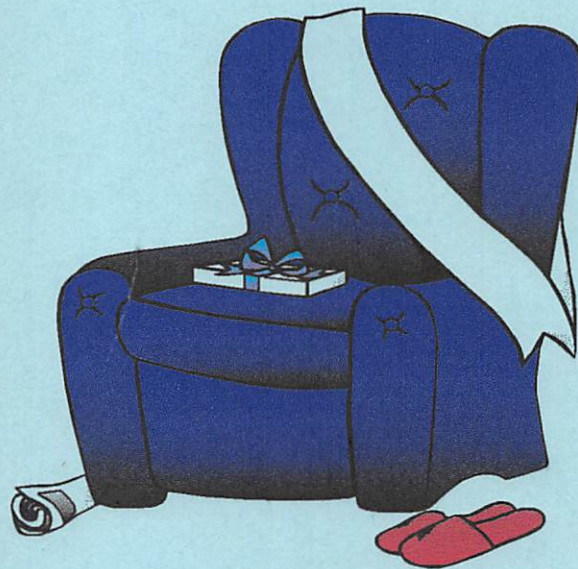


AGENDA
CITY OF BROOKINGS
COMMON COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
898 ELK DRIVE
BROOKINGS, OREGON, 1997 - 7:00 P.M.
JUNE 9, 1997



FATHER'S DAY
Sunday, June 15, 1997

agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
June 9, 1997
7:00 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
- V. PUBLIC HEARINGS
- VI. SCHEDULED PUBLIC APPEARANCES
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
- VIII. STAFF REPORTS
 - A. City Manager
 1. Lease with Library District for "Boat" Park (grey)
 2. Liquor license renewals (gold)
 - B. Finance
 1. September 16th election ballot title approval (tan)
 - C. Community Development
 1. Wastewater Treatment System Improvements:
 - a. Addition to Brown and Caldwell agreement (orange)
 - b. Project financing options (available Friday)
 - c. Calendar for SDC ordinance change (blue)
 2. Continuation of Oak Street Project - 1998 Special Cities Allotment request (yellow)

IX.

CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 - 1. Minutes of April 28, 1997 Regular Council Meeting (green)
 - 2. Minutes of May 27, 1997 Regular Council Meeting (pink)
 - 3. Amendment to Minutes of February 10, 1997 Regular Council Meeting (cream)
 - B. Acceptance of Commission/Committee Minutes
 - 1. Minutes of May 22, 1997 Systems Development Charge Review Board Meeting (blue)
 - 2. Minutes of March 4, 1997 Planning Commission Meeting (grey)
- (end Consent Calendar)

X.

ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Ordinances
 - 1. Ordinance No. 97-O-524 - An ordinance vacating a 0.94 acre portion of the Bridge Street right-of-way located on the South side of Bridge Street (orange)
 - a. Final Order and Findings of Fact for VAC-1-97 (tan)
- B. Resolutions
 - 1. Resolution No. 97-R-617 - Special City Allotment for 1998 (green)

XI.

COMMITTEE & LIAISON REPORTS

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

XII.

MUNICIPAL JUDGE INTERVIEWS

XIII.

REMARKS FROM MAYOR AND COUNCILORS

- A. Mayor
- B. Council

XIV.

ADJOURNMENT

JUNE 1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY											
	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	12:00pm CC-Community mtg 6:30pm CC-Citizen Academy 7:00pm FH-PD Reserves (Mike)	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	1:30pm CC-Capital Improvements Committee 5:00pm CC-CFABB 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											
	2:00pm CC-Bid Opening WW Sludge Pump 7:00pm FH-Dept drill night 7:30pm School Board-Azalea Library	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's	9:30am CC-Muni Court 1:30pm FH-Safety Comm Mtg 3:00pm CC-Homebuilders Mtg 7:00pm CC-APF Mtg	10:00am Site Plan-Tom's ofc 1:30pm CC-SDC Committee (Review CIP) 5:00pm CC-CFABB		Flag Day 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 1:30pm CC-SDC Committee 7:00pm CVAT-Forest Svc Bldg	9:30am CC-Muni Court 5:00pm CC-CFABB 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 CC-Special Council Mtg - 1st SDC hearing 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
			11	12	13	14	15	16	17		13	14	15	16	17	18	19
			18	19	20	21	22	23	24		20	21	22	23	24	25	26
			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
--------	--

JULY 1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		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	12:00pm CC-Community mtg 7:00pm FH-PD Reserves (Mike)	9:00am CC-Crime Stoppers 10:00am Site Plan-Tom's ofc	8:00am HOLIDAY	
	7:00pm FH-Dept drill night	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's	5:00pm CC-CFABB 7:00pm CC-APF Mtg 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	Independence Day	
	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-Safety Comm Mtg	10:00am Site Plan-Tom's ofc		Boat Park Work Day
	7:00pm FH-Dept drill night 7:30pm School Board-Azalea Library	8:30am Staff Mtg-Tom's ofc 12:00pm Rotary-Sandy's	5:00pm CC-CFABB 7:00pm Chamber Board of Directors-Conf Ctr	10:00am Site Plan-Tom's ofc 7:00pm CC-Parks & Rec Comm Mtg		
	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		10:00am Site Plan-Tom's ofc		
			JUNE 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			
			AUGUST 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			

LEASE AGREEMENT

This Agreement is made and entered into this ____ day of _____, 1997, by and between the CHETCO COMMUNITY PUBLIC LIBRARY, a library district organized under the laws of the State of Oregon, hereinafter "Lessor", and the CITY OF BROOKINGS, a municipal corporation of the State of Oregon, hereinafter "Lessee";

W I T N E S S E T H

WHEREAS, Lessor is the owner of certain real property located within the City of Brookings, Oregon;

WHEREAS, Lessee wishes to occupy certain property under a lease arrangement with Lessor for purposes of construction, maintenance and operation of a park; and

WHEREAS, the parties desire to reduce the terms of a lease agreement in writing.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Property Description: Lessor leases to lessee and lessee agrees to lease from lessor the real property described as follows: an area of real property located West of the existing public library at 405 Alder, Brookings, Oregon, said area being surrounded by Hemlock Street to the North, Oak Street to the West and Del Norte Street to the South. Attached hereto and incorporated herein by this reference is a diagram depicting the

location of the real property which is the subject of this lease agreement.

2. Term: The term of this lease shall be from year to year. The original term of the lease shall commence on the date of execution of this agreement and shall continue for a period of one year. The lease shall automatically renew for a subsequent one year period unless either party, at least 90 days prior to expiration of the preceding term, provides notice to the other of its intention to terminate the lease.

3. Condition of Premises: Lessee acknowledges that it has fully examined the real property which is the subject of this lease agreement and acknowledges that it accepts the real property and any improvements thereon "as is" with no promise or agreement on the part of lessor to repair, maintain or improve the premises during the term hereof. Lessee shall maintain the property in good condition and repair throughout the term of this lease and in accordance with all applicable laws, rules and regulations of city, county and state governments.

4. Use of Premises: Lessee shall use the real property to construct and maintain a public park, including placement of a boat to be donated by the Port of Brookings Harbor and plants, picnic tables, benches, fencing and a parking area. Lessee may, from time to time, construct, improve, remodel or repair improvements placed on the premises.

5. Rent: Rent shall be paid annually to lessor in the amount of \$1 per year, commencing with a payment on the date of

LEASE AGREEMENT - 2

execution of this agreement and continuing on the same day of each year thereafter.

6. Assignment: Lessee shall not assign, transfer, sublet, pledge, surrender or dispose of this lease, or any part thereof, without first having obtained the written consent of lessor.

7. Maintenance of Premises: Lessee shall be solely responsible for maintenance and upkeep of the lease premises. Such maintenance shall include pick up and disposal of garbage and refuse, mowing lawns, trimming shrubs and maintaining the property in a clean and orderly condition.

8. Insurance: Lessee shall obtain and continuously maintain personal injury, public liability and property damage insurance, insuring its activity on the real property during the term of this lease.

9. Liens and Encumbrances: Lessee shall not permit or suffer any liens or other encumbrances to attach to the subject real property or improvements thereon. Lessee shall keep the premises free of all liens and shall indemnify, defend and hold lessor harmless therefrom.

10. Default: In the event of the failure of lessee to comply with any term or condition of this lease within thirty (30) days after written notice specifying the nature of the default is provided to lessee, lessee shall be deemed in default.

11. Remedies on Default: Time is declared to be of the essence as to all provisions of this agreement. In the event

LEASE AGREEMENT - 3

of a default, and failure to cure by lessee during the period afforded hereunder, the lease may be terminated at the option of lessor by giving notice in writing to lessee. Upon termination of this lease, lessee shall vacate the lease premises, perform any cleanup work required to leave the premises in at least as good of condition as existed on the date of execution of this lease agreement and shall return the premises to lessor.

12. Termination of Lease Agreement: Either party may terminate this lease agreement, without cause, by giving at least ninety (90) days written notice to the other party at any time. Upon notice of termination being given, lessee shall be afforded a reasonable time to remove all of its improvements and structures from the subject real property.

13. Non-Waiver: Waiver by either party of strict performance of any provision of this agreement shall not waive or prejudice that party's right to require strict performance of the same provision or any other provision in the future.

14. Notice: Any notice required to be given under this agreement shall be made in writing and shall be deemed given when actually delivered or when deposited in the mail, certified mailing, addressed to the parties as follows: To Lessor: 405 Alder, Brookings, Oregon 97415; To Lessee: 898 Elk Drive, Brookings, Oregon 97415.

IN WITNESS WHEREOF, the parties have signed their names below on the year and date first hereinabove written.

LESSOR:

CHETCO COMMUNITY PUBLIC LIBRARY

By: _____

Its: President

LESSEE:

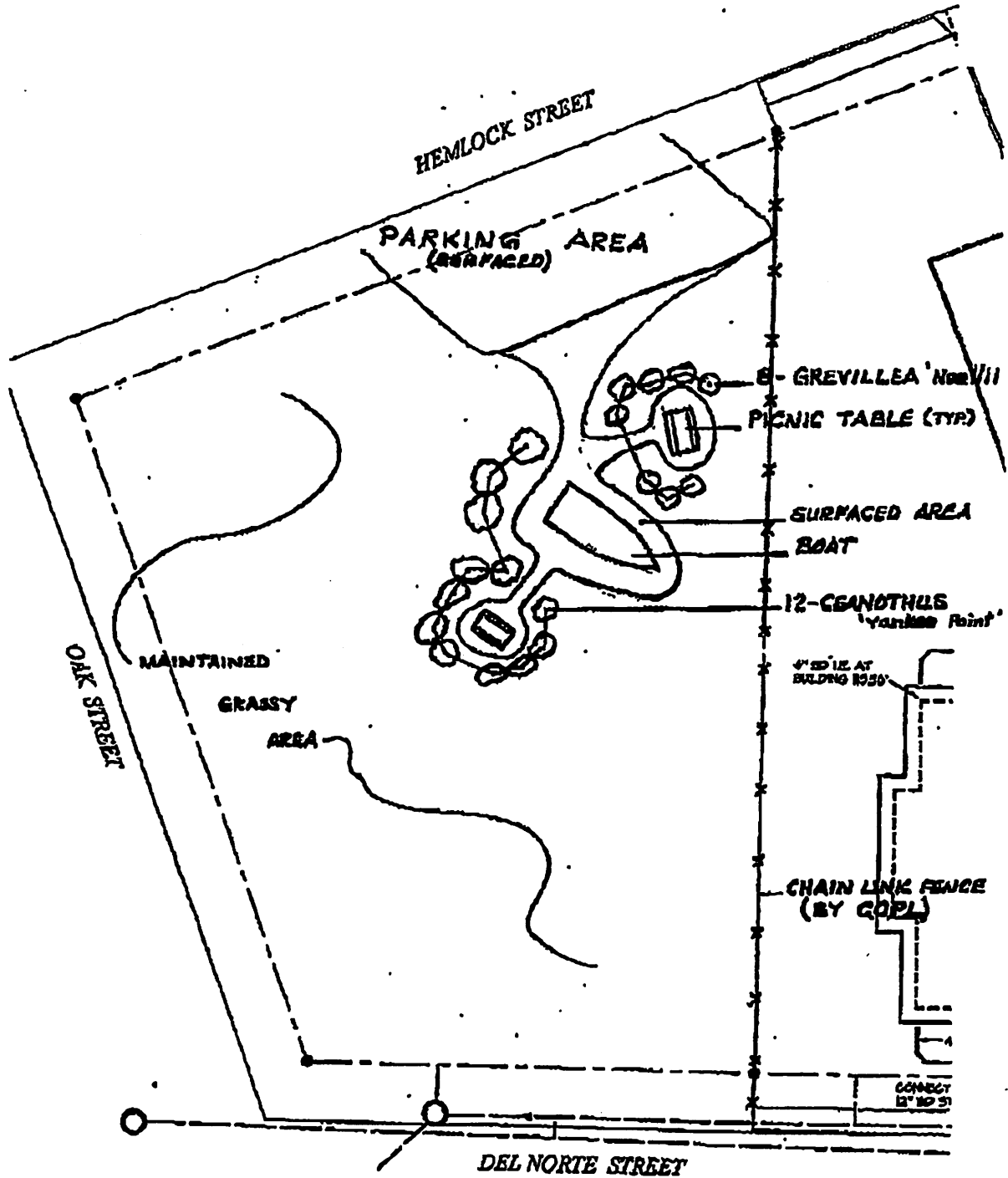
CITY OF BROOKINGS

By: _____
Nancy Brendlinger, Mayor

ATTEST:

Beverly S. Adams
City Recorder

LEASE AGREEMENT - 5



BOAT PARK
PRELIMINARY PLAN

$\frac{1}{16}'' = 1' 0''$
NOT TO SCALE

**NOTE: ALL IMPROVEMENTS AND
MAINTENANCE BY CITY OF
BROOKINGS UNLESS
OTHERWISE NOTED**

**** TOTAL PAGE.03 ****

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: June 2, 1997

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

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

Tradename: Flying Gull Restaurant 1143 Chetco Ave, Brookings

Licensee: Dingle Bay, LLC
Henderson, Jane
Pease, Myrn
Wilmot LTD, Inc

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

Oregon Liquor Control Commission
PO Box 22297, Milwaukee, 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: Dispenser Class A District: 3 County/City: 0805 RO#: R07365A 119/212

DA-1060
DINGLE BAY, LLC
DINGLE BAY, LLC
PO BOX 1139
BROOKINGS OR 97415

Licensee(s) DINGLE BAY, LLC
HENDERSON, JANE *E*
PEASE, MYRN *E*
WILMOT LTD, INC

Server Education Designee(s)

SPRATT, PETER
SPRATT -

Tradename FLYING CULL RESTAURANT
1143 CHETCO
BROOKINGS OR 97415

*Correction allowed
per Linda*

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.

Informational Questions	Responses
(1) Is there a change in your Server Education Designee? If yes, please list their name and Social Security Number.	NO
(2) Please list a daytime phone number.	Phone Number: 541-469-2173
(3) 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.	None
(4) 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:
(5) 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:
(6) 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 <input type="checkbox"/> EXPLAIN:

	Food & Beverage Sales - For the 12 months period ending March 31, 1997	Minimum
A	Average Monthly Alcoholic Beverage Sales (Include Beer, Wine & Distilled Spirits)	\$ 1,144.16
B	Average Monthly Food Sales	\$ 102,721.70
C	Average Monthly Total Sales (Add A + B):	\$ 103,865.86
D	Percent of Food To Total Sales (Divide B By C):	89%

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

Signed: _____ Title of Signer: _____

License Fee and Tax Fee Schedule & Amounts - Unit must call	Dollar Amount
License Fee for Dispenser Class A	400.00
Server Education student fee	2.60
TOTAL FEE TO PAY	402.60
Late Fee:	
IF Renewal Application Is Received After June 10, 1997 but before July 01, 1997	Add 100.00 To Total Due
IF Renewal Application Is Received On or After July 01, 1997	Add 160.00 To Total Due


Print Name	Signature	Date	Social Security	Date of Birth
Bonnie Jackson	<i>Bonnie Jackson</i>	5/18/97	539-40-4136	9/9/42
Myrn Pease	<i>Myrn Pease</i>	5/19/97	5346-01-4558	12-26-'13
Jane Henderson	<i>Jane Henderson</i>		537-40-4694	7/19/15

Peter C. Spratt
Manager, Dingle Bay,
LLC

Obtained 5/21/97 566-02-2254 5/12/97

MEMO

To: Mayor and Council

From: Bev Adams, Finance Director/Recorder 

Subject: Ballot Title

Date: June 5, 1997

Attached is the ballot title language for the September 16, 1997 election for the sale of wastewater bonds for the Wastewater Treatment system improvements.

The language in this ballot title requests authorization from the voters to issue general obligation bonds. Although the intent of the City is not to sell bonds (but to obtain a State Revolving Fund loan at a lower interest rate) the passage of this measure will show the support of the voters for the project, as well as provide additional backing for the City in obtaining the State loan. If, in the case that the rates should somehow not provide the funds for repayment of the loan, the approval of this bond measure allows the City use property taxes to meet the loan obligations. There is no reason to expect that this option will ever be exercised, but the security provided by "backing" of the bonds is helpful in obtaining a loan and provides a "comfort level" for those providing funding for the project.

Even though the wording of this ballot title states that "if the bonds are approved, they will be payable from taxes, etc" does not mean the City is required to sell the bonds, this statement is required by Oregon State law.

Also attached for your information is the bond election calendar showing the time line of events for this bond ballot measure.

City of Brookings
Ballot Title
For the September 16, 1997 Election

CAPTION:

To allow sale of wastewater bonds

QUESTION:

Shall the City of Brookings be authorized to issue general obligation bonds not exceeding \$13,100,000 for wastewater treatment plant improvements?

If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of section 11b, Article XI of the Oregon Constitution.

SUMMARY:

This measure allows the City of Brookings to issue general obligation bonds. Bonds not to exceed \$13,100,000 may be sold. The money will be used for required wastewater system improvements to bring the system into compliance with State and Federal environmental standards and provide capacity for approximately 15 years of projected growth. Sources of repayment may include system development fees, sewer service charges and property taxes. These bonds are not subject to Measure 50 property tax limitations.

September 16, 1997
Wastewater System Improvements
-Bond Election Calendar-

May 27, 1997	City Council discusses/approves of submitting Sewer bond measure on the Sept. 16th ballot
June 2, 1997	Finance Dir./Rec. prepares ballot title and City Atty. reviews/approves ballot title language
June 9, 1997	Ballot title language is accepted by Council
June 18, 1997	Publish notice of ballot title
July 17, 1997	Measure filed with County Elections
August 4, 1997	Absentee ballots available
Aug. - Sept. 2, 1997	Ballots mailed to registered voters
Sept. 16, 1997	Election day

Note: This will be an election by mail.

Memorandum

TO: Mayor, City Council

FROM: Tom Weldon, City Manager *Tom*

DATE: June 5, 1997



Issue: Additional work by Brown and Caldwell

Synopsis: Attached is a proposal from Brown and Caldwell to do work that has been talked about relating to our Wastewater System Improvement project - primarily work related to our I & I problems.

Recommendation: Add work and prices listed in June 4th letter to Leo Lightle from John Holroyd to agreement on Wastewater engineering work between the City and Brown & Caldwell.

Rationale: This work needs to be done and Brown and Caldwell have the expertise and staff available to do it in a timely manner.

Background: The money to do this work is available from our monthly wastewater revenues.

-eom-

BROWN AND CALDWELL

June 4, 1997

Mr. Leo Lightle
Community Development Director
City of Brookings
898 Elk Drive
Brookings, Oregon 97415

13-3409

Subject: Wastewater Program Implementation Steps

Dear Mr. Lightle:

The May 5 work session on the wastewater program and associated financing options was perhaps our most constructive meeting to date. There was keen public interest and our recommended plan received strong support from the Department of Environmental Quality (DEQ). At the conclusion of our presentation to the city council on May 5, 1997, we outlined a number of recommended steps to continue your progress on water quality management. In this letter, we propose additional tasks to our agreement to address the following issues:

Task 1. Respond to DEQ Comments on the Facilities Plan. Your Plan has received preliminary approval from DEQ. All items detailed in our original scope of work have been approved with the exception of the infiltration and inflow (I/I) work which will be discussed later. The DEQ has added a requirement for an evaluation of each of your 12 pump stations as a condition of approval. Structural inspections must be conducted of the pump station wet wells and receiving manholes. Pumping capacities and the presence of overflows and alarms must be noted.

Task 2. Assist the DEQ in Development of a Mass Load Increase. The recommended wastewater plant expansion is planned to meet new permit limits currently under negotiation with DEQ. To acquire these new limits, it has been necessary to prove to DEQ that no degradation of water quality will result. We have provided a significant amount of this documentation including an analysis of the effects of your existing ocean diffuser. Additional effort will be necessary to support this mass load increase request which is the basis for your permit. Jon Gasik of the DEQ has asked us to evaluate numerous performance scenarios based upon differing flow conditions and permit limitations. It is critical that the final negotiated permit conforms as closely as possible to the planned performance of your recommended plant improvements. We understand DEQ will present their permit recommendations to the Environmental Quality Commission in July for their approval.

Environmental Engineering And Consulting • Analytical Services

1025 WILLAMETTE STREET, SUITE 300, EUGENE, OREGON 97401-3199
(541) 686-9915 FAX (541) 686-1417

Task 3. Provide Assistance at Public Hearing and Work Sessions. Development of public understanding and support will be key to achieving passage of your funding measure on September 16. We propose to prepare handouts and presentation materials and attend meetings at your request. It is expected these public meetings will be held in July.

Task 4. Prepare a Wastewater Program Fact Sheet. This would include responses to the most commonly asked questions regarding your project. Now that the project has been in front of the public a number of times, most of the basic questions and concerns have been voiced. A fact sheet will aid the city in providing clear and consistent responses to voter questions.

Task 5. Continued I/I Removal Program Assistance. We have worked with your current and prior plant operators to provide oversight for your on-going I/I removal efforts. As discussed in the May 5 meeting, the most promising approach to flow reductions typically results from targeting inflow and structurally defective pipes. DEQ considers inflow reduction mandatory. The city's recent experience repairing broken sewers is a good indication that structural repairs are needed in portions of your system.

Smoke testing will be used to identify potential inflow locations. Video inspection of sewers will show areas of defective piping. To assist your staff during the busy summer months, we propose to contract directly for smoke testing and video inspection of sewer lines. Hopefully the city crews can clean the sewers as necessary. We will then solicit quotes and provide oversight for the entire process. We recommend the city focus on the basins which showed the highest levels of I/I in your 1987 Cost Effectiveness Analysis. The top five basins include approximately 29,000 linear feet. We recommend all five of these basins be smoke tested and most of them video inspected. The five basins with the next highest I/I amount to 41,000 linear feet should be smoke tested. This approach of targeting the basins which have historically shown the most I/I will provide the most effective program at the lowest cost. Typically, smoke testing and video inspection of sewers costs approximately \$0.20 and \$0.50 per foot, respectively.

The following subtasks are anticipated for smoke testing and video sewer inspection:

5A - Perform Smoke Testing. The city will inform the police and fire departments of the smoke-testing schedule provided by Brown and Caldwell. Twenty-four hours prior to smoke testing a specific area of the system, Brown and Caldwell will distribute door hangers on houses having the potential to be affected by the smoke. Isolation of sewage flows from each test section with plugs will be required to ensure forced flow of smoke.

5B - Review Smoke Testing Results. We will document identified inflow connections using maps and digital photographs. We will also estimate tributary drainage area(s) to each inflow source and the hydraulic impact of inflow sources. The identified inflow sources will be located on an electronic map of the city's service area.

5C - Perform Dye Tests. Brown and Caldwell will identify sites where roof drain connections and storm system cross-connections are likely to exist, but were not detected with smoke testing. The city will review and approve the suggested sites, and obtain permission from homeowners for Brown and Caldwell to enter the property and conduct the test. We will document identified inflow connections using maps and photographs. We will also estimate tributary drainage area(s) to each inflow source and estimate hydraulic impact of inflow sources. Budget will be allocated for performing up to five such tests.

5D - Select Video Inspection Contractor. Brown and Caldwell will select a contractor for sewer cleaning and video inspection through solicitation of competitive quotes.

5E - Perform Video Inspection. Video inspection would be limited to five basins where it would have the greatest utility. We will provide guidelines to the contractor for video inspection procedures and reporting. Using voice-overlaid videotape plus a written log, the contractor will identify sections being inspected and record conditions of line including root intrusion, leaks, conditions of joints, line sags, cracks, and location of laterals and joints.

Brown and Caldwell will review the written log and selected portions of the recorded tape. We will then summarize the field activities performed, indicating specifically the amount of each type of test, and report findings.

5F - Recommend Repairs. Under this task, we will identify the best candidates for pipe repair or replacement. If repair is warranted, a pipe rehabilitation method will be specified. A planning level construction cost estimate will be provided for each recommended repair or replacement.

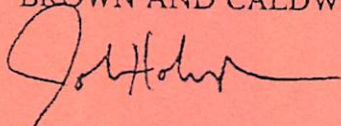
Attachment A shows a breakdown of the costs associated with each of these tasks. The costs associated with Task 5 - Continued Infiltration and Inflow Removal Program Assistance can be tailored to the actual sewer length selected by your staff. In addition, if your crews are available to assist in this program, other Task 5 costs can be reduced.

Mr. Leo Lightle
June 4, 1997
Page 4

Please review this approach and contact us so we may modify these tasks as necessary. We are optimistic that the positive momentum of your wastewater project can be maintained and preliminary design can begin early this fall.

Very truly yours,

BROWN AND CALDWELL

A handwritten signature in dark ink, appearing to read "John Holroyd", with a stylized, flowing script.

John Holroyd
Project Manager

JEH:ps
Enclosure

Labor Category	Task Numbers														Total	Marked up Cost, \$
	1	2	3	4	5a	5b	5c	5d	5e	5f	11	12	13	14		
PROFESSIONAL																
Executive II															0	0.00
Exec V/Exec Engr															0	0.00
Chief-Engr, Sci, Geol/Hydro															0	0.00
Mng-Engr, Sci, Geol/Hydro			12												12	1253.71
Supv-Engr, Sci, Geol/Hydro	8	16	24	16	8	12	12	6	24	20					146	14777.39
Principal-Engr, Sci, Geol/Hydro															0	0.00
Sr-Engr, Sci, Geol/Hydro															0	0.00
Engr, Sci III, Geol/Hydro	16	24	12		8	12	12	6	36	28					154	10288.22
Asc Engr, Sci II, Asc Geol/Hydro															0	0.00
Ast Engr, Sci I, Ast Geol/Hydro															0	0.00
Engr Aide, Asc Sci															0	0.00
Ast Scientist															0	0.00
SUBTOTAL	24	40	48	16	16	24	24	12	60	48	0	0	0	0	312	26519.32
TECHNICAL																
Sr Engr Tech															0	0.00
Engr Tech															0	0.00
Asc Engr Tech															0	0.00
Ast Engr Tech															0	0.00
Std Trainee II															0	0.00
Std Trainee I															0	0.00
Manager, CAD															0	0.00
Chief Drafter															0	0.00
Supv-CAD Op, Drafter															0	0.00
Lead-CAD Op, Drafter			6												6	343.17
Sr-CAD Op, Drafter															0	0.00
CAD Operator, Drafter															0	0.00
CAD Op Trainee, Ast Drafter															0	0.00
CAD Plotter Op, Drafter Trainee															0	0.00
Chief Designer															0	0.00
Supv Designer															0	0.00
Principal Designer															0	0.00
Sr Designer															0	0.00
Designer															0	0.00
Ast Designer															0	0.00
SUBTOTAL	0	0	6	0	0	0	0	0	0	0	0	0	0	0	6	343.17
ADMINISTRATIVE																
Adm Mgr															0	0.00
Supv-Adm/Ofc Srv, Sr Proj Coord															0	0.00
WP Supv, WP IV, Proj Coord II	6	8	6	6						8					34	1644.24
WP III, Proj Coord I															0	0.00
WP II, Sr Proj Ast, Ofc Wkr III															0	0.00
WP V/Proj Ast/Ofc Wkr II															0	0.00
Office Worker I															0	0.00
SUBTOTAL	6	8	6	6	0	0	0	0	0	8	0	0	0	0	34	1644.24
SUBTOTAL LABOR																28163.58

TASK 1 - DEQ FACILITIES PLAN COMMENTS
 TASK 2 - MASS LOAD ASSISTANCE
 TASK 3 - PUBLIC HEARINGS
 TASK 4 - FACT SHEET
 TASK 5A - SMOKE TESTING
 TASK 5B - SMOKE TEST RESULTS
 TASK 5C - DYE TESTS
 TASK 5D - PROCURE CONTRACTOR
 TASK 5E - VIDEO INSPECTION
 TASK 5F - RECOMMEND REPAIR

Other Direct Costs	
Transportation	1100.00
Per Diem	500.00
Communications	200.00
Reproduction	300.00
Subcontractors	30000.00
SUBTOTAL	32100.00
TOTAL COST	60263.58

Memorandum

TO: Mayor, City Council

FROM: Tom Weldon, City Manager

Tom



DATE: June 5, 1997

Issue: Calendar for changing ordinance establishing System Development charge for sewer.

Synopsis: The Council will probably increase this charge to help finance our Wastewater System Improvement project and such a change has to be done according to Oregon law.

Recommendation: Council adopt revised calendar shown below:

June 5 -	Methodology available
June 9 -	Council meeting - Wastewater System Improvement project financing discussion continues
June 23 -	Council meeting - Wastewater System Improvement project financing discussion continues
July 14 -	Council meeting - Wastewater System Improvement project financing discussion continues
July 21 -	Special Council meeting - 1st SDC public hearing

Background: The methodology explaining the rationale behind the Engineer's recommendation on a proposed sewer SDC rate change was available June 5th. Oregon law requires this be available 30 days before the 1st public hearing.

BROWN AND CALDWELL

June 2, 1997

PRELIMINARY

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

13-3409

Subject: Cost Allocation for Wastewater Treatment Improvement

Development of future rates and SDCs must consider the appropriate allocation of system improvement costs. Tables 3-3 and 3-3A in our March 12, 1997, draft of the Brookings Wastewater Rate and Fee Study were developed using a methodology which considered the function and design criteria of each process unit. Your plant expansion was initially developed to be constructed in two phases. Phase 1 was to provide permit compliance, reliability, and an increment for growth of about 8 years. Phase I components are shown in Table 3.3 of the Rate and Fee Study. Phase 2 improvements were designed entirely to accommodate new growth and costs for these improvements are shown on Table 3.3A. The cost allocation process for the Phase 1 costs began with a review of the basis for sizing for each improvement. Unit sizing is based upon peak hydraulic loading, sludge production, or average dry weather flow (ADWF) at the plant. The basis for unit process sizing for each Phase 1 process area is shown below:

<u>Process Area</u>	<u>Sizing Criteria</u>
Headworks complex	Peak wet weather flow
Trickling filter pumps	Peak wet weather flow
Secondary clarifier	Peak wet weather flow
Digester	Sludge production
Sludge lagoon	Sludge production
UV disinfection	Peak wet weather flow
Operations building	Average dry weather flow
Shop	Peak wet weather flow

Peak Wet Weather Flow Components

The following components considered peak wet weather flow in the development of cost allocations.

Environmental Engineering And Consulting • Analytical Services

1025 WILLAMETTE STREET, SUITE 300, EUGENE, OREGON 97401-3199
(541) 686-9915 FAX (541) 686-1417

Headworks

The headworks area is composed of two elements: the barscreen and the grit removal system. The current barscreen will only accommodate the existing peak wet weather flow of 10 million gallons per day (mgd). The new barscreen is needed for growth and will cost \$135,000. The existing grit system will accommodate 7 mgd. The current peak weather flow is 10 mgd. The new grit system will handle 10 mgd and will cost \$141,000. The percentage of the new grit system to handle current flows is:

$$10 \text{ mgd} - 7 \text{ mgd} / 10 \text{ mgd} = 30 \text{ percent}$$

$$\text{Current costs} - (0.3)(\$141,000) = \$42,000$$

$$\text{Future user costs} - (0.7)(\$141,000) = \$99,000 + \$135,000 = \$234,000$$

Trickling Filter Pumps

The existing trickling filter pumps will handle 9.6 mgd of the current 10.0 mgd flow. The new trickling filter pump will add 4.8 mgd pumping capacity. The cost of the trickling filter pumps are \$50,000.

$$\text{Current user costs} - (10 \text{ mgd} - 9.6 \text{ mgd}) / (4.8 \text{ mgd}) (\$50,000) = \$4,000$$

$$\text{Future user costs} - \$50,000 - \$4,000 = \$46,000$$

Secondary Clarifier

The existing clarifier will handle 8.5 mgd of the current 10 mgd flow. The new clarifier will add 8.5 mgd capacity and cost \$760,000.

$$\text{Current user costs} - (10 \text{ mgd} - 8.5 \text{ mgd}) / (8.5 \text{ mgd}) (\$760,000) = \$134,000$$

$$\text{Future user costs} - \$760,000 - \$134,000 = \$626,000$$

UV Disinfection

This new unit is sized to accommodate the wet weather flow of 15.5 mgd. Your current peak wet weather flow is approximately 10 mgd. The estimated cost for the new UV unit is \$772,000.

$$\text{Current user costs} - (10 \text{ mgd} / 15.5 \text{ mgd}) (\$772,000) = \$498,000$$

$$\text{Future user costs} - \$772,000 - \$498,000 = \$274,000$$

Shop Building

The new shop building is required because the new secondary clarifier must be built where the current shop is located. An allocation on the basis of peak wet weather flow is appropriate for this \$250,00 improvement.

$$\begin{aligned}\text{Current user costs} &= (10 \text{ mgd} - 8.5 \text{ mgd}) / (8.5 \text{ mgd}) (\$250,000) = \$44,000 \\ \text{Future user costs} &= \$250,000 - \$44,000 = \$206,000\end{aligned}$$

Sludge Treatment Components

The following components considered sludge production in the allocation of costs.

Anaerobic Digester

This unit was sized based upon sludge production during the peak month. The current sludge production is 11,101 gallons per day (gpd). The current capacity is 4,174 gpd. Future sludge projections estimate a flow of 15,113 gpd. A new digester is estimated to cost \$823,000.

$$\begin{aligned}\text{Current user costs} &= (11,101 \text{ gpd} - 4,174 \text{ gpd}) / (15,113 \text{ gpd}) (\$823,000) = \$377,000 \\ \text{Future user costs} &= \$823,000 - \$377,000 = \$446,000\end{aligned}$$

Sludge Lagoon

The sizing criteria for the sludge lagoon will be peak month pounds of biochemical oxygen demand (BOD). The sludge lagoon will be sized to handle 5,209 pounds per day (ppd) BOD compared to the current plant load of 3000 ppd BOD. The estimated cost of the sludge lagoon is \$401,000.

$$\begin{aligned}\text{Current user costs} &= (3,000 \text{ ppd} / 5,209 \text{ ppd}) (\$401,000) = \$231,000 \\ \text{Future user costs} &= \$401,000 - \$231,000 = \$170,000\end{aligned}$$

Operations Building Improvements

The operations building improvements are required to improve operator safety and efficiency now and in the future as the community grows. To consider both the current and future

needs of the operations building staff, assume an allocation based on ADWF which is directly related to population. The current ADWF is 1 mgd. The future ADWF will be 1.74 mgd. Operations building improvements will cost \$105,000.

Current user costs - $(1 \text{ mgd}/1.74 \text{ mgd})(\$105,000) = \$60,000$
Future user costs - $\$105,000 - \$60,000 = \$45,000$.

Percentage Allocations

At the facilities plan level of cost estimating, a percentage allowance is made for contractor management and mobilization, yard development, yard piping, electrical and instrumentation, loan/bond cost and engineering. These percentages are applied to the subtotal of the plant improvement costs as follows:

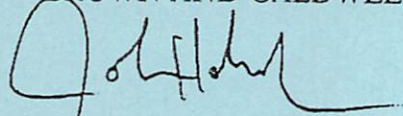
Contractor management and mobilization - approximately 9 percent
Yard development - approximately 2 percent
Yard piping - approximately 9 percent
Electrical and instrumentation - approximately 24 percent
Bond cost - approximately 1 percent

An allocation of 20 percent is included both for contingency for unidentified items and for engineering. These cost allocations are summarized in Table 1 for your convenience.

Every effort has been made to be as consistent and fair as possible in the allocation of these costs. We look forward to discussing our approach and findings with you at your convenience.

Very truly yours,

BROWN AND CALDWELL



John Holroyd
Project Manager

JEH:ps

**Table 1 Allocation of Phase I and II
Project Costs, thousand dollars**

Description	Phase I		Phase II		Total	
	Current Customers	Future Customers	Current Customers	Future Customers	Current Customers	Future Customers
WWTP Construction						
Contractor mgt&mobllization	116	171	-	207	116	378
Headworks complex	42	234	-	-	42	234
Yard development	24	36	-	43	24	79
Primary sedimentation basins	-	-	-	1,061	-	1,061
Solids contact	-	-	-	327	-	327
Aeration blowers	-	-	-	100	-	100
Trickling filter pumps	4	46	-	50	4	96
Odor control	-	-	-	100	-	100
Secondary clarifier	134	626	-	-	134	626
Digester	377	446	-	-	377	446
Sludge thickening	-	-	-	664	-	664
Sludge lagoon	231	170	-	-	231	170
Yard piping	118	172	-	225	116	397
Electrical/instrumentation	321	472	-	572	321	1,044
UV disinfection	498	274	-	-	498	274
Operation building	60	45	-	-	60	45
Shop	44	206	-	-	44	206
Estimate subtotal	1,967	2,898	-	3,349	1,967	6,247
Loan Cost	19	29		34	19	63
Revised subtotal	1,986	2,927	-	3,383	1,986	6,310
Unaccounted for items	397	585		677	397	1,262
Total WWTP construction	2,383	3,512	-	4,060	2,383	7,572
Land	16	24	-	-	16	24
Sewer rehabilitation	500	-	-	-	500	-
Pump stations	125	125	-	-	125	125
Engineering	542	787	-	812	542	1,599
Total	3,567	4,447	0	4,872	3,567	9,319
Percentage	44.50%	55.50%	0.00%	100.00%	27.68%	72.32%

Memorandum

TO: Mayor, City Council
FROM: Leo Lightle, Community Development Director
THROUGH: Tom Weldon, City Manager
DATE: May 28, 1997



Issue: Application for the 1998 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 will be used this summer 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 1998 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, 1997.

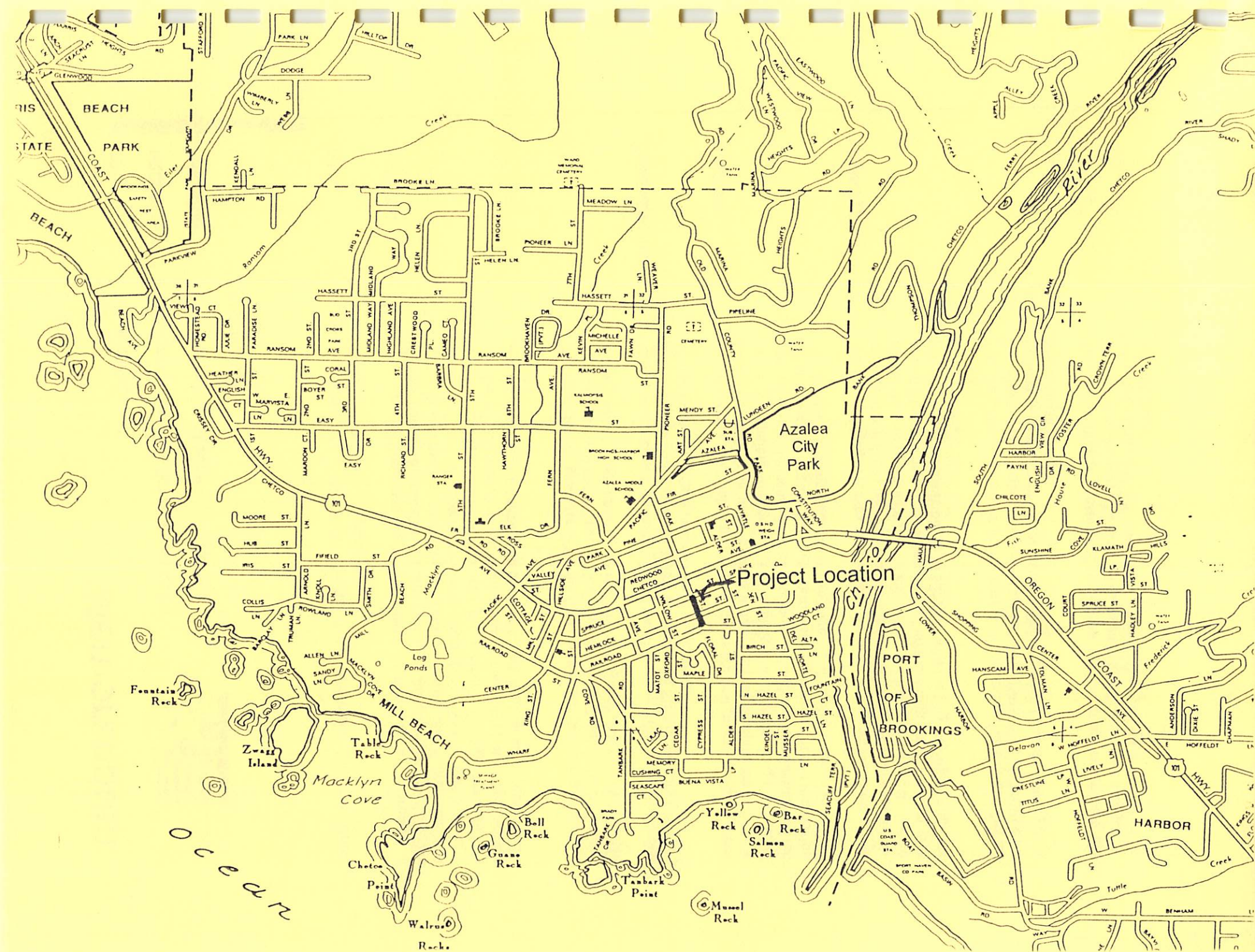
Recommendation: City Council select the continuation of the Oak Street Project for the Special City Allotment Grant for \$25,000 and authorize the Mayor and City Manager to sign the necessary documents for the application.

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.

This year's project is estimated to cost \$40,157 with the city paying the \$15,157 over the stated \$25,000. The recommended continuation project is estimated to cost \$40,000 with the city paying the \$15,000 over the state's \$25,000 share.



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 Hagbom moved, Councilor Curry 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

Comments or concerns regarding the Minor Partition were heard from proponents:

Don Hodges, Applicant	96978 Park Ln., Brookings
Dale Coleman	16429 Hwy 101 S., Brookings
Becky Hodges	96978 Park Ln., Brookings
Rich Roberts	PO Box 2728, Harbor

Comments or concerns regarding the Minor Partition were heard from opponents:

Eric Vance	31408 Camas Ln., Eugene, OR
Kim Jester	1300 Hampton Rd., Brookings

Comments or concerns regarding the Minor Partition were heard from interested parties:

George Hellier	1090 Parkview Dr., Brookings
----------------	------------------------------

No request was made to hold the record open for 7 days for additional submittal.

Councilor Ham moved, Councilor Curry seconded and the Council voted unanimously to deny 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 Fast Mart 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
None

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.

Nancy Brendlinger
Mayor

ATTEST:

Beverly Adams
Finance Director/Recorder

MINUTES

CITY OF BROOKINGS

Council Meeting

Brookings City Hall Council Chambers

898 Elk Drive, Brookings, Oregon

May 27, 1997

7:00 p.m.

I. CALL TO ORDER

Mayor Brendlinger called the meeting to order at 7:06 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Council Present: Mayor Nancy Brendlinger, Councilors Bob Hagbom, Larry Curry, Julie Cartwright and ex-officio student Council member Kevin Blank

Staff Present: City Manager Tom Weldon, Finance Director Bev Adams, Treatment Plants Chief Operator Joe Ingwersen, Fire Chief Bill Sharp, Accounting Clerk Denise Bottoms

Media Present: Chuck Hayward, Curry Coastal Pilot; Martin Kelly, KCRE;

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Employee of the Season - Spring

Mayor Brendlinger read and presented a proclamation to Denise Bottoms for Employee of the Season for the Spring of 1997.

Kevin Blank, ex-officio student Council member, received a gift certificate from Mayor Brendlinger and the Council for his upcoming graduation from Brookings-Harbor High School.

V. PUBLIC HEARINGS

A. 1997/98 Budget and State Revenue Sharing

Finance Director Bev Adams discussed the State Revenue Sharing money in the budget. Lorraine Kuhn (813 N. 2nd Street), President of the Brookings-Harbor Youth Association, asked that the Council consider the Youth Association when preparing the budget for next year. They are pursuing property for a skateboard park and asked if the Council is not able to make a monetary donation, they would appreciate consideration at a later date for a land donation.

Mike Nyberg (402 Fir Street) also spoke to the Council regarding his ideas for skateboard park.

The hearing was closed to the public at 7:27 p.m.

B. Wastewater Project

Councilor Dave Ham arrived at 7:32 p.m.

Marv Weiner, Chief Economist of Brown and Caldwell, gave a presentation on the Wastewater Project.

Comments and questions were heard from the following people:

Martin Kelley
Fred Hummel
Chuck Brendlinger
Larry Anderson

Mayor Brendlinger called a recess at 8:47 p.m. The meeting resumed at 8:58 p.m.

The Council asked Mr. Weiner to get the information requested on different revenue scenarios to them by Friday, May 30, 1997. He agreed to do this.

VI. SCHEDULED PUBLIC APPEARANCES

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

VIII. STAFF REPORTS

- A. City Manager
 - 1. Liquor License renewals

Councilor Hagbom moved, Councilor Ham seconded and the Council voted unanimously to approve the liquor license renewals pending David Hodge completing his application.

- 2. City Hall security

Councilor Curry moved, Councilor Cartwright seconded and the Council voted 4-1 to allow employees, the Mayor and the City Council to have keys to City Hall after the locks have been changed.

- B. Finance

- 1. 1995/96 Audit

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to accept the 1995/96 Audit Report as amended.

IX. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 - 1. Minutes of 4-28-97 Regular Council meeting
- B. Approval of Planning Commission Minutes
 - 1. Minutes of 4-1-97 Regular Planning Commission meeting

(End Consent Calendar)

The minutes of the 4-28-97 Council Meeting were tabled.

Councilor Ham moved, Councilor Cartwright seconded and the Council voted unanimously to accept the Planning Commission Minutes as presented.

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

XI. COMMITTEE & LIAISON REPORTS

XII. REMARKS FROM MAYOR AND COUNCILORS

Oasis Shelter is asking for a letter of support from the Council. The Council directed the City Manager to draft such a letter.

Wednesday, June 18, 1997 will be the date of a Hospitality Tour of our Wastewater Plant. Public tours are also being considered in the future.

Mayor Brendlinger told the Council that she heard that during the Azalea Festival when the Sewer Bond float went by, apparently the residents were unaware of the upcoming sewer bond. She mentioned that we need to make sure the public is informed.

Councilor Hagbom mentioned the Rural Investment Fund meeting and that Tom will be attending.

Councilor Hagbom also asked about the Municipal Court Judge being paid until the time that a new Judge signs the employment contract. After some discussion, the Council directed the City Manager to terminate the Judge's employment as of May 31, 1997 as originally moved at the prior meeting rather than until the next Judge signs the employment contract as the City Attorney suggested.

XIII. ADJOURNMENT

Councilor Hagbom moved, Councilor Cartwright seconded and the Council voted unanimously to adjourn the meeting at 9:40 p.m.

Nancy Brendlinger
Mayor

ATTEST:

Beverly Adams
Finance Director/Recorder

I N T E R

O F F I C E

MEMO

To: Mayor and City Council
From: Tom Weldon, City Manager *Tom*
Subject: Resolution No. 97-R-613
Date: May 30, 1997

Resolution No. 97-R-613 was on the agenda for the February 10, 1997 meeting. In looking over the minutes of that meeting I found that there is no documentation showing passage of this Resolution. We also do not have a signed copy in our files.

Attached is a copy of an article from the February 15, 1997 edition of the Curry Coastal Pilot stating that this Resolution was passed unanimously.

The Council will need to amend the minutes of February 10, 1997 to show that Resolution No. 97-R-613 was passed. Denise listened to the tape of that meeting and determined Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to accept Resolution No. 97-R-613 as presented.

-com-

al uses, and the Department of Transportation would study the area to find other remedies. He said the refinement study might be the area as the two divisions of traffic separated Brookings would be refined near there. A zone change was approved 15-0 by the council. It will be an ordinance to make changes at its next meeting.

cause of damage, Wilks said. The upper Cheten access road (1376) received \$76,000 worth of damage when part of the road

Many roadways are open in time for summer recreation use and fall hunting seasons, Wilks said.

2/15/97

Property owners receive exemption

By ANITA RAINEY
Pilot Staff Writer

A resolution passed by the Brookings City Council at its last meeting exempts a number

of property owners along Easy Street from having to build curbs, gutters and sidewalks if they improve their property.

The congregation of Trinity Lutheran Church requested exemption from having to improve the curbs, gutters and sidewalks along Easy Street if the church undertook a major building project. They attended a council meeting last year bringing forward the request.

Mayor at that time, Tom Davis, and the council agreed that the church and other property owners along the stretch of Easy Street still lacking curb or sidewalks should not be forced to build those improvements.

Funds originally set aside to construct sidewalks and curbs along Easy Street were redirected to pave and repair other city streets in 1992. What began as a city project should be finished by the city, the council said.

The resolution, which passed unanimously Monday, formalized and finalized that decision. The resolution lists 15 tax lots that are included in the exemption.

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phone.
all from
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Trinity Lutheran Church

1200 Easy Street
P.O. Box 1199
Brookings, Oregon 97415 - 0113
Phone 503 469-3411



September 18, 1996

To: Tom Weldon, Brookings City Manager
From: Gordon Myrah, Pastor of Trinity Lutheran Church
Re: Curb & sidewalk along church property on Easy St.

Dear Tom:

A couple of years ago the City Council decided that they would not utilize the money dedicated for the curb & sidewalk improvement on Easy Street for the land adjoining Trinity Lutheran Church. They felt that the money could better be utilized for paving streets.

When I protested this decision, Mr. Larry Curry and Mr. Tom Davis visited the site. They verbally assured me that the church would not have to be responsible for the burden of paying for curbing and sidewalk at any point in the future.

I recently learned that a building permit applied for last spring (B-96-34) involved discussion about the responsibility of curbing and sidewalk with any future improvements.

I would like to receive the assurance previously made to me by the representatives of the City Council in writing to be placed on file for further reference.

We appreciate your attention and assistance in correcting this misunderstanding.

Sincerely,

Dr. Gordon E. Myrah, pastor

V.I.I.

V.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

1. Mrs Edna Messer presented council with a letter written by Charles and Nancy Brendlinger concerning improvements to Marine Drive. Mrs. Messer requested that the letter be read into the record.

Councilor Brendlinger stepped down from the bench because she wrote the letter in question.

A letter concerning improvements to Marine Drive, written by Charles and Nancy Brendlinger was read into the record. No formal action taken.

Item IX.B.1 was moved up on the agenda at the request of members of the audience.

IX.

REMARKS FROM MAYOR AND COUNCILORS

B. Council

1. Possible reconsideration of Easy Street Project Phase II

Councilor Davis moved to reconsider a prior motion (August 24, 1992) authorizing a call for bids on the Easy Street Project Phase II, which motion was seconded by Councilor Curry. The clerk called the roll with the following results:

Ayes: Councilors Brendlinger, Brimm, Curry, Davis

Nays: Mayor Hummel

Motion carried; prior motion passed August 24, 1992 authorizing a call for bids on the Easy Street Project Phase II to be reconsidered.

Councilor Curry moved to rescind the previous action to go to bid for Easy Street Project Phase II, which motion was seconded by Councilor Brimm. The clerk called the roll with the following results:

Ayes: Councilors Brimm, Curry, Davis

Nays: Councilor Brendlinger, Mayor Hummel

Motion carried; previous action authorizing a call for bids for Easy Street Project Phase II rescinded.

Councilor Davis moved to direct staff to prepare a council agenda item pertaining the improvements to Easy Street adjacent to the Trinity Lutheran Church property, and an agenda item on streets needing paving and costs, for the council work session on September 21st and the council agenda on September 28, which motion was seconded by Councilor Curry. The clerk called the roll with the following results:

Ayes: Councilors Brendlinger, Brimm, Curry, Davis, Mayor Hummel

Nays: None

Motion carried; staff directed to prepare a council agenda item pertaining the improvements to Easy Street adjacent to the Trinity Lutheran Church property, and an agenda item on streets needing paving and the costs, for the council work session on September 21st and the council agenda on September 28.

VI. CONSENT CALENDAR

A. Approval of Council Meeting Minutes

1. August 24, 1992 Regular Council Meeting
2. September 2, 1992 Special Council Meeting

B. Acceptance of Planning Commission Meeting Minutes

1. August 4, 1992 Regular Planning Commission Meeting

RESOLUTION NO. 97-R-613

A RESOLUTION EXEMPTING CERTAIN REAL PROPERTY FROM THE REQUIREMENTS OF CURB, GUTTERS AND SIDEWALK IMPROVEMENT UNDER THE BROOKINGS LAND DEVELOPMENT CODE.

THE COMMON COUNCIL OF THE CITY OF BROOKINGS FINDS AS FOLLOWS:

1. In September 1992 the Common Council decided to redirect the use of funds that had been budgeted for construction of curbs and sidewalks on Easy Street in order to pave other streets within the city.

2. As a result of that decision, certain real property abutting Easy Street easterly from Highway 101 a distance of 1301 feet did not receive the benefits of curb construction, and certain real property abutting Easy Street easterly from Highway 101 a distance of 829 feet did not receive the benefits of sidewalk construction.

3. It would not be equitable to require the owners of the real property abutting the undeveloped portion of Easy Street to incur the expense of curb, gutter or sidewalk improvement in the event of future development on the abutting properties.

4. There is a need to exempt the owners of the following tax lots from the requirements of curb, gutter and sidewalk improvements in the event of future development on those parcels: TL2700, TL2701, TL1525, TL1528, TL2100, TL2200, TL2201, TL2400, TL2600, TL2900, TL1800, TL1900, TL2000, TL2101 and TL2102.

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

In the event of future development on their respective properties, the owners of the following tax lots in the City of Brookings shall not be required to incur the expense of curb, gutter or sidewalk improvements along Easy Street:

**TL2700, TL2701, TL1525, TL1528, TL2100, TL2200, TL2201, TL2400, TL 2600,
TL 2900, TL1800, TL1600, TL2000, TL2101 and TL2102.**

**PASSED by the Council and signed by the Mayor this 10th day of February,
1997.**

Nancy Brendlinger, Mayor

ATTEST:

**Beverly S. Adams
City Recorder**

SYSTEMS DEVELOPMENT CHARGE REVIEW BOARD
898 ELK DR.
BROOKINGS, OR 97415

Jim Collis - Chairman - 469-3678 Bob Krebs - Vice Chairman - 469-3017
Ross Shawaker - Member - 469-6499 Larry Smith - Member - 469-6577
Russ Fritz - Member - 469-0244

MINUTES:

The Board met in the Council Chambers at 898 Elk Drive, Brookings, Oregon at 1:30 PM on Thursday, May 22,, 1997.

Members present were Bob Krebs, Ross Shawaker, Larry Smith , Russ Fritz and Jim Collis. Members present constituted a quorum. Mayor Nancy Brendlinger, City Manager Tom Weldon, Community Development Director Leo Lightle and Finance Director Beverly Adams were also present.

The Chair stated that the minutes of the previous meeting April 15, 1997 had been distributed and unless there were changes or corrections the minutes would stand as presented.

The Chair noted that at the previous meeting on April 15th Mr. Lightle requested the opportunity to review SDC expenditures and come back to the Board with more complete information. Mr. Lightle then proceeded to give extensive information on projects which had been funded by SDC during the past fiscal year. The supporting CIP entry and the share of SDC support was identified for each project.

Projects covered included Easy and Fifth street overlay project, the Sludge Thickener Project, the Marina Heights waterline project, the Facilities Plan Update and the Oak street project. (copies of the project information sheets are attached)

There was a discussion of how to apportion project funds when part of a project is covered by a grant. No final consensus was reached and the matter needs to be reexamined at a later meeting.

The City Manager noted that the Capital Improvement Committee would be reconvening on June 11th and the SDC Board needed to have a representative. Also the Board needed to meet and consider the recommendations made by the CIP Committee. Bob Krebs was designated to be the SDC Board representative on the CIP Committee. A SDC Board meeting was scheduled at 1:30 PM on June 24 to consider the action taken by the CIP Committee and such other matters as may be appropriate.

There was a discussion of the handling of fund withdrawals from the Harbor Sanitary Waste Water Treatment system development account. There appears to be procedural delays in the process. The Board requested further information and agreed to take up the matter of handling of Harbor system development payments at a later date.

The Chair noted that the Board had asked the City Manager for a recommendation regarding maintaining dual Water and Wastewater funds to correspond to assessments specified in the System Development Charge schedule. The City Manager suggested the matter be taken up as part of the update or revision of the SDC schedule now underway.

The next meeting of the Board was scheduled for 1:30 PM June 24, 1997.

The meeting adjourned at 3:30 PM

Jim Collis
Chairman

CTP CTP

*	1991 Report on System Development Charges
---	---

Work SHEET

SDC Charges Easy Street Project

Listed as 120' full width; two ~~p~~ driveway
and 1. Sewer Manhole raise.

- Without actual trip tickets - contractor
did not segregate -

I took the \$126,799.00 contract
amount and divided that by the 11,000 lineal
foot contract amount to get lineal
footage amount.

This figure would be conservative (or less)
than) the average amount as the contractual amount
for valve and Manholes per lineal foot is less ^{than} this
portion.

This figure does not include administrative
costs.

Therefore the Easy Street Portion of
the project = $126,799.00 \div 11,000 \times 120$
= \$1383.26

5/20/97
Leo Lightle

CITY OF BROOKINGS				Allowable				
Project Name		Sludge Thickener Project		System Development Fund Charges			\$178,215	
Project #		CIP WWT, Item # 5						
Estimated Project Cost				Project Charged To:				
Project Bid Price								
Invoice	Invoice	Vendor	Amount	55-43-722	58-53-730	25-32-722	Account #	Total
Date	Number		Paid	SRF-WW	SDF-WW	WW Trmt	Fund	Charged
08/15/94	103	Brown & Caldwell Eng.	1,924.71	1,924.71	0.00	0.00	0.00	1,924.71
09/15/94	202	Brown & Caldwell Eng.	75.29	75.29	0.00	0.00	0.00	75.29
02/16/95	435	Brown & Caldwell Eng.	19,800.00	19,800.00	0.00	0.00	0.00	19,800.00
03/08/95	505	Brown & Caldwell Eng.	42,900.00	42,900.00	0.00	0.00	0.00	42,900.00
03/31/95	565	Brown & Caldwell Eng.	30,800.00	30,800.00	0.00	0.00	0.00	30,800.00
06/16/95	749	Brown & Caldwell Eng.	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00
12/08/95	1179	Brown & Caldwell Eng.	16,236.00	16,236.00	0.00	0.00	0.00	16,236.00
03/08/96	1395	Brown & Caldwell Eng.	1,306.80	1,306.80	0.00	0.00	0.00	1,306.80
04/10/96	1478	Brown & Caldwell Eng.	3,430.20	3,430.20	0.00	0.00	0.00	3,430.20
05/10/96	1546	Brown & Caldwell Eng.	487.20	487.20	0.00	0.00	0.00	487.20
12/31/95	1	EMK Contractors Inc.	64,293.53	0.00	64,293.53	0.00	0.00	64,293.53
01/20/96	2	EMK Contractors Inc.	28,834.40	0.00	28,834.40	0.00	0.00	28,834.40
02/23/96	3	EMK Contractors Inc.	82,175.00	0.00	82,175.00	0.00	0.00	82,175.00
03/29/96	4	EMK Contractors Inc.	78,150.42	0.00	78,150.42	0.00	0.00	78,150.42
04/18/96	5	EMK Contractors Inc.	122,593.13	0.00	122,593.13	0.00	0.00	122,593.13
07/23/96	6&7	EMK Contractors Inc.	52,831.42	0.00	52,831.42	0.00	0.00	52,831.42
03/06/97	Final	EMK Contractors Inc.	30,384.67	0.00	30,384.67	0.00	0.00	30,384.67
03/30/97	-	Mar Stmt JE # 919	-	200,000.00	(250,662.90)	50,662.90	0.00	0.00
04/30/97	-	April Stmt JE # 1016	-	15,000.00	(30,384.67)	15,384.67	0.00	0.00
		Actual Cost	\$581,722.77	\$337,460.20	\$178,215.00	\$66,047.57	\$0.00	\$581,722.77
				0.58010485	0.30635727	0.11353788	0	100.00%
				% Project	% Project	% Project	% Project	
* This project is only a portion of the total WW Trmt Plant Upgrade								
Estimated Cost for total Upgrade is \$13,000,000								
Harbor Sanitary District -		Allowable SDC portion = \$44,732						
Harbor Sanitary District -		Total project portion = \$146,012.42						

BROWN AND
CALDWELL

Tom

February 26, 1997

Mr. Tom Weldon
City Manager
City of Brookings
898 Elk Street
Brookings, Oregon 97415

13-1902

Subject: Digester Improvement Project Funding

Dear Mr. Weldon:

At your request, we have reviewed the individual components of this project to determine what portion may be allocated to increases in treatment capacity. In general, the project elements can be divided into two categories. First, we replaced the existing boiler, sludge mixing, and heat exchanger to improve reliability and treatment efficiencies. This work did not add any appreciable treatment capacity.

Second, we added an interim sludge thickener to increase the concentration of solids in your digester. Current sludge regulations require a minimum detention time of 15 days.

Before this project was started up, plant records indicate the digestion system operated with a detention time of only 11.7 days at a solids concentration of 2.3 percent. Now that the sludge thickener is on-line, we are confident the sludge concentration in the digester can be raised to 4.0 percent solids. This would raise the theoretical detention time to approximately 20.3 days. Thirty-eight percent of this increase in detention time can be allocated to meeting the required minimum detention. While we do not recommend extended operation of the digester at minimum detention times, it appears that approximately 62 percent of the expanded capacity may be available for growth.

The enclosed breakdown of the contractors cost for this project shows their approximate allocation of costs to each segment of the project. Note that the total cost of the sludge thickening components including engineering is approximately \$287,444. If you were to assume that 62 percent of this system cost could be allocated to interim reserve capacity, this would calculate to $(\$287,444)(0.62) = \$178,215$.

Environmental Engineering And Consulting • Analytical Services

1025 WILLAMETTE STREET, SUITE 300, EUGENE, OREGON 97401-3199
(541) 686-9915 FAX (541) 686-1417

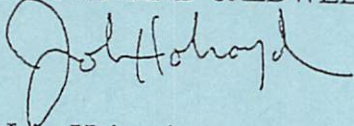
[illegible]

Mr. Tom Weldon
February 24, 1997
Page 2

Please call if we may offer further explanation regarding this matter. We look forward to continuing to work with you towards long-term solutions to meet your wastewater treatment needs.

Very truly yours,

BROWN AND CALDWELL

A handwritten signature in dark ink, appearing to read "John Holroyd", written over the printed name.

John Holroyd
Project Manager

JEH:ps
Enclosure

5/20/97

[illegible]

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
March 4, 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
Keith Pepper
Rick Dentino

Judi Krebs
Jessica Babin

John Bischoff, Planning Director
Linda Barker, Secretary

Absent were Commissioners Freeman, Lindsey and Breuer.

Chair Ciapusci announced that advertised hearings for conditional use permits File No. CUP-2-97 and CUP-3-97 have been postponed until a later date and would not be heard during this meeting.

Chair Ciapusci welcomed Rick Dentino to the Commission. Commissioner Dentino was appointed by the City Council to fill the position vacated by Chet Singleton. Chair Ciapusci also introduced Jessica Babin to the audience. Ex Officio Commissioner Babin sits on the Commission in an contributory but non-voting capacity.

MINUTES

The minutes from the February 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 February meeting. The minutes will be carried forward to the April 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
None

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 4-0 vote, (motion: Commissioner Krebs, second: Commissioner Pepper) the Planning Commission approved (File No. M3-3-97) a request for a minor partition to divide a 5.96 acre lot into two parcel of 107,296 and 151,448 sq. ft. in size; located on the south side of Hampton Road approximately 125 feet east of Parkview Dr.; zoned R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size); Don and Becky Hodges, applicants; Stuntzner Engineering and Forestry, representative.

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

a) Rich Roberts

PO Box 2748

Harbor OR

b) George Hellyer	1090 Parkview Drive	Brookings OR
c) Kim Jester	1300 Hampton Road	Brookings OR
d) Susan Wimberly	1005 Parkview Drive	Brookings OR
e) Dan Webb	1300 Hampton Road	Brookings OR
f) Don Hodges	96978 Park Lane	Brookings OR
g) Dave Hodges	915 Easy Street	Brookings OR

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

2. By a 4-0 vote (motion: Commissioner Krebs, second: Chair Ciapusci) the Planning Commission approved the Final ORDER and Findings of Fact for File Document No. M3-3-97 as written.

The Commission adjourned from 8:05 to 8:10 p.m.

3. By a 4-0 vote (motion: Commissioner Pepper, second: Commissioner Dentino) the Planning Commission approved (File No. M3-2-97) a request for a minor partition to create two lots of 1.00 and 1.01 acres in size from a parcel of land totaling 2.1 acres; located approximately 480 feet east of Old County Road on Marine Drive with Marine Drive on the south and Marina Heights Road on the north; zoned R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size); Charles H. Brendlinger, applicant.

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

a) Charles Brendlinger	PO Box 6667	Brookings OR
------------------------	-------------	--------------

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

4. By a 4-0 vote (motion: Commissioner Pepper, second: Commissioner Dentino) the Planning Commission approved the Final ORDER and Findings of Fact for File Document No. M3-2-97 as written.
5. By a 4-0 vote (motion: Commissioner Krebs, second: Chair Ciapusci) the Planning Commission approved (File No. SUB-2-97/PUD) a request for approval of a redesign of a previous Planned Unit Development of 95 condominium units to 49 foot print lots for single family houses; located on the north side of the easterly end of Seacrest Lane; zoned R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size); Larry Anderson, applicant.

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

a) Larry Anderson	PO Box 1746	Brookings OR
b) Bill Dundom	PO Box 1502	Brookings OR

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

argument.

6. By a 4-0 vote (motion: Commissioner Krebs, second: Commissioner Pepper) the Planning Commission approved the Final ORDER and Findings of Fact for File Document No. SUB-2-97/PUD with the following changes to the conditions of approval:

- Changed Condition 2: granting five (5) years for approval and recordation of the final plat.
- Changed Condition 15: adding placing a stop sign at the intersection of Seacrest Lane and Glenwood Drive and placing a "stop ahead" sign on Seacrest at a point to be determined by city staff.
- Changing Condition 17: requiring the applicant to submit a proposed name for the private loop street located within the subdivision. The City Planning Commission will consider the proposed private street name when considering the final plat map.
- Adding Condition 41: The applicant shall install fire hydrants throughout the subdivision at locations to be determined by the City Fire Chief.

7. By a 4-0 vote (motion: Commissioner Krebs, second: Commissioner Pepper) the Planning Commission voted to send a favorable recommendation to the City Council in the matter of File No. CZ-1-97 a request for a change of zone from C-3 (General Commercial) to C-4 (Tourist Commercial) on the 150,265 ± sq. ft. lot that contains the Elks Lodge building; located on the north side of Elk Drive approximately 375 feet east of Fifth Street; zoned C-3 (General Commercial); Brookings Elks Lodge, applicant; Philip Cox, representative.

Before the hearing Chair Ciapusci declared that he is a member of the Elks Lodge but this would not affect his decision in this hearing. Commissioner Krebs declared her husband is an Elk and she belongs to the Emblem Club but this would not affect her decision. No one in the audience challenged any Commission member.

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

a) Phil Cox

PO Box E

Brookings OR

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

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

None

UNSCHEDULED PUBLIC APPEARANCES

None

REPORT OF THE CITIZENS ADVISORY COMMITTEE

Planning Director Bischoff reported the second meeting of the Transportation Growth Management Program's Infill and Redevelopment Committee has been held. The kick off meeting for the

refinement study on the couplet has been held and a committee is being set up to continue work on the study. Primarily, the committee will be made up of the same members who were on the South Coast Transportation Plan Study with modifications to allow for those members who are from Harbor who may not be directly affected by the couplet which is located completely within the Brookings city limits.

MESSAGES AND PAPERS FROM THE CITY MANAGER

None

MESSAGES AND PAPERS FROM THE MAYOR

The calendar in the Planning Commission packet shows the City Council meeting of March 6, 1997 beginning at 7:00 p.m. The correct time is 7:30 p.m. No meeting will be held on Monday, March 10, the regular Council meeting night.

REPORT OF THE PLANNING DIRECTOR

Staff reported a certified letter has been sent to Carl Hatfield, 828 Railroad, stating he cannot live in a RV within the city limits. The 15 days grace period allowed him is nearly up and if he continues to live at the site he will be cited.

PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS

Chair Ciapusci announced a joint Planning Commission/City Council meeting has been set for April 14, 1997 at 6 p.m. in the Council Chambers. He would like suggestions for agenda items from the Commissioners. He will also contact members absent this evening to get their input. Items from the 1996 Annual Report will be incorporated into the agenda. Chair Ciapusci asked Planning Director Bischoff to schedule a meeting with the County Planning Department regarding the handling of County referrals prior to the joint City Planning Commission/City Council meeting.

Commissioner Krebs questioned the RV that is being used at the Southern Curry Ambulance site on Railroad. Director Bischoff responded they were given permission by the City Council for a small mobile home to sit on the property but not a RV. He will investigate this and take action if it is needed.

Parked cars with "for sale" signs have reappeared at the corner of Spruce and Alder. Commissioner Krebs saw 4 or 5 on the City owned property at that corner. Director Bischoff will ask the Police Department to cite the owners if the cars are located on City property.

Commissioner Krebs questioned the status of the RV located on a lot on Railroad next to GTE's compound. Lights are on in the RV during the evening and it appears to be inhabited. The owner of the RV has been cited and fined in the past for hooking the RV's waste system into the City wastewater system. Staff will follow up to determine if the RV is being used as a residence again.

Commissioner Pepper gave a brief report on Park and Recreation Commission activities. The work on Stout Park is beginning and the City is doing grubbing work in preparation for closing Pine Street next month. There has been a proposal made by a group to use some land in Azalea Park for a BMX race track. Although news reports have indicated the group wanted to use land set aside for soft ball fields, representatives from the two groups have met and another site adjacent to the ball fields has been chosen for consideration. While understanding the work is being done by volunteers, the Parks

and Recreation Commission is still concerned with the length of time the softball fields project has taken. The Parks and Recreation Commission has asked for input from the Planning Commission on future park developments and requested a joint meeting of the two commissions. Chair Ciapusci and Commissioner Krebs felt this was a good idea and one that has been mentioned in the Planning Commission Annual Report in years past. Commissioner Pepper will suggest the Parks and Recreation Commission prepare a list of topics, as will the Planning Commission, and propose a date for the joint meeting.

Several bills are being considered by the Oregon Legislature regarding land use issues. Commissioner Krebs reported on these.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 9:55 p.m.

Respectfully submitted,
BROOKINGS PLANNING COMMISSION


George L. Ciapusci, Chairman

ORDINANCE NO. 97-O-524

AN ORDINANCE VACATING A 0.94 ACRE PORTION OF THE BRIDGE STREET RIGHT-OF-WAY LOCATED ON THE SOUTH SIDE OF BRIDGE STREET.

Sections:

- Section 1. Findings and determination.
- Section 2. Vacation.
- Section 3. Certification of ordinance.

The City of Brookings ordains as follows:

Section 1. Findings and determination. The Council of the City of Brookings hereby finds it appropriate to consider vacation of the following described parcel of land:

0.94 acre portion of the Bridge Street right-of-way located on the south side of Bridge Street as described in Exhibit A.

That the Recorder of the City of Brookings gave due notice of public hearing to be held before the Council at the hour of 7:00 o'clock, May 12, 1997 in the Council Chambers in the City Hall in the City of Brookings, at which time any persons whomsoever having any objections or remonstrance to said parcel vacation or any part thereof, should file written objection or remonstrance with the City Recorder. That it appears to the satisfaction of the Council that the proposed vacation is in the best interests of the City. That the public interest will not be prejudiced by the vacation and that the vacation will not substantially affect the market value of abutting property.

Section 2. Vacation. The City of Brookings does hereby vacate a certain parcel of land described above.

Section 3. Certification of ordinance. The City Recorder is hereby instructed to forthwith record and file certified copies of this Ordinance with the County Clerk, County Assessor and

County Surveyor of Curry County, Oregon.

First Reading: _____

Second Reading: _____

Passage: _____

Effective Date: _____

Signed by me in authentication of its passage this _____
day of _____

Nancy A. Brendlinger
Mayor

ATTEST:

Beverly S. Shields
City Recorder

Exhibit "A"
Description of Proposed Area of Vacation
Bendickson/Sullivan Vacation Application
Tax Lot 6200

A parcel of land being part of the SW $\frac{1}{4}$ of Section 5, Township 41 South, Range 13 West, Willamette Meridian, City of Brookings, Curry County, Oregon, also being a portion of the former US Highway 101 right of way, said right of way having been relinquished to the City of Brookings by the State of Oregon Department of Transportation as described in Book 37 of Records, Page 26, Curry County Records, more particularly described as follows:

Beginning at the northeast corner of Tract 1 as described in Deed recorded in Book 24 of Records, Page 644, Curry County Records, said point lying N 48°58'43" W, 3544.22 feet from the southeast corner of said Section 5; thence along the east line of said Tract 1 S 30°23'00" W, 25.41 feet to the southerly line of said former highway right of way line; thence along said southerly right of way line N 69°46'18" W, 16.53 feet; thence continuing along said right of way line along a spiral curve to the left having a theta angle of 08°00'00", a chord bearing and distance of N 72°23'23" W 385.71 feet, a spiral distance of 386.04 feet; thence continuing along said right of way line along a tangent curve to the left, having a radius of 1332.39 feet, a central angle of 00°51'21" and a chord bearing and distance of N 78°11'59" W 19.90 feet, an arc distance of 19.90 feet; thence continuing along said right of way line S 31°13'00" W, 10.64 feet; thence continuing along said right of way line along a non-tangent curve to the left, having a radius of 1322.39 feet, a central angle of 04°25'54" and a chord bearing and distance of N 80°59'59" W 102.26 feet, an arc distance of 102.28 feet; thence continuing along said right of way line N 06°47'04" E, 40.00 feet; thence continuing along said right of way line along a non-tangent curve to the left, having a radius of 1362.39 feet, a central angle of 05°44'39" and a chord bearing and distance of N 86°05'16" W 136.53 feet, an arc distance of 136.59 feet to the northwest corner of Tract 2 as described in Deed recorded in Book 24 of Records, Page 644, Curry County Records; thence departing from said right of way line N 86°24'09" E, 264.54 feet; thence S 75°22'35" E, 145.64 feet; thence S 70°25'04" E, 281.23 feet; thence S 19°34'56" W, 48.91 feet to the point of beginning. Containing 0.94 Acres, more or less.

**BEFORE THE COMMON COUNCIL
CITY OF BROOKINGS, COUNTY OF CURRY
STATE OF OREGON**

In the matter of Planning Commission File No.)	Final ORDER
VAC-1-97; application for approval of a right-of-way)	and Findings of
vacation Lloyd Bendickson and Dennis Sullivan,)	Fact
<u>applicant.</u>)	

ORDER approving an application for a vacation of 0.94 acres of excess right-of-way located on the south side of Bridge St.; Adjacent to the north side of Assessor's Map 41-13-5CA, Tax Lot 6200; R-3 (Multiple-Family Residential).

WHEREAS:

1. The Planning Commission duly accepted the application filed in accordance with Section 152, Vacations, of the Land Development Code; and,
2. Such application is required to show evidence that all of the following criteria has been met:
 - A. Compliance with the comprehensive plan, circulation element or other applicable sections of the document.
 - B. If initiated by petition pursuant to ORS 271.080, the council shall make the determinations pursuant to ORS 271.120 based upon evidence provided by the petitioner(s) in the written findings.
 - C. If initiated upon a recommendation of the Planning Commission and/or by the City Council on its own motion pursuant to ORS 271.130, a determination shall be made that the vacation will not substantially affect the market value of all such abutting property to the area proposed to be vacated, unless the City Council proposes to provide for paying such damages.
3. The Brookings Planning Commission duly considered the above described application on the agenda of its regularly scheduled public hearing on April 1, 1997; and
4. Recommendations were presented by the Planning Director in the form of a written Staff Agenda Report dated March 25, 1997, and by oral presentation, and evidence and testimony was presented by the applicant and the public at the public hearing; and,
5. At the conclusion of said public hearing, after consideration and discussion of testimony and evidence presented in the public hearing, the Planning Commission, upon a motion duly seconded, accepted the Staff Agenda Report and recommended that the City Council approve the request, and

6. The Brookings City Council duly considered the above described application in a public hearing at a regularly scheduled public meeting held on May 12, 1997, and is a matter of record; and

7. At the conclusion of said public hearing, after consideration and discussion of testimony and evidence presented in the public hearing, the City Council, upon a motion duly seconded, accepted the Planning Commissions recommendation; and

THEREFORE, LET IT BE HEREBY ORDERED that the application for an vacation of the subject right-of-way is approved. This approval is supported by the following findings and conclusions:

FINDINGS

1. Pursuant to the provisions of Section 152, Vacations, of the Land Development Code, the applicant has filed a petition to vacate a 75 foot wide portion of the Bridge St. right-of-way the extends 691.11 feet along the northerly boundary of the applicant's property. The total area of the vacation is 0.94 acres.
2. The area to be vacated only abuts the applicant's property and the remaining portion of the Bridge St. right-of-way.
3. The proposed vacation does not involve the vacation of Bridge St. itself, just a portion of the right-of-way on the south side of the street.
4. The area to be vacated is located on a steep hillside that drops from the travel way onto the applicant's property.
5. The proposed vacation will leave at least 25 feet of remaining right-of-way along the south side of the existing 28 foot wide paved travel way.

CONCLUSIONS

1. The proposed vacation is over an area of excess right-of-way that in some places extends more than 100 feet beyond the southerly edge of the paved travel way of Bridge St. The area to be vacated is on a steep slope that drops from the existing road bed and thus cannot be used for any future improvement for Bridge St. The proposed vacation will leave at least 25 feet of right-of-way along the south side of the paved travel way which is sufficient to provide full standard street improvements for Bridge St. if required in the future. Prior to passing the required ordinance to vacate the street the city will ensure that any required slope easements and drainage maintenance agreements are submitted by the applicant.
2. The applicant has submitted the required number of notarized consent letters agreeing to the

street vacation. ~~Since the entire area~~ to be vacated is located adjacent to the applicant's property, the proposed vacation will not impact any of the surrounding properties nor prevent any of them from having access.

3. The proposed vacation will not have an adverse affect on the goals or policies of the city's Comprehensive Plan.

Dated this **12th** day of **MAY**, 1997

Nancy A. Brendlinger, Mayor

ATTEST:

John C. Bischoff, Planning Director

RESOLUTION NO. 97-R-617

SPECIAL CITY ALLOTMENT FOR 1998

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 _____ day of _____, 1997.

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 _____ day of _____, 1997, and the above copy is a true and correct copy of the original and of the whole thereof.

Dated this _____ day of _____, 1997.

City Recorder

STONE, TREW & CYPHERS

MARTIN E. STONE
JOHN B. TREW
CAROL P. CYPHERS

ATTORNEYS AT LAW
222 E. 2nd Street
P.O. Box 188
Coquille, Oregon 97423-0188

(541) 396-3171
FAX (541) 396-6723

ESTABLISHED BY
A. J. SHERWOOD
IN 1888
HARRY A. SLACK, SR.
(1900-1988)
HARRY A. SLACK, JR.
(RETIRED 1991)

MEMORANDUM

TO: Common Council
Mayor
City Manager

FROM: Martin E. Stone
City Attorney

DATE: June 4, 1997

RE: Selection of Municipal Judge

You will be conducting interviews of applicants for the position of Municipal Judge at your meeting on June 9, 1997. It is difficult to prepare a form of grading sheet for use in the interview process. I would suggest, as an alternative, that you focus on a number of important questions that are derived from the job description and the proposed service contract:

1. Is the applicant a practicing attorney? If not, does the applicant have any legal training?
2. Does the applicant have a background in the criminal justice system? Land use matters? Code enforcement matters?
3. Does the applicant have prior experience as a judge or arbitrator?
4. What is the educational background of the applicant?
5. What is the employment background of the applicant?
6. Is the applicant willing to accept the position as an independent contractor?
7. What salary expectations does the applicant have?

I N T E R

MEMO

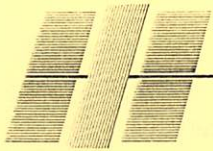
O F F I C E

To: Mayor and City Council
From: Tom Weldon, City Manager *Tom*
Subject: Municipal Court Judge Applicant Process
Date: June 5, 1997

A question has been raised as to using the City application form for this contracted position. This employment application form was used as a matter of convenience to gather in an easily readable format basic information on these applicants. After further consideration I believe I should not have used our employment application as it may confuse someone as to whether this is a position for an employee or a contractor. I still believe the position should be filled by an independent contractor.

Also, the comment in the ad about drug testing relates to city policy on employees - not independent contractors.

-com-



June 4, 1997

CITY COUNCIL

898 Elk Drive
Brookings, OR 97415

RE: MUNICIPAL COURT JUDGE APPLICATION

Honorable Council Members:

In connection with my application as Municipal Court Judge, I would like to call your attention to the following:

My consulting work for the past ten years has included skills and experience that I believe transfer well to the duties required of a Municipal Court Judge. For example, in 1989 and 1990, following a school bus accident in Texas, in which twenty two children drowned and eighty children were injured, I was asked by corporate attorneys to review all law suits against the corporation for claims of medical and psychological injury. Many of these claims were legitimate; several were false and misleading. I shared my judgment and my advice on how to proceed with many of these cases.

In my consulting work involving threats of violence, stalking, sabotage, conflict resolution and mediation, I frequently interview employees who have broken laws or are suspected of doing so. Employers and managers ask for my judgment, based on interview and review of evidence about guilt or innocence. Frequently, employers prefer to settle these matters in non-adversarial ways. They often ask for my advice on how best to resolve such matters without recourse to criminal and legal proceedings.

As a psychologist for Contra Costa County in California, I interviewed and evaluated hundreds of probationers, that is, criminals on probation. The Courts routinely asked my opinion about chances of recidivism and rehabilitation.

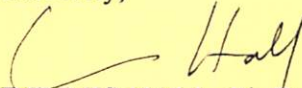
Finally, City Manager Tom Weldon has told me that the direction given to the Municipal Court Judge is to settle matters as efficiently and constructively as possible without emphasizing punishment and court imposed fines. I believe my work as a mediator and as conflict resolution consultant would serve the court and city well toward these ends.

DENNIS HALL, Ph.D.
WENDY SAVILLE, M.D.
Senior Consultants

e-mail: hall@harborside.com

I am enclosing five brochures from my consulting business to give Board members some idea of my recent background.

Sincerely,


DENNIS HALL, Ph.D.

DH/rsw
Encl.

City of Brookings
Application for Employment



RETURN TO:
City Finance Department
898 Elk Drive
Brookings, OR 97415
FAX (541) 469-3650

The City of Brookings is an Equal Opportunity Employer.

(541) 469-2163

PLEASE PRINT OR TYPE

Position applying for Municipal Court Judge Home phone (541) 469-0541
Name Hall Dennis A Work phone (541) 469-2900
Last First MI
Address 917 Helen Lane P.O.Box 7886 May we contact you at work? ☒ Yes ☐ No
Street Mailing
Brookings OR 97415 The best time to call is: at work - 9AM-7PM
City State Zip
Driver's License number 4886932 OR at home 7-10PM
(If required for position) State

Have you ever been convicted of a felony?

☐ Yes ☒ No A felony conviction is a bar to employment **only** if it is related to the job for which applied.

If yes, please explain: _____ Is your age under 18? ☐ Yes ☒ No
If yes, work permit number _____

List any other last name in which your educational or employment records are filed N A

Are you available to work: Nights? ☒ Yes ☐ No Weekends? ☒ Yes ☐ No If no, please explain: _____

EDUCATION

Circle last grade completed 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 +
Do you have a high school diploma or equivalency? ☒ Yes ☐ No School Riverside H.S., Buffalo, NY

List all schools attended beyond high school and their location	Credits completed	Type of degree earned	Course of study
Yale University, New Haven, Connecticut	15		Psychology
State University of New York at Buffalo	128	B.A. Magna Cum Laude	Sociology
University of California at Berkeley	94	M.A.	Sociology
Summit University, New Orleans, Louisiana	123	Ph.D.	Psychology

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

Marriage, Family, and Child Counselor License (California)

Certified Trauma Counselor

Community College Teaching Credential in Psychology, Sociology, &

Typing speed 20 WPM Social Science
Can you operate a computer? ☒ Yes ☐ No

What computer programs can you operate? Windows 95

EMPLOYMENT HISTORY

Please complete this section even if you attach a resume. Do not attach a resume in lieu of completing this employment history. List your work experience, most recent first. Include military and volunteer experience.

Employer Dennis Hall Associates	Immediate Supervisor & Title (Self-employed)	May we contact for reference? NA
Address 917 Helen Lane, Suite 2B, Brookings, OR 97415		Phone 541-469-2900
Job Title Senior Consultant	From: Mo <u>9</u> Yr <u>87</u> ^{WAS} Full Time <input checked="" type="checkbox"/> ^{NOW} Part Time <input checked="" type="checkbox"/> To: Mo <u>6</u> Yr <u>97</u> If part time, # of hrs/wk <u>20</u>	Ending salary/hourly rate \$75 to \$175 per hr.
Description of job duties: Consultation and interventions for the workplace including conflict resolution, mediation, threats of violence assessment and defusing, team building, problem employee & organizational assessment, ^{saboteur profiling,} trauma and disaster; major interventions throughout U.S.		
Reason for leaving: (Not leaving; business continues)		
Employer Southern Oregon State College	Immediate Supervisor & Title Psychology Dept. Jim Robertson, Ph.D. Chairman	May we contact for reference? Yes
Address Psychology Department, Southern Oregon State University, Ashland, Oregon 97520		Phone 541-552-6206
Job Title Visiting Assistant Professor of Psychology	From: Mo <u>9</u> Yr <u>87</u> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo <u>6</u> Yr <u>88</u> If part-time, # of hrs/wk <u> </u>	Ending salary/hourly rate @\$25,000. per 9 mo. yr.
Description of job duties: Teach undergraduate and graduate courses in Psychology; provide clinical supervision for student interns in Counseling Center; advise students.		
Reason for leaving: One year appointment completed; taught part time for subsequent two years.		
Employer Human Behavior Associates	Supervisor & Title Immediate James Wallace, Ph.D., President	May we contact for reference? Yes
Address 432 Solano Drive, Benicia, CA 94510		Phone 800-937-7770
Job Title (Contracted) Consultant & Counsellor	From: Mo <u>7</u> Yr <u>85</u> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> To: Mo <u>6</u> Yr <u>97</u> If part time, # of hrs/wk <u>@10</u>	Ending salary/hourly rate \$65. per hour
Description of job duties: Counseling, consultation and workplace interventions of the kind outlined in first job description above.		
Reason for leaving: (Still under contract)		

APPLICANT'S STATEMENT - Must be signed

The information in my application was freely given and is, to the best of my knowledge, true and complete. I understand that any false statement, misleading answer, or any false information I provide on this application or give during the selection process will be sufficient grounds for immediate elimination from consideration or immediate dismissal at any time. The City of Brookings is hereby authorized to contact my present and past employers as references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills, and performance. I hereby release the City as well as those contacted by the City from any liability or damage which may result from furnishing the information requested. The City of Brookings may make copies of this authorization available to those contacted.

APPLICANT'S SIGNATURE IS REQUIRED TO PROCESS THIS APPLICATION.

Signature

Dennis Hall, Ph.D.

Date

6/3/97

NOTE: An application and/or resume cannot be returned. The City of Brookings cannot make copies. Please make necessary copies before submitting. An application is required for each position for which you wish to be considered. You must submit this application prior to 4:00 p.m. on the closing date. **THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE CITY OF BROOKING**

DENNIS HALL, Ph.D.
Licensed Marriage, Family, and Child Counselor
Certified Trauma Counselor
917 Helen Lane, Suite 2B
Brookings, OR 97415
541 469-2900
800 542-6939

CURRICULUM VITAE

SUMMARY: Twenty-six years experience as a mental health professional in a broad range of public and private clinical settings as counselor, consultant, and administrator with adjunctive faculty positions in psychology at the University of California at Berkeley, Sonoma State University, and Southern Oregon State College.

POSITIONS HELD:

1987-Present *Senior Consultant*, Dennis Hall Associates - Ashland & Brookings, OR

Direction of independent consulting firm responding to the human factors of the workplace; including conflict resolution, mediation, threats of violence, sabotage, occupational trauma and crises; providing consulting, training, saboteur profiling, and critical incident stress debriefing in over 200 interventions, including Hurricane Andrew, crash of U.S. Air Flight 104, San Francisco and Los Angeles earthquakes, Texas school bus tragedy, and on major forest fires, including Yellowstone; with personnel from corporations, businesses, federal, state, and local emergency service agencies. Employee assistance counseling, consulting and related training.

1985-1987 *Clinical Program Chief* - Siskiyou County Mental Health, Yreka, CA

Management and direction of all clinical programs in 25 employee, \$1,000,000+ budget agency providing mental health, drug and alcohol services; clinical and administrative supervision of 15 mental health professionals.

1982-1985 *Counselor and Consultant* - Lafayette, CA

Private practice as Marriage, Family and Child Counselor; consultation to private sector; develop and deliver workshops on stress management, time management and career development to companies including IBM and Chevron; edited monthly newsletter to 280 members of the San Francisco Bay Area Chapter of ALMACA (a national association of employee assistance providers); individual, marriage, family and group counseling of alcohol and drug dependent patients in hospital based recovery program.

- 1974-1982 **Psychologist** - Contra Costa County Probation Department, Martinez, CA
- Psychological testing, evaluation, and report writing; development and supervision of family therapy program for families of delinquent adolescents; coordination of expert Resources Review board for problem youngsters; clinical supervision of group counselors and MFCC interns.
- 1968-1978;
1987-Present **Instructor, Visiting Assistant Professor** - U.C. Berkeley, Sonoma State University, Santa Rosa and Mendocino Community Colleges, Southern Oregon State College.
- Introductory, upper division, and graduate courses in psychology and sociology, including supervision of Master's level counseling interns at Southern Oregon State College.
- 1971-1974 **Youth Program Director** - Northcoast Opportunities, Inc., Ukiah, CA
- Plan, develop, and coordinate youth program activities; research and write grant proposals; assist program directors in developing community relations.
- 1969-1971 **Clinical Psychoogy Intern** - Mendocino State Hospital, Ukiah, CA
- Training in psychological testing, evaluation, report writing; individual and group psychotherapy with assignments in acute, chronic, adolescent, mentally deficient, alcohol and drug treatment units. Part-time assistant to two school psychologists for Mendocino County and Ukiah Unified School Districts doing educational and psychological testing, evaluation, report writing, consulting, and child and family counseling.

EDUCATION AND TRAINING

Yale University, 1964-65.
B.A., *Magna Cum Laude*, Sociology, State University of New York at Buffalo, 1967.
M.A. and all course requirements toward Ph.D. in Sociology, U.C. Berkeley, 1974.
Ph.D., Organizational Psychology, Summit University of Louisiana, 1996.
Woodrow Wilson Fellow, U.C. Berkeley, 1967-69.
Clinical Psychology Internship, Mendocino State Hospital, 1969-71.
Analytic Training Candidate, C.G. Jung Institute, Zurich, Switzerland, 1979.
Participation in over forty training programs in psychotherapy, communication and management, 1967-97.

LICENSE AND TEACHING CREDENTIALS:

Licensed Marriage, Family, and Child Counselor, California.
Certified Trauma Counselor
Community College Teaching Credential for Psychology and Social Sciences, California

REFERENCES: Available upon request.

PETER C. SPRATT

Business Address:

Best Western Brookings Inn
1143 Chetco Avenue
P.O. Box 1139
Brookings, OR 97415
Tel. (541) 469-2173
FAX (541) 469-2996

Home Address:

15480 Southwind Lane
P.O. Box 1344
Brookings, OR 97415
Tel. (541) 469-4119

EDUCATION

New York University School of Law, LL.M. (Taxation), 1982

Honors: Arthur Andersen Scholar

University of Puget Sound School of Law, J.D., 1980

Honors: cum laude

University of Oregon, B.S., Economics, 1977

EMPLOYMENT

1995-Present, General Manager and partial equitable owner of Best Western Brookings Inn, Flying Gull Restaurant and Myrtlewood Lounge, Brookings, Oregon.

1995-Present, General Counsel and Corporate Secretary, Teltone Corporation, Bothell, Washington.

1990-1995, Partner, Preston Thorgrimson Shidler Gates & Ellis. Law Firm resulting from the merger of Shidler McBroom Gates & Lucas with Preston Thorgrimson Ellis & Holman creating one of the five largest firms in the Northwest.

Areas of Practice and Responsibility. Federal, state, and international taxation, estate planning, and general business practice. Primary emphasis on mergers and acquisitions, tax planning, business structuring of large and small, private and publicly held, businesses, and sophisticated estate planning.

1987-1990, Attorney, Shidler McBroom Gates & Lucas.
Elected to Director/Shareholder status March 15, 1989.

1985-1987, Tax Manager, Touche Ross & Co., now Deloitte & Touche.

1982-1985, Attorney, Shidler McBroom Gates & Lucas.

1980-1981, Clerk to Judge John H. Buttler, Oregon Court of Appeals.

PROFESSIONAL ASSOCIATIONS

Member, Washington State Bar Association, 1980-Present.

Member, Oregon State Bar Association, 1996-Present.

Chairperson, Taxation Section, Seattle-King County Bar Association 1986-1988.

Treasurer, Comparative and International Law Section, Seattle-King County Bar Association, 1988-1989.

Admitted to practice in Washington, US Tax Court, US Court of Claims, US Court of Appeals for Ninth Circuit, US District Court for the Western District of Washington, since 1980. Admitted to practice in Oregon since 1996.

LAW FIRM COMMITTEES

Chair, Mergers and Acquisitions Practice Group, 1990-1995. Responsible for internal training and business development in mergers and acquisitions area.

Chair, Activities Committee, 1988-1991. Responsible for planning and implementing all firm social and morale oriented functions.

Member, Associate Evaluation Committee, 1988-1991, 1993-95. Responsible for evaluation, salary recommendations and promotion decisions for associate attorneys.

Chair, Library Committee, 1984-85. Responsible for library acquisitions.

Member, Business Development Committee, 1983-85. Responsible for coordinating business development activities of firm such as publications and seminars.

SAMPLE TRANSACTIONS AND EXPERIENCE

Structure, negotiate and prepare documents for numerous acquisitions and divestitures, most notable of which include: (1) acquisition of eastern and southern distribution networks by public company, featuring leveraged buyout of manufacturing activities by former management of seller, (2) acquisition of Canadian business by Canadian subsidiary of public company, and (3) acquisition of product line, including intellectual property, for telecommunications company.

Structure and obtain IRS private letter ruling for tax-free spin-off of subsidiaries of public company.

Representation of independent committee of the Board of Directors in "Going Private" transaction.

Tax planning for joint venture between public company and foreign corporation.

Structure and prepare documentation and offering materials for private placement financing.

Estate planning for family owning business worth more than \$10,000,000.

TEACHING EXPERIENCE

1985-1995, Adjunct Professor of Law, University of Puget Sound School of Law, teaching Basic Income Taxation, Gift and Estate Taxation, Business Planning and Estate Planning.

1987, Instructor, Golden Gate University Graduate Tax Program, taught course on United States taxation of nonresident aliens, foreign corporations and foreign investment.

PUBLICATIONS

Chapter 17, Fundamentals of Estate Planning, Washington Methods of Practice, West 1989.

Chapter 18, Will Drafting, Washington Methods of Practice, West 1989.

Numerous seminar materials on several taxation topics such as foreign taxation, S corporations, limited liability companies, choice of entity, basic business planning, partnerships, taxation of intellectual property and estate planning for presentation at seminars sponsored by the Washington State Bar Association, the Seattle-King County Bar Association and local tax planning groups.

CIVIC INVOLVEMENT

Member, Brookings-Harbor Rotary Club, 1995-Present.

Treasurer, 1995-Present

Director, Brookings-Harbor Chamber of Commerce, 1996-Present

Secretary, 1996-Present

Director, Curry County Tourism Board, 1997-Present

President, 1997-Present

REFERENCES

Available upon request.

City of Brookings
Application for Employment



RETURN TO:
City Finance Department
898 Elk Drive
Brookings, OR 97415
FAX (541) 469-3650

The City of Brookings is an Equal Opportunity Employer.

(541) 469-2163

PLEASE PRINT OR TYPE

Position applying for Independent Contractor/Municipal Court Judge Home phone (541) 469-4119
Name Spratt Peter C Work phone (541) 469-2173
Last First MI

Address PO Box 1344 May we contact you at work? ☒ Yes ☐ No
Street Mailing
Brookings, OR 97415
City State Zip

Driver's License number _____ at home - 6pm-9pm
(If required for position) State

Have you ever been convicted of a felony?

☐ Yes ☒ No A felony conviction is a bar to employment **only** if it is related to the job for which applied.

If yes, please explain: _____ Is your age under 18? ☐ Yes ☐ No
If yes, work permit number _____

List any other last name in which your educational or employment records are filed _____

Are you available to work: Nights? ☒ Yes ☐ No Weekends? ☒ Yes ☐ No If no, please explain: _____

EDUCATION

Circle last grade completed 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

Do you have a high school diploma or equivalency? ☒ Yes ☐ No School Bellarmino College Prep

List all schools attended beyond high school and their location	Credits completed	Type of degree earned	Course of study
See attached resume			

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

See attached resume

Typing speed _____ WPM Can you operate a computer? ☒ Yes ☐ No

What computer programs can you operate? All Microsoft Products

EMPLOYMENT HISTORY

Please complete this section even if you attach a resume. Do not attach a resume in lieu of completing this employment history. List your work experience, most recent first. Include military and volunteer experience.

Employer Best Western Brookings Inn	Immediate Supervisor & Title N/A	May we contact for reference? N/A
Address PO Box 1139, Brookings, OR 97415		Phone (541) 469-2173
Job Title General Manager	From: Mo <u>6</u> Yr <u>95</u> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo <u> </u> Yr <u> </u> If part time, # of hrs/wk <u> </u>	Ending salary/hourly rate
Description of job duties: Manage motel, restaurant, lounge and conference center.		
Reason for leaving:		
Employer Teltone Corporation	Immediate Supervisor & Title Dr. Richard Soshea	May we contact for reference? yes
Address 22121 - 20th Ave SE, Bothell, WA 98021-4408		Phone 206-487-1515
Job Title General Counsel and Corporate Secretary	From: Mo <u>6</u> Yr <u>95</u> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> To: Mo <u> </u> Yr <u> </u> If part-time, # of hrs/wk <u> </u>	Ending salary/hourly rate
Description of job duties: In-House counsel for public telecommunications equipment manufacturer; responsible for all legal matters.		
Reason for leaving:		
Employer Preston, Gates & Ellis	Supervisor & Title Immediate N/A	May we contact for reference?
Address 701 5th Avenue, Seattle, WA 98104		Phone
Job Title Attorney, Director	From: Mo <u>5</u> Yr <u>87</u> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo <u>6</u> Yr <u>95</u> If part time, # of hrs/wk <u> </u>	Ending salary/hourly rate
Description of job duties: Private practice of law		
Reason for leaving: Moved to Brookings		

APPLICANT'S STATEMENT - Must be signed

The information in my application was freely given and is, to the best of my knowledge, true and complete. I understand that any false statement, misleading answer, or any false information I provide on this application or give during the selection process will be sufficient grounds for immediate elimination from consideration or immediate dismissal at any time. The City of Brookings is hereby authorized to contact my present and past employers as references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills, and performance. I hereby release the City as well as those contacted by the City from any liability or damage which may result from furnishing the information requested. The City of Brookings may make copies of this authorization available to those contacted.

APPLICANT'S SIGNATURE IS REQUIRED TO PROCESS THIS APPLICATION

Signature

Peter C. Pratt

Date

6/4/97

NOTE: An application and/or resume cannot be returned. The City of Brookings cannot make copies. Please make necessary copies before submitting. An application is required for each position for which you wish to be considered. You must submit this application prior to 4:00 p.m. on the closing date. **THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE CITY OF BROOKING**

BILL CURTIS

94474 WILLIAMS STREET
GOLD BEACH, OREGON 97444

Telephone 541/247-7263
(New area code 11/5/95)

June 2, 1997

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

Dear Tom:

Thank you for sending me the application packet for the position of Municipal Court Judge. As we discussed, I was Municipal Court Judge for the City of Coos Bay, a position I held for about two years concurrently with my position as Finance Director. That position, similar to Brookings', heard only parking and local ordinance violations. During my tenure as Judge, I was considered fair, considerate, and was a good sounding board for those persons who obviously had a problem. To the best of my recollection, I never adjudicated a case which was appealed to a higher court.

The purpose of this letter to you is to inform your Mayor and City Council that I will be retiring from my position as City Administrator at the end of July. I do, however, have some vacation time which I plan to take during July, particularly for our son's wedding on July 12. The point is that I would be available to begin the position, if chosen, in July. The one problem I have is that I, also, have a City Council meeting on Monday, June 9.

I am submitting this application, even though I cannot be available on June 9 for an interview, with the idea that if the Council does not receive enough qualified applicants, they may want to conduct interviews at a later time when I could be available. I do not expect any special consideration of my application, just as I would not expect to treat anyone in my court with a special consideration.

Thank you, Tom, and thanks to the Mayor and City Councilors for considering my application for this position.

Sincerely,

Bill Curtis

Bill Curtis

City of Brookings
Application for Employment



RETURN TO:
City Finance Department
898 Elk Drive
Brookings, OR 97415
FAX (541) 469-3650

The City of Brookings is an Equal Opportunity Employer.

(541) 469-2163

PLEASE PRINT OR TYPE

Position applying for Municipal Judge Home phone (541) 247-7263
Name Curtis ("Bill") Willard H. Work phone (541) 247-7029
Last First MI
Address 94474 Williams Street May we contact you at work? ☒ Yes ☐ No
Street Mailing
Gold Beach Oregon 97444
City State Zip
The best time to call is: at work - 8:30-5
Driver's License number _____ at home 6:30-1
(If required for position) State

Have you ever been convicted of a felony?

☐ Yes ☒ No A felony conviction is a bar to employment **only** if it is related to the job for which applied.

If yes, please explain: _____ Is your age under 18? ☐ Yes ☒ No
If yes, work permit number _____

List any other last name in which your educational or employment records are filed _____

Are you available to work: Nights? ☒ Yes ☐ No Weekends? ☒ Yes ☐ No If no, please explain: _____

EDUCATION

Circle last grade completed 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

Do you have a high school diploma or equivalency? ☒ Yes ☐ No School Joliet Township High School
Joliet, Illinois

List all schools attended beyond high school and their location	Credits completed	Type of degree earned	Course of study
Joliet Junior College, Joliet, IL	2 years	Pre-Commerce	Business
Illinois Wesleyan University, Bloomington, Illinois	1+ year		Business Admin.

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

Typing speed 40+ WPM

Can you operate a computer? ☒ Yes ☐ No

What computer programs can you operate? Word Processing and Spreadsheets

EMPLOYMENT HISTORY

Please complete this section even if you attach a resume. Do not attach a resume in lieu of completing this employment history. List your work experience, most recent first. Include military and volunteer experience.

Employer City of Gold Beach	Immediate Supervisor & Title Marlyn Schafer, Mayor	May we contact for reference? yes
Address 29592 Ellensburg Ave. Gold Beach, OR 97444		Phone 541/247-7029
Job Title City Administrator	From: Mo <u>12</u> Yr <u>88</u> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo <u>6</u> Yr <u>97</u> If part time, # of hrs/wk _____	Ending salary/hourly rate
Description of job duties: As Chief Administrative Officer, carry out the policies of the City Council and administer day to day operations of the city staff		
Reason for leaving: Retirement		
Employer City of Coos Bay	Immediate Supervisor & Title Chuck Holbert, former Mayor	May we contact for reference? yes 267-3248 (res.)
Address 500 Central Avenue Coos Bay, OR 97420		Phone 541/269-1181
Job Title City Manager	From: Mo <u>1</u> Yr <u>84</u> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo <u>3</u> Yr <u>88</u> If part-time, # of hrs/wk _____	Ending salary/hourly rate \$48,200/year
Description of job duties: Same as above		
Reason for leaving: Contract terminated by City Council		
Employer City of Coos Bay	Supervisor & Title Immediate Doug Hilvard, City Manager	May we contact for reference? whereabouts unknown
Address 500 Central Avenue Coos Bay, OR 97420		Phone 541/269-1181
Job Title Finance Dir., Recorder, Muni. Judge	From: Mo <u>3</u> Yr <u>80</u> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo <u>1</u> Yr <u>84</u> If part time, # of hrs/wk _____	Ending salary/hourly rate Approx. \$36,000/yr.
Description of job duties: Administered the Finance/Business Office, including duties of Recorder and Treasurer for the City. Was appointed Municipal Judge and served in that capacity for about two years.		
Reason for leaving: Appointed Acting City Manager, then City Manager		

APPLICANT'S STATEMENT - Must be signed

The information in my application was freely given and is, to the best of my knowledge, true and complete. I understand that any false statement, misleading answer, or any false information I provide on this application or give during the selection process will be sufficient grounds for immediate elimination from consideration or immediate dismissal at any time. The City of Brookings is hereby authorized to contact my present and past employers as references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills, and performance. I hereby release the City as well as those contacted by the City from any liability or damage which may result from furnishing the information requested. The City of Brookings may make copies of this authorization available to those contacted.

APPLICANT'S SIGNATURE IS REQUIRED TO PROCESS THIS APPLICATION.

Signature _____ Date _____

NOTE: An application and/or resume cannot be returned. The City of Brookings cannot make copies. Please make necessary copies before submitting. An application is required for each position for which you wish to be considered. You must submit this application prior to 4:00 p.m. on the closing date. **THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE CITY OF BROOKING**

Willard H. Curtis IS A MEMBER C

OREGON MUNICIPAL
JUDGES ASSOCIATION
1983

Robert Lohman
President



Weyerhaeuser Paper Company
Containerboard Division

P.O. Box 329
North Bend, Oregon 97459
(503) 756-5171

To Whom It May Concern:

In my capacity as City Councilman and as Mayor of the City of Coos Bay, I have worked with Bill Curtis since April, 1980. Bill first served as City Finance Director, then was appointed acting City Manager in October, 1982. He was selected as City Manager from a field of nearly one hundred applicants in December, 1985.

Bill Curtis manages with a very distinctly methodical and organized style, and has good verbal and excellent writing skills. He is a very quiet and yet superior problem-solver who delegates well and shares the credit. For all his cautious, probing manner, Bill is prompt and hard-working. He recognizes his limitations, knows where to go to find answers, and seeks advice frequently.

Bill Curtis put the city's finances on computer and resolved many long-standing budget issues, including urban renewal monies and a disputed retirement trust. He guided the city through consolidation, which was full of monetary and legal problems. And he was extremely instrumental in restoring public confidence in the City of Coos Bay as evidenced by the passage of two tax measures critical to the financial stability of the city. He is especially respected by the business community.

Bill's management style is to encourage innovation and reward innovation. He takes a cautious approach to building good relations. He asks good questions and does not overreact. Bill is not territorial and avoids turf battles. Bill Curtis is a quiet and effective leader.

I give my highest recommendation for Bill Curtis as he is probably the finest administrator I have ever known in the public or private sector. And if I had to describe him in a couple of words, they would be "steady" and "integrity". If you have any questions, please feel free to contact me at my work, (503) 756-5171 or house phone (503) 267-3248.

Thank you,

Chuck Holbert

CH:rr

City of Brookings
Application for Employment



RETURN TO:
City Finance Department
898 Elk Drive
Brookings, OR 97415
FAX (541) 469-3650

The City of Brookings is an Equal Opportunity Employer.

(541) 469-2163

PLEASE PRINT OR TYPE

Position applying for Municipal Judge Home phone (541) 412-0799
Name SMITH SR RONALD A Work phone (707) 954-0492
Last First MI
Address 16209 CHAPMAN LN May we contact you at work? ☒ Yes ☐ No
Street Mailing
Brookings OR 97415 The best time to call is: at work - Any
City State Zip
Driver's License number 9089549 OR at home - Any
(If required for position) State

Have you ever been convicted of a felony?

☐ Yes ☒ No A felony conviction is a bar to employment **only** if it is related to the job for which applied.

If yes, please explain: _____ Is your age under 18? ☐ Yes ☒ No
If yes, work permit number _____

List any other last name in which your educational or employment records are filed _____

Are you available to work: Nights? ☒ Yes ☐ No Weekends? ☒ Yes ☐ No If no, please explain: _____

EDUCATION

Circle last grade completed 1 2 3 4 5 6 7 8 9 10 11 (12) College (Y) 2 3 4
Do you have a high school diploma or equivalency? ☒ Yes ☐ No School ICS Newport / Pacific High

List all schools attended beyond high school and their location	Credits completed	Type of degree earned	Course of study
<u>TRUCKEE MEADOWS COMMUNITY COLLEGE</u> <u>RENO NV</u>	<u>24</u>	<u>Diploma</u> ^{GPA} <u>4.0</u>	<u>LAW</u>

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

CPR, FRONTLINE LEADERSHIP

Typing speed _____ WPM

Can you operate a computer? ☒ Yes ☐ No

What computer programs can you operate? IBM S-37, windows word PERFECT
FORMTUL, MICROSOFT. OFFICE, MICROSOFT WORD
Lotus

EMPLOYMENT HISTORY

Please complete this section even if you attach a resume. Do not attach a resume in lieu of completing this employment history. List your work experience, most recent first. Include military and volunteer experience.

Employer <u>SELF</u> <u>F/V HENRIETTA</u>	Immediate Supervisor & Title <u>SELF OWNER</u>	May we contact for reference? <u>YES</u>
Address <u>16209 CHAPMAN LN BROOKINGS SD</u>		Phone <u>412-0799</u>
Job Title <u>OWNER</u>	From: Mo <u>1</u> Yr <u>97</u> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo <u> </u> Yr <u> </u> If part time, # of hrs/wk <u> </u>	Ending salary/hourly rate
Description of job duties: <u>COMMERCIAL FISHING</u>		
Reason for leaving: <u>STILL FISHING</u>		
Employer <u>RETIRED</u>	Immediate Supervisor & Title	May we contact for reference?
Address		Phone
Job Title	From: Mo <u>6</u> Yr <u>96</u> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> To: Mo <u>1</u> Yr <u>97</u> If part-time, # of hrs/wk <u> </u>	Ending salary/hourly rate
Description of job duties:		
Reason for leaving:		
Employer <u>SILVER LEGACY</u>	Supervisor & Title Immediate <u>DAVE FULLER</u>	May we contact for reference? <u>YES</u>
Address <u>407 N. VIRGINIA ST RENO NV</u>		Phone <u>702-329-4777</u>
Job Title <u>CASINO EXECUTIVE</u>	From: Mo <u>7</u> Yr <u>95</u> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo <u>6</u> Yr <u>96</u> If part time, # of hrs/wk <u>40</u>	Ending salary/hourly rate <u>\$135.00 DAY</u>
Description of job duties: <u>RESPONSIBLE FOR DAY TO DAY OPERATION OF CASINO AND COORDINATION DEALERS AND SUPERVISORS AS WELL AS RESPONSIBILITIES OF ASSISTANT CASINO SHIFT MANAGER.</u>		
Reason for leaving: <u>RETIRED</u>		

APPLICANT'S STATEMENT - Must be signed

The information in my application was freely given and is, to the best of my knowledge, true and complete. I understand that any false statement, misleading answer, or any false information I provide on this application or give during the selection process will be sufficient grounds for immediate elimination from consideration or immediate dismissal at any time. The City of Brookings is hereby authorized to contact my present and past employers as references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills, and performance. I hereby release the City as well as those contacted by the City from any liability or damage which may result from furnishing the information requested. The City of Brookings may make copies of this authorization available to those contacted.

APPLICANT'S SIGNATURE IS REQUIRED TO PROCESS THIS APPLICATION.

Signature [Signature] Date 6-4-97

NOTE: An application and/or resume cannot be returned. The City of Brookings cannot make copies. Please make necessary copies before submitting. An application is required for each position for which you wish to be considered. You must submit this application prior to 4:00 p.m. on the closing date. **THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE CITY OF BROOKING**

Donald J. Tilton
P.O. Box 6641
Brookings, OR 97415
(541) 469- 3111 work
(541) 469-6378 home

May 28, 1997

The city of Brookings
ATTN.: Tom Weldon, City Manager
898 Elk Drive
Brookings, OR 97415

Re: Opening for Municipal Court Judge.

Dear Tom:

This is not the first time I have requested review for possible acceptance for the position of Municipal Court Judge. The last time I was interviewed, there were conflicts with contracts I had to keep that made me feel that I was better off not getting the position. I would appreciate the opportunity to speak to the Council again because I am sure now that I am the one for the job.

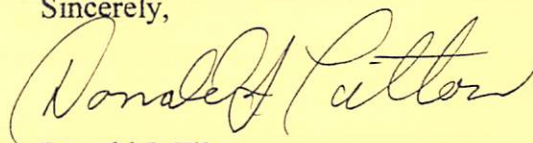
As you can see from my personnel record, I do not jump around from place to place. My largest shortcomings are that I tend to do too much and not take enough time for my personal life. I have cut back some of my obligations so that I will have more time for a task like the one we are discussing now. I always give 200 percent to any effort that I undertake.

The law is something that I have always been interested in and feel that if given the chance, I can make a difference. I am currently enrolled in our local community college and the William Howard Taft school of law. In approximately three and one half years, I expect to receive a Juris Doctor degree. At that time, I will set up local practice to serve our community. At present time, I see no future conflicts that could interfere with the job in question.

My wife has been the Office Manager for Curry Good Samaritan Center for twelve of the fourteen years we have lived here and I have been the Director of Public Relations and Project Manager for six. The family plans for the future include retirement right here in this community that we have grown to love and we both plan to spend our retirement in the home we presently own.

I hope you will give careful consideration to my application because I think we all have a lot to gain.

Sincerely,

A handwritten signature in cursive script that reads "Donald J. Tilton". The signature is written in dark ink and is positioned above the printed name.

Donald J. Tilton

City of Brookings
Application for Employment



RETURN TO:
City Finance Department
898 Elk Drive
Brookings, OR 97415
FAX (541) 469-3650

The City of Brookings is an Equal Opportunity Employer.

(541) 469-2163

PLEASE PRINT OR TYPE

Position applying for MUNICIPAL JUDGE Home phone (541) 469 6378
Name TILTON DONALD J Work phone (541) 469 3111
Last First MI
Address 95932 CAPE FERRELO RD PO Box 6641 May we contact you at work? ☒ Yes ☐ No
Street Mailing
BROOKINGS OR 97415 The best time to call is: at work - 8-4:30
City State Zip
Driver's License number 4271487 OR at home - EVE
(If required for position) State

Have you ever been convicted of a felony?

☐ Yes ☒ No A felony conviction is a bar to employment only if it is related to the job for which applied.

If yes, please explain: _____ Is your age under 18? ☐ Yes ☒ No
If yes, work permit number _____

List any other last name in which your educational or employment records are filed _____

Are you available to work: Nights? ☒ Yes ☐ No Weekends? ☒ Yes ☐ No If no, please explain: _____

EDUCATION

Circle last grade completed 1 2 3 4 5 6 7 8 9 10 11 12 College 1 (2) 3 4

Do you have a high school diploma or equivalency? ☒ Yes ☐ No School LINCOLN HIGH GALLANNA, OHIO

List all schools attended beyond high school and their location	Credits completed	Type of degree earned	Course of study
<u>OHIO STATE UNIVERSITY</u>	<u>81</u>		<u>AGRICULTURE</u>
<u>SOUTH WESTERN COMMUNITY COLLEGE</u>	<u>9</u>		<u>LAW</u>
<u>WILLIAM HOWARD TAFT UNIVERSITY</u>	<u>ONGOING</u>	<u>1</u>	<u>JURIS DOCTOR</u>

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

Typing speed 50 WPM Can you operate a computer? ☒ Yes ☐ No

What computer programs can you operate? PUBLISHING, WORD PROCESSING, ACCOUNTING, ETC

EMPLOYMENT HISTORY

Please complete this section even if you attach a resume. Do not attach a resume in lieu of completing this employment history. List your work experience, most recent first. Include military and volunteer experience.

Employer CURRY GOOD SAMARITAN	Immediate Supervisor & Title ROSEMARY ROSENGREN ADMINISTRATOR	May we contact for reference? YES
Address 1 PARK AVE PO BOX 1217 BROOKINGS		Phone 469 3111
Job Title COMMUNITY RELATIONS PROJECT MANAGER	From: Mo NOV Yr 1991 Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo PRESNT Yr 1994 If part time, # of hrs/wk _____	Ending salary/hourly rate 11.30/hour
Description of job duties: KEEP GOOD SAM IN THE PUBLIC EYE AND OVERSEE ENVIRONMENTAL SERVICES. I AT PRESENT AM OVERSEEING THE HUD PROJECT.		
Reason for leaving: I AM NOT LEAVING, I AM ABLE TO ADJUST MY SCHEDULE		
Employer BEACH HOUSE RESTAURANT	Immediate Supervisor & Title _____	May we contact for reference? NO ONE TO CONTACT
Address 1350 S ELLENSHURG		Phone _____
Job Title MANAGERIAL CONSULTANT	From: Mo APRIL Yr 1987 Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo OCT Yr 1994 If part-time, # of hrs/wk _____	Ending salary/hourly rate 2400/MONTH
Description of job duties: SET ALL PARAMETERS FOR OPERATION, TRAINED OWNER, EMPLOYEES AND ESTABLISHED THE LOUNGE.		
Reason for leaving: WANTED TO DEVOTE MORE TIME TO GOOD SAM AND OWNER		
Employer PERRY & CHETCO RIVER	Supervisor & Title Immediate VAL PERRY OWNER	May we contact for reference? IF YOU CAN FIND HIM
Address N BANK CHETCO RIVER RD		Phone _____
Job Title CHEF MANAGER	From: Mo APRIL Yr 1985 Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo FEB Yr 1987 If part time, # of hrs/wk _____	Ending salary/hourly rate 1200/MONTH + TIPS
Description of job duties: GENERALLY RAN THE LODGE, SCHEDULED GUESTS, MANAGED EMPLOYEES,		
Reason for leaving: CORPORATION WAS SHAKY, THEY CLOSED SHORTLY AFTER I LEFT.		

APPLICANT'S STATEMENT - Must be signed

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APPLICANT'S SIGNATURE IS REQUIRED TO PROCESS THIS APPLICATION.

Signature

[Handwritten Signature]

Date

5-28-97

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Donald J. Tilton
P.O. Box 6641
Brookings, OR. 97415
(541) 469-3111 work
(541) 469-6378 home
(541) 412-0233 fax

Summary of Experience:

During the past 20 years, I have owned four businesses of my own, acted as a consultant to three others, and am responsible for public relations and project management for a major non profit health care chain. In addition I produce and host a popular national television series and perform live shows for entertainment. I have resided in the Brookings area for 14 years and have owned my own home on Cape Ferrelo Road since 1987.

Education:

South Western Oregon Community College	1997
William Howard Taft University school of law	1996- present
Management courses; Evangelical Lutheran Good Samaritan Society	1996
Ohio State University; College of Agriculture, major in beef production	1962-1964

Experience:

Curry Good Samaritan Center, Brookings, OR.	Public relations and Project manager	1991-Present
Thirty Minutes to Dinner, Television Series	Producer and Host	1990-Present
Beach House Restaurant, Gold Beach, OR	Consultant	1987-1994
Perry's Chetco River Lodge, Brookings, OR	Chef- Manager	1985-1987
Touch of The Past Restaurant, Brookings, OR	Chef- Owner	1983-1985
Fawn Meadow Farms Beef feedlots and AG. Service, Johnstown, OH	Owner-Manager	1968-1983

Personal:

Age: 53
Ht.: 5-9
Wt.: 242
Married: Janice L. Tilton
Three daughters
One son 11 years old

Five grandchildren

Accomplishments:

Produced a two hour and 40 minute instructional video series on cooking.	1989
Produced a television series that went national in 1996	1990
Toured five states with live shows for promotional purposes	1990
Published "Anyone Can Do It" a cookbook now in its 5th printing	1991
Have been written about in several magazine and newspaper articles	1973-1996
Just released for publication "Tasteful Things" cookbook	1996

Interests:

Spending time with my family at home

Rotary International

Loyal Order of The Moose

Teaching cooking

I love to fish but seldom have time

Wood working and building

References:

Curry Good Samaritan Center; Rosemary Rosengren, Administrator	(541) 469-3111
Beach House Restaurant; Wayne Wesley, Property Owner	(541) 247-6891
Curry Collections Inc.; Frank Martin, Owner	(541) 469-2332
Brookings Harbor Rotary; Les Cohen, Past President	(541) 469-7530

City of Brookings
Application for Employment



RETURN TO:
City Finance Department
898 Elk Drive
Brookings, OR 97415
FAX (541) 469-3650

The City of Brookings is an Equal Opportunity Employer.

(541) 469-2163

PLEASE PRINT OR TYPE

Position applying for JUDGE Home phone (541) 469-5559
Name HARPER, RICHARD L. Work phone (707) 465-3515
Last First MI
Address 97972 HALL WAY May we contact you at work? ☒ Yes ☐ No
Street Mailing
BROOKINGS, OR 97415 The best time to call is: at work - 0900
City State Zip
Driver's License number 5595188 OR at home - 1700
(If required for position) State

Have you ever been convicted of a felony?

☐ Yes ☒ No A felony conviction is a bar to employment only if it is related to the job for which applied.

If yes, please explain: _____ Is your age under 18? ☐ Yes ☐ No
If yes, work permit number _____

List any other last name in which your educational or employment records are filed _____

Are you available to work: Nights? ☒ Yes ☐ No Weekends? ☒ Yes ☐ No If no, please explain: _____

EDUCATION

Circle last grade completed 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4
Do you have a high school diploma or equivalency? ☒ Yes ☐ No School EVANS CITY HS, EVANS CITY, PA

List all schools attended beyond high school and their location	Credits completed	Type of degree earned	Course of study
<u>PASADENA CITY College, PASADENA, CA</u>	<u>60+</u>	<u>AA</u>	<u>ADMIN of JUSTICE</u>

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

C- ATTACHED

Typing speed _____ WPM Can you operate a computer? ☒ Yes ☐ No

What computer programs can you operate? WINDOWS WORK PERFECT

EMPLOYMENT HISTORY

Please complete this section even if you attach a resume. Do not attach a resume in lieu of completing this employment history. List your work experience, most recent first. Include military and volunteer experience.

Employer DEL NORTE DISTRICT ATTORNEY	Immediate Supervisor & Title BILL CORNEL DISTRICT ATTORNEY	May we contact for reference? YES
Address 450 "H" ST, CRESCENT CITY, CA 95531		Phone 707 465-7210
Job Title INVESTIGATOR	From: Mo <u>4</u> Yr <u>90</u> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo <u> </u> Yr <u> </u> If part time, # of hrs/wk <u> </u>	Ending salary/hourly rate \$12.00
Description of job duties: INVESTIGATOR ASSIGNED TO NARCOTIC TASK FORCE, WORK NARCOTIC + NARCOTIC RELATED CASES. ALSO ASSET FORFEITURE AGENT RESPONSIBLE FOR ASSET FORFEITURE CASES.		
Reason for leaving:		
Employer SELF	Immediate Supervisor & Title SELF	May we contact for reference? YES
Address 97972 HALL WAY, BROOKINGS, OR 97415		Phone 541 469-5559
Job Title OWNER/MGR BAR MOBILE VILLAGE	From: Mo <u>4</u> Yr <u>92</u> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> To: Mo <u> </u> Yr <u> </u> If part-time, # of hrs/wk <u> </u>	Ending salary/hourly rate VARIABLE
Description of job duties: OPERATE MOBILE HOME PARK		
Reason for leaving:		
Employer LOS ANGELES POLICE DEPT	Supervisor & Title Immediate LT. DAN JONES	May we contact for reference? YES
Address 150 W. LOS ANGELES ST, LOS ANGELES 90014		Phone (213) 485-LAPD
Job Title DETECTIVE	From: Mo <u>12</u> Yr <u>68</u> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> To: Mo <u> </u> Yr <u> </u> If part time, # of hrs/wk <u> </u>	Ending salary/hourly rate UNK
Description of job duties: PATROL OFFICER TO DETECTIVE ASSIGNMENTS - LAST ASSIGNMENT WAS GAMING INVESTIGATOR IN ADMINISTRATIVE VICE.		
Reason for leaving: RETIRED		

APPLICANT'S STATEMENT - Must be signed

The information in my application was freely given and is, to the best of my knowledge, true and complete. I understand that any false statement, misleading answer, or any false information I provide on this application or give during the selection process will be sufficient grounds for immediate elimination from consideration or immediate dismissal at any time. The City of Brookings is hereby authorized to contact my present and past employers as references and to receive from them any information about me contained in their personnel records and any evaluations of my job knowledge, skills, and performance. I hereby release the City as well as those contacted by the City from any liability or damage which may result from furnishing the information requested. The City of Brookings may make copies of this authorization available to those contacted.

APPLICANT'S SIGNATURE IS REQUIRED TO PROCESS THIS APPLICATION.

Signature

Richard L. Laper

Date

6-3-97

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RICHARD LEE HARPER
97972 HALL WAY
Brookings, Oregon 97415
(541) 469-5559

QUALIFICATIONS

Court qualified expert, State of California in following areas:

Drug recognition and paraphernalia
Illegal gambling techniques and paraphernalia
Surveillance Techniques
Preparation and service of Search Warrants
Prostitution Investigations
Pornography Investigations
Search & Seizure

General Qualifications:

Knowledge of California Penal Code and Health & Safety Codes
Filing Cases with District Attorney & City Attorney
Experience in patrol procedures and investigations, basic techniques in homicide investigations, sexual assaults, robbery, burglary, domestic violence, gang violence, traffic enforcement and accident investigation, Narcotic investigations, financial investigations, Asset Forfeiture procedures and related law enforcement investigations.

EDUCATION & SPECIALIZED TRAINING:

AA Degree in The Administration of Justice
Los Angeles Police Department Academy
Advanced Officer Course (Peace Officer Standards and Training)
Driver Training School (Peace Officer Standards and Training)
Basic Certificate, Police Officer (Peace Officer Standards and Training)
Vice Officer School (Peace Officer Standards and Training)
Chemical Agent School (Peace Officer Standards and Training)
Gas Chromatograph School (Peace Officer Standards and Training)
Basic Car Plan Leadership School (Peace Officer Standards and Training)
Latent Print School (Peace Officer Standards and Training)
Basic Detective School (Peace Officer Standards and Training)
Shooting Policy Seminar (Peace Officer Standards and Training)
Tear Gas Training (Peace Officer Standards and Training)
Specialized Surveillance Equipment (Peace Officer Standards and Training)
Advanced Officer School (Peace Officer Standards and Training)
PR 24 School (Peace Officer Standards and Training)
Detective In service School (Peace Officer Standards and Training)
Search Warrants (Peace Officer Standards and Training)

Standards & Procedures, Domestic Violence School (Peace Officer Standards and Training)
Semi-Automatic Pistol (Basic) (Peace Officer Standards and Training)
Specialized Gambling (FBI Academy)
Asian Gang School (Peace Officer Standards and Training)
Peace Officer Standards and Training Recertification Course (Peace Officer Standards and Training)
Basic Asset Forfeiture School (California District Attorney's Association)

LEADERSHIP AND INSTRUCTION:

Los Angeles Police Department

Instructor Vice School
Preparation & Service of Search Warrants
Driving & Surveillance Techniques (Pacific Telephone Security)

Internal Revenue Service (Enforcement Section)

Surveillance techniques, illegal gambling, terms, investigative techniques, signs, symbols and paraphernalia.

Numerous Officers from Law Enforcement Agencies throughout California and the United States

Same as above

California State Los Angeles

Guest Instructor Administration of Justice Courses

Federal Bureau of Investigation

Guest instructor Specialized Gambling Techniques

MILITARY SERVICE

U.S. Army, January 1964 to January 1967

Viet Nam, June 1965 to June 1966

Honorable Discharge, Highest Rank, E5

COMMUNITY INVOLVEMENT

Grand Knight, Knights of Columbus 1993 to 1996 (Service Organization)

Eucharistic Minister & Trainer Catholic Church

Bible Study Coordinator and Instructor

President, Community Education Center, Board of Directors

American Red Cross Volunteer

Member Chetco Pelican Players (Community Theater)

Member Viet Nam Veterans (Brookings Post)

Own and operate a Mobile Home Park in Harbor

Certificate of Appointment

FILED

APR 18 1996

JOHN D. ALEXANDER
DEL NORTE CLERK-RECORDER
BY: _____ DEPUT

STATE OF CALIFORNIA }
COUNTY OF DEL NORTE } ss.

I, William A. Cornell II, District Attorney
of Del Norte County, do hereby appoint Richard Lee Harper
as Deputy DA Investigator II in and for the County of Del Norte.
Dated: April 16, 1996

[Signature of William A. Cornell II]

STATE OF CALIFORNIA }
COUNTY OF DEL NORTE } ss.

I do swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of California, and that I will faithfully discharge the duties of the office of the District Attorney according to the best of my ability.

[Signature of Richard Lee Harper]

Subscribed and sworn to before me
this 18th day of April, 1996

JOHN D. ALEXANDER
County Clerk

Susan Mealus
Deputy



BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of May, 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
3	Single Family Dwelling	\$1,379.00	\$1,026.00	\$68.95	\$7,671.00	\$411,701.00	20	\$2,775,125.82	11	\$1,485,352.10
0	Single Family Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	6	\$57,976.00	16	\$154,330.00
1	Single Family Garage-Carport	\$260.50	\$169.00	\$13.03	\$0.00	\$44,758.00	4	\$135,707.00	6	\$49,144.00
1	Two Family Residential	\$575.50	\$187.00	\$28.78	\$4,252.00	\$156,038.00	1	\$156,038.00	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	5	\$592,140.00
3	Commercial Addition-Change	\$336.50	\$200.00	\$16.83	\$0.00	\$47,243.00	12	\$308,935.00	4	\$19,634.76
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$15,000.00	0	\$0.00
1	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$0.00	3	\$0.00
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$6,700.00	5	\$10,000.00
9	Total Building Permits	\$2,551.50	\$1,582.00	\$127.58	\$11,923.00	\$659,740.00	49	\$3,455,481.82	54	\$3,952,855.86
8	Mechanical Permits	\$198.50	N/A	\$9.93		N/A	32		13	
5	Plumbing Permits	\$285.60		\$14.28	\$0.00	N/A	24		9	
1	Manufactured Home Permits	\$105.00		\$5.25	\$2,557.00	N/A	2		1	
23	TOTAL PERMITS	\$3,140.60	\$1,582.00	\$157.03	\$14,480.00	\$659,740.00	107	\$3,455,481.82	77	\$3,952,855.86
	Total Year to Date Calculated Fees	\$16,800.00	\$8,526.09	\$840.01	\$109,287.70					

In April, 1997 Harbor issued permits for 3.00 EDUs.

During the Month of May, 1997, Brookings issued permits for 6.60 new sewer connections. The City of Brookings now has 108.55 EDU Units connected to the Brookings Wastewater System since the signing of the MAO.