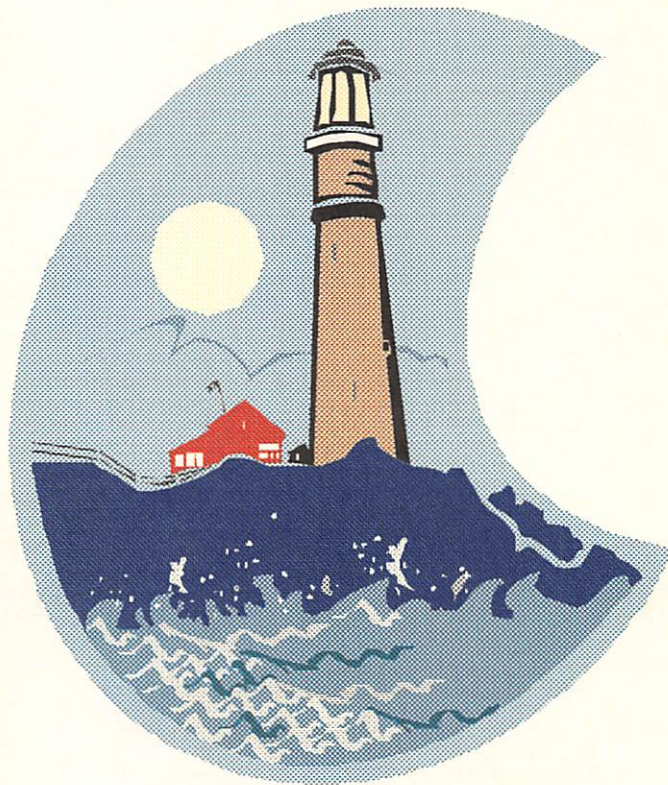


agenda
City of Brookings
Common Council Meeting
City Hall Council Chambers
898 Elk Drive
Brookings, Oregon, 97415 - 7:00 p.m.
January 26, 1998



agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
January 26, 1998
7:00 pm

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
- V. PUBLIC HEARING
- VI. SCHEDULED PUBLIC APPEARANCES
 - A. St. George Lighthouse Preservation Society - Guy Towers
 - B. Public Facilities Plan update - Brett Arvidson of W.H. Pacific
 - C. Nature's Coastal Holiday - Keith Pepper/Olivia Abbott (pink)
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
 - A. Committee and liaison reports
 - 1. Planning Commission
 - a. Annual Report (gold)
 - 2. Parks & Recreation Commission
 - 3. Chamber of Commerce
 - a. Program report (blue)
 - 4. Council liaisons
 - B. Unscheduled
- VIII. STAFF REPORTS
 - A. City Manager
 - 1. Golf Course Lease (no handout)
 - 2. BACA - Stage plaque request (yellow)
 - 3. Municipal Judge 6 month report and contract addendum (green)

- B. *Community Development*
 - 1. *Waterline extension project on Center Street (purple)*
 - 2. *Waterline extension project on Hemlock Street (tan)*
 - 3. *Abandonment of sewer main easement (orange)*
- C. *Police Department*
 - 1. *AIRS (cream)*
- D. *Finance Department*
 - 1. *Approval of Money Market Account (grey)*

IX. CONSENT CALENDAR

- A. *Approval of Council Meeting Minutes*
 - 1. *Minutes of January 12, 1998 Regular Meeting (pink)*
- B. *Acceptance of Commission/Committee Minutes*
 - 1. *Minutes of December 2, 1997 Regular Planning Commission Meeting (blue)*
 - 2. *Minutes of January 13, 1998 Regular Systems Development Charge Review Board Meeting (green)*

(end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

XI. REMARKS FROM MAYOR AND COUNCILORS

- A. *Mayor*
- B. *Council*

XII. ADJOURNMENT



NATURE'S COASTAL HOLIDAY

516 Redwood Street, Brookings, OR 97415

541-469-5557

January 14, 1998

Tom Weldon
Brookings City Manager

Dear Tom:

As I'm sure you have heard, Nature's Coastal Holiday Light Festival was a great success and exceeded all of our goals and expectations. I would like to request that we be added as a brief agenda item for the council meeting on January 26th, so that we may make a brief presentation. I have attached some statistics derived from the guestbook entries which we will be discussing as well.

Thank you for your consideration.

Keith Pepper
Olivia Abbott

NATURE'S COASTAL HOLIDAY VISITOR SIGN IN STATISTICS

Out of State

AK-Anchorage II	CA-Fort Jones	CA-Salinas	MN-Royalton
AK-Fairbanks	CA-Fort Bragg	CA-San Diego III	MO-Kansas City
AK-Ketchikan	CA-Fremont	CA-San Jacinto	MT-Darby
AK-Kodiak	CA-Fresno III	CA-San Francisco	NC-Chapel Hill
AZ-Mesa	CA-Fullerton	CA-San Jose III	NM-Santa Fe
AZ-Sierra Vista	CA-Glendale	CA-San Juan Bautista	NV-Elko
AZ-Tempe	CA-Grand Terrace	CA-San Leandro	NV-Gardnerville
AZ-Tucson	CA-Granite Bay	CA-San Mateo	NV-Reno
CA-Alameda III	CA-Grass Valley III	CA-Santa Cruz	OH-Akron
CA-Antioch	CA-Gridley III	CA-Santa Barbara	OK-Alva
CA-Arcata	CA-Hanford	CA-Saratoga	PA-Latrobe
CA-Avenal	CA-Hoopa	CA-Sunnyvale	PA-Philadelphia
CA-Bakersfield	CA-Lakeport	CA-Tulelake	SD-Rapid City
CA-Barstow	CA-Livermore	CA-Vacaville	TX-Livingston
CA-Berkeley	CA-Lomita	CA-Ventura	VA-Fairfax
CA-Big Springs	CA-Lompoc	CA-Victorville	VA-Virginia Beach
CA-Biggs	CA-Los Angeles III	CA-Volcano	WA-Arlington
CA-Brentwood	CA-Los Alamitos	CA-Weed	WA-Auburn II
CA-Browns Valley	CA-Los Gatos	CA-West Covina	WA-Bellingham
CA-Carmichael	CA-Marysville III	CA-Winton	WA-Bothell
CA-Chico	CA-McKinleyville III	CA-Woodland II	WA-Centralia
CA-Chino Hills	CA-Modesto	CA-Yreka	WA-Gig Harbor II
CA-Citrus Heights	CA-Moreno Valley	CA-Yuba City III	WA-Hansville
CA-Claremont	CA-Newark	CO-Cortez	WA-Long Beach
CA-Clearlake	CA-Novato	CO-Denver III	WA-Ocean Shores
CA-Colton	CA-Oakland II	CO-Louisville	WA-Omak
CA-Corona	CA-Orick	CO-Northglenn	WA-Port Angeles
CA-Coto De Caza	CA-Pacific Grove	FL-Miami Beach	WA-Port Orchard
CA-Cottonwood	CA-Palm Springs	FL-Treasure Island	WA-Ravensdale
CA-Cupertino	CA-Paradise	GA-Atlanta	WA-Richland
CA-Dixon	CA-Pasadena II	IA-Madison	WA-Seattle III
CA-Dublin II	CA-Placerville II	ID-Salmon	WA-Tacoma
CA-El Monte	CA-Red Bluff II	IL-Chicago	WA-Vashon Island
CA-El Dorado	CA-Redding III	KY-	WA-Yakima
CA-Eureka IIII/	CA-Rescue	MD-Hyattsville	WI-Heenah
CA-Farmersville	CA-Rocklin	MD-Laurel	WI-Madison II
CA-Ferndale	CA-Roseville II	MD-Mitchellville	
CA-Folsom	CA-Sacramento IIII/ III	MI-Atlantic Mine	

Out of Area- beyond Del Norte or Curry County

Applegate	Golden	Newport
Albany	Grants Pass IIII/ IIII/ III	North Bend II
Ashland IIII/ I	Gresham II	O'Brien
Bandon	Independence II	Phoenix II
Canby II	Jacksonville III	Portland IIII/ IIII/ III
Cave Junction	John Day	Reedsport
Central Point II	Keno	Rogue River II
Coquille III	Klamath Falls IIII/ IIII	Roseburg
Coos Bay III	Lake Oswego	Salem IIII/ IIII/ I
Corvallis III	Lebanon	Scappoose II
Dallas	Medford IIII/ IIII/ IIII/ IIII/ IIII/	Shady Cove II
Eagle Point IIII	III/ IIII/ IIII	Siletz
Eugene IIII/ IIII/ IIII	Milwaukie	Springfield
Florence	Monroe II	Sweet Home
Glendale II	Mount Hood	Troutdale
Gleneden	Myrtle Creek	Williams I
Glide	Myrtle Point	Zig Zag II
Gold Hill II		

Out of Country

Brazil
China
Kingston, Ontario B.C.
Old Australia
Seoul, Korea

OVERALL STATS (excluding Curry & Del Norte Counties)

5 Countries
26 States
52 Oregon Cities
91 California Cities
207 Cities total

1997 Annual Report

Brookings Planning Commission

Earl Breuer • Ted Freeman • Rick Dentino • Keith Pepper
Marvin Lindsey • Judi Krebs • Jessica Babin (Ex-Officio)
George Ciapusci -Chairman

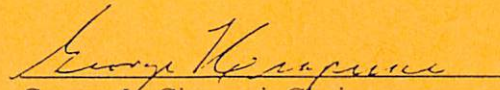
The four joint meetings with the City Council in 1997, resulting in positive action towards the solution of the long-standing problems of Deferred Improvement Agreements and Post Office parking, contribute to the brevity of this report. The Planning Commission thanks the Council for their attention.

The Commission had 35 applications, a heavier than normal load. Of these, seven were County Referrals.

Keith Pepper joined the Commission and volunteered to be our liaison to the Parks and Recreation Committee. In addition, two other members of the Planning Commission volunteered to meet with Parks and Rec regarding planning of the future.

In the past we have had difficulty in making decisions on County Referrals due to lack of information. Following a meeting with the County Planning staff, our Chair and Vice-Chair and John Bischoff, there is much clearer understanding of what our Planning Commission feels is needed information. We feel this problem has been resolved by better communicating.

We had our first ex-officio student member of the Commission, which presented a challenge to explain land use, zoning, and the public hearing process. We feel this is an important addition to plan for our city for future generations.




George L. Ciapusci, Chairman



CHAMBER OF COMMERCE

To: Common Council, City of Brookings

From: Les Cohen 
Executive Director

Subject: Program Report For Calendar Year 1997

Date: January 21, 1998

In accordance with the Agreement between the Brookings-Harbor Chamber of Commerce and the City of Brookings regarding transient occupancy revenues, and specifically Paragraphs 6 and 8 of said Agreement, I am filing the attached accounting of receipts and expenditures of the Chamber as well as the following report detailing the Chamber's performance in marketing during the 1997 calendar year.

In calendar year 1997, the Chamber's Visitor Information Center and the State Welcome Center at Harris Beach recorded a total of 70,262 visitors. Although the Harris Beach statistics began strong in April through July, when compared to 1996, showing a 12 percent increase, the visitors for the months of August through October were 24 percent below the previous year for the same period. Visitors for 1997 at the Chamber's Visitor Information Center remained relatively the same as 1996, registering a 1 percent decrease.

(Appendices A & B)

Despite significant road closures throughout Northern California and Southern Oregon in the beginning of 1997, transient room tax receipts for the period July, 1996 through June, 1997, were only slightly less than the receipts for the same period of the previous year. A significant increase was noted in May, 1997, when receipts almost doubled compared to May, 1996. The three-day Azalea Festival filled lodging facilities to capacity over the long holiday weekend.

The Chamber of Commerce advertising budget for FY 1997-98 is \$21,980, a 27 percent decrease from our previous fiscal year. The donation of \$8,000 generously given to the Chamber by the Harbor Inn Motel in previous years, and used specifically for television advertising, was no longer available. The advertising and promotion budget is outlined in Appendix C. The Chamber continues to receive from the two Harbor motels an amount equal to approximately two percent of their room rentals.

As in previous years the advertising budget referenced in Appendix C, refers to local, regional and national media advertising buys. It does not reflect expenditures related to the publication of promotional literature, nor the postage costs of distribution. This cost is expected to remain at least at the CY1997 level - which remains 40 percent higher than CY 1995 - as the result of increased activity from a more effective marketing strategy. Other items directly related to advertising & promotion expenses, but not budgeted under that line item, bring the actual dollar amount expended by the Brookings-Harbor Chamber of Commerce for advertising and promotion closer to \$35,000.

In addition to visitor counts, one of the most valid indicators of the effectiveness of the Chamber of Commerce's marketing efforts are best quantified by a comparison of the number of contacts received requesting visitor and relocation information. **While visitor and relocation requests for CY1996 showed an increase of 34 percent (3,475 additional contacts) over CY1995, our figures for CY1997 show a 23 percent increase (3,189 additional contacts) over last year. Telephone contacts for the year were 10 percent higher than CY1996.** (Appendix D) We attribute part of this trend in inquiries to the increased use of the Internet as a means for the public to contact the Chamber. Between May and December, 1997, 822 requests for information were received by E-mail.

The Chamber of Commerce is in the process of re-designing its website to provide easier access and more comprehensive information to people "browsing" the World Wide Web in search of information about the southern Oregon Coast and the Brookings-Harbor community. We have obtained our own address on the web, known as a domain. It is "brookings-harbor.com." It is the intention of the task force working on the website's redesign that interested parties will be able to download and print visitor, relocation and economic development information directly from our

website onto their computers. In addition to the obvious convenience of this capability, we anticipate that it will significantly decrease our expenses for postage, printing and paper products. We are also attempting to position our listing on the web so that our site becomes one of the first to appear when inquiries are made about our area of the state.

We also continue to make adjustments to our more conventional marketing plan, resulting in our review of current and new vehicles to more effectively advertise with, and the continued use of reader response services.

According to Paragraph 4 of the Agreement between the Brookings-Harbor Chamber of Commerce and the City of Brookings, "...no more than thirty percent (30%) of the revenues received under this Agreement may be used for payroll costs expended in the operation of the Tourist Information Center." The Chamber received a total of \$24,225.65 from the City in Transient Room Tax revenues in calendar year 1997, 70 percent of which is \$16,957.96. The Chamber expended approximately \$40,000 in advertising and promotion efforts during the same time frame. Other sources of Chamber revenue, such as membership dues, fund raising activities, donations by the Harbor motels, and other donations help to cover marketing expenses as well as payroll, administrative costs and additional promotional activities. We believe that Paragraph 4 of the Agreement has been satisfied, with sufficient evidence that revenues received from the City of Brookings under our Agreement have been used predominantly for advertising and promotion purposes.

HARRISBEACHSTATS

Appendix A

MONTH	1991	1992	1993	1994	1995	1996	1997	1998
APRIL			3621	1589	3311	3274	3558	
MAY	7039	7167	7628	6057	5880	5803	6320	
JUNE	10270	9850	10092	8960	9350	8126	8437	
JULY	16602	12905	14009	13089	12849	9924	12168	
AUGUST	16426	13595	12968	12325	15712	14526	10640	
SEPT	10798	8953	8968	8179	8593	9534	7534	
OCT	4983	5183	4709	3562	4420	4401	3484	
NOV			1273					
TOTALS	66118	57653	63268	53761	60115	55588	52141	

excel

VISITORS TO CHAMBER INFORMATION CENTER

	1985	1986	1987	1988	1989			
January	0	344	340	375	435			
February	0	302	616	675	375			
March	635	570	1014	970	925			
April	400	785	1111	1169	1239			
May	774	1635	1730	2000	1675			
June	1162	2195	2224	2354	2705			
July	2667	2919	3064	3340	3459			
August	0	2498	3247	3378	3780			
September	0	1839	1981	2112	2149			
October	0	946	1310	1115	935			
November	0	436	460	550	575			
December	0	400	344	375	502			
	5638	14869	17441	18413	18754			
	1990	1991	1992	1993	1994	1995	1996	1997
January	450	495	450	465	706	610	812	1008
February	415	625	369	614	816	617	788	975
March	899	1025	760	1152	1260	1004	921	989
April	1125	1364	1311	1180	1189	1141	998	962
May	1525	1550	1541	1225	1169	1270	1461	1505
June	1905	2165	2066	1705	1590	1990	1732	1701
July	2880	3127	3127	3130	1888	2212	2357	2109
August	2775	2775	4309	4024	2527	2694	2540	2477
September	1595	1787	2750	2898	2826	2581	2421	2003
October	1265	1406	1750	1500	1580	2101	1875	1790
November	588	674	699	847	798	1525	1397	1493
December	435	450	521	529	625	715	989	1109
	15857	17443	19653	19269	16974	18460	18291	18121

visstat.wks

**BROOKINGS-HARBOR CHAMBER OF COMMERCE
PROPOSED 1997-1998 BUDGET
ADVERTISING & MARKETING**

SUNSET MAGAZINE	
1 No. Calif., 2 National Editions w/ Reader Cards.....	\$4,100
OFFICIAL OREGON TRAVEL GUIDE	
Coop Ad, Full Page Color w/ Gold Beach.....	\$5,500
OREGON COAST MAGAZINE	
Six (6) Bi-monthly Issues, Quarter Page, Color.....	\$3,500
SOUTHWESTERN OREGON VISITOR ASSOC. GUIDE	
Quarter Page Color.....	\$1,650
CURRY - DEL NORTE VISITOR	
One Eighth Page, b/w.....	\$ 450
PILOT "VACATION GUIDE," Quarter Page, b/w.....	\$ 200
TSUNAMI COMPUTER - Internet Hook-up.....	\$ 240
WHERE TO STAY IN OREGON	
Chamber listing in Oregon Lodging Assoc. Guide.....	\$ 120
STATE WELCOME CENTERS	
Display of Brochures in Nine State Welcome Centers.....	\$ 115
PILOT "BROOKINGS HARBOR HAS IT ALL".....	\$ 80
BROOKINGS HARBOR HIGH SCHOOL YEARBOOK.....	\$ 25
TOTAL.....	<u>\$15,980</u>

EVENTS BUDGETS

AZALEA FESTIVAL.....	\$3,500
FOURTH OF JULY.....	\$ 750
KITE FESTIVAL.....	\$ 500
T.V. AUCTION.....	\$ 750
BAZAAR GETAWAY.....	\$ 500
TOTAL.....	<u>\$ 6,000</u>
GRAND TOTAL.....	<u>\$21,980</u>

VISITOR & RELOCATION LETTER REQUESTS

	1992	1993	1994	1995	1996	1997
January	252	151	165	665	1133	1132
February	125	203	145	891	842	861
March	450	210	126	682	850	2756
April	274	357	142	805	3125	2986
May	302	151	245	976	1181	1903
June	225	165	811	985	998	1695
July	256	206	696	996	1035	1108
August	145	166	738	936	996	952
September	225	157	512	898	897	876
October	110	110	636	901	834	819
November	136	95	550	978	897	875
December	109	89	225	575	975	989
Totals	2609	2060	4991	10288	13763	16952

TELEPHONE INQUIRIES

	1992	1993	1994	1995	1996	1997
January	551	535	545	515	712	898
February	275	410	550	775	735	782
March	603	650	750	725	776	815
April	659	729	761	1086	910	1011
May	685	825	989	1203	1088	1109
June	710	701	825	1160	1105	1189
July	711	903	784	798	1096	1121
August	863	1063	1261	1106	918	1006
September	635	841	1092	1097	1012	1078
October	525	605	825	996	972	985
November	471	535	635	909	901	912
December	425	375	410	610	610	864
Totals	7113	8172	9427	10980	10835	11770

E-MAIL REQUESTS

1997

January	
February	
March	
April	
May	72
June	95
July	89
August	101
September	126
October	131
November	96
December	112
Totals	822

M E M O R A N D U M

To: Mayor and City Council
From: Tom Weldon, City Manager
Date: January 21, 1998
Subject: Stage plaque request



Attached is a request from Brookings Area Council for the Arts (BACA) reminding us of the plaque that was to be placed on the Stage Under The Stars in Azalea Park . The estimated cost for this plaque is \$ 487.00.

I recommend that Council authorize an expenditure of \$ 487.00 out of the Council/Community Relations line item to manufacture and install this plaque.

-eom-



Brookings Area Council for the Arts
P.O. Box 1737 • Brookings, Oregon 97415

December 11, 1997

Brookings City Council
898 Elk Drive
Brookings, OR 97415

Dear Mayor and Council Members:

In the planning for construction of a covered stage in Azalea Park, which began in 1992, it was understood that the completed project would include a marker or plaque indicating for posterity the date of its completion and recognizing the significant contributors to its design, funding and construction. This would include the City of Brookings, the Brookings Area Council for the Arts, the Coos Curry Douglas Regional Strategies Board and the architect and engineer.

As the organization that took the initiative in the planning and fund-raising for this successful addition to the City, BACA is interested in pursuing the placement of such a plaque. We have attached a suggested design for your consideration.

We do not know what such an item would cost to manufacture and install, nor does BACA have funds available to proceed. We would, however, appreciate the Council giving consideration to "completing" the Stage Under The Stars project by the addition of this plaque.

Sincerely,

A handwritten signature in dark ink, appearing to read "Les Cohen", with a long, sweeping horizontal line extending from the end of the signature.

Les Cohen
President

attachment



“STAGE UNDER THE STARS”

Completed June, 1995

City of Brookings

Tom Davis, Mayor

Larry Curry, Council President Bob Hagbom, Councilor

Nancy Brendlinger, Councilor Dave Scott, Councilor

Brookings Area Council for the Arts

Blanche Lombard & Finch Hoffer, Co-Chairs

Ann Gebhardt, Grant Writer

Coos Curry Douglas Regional Strategies Board

Structural Engineer

Horace “Buzz” Hansen

Architect

Roy Grube



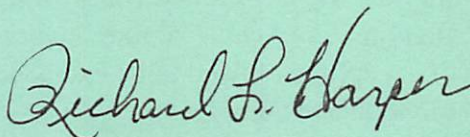
BROOKINGS MUNICIPAL COURT

898 Elk Drive
Brookings, OR 97415
(541) 469-2163

DATE: January 22, 1998

TO: City Councilors

FROM: Judge Richard Harper



RE: Municipal Court Status Since Down-Sizing

In April '97, the process began for downsizing the Brookings Municipal Court. A clerk was hired part-time, to assist Judges Cowley and Stewart (ProTem) with Court matters and to organize active files and set up archives for inactive files, while establishing an Accounts Receivables.

In a month and a half, the Clerk discovered approximately \$15,000 in fines owing that had been put into the Archives as uncollectible.

As the Clerk proceeded to go through files, she found little consistency within file folders as to cases, their disposition and/or if & how much monies they might owe. Imagine, if you will, a file on a City Ordinance that you know nothing about, with approximately 100 sheets of paper that are not numbered and you have to put them in order to find out the status. This has consistently been the dilemma in working with the Brookings Municipal Court files.

During a typical afternoon, the Court Clerk may receive 1 to 5 calls from defendants trying to reactivate their drivers licenses after Court suspension. First, the file has to be found in the archives, and then it may take anywhere from 15 minutes to 2 hours to go through the file to determine the current status, i.e. monies, warrants, contempts, etc. The Court has found as little as \$90 owing and as much as \$2400 owing and many cases that have not been adjudicated. Keep in mind, these are not cases that were classified as "active" Accounts Receivables. The Court has also found cases that have very large balances owing (\$1,000 plus), of which the defendants are paying \$10 to \$25 per month (or whenever they think about it), often with probations near to expire or having expired - which means there's no "hammer" to get the defendant to pay. At \$10 per month, it would take a lifetime for some defendants to pay the fines and fees in full. Cases, involving restitution to our community/citizens, receive special treatment as we make extra efforts to collect and forward the monies due.

We could offer you many examples of files and cases that had been closed as "inactive",

owing \$90 to over \$2,000, that have now or are in the process of being moved to an "open" status with attempts now being made to collect. Others are "open", but inactive because the money due is not collectible at this time. Often, this is because too much time has lapsed from time of sentencing. We will establish an Accounts Receivable amount and are considering turning these inactive accounts over to a collection agency, which is now allowed by law.

Since September, after reviewing open files, the Court has dismissed some three dozen cases (with the City Attorney's agreement), because the defendants were never arraigned by the Court. Also, we have dismissed DUII and Marijuana Diversions that have been completed in full by payments of all monies due and alcohol/drug programs completed. These are a plus! On the other hand, in reviewing files, we have found DUII diversions that are 3 to 5-years old that have not been completed. Oregon State Statutes require diversions to be completed within one year, and only in the rarest of exception allowed to be extended for a 3-month period. The Court is now requiring these individuals to complete their diversions in the prescribed time. We have also written off financial obligations on some files, because they are totally uncollectible, i.e., indigent defendants with no known address, deaths, etc. The court is unable to show how much money was lost to the City of Brookings because of no Accounts Receivable ledger.

On the bright side, we are more than half way through the files we believe to be active and open, so that we can establish an "accountable" A/R. We believe the current Accounts Receivable will be approximately \$70,000.00. We have no way of knowing for certain, without going through every file in the archives, if we have all open accounts receivables. We have made the decision to go through all files for only the past two years, unless we get a call on an older file. The Court still receives calls regarding older cases that require research to determine the case status. For example, this month the Court received such a call for a 1994 case. The caller was attempting to have his Drivers License reinstated. The Court Clerk reviewed his file from the Archives. A review of the file shows he owes the City of Brookings approximately \$850.00. The defendant will be traveling from Alaska to appear in our Court to clear up the matter. Cases such as this will be brought forward to the "active" side and we will proceed accordingly - HAPPILY!

While it has been a steady, uphill battle to get the Court records into shape, we have made considerable progress, as you can see. We are pleased to report that we have taken in **\$13,566.92 from July '97 through December 31, 1997.**

Your Court staff will continue to work toward holding violators accountable for their actions and to make our Court run efficiently so that justice prevails for all the citizens of Brookings.

ADDENDUM TO AGREEMENT FOR SERVICES

THIS ADDENDUM TO AGREEMENT made this _____ day of January, 1998, by and between CITY OF BROOKINGS, a municipal corporation of the State of Oregon, hereinafter "City", and RICHARD L. HARPER, hereinafter "Harper";

WHEREAS, on the 1st day of July 1997, City and Harper executed an Agreement for Services ("Agreement") under which Harper agreed to perform services as Municipal Judge for City;

WHEREAS, Harper has performed continuous services for City as Municipal Judge during the term of the Agreement;

WHEREAS, City and Harper wish to modify the Agreement to include payment of training and education expenses for Harper in connection with service as Municipal Judge;

NOW, THEREFORE, City and Harper agree as follows:

1. City shall pay the expenses of tuition, travel and room and board for Harper to attend the National Judicial College in Reno, Nevada. Harper shall attend this training session on behalf of City for educational purposes related to his performance as Municipal Judge.
2. This addendum shall be made part of the July 1, 1997 Agreement for Services by this reference. All other paragraphs and particulars of the Agreement are ratified, confirmed and republished.

SIGNED ON THE DATE FIRST HEREINABOVE WRITTEN and executed on behalf of City as authorized by it's Common Council.

CITY OF BROOKINGS

MUNICIPAL JUDGE

By: _____
Mayor

By: _____
Richard L. Harper

ATTEST:

City Finance Director/Recorder

City of Brookings Memorandum

TO: Mayor, City Council

FROM: Leo Lightle, *LBL*
Community Development Director

THROUGH: Tom Weldon, City Manager *Tom*

DATE: January 20, 1998



Issue: Authorization for engineering and specifications for a waterline extension project on Center Street.

Synopsis: This project will extend a waterline from Cottage Street to Highway 101. This new waterline will allow placement of new fire hydrants to this area. The project would be funded through Water System Replacement Funds.

Recommendation: The City Council authorize HGE, Inc. to design, prepare specification and call for bids for the Center Street waterline extension project.

Rationale: This project will increase public safety by adding new fire hydrants to the existing safety system.

Background: This project is a high priority because of the lack of adequate fire hydrants in the area and the high fire load (ratio of combustible material to area).

The Fire Chief rates the need for this fire hydrant as top priority.

City of Brookings Memorandum

TO: Mayor, City Council

FROM: Leo Lightle, *ZBL*
Community Development Director

THROUGH: Tom Weldon, City Manager *Tom*

DATE: January 20, 1998



Issue: Authorization for engineering and specifications for a waterline extension project on Hemlock Street.

Synopsis: This project will tie together sections of existing waterline. Looping the water system in this way will allow existing fire hydrants to be energized.

Recommendation: The City Council authorize HGE, Inc. to design, prepare specification and call for bids for the Hemlock Street waterline extension project.

Rationale: This project will increase public safety by utilizing all fire hydrants in the area.

Background: Major portions of a looped water main system with fire hydrants has been installed in the past on Hemlock Street. We need to finish the project so we can energize the fire hydrants. We also need to transfer water services from the old line to the new waterline. Looping the system will provide better waterflow in the Railroad-Hemlock area. The hydrants need to be energized as there are not enough fire hydrants on Chetco Avenue, nor a water main on Chetco Avenue. The funding would be from Water System Replacement Funds.

The Fire Chief rates the need for these fire hydrants a high priority to protect the downtown corridor.

City of Brookings Memorandum

TO: Mayor, City Council

FROM: Leo Lightle, *LL*
Community Development Director

THROUGH: Tom Weldon, City Manager *Tom*

DATE: January 20, 1998



Issue: Releasing an unused easement on Tax Lot 320, Assessor's Map 41-13-6D

Synopsis: The city received a sewer easement across Tax Lot 320, Assessor's Map 41-13-6D. The easement was given to the city in 1959, with an alternate easement given in 1976. The 1976 easement is where the current sewer line is in place. The original easement provided for termination upon receiving an alternate easement.

Recommendation: The City Council abandon the portion of the easement listed in Volume 56, Page 594 Book of Records, described in Exhibit A.

Rationale: The sewerline is in another location and the original easement specifies that the easement can be terminated if essentially the grantor meets certain conditions: the major condition being that an alternate easement is provided and being used for the sewerline. The alternate easement has been provided and is being used for the sewerline.

Background: The city received a sewer easement from Elmer Bankus in 1959 for installation of a sewer main. The easement document provided a means to terminate the easement. Basically the termination of the easement is contingent upon receiving an alternate easement and route for the sewer main. The sewer main has been relocated decades ago, however the easement was never terminated. This item is therefore brought to the City Council for their action to terminate the easement. This easement is currently across South Coast Lumber property.

After Recording Return To:
Frank H. Hilton, Jr.
851 S.W. Sixth Avenue, Suite 1500
Portland, Oregon 97204

PARTIAL TERMINATION OF EASEMENT

PARTIES:

South Coast Lumber Co.,
an Oregon corporation

"South Coast"

City of Brookings,
an Oregon Municipal corporation

"City"

RECITALS:

1. By an Easement agreement recorded September 2, 1959, in Volume 56, Page 594-596, Curry County Records, Elmer Bankus granted to the City of Brookings an easement for sewer line purposes and by an Easement For Sewer Line recorded November 2, 1976, Volume 48, Page 130-131 Elmer Bankus granted the City of Brookings an additional sewer line easement.

2. By the 1976 Easement agreement, the City of Brookings was graded a route for its sewer line as an alternate to the route provided for in the agreement recorded September 2, 1959, and City has installed its sewer on the easement granted in 1976. From Center Street to the City's pump station site #2, no sewer has been installed on the 1959 easement.

3. The 1959 Easement agreement provides for its termination and the most the easement as described is subject to termination.

NOW, THEREFORE, the City of Brookings quitclaims and terminates that certain easement described in Volume 56, Page 594-596, Curry County Deed Records, excepting the

following portion of said easement which is being utilized for a sewer line and which portion of the easement is retained by the City of Brookings, its successors and assigns:

A strip of land Ten (10) feet wide and being five (5) feet on each side of the following described center line; to-wit:

Beginning at the a point located West a distance of 1695.28 feet and South a distance of 84.54 feet from the corner common to Sections 5, 6, 7 and 8, Township 41 South, range 13, W.W.M., Curry County, Oregon; thence North 0° 32' West a distance of 795.13 feet.

EXECUTED _____, 1998.

CITY OF BROOKINGS

By _____
Title: _____

State of Oregon)
) ss.
County of _____)

This instrument wa acknowledged before me on this ____ day of _____, 1998, by _____, as _____ of City of Brookings.

Notary Public for Oregon
My Commission Expires: _____

KNOW ALL MEN BY THESE PRESENTS, That ELMER BANKUS, a single man, in consideration of the covenants and promises of the City of Brookings, a municipal corporation, contained in that certain contract made and entered into on the 1st day of September, 1959 by and between the said City of Brookings and the said Elmer Bankus relating to — to sewer easements, does hereby give, grant and convey a perpetual easement and right of way to the City of Brookings, a municipal corporation, to excavate, place, install, construct, maintain, inspect, reconstruct, repair, replace, use and operate a sewer pipe line with appertenant facilities necessary therefor, over, upon, across and under the following described strips of real property, situate in the City of Brookings, Curry County, State of Oregon; to-wit:

PARCEL 1.

X A strip of land Ten(10) feet wide and being Five(5) feet on each side of the following described center line; to-wit:

keep this
add to rest
Beginning at a point located West a distance of 1695.28 feet and South a distance of 84.54 feet from the corner common to Sections 5, 6, 7, and 8, Township 41 South, Range 13, W.W.M., Curry County, Oregon; thence North 0° 32' West a distance of 795.13 feet; thence North 80° 17' West a distance of 75.00 feet; thence South 81° 33' West a distance of 465 feet; thence North 53° 17' West a distance of 720 feet; thence North 72° 26' West a distance of 360 feet; thence North 36° 04' West a distance of 305 feet to the City of Brookings Pump Station Site Number 2; Reserving unto Bankus, his heirs and assigns, however, the right, upon occurrence of all three of the contingencies hereinafter set forth, to terminate said easement in and upon the following portion of said real property; to-wit: a strip of land Ten(10) feet wide and being Five(5) feet on each side of the following described center line; to-wit: Beginning at a point located West a distance of 1695.28 feet and South a distance of 84.54 feet from the corner common to Section 5, 6, 7, and 8, Township 41 South, Range 13, W.W.M., Curry County, Oregon; thence North 0° 32' West a distance of 795.13 feet to the terminal point of said center line. X The three contingencies upon which said right to terminate said easement in and upon said real property is conditioned are as follows; to-wit: (1) That Bankus, his heirs and assigns shall hereafter make and have bona fide plans for use of said portion of said real property in an industrial development; and (2) that Bankus, his heirs and assigns, give to City a like easement in, over and upon another suitable piece of land of the same width and sufficient length to enable City to remove that portion

of it's sewer line therefrom and relocate said portion so that both ends thereof can be reconnected to the remainder of City's sewer lines at the place on either end from which said portion is to be severed; and (3) That Bankus, his heirs and assigns agree to pay the costs and expenses of removing and relocating said portion of said sewer line to and in said other suitable strip of land.

PARCEL 2.

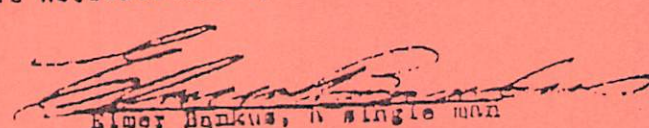
X A strip of land bounded and described as follows; to-wit: Beginning at the Southwest corner of the City Pump Station Site No. 2 lying in the Northeast quarter of the Southwest quarter of Section 6, Township 41 South, Range 13 West, W.M. in the City of Brookings, Curry County, Oregon; said Southwest corner being South 1216.99 feet and East 642.37 feet from the Northwest corner of the said Northeast quarter of the Southwest quarter of Section 6; Thence North 34° 02' East 25.00 feet; Thence North 55° 58' West 5 feet to a point on the Easterly line of Mill Beach Road; Thence following said Easterly line South 34° 02' West 25.00 feet; Thence South 55° 53' East 5 feet to the point of beginning. X

Said easement so granted is also granted as a means of ingress, egress and regress to and from that certain road commonly known as Mill Beach Road, and City sewer Pump Station No. 2 which abuts thereon and to and from said Sewer Pump Station No. 2 and all parts of said Parcel 1 and Parcel 2 described above.

Said easement so granted is also for the purpose of constructing and installing a sewer manhole in and under any parts of said Parcel 1 and Parcel 2 deemed necessary by the City of Brookings for proper operation of it's sewer system.

The rights, conditions and provisions of the easement and right of way so granted shall inure to the benefit of and be binding upon the ^{successors,} heirs, executors, successors and assigns of the respective parties.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 1st day of August, 1959.


Elmer Bankus, a single man

STATE OF OREGON)
County of Curry) ss

BE IT REMEMBERED, That on this 1st day of August, 1959, before me, the undersigned, a Notary Public in and for said County

and State personally appeared the within named Elmer Banks, known to me to be the identical individual described in and who executed the within instrument and acknowledged to me that he executed the same freely and voluntarily.

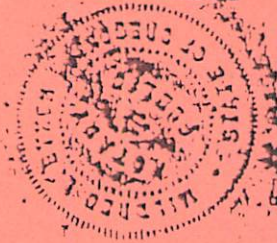
IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written

Mildred L. Brown
County Public for Oregon

My Commission Expires: 9-23-64

EXAMINED AND APPROVED:

By *Paul A. Walker*
Of Hutchinson, Seawab & Burdick
Attorneys for Brookings Plywood
Corporation



RECORDED: September 2, 1959
Olata A. Walker, County Clerk, 4:33 P.M.
COUNTY CLERK, OR. BY *P. A. Walker*

1976 yr

INDEX

ON 48 PAGE 130

EASEMENT FOR SEWER LINE

KNOW ALL MEN BY THESE PRESENTS, that BROOKINGS PLYWOOD CORPORATION, a corporation, in consideration of TEN DOLLARS and other valuable consideration paid to it by the CITY OF BROOKINGS, a municipal corporation in Curry County, Oregon, does hereby bargain, sell, transfer and convey and grant unto the said CITY OF BROOKINGS, its successors and assigns, the right to lay and construct sewer pipes and mains through, under and across the following described real property;

An easement described in the "Description Sheet" attached hereto marked Exhibit A, and by this reference made a part hereof.

and after such construction, the perpetual right and easement to operate, maintain, and repair and replace said sewer lines and mains. (1). After construction also, this easement width to be reduced from 20 ft. in width to 10 ft. in width or specifically to 5 ft. either side of the easement center line for maintenance of the line, as referenced in Exhibit A.

This easement is granted contingent upon the City re-conveying to BROOKINGS PLYWOOD CORPORATION all property that will be vacated that is now under easement, prior to commencement of construction of the new line. Also contingent that if the easement being conveyed herewith is not used for reasons that either party does not now anticipate, the City will be obligated to re-convey the easement back to BROOKINGS PLYWOOD CORPORATION.

This easement is performed solely for the purpose of construction and maintenance of said sewer line and is to in no way interrupt or interfere in the normal production flow of BROOKINGS PLYWOOD CORPORATION now or in the future. Further, this easement shall provide no liability, written or implied on the part of BROOKINGS PLYWOOD CORPORATION as to installation or maintenance of said sewer line.

DONE by order of its Board of Directors, this 8 day of September, 1976.

BROOKINGS PLYWOOD CORPORATION

BY L. W. WELLENBROCK
its PRESIDENT

STATE OF OREGON)
County of Curry) ss.

Before me this 8 day of September, 1976, personally appeared L. W. WELLENBROCK, who did say that he is the PRESIDENT of BROOKINGS PLYWOOD CORPORATION, a corporation, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors; and he acknowledged said instrument to be its voluntary act and deed.



Therese F. Fink
Notary Public for Oregon
My commission expires: June 8, 1978

EASEMENT FOR SEWER LINE

DESCRIPTION SHEET

OR 48 PAGE 131

Beginning at a point located South 28° 35' 12" East a distance of 1,366.61 feet from the Northwest corner of the Northeast one-quarter of the Southwest one-quarter of Section 6, Township 41 South, Range 13 West, Willamette Meridian, Curry County, Oregon;

thence North 52° 05' 29" West a distance of 35.85 feet;

thence South 38° 25' 48" West a distance of 102.45 feet;

thence South 2° 10' 21" East a distance of 107.47 feet;

thence South 3° 10' 00" West a distance of 60.00 feet;

thence South 8° 25' 01" West a distance of 87.43 feet;

thence South 46° 18' 01" East a distance of 168.41 feet;

thence South 46° 32' 27" East a distance of 287.12 feet;

thence South 7° 03' 19" West a distance of 63.75 feet;

thence South 78° 26' 30" East a distance of 77.52 feet;

thence North 59° 16' 07" East a distance of 145.67 feet;

thence North 88° 59' 09" East a distance of 69.48 feet;

thence South 47° 34' 17" East a distance of 160.72 feet;

thence South 58° 52' 22" East a distance of 57.70 feet;

thence South 71° 03' 21" East a distance of 60.21 feet;

thence South 81° 31' 48" East a distance of 130.65 feet;

thence South 71° 27' 35" East a distance of 105.30 feet;

thence South 84° 50' 35" East a distance of 267.35 feet;

thence North 71° 41' 44" East a distance of 90.32 feet;

thence North 81° 51' 26" East a distance of 205.00 feet;

thence South 88° 13' 06" East a distance of 101.61 feet;

thence North 83° 09' 02" East a distance of 68.00 feet; more or less, to an existing manhole.

Being the centerline of a twenty (20.00) foot wide utility easement, that portion of which affects that certain parcel as described in the deed records of Curry County, Oregon, said parcel's description being recorded in Volume 35, page 604 of the said deed records.

INDEXED Deeds

State of Oregon } ss.
County of Curry

I hereby certify that the within instrument was
filed for record Nov. 2, 1976
at 4:20 o'clock P.M. and recorded
in Book of Records Vol. 48 Page 132-1
BERNARD J. MATHER, County Clerk
J. R. K. Karger Deputy
Fee Rec'd. 6.00

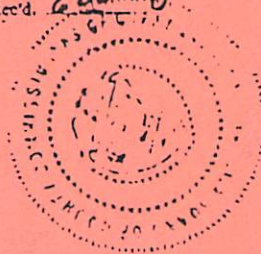


EXHIBIT A

MEMORANDUM

To: Mayor and City Council
Through: Tom Weldon, City Manager
From: Jack McDonald, Chief of Police
Date: January 19, 1998
Subject: Law Enforcement Automated Records System

I. Background:

On June 10, 1997 the city received a letter from Curry County Commissioner Bill Roberts advising they would be terminating our AIRS Police records system they had been providing since 1988. Following this long term public policy reversal, the County Commissioners agreed to postpone a final decision until a study was completed. Then we formed the multi-disciplined Public Safety Information Management Team which made it's findings at the January 14, 1998 Tri-City Council meeting.

We recommended continuation of the AIRS system. Refer to attached Annex B for a summary report.

Given the recent public policy reversals by Curry County and the critical importance of law enforcement records, we believe a strategy that ensures stability of this asset would be in the best interests of Brookings. Contemporary technology provides an opportunity for us to implement an integrated, cost effective, stand alone system that will meet our needs well into the future.

II. Cost Analysis:

We have structured two cost options for our migration into a PC based AIRS system that is profiled in Annex "A". This matrix demonstrates our cost annually and is projected out to FY2003.

In the best case scenario, our overall system cost would be an estimated \$54,430.00 for FY 98/99 (refer to Annex A, Chart 1) and \$43,340.00 for our second option (Chart 2). The primary difference in these start up costs will be a file server which can be upgraded at a later time.

III. Discussion:

Given recent public policy shifts by Curry County, their fiscal integrity and the critical nature of law enforcement records, we believe an integrated Brookings based system would be in our best overall interests. It was clear by our study that the AIRS regional system was the best system we evaluated.

Our cost options will vary annually but the initial purchase is essentially a question between which file server would meet our long range program strategies.

IV. Recommendations:

In summary, we recommend that we move to a Brookings based AIRS system in FY 98/99 using our best case system cost of \$54,340.00 which will reduce our FY 99/2000 costs by \$20,187.00 and provide us the automated tools we require.

Attachments:

Annex A ; Cost Profile

Annex B; PSIMAT Summary Report

January 16, 1998

Chief MacDonald,

Page 1 is the current cost of AIRS hardware and line costs. Jeff and I made some adjustments on these figures.

Page 2 contains chart 1 and chart 2.

Chart 1 shows our costs over 5 years with sufficient hardware to give us the system that we need to operate effectively in our emergency communication environment.

Chart 2 shows our costs over 5 years with a file server of reduced cost (\$4,000) and capacity, not having the redundancy we need to operate completely on our own. In this instance we would rely entirely on the system in city hall for our backup. I placed the cost for the full capacity file server (\$13,000) in the following fiscal year ('99-'00) and replaced it in the 5th year for \$15,000.

Pages 3 and 4 contain a fuller explanation of the columns in Charts 1 and 2.

Cam

AIRS HARDWARE

1. File Server running Windows NT	\$13,000
2. 24 Port connecting Hub	\$1,700
3. (2) Work stations @ \$2,500	\$5,000
4. (1) Printer	\$500
5. Labor	<u>\$5,000</u>
TOTAL	\$25,200

AIRS LINE COST

1. One Time Connection Fee	\$1,300
Monthly Fee	\$925
TOTAL ONE TIME LINE FEE	\$1,300

TOTAL AIRS HARDWARE AND LINE COST **\$26,500**

[illegible]

HARDWARE COSTS

The hardware costs consist of the following:

>(1) file server running windows NT	\$13,000
>(1) 24 port connecting hub	\$1,700
>(2) Pentium 266 work stations in communication center (each costing \$2,500)	\$5,000
>(1) Printer	\$500
>Labor to correctly configure system	\$5,000

In Chart 1 the file server is budgeted to be replaced in the 4th year at a cost of \$15,000. In Chart 2 it is budgeted to be replaced in the 5th year at the same cost.

Jeff Martin can break these figures down further and give a fuller explanation if necessary.

ONE TIME HOOK UP FEE TO AIRS

Just as it says, a non-recurring fee in order to access the AIRS system.

YEARLY PHONE LINE COSTS

The line costs consist of three parts:

1. A "home circuit fee" of \$275 per agency per month. This is an AIRS charge and is dependant upon the number of agencies hooked up to AIRS.
2. A \$200 per agency per month site maintenance and network services charge. This is a RIS charge and pays for router maintenance as well as other types of maintenance-the router they provide, so it is not a cost to us.
3. The third cost is the actual line cost to Eugene (for AIRS). The cost is \$450 per month for a T1 line.

These costs come to \$925 per month (not \$825 as I previously figured) and amount to \$11,100 per year.

As you can see I have increased this charge by 5% per year for the 5 years we're looking at. It is not likely these costs will be exceeded.

YEARLY AIRS COST

This is the cost for AIRS is based in part on the population of Brookings and the number of other agencies in Curry County that participate in AIRS. I have also increased this cost by 5% per year. According to AIRS, this is a maximum increase we could expect, at least in the near future

NEW PCs

These are PCs priced at \$2,500 each in order to keep the system current. As the older PCs wear out this gives us the ability to replace them.

SERVICE AGREEMENT

Jeff Martin is providing this agreement at \$150 per month for a total of \$1,800 per year. The cost of this agreement remains the same throughout the 5 year period. It covers equipment failure and the cost remains the same as long as the equipment is kept current. In other words, we need to replace our file server after about 3 or 4 years for a cost of \$15,000.

PUBLIC SAFETY INFORMATION MANAGEMENT ADVISORY TEAM

"OUTSIDE THE BOX" A PRO-ACTIVE APPROACH

A team oriented group of Public Safety professionals collectively dedicated to:

- making a systematic assessment of the current Information Management System to;**
 - form a foundation for evaluation criteria**
 - establish prioritized system requirements**
- making a high quality, cost effective and objective business decision for presentation to our respective governing bodies**

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I. HISTORY AND BACKGROUND.....	1
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III. PRODUCT EVALUATION.....	8
IV. RECOMMENDATION / IMPLEMENTATION.....	10

ATTACHMENTS

- A. County Commissioners letter to Brookings, Gold Beach and Port Orford Mayors dated June 21, 1988.
- B. County Commissioners letter to Brookings Chief of Police dated August 15, 1988.
- C. Glen Thompson (County Computer Services) letter to Brookings Chief of Police dated May 8, 1991.
- D. Michael Gillespie (Attorney for Brookings City) letter to Jerry Herbage (Curry County Counsel) dated May 16, 1991.
- E. Glen Thompson (County Computer Services) memorandum to County Commissioners dated August 19, 1996.
- F. Commissioners letter to Brookings, Gold Beach and Port Orford Mayors dated June 10, 1997.
- G. Commissioners Consent calendar agenda dated June 23, 1997.
- H. Commissioners special meeting agenda dated June 30, 1997.
- I. Nancy Brendlinger (Brookings Mayor) outline of presentation to County contract review board dated June 30, 1997.
- J. Mayors memorandum to Commissioner Roberts dated July 3, 1997.
- K. Tri-Cities Council meeting minutes dated July 16, 1997.

- L. PSIMAT Executive Summary dated July 21, 1997.
- M. Jack McDonald (Brookings Chief) Memorandum to Tom Weldon (Brookings City Manager)
- N. PSIMAT Interim report to Curry County Commissioners dated September 15, 1997.
- O. Jerry Herbage (County Counsel) letter to Rhen Warren (RIS) dated October 17, 1997.
- P. PSIMAT meeting minutes dated July 9, 1997 through 12-23-97.
- Q. PSIMAT evaluation criteria worksheet.
- R. PSIMAT Vendor evaluation packet.
- S. PSIMAT letter of invitation to Vendors dated October 27, 1997.
- T. PSIMAT invitation to County and City Governing bodies dated 11-24-97.
- U. PSIMAT evaluation summary of HTE, AIRS, BIS, (following vendor faire)
- V. Glen Thompson (technical consultant) letter to PSIMAT dated December 16, 1997.
- W. PSIMAT cost proposal documents.
- X. PSIMAT invitation to County and City Governing bodies dated January 7, 1998.
- Y. Vendor provided packages. AIRS, HTE, BIS

HISTORY AND BACKGROUND

On June 21, 1988 the Curry County Board of Commissioners conveyed their intent and commitment to the establishment of a county-wide public safety information management system. (reference attachment A)

This commitment, toward the support of all public safety agencies within Curry County was a continuing effort to provide unified, integrated and consistent public safety service levels, began with the selection of "AIRS" (Area Information Records System) as the county-wide public safety information management system.

On August 15, 1988 Kent Owens, Brookings Police Chief, received a letter from T.V. Skinner, chairman of the Board of Commissioners. The purpose of this letter was to advise the City of Brookings that Curry County will provide access to the AIRS system, installation of phone lines and related equipment as well as loan Brookings the computer equipment necessary to operate the system, at no cost to the City. (reference attachment B)

Beyond the financial benefit offered the Brookings Police Department, Gold Beach Police Department, Oregon State Police and the City of Port Orford, the law enforcement executives recognized that a unified and regional information sharing philosophy would be inherently advantageous to public safety at large.

A full commitment was made by Curry County law enforcement in 1988, (Gold Beach Police, Brookings Police, Curry County Sheriff, Oregon State Police, Justice Courts, Municipal Courts, Juvenile and District Attorney's office) to enter and or access all records in the AIRS regional system and by that commitment, become dependant upon it.

The Brookings Police, Gold Beach Police and Curry County Sheriff's office have invested 9 years of records into this system. Curry County Public Safety's commitment to this information management tool has been complete.

The Sheriff's Department, Brookings Police and Gold Beach Police continue to this date to utilize the AIRS regional system to enter and access public safety records including:

- * Law Enforcement records
- * Computer Aided Dispatch
- * Court records

- * Jail Records

- * Civil Process records

Curry County law enforcement joins 39 agencies entering records into the AIRS system and recognizes that 49 other agencies access that information.

On June 10th 1997 the Mayor's of Port Orford, Brookings and Gold Beach received a letter from Commissioner Bill Roberts outlining the Board's intent to discontinue the use of the AIRS system within Curry County, effective December 31, 1997. (reference Attachment F)

Commissioner Roberts' letter explained that the county would be adopting the "HTE" public safety software applications for their use. A cost profile was included within the letter.

The Board of Commissioner's then renewed the AIRS contract, based on the outlined intent, only through December 31, 1997. (reference attachment G)

On June 30, 1997 the Curry County contract review board convened to consider the waiver of competitive bidding requirements regarding the proposed purchase of HTE public safety software. (reference attachment H)

Subsequent to independent meetings, the Mayors of Port Orford, Gold Beach and Brookings, as well as Council persons, Chiefs of Police of Brookings and Gold Beach and the Sheriff of Curry County attended the Contract review board meeting.

Brookings Mayor Brendlinger represented the unified cities and law enforcement agencies as she expressed their collective concern about the purchase of a software program to manage public safety information when no public safety professionals had been consulted. (reference attachment I)

Based on recommendations, the Contract Review Board elected to form an advisory group made up of system users to study the management of public safety information and to then report back with:

- * a strategy to arrive at a recommendation
- * a process to validate the recommendation

On July 9th the "PUBLIC SAFETY INFORMATION MANAGEMENT ADVISORY TEAM" was formed and began a strategic plan to analyze and evaluate public safety information management systems.

PROCESS

On July 9th 1997 a multi-disciplinary group of public safety representatives met in Brookings and became, by process, a "team", working collectively to accomplish a specific mission.

July 9th represented the first meeting in a seven month decision making process as outlined in attachment P.

The Public Safety Information Management Advisory Team (PSIMAT) consisted of, by design, representatives of every level of system use, within the public safety information system.

The PSIMAT members included Police Chiefs, a Chief Civil Deputy, Patrol Staff, Dispatch Personnel, Records clerks, Program Administrators, Sergeants, lieutenants and technical experts as needed.

Standards, deadlines, objectives and process were established at our first work session. The team committed to the following standards:

- * to be an advisory group to our respective governing bodies.
- * to remain open-minded to ideas and options.
- * to Synergy
 - * team effort/equal say/open communication
- * to confidentiality.
- * to act collectively.
- * to "Chain of Command"
 - * communication by individual agency team members to respective governing body.

PSIMAT recognized critical deadlines such as the termination of the AIRS contract effective 12-31-97 as well as the commitment to the Board of Commissioners to have a presentation for them by 9-15-97.

Team objectives were outlined as follows:

- * A team oriented group of Public Safety professionals collectively dedicated to:

- * making a systematic assessment of the current Information Management System to;
 - * form a foundation for evaluation criteria
 - * establish prioritized system requirements
- * making a high quality, cost effective and objective business decision for presentation to our respective governing bodies.

PSIMAT further committed to work collectively across jurisdictional "turf" and other real or perceived obstacles to meet the needs of public safety within Curry County as a whole. This mind-set put in motion a dynamic and diversified group of professionals with a common purpose.

Our next order of business was a "NEEDS ASSESSMENT". Recognizing that no strategic plan can be valid absent a comprehensive, objective evaluation of need.

The "NEEDS ASSESSMENT" identified criteria follows:

- * Features of the current system.
- * Strengths and weaknesses.
- * Priority of need.
- * Ad-hoc reporting capability.
- * Technical specifications;
 - * existing and anticipated software changes.
- * Costs;
 - * current and future.
- * Training.
- * Future needs, 5 to 10 years out.
- * User friendliness.
- * User support availability;
 - * training.
- * Compatibility;
 - * CAD (Computer Aided Dispatch)

- * OUCR (Oregon Uniform Crime Reports)
- * Other systems.
- * Program history.
- * Define a desired system and prioritize needs.
- * Standardize evaluation criteria.
- * Develop checklist/questionnaire.
- * Identify systems to look at and evaluate.
 - * Collect data.
- * Cost analysis.
- * Conduct interviews
- * Comparative analysis of existing system and alternatives.
- * Develop/decide on forum for public input
- * Prepare report for presentation.

As the team worked through initial planning and identification of strategy, the "nuts and bolts" segment of this task was at hand. PSIMAT made rapid progress recognizing a tight schedule for completion. An ambitious timeline was established and became a "living" document, changing as time and need dictated.

An evaluation instrument evolved, consisting of 20 pages of probing questions, dissecting every identified component critical to public safety. This then was the instrument designed to provide objective evaluation of one vendor as compared to the next. (reference attachment Q,R)

As our project developed, periodic appearances were made by PSIMAT team members at local governing body public meetings. We made every effort to keep our respective governing bodies, as well as the interested public, apprised of team progress and plans.

An "EXECUTIVE SUMMARY" was produced and presented to County Commissioners, as well as City governing officials. The team's summary outlined a brief history and background leading up to the formation of the team. The identified charge given the team was spelled out by means of specific objectives and expectations. (reference attachment L)

By July 16, 1997 an assessment of our current information management system was completed. This, combined with the needs assessment, provided a clear picture of where we stood and reemphasized where we would reasonably like to be.

It became clear early on that an interim Operational Plan would be necessary. This judgement was based on the sheer magnitude of work presenting as time passed.

While every member of the PSIMAT had a full time career with commensurate demands on our time, we collectively recognized the long range, long term impact on the basic ability to perform public safety functions efficiently, this decision and process carried.

On 9-15-97 the Curry County Board of Commissioners were asked by the PSIMAT to adopt the following recommendations:

- a. Fund AIRS effective 1-1-98 through 6-30-98. The funding was already appropriated by the budget in FY 97/98.
- b. Adopt the interim operational plan
- c. Continue to support PSIMAT efforts.
- d. Complete the action plan and recommendation by January 1998.

As part of the Interim Operational Plan, user agencies committed to discussing a reasonable cost sharing formula designed to finance a mutually acceptable law enforcement management system meeting our collective needs.

The next major component was the actual selection of vendors to compete. This task was accomplished through a State-wide survey of systems currently in use in Oregon as well as an inquiry on the "Search Group Inc.", a nationwide non-profit public sector organization.

With our selection criteria in hand and processes established, PSIMAT invited six vendors to display their programs for our consideration. (reference attachment S)

Each of the vendors were interviewed by telephone by team members and a letter of invitation went to each vendor with a presentation scheduled and expectations outlined.

Our "Vendor Faire" was scheduled for December 9th and 10th. Three of the six vendors chose to attend the faire;

* HTE

* AIRS

* BIS

The Board of Commissioners, Brookings Mayor and Council, Gold Beach Mayor and Council, Port Orford Mayor and Council as well as the General public were invited to attend the vendor faire and observe the PSIMAT evaluation of each vendor.

Following the vendor faire, our team met for the purpose of collating our individual evaluations into a collective recommendation.

It was decided that the most appropriate forum for presentation of information and findings was the regularly scheduled "Tri-City council meeting scheduled for January 14th 1998.

The PSIMAT presentation of findings will be the only agenda item on the January Tri-City Council meeting. A letter of invitation was mailed or delivered to the County Commissioners, Gold Beach, Port Orford and Brookings Mayors and City Councils.

The PSIMAT plans to secure agenda items on the January 20th meeting of the Curry County Board of Commissioners and the January 26th meetings of Gold Beach and Brookings City Council. The agenda items will be asking for a decision to support the recommendation of the PSIMAT.

PRODUCT EVALUATION

* Evaluation Instrument:

- * Our NEEDS ASSESSMENT was conducted for two purposes;
 - * to enable the team to conduct a comprehensive evaluation of our existing system, our present and future needs and;
 - * to provide a building block for our later objective analysis based on an equally comprehensive Evaluation Instrument. (reference attachment Q)
- * This instrument was validated on an ongoing basis by our team and other external resources to ensure quality and depth of evaluation.

* Market Place Research

- * After completing our evaluation instrument, we conducted;
 - * Statewide user group interviews to determine needs, potential product resources and quality of existing systems currently in use.
 - * A national computer/software search over the Internet and through the non-profit "Search Group Inc."
 - * Upon completion of this task, using our previously developed evaluation instrumentation we selected six vendors who we felt could meet our needs.

* Vendor Faire

- * Six software vendors were provided self-evaluation packages and invited to attend our pre-scheduled demonstration on December 9th and 10th 1997. The three vendors attending were:

- * AIRS
- * HTE
- * BIS

- * During these demonstrations the respective vendors were given equal presentation options and were col-

lectively interviewed by the PSIMAT evaluation team.

* Product Evaluation and Conclusions:

Following submission of vendor cost packages and supplemental data the PSIMAT conducted reviews of each vendors presentation, written material and responses to our inquiries.

The key elements that separated the vendors and which lead to our final decision are outlined in attachment U.

Our networking/migration capability into an integrated statewide public safety system was a critical element to our overall local and regional needs.

RECOMMENDATION / IMPLEMENTATION

Since the establishment of the PSIMAT in July 1997 we have focused our efforts on objective, clear and professional evaluations designed to provide our governing bodies with a:

- * "high quality, cost effective, business decision."

The synergistic process we used was in-depth, thorough, open and competitive. Based on our assessment we are recommending that we continue with the integrated system being successfully used by 39 other law enforcement agencies in Oregon; the AIRS regional system. In summary:

- * The AIRS system was found to be the most advanced and fully integrated network we evaluated.
- * The AIRS system clearly meets the diverse and specialized needs of Oregon law enforcement's integrated information strategies.
- * The AIRS system is cost effective, when considering our total investment and is unusually responsive to constituency's needs and changes in technology.

Now that we have arrived at our recommended vendor, we are suggesting a bold move into the next phase of development:

- * Cost sharing negotiations.
- * Design of final network configuration.
- * Actual implementation planning.

To move this strategy along, we are recommending a multi-disciplined team approach consisting of governing boards, Municipal/County management and law enforcement officials.

As a team, we can collectively "fine tune" these remaining project elements and bring a timely resolve to all remaining questions.

Memorandum

TO: Mayor & City Council

FROM: Bev Adams, Finance Director

THROUGH: Tom Weldon, City Manager

DATE: January 9, 1998



Issue: Council approval of Money Market Account

Synopsis: One housekeeping item noted in the 1196/97 and 1997/98 management letter is the need for formal council approval of the City's #2 Money Market Account. This Money Market Account is held at U.S. Bank and the funds held in the account are used for drug investigations purposes.

Recommendation: That Council authorize, by motion, the City of Brookings Money Market Account No. 052-0008-095.

-eom-

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

I. CALL TO ORDER

Mayor Brendlinger called the meeting to order at 7:05 pm.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

Staff Present: City Manager Tom Weldon, City Attorneys Martin Stone and John Trew, Finance Director Beverly Adams, Police Chief Jack McDonald, Sergeant Mike Cooper, 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 read a letter of resignation from Councilor Julie Cartwright. We will be advertising this position and the Council will interview applicants and appoint an applicant to fill this position at their February 9th meeting..

A. SWOCAC Representative

The city advertised for this vacancy and received no response. SWOCAC will be contacted to see if they wish for this to continue to be advertised. If so, we will readvertise for this position.

B. Appointments to Parks and Recreation Commission

Councilor Curry moved, Councilor Hagbom seconded and the Council voted unanimously to appoint Mike Smith to the Parks and Recreation Commission with a term expiration of 2-1-99 and to reappoint Craig Mickelson with a term expiration of 2-1-2002.

We will advertise for Lee Roger's position which will hold a term expiration of 2-1-2002.

C. Council President election and Liaison appointments

Council President's term does not expire so Councilor Larry Curry will continue to serve in this position. Liaison appointments will remain as they are until further notice.

Mayor Brendlinger read a proclamation announcing Sergeant Mike Cooper as Employee of the Season for Winter, 1997 and presented the proclamation to Sergeant Cooper.

V. PUBLIC HEARINGS

None

VI. SCHEDULED PUBLIC APPEARANCES

None

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison Reports

1. Planning Commission

George Ciapusci reported that Keith Pepper was recently elected as the new Chair and Judi Krebs as Vice Chair. Their Annual Report will be given at the next meeting.

2. Chamber of Commerce

Les reminded that the Chamber will be giving their Program Report at the next meeting.

3. Council Liaisons

Councilor Hagbom reported on the Watershed meetings he has attended, specifically an update on the proposed listings for Steelhead.

Councilor Curry reported that CPACT meeting scheduled for this Thursday and the OCZMA scheduled for Friday, both in Coos Bay, have been postponed so they can do research work on the fisheries at the Governor's request. He also reported that the July meeting will be held here.

Mayor Brendlinger attended the St George Lighthouse Preservation Society open house which was held at Best Western Brookings Inn conference center where she received a key to the Lighthouse and a proclamation welcoming the city to be a member of the Society. They also gave the city a video showing the inside of the lighthouse and explains it's history. Mayor Brendlinger asked the Council's thoughts on giving recognition to the Society at the next meeting which was agreed to unanimously.

The Mayor also attended a Planning Commission meeting and a sewer rate committee meeting.

B. Unscheduled

VIII.

STAFF REPORTS

A. City Manager

1. Golf Course lease

Councilor Hagbom reported there is no completed lease at this time, but we are continuing to work with the Claveran Group towards a final lease agreement draft which should be ready to present to the Council by the end of this month.

2. Risk Assessment - HSD

HSD, their attorney, Mayor Brendlinger, Council President Curry and City staff met and came to a compromise regarding the Risk Assessment fees. HSD will also be discussing this at their Board meeting tomorrow evening.

Councilor Curry moved, Councilor Ham seconded and the Council voted unanimously to request that the city sewer rate committee continue discussions with HSD to work toward a long term contract that would be agreeable to all parties involved.

3. Police Department addition

Councilor Hagbom moved, Councilor Ham seconded and the Council voted unanimously to authorize expenditure of up to \$12,000 to complete the Police Department addition.

City Manager Weldon notified the Council that part of the Police Department's addition work includes a donation from Julie Cartwright for the labor to hang the drywall.

Weldon also mentioned that the Budget Committee has 2 vacancies due to 2 members moving out of the city limits. These positions will be advertised.

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to add a request from Mr. & Mrs. Lee to the agenda.

Councilor Hagbom moved, Councilor Ham seconded and the Council voted unanimously to approve the closure of Cottage Street from 11:30 am to 2:00 pm on Saturday, February 7, 1998 (February 14, 1998 if weather causes delay) for their annual celebration of Chinese New Year.

B. Community Development

1. I & I Study

Councilor Ham moved, Councilor Hagbom seconded and the Council voted unanimously to adopt the City of Brookings Infiltration/Inflow Removal Study dated November 11, 1997.

2. Changes to "General Engineering requirements and standard specifications for street, storm drain, sewer and waterline construction for the City of Brookings"

Leo Lightle explained the changes to the Council and action will be taken later in the meeting.

3. Fir Street storm drain - authorize engineering

Councilor Hagbom moved, Councilor Ham seconded and the Council voted unanimously to authorize HGE, Inc. to design, prepare specifications and call for bids on this project.

4. Parkview Drive and U.S. 101 water line

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to authorize HGE, Inc. to prepare plans, specifications and advertise the Parkview Drive and Highway 101 Waterline Reconstruction and Replacement Project.

5. Changing Planning Commission Ordinance No. 98-O-483.A

Mayor Brendlinger explained the changes requested and action will be taken later in the meeting.

C. Fire Department

1. Fire truck and building

Chief Sharp presented the request of the Fire Department for a new fire truck and building expansion. Questions or comments regarding this item were heard from:

Martin Kelly

KCRE Radio

Councilor Ham moved, Councilor Hagbom seconded and the Council voted unanimously to authorize the Fire Department to develop cost estimates for the expansion of the Fire Department building.

D. Finance Department

1. Audit acceptance

Beverly Adams and Paul McLeod answered Council questions regarding the Audit.

Councilor Hagbom moved, Councilor Ham seconded and the Council voted unanimously to adopt the 1997/98 Audited Financial Statements for the City of Brookings.

2. Budget calendar and Officer

Councilor Ham moved, Councilor Hagbom seconded and the Council voted unanimously to approve the 1998\99 budget calendar and to appoint Beverly Adams as Budget Officer for the 1998\99 budget year.

IX. CONSENT CALENDAR

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

(end Consent Calendar)

Councilor Curry moved, Councilor Ham seconded and the Council voted unanimously to approve the consent calendar as amended.

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Ordinances
 - 1. Ordinance No. 98-O-483.A - An ordinance amending section 6 of Ordinance 91-O-483, an Ordinance creating a Planning Commission, to change the meeting at which new officers are elected

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to adopt Ordinance No. 98-O-483.A by first reading.

Councilor Curry moved, Councilor Ham seconded and the Council voted unanimously to adopt Ordinance No. 98-O-483.A by second reading.

2. Ordinance No. 98-O-527 - 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."

Councilor Hagbom moved, Councilor Ham seconded and the Council voted unanimously to adopt Ordinance No. 98-O-527 by first reading.

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to adopt Ordinance No. 98-O-527 by second reading.

XI.

REMARKS FROM MAYOR AND COUNCILORS

A. Mayor

Calendar shown lists a meeting for 15th that has been canceled and will be combined with TAC mtg on the 27th.

B. Council

Councilor Ham requested that the city update the population signs which do not reflect the actual population of the City of Brookings. City Manager Weldon will take care of this. He has requested the state do so several times and has had no response.

XII.

ADJOURNMENT

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to adjourn at 9:01 pm.

ATTEST:

Nancy Brendlinger
Mayor

Beverly Adams
Finance Director/Recorder

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
December 2, 1997**

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

George Ciapusci
Judi Krebs
Keith Pepper
Earl Breuer

Marv Lindsey
Rick Dentino
Ted Freeman
Mary Ball

John Bischoff, Planning Director
Linda Barker, Secretary

CHAIRPERSON ANNOUNCEMENTS

Chair Ciapusci introduced the new student representative to the Planning Commission, Ex-Officio Commissioner Mary Ball.

The tentative agenda for the joint Planning Commission/City Council meeting of December 8 was announced. Items to be discussed include the activation of the committee on Deferred Improvements Agreements and forming a new citizens review board for code enforcement. The City Manager will report on the ongoing talks with Post Office officials regarding a new Post Office and parking.

MINUTES

By a 5-0 vote (motion: Commissioner Krebs, second: Commissioner Lindsey; voting for: Commissioners Dentino, Lindsey, Pepper, Krebs, Ciapusci; abstaining: Commissioners Breuer and Freeman) the Planning Commission approved the minutes of the November 4, 1997 meeting as corrected.

By a 3-0 vote (motion: Commissioner Dentino, second: Commissioner Lindsey; voting for: Commissioners Lindsey, Ciapusci, Dentino; abstaining: Commissioners Krebs, Breuer, Freeman, and Pepper) the Planning Commission approved the minutes of the November 10, 1997 meeting.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

None

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

None

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 7-0 vote (motion: Commissioner Breuer; second: Commissioner Freeman) the Planning Commission approved (File No. MC-1-97) a request for a minor change to an existing conditional use permit to allow construction of a 50' x 124' addition to the existing church building to provide Sunday school, meeting and storage space; located on the south side of Easy Street east of Highway 101, specifically 1200 Easy Street; zoned R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size); Trinity Lutheran Church, applicant; Gordon

Myrah, representative. The approval included a change in the conditions of approval to require an additional 57 paved and striped parking spaces including the required number of handicapped spaces.

Before the hearing was opened the following Commissioners declared ex parte contact as a result of a site visit: Commissioners Krebs, Dentino and Freeman and Ex-Officio Commissioner Ball. No member of the audience challenged any Planning Commission member for bias or conflict of interest.

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

a) Gordon Myrah	PO Box 1199	Brookings OR
b) Mary O'Holleran	640 Mardon Court	Brookings OR
c) Jerry Lahtinen	PO Box 8034	Brookings OR
d) Larry Carter	1302 English Court	Brookings OR
e) Crystal Scott	1201 East Mar Vista	Brookings OR
f) Jane Lant	PO Box 525	Brookings OR

No one participating in the hearing asked for additional time to keep the record open. The applicant waived his right to seven (7) additional days in which to submit written argument.

2. By a 7-0 vote (motion: Commissioner Krebs, second: Commissioner Freeman) the Planning Commission approved the Final ORDER and Findings of Fact for File No. MC-1-97 with the above change to the conditions of approval.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

None

UNSCHEDULED PUBLIC APPEARANCES

None

REPORT OF THE CITIZENS ADVISORY COMMITTEE

Planning Director Bischoff reported the next phase of the Public Facilities Services Plan Project will be starting up in early 1998 with funding from the Oregon Department of Land Conservation and Development.

MESSAGES AND PAPERS FROM THE CITY MANAGER

None

MESSAGES AND PAPERS FROM THE MAYOR

None

REPORT OF THE PLANNING DIRECTOR

Director Bischoff reminded the Commission of the Annual Report which is presented to the City Council each January. Commissioners Krebs and Lindsey volunteered to work on this year's report.

PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS

Chair Ciapusci commended Commissioner Krebs for her mentoring of Ex-Officio Commissioner Ball.

Commissioner Krebs requested the Commission receive copies of the Transportation System Study that had been alluded to during the public hearing this evening.

Commissioner Krebs moved and Commissioner Breuer seconded a motion to change the wording in Section 6 of Brookings Ordinance No. 91-O-483. The amended wording would read: **Section 6. Election of chairperson and vice-chairperson.** 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. The motion passed by a 7-0 vote. Director Bischoff will take this wording to the City Council at the next scheduled Council meeting.

Election of the chair and vice-chair will take place at the January 6, 1998 meeting.


ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 8:29 p.m.

At the adjournment of the public meeting the Planning Commission opened a work session regarding the recommendations from the recently completed Infill and Redevelopment Study.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION


George L. Ciapusci, Chairman

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 Tuesday, January 13, 1998

Members present were Bob Krebs, Ross Shawaker, and Jim Collis. Larry Smith and Russ Fritz had contacted the Chair and asked to be excused from the meeting. Members present constituted a quorum. City Manager Tom Weldon, Community Development Director Leo Lightle and Finance Director Beverly Adams plus World reporter Bill Lindquist 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. Also, that monthly finance reports were being received in a new format which was useful. He noted that there was still a problem in tying expenditures listed in the report to projects and authorizations that are included in the City Budget or Capital Improvement Plan. Both Leo Lightle and Beverly Adams discussed projects funding procedures and requirements at length and said they would explore methods to include specific linking information in the future financial reports.

The Board then took up discussion of old business items.

The Chair asked for an update on establishing an officially recognized process for handling Harbor SDC funds. The City Manager reported that the matter had been discussed at a recent meeting with Harbor officials and it was the City's position that Harbor funds should be placed in the regular SDC fund account. The matter was to be taken up at a forthcoming meeting of the Harbor Sanitary Board and future action would depend on the outcome of that meeting. Ross Shawaker noted that the Board had for some time supported and recommended the position stated by the City Manager.

The next item under old business was the need for division of the wastewater fund into collection and treatment components and similar division of the water fund into treatment and distribution components. The Chair noted that future incoming wastewater funds will go into a treatment account only. Mrs. Adams said that there would still be a need to divide those wastewater funds collected before 1998 into two components.

The Chair then asked about the water funds. Mrs. Adams said she had the rates that were established from 1989 to 1991 and from 1991 to present and were computing the balances that should be in treatment and distribution accounts. The figures would be available sometime in the near future.

Under new business the Chair called attention to the proposed 1997 annual report which had been distributed to the members and asked they review it and give him any suggested changes or revisions. If there were no recommended changes he would distribute a copy for member signature and submission to the Council before the end of January.

The next meeting was scheduled for 1:30 on Tuesday April 14, 1998

There being no further business the meeting adjourned at 2:30 PM

Jim Collis
Chairman

13-Jan-98

SYSTEM DEVELOPMENT ACCOUNTS SUMMARY 1997-98

EARNINGS, FEES, OUTLAYS

R TO DATE))))))8FG	169,954.05	COLLECTING)))))))	10,207.00	OUTLAYS	21,590.43 NET	(11,388.43)	CURRNT BAL)	158,565.
<hr/>								
WATER (jul)	326,073.00	1,313.00	1,552.00			328,938.00		
ACCT# 952 (aug)	328,938.00	1,603.00	2,328.00			332,869.00		
(sep)	332,869.00	1,412.00	3,104.00			337,385.00		
(oct)	337,385.00	1,462.00	5,432.00			344,279.00		
(nov)	344,279.00	1,387.00	5,432.00			351,098.00		
(dec)								
(jan)								
(feb)								
(mar)								
(apr)								
(may)								
(jun)								

YR TO DATE))))))	BEG 326,073.00	COLLECTINS)))))))	25,025.00	OUTLAYS	0.00	NET)))	25,025.00	CURRNT BAL)	351,098.00
							TREAT/DIST)))	98,307.44	252,790.56

WASTEWATER		1993		1994		1995	
ACCT 953	(jul)	434,154.00	1,313.00	2,756.00			438,223.00
	(aug)	438,223.00	2,135.00	6,587.00			446,945.00
	(sep)	446,945.00	1,885.00	5,512.00	3,573.29		450,768.71
	(oct)	450,768.71	1,954.00	9,646.00			462,368.71
	(nov)	462,368.71	1,863.00	9,646.00			473,877.71
	(dec)						
	(jan)						
	(feb)						
	(mar)						
	(apr)						
	(may)						
	(jun)						

YR TO DATE))))))	BEG 434,154.00	COLLECTNS))))))	43,297.00	OUTLAYS))	3,573.29	NET))))	39,723.71	CURRNT BAL)))	473.87
							CLLCT/TREAT))	175,334.75	293.80

9

FUND(month)	BEG BAL	EARNINGS	FEES	TOTL	OUTLAYS	END BALANCE
PARKS (jul)	114,773.00	657.00	114.00			115,544.00
ACCT# 954 (aug)	115,544.00	563.00	171.00			116,278.00
(sep)	116,278.00	493.00	228.00			116,999.00
(oct)	116,999.00	507.00	399.00			117,905.00
(nov)						
(dec)						
(jan)						
(feb)						
(mar)						
(apr)						
(may)						
(jun)						

YR TO DATE))))))BEG 114,773.00 COLLECTNS))))))) 3,132.00 OUTLAYS)) 0.00 NET)))) 3,132.00 CURRNT BAL))) 117,905.00

DRAINS (jul)	80,961.00	657.00	176.00		81,794.00
ACCT #9(aug)	81,794.00	399.00	264.00		82,457.00
(sep)	82,457.00	351.00	352.00		83,160.00
(oct)	83,160.00	360.00	616.00		84,136.00
(nov)					
(dec)					
(jan)					
(feb)					
(mar)					
(apr)					
(may)					
(jun)					

YR TO DATE))))))BEG 80,961.00 COLLECTNS))))))) 3,175.00 OUTLAYS)) 0.00 NET)))) 3,175.00 CURRNT BAL) 84,136.00

	BEG BAL	EARNINGS	FEES	OUTLAYS	NET/MONTH	END MONTH BAL
COLLECTNS&(jul)	1,125,915.05	5,254.00	1 5,114.00	0.00	10,368.00	ALL FUNDS \$1,136,283.05
OUTLAYS (aug)	1,136,283.05	5,537.00	1 10,124.00	0.00	15,661.00	\$1,151,944.05
PER (sep)	1,151,944.05	4,876.00	1 10,228.00	5,005.95	10,098.05	\$1,162,042.10
MONTH (oct)	1,162,042.10	5,036.00	1 17,899.00	20,157.77	2,777.23	\$1,164,811.83
(nov)	962,778.33	3,879.00	1 16,884.00	0.00	20,763.00	\$983,541.83
(dec)						
(jan)						
(feb)						
(mar)						
(apr)						
(may)						
(jun)						

AVERAGE/MONTH 4,916.40 12,049.80 2,096.98 4,972.27

COLLECTNS YTD =	EARNINGS	5	FEES	OUTLAYS	NET/YTD
TOTL COLLECTNS ***	24,582.00		60,249.00	25,163.72	59,667.28
	TOTAL))))		84,831.00		

EXPENDITURES FUND/MONTH	MONTH	TO	PURPOSE	AMOUNT
STREET	SEPT			1432.66
	OCT			20157.77
			STREET TOTAL))))))))) \$21,590.43
WATER				
			WATER TOTAL	-----))))))))) \$0.00
WASTEWATER	SEPT			3573.00
			WASTE WATER TOTAL	-----))))))))) \$3,573.00
PARKS				
			PARKS TOTAL	-----))))))))) \$0.00
DRAINS				
			DRAINS TOTAL	-----))))))))) \$0.00 -----
			TOTAL OUTLAY THIS FY	----- \$25,163.43 -----

RECEIPTS JOURNAL

DC FEES	JAN		STREETS	WATER	WWATER	PARKS	DRAINS	=====
	NAME	PROJECT	951	952	953	954	955	SUM

JUL - NOT RECEIVED
 AUG - NOT RECEIVED
 SEP - NOT RECEIVED

ICT-WILL SIEG	258.00	776.00	1,378.00	57.00	88.00	2,557.00
ICT-ZIA	258.00	776.00	1,378.00	57.00	88.00	2,557.00
ICT-HARRIS BEACH	258.00	776.00	1,378.00	57.00	88.00	2,557.00
ICT-ROHAN	258.00	776.00	1,378.00	57.00	88.00	2,557.00
ICT-WILLIAMS	258.00	776.00	1,378.00	57.00	88.00	2,557.00
ICT-ECHARDT	258.00	776.00	1,378.00	57.00	88.00	2,557.00
ICT-COOK	258.00	776.00	1,378.00	57.00	88.00	2,557.00

1,806.00	-----	5,432.00	9,646.00	399.00	616.00	17,899.00
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given out at meeting

City of Brookings Memorandum

TO: Mayor, City Council
FROM: Leo Lightle,
Community Development Director
THROUGH: Tom Weldon, City Manager
DATE: January 20, 1998



Issue: Authorization for engineering and specifications for a waterline extension project on Center Street.

Synopsis: This project will extend a waterline from Cottage Street to Highway 101. This new waterline will allow placement of new fire hydrants to this area. The project would be funded through Water System Replacement Funds, and 45% of the project will be paid by System Development Funds.

Recommendation: The City Council authorize HGE, Inc. to design, prepare specification and call for bids for the Center Street waterline extension project.

Rationale: This project will increase public safety by adding new fire hydrants to the existing safety system.

Background: This project is a high priority because of the lack of adequate fire hydrants in the area and the high fire load (ratio of combustible material to area).

The Fire Chief rates the need for this fire hydrant as top priority.

WHAT IS IT? SGRLPS is a non-profit organization formed in 1988 whose goals were to first acquire and then preserve the St. George Reef Lighthouse. The Coast Guard, Del Norte County, California and the SGRLPS completed the final transfer of St. George to the Society in 1996. The aim of the Society is to preserve this historic structure for future generations and to tell the story of the role this lighthouse played in the maritime history of the West Coast.



Assistant Keeper Joseph Marhoffer in the "Old Lighthouse Service" dress uniform, 1912.

A BRIEF HISTORY OF ST.

GEORGE: In July, 1865, the coastal steamer *Brother Jonathan* sank on St. George Reef, with the loss of over 150 lives. As a result, planning was begun to place a lighthouse in these treacherous waters. Constructed between 1882-1892, St. George is called America's most expensive lighthouse, costing in excess of \$700,000. Built on a small wave washed rock six miles at sea, the lighthouse is composed of hundreds of individually cut granite blocks which were quarried nearly 100 miles south and transported to the site by steamer. Capped by a cast iron lantern room which housed a giant First Order lens, the structure rose 150 feet above the sea.

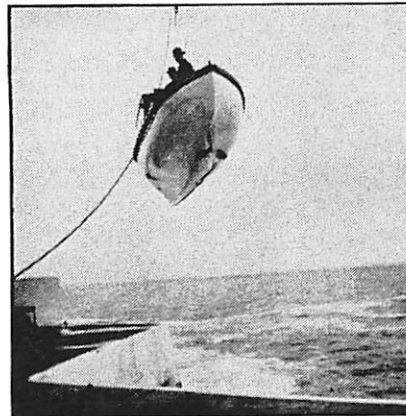
Over its years of service, St. George Lighthouse has withstood storms in which waves broke glass in the lantern room, and it was considered to be one of the most dangerous stations in the lighthouse service during its history, four keepers have been killed while on duty. Manned by personnel of the U.S. Lighthouse Service and later the Coast Guard, it was in operation until 1975. Its magnificent Fresnel Lens was removed to the Del Norte County Historical Society Museum in 1983. Through the efforts of the SGRLPS, the lighthouse was nominated to the National Register of Historic Places in 1993.

TRAVELING TO ST. GEORGE:

The lighthouse is located six miles at sea near the California/Oregon border. It can be viewed from Crescent City, California to Brookings, Oregon. Travel by helicopter is the only way on and off the lighthouse today. The rock on which the lighthouse was built is only 17 feet above sea level and affords no safe landing for boats. Originally, the lighthouse had a boom and derrick that hoisted men and supplies from the rolling deck of a lighthouse tender. After the steel derrick replaced the original wooden one, the tender launch could be lifted to the lower staging area at St. George.

WHAT'S HAPPENING TODAY

AT ST. GEORGE: The Society has lease agreements with the Federal Government and Del Norte County under which it will manage the lighthouse as a National Monument. Preliminary plans are planned to determine what restoration needs to be done. The following are work goals already identified: repair and replacement of much of the metal work; replacement of the broken glass in the lantern room; upgrading of electrical and plumbing systems; cleaning of exterior; restoration of original woodwork; continuing development of educational exhibits.

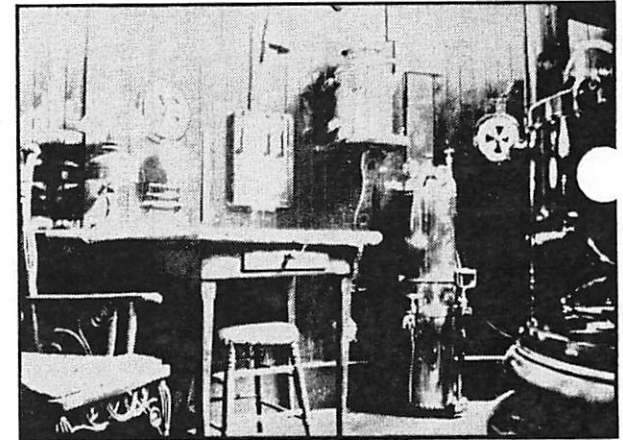


Lifting the launch and fresh Keepers to the lower staging area.

CURRENT EXHIBITS: The Del Norte County Museum located at 577 "H" Street in Crescent City, has an excellent collection of material from St. George, including its magnificent Fresnel lens. A special two-story viewing room was built to house in addition, the museum has a collection of material from St. George, including photographs illustrating its history. The Society recently dedicated "Paysonville", the site on Humboldt Bay where the granite used in the construction of the lighthouse was processed. There is a historic plaque at this location, and a large interpretive panel which illustrates the tools and techniques used to build the structure.

SPECIAL ACCOMPLISHMENTS:

The SGRLPS is the recipient of a "Take Pride in California" award, and in cooperation with Assemblyman Dan Hauser, authored HR #37 which establishes a California Lighthouse Recognition Week for the second week of August each year. This last year, St. George was the subject of a one-hour special edition of a PBS television broadcast of "California Gold" which told the story of St. George as well as the efforts of the Society. The video is available through the Society.



The watch room, just below the lantern room. Note the hand pump to the right of the table used to supply oil to the wick.

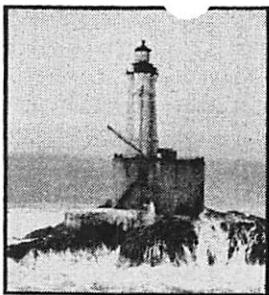
FROM THE LANTERN ROOM:

Welcome to the new keepers of St. George Reef Lighthouse as we begin the second century of watches on the "Dragon Rocks". The keepers of the first watch, those who built the lighthouse and manned it under the U.S. Lighthouse Service and Coast Guard, have left us a legacy of service which is part of the rich maritime heritage of our nation. We will never have to stand their watch, keeping the light burning through the freezing cold, monstrous waves, and mind-numbing loneliness. The duty of our watch is but remember their service, be trustworthy custodians of this important lighthouse, and in so doing to preserve the heritage of this great American lighthouse.

Join us then, as we restore, preserve and interpret St. George Reef Lighthouse. May those of the "third watch" find our efforts as inspirational as those who have preceded us.

Guy Towers

Guy Towers, President, SGRLPS



NEED FOR FUNDS: The SGRLPS needs your help in restoring the lighthouse and developing exhibits and displays. We are now opening membership to the public as well as developing a list of volunteers with special skills which would be helpful in the restoration work. The work being done is all on a volunteer basis. Although the society does receive help from many volunteers and businesses, it still takes money. We hope that you will become a supporting member. (Your membership is tax deductible.)

One year membership	\$ 25.00	Business Contributor	\$ 150.00 (or more)
Five year membership	\$ 110.00	Keeper's Heritage Donation	\$ 1,000.00*
Lifetime membership	\$ 300.00	Corporate Sponsorship	\$ 5,000.00* (or more)
PBS Video of St. George	\$ 25.00		

Heritage Donators and Corporate Sponsors will receive a Signed, Limited Edition print of St. George Reef Lighthouse (suitable for framing) by local artist, Phil Haysmer.

Membership/Contribution Information:

Name: _____

Address: _____

City, State, Zip: _____

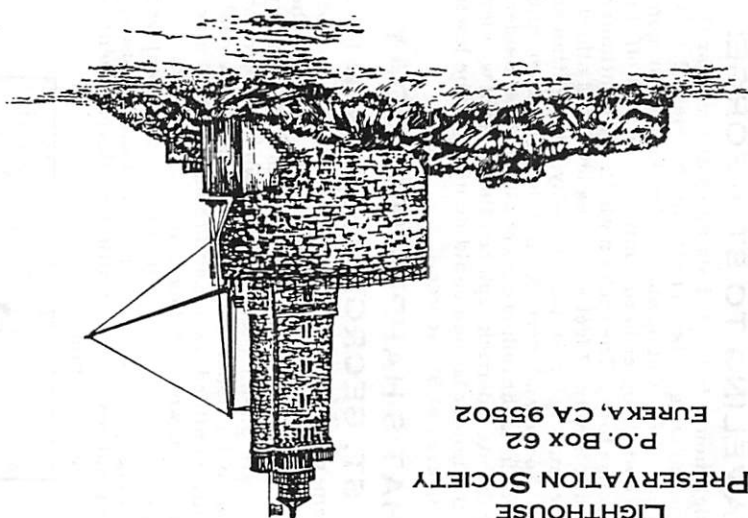
Phone: _____

☐ Membership Check Enclosed ☐ St. George Video _____ Qty.

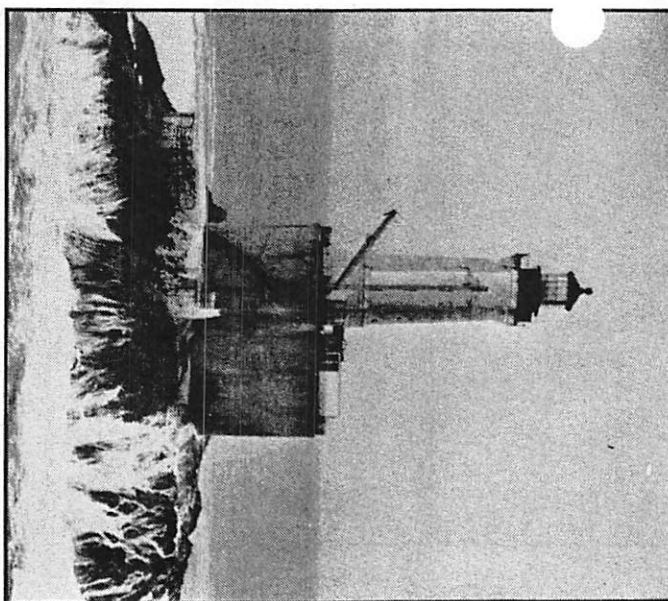
Type of Membership: _____

Volunteer Information: _____

People or Businesses you would recommend we contact for membership or for volunteers: _____



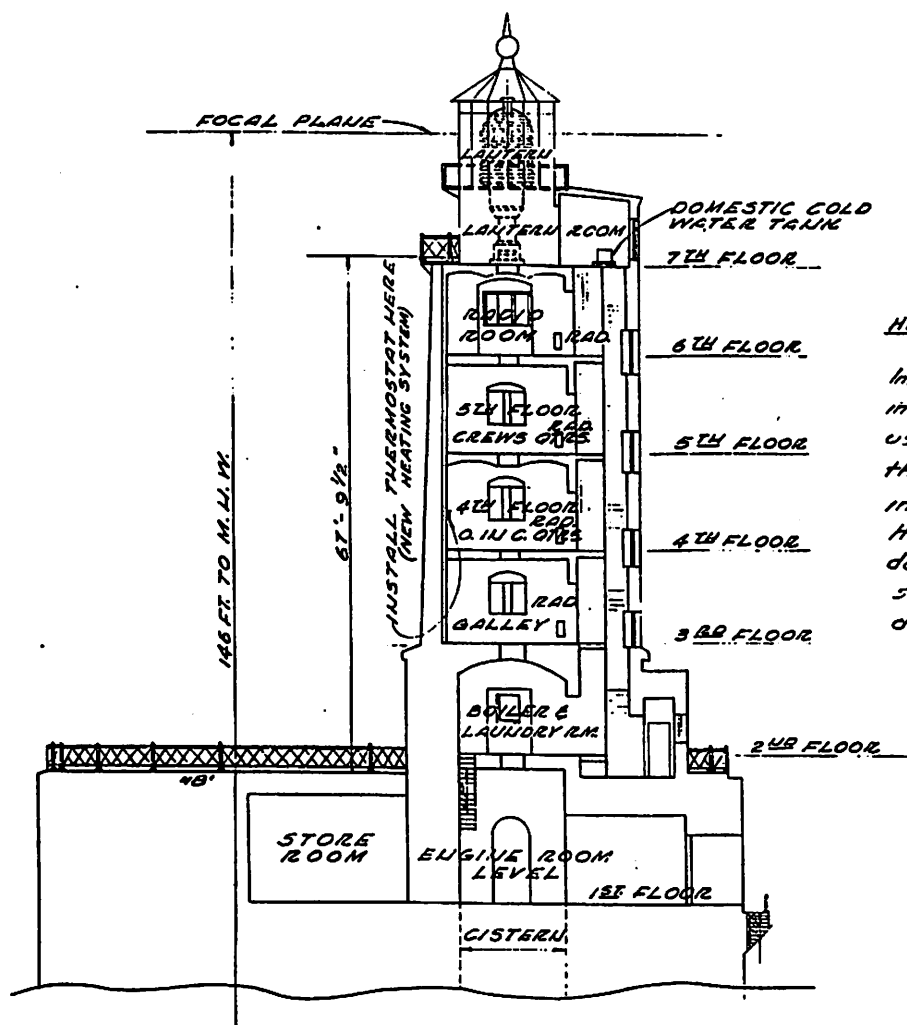
ST. GEORGE REEF
LIGHTHOUSE
PRESERVATION SOCIETY
P.O. Box 62
EUREKA, CA 95502



"KEEPING THE WATCH"

ST. GEORGE REEF
LIGHTHOUSE
PRESERVATION SOCIETY
(SGRLPS)

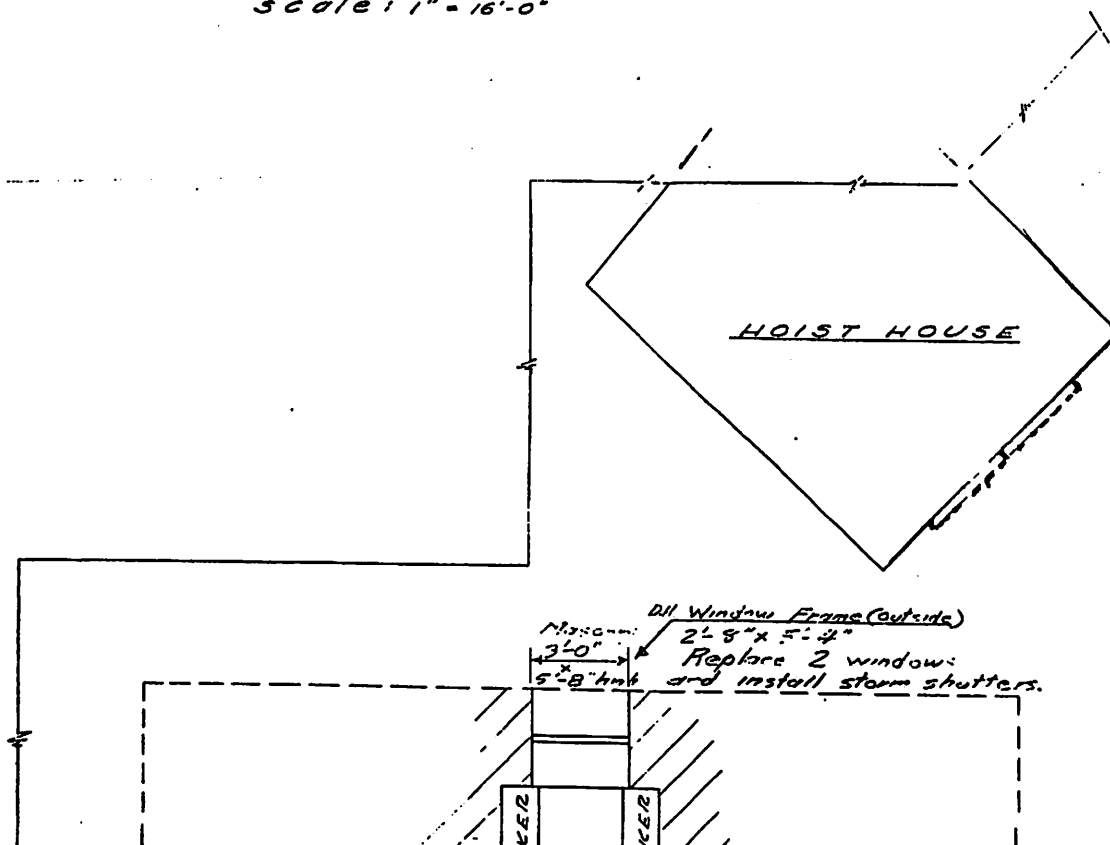
SGRLPS
P.O. Box 62
EUREKA, CA 95502



HEATING SYSTEM NOTES

Install Radiators (Convectors) in Galley, the two Rooms used for Quarters and the Radio Room. Thermostat in O. M. C. Quarters. Heating Boiler will supply domestic hot water. Galley stove water back will be disconnected.

SECTION AT TOWER 'B-B'
Scale 1" = 16'-0"



THE STORY OF ST. GEORGE REEF LIGHTHOUSE

One year after Abraham Lincoln's assassination in 1865, the U.S. Lighthouse Board asked that California lands at Point St. George be reserved for construction of a lighthouse. Extending seaward over 7 miles from the Point is the Crescent City Reef, a very dangerous collection of rocks. The perilous rocks are those that appear only at low tide and those that are hidden 3 or 4 feet below the surface. The Lighthouse Board reported that "The steamer BROTHER JONATHAN was wrecked on this reef on July 30, 1865 during a fog, and 209 lives were lost...A lighthouse and fog signal should be erected there."

In 1867, Pres. Andrew Johnson set aside "all the rocky islets of Point St. George." A ten year debate among engineers and government administrators ensued over the best location for the navigational beacon. By 1875, attention focused on the exposed rock islands called "Dragon Rocks". An engineer reported that, "Northwest Seal Rock is the outermost rock of the reef. A light on this would undoubtedly be of very great benefit to general commerce, but I would conceive it a very difficult task to procure foundation for it. The rock is exposed to the full force of the sea, and with any unusual swell the sea breaks over it."

The Board's debate continued through the next three Presidents' terms and into Chester Arthur's second year. Finally, in 1882, Congress appropriated the first \$50,000 of an estimated \$333,000 total cost. The Lighthouse Board had selected Northwest Seal Rock, $7\frac{1}{2}$ miles from the coast, 300 ft in diameter and only 45 ft. high. Construction of a lighthouse and fog signal could begin.

More money was appropriated the following year and preparation of the rock for the lighthouse base was begun. "As there was no place of shelter near the rock, a schooner was secured and fitted for accommodation. This was towed from San Francisco by steamer which laid moorings and attached the schooner despite storm-tossed seas." Work was often disrupted because of broken equipment or bad weather. With construction costing \$15,000 per month, construction was forced to stop in 1884. Congress responded to the Board's request for more money with meager funds. Most of the funds went to remove and protect equipment on the rock and to prepare stones at the Humboldt Bay quarry, sixty miles away.

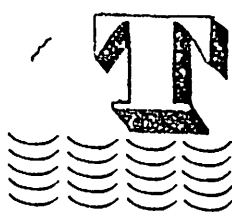
When funds again ran out, the 15,052 cubic yards of stone already cut had to wait two years for additional moneys. Work proceeded in earnest in 1887 to build as much as possible during the short, warm storm-free season. 4 small derricks were rigged up, the boiler and steam engine installed and a timber landing was built to receive the stones. On June 5, 1887, the first load of stone blocks arrived. Two steamers were chartered to deliver the stones. By the time that storms and decreasing funds forced the work to stop, 8 courses of rock had been laid. Congress gave \$150,000, and by the end of June 1888, 3 more courses of masonry had been finished and the workers were able to sleep in quarters on the island. Construction costs were now averaging \$30,000 per month.

Costs kept mounting and a \$200,000 supplement was granted in 1889. Congress was anxious to finish the job, so another steamer was hired. "The weather during the winter had been unusually severe, and the men's quarters were several times washed by the heavy sea and damaged. The walls were already 61 ft. above sea level, yet the spray dashed over the top...so that it was frequently impossible for hours at a time to lay masonry. The spray would wash the cement mortar off the beds before the stones could be set." All but the deck stones of the base were in place by October 1889.

Congress approved the final \$81,000 to complete the job. Most of the masonry of the base and the square light tower was finished by 1890. The Fresnel lamp was installed October 20, 1892. Total cost of the lighthouse and base was \$704,634; over 200% of the original estimate.

St. George Reef Lighthouse was a sentinel for ships for 83 years until it was decommissioned in May 1975 and replaced by the St. George Reef Lighted Horn Buoy. The Coast Guard removed the lens, base, and cickwork in 1983. The 6,000 lb. lens, crafted in France with its 504 hand-cut prisms is now on display at the Del Norte County Museum, Crescent City, Ca.

The last entry of the St. George Light Station log reads, "Farewell St. George Reef Lighthouse. You've been abandoned but you will never be forgotten."

HE wooden side-wheel steamer *Brother Jonathan* was built in 1850 and 1851 by Perine, Patterson & Stack at Williamsburg, New York for Edward S. Mills. Her length was 230 feet over all, and she measured 1360 tons. She was fitted with a beam engine by the Morgan Iron Works which had originally been manufactured by T. F. Secor & Co. for the Long Island Sound steamer *Atlantic*, built and wrecked in 1846. *Brother Jonathan* had two decks, two masts, and a sharp bow fitted with a short bowsprit. Her main saloon was 70 feet long with 12 staterooms on each side, and she had berths for 365 passengers in all.

The steamer was launched on 2 November 1850, and made her trial trip on 14 March 1851. Mills intended to place her in service between New York and Chagres, and she was scheduled to sail on her first trip to the Caribbean on 17 March. Stormy weather delayed her until the 19th when she finally got away. After spending nearly a year in this trade, she was withdrawn from service in the winter of 1851-1852 for extensive rebuilding from which she emerged built up solid, her guards raised, and her passenger capacity increased to 730. She was advertised to sail from New York for San Juan de Nicaragua on 26 February 1852, but was "inavoidably detained until Saturday the 28th inst." This was probably her last voyage under Mills' ownership for she was sold to "Commodore" Cornelius Vanderbilt in March. She cleared New York for San Francisco under Captain C. H. Baldwin on 14 May 1852, and upon arrival was placed in the trade between San Francisco and San Juan del Sur, Nicaragua in competition with the Pacific Mail's service to Panama. *Brother Jonathan* shuttled back and forth between California and Nicaragua until 1856, first under Vanderbilt's houseflag and then that of the New York & California Steamship Line (Accessory Transit Co. of Nicaragua, Proprietors).

A new phase of her career began on 7 July 1857, when John T. Wright bought *Brother Jonathan* and placed her on the local coastwise route under the name *Commodore*. Having run into financial difficulties, Wright sold her to the California Steam Navigation Co. in 1858 who changed her name back to *Brother Jonathan*. She continued on the northern coast route until 1861 when she was withdrawn and completely rebuilt in John G. North's yard at San Francisco. While under C. S. N. ownership, she is said to have made a fortune for her owners since she was considered a good traveller when not too deeply loaded as well as being a good cargo carrier. On 28 July 1865, she sailed from San Francisco for Portland with over 200 passengers aboard and 54 officers and crew. She was very heavily loaded, and encountering heavy weather off the northern California coast, she found her headway practically stopped and Captain De Wolf attempted to run into Crescent City for shelter. On 30 July she struck a submerged rock off Point St. George about ten miles northwest of Crescent City. Although there was no panic aboard, all but one of the ship's boats were swamped in the heavy seas, and only 19 passengers and crew survived when the ship went down about 45 minutes after striking. Fabulous stories were told of the great wealth in gold lost with the ship, and many attempts have been made to locate the wreck.