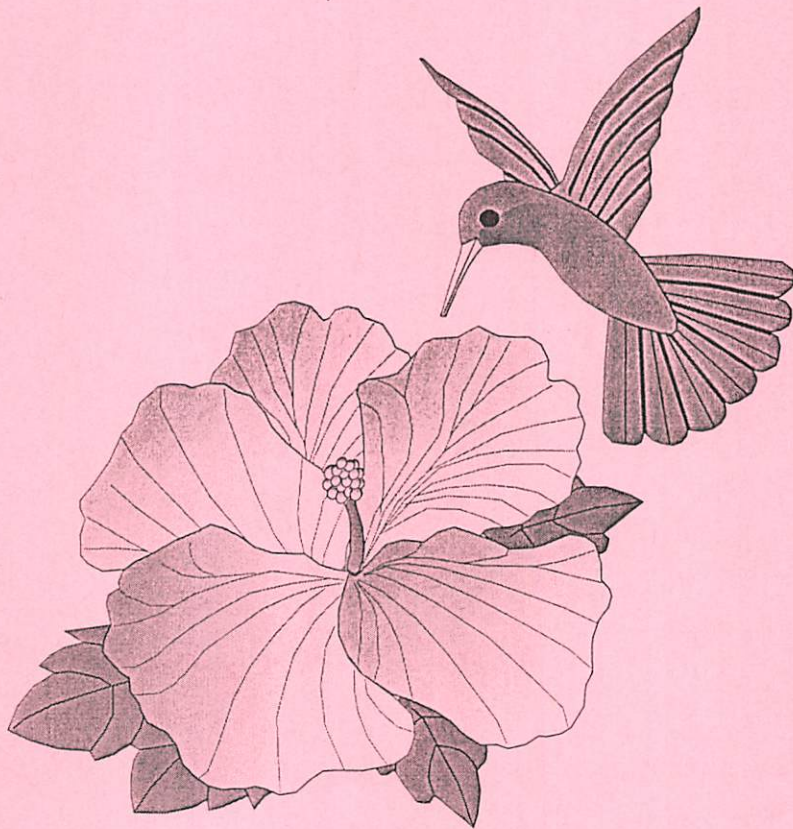


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agenda
City of Brookings
Common Council Meeting
City Hall Council Chambers
898 Elk Drive
Brookings, Oregon, 97415 - 7:00 p.m.
April 27, 1998



agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
April 27, 1998
7:00 pm

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
 - A. "Fitness Day in Brookings" Proclamation [blue]
 - B. "Poppy Day" Proclamation [green]
 - C. "Letter Carriers' Food Drive Day" Proclamation [cream]
- V. PUBLIC HEARING
- VI. SCHEDULED PUBLIC APPEARANCES
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
 - A. Committee and liaison reports
 1. Parks and Recreation Commission
 2. Chamber of Commerce
 3. Council liaisons
 - B. Unscheduled
- VIII. STAFF REPORTS
 - A. City Manager
 1. AIRS System Computer Equipment - Award bid [yellow]
 2. Liquor License requests [pink]
 - a. Beachcombers
 - b. Local Market
 3. Chetco Point General Plan [lavender]
 4. Change May 25 meeting to the 26th

B. *Community Development*

1. *Amendment to Brown & Caldwell's engineering services contract [salmon]*
2. *Application for the 1999 Special City Allotment Program Grant : Continuation of Oak Street Project [gold]*

IX. CONSENT CALENDAR

A. *Approval of Council Meeting Minutes [green]*

1. *Minutes of April 13, 1998 Regular Meeting*

B. *Acceptance of Commission/Committee Minutes [pink]*

1. *Minutes of March 3, 1998 Regular Planning Commission Meeting*
2. *Minutes of March 26, 1998 Regular Parks and Recreation Commission Meeting*

(end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. *Resolutions*

1. *Resolution No. 98-R-633 - Special City Allotment for 1999 [gold]*

XI. REMARKS FROM MAYOR AND COUNCILORS

A. *Mayor*

B. *Council*

XII. ADJOURNMENT



PROCLAMATION



WHEREAS, the President's Council and the Oregon Governor's Council on Physical Fitness and Sports has designated the Month of May, 1998, as Physical Fitness and Sports Month; and

WHEREAS, Physical Fitness and Sports Month is our country's and state's celebration of personal fitness and provides opportunities for people of all ages and abilities to participate in fitness and sports activities; and

WHEREAS, physical education, fitness and sports programs are effective means of developing motor skills, coordination, and healthy habits, as well as contributing to the overall physical, mental, and social well-being of our citizens; and

WHEREAS, Physical Fitness and Sports Month provides special opportunities for millions of Americans to participate in physical fitness programs and sports activities.

NOW THEREFORE, I, Nancy Brendlinger, Mayor of Brookings, Oregon, hereby proclaim May, 1998, as

"PHYSICAL FITNESS AND SPORTS MONTH IN BROOKINGS"

And May 20, 1998 as

"FITNESS DAY IN BROOKINGS"

And urge our citizens, businesses and organizations to promote activities throughout this month in recognition of physical fitness.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this 27th day of April, 1998.

Nancy Brendlinger
Mayor



John A. Kitzhaber
Governor

Robert S. Cook, M.D.
The Cook Clinic
Council Chair
Tualatin

Kerry C. Duffy
Oregon Amateur Sports
Foundation
Council Vice Chair
Beaverton

Robert J. Ritson, Ph.D.
Dept. of Education
Council Secretary
Salem

Judy Arensmeier
Oregon Games Disability
Sports
Salem

Ray L. Ayers
Global Events Group
Portland

Jim Brik, Ed.D.
Willamette University
Salem

Ralph Brown
Mayor
Cornelius

Minot Cleveland, M.D.
Oregon Health Sciences
University
Weill Med. Inc.
Portland

David Heil
David Heil & Associates,
Inc.
Portland

Lee Howard
Wellness Consultant
Redmond

Nick Jones
Portland TrailBlazers
Portland

X.L. Kugie Louis
National Indian Athletic
Assn.
Salem

Jeff Marks
Nautilus Plus/Gold's Gym
Beaverton

Robert Michael, Ed.D.
Oregon State University
Corvallis

Gary Nelson
Tigard

Janeen Olsen
Portland Power Women's
Professional Basketball
Tigard

Roy Pittman
Portland Parks and
Recreation
Portland

Michael Skeels, PhD, MPH
Oregon Health Division
Portland

March 2, 1998

Dear Oregon Mayor:

As a member of the Oregon Governor's Council on Physical Fitness and Sports, I am requesting a mayoral proclamation identifying the entire month of May, 1998 as "Fitness and Sports Month" and May 20, 1998 as "Fitness Day" in your city.

Enclosed is a copy of a proclamation that has already been prepared for your signature. If you prefer to transfer the proclamation language to your own official letterhead, please feel free to do so. Should you agree to support the activities of the Governor's Council and sign the proclamation, please fax a copy to (503) 245-2628 so that we have it for our records. The council will be reporting to Governor Kitzhaber the number of cities in Oregon that are participating in this statewide celebration.

Your recognition of both "Fitness and Sports Month" and "Fitness Day" is important to promoting the benefits of an active, healthy lifestyle for all the citizens of your city. We appreciate your support.

Sincerely,

Ralph Brown
Mayor, City of Cornelius
Member, Oregon Governor's Council on Physical Fitness & Sports

Attachment



John A. Kitzhaber
Governor

FITNESS DAY FACT SHEET

Contact: Gayle Amorose
503-245-2102

Fitness Day in Oregon 1998 *Promoting a Healthy Lifestyle for All Oregonians*

- What:** Fitness Day In Oregon 1998 is a statewide event presented by Fred Meyer, Inc., in cooperation with the Oregon Governor's Council on Physical Fitness and Sports. Oregonians of all ages are encouraged to participate in fitness-related activities at home, work, or school and to join in community-sponsored events throughout the state.
- When:** Wednesday, May 20, 1998
(also National Employee Health & Fitness Day)
- Why:** To encourage all Oregonians to maintain a healthy lifestyle through a variety of fitness-related activities and good nutrition.
- Who:** Fitness Day In Oregon is an annual event coordinated by the Oregon Governor's Council on Physical Fitness and Sports. Council members include health and fitness experts and enthusiasts from around the state representing government agencies, educational institutions, non-profit organizations, corporations, and private business.
- Where:** A key event for Fitness Day 1998 will take place at the Lloyd Center Mall in Portland. Scheduled events include free fitness testing and health assessments, participatory fitness demonstrations, and a 1-mile, noontime Fitness Walk around the Lloyd Center Mall area.

Fitness Day in Oregon 1998 is presented by Fred Meyer, Inc. Contributing sponsors include Gold's Gym/Nautilus Plus, and the State of Oregon Department of Human Resources.



Mayoral Proclamation for

**Physical Fitness and Sports Month
and
Fitness Day in Oregon**

WHEREAS, the President's Council and the Oregon Governor's Council on Physical Fitness and Sports has designated the Month of May, 1998, as Physical Fitness and Sports Month; and

WHEREAS, Physical Fitness and Sports Month is our country's and state's celebration of personal fitness and provides opportunities for people of all ages and abilities to participate in fitness and sports activities; and

WHEREAS, physical education, fitness and sports programs are effective means of developing motor skills, coordination, and healthy habits, as well as contributing to the overall physical, mental, and social well-being of our citizens; and

WHEREAS, Physical Fitness and Sports Month provides special opportunities for millions of Americans to participate in physical fitness programs and sports activities.

NOW,

THEREFORE, I, _____, Mayor of _____,
(Name) (City)

Oregon, hereby proclaim May, 1998, as

PHYSICAL FITNESS AND SPORTS MONTH IN _____
(City)

and May 20, 1998 as

FITNESS DAY IN _____
(City)

and urge our citizens, businesses and organizations to promote activities throughout this month in recognition of physical fitness.

(Signature)

(Date)

PROCLAMATION

WHEREAS, America is the land of freedom, preserved and protected willingly and freely by citizen soldiers; and

WHEREAS, millions who have answered the call to arms have died in the field of battle; and

WHEREAS, a nation at peace must be reminded of the price of war and the debt owed to those who have died in war; and

WHEREAS, the red poppy has been designated as a symbol of sacrifice of lives in all wars; and

WHEREAS, the American Legion Auxiliary has pledged to remind America annually of this debt through the distribution of the memorial flower;

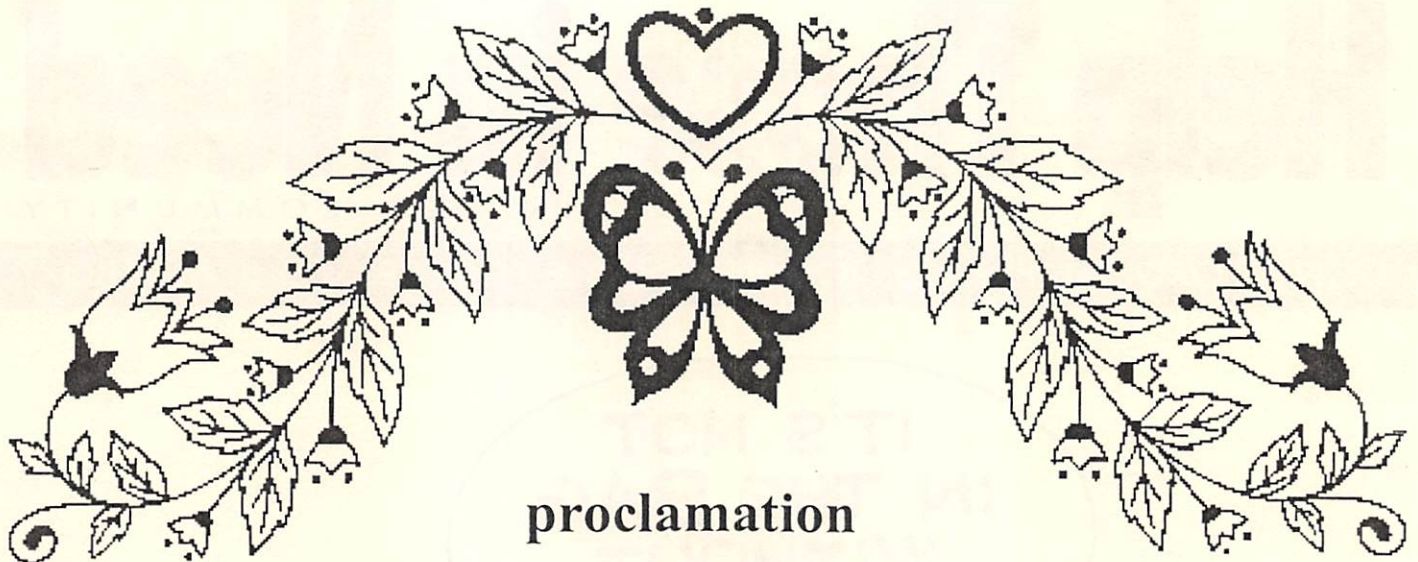
THEREFORE, I, Nancy Brendlinger, Mayor of the City of Brookings, do hereby proclaim the 1st day of May, 1998, as

“POPPY DAY”

and ask that all citizens pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy on this day.

IN WITNESS WHEREOF, I, Nancy Brendlinger, Mayor of the City of Brookings, have hereunto set my hand and caused to be affixed the official seal of the City of Brookings, this 27th day of April, 1998.

*Nancy Brendlinger
Mayor*



proclamation

WHEREAS, the National Association of Letter Carriers has identified a need in their communities and are acting to help through a national food drive; and

WHEREAS, Letter Carriers have direct contact with almost every person in America on a daily basis, which gives them a heightened awareness of the needs of those who are hungry; and

WHEREAS, the food given in this food drive will be donated to meet the needs of these people by supplying the local food bank which serves the hungry and the homeless; and

WHEREAS, last year Brookings became involved and collected two and one-half tons of food from postal customers; and

WHEREAS, the City of Brookings is proud to thank all those who donate food and the Letter Carriers and other postal employees who put in the extra effort and go that extra mile to make each year a success;

NOW, THEREFORE, I, Nancy Brendlinger, Mayor of the City of Brookings, do hereby proclaim Saturday, May 9, 1998 to be

"NATIONAL ASSOCIATION OF LETTER CARRIERS' NATIONAL FOOD DRIVE DAY IN BROOKINGS"

and ask all residents to participate by leaving non-perishable food by their mail boxes or take it to either the Brookings or Harbor Post Office.

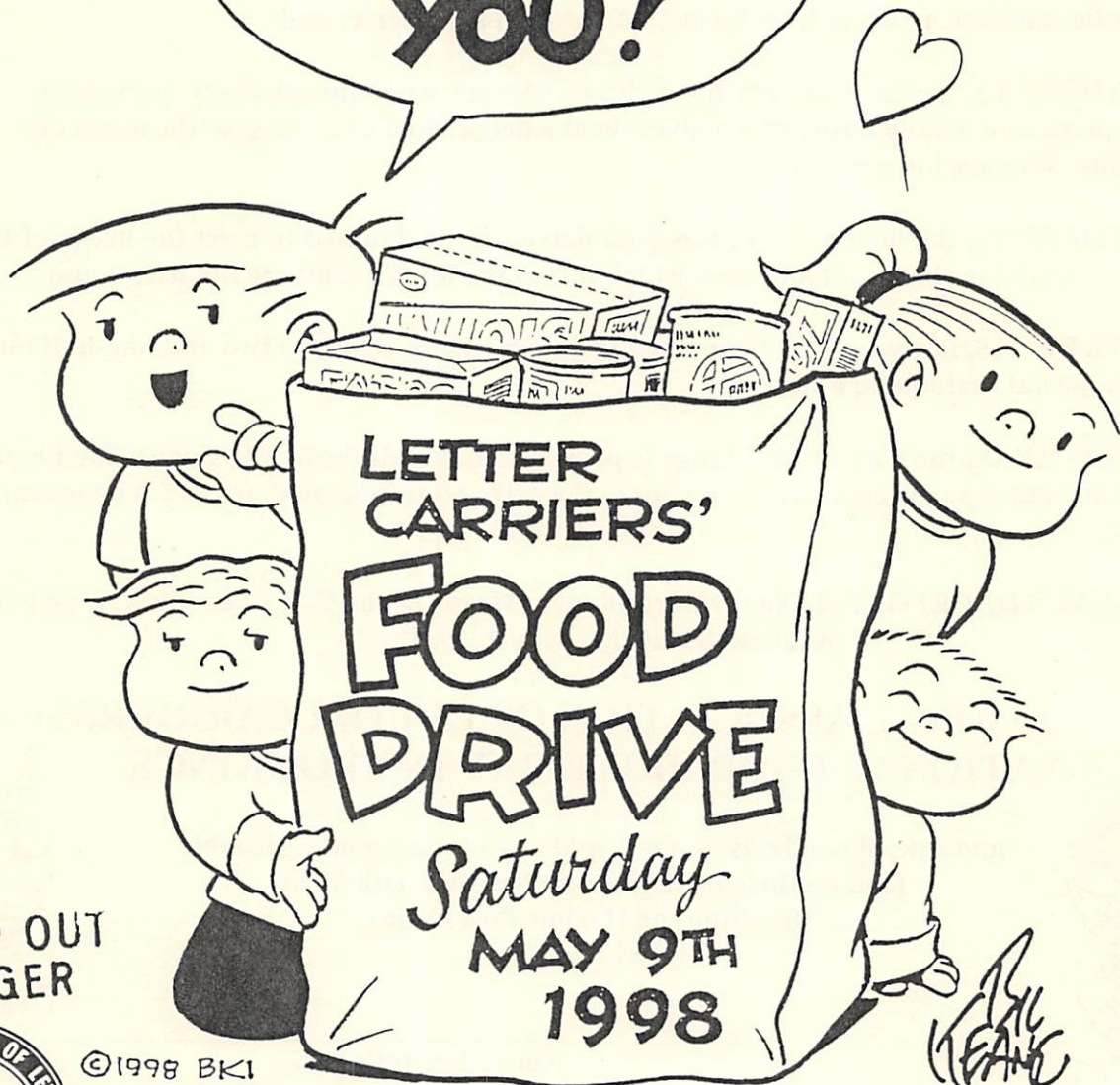
Nancy Brendlinger
Mayor

Help Those in Need

IN OUR COMMUNITY

DON'T FORGET TO LEAVE NON-PERISHABLE FOOD BY YOUR MAILBOX!

IT'S NOT
IN THE BAG
WITHOUT
YOU!



STAMP OUT
HUNGER



©1998 BK1



NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

Memorandum



TO: Mayor & Council
THRU: Tom Weldon, City Manager *Tom*
FROM: Bev Adams, Finance Director/Recorder *BA*
DATE: April 23, 1998
RE: Computer equipment bids for AIRS project

Issue: Acceptance of bids for computer equipment

Synopsis The police department is changing the connection of their public safety system (AIRS) from the County to a direct connection to the State. The computer equipment is needed to complete this project. The connection to the State must be in place by June 30, 1998.

The following two bids were received:

Amazing Computers	\$ 21,212.00
Woods Computers	\$ 20,515.33

Recommendation

That Council award the computer equipment bid to Woods Computers in the amount of \$20,515.33.

WOODS'S
COMPUTER OUTLET
 HARBOR SHOPPING CENTER
 P.O. BOX 2963 HARBOR OR 97415
 SOFTWARE PRINTERS REPAIRS
 PH (541) 412-0511 FAX (541) 412-0611

TO: THE CITY OF BROOKINGS
 RE: BID FOR AIRS SYSTEMS

PAGE 1: LIST OF PARTS, PAGE 2: COMPUTERS

1 - 5 PK INTEL ETHER EXPRESS PRO/100 PCI TX MODEL B (PILA8465B)	\$ 363.31
4 - ASANTE FAST 12 PORT 100TX STACK ABLE HUB (99-00352-00)	\$650.88@ \$2,603.52
1 - ASANTE FRIENDLYNET FS4008DS EIGHT PORT ETHERNET SWITCH (99-00447-07)	\$ 682.90
1 - APC SMART-UPS 1400va UNIT	\$ 682.00
7 - TRIPP LITE OMNISMART 675va UPS UNITS	\$ 577.50
1 - HP LASERJET 4000T (C4119A)	\$1,367.30
1 - HP JETDIRECT 600N 10BASE-T INTER PRINT SERVER HP-4000 SERIES PRINTERS (J3110A)	\$ 265.10
1 - HP 32MB SDRAM MODULE FOR HP 4000 SERIES PRINTERS (C41243A)	\$ 303.60
1 - VIEWSONIC G810 21" MONITOR	\$1,144.00
4 - VIEWSONIC G771 17" MONITORS \$476.85@	\$1,907.40 \$9,896.63

LIST OF COMPUTER PARTS AND PRICES;

CA-? SOUND CABLE	\$.6640
CD-I123 PLUS WINDOWS '95 AND MS PLUS	\$ 102.5000
CD-SPK U/80W SPEAKERS 80W STERO	\$ 7.2917
CD-TOS 32X TOSHIBA CD-ROM	\$ 78.7950
(THIS IS A MUCH BETTER CD-ROM DRIVE)	
NW-ING PRO/100 ETHERNET CARD BY INTEL	\$ 335.2800
PA-101NAT/KEY MS NATURAL KEYBOARD	\$ 34.4000
PA-104WD 4.3G WESTERN DIGITAL UDMA EIDE	\$ 166.8850
PA-A: DRIVE LS 120 MB DRIVE 720/144/120	\$ 117.7000
PA-COOL PRO 200 FAN FOR A PENT II	\$ 12.0000
PA-PENT II 300 CPU	\$ 372.0000
PA-PENT QDI LEGEND 1 MOTHERBOARD	\$ 175.0000
PA-S-DRAM 64MB MEMORY MODULE	\$ 100.3667
PA-UN ATX CASE FOR PENT II M/B	\$ 64.5800
PA-VGA DIA V330 PCI VIDEO 4MB	\$ 133.6250
(THIS IS THE NEWEST DIAMOND CARD OUT)	
S1-31D INPT MS INTELLIMOUSE PS/2	\$ 23.3112
SW-SB AWE 64	\$ 79.0000

← do not accept
Toshiba CD
rom drives
(Pioneer as
specified)

← need price
for video card
specified

COST	\$ 1,803.40
10%	\$ 180.34
LABOR	\$ 140.00
TOTAL	\$ 2,123.74

ALL COMPUTERS ARE SOLD ON A COST + 10% AND LABOR TO BUILD

5 - ASSEMBLED PC'S WITH WINDOWS '95 INSTALLED & COMPRISED OF THE ABOVE COMPONENTS.

COMPUTERS TOTAL	\$ 10,618.70
PARTS FROM PAGE 1	\$ 9,896.63
TOTAL	\$ 20,515.33
	=====

Also:
need definite delivery date - 5/15/98
With 1 year swap out warranty.
→ Set 2nd sheet that specifies configuration

Amazing Computers

94213 Gauntlett • PO Box 703 • Gold Beach OR 97444

Voice: (541)247-5222 • Fax: (541)247-0179

Internet E-mail: amazing@mail.coos.or.us

Specializing in small office
networking and home
business solutions

Service • Sales
Maintenance

City of Brookings, Or., Public Safety System Specifications Awarded VIA Sealed Bid

Qty	Description	
5	Intel EtherExpress PRO/100 PCI TX Model B network adapter (PILA8465B)	50 ^{ea} or \$254 ^{ea}
4	Asante AsanteFast 12 port 100TX Stackable Hub (99-00352-00)	700 ^{ea} or \$2800 ^{ea}
1	Asante FriendlyNet FS4008DS eight port Fast Ethernet switch (99-00447-07)	\$800
1	APC Smart-UPS 1400va UPS unit	\$630 ^{ea}
7	Tripp Lite OmniSmart 675va UPS units.	236 ^{ea} → \$1,652 ^{ea}
1	HP LaserJet 4000T (C4119A)	\$1,250
1	HP JetDirect 600N 10Base-T Internal Print Server for HP 4000 series printers (J3110A)	\$250
1	HP 32Mb SDRAM module for HP 4000 series printers (C4143A)	\$300
1	ViewSonic G810 21" Monitors	\$1150 ^{ea}
4	ViewSonic G771 17" Monitors	\$470 ^{ea} → \$1,880 ^{ea}
5	Assembled PC's with Win'95 installed & comprised of the following components:	
	ATX Case w/250 watt power supply	
	QDI 'Legend I' Pentium II main board	\$1990 ^{ea} → \$9,950 ^{ea}
	Intel Pentium II Processor, 300 Mhz	
	CPU Cooling Fan	\$0.00
	Single 64 Mb SDRAM memory module	
	Western Digital WDAC34300 4.3 Gb UltraDMA EIDE hard drive	
	Internal LS-120 floppy drive w/one LS-120 diskette	
	Diamond Stealth 3D 2000 Pro PCI video card w/4 Mb DRAM memory	
	Pioneer 32x CD-ROM drive	
	Creative Labs SoundBlaster AWE 64 <i>without</i> IDE port (CT4520)	
	Appropriate CD-ROM drive to sound card cable	
	80 watt amplified speakers, must be powered directly by wall power <i>without the use of an external transformer.</i>	
	Microsoft IntelliMouse ver. 1.1a or newer, PS/2 interface	
	Microsoft Natural Keyboard	
	Intel EtherExpress PRO/100 PCI TX Model B network adapter (PILA8465B)	
	Microsoft Windows '95	

1 Shipping and Handling to City Hall, 898 Elk Drive, Brookings, Or. 97415

\$300^{ea}

Much of this quote is based on the city providing P.O.'s directly to my vendors. - I A Martin

TOTAL
\$21,212⁰⁰

Jack McDonald
Chief of Police

POLICE DEPARTMENT
City of Brookings
898 Elk Drive
Brookings, Oregon 97415
(541) 469-3118 - Fax (541) 412-0253



TO: Mayor
City Council

THROUGH: Tom Weldon, City Manager *Tom*

FROM: Wayne Sheffel, Chief of Police *WSS*

SUBJECT: LIQUOR LICENSE

DATE: April 14, 1998

We have reviewed the request for a new liquor license for the restaurant listed below and we have no objections to the granting of the license.

Trade Name: Beachcombers
800 Chetco Avenue
PO Box 2819
Brookings, OR 97415

For: Restaurant liquor license

APPLICATION

STATE OF OREGON
OREGON LIQUOR CONTROL COMMISSION

Return To:

GENERAL INFORMATION

A non-refundable processing fee is assessed when you submit this completed form to the Commission (except for Druggist and Health Care Facility licenses). The filing of this application does not commit the Commission to the granting of the license for which you are applying nor does it permit you to operate the business named below.

(THIS SPACE IS FOR OLCC OFFICE USE)

Application is being made for:

- ☐ DISPENSER, CLASS A
☐ DISPENSER, CLASS B
☐ DISPENSER, CLASS C
☐ PACKAGE STORE
☒ RESTAURANT
☐ RETAIL MALT BEVERAGE
☐ SEASONAL DISPENSER
☐ WHOLESALE MALT BEVERAGE & WINE
☐ WINERY
☐ OTHER: _____

- ☐ Add Partner
☐ Additional Privilege
☐ Change Location
☐ Change Ownership
☐ Change of Privilege
☐ Greater Privilege
☐ Lesser Privilege
☒ New Outlet
☐ Other

Rec'd 52-60
4/1/98 Rec # 7479
OLCC

(THIS SPACE IS FOR CITY OR COUNTY USE)

NOTICE TO CITIES AND COUNTIES: Do not consider this application unless it has been stamped and signed at the left by an OLCC representative.

THE CITY COUNCIL, COUNTY COMMISSION, OR COUNTY

COURT OF _____

(Name of City or County)

RECOMMENDS THAT THIS LICENSE BE: GRANTED _____

DENIED _____

DATE _____

BY _____
(Signature)

TITLE _____

CAUTION: If your operation of this business depends on your receiving a liquor license, OLCC cautions you not to purchase, remodel, or start construction until your license is granted.

1. Name of Corporation, Partnership, or Individual Applicants:

- 1) Mel Bonham 2) Jim Bonham
 3) Jeannette Bonham 4) Carol Bonham
 5) _____ 6) _____

(EACH PERSON LISTED ABOVE MUST FILE AN INDIVIDUAL HISTORY AND A FINANCIAL STATEMENT)

2. Present Trade Name Bonham's

3. New Trade Name _____

Year filed _____
with Corporation Commissioner

4. Premises address 800 Chester Ave Brookings CURRY CA 97415
 (Number, Street, Rural Route) (City) (County) (State) (Zip)

5. Business mailing address PO Box 2319 HARBOR CA 97415
 (P.O. Box, Number, Street, Rural Route) (City) (State) (Zip)

3. Was premises previously licensed by OLCC? Yes _____ No X Year _____

7. If yes, to whom: _____ Type of license: _____

8. Will you have a manager: Yes X No _____ Name Jim Bonham
 (Manager must fill out Individual History)

9. Will anyone else not signing this application share in the ownership or receive a percentage of profits or bonus from the business? Yes _____ No X

10. What is the local governing body where your premises is located? BROOKINGS
 (Name of City or County)

11. OLCC representative making investigation may contact: Mel Bonham
 (Name)

6011 Lower Harbor Rd, Harbor Home 464-9433 Bus 462-0734
 (Address) (Tel. No. — home, business, message)

CAUTION: The Administrator of the Oregon Liquor Control Commission must be notified if you are contacted by anybody offering to influence the Commission on your behalf.

DATE 4/1/98

Applicant(s) Signature
 (In case of corporation, duly
 authorized officer thereof)

- 1) Mel Bonham
 2) Jim Bonham
 3) Jeannette Bonham
 4) Carol Bonham
 5) _____

Jack McDonald
Chief of Police

POLICE DEPARTMENT

City of Brookings

898 Elk Drive
Brookings, Oregon 97415
(541) 469-3118 - Fax (541) 412-0253



TO: Mayor
City Council

THROUGH: Tom Weldon, City Manager

FROM: Wayne Sheffel, Chief of Police *WJS*

SUBJECT: LIQUOR LICENSE

DATE: November 4, 1997

Attached for your consideration are copies of a liquor license from *the business named*
below to add a partner.

Trade name: The Local Market
604 Railroad St.
P.O. Box 995
Brookings, Or 97415

For: Package Store Liquor License

The Police Department has reviewed the request and has no objections to the granting of the license.

APPLICATION

STATE OF OREGON
OREGON LIQUOR CONTROL COMMISSIONReturn To: OLCC
1860 VIRGINIA #10
NORTH BEND, OR.
97459

GENERAL INFORMATION

non-refundable processing fee is assessed when you submit this completed form to the Commission (except for Druggist and Health Care Facility licenses). The filing of this application does not commit the Commission to the granting of the license for which you are applying nor does it permit you to operate the business named below.

(THIS SPACE IS FOR OLCC OFFICE USE)

Application is being made for:

- ☒ DISPENSER, CLASS A
☐ DISPENSER, CLASS B
☐ DISPENSER, CLASS C
☐ PACKAGE STORE
☐ RESTAURANT
☐ RETAIL MALT BEVERAGE
☐ SEASONAL DISPENSER
☐ WHOLESALE MALT BEVERAGE & WINE
☐ WINERY

HER: _____

- ☒ Add Partner
☐ Additional Privilege
☐ Change Location
☐ Change Ownership
☐ Change of Privilege
☐ Greater Privilege
☐ Lesser Privilege
☐ New Outlet
☐ Other

(THIS SPACE IS FOR CITY OR COUNTY USE)

NOTICE TO CITIES AND COUNTIES: Do not consider this application unless it has been stamped and signed at the left by an OLCC representative.

THE CITY COUNCIL, COUNTY COMMISSION, OR COUNTY

COURT OF _____
(Name of City or County)

RECOMMENDS THAT THIS LICENSE BE: GRANTED _____

DENIED _____

DATE _____

BY _____
(Signature)

TITLE _____

CAUTION: If your operation of this business depends on your receiving a liquor license, OLCC cautions you not to purchase, remodel, or start construction until your license is granted.

Name of Corporation, Partnership, or Individual Applicants:

- 1) HAZEL WILCHER
 2) EUGENE ALLEN
 3) _____
 4) _____
 5) _____
 6) _____

(EACH PERSON LISTED ABOVE MUST FILE AN INDIVIDUAL HISTORY AND A FINANCIAL STATEMENT)

Present Trade Name THE LOCAL MARKETNew Trade Name JAYCYear filed _____
with Corporation CommissionerPremises address 604 RAILROAD ST. BROOKINGS, CURRY, OR. 97415
(Number, Street, Rural Route) (City) (County) (State) (Zip)Business mailing address P.O. BOX 995 BROOKINGS, OR 97415
(P.O. Box, Number, Street, Rural Route) (City) (State) (Zip)Was premises previously licensed by OLCC? Yes ☒ No _____ Year 1996 - TO CURRENTIf yes, to whom: GENE ALLEN, ION BEARD Type of license: OLCC STOREWill you have a manager: Yes _____ No ☒ Name _____
(Manager must fill out Individual History)Will anyone else not signing this application share in the ownership or receive a percentage of profits or bonus from the business? Yes ☒ No _____What is the local governing body where your premises is located? BROOKINGS, OR CURRY COUNTY
(Name of City or County)OLCC representative making investigation may contact: GENE ALLEN
(Name)604 RAILROAD BROOKINGS, OR. 541-469-3413 541-469-0105
(Address) (Tel. No. — home, business, message)

CAUTION: The Administrator of the Oregon Liquor Control Commission must be notified if you are contacted by anybody offering to influence the Commission on your behalf.

Applicant(s) Signature
(In case of corporation, duly authorized officer thereof)

- DATE 5-1-98
 1) Hazel Wilcher
 X 2) E. Allen
 3) _____
 4) _____

Memorandum

TO: Mayor, City Council

FROM: Tom Weldon, City Manager

Tom



DATE: April 23, 1998

Issue: Acceptance of Chetco Point General Plan

Background:

1. You have already received a copy of this proposed plan.
2. The Parks and Recreation Commission has been working on this plan for several months and have now adopted it and recommend you adopt it.
3. The Parks and Recreation Commission asked for public comment at two different meetings before they began work on this plan. I believe they have captured the essence of the majority of the public's comments at those meetings.
4. The Planning Commission reviewed this plan at their last meeting and voted 6-0 to send a favorable recommendation to you for the adoption of the Chetco Point General Plan.
5. Leo, John and I have also reviewed this plan and make the following comments:
 - (1) Parking
 - A. The access road can be paid out of wastewater funds as it is needed to provide access to the plant from another direction.
 - B. Paving this road and widening it to two lanes is not practical or affordable now or in the near future.
 - C. The recommended parking site "B" will not be available as it is part of the location where treatment plant facilities expansion is planned. The number of parking spaces available at the "A" site will not be known without further work, but will probably not be 50 spaces.

- (2) Restrooms—The city does not have the equipment or facilities to service a portable chemical toilet. This would have to be done by a service company that provides the toilet and costs \$47.00 a month now.
- (3) Trails—Development of the exact location of new trails will obviously depend upon topography and resulting safety issues and expense.

Recommendation: Council accept the Chetco Point General Plan as submitted.

Options: Listed below are options we have reviewed and are not recommending. Not accepting the Chetco Point General Plan as submitted.

TO: Mayor, City Council

FROM: Leo Lightle, *LL*
Community Development Director

THROUGH: Tom Weldon, City Manager *tw*

DATE: April 17, 1998

City of Brookings
Memorandum



ISSUE: Amendment to Brown and Caldwell Engineering Services Contract, Amendment 2, Brookings WWTP and I/I Reduction

RECOMMENDATION: The City Council authorize the City Manger to sign Amendment 2 of the existing Brown and Caldwell contract.

BACKGROUND: We are submitting Amendment 2 of our contract with the firm of Brown and Caldwell for your consideration and execution. This amendment will incorporate the following elements into the project:

- preliminary design revisions to the Brookings WWTP Improvements Project, and
- design, bid and office engineering services for the Inflow and Infiltration Reduction Program.

During the preliminary design phase of the Brookings WWTP Improvements project it was decided to add trickling filter odor control, snail removal and a new Operation Building. These project elements were added to enhance plant performance, add biological treatment for minimal cost, address deficiencies in staff facilities, and reflect future site layout considerations. Trickling filter odor control and snail removal will be designed and bid as additional bid items to provide the city with the flexibility to select project features that maximizes available funds. As a result of adding a new Operations Building and revising the site layout, it was decided to eliminate demolition of the existing shop, sludge thickening odor control, and expansion of the existing Control Building.

The estimated engineering cost to implement the additional project elements is \$289,747. The estimated cost savings related to project elements that are to be deleted is \$103,315. The net additional engineering cost of the proposed revisions is \$186,432.

The Brookings Infiltration and Inflow (I/I) Study Brown and Caldwell submitted earlier this year recommended inflow and infiltration projects that

could be addressed to reduce flows to the treatment plant. We asked Brown and Caldwell to provide design, bid and office engineering during construction for two of the projects identified. One of the projects will be an inflow reduction project that will eliminate major sources of inflow identified during the study. A second project will replace the Arnold Lane gravity collection main with a larger pipe that will be sufficient to convey future growth within the collection basin. Each of these projects is targeted to begin construction this summer. The estimated engineering cost for the I/I services requested is \$81,650.

Attached are:

1. One copy of Amendment 2. Please have both copies signed, keep one original and return one original to Brown and Caldwell.
2. Estimated engineering effort and direct cost used as the basis for developing the proposed fee for the treatment plant revisions and I/I reduction projects.

Treatment plant expansion and collection system rehabilitation will provide necessary facilities for a growing community and will assure continued quality of life.

If you have any questions or comments, please feel free to contact me anytime at 469-2163, ext. 236.

EOM

**AMENDMENT NO. 2 TO
AGREEMENT FOR ENGINEERING SERVICES
BETWEEN CITY OF BROOKINGS
AND BROWN AND CALDWELL
FOR WASTEWATER SYSTEM ENGINEERING**

The AGREEMENT, made and entered into on the 23rd day of June 1997, by and between the City of Brookings, hereinafter referred to as "Owner," and Brown and Caldwell, Inc., hereinafter referred to as "Engineer" with Amendment 1 dated October 9, 1997, is hereby amended as follows:

1. Amend Exhibit A, Project Description, dated October 9, 1997, as follows:

- A. Phase 2 (page 1 of 2), add the following elements to the project:

"During Phase 1, the Engineer reported the results of the collection system inspection task and recommended rehabilitation projects. Comments from DEQ are expected. The report identified significant inflow and infiltration breaches in the collection system. In addition to addressing comments from DEQ, Phase 2 will provide design and construction management services for two of the projects identified in the report. Separate bid and construction packages will be prepared for each.

1. Inflow Reduction: The report identified three potential cross connections or grout failures. Both the sanitary sewer and the storm sewers are concrete with concrete mortar joints. The pipe in this area is in 3 foot sections. For these three locations it would appear that both the storm sewer and sanitary sewer will require repair. In addition, two major surface holes were identified. These two inflow sources are in two separate drainage ditches at the property edges of two different homes. It appears that they lead to the service laterals.

The report also identified other inflow reduction locations thought to be on private property, including minor surface holes in service laterals and broken or missing clean out caps on private service laterals. In some instances the top of the clean out stub had been broken off and will require replacement. The inflow sources on private property will be addressed separately by the Owner and not by this part of the project.

2. Infiltration Reduction: The report identified three infiltration reduction projects. One of the infiltration projects, Arnold Lane, will be addressed

in this phase of work. Arnold Lane was selected because of recent structural failures in this part of the collection system and projected future growth in the area requiring additional conveyance capacity.”

B. Phase 3 (page 1 of 2), add the following elements to the project:

- trickling filter odor control
- snail removal
- a new operations building

C. Phase 3 (page 1 of 2), delete the following elements from the project:

- a new shop

2. Amend Exhibit B, Scope of Services, dated October 9, 1997, as follows:

A. Phase 2 (page 3 of 18), delete the paragraph which begins with “Phase 2 services will include...” and ends with “...Phase 2 services will be negotiated at a later date.”

B. Phase 2 (page 3 of 18), add the following project elements:

“Phase 2 services are divided into tasks and are described as follows:

Task 1. Follow-on Assistance with I/I Study.

- 1.1 Coordination with DEQ to incorporate agency comments to gain approval of the 1998 Inflow and Infiltration Study. A total of 32 hours will be allocated for this task.

Task 2. Project Management.

- 2.1 Work Plan. Prepare a project management plan, including a detailed schedule, task budgets, and list of deliverable products. The management plan will also identify tasks to be performed by Owner’s staff. The schedule will incorporate progress meeting dates and milestones when deliverables are to be submitted.

- 2.2 Status Reporting and Communications—We will maintain frequent and open communication with the Owner's project manager. We will work closely to anticipate changes in project emphasis or needs and to adjust task emphasis as the project evolves. When necessary, changes in project scope will be jointly determined by the Owner and Brown and Caldwell project managers.

We will keep the Owner informed of the project status with reports showing progress on each specific task and work anticipated for the upcoming weeks. We will review project expenditures weekly and quickly identify and respond to budget deviations. Correction plans will be prepared and reviewed with the Owner's staff in the event that the project is not proceeding satisfactorily.

- 2.3 Progress Meeting—We will hold a project review meetings with the Owner at the 50 percent stage of the Arnold Lane project. Key project team members will meet to review progress, comment on deliverables, and clearly establish the direction of the project.
- 2.4 Meetings with DEQ—Meetings with DEQ will be combined with the treatment plant review meetings already scheduled.
- 2.5 Quality Control—Independent internal quality control reviews will be conducted at intervals during the project, focusing on the quality and technical content of deliverable products.

Task 3. I/I Project Design.

Engineer shall prepare drawings and specifications in sufficient detail for bidding and for general guidance in construction. Two bid packages will be prepared: one for inflow reduction and a second for infiltration reduction (Arnold Lane). Information shall be provided to enable the contractor to prepare the shop drawings necessary to obtain construction permits, to demonstrate conformance to the construction contract, and to describe detailed construction procedures to contractor personnel. To prepare the project manual for construction of the Project, Engineer shall perform the following tasks:

- 3.1 General and Civil Drawings. General and civil design covers pipe repair and replacement, collection structures, paving, and grading. Contract drawings for the general civil work will be prepared.

- 3.2 Specifications. Construction specifications to be prepared will consist of two parts and will be consistent with Engineer's standard format. Part A will be the general provisions, which will set forth the bidding and general contract administration and requirements. Part B will be the technical provisions, which will set forth the special conditions for the project and the technical requirements for construction of the project.
- 3.3 Conveyance Modeling. For the Arnold Lane project, conduct conveyance modeling of the adjacent collection system to develop the proper size of the new gravity main line. Additional hydraulic modeling of the treatment plant's influent sewer (from the headworks to the first upstream manhole) will also be conducted to determine its hydraulic capacity.
- 3.4 Construction Cost Estimate. The construction cost estimate will be updated for each of the projects. The Engineer's estimate of construction cost will be prepared based on the final design of the Project.
- 3.5 Design Review. The preparation of a 50 percent design review document for the Arnold Lane project will be included in the program. The purpose of this review will be to ensure that the design conforms to the basic concepts set forth in the I/I study.
- 3.6 Final Contract Documents. The contract documents will be reviewed in final form by project staff, the Owner, and regulatory agencies. Twenty-five copies of the printed and bound specifications and half-size drawings will be submitted to the Owner. Six sets of full-size drawings will also be provided. Upon delivery of these documents, Task 3 will be completed.

Task 4. Bid period services. The following services will be provided during bidding of both of the inflow and infiltration reduction contracts.

- 4.1 Prepare advertisement language and list of recommended publications. Submit to Owner for their advertising.
- 4.2 Provide a total of 24 hours of professional and 16 hours of technical assistance to prepare addenda. Distribute bid documents and addenda.
- 4.3 Maintain bidders list.
- 4.4 Provide a total of 16 hours of service to answer bidder inquiries.
- 4.5 Arrange and conduct prebid conference, keep notes and summarize them for distribution to the Owner, and conduct job site tours.

- 4.6 Attend bid opening.
- 4.7 Prepare bid tabulation and review bid documents for both technical conformance to contract documents and completeness.
- 4.8 Send bids to funding agencies for approval.
- 4.9 Present bids to city council with recommendation.
- 4.10 Prepare notice of award and notice-to-proceed.
- 4.11 Conduct a pre-construction conference that includes a representative of the Owner, DEQ, and the Contractor.

Task 5. Engineering During Construction. During construction the Engineer will provide the following office services for the Arnold Lane Infiltration Reduction Project:

- 5.1 Review submittals or re-submittals that the Contractors are required to submit for conformance with design concepts and for compliance with the requirements of the contract documents.
- 5.2 Attend a maximum of 2 job-site meetings at the request of the Owner.
- 5.3 Make periodic visits to the site at the Owners request providing a maximum of 16 professional hours of service for inspection to observe the progress and quality of the work.
- 5.4 Provide a total of 16 hours of professional service to interpret the contract documents and provide clarifications concerning the intent of the design documents when requested by the Owner.
- 5.5 Revise the reproducible drawings for record purposes to show major changes made during construction using addendum drawings, change order drawings, and as-built marked-up drawings provided by the Contractor. Furnish the Owner with one set of reproducible record drawings.
- 5.6 Assist Owner with a total of 8 professional hours for development of a plan of operations.

- 3. Delete Exhibit B, paragraph B. PLANNED ENGINEERING SERVICE SCHEDULE, dated October 9, 1997, and replace with the following:

"B. PLANNED ENGINEERING SERVICE SCHEDULE

Planned engineering services will be completed by the following schedule unless delayed by events beyond the control of the engineer:

<u>Schedule event</u>	<u>Date</u>
Submit Preliminary Design to DEQ	February 2, 1998
Deliver final plans and specifications for wastewater treatment plant expansion	December 1, 1998
Begin construction of treatment plant	May 1, 1999
Final completion of construction, startup and training complete	April 30, 2001"

4. Delete Table 1 on page 2 of 2 of Exhibit C, Compensation, dated October 9, 1997, and replace with the attached Table 1 dated April 16, 1998.

Table 1. Wastewater System Engineering Compensation Schedule

Task Description	Cost, dollars	
	Amendment 1	Amendment 2
1. Phase I-I/I Services , Task 1 – 5	62,936	0
2. Phase 2 I/I Design, Bid and Office Engineering	0	81,650
3. Phase 3 Follow-on Facilities Planning Assistance	3,740	0
4. Phase 3 Project Management	78,160	0
5. Phase 3 Preliminary Design	117,600	0
6. Phase 3 Geotechnical Investigation	19,840	0
7. Phase 3 Grant and Loan Assistance	9,820	0
8. Phase 3 Treatment Plant Design	929,240	183,481
9. Phase 3 Bid Period Services	37,440	0
10. Phase 3 Office Engineering	247,520	1,352
11. Construction Management and Inspection	305,722	0
12. O&M Manual, Operations Plan	38,100	1,059
13. Startup and Training	26,160	540
14. Performance Certification	26,680	0
	1,902,958	268,082

The parties hereby reaffirm all other terms and conditions of the Agreement.

BROWN AND CALDWELL, INC.

CITY OF BROOKINGS

By: Terry C. Gould

By: _____

Name: Terry C. Gould

Name: _____

Title: Senior Vice President

Title: _____

Date: 4/16/98

Date: _____

**Amendment 2 Detailed Summary
Brookings WWTP Improvements**

ADDITIONS
Trickling Filter Odor Control
Snail Removal
New Operations Building

SAVINGS
WSS Thickening Odor Control
Maintenance Shop Renovation
Control Building Expansion

Description		Hours			Hours		
		Prof	Tech	Admin	Prof	Tech	Admin
EVALUATION							
	Trickling Filter Odor Control	24	8	4	---	---	---
DETAILED DESIGN							
Process Diagrams							
P202	Trickling Filter Odor Control	24	24	0	---	---	---
P213	Snail Removal	24	24	0	---	---	---
P802	WSS Thickener Odor Control	---	---	---	12	12	0
		48	48	0	12	12	0
Architectural							
A401	Maintenance Shop Demolition Plan	---	---	---	32	32	0
A402	Maintenance Shop Plan and Sections	---	---	---	32	32	0
A403	Maintenance Shop Details	---	---	---	32	32	0
A601	Control Building Expansion Exterior Elevations	---	---	---	40	40	---
A602	Control Building Expansion Sections and Details	---	---	---	40	40	---
A611	Operations Building Exterior Elevations	40	40	0	---	---	---
A612	Operations Building Floor Plan	40	40	0	---	---	---
A613	Operations Building Reflected Ceiling Plan	40	40	0	---	---	---
A614	Operations Building Wall Sections and Details	32	32	0	---	---	---
A615	Operations Building Interior Elevations - 1	32	32	0	---	---	---
A616	Operations Building Interior Elevations - 2	32	32	0	---	---	---
A617	Operations Building Interior Elevations - 3	32	32	0	---	---	---
A618	Operations Building Interior Details	32	32	0	---	---	---
		280	280	0	176	176	0
Structural							
S201	Trickling Filter - Precast Panel Reinforcement	28	28	4	---	---	---
S202	Trickling Filter - Geodesic Dome Connection Details	28	28	4	---	---	---
S203	Odor Control - Plan	32	32	0	---	---	---
S204	Odor Control - Section and Details	28	28	0	---	---	---
S205	Odor Control - Details	28	28	0	---	---	---
S214	Snail Removal - Plan	32	32	0	---	---	---
S215	Snail Removal - Sections and Details	28	28	0	---	---	---
S602	Control Building Expansion Plan	---	---	---	32	32	0
S603	Control Building Expansion Sections and Details	---	---	---	32	32	0

**Amendment 2 Detailed Summary
Brookings WWTP Improvements**

Description		Hours			Hours		
		Prof	Tech	Admin	Prof	Tech	Admin
S611	Operations Building Foundation Plan	32	32	0	---	---	---
S612	Operations Building Roof Plan	32	32	0	---	---	---
S613	Operations Building Wall Sections	28	28	0	---	---	---
S614	Operations Building Sections and Details	28	28	0	---	---	---
S615	Operations Building Details	28	28	0	---	---	---
		352	352	8	64	64	0
Mechanical							
M203	Odor Control - Foul Air Piping Plan	32	32	4	---	---	---
M204	Odor Control - Foul Air Piping Sections and Details	32	32	0	---	---	---
M205	Odor Control - Foul Air Fan	24	24	4	---	---	---
M206	Odor Control - Air Scrubber, Plan	32	32	4	---	---	---
M207	Odor Control - Air Scrubber, Sections	32	32	0	---	---	---
M208	Odor Control - Air Scrubber, Details	32	32	0	---	---	---
M215	Snail Removal - Plan	32	32	4	---	---	---
M216	Snail Removal - Sections	32	32	0	---	---	---
M601	Control Building Expansion Plan	---	---	---	40	40	0
M602	Control Building Expansion Sections and Details	---	---	---	40	40	0
M611	Operations Building Plumbing Plan and Sections	40	40	0	---	---	---
M612	Operations Building Plumbing Mechanical Room Plan and Sections	40	40	0	---	---	---
M613	Operations Building Plumbing Heating Water Schematic	32	32	0	---	---	---
M614	Operations Building Plumbing Chilled Water Schematic	32	32	0	---	---	---
M804	WSS Thickener Odor Control - Plan	---	---	---	32	32	4
M805	WSS Thickener Odor Control - Sections and Details	---	---	---	32	32	0
		392	392	16	144	144	4
Electrical							
E205	Odor Control - Power and Control	16	8	0	---	---	---
E206	Odor Control - Lighting	16	8	0	---	---	---
E208	Snail Removal - Power and Control	16	8	0	---	---	---
E209	Snail Removal - Lighting	16	8	0	---	---	---
E601	Control Building Expansion - Power Plan	---	---	---	16	8	0
E602	Control Building Expansion - Lighting Plan	---	---	---	16	8	0
E603	Control Building Expansion - One Line Diagram	---	---	---	16	8	0
E601	Control Building Control Room Demolition	16	8	0	---	---	---
E602	Control Building Control Power and Lighting	16	8	0	---	---	---
E611	Operations Building - Power Plan	16	8	0	---	---	---
E612	Operations Building - Lighting Plan	16	8	0	---	---	---
E613	Operations Building - One Line Diagram	16	8	0	---	---	---
E614	Operations Building - MCC Elevation	16	8	0	---	---	---
		160	80	0	48	24	0
Detailed Design Subtotal		1232	1152	24	444	420	4

**Amendment 2 Detailed Summary
Brookings WWTP Improvements**

Description	Hours			Hours		
	Prof	Tech	Admin	Prof	Tech	Admin
CONSTRUCTION SERVICES						
Office Engineering						
Trickling Filter Odor Control	12	0	1	---	---	---
Snail Removal	6	0	1	---	---	---
WSS Thickening Odor Control	---	---	---	4	0	1
Maintenance Shop Renovation	---	---	---	4	0	1
O&M Manual						
Trickling Filter Odor Control	4	4	2	---	---	---
Snail Removal	2	2	2	---	---	---
WSS Thickening Odor Control	---	---	---	2	2	2
Maintenance Shop Renovation	---	---	---	0	0	0
Startup/Performance Certification						
Odor Control	4	0	0	---	---	---
Snail Removal	2	0	0	---	---	---
WSS Thickening Odor Control	---	---	---	2	0	0
Maintenance Shop Renovation	---	---	---	0	0	0
Construction Services Subtotal	30	6	6	12	2	4
HOURS SUMMARY						
Task 8 Treatment Plant Design	1256	1160	28	444	420	4
Task 10 Office Engineering	18	0	2	8	0	2
Task 12 O&M Manual	6	6	4	2	2	2
Task 13 Startup and Training	6	0	0	2	0	0
Total Hours	1286	1166	34	456	422	8
Other Direct Costs						
Task 8 Treatment Plant Design	21,508	29,698	390	7,603	10,753	55
Task 10 Office Engineering	308	0	28	137	0	28
Task 12 O&M Manual	103	154	56	34	51	28
Task 13 Startup and Training	103	0	0	34	0	0
	22,022	29,852	473	7,809	10,804	110

**Estimated Engineering Effort
Task Summary
City of Brookings I/I Project**

Task No.	Description	Estimated Hours			
		Prof	Tech	Admin	
1	I/I Study				
1. 1	Incorporate DEQ comments	16	8	8	
2	Project Management				
2. 1	Work Plan	6	0	2	
2. 2	Status Reporting	2	0	2	
2. 3	Progress Meeting	16	0	0	
2. 4	Meetings with DEQ	0	0	0	
2. 5	QA/QC	12	4	0	
3	Detailed Design				
3. 1	Drawings	134	176	0	
3. 2	Specs	34	0	24	
3. 3	Modelling	90	0	4	
3. 4	Cost Estimate	12	0	0	
3. 5	Design Review	16	0	4	
3. 6	Final Documents	4	4	4	
4	Bid Period Services				
4. 1	Advertisement	4	0	4	
4. 2	Addenda	24	8	8	
4. 3	Bidders List	2	0	4	
4. 4	Bidder Questions	16	0	0	
4. 5	Prebid Conference	16	0	0	
4. 6	Bid Opening	8	0	0	
4. 7	Bid Tabulation	8	0	0	
4. 8	Send Bids to Funding	4	0	4	
4. 9	Present to City Council	8	4	2	
4. 10	Prepare NOA and NTP	8	0	4	
4. 11	Preconstruction Conference	16	0	4	
5	Engineering Services During Construction				
5. 1	Submittal Review	24	0	4	
5. 2	Job site meetings	4	0	0	
5. 3	Inspection	16	0	0	
5. 4	RFIs	16	0	4	
5. 5	Record Drawings	8	16	0	
5. 6	Plan of Operations	8	0	8	
	Hours Total	532	220	94	
	Labor Cost Subtotal	\$53,200	\$16,500	\$4,700	\$74,400
Other Direct Costs					
	Computer				\$6,000
	Travel				\$350
	Communications				\$100
	Reproduction				\$800
				I/I Fee	\$81,650

**Detailed Engineering Effort Summary
City of Brookings I/I Project**

Project Area	Estimated Hours		
	Prof	Tech	Admin
Drawing List			
Inflow Reduction			
Cover sheet/drawings index	2	4	0
Location map	4	8	0
Standard Symbols	2	4	0
Standard Abbreviations	2	4	0
Catch Basin Details	8	16	0
Piping Details - 1	8	16	0
Piping Details - 2	8	16	0
Arnold Lane Project			
Cover sheet/drawing index	2	4	0
Location map	2	4	0
Standard Symbols	0	2	0
Standard Abbreviations	0	2	0
Pipe Plan and Profile - 1	24	24	0
Pipe Plan and Profile - 2	24	24	0
Pipe Plan and Profile - 3	24	24	0
Details - 1	16	16	0
Details - 2	8	8	0
Subtotal	134	176	0
Specifications			
Front End	8	0	4
Div 1	6	0	4
Div 2	8	0	4
Div 3	4	0	4
Div 4	0	0	0
Div 5	0	0	0
Div 6	0	0	0
Div 7	0	0	0
Div 8	0	0	0
Div 9	4	0	4
Div 10	4	0	4
Div 11 - 17	0	0	0
Subtotal	34	0	24
Hydraulic Modelling	90	0	4
Cost Estimate	12	0	0
Review Meeting	16	0	4
Final Documents	4	4	4
QA/QC	12	4	0

**Estimated Engineering Effort
Task Summary
City of Brookings I/I Project**

Task No.	Description	Estimated Hours			
		Prof	Tech	Admin	
1	I/I Study				
1. 1	Incorporate DEQ comments	16	8	8	
2	Project Management				
2. 1	Work Plan	6	0	2	
2. 2	Status Reporting	2	0	2	
2. 3	Progress Meeting	16	0	0	
2. 4	Meetings with DEQ	0	0	0	
2. 5	QA/QC	12	4	0	
3	Detailed Design				
3. 1	Drawings	134	176	0	
3. 2	Specs	34	0	24	
3. 3	Modelling	90	0	4	
3. 4	Cost Estimate	12	0	0	
3. 5	Design Review	16	0	4	
3. 6	Final Documents	4	4	4	
4	Bid Period Services				
4. 1	Advertisement	4	0	4	
4. 2	Addenda	24	8	8	
4. 3	Bidders List	2	0	4	
4. 4	Bidder Questions	16	0	0	
4. 5	Prebid Conference	16	0	0	
4. 6	Bid Opening	8	0	0	
4. 7	Bid Tabulation	8	0	0	
4. 8	Send Bids to Funding	4	0	4	
4. 9	Present to City Council	8	4	2	
4. 10	Prepare NOA and NTP	8	0	4	
4. 11	Preconstruction Conference	16	0	4	
5	Engineering Services During Construction				
5. 1	Submittal Review	24	0	4	
5. 2	Job site meetings	4	0	0	
5. 3	Inspection	16	0	0	
5. 4	RFIs	16	0	4	
5. 5	Record Drawings	8	16	0	
5. 6	Plan of Operations	8	0	8	
Hours Total		532	220	94	
Labor Cost Subtotal		\$53,200	\$16,500	\$4,700	\$74,400

Other Direct Costs

Computer	\$6,000
Travel	\$350
Communications	\$100
Reproduction	\$800

I/I Fee \$81,650

**Detailed Engineering Effort Summary
City of Brookings I/I Project**

Project Area	Estimated Hours		
	Prof	Tech	Admin
Drawing List			
Inflow Reduction			
Cover sheet/drawings index	2	4	0
Location map	4	8	0
Standard Symbols	2	4	0
Standard Abbreviations	2	4	0
Catch Basin Details	8	16	0
Piping Details - 1	8	16	0
Piping Details - 2	8	16	0
Arnold Lane Project			
Cover sheet/drawing index	2	4	0
Location map	2	4	0
Standard Symbols	0	2	0
Standard Abbreviations	0	2	0
Pipe Plan and Profile - 1	24	24	0
Pipe Plan and Profile - 2	24	24	0
Pipe Plan and Profile - 3	24	24	0
Details - 1	16	16	0
Details - 2	8	8	0
Subtotal	134	176	0
Specifications			
Front End	8	0	4
Div 1	6	0	4
Div 2	8	0	4
Div 3	4	0	4
Div 4	0	0	0
Div 5	0	0	0
Div 6	0	0	0
Div 7	0	0	0
Div 8	0	0	0
Div 9	4	0	4
Div 10	4	0	4
Div 11 - 17	0	0	0
Subtotal	34	0	24
Hydraulic Modelling	90	0	4
Cost Estimate	12	0	0
Review Meeting	16	0	4
Final Documents	4	4	4
QA/QC	12	4	0

Memorandum

TO: Mayor, City Council

FROM: Leo Lightle, Community Development Director *LL*

THROUGH: Tom Weldon, City Manager *tm*

DATE: April 13, 1998



Issue: Application for the 1999 Special City Allotment Program Grant: Continuation of Oak Street Project

Synopsis: The City of Brookings meets the criteria for the Oregon Department of Transportation's Special City Allotment Program and continuation of the Oak Street Project meets their criteria for a street improvement project. The first portion of the Oak Street Project was selected for a Special City's grant in 1997. The 1997 monies were used to overlay approximately 150 feet of Oak Street between Chetco Avenue and Spruce Street, replace the storm drain, install sidewalk on the west side and curbs on the east side of the street.

To apply for the grant for 1999 the Council needs to pass a resolution and forward it, as well as the Special City's Allotment application, to the Oregon Department of Transportation so it is received by them before July 1, 1998.

Recommendation: City Council select the continuation of the Oak Street Project for the Special City Allotment Grant for \$25,000 and authorize the Mayor and City Manager to sign the necessary documents for the application.

Rationale: Continuation of the Oak Street Project seems the best project for the Special City Allotment Grant in as much as it meets the state requirements for this grant. Continuing this project will complete work started with the 1997 Special City Allotment Grant. These projects address deterioration of the street driving surface, a collapsing storm water piping system and installation of sidewalk in a congested area where there is substantial pedestrian traffic.

Background: The State of Oregon makes funds available for street projects to cities of less than 5,000 population based on the latest federal census. These funds are for streets that are inadequate for capacity or the condition of the street. Due to limited funds the practice has been to allot no more than one project per year per city. Funds are available up to \$25,000 with the City paying all amounts in excess of \$25,000.

The Oak Street Project or portions of the project are listed in the City of Brookings Capital Improvements/Expenditure Plan 1996-2001 (CIP/EP) with funding possible from both System Development Charges and System Replacement Charges.

The recommended continuation project is estimated to cost \$40,000 with the city paying the \$15,000 over the state's \$25,000 share.

SPECIAL CITY ALLOTMENT (SCA) APPLICATION

CITY OF Brookings

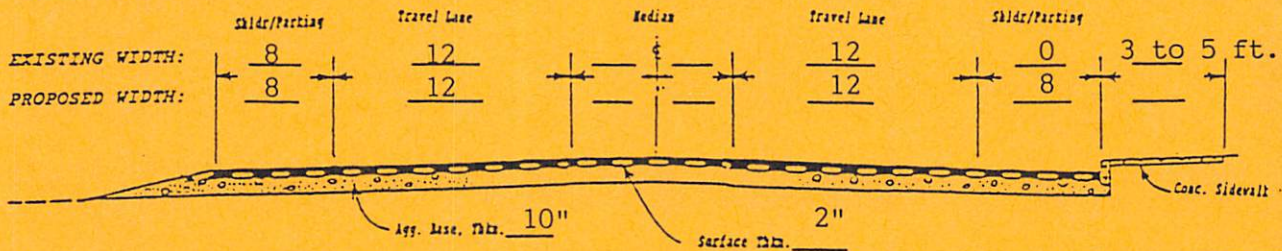
DATE April 13, 1998

Street Name Oak Street From 150' south of Highway 101 To Railroad Street
 (Attach map showing project limits)

PROJECT DETAILS:

Project _____ Est. Project _____ Ave Daily _____ Ave Daily _____
 Length: 150' Cost \$ 40,000 Traffic 3,600 Truck Traffic see #1

PROPOSED TYPICAL X-SECTION



PAVEMENT:

Surface Type _____
 Existing: Asphaltic Cement
 Proposed: Asphaltic Cement
 Proposed Thkn: 2"

STORM SEWER:

Existing (Y/N): Need to be replaced
 Proposed (Y/N): _____
 Pipe Dia : 12"
 Pipe Length: 200'
 Adjustments _____
 Inlets # : 2 each
 Manholes # : _____
 Pipes # : _____

RIGHT-OF-WAY

Existing Width: 24'
 Existing Right-of-way _____
 Adequate(Y/N): 60'
 Proposed Width: 40'

SIDEWALKS:

Existing (Y/N): _____
 Proposed(Y/N) Lt Side 150' Rt Side 150'
 Proposed Length: 300'
 Proposed Width : 3' - 5'

CURBS:

Existing (Y/N) : _____
 Proposed(Y/N) Lt Side X Rt Side X
 Length : 300'
 Type : Concrete

BRIDGE:

Name: _____
 Br #: _____
 Length: _____
 Width : _____
 Type of Structure: _____
 Sufficiency Rating No. _____
 Name of Stream: _____

Remarks: #1 No accurate truck count, but Oak Street is the western access street
between Chetco Avenue (Highway 101) and Railroad Avenue which is a
major truck route for the City of Brookings

BY: _____ Date _____
 Mayor
 BY: _____ Date _____
 City Recorder
 BY: _____ Date _____
 City Administrator

Attach addition sheets for each street



Oregon

John A. Kitzhaber, M.D., Governor

Department of Transportation

Region 3

3500 NW Stewart Parkway

Roseburg, OR 97470

(541) 957-3500

FAX (541) 957-3547

April 7, 1998

FILE CODE:

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

SUBJECT: 1999 SPECIAL CITY ALLOTMENT PROGRAM
REMINDER – JUNE 30, 1998 DEADLINE

Dear Tom:

Enclosed are forms to apply for a \$25,000 allotment from the 1999 Special City Allotment (SCA) Program. Please file this application as soon as possible. The number of projects is partially based on the number of applications received. Applications for projects must be on file in this office prior to July 1, 1998.

To be eligible, the City must have completed all *previous* SCA projects by September 1, 1998. A project is considered complete when a Final Inspection Report by me so indicates. This report must be done by September 1 to complete the selection process.

The SCA Program was established in 1947 by the State Legislature under ORS 366.805. The guidelines and a working agreement on this program have been developed in cooperation with the League of Oregon Cities (copy enclosed). The purpose of the program is to assist cities in repairing or reconstructing city streets which are inadequate for the capacity they serve or are in a condition detrimental to safety. The sum of \$1,000,000 is available for the 1999 program with a maximum of \$25,000 for each selected city.

After receiving the applications, an on-site investigation will be done to evaluate your proposed project. The evaluation is based on the criteria of traffic volume, surface wear, 5-year population growth, and years since last project.

Following are points to consider in selecting your project for application:

1. The street must be under ownership, jurisdiction, and control of the City.
2. Pick a street in very poor condition that carries a high volume of traffic, such as:
 - A street serving an agricultural, commercial, or industrial facility, a school complex, a tourist attraction, or some feature of local importance, and exhibits wear from heavy and/or unusual traffic.

- A street serving a growth area such as a new subdivision or commercial development.
- A main thoroughfare with an increasing volume of traffic.

Poor candidates would be streets with deterioration caused by the installation of underground utilities, dead end streets or those in quiet neighborhoods.

When completing the application, be sure that all questions which apply are answered and that both the application and accompanying resolution have original signatures.

If you need additional forms, or have questions regarding the program, please contact me (Ken Norton), Region 3 Federal Aid Specialist, 3500 NW Stewart Parkway, Roseburg, OR 97470, phone: 541-957-3510.

Cordially,



Ken Norton
Region 3 Federal Aid Specialist

kn:sam

Enclosures: Special City Allotment Application
Special City Allotment Resolution
City Map
League of Oregon Cities Working Agreement

**CITY OF BROOKINGS
COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
April 13, 1998
7:00 pm**

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

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

Council Absent: Councilor Keith Pepper

Staff Present: City Manager Tom Weldon, City Attorney John Trew, Community Development Director Leo Lightle, Police Chief (Acting) Wayne Sheffel, Police Sergeant Mike Cooper, Secretary Denise Bottoms

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

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Introduction of Gess Gowman

B. Introduction of Jess Oliver

Mayor Brendlinger introduced Gess Gowman, Accounting Clerk and Jess Oliver, Police Officer as new city employees and welcomed them both.

V. PUBLIC HEARINGS

None

VI. SCHEDULED PUBLIC APPEARANCES

None

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison Reports

1. Parks and Recreation Commission - None
2. Planning Commission - None
3. Chamber of Commerce - None

4. Council Liaisons

Councilor Curry attended a CPACT meeting on Thursday in Coos Bay and registered his dissatisfaction with ODOT regarding the ultimatum given to the School superintendent and SWOCC requiring an overpass or underpass. There will be a CPACT meeting on Thursday, June 18 and Friday, June 19, 1998 CPACT will hold a meeting with ODOT commissioners in Lincoln City and individuals will be able to address the panel.

Mayor Brendlinger attended a transportation planning meeting, the Elks grand opening for the RV Park and a Cal-Trans meeting in Crescent City regarding Highway 199. The Mayor gave a brief report on the meeting LOC held with ODOT. There was further discussion regarding the ODOT decision on Highway 101 and the Harris Beach Wayside site.

B. Unscheduled

VIII.

STAFF REPORTS

A. City Manager

1. AIRS System Computer Equipment - authorization to call for bids

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to authorize staff to call for bids for AIRS System Computer Equipment.

2. "Advisory Vote" for Student Ex-officio Board members

Councilor Curry moved, Councilor Hagbom seconded and the Council voted unanimously to authorize our three student Ex-officio board members to have an "advisory vote" on issues that come before their respective boards.

3. Measure 53 update - Bob Hagbom

Councilor Hagbom reported that the Oregon State PTA Board has requested support on Measure 53 and asked the city to submit a resolution endorsing Measure 53.

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to endorse Measure 53 by submitting a Resolution of support.

B. Community Development

1. Swimming Pool bathroom remodel - authorization to call for bids

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to authorize the preparation of plans and specifications and calling for bids on the swimming pool bathroom remodel.

2. Bid award - Public Works pickup truck

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to award the pickup bid to Butler Ford for the Public Works pickup in the amount of \$16,860.

3. Fir Street /Old County Road Storm Drain Project - authorization to call for bids

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to authorize preparation of plans and specifications and calling for bids on the Fir Street, Old County Road Storm Drain Project.

IX. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 1. Minutes of March 23, 1998 Regular Council Meeting
- B. Acceptance of Commission/Committee Minutes
 1. Minutes of March 31, 1998 Regular Systems Development Charge Review Board
- C. Approval of Vouchers (\$226,478.86)

(end Consent Calendar)

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

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

None

XI. REMARKS FROM MAYOR AND COUNCILORS

- A. Mayor - None
- B. Council - None

XII.

ADJOURNMENT

Councilor Curry moved, Councilor Hagbom seconded and the Council voted unanimously to adjourn at 8:06 pm.

ATTEST:

Nancy Brendlinger
Mayor

Beverly Adams
Finance Director/Recorder

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
March 3, 1998**

The regular meeting of the Brookings Planning Commission was called to order by Chair Judi Krebs 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.

Judi Krebs
Marv Lindsey

Earl Breuer
Rick Dentino

Ted Freeman
George Ciapusci

John Bischoff, Planning Director
Linda Barker, Secretary

Ex Officio Commissioner Ball was not in attendance.

CHAIRPERSON ANNOUNCEMENTS

Keith Pepper was selected for City Council Position No. 1 and will no longer be a member of the Planning Commission. As Vice-Chair, Commissioner Krebs assumed the Chair position. Elections for Vice-Chair will be held at the conclusion of this meeting.

MINUTES

1. By a 6-0 vote (motion: Commissioner Dentino, second: Commissioner Freeman) the Planning Commission approved the minutes of the January 6, 1998, meeting as written.
2. By a 5-0 vote (motion: Commissioner Breuer, second: Commissioner Freeman; abstaining, Commissioner Ciapusci) the Planning Commission approved the minutes of the February 3, 1998, meeting as written.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

None

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

1. The Planning Commission considered a written request from the Brookings Harbor Youth Association to waive additional parking at a proposed youth center to be located in the basement area of Azalea Lanes. Section 92.040.H of the Land Development Code states that uses not specifically listed in the parking requirements shall furnish parking as required by the Planning Commission. By a 6-0 vote (motion: Commissioner Freeman, second: Commissioner Breuer) the Planning Commission approved waiving additional parking requirements with the stipulation that the Planning Director send a letter to the owner of Azalea Lanes relating to parking arrangements. Any complaints generated by additional parking at the location will be addressed to the owner of the building, not the Youth Association.

Speaking to the Commission on this request was Lorraine Kuhn, PO Box 885, Brookings OR.

2. By a 6-0 vote (motion: Commissioner Breuer, second Commissioner Freeman) the Planning Commission approved (File No. SUB-1-96/FIN) a request for final map approval for Phases 2 and

3 of the Meadow Woods Subdivision; located in the southwest corner of Old County Road and the city limits; zoned R-1-6 (Single-family Residential, 6,000 sq. ft. minimum lot size); Allen Olander, applicant; Jim Capp, representative. The subdivision was approved April 2, 1996. The motion included renaming the section of road flowing through the subdivision to Weaver Lane North to clarify address positions for emergency personnel. The map will not be signed until bond papers for improvements are received by the city.

Speaking to the Commission on this request was Jim Capp, PO Box 2937, Harbor OR.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 6-0 vote (motion: Commissioner Breuer; second: Commissioner Ciapusci) the Planning Commission approved (File No. VAR-1-98) a request for a variance for a 10-foot front yard setback to permit the construction of a single-family dwelling; located on the west side of East Ocean Drive approximately 140 feet from its terminus; zoned R-1-6 (Single-family Residential, 6,000 sq. ft. minimum lot size); Robert Blacchiere, applicant; Jim Scott, representative.

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

Speaking to the Commission on this request was Jim Scott, 11739 Deer Park Drive, Brookings OR.

The applicant waived his right to seven (7) additional days in which to submit written argument.

2. By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Ciapusci) the Planning Commission approved the Final ORDER and Findings of Fact for File No. VAR-1-98.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

By a 6-0 vote (motion Commissioner Ciapusci, second: Commissioner Lindsey) the Planning Commission will send a favorable recommendation to Curry County in the matter of CR-AD-9803, a request for a variance to allow a street side yard setback of 3 feet for existing mobile homes on lots along Olsen Lane; located in the southeast corner of Benham Lane and Olsen Lane; zoned County R-2 (Residential 2); Robert and Nona Smith, applicants, Rosemary Draskovich, representative.

Before the presentation for CR-AD-9803 was made by Planning Staff, Commissioners Lindsey, Freeman and Krebs declared they had made a site visit. No one in the audience challenged any Commissioners for bias or conflict of interest.

Speaking to the Commission on this request was Eldon Gossett, PO Box 610, Harbor OR.

UNSCHEDULED PUBLIC APPEARANCES

None

REPORT OF THE CITIZENS ADVISORY COMMITTEE

Director Bischoff reported that the Hillside Ordinance Committee will be meeting March 5, 1998, and will probably be able to make their recommendations after two more meetings.

MESSAGES AND PAPERS FROM THE CITY MANAGER

None

MESSAGES AND PAPERS FROM THE MAYOR

None

REPORT OF THE PLANNING DIRECTOR

Director Bischoff reported the decision on the Urban Growth Boundary Remand Appeal had been handed down with a favorable decision for LCDC. 1000 Friends of Oregon has 35 days from the date of the decision (February 11, 1998) to appeal to the State Supreme Court. Mayor Brendlinger added that the Appeals Court awarded attorney fees to LCDC and the respondents.

Following up on items from the February meeting, Director Bischoff reported he had contacted Dr. Chickenell about landscaping required by his conditional use permit. As soon as weather permits Dr. Chickenell will proceed with this work. Ron's Oil had not been contacted about his required landscaping and this will be done. The "not a through street" signs for Pine Street Cul-de-sac will be placed by Public Works as their schedule permits.

PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS

As there are no agenda items for the joint Planning Commission/City Council meeting scheduled for March 9, 1998, the meeting was postponed until further notice.

The following Commissioners are members of sub-committees:

- Commissioners Lindsey and Freeman- Deferred Improvement Agreements, no meeting scheduled
- Commissioner Dentino - Transportation System Plan, next meeting March 24, 1998
- Chair Krebs - Residential Care Facility, no meeting scheduled
- Former Commissioner Pepper will remain on the Hillside Ordinance Committee in a facilitator position, next meeting March 5, 1998.

Chair Krebs reported on the Governor's Conference on Aging which she attended.

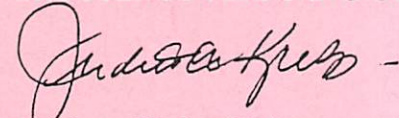
Commissioner Freeman was elected Vice-Chair for the remainder of 1998.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 8:38 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION



Judith A. Krebs, Chair

PARKS AND RECREATION COMMISSION MEETING

MINUTES, March 26, 1998

ROLL CALL:

Present Mickelson, Higginson, Abbott, Canfield. Excused: Lent, Prevanus. City Manager, Tom Weldon present. Minutes of February 26, approved as amended.

Brookings-Harbor Youth Association was represented by Heather Weckler reported that the library board had turned down the request of the association to use their adjacent property for a skateboard park. Expressed desires of the association to continue searching for space to build the Skateboard Park along with a BMX track.

AZALEA PARK

The Viet Nam Veterans Association made a presentation for a memorial to be erected in the park. Several locations were reviewed for consideration, including a site that was included in the original Azalea Park plan. The commission will meet with representatives of the association at 4:00 pm on April 6 to review sites suitable for the monument. Elmo Williams will be invited to attend.

CHETCO POINT

The final draft of the park plan was distributed to the commission and was approved. The plan will be presented to the city council on April 13.

SYSTEM DEVELOPMENT FUNDS

The shift of funds from Tanbark point to Chetco Point was approved by the commission and will be presented to the SDC committee on March 31 and the planning commission on April 7.

LIAISON REPORTS

Don Higginson reported on a meeting with the association. The foundation is still in the process of writing grant requests. Some items that are being discussed for the park has not been brought before the commission for approval such as lights, a greenhouse and cement benches.

motion to adjourn: passed

RESOLUTION NO. 98-R-633

SPECIAL CITY ALLOTMENT FOR 1999

Under the provisions of ORS 366.800 and 366.805, there has been withdrawn from state highway funds appropriated for allocation to the several cities of the State of Oregon the sum of Five Hundred Thousand and no/100 (\$500,000.00) Dollars and in addition there has been withdrawn from monies available to the Department of Transportation from the State Highway Fund the sum of Five Hundred Thousand and no/100 (\$500,000.00) Dollars. As provided in ORS 366.805, said sums have been set up in a separate account to be administered by the Oregon Transportation Commission and to be allotted each year by said commission to be spent, within cities of 5,000 or fewer persons, upon streets not a part of the state highway system that are inadequate for the capacity they serve, or are in a condition detrimental to safety.

The City of Brookings is an incorporated city of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census. The following street(s) of said city, Oak Street from Spruce Drive to Railroad Avenue meet the conditions required in ORS 366.805.

NOW, THEREFORE, the members of the City Council, in regular or special session assembled, do hereby find, declare, and resolve:

1. That the aforementioned named streets of said City are inadequate for the capacity they serve or are in a condition detrimental to safety.
2. That said streets of said City are in need of repair, reconstruction, or other major improvement.
3. That said streets are not a part of the state highway system, and are under the jurisdiction and control of the City.
4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair or

other improvements out of funds allocated and made available by and through the said \$1,000,000 appropriation of revenue which is administered and spent by the Transportation Commission.

5. That the City of Brookings does hereby offer to Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that said City may share and participate in the use and benefit of said special fund and appropriation; and therefore does designate Leo Lightle as the official representative of the City in all negotiations resulting from this request.

Passed and approved this 27th day of April, 1998.

There is attached hereto and made a part hereof, a city map on which is indicated the street, streets, road, or roads, described in this resolution.

I hereby certify that the foregoing resolution was passed and approved by the City Council of the City of Brookings at a regular or special meeting of the said Council, held on the 27th day of April, 1998, and the above copy is a true and correct copy of the original and of the whole thereof.

Dated this 27th day of April, 1998.

Nancy Brendlinger
Mayor

ATTEST:

Beverly Adams
Finance Director/Recorder