

**AGENDA**  
**CITY OF BROOKINGS**  
**COMMON COUNCIL MEETING**  
**CITY HALL COUNCIL CHAMBERS**  
**898 ELK DRIVE**  
**BROOKINGS, OREGON, 1997 - 7:00 P.M.**  
**MAY 27, 1997**





# agenda

CITY OF BROOKINGS  
COMMON COUNCIL MEETING  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon  
May 27, 1997  
7:00 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
  - A. Employee of the Season - Spring
- V. PUBLIC HEARINGS
  - A. 1997/98 Budget and State Revenue Sharing (blue)
- VI. SCHEDULED PUBLIC APPEARANCES
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
- VIII. STAFF REPORTS
  - A. City Manager
    - 1. Liquor license renewals (green)
    - 2. City Hall security (purple)
  - B. Finance
    - 1. 1996/97 Audit (pink)



IX.

CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
  - 1. Minutes of 4-28-97 Regular Council Meeting (cream)
- B. Approval of Planning Commission Minutes
  - 1. Minutes of 4-1-97 Regular Planning Commission Meeting (tan)

(end Consent Calendar)

X.

ORDINANCES/RESOLUTIONS/FINAL ORDERS

XI.

COMMITTEE & LIAISON REPORTS

- A. Planning Commission
- B. Parks & Recreation Commission
- C. Chamber of Commerce

XII.

REMARKS FROM MAYOR AND COUNCILORS

- A. Mayor
- B. Council

XIII.

ADJOURNMENT

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY											
				8:15am FH-CDD Staff Meeting 9:00am CC-Crime Stoppers 10:00am Site Plan-Tom's ofc Overflow...													
				1	2	3											
	7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's 1:00pm Rotary Board of Dir-Sandy's 7:00pm CC-Planning Commission Mtg	8:00am CC-Muni Court 12:00pm CC-Community mtg 2:00pm Homebuilder/City Staff Meeting 6:30pm CC-Citizen Academy	8:15am Finance Staff Mtg 8:15am CC-CDD Staff meeting 10:00am Site Plan-Tom's ofc 12:00pm Chamber Forum-Conf Ctr Overflow...													
4	5	6	7	8	9	10											
	7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's 1:30pm FH-SDC Mtg	8:00am CC-Muni Court 7:00pm Tri Cities Council-Gold Beach Chambers	8:15am CC-CDD Staff Meeting 10:00am Site Plan-Tom's ofc 10:00am CC-Law enforcement memorial (Barb) Overflow...													
Mother's Day 11	12	13	14	15	16	17											
	7:00pm FH-Dept drill night 7:30pm School Board-Azalea Library	8:00am ELECTION DAY 8:30am Staff Mtg-Tom's ofc 10:00am CC-TAC mtg 12:00pm Rotary-Sandy's 12:00pm CC-Election Division (Julie)	8:00am CC-Muni Court 1:30pm FH-Safety Comm Mtg 6:30pm FH-Citizen Academy 7:00pm CC-APF Mtg	8:15am CC-CDD Staff Meeting 10:00am Site Plan-Tom's ofc 7:00pm CC-Parks & Rec Comm Mtg	8:00am AZALEA FESTIVAL	8:00am AZALEA FESTIVAL											
WhitSunday 18	19	20	21	22	23	24											
8:00am AZALEA FESTIVAL	8:00am HOLIDAY 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's 7:00pm CC-Council Mtg 7:00pm CVAT-Forest Svc Bldg	8:00am CC-Muni Court 6:30pm CC-Citizen Academy 7:00pm Chamber Board of Directors-Conf Ctr	8:15am CC-CDD Staff Meeting 10:00am Site Plan-Tom's ofc		8:00am BHHS Graduation											
25	26	27	28	29	30	31											
			APRIL 1997		JUNE 1997												
			S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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			6	7	8	9	10	11	12		8	9	10	11	12	13	14
			13	14	15	16	17	18	19		15	16	17	18	19	20	21
			20	21	22	23	24	25	26		22	23	24	25	26	27	28
			27	28	29	30					29	30					



MAY 1997

APPOINTMENTS & SCHEDULED EVENTS		
5/8/97	5:00pm	Local Public Safety Coord Council-GB
5/15/97	3:00pm	CC-TGM TAC
5/15/97	5:00pm	CC-CFABB
5/15/97	6:30pm	CC-TGM CAC
TO BE DONE TODAY (ACTION LIST)		
5/1/97		Employee vacation hours reviewed
DIARY AND WORK RECORD		
		Time
1	5/1/97	REMINDER-Employee of season
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# JUNE 1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY										
	7:00pm FH-Dept drill night REMINDER-Employee of Season	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's 1:00pm Rotary Board of Dir-Sandy's 7:00pm CC-Planning Commission Mtg	8:00am CC-Muni Court 12:00pm CC-Community mtg 6:30pm CC-Citizen Academy	8:00am LAST DAY SCHOOL 9:00am CC-Crime Stoppers 10:00am Site Plan-Tom's ofc Overflow...												
1	2	3	4	5	6	7										
	7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's	8:00am CC-Muni Court 7:00pm Tri Cities Council-Gold Beach Chambers	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												
8	9	10	11	12	13	14 Flag Day										
	7:00pm FH-Dept drill night 7:30pm School Board-Azalca Library	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's	8:00am CC-Muni Court 1:30pm FH-Safety Comm Mtg 7:00pm CC-APF Mtg	10:00am Site Plan-Tom's ofc 5:00pm CC-CFABB		8:00am 1st DAY SUMMER										
Father's Day 15	16	17	18	19	20	21										
	7:00pm CC-Council Mtg 7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's 7:00pm CVAT-Forest Svc Bldg	8:00am CC-Muni Court 6:00pm CC-Victim's Impact Panel 7:00pm Chamber Board of Directors-Conf Ctr	10:00am Site Plan-Tom's ofc 7:00pm CC-Parks & Rec Comm Mtg												
22	23	24	25	26	27	28										
	7:00pm FH-Dept drill night															
29	30															
			MAY 1997		JULY 1997											
			S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1	2	3			1	2	3	4	5
			4	5	6	7	8	9	10			6	7	8	9	10
			11	12	13	14	15	16	17			13	14	15	16	17
			18	19	20	21	22	23	24			20	21	22	23	24
			25	26	27	28	29	30	31			27	28	29	30	31



JUNE 1997

## APPOINTMENTS & SCHEDULED EVENTS

6/5/97	3:00pm CC - 101 Refinement study TAC meeting
6/5/97	5:00pm CC - 101 Refinement public meeting open house

I N T E R

O F F I C E

# MEMO

**To:** Mayor and Council

**From:** Bev Adams, Finance Director/Recorder *BA*

**Subject:** 1997/98 Budget & State Revenue Hearing

**Date:** May 22, 1997

Before the approved budget is adopted in June, Oregon law requires that a public hearing be held to allow citizen's testimony on the budget. In addition, in order to receive State Revenues a second public hearing must be held before the City Council before adoption of the budget.

A copy of the approved budget will be given to you separate from this council packet.

**Recommendation:** That Council hold a public hearing on the 1997/98 Approved Budget and proposed uses for the State Revenue Sharing funds.



FOR PUBLIC HEARING ON BUDGET

Tom Weldon  
City Manager  
Brookings City of City Hall

I'm M.N. and I want put in a request for funds for recreation (skate) before the budget is closed.  
Mr. Weldon said to call and ask.

Mike E. Nyberg

\*\*\* This will be with your packet for the Council/Budget hearing May 27th.

Tom



RECEIVED

APR 29 1997

CITY OF BROOKINGS

TOM WELDON  
City Mgr.

Brookings, City of  
City Hall

I'm Mr. N.  
and I want  
put in a request  
for funds for  
recreation (skate)  
before the  
budget is closed.  
Mr. Weldon said  
to call & ask.

Mika E Nyberg



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: Jack McDonald, Chief of Police

SUBJECT: LIQUOR LICENSE RENEWAL

DATE: May 15, 1997

A handwritten signature in black ink, appearing to be "J. McDonald", written over the "FROM:" line of the memo.

Attached for your consideration are copies of a liquor license renewal from:

Tradename: That Special Touch , 1039 Chetco Ave, Brookings  
Licensee: St. Clair, Linda

The Police Department has reviewed the requests and has no objections to the granting of the renewal.

mjc/council.pkt



**Oregon Liquor Control Commission**  
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522  
**License Renewal Application**

**IMPORTANT:** Failure to **fully** disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. Your license expires June 30, 1997

License Type: <b>Package Store</b>	District: <b>3</b>	County/City: <b>0805</b>	RO#: <b>R23241A</b>	119/203
------------------------------------	--------------------	--------------------------	---------------------	---------

ST. CLAIR, LINDA  
1039 CHETCO AVE  
PO BOX 418  
BROOKINGS OR 97415

Licensee(s) **ST. CLAIR, LINDA**

Tradename **THAT SPECIAL TOUCH**  
1039 CHETCO AVE  
PO BOX 418  
BROOKINGS OR 97415

**Instructions:**

1. Answer all questions completely on the renewal application.
2. Have each partner or an authorized corporate officer sign the renewal application.
3. Have the local governing body endorse the renewal application.
4. Return completed renewal application along with the appropriate license fee due before June 10, 1997 to avoid late fees.

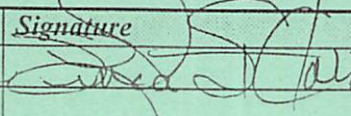
Operational Questions:	Responses:										
(1) Please list a daytime phone number.	Phone Number: <u>1541-469-7015</u>										
(2) Please list all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last year even if they are <u>not liquor</u> related for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> <tr> <td colspan="5" style="height: 40px;"> </td> </tr> </table>	Name	Offense	Date	City/State	Result					
Name	Offense	Date	City/State	Result							
(3) Will anyone share in the profits who is not a licensee? If yes, please give name(s) and explain.	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:										
(4) Were there any changes of ownership (ie: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:										

**Endorsement - Please take this form to your local governing body that is listed below before you return it to the OLCC.**

The City of BROOKINGS recommends that this license be GRANTED \_\_\_\_\_ REFUSED \_\_\_\_\_ on (date) \_\_\_\_\_

Signed: \_\_\_\_\_ Title of Signer \_\_\_\_\_

License Fees and Late Fee Schedule & Amounts - Do not mail cash.	Dollar Amount (\$)
License Fee for Package Store	50.00
TOTAL FEE TO PAY >>>>PLEASE PAY THIS AMOUNT<<<<	50.00
<b>Late Fees</b>	
IF Renewal Application Is Received After June 10, 1997 but before July 01, 1997	Add 12.50 To Total Due
IF Renewal Application Is Received On or After July 01, 1997.	Add 20.00 To Total Due

Print Name	Signature	Date	Social Security #	Date of Birth
LINDA ST CLAIR		4/16/97	543-50-3349	4/2/47





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: Jack McDonald, Chief of Police

SUBJECT: LIQUOR LICENSE RENEWAL

DATE: May 15, 1997

A handwritten signature in black ink, appearing to be "J. McDonald", written over the "FROM:" line and extending into the "SUBJECT:" line.

Attached for your consideration are copies of a liquor license renewal from:

Tradename: Brookings Market & Gifts, 1211 Chetco Ave, Brookings

Licensee: David J Hodge  
Dawn J Hodge

The Police Department has reviewed the requests and has no objections to the granting of the renewal..



**Oregon Liquor Control Commission**  
PO Box 22297, Milwaukie, OR 97269 1-800-452-6522  
**License Renewal Application**

**IMPORTANT:** Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. Your license expires June 30, 1997

License Type: <b>Package Store</b>	District: <b>3</b>	County/City: <b>0805</b>	RO#: <b>R16680A</b>	119/203
------------------------------------	--------------------	--------------------------	---------------------	---------

HODGE DAVID J  
1211 CHETCO AVE  
PO BOX 6729  
BROOKINGS OR 97415 97415

Licensee(s) **HODGE DAVID J  
HODGE DAWN J**

Tradename **BROOKINGS MARKET & GIFTS  
1211 CHETCO AVE  
PO BOX 6729  
BROOKINGS OR 97415 97415**

**Instructions:**

1. Answer all questions completely on the renewal application.
2. Have each partner or an authorized corporate officer sign the renewal application.
3. Have the local governing body endorse the renewal application.
4. Return completed renewal application along with the appropriate license fee due before June 10, 1997 to avoid late fees.

<b>Operational Questions:</b>	<b>Responses:</b>										
(1) Please list a daytime phone number.	Phone Number:										
(2) Please list all <u>arrests or convictions</u> for any crime, violation, or infraction of any law during the last year even if they are <u>not liquor</u> related for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Offense</th> <th style="width: 15%;">Date</th> <th style="width: 15%;">City/State</th> <th style="width: 15%;">Result</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="height: 40px;"> </td> </tr> </tbody> </table>	Name	Offense	Date	City/State	Result					
Name	Offense	Date	City/State	Result							
(3) Will anyone share in the profits who is not a licensee? If yes, please give name(s) and explain.	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:										
(4) Were there any changes of ownership (ie: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	<input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> EXPLAIN:										

**Endorsement - Please take this form to your local governing body that is listed below before you return it to the OLCC.**

The City of BROOKINGS recommends that this license be GRANTED \_\_\_\_\_ REFUSED \_\_\_\_\_ on (date) \_\_\_\_\_

Signed: \_\_\_\_\_ Title of Signer \_\_\_\_\_

License Fees and Late Fee Schedule & Amounts - Do not mail cash.	Dollar Amount (\$)
License Fee for Package Store	50.00
TOTAL FEE TO PAY >>>>PLEASE PAY THIS AMOUNT <<<<	50.00
<b>Late Fees</b>	
IF Renewal Application Is Received After June 10, 1997 but before July 01, 1997	Add 12.50 To Total Due
IF Renewal Application Is Received On or After July 01, 1997.	Add 20.00 To Total Due

Print Name	Signature	Date	Social Security #	Date of Birth
David J Hodge	<i>David J Hodge</i>	7-24-97	569-78-0448	5-18-54





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: Jack McDonald, Chief of Police

SUBJECT: LIQUOR LICENSE RENEWAL

DATE: May 20, 1997

A handwritten signature in dark ink, appearing to be "J. McDonald", is written over the "FROM:" line and extends slightly into the "SUBJECT:" line.

Attached for your consideration are copies of a liquor license renewal from:

Tradename: Chives Restaurant, 1025 Chetco Ave, Brookings

Licensee: Rick Jackson  
Carla Toole

The Police Department has reviewed the requests and has no objections to the granting of the renewal.



**Oregon Liquor Control Commission**  
PO Box 22297, Portland, OR 97269 1-800-452-6522  
**License Renewal Application**

**IMPORTANT:** Failure to fully disclose any information requested, or providing false or misleading information on this form is grounds to refuse to renew the license. Your license expires

License Type: **DISPENSER CLASS C** District: **3** County/City: **0805** RO#: **R23852A**

**JACKSON, RICK**  
**TOOLE, CARLA**  
**CHIVES RESTAURANT**  
**1025 CHETCO**  
**BROOKINGS OR 97415**

Licensee(s): **JACKSON, RICK**  
**TOOLE, CARLA**

Trade Name: **CHIVES RESTAURANT**

Server Education Designee:

**JACKSON, RICK**  
**TOOLE, CARLA**

**Instructions:**

1. Answer all questions completely on the renewal application.
2. Have each partner or an authorized corporate officer sign the renewal application.
3. Have the local governing body endorse the renewal application.
4. Return completed renewal application along with a check for the appropriate license fee due.



Operational Questions:	Responses:																				
Is there a change in your Server Education Designee? If yes, please list their name and Social Security Number.	Name _____ SS# _____																				
Please list a daytime phone number.	Phone Number: <b>(541) 469-4121</b>																				
Please list all arrests or convictions for any crime, violation, or infraction of any law during the last year even if they are not liquor related for anyone who holds a financial interest in the licensed business. Attach additional sheet of paper to back of form if needed.	<table border="1"> <thead> <tr> <th>Name</th> <th>Offense</th> <th>Date</th> <th>City/State</th> <th>Result</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Offense	Date	City/State	Result															
Name	Offense	Date	City/State	Result																	
Will anyone share in the profits who is not a licensee? If yes, please give name(s) and explain.	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES * EXPLAIN:																				
Were there any changes of ownership (ie: add/drop partners, change to corporations, etc.) not reported to the OLCC in the last year?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES * EXPLAIN:																				
Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES * EXPLAIN:																				

Food & Liquor Sales - Report below the average monthly sales figures to the nearest dollar for the 12 month period ending		Amount
A	Average Monthly Alcoholic Beverage Sales (Include Beer, Wine & Distilled Spirits)	\$ <b>2,178.21</b>
B	Average Monthly Food Sales	\$ <b>12,673</b>
C	Average Monthly Total Sales (Add A + B):	\$ <b>15,455</b>
D	Percent of Food To Total Sales (Divide B By C):	% <b>82%</b>

**Endorsement** - Please take this form to your local governing body that is listed below before you return it to the OLCC.  
The City/County of **BROOKINGS** commends that this license be GRANTED \_\_\_\_\_ REFUSED \_\_\_\_\_ on (date) \_\_\_\_\_  
Signed: \_\_\_\_\_ Title of Signer \_\_\_\_\_

License Fees and Late Fee Schedule & Amounts - Do not mail cash.		Dollar Amount (\$)
License Fee for		300.00
Server Education student fee		2.60
TOTAL FEE TO PAY >>>>PLEASE PAY THIS AMOUNT <<<<		302.60
Late Fees		
IF Renewal Application Is Received After <b>6/11</b> but before <b>6/30</b>		
IF Renewal Application Is Received On or After <b>6/30</b>		



# Memorandum

**TO:** Mayor, City Council

**FROM:** Tom Weldon, City Manager

**DATE:** May 22, 1997



**Issue:** City Hall Security

**Synopsis:** I believe there are keys to City Hall in the hands of people who shouldn't have them. I have taken action to correct this.

**Recommendation:** Council decide who, besides employees, needs a key to City Hall.

**Background:**

- 1) No one remembers when the doors to this building were last rekeyed.
- 2) We got bids from the two locksmith companies in town to rekey the building, I have accepted the bid of Brookings Lock and Safe for approximately \$800 to refurbish all the outside doors in this building with high security locks and keys.
- 3) When this cost is split among several departments of the General Fund, it will not impact any single budget significantly.

**Options:** Listed below are the options we have reviewed and do not recommend.

- 1) Do nothing.

-eom-

# City of Brookings Memorandum

**TO:** Tom Weldon  
**FROM:** Jack McDonald *JM*  
**DATE:** Municipal Facility Security Evaluation  
**SUBJECT:** May 12, 1996



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## I. Background

At your direction, we have conducted an evaluation of security and access needs to the municipal facility. Several potential strategies were reviewed from passive lock changes to more aggressive and costly equipment such as continual mechanical monitoring.

Given our security environment we believe a more passive system such as upgrading our exterior door locks and limiting keyed access would be the most cost effective option for our facility. We are presently having these doors inspected to determine a firm cost should we elect to implement this strategy. Two completed bids are attached for your consideration.

## II. Summary

Considering our security parameters and actual needs the passive lock upgrade would be our most cost effective option. Should those needs change, we are prepared to provide additional recommendations for increased security conditions.



# MEMO

**To:** Mayor & Council

**From:** Bev Adams, Finance Director/Recorder *BA*

**Subject:** Acceptance of 1995/96 Audit Report

**Date:** May 22, 1997

Attached is a copy of page 105 that previously contained an error. The error has been corrected in all copies of the audit except for your copy. Since the Council copies of the audit were distributed before the error was found and corrected, this page needs to be inserted into your copy. If you have your audit available, please bring it in and it will be corrected. If you cannot locate your copy, I have more copies available and will give you a new one.

Sorry for the inconvenience.

*Note: The error is a typographical error in the "Auditor's report on Compliance" and does not affect any calculations or totals in the audit.*

**Recommendation:** That Council accept the 1995/96 Audit report.





**Musser & Associates**  
Certified Public Accountants, P.C.

**Independent Auditors' Report on Compliance with Laws and Regulations Based on an  
Audit of the General Purpose Statements Performed in Accordance with Government  
Auditing Standards**

Mayor and Council Members  
City of Brookings  
Brookings, Oregon

We have audited the general purpose financial statements of the City of Brookings for the year ended June 30, 1996, and our report thereon is included in the preceding financial section.

We conducted our audit in accordance with generally accepted auditing standards and government auditing standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the City of Brookings, is the responsibility of the City of Brookings' management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the City of Brookings' compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

The results of our tests disclosed immaterial instances of noncompliance with the above requirements which we have reported to management in separate letters dated April 8, 1997.

This report is intended solely for the use of management of the City of Brookings and the U.S. Departments of Agriculture, Justice, Commerce, Housing & Urban Development, and Transportation. However, this report is a matter of public record and its distribution is not limited.

April 8, 1997



# **MINUTES**

## **CITY OF BROOKINGS**

### **COMMON COUNCIL MEETING**

**Brookings City Hall Council Chambers**

**898 Elk Drive, Brookings, Oregon**

**April 28, 1997**

**7:00 p.m.**

**I. CALL TO ORDER**

**Mayor Brendlinger called the meeting to order at 7:03 p.m.**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**Council Present: Mayor Nancy Brendlinger, Councilors Bob Hagbom, Larry Curry, Julie Cartwright, and Dave Ham. Student Councilor Kevin Blank was absent.**

**Staff Present: City Manager Tom Weldon, Planning Director John Bischoff, Community Development Director Leo Lightle, Municipal Court Judge William Cowley, City Attorney Martin Stone, City Auditor Paul McLeod, Accounting Assistant Nancy Corrigan**

**Media Present: Anita Rainey, Curry Coastal Pilot; Martin Kelley, KCRE.**

**IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**

**A. A proclamation announcing "Safe Kids Week" in the Brookings Harbor area was read by Mayor Brendlinger and accepted by Police Officer Barbara Palicki.**

**B. Agreement with Pelican Bay Arts Association**

**Councilor moved, Councilor seconded and the Council voted unanimously to enter into an agreement to provide parking for the Pelican Bay Arts Association in exchange for use of a portion of the Pelican Bay Arts Association property to construct a path as part of the park improvements going on now.**

**V. PUBLIC HEARINGS**

- A. An appeal to the City Council of the Planning Commission decision to approve Minor Partition, File No. M3-3-97**

**Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to approve the appeal to the City Council of the Planning Commission decision to approve Minor Partition, File No. M3-3-97.**

**Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to approve the Final Order and Finding of Fact for File No. M3-3-97.**

**Mayor Brendlinger announced there would be a break at 8:30 pm. The meeting reconvened at 8:40 pm.**

**VI. SCHEDULED PUBLIC APPEARANCES**  
**none**

**VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**  
**none**

**VIII. STAFF REPORTS**

- A. Finance Department**  
**1. Presentation of 1995/96 Audit**

**Paul McLeod gave a report on the audit.**

- B. Police Department**  
**1. Taxicab Ordinance**

**Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to table this item to the next Council Meeting to be held on May 12, 1997.**

- C. Community Development**  
**1. Purchase of equipment for the Sea Cliff Sewage Pump Station Retro-fit, exempting said purchase from**



**competitive bidding**

**Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to adopt Resolution No. 97-R-616 as amended and authorizing staff to purchase the equipment needed for the Sea Cliff Pump Station Retro-fit.**

**D. City Manager**

**1. Liquor license renewals**

**Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to add Alliance and Fred Meyer liquor license renewals to the list under Item VIII.D.1.**

**Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to approve the requested liquor license renewals.**

**2. Chamber of Commerce request**

**Councilor Ham moved, Councilor Hagbom seconded and the Council voted unanimously to reallocate the \$1,000 originally authorized to be donated toward the Chamber's community beautification project to a feasibility study of a community auditorium as the Chamber of Commerce requested.**

**3. Contract for Municipal Judge**

**Councilor Hagbom moved, Councilor Ham seconded and the Council voted unanimously to table the matter of the contract agreement form for Municipal Court Judge until the meeting of May 12, 1997.**

**4. Southern Curry Ambulance lease agreement**

**Councilor Ham moved, Councilor Cartwright**



**seconded and the Council voted unanimously to approve a 1 year lease which includes 2 optional years with Southern Curry Ambulance Association for the fee of \$1.00 per year.**

**5. Homebuilders Association and Realtor's Board survey**

**This item was tabled until after staff had a meeting with representatives of these 2 groups .**

**6. Authorization to apply for Rural Investment Fund Grant**

**Councilor Ham moved, Councilor Hagbom seconded and the Council voted unanimously to authorize the City Manager to submit application for \$200,000 of Rural Investment Funds to be used towards engineering costs on the wastewater system improvements project.**

**IX. CONSENT CALENDAR**

**A. Approval of Council Meeting Minutes**

**1. Minutes of 4-14-97 Regular Council Meeting**

**(End Consent Calendar)**

**A motion was made by Councilor Hagbom and seconded by Councilor Ham to approve the consent calendar following corrections to the minutes. Motion carried unanimously.**

**X. ORDINANCES**

**A. Ordinance No. 97-O-387.d - An Ordinance amending Ordinance No. 84-O-387, entitled "AN ORDINANCE LICENSING THE BUSINESS OF OPERATING TAXICABS IN THE CITY OF BROOKINGS IN REPEALING ORDINANCE NUMBERS 54-O-063, 61-O-163 and 73-O-239".**

**This Ordinance was tabled until the next Council Meeting scheduled for May 12, 1997.**



**XI. COMMITTEE & LIAISON REPORTS**

**XII. REMARKS FROM MAYOR AND COUNCILORS**

The Council unanimously agree to change the 2nd meeting to be held in May from Monday the 26th to Tuesday the 27th because of the Memorial Day holiday.

**XIII. ADJOURNMENT**

Councilor moved, Councilor seconded and the Council voted unanimously to adjourn the meeting at 10:58 p.m.

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**Nancy Brendlinger**  
**Mayor**

**ATTEST:**

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**Beverly Adams**  
**Finance Director/Recorder**

**MINUTES**  
**BROOKINGS PLANNING COMMISSION**  
**REGULAR MEETING**  
**April 1, 1997**

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

George Ciapusci  
Earl Breuer  
Rick Dentino

Ted Freeman  
Marv Lindsey

John Bischoff, Planning Director  
Linda Barker, Secretary

Absent were Commissioners Krebs and Pepper and Ex-officio Commissioner Babin.

Chair Ciapusci reminded Commission members of the joint work study with the City Council, April 14, 1997 at 6:00 p.m. Items to include on the agenda will be discussed later in this meeting.

On April 22 Chair Ciapusci, Vice-Chair Krebs, and City Planner John Bischoff will meet with representatives of Curry County regarding county referral procedures. Chair Ciapusci advised the audience that Item 9 on the agenda, the county referral, is not a public hearing and therefore no public testimony will be taken on this matter tonight. The purpose of the agenda item is for discussion among the Commission members only so that the Commission can give comments to the County Planning Department regarding this application. There will be a public hearing at the county level and the public is invited to attend and participate in that hearing.

Planning Director Bischoff introduced Brooke Worlton, a student participating in a high school program in which students "shadow" various government officials and learn about City positions and responsibilities. On April 17, the Brookings-Harbor High School will be holding a mock City Council meeting with students acting as City officials.

**MINUTES**

By a 4-0 vote (motion: Commissioner Breuer, second: Commissioner Freeman; Commissioner Dentino abstained as he was not a member of the Commission in February) the Planning Commission approved the minutes of the February 4, 1997 meeting.

The minutes from the March 4, 1997 meeting were presented but not voted upon as there was not a sufficient number of Commissioners in attendance at this meeting who had attended the March meeting. The minutes will be carried forward to the May regular meeting.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS**  
None

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

By a 5-0 vote (motion: Commissioner Breuer, second: Commissioner Freeman) the Planning Commission approved (File No. SUB-1-96/Phase 2) a request for an extension of time for the second



phase of a subdivision approved in April, 1996; 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; JimCapp, representative.

#### **THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS**

1. By a 5-0 vote, (motion: Commissioner Freeman, second: Commissioner Breuer) the Planning Commission approved (File No. M3-4-97) a request for a minor partition to divide a 14.95 acre parcel into three lots of 20,972, 23,831, and 606,319 sq. ft. creating two lots in the C-3 zoned area and a single lot in the R-3 zoned area; located in the southeast corner of Mill Beach Road and Railroad Avenue; South Coast Lumber Co., applicant; Woodi Davis, David Evans and Associates, Inc., representative.

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

a) Woodi Davis	2828 SW Corbett Avenue	Portland OR
b) Robert Morneau, Jr.	PO Box 1215	Brookings OR
c) Lucie LaBonte	PO Box 7996	Brookings OR
d) Richard Keusink	PO Box 1952	Brookings OR
e) Kim Jester	1300 Hampton	Brookings OR

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

Before the public hearing began Chair Ciapusci declared he is a neighbor of the subject property and received a notice from the city regarding the hearing but that he had no reason to remove himself from the proceedings as he comes to the hearing with an open mind. No one in the audience challenged any Commission member for ex parte contact or prior knowledge.

2. By a 5-0 vote (motion: Commissioner Breuer, second: Commissioner Freeman) the Planning Commission approved the Final ORDER and Findings of Fact for File Document No. M3-4-97 as written.
3. By a 5-0 vote (motion: Commissioner Breuer, second: Commissioner Freeman) the Planning Commission approved (File No. M3-5-97) a request for a minor partition to create two lots of 13,533 ± sq. ft. and 117,759 ± sq. ft. from a parent parcel of 3.01 acres; located approximately 370 feet east of Highway 101 on the south side of Easy Street; zoned R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size); Trinity Lutheran Church, applicant; Reily Smith, representative.

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

a) Reily Smith	PO Box 7276	Brookings OR
b) Mary O'Holleran	640 Mardon Court	Brookings OR
c) Ole Newman	98158 W Olsen Lane	Brookings OR



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

4. By a 5-0 vote (motion: Commissioner Breuer, second: Commissioner Dentino) the Planning Commission approved the Final ORDER and Findings of Fact for File Document No. M3-5-97 as written.
5. By a 5-0 vote (motion: Commissioner Breuer, second: Commissioner Lindsey) the Planning Commission voted to send a favorable recommendation to the City Council in the matter of File No. VAC-1-97; a request to vacate a 0.94 acre portion of the Bridge Street right-of-way; located on the south side of Bridge Street; zoned R-3 (Multiple-Family Residential); Lloyd Bendickson and Dennis Sullivan, applicants; Tom Cade, Richard B. Davis Co., Inc. representative.

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

a) Tom Cade                                      140 Rowdy Creek Road                                      Smith River CA

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

The Commission recessed from 8:50 p.m. to 8:55 p.m.

#### **THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS**

By a 5-0 vote (motion: Commissioner Freeman, second: Chair Ciapusci) the Planning Commission approved sending the following recommendations to the Curry County Planning Department regarding File No. CR-AD-9704; a county referral on a request to allow a facility to feed the needy, to house homeless men for a period of no more than two days and to operate a low or no cost thrift store in a building located on 0.80 acres of land located on the east side of Highway 101 at 15701 So. Highway 101, Harbor; zoned County RC (Rural Commercial); Eddie Wilcher and Del and Pauline Storer, applicants; Richard Sempel, representative:

- 1) That the applicant provide parking as shown on the plot plan submitted with the application and that the spaces be lined and provided with curb block.
- 2) That the parking areas, driveways and maneuvering areas, both front and rear, as shown on the plot plan be paved.
- 3) That the applicant provide a drainage plan for the runoff from the paved areas.
- 4) That prior to the use of the building for this use, the building is issued a certificate of occupancy for the proposed use and a State Fire Marshal's inspection and approval.

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

a) Richard Sempel                                      PO Box 993                                      Brookings OR

#### **UNSCHEDULED PUBLIC APPEARANCES**

None



## **REPORT OF THE CITIZENS ADVISORY COMMITTEE**

Planning Director Bischoff reported a meeting of the Transportation Growth Management Program's Infill and Redevelopment Committee was held March 18, 1997. The city of Brookings, Curry County, and the Oregon Transportation and Growth Management Program will sponsor an open house, April 15 between 7:00 and 9:00 p.m. at the Chetco Senior Center to familiarize the public with the committee's findings and to ask for additional input from citizens.

Committees for the refinement study for the couplet and a public facilities and services plan are currently being established.

## **MESSAGES AND PAPERS FROM THE CITY MANAGER**

None

## **MESSAGES AND PAPERS FROM THE MAYOR**

None

## **REPORT OF THE PLANNING DIRECTOR**

City Attorney Marty Stone will be at the April 14 joint Planning Commission/City Council meeting and will speak on ethics for public officials.

## **PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS**

Commissioner Lindsey questioned who to contact about City street cuts.

Commissioner Freeman noted that installation of a street light for Harris Beach Estates at the end of Dawson Road was part of the conditions of approval but the light has not been installed. Staff will bring this to the attention of the Community Development Director.

Commissioner Dentino asked for an update on the RV at 828 Railroad. Staff responded that the City Attorney is currently writing a citation to the owner and it will be served as soon as the City receives it.

Chair Ciapusci reported a new sandwich board sign has appeared on Railroad. Staff is contacting the owner of this sign. Chair Ciapusci repeated the reminder to Commissioners of the April 14 joint Commission/Council meeting and the April 22 meeting between City and County planners to discuss county referrals.

A short discussion followed regarding the format of the new events calendar contained in the packets.

Suggestions for agenda items for the joint Commission/Council meeting were sought and after discussion will include:

1. Establishment of committees to review the neighborhood circulation plan and residential care facilities.
2. What direction can the Planning Commission take on Deferred Improvement Agreements matters.
3. Traffic and parking concerns around the post office, including both the main and annex locations.
4. Setting the date for next joint Commission/Council meeting.



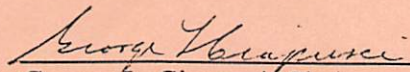
Chair Ciapusci will draw up the agenda and present it to the City Manager, Wednesday, April 2.

**ADJOURNMENT**

There being no further business before the Planning Commission, the meeting was adjourned at 10:08 p.m.

Respectfully submitted,

**BROOKINGS PLANNING COMMISSION**

  
\_\_\_\_\_  
George L. Ciapusci, Chairman



**JUNE 1997**

JULY 1997						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 1997

[illegible]





**P R E S E N T A T I O N**

**City of Brookings**

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May 27, 1997

***Wastewater Rate and System  
Development Charge Study***

**B R O W N   A N D   C A L D W E L L**

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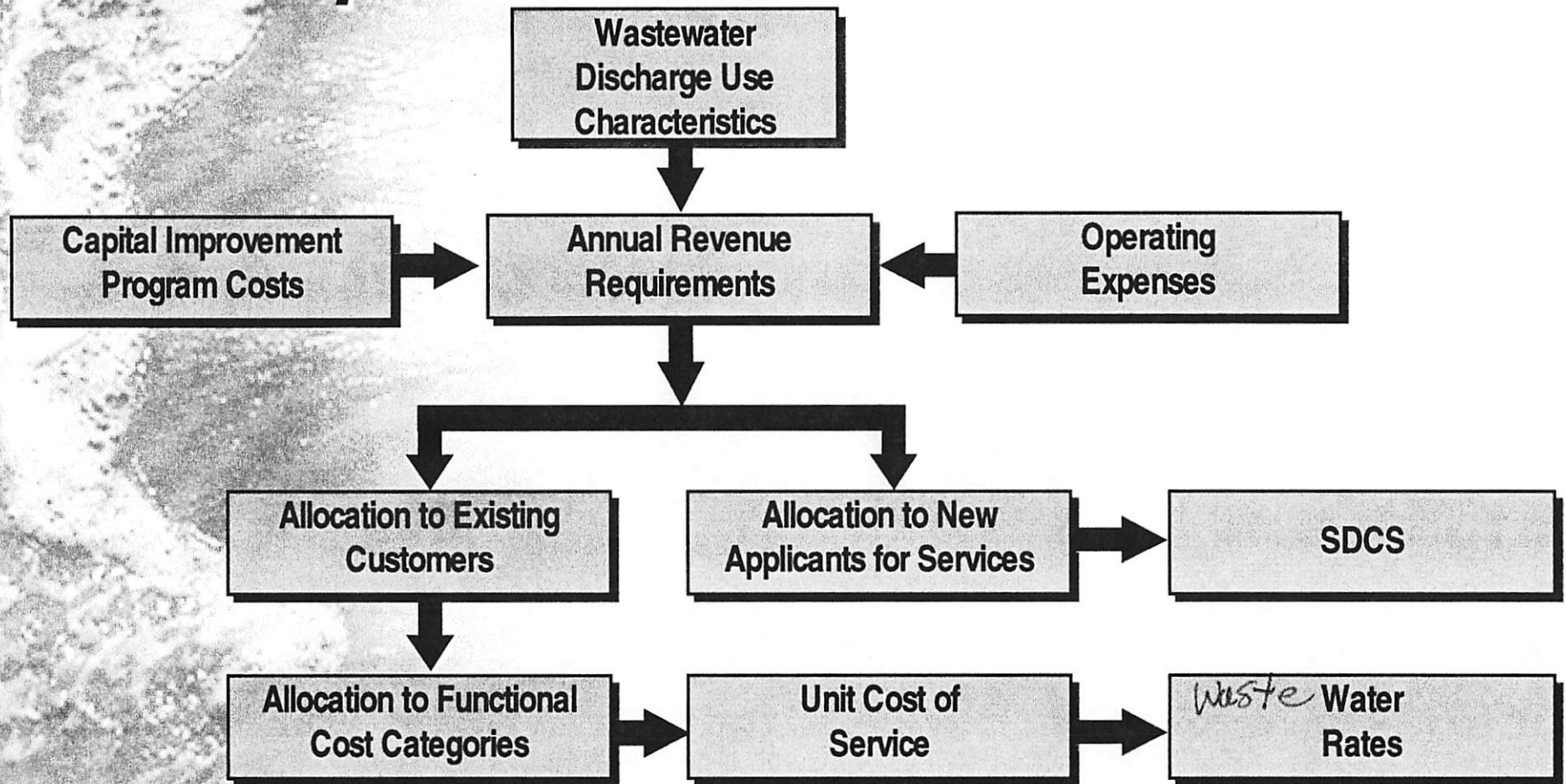


## ***Rate and Charge Objectives***

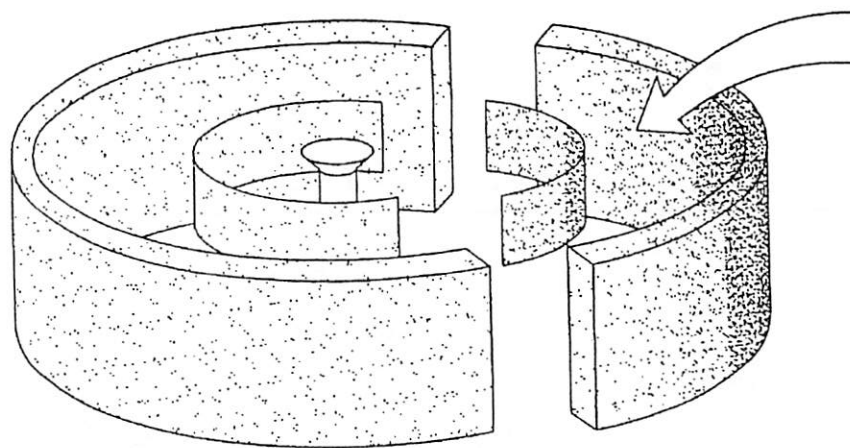
- **Revenue Sufficiency**
  - **Equity/Fairness**
  - **Customer Acceptability**
  - **Ease of Administration**
  - **Should Not Discourage Development**
  - **Satisfy Legal Requirements**
-



# ***Diagram of Rate and Charge Development Process***



# ***New Users Pay for New Capacity***



***Provision for  
Future Capacity***



***Basis for SDCs***

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# ***Allocation of Capital Improvement Program Costs, \$1,000***

<b>Description</b>	<b>Current Customers</b>	<b>Future Customers</b>	<b>Total</b>
<b>Phase I</b>	<b>3,415</b>	<b>4,599</b>	<b>8,014</b>
<b>Phase II</b>	<b>-</b>	<b>4,872</b>	<b>4,872</b>
<b>Total</b>	<b>3,415</b>	<b>9,471</b>	<b>12,886</b>
<b>Percent</b>	<b>26.5%</b>	<b>73.5%</b>	<b>100.0%</b>

# ***Annual Revenue Requirements, \$1,000***

<b>Fiscal Year</b>	<b>Current Customers</b>	<b>Future Customers</b>	<b>Total</b>
<b>1997/98</b>	<b>1,202</b>	<b>567</b>	<b>1,769</b>
<b>1998/99</b>	<b>1,260</b>	<b>567</b>	<b>1,827</b>
<b>1999/00</b>	<b>1,271</b>	<b>567</b>	<b>1,838</b>



# Proposed Monthly Rates

Customer Classification	Fiscal Year Ending June 30					
	1997/98		1998/99		1999/00	
	Service charge, dollars/month	Quantity charge, dollars/ccf	Service charge, dollars/month	Quantity charge, dollars/ccf	Service charge, dollars/month	Quantity charge, dollars/ccf
Single family	25.33	--	25.64	--	25.15	--
Multiple family	20.74	--	20.98	--	20.59	--
Commercial	1.85	1.94	1.83	1.97	1.80	1.93
Restaurants	1.85	2.48	1.83	2.52	1.80	2.47
Industrial	1.85	2.91	1.83	2.96	1.80	2.90
Schools	1.85	1.25	1.83	1.26	1.80	1.24
Churches	1.85	0.95	1.83	0.96	1.80	0.94
Harbor Sanitary District	1.09	2.00	1.07	2.06	1.06	2.01

## Proposed SDCs for Residential Customers

Customer classification	Amount, dollars
Single family	3,000
Multiple family	2,414

**Table 3-3 Allocation of Phase I  
Project Costs, thousand dollars**

Description	Current Customers	Future Customers	Total
<b>WWTP Construction</b>			
Contractor mgt&mobilization	116	171	287
Headworks complex	42	234	276
Yard development	24	36	60
Trickling filter pumps	4	46	50
Secondary clarifier	134	626	760
Digester	377	446	823
Sludge lagoon	231	170	401
Yard piping	116	172	288
Electrical/instrumentation	321	472	793
UV disinfection	498	274	772
Operation building	60	45	105
Shop	44	206	250
<b>Estimate subtotal</b>	<b>1,967</b>	<b>2,898</b>	<b>4,865</b>
<b>Bond Cost</b>	<b>19</b>	<b>29</b>	<b>48</b>
<b>Revised subtotal</b>	<b>1,986</b>	<b>2,927</b>	<b>4,913</b>
<b>Unaccounted for items</b>	<b>397</b>	<b>585</b>	<b>982</b>
<b>Total WWTP construction</b>	<b>2,383</b>	<b>3,512</b>	<b>5,895</b>
<b>Land</b>	<b>16</b>	<b>24</b>	<b>40</b>
<b>Sewer rehabilitation</b>	<b>500</b>	<b>0</b>	<b>500</b>
<b>Pump stations</b>	<b>0</b>	<b>250</b>	<b>250</b>
<b>Engineering</b>	<b>515</b>	<b>814</b>	<b>1,329</b>
<b>Total</b>	<b>3,415</b>	<b>4,599</b>	<b>8,014</b>
<b>Percentage</b>	<b>42.61%</b>	<b>57.39%</b>	<b>100.00%</b>
<b>Percent Brookings only</b>	<b>14.64%</b>		
<b>Percent Brookings and HSD</b>	<b>85.36%</b>		

**Table 3-3a Allocation of Phase I and II  
Project Costs, thousand dollars**

Description	Current Customers	Future Customers	Total
<b>Phase I Costs</b>	<b>3,415</b>	<b>4,599</b>	<b>8,014</b>
<b>Phase II Costs</b>	<b>-</b>	<b>4,872</b>	<b>4,872</b>
<b>Total, Phase I and II</b>	<b>3,415</b>	<b>9,471</b>	<b>12,886</b>
<b>Percentage</b>	<b>26.50%</b>	<b>73.50%</b>	<b>100.00%</b>



# SUMMARY OF CALCULATION WASTEWATER UTILITY USER CHARGES AND SYSTEM DEVELOPMENT CHARGES

Brown and Caldwell developed a system of user charges and system development charges (SDCs) which recover the annual revenue requirements associated with providing service to existing customers and a portion of the costs associated with Phase I and II capital expenditures which provide capacity for new customers, respectively. That is, a system of user charges and SDCs were developed which accomplish the following:

1. User charges recover annual operation and maintenance expenses and capital costs for the replacement and/or improvement of the wastewater system from existing customers (including the Harbor Sanitary District) commensurate with their use of the system (as measured by their discharge volume and BOD and SS loadings). In addition, the user charges assessed City of Brookings' customers also recover a small portion (16 percent) of the cost of capacity necessary to meet growth requirements.
2. SDCs recover the major portion (84 percent) of the annual State Revolving Fund (SRF) loan debt service associated with financing capacity necessary to meet the needs for growth.

## Monthly User Charges

The monthly user charges necessary to recover the costs recoverable from existing customers is set forth below:

**Proposed Wastewater User Charges**

Customer Classification	Fiscal Year Ending June 30					
	1997/98		1998/99		1999/00	
	Service charge, dollars/month	Quantity charge, dollars/ccf	Service charge, dollars/month	Quantity charge, dollars/ccf	Service charge, dollars/month	Quantity charge, dollars/ccf
Single family	25.33	--	25.64	--	25.15	--
Multiple family	20.74	--	20.98	--	20.59	--
Commercial	1.85	1.94	1.83	1.97	1.80	1.93
Restaurants	1.85	2.48	1.83	2.52	1.80	2.47
Industrial	1.85	2.91	1.83	2.96	1.80	2.90
Schools	1.85	1.25	1.83	1.26	1.80	1.24
Churches	1.85	0.95	1.83	0.96	1.80	0.94
Harbor Sanitary District	1.09	2.00	1.07	2.06	1.06	2.01

It should be noted that the user charges could be reduced by about 9 percent if that portion of the user charges that recover the 16 percent of the cost of capacity necessary to meet growth

requirements were instead recovered by ad valorem taxes. The tax rate would be \$0.294 per \$1,000 of assessed value.

### **System Development Charges**

The level of residential SDCs necessary to recover that portion of the cost of capacity necessary to meet growth, that is being recovered via SDCs, is presented in the table below:

**Proposed SDCs for Residential Customers**

Customer classification	Amount, dollars
Single family	3,000
Multiple family	2,414

The SDCs for all other customer classifications would be calculated as multiples of the single-family SDC based on their projected flow. That is, a single-family dwelling unit discharges 87 ccf/year (65,100 gallons) and thus the SDCs for all other customer classifications would be based on their projected discharge as compared to that of a single-family customer.