

# Agenda

City of Brookings

Common Ccouncil Neeting

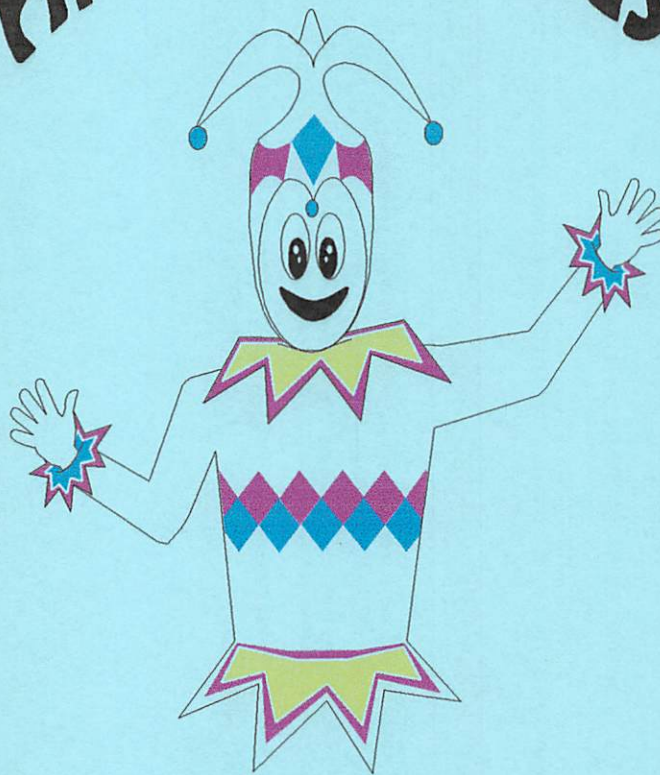
Brookings City Hall Council Chambers

898 Elk Drive, Brookings, Oregon

March 25, 1996

7:00 p.m.

## April Fools Day



**is coming soon!!**



# agenda

CITY OF BROOKINGS  
COMMON COUNCIL MEETING  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon  
March 25, 1996  
7:00 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
  - 1. Employee of the Season - Spring, 1996
  - 2. Appointment to Planning Commission (pink)
- V. PUBLIC HEARINGS
- VI. SCHEDULED PUBLIC APPEARANCES
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
- VIII. STAFF REPORTS
  - A. Community Development
    - 1. Report on Bids - Public Works Department Pickup (yellow)
    - 2. Capital Improvements Plan (lilac)



B. City Manager

1. Request for authorization to apply for summer youth work grant (gold)
2. Review of DEQ Restrictions - verbal

IX. CONSENT CALENDAR

A. Approval of Council Meeting Minutes

1. March 11, 1996 Regular Council Meeting (tan)
- (end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Ordinances

B. Resolutions

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

1. Evaluation process for City Attorney and Municipal Court Judge (green)


XIII. ADJOURNMENT



# March 1996



## City of Brookings Monthly Activities Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
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3	4	5 7:00 PM Plan- ning Comm. Meeting	6 12:00 PM City/ County/ Community Work Session	7	8	9 <div>NLC Cong. CIT.</div>																																																																																				
10	11 7:00 PM Coun- cil Meeting	12 <div>VDTE</div> Special Election	13	14	15	16																																																																																				
NLC Cong. City Conferene, Washington, D.C.																																																																																										
17 <div></div> St. Patrick's Day	18	19	20	21 1:30 PM CIP 7:00 PM Parks & Rec. Comm. Filing Deadline for 5/21 Election	22	23																																																																																				
24	25 7:00 PM Coun- cil Meeting	26	27	28	29	30																																																																																				
OR/WA NW Reg. City/Cty Management Conf.-Pendleton																																																																																										
31 Palm Sunday	<div>February</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr></table>					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>April</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></table>	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		
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# April 1996



## City of Brookings Monthly Activities Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																									
	1	2 7:00 PM Planning Comm. Meeting	3 12:00 PM City/County/Community Work Session	4 Passover	5 Good Friday	6																																																																																																									
7  Daylight Savings Time Begins Easter	8 7:00 PM Council Meeting	9	10	11	12	13																																																																																																									
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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 PLANNING COMMISSION VACANCY

Two terms on the Brookings Planning Commission are expiring April 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.

The Brookings Planning Commission meets monthly on the first Tuesday at 7:00 p.m. It reviews land use issues within the City of Brookings and its Urban Growth Boundary. In some matters it serves as the decision making body while in others it is advisory to the City Council and the Curry County Planning Commission. Its authority covers a broad range of land use issues from minor partitions of land to major amendments to the City's Comprehensive Land Use Plan.

Anyone interested in serving on the Commission should apply in writing to Mayor Tom Davis, 898 Elk Drive, Brookings, Oregon, 97415. Please include a brief statement listing any experience or special qualifications you may have. Deadline for applications is March 15, 1996.

### FOR IMMEDIATE RELEASE

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

1.V.2



**Marvin W. Lindsey**

**P.O. Box 1804**

**Brookings, Oregon 97415**

**(541) 469-0191**



**February 16, 1996**

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

**Dear Mayor Davis,**

**I have enjoyed serving on the Brookings Planning Commission and want to thank you for appointing me to assist in our city's government.**

**I would like to be considered for another 4-year term on the Brookings Planning Commission. I hope that my past participation has been acceptable and that you will grant me the opportunity to continue.**

**Sincerely,**

A handwritten signature in dark ink, appearing to read 'Marvin Lindsey'.

**Marvin Lindsey.**



# Memorandum

**TO:** Mayor, City Council

**FROM:** Leo Lightle, Community Development Director

**THROUGH:** Tom Weldon, City Manager

**SUBJECT:** Bids for pickup truck for Public Works Department

**DATE:** March 14, 1996



Bids for a pickup truck for the Public Works Department were opened on March 14, 1996. Three (3) bids were received. They are:

Coast Auto Center	Brookings	\$15,473.23
Siegrist Ford	Brookings	15,843.50
Jim Sigel Chevrolet	Grants Pass	16,653.32

**RECOMMENDATION:** Staff recommends awarding the bid for a new pickup truck for the Public Works Department to Coast Auto Center, Inc., Brookings Oregon for \$15,473.23.

VIII.A.1



# m e m o r a n d u m

TO: Mayor  
City Council

FROM: Tom Weldon, City Manager *Tom*

SUBJECT: CAPITAL IMPROVEMENT/EXPENDITURES PLAN

DATE: March 19, 1996

The committee you appointed to develop this plan has completed its work. Their recommendations are attached.

This committee, with representatives from the Planning Commission, Parks and Recreation Commission, Systems Development Charge Review Board and Council, met several times over the last eight months reviewing existing infrastructure plans and discussing a wide variety of community needs. Their last meeting was March 13th and it was a joint session with the Planning Commission which was advertised and held as a public meeting to receive and consider public input. At this session there was a quorum of both committees, two news media representatives, three City staff and no members of the general public. The meeting was a joint session with the Planning Commission because it was recently discovered that part of the ordinance establishing the Planning Commission sets out one of their duties as reviewing any Capital Improvements Plan.

They decided to also include major vehicle purchases (over \$30,000) and consequently changed the plan name from Capital Improvements Plan to Capital Improvements/Expenditures Plan.

They recommend this 5-year plan be reviewed and updated annually as projects are completed and/or priorities change. Whichever citizen committee begins the review process should first meet in October next year. After review and a public meeting they would make their recommendations to Council, who would ultimately adopt the updated plan. This should be done in January so staff has the opportunity to fine tune cost estimates on top priorities and include those (where funding is available) in the following year's budget.

This year we have not completed the process in quite such a timely manner. Specific projects will be recommended for the budget either at the Budget Committee meeting(s) or when the Council actually adopts the budget.

I commend the Capital Improvements/Expenditure Committee for their good, hard work. I also want to publicly thank Leo for all the good efforts he put into this project. This is not a perfect document, but I believe it is a very good start and will help us wisely use our scarce resources.

VIII.A.2



# City of Brookings Capital Improvements/Expenditures Plan

## 1996 - 2001 Preliminary List

### MISCELLANEOUS

#### VEHICLES MORE THAN \$25,000

Location	Project	Cost Estimate	Possible Funding Sources
N/A	Grader	\$ 50,000	
N/A	Fire Truck	225,000	General Fund Serial levy
N/A	Backhoe \ Loader	45,000	<sup>1</sup> W/WW/S fund
N/A	Dump Truck	50,000	

### PROJECTS

Location	Project	Cost Estimate	Possible Funding Sources
City Hall	Additional space for Police Department (enhanced 9-1-1)	\$30,000	General Fund
City Hall	Additional space for Fire Department (2 new bays)		General Fund
City Hall	Additional space for Community Development Department (offices)		General Fund
City Hall	Additional space for Finance Department (offices)		General Fund



# City of Brookings

## Capital Improvements/Expenditures Plan

### MISCELLANEOUS (Continued)

#### PAVE PARKING LOTS

Location	Project	Cost Estimate	Possible Funding Sources
City Hall	Pave City Parking Lot	\$ 20,200	
Railroad & Center	Pave City Parking Lot	6,500	
Railroad & Wharf	Pave City Parking Lot	8,400	
Bud Cross Park	Pave City Parking Lot	16,650	
Down town area	Acquire additional land downtown for parking lot and paving		

#### PARKS

Location	Project	Cost Estimate	Possible Funding Sources
Azalea City Park	Develop and pave 70 parking spaces as shown in Azalea Park Master Plan		Possible funding for all parks projects include:
Azalea City Park	Develop and pave 50 parking spaces as shown in Azalea Park Master Plan		General Fund Parks SDC Grants Donations Special levy
Bud Cross park	Cover Swimming Pool		
Azalea City Park	Build restroom near the stage		



# City of Brookings

## Capital Improvements/Expenditures Plan

### **PARKS (Continued)**

Location	Project	Cost Estimate	Possible Funding Sources
Chetco Point	Develop plan for improvements (including parking)		(See previous page)
Area to be determined- vicinity south of Railroad St., east of Tanbark Street	New park		
Tanbark Point	Paths, railings, etc.		
To be determined	Community Center		
South Coast Lumber Pond	Park		

### **STREETS**

### **SYSTEM DEVELOPMENT CHARGES**

Location	Project	Possible Cost Estimate (ENGR 5523.13)	Funding Sources
Easy Street: Hwy. 101 to Third	Widen to collector standards; construct pedestrian/bicycle lane.	\$230,000	45% SDC's
Post Office Area	Acquire and construct off-street parking.	48,600	45% SDC's
Pacific Avenue: from Azalea City Park to Mendy Street	Asphaltic Concrete overlay and/or widen to classification minimum.	21,900	45% SDC's



# City of Brookings

## Capital Improvements/Expenditures Plan

### STREETS (Continued)

### SYSTEM DEVELOPMENT CHARGES (Continued)

Location	Project	Cost (ENGR Estimate 5523.1)	Possible Funding Sources
Alder Street: Chetco to Hemlock	Asphaltic Concrete overlay and/or widen to classification minimum.	\$ 13,450	45% SDC's
Pioneer Road: Easy to Hassett	Improve pedestrian/vehicle safety; widen to minimum collector standards with curb and gutter; construct sidewalks or bike paths; maintain.	159,400	45% SDC's
Ransom Avenue: Hwy. 101 to Third	Improve pedestrian/vehicle safety; widen to minimum collector standards with curb and gutter; construct sidewalks or bike paths; maintain.	228,700	45% SDC's
Fifth Street: Elk to Easy	Improve pedestrian/vehicle safety; widen to minimum collector standards with curb and gutter; construct sidewalks or bike paths; maintain.	68,100	45% SDC's
Fern Street: Pacific to Ransom	Improve pedestrian/vehicle safety; widen to minimum collector standards; construct sidewalks; maintain.	79,100	45% SDC's
Arnold Lane: Hwy. 101 to Rowland	Improve pedestrian/vehicle safety; widen to minimum collector standards with curb and gutter; construct sidewalks or bike paths; maintain.	118,000	45% SDC's



# City of Brookings

## Capital Improvements/Expenditures Plan

### STREETS (Continued)

### SYSTEM DEVELOPMENT CHARGES (Continued)

Location	Project	Cost (ENGR Estimate 5523.1)	Possible Funding Sources
Alder Street: Hemlock to Memory	Improve pedestrian/vehicle safety; widen to minimum collector standards with curb and gutter; construct sidewalks or bike paths; maintain.	\$187,313	45% SDC's
Mill Beach Road: Hwy. 101 to Sandy	Improve pedestrian/vehicle safety; widen to minimum collector standards with curb and gutter; construct sidewalks or bike paths; maintain.	192,128	45% SDC's
Memory Lane	Improve pedestrian/vehicle safety; widen to minimum collector standards with curb and gutter; construct sidewalks one side; maintain.	189,720	45% SDC's
Fifth Street: Easy to Ransom	Widen to classification standard when street needs overlay or seal coat.	94,918	45% SDC's
Oak Street: Hwy. 101 to Railroad	Widen to classification standard when street needs overlay or seal coat; sidewalks.	64,425	45% SDC's
Railroad Street: Fern to Oak	Widen to classification standard when street needs overlay or seal coat.	25,564	45% SDC's
Fern Street: Hwy. 101 to Railroad	Widen to classification standard when street needs overlay or seal coat.	68,100	45% SDC's



# City of Brookings

## Capital Improvements/Expenditures Plan

### STREETS (Continued)

#### SYSTEM DEVELOPMENT CHARGES (Continued)

Location	Project	Cost Estimate	(ENGR 5523.1)	Possible Funding Sources
Old County Road: Marina Heights to City Limits	Widen to classification standard when street needs overlay or seal coat.	\$26,710		45% SDC's

#### SYSTEM REPLACEMENT FUND

#### **MAIN TRAFFIC WAYS** (70% of remaining Street System Replacement funds)

Location	Project	Possible Cost Estimate	Funding Sources
Oak Street: Railroad Ave. To Chetco Ave.	2" overlay Area to be overlaid is 13,635 sq. feet	\$ 7,910	
Wharf St.: Chetco Ave. To Railroad	Petromat, 2" overlay Area to be overlaid is 27,470 sq. feet	15,935	
Marina Hts: Old County to previous overlay project	Petromat, 2" overlay Area to be overlaid is 31,500 sq. feet	18,270	
Fifth: portion between Easy & Ransom	Overlay 7641 sq. feet	4,432	



# City of Brookings

## Capital Improvements/Expenditures Plan

### STREETS (Continued)

#### SYSTEM REPLACEMENT FUND (Continued)

#### **MAIN TRAFFIC WAYS (70% of remaining Street System Replacement funds)** **(Continued)**

Location	Project	Cost Estimate	Possible Funding Sources
Memory Ln: Del Norte to near Alder	Overlay 15,700 sq. feet	\$ 9,110	
Oak Street: Chetco Ave. To Pacific Ave.	Overlay 45,000 sq. feet	26,100	
Arnold: Chetco Ave. to Moore	2" overlay Area to be overlaid is 9,840 sq. feet	5,707	
Mill Beach: Smith to Sandy Ln.	1½" overlay Area to be overlaid is 11,700 sq. feet	6,790	
Ransom: east of Fifth from end of improved street to Sixth	Area to be overlaid is 5,035 sq. feet	2,920	

#### **SECONDARY STREETS (20% of remaining Street System Replacement Fund)**

Maple: Alder to Del Norte	1½" overlay Area to be overlaid is 14,680 sq. feet	\$ 8,515	
Birch: Alder to Del Norte	1½" overlay Area to be overlaid is 13,926 sq. feet	8,080	



# City of Brookings

## Capital Improvements/Expenditures Plan

### SECONDARY STREETS (20% of remaining Street System Replacement Fund) (Continued)

Location	Project	Cost Estimate	Possible Funding Sources
Frontage: Chetco Ave. through Ross Rd . to Elk Dr.	1½" overlay Area to be overlaid is 17,280 sq. feet	\$10,023	
Second: between Easy & Ransom	1½" overlay Area to be overlaid is 11,154 sq. feet	6,470	
First: between Easy & Ransom	1½" overlay Area to be overlaid is 15,580 sq. feet	9,040	
Fir: Azalea Park Rd. to Oak	1½" overlay Area to be overlaid is 25,850 sq. feet	15,000	
Musser: Del Norte to Memory	1½" overlay Area to be overlaid is 9,684 sq. feet	5,620	
Spruce Dr.: (loop) Alder to Alder	2" overlay Area to be overlaid is 49,734 sq. feet	28,850	
Willow: Chetco Ave. to Railroad	Area to be overlaid is 13,800 sq. feet	8,000	
Linden: from Spruce (loop)	1½" overlay Area to be overlaid is 10,125 sq. feet	5,880	



# City of Brookings

## Capital Improvements/Expenditures Plan

### SECONDARY STREETS (20% of remaining Street System Replacement Fund) (Continued)

Location	Project	Cost Estimate	Possible Funding Sources
Mulberry: from Linden to Spruce Dr.	1½" overlay Area to be overlaid is 8,316 sq. feet	\$ 4,830	
Fifth above Ransom: blending between projects		4,000	

### ROAD SHOULDER WORK / STRIPPING ( 9% of Street System Replacement Fund )

Those areas that were overlaid.

### CURB REPLACEMENT TO MEET ADA REQUIREMENTS ( 1% of Street Replacement Fund )

Location	Project	Cost Estimate	Possible Funding Sources
NW corner of Spruce & Fern intersection			
Pioneer in front of High School Gymnasium			
NW corner of intersection of Oak & Pacific			
SW corner of intersection of Oak & Pacific			



# City of Brookings

## Capital Improvements/Expenditures Plan

### SIDEWALK INSTALLATION

Location	Project	Cost Estimate	Possible Funding Sources
5th Street-Easy to Ransom with connections extending to existing sidewalks on Ransom west of 5th.			SDC's
<b>and/or</b>			
Oak Street-101 to Railroad St.			SCA
Additional areas to be identified in the South Coast Transportation Study to be completed by June 30, 1996.			

### WASTEWATER COLLECTIONS REPAIR

Location	Project	Cost Estimate	Possible Funding Sources
Repairs to be identified in Infiltration and Inflow Section of Wastewater Facilities Plan , 1996			



# City of Brookings

## Capital Improvements/Expenditures Plan

### WASTEWATER COLLECTIONS NEW CONSTRUCTION (to alleviate capacity problems)

To be identified, these may include:

Location	Project	Cost Estimate	Possible Funding Sources
Pacific Avenue to Treatment Plant	}	\$372,600	SDC
Chetco Avenue near Arnold to Pacific			SRF
			SDC
			SRF

### SLUDGE DISPERSAL

Location	Project	Cost Estimate	Possible Funding Sources
	Sludge Truck Purchase or Contract	\$ 55,000/ yr.	
	Sludge Lagoon	\$ 2.5 million	
	Sludge Disposal Site	\$250,000	

### WASTEWATER TREATMENT

The extent of the treatment plant expansion, and if the city is able to phase the construction, is to be determined and agreed upon by updating our facility plan and terms of our Mutual Agreement and Orders with the Department of Environmental Quality ( DEQ ), which should be completed this calendar year.

Location	Project	Cost Estimate	Possible Funding Sources
Existing Treatment Plant site	Treatment Plant expansion		SDC's WW Fund Bond issue



# City of Brookings

## Capital Improvements/Expenditures Plan

### WATER DISTRIBUTION

Location	Project	Cost Estimate	Possible Funding Sources
<sup>2</sup> Marina Hts. To Marine Drive	8 " pipeline 420'	\$ 19,000	45% SDC's
Hemlock : Fern to Oak	8 " pipeline complete		SRF
101 and Beach Avenue	6' Waterline Extension and install Fire Hydrant		Water rates
<sup>3</sup> Mill Street: 101 to Cottage Street	8" pipeline	27,220	45% SDC's
Northwest area of base level-Near East Harris Hts.	1 million gallon reservoir (tank)	564,200	100% SDC's
Ferry Creek Reservoir	Scope of project to be identified in feasibility study that will be completed by June 30, 1996.	10,000	

### WATER TREATMENT

Location	Project	Cost Estimate	Possible Funding Sources
Water Treatment Plant	Backwash pond reconstruction	\$ 38,000	
Water Treatment Plant	Clearwell Reservoir	297,000	100% SDC's
Water Treatment	New Filtration Bay		100% SDC's



# City of Brookings

## Capital Improvements/Expenditures Plan

### PUMP STATION

Location	Project	Cost Estimate	Possible Funding Sources
Marina Hts Lower level	Rebuild pump station		45% SDC's 55 % SRF's



## **m e m o r a n d u m**

**TO:** Mayor  
City Council

**FROM:** Tom Weldon, City Manager

*Tom*

**SUBJECT:** SUMMER YOUTH WORK GRANT

**DATE:** March 19, 1996

I hereby request approval to apply for a summer youth work grant to cover approximately 50% of the expenses to do the work at Ferry Creek Reservoir that John A. Falk, PE, Dam Safety, Oregon Water Resources Department, recommended following his inspection of the Ferry Creek Reservoir in February.

The grant would be through the Curry County Commission on Children and Families for \$11,111 as an Oregon Youth Conservation Corps project. It would employ 8 people (including supervisors) for 10-12 weeks. Besides the actual work the youth would receive classroom instruction (and credit) on subjects relating to getting and holding a job. The youths hired must be between 16-24, the majority of them "at-risk", and the crew should include minorities and women.

This is work we have to do this summer and this grant gives us the opportunity to do it and put some young people to work.

SWOCC and the School District have agreed to help with space and the classroom instructions.

**VIII. B. 1**



# minutes

CITY OF BROOKINGS  
COMMON COUNCIL MEETING  
City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon  
March 11, 1996  
7:00 p.m.

I. CALL TO ORDER

Mayor Davis called the meeting to order at 7:02 p. m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Council Present: Mayor Tom Davis, Councilors Nancy Brendlinger, Bob Hagbom, Dave Scott, Larry Curry

Council Absent: Ex-Officio Councilor Marci Wallace

Staff Present: City Manager Tom Weldon, Administrative Assistant Donna Van Nest, City Attorney Martin Stone, Community Development Director Leo Lightle

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

Mayor Davis asked for a moment of silence in remembrance of Jody Ferg who passed away over the weekend. Jody was the wife of retired Brookings Building Inspector Marshall Ferg.



**IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**

- 1. Proclamation - Girl Scouts "Be the Best You Can Be Day" - March 12, 1996**

**Mayor Davis proclaimed Tuesday, March 12, 1996 as Girl Scout "Be the Best You Can Be Day" and presented the proclamation to Brownie Gail Knapp, who in turn presented Mayor Davis with homemade cookies for the Council.**

**V. PUBLIC HEARINGS none**

**VI. SCHEDULED PUBLIC APPEARANCES none**

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

**VIII. STAFF REPORTS**

**A. Community Development**

- 1. Request for authorization to expend SDC monies for engineering costs on Fifth Street between Chetco Avenue and Easy Street for curb/gutter/sidewalk construction**

**Councilor Scott moved, Councilor Curry seconded and the Council voted unanimously to direct staff to retain an engineer to determine the scope of work to be done on Fifth Street between Chetco Avenue and Easy Street, and to then negotiate with the property owners for 50% dollar participation on the project.**



**IX. CONSENT CALENDAR**

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

**A. Approval of Council Meeting Minutes**

1. February 26, 1996 Regular Council Meeting

**B. Acceptance of Commission/Board Minutes**

1. February 5, 1996 Planning Commission Meeting

**C. Approval of Vouchers (\$236,084.73)**

(end Consent Calendar)

**X. ORDINANCES/RESOLUTIONS/FINAL ORDERS**

**A. Ordinances**

Ordinance No. 96-O-516 - An ordinance repealing Ordinance No. 51-O-003 (City Recorder), Ordinance No. 51-O-007 (Money Depositories), Ordinance No. 51-O-011 (Municipal Court Clerk), and Ordinance No. 79-O-320 (Jury Trials).

Administrative Assistant Donna Van Nest read Ordinance No. 96-O-516 in the record in its entirety.

Councilor Hagbom moved, Councilor Brendlinger seconded and the Council voted unanimously to adopt Ordinance No. 96-O-516 by first reading.

Administrative Assistant Donna Van Nest read Ordinance No. 96-O-516 in the record by title only for a second reading.



Councilor Hagbom moved, Councilor Brendlinger seconded and the Council voted unanimously to adopt Ordinance No. 96-O-516 - An ordinance repealing Ordinance No. 51-O-003 (City Recorder), Ordinance No. 51-O-007 (Money Depositories), Ordinance No. 51-O-011 (Municipal Court Clerk), and Ordinance No. 79-O-320 (Jury Trials). by second reading. [Effective April 9, 1996]

Staff was directed to research employee bonding requirements and propose an ordinance setting such requirements.

B. Resolutions (none)

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. Harbor Sanitary District

The Mayor reviewed a memo from Community Development Director Leo Lightle regarding a meeting he attended with DEQ, Harbor Sanitary District and Port of Brookings Harbor representatives in Medford last week. The memo is attached and hereby made a part of these minutes. City Manager Weldon reported he had had a request from Harbor Sanitary District for a motel hookup requiring 32 EDU's and he had told Harbor Sanitary District representatives approval of that number of EDU's would have to come from the Council. He said he had since been told that 32 EDU's was a mistake and it was only 8 EDU's needed. He then asked the Council how they



wanted him to treat such requests in the future.

After discussion, Councilor Brendlinger moved, Councilor Curry seconded and the Council voted unanimously to continue to treat Harbor Sanitary District as anyone else is treated when requesting EDU's from the City.

B. Council none

XIII. ADJOURNMENT

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to adjourn the meeting at 8:24 p.m.

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Tom Davis  
Mayor



# Memorandum

**TO:** Mayor, City Council

**FROM:** Leo Lightle, Community Development Director *LLD*

**THROUGH:** Tom Weldon, City Manager *Tom*



**SUBJECT:** March 7, 1996 Department of Environmental Quality (DEQ) review of the Harbor Sanitary Facility Report on building a Harbor Sanitary District Wastewater Treatment Plant

**DATE:** March 11, 1996

The meeting was attended by four (4) members of DEQ which included their Regional Managers. I represented the City of Brookings; the Harbor Sanitary District had representatives; and the Port of Brookings-Harbor had a representative in attendance.

The discussion was not limited to the Harbor Sanitary District Facility Report but also the Brookings Treatment Facility.

- Harbor Sanitary District Wastewater Treatment Facility Report

DEQ review found that the most cost effective environmentally sound project was the Brookings Plant expansion.

Inasmuch as the Brookings Plan is the most cost effective plan, grants would not be available for a Harbor Sanitary Treatment Facility.

DEQ would allow Harbor to build a second plant. It would take Harbor at least five (5) years to get their plant on-line.

If Harbor built their plant, their customers would pay 100% of the construction costs, estimated at \$9.5 million. If Harbor participated in the Brookings Plant expansion, they could pay a portion of the \$9.6 million expansion.

There is the possibility that Harbor Sanitary District could get a grant on their portion of the Brookings plant expansion expense. There was some discussion that they might be able to pass a bond issue for their portion of the expansion, thereby reducing the total cost and making the remaining bond expense more palatable to the Brookings voters.

Brookings is not eligible for a grant for plant expansion because our average income level exceeds grant parameters. It was also pointed out that even if Harbor built their own plant that the sludge management improvements for the City of Brookings still needed to be built.

There was a significant issue brought up concerning the existing Wastewater Facility in that DEQ



Memo to City Council  
RE: March 7, 1996 meeting with DEQ  
Dated March 11, 1996 Page 2

has said they will not approve anymore sewer main construction unless they receive a written statement that the city has capacity to serve all of the newly created lots. We cannot make that statement. We are asking for a written statement to clarify the issue and to determine if there is any flexibility.

We were informed that on our latest violation that EPA (Environmental Protection Agency) has picked up on the violation and we can expect a fine being issued.

We will meet with DEQ sometime in mid-April to begin negotiations on the Mutual Agreement and Orders.

We will update the Council as soon as we receive more information.

EOM



# interoffice

MEMORANDUM

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to: Mayor and City Council  
from: Donna M. Van Nest, Administrative Assistant  
through: Tom Weldon, City Manager *Tom*  
subject: EVALUATIONS - CITY ATTORNEY AND MUNICIPAL COURT JUDGE  
date: March 18, 1996

According to Ordinance No. 91-O-474, Section 24, "Council appointed officers of the city shall have their job performance evaluated at regular intervals. The results of each evaluation shall be reviewed and discussed with the officer and shall be filed in the officer personnel record." Section 24, Subsection B also states, "Municipal Judge and City Attorney. An annual evaluation of these offices shall be performed by the council in the month of March."

Attached is the form for the evaluation of Municipal Court Judge Roger Sanders. I have been unable to find a form for the evaluation of City Attorney Martin Stone.

Since we did not perform the evaluations at the first monthly meeting, I would suggest that we put this item on the agenda for the first April meeting, at which time the City Attorney is scheduled to be present.

Please look over the evaluation forms and let me know your wishes.

*XII.B.1*



## MUNICIPAL JUDGE PERFORMANCE EVALUATION

### I. DESCRIPTION OF EVALUATION RATING

The numerical rating (1-5) is an effort to quantify opinions and judgments about a specific management responsibility or skill and/or a personal/interpersonal skill. While admittedly subjective, it will suggest a useful emphasis or relative degree of acceptability.

A (1) rating represents "very satisfactory" performance or behavior, a (3) "satisfactory", and a (5) "unsatisfactory" performance or behavior. The (2) and (4) are gradations in between these ratings.

The "N/O" represents "no opinion" or "no observation" of performance or behavior.

### II. DESCRIPTION OF EVALUATION CATEGORIES

#### Management Responsibility/Skills

##### 1. PUNCTUALITY

##### 2. COURT ADMINISTRATION

Are cases disposed of in a timely manner. Is the judge impartial and willing to seriously consider the arguments of both sides. Are the judge's ruling generally considered fair. Does the judge exhibit a lack of susceptibility to influence.

##### 3. APPEARANCE OF AND ACTUAL PROPRIETY

Does the judge manage the court in a circumspect manner and make it known to those who come before the court that it operates under set standards.

##### 4. ABILITY TO COMMUNICATE

Does the judge communicate effectively with the council if there is disagreement with council recommendations. Does the judge have the ability to communicate with attorneys, police department and news media regarding issues and questions that may arise.

##### 5. BUDGET DEVELOPMENT AND CONTROL

Does the judge demonstrate skills and experience through which to propose a balanced budget.

##### 6. SUPERVISION AND COMMUNICATION WITH SUBORDINATE PERSONNEL

To your knowledge, does the judge supervise effectively all personnel who report to him/her. Does the judge provide sufficient training for their personal/professional development and demonstrate sufficient care and concern about their needs?



CITY OF BROOKINGS, OREGON  
MUNICIPAL JUDGE PERFORMANCE EVALUATION

Name \_\_\_\_\_ to \_\_\_\_\_  
Dates \_\_\_\_\_

Review evaluation descriptions before completion:

<u>Judge's Responsibility/Skills</u>	<u>Evaluation</u>					
1. Punctuality.	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
2. Court administration.	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
3. Propriety.	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
4. Ability to communicate.	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
5. Budget development and control.	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
6. Supervision & communication with subordinate personnel	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>

Comments: \_\_\_\_\_  
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Recommended actions: \_\_\_\_\_  
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Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_