

agenda

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

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
- V. PUBLIC HEARINGS
- VI. SCHEDULED PUBLIC APPEARANCES
 - 1. Request for support for teen center - Missy Osborne and Tina Guthridge (ivory)
- VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
- VIII. STAFF REPORTS
 - A. Police Department
 - 1. Report on bids - patrol vehicle (blue)
 - B. Community Development
 - 1. Request to pave parking lot of North Bend Medical Center - Alder Street (gray)
 - C. Fire Department
 - 1. Acceptance of Medic 2 (vehicle) to Brookings Fire Department - Southern Curry Ambulance (salmon)
 - D. Finance Department
 - 1. Presentation of 1994-95 fiscal year audit report - Musser and Associates (pink)
 - E. City Manager
 - 1. Drug Testing (yellow)

IX.

CONSENT CALENDAR

A. Approval of Council Meeting Minutes

1. December 11, 1995 Regular Council Meeting (lilac)

B. Acceptance of Commission/Board Minutes

1. November 14, 1995 Planning Commission Meeting (gold)

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

(end Consent Calendar)

X.

ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Ordinances

B. Resolutions

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

XI.

COMMITTEE REPORTS

A. Planning Commission

B. Parks and Recreation Commission

C. Chamber of Commerce

XII.

REMARKS FROM MAYOR AND COUNCILORS

A. Mayor

1. State of the City (blue)

B. Council



XIII.

ADJOURNMENT

January 1996



City of Brookings Monthly Activities Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	 New Year's Day - Holiday 1	7:00 PM Plan- ning Commis- sion Meeting 2	7:00 PM Chetco Watershed Council - Coun- cil Chambers 3			
7	8	9 1:30 PM Syste- ms Dev. Charge Review Board	10 7:00 PM Coun- cil Meeting	11 7:00 PM Parks and Recre- ation Commis- sion Meeting	12	13
14	15  Martin Luther King Day	16 <div>Tom/Low/Leo - Salem - One Stop Grants</div>	17	18 1:30 PM Capital Improvements Plan (CIP)	19	20
21	22 7:00 PM Coun- cil Meeting	23	24	25	26	27
28	29	30	31			

December 95

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

February 96

S M T W T F S





1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

Printed by Calendar Creator Plus on 1/2/96



February 1996

City of Brookings Monthly Activities Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
<div>January</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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></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	31				<div>March</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></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></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	31							1	2	3 9:00 AM Council Goal Setting - B/W Confer- ence Room
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																																																																																														
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																																																																																																	
4	5	6 7:00 PM Plan- ning Commis- sion Meeting	7 12:00 PM Coun- cil/Comm. Meeting 7:00 PM Water- shed Council - USFS	8	9	10																																																																																											
11	12 7:00 PM Coun- cil Meeting  Lincoln's Birthday	13	14  Valentine's Day	15 1:30 PM Capital Improvements Plan (CIP) 7:00 PM Parks & Rec. Comm.	16	17																																																																																											
18	19  Presi- dent's Day Holiday	20	21 Ash Wednesday	22  Washing- ton's Birthday	23	24																																																																																											
25	26 7:00 PM Coun- cil Meeting	27	28	29																																																																																													

TEEN CENTER PROPOSAL

The teenagers of the Brookings/Harbor area seek the assistance of the City of Brookings in opening and operating a teen center in the City of Brookings.

SURVEY

A schoolwide survey in December of 1995 revealed 1) a strong perception that teenagers got in trouble because they didn't have enough to do; 2) an overwhelming majority of the students desired additional activities; and 3) that most would use a teen center.

PURPOSE

The purpose of the teen center is to provide a safe place for the teenagers to spend their free time, with the additional objective of reducing juvenile mischief and crime.

SOUTH CURRY YOUTH ASSOCIATION

The teenagers propose to create a non-profit organization called "South Curry Youth Association" (SCYA). The Board would be composed of five adults and eleven students. The students would be elected annually. The Board would be responsible for operating the teen center, including creating rules for its use, setting prices, and some fundraising. Elections for the initial student board positions are tentatively set for the end of January, 1996.

The South Curry Youth Association will be working in conjunction with the Curry County District Attorney's Office, who have a grant from the Oregon Department of Transportation (ODOT) to hire a supervisor for a Teen Center for 1996-1997.

THE IDEAL TEEN CENTER

The ideal teen center is a place where various safe activities are available. These include organized activities such as special classes, contests, and dances, and general recreation activities such as pingpong, video games, and a basketball hoop. There should also be an area for study, computer use, and other quiet activities. Concessions of some kind should be available. A paid adult supervisor, should, among other responsibilities, be able to direct teens to appropriate counselling upon request. The center is drug, alcohol, and tobacco free.

SITING

A potential site for the teen center has been identified. It is the old roller skating rink at the corner of Center and Railroad. The owner is willing to work with the teenagers and has stated that he will rent the property to them for a nominal amount. The property needs some work; however, plans already exist for the conversion to a teen center facility. Once leased for a public purpose, the site will be eligible to use persons performing community service during the renovation. Once

renovations are underway, the owner's estimate is that the center could be open within two months.

COSTS AND FUNDING

It is the intention of SCYA that the teen center be as self-supporting as possible once the center is operating. Income will be produced by dances, concessions, and video games. The ODOT grant will cover most or all of the cost of an adult supervisor for two years.

Start-up costs are estimated at \$20,000.00 - \$25,000.00, for repairs and remodelling. The District Attorney's Office has raised approximately \$2,000.00 to date, which is designated for a teen center in Brookings. The balance remains to be raised.

Contacts: Tina Guthridge and Missy Mae Osborne, Brookings Harbor
High School
Charlie Steak, Curry County District Attorney's Office

m e m o r a n d u m

TO: Mayor
City Council

FROM: Kent Owens, Chief of Police

THROUGH Tom Weldon, City Manager

Tom

SUBJECT: REPORT ON BIDS - PATROL VEHICLE

DATE: January 5, 1996

The bids for the patrol vehicle for the Police Department will be opened on January 8 at 10:00 a.m. Staff will present a recommendation at the Council meeting on January 10.

VIII.A.1

KENT OWENS
Police Chief

POLICE DEPARTMENT
City of Brookings
898 Elk Drive
Brookings, Oregon 97415
(503) 469-3118




PUBLIC NOTICE

CALL FOR BIDS

Sealed bids for the purchase of one (1) 1996 police patrol vehicle for the City of Brookings Police Department will be received by the office of the City Recorder/Treasurer, City Hall, 898 Elk Drive, Brookings, Oregon until 10 AM on Monday, January 8, 1996 at which time the bids will be opened in the City Hall Council Chambers.

Specifications may be obtained from the office of the City Recorder/Treasurer.



The City of Brookings reserves the right to reject any and all bids and waive all formalities. No bidder may withdraw or modify his bid after the opening of the bids.


Kent Owens
Chief of Police

Memorandum

TO: Mayor, City Council

FROM: Leo Lightle, Community Development Director

THROUGH: Tom Weldon, City Manager  

SUBJECT: North Bend Medical Center's request to pave City property that currently is being used for a parking lot

DATE: January 3, 1996

The City owns a piece of property on Alder Street between the North Bend Medical Center and Alder Street (see attached map). It is currently being used for parking. We believe that parking was the original intended use of the property. In the future this land in conjunction with other City property on Alder Street, will help facilitate putting in the Railroad Avenue Couplet.

North Bend Medical Center would pave the parking area at their expense if they could have some written assurance that they can use the area for their parking for some time into the future. On a regular basis the previous owner had requested that the City pave the parking lot. Staff felt that due to a very limited budget we could not pave the lot, and pointed out that almost no one else used the parking lot except clients for the medical center.

In my conversations with the medical center representative I've stated that it would be inappropriate to give the medical center exclusive rights to the parking area. The spokesman understood and said they were not asking for exclusive use of the parking area.

Staff feels that it's a good idea to let the facility pave the area as it will reduce our maintenance cost and time. We recommend that they also pave the alley behind the center as the center is the primary user of the alley. The agreement should be worded to allow that the parking area would someday be used for the couplet. However, inasmuch as the couplet is not on the State's Six-Year Improvement Plan, the medical center could feel that their investments serves a medium-run need to provide parking.

STAFF RECOMMENDS: that we enter into an agreement with the North Bend Medical Center to pave the parking lot with the understanding that they will maintain the parking area; the lot is not for their exclusive parking use; and the property would be available when needed to accomplish the couplet or street improvements.

EOM

m e m o r a n d u m

TO: Mayor
City Council

THROUGH: Tom Weldon, City Manager

Tom

FROM: Bill Sharp, Fire Chief

SUBJECT: DONATION OF SURPLUS AMBULANCE VEHICLE

DATE: January 4, 1996

The fire department was recently contacted by Southern Curry Ambulance officials to make us aware of a surplus ambulance they would like to donate to the City. We discussed this with them as to the serviceability of the vehicle and found that though it does not meet State of Oregon Health Standards for use as an ambulance, it could be used as a fire rescue/support vehicle. Mechanically and structurally the unit is sound, it just cannot be use for patient transporting purposes. The fire department would not use this vehicle as an ambulance. We would use this vehicle to house and transport rescue and fire suppression equipment as well as personnel.

We are seeking Council support and authorization to accept this vehicle as part of the City fleet. This vehicle will be a good addition to our ability to serve the public.

~

VIII.C.1



SOUTHERN CURRY AMBULANCE ASSOC., INC.

P.O. Box 1986
720 RAILROAD AVE.
BROOKINGS, OR 97415



RECEIVED
NOV 1 1995

11/08/95

CITY OF BROOKINGS

Tom Weldon
City Manager
898 Elk Dr.
Brookings, Or 97415

Southern Curry Ambulance
P.O. Box 1986
Brookings, Or. 97415

Mr. Weldon:

I have been authorized by the board of directors to offer for donation our Medic 2 to Brookings F.D.

Medic 2 is a Modular 1985 Ford Diesel. Under Oregon law this vehicle is no longer useable as a transport ambulance. However the vehicle is still in good working condition and would be excellent, for example, as an equipment truck.

While no longer transport capable Medic 2 is not a throw away vehicle. It still has many serviceable years left.

It had been brought to our attention that the Fire Department might be interested in having the vehicle, therefore instead of selling the vehicle we decided to first offer it to the City.

We sincerely hope that the City and the Fire Department will find Medic 2 to be useful. To that end if you decide to accept this offer the Title is available for transfer at your earliest convenience.

Sincerely

Brad Fraser
Supervisor of Operations

cc:

TW
BS
BF



SOUTHERN CURRY AMBULANCE ASSOC., INC.

P.O. Box 1986
720 RAILROAD AVE.
BROOKINGS, OR 97415



December 28, 1995

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

Dear Mr. Weldon:

At our meeting you requested a letter from us regarding the possible donation of Medic 2 to the Fire Department. Specifically you wanted to know why it was no longer serviceable as an ambulance but would be useable by the Fire Department.

Ambulances are regulated by Federal D.O.T. guidelines. These are specifically the KKK-A-1822C ambulance requirements. These regulations are subject to stricter upgrading from the individual states.

In the case of our Medic 2, California KKK code 3-6-4-4 which regulates air pollution control, no longer approves this unit for use in California. Since approximately 95% of our transports go to Crescent City we would be extremely limited on the use of the unit.

Some of the wiring in the box of the unit is corroded. While this does not detract from the servicibility of the truck we would have to have it all replaced before we would be allowed by Oregon to again use it for transportation.

Because of the above we can not use it to transport patients. In addition because of the following, once it is no longer in our possession it can never again be licensed in this state as an ambulance.

Federal KKK code 3-4-3 regulating noise and sound level limits. The sound levels inside the cab when the siren is on exceed the current decibel levels allowed by law.

Federal and State KKK code 3-7-6-1 regulating photometric and physical requirements. The lighting system, flashers on the box, no longer meet the flashing speed and illumination distance specifications.

These regulations are specific to the ambulance industry and in no way interfere with the possibility of this truck being used in the fire service. However in no instance would the Fire



SOUTHERN CURRY AMBULANCE ASSOC., INC.

P.O. Box 1986
720 RAILROAD AVE.
BROOKINGS, OR 97415



Department ever be able to transport a patient in this unit.

I hope the above explanation answers all of your questions. If you have any further questions or if I may be of any other assistance, please feel free to contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Fraser".

Brad Fraser
Supervisor of Operations

BF/kb

cc: Mr. Tom Weldon
Chief Sharp

For Your Information -

Mayor
and City Council;

Paul McLeod from Musser and Associates, CPA's will be present to answer any questions you may have regarding the June 30, 1995 audited financial report.

Once again, we have completed the audit according to the Government Finance Officers Association standards and have submitted it for their annual award of excellence. We will be notified sometime around August 1996 of their decision to approve our report for the award.



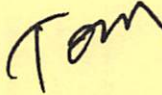
Beverly Shields, Finance Director/Recorder
January 3, 1996

VIII.D.1

m e m o r a n d u m

TO: Mayor
City Council

FROM: Tom Weldon, City Manager



SUBJECT: DRUG TESTING FOR CITY EMPLOYEES

DATE: January 4, 1996

I do not know of any employee with a drug or alcohol problem.

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

The City has a good, comprehensive drug policy for employees, except it only requires pre-employment testing. I think random testing and "for cause" testing (usually related to an on-the-job accident) are effective preventive measures that all employers should strive to implement in their operations.

Your managers are all in favor of employee (including themselves) drug testing to the maximum extent allowed under the law. We are working with our Safety Committee on how to implement such a policy and to what level it would be appropriate for which employees.

My goal is to eventually have all employees and police and fire volunteers covered under such a policy.

I recommend Council authorize me to implement a drug and alcohol testing program for City employees and police and fire volunteers. This program, when fully implemented, should cost less than \$1,000 per year.

VIII.E.1

minutes

**CITY OF BROOKINGS
COMMON COUNCIL MEETING
City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
December 11, 1995
7:00 p.m.**

I. CALL TO ORDER

Mayor Davis called the meeting to order at 7:00 p. m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Council Present: Mayor Tom Davis, Councilors Nancy Brendlinger, Bob Hagbom, Dave Scott, Larry Curry, Ex-Officio Marci Wallace

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

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

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

I. Proclamation - "Lights on for Life Day" - Friday, December 15

Mayor Davis proclaimed Friday, December 15, 1995 as "Lights on for Life Day in Brookings", and asked all motorists to drive with their headlights on throughout the day as a memorial for the victims of impaired driving and as a reminder of the dangers of drunk and drugged driving.

2. Recommendation to appoint Brookings representative to Curry County Recycling Committee

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to recommend to the Curry County Board of Commissioners that Jessica Babin be appointed as the City of Brookings representative to the Curry County Recycling Committee.

SCHEDULED PUBLIC APPEARANCES

1. Oregon State Representative Veral Tarno - Tsunami Bill

Oregon State Representative Veral Tarno explained a new Oregon bill which relates to construction in tsunami inundation zones. Mr. Tarno indicated that he felt this bill could have some negative impacts on coastal areas and asked that the Council discuss the matter and contact him with their feelings concerning Senate Bill 357.

Councilor Curry moved, Councilor Brendlinger seconded and the Council voted unanimously to appoint Councilor Bob Hagbom as the City Council representative to stay in contact with Oregon Representative Veral Tarno concerning Senate Bill 357 which deals with construction in tsunami zones.

V. PUBLIC HEARINGS

1. Hearing No. 2 - 1996 Community Development Block Grant Funds for Housing Rehabilitation Project - Umpqua Community Development Corporation - Hanan Bowman

Mayor Davis opened the public hearing at 7:13 p.m. and turned over the floor to Hanan Bowman of Umpqua Community Development Corporation.

Mr. Bowman explained that this is the second of two scheduled public hearings concerning the proposed grant for a housing rehabilitation revolving loan fund.

Speakers:

Fred Hummel, 202 Alder St., Brookings, asked questions of Mr. Bowman.

There being no further testimony, Mayor Davis closed the public hearing at 7:41 p.m.

Following Council deliberation, Councilor Curry moved, Councilor Brendlinger seconded and the Council voted unanimously to authorize application for a loan for housing rehabilitation as recommended in the staff memo dated December 6, 1995.

2. School District 17-C Appeal of Planning Commission Decision - Conditional Use Permit on Fern Street

Mayor Davis opened the quasi-judicial public hearing at 7:44 p.m. and read an opening statement.

Mayor Davis asked the Council members if anyone had a conflict of interest. All responded in the negative.

Mayor Davis asked if any Council member has discussed the application in question with any of the parties or have independent knowledge of relevant facts, such as from a visit to the site? Councilor Scott stated that he drives by the property when he takes his children to school. Councilor Brendlinger stated that she attended the original Planning Commission meeting at which meeting the application was denied, and she has received numerous letters and has had people stop her on the street to talk about the proposal. Councilor Curry stated that he did drive by the property. Councilor Hagbom stated that he has seen newspaper articles and has had general conversations concerning safety at the proposed location. Mayor Davis stated that he has received much comment, both pro and con, on the proposal and has talked with several District 17C staff members and advised them to meet with City staff to discuss the procedures.

Mayor Davis asked if any member of the City Council believes that he or she would be unable to render a fair and impartial decision concerning the application. All responded in the negative.

Fred Hummel, 202 Alder St., Brookings, cautioned the Council about ex parte contact and bias. Mr. Hummel questioned statements made in the Curry Coastal Pilot which indicated ex parte contact between members of the Council and School District officials.

School District 17C Board Chairman David Itzen spoke on an article which was printed in the Curry Coastal Pilot concerning this matter. Mr. Itzen stated that he had been misquoted in an article written by Curry Coastal Pilot reporter Paul Morgan. The quote was from a School District 17C board meeting. Mr. Itzen then read a verbatim transcript of the actual board meeting and his exact words. The transcript was entered into the record.

Mayor Davis turned the floor to Planning Director John Bischoff for a summary of the written report.

Asking questions of staff:

Dr. Robert Harmon, P.O. Box 4031, Brookings
Martin Kelley, 1335 Northcrest Drive, Crescent City, KCRE Radio
Dave Nedermeyer, % 335 Spruce Drive, Brookinnings

Mayor Davis asked for testimony from those in favor of the application.

School Board Chairman David Itzen, 15629 Pedroli Drive, Brookings, made a brief statement, and then introduced School District 17C Superintendent Bob Strickland and Board Member Larry Marks.

Speaking in favor of the application:

Bob Strickland, School District 17C Superintendent
Larry Marks, School Board Member, 17325 Zia Court, Brookings

Recessed at 8:56 p.m. - Reconvened at 9:06 p.m.

A video tape showing the traffic and parking problems at Kalmiopsis School was played and entered into the record.

Speaking in favor of the application (continued):

Mary Wallace, 553 Chetco Lane, Apartment 7, Brookings
Paul Rosenthal, P.O. Box 1094, Brookings

Mayor Davis asked for testimony from those in opposition or those who have questions or concerns about the application.

Speaking in opposition to the application:

Fred Hummel, 202 Alder St., Brookings
John Dean, 823 Pioneer Road, Brookings
Buzz Stewart, 705 Easy Street, P.O. Box 1144, Brookings
Roger Lowen, P.O. Box 7864, Brookings
Duane Olsen, speaking for Blanche Thom, P.O. Box 359, Brookings,
resident of corner house at Chetco and Fern
Katherine Martin, P. O. Box 3178, Harbor, 241 Marine Drive

Proponent Rebuttal:

Bob Strickland, School District 17C Superintendent
Mary Wallace, 553 Chetco Lane, Apartment 7, Brookings
Dave Nedermeyer, % 335 Spruce Drive, Brookings
David Itzen, 15629 Pedrol Drive, Brookings

The applicant waived the closing statement and the opportunity to add information to the record at a later date. Mayor Davis closed the public hearing at 10:44 p.m.

Following Council consideration, Councilor Brendlinger moved, Councilor Scott seconded and the Council voted unanimously to grant a conditional use permit with the following stipulations: 1. There will be no zone change within the conditional use permit. 2. The conditional use permit shall be in effect no longer than June 30, 1997. 3. All street improvements and parking issues shall be resolved to the City's satisfaction and standards as per the City's Land Development Code, Article 140.050.C.2. 4. A bus loading zone shall be constructed and shall be segregated from public parking. 4. All conditions of City staff and Planning Commission shall be met.

Mayor Davis recessed the meeting at 11:36 p.m., to reconvene Thursday, December 14, 1995 - 7:00 p.m.

Mayor Davis reconvened the regular Council meeting on Thursday, December 14, 1995 - 7:03 p.m.

ROLL CALL

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

V. PUBLIC HEARINGS

Continuation of School District 17-C Appeal of Planning Commission Decision - Conditional Use Permit on Fern Street

Staff presented the Final Order and Findings of Fact to the City Council for consideration.

Following two minor cosmetic changes, Councilor Curry moved, Councilor Scott seconded and the Council voted unanimously to approve the Final Order and Findings of Fact Document in the matter of an appeal of the Planning Commission's denial of File No. CUP-6-95; an application for a conditional use permit; School District 17-C, applicant.

VI. SCHEDULED PUBLIC APPEARANCES none

VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE none

VIII.

STAFF REPORTS

A. City Manager

1. Sale of City Property - Memory Lane

Councilor Curry moved, Councilor Hagbom seconded and the Council voted unanimously that it is convenient to sell a 1,625 square foot piece of property located on Memory Lane which came to the City in 1953 as part of the Twohy Subdivision, and authorized the City Manager to set a public hearing date for the purpose of determining the nature of the sale and terms, what the property could be used for, and give the residents of the City an opportunity to present written or oral testimony.

2. Recommendation to reschedule January 8, 1996 Council Meeting to January 10

Councilor Scott moved, Councilor Curry seconded and the Council voted unanimously to reschedule the January 8, 1996 Council meeting to January 10, 1996.

B. City Attorney

1. UGB Proceedings

Councilor Curry moved, Councilor Brendlinger seconded and the Council voted unanimously to:

1. Authorize the expenditure of up to \$10,000 as the City's one-half share of the anticipated fees for special counsel in the UGB proceeding. The fee to the attorney would be paid on an hourly basis, based upon service time rendered; and

2. **Authorize the Mayor to meet with the Chairman of the Board of Commissioners to identify and select the attorney who will be retained to assist both the City and County, and to confirm a fee sharing agreement with the County; and to further authorize the Mayor to work with the City Attorney and County Counsel in preparing at Attorney Employment Contract, and such other agreements between the City and County as may be needed to codify the fee sharing arrangement.**

C. Community Development

1. **Infiltration and Inflow**

Councilor Scott moved, Councilor Curry seconded and the Council voted unanimously to authorize the City Manager to enter into an agreement with Brown and Caldwell to do the Facilities Plan Update and the I & I Study.

2. **Report on Bids - Reroofing - Public Works**

Councilor Curry moved, Councilor Hagbom seconded and the Council voted unanimously to award the bid for reroofing the drying bed building and shop building to McMurray and Sons, the only bidder, for the sum of \$8,950.

3. **Report on Bids - Asphalt Overlay Projects**

Councilor Scott moved, Councilor Curry seconded and the Council voted unanimously to award the bid for the asphalt overlay projects to Tidewater Contractors, the low bidder, for the sum of \$126,799.

4. Request to utilize infra-red patching machine

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to accept staff's recommendation to utilize the infra-red machine to make patches for private contractors for cuts that ① are pavement crossing only, ② that are at or near a 90° angle to the street, alley or roadway, and ③ do not exceed 44 feet in length; and further that other unique situations could be approved by the City Manager.

5. Wastewater Treatment Plant Update

Community Development Director Leo Lightle briefed the Council on the damage to the wastewater treatment plant caused by the direct lightning strikes during the storm on Wednesday, December 13, 1995.

IX. CONSENT CALENDAR

Councilor Brendlinger moved, Councilor Curry seconded and the Council voted four to one (Councilor Scott abstained) to approve the Consent Calendar as follows:

A. Approval of Council Meeting Minutes

1. November 15, 1995 Regular Council Meeting

B. Acceptance of Commission/Board Minutes

1. October 3 and November 7, 1995 Planning Commission Meetings

C. Approval of Vouchers (\$442,815.86)

X. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Ordinances

Ordinance No. 96-O-515 - An ordinance repealing Ordinance No. 52-O-022 (Regulating Solicitors), Ordinance No. 54-O-058 (Initiative and Referendum Powers), Ordinance No. 55-O-079 (Civil Defense), Ordinance No. 68-O-200 (Compliance with Oregon State Board of Health and Public Utility Commission), Ordinance No. 69-O-206 (Sewer Plant Replacement Reserve Fund).

Administrative Assistant Donna Van Nest read Ordinance No. 96-O-515 into the record in its entirety.

Councilor Hagbom moved, Councilor Curry seconded and the Council voted unanimously to adopt Ordinance No. 96-O-515 by first reading.

Administrative Assistant Donna Van Nest read Ordinance No. 96-O-515 into the record by title only.

Councilor Curry moved, Councilor Hagbom seconded and the Council voted unanimously to adopt Ordinance No. 96-O-515, an Ordinance entitled, "An ordinance repealing Ordinance No. 52-O-022 (Regulating Solicitors), Ordinance No. 54-O-058 (Initiative and Referendum Powers), Ordinance No. 55-O-079 (Civil Defense), Ordinance No. 68-O-200 (Compliance with Oregon State Board of Health and Public Utility Commission), Ordinance No. 69-O-206 (Sewer Plant Replacement Reserve Fund), by second reading. [Effective January 12, 1996]

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

B. Council

1. Donation of Chetco Point Property - Agnew Company

Councilor Curry moved, Councilor Brendlinger seconded and the Council voted unanimously to authorize the Mayor to accept the donation of the Chetco Point property from the Agnew Company when the details of the transfer of ownership are worked out.

2. Council Goals

The Council agreed to convene a goal setting session on Saturday, February 3, 1995 at 9:00 a.m. City Manager Tom Weldon will work out the details.

XIII. ADJOURNMENT

Councilor Hagbom moved, Councilor Scott seconded and the Council voted unanimously to adjourn the Council meeting at 8:32 p.m.

Tom Davis
Mayor

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
November 14, 1995**

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:

Ted Freeman	Earl Breuer
Judi Krebs	Marv Lindsey
George Ciapusci	John Bischoff, Planning Director
Chet Singleton	Linda Phillips, Secretary

PLANNING COMMISSION CHAIRPERSON ANNOUNCEMENTS

Chair Ciapusci opened the meeting by thanking those applicants who had agreed to delay their application hearing until this meeting. Due to the heavy load of applications during November it was decided to split the hearings into two (2) sessions

MINUTES

By a 4-0 vote, (motion: Commissioner Breuer, second: Commissioner Krebs, Commissioners Singleton and Freeman abstaining) the Planning Commission approved the minutes of the November 7, 1995 Planning Commission regular meeting following corrections.

FINAL ORDERS

None

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 6-0 vote, (motion: Commissioner Freeman, second: Commissioner Breuer) the Planning Commission approved (File No. M3-10-95) a request for a minor partition to divide a parcel of land into two lots, located on the north easterly side of Seascape Court at its southwesterly terminus; zoned R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size); Douglas and Roberta Moore, applicant.

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

- | | | | |
|----|--------------------|-------------------|--------------------|
| a) | Denny Crowe | PO Box 2748 | Harbor OR 97415 |
| b) | Lorraine Sigourney | 20 Seascape Court | Brookings OR 97415 |

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

2. By a 6-0 vote, (motion: Commissioner Krebs, second: Commissioner Breuer) the Planning Commission approved the Final ORDER and Findings of Fact for File Document M3-10-95.

3. By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Krebs), the Planning Commission approved (File No. M3-11-95) a request for a minor partition to create two (2) lots using a flag lot configuration; located on the north side of Easy St. approximately 255 feet west of Fifth St.; zoned R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size); LaVern Atkins, applicant. The request was approved subject to clarifying a DIA stipulation given on a previous partitioning of this parcel.

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

a) Denny Crowe PO Box 2748 Harbor OR 97415
The applicant waived his right to have seven (7) additional days in which to submit written argument.

4. By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Freeman), the Planning Commission approved the Final ORDER and Findings of Fact for File Document No. M3-11-95 subject to DIA clarification.

5. By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Freeman), the Planning Commission approved (File NO. SUB-2-95) a request to create a subdivision consisting of 7 lots ranging in size from 6,000 to 6,436 sq. ft. in size with a remainder lot of 40,947 sq. ft.; located in the southeast corner of Fifth St. and Hassett St.; zoned R-2 (Two Family Residential); William and Leslie Wood, applicant. The approval was granted with a additional condition that the applicants purchase and install "no parking" signs along the east side of Fifth Street.

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

a) Denny Crowe PO Box 2748 Harbor OR 97415
b) Don Hoag 17156 Mountain Drive Brookings Or 97415
c) Kathy Wilson 440 Hound Dog Gold Beach OR 97444
The applicant waived his right to seven (7) additional days in which to submit written argument.

6. By a 6-0 vote (motion: Commissioner Freeman, second: Commissioner Lindsey), the Planning Commission approved the Final ORDER and Findings of Fact for File Document No. SUB-2-95 as amended.
7. By a 6-0 vote (motion: Commissioner Singleton, second: Commissioner Breuer), the Planning Commission approved (File No. CUP-8-95) a request for a conditional use permit to establish a fast lube and oil business; located on the south side of Railroad St. approximately 170 feet from the intersection with Pacific Ave. and 200 feet from the intersection with Fifth Street; zone C-3 (General Commercial); Thomas and Carol Roades, applicant.

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

- | | | | |
|----|-----------------|----------------------|---------------------|
| a) | Tom Roades | 19570 Broadhurst Rd. | Cottonwood CA 96022 |
| b) | Mary O'Holleran | 640 Mardon Court | Brookings OR 97415 |

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

8. By a 6-0 vote (motion: Commissioner Breuer, second: Commissioner Singleton), the Planning Commission approved the Final ORDER and Findings of Fact for File Document No. CUP-8-95.

UNSCHEDULED PUBLIC APPEARANCES

REPORT OF THE CITIZENS ADVISORY COMMITTEE

MESSAGES AND PAPERS FROM THE MAYOR

MESSAGES AND PAPERS FROM THE CITY MANAGER

REPORT OF THE PLANNING DIRECTOR

Staff reported on consultations with the City Attorney regarding the R-2 and R-3 zones and the open space requirements which are found in Section 80 of the Land Development Code. A general discussion ensued on these matters with no decisions or recommendations being made.

Staff questioned the timing of completion of the quarterly report. It was decided it needed to be to the Commission in December.

PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS

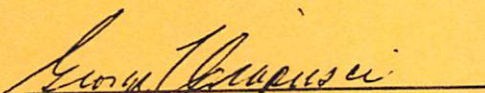
Commissioner Freeman said he may have a conflict in the timing of the December meeting because of the change to Wednesday.

Chair Ciapusci appointed Commissioner Singleton and Commissioner Breuer to work on the Annual Report.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting was adjourned at 9:16 p.m.

Respectfully submitted,
BROOKINGS PLANNING COMMISSION


George L. Ciapusci—Chairman

City of Brookings
CHECK REGISTER: CHECK # 24881 THRU 25060
For The Month Ending: December 31, 1995 ** CLOSED **
PRINTED: January 2, 1996 08:44:09

PAGE 1

CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
24881	Oregon Department of Revenue	State W/H Tax	12/05/95	100-106.00	3,175.76	100-220.30	3,175.76
24882	U S Bank	Fed W/H Tax	12/05/95	100-106.00	13,732.53	100-220.10	8,050.26
						100-220.20	5,682.27
24885	Bay West Supply Inc	Inv 66330-1	12/07/95	100-106.00	164.95	109-624.00	164.95
24886	Becco Inc	Inv 8155	12/07/95	100-106.00	441.66	105-606.00	441.66
24887	Sylvia M Bone	Bail Refund	12/07/95	100-106.00	180.00	100-232.00	450.00
						100-474.00	(180.00)
						100-234.00	(54.00)
						100-235.00	(36.00)
24888	Brett's Small Engine	Nov Statement	12/07/95	100-106.00	79.15	106-612.00	70.90
						150-606.00	8.25
24889	Brookings Glass	Inv I002022	12/07/95	100-106.00	10.00	201-606.00	10.00
24890	Brookings Harbor Chamber	Nov Motel Tax	12/07/95	100-106.00	1,890.99	109-687.00	1,890.99
24891	Brookings Supply Inc	Nov Statement	12/07/95	100-106.00	76.96	104-606.00	13.98
						251-606.00	62.98
24892	Brookings Vol Firefighters	Dec Contrib	12/07/95	100-106.00	1,583.00	104-682.00	1,583.00
24893	Budge-McHugh Supply Co	Inv 1204322-01	12/07/95	100-106.00	67.15	251-612.00	67.15
24894	Carpenter Tire & Wheel	Inv 004658	12/07/95	100-106.00	16.49	103-606.00	16.49
24895	Chetco Pharmacy & Gifts	Inv 71484	12/07/95	100-106.00	27.80	103-614.00	27.80
24896	Colvin Oil	633896& Nov Inv	12/07/95	100-106.00	1,002.59	103-606.00	289.19
						104-606.00	50.44
						105-606.00	18.88
						106-612.00	15.79
						150-606.00	26.75
						201-606.00	55.01
						251-606.00	22.23
						252-612.00	524.30
24897	Country Farm Center	Inv 66473	12/07/95	100-106.00	195.40	150-606.00	195.40
24898	Curry Coastal Pilot	Nov Statement	12/07/95	100-106.00	686.76	102-602.00	176.00
						105-602.00	282.38
						106-626.00	135.00
						150-722.00	60.75
						600-824.00	32.63
24899	Curry Co Computer Services	Microfilm Serv	12/07/95	100-106.00	50.00	105-602.00	50.00
24900	Curry County Health Department	Inv #0841001	12/07/95	100-106.00	200.00	106-660.00	200.00
24901	Curry County Treasurer	Nov Contrib	12/07/95	100-106.00	382.50	100-235.00	382.50
24902	D & H Chevron	Inv 22337	12/07/95	100-106.00	5.30	103-606.00	5.30
24903	Daily Journal of Commerce	Ad #PF1277	12/07/95	100-106.00	175.00	600-824.00	175.00
24904	Dan's Auto & Marine Electric	Nov Statement	12/07/95	100-106.00	30.81	103-606.00	7.22
						150-606.00	23.59
24905	Dan's Photo & Cameras	Inv 9299	12/07/95	100-106.00	12.19	105-602.00	12.19
24906	Day-Timers Inc	Inv 20795338	12/07/95	100-106.00	124.25	107-602.00	124.25
24907	Del-Cur Supply Co-op	27122 & 27048	12/07/95	100-106.00	32.40	106-612.00	32.40
24908	Department of State Police	Inv L11052	12/07/95	100-106.00	960.00	103-664.00	960.00
24909	DHR Child Support Unit	Garnishment	12/07/95	100-106.00	33.00	100-220.70	33.00
24910	DHR Child Support Unit	Garnishment	12/07/95	100-106.00	62.50	100-220.70	62.50
24911	Duro-Test Corp	Inv 1107486	12/07/95	100-106.00	240.46	109-624.00	240.46
24912	Dynasty Software	Inv 12950054	12/07/95	100-106.00	4,065.00	201-612.00	1,355.00
						251-612.00	680.00
						252-612.00	680.00
						901-730.00	450.00
						902-730.00	450.00

PAGE 2

[illegible]

City of Brookings
 CHECK REGISTER: CHECK # 24881 THRU 25060
 For The Month Ending: December 31, 1995 ** CLOSED **
 PRINTED: January 2, 1996 08:44:09

PAGE 3

CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
24942	John Riddle	Reimbursement	12/07/95	100-106.00	87.00	103-658.00	87.00
24943	Beverly Shields	Nov Rotary	12/07/95	100-106.00	24.00	107-660.00	24.00
24944	Stadelman Electric	Nov Invoices	12/07/95	100-106.00	755.79	103-624.00	262.96
						109-624.00	289.33
						201-624.00	87.50
						252-624.00	116.00
24945	Stone, Trew & Cyphers	Nov Statement	12/07/95	100-106.00	3,002.69	102-632.00	791.17
						102-638.00	2,211.52
24946	Teamsters Local Union 223	Dec Union Dues	12/07/95	100-106.00	345.00	100-220.70	345.00
24947	Thermax	Inv 091249	12/07/95	100-106.00	35.46	109-606.00	35.46
24948	Umpqua CDC	Inv 99	12/07/95	100-106.00	1,700.00	105-646.00	1,700.00
24949	United Communications	Nov Phone	12/07/95	100-106.00	508.07	101-664.00	14.22
						102-664.00	40.67
						103-664.00	329.01
						104-664.00	30.35
						105-664.00	89.14
						106-664.00	4.68
24950	United Communications	Nov Phone	12/07/95	100-106.00	47.25	107-606.00	38.14
						150-664.00	4.14
						201-664.00	1.25
						202-664.00	1.24
						251-664.00	1.24
						252-664.00	1.24
24951	United Pipe & Supply Co Inc	Acct #510411	12/07/95	100-106.00	138.87	201-612.00	138.87
24952	Tom Weldon	Reimbursement	12/07/95	100-106.00	245.50	102-606.00	200.00
						102-658.00	45.50
24953	Western Mercantile Inc	Garnishment	12/07/95	100-106.00	164.34	100-220.70	164.34
24954	Worlton Auto Body	90 Corsica	12/07/95	100-106.00	352.25	109-606.00	352.25
24955	WM Grainger Inc	268-80-342-6899	12/07/95	100-106.00	260.55	106-612.00	260.55
24956	Xerox Corp	Inv 049087448	12/07/95	100-106.00	106.00	103-726.00	106.00
24957	Zee Service Company	Inv 72-375401	12/07/95	100-106.00	41.20	251-612.00	41.20
24959	Associated Bag Company	Inv N585136	12/14/95	100-106.00	131.46	106-612.00	131.46
24960	Babin & Keusink	Nov Services	12/14/95	100-106.00	73.75	101-634.00	73.75
24961	C & K Market Inc	November Stmt	12/14/95	100-106.00	224.18	103-614.00	89.91
						106-626.00	62.56
						109-614.00	10.92
						150-606.00	60.79
24962	Clackamas Communications Inc	Misc Invoices	12/14/95	100-106.00	4,400.00	103-602.00	126.00
						103-606.00	30.00
						201-606.00	140.00
						300-606.00	4,104.00
24963	Coastal Coffee Service	Inv 2596	12/14/95	100-106.00	22.80	109-614.00	22.80
24964	Commercial Landscape Supply	Inv 46320&46100	12/14/95	100-106.00	75.82	106-612.00	75.82
24965	Coos-Curry Electric	Nov Electric	12/14/95	100-106.00	3,212.89	106-662.00	185.18
						150-662.00	1,067.36
						201-662.00	1,415.78
						251-662.00	359.07
						252-662.00	185.50
24966	Tom Davis	Reimbursement	12/14/95	100-106.00	24.00	102-658.00	24.00
24967	DHR Child Support Unit	Garnishment	12/14/95	100-106.00	62.50	100-220.70	62.50
24968	DHR Child Support Unit	Garnishment	12/14/95	100-106.00	33.00	100-220.70	33.00
24969	Eric's Music	Mixer for Syst	12/14/95	100-106.00	62.00	109-606.00	62.00

City of Brookings
 CHECK REGISTER: CHECK # 24881 THRU 25060
 For The Month Ending: December 31, 1995 ** CLOSED **
 PRINTED: January 2, 1996 08:44:09

PAGE 4

CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
24970	1st Impressions	Inv 4220	12/14/95	100-106.00	149.85	107-602.00	149.85
24971	GTE Northwest	November Phone	12/14/95	100-106.00	1,758.59	101-664.00	23.17
						102-664.00	88.69
						103-664.00	417.37
						104-664.00	119.57
						105-664.00	150.47
						106-664.00	25.60
						201-664.00	132.88
						202-664.00	120.80
						252-664.00	227.52
						300-664.00	452.52
24972	Hach Co	Inv 257827	12/14/95	100-106.00	52.60	252-652.00	52.60
24973	ICMA-RT 457 c/o 1st Ntl Bnk MD	Def Comp Cont	12/14/95	100-106.00	655.00	100-220.70	655.00
24974	Kenrick Technologies, Inc	Software	12/14/95	100-106.00	8,790.00	109-606.00	8,790.00
24975	Lab Safety Supply Inc	Inv 58211580	12/14/95	100-106.00	105.55	252-606.00	105.55
24976	Mallory Company	Inv 1132792-01	12/14/95	100-106.00	38.98	106-612.00	38.98
24977	Motorola Inc	Inv 50318734	12/14/95	100-106.00	901.50	300-606.00	901.50
24978	National Firefighter Corp	Inv 017400	12/14/95	100-106.00	285.00	150-606.00	95.00
						201-612.00	95.00
						251-612.00	95.00
24979	Office of the Trustee	Garnishment	12/14/95	100-106.00	72.50	100-220.70	72.50
24980	OHFOA	Renewal-Shields	12/14/95	100-106.00	50.00	107-660.00	50.00
24981	Oregon Department of Revenue	State W/H Tax	12/14/95	100-106.00	2,705.21	100-220.30	2,705.21
24982	Paramount Pest Control Inc	Inv 29280	12/14/95	100-106.00	28.00	103-614.00	28.00
24983	Guinlan Publishing Co	BPLB 4453461	12/14/95	100-106.00	69.78	105-602.00	69.78
24984	Ramcell of Oregon	Inv 9297	12/14/95	100-106.00	497.44	102-664.00	119.01
						103-664.00	323.02
						104-664.00	55.41
24985	Sea Cove Training Center	Nov Services	12/14/95	100-106.00	287.50	106-626.00	287.50
24986	South Coast Office Supply	Inv 56829-0	12/14/95	100-106.00	157.70	101-612.00	157.70
24987	Chris Gilmore	Serv Dep Refund	12/14/95	100-106.00	22.83	200-134.00	22.83
24988	Victoria E Marsh	Serv Dep Refund	12/14/95	100-106.00	46.71	200-134.00	46.71
24989	Meredith Haynes	Serv Dep Refund	12/14/95	100-106.00	7.64	200-134.00	7.64
24990	Bay Area Rehab Center	Serv Dep Refund	12/14/95	100-106.00	7.03	200-134.00	7.03
24991	Lonnie Averett	Serv Dep Refund	12/14/95	100-106.00	39.36	200-134.00	39.36
24992	James F Schreiber	Serv Dep Refund	12/14/95	100-106.00	31.48	200-134.00	31.48
24993	Jamell Van DeHey	Serv Dep Refund	12/14/95	100-106.00	13.96	200-134.00	13.96
24994	Sylvia Bone	Serv Dep Refund	12/14/95	100-106.00	7.96	200-134.00	7.96
24995	June Jones	Serv Dep Refund	12/14/95	100-106.00	16.98	200-134.00	16.98
24996	Scott/Christine Sanders	Serv Dep Refund	12/14/95	100-106.00	3.80	200-134.00	3.80
24997	Judi Whitney	Serv Dep Refund	12/14/95	100-106.00	21.93	200-134.00	21.93
24998	Mike Mahar	Serv Dep Refund	12/14/95	100-106.00	35.59	200-134.00	35.59
24999	Bradley & Jeraldine Raymond	Serv Dep Refund	12/14/95	100-106.00	31.42	200-134.00	31.42
25000	Tamara Pettinger	Serv Dep Refund	12/14/95	100-106.00	24.62	200-134.00	24.62
25001	John N Reid	Serv Dep Refund	12/14/95	100-106.00	60.00	200-134.00	60.00
25002	Don Sowa	Serv Dep Refund	12/14/95	100-106.00	16.19	200-134.00	16.19
25003	Sandra McGuire	Serv Dep Refund	12/14/95	100-106.00	36.49	200-134.00	36.49
25004	Allen Tagliaferri	Serv Dep Refund	12/14/95	100-106.00	47.74	200-134.00	47.74
25005	Earl & Michelle Tiano-Mohr	Serv Dep Refund	12/14/95	100-106.00	17.39	200-134.00	17.39
25006	Bill & Darlene Frame	Serv Dep Refund	12/14/95	100-106.00	59.04	200-134.00	59.04
25007	Carina Borhemann	Serv Dep Refund	12/14/95	100-106.00	6.17	200-134.00	6.17
25008	Vic Williams	Serv Dep Refund	12/14/95	100-106.00	45.00	200-134.00	45.00

City of Brookings
CHECK REGISTER: CHECK # 24881 THRU 25060
For The Month Ending: December 31, 1995 ** CLOSED **
PRINTED: January 2, 1996 08:44:09

PAGE 5

CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
25009	Mary Lou Rodriguez	Serv Dep Refund	12/14/95	100-106.00	30.77	200-134.00	30.77
25010	Jane Lant	Serv Dep Refund	12/14/95	100-106.00	26.00	200-134.00	26.00
25011	Edward W Cooke	Serv Dep Refund	12/14/95	100-106.00	19.25	200-134.00	19.25
25012	Betty Castillo	Serv Dep Refund	12/14/95	100-106.00	36.67	200-134.00	36.67
25013	TNT Reddaway Truck Line	Inv #506024330	12/14/95	100-106.00	38.00	150-606.00	12.67
						201-612.00	12.67
						251-612.00	12.66
25014	Trace Analytics Inc	Air Test Kit	12/14/95	100-106.00	225.00	104-624.00	225.00
25015	U S Bank	Fed W/H Tax	12/14/95	100-106.00	11,767.98	100-220.10	7,157.76
						100-220.20	4,610.22
25016	Donna VanNest	Reimbursement	12/14/95	100-106.00	44.08	102-658.00	19.25
						109-686.00	24.83
25017	Western Mercantile Inc	Garnishment	12/14/95	100-106.00	68.55	100-220.70	68.55
25018	9-1-1 Management Service	Inv 951102	12/14/95	100-106.00	1,393.29	300-658.00	1,393.29
25020	Doug Alexander	Reimbursement	12/21/95	100-106.00	59.00	104-606.00	14.00
						105-658.00	45.00
25021	Babin & Keusink	Nov Statement	12/21/95	100-106.00	84.00	101-634.00	84.00
25022	Becco Inc	Dec Maint/B171	12/21/95	100-106.00	443.85	105-602.00	143.85
						107-612.00	300.00
25023	Brookings Union 76	Nov Statement	12/21/95	100-106.00	5.30	103-606.00	5.30
25024	Budge-McHugh Supply Co	Inv 1205461-01	12/21/95	100-106.00	186.50	201-612.00	93.25
						251-612.00	93.25
25025	Colvin Oil	Inv 634159	12/21/95	100-106.00	524.30	252-612.00	524.30
25026	Coos-Curry Electric	Nov Electric	12/21/95	100-106.00	1,030.80	106-662.00	587.43
						150-662.00	113.21
						251-662.00	330.16
25027	John Cowan	Reimbursement	12/21/95	100-106.00	280.00	252-658.00	280.00
25028	Curry Equipment	Inv 21230	12/21/95	100-106.00	19.60	104-606.00	19.60
25029	D & H Chevron	Nov Statement	12/21/95	100-106.00	220.25	103-606.00	55.30
						251-606.00	82.48
						252-606.00	82.47
25030	1st Impressions	4211,4212 &4213	12/21/95	100-106.00	833.10	107-602.00	211.59
						109-602.00	621.51
25031	First Trust Nat'l Association	Ser#1989,BI2384	12/21/95	100-106.00	30,990.00	600-822.00	30,000.00
						600-824.00	990.00
25032	First Trust Nat'l Association	Ser#1990,BI2383	12/21/95	100-106.00	74,422.50	700-822.00	70,000.00
						700-824.00	4,422.50
25033	Grants Pass Water Lab	Nov Service	12/21/95	100-106.00	122.50	201-612.00	122.50
25034	GTE Northwest	Nov Phone	12/21/95	100-106.00	25.00	102-664.00	6.25
						103-664.00	6.25
						104-664.00	6.25
						105-664.00	6.25
25035	Bob Hagbom	Reimbursement	12/21/95	100-106.00	207.13	102-658.00	207.13
25036	Hughes Fire Equipment Inc	Inv 951519	12/21/95	100-106.00	76.18	104-606.00	76.18
25037	Jerry Conant Janitorial	Dec Clean Serv	12/21/95	100-106.00	500.00	109-644.00	500.00
25038	League of Oregon Cities Trust	Jan Premium	12/21/95	100-106.00	39.00	103-654.00	17.00
						104-654.00	22.00
25039	Leatherman Tool Company	Inv INV30857	12/21/95	100-106.00	416.86	201-612.00	208.43
						251-606.00	208.43
25040	Leo Lightle	Reimbursement	12/21/95	100-106.00	50.61	105-658.00	50.61
25041	L N Curtis and Sons	Dec Purchases	12/21/95	100-106.00	2,946.22	104-606.00	73.22
						104-726.00	2,873.00

City of Brookings
 CHECK REGISTER: CHECK # 24881 THRU 25060
 For The Month Ending: December 31, 1995 ** CLOSED **
 PRINTED: January 2, 1996 08:44:09

PAGE 6

CHECK #	PAID TO	DESCRIPTION	DATE	CR ACCOUNT	CR AMOUNT	ALLOC ACCT	ALLOC AMOUNT
25042	National Judicial College	Reg Fee-Sanders	12/21/95	100-106.00	700.00	101-658.00	700.00
25043	OSU Extension-MG	Reg Fee-Lentz	12/21/95	100-106.00	50.00	106-658.00	50.00
25044	Pacific Utility Equipment	Inv 69520	12/21/95	100-106.00	99.04	150-606.00	99.04
25045	PERS - Retirement	Cont 12/15/95	12/21/95	100-106.00	5,591.37	100-220.80	5,591.37
25046	Petty Cash	Reimbursement	12/21/95	100-106.00	122.02	102-602.00	2.98
						102-658.00	6.50
						103-602.00	7.23
						103-658.00	4.25
						104-602.00	22.01
						109-614.00	79.05
25047	Petty Cash	Reimbursement	12/21/95	100-106.00	36.82	109-624.00	4.47
						109-686.00	4.47
						150-628.00	9.65
						202-612.00	5.94
						202-658.00	5.18
						251-612.00	3.11
						252-612.00	4.00
25048	Pitney Bowes	Inv X508860	12/21/95	100-106.00	85.00	109-606.00	85.00
25049	Port of Brookings Harbor	Refund Overpay	12/21/95	100-106.00	166.67	201-646.00	166.67
25050	Postmaster	Postage	12/21/95	100-106.00	500.00	201-602.00	250.00
						251-602.00	250.00
25051	Wayne Sheffel	Reimbursement	12/21/95	100-106.00	38.11	103-614.00	38.11
25052	The Phone Connection	Inv 4788	12/21/95	100-106.00	49.95	102-606.00	49.95
25053	T J Bossard Inc	Inv 5158	12/21/95	100-106.00	325.61	150-646.00	325.61
25054	United Pipe & Supply Co Inc	Inv 3210224	12/21/95	100-106.00	1,154.44	201-612.00	1,154.44
25055	U S Bank - Visa	Nov Statement	12/21/95	100-106.00	2,941.50	102-602.00	169.99
						102-606.00	35.53
						102-658.00	2,286.22
						103-602.00	(25.52)
						103-606.00	100.08
						103-658.00	375.20
25056	U S Bank - Visa	Nov Statement	12/21/95	100-106.00	1,069.19	105-658.00	316.08
						107-658.00	250.24
						109-602.00	38.13
						109-614.00	59.97
						109-686.00	404.77
25057	Viking Office Products	939778 & 939810	12/21/95	100-106.00	113.25	109-602.00	97.47
						150-606.00	5.26
						201-602.00	5.26
						251-602.00	5.26
25058	Xerox Corp	Inv 049260515	12/21/95	100-106.00	345.05	109-606.00	345.05
25059	Oregon Health Division	Cert-Ingwerson	12/22/95	100-106.00	40.00	202-658.00	40.00
25060	Oregon Health Division	Cert-Kelley	12/26/95	100-106.00	40.00	202-658.00	40.00
					237,440.77		237,440.77

*** END OF REPORT ***

m e m o r a n d u m

TO: Mayor
City Council

FROM: Tom Weldon, City Manager

Tom

**SUBJECT: REQUEST FOR AUTHORIZATION TO PURCHASE ARCHIVING
EQUIPMENT FOR CITY RECORDS**

DATE: January 5, 1996

For quite some time Donna has been researching archiving methods for the City's paper records. Attached is information on a system we believe will solve our paper problems and safeguard our City's history.

The Canon Canofile 510 Desktop Electronic Filing System is simply a computerized scanner which will organize our files onto optical disks. We will be able to eliminate most of our space consuming filing cabinets and we will have an efficient method of archiving our important records. We are recommending purchase of the Phase II of the system, the "Canofile/PC Combination". This system can be expanded and networked at a later date if the Council wishes.

Oregon Micro-Imaging came to Brookings in November and gave us a full demonstration of the equipment after we had observed it at the League of Oregon Cities.

There are no other companies in Oregon that sell this type of scanning equipment.

\$12,000 is available in the budget. As you can see from the offer from Oregon Micro-Imaging, they are willing to accept the \$12,000 this fiscal year and another \$8,000 next fiscal year for the total cost of the equipment.

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

X.B. 1

Canon

VIEWING
OPTIONS

Canofile 510

Canon's years of experience and expertise in the desktop

electronic filing industry have revolutionized document

management in today's offices, providing both higher efficiency

and greater convenience. The new Canofile 510 (CF510), a

compact all-in-one unit, features a built-in high-speed scanner,

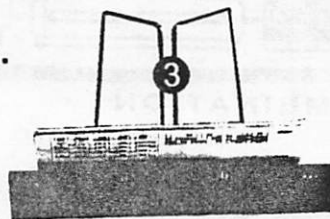
full image display, and high-capacity optical disk drive.

The CF510 offers instant storage & retrieval, as well as

comfortable viewing and permanent printing with the

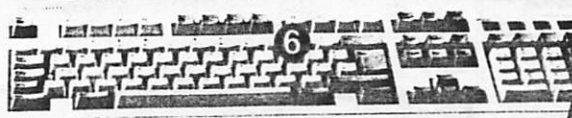
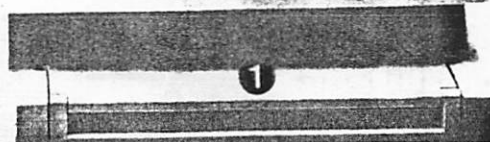
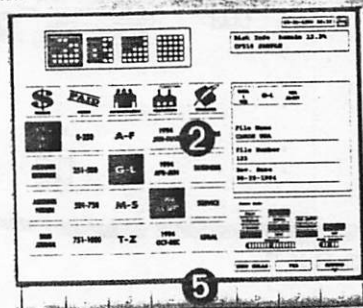
exclusive Canon Fileprint 100/300 laser printers.

Flexible "Index Cells"
are the Canofile 510's
equivalent of
file drawers.



Canon

Canofile 510



- 1 Fast and Versatile Scanning
- 2 Large Image Display
- 3 Convenient Stacker
- 4 Built-in Optical Disk Drive
- 5 Quick Function Selection
- 6 Comfortable Indexing & Retrieval
- 7 Fast, High Quality Printing

Documents stored on the
Canofile 510 can be viewed as
full pages...

Canon

Canofile 510



side by side double page
format...

Canon

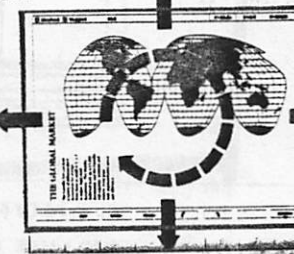
Canofile 510



...enlarged for close-up viewing
of portions of a page...

Canon

Canofile 510



...or scrolled vertically and
horizontally, as well as rotated
in increments of 90°

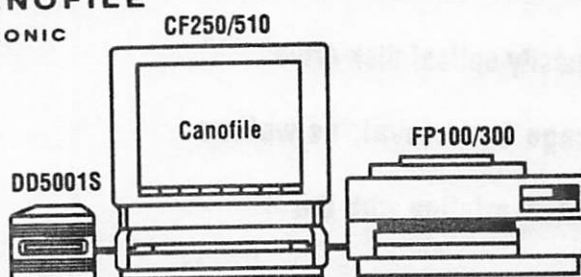


Document Management on the Canon Canofile

The Canon Canofile desktop electronic filing system has greatly changed office environments, and brought the convenience, space-savings, and versatility of document-storage and retrieval on optical disk to a wide variety of business settings. Canon offers 3-phase solutions so that offices of different types and sizes can enjoy the efficiency and benefits and choose which phase to begin.

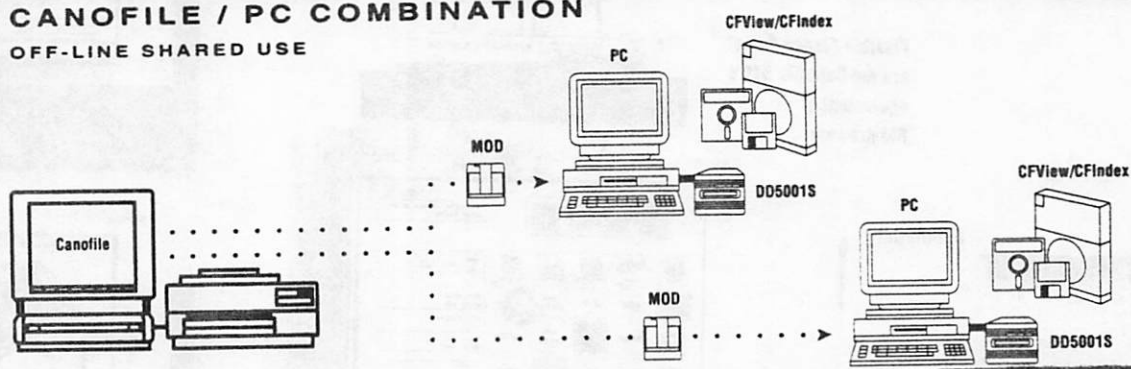
STAND-ALONE CANOFILE

SELF-CONTAINED ELECTRONIC
FILING SYSTEM



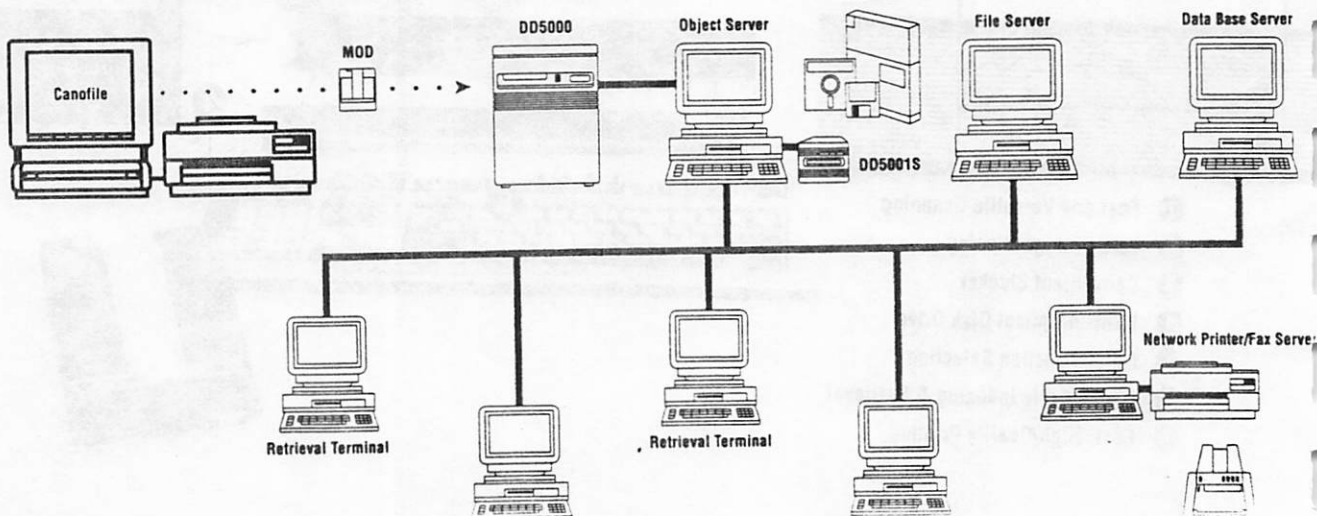
CANOFILE / PC COMBINATION

OFF-LINE SHARED USE



CANOFILE "NETWORK"

ON-LINE SHARED USE



21 PAGE



Oregon Micro-Imaging, Inc.

1790 West 11th Avenue
Eugene, Oregon 97402
☎ (503) 687-9585
FAX (503) 687-0304

December 5, 1995

Tom Weldon
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Tom:

Enclosed is the information that you requested regarding **CANON'S** Canofile 510 desktop filing system. **CANON**, who leads the world in document management technologies, offers a phased in approach to imaging that is both easy to use and affordable.

We wish to point out that Oregon Micro-Imaging, Inc. is willing to deliver this system to the City of Brookings in January 1996. We would bill you \$12,000.00 at that time with the outstanding balance (with zero percent interest due) due in July 1996. This is a special one time offer that we offer this. We also can arrange Municipal type leasing. Please contact us if this is of interest to you.

Also, we have included a copy of a bid request and the resulting purchase order, awarded Oregon Micro-Imaging, Inc. from Salem Keizer School District. It is our understanding that this satisfies any requirement for you to go through the procedure again (this is exactly what the City of Lebanon did).

The Canofile 510 system can be used as a stand-alone system to scan, store and retrieve your documents. In phase two the Canofile 510 may be expanded to allow information that has been scanned to be retrieved on "remote" PC's, with little or no additional hardware investment! In phase three, the Canofile 510 offers full network compatibility.

CANON'S long term commitment to quality, competitive pricing and continued service promises you years of satisfied use and support.

Sincerely,

Gerald Lee
Records Management Specialist

CUSTOMER REFERENCE LIST
(partial listing)

FIRST AMERICAN TITLE

CASCADE TITLE

SALEM KEIZER SCHOOLS

THE CITY OF LEBANON

OREGON STATE POLICE

EVERGREEN FEDERAL BANK

KLAMATH FIRST FEDERAL BANK

ALBANY GENERAL HOSPITAL

SOUTH UMPQUA STATE BANK

NATIONAL SECURITY BANK

WILLAMETTE VALLEY TITLE

CALIFORNIA/OREGON BROADCASTING, INC. (KOBI T.V)

JACKSON COUNTY PLANNING DPRT.

MARION COUNTY PLANNING

NORTH LINCOLN HOSPITAL

TILLAMOOK HOSPITAL

OREGON EMPLOYEES UNION

FEDERAL METALS CREDIT UNION

RESOLUTION NO. 96-R-600

A RESOLUTION EXEMPTING FROM COMPETITIVE BIDDING THE PURCHASE OF A CANON CANOFILE 510 DESKTOP ELECTRONIC FILING SYSTEM FOR THE CITY OF BROOKINGS.

The Common Council of the City of Brookings finds as follows:

- 1. The City of Brookings is in need of an archiving system for the City's paper records.**
- 2. At the present time the City's paper records are being stored in every available corner of City Hall, including the Mayor's office and the attic, and there is no room left for storage.**
- 3. Scanning the City's paper records onto an optical disk via a computer is space saving in that it will eliminate many file cabinets.**
- 4. Scanning the City's paper records onto an optical disk via a computer is an effective method to safeguard the City's history and to make it readily retrievable for use as needed.**
- 5. The Canon Canofile 510 Desktop Electronic Filing System will solve the City's storage and retrieval problems. This image filing system will scan, file and sort the City's paper records onto computer optical disks and allow immediate retrieval.**
- 6. Oregon Micro-Imaging, Inc., Eugene, Oregon, is the only company in Oregon that sells this type of equipment. Exempting purchase of a Canon Canofile 510 Desktop Electronic Filing System from the competitive bidding process will result in substantial cost savings to the City and will not encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts.**

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

X.B.I.

The purchase of a Canon Canofile 510 Desktop Electronic Filing System for the City of Brookings as identified herein is exempted from competitive bidding set out in ORS chapter 279 and the City's Resolution No. 92-R-539.

Passed by the council and signed by the Mayor this 10th day of January, 1996.

Tom Davis
Mayor

ATTEST:

Beverly S. Shields
City Finance Director/Recorder

MAYOR DAVIS WILL PRESENT HIS
"STATE OF THE CITY"
MESSAGE DURING THE COUNCIL MEETING.

XII.A.1

BROOKINGS MUNICIPAL COURT MONTHLY REPORT

DECEMBER 1995

	<u>BAILS</u>	<u>TRAFFIC</u>	<u>OTHERS</u>	<u>DUII CON</u>	<u>DUII DIV</u>	<u>TOTALS</u>
COLLECTED	<u>\$500.00</u>	<u>\$1,973.00</u>	<u>\$535.00</u>	<u>\$495.00</u>	<u>\$125.00</u>	<u>\$3,628.00</u>
FINES	\$0.00	\$1,101.00	\$401.00	\$321.00	\$43.00	\$1,866.00
COSTS	\$0.00	\$90.00	\$0.00	\$30.00	\$0.00	\$120.00
PA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LEMA	\$0.00	\$29.00	\$9.00	\$0.00	\$0.00	\$38.00
INTX	\$0.00	\$0.00	\$0.00	\$100.00	\$4.00	\$104.00
D.M.V.	\$0.00	\$0.00	\$0.00	\$14.00	\$0.00	\$14.00
M.H.	\$0.00	\$0.00	\$0.00	\$0.00	\$78.00	\$78.00
SA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COUNTY	\$0.00	\$279.00	\$100.00	\$30.00	\$0.00	\$409.00
ATC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CFAA	\$0.00	\$424.00	\$25.00	\$0.00	\$0.00	\$449.00
REST.	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
DUE CITY						\$1,986.00
REFUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of December, 1995

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
3	Single Family Dwelling	\$1,689.00	\$1,097.00	\$84.45	\$7,671.00	\$454,963.00	45	\$5,460,126.77	45	\$5,220,311.00
2	Single Family Addition	\$197.00	\$95.00	\$9.85	\$0.00	\$25,590.00	30	\$344,725.42	39	\$387,866.00
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	24	\$242,426.60	14	\$119,720.00
1	Two Family Residential	\$570.50	\$142.00	\$28.53	\$4,252.00	\$154,370.00	9	\$1,495,581.00	9	\$1,439,135.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$345,673.00	1	\$249,938.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$54,455.00	8	\$558,742.00
1	Commercial Addition-Change	\$68.50	\$45.00	\$3.43	\$424.00	\$7,500.00	24	\$517,969.60	29	\$130,080.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$675,659.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	9	\$40,300.00	1	\$2,500.00
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	7	\$0.00	4	\$0.00
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$9,300.00	11	\$23,749.00
7	Total Building Permits	\$2,525.00	\$1,379.00	\$126.25	\$12,347.00	\$642,423.00	154	\$8,510,557.39	162	\$8,807,700.00

7	Mechanical Permits	\$174.50	N/A	\$8.73		N/A	35	N/A		N/A
---	--------------------	----------	-----	--------	--	-----	----	-----	--	-----

7	Plumbing Permits	\$190.40		\$9.52	\$0.00	N/A	49	N/A		N/A
---	------------------	----------	--	--------	--------	-----	----	-----	--	-----

0	Manufactured Home Permits	\$0.00		\$0.00	\$0.00	N/A	0	N/A		N/A
---	---------------------------	--------	--	--------	--------	-----	---	-----	--	-----

21	TOTAL PERMITS	\$2,889.90	\$1,379.00	\$144.50	\$12,347.00	\$642,423.00	238	\$8,510,557.39		\$8,807,700.00
----	---------------	------------	------------	----------	-------------	--------------	-----	----------------	--	----------------

During the Month of December, 1995, permits were issued for 4.6 new sewer connections. The City of Brookings
 now has 451.21 EDU Units connected to the Brookings Wastewater System.

KENT OWENS
Police Chief

POLICE DEPARTMENT

City of Brookings
898 Elk Drive
Brookings, Oregon 97415
(503) 469-3118



TO: Tom Weldon
FROM: Kent Owens
SUBJECT: Employee of the season
DATE: January 4, 1996

I would like to recommend Officer Curt Fox as employee of the season for the work he has done as the School Recourse Officer at school district 17-C. Curt was assigned to work for the school district at the beginning of the school year. I have received many comments about the way Curt communicates with the youth at the school. Recently I received a letter signed by the faculty of both the middle and high schools commenting on the fine job Officer Fox is doing in that assignment.

Officer Fox went to work as a patrol officer for the City of Brookings in January 1982.

Curt has a wife, Mary, and two sons, Nathan, who started college this year and John who is still in high school.

Working with the youth today as a police officer in their school is difficult to say the least. Officer Fox has taken the challenge and won their respect and support.

Kent Owens