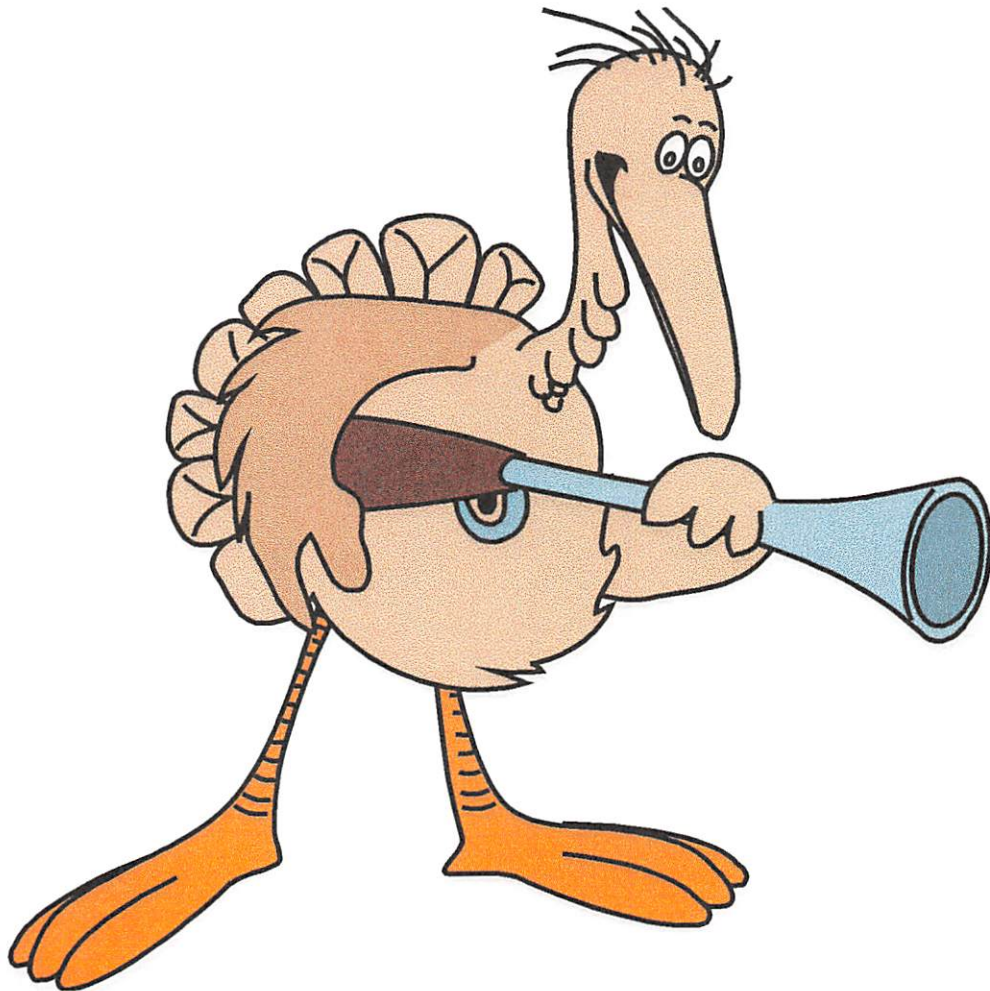


AGENDA
City of Brookings
Common Council Meeting
City Hall Council Chambers
898 Elk Drive
Brookings, Oregon
November 25, 1996 - 7:00 p.m.



HAPPY THANKSGIVING

agenda

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

1. Proclamation - World AIDS Day - December 1, 1996 (gray)

V. PUBLIC HEARINGS

VI. SCHEDULED PUBLIC APPEARANCES

1. Request for clarification on Easy Street Project - Trinity Lutheran Church (blue)

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

VIII. STAFF REPORTS

A. Community Development

1. Request for water hookup - Webb Lane (pink)
2. Transportation Growth Management Supplemental Work Program - Grant to study financing of Wastewater Treatment Plant Project (green)

IX. CONSENT CALENDAR

A. Approval of Council Meeting Minutes

1. November 11, 1996 Regular Council Meeting (lilac)

B. Acceptance of Commission/Board Minutes

1. **October 1, 1996 Planning Commission Meeting (yellow)**
2. **October 25, 1996 Systems Development Charge Review Board Meeting (ivory)**

(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. **Discussion of City Manager salary increase**

XIII. ADJOURNMENT



NOVEMBER 1996






Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
					1	2																																																																																																		
<table border="1"> <thead> <tr><th colspan="7">October</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>		October							S	M	T	W	T	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1"> <thead> <tr><th colspan="7">December</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		December							S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
October																																																																																																								
S	M	T	W	T	F	S																																																																																																		
	1	2	3	4	5																																																																																																			
6	7	8	9	10	11	12																																																																																																		
13	14	15	16	17	18	19																																																																																																		
20	21	22	23	24	25	26																																																																																																		
27	28	29	30	31																																																																																																				
December																																																																																																								
S	M	T	W	T	F	S																																																																																																		
1	2	3	4	5	6	7																																																																																																		
8	9	10	11	12	13	14																																																																																																		
15	16	17	18	19	20	21																																																																																																		
22	23	24	25	26	27	28																																																																																																		
29	30	31																																																																																																						
3	4	5  Election Day	6 12:00 PM City\ County\ Community Work Session	7 7:00 PM Planning Commission Mtg.	8	9																																																																																																		
					OR Fire Chiefs Ass'n. Conference - Sunriver																																																																																																			
10 6:00 PM Council Meeting  Veterans Day	11	12 1:15 PM SDC Review Board - Council Chambers	13	14	15	16																																																																																																		
					LOC Conference - Red Lion Inn ...																																																																																																			
17	18	19	20	21 7:00 PM Parks & Rec. Comm. Meeting	22	23																																																																																																		
LOC Confere...			NW Gov. Finance Institute - Portland																																																																																																					
24 6:00 PM - 7:00 PM Council Work Session 7:00 PM Council Meeting	25	26	27	28  Thanksgiving	29 City Hall Closed	30																																																																																																		



DECEMBER 1996



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																	
1	2	3	4 12:00 PM Brookings-Harbor Community Work Session	5	6  Hanukkah	7 NLC Congres...																																																																																																	
8	9 7:00 PM Council Meeting	10	11	12	13	14																																																																																																	
NLC Congress of Cities - San Antonio																																																																																																							
15	16	17	18	19	20	21																																																																																																	
22	23 7:00 PM Council Meeting	24	25 	26 7:00 PM Parks & Rec. Comm.	27	28																																																																																																	
29	30	31 	<table border="1"> <thead> <tr> <th colspan="7">November 96</th> <th colspan="7">January 97</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> </tbody> </table>				November 96							January 97							S	M	T	W	T	F	S	S	M	T	W	T	F	S						1	2				1	2	3	4	3	4	5	6	7	8	9	5	6	7	8	9	10	11	10	11	12	13	14	15	16	12	13	14	15	16	17	18	17	18	19	20	21	22	23	19	20	21	22	23	24	25	24	25	26	27	28	29	30	26	27	28	29	30	31
November 96							January 97																																																																																																
S	M	T	W	T	F	S	S	M	T	W	T	F	S																																																																																										
					1	2				1	2	3	4																																																																																										
3	4	5	6	7	8	9	5	6	7	8	9	10	11																																																																																										
10	11	12	13	14	15	16	12	13	14	15	16	17	18																																																																																										
17	18	19	20	21	22	23	19	20	21	22	23	24	25																																																																																										
24	25	26	27	28	29	30	26	27	28	29	30	31																																																																																											

PROCLAMATION

WHEREAS, the global spread of the HIV infection and AIDS necessitates a worldwide effort to increase communication, education and preventive action to stop the spread of HIV/AIDS; and

WHEREAS, the Joint United Nations Programme on HIV/AIDS (UNAIDS) observes December 1 of each year as World AIDS Day, a day to expand and strengthen the worldwide effort to stop the spread of HIV/AIDS; and

WHEREAS, the World Health Organization now estimates that 20 million people are currently living with HIV/AIDS, with more than 5 new infections occurring every minutes; and

WHEREAS, the American Association for World Health is encouraging a better understanding of the challenge of HIV/AIDS nationally as it recognizes that the number of people diagnosed with HIV and AIDS in the United States continues to increase, with over 513,000 AIDS cases reported reported (as of December 31, 1995); and

WHEREAS, World AIDS Day provides an opportunity to focus on HIV infection and AIDS, caring for people with HIV infection and AIDS, and learning about HIV/AIDS; and

WHEREAS, the UNAIDS' designated 1996 World AIDS Day them "One World. One Hope." [a] urges the world to work together to overcome the challenges caused by HIV/AIDS, [b] recognizes that everyone can do something about the pandemic through prevention, education, and compassion, and [c] emphasizes the hope of finding the means to prevent and cure HIV/AIDS;

NOW, THEREFORE, I, Tom Davis, Mayor of the City of Brookings, do hereby declare December 1, 1996 as

"WORLD AIDS DAY"

and invite all citizens to take part in a candlelight vigil December 1, 1996 from 6:00 p.m. to 6:30 p.m. at Chetco Avenue and Fifth Street in Brookings. This vigil is designed to increase awareness and understanding of HIV/AIDS as a global challenge and to join the global effort to prevent the further spread of HIV/AIDS.

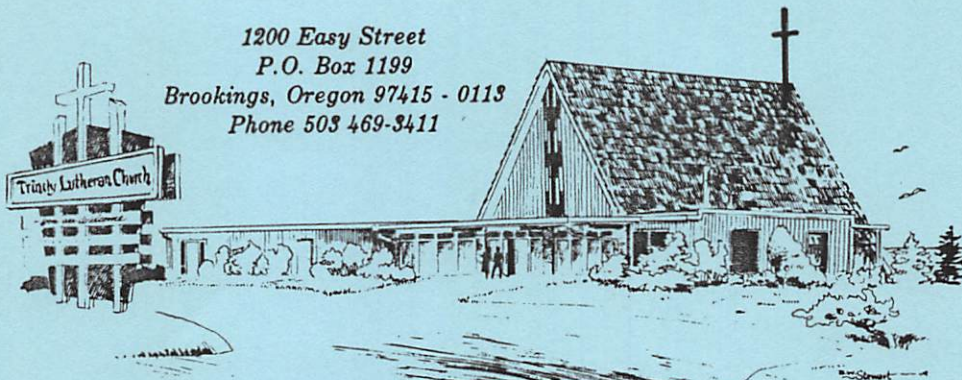


Tom Davis
Mayor

14.1

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

Memorandum

TO: Mayor, City Council
FROM: *Linda* Barker, Community Development Secretary
THROUGH: Tom Weldon, City Manager *Tom*
DATE: November 19, 1996



In answer to a request by Councilor Hagbom I spoke with the County Assessor's office and received the following information regarding the appraised valuation and last selling price of 17042 Webb Lane.

Current assessed value	Land	\$ 47,110
	Improvements	<u>37,480</u>
	Total	<u>\$ 84,590</u>

The house last sold in June, 1996 (to Warren Smith and Mary MacMinn) for \$158,000. The lot size is 0.62 acre.

I also spoke with George Meyers of G. L. Meyers Well Drilling, 94510 North Bank Rogue, Gold Beach about wells, generally, in the area. He said most wells in the area have water at 140' to 160'. The upper portion of the area bounded by Parkview Drive on the west and north, and Dodge Avenue on the east and south has a history of adequate well capability. However, the lower portion of this area and those lands south of Dodge Avenue have a different geological makeup and wells have generally not been successful in this lower area. He drilled for two wells in this area recently (one of those for Smith/MacMinn) and both holes were dry.

The geological formation under this lower part of Dodge Avenue/Webb Lane is composed of siltstone (also called blue clay stone). This type of formation is generally large (two city blocks or more) and common on the south coast of Oregon. To get water in siltstone, it must be hard; the siltstone in this area is soft. The deeper you dig in this area the softer it gets. Because of the general size of this type of rock formation digging 100' away usually will not make a difference in finding water.

If there is additional information I can get please let me know.

VIII.A.1

STONE, TREW & CYPHERS

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

ATTORNEYS AT LAW
222 E. 2nd Street
P. O. Box 158
Coquille, Oregon 97423-0158

(541) 398-3171
FAX (541) 398-5723

ESTABLISHED BY
A. J. SHERWOOD
IN 1888
HARRY A. BLACK, SR.
(1900-1988)
HARRY A. BLACK, JR.
(RETIRED 1981)

MEMORANDUM

TO: Ted Fitzgerald
Attorney at Law

FROM: Martin E. Stone
City Attorney

DATE: November 20, 1996

RE: Temporary Water Permit - 17042 Webb Lane

I will set forth below the provisions that the City proposes to include in a temporary water permit. Subject to your comments I want to draft an agreement on Thursday.

1. This will be a temporary water permit between the City of Brookings and Warren Smith and Mary G. Mac Minn who are the owners of real property commonly known as 17042 Webb Lane.
2. This permit will apply only to a single family residence located on the subject property. We will need the legal description of the real estate so that the agreement can be recorded. We will also need the full names of the owners of the property, confirmation as to their address and confirmation as to whether they are the owners of the property or purchasing on contract.
3. The agreement will be a temporary permit to supply water to the current occupants of 17402 Webb Lane in order to address a health hazard and afford an opportunity for the owners to pursue legal remedies, if any, against the sellers of the property.
4. The agreement will be considered an exception by the City to its policy of not allowing water hookups outside city limits. The agreement will recognize the present situation as a health hazard and also the fact that the present owners have made certain efforts to solve the problem on their own and have been unable to do so.
5. The permit will be subject to the following conditions:
 - 5.1 The permit will be personal to the current occupants of the property. The permit will expire if the

property is no longer owned or occupied by the owners, i.e. death, sale, lease or other disposition.

5.2 The permit will expire if the overall water system in the area is developed to a point where, in the sole judgment of the City, there is adequate water supply to accommodate all users in the area.

5.3 The permit will expire if the City determines, in its sole discretion, that water consumption by the subject property is impacting other existing uses on the line.

6. The agreement between the City and the owners will be recorded so that other landowners have constructive notice.

7. The owners must reimburse the City for its attorney fees. The owners must also pay for the cost of recording.

8. The owners must agree to conserve their water use so as to not impact uses of water by others in the Webb Lane area.

9. The owners must agree to indemnify, defend and hold City harmless against any claims, actions or demands arising from issuance of a temporary water permit or future use of the water by the owners.

10. The owners must agree to pay all city water charges, including monthly fees, hook-up costs and related expenses.

END OF MEMO

STONE, TREW & CYPHERS

ATTORNEYS AT LAW
222 E. 2nd Street
P.O. Box 158
Coquille, Oregon 97423-0158

(541) 396-3171
FAX (541) 386-5723

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

ESTABLISHED BY
A. J. SHERWOOD
IN 1898
HARRY A. SLACK, SR.
(1900-1988)
HARRY A. SLACK, JR.
(RETIRED 1991)

November 21, 1996

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

VIA FAX 541-469-3650

RE: Temporary Water Permit - 17042 Webb Lane

Dear Tom:

I am sending you the response that I received Wednesday afternoon from Fitzgerald. It is clear that he objects to the conditions that the City proposes for the temporary water permit. Can you and Leo meet with him today or Friday? I have not arranged this with him, but it may expedite the process if he can hear directly from you and Leo concerning the conditions that we proposed in my memo to him this week (a copy of which I sent you yesterday). Please call me later this morning. We need to expedite. I will be back from trial by 11:00 a.m.

Very truly yours,

Martin E. Stone
MARTIN E. STONE *ESB*

MES:dlb
Enclosures

OFFICES OF TED FITZGERALD
ATTORNEY AT LAW

610 FIFTH STREET, SUITE D
P.O. BOX 1981
BROOKINGS, OR 97415

(541) 469-5406
FAX: (541) 469-9352

November 20, 1996

Martin E. Stone
City Attorney/ Brookings, OR
P.O. Box 158
Coquille, OR 97423-0158

Sent via fax #(541) 396-5723

re: Temporary Water Permit - 17042 Webb Lane

Dear Mr. Stone:

Thank you for your memo of this afternoon. I was surprised by the additional terms. As I read the changed terms, I began to wonder if the City is, in good faith, actually willing to pursue an equitable agreement with my clients. From your demands, I suspect their interests will be better served in court. I will respond point by point:

Mention of a legal remedy, if any, to be sought by my clients is something completely extraneous to any agreement with the City. While Council members may have feeling toward the previous owners, those should not be committed to the permit language.

Your paragraph 4 states that the agreement will be considered an exception by the city to its policy of not allowing water hookups outside city limits. This is incorrect; the city has a policy of allowing water hookups outside the city limits: there are 288 users of city water outside the city limits. Whatever the city's policy is interpreted to be, it can be nothing so narrow as that. If the city does have such a policy, how has it been waived 288 times? How many of the 288 users were victims of health hazards? How many of the 288 users had accessible water from the city traveling across their property?

Your section 5 lists various conditions that the proposed permit will be subject to:

5.1 The permit will be personal to the current occupants of the property. The permit will expire if the property is no longer owned or occupied by the owners, i.e. death, sale, lease or other disposition.

To my knowledge, there is no other such restriction on any of the other 288 exceptions to whatever policy the City has regarding water users outside the city limits. Could you

please state in writing, preferably in the permit itself, the reason for this restriction on transfer. I would be interested in seeing similar language that has been used previously.

5.2 The permit will expire if the overall water system in the area is developed to a point where, in the sole judgment of the City, there is adequate water supply to accommodate all users in the area.

I would like language in the agreement to the effect that, along with the sole judgment of the city, there is also adequate water made available for use by my clients by the city.

5.3 The permit will expire if the City determines, in its sole discretion, that water consumption by the subject property is impacting other existing uses on the line.

I must disagree with this language. It would be more appropriate to say this: If the city determines, in good faith, that water consumption by the subject property is impacting other existing uses on the line.

These are very restrictive conditions imposed by the city. There is no history of subjecting other like-situated parties to such restrictions. There is no history of subjecting any other parties to such restrictions when water was an issue.

Your paragraph 7 states that the owners must reimburse the City for its attorney fees. The owners must pay the cost of recording.

I cannot agree to this clause. I am interested to see how many of the 288 other users of water outside the city limits have been subjected to these charges. Could you please specify how much the attorney fees would be?

Your paragraph eight requires that my clients must agree to conserve their water so as not to impact uses of water by others in the Webb Lane area.

I would be happier if this language protected only other water users in the Webb Lane area who are within the city limits. Why would other outside users have interests primary to those of my clients?

Your paragraph nine is a hold harmless.

Your paragraph ten states that the owners must agree to pay all city water charges, including fees, hook-up costs and related expenses. I can agree with this.

I have been conducting an investigation to situations similar to the one before us. Many Oregon cities have used the following tactic to solve the problems that Brookings is facing:

ED FITZGERALD PAGE 05

If a user outside the city limits wants or needs water provided by the city, the city is free to enter into an agreement with that party. The agreement states that water will be supplied at normal (or surcharged) rates, but in addition that party must pay a monthly fee equal to city taxes on the assessed value of their property. Further, the water user must agree to be annexed by the city immediately when that possibility is made available.

Combining this with a conservation agreement as Staff earlier recommended, in the form of a specified holding tank for high-use periods would leave the City with another taxpayer, another paying water user and no impact on the system.

In addition, the other 288 users mentioned above would be good candidates for such an agreement. The city manager that I talked to said that, once such an agreement was signed, the remaining users out of the city limits were brought into identical agreements. The city had created a fair-sized revenue stream. The city would not be "buying problems" by entering such an agreement; it would be taking a pro-active approach to addressing a problem that already exists. It would also create revenue that would help end the pressure shortfall in the Webb Lane area.

I note, in my study of the title to the subject property, that there is no easement for the water line that traverses the property. I wonder if the giving of such an easement would be consideration that might make an equitable agreement possible.

I would appreciate your thoughts on this as quickly as possible. Water remains a paramount issue with my clients.

Sincerely,



Ted Fitzgerald

TO: Mayor, City Council
FROM: John Bischoff, Planning Director
THROUGH: Tom Weldon, City Manager
DATE: November 20, 1996

Memorandum



Issue: Supplemental grant of \$10,000 to be added to the \$40,000 TGM grant awarded to the city earlier this year.

Synopsis: The city has been awarded an additional \$10,000 from the TGM program to undertake a financial analysis of the city's revenue potential and of the state revolving fund to determine possible funding sources for the Waste Water Treatment Plan improvement project.

Recommendation: That the Council accept the supplemental work program and the additional grant money.

Rationale: A financial analysis for our waste water treatment plant improvement project is needed and we have been offered this money from the TGM program through this supplemental grant.

Background: The city has received two grants from the state, specifically from the Transportation Growth Management Program and from DLCD to undertake two separate but related studies. The first of these grants is in the amount of \$40,000 to study the in-fill and redevelopment potential of the existing urban area of the Brookings - Harbor area. This project is underway and the first committee meeting has been held.

The second grant is a Periodic Review Grant for \$30,000 from DLCD to prepared the required Public Facilities and Services Plan for the new UGB. This grant has been issued and we are in the process of preparing the grant contract which will be brought to you for review and approval in the near future.

Both of these grants will be examining the existing infrastructure in the urban area and thus overlap to some extent. The work program of each is designed to not duplicate the work of the other. The Periodic Review Grant was limited to \$30,000 and thus did not contain enough money to do the financial analysis to fund the treatment plant project.

However, since the TGM grant also involved examining the capacity of the existing sewage collection system and recommending improvements, an additional \$10,000 has been granted for the financial analysis as a part of the TGM grant. These funds will be administered under a separate contract with the TGM program. The TGM program will prepare a RFP to be sent to three companies including Brown and Caldwell. The contract with the consulting firm will be administered by the TGM program with the city's oversight.

VIII.A.2

Options/Alternatives: Listed Below are the options we have reviewed and do not recommend.

1. Rejecting the supplemental grant and hiring the consultant to do the financial analysis with city funds.
2. Doing the financial analysis in -house.
3. Not doing the financial analysis.

BROOKINGS/HARBOR GROWTH MANAGEMENT STRATEGY SUPPLEMENTAL WORK PROGRAM

1. Background.

The public facilities planning rule (OAR 660-11) requires local governments in urban growth boundaries with 2,500 or more persons to prepare public facilities plans. The City of Brookings' periodic review work program calls for the preparation of public facilities plans. OAR 660-11-010 (1)(g) requires that public facilities plans contain " a discussion of the provider's existing funding mechanisms and the ability of these and possible new mechanisms to fund the development of each public facility project or system." The city proposes to conduct a study of alternatives to finance its proposed Wastewater Treatment Plant Improvement Project.

The city has an existing grant from the Oregon Transportation and Growth Management Program to prepare a growth management strategy that emphasizes infill and redevelopment in the currently developed area of the Brookings/Harbor urban growth boundary. This project includes some analysis of existing public facilities plans, identification of existing level of service standards for various facilities, proposals for new level of service standards, and preparation of a capital improvement program that will provide short-term facilities necessary to support infill and redevelopment. This work also includes tasks that will move the city closer to its objective to adopt urban service agreements with all service providers in the UGB. A consultant has been selected, and work is underway on this project.

The Department of Land Conservation and Development has approved a periodic review grant for the City of Brookings to prepare public facility plan elements as described more fully in its periodic review work program. The city is in the final stages of preparing a work program for this project. A consultant has not been selected for this work.

2. Project Objectives.

The City of Brookings places a high priority on preparing a realistic financing plan for its proposed wastewater treatment plant improvement project. Specifically, the city desires to analyze its existing revenues (system development charges, connection fees, and so forth) and provide recommendations on changes or supplements necessary in existing revenue sources that will recover capital costs already incurred and annual operation and maintenance expenses. Furthermore, the city desires to recover costs of providing service to the Harbor Sanitary District in a fair and equitable manner and in accordance with federal and state regulations. A key objective of this project is to ensure that funding strategies and sewer connection fee structures provide financial incentives

for infill and redevelopment.

The proposed work will advance the city's position with respect to requirements for public facility plans and urban service agreements. The analysis of the adequacy of existing funding sources for the wastewater treatment plant expansion project, and recommendations for revised or new financing sources, is necessary to prepare a realistic capital improvement program as specified in the work program for the existing TGM grant project. The analysis of funding sources for the treatment plant expansion will provide data required to be considered by state law (ORS 195.070, "agreement factors") in preparing a sanitary sewer urban service agreement with the Harbor Sanitary District. Specifically, ORS 195.070 requires that the following factors (among others) shall be considered in establishing urban service agreements:

- a) financial, operational and managerial capacity to provide the service;
- g) The allocation of charges among urban service users in a manner that reflects differences in the costs of providing services to the users;
- h) matching the recipients of tax supported urban services with the payers of the tax;
- i) the equitable allocation of costs between new development and prior development.

The proposed work will also advance the city's position with respect to adopting revised reimbursement fees and associated requirements specified in state law (ORS 223.297-314) for system development charges. Specifically, the analysis will contribute to establishment of a "methodology that considers the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related" [ORS 223.304(2)]. The subject work advances the objectives of the Transportation and Growth Management Program by demonstrating the use of capital improvement programming as a growth management technique. Furthermore, the work program specifically addresses the relationship and impact of existing and proposed funding strategies on prospects for infill/redevelopment of the Brookings/Harbor area. The subject work may also be relevant to system development charges, funding alternatives, and public facilities policies relative to services other than wastewater treatment.

3. Description of Work To Be Done.

- A. Coordinate the subject work with the work underway pursuant to the existing TGM grant to prepare a growth management strategy for the Brookings/Harbor UGB, as well as coordinate the work with the City of Brookings' periodic review work program grant.
- B. Prepare a realistic financing plan for the proposed wastewater treatment plant improvement project. Analyze existing sources of revenues (system development charges, connection fees, and so forth) and provide recommendations on changes necessary in existing revenue sources that will recover capital costs already incurred, future capital costs, and annual operation and maintenance expenses for the wastewater treatment plant. To the extent that reimbursement fees, system development charges, and/or sewer connection rate structures are recommended or developed, such fees structures will provide financial incentives for infill and redevelopment.
- C. Analyze the relationship and impact of the proposed funding strategies for the wastewater treatment plant expansion on the following:
- The city's ability to recover costs of providing service to the Harbor Sanitary District in a fair and equitable manner and in accordance with federal and state regulations.
 - The extent to which the funding strategies avoid subsidies to development outside the current developed area (i.e., new areas of the urban growth boundary) and the potential for financial incentives for infill and redevelopment in the current developed area.
 - The extent to which the proposed funding strategies further the work of the city to prepare public facilities plans, capital improvement programs, urban service agreements, ordinances for system development charges, and growth management policies.
- D. Budget. Up to \$10,000 is available for the subject work.

P:\95-97GRA\BISCHO16.WPD
November 18, 1996

minutes

**CITY OF BROOKINGS
COMMON COUNCIL MEETING
City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
November 11, 1996
6:00 p.m.**

I. CALL TO ORDER

Mayor Davis called the meeting to order at 6:02 p. m.

II. ROLL CALL

Council Present: Mayor Tom Davis, Councilors Nancy Brendlinger, Bob Hagbom, Larry Curry, Ex-Officio Kevin Blank (arrived at 6:18 p.m.)

Council Absent: Councilor Dave Scott

Harbor Sanitary District Board Present: Chair Walt Thompson, Board Members Buzz Hansen, Chuck Moore, Bob Krebs; Harbor Sanitary District Attorney Manville Heisel

Staff Present: City Manager Tom Weldon, Administrative Assistant Donna Van Nest, City Attorney Martin Stone, Police Chief Jack McDonald

Media Present: Anita Rainey, Curry Coastal Pilot; Tracy Reed, KURY Radio

III.

JOINT WORK SESSION AGENDA

- 1. Procedure to ensure participation and input by the Harbor Sanitary District in the development of expenditures for capital improvements to the treatment plant in which the District is expected to participate - Manville Heisel**
- 2. Establish a process of notice and recalculation to enable the District to meet increased expenditures through the budget process and enable it to reevaluate its rate structure in a timely fashion - Manville Heisel**
- 3. Harbor Sanitary District payments to City - Mayor Tom Davis**
- 4. Reinstatement of Ad Hoc Committee - Mayor Tom Davis**

The four agenda items were discussed at length with no formal action taken.

Mayor Davis recessed the meeting with Harbor Sanitary District at 7:05 p.m. Mayor Davis reconvened the regular Council meeting at 7:12 p.m.

Curry Coastal Pilot Editor Jerry Teague and KCRE Radio newscaster Martin Kelly arrived at 7:01 p.m.

IV.

CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

- 1. Presentation of State of Oregon "Firefighter I" certificates to volunteers of the Brookings Fire Department**

Mayor Davis noted that an individual must have at least one year of experience and more than 40 hours of training at this level to qualify for a "Firefighter 1" certificate.

Mayor Davis presented State Of Oregon Firefighter 1 certificates to Daniel Alto, Scott Barbour, Russell Benson, Tom Kerr, Gary Lafazio, Donald Oliver, Edward Palmer, Phillip Reynolds, Terry Shane, William Sharp, Steve Stevenson, Dennis Ward, Jim Watson and John Wooten.

Mayor Davis also commented that in order to qualify for the "Basic Firefighter" certificate and individual is required to attend a 4-weekend Basic Firefighter Academy and have 6 months experience working at Basic Firefighter level.

Mayor Davis presented "Basic Firefighter" certificates given to Chief Sharp for Manuel Morales and Jim Newman, who were unable to attend the meeting.

V. PUBLIC HEARINGS

1. Community Development Block Grant Application for Housing Rehabilitation Project

Mayor Davis opened the public hearing at 7:20 p.m.

Hanan Bowman, Umpqua Community Development Corporation, read the following into the record as is required by the Oregon Economic Development Department:

"The City of Brookings is eligible to apply for a 1997 Community Development Block Grant (CDBG) from the Oregon Economic Development Department.

Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development through the Oregon Economic Development Department. The state will accept applications between March 3, 1997 and March 7, 1997, for Community Facilities, Housing Rehabilitation and Technical Assistance projects. Applications for Public Works projects are taken all year.

Approx. \$16 million will be awarded to Oregon nonmetropolitan cities and counties in 1997. The most any city or county can receive will be up to \$750,000 for a construction project and/or \$10,000 for a Technical Assistance grant.

The purpose of this hearing is for the City Council to obtain citizen views and to respond to proposals and questions about:

- **Community development and housing needs, especially the needs of low and moderate income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project.**
- **The performance of the City of Brookings in carrying out its community development responsibilities.**

A second public hearing will be held prior to completion of an application for a specific project.

The categories available for funding:

- **Community Facilities** **\$5,600,000**
For acquisition, rehabilitation, and construction of facilities needed to provide shelter or services to persons with special needs, includes accessibility improvements for local government buildings and facilities. Eligible projects include youth, senior, and community centers as well as health centers and social service centers.
- **Housing Rehabilitation** **\$3,840,000**
To rehabilitate housing owned and occupied by low and moderate income persons.
- **Public Works - Water and Sewer** **\$5,680,000**
For water and sewer systems which have a compliance problem, to help comply with federal requirements and to meet national standards for drinking water.
- **Public Works for new housing** **\$ 800,000**
For off-site improvements for publicly owned multi-family rental housing for low-moderate income persons.
- **Technical assistance** **\$ 80,000**
For planning activities that are necessary before a construction project can be funded.

There is also funding available for emergency grants for projects arising from bona fide emergencies. (as declared by the Governor)

A City may have only three open grants at any one time. Right now Brookings doesn't have any open grants. Therefore the City may apply for more than one project, if there is sufficient need.

More information about Oregon Community Development Block Grants and records about the City of Brookings past use of Community Development Block Grant funds is available for public review at Brookings City Hall during regular office hours."

Mayor Davis asked for comments from the public. There being none, Mayor Davis closed the public hearing at 7:26 p.m. and announced that a second public hearing on the 1997 Oregon Community Development Block Grants will be held on December 9, 1996. NO FORMAL ACTION TAKEN.

VI. SCHEDULED PUBLIC APPEARANCES none

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE none

VIII. STAFF REPORTS

A. City Manager

- 1. Request from Ken W. Zitz and Associates for a written agreement to allow time to prepare a business plan for development of Jack Creek Golf Course**

Councilor Curry requested language in the Agreement limiting the agreement to a maximum of 120 days. Council concurred. City Attorney Martin Stone was directed to provide the language.

Councilor Curry moved, Councilor Brendlinger seconded and the Council voted unanimously to enter into a Memorandum of Understanding with Ken W. Zitz and Associates, giving Mr. Zitz 120 days from the date of signing of the Memorandum of Understanding to put together a business plan for the development of Jack Creek Golf Course, as outlined in the proposed agreement with Mr. Zitz, with Councilor Curry's requested language.

B. Police Department

- 1. Request for authorization to purchase duty weapons by Police Officers through a payroll deduction plan**

Councilor Hagbom moved, Councilor Brendlinger seconded and the Council voted unanimously to authorize the City to purchase duty weapons for Police Officers and then be reimbursed through a payroll deduction plan as established in the Handgun Purchase Agreement.

C. Community Development

- 1. Request for water service - Webb Lane**

Ted Fitzgerald, representing Warren Smith and Mary MacMinn, owners of property located at 17402 Webb Lane, requested that the Council allow the property to be hooked up to City water due to the health hazard.

Mayor Davis moved and Councilor Brendlinger seconded the motion to authorize an exception to the City policy of not allowing additional water hookups outside the City limits to the City water system for the residence at 17402 Webb Lane, because the present situation is now a health hazard and the present owners have made

considerable efforts to solve the problem on their own and have been unable to do so; and to also direct staff to work with the owners and their engineer to come up with a written agreement regarding their taking water from the system without impacting water use of others any more than absolutely necessary; and if satisfactory agreement cannot be reached then this issue shall be brought back to the Council.

Councilors Hagbom and Curry disagreed with the motion and indicated that they agreed with the recommendation of staff to deny the request, noting that if this hookup is allowed then a lot of other properties outside the City limits will be asking for City water, thereby setting a precedent.

Mayor Davis suggested that Ted Fitzgerald, attorney for the owners of property at 17402 Webb Lane, and City Attorney Martin Stone attempt to come to some kind of agreement allowing a temporary hookup to City water for the property in question due to a health hazard.

Mayor Davis rescinded his motion in order to table. Councilor Brendlinger rescinded her second in order to table.

Mayor Davis moved, Councilor Brendlinger seconded and the Council voted unanimously to table the request for water at 17402 Webb Lane until the November 25, 1996 Council meeting.

IX. CONSENT CALENDAR

Councilor Brendlinger moved, Mayor Davis seconded and the Council voted unanimously to approve the Consent Calendar as follows:

A. Approval of Council Meeting Minutes

- 1. October 28, 1996 Regular Council Meeting**

B. Acceptance of Commission/Board Minutes

- 1. October 15, 1996 Systems Development Charge Review Board**

C. Approval of Vouchers (\$336,682.17)

(end Consent Calendar)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS none

XI. COMMITTEE REPORTS

A. Planning Commission

B. Parks and Recreation Commission

C. Chamber of Commerce

- 1. Discussion of Room Tax Proportionate Shares**

Executive Director Les Cohen asked the Council to appoint a committee, comprised of a City Councilor and the City manager, to meet with representatives from the Chamber of Commerce to discuss the existing allocation of transient room tax revenues.

The City Council agreed that it would be better if the request was presented after January 1, 1997, when the newly elected Councilors would be in office.

I. REMARKS FROM MAYOR AND COUNCILORS

A. Mayor none

B. Council

1. Councilor Brendlinger discussed the Falcon Cable Rate Methodology Committee's meeting. They decided that the new rate increase for the tiers is not justified and they are beginning the process of complaining to FCC.

Councilor Brendlinger moved, Mayor Davis seconded and the Council voted unanimously to authorize the Falcon Cable Committee to send a letter to Falcon Cable contesting rate increases on tiers.

2. Councilor Hagbom discussed the Systems Development Charge Review Board minutes of October 15, 1996 and October 25, 1996, and noted that the SDC Board was concerned about not getting a financial statement since August, 1995. Councilor Hagbom requested City Manager Weldon ensure that the financial statements will be on time in the future.

XIII. ADJOURNMENT

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to adjourn the Council Meeting at 8:33 p.m.

Tom Davis
Mayor

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
October 1, 1996**

The regular meeting of the Brookings Planning Commission was called to order 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.

Judi Krebs	George Ciapusci
Dave Ham	Ted Freeman, Jr.
Marv Lindsey	John Bischoff, Planning Director
Earl Breuer	Linda Barker, Secretary

Commissioner Singleton was absent.

Before roll was called Chair Ham introduced Jessica Babin. Jessica, a high school junior, was appointed by Mayor Davis to serve on the Planning Commission in an ex-officio position. Although she will not be a voting member, her input will be sought on all matters brought before the Commission.

MINUTES

By a 5-0 vote (motion: Commissioner Krebs, second: Commissioner Lindsey) the Planning Commission approved the minutes of the August 6, 1996 meeting. Commissioner Ciapusci abstained as he was not in attendance at the August meeting.

By a 3-0 vote (motion: Commissioner Ciapusci, second: Chair Ham) the Planning Commission approved the minutes of the September 3, 1996 meeting following corrections. Commissioners Krebs, Breuer and Freeman abstained as they were not in attendance at the September meeting.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

By a 5-0 vote, (motion: Commissioner Breuer, second: Chair Ham; Commissioner Ciapusci abstained as he was not present when the case was originally heard) the Planning Commission approved the Final ORDERS and Findings of Fact for File No. M3-8-96. The Final Order, which is a denial of the application, will include a statement that the denial is without prejudice allowing the applicants to resubmit their application within 12 months if they wish.

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

By a unanimous vote, (motion Commissioner Freeman, second: Commissioner Krebs) the Planning Commission approved a request for an extension of time to record the final map for a major partition (File No. MP-1-95) that created three lots of 7,505, 7,540, and 11,154 sq. ft. in size and a cul-de-sac access street located on the west side of South Passley Road; Victor and Susan Williams, applicant. The one-year extension of time will begin August 1, 1996 and run through July 31, 1997.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a unanimous vote, (motion: Commissioner Krebs, second: Commissioner Breuer) the Planning Commission approved (File No. VAR-2-96) a request for a variance to allow an off-site, free standing sign on a 67.5 sq. ft. parcel of land to provide advertising for a commercial lot that does not have street frontage; located on the west side of Highway 101 (Chetco Avenue) approximately 580 feet north of Arnold Lane; zoned C-4 (Tourist Commercial); Manuel Cunha, applicant; Suzie Etchart, representative. The motion stipulates that any sign erected on the subject property will be used only to advertise businesses on Assessor's Map 41-13-6BC, Tax Lots 1600 and 2100.

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

- a) Suzie Etchart PO Box 1117 Brookings OR

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

2. By a unanimous vote (motion: Chair Ham, second: Commissioner Krebs) the Planning Commission approved the Final ORDER and Findings of Fact for File Document No. VAR-2-96 with the above noted stipulation.
3. By a unanimous vote, (motion: Commissioner Breuer, second: Commissioner Freeman) the Planning Commission tabled (File No. LDC-4-96) an amendment to the Land Development Code, Section 8, Definitions, Section 172, Public Facilities Improvement Standards and Criteria, Section 176, Land Divisions, and to add Section 168, Neighborhood Circulation Plans, to clarify the intent of the neighborhood circulation plan provisions and to provide criteria to be used in decisions to approve or deny an application; City initiated. The amendment will be brought again to the Commission's attention after input on Neighborhood Circulation Plans is received from the League of Oregon Cities and community leaders in the Brookings area.

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

- a) Jim Capp PO Box 3000D Harbor OR

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

None

UNSCHEDULED PUBLIC APPEARANCES

None

REPORT OF THE CITIZENS ADVISORY COMMITTEE

Planning Director John Bischoff reported the City is continuing its efforts of forming infill and redevelopment committees in conjunction with the TGM grant. The City Council approved an

organizational list and staff has written letters requesting names of representatives from those organizations to serve on the Citizens' Advisory Committee (CAC). The first CAC meeting will be at 4 p.m. on October 10, 1996. The TAC (Technical Advisory Committee) will meet October 11, 1996 at 9:30 a.m. This committee will be made up of representatives from Harbor Water District PUD, Harbor Sanitary District, the Port of Brookings-Harbor, staff from the City of Brookings, and the consultant, Linda Davis from Cogan, Owens, Cogan. Commissioner Lindsey volunteered and was appointed to be the Planning Commission representative on the CAC.

The City is also continuing its efforts to finalize a grant for a public facilities and services plan that is required in our Periodic Review but is not ready at this time to set up a CAC. The grant amount is between \$30,000 and \$40,000.

MESSAGES AND PAPERS FROM THE CITY MANAGER

None

MESSAGES AND PAPERS FROM THE MAYOR

None

REPORT OF THE PLANNING DIRECTOR

Since Tuesday, November 5, 1996 is Election Day the Council Chambers will be used for voting and will be unavailable for the Planning Commission meeting. After brief discussion the date of the November meeting was changed to Thursday, November 7.

PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS

Commissioner Ciapusci reported a political sign has been placed at the corner of Railroad Avenue and Memory Lane. Since political signs are allowed in the City only within 30 days of the election staff will contact the candidate to have it removed.

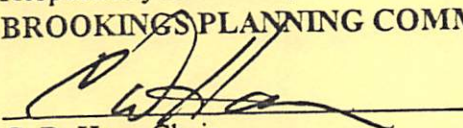
Commissioner Krebs asked for clarification on sewer hook-ups. Director Bischoff explained that with the signing of the Mutual Agreement and Orders (MAO) with DEQ the City has until August 1, 1997 to obtain financing for the needed improvements to the wastewater treatment plant. These improvements must be completed by December 31, 2000. The City can authorize extensions of sewer mains and issue 644 EDU's (jointly with Harbor Sanitary District) through the year 2000 if the financing is obtained, however it is not certain what happens if funding is not arranged. All parties who were affected by the ban on extending mains have been notified of its lifting. The Building Department's monthly report has been changed to reflect the number of EDU's issued since the signing of the MAO.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 9:08 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION


C. D. Ham, Chair

SYSTEMS DEVELOPMENT CHARGE REVIEW BOARD

**898 ELK DRIVE
BROOKINGS, OR 97415**

Jim Collis - Chairman 469-3678
Art Fisher - Member 469-0758

Bob Krebs - ViceChair - 469-3017
Ross Shawaker - Member 469-6499
Larry Smith - Member 469-6577

MINUTES:

The Board met in the Council Chambers, 898 Elk Drive, Brookings, Oregon at 1:30 PM, October 25, 1996.

Members present were Bob Krebs, Ross Shawaker, Larry Smith and Jim Collis. Nancy Brendlinger attended the meeting as a representative of the City Council. Art Fisher was absent. Members present constituted a quorum.

Minutes of previous meeting held on October 15, 1996 were reviewed and there being no objection were declared accepted as read.

The Board took up the re-activation of the Capital Improvement Committee as discussed in the previous meeting minutes. After discussion Ross Shawaker moved that the Jim Collis and Larry Smith continue to serve on the CIP committee. Motion seconded by Bob Krebs and passed.

The Board then considered adoption of the SDC Project Recommendation and Review form which had been submitted to City Staff for comment. The Chair noted that Leo Lightle objections had been corrected. After discussion Bob Krebs moved the Board request that City Staff utilize the SDC Project Recommendation and Review Form for submitting future SDC Projects to the Board. Motion seconded by Ross Shawaker and passed.

The Board then took up the matter of Harbor Sanitary payments of Waste Water Treatment SDC payments which matter had been discussed at several previous meetings. After a lengthy discussion Larry Smith moved that Board request the City Council review the situation of the two separate accounts and recommend that Harbor SDC funds be handled the same as funds from Brookings. The motion died for lack of a second. Then Larry Smith moved that Board recommend the City maintain two separate accounts for Wastewater Treatment and Wastewater collection and two accounts for Water Treatment and Water Distribution. The motion was seconded by Ross Shawaker and passed. Larry Smith moved the Board recommend that staff consider including the procedure for handling Harbor SDC payments and where they are banked as a discussion item in the forthcoming meetings between the City and Harbor Sanitary. Motion seconded by Ross Shawaker and passed with Bob Krebs abstaining.

The Chair then raised the question as whether or not the Board felt they could adequately carry out their assigned task with out receiving regular financial reports, noting we had received no reports since August 1995. Larry Smith made a motion that Board advise the Council that under the present circumstances we

are unable to carryout our assigned tasks due to the lack of financial information. Motion was seconded by Bob Krebs and passed.

The next meeting of the Board was scheduled for January 7, 1997.

There being no further business the meeting adjourned at 2:50 PM.

Jim Collis, Chairman

CC:With attachment

Board Members/City Manager/Community Dev Dirctr/City Council/file