

AGENDA
CITY OF BROOKINGS
COMMON COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
898 ELK DRIVE
BROOKINGS, OREGON
MARCH 6, 1997 - 7:30 P.M.



ST. PATRICK'S DAY
MARCH 17, 1997

agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
March 6, 1997
7:30 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
 - A. Certificate of Appreciation for Accounting Assistant
Nancy Corrigan - 10 Years (Pink)
- V. PUBLIC HEARINGS
- VI. SCHEDULED PUBLIC APPEARANCES
 - A. George Ciapusci (Blue)
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
- VIII. STAFF REPORTS
 - A. Community Development
 - 1. Bids for Public Works Pickup (Orange)
 - 2. Special Cities Allotment-Oak Street Project (Cream)
 - B. City Manager
 - 1. CTR notice of Consumer Price Index increase in rate
(Purple)
 - C. Finance Director/Recorder
 - 1. Resolution No. 97-614—A resolution authorizing City
Finance Director/Recorder to establish a U.S. Bank Money
Market account for the holding and disbursing of funds for

the City of Brookings Police Department Narcotics Investigator for use in the performance of his duties (Yellow)

IX. CONSENT CALENDAR

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Ordinances
- B. Resolutions

XI. COMMITTEE & LIAISON REPORTS

- A. Council Liaisons
- B. Planning Commission
- C. Parks and Recreation Commission
- D. Chamber of Commerce

XII. REMARKS FROM MAYOR AND COUNCILORS

- A. Mayor
- B. Council

XIII. EXECUTIVE SESSION—ORS 192.660 (1) (h)

(to consult with counsel concerning litigation likely to be filed)

XIV. ADJOURNMENT

MARCH 1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
	9:00am CC-V.I.P.S. 7:00pm FH-Dept drill night	8:30am Staff Meeting-Tom's ofc 12:00pm Rotary-Sandy's 1:00pm Rotary Board of Dir-Sandy's 1:15pm CC-PW pickup bid opening Overflow...	8:00am CC-Muni Court 9:00am Special Olympics-PD 12:00pm CC-Community mtg 7:00pm FH-BPD Reserves	8:15am FH-CDD Staff meeting 9:00am CC-Crime Stoppers 10:00am Site Plan-Tom's ofc 7:30pm CC-Council Mtg		8
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9:00am CC-V.I.P.S.	12:00pm Leo Salem-One Stop Grant 7:00pm FH-Dept drill night	8:00am ELECTION DAY 8:00am Leo, Mayor Brendling, in Salem 8:00am Tom Weldon in salem 8:30am Staff Meeting-Tom's ofc Overflow...	8:00am CC-Muni Court 7:00pm Tri Cities Council-Gold Beach Chambers 7:00pm CC-APF Mtg	8:15am Finance Staff Mtg 8:15am CC-CDD Staff Meeting 10:00am CC-Target (Barb P) 10:00am Site Plan-Tom's ofc Overflow...		15
9	10	11	12	13	14	
	7:00pm FH-Dept drill night 7:30pm School Board-Azalea Library	8:30am Staff Meeting-Tom's ofc 12:00pm Rotary-Sandy's 1:15pm CC-Open bids, Public Works Pickup 3:00pm CC-TGM Infill Comm Mtg	8:00am CC-Muni Court 9:00am FH-Bike Rodeo (Barb P) 7:00pm CC-Azalea Park Foundation	8:15am CC-CDD Staff Meeting 10:00am Site Plan-Tom's ofc 5:00pm CC-CFABB Mtg Overflow...		22
16	17	18	19	20	21	
	8:00am SPRING BREAK 7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:00am SPRING BREAK 8:30am Staff Meeting-Tom's ofc 12:00pm Rotary-Sandy's 7:00pm CVAT-Forest Svc Bldg	8:00am SPRING BREAK 8:00am CC-Muni Court 6:30pm CC-Citizen Academy 7:00pm Chamber Board of Directors-Conf Ctr	8:00am SPRING BREAK 8:15am CC-CDD Staff Meeting 10:00am Site Plan-Tom's ofc 7:00pm CC-Parks & Rec Commission	8:00am SPRING BREAK	
23	24	25	26	27	28	29
Palm Sunday	7:00pm FH-Dept drill night		FEBRUARY 1997		APRIL 1997	
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Easter	30	31				

MARCH 1997

APPOINTMENTS & SCHEDULED EVENTS

3/4/97	7:00pm	CC-Planning Commission Mtg
3/11/97	12:00pm	Rotary-Sandy's
3/13/97	12:00pm	Chamber Forum-Conf Ctr
3/13/97	5:00pm	Local Public Safety Coord Council-GB
3/20/97	7:00pm	CC-City Council/Budget Comm workshop

APRIL 1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		8:00am APRIL FOOL'S DAY 8:30am Staff Meeting-Tom's ofc 12:00pm Rotary-Sandy's 1:00pm Rotary Board of Dir-Sandy's Overflow... ¹	8:00am STUDENT GOVERNMENT DAY 8:00am CC-Muni Court 12:00pm CC-Community mtg 6:30pm CC-Citizen Academy ²	9:00am CC-Crime Stoppers 10:00am Site Plan-Tom's ofc ³	8:00am CC-Mtg with Brusch & Bauder attorney with Nina Canfield, Leo, Bill S. & Doug ⁴	
	7:00pm FH-Dept drill night	8:30am Staff Meeting-Tom's ofc 12:00pm Rotary-Sandy's ⁸	8:00am CC-Muni Court 7:00pm Tri Cities Council-Gold Beach Chambers 7:00pm CC-APF Mtg ⁹	8:15am Finance Staff Mtg 10:00am Site Plan-Tom's ofc 12:00pm Chamber Forum-Conf Ctr 5:00pm Local Public Safety Coord Council-GB ¹⁰		
Daylight Savings Begins ⁶						
	7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Meeting-Tom's ofc 12:00pm Rotary-Sandy's ¹⁵	8:00am CC-Muni Court 6:30pm FH-Citizen Academy 7:00pm CC-Council/Budget mtg ¹⁶	10:00am Site Plan-Tom's ofc ¹⁷		
	7:00pm FH-Dept drill night 7:30pm School Board-Azalea Library	8:30am Staff Meeting-Tom's ofc 12:00pm Rotary-Sandy's ²¹	8:00am CC-Muni Court 6:30pm FH-Citizen Academy 7:00pm CC-Council/Budget Committee workshop Overflow... ²²	10:00am Site Plan-Tom's ofc 7:00pm CC-Parks & Rec Commission ²⁴		
		Passover ²²	Secretaries Day ²³			
	7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Meeting-Tom's ofc 12:00pm Rotary-Sandy's 7:00pm CVAT-Forest Svc Bldg ²⁹	8:00am CC-Muni Court 6:30pm CC-Citizen Academy ³⁰			
			MARCH 1997		MAY 1997	
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APRIL 1997

APPOINTMENTS & SCHEDULED EVENTS

4/1/97	7:00pm CC-Planning Commission Mtg
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4/23/97	7:00pm Chamber Board of Directors-Conf Ctr
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Certificate of Appreciation

awarded to:

NANCY CORRIGAN

Employed March 2, 1987
and honored this 6th day of March, 1997 for
10 years of dedicated service to the
City of Brookings Finance Department.

Tom Weldon
City Manager

Nancy Brendlinger
Mayor

February 27, 1997

Tom Weldon, City Manager
City Of Brookings
898 Elk Drive
Brookings, OR 97415

Re: Sustainable Nature Based Tourism
Report From The Curry County Tourism Workshop In Belize

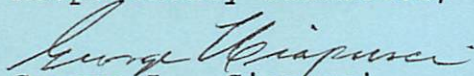
Dear Tom,

Earlier this year, a diverse group of eight Curry County residents under the partial sponsorship of the Curry County Tourism Project spent an intense two weeks in Belize learning the parameters of a sustainable nature tourism economy.

On March 18, 1997, at the Chetco Community Public Library, this group will report to the Curry County Commissioners and the people of Curry County. The evening will include an overview of the workshop agenda and the reasons behind its design. Each participant will share insights learned in Belize and make comparisons to opportunities or parallel situations in Curry County. This meeting will commence at 7:00 P.M.

This will be the first of three meetings on the Curry County Sustainable Nature Based Tourism Project sponsored by the Chetco Vision Action Team. The second meeting, scheduled for 7:00 P.M., April 10, 1997 at the Chetco Community Public Library, will be a report to the people of Curry County on The Canopy Project. The third meeting, also to be held at the library on a date yet to be determined, will provide information on the broader Sustainable Nature Based Tourism Project.

Respectfully submitted,



George L. Ciapusci
Committee Member, Limits of Acceptable Change - SNBTP

Memorandum

TO: Mayor, City Council
FROM: Leo Lightle, Community Development Director
THROUGH: Tom Weldon, City Manager
DATE: March 5, 1997



Issue: Awarding bid on public works pickup truck

Synopsis: The 1996-1997 budget includes \$17,100 for a pickup truck for the Public Works Division. The cost of the truck is divided evenly between the Streets, Water Distribution and Wastewater Collection Divisions. A Request for Bids was advertised in the Curry Coastal Pilot and bids were opened March 4, 1997.

Letters requesting bids were also sent to eight automotive dealers:

- Coast Auto Center-Brookings
- Siegrist Ford-Brookings
- Tower Ford-Coos Bay
- Crater Lake Motors-Medford
- Mock Ford-Grants Pass
- Bulter Ford-Ashland
- Airport Chevrolet-Medford
- Jim Sigel-Grants

Two bids were received:

- Coast Auto Center, Brookings submitted \$15,668.92.
- Crater Lake Motors, Medford submitted \$16,758.70.

In order to receive the bid price from Coast Auto Center the unit must be ordered by March 12, 1997.

The low bid of \$15,668.92 is \$195.69 higher than the amount paid in 1996 for the last pickup truck purchased by the City for the Public Works Department.

Registration and title documentation will be handled by the City.

Recommendation: That the City Council award the bid to Coast Auto Center, Brookings.

Memorandum

TO: Mayor, City Council

FROM: Leo Lightle, Community Development Director *LL*

THROUGH: Tom Weldon, City Manager *LL for TW*

DATE: March 3, 1997



Issue: Special Cities Allotment - Oak Street Project

Synopsis: Last year the City applied for a Special Cities Allotment Grant for the Oak Street project, and we need to complete the project before September, 1997 so we can apply for another \$25,000 grant.

Recommendation: The City Council authorize Marquess and Associates to prepare plans and specifications for the project and authorize City staff to call for bids for the project.

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

Background: The City is eligible to submit a Special Cities Allotment Grant to do street improvements to streets that meet a certain criteria. The City applied and received a grant to do this specific project. There are some design problems that the engineer will have to deal with, but we will be able to do future projects in this area with less design concerns.



Curry Transfer and Recycling

(503) 469-2425 • Fax (503) 469-1045



March 4, 1997

To: City of Brookings Council Members
Nancy Brenlinger, Mayor and Tom Weldon, City Manager

Re: Disposal Rates for 1997

Dear Council Members, Mayor, and City Manager:

As of January 1, 1997 the US CPI had a 3.3% increase during 1996. This is the rate adjustment authorized by our Solid Waste Disposal contract (Sec. 7) with the city. CTR, in our continuing efforts to stabilize rates has elected to ask for only 85% of the CPI increase. This represents only an .89% increase from July of 1994.

This rate adjustment will be effective April 1, 1997.

	<u>CURRENT RATE</u>	<u>NEW RATE</u>	<u>% INCREASE</u>
32 Gallon Container	\$15.29	\$15.68	2.54%

Attached is a report from the Bureau of Labor Statistics regarding CPI increase for 1996 and an updated Rate Schedule (Exhit "A") for the City of Brookings effective April 1, 1997.

If you have any question please contact me at 469-2425.

Sincerely,

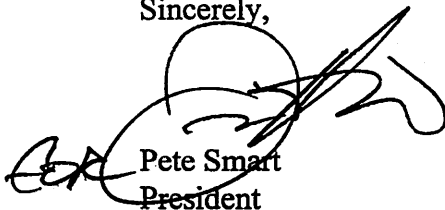

Pete Smart
President

Exhibit "A"
EFFECTIVE April 1, 1997
RATE SCHEDULE - CITY OF BROOKINGS

CANS/CARTS: SET OUT (CURB SIDE) SERVICE:

\$15.68	per month - one thirty (32) gallon can each week.
\$31.36	per month - one sixty (64) gallon cart each week.
\$47.04	per month - one ninety (96) gallon cart each week.
\$12.00	per month - one twenty (20) gallon When Available- Recycle Only.

Residential Compactor-In Excess Of 2 Bags-1.5 Times Can Rate.

CANS/CARTS: OTHER THAN SET OUT SERVICE:

\$0.91 per trip for each:Driveway, additional twenty five feet from truck access, long driveways- over 100 yards- for each additional 200 yards or portion . An additional charge for each gate, fence, hallway and/or stairs overweight limits of cans (32 gallon - 55 lbs), each unsecuring or securing of container.

COMMERCIAL/RENTAL SERVICES (Container/Carts/Cans)

32 Gallon Cart (Including Rentals Five and up.	\$17.88
Container Service - Per Loose Yard - Per Pick-Up.	\$19.17
Container Service - Per Loose Yard - Wood (Roll Off).	\$9.50
Container Service - Per Loose Yard - Metal (Roll Off).	\$9.50
Container Service - Gate Fee (Each Gate) - Extra.	\$5.09
Container Rental - One-Eight Yards - Per Month.	\$11.35
Customer Requested - Other Than Wkly-Each Trip Minimum.	\$14.39
Customer Requested - Customized Pick Up (Times)-Minimum.	\$14.39
Customer Service -Special events,Construction, Clean-up, etc. per trip	\$13.93
Customer Service -Special events,Construction, Clean-up, etc. per Yard	\$19.27
Container Service _ Roll Out Service - Extra.	10%
Container Service - Ramp Roll Out Service - Extra.	20%
Customer Requested After Hour, Saturday or Sunday - Extra.	50%
Mechanically Compacted Waste 2.75 Times Yard Or Can Rate.	

RECYCLING CREDITS (Commercial When Service Available):

Container Service - Newsprint (Properly Prepared) of Commercial Rate.	50%
Container Service - Waste Paper/Office Paper/Cans/Bottles/ Plasitcs/Glass (Properly Prepared) of Commercial Rate.	25%

OTHER RESIDENTIAL & COMMERCIAL CHARGES:

(1) Occasional Extra In Route Pickup - Each.	\$4.15
(2) Customer Requested Special Pickup-Minimum.	\$6.35
(3) Initial One Time Set Up Charge.	\$5.10
(4) Monitored Inactive Status - Each Time.	\$5.10
(5) Rental Property Owners Responsible For Sanitation Charges.	
(6) Extra Heavy Roofing/Demolition 2.75 Time Yd. Rate.	
(7) Waste In Excess Of 280 LBS Subject To The Approved Tonnage Rate.	
(8) Household Hazardous Waste. (As Approved)	

Memorandum



TO: Mayor, City Council
FROM: Bev Adams, Finance Director/Recorder *BA*
THRU: Tom Weldon, City Manager
DATE: March 4, 1997
RE: Establishment of bank account

Issue:

Establishment of a Money Market bank account to hold and disburse funds not to exceed \$50,000 for the Narcotic Investigator's use in the course of his duties.

Synopsis:

During the course of some investigative situations, the Narcotic Investigator has need for immediate funds with minimal people involvement, for the sake of the investigation and the safety of those involved. To meet this need, the Investigator and I consulted with the City auditor the procedure to provide the funds within the guidelines of State and local statutes. The auditor recommended setting up a separate account in accordance with ORS 294.035; and for the Council to authorize the Narcotic Investigator and one signatory from the City administration.

This Money Market account will be at the Brookings branch of U.S. Bank, along with the other accounts of the city, and will be reconciled and handled according to State and local law.

Recommendation

That Council authorize the establishment of a Money Market account not to exceed \$50,000 at any one time for the holding and disbursement of funds for the Brookings Narcotic Investigator's use in the performance of duty; and that in addition to the Investigator's signature on the account, the City Manager or Finance Director/Recorder must also sign to disburse funds.

RESOLUTION NO. 97-R-614

A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MONEY MARKET ACCOUNT FOR THE HOLDING AND DISBURSING OF FUNDS FOR THE CITY OF BROOKINGS NARCOTICS INVESTIGATOR'S USE IN THE PERFORMANCE OF DUTY.

WHEREAS, the Narcotics Investigator has need of immediate funds in the performance of duty for the City of Brookings, and,

WHEREAS, the City of Brookings may establish a Money Market account having obtained a written approval from the governing body according to ORS 294.035;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council hereby authorizes the City Finance Director/Recorder to establish a Money Market account for funds to be held and disbursed for the use of the Brookings Police Narcotics Investigator, and,

BE IT FURTHER RESOLVED that the funds to be held in this account shall not exceed \$50,000 at any one time; and, that in addition to the signature of the Narcotics Investigator, one signature is required from the City Manager or Finance Director/Recorder to disburse funds.

PASSED by the City Council of the City of Brookings and signed by the Mayor this _____ day of _____, 1997.

Nancy Brendlinger
Mayor

ATTEST:

Beverly S. Adams
Finance Director/Recorder

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of February, 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
4	Single Family Dwelling	\$2,384.00	\$1,549.00	\$119.20	\$7,671.00	\$661,004.82	10	\$1,588,853.82	1	\$110,824.00
0	Single Family Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$15,500.00	6	\$52,445.00
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	3	\$25,717.00
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$154,370.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	3	\$1,487,885.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$148,601.00
3	Commercial Addition-Change	\$108.00	\$44.00	\$5.40	\$0.00	\$7,800.00	4	\$8,300.00	3	\$16,654.76
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
1	School Repair-Addition	\$54.50	\$35.00	\$2.73	\$0.00	\$4,000.00	1	\$4,000.00	0	\$0.00
1	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00	1	\$0.00
1	Misc.-Retaining Wall-Fence	\$25.00	\$16.00	\$1.25	\$0.00	\$1,500.00	1	\$1,500.00	4	\$9,500.00
10	Total Building Permits	\$2,571.50	\$1,644.00	\$128.58	\$7,671.00	\$674,304.82	20	\$1,618,153.82	23	\$2,005,996.76
7	Mechanical Permits	\$208.00	N/A	\$10.40		N/A	14		7	
4	Plumbing Permits	\$242.90		\$12.15	\$0.00	N/A	10		5	
0	Manufactured Home Permits	\$0.00		\$0.00	\$0.00	N/A	0		1	
21	TOTAL PERMITS	\$3,022.40	\$1,644.00	\$151.12	\$7,671.00	\$674,304.82	44	\$1,618,153.82	36	\$2,005,996.76

In January, 1997 Harbor issued permits for 1 EDU.

During the Month of February, 1997, Brookings issued permits for 3.00 new sewer connections. The City of Brookings now has 60.25 EDU Units connected to the Brookings Wastewater System since the signing of the MAO.

TO: Mayor, City Council
FROM: Leo Lightle, *LBL*
Community Development Director
THROUGH: Tom Weldon, City Manager
DATE: December 2, 1996



Issue: Authorization to sign the Special Cities Allotment Grant agreement.

Synopsis: The City Council authorized applying for the Special Cities Allotment Grant last June. The City of Brookings was successful in getting the grant and is required to have the agreement authorized during a regularly scheduled meeting of the City Council.

Recommendation: That the City Council authorize the agreement and the signing of the agreement by the City Manager for the Special Cities Allotment Project: Oak Street Improvements.

Rationale: The City Council authorized the applying for the grant and by receiving the grant will authorize the Oak Street Project.

Background: See attached Council Agenda Memo.

EOM

Memorandum

TO: Mayor, City Council
FROM: Leo Lightle, Community Development Director
THROUGH: Tom Weldon, City Manager
DATE: June 19, 1996



Issue: Application for Special City Allotment Program Grant: Oak Street Project

Synopsis: The City of Brookings meets the criteria for the Special City Allotment Program, and Oak Street meets the criteria for a street improvement project. The Council needs to pass a resolution and forward the resolution as well as the application to the Oregon Department of Transportation so it is received by them before July 1, 1996.

Recommendation: Staff recommends that the City Council selects the Oak Street Project for the Special City Allotment Grant for \$25,000 and authorizes the Mayor and City Manager to sign the necessary documents for the application.

Rationale: The Oak Street Project seems the best project in as much as it meets the state requirements for this grant. Not only does it take care of the wear and deterioration of the street driving surface but it addresses a collapsing storm water piping system and installation of sidewalk in a congested area where there exists 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, 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. See attached guidelines and working agreement for the details.

The Oak Street Project or portions of the project are listed in the City of Brookings Capital Improvements/Expenditure Plan 1996-2001 for both System Development Charges projects and System Replacement

Memo to Mayor, City Council
RE: Special City Allotment Grant, 1996
June 19, 1996, Page 2

CIP/EP is less than the listed distance only a portion of the dollars are available. There are not enough dollars currently available to do the complete project as listed in the City of Brookings Capital Improvements/Expenditure Plan (CIP/EP).

The project total for this SCA Grant project is estimated to be \$40,000.

FUNDING SOURCES

Special Cities Allotment (SCA)	\$25,000
System Development Charges (SDC)	8,000
System Replacement Funds (SRF)	2,157
	<u>\$35,157</u>

To fund the project the SDC Committee and the Capital Improvements Committee as well as the Planning Commission and City Council will have to reprioritize the CIP/EP and allocate approximately \$5,000 for the System Replacement Charges.

SPECIAL CITY ALLOTMENT PROJECT 150'

Engineering			\$ 9,900
Sidewalk-(One side)	500 sq. ft X \$3.00	100' X 5' X 2 for 150' lot	3,100
Curb & Gutter		300'	4,000
Storm Drains	200 L.F. @ \$33/L.F.	200'	6,600
Curb Inlet	2 @ \$1,200 each		2,400
Asphalt Overlay/New Pavement	\$40/ton X 175' (6,000 sq. ft.)		4,400
Aggregate Base	100 Cubic Yards		1,800
Driveway Approach	80' @ \$4.25/ sq. ft.	80' X 5'	1,700
Excavation & Demolition			2,000
Construction Facilities & Traffic Control			1,000
Mobilization			2,000
Sewer Manhole Adjustment			1,000
Striping			100
			<hr/>
			\$ 40,000