

agenda

CITY OF BROOKINGS
BROOKINGS COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
January 22, 1996
7:00 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
 - A. Budget Committee Appointments (blue)
- V. PUBLIC HEARINGS
- VI. SCHEDULED PUBLIC APPEARANCES
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
- VIII. STAFF REPORTS
 - A. Community Development
 - 1. Award of Bid - Pioneer Road Waterline Project (gray)
 - B. City Manager
 - 1. Discussion of 1996-97 Tax Base Election (salmon)
- IX. CONSENT CALENDAR
 - A. Approval of Council Meeting Minutes
 - 1. January 10, 1996 Regular Council Meeting (pink)

(end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Ordinances (none)

B. Resolutions

1. Resolution No. 96-R-601 - A resolution regarding membership - City/County Insurance Services Trust - Workers' Compensation Group. (yellow)

XI. COMMITTEE REPORTS

A. Planning Commission

B. Parks and Recreation Commission

C. Chamber of Commerce

XII. REMARKS FROM MAYOR AND COUNCILORS

A. Mayor

B. Council

XIII. ADJOURNMENT



January 1996


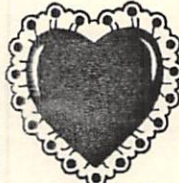



City of Brookings Monthly Activities Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day - Holiday	2 7:00 PM Planning Commission Meeting	3 7:00 PM Chetco Watershed Council - Council Chambers	4	5	6
7	8	9 1:30 PM Systems Dev. Charge Review Board	10 7:00 PM Council Meeting	11	12	13
	Tom/Tom/Leo - Salem - One Stop Grants					
14	15 7:00 PM Parks & Rec. Comm. - Pilot Conference Room Martin Luther King Day	16	17	18 1:30 PM Capital Improvements Plan (CIP)	19 VOLUNTEER NIGHT - ELK'S LODGE	20
21	22 7:00 PM Council Meeting	23	24	25	26	27
28	29	30	31	<div> <div> December 95 S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> <div> February 96 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 </div> </div>		



February 1996

City of Brookings Monthly Activities Schedule

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CITY OF BROOKINGS

898 Elk Drive
Brookings, Oregon 97415
Phone (503) 469-2163
Fax (503) 469-3650

OFFICE OF THE MAYOR



PRESS RELEASE

CITY BUDGET COMMITTEE VACANCY

Committee member Scott Sabin has resigned from the Budget Committee and the terms of Committee members Harold Thiesen and Kathleen Kuhn expire on February 1, 1996.

It is the policy of the City of Brookings that every vacancy on Boards and Commissions shall be made public so that interested members of the community may apply for appointment.

Anyone interested in serving on the Budget Committee should apply in writing to City of Brookings, Mayor Tom Davis, 898 Elk Drive, Brookings, Oregon, 97415. Please include a brief statement listing any experience or special talents you may have. Letters should be in city hall by January 12, 1996.

FOR IMMEDIATE RELEASE

For further information contact Administrative Assistant Donna Van Nest at Brookings City Hall at 469-2166, Extension 204.

received
1/4/96

324 South Hazel Street
Brookings, OR 97415

January 2, 1996

Mayor Tom Davis
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Mayor Davis:


I am writing in response to the vacancy on the City of Brookings Budget Committee and wish to submit this letter as my application for the position.

I am a resident of Brookings, having lived in the area for seven years, and am applying for this position as a private and interested citizen. My fiscal experience includes a three year term on the 17C School District Budget Committee, one year of which I served as Committee Chair. For the past three years I have served as Treasurer of the Chetco Community Council and have also served as Treasurer of the Brookings-Harbor Chamber of Commerce prior to my present employment.

I regularly attend meetings of the Brookings City Council and have been involved with Brookings' sewer bond, tax base and tax levy initiatives.

Thank you for taking the time to consider me for this position. If I can provide you with any additional information please do not hesitate to call me.

Very truly yours,


Les Cohen

Received
1/4/96 BM

Gail L. Hampton, C.P.A.
627 Meadow Lane
Brookings, OR 97415
(541)469-8978

December 26, 1995

Mayor Tom Davis
City of Brookings
898 Elk Drive
Brookings, OR 97415

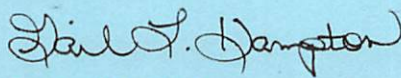
Dear Mayor Davis,

It has been brought to my attention that there will be one or more seats vacant on the City Budget Committee. I would like to express my interest in serving on that Committee.

I believe my academic and professional background would enable me to contribute positively to the City Budget Committee. I am a licensed C.P.A. in the state of Oregon. My current employer is Flora Pacifica. Prior to moving to Oregon, I held a variety of positions including Director of Finance with an HMO in St. Louis. In this role, I was responsible for the budgeting process of that organization. I also served as a contracts negotiator for a major medical center in the St. Louis area. I will be happy to provide you with a resume detailing each position and the responsibilities of such, if you desire.

Please let me know if you would like to discuss this matter further, or if you desire additional information.

Sincerely,



Gail L. Hampton

Keith Hislop
684 Richard St.
Brookings, OR. 97415

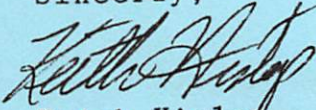
Tom Davis, Mayor
City of Brookings
898 Elk Dr.
Brookings, OR. 97415

received
1/10/96

Tom,

With this letter I am expressing an interest in becoming a part of the City's budgeting process.

Sincerely,


Keith Hislop

received
1/9/96

Date: January 9, 1996

To: Mayor Tom Davis

From: John McKinney

Subject: City budget committee vacancy

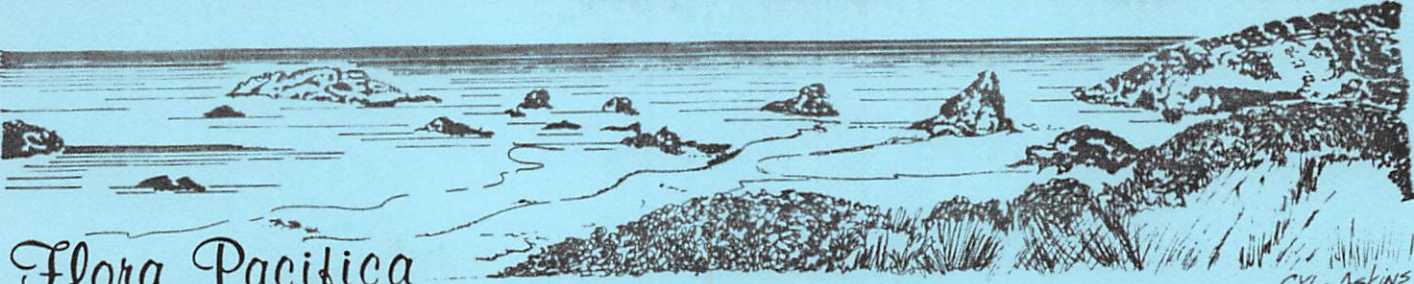
Tom, I would like to be considered for the city budget committee vacancy. I feel that I have a good working knowledge about our city government and how it functions.

I have past experience in setting up budgets for the Antioch Police Department (K-9 unit) and the Brookings Police Reserve unit.

It would be a privilege to serve the City Of Brookings in this capacity.

Thank You,

John McKinney



Flora Pacifica

January 12, 1996

Tom Davis
Mayor
City of Brookings
Brookings, OR 97415



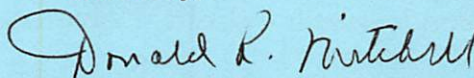
Dear Mayor Davis,

It is my understanding that the City of Brookings is looking for people who would be willing to serve on the Budget Committee. While I am not especially looking for something to do, I would be willing to serve on the committee if asked.

I am a retired US Foreign Service, Agricultural Development Officer and worked much of my professional life in various roles of planning, implementing and evaluating multi-million dollar projects in Asia, Africa and the US. Currently, I am president of Flora Pacifica, Inc. and do most of the management, budgeting and operational planning for the business. In addition, I am on the Del-Cur Board of Directors; the Chetco Watershed Council; Curry County Tourism Council and the Southwestern Oregon Province Advisory Council. If needed, I could provide a more complete resume.

I understand that Gail Hampton who works with us at Flora Pacifica has applied for the Budget Committee. She would be an excellent member of the committee. However, if the City Council does not wish to have more than one person from any one business, I would certainly understand. I will await your decision.

Sincerely,


Donald R. Mitchell



January 8, 1996

received
1/8/96

Tom Davis
Mayor
City of Brookings
898 Elk Drive
Brookings, Oregon 97415

RE: Interest in serving on Budget Committee for City of Brookings

Dear Mayor Davis:

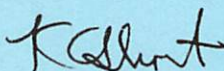
Pursuant to our conversation of this date, I am very interested in serving as a member of your Budget Committee for the City of Brookings.

My qualifications to serve as a budget committee member are as follows:

- 20 years experience in domestic & international banking and financial management.
- 15 years experience in manual and computerized financial statement analysis, tax analysis, accounting and budget preparation.
- Graduate of Northwest Intermediate Commercial Lending School, 1993.
- Certified Credit Analyst Instructor R.M.A./Omega Credit Training 1983-86.
- Former Certified Management Accountant, N.A.A., 1976-80.
- Former Member Benton County Budget Committee 1977-78.
- B.S. General Social Science/Minors in Economics & Finance, University of Oregon, 1970.
- M.A. program International Studies & Overseas Administration, A Ford Foundation Research Institute, University of Oregon, 1970-72.

Tom, if you have any questions regarding my background or qualifications, please feel free to contact me at either home or work. My home telephone number is 469-3257, and my work number is 469-7439.

Sincerely,



K.C. Short

Memorandum

TO: Mayor, City Council

FROM: Leo Lightle, Community Development Director

THROUGH: Tom Weldon, City Manager

SUBJECT: Bid Award for Waterline Project on Pioneer

DATE: January 16, 1996



Bids were opened on January 16, 1996; the bids are as follows:

Tidewater Contractors Inc.	(Brookings)	\$ 99,876.60
EMK Contractors	(Eugene)	123,705.00
Johnson Rock	(Coos Bay)	131,582.25
B. J. Williams	(Klamath Falls)	145,016.99
Freeman Rock	(Brookings)	157,512.00
Mark Colton Backhoe	(North Bend)	169,497.14

RECOMMENDATION: Staff recommends awarding the Pioneer Water Project to Tidewater Contractors for the amount \$99,876.60.

EOM

m e m o r a n d u m

TO: Mayor
City Council

THROUGH: Tom Weldon, City Manager

SUBJECT: NEW TAX BASE

DATE: January 10, 1996

In March of 1995 the voters of Brookings passed a 2-year serial levy for \$500,000 per year to maintain and improve City services and infrastructure.

My belief at that time was that we would show our citizens that we would use these dollars effectively and they would authorize them to be added permanently into our tax base. We are doing that and now is the time to consider a new tax base.

I suggest the items below for you to consider as part of an election to expand our tax base. These are essentially the same items funded under the serial levy. This election should be at the May 21st primary. To do this you will need to take action at your first meeting in February - the 12th. My recommendation is the same as last spring, that we not authorize the tax base increase until after the serial levy expires - that is the levy would not be effective until the fiscal year beginning July 1, 1997.

I will put this item on the agenda for January 22nd for discussion.

Swimming Pool (Reserve Fund for future maintenance needs)	\$ 10,000
Swimming Pool Operations	30,000
Eliminate Utility Funds Transfers	225,000
Police Officer (Salary and benefits)	38,400
Fire Truck Replacement (Reserve Fund)	36,000
Police Officer (Continue Community Policing Grant position - salary and benefits)	38,400
Fire Chief (50% salary & benefits)	23,500
Park/Public Works Worker (Continue 2 positions - salary and benefits)	50,000
TOTAL	\$ 451,300
UNCOLLECTIBLE TAXES @ 12%	54,156
GRAND TOTAL	<u>\$ 505,456</u>

VIII.B.1

minutes

**CITY OF BROOKINGS
COMMON COUNCIL MEETING
City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
January 10, 1996
7:00 p.m.**

I. CALL TO ORDER

Mayor Davis called the meeting to order at 7:09 p. m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Council Present: Mayor Tom Davis, Councilors Nancy Brendlinger, Bob Hagbom, Larry Curry, Ex-Officio Councilor Marci Wallace (arrived at 7:35 p.m.)

Council Absent: Councilor Dave Scott

Staff Present: City Manager Tom Weldon, Administrative Assistant Donna Van Nest, City Attorney Martin Stone, Finance Director Bev Shields, Community Development Director Leo Lightle, Police Sergeant Mike Cooper, Police School Resource Officer Curt Fox, Fire Chief Bill Sharp

Media Present: Anita Rainey, Curry Coastal Pilot; Jon Johnston, K49TV; Joel Buffington, KURY; Martin Kelly, KCRE

STATE OF THE CITY REPORT - MAYOR DAVIS

Mayor Davis presented his annual State of the City Report for calendar year 1995, focusing on improvements in working relationships among agencies/employers/employees/volunteers, and the City's accomplishments for the year.

IV.

CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

Mayor Davis announced the Police School Resource Officer Curt Fox has been chosen as the Employee of the Season for the winter of 1996. Mayor Davis presented Officer Fox with a proclamation.

Mayor Davis presented a Certificate of Appreciation to Police Sergeant Mike Cooper for 15 years of dedicated service to the Brookings Police Department.

V.

PUBLIC HEARINGS none

VI.

SCHEDULED PUBLIC APPEARANCES

1. Request for support for teen center - Missy Osborne and Tina Guthridge

Missy Osborne and Tina Guthridge, representing teens of the area, presented a request for support from the City for the formation of a non-profit corporation for the purpose of opening a teen center in the old skating rink building.

Mayor Davis suggested that the group work with the building inspector to determine that the old skating rink building meets current building code regulations for use as a teen center. Milt Gowman presented a set of state approved plans for the building which were done approx. six years ago. Councilor Curry said he would like to see some money set aside in the budget for Council to use on unforeseen projects such as this.

Curry County Commissioner Rocky McVay and Curry County Assistant District Attorney Charlie Steak spoke in favor of the teen center project.

By consensus, the Council agreed that the teen center concept presented by Tina and Missy was very good.

NO FORMAL ACTION TAKEN

VII.

ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

none

VIII.

STAFF REPORTS

A. Police Department

- 1. Report on Bids - Patrol Car (deleted)**

B. Community Development

- 1. Request to pave parking lot of North Bend Medical Center - Alder Street**

Community Development Director Leo Lightle, presented a request from the North Bend Medical Center to pave the parking area in front of the clinic on Alder Street at their expense. The area is designated City owned park land and has been used for parking by the medical center for several years. Staff recommended that the City enter into an agreement with the North Bend Medical Center for them to pave the parking lot with the understanding that North Bend Medical Center will maintain the parking area, that the lot is not for their exclusive parking use, and the property would be available when needed to accomplish the couplet or street improvements.

Frank Saunders, Executive Director, North Bend Medical Center, Dr. John Cox, and Jim Harness, 355 Lundeen Lane, spoke in favor of the paving of the parking lot.

Councilor Curry moved, Councilor Brendlinger seconded and the Council voted unanimously to direct staff to cooperate with the petitioners, North Bend Medical Center, to go forward with engineering and an agreement and to come back to Council for final approval.

C. Fire Department

1. **Acceptance of Medic 2 (vehicle) to Brookings Fire Department - Southern Curry Ambulance**

In a memo to the Council, Fire Chief Bill Sharp explained that the Southern Curry Ambulance Association wishes to donate a vehicle to the fire department for use as a fire rescue/support vehicle. The vehicle no longer meets State of Oregon Health Standards for use as an ambulance, but it could be used to house and transport rescue and fire suppression equipment as well as personnel.

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to accept the Medic 2 vehicle from Southern Curry Ambulance Association.

D. Finance Department

1. **Presentation of 1994-95 fiscal year audit report - Musser and Associates**

Finance Director Bev Shields introduced Paul McLeod of Musser and Associates, the City's auditing firm.

NO FORMAL ACTION TAKEN

E. City Manager

1. **Drug Testing**

City Manager Tom Weldon explained that U.S. Department of Transportation rules now require that employees with commercial drivers licenses be enrolled in a program providing random drug and alcohol testing. We have six such employees in Public Works. The other employees in Public Works (primarily plant operators) have indicated a willingness to be covered under these same rules.

Mr. Weldon recommended Council authorize the implementation of a drug and alcohol testing program for City employees and police and fire volunteers. This program, when fully implemented, should cost less than \$1,000 per year.

Councilor Curry moved, Councilor Brendlinger seconded and the Council voted unanimously to implement the drug testing program for those employees required to be enrolled in a drug testing program, and for the City Manager to draft a drug testing program policy for all other employees, notify all employees that this item will be on the agenda for the January 22 Council meeting, and ask for input from all employees.

IX. CONSENT CALENDAR

Council Brendlinger requested corrections to the minutes of the December 11, 1995 Council meeting on pages 3, 4 and 5.

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to approve the Consent Calendar as follows:

A. Approval of Council Meeting Minutes

1. December 11, 1995 Regular Council Meeting

B. Acceptance of Commission/Board Minutes

1. November 14, 1995 Planning Commission Meeting

C. Approval of Vouchers (\$237,440.77)

(end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Ordinances (none)

B. Resolutions

1. Resolution No. 96-R-600 - A resolution exempting from competitive bidding a Canon Image Filing System for the City of Brookings.

Staff recommended that the Council authorize the City Manager to purchase the Canon Canofile 510 Desktop Electronic Filing System from Oregon Micro-Imaging, expending the \$12,000 set aside in the current budget at the present time and expending the \$8,000 balance after July 1, 1996.

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to ① authorize the City Manager to purchase the Canon Canofile 510 Desktop Electronic Filing System from Oregon Micro-Imaging, expending the \$12,000 set aside in the current budget at the present time and expending the balance of \$8,000 after July 1, 1996, and ② to adopt Resolution No. 96-R-600 - A resolution exempting from competitive bidding a Canon Image Filing System for the City of Brookings.

XI. COMMITTEE REPORTS

- A. Planning Commission none
- B. Parks and Recreation Commission none
- C. Chamber of Commerce none

XII. REMARKS FROM MAYOR AND COUNCILORS

A. Mayor

1. One stop shopping grant - trip to Salem

Mayor Davis, along with City Manager Tom Weldon, explained the recent trip they made to Salem to research possible grants and loans for improvements at the wastewater treatment plant through a new program called One Stop Shopping for Grants. They presented information to six agencies who might be involved in the grant funding. They were brought together for a presentation by the City rather than the City presenting the proposal to each agency individually.

B. Council none

XIII.

ADJOURNMENT

Councilor Brendlinger moved, Councilor Curry seconded and the Council voted unanimously to adjourn the meeting at 8:49 p.m.

Tom Davis
Mayor

RESOLUTION NO. 96-R-601

A RESOLUTION REGARDING MEMBERSHIP CITY/COUNTY INSURANCE SERVICES TRUST WORKERS' COMPENSATION GROUP.

WHEREAS, the City/County Insurance Services Trust (CIS) offers pooled self-insurance offering cost stability and the potential for long-term savings; and

WHEREAS, CIS is sponsored by the League of Oregon Cities and the Association of Oregon Counties as a service to Oregon cities and counties; and

WHEREAS, the City of Brookings finds that membership in CIS is of benefit in managing the risks involved in providing services to its citizens; and

WHEREAS, the City of Brookings has been provided with an opportunity to review the Trust Agreement, Bylaws and Rules of CIS; and

WHEREAS, the City of Brookings has reviewed the Trust Agreement Bylaws and Rules of CIS for compliance with the Charter and Ordinances of the City of Brookings;

NOW, THEREFORE, BE IT RESOLVED that the City of Brookings does hereby enter into a contract with CIS and becomes a member of the CIS Trust for Worker' Compensation for a three-year period commencing July 1, 1995 and agrees to abide by the terms of the Trust Agreement, Bylaws and Rules of CIS which, along with this Resolution, constitutes the contract between the City of Brookings and CIS. The City Manager is hereby authorized to execute such documents as are necessary pursuant to this Resolution.

PASSED by the Council and signed by the Mayor this 22nd day of January, 1996.

Tom Davis, Mayor

ATTEST:

Beverly S. Shields, City Recorder