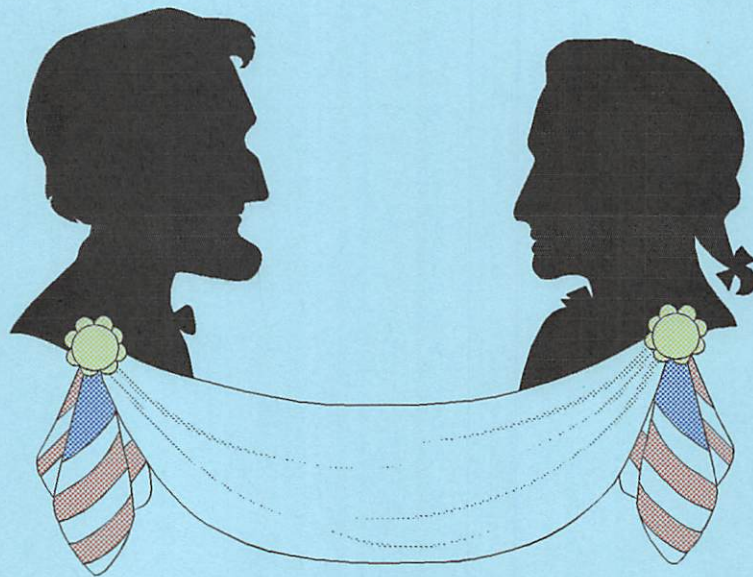


agenda
City of Brookings
Common Council Meeting
City Hall Council Chambers
898 Elk Drive
Brookings, Oregon, 97415 - 7:00 p.m.
February 9, 1998



PRESIDENT'S DAY
February 16, 1998

agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
February 9, 1998
7:00 pm

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
 - A. Appointments:
 1. Parks and Recreation (1) [green]
 2. Budget Committee (2) [yellow]
 3. SWOCAC (1)
 - B. Council applicant interviews
 1. Frances Johns [blue]
 2. Keith Pepper [tan]
 3. Sandy Hislop [pink]
 4. Mary Anderson [gold]
 5. Lorraine Kuhn [purple]
- V. PUBLIC HEARING
- VI. SCHEDULED PUBLIC APPEARANCES
 - A. Public Facilities Plan update - Brett Arvidson of W.H. Pacific
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
 - A. Committee and liaison reports
 1. Planning Commission
 2. Chamber of Commerce
 - a. Azalea Festival requests [orange]
 3. Council liaisons
 - B. Unscheduled

VIII.

STAFF REPORTS

A. Community Development

1. BHHS Booster Club request to waive SDC's [blue]
2. Public Works street sweeper [green]
3. City/Curry County Inter Governmental Agreement [yellow]
4. Acceptance of storm drain easement-John & Candye Herzog [cream]

IX.

CONSENT CALENDAR

A. Approval of Council Meeting Minutes

1. Minutes of January 26, 1998 Regular Meeting [pink]

(end Consent Calendar)

X.

ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Resolutions

1. Resolution No. 98-R-631 - A resolution exempting from competitive bidding the purchase of a street sweeper [purple]

XI.

REMARKS FROM MAYOR AND COUNCILORS

A. Mayor

B. Council

XII.

ADJOURNMENT

FEBRUARY 1998

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	9:00am CC-VIPS 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 10:00am CC-Site Plan 7:00pm CC-Planning Commission Mtg	12:00pm CC-Community Agencies mtg 6:30pm FH-Police Reserves 7:00pm CC-APF	8:15am CC-Comm Dev Staff Meeting-cut this meeting short as Crimestoppers have room at 9 am 9:00am CC-Crime Stoppers		
1	2	3	4	5	6	7
	7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 10:00am CC-Public Facilities and Services Plan Meeting	7:00pm Tri Cities Council-Gold Beach Council Chambers	8:15am Finance Staff Mtg 8:15am CC-Comm Dev Staff Meeting 10:00am Site Plan-Tom's ofc Overflow...		
8	9	10	11	12	13	14
	8:00am CLOSED-HOLIDAY 9:00am CC-VIPS 7:00pm FH-Dept drill night Overflow...	8:30am Staff Mtg-Tom's ofc	1:30pm FH-Safety Comm Mtg 1:30pm CC-Mike C (PD)	8:15am CC-Comm Dev Staff Meeting 10:00am Site Plan-Tom's ofc		
15	16	17	18	19	20	21
	7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 7:00pm CVAT-Forest Svc Bldg		8:15am CC-Comm Dev Staff Meeting 10:00am Site Plan-Tom's ofc 7:00pm CC-Parks & Rec Comm Mtg		
Washington's B-Day	22	23	24	25	26	27
			JANUARY 1998	MARCH 1998		
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			18 19 20 21 22 23 24	22 23 24 25 26 27 28		
			25 26 27 28 29 30 31	29 30 31		

FEBRUARY 1998

APPOINTMENTS & SCHEDULED EVENTS

2/12/98	12:00pm Chamber Forum-Conf Ctr
2/12/98	6:30pm CC-Hillside Development Committee Meeting
2/16/98	7:30pm School Board-Azalea Library

DIARY AND WORK RECORD

Time

1	2/2/98	Employee vacation hours reviewed	
2			
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MARCH 1998

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	9:00am CC-VIPS 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 7:00pm CC-Planning Commission Mtg	9:00am CC-Bike Rodeo planning (Barb) 12:00pm CC-Community Agencies mtg 6:30pm FH-Police Reserves	9:00am CC-Crime Stoppers 10:00am Site Plan-Tom's ofc		
1	2	3	4	5	6	7
	7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc	7:00pm Tri Cities Council-Gold Beach Council Chambers	8:15am Finance Staff Mtg 10:00am Site Plan-Tom's ofc 12:00pm Chamber Forum-Conf Ctr		
8	9	10	11	12	13	14
	9:00am CC-VIPS 7:00pm FH-Dept drill night 7:30pm School Board-Azalea Library	8:30am Staff Mtg-Tom's ofc	1:30pm FH-Safety Comm Mtg	10:00am Site Plan-Tom's ofc		
15	16	17	18	19	20	21
	7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc	6:00pm CC-Victim's Impact Panel (Mary Lou Randall 247-0271)	10:00am Site Plan-Tom's ofc 7:00pm CC-Parks & Rec Comm Mtg		
22	23	24	25	26	27	28
	7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 7:00pm CVAT-Forest Svc Bldg	Ash Wednesday			
29	30	31				
FEBRUARY 1998 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28				APRIL 1998 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		

January 21, 1998

To Mayor Nancy Dreadinger

From Nina Corfield

I wish to apply for the vacant seat on park and recreation board

Qualifications:

Member in good standing Brookings Herbaceous Garden Club

One of Edna's slaves on Azalea Park project.

Board member in my neighborhood association in Portland. Served as Land Use chairman.

Also chaired the association's 20/40 project working with City planning commission.

In other, own my 278 1/2 acre farm as a tree farm

Thank you

Sincerely

Nina Corfield

1435 Glenwood Dr

Brookings, Or

97415

Ph. H 429-5047

January 15, 1998

Tom Weldon, City Manager
City of Brookings

Dear Mr. Weldon:

It was brought to my attention yesterday by Mr. Curry and Mr. Hagbom that the City is in need of budget committee members.

I would like to be considered for a member. As you are aware I have served before and retired do to my wife's illness. I lost her in March 1997.

Should you wish more information on me please do not hesitate to contact me.

Sincerely,



Harold E. Thiesen
1223 Barclay Ln.
Brookings, OR 97415

469-5565

Rainbow Springs

John & Lee Rogers
~~P.O. Box 7499~~ • 131 Marine Dr.
Brookings, Oregon 97415
(503) 469-0450

Jan. 24, 1998

To City of Brookings, Mayor Nancy Brendenizer and
City Council - Bob Haglund
Gary Perry
Jack Ham -

I am interested in volunteering for the

Budget Committee.

I graduated from business school - empty
years ago -

I have worked in responsible positions dealing
with finances - Ten years administrator of our (John's)

business - Thank you

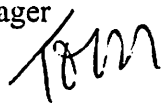
Lee Rogers

City of Brookings Memorandum

TO: Mayor, City Council

FROM: Tom Weldon, City Manager

DATE: February 4, 1998



Information Only

Mayor Brendlinger, City Attorney Stone and I have agreed to the following procedure for interviewing Council applicants at your meeting February 9, 1998:

1. Applicants who have not been interviewed will be asked to wait outside the Council Chambers while the Council interviews each applicant. Each applicant will have three minutes to tell the Council why he or she should be appointed to the vacant position.
2. Council ask applicants questions.
3. Council will then discuss applicants and make a decision in open public meeting.
4. Applicant selected will be sworn in by Municipal Court Judge Harper and immediately take his or her seat.

CC: Council Applicants

Frances R. Johns
815-C Brookhaven Drive
Brookings, OR 97415

January 26, 1998

Mayor Nancy Brendlinger
898 Elk Drive
Brookings Or, 97415

Dear Nancy;

I would like to apply for the Brookings City Council position now open. I reside at 815C Brookhaven Drive, Brookings with my husband Harry. I am a registered voter of Curry County. We have three grown children they live in California and Arizona.

In my work background I mainly was a Key-Punch and Data Entry operator. I became Supervisor and also the head of the Data Entry Department of LCS Data Processing in San Jose CA. I have worked for both small and large companies during that time. I retired in February 1987.

During my working and retired life I have always been involved in the community that we lived in. I was President of the Sixth District PTA for two years which included being the liaison to the San Jose Unified School District Board. I worked in the schools at all levels, helping both students and teachers. I was active in the Girl Scouts Organization at all levels with our two daughters. When we moved to Stockton Ca. in 1987 I became the Volunteer Co-Ordinator for Kaiser Hospital for four years.

Since moving to Brookings in 1993 I have served on committees for both the City of Brookings and School District 17C. I am President of the Chetco Senior Center, A Chamber Ambassador and Volunteer for the Chamber of Commerce, Past President of the Emblem Club and involved with the Elk Organization.

At this time I sit on the Steering Committee of the Brookings-Harbor Leadership Program. Through that I have become interested in our City and its operation. I feel I could make a contribution to the City and the City Council and would appreciate your consideration of my application .

Sincerely,

Frances R Johns

KEITH C. PEPPER

516 Redwood Street
Brookings, OR 97415


January 27, 1998

Mayor Nancy Brendlinger
898 Elk Drive
Brookings, OR 97415

Dear Mayor Brendlinger:

I request to be considered for appointment to the vacant position on the Brookings City Council. I would consider it an honor and a privilege to serve the community during the remaining term.

Sincerely,



Keith Pepper

(541) 469-5557
FAX (541) 469-6615

1-26-1998

Maegan Brendlinger.

I would like to apply for
the Council position now open. With
all that is going on in our City,
I feel with working on the Chamber
board 8 years and 3 times President
I have proven I'm a hard worker and
go for things to improve our community.

Thank you
Sandy Dislop

Mayor Nancy Brendlinger
898 Elk Drive
Brookings, OR 97415

RE: City Council, Position

Dear Nancy,

I am interested in applying for the position of City Council. As a business owner in the City of Brookings I would like to become involved in a way that might help or add to the City.

In the three years that I have lived here it has been my pleasure to be co-chairman for the Festival of the Arts. I also, worked on the committee to help pass the Sewer Bond. And I am a member of BACA.

When I first came here I worked for the School District as a sub yard person. When I lived in California I volunteered at Apperson Grammer School. I was on the Board of Directors of Sunland Village Condo Association for two terms.

I would appreciate being considered for this position.

Sincerely

Mary Anderson

January 29, 1998

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

Dear Mayor Brendlinger:

I would like to be considered for the vacant position on the City Council, for the City of Brookings. I have lived in Brookings for a short time, however I have become involved with many aspects of this City.

Currently I serve on the City of Brookings Budget Committee. I was appointed to the Committee by Mayor Tom Davis, in 1995. This began my first year to review the 1995-1996 fiscal year. I have thoroughly enjoyed participating in the budget process.

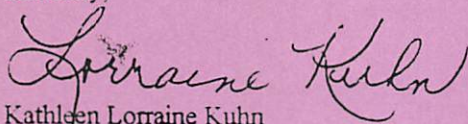
I also participated on the Committee of Transportation Growth Management. I felt this study was very interesting and was honored to be able to be a part of it. I enjoyed very much, seeing what is in store for the City of Brookings.

I am currently the President of the Brookings Harbor Youth Association. I along with two other Ladies in this community began working very hard to form a non-profit organization and complete the writing of the By Laws which were finally adopted by the Board of Directors elected on March 15th, 1997. This was our first public meeting. The organization was officially made operational. We now have an active Board of Directors as well a Youth Advisory Council. In the very near future Brookings and Harbor will have a Youth Center and many other activities for the youth in this area.

I must admit I am still in the dark on the much discussed Urban growth boundary, but I can learn with a little question and answer session, or maybe a few question and answer sessions.

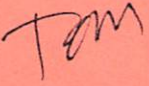
I look forward to hearing from you. Thanking you in advance for your consideration for the position on the Brookings City Council.

Sincerely,



Kathleen Lorraine Kuhn
813 N Second St.
PO Box 885
Brookings, OR 97415
469-9289 Hm.
469-2154 Wk.

Memo

To: Mayor and City Council
From: Tom Weldon, City Manager 
Date: February 2, 1998
Subject: Chamber of Commerce Azalea Festival requests

The Chamber of Commerce is requesting city cooperation for the benefit of the Azalea Festival to be held from May 22 through May 25 this year.

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

I recommend the Council approve the requests of the Brookings Harbor Chamber of Commerce as presented.



February 2, 1998

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

Dear Tom:

In anticipation of the 59th Azalea Festival scheduled for the Memorial Day Weekend, May 22 through the 25, 1998, the Brookings-Harbor Chamber of Commerce asks the City to permit the following requests:

1. The closure of the Frontage Road in the area bordering Highway 101, in front of Chetco Pharmacy, Video and More and Western Bank (see attached map, in blue), from 5 p.m., Friday, May 22 to 7:00 p.m., Monday, May 25, 1998.

2. The closure of the East/West section of Ross Lane - the area between Mory's and Evergreen Federal Savings (see attached map, in yellow), for the same time frame as in request #1.

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

3. Request for a sufficient number of city barricades for both closures.

4. The waiving of the City's Sidewalk Sale Ban during the time frame stated in request #1. We believe that by allowing merchants along Chetco Avenue to create an atmosphere of interest and festivity, more foot traffic will be generated and retail and restaurant sales will benefit.

5. Waiving requirement for the need for a Brookings Business License for Azalea Festival Street and Crafts Fair participants.

Page Two - 1998 Azalea Festival Requests

6. Waving the fee for the use of "Stage Under The Stars" for the Park Program component of the festival on Saturday, May 23, 1998 (please see attached "Park Use Application Form").
7. Declaring "No Parking" on Chetco Avenue during the hours of 8:00 a.m. through Noon, on Saturday, May 23, 1998, to coincide with the parade.
8. Use of parking area south of City Hall (between City Hall and the Elks Lodge), for use by non-profit organizations, to set up booths to promote their organizations as an expansion of the Street Fair.

With the above requested assistance from the City of Brookings we are confident that this year's Azalea Festival, with its theme of "A Sea of Dreams," will again be a big success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Les Cohen', with a long horizontal flourish extending to the right.

Les Cohen
Executive Director

enclosures

HIGHWAY 101

MORY'S

FRONTAGE ROAD

BLUE

EVERGREEN
FEDERAL

CHETCO
PHARMACY

VIDEO & MORE
LIQUOR STORE

WESTERN

FIFTH STREET

YELLOW

ROSS ROAD

ELK DRIVE



PARK USE APPLICATION FORM

The City of Brookings programs, service and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

PARK LOCATION

Azalea Park
Garden Area

ACTIVITY AREA

Garden Area

Event Date(s): 5/22/98

Time: 5⁰⁰pm - 7³⁰pm

Approximate Number expected to attend event (each day): _____

Nature of Event: Azalea Festival Mixer

Name of Organization: Brookings Harbor Chamber of Commerce

Contact Person: Les Cohen Date of Birth: 6/26/44

Mailing Address: P.O. Box 940 Bkgs Phone: 469-3181

Is this event free to the public? Yes

Will alcohol be sold? No

Will alcohol be consumed? Yes

Will any merchandise be sold? No

What? Beer & Wine

Will you be using amplification equipment? No

Type of equipment? N/A

SPECIAL REQUESTS (Print or Type): _____

LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We further agree to hold the city, its officials and employees, harmless from any liability resulting from use of said property.

THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

The undersigned user agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refunded to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage.

Signature of person completing this application: Les Cohen Date: 2/2/98

Printed name of person completing this application: Les Cohen

For City Use Only

_____ SITE PLAN (Required for certain events)

To be provided with complete application.

Contact the City Manager's office to schedule on-site meeting a minimum of 20 days prior to the event.

_____ INSURANCE (Required for Certain Events)

Applicant must provide proof of insurance for this event as shown on attached Park Use Insurance Requirements information page.

_____ SIGNS

Identify quantity, location, and type below.

Use Fee: \$ _____

Paid Receipt # _____

Deposit: \$ _____

Paid Receipt # _____

Deposit Refunded:

YES

NO

Comment _____

City Business License Required:

YES

NO

Comment _____

City Alcohol Permit & Ins. Required:

YES

NO

Comment _____

OLCC Alcohol Permit Required:

YES

NO

Comment _____

Proof of Insurance Required:

YES

NO

Comment _____

Comments or restrictions on reservation: _____

Police Department Approval _____

Date: _____

Fire Department Approval _____

Date: _____

City Manager Approval _____

Date: _____



APPLICATION TO POSSESS AND CONSUME ALCOHOLIC BEVERAGES ON CITY OF BROOKINGS PUBLIC PROPERTY

GROUP OR ORGANIZATION NAME B-H Chamber of Commerce
CONTACT PERSON Les Cohen
DAYTIME PHONE NUMBER 469-3181
ADDRESS P.O. Box 940 Brookings, OR 97415
PUBLIC LOCATION REQUESTED Azalea Park Gardens
DATE REQUESTED Friday, May 22, 1998
TIME REQUESTED 5⁰⁰ pm - 7³⁰ pm
TYPE OF ALCOHOLIC BEVERAGES INVOLVED Beer & Wine
PURPOSE OF GATHERING Azalea Festival
Chamber Mixer

As an official representative of the above named group I request a temporary permit to possess and consume alcoholic beverages on public premises in accordance with Brookings Ordinance No. 79-0-315, Sec. 4., which I have reviewed. I understand our organization must meet all State of Oregon requirements for serving alcohol and must provide insurance as shown on the attachment.

Les Cohen
Representative Signature

2/2/98
Date Signed

Special Conditions: _____

Application: _____ Approved _____ Not Approved

City Manager

Date Signed



PARK USE APPLICATION FORM

The City of Brookings programs, service and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

PARK LOCATION

AZALEA PARK

ACTIVITY AREA

BAND SHELL/STAGE

Event Date(s): SAT, MAY 23, 1998

Time: 11⁰⁰ Am - 5⁰⁰ pm
300

Approximate Number expected to attend event (each day):

Nature of Event: AZALEA FESTIVAL PROGRAM

Name of Organization: Brookings-Harbor Chamber of Commerce

Contact Person: Les Cohen Date of Birth: 6-26-44

Mailing Address: PO BOX 940, BKGS. Phone: 469-3181

Is this event free to the public? Yes

Will alcohol be sold? No

Will alcohol be consumed? No

Will any merchandise be sold? No

What? _____

Will you be using amplification equipment? Yes Type of equipment? _____

SPECIAL REQUESTS (Print or Type): We respectfully request a
waiver of fees for the rental of the stage

LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We further agree to hold the city, its officials and employees, harmless from any liability resulting from use of said property.

THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER.

The undersigned user agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refunded to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage.

Signature of person completing this application: Leslie R. Cohen Date: 2/2/98

Printed name of person completing this application: Leslie R. Cohen

For City Use Only

____ SITE PLAN (Required for certain events)

To be provided with complete application.

Contact the City Manager's office to schedule on-site meeting a minimum of 20 days prior to the event.

____ INSURANCE (Required for Certain Events)

Applicant must provide proof of insurance for this event as shown on attached Park Use Insurance Requirements information page.

____ SIGNS

Identify quantity, location, and type below.

Use Fee: \$ _____

Paid Receipt # _____

Deposit: \$ _____

Paid Receipt # _____

Deposit Refunded:

YES

NO

Comment _____

City Business License Required:

YES

NO

Comment _____

City Alcohol Permit & Ins. Required:

YES

NO

Comment _____

OLCC Alcohol Permit Required:

YES

NO

Comment _____

Proof of Insurance Required:

YES

NO

Comment _____

Comments or restrictions on reservation: _____

Police Department Approval _____

Date: _____

Fire Department Approval _____

Date: _____

City Manager Approval _____

Date: _____

City of Brookings Memorandum

TO: Mayor, City Council
FROM: Leo Lightle, *LL*
Community Development Director
THROUGH: Tom Weldon, City Manager *tm*
DATE: February 4, 1998



Issue: The Brookings-Harbor High School Booster Club is asking for a waiver of the sewer fees for snack shacks and additional restrooms.

Recommendation: The City Council deny the request.

Background:

1. The Brookings-Harbor High School Booster Club has requested that the City Council waive the city sewer SDC fees.
2. I assume that they can hook to existing sewer laterals and assume from their letter that there would be a
 - snack shack and restrooms at the girl's softball field
Snack shack and restrooms = 1.21875 EDUs
 - snack shack and restrooms at the boy's baseball field
Snack shack and restrooms = 1.21875 EDUs
$$2.4375 \text{ EDUs} \times \$4,064 = \$9,906 \text{ per server SDC charges}$$
3. The funding for the Wastewater Plant work the voters just authorized is primarily dependent upon EDU charges.
4. Currently the school district uses portable restrooms at these two locations. Those restrooms are dumped at a location outside the city's wastewater service area.
5. Staff spoke with Pete Payne, Athletic Director for the school district, about the use at the field to determine impact. The field will be used by different leagues, including soccer at the girl's softball field most of the year. There will be games, practices and physical education classes. Therefore there will be essentially a major impact by the restrooms. The snack shack will not be used except for games so staff feels reducing the snack shack impact by 50% is not unreasonable. This would lower the fees by \$762.

The fees waived would be \$ 9,906.



December 28, 1997

**Tom Weldon
Brookings City Manager
898 Elk Dr.
Brookings, Or 97415**

Dear Tom:

The Brookings-Harbor Booster Club is undergoing three projects that will greatly enhance the activity areas at the high school; the football field with a new snack shack, a snack shack and restrooms at the girls softball field, and the same for the boys baseball field. We have paid the fees for the football facility. Upon completion it will be valued at approximately \$35,000. This project will be at no cost to the community tax payers. The project has been funded by volunteers as direct gifts from merchants, or by funds generated by the boosters. We also have many hours of volunteer labor, truly a community project.

The BHHS Boosters a non-profit organization is requesting that the city sewer fees be waived for the softball and baseball fields. Having restrooms in both areas would be a great asset. Both fields are used by high school teams as well as community teams in the summer. We would greatly appreciate your help in this matter.

Yours in youth activity,

**BHHS Boosters,
Don Perry President**

Don Perry
cc: Nancy Brendlinger, Mayor and City Council Members

RECEIVED

DEC 29 1997

CITY OF BROOKINGS

TO: Mayor, City Council

FROM: Leo Lightle, *LBL*
Community Development Director

THROUGH: Tom Weldon, City Manager *Tom*

DATE: February 2, 1998

City of Brookings Memorandum



Issue: Purchase of a used, therefore sole source, street sweeper

Synopsis: Since the 1997-98 budgeting process, the street sweeper has become inoperable. Public Works, after re-evaluating their needs, request the Council accept the re-prioritizing of their equipment needs to fund the purchase of a street sweeper and fixing the road grader to meet our equipment needs instead of purchasing a used grader.

Recommendation: The City Council authorize, through the contract review process, the sole source purchase of a 1994 Elgin street sweeper from Ben-Ko-Matic of Portland Oregon for \$43,700.

Background:

1. When evaluating our equipment needs for the budget year 1997-98 the top priority was to purchase a used grader. At that time the street sweepers were working.
2. Since the budgeting process both sweepers have become inoperable. We have had factory people work on the better of the two sweepers. We've also had local mechanics work on the sweeper and purchased new parts. We still cannot get the sweepers to operate.
3. Public Works re-evaluated their equipment needs and feel that the street sweeper is of a higher priority than the grader, and with some work, they could get a couple of more years out of the old grader. They checked to see what used street sweepers were available and the condition of those sweepers. Used sweepers of any value don't remain on the market for any length of time. We need to make this purchase now or take our chances on getting a good used street sweeper.

New street sweepers sell for around \$110,000, so we looked for a used one that we could purchase for the price budgeted for the grader.

Public Works located one that Ben-Ko-Matic has for sale for:

	\$49,950
minus trade-in on old sweepers	<u>6,250</u>
	\$43,700

This figure includes delivery of the new sweeper and pick-up of the old sweepers. Frankly, we thought we would have to pay for disposal of the two used sweepers. The price includes one (1) day of training for the operator and one (1) day of training for the mechanic.

4. We originally paid \$12,000 in October 1991 for the two sweepers and will receive \$6,250 for trade-in, so the cost of the sweepers and this year's repair was about \$15,000 minus the trade-in of \$6,250. These sweepers were a good investment for the city.

We feel we can get the old grader minimally operational for about \$6,000.

To recap expenses proposed: We budgeted \$51,800, therefore,

Budgeted		\$51,800
Purchase Street Sweeper (Net)	\$43,700	
Grader Repair	<u>6,000</u>	
	\$49,700	\$49,700
		\$ 2,100

City of Brookings Memorandum

TO: Mayor, City Council

FROM: Leo Lightle, *LBL*
Community Development Director

THROUGH: Tom Weldon, City Manager *Tom*

DATE: February 4, 1998



Issue: City of Brookings and Curry County Building Officials covering each others' duties during scheduled vacations, extended sick leave, or work related absences from his or her jurisdiction.

Recommendation: The City Council authorize entering into an intergovernmental agreement with Curry County (attached) to provide coverage when either official is on vacation, extended sick leave or work related absences.

Background:

1. Marshal Ferg, who has been our back-up inspector, is not going to keep up his certification for Building Inspector.
2. Our Building Official, Doug Bales, and the County Building Official have discussed entering into an intergovernmental agreement to provide for inspection by each jurisdiction for the other jurisdiction for planned vacations, extended sick leave or work related absences not to exceed thirty (30) days.
3. The agreement includes a 30-day termination clause.

INTERGOVERNMENTAL AGREEMENT FOR BUILDING OFFICIAL SERVICES BETWEEN THE CITY OF BROOKINGS AND CURRY COUNTY

I. INTRODUCTION

The Parties to this Intergovernmental Agreement shall be the City of Brookings and Curry County, Oregon.

This Agreement is entered into for the purpose of sharing the services of the Building Officials of the City of Brookings and Curry County during those times when the Building Official of either the city or county is unavailable to serve his or her respective jurisdiction.

II. GENERAL PROVISIONS

A. Definitions

1. All references to "County" as a party in this Agreement shall refer to Curry County, a political division of the State of Oregon.
2. All references to "City" as a party in this Agreement shall refer to the City of Brookings, an incorporated city within Curry County, Oregon.
3. All references to "Building Official" in this agreement shall refer to the person designated to hold the position of Building Official as defined by ORS 455.715 and as certified by the State of Oregon to serve in that position.

B. Circumstances to Which this Agreement Would Apply

1. The City and County agree to share the services of their respective Building Officials in the following circumstances:
 - a. those times that the Building Official for either jurisdiction is on scheduled vacation;
 - b. those times that the Building Official for either jurisdiction is on extended sick leave; and
 - c. those times that the Building Official for either jurisdiction is on an authorized work related absence from his or her jurisdiction.

2. The City and County agree that the terms of this agreement do not apply to the following circumstances:
 - a. those times when either party does not have a qualified person serving in the position of Building Official and that party is not attempting to fill the position of Building Official within a time period of thirty (30) days; and
 - b. those times when either party's Building Official will be absent for a continuous period greater than thirty (30) days.

C. Limitations of this Agreement

1. The Building Official of either party shall perform only those functions of the Building Official position for which the person is qualified under State of Oregon certification when serving in the jurisdiction of the other party.
2. Each party to this agreement shall make available all files, records and correspondence related to those applications of the jurisdiction which the Building Official is reviewing while serving in the jurisdiction. The Building Official serving in the other jurisdiction shall not have access to other files of the party without the permission of the party.
3. All other contractual agreements between the parties shall remain in effect under the terms of this Agreement.

III. COMPENSATION

A. Employment Status of Building Official While Serving in the Other Jurisdiction

1. While a Building Official is serving in the other jurisdiction on a temporary basis that person shall not be considered an employee of the party for purposes of compensation, benefits or other personnel related matters.
2. While a Building Official is serving in the other jurisdiction on a temporary basis that person shall not be eligible for over-time compensation from either party.

B. Fees

1. All fees collected for permit applications which are reviewed by a Building Official from the other jurisdiction shall be retained by the party to which the application has been filed.
2. It is the intent of this agreement to share Building Officials between the parties on a temporary basis without compensation between the parties for short periods of time in order to avoid inconvenience to the citizens in either jurisdiction.

IV. TERMINATION

A. Termination Procedure

1. This Agreement may be terminated by either party (the City or the County) under the following procedure:
 - a. the party requesting termination shall notify the other party in writing of its intention to terminate and state its reasons for wishing to terminate the agreement;
 - b. the written request to terminate the agreement shall be received thirty (30) days before the effective date of termination; and
 - c. upon a written request to terminate the agreement by either party all files, records and correspondence related to applications shall be returned to the jurisdiction to which the application has been filed.

B. Termination Effective

1. This Agreement shall be effectively terminated at the conclusion of the business day thirty (30) days after the date that the written notice has been received by the affected party from the party requesting termination.
2. All other contractual agreements between the parties shall remain in effect following effective termination of this Agreement.

V. MODIFICATION

No modification of this Agreement shall be valid unless in writing and signed by the parties.

VI. SEVERABILITY

If any provision of this Agreement is held by any court of competent jurisdiction to be invalid, such invalidity shall not affect any other provisions of this Agreement, and this Agreement shall be construed as if the invalid provision had never been included in the Agreement.

IN WITNESS WHEREOF, this Intergovernmental Agreement between the City of Brookings and Curry County is signed and executed the _____ day of _____ 1998.

FOR CITY OF BROOKINGS

Nancy Brendlinger, Mayor

Approved as to Form

City Attorney

FOR CURRY COUNTY

T. V. Skinner, Chairman

Lloyd Olds, Vice Chairman

Bill Roberts, Commissioner

Approved as to Form

M. G. Herbage
Curry County Counsel

City of Brookings Memorandum

TO: Mayor, City Council

FROM: Leo Lightle, *LBL*
Community Development Director

THROUGH: Tom Weldon, City Manager *Tom*

DATE: February 3, 1998



Issue: Acceptance of storm drainage easement for Ransom Street Storm Drainage Project, Tax Lot 2701, Assessor's Map 41-13-6AB.

Synopsis: Installation of the storm drainage on the Ransom Street Storm Drainage Project required a new easement to do the job in an efficient manner. We have received the easement so we need to accept and record the easement.

Recommendation: The City Council accept the easement on Ransom Street for Tax Lot 2701, Assessor's Map 41-13-6AB.

Rationale: This easement is needed to do the construction of the Ransom Street Storm Drainage Project

Background: When reviewing the Ransom Street Project we identified that we need a new easement to do the construction work in an efficient cost-effective manner. We have received the easement and need to have the Council accept it.

Mayor

STORM DRAIN EASEMENT

For good and valuable consideration, the receipt of which is hereby acknowledged, **John G. and Candye L. Herzog**, Husband and Wife, hereinafter referred to as "Grantor", conveys to the **City of Brookings**, a municipal corporation of the State of Oregon, hereinafter referred to as "Grantee", an easement to use a portion of Grantor's property as described below:

A Storm Drain easement, over, under, and across a portion of land located in the NW quarter of the NE quarter of Section 06, Township 41 South, Range 13 West, Willamette Meridian, Curry County Oregon; describing a strip of land being 10.00 (ten) feet in width, 5.00 (five) feet in width left and right of the following described centerline:

See Exhibit "A"

The terms of this easement are as follows:

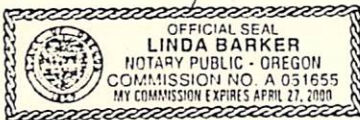
- 1) This easement is granted subject to all prior easements on record.
- 2) Grantee, its agents, independent contractors and invitees shall have the right of ingress and egress and use of the easement to construct, reconstruct, install, use, inspect, repair, maintain, and remove storm drainage facilities across and through that real property referred to in the above description.
- 3) The city agrees to construct the storm drain in a manner which will allow the grantor to build over the easement in the area between the front and back of the existing building.

Signed this 26th day of January, 1998.

Grantor: John G. Herzog
Candye L. Herzog

State of Oregon)
) ss
County of Curry)

This instrument was acknowledged before me on January 26, 1998,
by Candye L. Herzog

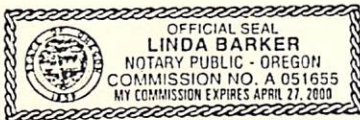


Linda Barker
Notary Public for Oregon

My Commission expires: 4-27-2000

State of Oregon)
) ss
County of Curry)

This instrument was acknowledged before me on January 26, 1998,
by John G. Herzog



Linda Barker
Notary Public for Oregon

My Commission expires: 4-27-2000

EASEMENT DESCRIPTION FOR

The City of Brookings

John C. Herzog and Candye L. Herzog, Husband and Wife

MF # 92-08628

December 17, 1997

GRANT OF EASEMENT

BEING A PARCEL OF LAND LOCATED IN THE NW QUARTER OF THE NE QUARTER OF SECTION 06, TOWNSHIP 41 SOUTH, RANGE 13 WEST, W.M., CURRY COUNTY, OREGON; DESCRIBING A STRIP OF LAND BEING 10.00 (TEN) FEET IN WIDTH, 5.00 (FIVE) FEET IN WIDTH LEFT AND RIGHT OF THE FOLLOWING DESCRIBED CENTERLINE:

BEGINNING AT A POINT LOCATED NORTH A DISTANCE OF 781.53 FEET, AND WEST A DISTANCE OF 76.12 FEET FROM THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 6 (SIX), TOWNSHIP 41 SOUTH, RANGE 13 WEST, W.M., CURRY COUNTY, OREGON, SAID POINT BEING LOCATED AT THE INTERSECTION OF THE SOUTHERLY LINE OF RANSOM AVENUE AND THE WESTERLY LINE OF 6TH STREET ; THENCE, WEST ALONG SAID SOUTHERLY LINE OF RANSOM AVENUE A DISTANCE OF 112.47 FEET TO THE TRUE POINT OF BEGINNING; THENCE, LEAVING THE SOUTHERLY LINE OF RANSOM AVENUE, SOUTH A DISTANCE OF 83.03 FEET TO THE TERMINUS POINT. THE SIDELINES OF SAID EASEMENT BEING ELONGATED OR SHORTENED TO MEET THE PROPERTY LINES OF THE GRANTOR.

TOGETHER WITH A TEMPORARY CONSTRUCTION EASEMENT OVER A STRIP OF LAND FIVE (5.00) FEET IN WIDTH LYING EITHER SIDE OF THE ABOVE DESCRIBED EASEMENT.

ALSO:

THE CITY OF BROOKINGS, GRANTEE, DOES HEREBY RELINQUISH ANY AND ALL RIGHTS TO THE INSTRUMENT AS RECORDED OCTOBER 10, 1990, AS INSTRUMENT NO. 90-5788, OFFICIAL RECORDS OF CURRY COUNTY, OREGON

CITY OF BROOKINGS
COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
January 26, 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

Council Absent: Ex-Officio Shiloh Thom

Staff Present: City Manager Tom Weldon, Police Chief Jack McDonald, Community Development Director Leo Lightle, Police Sergeant Mike Cooper, Police Sergeant Wayne Sheffel, Communications Officer Cam Lynn, Municipal Court Judge Richard Harper, Municipal Court Clerk Sharon Staats, Accounting Clerk Denise Bottoms

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

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

None

V. PUBLIC HEARINGS

None

VI. SCHEDULED PUBLIC APPEARANCES

A. St. George Lighthouse Preservation Society

Bob Robeless of the St. George Lighthouse Preservation Society explained the efforts of this organization.

B. Public Facilities Plan update

Brett Arvidson was unable to attend this meeting due to a family emergency. This item will be addressed at a future meeting.

C. Nature's Coastal Holiday

Keith Pepper reported the final statistics from Nature's Coastal Holiday light festival at Azalea Park and presented the City with 2 full color posters showing some of the light displays.

VII.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison Reports

1. Planning Commission
 - a. Annual Report

Keith Pepper was available to answer any questions the Council had regarding the Planning Commission's Annual Report. There were none.

2. Parks & Recreation Commission

Craig Mickelson updated the Council on current Parks and Recreation Commission issues. Joyce Miller of the Brookings-Harbor Youth Association presented the Association's plan for a skateboard park to be located near the library.

3. Chamber of Commerce
 - a. Program report

Les Cohen, Executive Director of the Chamber, was available for questions regarding their Program report. He also reported that the theme for the 59th Azalea Festival will be "A Sea of Dreams" and the Grand Marshall will be Ann Ramp.

4. Council Liaisons

Councilor Curry attended Coos-Curry Economic Development Association meeting last week where financial statements and plans for minor changes in operations were discussed. Also, some Councilors and staff attended the Tri-City Council meeting last Wednesday in Gold Beach.

Councilor Hagbom will be attending the League of Oregon Cities Board of Directors meeting on Wednesday, February 4, in Salem and will be in Portland on Thursday and Friday where the Board will discuss plans for 1998. He will give a report at the next Council meeting. He also reported that he and the City Manager will be attending a meeting called by legislators in Florence on February 5th where coastal land use issues will be addressed.

Mayor Brendlinger attended the Transportation Plan committee meeting . She also reported that the Volunteer dinner was held January 23rd and our volunteers gave over 16,000 hours of labor for the city and city related projects.

B. Unscheduled

VIII.

STAFF REPORTS

A. City Manager

1. Golf Course lease

Councilor Hagbom gave an update on the progress of the golf course lease with The Claveran Group.

2. BACA - Stage plaque request

Comments or requests were heard regarding this issue from the following people:

Buzz Hansen
Leo Lightle

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to authorize an expenditure of \$487.00 out of the Council/Community Relations line item to manufacture and install this plaque.

3. Municipal Judge 6 month report and contract addendum

Judge Richard Harper was available to answer any questions regarding his 6 month report to the Council and contract addendum.

Councilor Ham moved, Councilor Hagbom seconded and the Council voted unanimously to approve the Addendum to Agreement for Services between the City of Brookings and Municipal Court Judge Richard Harper.

B. Community Development

1. Waterline extension project on Center Street

Community Development Director Leo Lightle explained both the Center Street and Hemlock Street waterline extension projects and the Council discussed them together.

Councilor Hagbom moved, Councilor Ham seconded and the Council voted unanimously to authorize HGE, Inc. to design, prepare specification and call for bids for the Center Street and the Hemlock Street waterline extension projects.

2. Waterline extension project on Hemlock Street

This item was addressed along with the previous item.

3. Abandonment of sewer main easement

Community Development Director Lightle explained the reasons for this recommended action.

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to abandon the portion of the easement listed in Volume 56, Page 594 Book of Records, described in Exhibit A.

C. Police Department

1. AIRS

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to move to adopt staff recommendation for a Brookings based AIRS system in Fiscal Year 98/99 using our best case system cost of \$54,340 and authorize the City Manager, Mayor and the Police Chief to enter into any necessary negotiations on the city's behalf.

Mayor Brendlinger presented certificates of appreciation to thank citizen volunteers Jeff Martin and Glenn Thompson for their time and effort in helping with the Police Department AIRS project.

D. Finance Department

1. Approval of Money Market Account

Councilor Hagbom moved, Councilor Ham seconded and the Council voted unanimously to authorize the City of Brookings Money Market Account Number 052-0008-095.

Councilor Ham moved, Councilor Hagbom seconded and the Council voted unanimously to amend the previous motion to include a maximum dollar amount of \$30,000.

IX.

CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 1. Minutes of January 12, 1998 Regular Council Meeting
- B. Acceptance of Commission/Committee Minutes
 1. Minutes of December 2, 1997 Regular Planning Commission Meeting

2. Minutes of January 13, 1998 Regular Systems Development
Charge Review Board Meeting

(end Consent Calendar)

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

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

XI. REMARKS FROM MAYOR AND COUNCILORS

A. Mayor

Mayor Brendlinger spoke with Bob Pearce of Falcon Cable regarding a
live broadcast of Council meetings. This will progress in the future as
time and funds permit.

B. Council

Councilor Hagbom had concerns regarding the Systems Development
Charge Review Board Annual report.

XII. ADJOURNMENT

Councilor Hagbom moved, Councilor Ham seconded and the Council voted
unanimously to adjourn at 8:51 pm.

ATTEST:

Nancy Brendlinger
Mayor

Beverly Adams
Finance Director/Recorder

RESOLUTION NO. 98-R-631

**A RESOLUTION EXEMPTING FROM COMPETITIVE BIDDING THE
PURCHASE OF A USED STREET SWEEPER.**

The Common Council of the City of Brookings finds as follows:

1. The City of Brookings' two old street sweepers are in need of replacement as a result of equipment failure.
2. The city's appearance and storm sewer system are enhanced by regular cleaning of the city streets.
3. The replacement of the City's street sweepers is extremely important in that the absence of a street sweeper creates an interruption of services.
4. The need for the replacement of the City's street sweepers due to equipment failure could not have been reasonably foreseen.
5. The cost of a new street sweeper is approximately \$110,000 and the City only has \$50,000 available for said purchase. Because of the savings to be realized in purchasing a used street sweeper, the Common Council finds that it is in the best interest of the City of Brookings to purchase a used street sweeper. The Common Council also finds that a used street sweeper is a unique and specialized item not readily available on the open market.
6. The City has located a used street sweeper at Ben-Ko-Matic in Portland, Oregon, which is available to purchase at the price of \$43,700. The City has contacted several other vendors concerning the availability of used street sweepers in similar condition for the same price, and none exist. Unless the City moves quickly to acquire the used street sweeper from Ben-Ko-Matic, the vendor will sell the unit to another party.
7. It is unlikely that an exemption from competitive bidding in this instance will encourage favoritism in the awarding of contracts or that it will diminish competition.
8. The awarding of a contract to Ben-Ko-Matic for \$43,700 will result in substantial cost savings to the City.

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

The purchase of a used street sweeper from Ben-Ko-Matic in the amount of \$43,700 is exempted from competitive bidding requirements under ORS chapter 279 and City of Brookings Resolution No. 92-R-539.

PASSED by the Council and signed by the Mayor this 9th day of February, 1998.

Nancy Brendlinger
Mayor

ATTEST:

Beverly Adams
Finance Director/Recorder

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of January, 1998

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
2	Single Family Dwelling	\$1,172.00	\$761.81	\$58.60	\$8,934.00	\$320,932.38	2	\$320,932.38	6	\$927,849.00
6	Single Family Addition	\$114.00	\$48.76	\$5.70	\$0.00	\$6,250.00	6	\$6,250.00	3	\$15,500.00
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
2	Commercial New	\$179.00	\$174.96	\$8.95	\$0.00	\$22,641.16	2	\$22,641.16	0	\$0.00
0	Commercial Addition-Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$500.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
10	Total Building Permits	\$1,465.00	\$985.53	\$73.25	\$8,934.00	\$349,823.54	10	\$349,823.54	10	\$943,849.00
8	Mechanical Permits	\$174.00	N/A	\$8.70		N/A	8	N/A	7	
3	Plumbing Permits	\$142.80		\$7.14	\$0.00	N/A	3	N/A	6	
0	Manufactured Home Permits	\$0.00		\$0.00	\$0.00	N/A	0	N/A	0	
21	TOTAL PERMITS	\$1,781.80	\$985.53	\$89.09	\$8,934.00	\$349,823.54	21	\$349,823.54	23	\$943,849.00
	Total Year to Date Calculated Fees									

In December, 1997 Harbor issued permits for 4.0 EDUs.

During the Month of January, 1998, Brookings issued permits for 2.00 new sewer connections. The City of Brookings now has 186.14 EDU Units connected to the Brookings Wastewater System since the signing of the MAO.

Gerry K. Livingston

Home:
612 Pacific Avenue
Brookings, OR 97415
Phone: (541) 469-0497 Fax: (541) 469-4720

Office:
PO Box 6878
Brookings, OR 97415
Email: living@harborside.com

February 4, 1998

City of Brookings Council Members,

I am interested in the South Western Oregon Community Action Board position. I do however just want to make a six month commitment so I can be sure it will work with my other commitments. I have been involved with Community Action in Coos County in several ways. I am a former Headstart instructor/home visitor, I worked with the energy assistance program and have advocated for people using their services as Director of the Single Parent/Displaced Homemakers Program at Southwestern Oregon Community College. Though I am fairly new to Brookings my permanent residence has always been on the south coast of Oregon.

I have enclosed a resume for your convenience. If there are any questions please contact me at the above numbers.

Sincerely,



Gerry K. Livingston

Gerry K. Livingston

Home:
PO Box 6878, 612 Pacific, Brookings, OR 97415
Phone: (541) 469-0497 Fax: (541) 469-0497
E-mail: living@harborside.com

Office: Consultant - Pacific Non Profit Network
33 North Central, Suite 211, Medford, OR 97501
Phone: (541) 779-6044 Fax: (541) 734-4970
E-mail: pnn@orednet.org/~pnn

Career Objective

To work with people to increase their belief in themselves -- be they children or adults.

Employment

1997 to present: Consultant, Pacific Non Profit Network, strengthen non profits on the Oregon Coast.

1994 to 1997: Director of Health Resource Center at North Bend Medical Center, a private medical clinic, providing health education for patients, research for staff, community outreach and public relations. This job required public speaking, providing staff and patient support, grant writing, operating a small bookstore, and managing both paid staff and volunteers.

1986-1992: Program Director for Southwestern Oregon Community College, Coos Bay, directing a training and job placement program for displaced homemakers and single parents, and later a volunteer action program for senior citizens.

1983-1985: Headstart instructor for Southwestern Oregon Community Action Programs. Classroom teacher and family caseworker in rural education program for four-year-old children.

1981-1983: Recreation specialist for South Coast Psychiatric Clinic, working with patients both in group settings and individually.

1966-1972: Aquatics assistant, instructor and program coordinator at various facilities.

International Experience

Germany: 1973-1975

U.S. Army, Heidelberg. Chaplain's assistant in charge of children's programs year-round. Also, coached youth swim team at Heidelberg University pool.

Japan, 1976-1980

International School of the Sacred Heart, Tokyo. Recreational specialist teaching kindergarten, junior school art, middle school hobbies, high school leadership, outdoor education, and sports.

Pacific International Camps of Japan - Assistant director for summer camps and ski camps.

Portugal, 1988 Rotary International/Institute of Cultural Affairs. Volunteer in human development project. Helped organize a pre-school and design playground for women's cooperative.

Special Training and Skills

Group facilitator
Equity trainer
Life management trainer

Grant writer
Employment skill counselor
Job placement counselor

Communications instructor
Program development planner
Adaptive skills consultant

Achievements and Interests

Women Helping Women Award, 1991, Soroptimist International, North Bend, Oregon.

Woman of the Year Award, 1991, Delta Kappa Gamma education sorority, North Bend, Oregon.

National Displace Homemakers Network, member of governing board.

Community service volunteer for youth sports, telephone crisis line, parent-teacher organization, public television advisory board - Curry County representative, Azelea Park Lighting

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of **December, 1997**

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
6	Single Family Dwelling	\$2,931.50	\$1,905.46	\$146.58	\$15,342.00	\$737,715.27	49	\$6,589,700.37	29	\$3,675,440.10
2	Single Family Addition	\$161.00	\$104.67	\$8.05	\$0.00	\$19,000.00	26	\$371,534.00	38	\$517,613.00
1	Single Family Garage-Carport	\$86.50	\$56.23	\$4.33	\$0.00	\$10,541.00	19	\$289,521.80	15	\$144,944.07
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$543,001.00	1	\$154,370.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	4	\$2,368,379.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$25,000.00	8	\$1,269,990.00
3	Commercial Addition-Change	\$38.88	\$6.50	\$1.94	\$639.25	\$1,517.50	26	\$1,180,565.50	19	\$487,611.76
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$830,822.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5	\$38,551.00	0	\$0.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$0.00	5	\$0.00
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	5	\$18,161.00	5	\$10,000.00
12	Total Building Permits	\$3,217.88	\$2,072.86	\$160.89	\$15,981.25	\$768,773.77	137	\$9,056,034.67	125	\$9,459,169.93
7	Mechanical Permits	\$197.00	N/A	\$9.85		N/A	82			
6	Plumbing Permits	\$333.20		\$16.66	\$0.00	N/A	56			
1	Manufactured Home Permits	\$105.00		\$5.25	\$2,557.00	N/A	9			
26	TOTAL PERMITS	\$3,853.08	\$2,072.86	\$192.65	\$18,538.25	\$768,773.77	284	\$9,056,034.67	125	\$9,459,169.93
	Total Year to Date Calculated Fees	\$43,941.11	\$24,103.50	\$2,197.07	\$229,198.95					

In November, 1997 Harbor issued permits for 3 EDUs.

During the Month of December, 1997, Brookings issued permits for 7.25 new sewer connections. The City of Brookings now has 180.14 EDU Units connected to the Brookings Wastewater System since the signing of the MAO.