



MINUTES

**CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
April 13, 1992
7:00 p.m.**

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Council Present: Mayor Fred Hummel, Councilors Nancy Brendlinger, Mary Jane Brimm, Larry Curry, Tom Davis

Staff Present: City Manager Dennis Cluff, Administrative Assistant Donna Van Nest, City Attorney Mike Gillespie, Community Development Director Leo Lightle, Treatment Plants Chief Operator Paul Strader

Media Present: Bill Schlichting, Curry Coastal Pilot; Larry Goodman, KCRE; Marge Barrett, KURY

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

1. Proclamation - "Alcohol Awareness Month in Brookings"

Mayor Hummel proclaimed the month of April as "Alcohol Awareness Month in Brookings".

V. PUBLIC HEARINGS

1. **Proposal to move bonded indebtedness from utility bills to tax bills (This agenda item was proposed to establish a date for a public hearing)**

City Manager Dennis Cluff advised that conversion of sewer and water bonded indebtedness from utility bills to property taxes is allowed because both were approved as General Obligation Bonds. Since they were prior to Measure 5 and also voter approved, they would not be included within the \$10 tax limitation. Since this is an issue that will impact taxes and in effect redistribute the cost of this bonded indebtedness to some extent, Mr. Cluff suggested that council hold at least one public meeting on the issue for public input and information.

Councilor Davis moved to set a town hall meeting for May 21, 1992 at 7:00 p.m. to discuss the conversion of sewer and water bonded indebtedness from utility bills to property taxes, 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; town hall meeting set for May 21, 1992 at 7:00 p.m. to discuss the conversion of sewer and water bonded indebtedness from utility bills to property taxes.

VI. SCHEDULED PUBLIC APPEARANCES

1. **Harbor Sanitary District Board of Directors**

Manville Heisel, representing Harbor Sanitary District, requested assistance from the city in planning a possible sewage treatment plant in Harbor. Mr. Heisel also requested that the city consider mediation prior to arbitration in the problems arising from the monies owed to the city by the district. Mr. Heisel also requested more communication between the city and the district.

Councilor Davis suggested a committee be formed to discuss matters between the city and the district.

Mayor Hummel suggested that the Sewage Rate Committee be utilized for that purpose.

Councilor Brendlinger suggested joint work sessions to iron out the problems.

Councilor Davis moved to form a sub-committee made up of two members of the council and two members of the district to set up means of communications between the two entities. The motion died for lack of a second.

Councilor Brendlinger moved to begin holding joint city/district work sessions after the arbitration matter is settled, which motion was seconded by Councilor Brimm.

Following further discussion, Mayor Hummel moved to amend the original motion to begin the work sessions at any time, which motion was seconded by Councilor Davis. The clerk called the roll with the following results:

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

Nays: None

Motion carried; original motion amended to read that the joint City of Brookings/Harbor Sanitary District work sessions will start at any time they can be set up.

The clerk called the roll on the original amended motion, with the following results:

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

Nays: None

Motion carried; joint work sessions between the City of Brookings and the Harbor Sanitary District will be set up on a bi-monthly basis if the District so desires, with the District calling for the first meeting date.

VII. REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

None

VIII. CONSENT CALENDAR

A. Approval of Council Meeting Minutes

1. **March 23, 1992 Regular Council Meeting**
2. **April 6, 1992 Special Council Meeting**

B. Request for Payment None

C. Change Orders

1. **Change Order No. 7 - Dawson Tract Water and Sewer Improvements Project - Schedule "A" - James W. Fowler Company**

Change Order No. 7 for the Dawson Tract Water and Sewer Improvements Project - Schedule "A", requested by James W. Fowler Company, is the final revised contract sum which incorporates the previous seven change orders into the original contract and decreases the original contract sum by \$50,120.38.

2. **Change Order No. 8 - Dawson Tract Water and Sewer Improvements Project - Schedule "D" - James W. Fowler Company**

Change Order No. 8 for the Dawson Tract Water and Sewer Improvements Project - Schedule "D", requested by James W. Fowler Company is to delete Bid Schedule Item No. 1.6, 125 yards of rock excavation @ \$50.00 per cubic yard.

3. **Change Order No. 3 - Dawson Tract Water and Sewer Improvements Project - Schedule "C" - Horton Brothers, Inc.**

Change Order No. 3 for the Dawson Tract Water and Sewer Improvements Project - Schedule "C", requested by Horton Bros., Inc., is the final revised contract sum which incorporates the previous three change orders into the original contract and decreases the original contract sum by \$55,257.57.

D. Approval of Vouchers \$183,974.28

(end Consent Calendar)

Councilor Brendlinger requested that the minutes of the March 23, 1992 and the April 6, 1992 minutes be removed from the Consent Calendar in order to add language to the golf lease item.

Councilor Davis moved to approve the Consent Calendar, 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; Consent Calendar consisting of:

C. Change Orders

- 1. Change Order No. 7 - Dawson Tract Water and Sewer Improvements Project - Schedule "A" - James W. Fowler Company**
- 2. Change Order No. 8 - Dawson Tract Water and Sewer Improvements Project - Schedule "D" - James W. Fowler Company**
- 3. Change Order No. 3 - Dawson Tract Water and Sewer Improvements Project - Schedule "C" - Horton Brothers, Inc.**

D. Approval of Vouchers \$183,974.28

adopted.

IX. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Ordinances

1. **Ordinance No. 92-O-481.A - An ordinance amending Ordinance No. 91-O-481 (Brookings Harbor Golf Board)**

Section 1.00 of Article 6 of the Golf Course Lease Agreement calls for the Golf Board to act as a Design Review Board, to assure that the golf course meets the community's needs. The proposed Ordinance No. 92-O-481.A adds a section to the Golf Board ordinance calling for a Design Review Board.

Administrative Assistant Donna Van Nest read Ordinance No. 92-O-481.A into the record in its entirety.

Councilor Davis moved to adopt Ordinance No. 92-O-481.A by first reading, which motion was seconded by Councilor Brendlinger. The clerk called the roll with the following results:

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

Nays: None

Motion carried; Ordinance No. 92-O-481.A adopted by first reading.

Administrative Assistant Donna Van Nest read Ordinance No. 92-O-481.A into the record by title only.

Councilor Davis moved to adopt Ordinance No. 92-O-481.A by second reading, 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; Ordinance No. 92-O-481.A - An ordinance amending Ordinance No. 91-O-481 (Brookings Harbor Golf Board) adopted by second reading. [Effective May 12, 1992]

B. Resolutions None

X. COMMITTEE REPORTS

A. Planning Commission None

B. Parks and Recreation Commission

Parks and Recreation Commission Chairman Steve O'Brien read a prepared report from the Parks and Recreation Commission, which report did contain recommendations. That report is hereby made a part of these minutes. **No formal action taken.**

C. Golf Board None

D. Chamber of Commerce

Les Cohen, Manager, thanked the council for the contribution of \$500 to send reps to the PFMC meeting in San Francisco.

He also thanked City Manager Dennis Cluff, Community Development Director Leo Lightle and Councilor Tom Davis for speaking at the chamber of commerce luncheon concerning the upcoming bond election.

Mr. Cohen asked that the fountain area be spruced up prior to the Azalea Festival.

XI. STAFF REPORTS

A. Community Development Director

- 1. Acceptance of Bargain and Sale Deed - Lee G. and Fern I. Van Duzee**

Community Development Director Leo Lightle explained that this is a deed granting additional right-of-way on Dawson Road, requested as a condition of approval of a minor partition.

Councilor Davis moved to accept the Bargain and Sale Deed for additional right-of-way on Dawson Road, from Lee G. and Fern I. Van Duzee, which motion was seconded by Councilor Brimm. The clerk called the roll with the following results:

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

Nays: None

Motion carried; Bargain and Sale Deed for additional right-of-way on Dawson Road, from Lee G. and Fern I. Van Duzee, accepted.

- 2. Request for letter of dedication of water service - Assessor's Map 40-13-32B, Tax Lot 1000 - John Lamar, PLS**

Community Development Director Leo Lightle explained that the developers of the requested minor partition to the county who are requesting commitment for water, originally installed the waterline and reservoir to serve the property. The property is within the UGB.

Councilor Brendlinger moved to authorize staff to write a letter committing water service to Assessor's Parcel Map 40-13-32B, Tax Lot 100, as requested by John Lamar, PLS, to serve three lots including the original lot, subject to water capacity at the time of the actual request for each individual lot to be served water, which motion was seconded by Councilor Davis. The clerk called the roll with the following results:

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

Nays: None

Motion carried; staff authorized to write a letter committing water service to Assessor's Parcel Map 40-13-32B, Tax Lot 100, as requested by John Lamar, PLS, to serve three lots including the original lot, subject to water capacity at the time of the actual request for each individual lot to be served water.

3. Request for letter of dedication of water service - Proposed 3rd addition to Marina Heights Subdivision - John Lamar, PLS

Community Development Director Leo Lightle explained that the developers of proposed 3rd addition to the Marina Heights Subdivision, who are requesting commitment for water, originally installed the waterline and reservoir to serve the property.

Councilor Davis moved to authorize staff to write a letter committing water service to the proposed 3rd addition of the Marina Heights Subdivision, as requested by John Lamar, PLS, subject to water capacity at the time of the actual request for each individual lot to be served water, which motion was seconded by Councilor Brendlinger. The clerk called the roll with the following results:

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

Nays: None

Motion carried; staff authorized to write a letter committing water service to the proposed 3rd addition to the Marina Heights Subdivision, as requested by John Lamar, PLS, subject to water capacity at the time of the actual request for each individual lot to be served water.

4. Request to accept pump stations 2, 3, 4, and 5 of the Dawson Tract/Oregon Driftwood Shores/West Harris Heights Local Improvement District

Community Development Director Leo Lightle advised that an inspection of the unfinished facilities for the Dawson Tract/Oregon Driftwood Shores/West Harris Heights Local Improvement District project was made on April 9, 1992, by John Lostra, Corp of Army Engineers; Leo Lightle, Community Development Director, City of Brookings; Paul Strader, Chief Treatment Plant Operator, City of Brookings; and Richard Nored, H.G.E. Engineering, the city's engineer. The project was deemed substantially complete with a small final punch list.

Councilor Davis moved to accept the sewerline and pump stations 2, 3, 4, and 5 of the Dawson Tract/Oregon Driftwood Shores/West Harris Heights Local Improvement District, as substantially complete, 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; sewerline and pump stations 2, 3, 4, and 5 of the Dawson Tract/Oregon Driftwood Shores/West Harris Heights Local Improvement District, accepted as substantially complete.

B. Police Department None

C. City Manager None

D. City Attorney

1. **City Attorney Mike Gillespie discussed new Ethics Commission rules with the council.**

City Attorney Mike Gillespie requested direction in the matter of the arbitration with Harbor Sanitary District. Mr. Gillespie suggested seeking a single arbitrator rather than three arbitrators, as outlined in the Memo of Understanding.

Councilor Davis moved to authorize the city attorney to pursue an agreement by which one arbitrator would be retained for the purpose of arbitrating the differences between the City of Brookings and the Harbor Sanitary District, 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; city attorney to pursue an agreement by which one arbitrator would be retained for the purpose of arbitrating the differences between the City of Brookings and the Harbor Sanitary District.

XII. REMARKS FROM MAYOR AND COUNCILORS

A. Mayor None

B. Council

1. **Councilors Davis and Brendlinger presented the council with a memo which suggested modifications to the Deferred Improvement Agreements for School District 17C.**

2. The council agreed to hold town hall meetings to discuss the upcoming bond election and to answer questions from citizens. The meetings will be tentatively held on April 30 and May 14 at the high school auditorium, if it is available.

RECESS Mayor Hummel recessed the regular council meeting at 8:47 p.m. to convene an Executive Session under ORS 192.660 (1)d) to consult with the labor negotiator, and under 192.660 (1)(h) to consult with legal counsel concerning pending litigation.


EXECUTIVE SESSION ORS 192.660(1)(d) [Labor Negotiator Consultation]
ORS 192.660(1)(h) [Consult with Legal Counsel]

RECONVENE - Mayor Hummel reconvened the regular council meeting at 9:17 p.m.

XIII. ADJOURNMENT


Councilor Davis moved to adjourn, which motion was seconded by Councilor Curry; **motion carried unanimously.**

Mayor Hummel adjourned the meeting at 9:18 p.m.



Fred Hummel
Mayor

ATTEST:



Beverly S. Shields
City Recorder

CITY OF BROOKINGS
PARKS AND RECREATION COMMISSION

APRIL 13, 1992
REPORT TO CITY COUNCIL

The Brookings Parks and Recreation Commission has made a lot of progress over the last two months. With the addition of new commissioners bringing us back to a full commission. We have really been busy. As most of you know, we are holding weekly work study sessions now.

The first area I would like to bring you up to date on is the work that is being done on the plans to acquire Azalea Park from the state. It was decided on March 18th that due to the time that was left before we turn over our impute and findings to you that we should break up into sub-committees. The PRC divided itself into 3 sub-committees to more efficiently address the three points necessary to complete the general plan required for the park acquisition. The following sub-committees were formed. Funding, Maintenance and Activities.

These sub-committees have been meeting separately once a week and have been reporting back to the PRC at the workstudy meetings.

The maintenance sub-committee is putting together information on hours per week and months to maintain Azalea Park as well as equipment needed and other information that might be useful in maintaining Azalea Park.

The goal of the Activities committee is to provide the City Council with a summary of the possible activities which may be included in the general plan. Existing information on possible activities includes results of a general survey conducted by the PRC in 1991 and impute already received by the PRC. The Committee recognized a lack of information from individual citizens. The bulk of impute received to date is from special interest groups, (softball leagues, soccer league, theatrical groups and etc). Impute from individuals will complement the existing impute and provide the Council with a better representation of public opinion. The committee decided to hold two public meetings to gather desired impute. The first meeting was held last Thurs night at the Brookings-Harbor High School. There were 15 citizens present at this meeting. The following information was gathered. More media coverage as people are not aware of these meeting.

Citizens volunteered to write letters to the Pilot about future stories, to contact the radio and TV stations and put out flyers. All of this has been done. Council member, Tom Davis, arranged radio time on KCRE last Sat morning. Tom and I went to Crescent City to talk about Azalea Park and the next public meeting at 7:00 PM April 14, 1992 in the Highschool. We were also given a half hour on KURY radio. We are hoping for a much bigger turn out at our next town meeting.

The Funding committee met and came up with a good list of ideas and ways Azalea Park could be funded as well as bring funds into the City at large. More information is being gathered.

The PRC is working on other projects including information on the Adopt a Park program. memorial and gift pamphlet. We are working closely with the LDS Church on Stout Park as well as what comes up from week to week. We would like to thank the Council for their support and help and a special thanks to council member Tom Davis for his impute and support. We would also like to thank the City staff for their support and help and commend them for the new work that has been done on Easy Manor Park. At this time we have several recommendations we would like to submit to the council.

MOTION:

Brookings Parks and Recreation Commission recommends to the city council implementation of a minimum maintenance plan for the operation of Bud Cross, Stout, Easy Manor, Bankus Fountain, Richard and Tanbark Parks.

BACKGROUND ON MOTION:

Numerous comments made to PRC members revealed that residents are concerned about taking on another park when they have not seen proper maintenance of existing city parks. To reduce their fear that Azalea may fall into the same neglect and to gain their support for the acquisition of Azalea, the PRC needs to recommend a general maintenance schedule to the council for possible implementation. A minimum maintenance standard would provide a level of maintenance that residents could rely on to enhance all of their city parks.

MINIMUM MAINTENANCE PLAN ON NEXT PAGE.

MINIMUM MAINTENANCE STANDARDS FOR CITY PARKS

For Tanbark and Richard Parks, implement "adopt a park" program. Solicit neighborhood volunteers to faithfully mow, trim and police the areas. Recognize the volunteers for their efforts.

For Bankus Fountain, the current level of maintenance is good. More attention could be given to weed removal among the fountain rocks. Weeds in the proposed lawn expansion area could be controlled until a lawn is established.

For Stout, Bud Cross, and Easy Manor Parks, an expected minimum maintenance level will enhance use and appreciation for the areas.

MOW AND TRIM:

Durning SEPT, OCT, NOV, DEC, JAN, once a month

Durning JUL, AUG, FEB, MAR, twice a month

Durning APR, MAY, JUN, weekly

Ball fields and irrigated areas may require additional mowing and trimming.

PRUNE VEGETATION:

Hazardous limbs and undesirable growth should be removed as needed to enhance growth and esthetics and reduce safety hazards. Control blackberry vines at Bud Cross and Stout by chemical or mechanical means.

GARBAGE AND LITTER:

Areas should be policed three times per week and increased to a daily policing durning high use periods.

RESTROOMS:

Restrooms need to be cleaned a minimum of three times per week and increased to a daily cleaning durning high use periods.

TABLES, BLEACHERS, PLAYGROUND EQUIPMENT

Tables and bleachers need to be inspected monthly and repaired as needed. Playground equipment needs to be inspected monthly for safety with special attention to pinch points, sharp edges, splinters, rust and etc.

MOTIONS:

MOTION 1: Parks and Recreation Commission recommends that the City Council adopt and implement a uniformed sign program for all city parks.

MOTION 2: Recommend that the design and style for park signs be chosen by holding a community contest.

MOTION 3: Recommend that the new signs be constructed and put up in parks that do not have existing signs first.

BACKGROUND ON MOTIONS:

The PRC has heard comments from residents that they as well as many others residents do not even know where existing park areas are. Members of the commission feel that having uniformed city park signs will help residents identify city parks more clearly. This would also help residents as well as citizens from out side the community make the connection that these are city parks. We feel that holding a contest on the design and style of city park signs will give residents another opportunity to become more involved. It was suggested that the contest run one month to six weeks. Possible idea for prize was one season pass to pool.

MOTION: Recommend that the City publish in the Pilot, Parks and Recreation agendas for up coming PRC meetings.

BACKGROUND ON MOTION:

Residents need to be aware of topics that will be discussed at our meetings so they can prepare for and be more aware of the issues we will be dealing with. Another reason is that residents were attending our work study meetings and thought they were just general meetings of the PRC. This problem has been corrected. The Pilot is now publishing work study meetings, sub committee meetings and our regular meetings as they come up each week.

MOTION: Recommend that the City pave or concrete area for the use of skate boarding in the lot next to City hall, and that this action be done as soon as possible.

BACKGROUND ON MOTION:

We could fill up 2 to 3 pages of background on this motion. The City has been dealing with this issue for over 2 years. A lot of progress has been made in providing space and equipment for skate boarding. We all know that when the pool opens the skateboard activities will have to go to another location. The time is here, not only is the pool gearing up to open, but Little League Baseball is here and they say they need the parking. There is the possibility that a private company will donate their time and material to pave or concrete this area. The local skateboarders are now holding monthly meetings and have future plans for fund raisers. There appears to be no current areas available for skateboarding that is already surfaced. Please give this recommendation careful thought and consideration before making your decision.