

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, May 8, 2017, 7:00pm

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies

1. Introduction of new Staff Member
2. Monarch City Proclamation [Pg. 3]
 - a. Proclamation [Pg. 6]
 - b. Monarch City Information [Pg. 7]
 - c. Cole Camp, Missouri article [Pg. 10]

E. Oral Requests and Communications from the audience

1. Public Comments on non-agenda items – 5 minute limit per person.*

F. Staff Reports

1. Azalea Park Tree Removal [Parks, Pg. 12]
 - a. History of Azalea Park [Pg. 17]
 - b. Native Azalea Condition Map [Pg. 18]
 - c. Cavendar Recommendations for Native Azaleas [Pg. 19]
 - d. Sample Scaling Ticket from Lundeen Road Tree Removal Project [Pg. 21]
 - e. Azalea Park Tree Removal Work Plan map [Pg. 22]
2. Cantilevered Deck over City Right of Way [Building, Pg. 23]
 - a. Right to Use ROW Permit & Inspection Application with narrative, sketch and photos [Pg. 25]
 - b. Hold Harmless Agreement and associated email [Pg. 30]
 - c. Section 3202.3.2 of the 2014 Oregon Structural Specialty Code [Pg. 32]
3. Refund of Permit Application Fees for Friends of Music [PWDS, Pg. 33]
 - a. Request for Refund [Pg. 34]
4. Chamber of Commerce Visitors' Map funding [City Recorder, Pg. 35]
 - a. Letter of Request [Pg. 36]
 - b. Proposal Evaluation [Pg. 38]
5. Fungi Fest funding [City Recorder, Pg. 39]
 - a. Event Proposal [Pg. 40]
 - b. Proposal Evaluation [Pg. 43]
6. Rock the Chetco funding [City Recorder, Pg. 44]
 - a. Event Proposal [Pg. 45]
 - b. Proposal Evaluation [Pg. 46]

G. Consent Calendar

1. Approve Council minutes for April 24, 2017 [Pg. 47]

2. Accept TPAC minutes for March 16, 2017 [Pg. 50]
3. Accept Parks & Rec minutes for February 23, 2017 [Pg. 52]

H. Informational Non-Action Items

1. April Vouchers [Pg. 53]
2. Vacant Committee Positions [Pg. 57]

I. Remarks from Mayor and Councilors

1. Council Liaison Reports

J. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

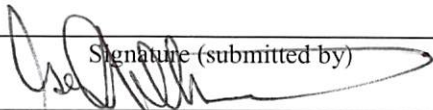
All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 8, 2017

Originating Dept: Councilor Triglia


Signature (submitted by)


City Manager Approval

Subject: Monarch City Designation for Brookings

Recommended Motions:

Motion to authorize Mayor Pieper to issue a Proclamation designating Brookings as a Monarch City and authorize the City to pay the \$350 Monarch City USA membership fee.

Financial Impact:

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

Councilor Dennis Triglia has proposed seeking designation of the City of Brookings as a “Monarch City” in recognition of local efforts to preserve and enhance habitat for the Monarch Butterfly. Triglia reports that there are a number of local Monarch Butterfly enthusiasts who are already engaged in this effort.

Cole Camp, Missouri was the first officially recognized Monarch City on Nov 1, 2016. Since then, three other cities/villages (Port Edward, Wisconsin; River Falls, Wisconsin; Sandusky, Ohio) have since also been recognized with this designation. Rome, Wisconsin and Maple Valley, Washington will most probably be the next 2 towns to get designated in May 2017, according to Russell Stubbles, the director of Monarch City USA. Should Brookings decide to seek this designation, we would be the first city in the state of Oregon.

Brookings-Harbor currently has a total of four individual Monarch Waystations (recognized and numbered by Monarch Watch [<http://www.monarchwatch.org/waystations>]). Oregon has a total of 85, so almost five per cent of the entire state’s monarch waystations are in Brookings and up to three additional waystations may be added in 2017.

In order to receive designation as a “Monarch City” and a member of Monarch City USA, the City would be required to do the following:

- (1) Publicly proclaim that the city is committed to helping the monarch butterflies survive by immediate and future actions (would be accomplished through the proposed Proclamation).
- (2) Encourage citizens to plant private milkweed and nectar gardens throughout your city (also included in the Proclamation).

(3) Work with gardening, landscaping, and/or arboretum clubs in the city. (This work is already being done by members of the Brookings Oregon Monarch Advocates (BOMA) including Councilor Triglia who have given lectures and shared literature with the Brookings-Harbor Garden Club. BOMA has also set up educational monarch butterfly displays at the Curry Community Public Library and the Curry County Master Gardeners Association's annual plant sales in Gold Beach where milkweed seeds and other literature regarding attracting monarchs and other pollinators to local gardens have been distributed to the general public).

(4) Support the national movement to support monarch butterfly habitat development by purchasing and placing Monarch City USA signs at appropriate sites. (The total cost for a "Monarch City" designation is a \$50 lifetime fee plus \$150 per sign. Councilor Triglia suggests buying two signs for placement at either (a) the 2 entrances to Brookings on Highway 101 or (b) City Hall and Azalea Park, so the total cost would be \$350. ODOT approval would be needed for the signs at the City entrances, and this may require payment of an additional fee).

(5) Convert lands to monarch butterfly habitat. (Councilor Triglia reports this is currently being done by individuals and the Brookings-Harbor Garden Club at the Botanical Garden at Constitution Way. A small milkweed garden has been set up at the Chetco Community Public Library Annex. The City may wish to consider small milkweed plantings in public parks or at the City Hall courtyard in the future. BOMA is able to assist with plantings).

(6) Re-establish native milkweed and nectar plants where possible.

(7) Host an annual monarch butterfly festival. (Councilor Triglia reports that BOMA members will undertake this activity; Monarch City USA also provides advice to member cities about monarch festivals).

(8) Integrate monarch butterfly conservation into the city's future land use planning efforts.

(9) Work with the local K-12 school system and educators to promote a better understanding of land use conservation. (Both Kalmiopsis Elementary and Brookings-Harbor High schools have gardens which include Milkweed. Curry Watersheds received a grant from FWS and funneled some of the funds to the Fourth Grade at Kalmiopsis to restore a garden area. Last year, BOMA volunteers brought several cages of caterpillars and chrysalises to the school, and teachers and students took care of them, tagged, recorded and released the butterflies.)

(10) Investigate possible Monarch Butterfly Sanctuary sites. (Councilor Triglia reports that BOMA is considering establishing a Butterfly Pavilion somewhere in Brookings within a few years. Several private home and landowners are already planting milkweed to provide sanctuary for the monarchs.)

Councilor Triglia provided the following additional information regarding BOMA:

Two years ago, several monarch conservation enthusiasts in Brookings got together and formed BOMA which has approximately 15-20 local active members who meet regularly to share tips such as growing milkweed (host plant for caterpillars), collecting monarch eggs and rearing them indoors from caterpillar to chrysalis and butterfly eclosion (emergence). BOMA members "tag" the emerged butterflies (small tag which has a number specific to that single butterfly and an email address) to enable the finder to report it to the scientists who track their migratory routes

after release and publish their results. (A successful example was two male butterflies raised, tagged and released in Walla Walla, Washington last summer, which were spotted in an overwintering colony in Morro Bay, California after having flown some 775 miles after their release). BOMA members released a total of 220 captive-reared monarchs in 2015 and 269 more in 2016. Of these, 4 or 5 monarchs released in Brookings were sighted 300-500 miles SSE of Brookings (e.g., Windsor, CA 316 miles; Aptos, CA 459 miles, Bolinas, CA 373 miles). Overall recovery rate is 0.53 per cent or roughly 1 in 200 of those tagged and released. A few even migrate to Mexico. Members have also provided caterpillars to schools in Gold Beach and Port Orford.

BOMA's Facebook page (Monarchs.me) has a total of 291 members as of mid-April 2017. Monarch enthusiasts share stories, seeds, milkweed, *etc.* and seek advice from other members. BOMA is associated with Southern Oregon Monarch Advocates.

Attachment(s):

- a. Proclamation
- b. Monarch City USA information page
- c. Article concerning Cole Camp, Missouri

City of Brookings *Proclamation*

WHEREAS, the monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans, young and old; and

WHEREAS, over the past 20 years, there has been a 76% decline in the California overwintering population of Western monarchs which is comparable to the decline seen in the Eastern monarch population that overwinters in Mexico; and

WHEREAS, the monarch is also extremely beneficial, pollinating many cultivated flowers and crops, and serves as an indicator species for the ecological health of large geographic areas; and

WHEREAS, cities, towns and counties have a critical role to play to help save the monarch butterfly, and the City of Brookings has declared an interest in becoming Oregon's first Monarch City to be designated by Monarch City USA, a nonprofit organization dedicated to helping the monarch butterfly recover city by city; and

WHEREAS, every citizen of Brookings can make a difference for the monarch by planting native milkweed and nectar plants to provide habitat for the monarch and pollinators in locations where people live, work, learn, play and worship; and

WHEREAS, on behalf of the people of Brookings who have already created healthy habitat for these magnificent butterflies, it is my hope that other cities across our great nation will also help to ensure that the monarch butterfly will once again flourish across the continent.

NOW, THEREFORE BE IT RESOLVED, that I, Jake Pieper, Mayor of the City of Brookings, do hereby proclaim the month of June as

Monarch Butterfly Month

BE IT FURTHER RESOLVED, that all citizens are encouraged to plant and protect native milkweed and nectar sources, so that monarch butterflies have the resources necessary to produce successive generations and sustain their spectacular migration through the City of Brookings.

In Witness Whereof, I, Mayor Jake Pieper, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 8th day of May, 2017.





Monarch City USA

Civic & Social Organization

On LinkedIn

About us

We help the monarch butterfly recover, city by city. Monarch City USA encourages America's 19,000 plus municipalities to directly help the monarch butterfly population recover by encouraging and planting milkweed and nectar plants within their boundaries. Of course, if the municipalities do this the monarchs will have stepping stones as stopovers on their journeys.

Nearly a billion monarch butterflies have vanished since 1990, according to data released by the U.S. Fish and Wildlife Service in February 2015. Monarchs rely on the milkweed plants and nectar plants for their food and home. These plants are increasingly vanishing all across America.

From <http://datagovus.com/washington-corporation.php?id=603561780>

MONARCH CITY USA is corporation registered with the Corporations Division of Office of the Secretary of State in Washington. The unified business identifier (UBI) is **603561780**. The date of incorporation is 12/16/2015. The expiration date is 12/31/2017. The record status is **Active**. The address is **22765 Se 266th St, Maple Valley, WA 98038**. The city is [Maple Valley](#). The zip code is [98038](#).

Monarch City Usa · 22765 Se 266th St, Maple Valley, WA 98038

Unified Business Identifier (UBI)	603561780
Business Name	MONARCH CITY USA
Category	REG
Type	Nonprofit
State of Incorporation	WA
Incorporation Date	12/16/2015
Expiration Date	12/31/2017
Duration	Perpetual
Record Status	Active
Registered Agent	Russell Stubbles 22765 SE 266TH ST MAPLE VALLEY WA 980380000

From the Monarch City USA website (<http://monarchcityusa.com/about-us/>):

MONARCH CITY USA was created in 2015 in Maple Valley, Washington! We are a non-profit corporation under Washington State Department of Revenue. We strongly encourage America's 19,000+ municipalities to directly help the monarch butterfly population recover through planting milkweed and nectar plants within their borders. We purposely coordinate with other organizations to help the monarchs fully recover.

Our goal is to get the nation's municipalities to become supporters of the monarch butterfly by planting new monarch milkweed and nectar plants throughout their areas. Of course, we want to promote as many new sites as possible in as short of time as possible.

Please let us know if you have an idea or two to improve our efforts.

BOARD OF ADVISORS

We are advised by citizens throughout the nation. For example, listed below are some of our excellent advisors, who continually give us ideas and feedback, 24/7/365. In alphabetical order:

- Dave Conly, Texas: commercial pilot

- David Gilbertson, California: landscape architect and artist
- Dr. Paul Johnson, South Dakota: entomologist
- Fran Parker, Colorado, county health employee
- Dr. Susan Rupp, Arkansas: owner of Envirosapes Ecological
- Darby Sanders, South Dakota: environmental consultant
- Col. Bob Semrad, South Dakota: retired Chaplin USAF
- Megan Sheridan, Washington: real estate agent
- Steve Taylor, Washington: technology expert
- Nessa Shrank, North Dakota: county clerk
- Diane C. Soto, Washington: writer



CONTACT US

Director: [Russell Stubbles](#)

Email: russ@monarchcityusa.com

Phone: 605-691-1074



Along with the framed proclamation, Cole Camp also received two signs that will be placed on each side of the city declaring it as Monarch City USA.

COLE CAMP — Cole Camp has become the first Monarch City USA designation in the United States thanks to members of the Cole Camp Friends of the Monarch.

The Friends of the Monarch presented the Cole Camp City Council and Mayor Burton Bormann with a framed proclamation and two signs for the city limits at Thursday's council meeting.

Friends of the Monarch Treasurer Lyn Kadrie said Friday that the presentation was a Christmas gift to the city. Because of the monarch's decreasing numbers Kadrie began years ago trying to organize a group to help the butterfly. In 2010 they formed the present group. Kevin Derendinger is president, Robert Owens, vice-president, Kadrie, treasurer and Maurita Rissler secretary.

The nonprofit group has worked through the University of Kansas and Chip Taylor, director of Monarch Watch and Professor Emeritus of Ecology and Evolutionary Biology, to get the project up and running.

They also worked with Monarch City USA Director Russell Stubbles, of Maple Valley, Washington. So far they have helped certify 10 official Monarch Waystations or monarch habitats in Cole Camp and one at Sterett Creek in Warsaw.

"This program comes out of the University of Kansas and when I first started I told him (Taylor) my goal was to certify the city," Kadrie said. "In order to certify the city we were going to have to contact Russell Stubbles. We called, and he said they would do it ... so for \$50 they would certify us."

Kadrie and Rissler said Friday that Cole Camp resident Pete Stelling donated the funds for the official certification. Kadrie also noted that Cole Camp was the first city to be certified although there were other states waiting on certification.

Cole Camp's monarch habitat sites include Cole Camp Boonslick Library, the Walt and Susie Heisterburg wall, Donald Heimsoth's property, Good Samaritan Nursing Home and property belonging to Mary Elizabeth Van Dyne.

The group is in the planning process of organizing its first Monarch Festival for 2017. The women said Stubble plans to attend as well as Taylor.

"They are going to visit us on our first festival," Kadrie said.

The group attended the Missouri State Fair last year, setting up tables in the Horticulture Building and educating others about creating monarch habitat.

Kadrie and Rissler said insecticide spraying done to eliminate mosquitoes contributes to both the demise of the monarch and bees. The group had many discussions with the City of Cole Camp about local spraying procedures. The city finally adopted a green approach.

"That's one thing the city did, they took the green pledge, and they did not spray for the last two years," Rissler said. "Warsaw did not spray this year."

Last year the local group released 100 monarch butterflies in Cole Camp and the members hope to increase the number each year. The women said to create a monarch habitat one only needs to plant milkweed and they will come.

"We plant the milkweed and the caterpillars come," Rissler said. "The monarchs come to the milkweed. They have some history in their DNA that brings them back to the spot.

"The thing about looking out for the monarchs, is it will help all the pollinators and all of us really," she added. "Because it helps the bees. A lot of the same plants that the monarchs come to, so do the bees. A lot of the plants that are nectar plants are very beautiful and very good for the bees. So, it helps the whole environment."

Rissler noted that there many kinds of milkweed. The group orders seed and has Ruth Wagler, in Windsor, plant and grow them in her greenhouse. After the milkweed plants are established, Cole Camp Friends of the Monarch often give them to others so they can begin their own monarch habitat.

For more information on saving the monarch butterfly, visit www.monarchwatch.org, monarchcityusa.com or locally call Lyn Kadrie with Cole Camp Friends of the Monarch at 668-4563.


Faith Bemiss can be reached at 530-0289 or on Twitter @flbemiss.


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 8, 2017

Originating Dept: Parks



Signature (submitted by)


City Manager Approval


Subject: Azalea Park Tree Removal

Motion: to reaffirm approval for the Azalea Park Tree Removal Work Plan presented at the December 12, 2016 City Council meeting

-or-

to delay further action on removal of trees at Azalea Park pending further City Council review, and direct staff to schedule a special workshop to consider all related information and recommendations, including information/recommendations from parties who appeared at the April 24, 2017, City Council meeting.

Financial Impact: The project will generate a cost for removal and cleanup in the amount of \$21,000 payable to Western Pacific Tree Service. Due to defect in the tree's, South Coast Lumber Company will only pay an estimated \$21,000. The City will receive no revenue from the tree's but will also have no expenses for the project.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

Park Projects

The City of Brookings Parks and Recreation Department follows a Park Master Plan. The plan was revised in 2011 by Resource Assistant for Rural Environments (R.A.R.E.) employee Cody Erhart and included several public workshops with relevant Citizen Committees and the public. The 100 page plan highlights regional context, community profile, park facility inventory, planning strategies, and ten Park and Recreation goals. A Capital Improvement Plan is also included in the plan and it lists 58 projects by park categorized from high to low priority. Through the Parks and Recreation Commissions dedication to the 2011 plan, and tremendous support from City Council, 33 of these projects have been completed and 8 are currently in progress.

The completion of many projects on the Parks Capital Improvement Plan reinforces that City staff, the Parks and Recreation Commission and City Council have answered the call of the public.

Staff also follows the City of Brookings 2015-17 Strategic Plan approved by City Council on March 13, 2017. Under Goal 2 - A Safe Community are Objective 6 - Safe Parks and Objective 7 - Improved pedestrian safety.

History of Azalea Park

In 1937, the area that is now known as Azalea Park was once a mule pasture used by the U.S. Forest Service. Among the dense vegetation were scores of azaleas some of which were over 200 years old. The property was owned by the Brookings Land and Townsite Co and in 1937 was purchased by the State of Oregon. The State converted the property into a State Park. Considering the maintenance of the park a burden, the State of Oregon turned it over to the City in 1993. Since then, several development projects have been completed and more are underway. Past projects include the Formal Gardens, rebuilding of the stage and the addition of the shell, restroom concession building, Kidtown playground, the relocation of the ball fields from Warf Street and more.

Plan for Azalea Park

A stakeholders meeting was conducted in October of 2007 concerning the future development of Azalea Park. It was a standing room only meeting held at the Chetco Public Library, included city staff, local citizens and members of various citizen committees. As a result of that meeting and further staff analysis that included findings, proposed projects, and maintenance needs, staff recommendations were made to the Parks and Recreation Commission and City Council in 2008 with respect to the development of an Azalea Park Master Plan. The 2008 plan included the ball fields but these elements of the plan were developed in more detail in 2009 and 2013. Funding was secured through grants to pursue the development of the ball fields in 2015.

Native Azaleas

In 2013, Azalea Park Foundation volunteers Shirley Hyatt and Gill Kirk expressed concern regarding the health of the azaleas. Both were against aggressive pruning and staff had also experienced significant push back from park visitors whenever old growth was removed from the Azaleas. Jerry Holcomb published an article in the Pilot March 4, 2015 regarding the subject.

The inquiry into the health of the azaleas prompted staff to inventory the azaleas in Azalea Park. R.A.R.E employee Austin Dunn mapped the azaleas using GPS/GIS equipment. Once the location of each visible Azalea was mapped (nearly 850 located) a visual rating was given to each (see attached Native Azalea Condition Map). The map was presented to the Parks and Recreation Commission on January 22, 2015. The map is a working document as we continue to evaluate and track work performed on each Azalea into the future.

Once the Native Azalea Condition Map was created, staff then contacted Scott Thiemann, Master Gardener Coordinator through the Oregon State University Extension Office in Gold Beach, for advice on how to process the information on the map. Scott referred staff to Dick Cavendar of Sherwood Oregon who is an expert on the subject of Azaleas. Cavendar agreed to visit the park, not unlike the many times he has visited over the past 30 years. His visit occurred between March 17-19 2015 and was well documented and advertised. A press release inviting the public to attend went out and an article was published in the Pilot on March 12. The Pilot also published an article May 15th 2015 regarding Cavendar's visit and his findings.

Cavendar's visit started on the 17th with a walk through the park with staff followed by a presentation at the Chetco Public Library. The following day (18th) started off with a walk through the park, open to the public, with Parks and Recreation Commission, Mayor, and Master Gardeners. Later that day, Cavendar gave a presentation to the Master Gardeners at their regular meeting held at the Brookings SWOCC Campus. On Thursday the 19th, Cavendar presented his findings and concerns regarding the native Azaleas in the park to the Parks and Recreation Commission. Follow up recommendations were given by Cavendar the following week (see attachment).

Cavendar's recommendations then prompted the Azalea Rejuvenation Project, a joint effort between the City of Brookings and Curry County Master Gardeners. The project is aimed at public education and outreach as well as increased stewardship of the plants. The project was announced in early September 2015 to concert goers in Azalea Park. Councilor Triglia (then P&R Commissioner) and staff set up a booth aimed to distribute information regarding the project and invite the public to join the effort. A press release went out on March 14 announcing the schedule for three separate work parties on September 16, 22 and 28. City Staff, Parks and Recreation Commissioners, Master Gardeners and AP Foundation volunteers attended the work parties and following the recommendations of Cavendar, performed a tremendous amount of pruning and clearing of competing vegetation from the Azaleas in designated areas of the park. A subsequent work party occurred on May 4, 2016 led by Triglia. Since then, a combination of minimal and aggressive pruning has taken place in the park but, with staff limitations, plants are attended to as time allows.

Trees

Throughout the history of Azalea Park, from the time it was owned by the State through the transfer to the City, many trees have been removed for various reasons that include development, hazard and Sudden Oak Death mitigation. The Sudden Oak Death mitigated area was replanted shortly after tree removal and is now recovering with 12-15ft tall Redwood and Cedar trees emerging throughout the area. Staff continues to perform cleanup of large limbs that fall from trees in the park in all seasons. Approximately 150 trees were removed as a part of the SOD eradication project in 2008

In December 2014 during a storm a tree uprooted and fell into the adjacent trees near the intersection of Old County Road and Lundeen Road. If the tree had not hung up in another tree, it would have caused property damage to the building or taken out a high transmission power line along Lundeen Road, adjacent to a residential complex . The incident prompted a closer look at the condition of the trees along Lundeen Road. Coos Curry Electric Cooperative (CCEC) also expressed concern regarding the trees as they were in close proximity to high transmission electrical lines close to a Sub Station. Given the trees were situated next to electrical lines, in close proximity to an electrical substation, next to a residential apartment complex and in proximity to one of the most popular play structures in the City, CCEC and the City had a mutual concern for public safety. The Parks and Recreation Commission discussed the Lundeen Road tree removal at their regular meeting on May 28, 2015 and forwarded a recommendation to the City Council to remove the trees. The City Council authorized the removal of the trees at the

City Council meeting on August 24, 2015 citing concern for public safety. 38 trees were removed.

A plan to replant the area along Lundeen Road was presented to the Parks and Recreation Commission on July 28, 2016 and subsequently scheduled for the Fall of that same year; however a concurrent recreational trail project was delayed until the Summer of 2017 therefore pushing the replanting project until the Fall of 2017. The plan includes replanting the area with lower growing trees and shrubs in order to restore the buffer between Old County and Lundeen Roads.

The collective assessment of the trees removed along Lundeen Road by CCEC, City of Brookings and Western Pacific Tree Removal Service were confirmed by South Coast Lumber Company at the mill during the grading process. Scaling tickets (see attached sample) indicate a variety of defect, most notably "conk", which as a mostly visible but sometimes hidden indication of rot within the tree. Close examination of the stumps after the removal also showed signs of dead and dying trees.

The Lundeen Road tree removal project, to assure public safety, prompted a closer look at all trees in high traffic areas of the park, and to assess their condition and potential risk to park visitors. This process started with a workshop in Azalea Park on March 16, 2016 with Oregon State Forester (Urban Forester) Kristin Ramstad who gave a presentation followed by a walking tour of Azalea Park. Ramstad also presented literature published by the International Society of Arboriculture (ISA) titled "How To Recognize and Prevent Tree Hazards" which lists eight warning signs used in identifying tree hazards.

Based on these eight warning signs, coupled with the experience with the Lundeen Road trees, staff consulted with experts Noah Mitchell (Western Pacific Tree Removal Service) and Rusty Strain (Leatherneck Logging) in identifying trees in Azalea Park that fall under the criterion of "hazard trees". A work plan map, locating the area of tree removal and preservation areas (see attached tree removal work plan map), was developed and presented to Parks and Recreation Commissioners on November 17, 2016. At that meeting the Commissioners forwarded a recommendation to City Council for the removal of the trees identified in the work plan. The plan was then presented to City Council at the December 5, 2016 workshop. On December 12, 2016 City Council adopted the plan, citing public safety concerns.

The tree removal work plan identifies hazard trees to be removed in specified areas but also identifies areas for preservation and maintenance. The majority of the 60 trees identified in this project for removal exhibit one or more of the following problems; have "conk", split trunk, deadwood or broken tops, one sided foliage and leaning or dying. Other factors include hazard trees in high traffic areas, areas of dense congregation of people and potential property damage.

The recent contract with Western Pacific Tree Service to remove 60 trees is a zero sum contract. The City receives no money for the trees harvested in this contract. The value placed on the trees identified in this contract is \$21,000 (relatively low due to defect) which will be surrendered to the contractor in exchange for the work to remove the trees. The City did receive funds from the trees removed along Lundeen Road and is using those funds to replant the area in the Fall of 2017 with a lower growing species of tree. The remaining funds from that project will also fund the replanting of designated areas within the 60 tree removal contract.

Due to limited resources, The City has not been able to complete a comprehensive count on the number of trees located in Azalea Park. Staff estimates there are approximately 2000 trees located within the park.

Attachments:

- a. History of Azalea Park
- b. Native Azalea Condition Map
- c. Cavendar Recommendations for Native Azaleas
- d. Sample Scaling Ticket from Lundeen Road Tree Removal Project
- e. Azalea Park Tree Removal Work Plan map

Azalea Park

In 1937 the site of the Azalea State Park was overgrown with small trees and berry vines, used only as a mule pasture by the U. S. Forest Service. Amongst the tangled vegetation were growing scores of wild azaleas of five different varieties, some of them believed to be over 200 years old.

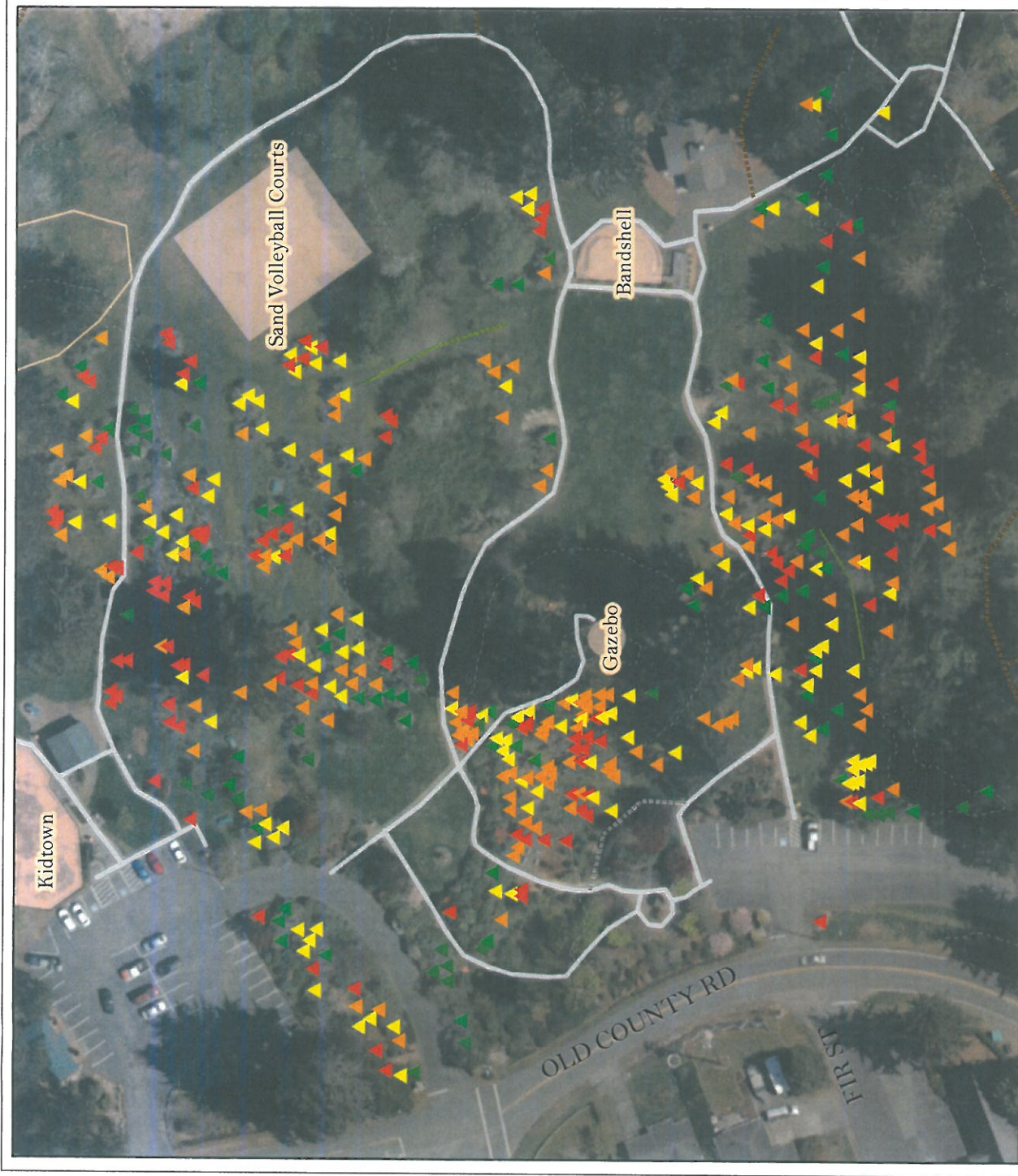
"What a place for a park!" thought William and Milly Crissey. Crissey was president of the local Chamber of Commerce at the time and a civic-minded man with state-wide connections. He had come from Portland by way of the coast in 1928 and planted bulbs and other flowering plants on the Harbor side of the Chetco River. With the active help of Elmer Bankus, Art Sanders, Secretary of the Oregon Coast Association, and other farsighted citizens, Crissey urged state officials to preserve the natural beauty of that place forever. He elicited the help of Marshall Dana, a powerful state figure and publisher of the Oregon Journal in Portland.

Their efforts were successful. A 24-acre property, owned by the Brookings Land and Townsite Company, was purchased by the State in 1937 at a price of \$2,466. To secure an entrance road, the Company donated 1½ acres and Bankus gave ½ acre, making a park of 26 acres. The approach road was originally the pack trail of the miners in the 1850s and later part of the torturous coastal wagon route from California to the Umpqua and Willamette valley settlements. Two years later there was a dedication ceremony for Azalea Park. In later years, 11 acres were added to the park. The park today is comprised of 37 acres.

Unfortunately, over the ensuing years, the park received minimal attention and once more reverted to its "natural" state, overgrown with invasive berry vines and underbrush. Considering the maintenance of the park a burden, the State of Oregon finally turned it over to the City of Brookings in 1993. A group of dedicated citizens, mostly seniors, began clearing away the years of accumulated debris, freeing the native azaleas from the stranglehold of berry vines and invasive brush. Years of accumulated trash like old tires, batteries, cans and bottles were hauled out and removed. The trees and shrubs were pruned and the ancient native Azaleas were freed from the vines and undergrowth that was smothering them. Berry vines, salal and weeds were hauled out and burned in huge bonfires. From this grassroots effort, in November of 1994, came the idea of forming the Azalea Park Foundation in order to raise the funds necessary to create a three-acre garden for the benefit of the community and all the many visitors to the area.

Since that time, an 8,800 square foot sod lawn with an automatic watering system was installed in the upper garden area. 1,420 linear feet of five-foot wide, wheelchair accessible cement walks were installed. 47 ornamental trees, including flowering cherry, flowering apple, liquid amber, golden chain, dogwood, and a variety of Japanese maples were planted. 260 rhododendrons, selected for various blooming times and differing heights at maturity have been planted. 2,800 bulbs including daffodils, iris, tulips, dahlias, and gladiolas were scattered throughout the garden. There are now many other shrubs and perennials to numerous to count.

Native Azalea Condition Map | Azalea Park



Sources: 2014 imagery via City of Brookings; azaleas and park features based on aerial imagery and GPS data; azalea conditions were rated in the field

- Azaleas**
- ▲ 1 "Poor"
 - ▲ 2 "Not Good"
 - ▲ 3 "OK"
 - ▲ 4 "Good"
 - ▲ 5 "Great"

Each azalea bush was given a rating of 1 - 5, with 1=poor and 5=great condition

Ratings were influenced by the following factors: size and shape of the plant, amount of foliage vs. dead branches, presence of weeds around base of plant

See photo examples

Factors that may affect azalea condition: age, shade/sun, water, invasive weeds, pruning, groundhogs, and/or moss & lichens



1 - Poor



2 - Not Good



3 - OK



4 - Good



5 - Great





Red's Rhodies

15920 S.W. Oberst Lane, Sherwood, Oregon 97140 U.S.A. Email

red@redsrhodies.com

Phone: Voice 503-625-6331, FAX 503-625-8055

Suggestions for the renovation of *Rhododendron occidentale* in Brookings Azalea Park

Thanks to Tony Baron and Scott Thiemann for inviting Karen and me to visit and consult about the care of the *Rhododendron occidentale* in Azalea Park. We enjoyed our visit and the opportunity to meet many of the people involved with the care of the park.

We were pleased that everyone we spoke with during our visit realized that the Azaleas needed pruning. The real problem is public relations. Hopefully, the Pilot article will be a start in educating the general public. Regardless of what is done, there will be some complaints but continuing education should help to minimize these.

Over about the past 10,000 years, nature and Native Americans burned many areas of the Pacific Northwest to clear land. The first European explorers, expecting a forested wilderness, were amazed to find spacious meadows adorned with clumps of trees. Beautiful pastures where deer were seen in great number. Gooseberries, Currents and Strawberries were found in many places. All this in a region better suited to forest growth.¹ Early settlers continued this practice for many years.

As the European population increased, the practice of burning has been replaced by agriculture, forest management for timber production and cities have replaced small villages.

Rhododendron occidentale, The Western Azalea, has adapted to fires regardless of the cause. It quickly regenerates from the roots with renewed vigor as fires fertilize the soil and eliminate competition. This regeneration is very apparent in areas where fires have occurred. The Biscuit Fire area west of O'Brien and the Snow Camp area east of Brookings are good examples. Within 3 years of the fire, both *R. occidentale* and *R. macrophyllum* were as much as 3' tall and many were in flower. An article in the July 1960 Journal of the American Rhododendron Society notes that the area around Brookings was devastated by fire in about 1904. That makes the Azaleas in the park over 100 years old. This is not a natural situation. Since it is not possible to burn the park, pruning of the plants is the only remedy.

Recommendations

The old growth in all of the Azaleas should be removed. The plants will send up new growth and improve the plants. There are a number of plants that have been pruned and this regeneration is evident. Because of public objections to the wholesale removal of all of the old growth, pruning should be done over a period of years. In plants that have been pruned in the past and have new growth, the remaining old growth can be removed. On plants that have not been pruned, branches that are flopping over paths should be removed first. This will ease mowing. Twisted and 'crossing' branches should be removed. Depending on the size of the plants, one quarter to one half of the remaining old growth should be cut back to the ground. As the plants regenerate over the next few years, the remaining old growth should be pruned out.

How to Prune: Previously I recommended that the plants be pruned to about knee high. I have come to realize that this is incorrect for several reasons. Fires would burn the plants to the ground. Leaving a stump is not aesthetically pleasing. New growth does come out of these stumps but you really want it to come from the roots. Therefore, the plants should be pruned as close to the ground as possible.

Fertilizing: As I recall, Tony has been applying 16-16-16. I recommended an Azalea, Camellia Rhododendron fertilizer, about a 10-8-6. Because you want the plants to regenerate quickly, Tony's use of 16-16-16 may be a better option. However, it will encourage weed growth. After the plants have regenerated, little or no fertilizer will be needed for a number of years.

Competition: *R. occidentale* does not like competition. Weeds in the plant are a problem and need to be removed. I don't have any good suggestions other than hand pruning. It will be very difficult to use herbicide as that may damage the Azaleas. Herbicide could be used around the perimeter of the plants and this would ease mowing. Barkdust could be applied to the sprayed area to improve the appearance.

Shade from the large trees in the park is causing problems in a number of areas. We noted a number that should be removed. Trees with broken tops should probably be removed as they are not healthy. Smaller trees in the wooded area on the south side could also be removed. It may be possible to recover some of the cost by selling the logs. A few areas may simply no longer be suitable for Azaleas.

New Plantings: Tony pointed out a couple of areas where he planned to put in new plants. I would really like to see you plant some of the superior forms that we have found over the years. Many of these forms are now extinct in the wild and my personal collection will be lost some time in the future. The Park is a great place to preserve these plants for the enjoyment of future generations. I can supply a few. A wholesale nursery in Springfield is also growing a couple of my selections. A friend, and I are willing to make crosses of selected clones and give you the seed. Seed is easy to grow and a flowering plant may be obtained in as little as 3 years. ← !

Other Plantings: The garden club has planted a small area with other forms of Rhododendrons. A number of these have a Lace Bug problem. This needs to be controlled for both the health of the plants and for aesthetic reasons. The plants will probably survive but will not look good and will decline over the years. I do see Lace Bug on deciduous Azaleas in our garden by late summer but not a really bad infection.

The best products are systemic and, if applied after flowering of Rhododendrons, will not harm pollinators. There are a number of pesticides that are registered for Lace Bug. Many are used on Roses and in pet flea control. They contain imidacloprid. These products have received a bad reputation because of their miss use. However, a recent study has shown that they have minimal effect on bees if used properly. See <http://journals.plos.org/plosone/article?id=10.1371/journal.pone.0118748>.

All in all, this has been a learning experience for me as well. I had not really thought about it but over the years, we have stopped visiting many areas along the southern Oregon coast because there is not anything new to look at. The same Azaleas that were present twenty years ago are still present. In a number of these areas, the Azaleas are disappearing because they are being crowded out by competing vegetation. Otter Point State Park is a good example. With no burning or brush clearing, there is not any regeneration. There is a possibility that *R. occidentale* will gradually disappear from what once was it's prime habitat. Azalea Park is a great place to preserve the beautiful plants.

Notes:

1 *Indians, Fire, and the Land in the Pacific Northwest* Robert Boyd *Illus. Maps. Index.* 320 pages. 1999. ISBN 978-0-87071-459



Cust-ID 008

Ticket#

7193730

2017/04/25 10:32 AM

Ticket Header

BUYER	BUY	TICKET	BRAND	BRN_VER	CERT	DATE_SCALE	EW	TYP1	TYP2	CU
SOUTH COAST LUMBER CO	008	7193730	050223	1160615	2431721	20160620	W	P	O	

BRAND_DESCRIPTION	SALE_NAME	REG	FST	DST	SMPL	CNTR_SRC	CNTR_SELL	CNTR_BUY
NONE	CITY OF BROOKINGSU16	06						

LOC	LOCATION	DEST	DESTINATION	SELL	SELLER	SRC	Source
008	SOUTH COAST LUMBER CO	008	SOUTH COAST LUMBER CO	EED	CITY OF BROOKINGS	EED	CITY OF BROOKINGS

LGR	LOGGER	TRK_NO	TRK_CD	TRK_NM	WT_RECPT	WT_NET	SRC_LD	SELL_LD	BUY_LD	SCLR
BGH	WESTERN PACIFIC TREE SERVICE	000005		SCT		0	00000000	00122359	00689645	222

LOGS	SCRB_GRS	SCRB_NET	SCRB_ADJ_GR
13	4660	1620	2060

Log Segments

BUY	TICKET	LOG	SEG	SEGS	SP1	SP2	GRD	GRLN	NTLN	GRDI	NTDI	BDI	BTX	GRS	NET	ADJ	DECK	SRT1	SRT2	MIS	DEF	PNT	TAG
008	7193730	1	1	1	DF		2M	34	32	15	15	0		300	280	0	ZZ	Y			SPS		
008	7193730	2	1	1	DF		3M	34	34	8	8	0		70	70	0	ZZ	Y					
008	7193730	3	1	1	DF		UC	34	32	24	24	0		860	0	810	ZZ	Y			CNK		
008	7193730	4	1	1	DF		3M	32	32	6	6	0		50	50	0	ZZ	Y					
008	7193730	5	1	1	DF		SC	34	30	19	19	0		510	0	450	ZZ	Y			CNK		
008	7193730	6	1	1	DF		3M3	17	17	29	21	0		650	320	0	PW	Y			CH		
008	7193730	7	1	1	DF		UC	17	16	34	34	0		850	0	800	PW	Y			CNK		
008	7193730	8	1	1	DF		3M	34	34	11	11	0		150	150	0	ZZ	Y					
008	7193730	9	1	1	DF		3M3	34	30	20	16	0		590	300	0	PW	Y			PR		
008	7193730	10	1	1	DF		3M3	16	14	12	11	0		80	50	0	ZZ	Y			BK		
008	7193730	11	1	1	DF		3M	20	16	11	11	0		80	70	0	ZZ	Y			BK		
008	7193730	12	1	1	DF		3M	34	24	10	10	0		130	90	0	ZZ	Y			CNK		
008	7193730	13	1	1	DF		3M3	34	34	16	14	0		340	240	0	ZZ	Y			R		


Azalea Park Tree Removal Workplan



- Phase 1 Tree Removal
- Phase 2 Tree Removal
- Trees Removed
- Preservation Area
- Legacy Tree

- Existing Pavement
- Proposed Park Trail
- Existing Loop Trail
- Botanical Garden Trail
- Alternate Grant

- Sports Field
- Parking Lot


 Projections: NAD83 ORSouth
 Brookings GIS: F 10/27/2016

0 100 200 ft


This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

CITY OF BROOKINGS

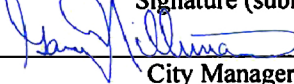
COUNCIL AGENDA REPORT

Meeting Date: 5/8/17

Originating Dept: Bldg



Signature (submitted by)



City Manager Approval

Subject: Cantilevered deck over City right-of-way

Recommended Motion: If the City Council wishes to approve the request: Motion to authorize the City Manager to develop an agreement with Hemlock Street Properties, LLC, for the construction of a cantilevered deck over the public sidewalk along the Willow Street frontage of 525 Willow Street.

Financial Impact: There would be NO financial impact to the City.

Reviewed by Finance & Human Resources Director: _____

Background/Discussion: The property owner at 525 Willow Street has proposed the addition of a second story on an existing building and including a cantilevered deck extending over the sidewalk on Hemlock and Willow Streets. There is no existing City policy with respect to this matter, and this condition does not exist at any other location in Brookings. The deck could be allowed under a Right-of-Way Permit. The Site Plan Committee reviewed this matter on 4/18/17 at which time the following issues were identified:

- A second story cantilevered deck would not be much different than an awning.
- The City would need to identify any and all liability that could be created.

On the Hemlock side of the building there is an existing fire hydrant, City light pole, power drop and meter. The light pole was installed as a part of the City's downtown improvement project in 2009. Light pole locations were staggered to provide better illumination coverage. The subject pole is also located in proximity to two crosswalks. Having the deck overhanging the fire hydrant has the potential for conflicts with fire hydrant maintenance and use; the deck could be damaged in the event of a fire hydrant failure. The cost of relocating the fire hydrant and/or the light pole has not been estimated, but should be borne by the property owner if relocation is authorized.

Staff does not recommend approval of the deck along Hemlock Street due to conflicts with existing public facilities.

There are no above-ground structures on the sidewalk along the Willow Street frontage of the building.

The City Manager notes that a deck is a more permanent structure than an awning. For example, a deck could not be temporarily removed to allow construction equipment...like a backhoe... in the sidewalk area. There is a sewer lateral cleanout in the sidewalk on the Willow side of the

building. With respect to liability, the City would require the property owner to obtain and maintain a Certificate of Insurance naming the City as an additional named insured and to execute a hold harmless agreement. Should the property owner...or future property owner...fail to maintain the insurance, the City would be faced with the prospect of removing the deck. The private property owners due diligence in maintaining the deck in a safe condition is of concern. The City Manager recommends that, if the proposed deck is to be allowed, that the City enter into an agreement with Hemlock Street Properties, LLC, with terms to include:

1. Insurance and hold harmless provisions.
2. Maintenance of the deck by the property owner with an annual inspection/fee.
3. Removal of the deck at the expense of the property owner if it is determined by the City to be a hazard.
4. That the property owner would be responsible for any special expenses associated with the City gaining access to the sidewalk or underground utilities located beneath the sidewalk.

The Oregon Structural Specialty Code provides that the maximum width of the proposed deck would be four feet. The underlying sidewalk width is 7 feet. There would be some potential for conflicts between the deck and tall vehicles that may operate near the curb.

Attachment(s):

1. Right To Use ROW Permit and Inspection Application, narrative, a sketch and 2 photos.
2. Hold Harmless Agreement and an email between Lu Ehlers and Laurie Kemper the Senior Risk Management Consultant from CIS Oregon.
3. Section 3202.3.2 of the 2014 Oregon Structural Specialty Code.



CITY OF BROOKINGS
Public Works Department
 898 Elk Drive, Brookings, OR 97415
 Telephone - 541-469-1171
 FAX - 541-469-3650

RIGHT TO USE ROW - PERMIT AND INSPECTION APPLICATION

PERMIT MUST BE RETURNED TO PUBLIC WORKS INSPECTOR FOR APPROVAL PW Permit #: _____

OWNER: (who the job is for): Hemlock Street Properties Address: PO Box 7888, Brookings

Owner Contact Name: Rick Gray Phone: 541-661-3884

Project Location: 525 Willow St. Brookings, OR. 97415

Description of work: storm drain, sidewalk/driveway, landscaping, lawn, fence, shed, patio, parking lot, other: _____

2nd Story Apartment Start Date: Next 18 months

CONTRACTOR: Unknown at this time Phone: _____

Contractor License # and type: _____

Contractor Foreman name: _____ Phone: _____

24-hour emergency contact name: _____ Phone: _____

Traffic Control Plan prepared by: _____ Phone: _____

GENERAL NOTES: \$42.00 fee for all Right to Use ROW Permits

1. This application must be **fully completed** and include a **written/drawn** Traffic Control Plan (TCP), approved design plans, project valuation documentation (copy of bid, etc.) and the permit fee.
2. OSHA & safety compliance and best management practices for erosion control at all times are conditions of all city permits – noncompliance voids this authorization for right to use ROW permit or easements.
3. Unless for emergency work, review and approval for a ROW Permit requires 48 hours minimum notice.
4. Call 1-800-332-2344 "Dig Safely" per Oregon Utilities Coordinating Council "Standards Manual."
5. Contractor certifies construction will be in compliance with the City of Brookings Municipal Code and all other applicable State and Federal laws and regulations.
6. Structures requiring a building permit not allowed in City ROW.
7. It is understood by permittee that whenever construction, reconstruction, or maintenance work on the ROW may require the relocation of the facilities provided for herein, it shall, upon request of the grantor, be immediately moved by and at the sole expense of the permittee.
8. **LIABILITY FOR DAMAGES** – Permittee is responsible for all liability for personal injury or property damage which may arise from the installed facilities herein permitted, or may arise out of failure on the permittee's part to perform his obligations under the permit in respect to maintenance. In the event any claim of such liability is made against the City of Brookings, or any department, officer or employee thereof, applicant shall defend, indemnify, and hold them and each of them harmless from such claim.
9. Must provide "Hold City Harmless Agreement" to replace/repair private property in City ROW.
10. Must maintain vision clearance; vegetation, fences must be maintained less than 3' high for pedestrian and vehicle vision safety.

Property Owner/Contractor Signature: _____ Date: 4/14/2017

Do not write below this line – City of Brookings use only

Date Received: _____ by _____ COB Bus License: _____ Plans/Drawing Attached: _____

Traffic Control Plan: _____ Fee Paid: \$ _____ Receipt #: _____

Notes: _____

Permit Approvals Site Committee Date & Approval _____

Dept.	Initial	Date	Dept.	Initial	Date	Dept.	Initial	Date
Fire			Planning			PW Supervisor		
Building			PW Director			PW Inspector		

April 14, 2017

Hemlock Street Properties, LLC.
Rick Gray
P.O. Box 7888
Brookings, OR. 97415

City of Brookings
Site Plan Committee
898 Elk Street
Brookings, OR. 97415

RE: Proposed 2nd story apartment at 525 Willow Street.

To Whom It May Concern:

Please find attached drawing and ROW Permit Application.

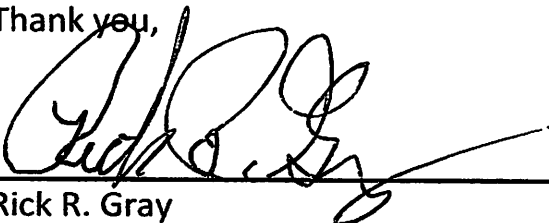
I am proposing building a 2nd story apartment to the existing commercial building at 525 Willow Street which is an outright use in the C-3 zone.

In order for the project to be visually appealing and to improve drainage, I would like to have a 2' roof overhang which would extend over the sidewalk at an approx. height of 22'.

Additionally, I *may* be interested in using a cantilever deck extending on the South side of the building that would extend over the sidewalk at an approx. height of 13' and out 4' to 5'. Since that type of building element requires a great deal of sealing to keep it watertight on the south side of the building, I am not stuck on that one, but would like to include it for your consideration.

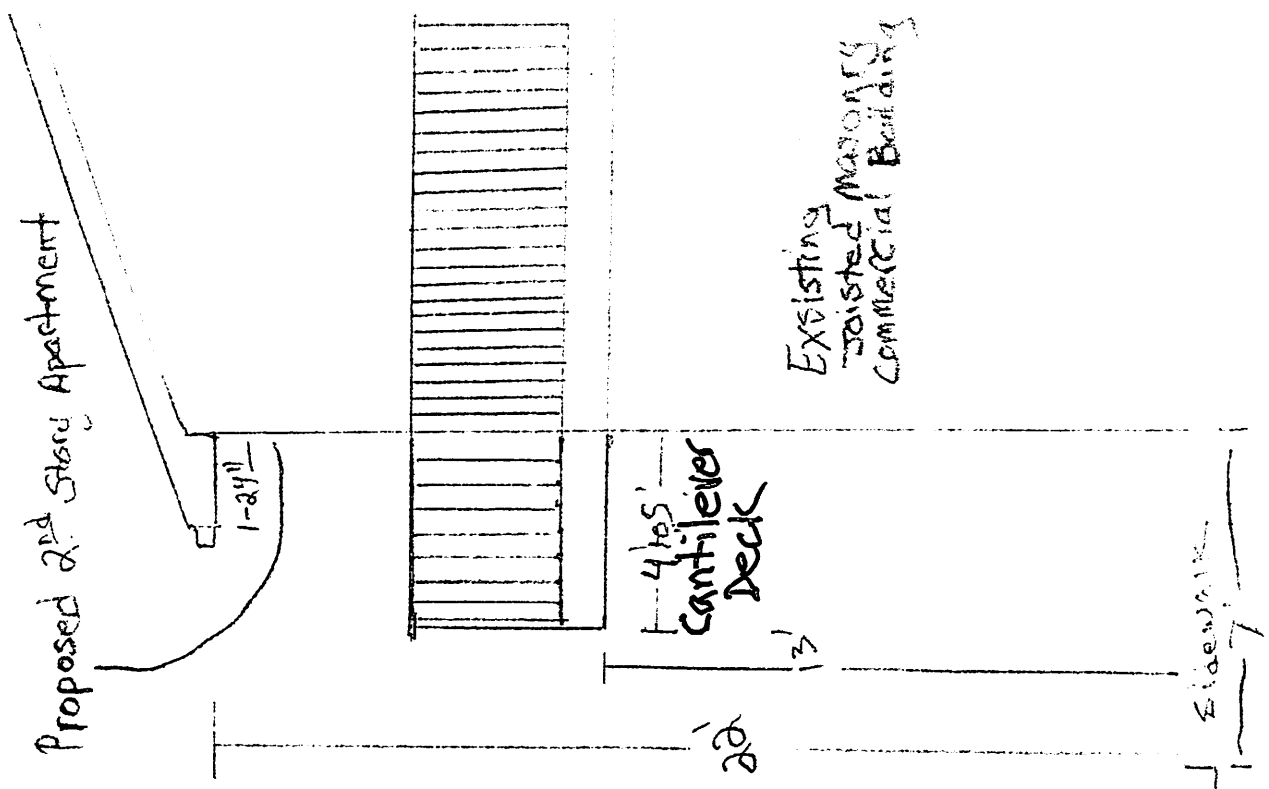
If you have questions, please feel free to call me at 541-661-3884.

Thank you,

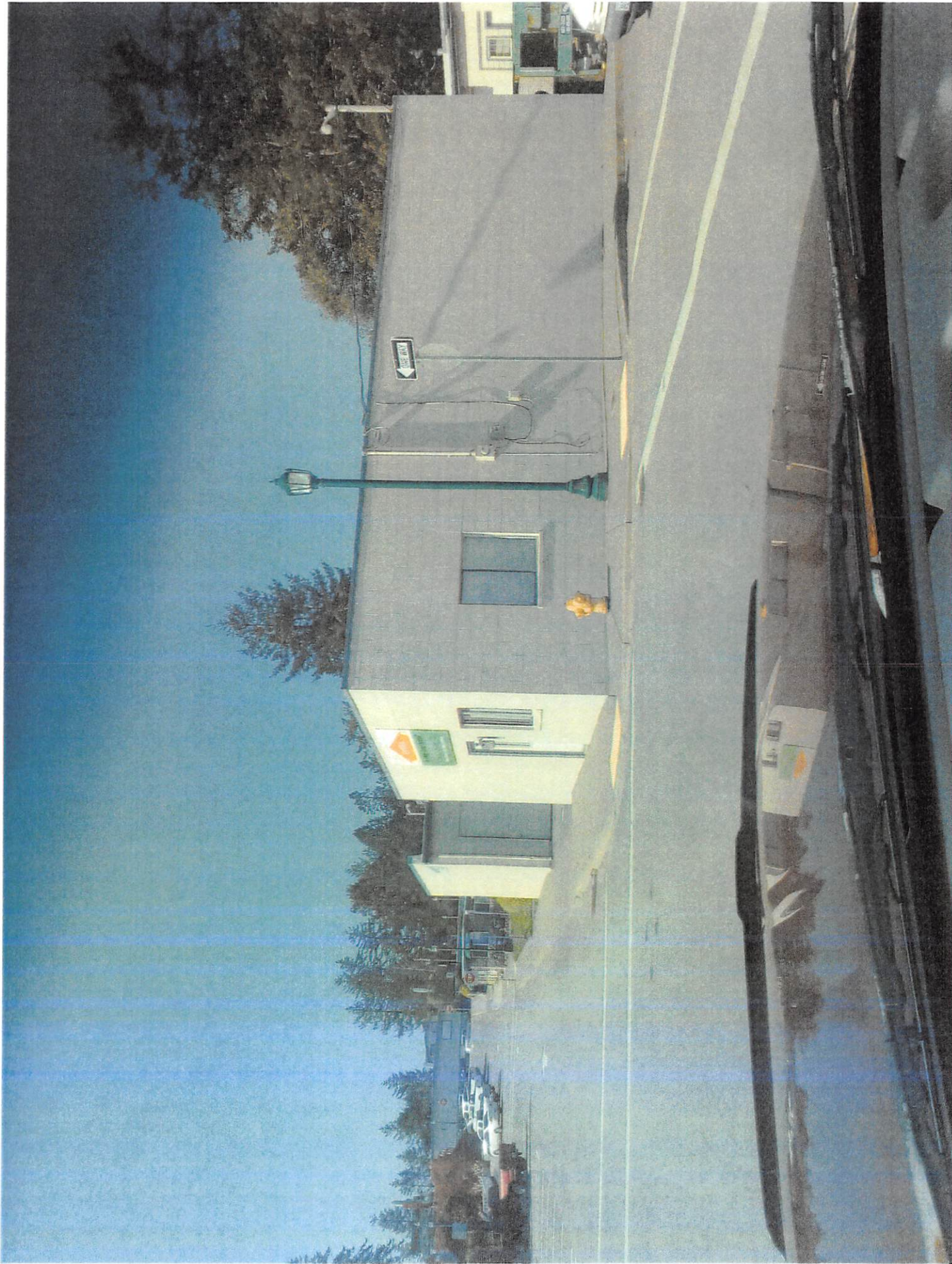
A handwritten signature in black ink, appearing to read "Rick R. Gray", written over a horizontal line.

Rick R. Gray

Hemlock Street Properties, LLC
525 Willow Street









City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-2163, Fax (541) 469-3650, TTY (800) 735-1232

HOLD HARMLESS AGREEMENT

This Release of Claims for Damages, Hold Harmless and Indemnification Agreement (Agreement) is entered, by and between, ____ and the City of Brookings, (City) an Oregon municipality.

WITNESSETH

WHEREAS, ____ ;and

WHEREAS, ____ ; and

WHEREAS,

NOW, THEREFORE, in consideration of the foregoing, ____ and City agree as follows:

1. The above-recitals are true and correct and incorporated herein by reference.
2. The ____ releases, indemnifies, and agrees to defend, protect, and hold harmless the City, its elected and appointed officials, employees, representatives, agents, volunteers from any and all claims, suits, actions, damages, liabilities and expenses, including costs and attorney's fees, arising out of
3. This Agreement, and the obligations contained herein, shall be evaluated and reviewed annually or within 30 days notice.

This agreement is made and executed this ____ day of _____, 20____.

CITY OF BROOKINGS

Name/Title

Name/Title

Signature

Signature

Garrett Thomson

From: Lu Ehlers
Sent: Thursday, April 20, 2017 9:30 AM
To: Garrett Thomson
Subject: FW: Question

Here is the answer I received...

From: Laurie Kemper [mailto:lkemper@cisoregon.org]
Sent: Thursday, April 20, 2017 9:13 AM
To: Lu Ehlers
Subject: Re: Question

Hi Lu,

First, check your ordinances and codes to make sure the city doesn't prohibit this. If the city decides to allow it, I don't think you need to require anything special from them, insurance-wise.

Thanks for checking!

Laurie

On Apr 20, 2017, at 8:55 AM, Lu Ehlers <lehlers@brookings.or.us> wrote:

Laurie

Question, a business owner wants to build an apartment above a downtown business and wants to include a deck that overhangs a City sidewalk. What specific insurance would we require him to have or anything that would protect us from liability???? Can you point me in the right direction?

Anella (Lu) Ehlers
Human Resources/Accountant
City of Brookings, OR
(541)469-1126
lehlers@brookings.or.us
<image001.jpg>

CONFIDENTIALITY STATEMENT:

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Laurie Kemper | Senior Risk Management Consultant
CIS | P.O. Box 57 | Medford, OR 97501
p 503-763-3851 | 800-922-2684 x3851 | f 503-763-3900
www.cisoregon.org

CIS came into being to fulfill a need, and we're here for the long haul, a public entity serving other public entities.

CHAPTER 32

ENCROACHMENTS INTO THE PUBLIC RIGHT-OF-WAY

SECTION 3201 GENERAL

3201.1 Scope. The provisions of this chapter shall govern the encroachment of structures into the public right-of-way.

3201.2 Measurement. The projection of any structure or portion thereof shall be the distance measured horizontally from the *lot line* to the outermost point of the projection.

3201.3 Other laws. The provisions of this chapter shall not be construed to permit the violation of other laws or ordinances regulating the use and occupancy of public property.

3201.4 Drainage. Drainage water collected from a roof, *awning*, canopy or marquee, and condensate from mechanical equipment shall not flow over a public walking surface.

SECTION 3202 ENCROACHMENTS

3202.1 Encroachments below grade. Encroachments below grade shall comply with Sections 3202.1.1 through 3202.1.3.

3202.1.1 Structural support. A part of a building erected below grade that is necessary for structural support of the building or structure shall not project beyond the *lot lines*, except that the footings of street walls or their supports which are located not less than 8 feet (2438 mm) below grade shall not project more than 12 inches (305 mm) beyond the street *lot line*.

3202.1.2 Vaults and other enclosed spaces. The construction and utilization of vaults and other enclosed spaces below grade shall be subject to the terms and conditions of the applicable governing authority.

3202.1.3 Areaways. Areaways shall be protected by grates, *guards* or other *approved* means.

3202.2 Encroachments above grade and below 8 feet in height. Encroachments into the public right-of-way above grade and below 8 feet (2438 mm) in height shall be prohibited except as provided for in Sections 3202.2.1 through 3202.2.3. Doors and windows shall not open or project into the public right-of-way.

3202.2.1 Steps. Steps shall not project more than 12 inches (305 mm) and shall be guarded by *approved* devices not less than 3 feet (914 mm) in height, or shall be located between columns or pilasters.

3202.2.2 Architectural features. Columns or pilasters, including bases and moldings shall not project more than 12 inches (305 mm). Belt courses, lintels, sills, architraves, pediments and similar architectural features shall not project more than 4 inches (102 mm).

3202.2.3 Awnings. The vertical clearance from the public right-of-way to the lowest part of any *awning*, including valances, shall be not less than 7 feet (2134 mm).

3202.3 Encroachments 8 feet or more above grade. Encroachments 8 feet (2438 mm) or more above grade shall comply with Sections 3202.3.1 through 3202.3.4.

3202.3.1 Awnings, canopies, marquees and signs. *Awnings*, canopies, marquees and signs shall be constructed so as to support applicable loads as specified in Chapter 16. *Awnings*, canopies, marquees and signs with less than 15 feet (4572 mm) clearance above the sidewalk shall not extend into or occupy more than two-thirds the width of the sidewalk measured from the building. Stanchions or columns that support *awnings*, canopies, marquees and signs shall be located not less than 2 feet (610 mm) in from the curb line.

3202.3.2 Windows, balconies, architectural features and mechanical equipment. Where the vertical clearance above grade to projecting windows, balconies, architectural features or mechanical equipment is more than 8 feet (2438 mm), 1 inch (25 mm) of encroachment is permitted for each additional 1 inch (25 mm) of clearance above 8 feet (2438 mm), but the maximum encroachment shall be 4 feet (1219 mm).

3202.3.3 Encroachments 15 feet or more above grade. Encroachments 15 feet (4572 mm) or more above grade shall not be limited.

3202.3.4 Pedestrian walkways. The installation of a pedestrian walkway over a public right-of-way shall be subject to the approval of the applicable governing authority. The vertical clearance from the public right-of-way to the lowest part of a *pedestrian walkway* shall be not less than 15 feet (4572 mm).

3202.4 Temporary encroachments. Where allowed by the applicable governing authority, vestibules and storm enclosures shall not be erected for a period of time exceeding seven months in any one year and shall not encroach more than 3 feet (914 mm) nor more than one-fourth of the width of the sidewalk beyond the street *lot line*. Temporary entrance *awnings* shall be erected with a clearance of not less than 7 feet (2134 mm) to the lowest portion of the hood or *awning* where supported on removable steel or other *approved* non-combustible support.

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: May 8, 2017



Signature (submitted by)

Originating Dept: PWDS




City Manager Approval

Subject: Refund of application fees for Brookings-Harbor Friends of Music Conditional Use Permit.

Recommended Motion:

Authorize the City Manager to process a refund in the amount of \$2,649.00 to Brookings-Harbor Friends of Music.

Financial Impact: Loss of application fees in the amount of \$2,649.00.

Reviewed by Finance & Human Resources Director: 

Background/Discussion: The Brookings-Harbor Friends of Music submitted a complete application including the required fee in the amount of \$2,649.00. The application was for a Conditional Use Permit (CUP) to establish a concert hall in a vacant medical office building located at 585 Fifth Street. The subject property is zoned Professional Office District (PO-1) which allows for this type of use with an approved CUP.

Friends of Music withdrew the application prior to any City funds being expended on public notices. The only Staff time involved was limited to assisting the applicant with the application. Staff did not draft any notices nor was any work done on staff reports needed for the public hearing.

Title 17 (Land Development Code) of the Brookings Municipal Code cites in several Chapters such as Chapter 17.140 Zone Changes, Chapter 17.116.030 Planned Community, and Chapter 17.116.090 Minor Changes that application fees are nonrefundable. Although the code is silent in the CUP and other chapters regarding refunding of fees, it is logical that all special land use application fees be processed in the same manner.

Staff is supportive of a refund of the fees due to no staff time or City funds being expended on processing the application.

Attachment(s): A. Request for refund of application fees from Brookings-Harbor Friends of Music



3 April 2017

City of Brookings
898 Elk Drive
Brookings, OR 97415
Attention: Donna Colby-Hanks, Planning Manager

Subject: Conditional Use Permit from Brookings-Harbor Friends of Music for conversion of the 585 5th Street medical office building property into a Concert Hall

Dear Donna

As part of our real estate purchase agreement, we had several contingencies that had to be satisfied prior to us finalizing the purchase of the subject property. After lengthy negotiations, one critical contingency that would ensure we could build the size of facility we wanted could not be satisfied. As a result, the board of the Brookings-Harbor Friends of Music has voted to cancel the purchase of the subject property. As a further result, we need to cancel and withdraw our Conditional Use Permit application submitted to your office on 17 March 2017. This letter is formal notification to your office to that effect. It is our hope that our application fee of \$2649 can be fully or partially refunded.

I want to personally thank you for all your time and help in assisting us in the nuances of how to fill out a Conditional Use Application. This particular transaction did not work out for us. As an organization, we plan to continue to look for and acquire another location for our Concert Hall within the city limits. When we need to prepare another application in the future, the help you provided will be extremely valuable.

Sincerely

A handwritten signature in black ink that reads "Mark Newhouse". The signature is written in a cursive style.

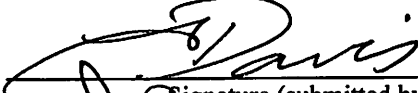
Mark Newhouse
President, Brookings-Harbor Friends of Music
PO Box 7893
Brookings, OR 97415
(541) 469-4905
bhfriendsofmusic@gmail.com

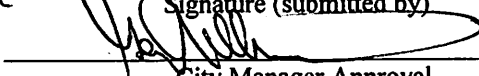
ATTACHMENT A.

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: May 8, 2017

Originating Dept: City Recorder



Signature (submitted by)


City Manager Approval

Subject: Transient Occupancy Tax Fund Allocation for the Chamber of Commerce Visitors' Map distribution service.

Recommended Motion:

As recommended by the Tourism Promotion Advisory Committee: Motion to allocate a \$1,150.80 grant from Transient Occupancy Tax revenues to subsidize distribution of visitors' maps.

Financial Impact:

\$1,150.80 allocated from Transient Occupancy Tax revenues set-aside for tourism promotion.

Background/Discussion:

Brookings Harbor Chamber of Commerce Director David Allen requested TPAC to provide funding which would cover the cost of contracting with Certified Folder Display to distribute the map/brochure to visitor information centers. The cost of publishing the map has already been covered by the Chamber and other map advertisers. This proposal only requests funds for delivery of the maps to visitors' centers.

This matter was considered by the Tourism Promotion Advisory Committee (TPAC) at their meeting of April 20, 2017. At that meeting, TPAC unanimously recommended granting \$1,150.80 in TOT funding to subsidize distribution of the maps.

Attachment(s):

- a. Letter of Request from David Allen
- b. Proposal Evaluation



City of Brookings
Tourism Promotion Advisory Committee
898 Elk Drive
Brookings, OR 97415

As you may know, the Brookings Harbor Chamber of Commerce publishes a map a visitor brochure which is distributed locally and is included in visitor information packets.

The purpose of this letter is to request an allocation of \$1,150.80 in Transient Occupancy Funds to cover the cost of contracting with Certified Folder Display to distribute the brochure to visitor information centers along the southern Oregon Coast for a period of six months. The brochures will be placed in visitor information racks maintained by Certified at 101 locations along the coast.

We are hopeful that the City will partner with the Chamber in the distribution of the only printed tourism brochure specifically produced for Brookings Harbor.



CORPORATE OFFICE: 1120 Joshua Way, Vista, CA 92081 • (760) 727-5100 fax (760) 727-1583 (800) 799-7373 www.certifiedfolder.com

DISTRIBUTION SERVICE AGREEMENT

NEW ORDER

SALESPERSON: 012150 - Kayla Coy
 ADVERTISER ID: _____
 FEDERAL TAX ID: _____
 PO NUMBER: _____
SHIP TO: _____
 ADVERTISER: Brookings Harbor Oregon
 CONTACT: Jerry Law, Director
 EMAIL: jlaw58@gmail.com
 ADDRESS: 898 Elk Drive
 ADDRESS: _____
 CITY: Brookings
 STATE: OR ZIP: 97145
 PHONE: (541) 469-1101 FAX: _____
 NEW ADDRESS: _____
 ADDRESS: _____
 CITY: Brookings
 STATE: OR ZIP: 97145
 PHONE: (541) 469-3181 FAX: _____

CODE	DISTRIBUTION PROGRAM AREA	#SITES	START DATE	END DATE	MONTHLY FEE	#MONTHS	GROSS FEE	SPEC	NET FEE
1-VM-1-NW/SOC	S. Oregon Coast	101	03/01/17	02/28/18	191.80	12	2,301.60	-1,150.80	0.00
									1,150.80

We will distribute the above named item in the area or areas set forth below. Display shall be on a single pocket basis. Minimum distribution period is 3 consecutive months.

INVENTORY ID NUMBER: _____
 NAME OF BROCHURE / PUBLICATION: Brookings Harbor Oregon

DATE: 02/13/2017
 ORDER: 0000036748
 BEGIN DATE: 03/01/17
 END DATE: 02/28/18

REF: _____

COMMENTS/SPECIAL INSTRUCTIONS

APPROVED BY ADVERTISER

AGREEMENT TO TERMS: Advertiser hereby acknowledges that Advertiser has read all the terms and provisions set forth on the front and backside of this Agreement, and agrees that all such terms and provisions are a part of this Agreement.

Your Signature: _____ Date: _____
 Name (print): _____
 Title: _____

APPROVED BY: (Certified Folder Display corporate office)
 Signature: _____
 Name (print): _____
 Title: _____

MONTHLY BILLING SCHEDULE (including any applicable sales tax)

Fees are normally billed 30 days in advance of service. Monthly Billing Schedule details actual billing for the month indicated, not for the month service is provided.

Month	Fee
Feb	95.90
Mar	95.90
Apr	95.90
May	95.90
Jun	95.90
Jul	95.90
Aug	95.90
Sept	95.90
Oct	95.90
Nov	95.90
Dec	95.90
Jan	95.90
Feb	95.90

TERMS: The agreed payment is NET CASH. Payment shall be made not later than 30 days from invoice date. If unpaid, a late charge of 1 1/2% per month or 18% annually will be added on the unpaid balance and monthly thereafter until paid. Advertiser agrees to pay all collection costs including reasonable attorney's fees.

TOTAL NET FEE: 1,150.80
 APPLICABLE SALES TAX: 0.00
 TOTAL FEE: 1,150.80

TOTAL NET FEE: 1,150.80
 SUBTOTAL: 1,150.80
 APPLICABLE SALES TAX: 0.00

PREPAYMENT OPTION: Yes No (0.00% on all applicable programs)
 PREPAYMENT DISCOUNT (Please check one): Yes No

TOTAL NET FEE: 1,150.80

All fees billed 30 days in advance of service

Event Proposal Funding Evaluation

Tourism Promotion Advisory Committee (TPAC)

Event Name: Chamber of Commerce Visitor Brochure Distribution

Event Coordinator: David Allen Phone: 469-3181

Event Location: _____

Event Date: _____

Amount Requested? ~~Amount~~ \$1150.80

- | | | | | | |
|---|------------|-----|--------------------------|----|--------------------------|
| 1. Off-season Event?
(October - April) | <u>N/A</u> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. New Event? | <u>N/A</u> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Multi-day Event? | <u>N/A</u> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

If yes, how many? _____

4. Target Market? (Circle all that apply)
- | | | |
|---------------------|------------------------|----------------------------|
| Rogue Valley | Foodies | Water Sports Enthusiasts |
| Northern California | Shoppers | Golfers |
| International | Music Enthusiasts | Bicyclists |
| Families | Prospective Residents | Beachcombers |
| Seniors | Prospective Businesses | <u>Fishing Enthusiasts</u> |
| Couples | Median Income | Sports (tournaments) |
| <u>RVers</u> | High Income | Spectators/Festival goers |

5. Estimated Attendance? N/A >150 _____ <150 _____

6. Does proposal include an advertising/promotion plan? ~~plan?~~


Yes No _____

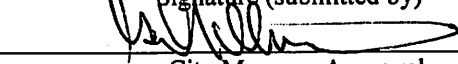
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 8, 2017

Originating Dept: City Recorder



Signature (submitted by)


City Manager Approval

Subject: Transient Occupancy Tax Fund Allocation for Fungi Fest event

Recommended Motion:

As recommended by the Tourism Promotion Advisory Committee: Motion to allocate a \$2,000 grant from Transient Occupancy Tax revenues to the Fungi Fest event.

Financial Impact:

\$2,000 allocated from Transient Occupancy Tax revenues set-aside for tourism promotion.

Background/Discussion:

Kathleen Dickson, organizer of the Fungi Fest event has requested funding in the amount of \$2,000 to assist with event expenses. Ms. Dickson expects an attendance of 300-500 people. Although only a single-day event, there is a pre-event dinner that Ms. Dickson feels will encourage participants to stay for at least one overnight.

This matter was considered by the Tourism Promotion Advisory Committee (TPAC) at their meeting of April 20, 2017. At that meeting, TPAC recommended unanimously to grant \$2,000 in TOT funding to the Fungi Fest event.

Attachment(s):

- a. Proposal from Fungi Fest
- b. Proposal Evaluation

Event Title: Annual Fungi Fest Amount Requested \$2,000

Event Description: A one-day wild mushroom celebration, with vendors, speakers, an identification display, and workshops; will host ^{Friday} evening dinner

Event Date/s: NOV. 4, 2017 (1st Saturday in November); 10am-4pm

Location: Clatsop Grange Community Center Location secured? Yes No

Event Goals: 1) to create a sustainable off-season event in Brookings; 2) to educate the public of the value of our area's natural resources; 3) to teach attendees how to ID, harvest, store & prep wild mushrooms

Please explain how this event will be sustained after the first year: 1) Anticipate carrying ~1000 from 2017 to 2018 fest; 2) Will expand workshop offerings & extend fest to 2 days; 3) will attract sponsors from community

Sponsors/Investors: Wild Rivers Mushroom Club; Otter Bees Market; RTS "Eat Fresh & Local" Action Team; Travel Oregon

Income		Expenses		
Vendor Fees Collected	\$ 250 ⁰⁰	10 spaces @ \$25/ea	Facility/Venue Costs	\$ 450 ⁰⁰ 1-1/2 days @ Grange
Admissions	\$ - 0 -	—	Insurance	\$ 350 ⁰⁰ \$2M event liability policy
TPAC Grant	\$ 2,000	—	Advertising	\$ 1000 ⁰⁰ print & radio
Concessions	\$ - 0 -	—	Supplies	\$ 350 ⁰⁰ copies-posters- \$ 500 ⁰⁰ auction items
Silent Auction	\$ 1000 ⁰⁰	—	Trainers	\$ 200 ⁰⁰ for workshops
Workshops	\$ 700 ⁰⁰	~10-~10-~15 3 total @ 1hr./ea	Speakers	\$ 500 ⁰⁰ & eve. dinner
Catered Tickets-Dinner	\$ 1500 ⁰⁰	~30 single ~50 couple	Catered Dinner	\$ 1100 ⁰⁰
2018 seed money	\$ 1000⁰⁰	carry over from 2017	2018 seed money	\$ 1000 ⁰⁰ carry to 2018
TOTAL	\$ 5450		TOTAL	\$ 5450

Methodology for evaluating events success in terms of bringing visitors to the Brookings area: 1) Collect contact info from attendees @ door & calculate those from out of town; 2) Collect Facebook "likes" & calculate % from out of town; 3) track inquiries @ Travel Oregon, OCVA, SOVA chamber

Contact Person: Kathleen Dickson Phone: 541-661-1385

Organization: Wild Rivers Mushroom Club Address: Brookings, OR

If more space is required please attach additional pages

2nd Annual Fungi Fest - Brookings
Friday, Nov. 3, 2017, 5-8 pm • Catered Dinner
Saturday, Nov. 4, 2017, 10am to 5pm • Festival

The 2017 Fungi Fest will be organized by members of the Wild Rivers Mushroom Club (WRMC), a nonprofit group based in Brookings and made up of amateur mushroom lovers from throughout Curry and Del Norte Counties.

The 1st Annual Fungi Fest was organized in 2015 by Julie Schmeltzer, then Curry County Economic Development Director, and was funded by Curry County. It was held in Gold Beach at the Curry County Fairgrounds. Julie's idea was to create a local festival that could also act as a fundraiser for various County park needs (Lobster Creek Campground benefited that first year). WRMC collected all the mushroom specimens for this event, and manned the identification table during the festival.

In 2016 Summer Matteson-Kinney, who took over for Julie as the Curry County Economic Development Director, began planning for the 2nd Annual Fungi Fest, which was again scheduled for the first Saturday in November. WRMC had every intention of participating again; however, the festival was canceled at the last minute when the Board of Commissioners decided to step back from event organizing. WRMC hopes to revive the festival this year and relocate it to Brookings.

WRMC was founded in 2006 by Kathleen Dickson, and currently has about 60 dues-paying members. The club meets monthly to talk and learn about mushrooms; they also schedule seasonal forays into the forest to teach newcomers how to ID and harvest wild, edible mushrooms for personal use, and plan occasional workshops for club members. Many of its members have years of hands-on experience identifying the region's mushrooms.

The 2017 Fungi Fest is scheduled for the first weekend in November for a couple of reasons:

- 1) this is prime Chanterelle mushroom season, and this is our most prolific edible mushroom;
- 2) November is considered an off-season month, and entities such as Travel Oregon are interested in supporting off-season tourism efforts;
- 3) the time frame is consistent with previous efforts to create a mushroom festival in Curry County;
- 4) it will not compete with other regional mushroom festivals (i.e. the Yachats Mushroom Festival in October and The Humboldt Mushroom Fair on the Sunday before Thanksgiving).

The Fungi Fest will be supported in part by the Eat Fresh & Local Action Team (EFL). Kathleen Dickson, member of WRMC, is the new co-leader of EFL in South Curry County, and will be the main contact person for the 2017 festival. The EFL team will help with marketing through Travel Oregon, OCVA, and SOVA, and will assist with other public relations as necessary (i.e. through Facebook postings, the local Chamber websites, writing press releases and the like).

During this first year, the EFL Team will also assist with any and all aspects of presenting a successful local event as needed and/or requested by the members of WRMC.

WRMC will test various means of sustaining the festival into the future, including:

- 1) selling vendor space for mushroom-related goods;
- 2) offering concession space for a local restaurant and a local brewer;
- 3) holding a silent auction using mushroom-related paraphernalia (similar to the one held in 2015);
- 4) organizing two, possibly three, workshops (with admission fees) during the day on Saturday; and,
- 5) selling festival-related products (hats, t-shirts, 'shrooming kits, etc.).

If there are net proceeds from the above activities, WRMC will hold that money in reserve for the "3rd Annual Fungi Fest" in 2018.

In order to make this festival a "stay another day" event, WRMC will host a catered dinner with keynote speaker on Friday evening, Nov. 3rd. Seating will be limited, and RSVP's will be required. The club will invite a local mushroom expert to be the speaker during the dinner, and the dinner will be catered by Black Trumpet Bistro, in conjunction with local brewery Chetco Brewing Company.

WRMC will track how well the festival does in terms of out-of-town visitors to Brookings through various means as described in the application, and will use those numbers to tweak the festival in the future, thus creating a self-sustaining event for Brookings.

Event Proposal Funding Evaluation

Tourism Promotion Advisory Committee (TPAC)

Event Name: Fungi Fest

Event Coordinator: Kathleen Dickson Phone: 541-661-1385

Event Location: Chetco Grange

Event Date: Nov. 4, 2017

Amount Requested? \$2,000

- | | | | | |
|---|-----------------------------------|-----------------|----|-----------------|
| 1. Off-season Event?
(October - April) | Yes | <u>X</u> | No | <u> </u> |
| 2. New Event? | Yes | <u>X</u> | No | <u> </u> |
| 3. Multi-day Event? | Yes | <u> </u> | No | <u>X</u> |
| | If yes, how many? <u> </u> | | | |

but includes late dinner to keep overnights

4. Target Market? (Circle all that apply)
- | | | |
|----------------------|------------------------|---------------------------|
| Rogue Valley | <u>Foodies</u> | Water Sports Enthusiasts |
| Northern California | Shoppers | Golfers |
| International | Music Enthusiasts | Bicyclists |
| <u>Families</u> | Prospective Residents | Beachcombers |
| Seniors | Prospective Businesses | Fishing Enthusiasts |
| <u>Couples</u> | Median Income | Sports (tournaments) |
| RVers | High Income | Spectators/Festival goers |
| <u>Agri tourists</u> | | |

5. Estimated Attendance? >150 X <150

300-500

6. Does proposal include an advertising/promotion plan?


Yes X No

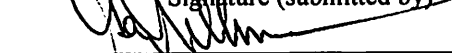
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 8, 2017

Originating Dept: City Recorder



Signature (submitted by)


City Manager Approval

Subject: Transient Occupancy Tax Fund Allocation for Rock the Chetco event

Recommended Motion:

As recommended by the Tourism Promotion Advisory Committee: Motion to allocate a \$3,000 grant from Transient Occupancy Tax revenues to the Rock the Chetco event.

Financial Impact:

\$3,000 allocated from Transient Occupancy Tax revenues set-aside for tourism promotion.

Background/Discussion:

Mike & Alex Frederick, organizers of the Rock the Chetco event have requested funding in the amount of \$3,000 to assist them with event expenses. Mr. Frederick indicated that this event replaces Party at the Port formerly held in conjunction with the Azalea Festival over Memorial Day weekend. Mr. Frederick noted that a portion of the event's expenses include a newly implemented \$1,800 venue fee charged by the Port.

Rock the Chetco is a three-day event, therefore, aligning with TPAC's goal of increasing overnight stays. Attendance expectation is 10,000-15,000.

This matter was considered by the Tourism Promotion Advisory Committee (TPAC) at their meeting of April 20, 2017. At that meeting, TPAC recommended, with five members voting "Yea" and one member abstaining, granting \$3,000 in TOT funding to the Rock the Chetco event.

Attachment(s):

- a. Proposal from Rock the Chetco
- b. Proposal Evaluation

Event Title: Rock The Chetco - Azalea Festival Amount Requested \$3000^{est}

Event Description: Annual Memorial Day Celebration with lots of activities for the whole family, games, food, music + craft beer *and wine, order craft sodas*

Event Date/s: May 26, 27, 28 2017

Location: Port of Brookings Harbor - Boardwalk Location secured? Yes No

Event Goals: This years goal is tying together all the in town Azalea Festivities with the happenings in the Port to draw more tourists and locals

Please explain how this event will be sustained after the first year: we wouldn't ask for this except it's our 1st year. This event, being on the holiday weekend, already has carry over from the old format (Party at the Port).

Sponsors/Investors: Chetco Brewing Co.

Budget

Income		Expenses	
Concession Fees Collected	\$ 3000	Facility/Venue Costs	\$ 1800
Admissions	\$ 0	labor	\$ 250
Brewery Fees Concessions	3 = 2250	Insurance	\$ 200
	\$ 0	stage	\$ 1500
sponsors	\$ 500	Advertising	\$ 3400
	\$	music	\$ 1000 - games, bounce house
	\$	Supplies	\$ 600
	\$	4 stop shuttle	\$ 480
	\$	Security	\$ 215
	\$	garbage	
TOTAL	\$ 5750	TOTAL	\$ 9445

Methodology for evaluating events success in terms of bringing visitors to the Brookings area: check I.D.s for alcohol - note in/out town Point of Sale system

Contact Person: Michael Frederick Phone: 541 661 - 3585
 Organization: Chetco Brewing Company Address: 16883 Yellowbrick Rd Brookings

If more space is required please attach additional pages

Event Proposal Funding Evaluation

Tourism Promotion Advisory Committee (TPAC)

Event Name: Rock the Chetco

Event Coordinator: Mike Frederick Phone: 541-661-3585

Event Location: Port

Event Date: May 26-28, 17

Amount Requested? \$3000

1. Off-season Event?
(October - April) Yes No X

2. New Event? Yes X No

3. Multi-day Event? Yes X No

If yes, how many? 3

Replaces Party at the Port

4. Target Market? (Circle all that apply)

Rogue Valley	<u>Foodies</u>	Water Sports Enthusiasts
Northern California	Shoppers	Golfers
International	<u>Music Enthusiasts</u>	Bicyclists
Families	Prospective Residents	Beachcombers
Seniors	Prospective Businesses	Fishing Enthusiasts
Couples	Median Income	Sports (tournaments)
RVers	High Income	<u>Spectators/Festival goers</u>

5. Estimated Attendance? >150 X <150 *10-15 K*

6. Does proposal include an advertising/promotion plan?

Yes X No

City of Brookings CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

Monday, April 24, 2017

Call to Order

Mayor Pieper called the meeting to order at 7:00 PM.

City Manager Milliman announced that the audio in the Chambers was not working properly.

Roll Call

Council present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges and Roger Thompson; Councilor Dennis Triglia was absent; Student Ex Officio Shawntisha Bailey present; a quorum present.

Staff present: City Manager Gary Milliman, Public Works and Development Director Paul Stevens, Parks and Planning Manager Tony Baron, and Acting City Recorder Lauri Ziemer. City Attorney Martha Rice was absent.

Media Present: Jane Stebbins from Curry Coastal Pilot present

Others Present: Approximately 40-45 audience members.

Oral Requests and Communications from the audience

- Dwight Bode representing International Windsurfing Tour addressed Council requesting collaboration with the Wave Bash Windsurfing event in Pistol River.
- Dane Tipman of 580 Fern Avenue, #1 addressed Council in favor of removing the hazard trees in Azalea Park.
- Keith Schmitz and Cora Glen Powers of 96440 Cape Ferrelo Road addressed Council in opposition to the removal of hazard trees in Azalea Park. They offered that they have a better plan that would promote the health of the park.
- Ira Tozier of 615 Mardon Court addressed Council in opposition to the removal of hazard trees in Azalea Park.
- Alyssa Babin of 514 Myrtle Street addressed Council and presented a petition (entered into record) in opposition to the removal of hazard trees in Azalea Park.
- Garrett Downing of 99821 Mount Emily Road addressed Council in opposition to the removal of hazard trees in Azalea Park.
- Dan Sherman of 224 Cedar Street addressed Council in opposition to the removal of hazard trees in Azalea Park.
- Judy Kaplan of 441 Buena Vista Loop addressed Council requesting that the trees to be removed be marked before cutting so that residents know which ones and can then decide if in favor.

City Manager Milliman recommended that Council schedule a public workshop to review the tree removal and look at alternatives.

Councilors Hodges and Hamilton agreed to postpone the tree removal and hold a public workshop.

Mayor Pieper stated that he would have liked to have had this input from the community sooner. He requested that residents contact the City with questions and concerns before taking it to social media.

Councilor Hodges moved, Councilor Hamilton seconded and Council voted with Councilors Hodges and Hamilton voting "aye" and Councilor Thompson and Mayor Pieper voting "nay" with an advisory "nay" from Ex Officio Bailey to postpone the tree removal and schedule a workshop. Motion fails.

Councilor Thompson moved, Mayor Pieper seconded and Council voted with Councilor Thompson and Mayor Pieper voting "aye" and Councilors Hodges and Hamilton voting "nay" with an advisory "aye" from Ex Officio Bailey to proceed with the tree removal. Motion fails.

City Manager Milliman suggested putting the issue on the May 8th City Council meeting agenda.

Mayor Pieper moved, Councilor Hamilton seconded and Council voted unanimously with an advisory "aye" from Ex Officio Bailey to place the item on the May 8, 2017 City Council meeting agenda.

Staff Reports

Letter of Support for Pen Air

City Manager Milliman presented the Staff Report

Michael Walsh, representative of Pen Air, addressed Council noting their appreciation for the letter of support.

Councilor Thompson moved, Councilor Hamilton seconded and Council voted unanimously with an advisory "aye" from Ex Officio Bailey to authorize the Mayor to submit a letter of support to Peninsula Airways (Pen Air) encouraging submittal of a proposal to continue providing services at Del Norte County Regional Airport in response to the U.S. Department of Transportation's Request for Proposals.

Fee Waiver for Festival of Art

Parks and Planning Manager Baron presented the staff report.

Councilor Hodges moved, Councilor Thompson seconded and Council voted unanimously with an advisory "aye" from Ex Officio Bailey to waive picnic table use fees for the Pelican Bay Arts Association sponsored Festival of Art in Stout Park.

Council Liaisons

City Manager Milliman presented the staff report.

Councilor Hodges moved, Councilor Hamilton seconded and Council voted unanimously with an advisory “aye” from Ex Officio Bailey to assign Councilors to attend various commission, committee and intergovernmental agency meetings and report back to the City Council on activities of those organizations when applicable to City affairs.

Consent Calendar

1. Approve Council minutes for April 10, 2017
2. Accept Planning Commission minutes for February 7, 2017
3. Receive monthly financial report for March 2017

Councilor Hodges moved, Councilor Thompson seconded and Council voted unanimously with an advisory “aye” from Student Ex Officio Bailey to approve the Consent Calendar.

Remarks from Mayor and Councilors

Councilor Hamilton advised residents to be cautious near trees and limbs in heavy winds.

Mayor Pieper encouraged citizens to contact City Council with comments.

Mayor Pieper advised that he attended the 2017 graduating student event.

Adjournment

Mayor Pieper moved, Councilor Hodges seconded and Council voted by voice to adjourn the meeting at 8:23 p.m.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2017:

Jake Pieper, Mayor

Teri Davis, City Recorder

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – March 16, 2017

CALL TO ORDER

Meeting called to order at 4:00 PM

1. ROLL CALL

Present: Committee members Candice Michel, Bob Pieper, Angi Christian, Tim Patterson, Chuck Costello and Chair Skip Watwood

Also present: City Manager Gary Milliman and City Recorder Teri Davis

2. APPROVAL OF MINUTES –

- a. Motion made by Angi Christian to approve the minutes of February 16, 2017, motion seconded by Candice Michel and Committee voted; the motion carried unanimously.**

3. PUBLIC COMMENT - Verlayne McManus spoke to TPAC regarding the process for applying for event funding.

4. ACTION ITEMS

- a. Nature's Coastal Holiday Arches Upgrade Proposal** – Klaus Gielisch addressed TPAC regarding a request for \$6,112.00 in TOT funding to purchase more lighting for Nature's Coastal Holiday.
- TPAC members discussed the budget status.
 - It was noted by Mr. Gielisch that the organization had enough money to make the purchase and that it would go forward regardless of approval of this funding request.
 - Angi Christian made a motion to donate \$1,000 annually to the event.
 - It was pointed out that an annual commitment was not possible.
 - Candice Michel made a motion to recommend Council make a \$1,000 donation for this year. Chuck Costello seconded the motion and Committee voted; motion carried unanimously.**
- b. Beat the Brewers Relay Run & Block Party Proposal** – Mike Frederick addressed TPAC regarding a request for a \$3,000 advancement from the TOT funds.
- Candice Michel made a motion to recommend to Council that TOT funds be used to give a \$3,000 advance to the Beat the Brewers event. Tim Patterson seconded the motion; and Committee voted; the motion carried unanimously.**

5. INFORMATIONAL ITEMS

- a. "Go Wild Rivers" App** – Jodi Fritts, Gold Beach City Administrator addressed TPAC regarding the app.
- Ms. Fritts offered a demonstration of the app and spoke about recent updates and format changes.
 - Ms. Fritts encouraged regional cooperation of tourism efforts.
 - The app is in conjunction with the Pilot's Go Book print advertising.
 - Ms. Fritts advised if the City only has the budget for one or the other, she recommends the app.
- b. Lucky Seven Cooperative Resourcing** – Eric Dremann addressed TPAC regarding his desire to work together with Brookings businesses and with TPAC on tourism efforts.
- Mr. Dremann is interested in hosting a tourism seminar/dinner at the casino.
 - City Manager Milliman noted that there could be opportunities for the casino to donate to parks which would increase the possibility of more tournaments and more groups staying at the casino.

4. ACTION ITEMS (cont'd)

- c. Pilot Go Book Advertising Proposal** – there was no representative to present the proposal.
- TPAC members discussed the budget status for print advertising and funding options
 - Candice Michel made a motion to participate in the Go Book and Go App and to have staff coordinate the level of participation. Angi Christian seconded the motion. Motion carried unanimously.**

- d. Nutcracker Event Evaluation – there was no representative to present the evaluation.
-Candice noted that it was a great evaluation.

5. INFORMATIONAL ITEMS (cont'd)

- c. **Budget & Internet Hit Info** – Committee reviewed budget and internet hits documents provided. All funds for advertising have been spent or are earmarked; funds available for events are \$8,257.8; funds available for capital are \$3,079. City Manager Milliman noted the amount of funds that have been returned through the advancement program.


6. MEMBER COMMENTS

- a. Tim Patterson recommended that the committee put out an RFP for a volunteer who would be responsible for designing a survey form; and who would then approach participants at TOT funded events and ask them to participate in the survey; and would finally report back to TPAC with the survey results.
- b. Candice Michel provided an update regarding the status of the drone video. The student producing the video plans to do the bulk of shooting during spring break.
- c. Tim Patterson informed the group about how the new visitors' center at the Port has looped videos on three screens. He thinks this concept should be encouraged to Brookings businesses. City Manager Milliman advised that it has been considered at the Brookings City Hall Visitors' Center.

7. SCHEDULE NEXT MEETING – Next meeting scheduled for Thursday, April 20th at 4 pm.

8. ADJOURNMENT – with no further business before the Committee, the meeting adjourned at 5:41 pm.

Respectfully submitted,


Skip Watwood, Chair
(approved at April 20, 2017 meeting)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
February 23, 2017

CALL TO ORDER

Chair Tom Bozack called the meeting to order at 7:01 pm followed by the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Don Vilelle, Patt Brown, Jay Trost and Chair Tom Bozack

Absent: Commissioner Trace Kather

Also present: Parks/Tech Services Supervisor Tony Baron

APPROVAL OF MINUTES

A. Motion made by Commissioner Trost to approve the minutes of January 26, 2017; motion seconded by Commissioner Vilelle and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – None

REGULAR AGENDA

- A. Chetco Point Trail Upgrade** – Tony Baron presented the PARC outlining the Chetco Point Trail. Commissioners expressed they are excited about the program. **Motion made by Commissioner Vilelle to recommend Council approve the Chetco Point Trail Upgrade project as described in the CAR; motion seconded by Commissioner Brown.** Chair Bozack questioned where the remaining funds (\$50,000) would be obtained and Tony advised those funds are being requested in the 2017-18 budget. **Commission voted; the motion carried unanimously.** Tony to forward to City Council.
- B. 2017-18 Parks CIP List** – Tony Baron reviewed the PARC outlining the 2017-18 Parks CIP List. and provided updates and background information on park projects, grants and funding. **Motion made by Commissioner Trost to recommend to City Council the 2017-18 Capital Improvement Project List as presented; motion seconded by Commissioner Brown and the Commission voted; the motion carried unanimously.**

INFORMATION UPDATES/DISCUSSION ITEMS

A. Updates on items from last meetings

- **Slippery Banana Softball Tournament** - Tony advised that the 1st annual Homerun Derby was held last Friday at the newly configured Azalea Park softball field and the following Slippery Banana softball tournament had 43 teams and was very muddy. New park facilities were used and successful. He advised that charging sports teams for the use of the fields will need to be determined in the future.

COMMISSIONER REPORTS/COMMENTS

- A.** Commissioner Vilelle questioned if any decision on reconstruction of Bankus Park fountain. Tony advised he knew of no progress on it. Don reminded commissioners to visit the golf course.

ADJOURNMENT

Next meeting scheduled for April 27, 2017. With no further business before the Commission, the meeting adjourned at 7:28 pm.

Respectfully submitted,



Tom Bozack, Chair
(Approved at April 27, 2017 meeting)

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/17	04/18/2017	76896	3	Brown, Richard	20-00-2005	22.34- V
04/17	04/18/2017	76999	3	Richard Brown	20-00-2005	92.00- V
04/17	04/18/2017	77145	3	Richard Brown	20-00-2005	92.00- V
04/17	04/18/2017	77297	3	Richard Brown	20-00-2005	92.00- V
04/17	04/18/2017	77489	3	Richard Brown	20-00-2005	92.00- V
04/17	04/13/2017	78946	1029	Pitney Bowes Postage by Phone	10-00-2005	301.17- V
04/17	04/06/2017	79096	4058	44Mag Distributing LLC	10-00-2005	499.00
04/17	04/06/2017	79097	882	Advanced Security Systems	20-00-2005	73.50
04/17	04/06/2017	79098	255	Batteries Plus	25-00-2005	42.06
04/17	04/06/2017	79099	1314	Bernie Bishop Mazda	10-00-2005	59.90
04/17	04/06/2017	79100	5004	Blumenthal Uniforms & Equipment	10-00-2005	89.49
04/17	04/06/2017	79101	1169	Brookings Electronic Svs Inc	25-00-2005	75.00
04/17	04/06/2017	79102	313	Brookings Vol Firefighters	10-00-2005	2,250.00
04/17	04/06/2017	79103	5070	Canon Solutions America	10-00-2005	80.37
04/17	04/06/2017	79104	193	Central Equipment Co, Inc	10-00-2005	869.48
04/17	04/06/2017	79105	5500	Chetco Brewing Company	32-00-2005	3,000.00
04/17	04/06/2017	79106	3834	Clean Sweep Janitorial Service	10-00-2005	2,080.00
04/17	04/06/2017	79107	1745	Coastal Paper & Supply, Inc	25-00-2005	1,860.55
04/17	04/06/2017	79108	3844	Donna Colby-Hanks	10-00-2005	6.00
04/17	04/06/2017	79109	5118	Cruise Master Prisms INC	10-00-2005	575.55
04/17	04/06/2017	79110	1357	Curry County Clerk	10-00-2005	171.00
04/17	04/06/2017	79111	1357	Curry County Clerk	55-00-2005	288.00
04/17	04/06/2017	79112	173	Curry Equipment	10-00-2005	8.00
04/17	04/06/2017	79113	166	Dan's Auto & Marine Electric	10-00-2005	162.84
04/17	04/06/2017	79114	259	Da-Tone Rock Products	25-00-2005	1,923.11
04/17	04/06/2017	79115	284	Day Management Corp	25-00-2005	977.87
04/17	04/06/2017	79116	1	Stephanie Boirum	20-00-2005	183.66
04/17	04/06/2017	79117	1	Jacqueline Crowley	20-00-2005	300.00
04/17	04/06/2017	79118	1	Jessica Green	20-00-2005	213.39
04/17	04/06/2017	79119	1	Sharon Kleeves	20-00-2005	98.50
04/17	04/06/2017	79120	1	Anthony Martin	20-00-2005	300.00
04/17	04/06/2017	79121	1	James Thomas	20-00-2005	196.66
04/17	04/06/2017	79122	3342	Fastenal	25-00-2005	565.32
04/17	04/06/2017	79123	153	Ferrellgas	25-00-2005	1,393.38
04/17	04/06/2017	79124	5642	Financial Pacific Leasing	10-00-2005	4,031.88
04/17	04/06/2017	79125	5432	First Community Credit Union	25-00-2005	812.99
04/17	04/06/2017	79126	5321	Forrest Technical Coatings	10-00-2005	1,526.46
04/17	04/06/2017	79127	4646	Frontier	30-00-2005	719.62
04/17	04/06/2017	79128	5172	Gowman Electric, Inc	10-00-2005	76.70
04/17	04/06/2017	79129	4978	Grants Pass Daily Courier	10-00-2005	103.82
04/17	04/06/2017	79130	167	Hach Company	25-00-2005	460.22
04/17	04/06/2017	79131	139	Harbor Logging Supply	10-00-2005	94.47
04/17	04/06/2017	79132	199	Richard Harper	10-00-2005	400.00
04/17	04/06/2017	79133	4171	In-Motion Graphics	61-00-2005	39.38
04/17	04/06/2017	79134	162	Kerr Hardware	20-00-2005	1,049.73
04/17	04/06/2017	79135	328	Les Schwab Tire Center	10-00-2005	1,500.65
04/17	04/06/2017	79136	5678	Maia Mello	10-00-2005	200.00
04/17	04/06/2017	79137	4269	Milliman, Gary	10-00-2005	67.50
04/17	04/06/2017	79138	685	Neilson Research Corporation	25-00-2005	899.10
04/17	04/06/2017	79139	4487	Net Assets Corporation	10-00-2005	250.00
04/17	04/06/2017	79140	3561	Oil Can Henry's	10-00-2005	227.91
04/17	04/06/2017	79141	279	One Call Concepts, Inc	20-00-2005	109.56
04/17	04/06/2017	79142	5008	Online Information Services	10-00-2005	132.10

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/17	04/06/2017	79143	4332	Oregon Assoc Chiefs of Police	10-00-2005	92.00
04/17	04/06/2017	79144	5390	O'Reilly Automotive, Inc	10-00-2005	25.00
04/17	04/06/2017	79145	798	Dan Palicki	61-00-2005	442.83
04/17	04/06/2017	79146	5101	Pitney Bowes Reserve Acct	10-00-2005	301.17
04/17	04/06/2017	79147	322	Postmaster	25-00-2005	850.00
04/17	04/06/2017	79148	207	Quill Corporation	10-00-2005	177.84
04/17	04/06/2017	79149	3	Sharon Baldwin	20-00-2005	93.57
04/17	04/06/2017	79150	1840	Rogue Credit Union	50-00-2005	2,497.61
04/17	04/06/2017	79151	3093	Shelton Turnbull Printers Inc	10-00-2005	243.38
04/17	04/06/2017	79152	582	South Coast Office Supply	10-00-2005	14.15
04/17	04/06/2017	79153	5745	Sudduth, Justin	10-00-2005	208.00
04/17	04/06/2017	79154	4448	United Rentals INC	25-00-2005	2,400.00
04/17	04/06/2017	79155	2863	Verizon Wireless	10-00-2005	729.13
04/17	04/06/2017	79156	861	Village Express Mail Center	10-00-2005	24.54
04/17	04/06/2017	79157	2122	Cardmember Service	10-00-2005	5,702.77
04/17	04/06/2017	79158	169	Waste Connections Inc	10-00-2005	280.04
04/17	04/06/2017	79159	4220	Woof's Dog Bakery	61-00-2005	88.79
04/17	04/13/2017	79160	1233	Bart Kast Builder	25-00-2005	293.52
04/17	04/13/2017	79161	1314	Bernie Bishop Mazda	20-00-2005	599.12
04/17	04/13/2017	79162	4363	Black & Rice LLP	10-00-2005	3,094.83
04/17	04/13/2017	79163	715	Budge McHugh Supply	20-00-2005	1,733.88
04/17	04/13/2017	79164	5070	Canon Solutions America	10-00-2005	625.93
04/17	04/13/2017	79165	5305	Carrot-Top Industries, Inc.	10-00-2005	581.34
04/17	04/13/2017	79166	3015	Charter Communications	10-00-2005	714.96
04/17	04/13/2017	79167	4882	Coastal Heating & Air	25-00-2005	95.00
04/17	04/13/2017	79168	1740	Code Publishing Company Inc	10-00-2005	350.00
04/17	04/13/2017	79169	183	Colvin Oil Company	25-00-2005	2,206.91
04/17	04/13/2017	79170	317	DCBS - Fiscal Services	10-00-2005	599.51
04/17	04/13/2017	79171	1	Wade Abke	20-00-2005	167.15
04/17	04/13/2017	79172	1	Bank of America	20-00-2005	266.88
04/17	04/13/2017	79173	1	Scott Perry	20-00-2005	49.36
04/17	04/13/2017	79174	1	Jeremy Raglin	20-00-2005	162.93
04/17	04/13/2017	79175	1	Mike Runge	20-00-2005	63.78
04/17	04/13/2017	79176	1	Benjamin Westbrook	20-00-2005	300.00
04/17	04/13/2017	79177	1	Robert Widener	20-00-2005	278.51
04/17	04/13/2017	79178	5125	Jordan Fanning	50-00-2005	88.75
04/17	04/13/2017	79179	4646	Frontier	25-00-2005	952.60
04/17	04/13/2017	79180	198	Grants Pass Water Lab	10-00-2005	378.00
04/17	04/13/2017	79181	4980	iSecure	10-00-2005	33.00
04/17	04/13/2017	79182	2216	John D Rapraeger Inc	15-00-2005	4,650.00
04/17	04/13/2017	79183	5747	Jorgensen, Melinda	10-00-2005	208.00
04/17	04/13/2017	79184	5748	MEDIAmerica Inc	32-00-2005	1,000.00
04/17	04/13/2017	79185	329	New Hope Plumbing	10-00-2005	325.00
04/17	04/13/2017	79186	3159	NorthCoast Health Screening	25-00-2005	224.00
04/17	04/13/2017	79187	3935	Northern California Glove	25-00-2005	362.44
04/17	04/13/2017	79188	580	OFCA	10-00-2005	290.00
04/17	04/13/2017	79189	4479	Oregon Society of CPA's	10-00-2005	295.00
04/17	04/13/2017	79190	866	Pitney Bowes Global Financial , LLC	10-00-2005	249.00
04/17	04/13/2017	79191	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
04/17	04/13/2017	79192	207	Quill Corporation	10-00-2005	145.40
04/17	04/13/2017	79193	5746	Range, Nola	10-00-2005	200.00
04/17	04/13/2017	79194	3	Sergio Gomez	20-00-2005	69.54
04/17	04/13/2017	79195	3	Benjamin Westbrook	20-00-2005	37.02
04/17	04/13/2017	79196	3309	Roberts & Associates	15-00-2005	1,340.00
04/17	04/13/2017	79197	380	Stadelman Electric Inc	25-00-2005	997.95
04/17	04/13/2017	79198	5647	Tank Testers LLC	25-00-2005	1,350.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/17	04/13/2017	79199	5750	Thompson, Monica	15-00-2005	119.00
04/17	04/13/2017	79200	142	Tidewater Contractors Inc	51-00-2005	20,406.93
04/17	04/13/2017	79201	169	Waste Connections Inc	10-00-2005	2,404.59
04/17	04/13/2017	79202	151	Western Communications, Inc.	10-00-2005	98.50
04/17	04/18/2017	79203	3	Richard Brown	20-00-2005	1,034.34
04/17	04/20/2017	79204	4734	Aramark Uniform Services	10-00-2005	166.10
04/17	04/20/2017	79205	3034	BAVCO Apparatus & Valve Co	20-00-2005	44.00
04/17	04/20/2017	79206	3996	Beery Elsner & Hammond LLP	10-00-2005	125.00
04/17	04/20/2017	79207	4939	BI- Mart Corporation	10-00-2005	217.53
04/17	04/20/2017	79208	4608	BMI	20-00-2005	480.00
04/17	04/20/2017	79209	193	Central Equipment Co, Inc	25-00-2005	388.38
04/17	04/20/2017	79210	1357	Curry County Clerk	55-00-2005	216.00
04/17	04/20/2017	79211	1357	Curry County Clerk	55-00-2005	144.00
04/17	04/20/2017	79212	2640	Dyer Partnership Inc., The	53-00-2005	6,608.00
04/17	04/20/2017	79213	3342	Fastenal	25-00-2005	150.27
04/17	04/20/2017	79214	5452	Ganey, Pamela	10-00-2005	179.00
04/17	04/20/2017	79215	269	Grainger	25-00-2005	46.14
04/17	04/20/2017	79216	5749	Grand Hotel in Salem	32-00-2005	308.02
04/17	04/20/2017	79217	1130	H.D. Fowler	15-00-2005	3,508.45
04/17	04/20/2017	79218	5372	Hallmark Inns & Resorts	10-00-2005	363.96
04/17	04/20/2017	79219	5615	International Inst of Municipal Clerks	10-00-2005	160.00
04/17	04/20/2017	79220	2216	John D Rapraeger Inc	10-00-2005	1,390.00
04/17	04/20/2017	79221	3978	KLB Enterprises	20-00-2005	918.81
04/17	04/20/2017	79222	283	Muffler & More	15-00-2005	59.95
04/17	04/20/2017	79223	1251	Performance Promotions	10-00-2005	237.07
04/17	04/20/2017	79224	187	Quality Fast Lube & Oil	10-00-2005	67.00
04/17	04/20/2017	79225	207	Quill Corporation	10-00-2005	227.94
04/17	04/20/2017	79226	5298	Sea Clear Window Cleaning	10-00-2005	900.00
04/17	04/20/2017	79227	380	Stadelman Electric Inc	25-00-2005	4,088.20
04/17	04/20/2017	79228	4525	TL Productions, Inc.	57-00-2005	999.99
04/17	04/20/2017	79229	1412	Triangle Pump & Equipment Inc	25-00-2005	2,390.07
04/17	04/20/2017	79230	5752	Washington St Univ - Conf Management	10-00-2005	585.00
04/17	04/20/2017	79231	169	Waste Connections Inc	25-00-2005	5,205.91
04/17	04/20/2017	79232	5011	Xylem Water Solutions USA, INC	25-00-2005	7,569.93
04/17	04/20/2017	79233	4131	Zumar Industries Inc	15-00-2005	305.42
04/17	04/27/2017	79234	255	Batteries Plus	20-00-2005	131.98
04/17	04/27/2017	79235	1314	Bernie Bishop Mazda	10-00-2005	225.85
04/17	04/27/2017	79236	5004	Blumenthal Uniforms & Equipment	10-00-2005	104.85
04/17	04/27/2017	79237	5070	Canon Solutions America	10-00-2005	81.96
04/17	04/27/2017	79238	1373	Cascade Fire Equipment	10-00-2005	336.00
04/17	04/27/2017	79239	5500	Chetco Brewing Company	10-00-2005	315.00
04/17	04/27/2017	79240	3844	Donna Colby-Hanks	55-00-2005	10.00
04/17	04/27/2017	79241	183	Colvin Oil Company	25-00-2005	3,257.10
04/17	04/27/2017	79242	182	Coos-Curry Electric	10-00-2005	27,391.37
04/17	04/27/2017	79243	4357	Hemlock Street Properties LLC	10-00-2005	660.00
04/17	04/27/2017	79244	5753	James M Fallman Jr	10-00-2005	200.00
04/17	04/27/2017	79245	3342	Fastenal	15-00-2005	343.22
04/17	04/27/2017	79246	4646	Frontier	10-00-2005	208.24
04/17	04/27/2017	79247	269	Grainger	25-00-2005	98.64
04/17	04/27/2017	79248	1130	H.D. Fowler	15-00-2005	19.59
04/17	04/27/2017	79249	4526	Janell K. Howard	10-00-2005	702.50
04/17	04/27/2017	79250	393	ICMA	10-00-2005	890.78
04/17	04/27/2017	79251	5754	iFocus Consulting Inc	30-00-2005	7,300.00
04/17	04/27/2017	79252	4171	In-Motion Graphics	10-00-2005	15.90
04/17	04/27/2017	79253	4980	iSecure	10-00-2005	33.00
04/17	04/27/2017	79254	2216	John D Rapraeger Inc	15-00-2005	4,050.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/17	04/27/2017	79255	4573	Methodworks	25-00-2005	1,100.00
04/17	04/27/2017	79256	4901	Mountain View Paving, Inc	15-00-2005	936.00
04/17	04/27/2017	79257	2	Michael Graham	10-00-2005	50.00
04/17	04/27/2017	79258	4748	Northstar Chemical, Inc	25-00-2005	13,386.00
04/17	04/27/2017	79259	3561	Oil Can Henry's	10-00-2005	137.96
04/17	04/27/2017	79260	207	Quill Corporation	10-00-2005	444.57
04/17	04/27/2017	79261	380	Stadelman Electric Inc	25-00-2005	5,212.00
04/17	04/27/2017	79262	797	Town & Country Animal Clinic	61-00-2005	257.00
04/17	04/27/2017	79263	3752	Trace Analytics, LLC	10-00-2005	12.00
04/17	04/27/2017	79264	990	UPS	20-00-2005	29.70
04/17	04/27/2017	79265	5365	Zane Vanzelf	61-00-2005	459.00
04/17	04/27/2017	79266	861	Village Express Mail Center	10-00-2005	15.73
04/17	04/27/2017	79267	4220	Woof's Dog Bakery	61-00-2005	48.99
04/17	04/27/2017	79268	4131	Zumar Industries Inc	15-00-2005	207.29
Grand Totals:						<u>201,189.06</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Report type: Summary

Committee Vacancies

Date: May 8, 2017

Re: Vacant Volunteer Positions

Following is a list of all Commission/Committee positions and terms currently vacant:

Position	Held By	Month/ Day	Year Expires	Term/ Years
Budget #1	VACANT	2/1	2018	3
Budget #3	VACANT	2/1	2019	3
Public Art #1	VACANT	11/1	2017	3
Public Art #5	VACANT	11/1	2018	3
TPAC #3	VACANT	7/1	2017	3
Traffic Safety #1	VACANT	1/14	2018	2
Traffic Safety #2	VACANT	1/14	2019	2

**OREGON SUDDEN OAK DEATH TASK FORCE
CORE SCIENCE GROUP SUBCOMMITTEE
April 13, 2017 meeting; Brookings, Oregon**

Items of Interest:

1. HB3151, a bill related to Sudden Oak Death introduced by State Rep. David Brock Smith, State Senators Jeff Kruse and Arnie Roblan (Coos Bay) was passed by unanimous vote out of the House Agriculture and Natural Resources Committee and was moved on to the Joint Ways and Means Committee on April 17th. This bill aims to appropriate \$695,000 to the State Forestry Department for the 2017-2019 biennium to carry out integrated pest management program to combat Sudden Oak Death. It would also require the department to expend part of the appropriation as a grant for the task force to encourage and coordinate county integrated pest management programs to combat Sudden Oak Death. The bill, if passed, would declare an emergency, effective July 1, 2017. The money will pay for an additional forester to be hired in southern Curry County. The hope is that if the State of Oregon provides this funding, that U.S. Senator Merkley could seek additional Federal funding in Washington, D.C.
2. The pathogen responsible for Sudden Oak Death is *Phytophthora ramorum*; tanoaks are the primary tree infected and typically go from infection to death within a period of 1.5 to 2 years. Several other plants have been classified by the USDA Animal and Plant Health Inspection Service as either "regulated plants" (like Doug fir, Rhododendrons, manzanita, tanoak, coast redwood, etc.) or "plants associated with *P. ramorum*". It is spread aurally as well as by canopy drip for short distance intensification, wind and wind-driven rain for long-distance spread, and is also spread by humans transporting infected plants. It can survive in plant debris, soil and water. The infection rate is highest on foggy, warm, humid days in June.
3. The EU1 variant (a non-native variant) was discovered in 2016 one mile away from a now-defunct nursery in Pistol River (25 infected trees). EU1 thus far only exists in Curry County and MUST be eradicated, not just controlled. Its presence was confirmed in October 2016 in McKinley Creek near Pistol River. Cutting, piling and burning of infected material should be done within a 100 meter (330 feet) radius of the location of the infected tree(s).
4. The first introduction of *P. ramorum* into Curry County was just north of Brookings in 1998, the second at Cape Sebastian in 2009 or 2010 and a third near Pistol River in 2013.
5. Historically, in 2001 the S.O.D. Quarantine Area was 9 mi²; then 25 mi² in 2006; 154 mi² in Dec 2010 (at which point a decision was made due to cost of treatment to focus future treatment only on outlying sites), 264 mi² in Mar 2013 and currently 515 mi² (one-third of Curry County) with the Generally Infested Area now expanded to 58 mi² in 2014 after 12 infested sites on private land outside the Generally Infested Area (GIA) were identified. Note: The GIA

includes all of Brookings. In 2015, 18 new infestation areas were identified outside the GIA and the EU1 variant was discovered in the USA for the first time near the Pistol River. In 2016, 65 new infestations were identified... due to funding restraints, only 5 treatment priority areas were identified, so only 1/4th of the infestations received treatment. If 2017 is similar to 2016, Curry County will be faced with an even larger backlog of infestations within the quarantine area and higher inoculum levels outside the GIA... survey and detection are underway and 9 new infestations have been identified (mostly on private land). The infection is spreading in a NNE direction, so far, 18 miles north and 8 miles east. In about 8 years at the current rate of spread, the infection will cross into Coos County (2025) which may have a disastrous effect on shipping out of Coos Bay Harbor, for example South Korea will currently NOT accept shipments of logs from Curry County and lily bulb farmers are shipping their product out of Smith River, California since Del Norte County is not under quarantine. 2017 has been a wet year and the prognosis is expected to be bad.

6. Much more discussion about specific laboratory and field research was discussed, but I won't go into the details at this time. However, the Core Science Group came up with about 8 different suggested priorities for the full Task Force and we voted on the Top 3 of them. They were:
 - a) Silviculture treatment trials (open canopy trials, habitat benefits)
 - b) Early Detection (tied) methods so infections may be identified more quickly.
 - c) Examine the ecological impacts of chemical control and phosphite treatments (birds, fish, other land animals, fire impacts, *etc.*)
 - d) EU1 variant epidemiology (Is its movement and spread the same as the NA1 and NA2 variants?; projection of disease spread and treatment using 3-D computer modeling software)
7. Our Mission Statement is "To develop a collaboration based action plan, including the securement of adequate resources, to contain the NA1 pathogen and eradicate the EU1 pathogen using the best available science."
8. The next meetings I shall attend are on Tuesday, May 16 in Salem to finalize our subcommittee's recommendations for the Task Force and on Wednesday, May 31 in Bandon for a meeting of the full Sudden Oak Death Task Force.



Councilor Dennis Triglia

Liaison to SOD Task Force

Presented at 8 May 2017 City
Council Meeting

Wozniak, Marta

From: Livingstone, Tasha
Sent: Monday, May 08, 2017 11:19 AM
To: Wozniak, Marta
Subject: Re: Azalea Park in Brookings

I'm glad I could help!

Tasha

From: Wozniak, Marta
Sent: Monday, May 8, 2017 11:06:21 AM
To: Livingstone, Tasha
Subject: RE: Azalea Park in Brookings

Tasha,
FYI: I was able to find both sources online as downloadable pdf. files! This is exactly what I needed.
Thanks again,
Marta

From: Livingstone, Tasha
Sent: Thursday, May 04, 2017 3:33 PM
To: Wozniak, Marta <mwozniak@socc.edu>
Subject: Re: Azalea Park in Brookings

Hi Marta,

The two text resources I recommend are titled, "Field Guide for Danger Tree Identification and Response" by Richard Toupin/Michael Barger (2005) and "Long-Range Planning for Developed Sites in the Pacific Northwest: The Context of Hazard Tree Management" by Robert Harvey/Paul Hessburg (1992). Both resources were produced as a collaborative effort between the USDA Forest Service and USDI Bureau of Land Management.

The first guide is NOT applicable to recreation sites, but it still has valuable information. The second text was designed for developed site recreation (like Azalea Park). Although it's geared toward federally managed sites, it could easily be applied to any public recreation space.

Let me know if you have trouble finding either resource (I'm not sure if they're still in print). I'll also contact my hazard tree foresters and see if they can provide information.

Talk to you soon,
Tasha

From: Wozniak, Marta
Sent: Tuesday, May 2, 2017 3:41:43 PM
To: Livingstone, Tasha
Subject: Re: Azalea Park in Brookings

Betty Nichols - 457 Scenic Drive, Ashland OR 97520 - (541) 778-2220

May 6, 2017
Brookings City Council
Mayor Jake Pieper
Bill Hamilton
Brent Hodges
Dennis Triglia

Dear Council:

Though a resident of Ashland, I've visited Brookings-Harbor many times.

Walking in Azalea Park is one of my favorite things, whether summer or winter.

When I read about the removal of 60 trees from the park was totally shocked. I can't comprehend the logic for removal of 60 trees from "The Crown Jewel" of City Parks.

Apparently, many others are in agreement. I appreciate the council's decision to postpone this action until further study has been completed, There needs to be better plans for the park and its uses, with more than one expert consulted and well-advertised meetings to get opinions from local residents.

Sincerely

A handwritten signature in blue ink, appearing to read "Betty Nichols". The signature is fluid and cursive, with a large initial "B" and "N".

Betty Nichols