:

January 7, 1998



Issue:

Waterline Project - Parkview Drive and Highway 101 reconstruction, replacement.

Synopsis:

The waterlines between Crissey Circle and Parkview Drive consist of both old lines and newer lines. There is also a lack of adequate valves, fire hydrants, and lines in an area of slippage and use of undersized lines. By reconstructing and replacing sections of the waterline we can eliminate many existing and future problems.

Recommendation:

The City Council authorize HGE, Inc. to prepare plans, specifications and advertise the Parkview Drive and Highway 101 Waterline Reconstruction and Replacement Project.

Background:

- 1. We have had several maintenance and operational problems with the waterlines between Easy Street and Parkview Drive. Several of these waterlines pre-date city ownership and subsequent new projects in the area were done with other funding which did not address existing problems and concerns because they were outside the scope of those projects.
- 2. The system before city ownership consisted of a 6" plastic line on the east side of Highway 101 between Ransom Avenue and Parkview Drive. There was no valve at Parkview Drive. The system also included a 4" cast iron line between Crissey Circle and Parkview Drive on Highway 101.

New projects provided a 12" water main between Crissey Circle to north of Parkview Drive. The new main is on the west side of Highway 101 between Crissey Circle and Parkview Drive and crosses Highway 101 to the east side of the highway.

3. WORK NEEDED

- ✔ Parkview Drive and Highway 101—reconstruct connection, install valving, prepare for future highway work. Currently to shut down Parkview Drive we have to shut down all of the water system north of Ransom Street.
- ✓ Eliminate the portion of 6" waterline where it crosses Ransom Creek. This line is in a slide area which has caused line breaks in the past.
- ✓ Tie all water service on the west side of Highway 101 onto the 12" waterline and abandon the old 4" cast iron main and install a badly needed fire hydrant.

There is no pre-design estimate so we will request that the engineer prepare bid documents so that we can do parts of the project or all of the project and then evaluate monies available for the total project and other priorities.

4. Funding would be from the Water Replacement Fund.

TO:

Mayor, City/Council

FROM:

John Bischoff, Planning Director

THROUGH:

Tom Weldon, City Manager

DATE:



Issue:

Ordinance 483, Creating A Planning Commission.

Synopsis:

Changing the meeting at which the election of officers is held.

Recommendation:

Approval of the recommended Ordinance change.

Background:

The Planning Commission voted to recommend a change to Ordinance 483 to hold the election of officers at the last meeting of the calendar year rather than the first meeting. This would place the election at the December meeting and allow the new chair and vice-chairperson to take their seats at the first meeting of the new calendar year.

The recommended change would be in Section 6 of Ordinance 91-O-483. The following is the recommended wording change:

Section 6. Election of chairperson and vicechairperson. At its first last meeting of each calendar year, the commission shall elect a chairperson and vice-chairperson to serve a one year term. The chairperson and vice-chairperson shall be eligible for re-election and shall be elected from among the voting members of the commission. The newly elected officers will take their seat at the first meeting of the next calendar year.

Options/Alternatives:

Listed Below are the options we have reviewed and do not recommend.

To not change the ordinance.

TO:

Mayor, City Council

FROM:

William J. Sharp, Fire Chief

THROUGH:

Tom Weldon, City Manager

DATE:

January 7, 1998

Issue:

Consider proceeding with purchase/lease of new fire truck and expanding fire department building by 3 parking bays.

Synopsis:

We had been setting aside funding for a new fire truck as part of the previous serial levy and the existing levy. Now that the levy is integrated into the general fund and resources are solidified, we would like to proceed with the purchase of the vehicle and it's housing.

Background:

- 1. The fire department is putting aside funding for the purchase of a new fire truck as part of the previous serial levy and the present serial levy \$36,000 a year. We will have approximately \$150,000 available after July 1st for this project.
- Currently we have two fire vehicles on which we have had to spend extra money to repair because they sit outside in the weather all year round.
- We have a rough estimate the building expansion will cost approximately \$100,000.
- We believe we should pay for the building project out of the money we have on hand. We would then put the remainder of our money on hand as a down payment on the truck and finance the remainder of the truck cost, using the \$36,000 in tax dollars we have committed yearly as our payment.

Recommendation

Council authorize the Fire Department to (1) advertise for bids for the new fire truck, and as a separate item financing the new truck by the same company (they do this regularly as a tool to help sell fire trucks) (2) have an engineer develop plans for the expansion of the fire station to 3 more bays (3) advertise locally for financing of the fire truck.



TO:

Mayor & Council

THRU:

Tom Weldon, City Manager

FROM:

Bev Adams, Finance Director/Recorder

DATE:

January 6, 1998

RE:

Audit report for year ending 6/30/97

Issue:

1996/97 audit report completed.

Synopsis

Each year after the audit report is completed and Council and Management have had time to review the document, the Council formally adopts the audit in a public meeting. The City auditor, Paul McLeod, will be in attendance in order to answer any questions you may have regarding the report in your January 12th council meeting.

Also enclosed for your review is the management letter. The two issues still to be resolved (and the only problems noted by the auditor) are the inclusion of the Drug-Free Workplace Act in the Employee Handbook and Council approval of the second money market account currently held at U.S. Bank in Brookings. The Employee Handbook changes have been made to include the appropriate drug notification language required; the Council will be asked in the 1/26/98 meeting to approve the Money Market account at U.S. Bank.

Recommendation

That Council adopt the 1997/98 Audited Financial Statements for the City of Brookings.



Musser & Associates Certified Public Accountants

Mayor and Council Members City of Brookings, Oregon

December 19, 1997

Audit Report

In compliance with the Oregon Municipal Audit Law we were engaged to audit the fiscal affairs, accounts and financial statements of the City of Brookings for year ended June 30, 1997.

Our audit was designed to comply with the requirements of:

- Generally accepted auditing standards.
- The Oregon Municipal Audit Law and related administrative rules.

Our audit included examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. We also assessed the accounting principles used by the City and evaluated the overall financial statement presentation. Based on our audit, we conclude and report to you:

On pages 1 and 2

The financial statements are prepared in accordance with generally accepted accounting principles and City Council accounting policies.

The financial statements of the City's funds and account groups fairly present the financial position and results of its operation for the year ended June 30, 1996.

On pages 99-102

The City has substantially complied with the standards and expectations of the State of Oregon regarding the City's fiscal affairs, budgeting and financial reporting.

Other Matters

As noted in this letter from last year's audit, the City's drug-free workplace policy does not require employees to notify the City upon a drug related conviction entered against the employee. The Drug-Free Workplace Act requires that employees be told that they must notify the City of any drug related conviction entered against them in any court within five

561 Fifth Street PO Box 1118 Brookings, Oregon 97415 Phone: (541) 469-7448 Fax: (541) 469-4051

City of Brookings December 19, 1997

days of the conviction. The City must comply with the Act in any year that the City receives federal grants, loans or awards. We recommend that the policy be amended to incorporate the required notification.

Oregon law requires City Council approval for establishing, maintaining, and closing all bank accounts held by the City. There have been two instances of employees opening bank accounts without Council approval as was noted in this letter from last year's audit. We recommend the Council authorize the account that was opened without the required approval and that employees, as well as the financial institutions the City deposits its funds with, be educated about the law in regard to establishing accounts for the City.

Closing

In closing, we thank Beverly Adams, City Finance Director/Recorder for all her assistance during the audit. She is a very capable, qualified and knowledgeable government financial manager. We also thank the City Manager, Tom Weldon, for his interest and support during the audit.

If you have any questions concerning our audit or recommendations please call. This report is intended solely for the management of the City of Brookings, Oregon, however, it is a matter of public record and its distribution is not limited.

Musser & Associates



TO: Mayor & Council

THRU: Tom Weldon, City Manager '

FROM: Bev Adams, Finance Director/Recorder

DATE: January 6, 1998

RE: 1998/99 Budget Officer and Calendar

<u>Issue:</u> Council approval of 1998/99 budget calendar and appoint budget officer.

Synopsis

Attached for your review and approval is the proposed 1998/99 budget calendar. If the meeting dates of April 16th and 23rd conflict with your schedules in any way, please say so and we can reschedule at the January 12th council meeting.

City Manager Tom Weldon has directed me to ask for the dubious honor of being appointed as budget officer for the 1998/99 budget year. As always, Tom and I will work closely to prepare the proposed budget; Tom making the decisions, and I doing the grunt work.

Thank you for your confidence.

Recommendation

That Council appoint Beverly Adams as Budget Officer for the 1998/99 budget year.

CITY OF BROOKINGS 98/99 BUDGET CALENDAR

Preparation of budget forms
Budget forms to department heads
Council to appoint budget officer and accept budget calendar
Department budget forms completed and returned to Finance Director
City Mgr. meets with Finance Director & individual department heads to review budgets
Publish 1st notice of budget meetings
Proposed budget to budget committee
Publish 2 nd notice of budget meetings
Budget committee meeting, 7 p.m.
2nd Budget committee meeting, if needed, 7 p.m.
Publish budget summary & notice of hearing
Budget hearing - 7 p.m. council meeting
Budget adopted - 7 p.m. council meeting
Budget and levy certified to County and State

Bev g/.../calen.wpd 12/11//97

MINUTES JOINT CITY COUNCIL/PLANNING COMMISSION MEETING December 8, 1997

Attendance: Mayor Brendlinger.

Councilors Ham, Cartwright, Hagbom, Curry. Commissioners Ciapusci, Krebs, Linsey, Dentino.

Staff, City Manager Weldon; Planning Director Bischoff.

Agenda Item:

- 1. This item was taken out of order in hopes that Commissioner Pepper would arrive to discuss item #2. Commissioner Krebs explained the intent of the agenda item to the group and how the Planning Commission had interpreted Commissioner Peppers comment that a Citizen Involvement Review Board to mean a group of volunteers to help staff with code enforcement such as signs. There was discussion as to how this group would function and what part they would play. It was agreed that a citizen group should not be involved in citing or confronting violators and Commission Chair Ciapusci stated that this was never the intent. Discussion ensued as to what types of code violations were chronic. Commissioner Krebs stated that when they reported something to staff they never received a report back on what action was taken on the matter. It was decided that the City Manager and Planning Director would talk to Commissioner Pepper to determine what his intent was and if necessary bring the matter back to the next joint meeting.
- 2. This item was actually taken first while the group waited for Commissioner Pepper. City Manager Weldon presented the status of the ongoing work with the Post Office about their parking problems. There have been discussions with the owner of the vacant lot adjacent to the Post Office Annex about improving the lot as a parking lot and leasing it to the Post Office which would allow the closure of the front parking area.

The Post Office has amended and resubmitted its application for an new facility by reducing the parking from 110 spaces to 60 spaces which will reduce property acquisition and construction costs. The Postmaster hopes to get the go ahead soon.

- 3. Commissioner Krebs explained that the problems that the Commission was having with the county referrals has been resolved and they have been processed smoothly since.
- 4. The next meeting was scheduled for March 9, 1998 at 6:00 PM in the City Council Chambers.

Tom Weldon, City Manager

John C. Bischoff, Planning Director

CITY OF BROOKINGS COUNCIL MEETING MINUTES

City Hall Council Chambers 898 Elk Drive, Brookings, Oregon December 8, 1997 7:00 pm

I. CALL TO ORDER

Mayor Brendlinger called the meeting to order at 7:00 pm.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Council Present: Mayor Nancy Brendlinger, Councilors Larry Curry, Bob Hagbom, Dave Ham, Julie Cartwright, Ex-Officio Shiloh Thom

Staff Present: City Manager Tom Weldon, Fire Chief Bill Sharp, Accounting Clerk Denise Bottoms

Media Present: Chuck Hayward, Curry Coastal Pilot; Martin Kelly, KCRE; Bill Lundquist, The World; Melanie Broom, KURY Radio

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

Mayor Brendlinger introduced John Trew and Carol Cyphers of Stone, Trew and Cyphers law firm in Coquille.

V. <u>PUBLIC HEARINGS</u>

None

VI. <u>SCHEDULED PUBLIC APPEARANCES</u>

None

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

- A. Committee and Liaison Reports
 - 1. Planning Commission None
 - Chamber of Commerce None
 - 3. Council Liaisons

Councilor Hagbom has attended a few watershed meetings regarding the Steelhead listing and how soon they will want to list the Chinook.

Mayor Brendlinger reported on the CalTrans meeting she attended in Crescent City regarding Highway 199. They require written comments be returned by the end of December and she encouraged all who were concerned to return this comment form before Christmas

B. Unscheduled

VIII. STAFF REPORTS

- A. City Manager
 - 1. Parks and Recreation Commission vacancy

City Manager Tom Weldon advised the Council that the city would be readvertising for this vacancy and will also include the vacancy that will be created in February when another Commissioner's term expires.

Sewer Rates

Tom Weldon reported that a copy of the agenda and the Resolution regarding new sewer rates did not get sent out to Harbor Sanitary District and their attorney so he recommended that the Council pass the Resolution with the deletion of the risk assessment portion which will be discussed with HSD.

Councilor Ham moved, Councilor Hagbom seconded and the Council voted unanimously to adopt Resolution No. 97-R-630 with the omission of the risk assessment figures for HSD.

B. Community Development

1. I & I Study

This item was tabled until the January 12 meeting to give Council a chance to read the information provided.

2. Appointment of 2 City Councilors to DIA Committee

Councilor Hagbom moved, Councilor Cartwright seconded and the Council voted unanimously to appoint Councilor Ham and Mayor Brendlinger to serve as Council representatives on the Deferred Improvement Agreement Committee.

C. Police Department

1. Electrical Bids

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to award the electrical bid for Police Department expansion to the lowest bidder, Stadelman Electric in the amount of \$10,240.

D. Fire Department

1. Breathing apparatus bids

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to award the bid for the purchase of breathing apparatus to Wildfire Pacific in the amount of \$1,629.00, minus trade in.

IX. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 - Minutes of November 24, 1997 Regular Council Meeting
- B. Acceptance of Commission/Committee Minutes
 - Minutes of November 4, 1997 Regular Planning Commission Meeting
 - 2. Minutes of November 10, 1997 Special Planning Commission Meeting
- C. Approval of Vouchers (\$553,668.12)

(end Consent Calendar)

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

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Resolution
 - Resolution No. 97-R-630 A resolution adopting rates, fees and charges to the users of the City of Brookings Sewer services; and repealing Resolution No. 91-R-517, Resolution No. 97-R-620 and Resolution No. 97-R-620a

This resolution was adopted earlier in the meeting.

XI. REMARKS FROM MAYOR AND COUNCILORS

A. Mayor

St. George Lighthouse preservation - Councilor Ham and Mayor Brendlinger will attend part of this meeting.

Mayor Brendlinger asked if a letter has been sent to Falcon Cable. The City Manager will continue to work on that item.

The Council was asked to consider Council appointments and liaison committee assignments over the holidays for the upcoming year.

B. Council

Councilor Curry requested that a podium microphone be provided that will amplify voices adequately for the audience and Council to hear what is being said. The placement of the podium and speakers were also discussed for purposes of better projection.

XII. ADJOURNMENT

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to adjourn at 7:40 pm.

Nancy Brendlinger
Mayor

Beverly Adams
Finance Director/Recorder

ATTEST:

10111 Wetchen

SI - MNA / WPS

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

| Jim Collis - Chairman - 469-3678 | Bob Krebs - Vice Chairman - 469-3017 | Ross Shawaker - Member - 469-6499 | Larry Smith - Member - 469-6577 | Russ Fritz - Member - 469-0244

MINUTES:

The Board met in the Council Chambers at 898 Elk Drive, Brookings, Oregon at 1:30 PM on Wednesday, September 17, 1997.

Members present were Bob Krebs, Ross Shawaker, Russ Fritz and Jim Collis. Larry Smith was out of town and was excused from the meeting. Members present constituted a quorum. Mayor Nancy Brendlinger, City Manager Tom Weldon, Community Development Director Leo Lightle plus Pilot Reporter Chuck Hayward were also present.

Chair stated that minutes of the previous meeting had been distributed to all members and without objection the minutes would stand as presented.

Chair noted that the City Council had approved increases in the waste water system development charge rates which rates were in a sense confirmed by the successful results of the sewer bond election and asked if the new rates were divided between collection and treatment as was the case with the previous rates. The City Manager and the Mayor stated, that although the matter had not been specifically addressed, it was their assumption that the rate increase of \$1910, which will take effect on November 1, 1997, was for the treatment part of the charge and the previous collection charge of \$513 would remain. Thus the new waste water system development charge of \$3288 would include \$2775 for treatment and \$513 for collection. Bob Krebs then asked if Harbor would pay \$3288 for each connection. The concensus was that they would increase their previous payment by \$1910.

The Board took up a previously discussed topic of dividing the Water SDC fund into Treatment and Distribution components and the Wastewater fund into a Treatment and Collection components. The Chair noted that the last financial statement submitted by the Finance Director divided wastewater fee receipts into treatment and collection components but otherwise there had been no apparent change in accounting procedures. The City Manager said he would look into the matter and the topic was continued to the next Board meeting.

The Board then took up another previously discussed topic of procedure for collection and deposit of Harbor SDC payments. The Chair noted the Board had previously discussed the matter and then decided to defer action until after the sewer bond election. After discussion Ross Shawaker moved that the Board recommend City Council review the handling of Harbor SDC payments, and, unless there are extenuating circumstances or

reasons presented, that such payments be collected and deposited as provided in the original Brookings/Harbor Wastewater Treatment Agreement. Motion was seconded by Russ Fritz and passed.

The City Manager announced there would be a joint Brookings/Harbor Sanitary staff meeting in the Council Chambers at 1:30 PM September 23, 1997 and Board members might consider attending.

The City Manager also stated the City Parks and Recreation Commission would be meeting at 7:00 PM on September 18, 1997 to discuss use of SDC funds for Park projects.

The next meeting of the Board was scheduled for 1:30 PM December 9, 1997.

The meeting adjourned at 2:30 PM

Jim Collis Chairman

PARKS AND RECREATION COMMISSION MEETING MINUTES, November 20,1997

ROLL CALL:

Rogers, Prevanus, Lent, Higginson, Mickelson, Abbot Excused: Ciapusci: City Manager Tom Weldon, Present.

Minutes of October 23 approved.

BROOKINGS YOUTH ASSOC: A presentation covering a BMX and Skateboard facility was presented to the commission with potential sites proposed. Exhibits of the proposal was distributed to the commissioners and is retained with a copy of the minutes. The Youth group was encouraged to meet with the Library Board about the possible use of a portion of the Boat Park for development of a Skateboard facility.

HORSESHOE PIT: An overview of the project was presented, along with a time for completion in the Spring. Drainage for the area is being worked on and will be completed as the weather cooperates.

STOUT PARK: Up to date report was given with plans to complete paving dependent on weather.

SOFTBALL/SOCCER: Field #2 has been prepared for seeding. The Seed and Fertilizer has been ordered and will be planted when weather permits.

SYSTEM DEVELOPMENT: Current master plan was reviewed and the need for a Parks and Recreation Master Plan was discussed. Staff will assist with the development of a Master Plan for the Parks System.

RESIGNATION: Elizabeth Ciapusci has resigned, for medical reasons. Her resignation will create an additional appointment in January.

ANNOUNCEMENT: Curry County has appointed Charles Nordstrom to seek cooperative agreements to develop parks in the urban areas of the county.

NOMINATIONS: Motion, Abbott, second, Lent, Commissioner Mickelson to the position of chairman for 1998, passed.

ADJOURNMENT

City of Brookings CHECK REGISTER: CHECK # 30192 THRU 30356 For The Month Ending: December 31, 1997 ** CLOSED **

PRINTED: January 2, 1998 13:38:11 PAGE 1

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30229 Zee Service Company Inv 72-422822 12/03/97 100-106.00 53.70 252-612.00 53.70									
			Zee Service Company						
		30231	Donald Irwin	Deposit Refund	12/12/97	100-106.00	20.30	200-134.00	20.30

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City of Brookings

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CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
30232	Arnie Langner	Deposit Refund	12/12/97	100-106.00	30.05	200-134.00	30.05
30233	Bill Ogg	Deposit Refund	12/12/97	100-106.00	10.78	200-134.00	10.78
30234	Ami Arneson	Deposit Refund	12/12/97	100-106.00	46.33	200-134.00	46.33
30235	Kevin L Miller	Deposit Refund	12/12/97	100-106.00	6.36	200-134.00	6.36
30236	George & Tamra Neotti	Deposit Refund	12/12/97	100-106.00	38.36	200-134.00	38.36
30237	Rob & Jan Wikander	Deposit Refund	12/12/97	100-106.00	6.69	200-134.00	6.69
30238	Dr & Mrs Buonocore	Deposit Refund	12/12/97	100-106.00	16.43	200-134.00	16.43
30239	Tim J Dougherty	Deposit Refund	12/12/97	100-106.00	138.36	200-134.00	138.36
30240	Mike Mahar	Deposit Refund	12/12/97	100-106.00	2.65	200-134.00	2.65
30241	Chetco Corporation	Deposit Refund	12/12/97	100-106.00	29.09	200-134.00	29.09
30242	Richard Miller	Deposit Refund	12/12/97	100-106.00	27.01	200-134.00	27.01
30243	Chetco Corporation	Deposit Refund	12/12/97	100-106.00	65.50	200-134.00	65.50
30244	Viola Harvey	Deposit Refund	12/12/97	100-106.00	27.64	200-134.00	27.64
30245	Daniel & Donna Fraser	Deposit Refund	12/12/97	100-106.00	47.60	200-134.00	47.60
30246	Bart Kast	Deposit Refund	12/12/97	100-106.00	104.39	200-134.00	104.39
30247	C Wright Kunkle	Deposit Refund	12/12/97	100-106.00	48.28	200-134.00	48.28
30248	Dorothy Baldwin	Deposit Refund	12/12/97	100-106.00	31.13	200-134.00	31.13
30249	Terry Beaman	Deposit Refund	12/12/97	100-106.00	34.14	200-134.00	34.14
30250	Mike Mahar	Deposit Refund	12/12/97	100-106.00	45.00	200-134.00	45.00
30251	Beverly Adams	Reimbursement	12/12/97	100-106.00	111.08	107-658.00	
30252	Amazing Computers	Inv 1026	12/12/97	100-106.00	3,030.00		111.08
00202	mazing computer 5	1114 1020	12/12/1/	100-100.00	3,030.00	102-606.00	180.00
						103-612.00	1,010.00
						104-606.00	400.00
						107-612.00	940.00
30253	Ben-Ko-Matic Brush	Inv 76219&77131	12/12/97	100-106.00	483.80	150-606.00	500.00
30254	Nancy Brendlinger	Reimbursement	12/12/97	100-106.00	49.15	150-606.00	483.80
30255	Brett's Small Engine	Nov Statement	12/12/97	100-106.00		102-658.00	49.15
30256	Brookings Harbor Chamber	Reg Fee-Weldon	12/12/97		10.90	150-606.00	10.90
30257	Brookings Harbor Medical Ctr	The state of the s	12/12/97	100-106.00	20.00	102-658.00	20.00
30237	brookings harder hearcal cer	Nov Statement	12/12/9/	100-106.00	174.00	105-658.00	80.00
30258	Duilding Codes Division	D-1 7-4 Ob- C	10/10/07	100 101 00	20.00	150-658.00	94.00
30259	Building Codes Division	Bal 3rd Qtr Fee		100-106.00	20.00	100-236.00	20.00
30250	Carpenter Auto Center	Nov Statement	12/12/97	100-106.00	878.53	103-606.00	878.53
30200	Cascade Machinery & Electric	77278 & 77278.2	12/12/9/	100-106.00	1,075.76	251-606.00	507.85
						252-606.00	507.85
707/1						252-612.00	60.06
30261	Clackamas Communications Inc	Misc Invoices	12/12/97	100-106.00	1,089.94	103-606.00	1,089.94
30262	Colvin Oil	Inv 647561	12/12/97	100-106.00	158.82	251-612.00	79.41
700/7						252-612.00	79.41
30263	Colvin Oil	End Nov Stmt	12/12/97	100-106.00	814.16	103-606.00	434.98
						104-606.00	107.73
						106-612.00	78.54
						109-606.00	27.43
						150-606.00	48.90
						201-606.00	41.52
						202-606.00	32.02
						251-606.00	11.04
			V 2018 A 1018			252-606.00	32.00
30264	Commercial Landscape Supply	Inv 67917	12/12/97	100-106.00	296.90	106-626.00	296.90
30265	Mike Cooper	Reimbursement	12/12/97	100-106.00	139.60	300-658.00	139.60
30266	Coos-Curry Electric	Nov Electric	12/12/97	100-106.00	910.34	106-662.00 201-662.00	24.72 ** 856.90

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CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
	Coos-Curry Electric, (Continued)				,	
						251-662.00	28.72
30267	Curry Coastal Pilot	Nov Statments	12/12/97	100-106.00	535.73	102-602.00	226.10
						103-602.00	153.45
						105-602.00	48.83
						109-624.00	69.75
						202-612.00	18.80
						252-612.00	18.80
30268	Dan's Auto & Marine Electric	Nov Statement	12/12/97	100-106.00	59.63	103-606.00	14.78
						150-606.00	35.00
						201-606.00	9.85
30269		Garnishment	12/12/97	100-106.00	62.50	100-220.70	62.50
30270		Garnishment	12/12/97	100-106.00	33.00	100-220.70	22.00
30271	Department of Motor Vehicles	Inv 60682112997	12/12/97	100-106.00	6.75	103-614.00	6.75
30272	Fitz's Waste Oil	Inv 12497	12/12/97	100-106.00	75.00	201-606.00	18.75
						202-606.00	18.75
						251-606.00	18.75
						252-606.00	18.75
30273	Fred Meyer	Inv 530491	12/12/97	100-106.00	94.60	252-612.00	94.60
30274	Goldsmith Co	Inv 17022	12/12/97	100-106.00	396.03	104-606.00	396.03
30275	GTE	Inv BR39825	12/12/97	100-106.00	460.00	300-606.00	460.00
30276	GTE Northwest	Nov Phone	12/12/97	100-106.00	1,632.13	102-664.00	135.60
						103-664.00	486.71
						104-664.00	135.60
						105-664.00	101.70
						201-664.00	132.88
						202-664.00	120.80
						252-664.00	48.32
						300-664.00	470.52
30277	Hazardous Substance Fee	Acct #017851	12/12/97	100-106.00	25.00	106-612.00	25.00
30278	ICMA-RT 457 c/o 1st Ntl Bnk MD	Deferred Comp	12/12/97	100-106.00	755.00	100-220.70	755.00
30279	Kerr Hardware	Nov Statement	12/12/97	100-106.00	439.05	103-730.00	83.63
						104-606.00	24.31
						105-602.00	12.99
						106-624.00	23.28
						106-626.00	46.36
						150-624.00	47.82
						201-612.00	143.79
						252-612.00	56.87
30280	Mory's	Nov Statement	12/12/97	100-106.00	308.65	102-602.00	35.75
						103-602.00	19.00
						105-602.00	218.49
						104-602.00	3.84
						201-602.00	11.80
						251-602.00	11.79
				Att. Act. and and		252-612.00	7.98
30281	National Emergency Number Assn		12/12/97	100-106.00	75.00	103-660.00	75.00
30282	Network Solutions Inc	Inv 140188	12/12/97	100-106.00	100.00	109-606.00	100.00
30283	NFPA	Dues - Sharp	12/12/97	100-106.00	95.00	104-614.00	95.00
30284	Northwest Computer Accessories	Inv 7888817	12/12/97	100-106.00	537.50	102-602.00	64.50
						103-602.00	322.50
						105-602.00	64.50

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IECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT		ALLOC ACCT	ALLOC AMOUNT
	Northwest Computer Accessories					;i	
70000			40440407			109-602.00	86.00
30285	Oregon Department of Revenue	State W/H Tax	12/12/97	100-106.00	3,814.25	100-220.30	3,814.25
30286	Oregon Health Division	Cert Renewals	12/12/97	100-106.00	140.00	201-658.00	140.00
30287	Oregon Medical Laboratories	Inv 233093	12/12/97	100-106.00	75.00	105-658.00	37.50
30288	OUTA Markarakia	D	10/10/07	100 101 00	170.00	150-658.00	37.50
30289	J.C. Penney Co	Dues - 26 Vol Uniforms	12/12/97	100-106.00	130.00	104-606.00	130.00
30207	o.c. reiney co	Unitorms	12/12/9/	100-106.00	82.40	202-608.00	41.20
30290	PERS - Retirement	12/12/97 PR	12/12/97	100-106.00	6,904.75	252-608.00	41.20
30270	, and well emeric	12/12/1/ FR	12/12/1/	100-100.00	0,704.73	100-220.70	73.28
30291	Petty Cash	Reimbursement	12/12/97	100-106.00	81.21	102-602.00	6,831.47
	recey dash	Nermour sement	12/12///	100 100.00	01.21	104-602.00	4.50
						109-614.00	16.04 42.28
						109-624.00	1.00
						150-606.00	15.00
						150-624.00	2.39
30292	Petty Cash	Reimbursement	12/12/97	100-106.00	90.55	201-612.00	14.94
						251-608.00	32.86
						251-612.00	1.25
						252-606.00	0.98
						252-612.00	3.31
						500-688.00	37.2
30293	Quality Fast Lube & Oil	7217,7218,7253	12/12/97	100-106.00	73.35	103-606.00	47.90
						201-606.00	25.45
30294	Ramcell of Oregon	Nov Statement	12/12/97	100-106.00	288.58	102-664.00	41.09
						103-664.00	210.92
						104-664.00	36.57
30295	R & D Industries Inc	361816 & 369924	12/12/97	100-106.00	1,500.00	150-606.00	300.00
						201-602.00	300.00
						202-606.00	300.00
						251-602.00	300.00
						252-612.00	300.00
30296	Regence Life & Health Ins	Dec Premium	12/12/97	100-106.00	217.30	100-220.60	217.30
30297		113078 & 291202		100-106.00	91.48	109-686.00	91.48
30298	R & R Uniforms	094809 & 094810	12/12/97	100-106.00	200.09	103-608.00	200.09
30299	Stamper's Tire	142171 & 141099	12/12/97	100-106.00	481.94	104-606.00	386.04
70700	T		10/10/07	100 101 00		106-606.00	95.90
30300 30301	Teamsters Local Union 223	December Dues	12/12/97	100-106.00	625.00	100-220.70	625.00
30301	United Communications	Nov Statement	12/12/97	100-106.00	343.52	102-664.00	21.27
30302	United Communications	New Chalannah	10/10/07	100 10/ 00	747 44	103-664.00	322.25
30302	oniced communications	Nov Statement	12/12/97	100-106.00	242.00	104-664.00	63.66
						105-664.00	94.18
						106-664.00	4.68
						107-664.00 201-664.00	47.74
						201-664.00	6.60
						251-664.00	6.60
						252-664.00	6.61
						150-664.00	5.33
						LUU UUT.UU	0.00
30303	U.S. Postmaster	Utility Permit	12/12/97	100-106.00	500.00	201-602.00	250.00

City of Brookings

CHECK REGISTER: CHECK # 30192 THRU 30356 For The Month Ending: December 31, 1997 ** CLOSED **

PRINTED: January 2, 1998 13:38:11

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HECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUN
30304	W & H Pacific	Inv 2692	12/12/97	100-106.00	1,383.55	105-646.00	1,383.5
30306	Allied Colloids Inc	Inv 093238	12/18/97	100-106.00	2,447.55	252-652.00	2,447.
30307	Associated Bag Company	Inv N924373	12/18/97	100-106.00	47.09	252-612.00	47.
30308	Bankcard Services	Nov Statement	12/18/97	100-106.00	3,336.63	102-658.00	2,000.
						103-658.00	137.
						103-614.00	34.
						103-658.00	560.
						104-658.00	172.
						105-658.00	15.
						107-658.00	416.
30309	Brown & Caldwell	Inv 13-2751	12/18/97	100-106.00	2,810.45	903-730.00	2,810.
30310	Brown & Caldwell	Inv 13-2748	12/18/97	100-106.00	3,895.82	903-730.00	3,895.
30311	B & S Industries Inc	Inv 10154853	12/18/97	100-106.00	242.56	103-606.00	242.
30312	Coastal Coffee Service	Inv 4097	12/18/97	100-106.00	6.00	109-614.00	6.
30313	Jim Cole	Travel Reimb	12/18/97	100-106.00	470.01	109-686.00	470.
30314	Coos-Curry Electric	Nov Electric	12/18/97	100-106.00	2,405.06	106-662.00	194.
00011	coos curry creetire	MOV CIECCITE	12/10/1/	100 100.00	2,703.00	150-662.00	1,103.
						201-662.00	682.
						251-662.00	277.
						252-662.00	
30315	EBS Trust	Dec Premium	12/18/97	100-106.00	94.00		147.
20217	CD3 IFUSE	ner Lieuram	12/10/7/	100-108.00	84.00	103-654.00	36.
7071/	House of Francisco	0.7	12/10/07	100 104 00	1/0 00	104-654.00	48.
30316	Marshal Ferg	8 Inspections	12/18/97	100-106.00	160.00	105-646.00	160.
30317	Fred Meyer	Inv 530612	12/18/97	100-106.00	94.60	252-612.00	94.
30318	Freeman Rock Enterprises Inc	Stout Park #3	12/18/97	100-106.00	40,053.60	500-688.00	40,053.
30319	Grayarc	Shipping Labels	12/18/97	100-106.00	80.30	109-602.00	80.
30320	GTE	Inv BR40488	12/18/97	100-106.00	70.00	109-606.00	70.
30321	HGE Inc	Inv 12223&12236	12/18/97	100-106.00	1,526.21	105-646.00	1,526.
30322	Leo Lightle	Travel Advance	12/18/97	100-106.00	140.12	105-658.00	140.
30323	Loring's Sporting Goods	Inv 1607	12/18/97	100-106.00	75.00	201-684.00	75.
30324	One Call Concepts, Inc	Inv 7118649	12/18/97	100-106.00	10.80	150-646.00	3.
						201-612.00	3.
						251-612.00	3.
30325	Oregon Health Division	Cert Renewals	12/18/97	100-106.00	80.00	201-658.00	40.
						252-658.00	40.
30326		98 OAR Comp Set		100-106.00	300.00	102-604.00	300.
30327	Oregon Section ICMA	98 Dues-Weldon	12/18/97	100-106.00	112.08	102-660.00	112.
30328	Paramount Supply Co	Inv 74197	12/18/97	100-106.00	127.99	251-606.00	127.
30329	Paramount Pest Control Inc	Inv 63836	12/18/97	100-106.00	31.00	103-624.00	31.
30330	Pitney Bowes Inc - FAX	Inv X610782	12/18/97	100-106.00	85.00	109-606.00	85.
30331	Rays Food Place	Nov Statement	12/18/97	100-106.00	23.77	252-612.00	23.
30332	R & R Uniforms	Misc Invoices	12/18/97	100-106.00	136.08	103-608.00	136.
30333	Wayne Sheffel	Reimbursement	12/18/97	100-106.00	252.25	103-658.00	252.
30334	Stamper's Tire	Inv 142770	12/18/97	100-106.00	185.96	201-606.00	92.
						251-606.00	92.
30335	Stone, Trew & Cyphers	Nov Statement	12/18/97	100-106.00	2,125.00	102-632.00	2,003.
						102-638.00	121.
30336	Taplin Janitorial	Dec & Windows	12/18/97	100-106.00	600.00	109-624.00	600.
30337	Tidewater Contractors	Inv 1818&19237	12/18/97	100-106.00	876.70	903-730.00	876.
TATTA	United Pipe & Supply Co Inc	Misc Invoices	12/18/97	100-106.00	1,791.31	201-612.00	1,791.
30338							
30339 30340	Tom Weldon	Reimbursement	12/18/97	100-106.00	125.90	102-658.00	125.

City of Brookings CHECK REGISTER: CHECK # 30192 THRU 30356 For The Month Ending: December 31, 1997 ** CLOSED ** PRINTED: January 2, 1998 13:38:11

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CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
30341	Oregon Department of Revenue	State W/H Tax	12/24/97	100-106.00	3,203.25	100-220.30	3,203.25
30342	Curry Collections, Inc	Garnishment	12/23/97	100-106.00	155.50	100-220.70	155.50
30343	Secretary of State	Filing Fee Aud	12/31/97	100-106.00	160.00	102-602.00	160.00
30344	GFOA	Cert of Ach Fee	12/31/97	100-106.00	350.00	102-602.00	350.00
30346	Amazing Computers	P.O. 20348	12/31/97	100-106.00	3,325.00	102-602.00	425.00
						103-602.00	550.00
						104-606.00	475.00
						105-606.00	1,260.00
						107-612.00	615.00
30347	Amazing Computers	8 UPS Units	12/31/97	100-106.00	1,600.00	102-606.00	200.00
						103-606.00	800.00
						105-602.00	400.00
						109-606.00	200.00
30348	CIS	Inv BRK-9701W	12/31/97	100-106.00	9,004.00	100-220.50	9,004.00
30349	DHR Child Support Unit	Garnishment	12/31/97	100-106.00	33.00	100-220.70	33.00
30350	DHR Child Support Unit	Garnishment	12/31/97	100-106.00	62.50	100-220.70	62.50
30351	First Trust National Assn	Acct 97-211744	12/31/97	100-106.00	423.00	370-632.00	423.00
30352	Great American Images	5 Wall Clocks	12/31/97	100-106.00	120.00	109-686.00	120.00
30353	ICMA-RT 457 c/o 1st Ntl Bnk MD		12/31/97	100-106.00	755.00	100-220.70	755.00
30354	Oregon Health Division	Cert Renew	12/31/97	100-106.00	50.00	202-658.00	50.00
30355	PERS - Retirement	PR 12/24/97	12/31/97	100-106.00	5,940.65	100-220.80	5,940.65
30356	PERS - Retirement	Pickup PR 12/12	12/31/97	100-106.00	105.31	100-220.80	105.31
					140 424 22		1/0 404 00
** END OF	REPORT ***				168,424.22		168,424.22

ORDINANCE NO. 98-O-483.A

AN ORDINAN	NCE AMEND	ING SECTION	6 OF ORDINA	NCE 91-O-483, AN
ORDINANCE	CREATING	A PLANNING	COMMISSION,	TO CHANGE THE
MEETING AT	WHICH NEW	OFFICERS AR	E ELECTED.	

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Section 1.

Ordinance identified.

Section 2.

Amendment to Section 6.

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance amends Ordinance No. 91-O-483, enacted December 18, 1991, entitled, An Ordinance Creating A Planning Commission.

Section 2. Amendment to Section 6. Section 6 of Ordinance No. 91-O- 483 is hearby amended to read as follows:

Section 6. Election of chairperson and vice-chairperson. At its last meeting of each calendar year, the commission shall elect a chairperson and vice-chairperson to serve a one year term. The chairperson and vice-chairperson shall be eligible for re-election and shall be elected from among the voting members of the commission. The newly elected officers will take their seat at the first meeting of the next calendar year.

First Reading:	
Second Reading:	
Passage:	
Effective Date:	
Signed by me in authentication of its day of	
	Nancy A. Brendlinger, Mayor
ATTEST:	
Beverly S. Adams	
Finance Director/Recorder	

AN ORDINANCE AMENDING ORDINANCE NO. 91-O-484, ENTITLED "AN ORDINANCE ADOPTING "GENERAL ENGINEERING REQUIREMENTS AND STANDARD SPECIFICATIONS FOR STREET, STORM DRAIN, SEWER AND WATERLINE CONSTRUCTION" DATED AUGUST, 1988, Project 3683, Prepared by H.G.E., Inc. Engineers and Planners; repealing Ordinances No. 78-O-293, 89-O-447, 89-O-451, 90-O-447.B, 90-O-447.C; and declaring an emergency."

SECTIONS:

- Section 1. Amendment to Ordinance No. 91-O-484, Division 1, General, 1A.07.c.(04); Division 3, Sitework, 3F.04.b, 3F.04.f, 3L.02.a.(02), 3L.02.d.(04), 3V.02.b, 3V.02.c.(02), 3V.02.c.(03), 3V.03.b; Division 4, Concrete, 4D.10.d; Standard Detail Drawings 3-2, 3-3, 3-9, 3-10, 3-12, 3-19, 4-2, 4-3.
- Section 2. Remainder of Ordinance No. 91-O-484 to remain unchanged.

The city of Brookings ordains as follows:

<u>Section 1.</u> <u>Amendment to Ordinance No. 91-O-484.</u> Ordinance No. 91-O-484 is hereby amended in the following particulars:

- 1. Division 1, General, 1A.07.c.(04)shall be amended to read:
 - (04) Service or house lateral plan locations and stationing, plus a typical installation detail including depth and length of finished lateral from main line.
- 2. Division 3, Sitework, 3F.04.b shall be amended to read:
 - b. Granular material for pipe base and pipe zone shall be 5/8 inch minus screened natural pea gravel, having reasonably even gradation from coarse to fine, installed in locations designated by local public agency or the Engineer.
- 3. Division 3, Sitework, 3F.04.f shall be amended to read:
 - f. Trench Backfill Methods. Under all Streets, Trench will be Class III Backfill.
- 4. Division 3, Sitework, 3L.02.a.(02) shall be amended to read:
 - (02) Cast or Ductile Iron Fittings.

- 5. Division 3, Sitework, 3L.02.d.(04) shall be amended to read:
 - (04) Boxes shall be Rich "910" as manufactured by Varicast, or approved equal.
- 6. Division 3, Sitework, 3V.02.b shall be amended to read:
 - b. Concrete. Concrete shall conform to the requirements of Division 4.
- 7. Division 3, Sitework 3V.02.c.(02) shall be amended to read:
 - (02) Posts shall be 2 inch x 2 inch square fit or Telspar posts (holes 4 sides) zinc coated as manufactured by Traffic Safety Supply or approved equal. Base section of post consists of 2-1/2 inch x 2-1/2 inch x 18 inches long base sleeve, 2-1/4 inch x 2-1/4 inch x 36 inches long base section.
- 8. Division 3, Sitework 3V.02.c.(03) shall be amended to read:
 - (03) Standard sign post shall be 2 inches x 2 inches x 10 feet long.
- 9. Division 3, Sitework 3V.03.b shall be amended to read:
 - b. All posts shall be set in 2,500 psi concrete footings as shown, as to furnish a foundation and support sufficient to withstand any strain or shock ordinarily brought to bear on a post of this character. (Not necessary when using square fit or Telspar posts in undisturbed soil.) A liberal factor of safety shall be provided.
- 10. Division 4, Concrete 4D.10.d shall be amended to read:
 - d. Ramp Texture.
 - (01) Diamond Grid shall be 1 1/4" x 1/2" grid.
 - (02) Broom area to be textured prior to placing ramp texture.
 - (03) Must conform to American disabilities Act standards.
- 11. Standard Detail Drawing, 3-2, Typical Trench Section shall be amended to show (see attached drawing sheet):
 - a. Toning wire and tape.
 - b. 5/8" minus screened natural bedding as required.
 - c. Class III backfill under all streets

- 12. Standard Detail Drawing 3-3, Gravity & Pressure Mains shall be amended to show (see attached drawing sheet):
 - Toning wire and tape.
- 13. Standard Detail Drawing 3-9, Special Drop Manhole shall be amended to show (see attached drawing sheet):
 - a. PVC 3034 Pipe (Note: A.C. pipe no longer used by city).
- 14. Standard Detail Drawing 3-10 Catch Basin shall be amended to show (see attached drawing sheet):
 - a. 6" minimum 12" maximum.
- 15. Standard Detail Drawing 3-12 Typical Valve and Box shall be amended to show (see attached drawing sheet):
 - a. 5/8" minus natural screened gravel.
- 16. Standard Detail Drawing 3-19 Service Laterals shall be amended to show (see attached drawing sheet):
 - a. All locations of service laterals 3/4"-2" shall be noted on the curb with a marked "w" installed in the curb.
 - b. 2" C.I. bodied powder-coated gate valve & box with 2" square operating nut.
- 17 Standard Detail Drawing 4-2 Drive Way Curb Cut shall be amended to show (see attached drawing sheet):
 - a. Diamond grid pattern and detectable edge detail according to American Disabilities Act standards.
- 18. Standard Detail Drawing 4-3 Pedestrian Ramp shall be amended to show (see attached drawing sheet):
 - a. Ramp surfacing textured (grooved or diamond pattern) according to American Disabilities Act standards.

Section 2. Remainder of Ordinance No. 91-O-484 to remain unchanged and in full force and effect. The rest and remainder of Ordinance No. 91-O-484 shall remain unchanged and in full force and effect.

Second Reading:	
Passage:	
Effective Date:	
Signed by me in authentication of its passage this _	day of, 1997.
	Nancy Brendlinger
	Mayor

Attest:

Beverly S. Adams Finance Director/Recorder

BUILDING DEPARTMENT ACTIVITIES SUMMARY

			For Month of	Decem	ber, 1997						
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	
	Single Family Dwelling	\$2,931.50	\$1,905.46	\$146.58	\$15,342.00	\$737,715.27	49	\$6,589,700.37	29	\$3,675,440.10	
	Single Family Addition	\$161.00	\$104.67	\$8.05	\$0.00	\$19,000.00	26	\$371,534.00	38	\$517,613.00	
-	Single Family Garage-Carport	\$86.50	\$56.23	54.33	\$0.00	\$10,541.00	19	\$289,521.80	15	\$144,944.07	
-	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$543,001.00	1	\$154,370.00	
-	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	4	\$2,368,379.00	
-	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$25,000.00	8	\$1,269,990.00	
1	Commercial Addition-Change	538.88	\$6.50	\$1.94	\$639.25	\$1,517.50	26	\$1,180,565.50	19	\$487,611.76	
1	Churches	\$0.00	\$0,00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$830,822.00	
-	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5	\$38,551.00	0	\$0.00	
	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0,00	3	50.00	5	\$0,00	
-	MiscRetaining Wall-Fence	\$0.00	\$0.00	\$0.00	50.00	\$0.00	5	\$18,161.00	5	\$10,000.00	
	Total Building Permits	53,217.88	52,072.86	\$160.89	\$15,981.25	\$768.773.77	137	\$9,056,034.67	125	\$9,459,169.93	
12 Total Dunding Fermios September 12 Total Dunding Fermios											
	Mechanical Permits	\$197.00	N.A.	\$9.85		N A	82				
7 declarated retining											
1	Plumbing Permits	5333.20		\$16.66	\$0.00	N A	56				
	Manufactured Home Permits	\$105.00		\$5.25	\$2,557.00	N.A.	9				
1 20	TOTAL PERMITS	\$3,853.08	52.072.86	5192.65	518,538.25	\$768.773.77	284	59,056,034.67	125	\$9,459,169.93	
	Total Year to Date Calculated Fees	\$43,941.11	\$24,103.50	\$2,197.07	\$229,198.95						

	In November, 1997 Harbor issued permits for 3 EDUs.	
During the Month of	December, 1997, Brookings issued permits for 7.25 new sewer connections. The City of Brooking	¿s
now has	180.14 EDU Units connected to the Brookings Wastewater System since the signing of the MAO.	

given out at meeting

Mr. George Lee and Mrs. Letty Lee LEE'S DRAGON GATE RESTAURANT P. 0. Box 1659 Brookings, Or. 97415

Office of City Manager City of Brookings Elk Drive, Brookings, Or. 97415 January 3, 199**%**

Request permission to block a portion of Cottage Street for annual celebration of Chinese New Year.

Dear Sir:

Lee's Dragon Gate Restaurant, in co-operation with Club Center's Lion Dance Team-Gung Fu/Tai Chi students- will again put on our traditional New Year Lion Dance in celebration of Chinese New Year.

1998 New Year date is Thursday, January 29. We would like to reach as many people as possible. Weather permitting, we wish to present our program on Saturday, February 7, 1998, at 12 noon. Our alternate date would be Saturday, February 14, 1998.

We would require the closure of Cottage street from the direct corner of the Dragon Gate Restraurant at Pacific and Cottage to the end of the Dragon Gate parking lot where it joins the Chetco Federal Credit Union driveway on Cottage Street.

Permission to close the area is required from 11:30 AM at the earliest to 2 PM at the latest. We would also request that permission to set off a controlled line of firecrackers, as we have in the past, would also be granted. The firecrackers will be in a safe spot, not posing a fire hazard to any building, environment or person, just as in the past.

We would like to thank your office for your consideration and help in the past with this celebration. If any further information is needed to help facilitate our request, please contact us.

Sincerely

Jeorge Lee

given out at meeting

January 11, 1998

Dear Mayor Brendlinger, City Council, and Brookings Citizens,

Please accept my letter of resignation from the City Council with my deepest regret for not being able to complete my term of office. I hope I haven't disappointed those who put me in office. My ill health, the death of my husband Neil, and growing burdens in other areas have drained me of the energy and enthusiasm needed to conduct such a position properly.

Therefore, I would like to thank the public for the opportunity of serving them as their choice as an elected official. Also, I would thank the Mayor, the City Council Members, and those with whom I have worked with for having added immense meaning to my life.

Sincerely,

fulle Cartwright