

City of Brookings

MEETING AGENDA

CITY COUNCIL/URBAN RENEWAL AGENCY

Monday, June 12, 2017, 7:00pm

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

The City Council will meet in Executive Session at 6:00 PM, in the City Manager's office, under the authority of ORS 192.660 (2)(h) "To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies

1. Americanism Week Proclamation [Pg. 4]

E. Appointments

1. Appoint Dane Tippman to the Tourism Promotion Advisory Committee [Pg. 5]

F. Public Hearings, Ordinances & Resolutions

1. Public hearing and approval of appropriations for the 2017-18, Fiscal Year Budget [Fin & HR, Pg. 8]
 - a. Resolution 17-R-1104, State Revenue Sharing [Pg. 9]
 - b. Resolution 17-R-1105, Budget [Pg. 10]
2. Approval of Water and Sewer Rates and System Replacement Fees for Fiscal Year 2017-18. [Fin & HR, Pg. 13]
 - a. Resolution 17-R-1106, Water Rates [Pg. 14]
 - b. Resolution 17-R-1107, Sewer Rates [Pg. 16]
 - c. Resolution 17-R-1108, System Replacement [Pg. 18]
3. Ordinance 17-O-769 amending Brookings Municipal Code Subsection E of Section 5.05.020 Definitions, and Adding Chapter 5.20 Transient Businesses to the Brookings Municipal Code. [Advance Packet]

G. Oral Requests and Communications from the audience

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

H. Staff Reports

1. Downtown Master Plan [Planning, Pg. 19]
 - a. Updated Plan [Pg. 22]
 - b. Public Workshop Notes [Pg. 23]
 - c. Memo re Central Building lot [Pg. 30]
2. Bodman Easement Agreement [PWDS, Pg. 34]

- a. Proposal [Pg. 36]
- b. Preliminary Easement Figure [Pg. 37]
- c. Utility Service Request [Pg. 38]
- 3. CTR Franchise Fees, Rate Increase and Recycling [City Manager, Pg. 39]
 - a. Rate schedule with rate increase and franchise fee effective July 1, 2017 [Pg. 42]
 - b. Rate schedule with recycling roller bin [Pg. 43]
 - c. List of "free" services provided by CTR [Pg. 44]
 - d. Franchise Fee revenue comparables [Pg. 45]
 - e. Letter dated May 16, 2017 and associated attachments [Pg. 46]
 - f. Letter dated June 5, 2017 and associated attachments [Pg. 49]
- 4. Roto Rooter Agreement [PWDS, Pg. 51]
 - a. Draft Memorandum of Understanding [Pg. 52]
- 5. Award Contract for Fifth Street/Henry Loop Storm Drain Project [PWDS, Pg. 56]
 - a. Bid Tabulations [Pg. 57]
 - b. Dyer recommendation letter [Pg. 58]

I. Consent Calendar

- 1. Approve Council minutes for May 22, 2017 [Pg. 59]
- 2. Accept TPAC minutes for April 20, 2017 [Pg. 64]
- 3. Accept Planning Commission minutes for April 4, 2017 [Pg. 66]
- 4. Accept Jane Opiat resignation from Public Art Committee [Pg. 69]
- 5. Move July Workshop to July 17, 2017

J. Informational Non-Action Items

- 1. May Vouchers [Pg. 70]
- 2. Vacant Committee Positions [Pg. 73]

K. Remarks from Mayor and Councilors

- 1. Reports from Council Liaisons

L. Adjournment

URBAN RENEWAL AGENCY

A. Call to Order

B. Roll Call

C. Accept Agency minutes for January 23, 2017 [Pg. 74]

D. Public Comments

E. Staff Reports

- 1. Public hearing and approval of Agency appropriations for the 2017-18, Fiscal Year Budget. [Fin & HR, Pg. 75]
 - a. Resolution 17-R-1109, Budget [Pg. 76]

F. Agency Remarks

G. 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 *Proclamation*

Whereas, strengthening the Unity of the United States of America is vital and there is a need to strengthen the American Heart of Emblem, the beliefs of each individual and each Club; and

Whereas, in these interests, it seems appropriate at this time to restate our Citizen Principles by pledging to bear true allegiance to the Constitution of the United States of America, and to the Flag which is the Emblem of our Country; and

Whereas, in keeping with our pledge, the Supreme Emblem Club of the United States of America has adopted the Flag of our Country as our Order's Emblem and the name "Emblem" by which our organization is known throughout the land; and

Whereas, we are Citizens dedicated to the belief that the United States shall be sustained, preserved and perpetuated; and

Whereas, in keeping with our principles, it seems obligatory that we act to more forcefully display these beliefs; that each club create an Americanism Committee and originate and participate with others in patriotic community endeavors; that each Emblem member complete a patriotic deed each day and engage in assisting the Americanism Program of the Benevolent and Protective Order of Elks on every occasion we are invited to participate; and that each club and club member actively work to fulfill our dedicated purpose of bearing true allegiance to the Constitution and Flag of the United States of America.

Now, Therefore, Be it Resolved, I, Jake Pieper, Mayor of the City of Brookings, do hereby proclaim the week of June 11th through June 17th, 2017, as

SUPREME AMERICANISM WEEK.

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 12th day of June, 2017.



Mayor Jake Pieper



CITY OF BROOKINGS

JUN 1 2017

RECEIVED.....

City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: 541- 469-2163 Fax: 541-469-3650

www.brookings.or.us

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Dane Graydon Tippman

Physical Address: 580 Fern Avenue Apartment I, Brookings, OR 97415

Mailing Address: P.O. Box 8188, Brookings, OR 97415

Email Address: dane.g.tippman@gmail.com Phone: (541) 254-4323

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

1. Commission/Committee applying for:
- | | <u>Composition (i)</u> | <u>Term (ii)</u> |
|---|--------------------------|------------------|
| <input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 years |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Public Art Committee (PAC) (iii) | 3 Residents, 2 UGB | 3 years |
| <input type="checkbox"/> Traffic Safety Committee | 2 Residents | 2 years |
| <input checked="" type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii) | 4 Residents, 3 Curry Co. | 3 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? 4 years _____ months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☐ Yes ☐ No
3. UGB residents: How long have you lived in the UGB? _____ years _____ months
4. What is your current occupation? Teacher, Computer Technician

NOTES:

(i) Membership requirements:

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).

(ii) Term: Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) Other restrictions:

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.
- PAC: Three (3) members must have an art background.

PART III Background Information: *(Attach additional pages if needed)*

1. List your related experience and/or background to the position you are applying for:

Serving on Board of Directors of Curry Coast Community Radio KCIW since April 2016.

Producing and Directing High-School News, Poetry, Sketch Shows with KCIW and KCRE since June 2016.

Adobe Certified Associate in Video Communication Using Adobe Premiere Pro since June 2016.

Served in U.S. Army from 2005 to 2010 as a Human Intelligence Collector, honorably discharged.

Maintained KCIW Facebook page for six month term between 2016 and 2017.

Brookings-Harbor Education Association Website Manager since February 2017.

2. List any unrelated work history, educational background, and volunteer experience you may have:

Computer support technician for Brookings-Harbor School District since February 2013.

Information Technology Teacher at Brookings-Harbor High School since September 2016.

Azalea Park Foundation volunteer for a year between 2015 and 2016.

Vocational rehabilitation service provider for teacher with vision loss through Oregon Commission for the Blind since September 2015.

Campus and Grounds unarmed security professional for Brookings-Harbor School District since July 2015.

HAM Radio Technician Class Licensed since August 2016, KI7GLA.

Adopted Bankus Fountain Park in May 2017.

South Coast Humane Society volunteer for one year between 2014 and 2015.

3. Briefly describe your interest in this position and what you hope to accomplish:

I wish to continue serving my community in any way I can. One of those opportunities is filling an empty position on one of our city's commissions/committees. I believe my knowledge and experience would best serve the Tourism Promotion Advisory Committee in how to most effectively allocate funds in order to promote tourism.

PART IV Volunteer Agreement: *Please read and check off the following before signing:*

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Dane Graydon Tippman

Applicant (print name)



Applicant's Signature

May 29, 2017

Date

****Planning Commissioners** holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at http://www.oregon.gov/ogec/docs/sei/sei-11_form_sample_only_for_website.pdf. Official forms provided by OGE.

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 9 am to 4:30 pm, Monday – Friday.

Commission and Committee contact information:

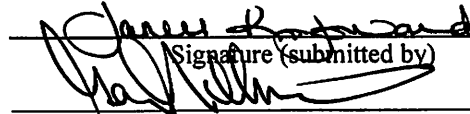

- Planning Commission: 541-469-1137 - mschexnayder@brookings.or.us
- Budget Committee: 541-469-1123 - jhoward@brookings.or.us
- Parks and Recreation Commission, Public Art Committee, Tourism Promotion Advisory Committee and Traffic Safety Committee: 541-469-1103 - lziemer@brookings.or.us

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 12, 2017

Originating Dept: Finance & HR


Signature (submitted by)

City Manager Approval

Subject:

Hold Public Hearing and Approval of Appropriations for FY 2017-18 Budget.

Recommended Motion:

1. Adopt Resolution 17-R-1104 declaring the City's election to receive state revenues for 2017-18 fiscal year.
2. Adopt Resolution 17-R-1105, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2017-18 fiscal year, and to categorize the levy.

Financial Impact:

The total approved fiscal year 2017-18 budget, with recommended changes, for the City of Brookings is \$22,142,081. The General Fund operating expenditures total \$4,374,539 with revenues projected at \$4,077,069, with the Contingency projected to increase by \$25,176.

Background /Discussion:

Oregon local budget law requires the city's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30th. Before the City can implement the 2017-18 budget and receive tax money necessary for operations, these resolutions must be adopted by the City Council. The State of Oregon requires an opportunity for the public to comment on the use of State Revenue Sharing funds before the Budget Committee and City Council. The hearing before the Budget Committee was held on April 17, 2017.

Budget highlights include:

- \$6.3 million in capital expenditures in water, sewer, storm drain, street, and parks improvements.
- A 3.8% rate increase in the water utility rate and a 3.0% increase in the sewer utility rate.

The only changes proposed by staff to the Budget Committees' approved budget are decreasing Transfers Out by \$50,000 in the Wastewater Fund. This is netted by increasing the carryover by \$100,000, and decreasing HSD Charges for Debt #25-04-4180 by \$150,000 (included in a new line HSD Debt Service 25-04-4230).

Attachments:

- a. Resolution 17-R-1104 State Revenue Sharing
- b. Resolution 17-R-1105 Adopt Budget

CITY OF BROOKINGS

RESOLUTION 17-R-1104

A RESOLUTION DECLARING THE CITY OF BROOKINGS' ELECTION TO RECEIVE STATE REVENUES FOR THE 2017-18 FISCAL YEAR.

WHEREAS, Pursuant to ORS 221.770, the City of Brookings hereby elects to receive state revenues for fiscal year 2017-18, and

WHEREAS, the Budget Committee of the City of Brookings held a public hearing on April 17, 2017 and the City Council of the City of Brookings held a public hearing on June 12, 2017, giving citizens an opportunity to comment on the use of State Revenue Sharing;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of the City of Brookings, Curry County, Oregon, do hereby approve this resolution.

Adopted by Council and made effective on the 12th of June, 2017.

Dated and signed this _____ day of _____, 2017.

Attest:

Mayor Jake Pieper

City Recorder Teri Davis

I certify that a public hearing before the Budget Committee was held on April 17, 2017 and a public hearing before the City Council was held on June 12, 2017, giving citizens an opportunity to comment on the use of State Revenue Sharing.

Janell K. Howard, Finance and Human Resources Director

CITY OF BROOKINGS

RESOLUTION 17-R-1105

A RESOLUTION ADOPTING THE CITY OF BROOKINGS BUDGET, DECLARING TAX LEVIED, and MAKING APPROPRIATIONS FOR THE 2017-18 FISCAL YEAR AND TO CATEGORIZE THE LEVY.

BE IT RESOLVED that the City Council of the City of Brookings hereby adopts the budget for fiscal year 2017-18 in the sum of \$22,142,081 now on file at the Finance and Human Resources Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2017, and for the purposes shown below, are hereby appropriated as follows:

GENERAL FUND		
Judicial	\$36,411	
Legislative/Administration	293,364	
Police	2,284,807	
Fire	290,554	
Planning & Building	264,919	
Parks & Recreation	333,373	
Finance & Human Resources	228,330	
Swimming Pool	104,112	
Non-Departmental	145,500	
Special Appropriations:		
Debt Service	149,669	
Transfers	243,500	
Contingency	637,530	
TOTAL GENERAL FUND APPROPRIATION		\$5,012,069
STREET FUND		
Streets Maintenance	517,515	
Special Appropriations:		
Debt Service	27,583	
Transfers	31,582	
Contingencies	121,970	
TOTAL STREET FUND APPROPRIATION		698,650
WATER FUND		
Water Distribution	609,097	
Water Treatment	574,391	
Special Appropriations:		
Debt Service	29,800	
Transfers	589,386	
Contingencies	178,826	
TOTAL WATER FUND APPROPRIATION		1,981,500
WASTEWATER FUND		
Wastewater Collection	786,844	
Wastewater Treatment	1,128,314	
Special Appropriations:		
Debt Service	29,800	
Transfers	1,380,010	
Contingencies	314,332	
TOTAL WASTEWATER FUND APPROPRIATION		3,639,300
9-1-1 FUND		
9-1-1 Division	133,400	
Special Appropriations:		
Debt Service	24,000	
Transfers	102,100	
Contingencies	100,000	
TOTAL 9-1-1 FUND APPROPRIATION		359,500
TOURISM FUND		
Tourism Division	64,449	
Special Appropriations:		
Transfers	4,651	
TOTAL TOURISM FUND APPROPRIATION		69,100

AIRPORT FUND		
Airport Divisioni		32,000
WATER LOAN FUND OECDD		
Debt Service		458,177
STORM LOAN FUND		
Debt Service		97,013
WASTEWATER LOAN FUND		
Debt Service		1,244,339
TECHNOLOGY RESERVE FUND		
Technology Program	88,400	
Special Appropriations:		
Transfers	42,600	
Contingencies	10,000	
TOTAL FUND APPROPRIATION		141,000
CAPITAL PROJECTS RESERVE FUND		
Park and Recreation Program	540,900	
Public Safety	75,000	
Special Appropriations:		
Capital Outlay	166,636	
TOTAL RESERVE FUND APPROPRIATION		782,536
STREET SYSTEM REPLACEMENT FUND		
Street Maintenance	507,086	
Special Appropriations:		
Transfers	4,914	
TOTAL STREET SRF FUND APPROPRIATIONS		512,000
WATER SYSTEM REPLACEMENT FUND		
Water System Maintenance	1,437,496	
Special Appropriations:		
Transfers	130,004	
TOTAL WATER SRF FUND APPROPRIATIONS		1,567,500
WASTEWATER SYSTEM REPLACEMENT FUND		
Wastewater System Maintenance	1,130,137	
Special Appropriations:		
Transfers	155,863	
TOTAL WASTEWATER SRF FUND APPROPRIATIONS		1,286,000
STORMWATER SYSTEM REPLACEMENT FUND		
Stormwater System Maintenance	630,994	
Special Appropriations:		
Transfers	55,006	
TOTAL STORMWATER SRF FUND APPROPRIATIONS		686,000
STREET SYSTEM DEVELOPMENT FUND		
Street Program		512,000
WATER SYSTEM DEVELOPMENT FUND		
Water System		9,500
WASTEWATER COLLECTIONS SYSTEM DEVELOPMENT FUND		
Wastewater System		388,500
PARKS & REC SYSTEM DEVELOPMENT FUND		
Parks and Recreation Program		302,300
STORMWATER SYSTEM DEVELOPMENT FUND		
Stormwater System		133,500
WASTEWATER TREATMENT SYSTEM DEVELOPMENT FUND		
Wastewater System		677,500
SPECIAL POLICE		

K-9	22,915	
Safety City	9,234	
Federal Restitution	4,166	
State Restitution	1,390	
Police Reserves	19,400	
Police VIPS	750	
Grants Program	11,500	69,355
HEALTH FAIR FUND		
Health Fair Program	2,500	
Special Appropriations:		
Contingency	<u>1,300</u>	
TOTAL HEALTH FAIR FUND		3,800
SPECIAL FIRE FUND		
Fire Program		10,200
TOTAL CITY OF BROOKINGS APPROPRIATIONS		20,673,339
RESERVED AMOUNTS		
Water Loan Fund	331,026	
Wastewater Loan Fund	<u>1,122,716</u>	
		1,453,742
UNAPPROPRIATED ENDING FUND BALANCE		
General Fund		<u>15,000</u>
TOTAL ADOPTED BUDGET		<u><u>\$22,142,081</u></u>

BE IT FURTHER RESOLVED that the City Council of the City of Brookings hereby imposes the taxes provided for in the adopted budget at the rate of \$3.7630 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2017-18 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX		
	General Government	Excluded from Limitation
General Fund	\$3.7630/1000	

ADOPTED by the City Council for the City of Brookings this 12th of June, 2017.

Mayor Jake Pieper

ATTEST by:

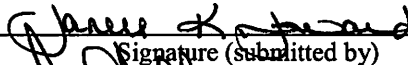
Teri Davis, City Recorder


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 12, 2017

Originating Dept: Finance & HR



Signature (Submitted by)


City Manager Approval

Subject: Approve Water and Sewer Rates, and System Replacement Fees for 2017-18

Recommended Motion:

1. Adopt Resolution 17-R-1106, adopting Water rates for 2017-18.
2. Adopt Resolution 17-R-1107, adopting Sewer rates for 2017-18.
3. Adopt Resolution 17-R-1108, adopting System Replacement Fees for 2017-18.

Financial Impact:

The above rates are necessary to balance the budget as approved by the Budget Committee.

Background /Discussion:

The rate increases included in the attached resolutions are as approved by the Budget Committee.

A rate increase of 3.8% for water was approved by the budget committee.

A rate increase of 3.0% for sewer was approved by the budget committee.

System Replacement Fees (SRF) are adjusted by the CPI-U, which increased 2.4%. As a reminder, there is currently no Streets SRF, as it was eliminated due to voters approving a local fuel tax, effective July 1, 2015.

Attachment(s):

Resolution 17-R-1106 Water Rates

Resolution 17-R-1107 Sewer Rates

Resolution 17-R-1108 System Replacement Fees

CITY OF BROOKINGS

Resolution 17-R-1106

In the Matter of a Resolution Adopting Rates, Fees and Charges to the Users of the City of Brookings Water Supply Services and Repealing Resolution 16-R-1080.

WHEREAS, Ordinance No 88-O-432 provides for adoption of rates, fees and charges to the users of the City of Brookings water supply services; *and*

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the water system and water service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings water supply services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that an increase of 1.7% is necessary to balance resources and requirements for 2017-18;

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2017, the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee:		\$20.00 Nonrefundable
Monthly User Charges	Inside City Limits	\$12.28 Base Fee \$2.65 per 100 cu.ft. of usage
	Outside City Limits	\$24.56 Base Fee \$5.30 per 100 cu.ft.of usage
Service Deposit		
	High risk	\$ 300.00
	Medium risk	\$ 200.00
	Low Risk	\$ 0.00
Temporary Construction Service		\$ 90.00
<i>(Up to six month service. Service terminates upon receipt of certificate of occupancy or the end of the six month term, whichever occurs first. May apply for additional six months for additional \$90)</i>		
Non-occupant water usage		\$ 40.00 (14 calendar day maximum)

Vacation Turn – On	\$	35.00
-Outside City Limits	\$	45.00
Vacation Turn – Off	\$	35.00
-Outside City Limits	\$	45.00
Late Fee	\$	15.00
Shut off Fee	\$	35.00
After Hours Call Out Fee	\$	130.00
Meter Test	\$	52.00

BE IT FURTHER RESOLVED that Resolution 16-R-1080 is repealed in its entirety.

Passed by the City Council June 12, 2017, and made effective July 1, 2017.

Attest:

Mayor Jake Pieper

City Recorder Teri Davis

CITY OF BROOKINGS

Resolution 17-R-1107

In the Matter of a Resolution Adopting Rates, Fees and Charges to the Users of the City of Brookings Sewer Services and Repealing Resolution 16-R-1081.

WHEREAS, Ordinance No. 91-O-477 provides for adoption of rates, fees and charges to the users of the City of Brookings sewer services;

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the sewer system and sewer service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings Sewer Services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March;

WHEREAS, the City Council and Budget Committee understand that an increase of 3.0% is necessary to balance resources and requirements, primarily due to a reduction in Wastewater SDC revenues;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Brookings, Oregon, a municipal corporation, that the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee: Included with water fee

Service deposit Included with water deposit

Monthly user charges for:

Single family residential:	\$61.86
Multi-family residential:	\$61.86
Commercial	\$3.48 monthly service charge plus \$6.78/ccf of water use
Restaurants:	\$3.48 monthly service charge plus \$7.69/ccf of water use
Schools:	\$3.48 monthly service charge plus \$4.03/ccf of water use
Churches	\$3.48 monthly service charge plus \$3.91/ccf of water use

Industrial: \$3.48 monthly service charge
plus \$12.02/ccf of water use

Harbor Sanitary District: As established by agreement

BE IT FURTHER RESOLVED that Resolution 16-R-1081 is repealed in its entirety.

Passed by the City Council June 12, 2017, and made effective July 1, 2017.

Attest:

Mayor Jake Pieper

City Recorder Teri Davis

CITY OF BROOKINGS

RESOLUTION 17-R-1108

A RESOLUTION ADOPTING FEES AND CHARGES FOR SYSTEM REPLACEMENT FOR THE WATER SYSTEM, WASTEWATER SYSTEM, AND STORM WATER SYSTEM, AND ESTABLISHING AN ANNUAL INFLATIONARY ADJUSTMENT FOR REPLACEMENT CHARGES, REPEALING RESOLUTION 16-R-1082.

WHEREAS, Ordinance 87-O-419 provides for adoption of System Replacement Charges and Ordinance 06-O-574 provides for all future revisions to System Replacement Charges to be adopted by resolution of the City Council; and

WHEREAS, the collection of reasonable charges are necessary to finance capital replacement, non-capacity increasing extension, and non-capacity increasing expansion of municipal utility facilities, including the acquisition of land or rights-of-way thereto; and

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings Utilities System Replacement be increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI-U), March to March; and

WHEREAS, the CPI-U increased 2.4% from March 2016 to March 2017;

NOW, THEREFORE, BE IT RESOLVED: by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2017, the following Utilities System Replacement Charges are replacing the current Utilities System Replacement Charges:

<u>CHARGE</u>	<u>RATE</u>
Street System Replacement	\$0.00
Water System Replacement	\$3.04
Wastewater System Replacement	\$3.89
Stormwater System Replacement	\$4.25

BE IT FURTHER RESOLVED that Resolution 16-R-1082 is repealed in its entirety.

PASSED by the City Council June 12, 2017.

Attest:

Mayor Jake Pieper

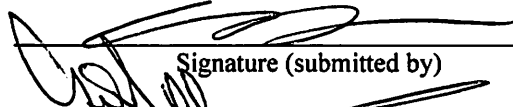
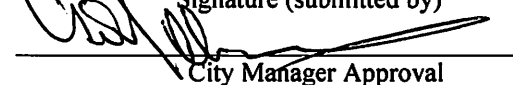
City Recorder Teri Davis

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 12, 2017


Originating Dept: Planning


Signature (submitted by)

City Manager Approval

Subject: Downtown Master Plan Update

Recommended Motion: to amend the Downtown Master Plan as recommended in the Council Agenda Report.

Financial Impact: None

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

The Brookings Town Center Revitalization Study (known as the PROUD Study) was developed in 2002 by a committee of property and business owners within the study area as well as representatives from City Council, Planning Commission, Chamber of Commerce, ODOT and City Staff. The PROUD Study was used as the basis for the Brookings Urban Renewal Plan and the Brookings Downtown Master Plan in 2002. The Master Plan provides the framework for which aesthetic and economic development strategies are implemented in the downtown core area. Though never adopted by the City Council, development projects, particularly in the right of way within the downtown core area, over the past fifteen years have followed recommendations in the Master Plan. Projects to note include the Chetco Avenue improvement project completed in 2007, the conversion of Fern Avenue and Willow Street to one way traffic with diagonal parking. The Plan also calls for the reconstruction of Railroad Street, a project that is currently in design and utilizing standards from the 2002 Downtown Master Plan.

In November of 2016, the City Council indicated an interest in pursuing either an update to the existing Brookings Downtown Master Plan or the development of a new Plan. Staff returned with a proposal to update the now fifteen year old document recognizing that the collaborative effort put into developing standards for the Master Plan by the PROUD committee, and that much of the Plan is relevant today.

Staff conducted a series of public workshops over the past several months aimed to promote discussion of the current Downtown Master Plan and to get feedback regarding potential updates to the now fifteen year old document.

The series kicked off on November 3rd 2016 at the Public Library with a presentation from Katie Henry who is a specialist on Oregon Heritage and works in the Historic Preservation office of the

Oregon Parks and Recreation Department. Ms. Henry discussed the process and potential results from becoming a Main Street Program participant. The City is currently signed up as "Exploring the Main Street Program". The highest level of commitment is "Performing the Main Street Program". City Manager followed up the Main Street discussion by giving the audience a brief history of where we have been and are going since the 2002 Master Plan and offered the question, where do we see our downtown in ten years. What areas (building, public open spaces and right of ways) can be developed to enhance our downtown. These questions were asked in order to start a dialog with the audience and to set the table for the next public workshop.

The second public workshop was held on the evening of January 12, 2017 in the Emergency Operation Center and included 34 individuals in addition to staff conducting the workshop. The workshop began with a presentation bringing into focus the historical context of downtown Brookings followed by a review of the existing downtown plan's major project concepts, and review of the attributes of a successful downtown. The presentation centered on what is Downtown Brookings (where was it, where is it, what defines it) and which project concepts from the Plan have not been fully implemented and are they still viable and desirable?

The presentation was followed up with an open forum devoted to allowing participants one by one to voice their ideas, opinions, concerns and input. Top issues voiced by participants included design or theme for downtown, signage and way finding along with parking.

The third public workshop was held on the evening of February 9, 2017 in the Emergency Operation Center and included 15 individuals and 3 City staff presenters. The workshop began with a presentation by City Manager, with comments encouraged throughout, and with a couple of points in the presentation where input was specifically requested. The presentation responded to, and provided further development of ideas and opinions expressed in the previous workshop. Main topics included proposed updates to the concept plan in the Master Plan, downtown signage, parking, theme, and the physical boundary of downtown. Updates to the plan included (see attached Updated Downtown Map for reference):

- Parking: Consider potential to develop public, off-street parking behind Loring's Sporting Goods, north of the intersection for Chetco and Fern.
- Alternative to garden district concept: Utilize alleys and unused property sections (via lease when in private ownership) to develop additional parking. In other locations, this kind of treatment has encouraged secondary alley-serving business entrances. This could include a walkway or other pedestrian facilities.
- Downtown Anchor: Develop a cultural and performing arts campus including the Chetco Library and encompassing the old bowling alley, to become a performing arts center, extending east to City-owned property on the east side of Alder, to be developed for public parking. Close Hemlock between Oak and Alder Streets.

The workshop wrapped up with brief presentation by Teri Davis regarding Travel Oregon's Bike Friendly Business designation program. Davis walked interested participants through the process of applying for the designation and directed them to a link for more information.

Though there were several comments regarding architectural theme, there were no real solutions or interest in controlling the architectural theme of privately owned buildings. Generally what attracts people to Brookings is the beach therefore consideration of a "coastal theme" could be a supported direction.

It seems that most if not all agreed that the downtown is defined generally between Oak, Pacific and Railroad streets. Historic photo's coupled with original plat maps helped to confirm this consensus. The next step might be to define this as a "Historic District" rather than a "Downtown District". Main Street Program consultants encourage identifying a special district as a focal point. This will encourage interest in the unique heritage of Brookings and promote how to capture what it was moving forward.

Parking and way finding seem to be the central issues that visitors and downtown merchants deal with on a daily basis, not unlike issues the PROUD committee had encountered in their study. There has been a significant effort to resolve the lack of parking in the downtown core area through a variety of projects however several vacant or underutilized private lots still exist downtown that could be developed into parking lots.

The Downtown Master Plan calls for the development of a "Central Plaza" immediately South of the Central Building with one-way parking and street as convertible plaza space. Staff believes the intent was to provide an area that could be used for off-street parking on a daily basis, but that could also be used for downtown events.

The ownership of the Central Building and the lot currently leased to Bernie Bishop Mazda has recently changed and the new owners have approached the City about leasing the 11,300 square foot area for \$1130 per month. The current lease expires in October. This space would be used "as is" for public parking and redeveloped as a multi-use space over time.

Recommendations:

- Establish a "Historic District" between Oak, Pacific and Railroad.
- Develop and construct information kiosks and place them in strategic locations downtown to enhance visitors way finding.
- Authorize City Manager to pursue a lease agreement with owners of the Central Building for use of the rear parking lot as a public parking lot (formerly Mazda Dealer)
- Continue to pursue vacant land for the development of public parking downtown
- As funds allow, revive the Facade Improvement Program

Attachments:

- a. Updated Downtown Plan
- b. Notes from Public Workshop Participants
- c. Memo to Mayor & Council regarding Central Building lot for lease

Alternative:
Consolidate open/private parking spaces
along alley into unified public parking.

Public Parking Lot

Pedestrian paths
and connections

Converted one-way streets with diagonal parking

Triangle "Car Park" and Plaza

Unique streetscape and art features
throughout downtown streets and
public spaces

Protected Left-Turn Lane

Landscaped gateway
and parking lot

Expanded museum
with dedicated rear
entrance

Central Plaza
with one-way
parking and
street as
convertible plaza
space

Auto Sales area

Pedestrian
Connection through
Auto Sales park

Small pedestrian
plazas / gardens in
setbacks and between
buildings

Enhanced Crosswalks
& Corner Bulb-Outs

Protected Left-
Turn Lane

Dedicated RV
Parking Lot

Artists Live-Work Studios

Downtown Stream and "Urban
Garden" District

Railroad Street improved with wide side-
walks, landscaping and dedicated bike lane

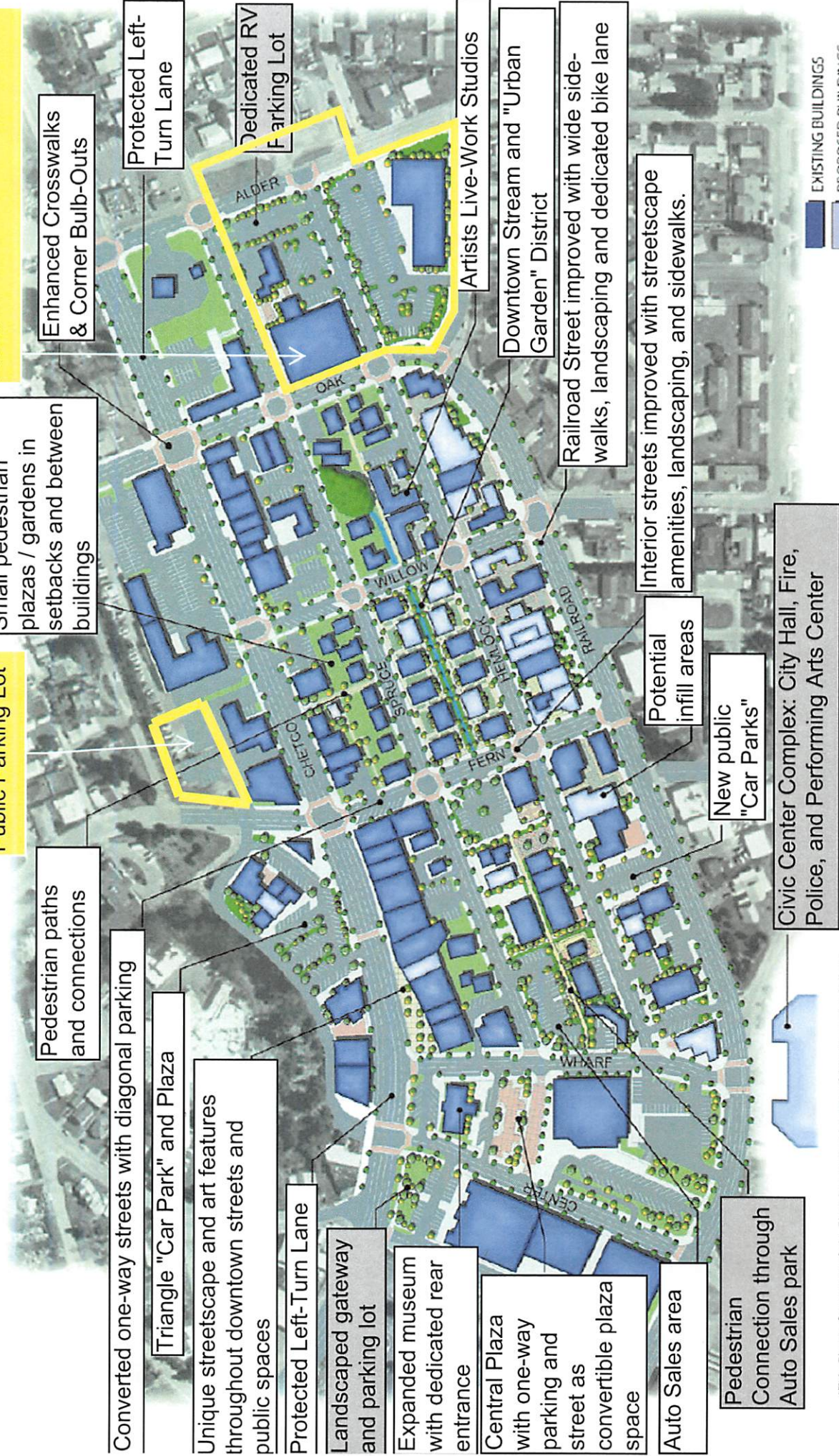
Interior streets improved with streetscape
amenities, landscaping, and sidewalks.

Potential
infill areas

New public
"Car Parks"

Civic Center Complex: City Hall, Fire,
Police, and Performing Arts Center

Performing Arts Center as part of
cultural campus. Close Hemlock
Street. Parking on east side of
Alder.



EXISTING BUILDINGS
PROPOSED BUILDINGS

Proposed new concept
Proposed to drop

"This Plan is Conceptual Only, Final Design And Location Of Projects May Differ."

DOWNTOWN BROOKINGS MASTER PLAN update

Workshop #2 Summary

January 12, 2017

The Workshop

On the evening of January 12, 2017 the second workshop for updating the Downtown Brookings Master Plan was held in the Emergency Operations Center building adjacent to Brookings City Hall. By headcount, 34 individuals attended in addition to the City staff team conducting the workshop. The staff team is Gary Milliman, City Manager; Tony Baron, Parks & Technical Services Supervisor; and Chrissy Bevens, Management Analyst.

The workshop began with a presentation that included photographs of historic downtown Brookings, a review of the existing downtown plan's major project concepts, and a review of the attributes of a successful downtown. The presentation centered on the following questions:

- What is downtown Brookings?
 - Where was it?
 - Where is it?
 - What defines it?
- Which project concepts, that have not been fully implemented, are still viable and desirable?

Following the presentation, the bulk of the evening was devoted to participants voicing their ideas, opinions, concerns, and other input. Gary Milliman facilitated this discussion, calling on participants one-by-one and allowing them time to speak.

Top Issues

The Table below reports comments captured during the workshop and attempts to categorize them by topic. Top issues include the following:

- **Design or Theme** for downtown, which also relates to Identity and Sense of Place
- **Signage and Wayfinding**
- **Parking**, which was sometimes linked to Pedestrian concerns

Main topics	Comment/Discussion
Design/Theme	There is no central theme through the commercial district. Would like to see an ocean theme. Some businesses along Chetco look good; others do not.
Design/Theme	Some businesses could have better presentation, and contribute to a more consistent theme.
Parking Pedestrian friendly	Recommends two top priorities: 1. Make downtown more pedestrian friendly 2. Improve parking by providing off-street parking. These would encourage more business activity down side streets.
Design/Theme	Downtown not cohesive enough.
Railroad Street	The next most important step is improvements on Railroad Street. This would draw people south, off of 101/Chetco.
Hemlock Street	The improvements on Spruce Street picked up foot traffic tenfold. Do this on Hemlock.
Parking Signage/Wayfinding	The downtown City parking lot is constantly empty. We would benefit from increasing wayfinding.
Tourism Railroad Street Signage/Wayfinding	Is our goal to get tourists to stop downtown and spend money? If so, will they see anything on Railroad Street? How are people traveling through our downtown?
Gathering place Parking Design/Theme	Worked at Chamber of Commerce and was often asked something like: "Do you have a place where people gather downtown? A place where seniors can mingle?" If we offer attractive landscaping and off-street parking, the word will get out.
Railroad Street Design/Theme Volunteers	Railroad Street has a lot of potential. The existing downtown plan has a lot of good ideas. An architectural theme is desirable and would benefit downtown. Involving community volunteers is recommended.
Tourism	Our efforts need to focus on tourism. Most people stop for fast food and keep going.
Bicycle friendly	We need more bike racks. These can be artistic. They can even incorporate themes or logos related to Brookings.
Signage/Wayfinding	Would classify the situation in Brookings as "runaway signage". Gave the Central Building as an example. Though it is historic, though it has a museum and shops, due to dominating signage, you see it and you see a real estate office. Recommends: 1) Get signage under control 2) Generate both wayfinding and a theme through signage -business types are distinguished by sign color, for example -wayfinding directs traffic through the loop and orients drivers to what they are seeing.

Main topics	Comment/Discussion
Parking Signage/Wayfinding	The downtown parking lot needs a waterproof place with a brochure that orients visitors to downtown. The brochure could include paid advertisements. We also need wayfinding for parking at the Brookings Harbor Botanical Garden.
Identity/Sense of Place	Was attracted to live in Brookings due to: Banana Belt Historic interest of the WWII bombing near Brookings Chetco Point
Business viability	Very few downtown businesses stay in business over several years. It is challenging to run a business and it will be difficult to get businesses into downtown that will draw tourists.
Parking Signage/Wayfinding Hwy 101	ODOT restrictions on signage are difficult. Also, people speed on Chetco and ODOT regulations make a speed limit change
Historic District Identity/Sense of Place	Would like to see us reorganize the downtown plan to include a Historic District. The Central Building is an important historic resource downtown.
Gathering place	Likes the ideas in the existing plan, especially the proposed Central Plaza, behind the Central Building.
Signage/Wayfinding	Businesses have an ongoing challenge with sign regulations, such as sandwich board signs and flags.
Hwy 101	101 is "a blessing and a curse". To work, downtown may have to turn its back on 101. The template for that is what Bandon has. You must turn off 101 to enter old town.
Identity/Sense of Place	This town has so many things going for it, like Azalea Park, and a "non-ostentatious charm".
Pedestrian friendly	We must remember to prioritize pedestrian friendly.
Design/Theme Signage/Wayfinding	An example from Scottsdale: The more restrictive design standards became, the more people wanted to come. As an example, the sign ordinance was 73 pages.
Design/Theme Signage/Wayfinding	Another community example: Guidelines were so rigid that it became very difficult. Even a simple thing like changing out a window was a big process. Oregonians don't like to be told what to do. So, there is a balance between a design hodge podge and more constraints/rules.

DOWNTOWN BROOKINGS MASTER PLAN update

Workshop #3 Summary

February 9, 2017

On the evening of February 9, 2017 the third workshop for updating the Downtown Brookings Master Plan was held in the Emergency Operations Center building adjacent to Brookings City Hall. By headcount, fifteen people attended, including three City staff presenters.

The workshop started with a presentation by City Manager Gary Milliman, with comments encouraged throughout, and with a couple points in the presentation where input was specifically requested.

The workshop began with a presentation responding to, and providing further development of, ideas and opinions expressed in the previous workshop, held 01/12/17. Main topics included:

- Concept plan proposed updates
- Signing
- Parking
- Theme
- Location of downtown

Proposed updates to project concepts

- See Map 1, at the end of these notes, for items proposed to drop. There were no objections to dropping those items.
- Parking: Consider potential to develop public, off-street parking behind Loring's Sporting Goods, north of the intersection for Chetco and Fern.
- Alternative to garden district concept: Utilize alleys and unused property sections (via lease when in private ownership) to develop additional parking. In other locations, this kind of treatment has encouraged secondary alley-serving business entrances. This could include a walkway or other pedestrian facilities.

[It was noted by staff after the workshop that this concept is similar to a "woonerf", which is very low vehicular speed, fully shared, and is acknowledged as not only a transportation facility, but also a social space.]

- Downtown Anchor: Develop a cultural and performing arts campus including the Chetco Library and encompassing the old bowling alley, to become a performing arts center, extending east to City-owned property on the east side of Alder, to be developed for public parking. Close Hemlock between Oak and Alder Streets.

Participant comments and discussion:

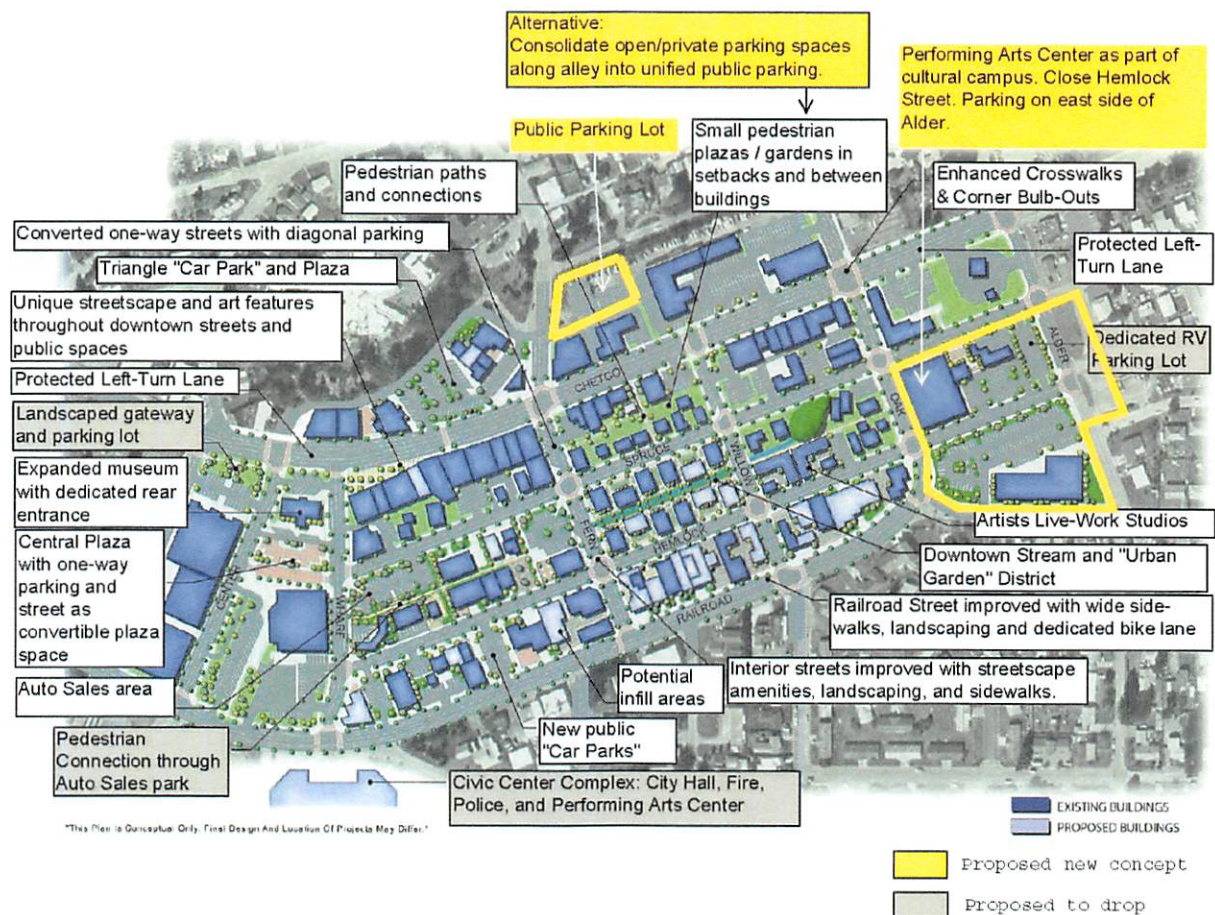
Main Topics	Comment/Discussion
Signage	<p>We should offer a good alternative before we would disallow sandwich boards.</p> <p>Another participant agreed to exercise caution on the topic of eliminating sandwich board signs. They do help draw people to businesses; he has observed this in our downtown. Maybe tighten the regulations, but do not eliminate.</p>
Design & Wayfinding	<p>One participant described his experience with an eye- and attention-catching advertising campaign involving hundreds of plastic flamingos. Then he proposed something for our downtown: Display tear-drop shaped feather flags (see attachment) for tourist-oriented businesses. These look a little like the icons on web-based maps for a pinned location. These would be color-coded by business category. Optionally, each category could have an associated symbol. Restaurants would have a different color and symbol than gift shops, art galleries, etc. These would provide a festive atmosphere and would help tourists quickly orient to downtown options and amenities. These cost less than \$200 each.</p> <p>Another participant doesn't really like these flags.</p> <p>Another participant wants that they don't function well in this area on windy days and they are prone to fading quickly.</p>
Parking, Wayfinding	The parking area across from the theatre could host an informational sign with general information, locations of businesses, etc.
Wayfinding	We could leverage our community artists better and produce a downtown map, a fun one. Some communities have a cartoon-like downtown map.
HWY 101	There was some discussion related to the right of way for Chetco Avenue / Highway 101 and control of sidewalks. The City Manager clarified that, in patchwork fashion, the City has jurisdiction of some areas of sidewalk through the City limits, while ODOT maintains control in other areas. It may be possible to make this more consistent and for the City to take on more sidewalk jurisdiction. However, there are items to weigh and consider, such as liability versus control.
Signage	<p>Existing cluster sign at the Central Building is "hideous".</p> <p>Another participant expressed that the sign is ineffective. Drivers need to be able to easily read signage.</p>
Signage	<p>City should take more control of sandwich board regulations to mitigate trip hazards, etc.</p> <p>Another participant indicated that he wants to be able to sue the City if he loses business due to stricter sign regulations.</p> <p>Another participant reiterated his observation that sandwich board signs do help business and he clarified that he prefers them to be placed on private property, not on sidewalks.</p>
Design	Some business owners may choose to paint their building an ugly color because it draws attention.

Main Topics	Comment/Discussion
Parking & Traffic circulation	<p>Participant question: Could we do more one-way streets to increase parking?</p> <p>City Manager answer: Yes, but there are tradeoffs. An existing example is that from Chetco, you cannot turn south on Willow at the Mexican restaurant's to access their back parking lot.</p> <p>Another participant commented that she regularly observes people making that turn movement, even though it is not allowed due to one-way.</p> <p>Another participant commented that it is also difficult to make a turn onto Chetco from Willow.</p>
Parking	We shouldn't put new parking areas anywhere that would be good property for retail development.
Parking & Wayfinding	We can lure travelers into a nice parking area with some of the signage options we discussed, orient them once they park, and then they can walk to their destinations.
Parking, Wayfinding, & Anchor	<p>The existing City property behind Dairy Queen could be developed for parking. We would need to get something visual in place to draw people.</p> <p>Other participants related comments:</p> <ul style="list-style-type: none"> -Yes, add some ambiance as people come over the bridge. -Yes, so that tourists see the anchor attraction, park, then walk from there. -Yes, we need to get people "through the entrance" to our City. -But, there is already a parking lot at the eye clinic (northeast of Chetco at Oak?) and people don't park there. People won't walk four blocks to get downtown. -That's why we need a gateway or anchor to draw people in. -People already stop at Dairy Queen, so would work well in combination with a City entrance/gateway.
Anchor	Supports the idea of a good downtown anchor. In Tulsa a bond to fund a sports arena failed several times. Once it succeeded and the arena was built, it transformed downtown.
Design & Landscaping	Greenspace and landscaping adds to the appeal of the streetscape and doesn't need to be expensive.
Theme	Advocates for focusing not on a stringent theme, but on elements that add beauty, such as the wall garden at the Mexican Restaurant downtown.
Tourism & Theme	Participant asked if we have survey data indicating why visitors come to Brookings. City Manager answer is that survey data indicates people come to the area to visit the coast, not specifically to visit Brookings. Participant noted that maybe that should inform the theme: "coastal".
Design & Landscaping	Would like to see more greenery along sidewalks. Though there have been improvements, it still seems kind of barren.

Main Topics	Comment/Discussion
Design & Landscaping	Agrees that landscaping is very important. Noted that the participants responded positively to a presentation slide of downtown Astoria. She thinks they did so because of the beautiful tree in the photo.
Tourism	Has observed that tourists don't come downtown during Port events, but they do come for the Art Walk.
Downtown location	City Manager asked the question again, "Where is downtown". As in the 01/11/2017 workshop, this didn't prompt much discussion. Participants seem to be in agreement with downtown borders indicated in the existing downtown plan.

City Recorder Teri Davis finished the workshop with a presentation about Travel Oregon's Bike Friendly Business designation program. More information is available here:
<http://industry.traveloregon.com/industry-resources/product-development/bike-friendly-business-program/> .

Map 1:





MEMORANDUM

Office of the City Manager

GARY MILLIMAN

City Manager

Credentialed City Manager

International City Management Association

TO: Mayor and City Council

DATE: April 22, 2017

SUBJECT: Central Building Parking Area

The City Council will be discussing possible revisions to the Downtown Master Plan at the May 1 workshop.

The Master Plan calls for the development of a multi-use space between the historic Central Building and Spruce Street. According to the Master Plan, this area...including what is now Spruce Street...is envisioned as being an area used for public parking on a regular basis, and as a downtown event venue.

The existing area, excluding Spruce Street, is a part of the Central Building parcel and is comprised of some 11,300 square feet. The area has been leased to Bernie Bishop Mazda for a number of years for use as an auto sales display lot. Ownership of the Central Building property has recently changed and the new owners...Bret and Marie Curtis...have contacted me concerning possible lease of the space for use as described in the Downtown Master Plan. Attached is an email from Bret Curtis.

This site was evaluated in the preparation of the 2006 Parking Master Plan and the consultant recommended converting Center Street to one-way between Spruce and Chetco. That plan provided for 57 parking spaces, with a net increase of 49 spaces. The plan did not include closing Spruce Street and incorporating that area into the parking lot as proposed in the Downtown Master Plan. An examination of the 2006 plan for this area indicates that the subject area, not including Spruce, could accommodate 40-42 parking spaces. Staff is not recommending any parking design plan at this time.

I have discussed this matter with Rick Bishop. While Bishop is interested in renewing the lease for this space, he informed me that he could reorganize space on his other holdings in the vicinity of the dealership and the subject space is not essential to the operation of the dealership. Specifically, he would be interested in acquiring the alley between his properties along Spruce and Hemlock Street, which would allow him to shift vehicles and equipment around to accommodate vacation of the subject property.

The Current lease with Bishop expires in October. Curtis is seeking a monthly lease rate of \$1,130.

While the City and the Urban Renewal Agency are not currently in a financial position to undertake the project envisioned in the Downtown Master Plan due to other financial commitments, the Urban Renewal Agency will have substantial funds available after the \$3.4

million debt is retired in 2020. The monthly lease payment would be URA funding eligible. The City could lease the site now and seek reimbursement from the URA at a later date. One major issue of concern is undertaking a major capital project on leased property; staff has not discussed any details of a potential lease or other alternatives with Curtis.

Gary Milliman

From: Bret Curtis
Sent: Wednesday, April 12, 2017 5:06 PM
To: 'Gary Milliman'
Cc: realtormgray@gmail.com
Subject: Central Building Parking Lot

Gary,

Thank you for your continued & excellent efforts as our City Manager!

Marie & I recently completed the purchase of the Central Building. We have many ideas to continue the legacy of this building and are excited to get started.

As you know, behind the Central Building is an ideal location for "City Parking." Currently Mazda (Rick Bishop) leases approximately 11,300 square feet of "prime" parking. The current lease for this area expires in October 2017. Rick Bishop would like to meet with me next week to discuss our future plans with that parking area. He would like to negotiate a new lease, but is aware of the city's interest in the parking area. He needs to make some decisions....and so do we.

I know the city has interest in the parking area, stemming from many past discussions and I realize how important the area may be to future plans for a "downtown Brookings." Additionally, we'd prefer to work with the city and share in your vision of creating a "downtown theme."

Is the city prepared to enter into a long-term arrangement to lease the approximate 11,300 square foot area behind the Central Building? The lease could begin as early as November 2017. We'll be upfront, we're asking 10 cents a square foot (\$1,130/month) for the space with the city being responsible for upkeep, striping, caring for the property while enjoying the use.

If you'd like to talk further I'd be happy to pop by and visit.

Thank you!

"As seen & featured on HGTV"



BRET CURTIS, Broker/Owner
RE/MAX Coast & Country | RE/MAX International
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Click to view my website:
www.BretCurtis.com


Licensed in the State of Oregon

RE/MAX
Coast
and Country



[Click to view the Initial Agency Disclosure Pamphlet](#)




<div><div><div><div>DAVID EVANS</div><div>AND ASSOCIATES INC.</div><div>2100 Southwest River Parkway</div><div>Portland Oregon 97201</div><div>Phone: 503.223.6663</div></div></div></div>		<div><div>Site Opportunities</div><div><ul style="list-style-type: none">* Existing Surface Lot* Close to Chetco Avenue* Close to Movie Theater* Provides 57 Parking Spaces for a Net Increase of 49 Spaces</div></div>		<div><div>Site Constraints</div><div><ul style="list-style-type: none">* Privately Owned* Not Visible from Chetco Ave.* Access Limited by Closure of Center Street</div></div>		<div><div>Site Costs</div><div><ul style="list-style-type: none">* Cost \$134,800* Cost per Space \$2,365</div></div>		<div><div>FIGURE 8</div><div><div>SITE 6: Off-Street Surface Parking, North of Spruce St. between Center St. and Wharf St.</div><div>City of Brookings Parking Plan</div></div></div>
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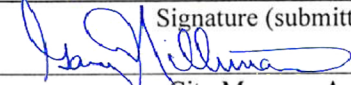
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 12, 2017

Originating Dept: Public Works



Signature (submitted by)


City Manager Approval

Subject: Water Line Easement and Water Service Connection, Bodman Property on Eastwood Lane


Recommended Motion:

If the City Council wishes to secure a formal agreement and provide compensation to the property owner:

- 1) Motion to authorize the City Attorney to prepare and the City Manager to execute an easement agreement with Dustin Bodman for the maintenance, repair and replacement of an existing water main and three water meter boxes on Tax Lot 1100 owned by Bodman, and provide consideration of \$4,194 in the form of a water service fee waiver; and
- 2) Motion to find that the value of \$4,194, or \$1.00 per square foot, is a reasonable value for the subject easement.

Financial Impact:

Loss of \$4,194 in water connection fees.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

Eastwood Lane is a private road located in the unincorporated area of the urban growth boundary (UGB). Over 30 years ago, the City constructed a water main within Eastwood Lane to provide water service to/from "Tidewater Reservoir", a water storage tank located on a nearby ridgetop. In preparation for the possible replacement of the water tank in ca 2012, City staff discovered that there are no recorded easements for the water main across the property now owned by Bodman (Tax Lot 1100). Easement documents were prepared, but never pursued as the project was dropped when other priority projects arose and it was discovered that the City does not possess an easement for the existing storage tank.

Bodman is now seeking to develop the property that is crossed by the water main. The City has...also an estimated 20 years ago...installed three water meters on the subject private property to provide service to adjacent properties; none of the associated service laterals are located within recorded easements.

The length of the subject water main crossing the Bodman property is approximately 282 lineal feet; the area of the easement would be approximately 4,230 square feet, with the width of the

easement being 15 feet. The aforementioned does not include the area occupied by the three water meters.

The City's easement for the water main is a prescriptive easement as it has been in use for several decades. Bodman is a relatively new property owner and, based upon discussions between City staff and Dustin Bodman, he was not advised of the existence of the water main or service laterals prior to purchasing the property.

Bodman is now requesting compensation for the easement (water main and water meter boxes) and that the City enter into an agreement guaranteeing that his property will be restored should the City need to repair the water line. Bodman plans to install pavement over the water main.

Bodman has proposed that he be compensated by the City waiving the connection fees for a new water service to serve his property, the value of which is \$4,194. There has been no appraisal of the value of the easement. The maximum amount that the City paid for water main easements in connection with the Airport Infrastructure Project was \$1,000.

Staff has researched City records and has been unable to locate any documentation of agreements with previous property owners. Bodman recently purchased the property.

Note that if this were a new service with no adjacent water main, the property owner would have been required to pay for the installation of the water main, grant the City an easement at no cost and pay all connection fees.

Attachment(s):

- A. Bodman Proposal
- B. Preliminary Easement Figure from Roberts Survey
- C. Utility Service Request Form

PROPOSAL

Subject property: Map#40-13-32BB Tax Lot # 1100

The goal of this proposal and what I hope is the goal of the City of Brookings is to have proper easements and county recording in place in regards to municipal water supplies that run through the subject property.

Over the last few months I have had multiple conversations with both city council members and city employees about unrecorded city water lines and meters without easements on my property. The consensus of all including myself is that even though things were done incorrectly decades ago by both private land owners and the City of Brookings it is in the best interest of everyone today if we correct the issues.

My proposal states that I grant the City of Brookings a proper legal easement to be recorded with Curry County for both the water main and the multiple water meters that exist on subject property in exchange for a water meter service/hookup of my own at no cost on the subject property. I propose the City of Brookings attorney or legal counsel draft this easement document for my review. This document shall contain language that makes it City responsibility to repair and/or replace to original condition any private property including but not limited to finished road surface, border, landscaping, electrical work, fencing or gate on or along Eastwood lane that is damaged or altered by the City during access to their water line in the future. Before I begin my own construction and paving along Eastwood Lane I will inform the city of the work and give them the opportunity to move their water line in a timely manner if they wish to move it to a location that will not be under the road and subject to possible costly replacement in the future.

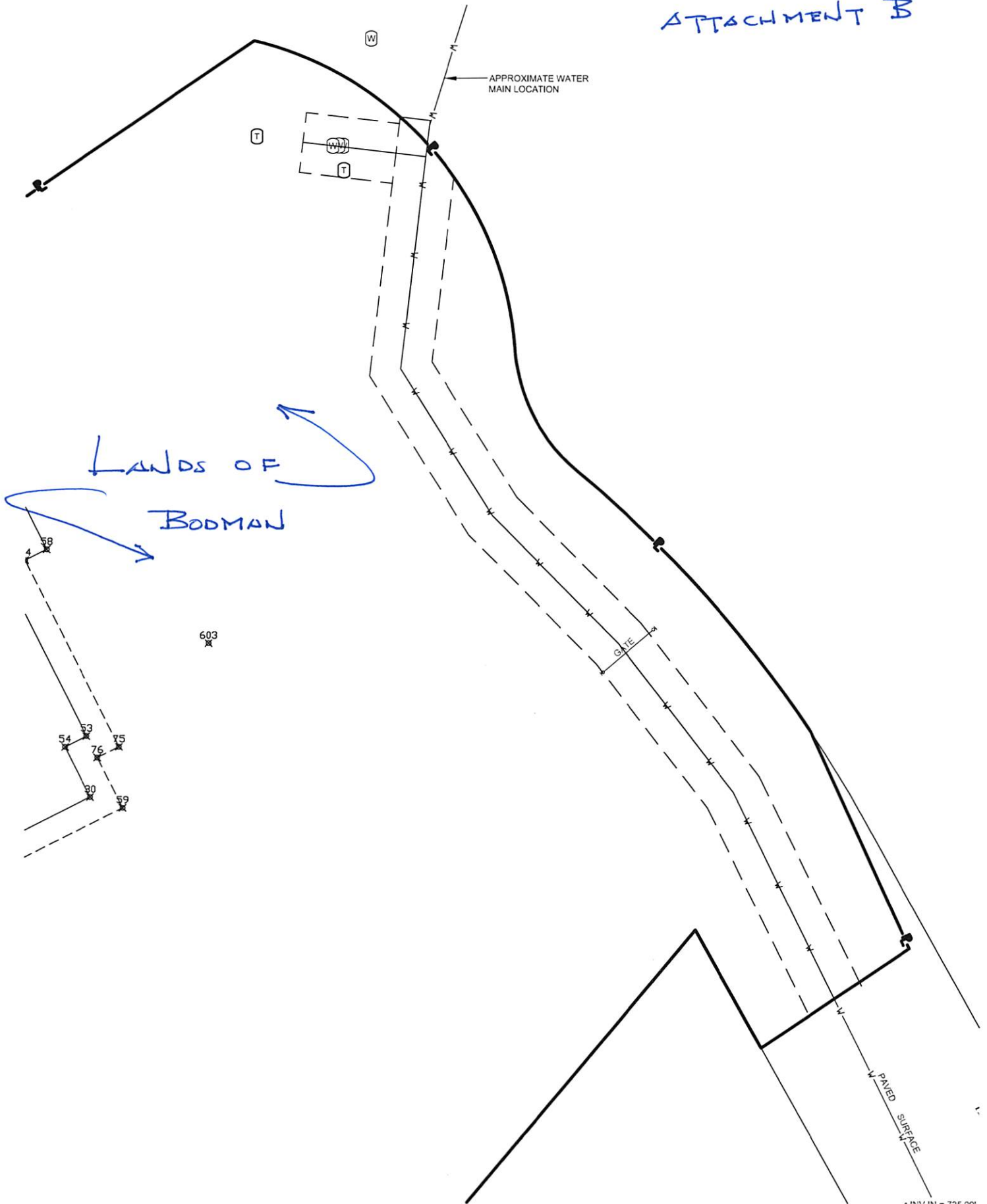
Respectfully,

Dustin Bodman

ATTACHMENT A.

ROBERTS
SURVEY

ATTACHMENT B



CITY OF BROOKINGS
PUBLIC WORKS DEPARTMENT

898 Elk Drive, Brookings, OR 97415
 541-469-1171 FAX: 541-469-3650

Paul Gary

UTILITY SERVICE REQUEST FORM

Name Dustin Bodman
 Address Eastwood (No address at county yet) TL # 1100
 Service Address 814 Easy St # 2 Brookings
 Phone 541 661 2015 Map # 40 13 32 AB Lot # 1100

Water Meter Drop In		Cost	Total
205	5/8" x 3/4" Meter	\$ 248.00	\$
205	3/4" Meter	\$ 279.00	\$
OK 205	1" Meter	\$ 406.00	\$
205	1 1/2" Meter	\$ 1,601.00	\$
205	2" Meter	\$ 1,905.00	\$
Hydrant Meter			
Stand By Fire	Written Request Submitted* Yes <input type="checkbox"/> No <input type="checkbox"/>	\$	\$
Utility Work	Written Request Submitted* Yes <input type="checkbox"/> No <input type="checkbox"/>	\$	\$
Contract Service	Written Request Submitted* Yes <input type="checkbox"/> No <input type="checkbox"/>	\$	\$
	Council Approval Required Yes <input type="checkbox"/> No <input type="checkbox"/>		
*Written Requests must include: 1. How Long 2. How Much 3. What for			
Water Service Lateral			
OK 205	1" Single Service and Tap	\$ 3,788.00	\$
205	2" Single Service and Tap	\$ 5,137.00	\$
205	2" Dual Service and Tap	\$ 6,008.00	\$
	Subtotal		\$
205	Outside of the City – add 20% to inside City Fees	20%	\$
Sewer			
408	4" Sewer Tap-In & Clean-out --- actual time & material	\$ Min - 3,756.00	\$
408	6" Sewer Tap-In & Clean-out --- actual time & material	\$ Min - 5,043.00	\$
OK 203	Construction Water	\$ 90.00	\$
	Other: Paybacks	\$	\$
	Other: SDC's	\$	\$
	Other:	\$	\$
204	Account Set-Up Fee	\$ 20.00	\$
201	Account. Deposit - Low Risk	\$ 0.00	\$
	- Med Risk	\$ 200.00	
	- High Risk	\$ 300.00	
Total Amount			\$

To be completed by City of Brookings

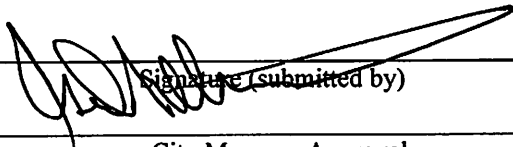
EMR #	Work Completed on:
MTR SERIAL #	Work not completed, why:
ACCT #	
SEQ #	Signed: <u>ATTACHMENT C</u>

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 12, 2017

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval


Subject: Curry Transfer and Recycling Rate Increase and Recycling

Recommended Motions:

1. Motion to approve a new rate schedule to be effective July 1, 2017 for refuse collection and recycling services provided by Curry Transfer and Recycling, such schedule being as proposed in Exhibit A attached to the CTR letter dated May 19, 2016.
2. Motion to change the Curry Transfer and Recycling franchise fee from 0.50 per cent to 5.0 per cent effective July 1, 2017.
3. Motion to authorize implementation of a residential recycling roller cart program providing a customer option of 96 or 65 gallon carts at a rate of \$3.75 per month, with fee and program to be implemented by Curry Transfer and Recycling in the 2017 calendar year.

Financial Impact:

Nominal increase in franchise fee revenue from rate increase. Potential \$93,000 increase in annual General Fund revenue from franchise fee increase. Increase in customer rates of \$3.75 per month to pay for enhanced recycling program.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

The ordinance establishing a franchise agreement with Curry Transfer and Recycling (CTR) provides that CTR may request a rate adjustment annually based upon cost of living and related factors. CTR has requested a rate increase of 1.3 percent to be effective July 1, 2017. This will result in a \$0.29 per month increase in the fee for a basic 32 gallon cart service. Last year the increase was \$0.06 per month.

CTR has an exclusive franchise with the City to provide refuse collection, disposal and recycling collection. The term of the franchise is year-to-year; the ordinance provides a 10-year termination provision.

Franchise fees were a topic of discussion during the 2017-18 budget development by the Budget Committee/City Council. Along with property tax and business license, Franchise Fees are among the most common sources of local government revenue in Oregon. In 2015-16, the City collected \$106,409 in Franchise Fee revenue from all sources.

Franchise Fees are charged as part of an agreement between local governments and utilities that use public rights-of-way. These agreements ensure that companies receiving special use of

rights-of-way are paying fees to reimburse local governments for use of public services. Franchise agreements outline the terms under which utility companies use city rights-of-way, including compensation requirements. Franchise fees are typically calculated on a percentage of the revenues derived from sales of the utility company to customers within the City.

Franchise Fees are most commonly associated with public utilities that use the public streets and rights-of-way to conduct their business. Under the terms of franchise agreements, these utilities have the authority to erect and maintain distribution poles and underground facilities along sidewalks and roadsides; excavate into City streets to install and maintain facilities; and operate sometimes heavy construction or maintenance equipment on City streets. Essentially, for these utilities, their place of business is the public right-of-way. Waste collection services are also often subject to a franchise for the use of public streets by collection trucks and placement of collection containers.

In Brookings, the following entities have franchise agreements with the City:

Curry Transfer and Recycling
Charter Communications
Frontier Communications
Mettel Communications

LS Networks
Ringcentral Inc.
Coos Curry Electric Cooperative

Charter Communications pays a Franchise Fee of 5.0 per cent, the maximum allowed by law, while telecommunications companies pay a rate of 7.0 per cent, also the maximum. The City increased the Fee for Frontier Communications from 3.3 per cent to 7.0 per cent in 2012.

The City entered into the current agreement with Coos Curry Electric Cooperative (CCEC) in 1953. At that time, the City and CCEC entered into what amounts to a barter agreement with respect to the Franchise Fee. Instead of collecting a monetary fee, the consideration is that CCEC provides street lighting within the City at no cost. With the exception of the green light poles in the downtown area, CCEC owns the street lights and provides the maintenance and electricity at no cost to the City. Additional street lights are provided by CCEC based upon population growth, or if the City agrees to pay for additional lights above the number established through the franchise agreement lighting/population formula. Only cities served by CCEC have this type of in lieu arrangement.

The City collects a Franchise Fee from CTR of one-half of one percent of their basic solid waste collection service. This is the lowest rate in the State. By example, Brookings collects \$9,237 in Franchise Fees from CTR while a city of like size...Seaside...collected \$45,063 in 2011 with a rate of 3.0 per cent. According to CTR representatives, a franchise fee of 5.0 per cent would generate about \$102,000 annually, a net increase of about \$93,000. CTR also provides certain services at no cost (see attached) valued at \$36,888. This is equal to about 1.94 per cent of revenue. Thus, the combined cash payment and service value is equal to about 2.44 per cent of revenue. Note that in Coos Bay, for example, CTR's parent company Waste Connections pays a franchise fee of 5.0 per cent and provides free service to the City.

According to CTR representatives, a 5.0 per cent franchise fee would result in a residential customer rate increase for a 32 gallon container (most commonly used) of \$1.12 per month; and a rate increase of \$13.00 per month for a two-yard commercial container. Rate increases would vary for other container sizes.

The City has received a proposal from CTR to undertake a major change in the manner in which recyclables are collected in the City, together with a rate increase to fund the new service. This would affect residential curbside customers only.

CTR is proposing to replace the existing 18-gallon mixed recycling container (blue bin) with a roller cart. They would provide either a 96-gallon or 65-gallon roller cart. The roller carts would be similar to the refuse roller carts. Customers would continue to use an 18-gallon bin (yellow bin) for glass. All other recyclables would be placed in the roller cart.

Under the new program, recyclables would be collected every-other week on the same day as regular trash service; recyclables are currently collected weekly. The roller carts would be large enough to accommodate larger recycling items, such as large cardboard boxes.

All CTR customers in the City would be required to subscribe to the recycling roller bin service and the residential trash collection fee would be increase by \$3.75 per month for all customers. CTR reports that this program would be implemented within 4-6 months.

The goal of the program is to increase the level of recycling in the community. Overall, Curry County is below the State recycling rate goal. According to the Oregon Department of Environmental Quality (DEQ), the agency that enforces the State's solid waste regulations, data reported by counties and waste haulers indicated that those communities in which roller carts were used for recycling averaged 711 pounds of recyclables per household per year, as compared to 547 pounds per household per year in communities using bins. There was no information immediately available on how the implementation of a roller cart program increased the diversion of recyclables from trash in rural communities.

CTR reports that they currently collect and ship about 66 tons of recyclables per month. They report that the cost of collection is approximately \$35.00 per ton and the cost of shipping to a recycling center is about \$50 per ton. CTR reports that the average revenue from the sale of recyclables is \$2.00 per ton. CTR reports that the new roller bin program would require CTR to purchase new collections trucks for the recyclables.

Assuming the CPI and franchise fee rate increases are approved, the residential customer rates for trash collection and recycling will be \$27.09 per month for a 32-gallon bin, \$38.78 for a 48 gallon bin and \$50.44 per month for a 64-gallon bin. The smallest size trash collection bin available is 32-gallon. Thus, for a 32-gallon customer, the recycling cart fee would amount to a rate increase of 23.55 per cent. Customers who use larger trash bins may be able to save money by increasing recycling and moving to a lower smaller trash bin. CTR plans to offer a new 21-gallon trash bin option when the enhanced recycling program is implemented.

Attachment(s):

- a. Rate schedule with rate increase and franchise fee effective July 1, 2017
- b. Rate schedule with recycling roller bin.
- c. List of 'free' services provided by CTR.
- d. Franchise Fee revenue comparables.
- e. Letter dated May 16, 2017 and associated attachments.
- f. Letter dated June 5, 2017 and associated attachments.



City of Brookings Rate Schedule
Exhibit A
Effective July 1, 2017

			Previous Year 2016	CPI Rate Adjustment	Franchise Fee Adjustment	July 1 Rate 2017	Final Rate	Cumulative Percent Change
Residential Cart Service								
32	gallon	per month	21.93	0.29	1.13	23.34	23.34	6.45%
48	gallon	per month	32.91	0.43	1.70	35.03	35.03	6.45%
64	gallon	per month	43.86	0.57	2.26	46.69	46.69	6.45%
96	gallon	per month	65.79	0.86	3.39	70.03	70.03	6.45%
Commercial Cart Service								
32	gallon	per month	24.97	0.32	1.29	26.58	26.58	6.45%
48	gallon	per month	37.46	0.49	1.93	39.88	39.88	6.45%
64	gallon	per month	49.95	0.65	2.57	53.17	53.17	6.45%
96	gallon	per month	74.92	0.97	3.86	79.75	79.75	6.45%
Commercial/Container Rental Service								
Per Loose Yard Trash Service			26.94	0.35	1.39	28.68	28.68	6.45%
Per Loose Yard Brush Service			13.50	0.15	0.69	14.35	14.35	6.30%
Per Loose Yard Metal Service			13.50	0.15	0.69	14.35	14.35	6.30%
Auto Lock Charge			4.07	0.05	0.21	4.33	4.33	6.45%
Dumpster Rental			15.66	0.20	0.81	16.67	16.67	6.45%
Extra bag- on route			5.82	0.08	0.30	6.20	6.20	6.45%
Medical Waste- 1 Gallon Sharps			25.59	0.33	1.32	27.24	27.24	6.45%
Medical Waste Tub collection per gallon			3.37	0.04	0.17	3.59	3.59	6.45%
Return Trip Charge- next day			12.98	0.17	0.67	13.82	13.82	6.45%
Roll- Off Daily Rent Charge			2.30	0.05	0.12	2.45	2.45	6.52%
Special Handling Charge			1.29	0.02	0.07	1.38	1.38	6.45%
Special Trip/ Off Route Trip/Delivery Charge			19.84	0.26	1.02	21.12	21.12	6.45%
Start; Stop; Resume; Seasonal Stop			7.03	0.09	0.36	7.48	7.48	6.45%
Recycling								
Residential recycle only per month (no solid waste service)			16.74	0.22	0.86	17.82	17.82	6.45%
Commercial Cardboard- routed			up to 25% of commercial yard rate					
Commercial Commingle			up to 50% of commercial yard rate					
Heavy Roofing or Demolition			1.5 times yard rate					
Extra Heavy Demolition or Mechanically Compacted Waste			2.75 times yard rate					



City of Brookings Rate Schedule
Exhibit B
Effective Upon Recycle Cart Program Start

			Previous Year 2016	CPI Rate Adjustment	Franchise Fee Adjustment	July 1 Rate 2017	Recycle Cart Adjustment (upon Program Start)	Final Rate	Cumulative Percent Change
Residential Cart Service									
21	gallon	per month - New cart size offered when the Recycle Cart Program starts						20.50	New
32	gallon	per month	21.93	0.29	1.13	23.34	3.75	27.09	23.55%
48	gallon	per month	32.91	0.43	1.70	35.03	3.75	38.78	17.85%
64	gallon	per month	43.86	0.57	2.26	46.69	3.75	50.44	15.00%
96	gallon	per month	65.79	0.86	3.39	70.03	3.75	73.78	12.15%
Recycling									
Residential recycle only per month (no solid waste)			16.74	0.22	0.86	17.82	3.75	21.57	28.85%

Franchise Fees

CURRY TRANSFER & RECYCLING
PO BOX 4008
BROOKINGS, OR 97415

541-469-2425

800-826-9801

Fax 541-469-1048

Date 3/31/2017

Stmt 170331

CITY OF BROOKINGS
 898 ELK DRIVE
 BROOKINGS, OR 97415

Franchise Schedule- Services and Payment

Services

Date	Account	SERVICE LOCATION	DESCRIPTION	AMOUNT
3/31/2017	2265	PUBLIC WORKS	4 YDS WEEKLY	\$ 482.62
	2265	SEWER PLANT	3 YD WEEKLY GRIT	\$ 978.83
	2265	SEWER PLANT	1.5 YD WEEKLY GARBAGE	\$ 190.77
	2265	SEWER PLANT	1.5 YD WEEKLY GARBAGE	\$ 190.77
	2827	CITY HALL	AUTOLOCK	\$ 4.07
	2827	CITY HALL	(4Y Container 3Y provided /ranchise Agrmt)	\$ 362.11
	2827	CITY HALL	COMMINGLE DUMPSTER	\$ 40.41
	2827	CITY HALL	CARDBOARD DUMPSTER	\$ -
	2827	RENT MISC	OFFICE RECYCLING- CART	\$ 1.96
	26004	Swimming Pool/ Sport Park	4YDS WEEKLY Seasonal	\$ 482.62
	2265	SEWER PLANT	COMMINGLE DUMPSTER	\$ 40.41
	2265	SEWER PLANT	CARDBOARD DUMPSTER	\$ -
	2827	Chetco Ave	(6) 64G WEEKLY COMMUNITY CARTS	\$ 299.70
		Services Rendered		\$ 3,074.27
		Services provided as a percent of revenue		1.94%

Payment

One half of one percent	Revenue	
0.50%	\$158,335.49	\$791.68
	Payment Submitted	\$791.68

Year To Date Services And Payment

Services Provided	\$	9,261.57
Franchise Fee YTD	\$	2,317.54
Total	\$	11,579.11

* In question. CTR researching.

Franchise Fee Revenue Comparisons

Cities of Like Size

<u>City</u>	<u>Population</u>	<u>Revenue</u>	
Talent	6270	490,000	(1)
Seaside	6585	706,000	
Scappoose	6745	459,000	
Madras	6265	406,540	
Brookings	6565	106,409	Current
Brookings	6565	237,297	(2) Current + services
Brookings	6565	320,297	(3) Current + services + CTR increase
Brookings	6565	578,297	(4) Current + services + CCEC increase (less street lights)
Brookings	6565	661,297	(5) Current + services + CTR and CCEC increase

(1) Includes July 1, 2017, increase in Pacific Power franchise rate from 5.0 to 7.0 percent.

(2) Includes current plus value of services provided by CCEC and CTR at no charge.

(3) Includes current plus value of services provided, plus CTR increase to 5%.

(4) Includes current plus value of services provided, plus CCEC increase to 5% (less street lights).

(5) Includes current plus value of services, plus CTR and CCEC increase (less street lights).



17498 Carpenterville Rd, PO Box 4008, Brookings, OR 97415

(p) 800-826-9801 (f) 541-469-1048
currytransferrecycling.com

May 16, 2017

City of Brookings
Attn: Gary Milliman- City Manager
898 Elk Drive
Brookings, OR 97415

RE: **2017 Rate Adjustment Request**

Dear Mr. Milliman:

Customarily, each year we request a rate adjustment based on the prior year's US CPI average. The CPI for 2016 was **1.30%**. This will result in a **\$0.29** per month adjustment for a basic 32 gallon cart service. Please use this notice and the other information enclosed to consider a rate adjustment effective **July 1, 2017**.

We appreciate the opportunity to serve the City of Brookings.

Sincerely,

Luke Pyke
Site Manager

Enclosures:

2016 CPI Adjustment- Department of Labor
Exhibit A **2016** rate schedule
Exhibit A **2017** requested rate schedule

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From: 2007

To: 2017

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Data extracted on: March 28, 2017 (6:34:50 PM)

Consumer Price Index - All Urban Consumers

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Download:  [.xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2007	202.416	203.499	205.352	206.686	207.949	208.352	208.299	207.917	208.490	208.936	210.177	210.036	205.709	208.976
2008	211.080	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228	214.429	216.177
2009	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.834	215.969	216.177	216.330	215.949	213.139	215.935
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	217.535	218.576
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672	223.598	226.280
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601	228.850	230.338
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.366	233.548
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.384	237.088
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	236.265	237.769
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	238.778	241.237
2017	242.839	243.603												

12-Month Percent Change

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Download:  [.xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2007	2.1	2.4	2.8	2.6	2.7	2.7	2.4	2.0	2.8	3.5	4.3	4.1	2.5	3.1
2008	4.3	4.0	4.0	3.9	4.2	5.0	5.6	5.4	4.9	3.7	1.1	0.1	4.2	3.4
2009	0.0	0.2	-0.4	-0.7	-1.3	-1.4	-2.1	-1.5	-1.3	-0.2	1.8	2.7	-0.6	-0.1
2010	2.6	2.1	2.3	2.2	2.0	1.1	1.2	1.1	1.1	1.2	1.1	1.5	2.1	1.2
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3.0	2.8	3.5
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2.0	2.2	1.8	1.7	2.3	1.8
2013	1.6	2.0	1.5	1.1	1.4	1.8	2.0	1.5	1.2	1.0	1.2	1.5	1.5	1.4
2014	1.6	1.1	1.5	2.0	2.1	2.1	2.0	1.7	1.7	1.7	1.3	0.8	1.7	1.5
2015	-0.1	0.0	-0.1	-0.2	0.0	0.1	0.2	0.2	0.0	0.2	0.5	0.7	-0.1	0.3
2016	1.4	1.0	0.9	1.1	1.0	1.0	0.8	1.1	1.5	1.6	1.7	2.1	1.1	1.5
2017	2.5	2.7												

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City of Brookings Rate Schedule

Exhibit A

Effective July 1, 2017

			Previous Year 2016	Rate Adjustment		New Rate 2017
Residential Cart Service						
32	gallon	per month	21.93	1.30%	0.29	22.22
48	gallon	per month	32.91	1.30%	0.43	33.34
64	gallon	per month	43.86	1.30%	0.57	44.43
96	gallon	per month	65.79	1.30%	0.86	66.65
Commercial Cart Service						
32	gallon	per month	24.97	1.30%	0.32	25.29
48	gallon	per month	37.46	1.30%	0.49	37.95
64	gallon	per month	49.95	1.30%	0.65	50.60
96	gallon	per month	74.92	1.30%	0.97	75.89
Commercial/Container Rental Service						
Per Loose Yard Trash Service			26.94	1.30%	0.35	27.29
Per Loose Yard Brush Service			13.50	1.10%	0.15	13.65
Per Loose Yard Metal Service			13.50	1.10%	0.15	13.65
Auto Lock Charge			4.07	1.30%	0.05	4.12
Dumpster Rental			15.66	1.30%	0.20	15.86
Extra bag- on route			5.82	1.30%	0.08	5.90
Medical Waste- 1 Gallon Sharps			25.59	1.30%	0.33	25.92
Medical Waste Tub collection per gallon			3.37	1.30%	0.04	3.41
Return Trip Charge- next day			12.98	1.30%	0.17	13.15
Roll- Off Daily Rent Charge			2.30	2.10%	0.05	2.35
Special Handling Charge			1.29	1.30%	0.02	1.31
Special Trip/ Off Route Trip/Delivery Charge			19.84	1.30%	0.26	20.10
Start; Stop; Resume; Seasonal Stop			7.03	1.30%	0.09	7.12
Recycling						
Residential recycle only (no solid waste service)			16.74 per month			
Commercial Cardboard- routed			up to 25% of commercial yard rate			
Commercial Commingle			up to 50% of commercial yard rate			
Heavy Roofing or Demolition			1.5 times yard rate			
Extra Heavy Demolition or Mechanically Compacted Waste			2.75 times yard rate			



City of Brookings
RE: Cart Recycling Proposal

June 5, 2017

CTR is pleased to present you with the option of implementing a curbside cart recycling program in the City of Brookings. Cart recycling has become the norm in solid waste services and we feel the City of Brookings deserves the opportunity to participate in a modernized program.

Curry County is 6% below its goal for the State of Oregon's recycle recovery rate. Implementing a cart recycling program allows residents increased volume for material and promotes more opportunity to recycle. The top 15 Counties in Oregon by pounds of recycle per individual all provide cart recycling to the residents in the Cities and urban growth boundaries. With Brookings being the largest most densely populated city in Curry County, allows ample opportunity to increase the recovery rate and capture missing recyclables.

Below are key components to the cart recyclable program which I look forward to discussing.

Option 1 – 96gal/65gal Cart Recycling Program

- All participating customers will receive a roll cart
- Customers who utilize the cart may be able to downsize their trash service
- Customers will receive a 96gal cart picked up every other week
- Customers upon request could receive a 65 gal cart picked up every other week
- Glass will be picked up in the 18 gal bins the same week as the recycle
- All customers will receive an educational brochure to explain the program
- This option would equate to a price increase of \$3.75 per month

Option 2 – 96gal Cart Recycling Program

- All participating customers will receive a roll cart
- Customers who utilize the cart may be able to downsize their trash service
- Customers will receive a 96gal cart picked up every other week
- Glass will be picked up in the 18 gal bins the same week as the recycle
- All customers will receive an educational brochure to explain the program
- This option would equate to a price increase of \$3.65 per month

Option 3 – 64gal Cart Recycling Program

- All participating customers will receive a roll cart
- Customers who utilize the cart may be able to downsize their trash service
- Customers will receive a 64gal cart picked up every other week
- Glass will be picked up in the 18 gal bins the same week as the recycle
- All customers will receive an educational brochure to explain the program
- This option would equate to a price increase of \$3.55 per month

Benefits of a Cart Recycling Program

- **More Recycling:** With the implementation of a cart collection system it will allow customers two and a half more times the space than our current system. With the added space people are less likely to carelessly throw away items that could be recycled. Customers who utilize the full potential of the cart may be able to downsize their trash cart.
- **Cleanliness:** Use of a cart with a lid reduces the incidence of wind-blown litter resulting in cleaner streets and storm water drainage systems. Carts also help prevent animal scavenging.
- **Ease of Use:** Rolling a wheeled cart to the curb is easier than carrying a bin or, in many cases, multiple bins to the curb. The carts are well engineered with a low center of gravity for stability helping them stay upright during wind storms.
- **Safety:** Automated cart collection is safer for our workers. Distracted drivers today represent a major safety risk for workers in the public streets. Based on the Bureau of Labor Statistics, solid waste collection is the 6th most dangerous job in the nation with many of the accidents resulting from public traffic.
- **Space for the cart:** The perception of a larger cart is commonly misunderstood as people believe they don't have the space. Below illustrates the carts have a similar foot print of what we are currently using with the difference being in the height. The 96-gallon carts have a footprint of 5.8sq.ft, 65-gallon carts have a 4.3sq.ft. footprint, and the current 18-gallon bin have a footprint of 2.95sq.ft. The new roll carts are larger than the 18 gallon bins but only by 2.85sq.ft. Please note, many residents have more than one bin and often leave larger recycling pieces outside of the bin for collection.



CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 12, 2017

Originating Dept: PWDS



Signature (submitted by)




City Manager Approval

Subject: Accepting wastewater septic tank contents from Roto Rooter at the Wastewater Treatment Plant

Recommended Motion:

Authorize the Mayor to execute an agreement with Roto Rooter to accept septic tank contents for a three month trial period.

Financial Impact: Estimated revenue \$7,900 per month

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

In March 2017, Roto-Rooter requested approval to dispose of septic tank waste (septage) at the City of Brookings wastewater treatment plant (WWTP).

The attached draft agreement allows Roto-Rooter to dispose of septage at the WWTP for a trial period of 3 months. The agreement stipulates that the septage will be screened to remove inorganic matter and tested for pH before delivery to the WWTP. The agreement further stipulates that the septage may not interfere with the normal operation of the WWTP such that our 100% compliance status becomes compromised.

Septage is often "old". Typically home owners do not pump their systems until a problem occurs, the aged septage utilizes anaerobic digestion. Our WWTP normally utilizes organisms (bugs) that live in an aerobic condition. Aerobic digestion is inherently faster than anaerobic digestion and therefore does not normally promote offensive odors. Anaerobic digestion is inherently slower than aerobic digestion and routinely promotes offensive odors.

Staff is concerned that the anaerobic organisms will promote offensive odors and possibly upset the balanced condition of the WWTP. Staff has the authority to terminate the agreement immediately in the event that an odor control problem arises.

Attachment(s): A. (Draft) Memorandum of Understanding between City of Brookings and Roto Rooter.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF BROOKINGS
AND ROTO-ROOTER FOR SEPTAGE TREATMENT**

The parties to this Memorandum of Understanding (MOU) are the City of Brookings ("City"), an Oregon municipal corporation, and Roto-Rooter of Curry County ("Roto-Rooter"), owned and operated by Curry Transfer & Recycling, Inc., a Texas corporation.

WHEREAS, City owns and operates a wastewater treatment plant that treats and discharges wastewater (sewage);

WHEREAS, City is required to comply with the wastewater discharge requirements established in the City's National Pollution Discharge Elimination System (NPDES) permit #101773;

WHEREAS, Roto-Rooter is a company that provides septic tank services, including the pumping and disposal of septage from septic tanks;

WHEREAS, Roto-Rooter has approached the City about disposing of domestic septage at the wastewater treatment plant;

WHEREAS, City is willing to accept Roto-Rooter domestic septage on a temporary trial basis.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

- 1.0 TERM.** This MOU will take effect upon the execution of this agreement and will remain in effect through August 31, 2017, unless terminated earlier pursuant to the provisions for early termination contained herein.
- 2.0 FEE.** During the term of this MOU, the City will charge Roto-Rooter \$0.11 per gallon on septage discharged. City will invoice Roto-Rooter on a monthly basis. Fees are due within 30 days of the date of invoice.
- 3.0 DELIVERY OF SEPTAGE.** Roto-Rooter must abide by the following limitations and requirements for the delivery of septage to the City's wastewater treatment plant.
 - 3.1 Domestic Septage.** Only domestic septage may be delivered to the plant.
 - 3.2 Max Volume.** The maximum volume of any single delivery of septage is 3,000 gallons.
 - 3.3 Max Daily Delivery.** Only two deliveries may be made in any one 24-hour period.
 - 3.4 Max Weekly Delivery.** Deliveries of septage are limited to a total of six deliveries in any seven-day period.
 - 3.5 Time/Day Limitation.** Deliveries of septage are limited to Monday, Wednesday, and Friday between the hours of 10:00 a.m. and 4:00 p.m. This schedule may be modified upon arrangement and agreement of both parties, so long as a minimum of 24-hour notice is provided.

- 3.6 **Load Screening.** All septage must be pre-screened for debris prior to delivery.
- 3.7 **Load pH Test.** Each load of septage must be tested for pH prior to delivery. The pH of the load must not be lower than 6.0 nor higher than 9.0 at any time in accordance with the City's NPDES Permit, Schedule A(3).
- 3.8 **Load Certificate.** The delivery of each load must be accompanied with a certificate showing the pH, number of gallons and proof of screening.
- 3.9 **Discharge Location.** Septage must be discharged at the bar-screens, inside the fenced compound.
- 3.10 **Discharge Method.** Septage must be discharged with a leak-proof hose and a steady flow. All leaks, drips and spills must be cleaned up immediately using best management practices.
- 3.11 **Contamination.** The discharge of septage must immediately cease upon the detection (through site, smell, pH or other method) of petroleum products or any other chemicals. Any load containing detectable amounts of petroleum products or other chemicals will be rejected by the City.
- 3.12 **Offensive Odors & Upset Condition.** The discharge of septage must immediately cease upon the emanation of extensive offensive odors and or if the introduction of septage to the wastewater treatment plant creates an upset condition.
- 3.13 **Employee Licensing.** All employees of Roto-Rooter engaged in activities pursuant to this Agreement must be appropriately licensed at all times. Proof of such licensing must be provided to the City prior to delivery of the first load of septage.

4.0 INSURANCE. During the term of this Agreement, Roto-Rooter is required to maintain the following types of insurance with the following minimum limits:

4.1 General Liability. Roto-Rooter must maintain a policy(s) of liability insurance covering bodily injury, personal injury, and property damage in amount not less than \$1,000,000 per occurrence. The insurance must include coverage for any damages or injuries arising out of the use of motor vehicles by Roto-Rooter. The City and its appointed and elected officials, agents and employees shall be named as additional insureds.

4.2 Worker's Compensation. Roto-Rooter must maintain workers' compensation insurance in compliance with ORS 656.017.

5.0 EARLY TERMINATION. Either party for any reason may terminate this agreement provided that written notice of termination is given no less than seven (7) calendar days to the other party.

6.0 HOLD HARMLESS CLAUSE. Roto-Rooter agrees to indemnify, defend, and hold harmless the City, its elected and appointed officials, agents, and employees from and against any and all liabilities, loss, and costs arising from actions, suits, claims or demands of whatever nature resulting from or arising out of the activities of Roto-Rooter or its officers, employees, subcontractors, or agents under this MOU. This clause specifically includes any fines imposed by state or federal regulatory agencies for septage spills as well as any regulatory costs incurred as a result of the City's acceptance of Roto-Rooter septage.

7.0 GENERAL PROVISIONS

7.1 Notices. Any notices given pursuant to this agreement, must be addressed to the party at the address listed below and sent first class, postage prepaid:

If to City:
City of Brookings
Attn: Public Works Dir.
898 Elk Drive
Brookings, OR 97415

If to Roto-Rooter:
Roto-Rooter
Attn: Luke Pyke
17498 Carpenterville Rd
Brookings, OR 97415

Notice will be deemed effective on the third day after the date of mailing. Either party may change its address for receiving notice by advising the other party in writing pursuant to this section.

7.2 Third Party Beneficiaries. There are not third party beneficiaries to this MOU. This Agreement may only be enforced by the parties.

7.3 Entire Agreement. This agreement is the entire agreement between the parties with respect to the subject hereof. Any prior discussions, negotiations, drafts, or communications are superseded by this agreement.

7.4 Severability. In the event that any provision of this agreement is determined to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this agreement will not be affected thereby.

7.5 Assignment. This agreement may not be assigned by either party.

7.6 Governing Law/Forum. This agreement will be governed and interpreted in accordance with the laws of the State of Oregon. Any litigation between the parties under this Agreement or arising out of activities performed under this Agreement will occur in Curry County Circuit Court or the U.S. District Court for the State of Oregon, as appropriate.

7.7 Attorney's Fees. In the event that a lawsuit is brought by either party for the interpretation or enforcement of this agreement, the prevailing party will be entitled to an award of reasonable attorney's fees and costs.

7.8 Signatories. Each signatory hereto represents and warrants that he or she has been duly authorized to sign this agreement on behalf of their respective parties.

WHEREFORE, the parties have caused this MOU to be executed by their duly authorized representatives on this ____ day of _____, 2017.

CITY OF BROOKINGS
An Oregon Municipal Corporation

ATTEST

Jake Pieper, Mayor

Teri Davis, City Recorder

ROTO-ROOTER
(Curry Transfer & Recycling, Inc.)

CITY OF BROOKINGS – ROTO-ROOTER

MOU: SEPTAGE DISCHARGE

By: Luke Pyke
Its: Site Manager

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 12, 2017

Originating Dept: PWDS


Signature (submitted by)

City Manager Approval


Subject: Award contract to McLennan Excavation, Inc. to construct Storm Water Master Plan Project # 1-4, Project No. 145.70

Recommended Motion:

Authorize the City Manager to execute an agreement with McLennan Excavation, Inc. for the Storm Water Master Plan Project # 1-4, Project No. 145.70 in the amount of \$515,285

Financial Impact: Estimated cost \$515,285

This is a budgeted Capital Improvement Project (CIP) to be paid from Storm water SDC and Storm water SRF funds.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

The area behind Oil Can Henry's (now Valvoline) past U.S. Bank and to South Coast Lumber mill pond has repeatedly flooded during storm events. On several occasions, Public Works has provided sand bags and other assistance to prevent storm water from flowing into the bank.

This project installs a 60" diameter storm water pipe from the concrete storm water collection vault behind Oil Can Henry's, past the bank, across Railroad Street and to the South Coast Lumber mill pond. The pipe has been sized to accommodate estimated flows from the tributary areas.

This project is an approved Capital Improvement Project and was advertised and competitively bid in accordance with all applicable laws. Three qualifying bids were received. Attachment A provides a comprehensive list of the base bid prices.

The Dyer Partnership reviewed the bids and has provided a letter of recommendation (Attachment B) to award the work to McLennan Excavation, Inc.

Attachment(s):

- A. Bid Summary
- B. Dyer Letter of Recommendation

TABULATION OF BIDS

Storm Water Improvement Project #1-4
City of Brookings
Project No. 145.70

Date: May 25, 2017
Bids Received: 2:00 p.m.
The Dyer Partnership Engineers & Planners, Inc.

<u>Name of Bidder</u>	<u>Basic Bid</u>	<u>Comments</u>
McLennan Excavation	\$515,285.00	
Tidewater	\$757,025.00	
Laskey-Clifton	\$1,039,875.00	

ATTACHMENT A



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

May 26, 2017

Gary Milliman, City Manager
City of Brookings
898 Elk Drive
Brookings, OR 97415

RE: Storm Water Improvement Project #1-4
Project No. 145.70

Dear Gary:

This letter is to recommend action by the City in response to the bids received on May 25, 2017 at 2:00 PM for the above referenced project. Three bids were received, there were no bid irregularities, and all were responsive and responsible. The bids were in the following amounts:

1. \$515,285.00 by McLennan Excavation, Inc.
2. \$757,025.00 by Tidewater Contractors, Inc.
3. \$1,039,875.00 by Laskey-Clifton Corporation

We recommend that the City take the following action:

1. Accept the bids.
2. Award a contract to McLennan Excavation, Inc. in the amount of \$515,285.00.

It is our opinion that McLennan Excavation, Inc. has sufficient experience and qualifications to satisfactorily construct the project.

Assuming the City and Council concurs with our recommendation; we have enclosed three copies of the Notice of Award. A representative for the City needs to sign all three copies after which they should be returned to our office. (*Please do not date the Notice of Award.*) We will date the Award following notification that the City accepts the bid and is determined to award it.

Sincerely,

Andrew Hall, PE
City Engineer

Enclosure

ATTACHMENT B

City of Brookings CITY COUNCIL MEETING MINUTES

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

Monday, May 22, 2017

Call to Order

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

Roll Call

Council present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges and Dennis Triglia; Councilor Roger Thompson 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, City Attorney Martha Rice, and City Recorder Teri Davis.

Media Present: No media present

Others Present: 13 audience members.

Staff Reports

Move Item D7 Housing Needs Assessment to D1

City Manager Milliman advised that South Coast Development Council (SCDC) representative John Hitt was in the audience and requested that item D7 Housing Needs Assessment be moved up to the first item.

Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously with an advisory “aye” from Ex Officio Bailey to move item D7 Housing Needs Assessment to item D1.

Housing Needs Assessment

City Manager Milliman presented the Staff Report

Council discussed specifics about funding and parameters. Mayor Pieper noted that this is an increasingly pressing matter.

Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously with an advisory “aye” from Ex Officio Bailey to authorize the City Manager to execute a letter of understanding with the South Coast Development Council, Inc. to undertake a Housing Needs Assessment for the 97415 zip code area at a cost not to exceed \$15,000, with the City share not to exceed \$8,000.

SCDC Acting Director John Hitt was invited to address Council. He explained the timing of the report and invited Council to contact him at any time they felt they needed more information.

Parks Special Event Policy

Parks and Planning Manager Baron presented the staff report.

Michael Frederick of 16883 Yellowbrick Road was invited to address Council. Mr. Frederick raised concerns about the restaurant permitting requirement and also about the stipulation that alcohol can only be served in Azalea Park.

Councilor Thompson arrived at 7:18 p.m.

Council discussed whether alcohol should be allowed in other parks. Three amendments to the policy were suggested:

- Revise the stipulation that alcohol can only be served in Azalea Park to also include Stout Park.
- Remove the stipulation that events at which alcohol will be dispensed are required to make exclusive use of the park.
- Correct one minor typo of the word "to" to the word "no" in the second paragraph under the heading General.

Councilor Triglia moved, Councilor Hamilton seconded and Council voted unanimously with an advisory "aye" from Ex Officio Bailey to adopt the Special Event Policy with the noted amendments.

Regional Solutions Grant Agreement

Parks and Planning Manager Baron presented the staff report.

Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously with an advisory "aye" from Ex Officio Bailey to authorize the City Manager to enter into a grant agreement with the State of Oregon for the Azalea Park Ball Field Reconfiguration project – Phase Two.

Go! App and Magazine Advertising funding

City Recorder Davis presented the staff report.

Council discussed the merits of funding the full advertising package versus only funding the mobile app.

Councilor Thompson moved, Councilor Triglia seconded and Council voted unanimously with an advisory "aye" from Ex Officio Bailey to allocate a \$4,800 grant from Transient Occupancy Tax revenues to the Go! Wild Rivers Coast Mobile App and Go Guide.

Fireworks Contribution

City Manager Milliman presented the staff report.

Councilor Hamilton provided additional information. The group organizing the funding has been able to raise the required money for the deposit. They are now working to raise the \$20,000 to put on the show.

Mayor Pieper suggested that these funds should be budgeted out of the General Fund in future years and not Transient Occupancy Tax revenue funds.

Councilor Triglia had concerns that if enough money wasn't raised to fund the event this year, would the City receive its money back. Mayor Pieper stated that there was no mechanism to do that.

Councilor Hamilton moved, Councilor Hodges seconded and Council voted 4-1 with Councilor Triglia voting nay and with an advisory "aye" from Ex Officio Bailey to authorize payment of \$2,000 to the Fund the Fireworks account at Rogue Credit Union for the July Fourth 2017 fireworks event at the Port of Brookings Harbor, with funds to be allocated from Transient Occupancy Tax revenue.

Fujita Sword Memorandum of Understanding

City Manager Milliman presented the staff report.

Councilor Triglia pointed out what appeared to be some missing verbiage in the agreement regarding Section 1.08. City Attorney Rice noted that it appeared to be a typo and that it was actually referencing Section 1.06.

Councilor Hodges moved, Councilor Triglia seconded and Council voted unanimously with an advisory "aye" from Ex Officio Bailey to authorize the City Manager to execute Memorandum of Understanding with Chetco Community Public Library regarding maintenance of the Nobuo Fujita Sword.

Franchise Fees

City Manager Milliman presented the staff report. Mr. Milliman provided an additional exhibit showing comparables of like-sized cities (entered into record).

Councilor Triglia moved, Councilor Hamilton seconded and Council voted unanimously with an advisory "aye" from Ex Officio Bailey to send a letter to Coos Curry Electric Cooperative proposing a change in the method for payment of a franchise fee with considerations as proposed by staff in the May 22, 2017, Council Agenda Report.

Oral Requests and Communications from the audience

1. Jerry Law of 98203 South Bank Chetco River Road addressed Council to announce that the Azalea Festival Parade Grand Marshall for 2017 will be Terry Hanscomb. Mr. Law also invited everyone to the May mixer on Friday, May 26 from 5:30 – 8:00 p.m. Mr. Law also invited Mayor Pieper to kick off the events at Azalea Park at 1:00 p.m. on Saturday. He

advised that Mayor Pieper also needed to select his "Mayor's Choice" float for the parade Saturday morning.

2. Cam Lynn of Brookings addressed Council to promote the Curry Citizens for Public Land Access an organization which has a mission of keeping public lands open by providing maintenance, repair and clearing of roads and trails. Mr. Lynn asserted that their work is important for fire suppression and search and rescue efforts. The organization has a website at www.ccpla.com. Mr. Lynn provided a packet of information about the organization (entered into record).
3. Azam Azaditabor of 1223 Barclay Lane addressed Council suggesting that the City start an adopt-an-azalea program which would ease the burden of just a couple people trying to maintain all the azaleas.
4. Michael Frederick of 16883 Yellowbrick Road addressed Council asserting that the requirements and enforcement of parking for businesses in the city is not being handled evenly.
5. Commissioner Court Boice was invited to address Council. He applauded the efforts of the Curry Citizens for Public Land Access and noted that they recently were awarded a grant.

Resolutions

Master Fee Schedule

City Recorder Davis presented the staff report.

Councilor Triglia moved, Councilor Hodges seconded and Council voted unanimously with an advisory "aye" from Ex Officio Bailey to adopt Resolution 17-R-1103, amending the Master Fee Schedule.

Consent Calendar

1. Approve Council minutes for May 8, 2017
2. Approve Council minutes for May 15, 2017
3. Accept Joseph Vogl resignation from Planning Commission
4. Receive monthly financial report for April 2017

Councilor Hodges moved, Councilor Triglia 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 provided a committee liaison report for the Tourism Promotion Advisory Committee. He noted that Council will be asked to retroactively approve a \$200 grant to the Wind Surfing event that takes place in mid-June in Gold Beach.

Councilor Triglia thanked all who participated in the Azalea Park work day on the previous weekend.

Councilor Triglia provided a committee liaison report for the Sudden Oak Death committee. His notes are entered into record.

Adjournment

Councilor Triglia moved, Councilor Hodges seconded and Council voted by voice to adjourn the meeting at 8:32 p.m.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2017:

Jake Pieper, Mayor

Teri Davis, City Recorder

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – April 20, 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 March 16, 2017, motion seconded by Candice Michel and Committee voted; the motion carried unanimously.**

3. PUBLIC COMMENT - No one requested to address the committee.

4. ACTION ITEMS

- a. Brookings Harbor Chamber of Commerce Map Distribution Proposal** – David Allen addressed TPAC regarding a request for \$1,150.80 in TOT funding to fund monthly distribution of Brookings maps.
 - TPAC members discussed the where the maps would be distributed and the fee structure for distribution.
 - Candice Michel made a motion to recommend that Council allocate \$1,150 in Transient Occupancy Tax (TOT) funding to provide for distribution services for the maps. Angi Christian seconded the motion and Committee voted; motion carried unanimously.**
- b. Rock the Chetco** – Mike Frederick addressed TPAC regarding a request for a \$3,000 grant from the TOT funds.
 - Mr. Frederick advised that a portion of the expenses includes a newly implemented \$1800 venue fee instituted by the Port.
 - Mr. Frederick advised that this event replaces Party at the Port; he also advised that this is the first time he will be organizing the event.
 - TPAC members discussed the particulars of the event including estimated attendance. Candice Michel stressed that greater effort needs to be made to gauge where participants are coming from.
 - Angi Christian made a motion to recommend to Council that TOT funds be used to provide a \$3,000 grant to the Rock the Chetco event. Candice Michel seconded the motion; and Committee voted; the motion carried with five members voting "Yea" and Tim Patterson abstaining due to potential conflict of interest as a Port Board Member.**
- c. Fungi Fest** – Kathleen Dickson addressed TPAC regarding a request for a \$2,000 grant from the TOT funds.
 - TPAC members discussed the event's target market and participant expectations.
 - Ms. Dickson informed that the event may also include participation of a mycologist.
 - Candice Michel made a motion to recommend to Council that 2017-18 TOT funds be used to provide a \$2,000 grant to the Fungi Fest event on the condition of budget approval. Bob Pieper seconded the motion and Committee voted; motion carried unanimously.**
- d. RFP for Survey Volunteer** – item was tabled.

5. INFORMATIONAL ITEMS

- a. Oregon Coast Visitors' Association (OCVA) Update** – City Manager Milliman provided a summary of recent OCVA initiatives.
 - Mr. Milliman also noted that OCVA has submitted a proposal for sponsorship funding for OCVA's People's Coast Summit.

- Bob Pieper asked about the status of the Chetco Point Trail project.
- Mr. Milliman advised that the Finance Department is working with her broker to obtain the funding.
- b. Travel Oregon Stakeholder Survey Report** – the survey report was provided to TPAC members in the packet. No discussion of the report took place.
- c. Newberg Tourism Committee News Article** – Mr. Milliman showed an example of Newberg's very comprehensive event funding application and process.
- d. 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 \$3,757 (less \$3,000 committed to Rock the Chetco); funds available for capital are \$3,079 (less \$1,150 committed to Chamber map distribution).

6. MEMBER COMMENTS

- a.** Candice Michel provided an update regarding the status of the drone video. She has not received an update from the videographer about how the project is progressing. Mr. Milliman advised that if the videographer encounters any issues flying the drone, let him know.

7. SCHEDULE NEXT MEETING – Next meeting scheduled for Thursday, May 18th at 4 pm.

8. ADJOURNMENT – with no further business before the Committee, the meeting adjourned at 5:06 pm.

Respectfully submitted,

 5-18-2017
Skip Watwood, Chair
(approved at May 18, 2017 meeting)

MINUTES
BROOKINGS PLANNING COMMISSION
April 4, 2017

The regular meeting of the Brookings Planning Commission was called to order by Chair Bryan Tillung at 7:00pm in the Council Chambers at the Brookings City Hall on the above date. The following Commission members and staff were in attendance:

Commissioners Present: Loren Rings, Cheryl McMahan, Gerry Wulkowicz, Skip Hunter, Tim Hartzell, Bryan Tillung, Joseph Vogel

Staff Present: Planning Manager - Donna Colby-Hanks; Administrator - Lauri Ziemer

Others Present: 7 audience members

PUBLIC HEARINGS

Public hearing procedures were addressed by Chair Tillung.

- Chair Tillung opened the quasi-judicial hearing regarding File No. CUP-1-17.

File Description: In the matter of the File No. **CUP-1-17**, a request for approval of a conditional use permit to operate a bed and breakfast facility at 3 Otter Terrace, a 0.41 acre parcel located on Assessor's Map No. 41-13-08BB; tax lot 2001. Applicant is Mary Geyer/Owner is Donald Frank. The criteria used to decide this matter are found in Section 17.124.140 - Bed & breakfast facilities, Chapter 17.136 - Conditional Uses, and Section 17.20.040(N) Single-Family Residential (R-1-6) Conditional uses of the Brookings Municipal Code (BMC). This is a Quasi-judicial hearing and the Planning Commission will make a decision on the matter.

There was no ex parte contact or conflict of interest declared. Commissioner Vogel declared that he had a social relationship with the applicant and recused himself from the matter. There was no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:03pm. Planning Manager Colby-Hanks reviewed the staff report and entered Exhibit B, testimony from Zoltan Gyurko, 18 Otter Terrace, Brookings into the record. The concerns raised by Gyurko were addressed with suggestions for several additional conditions of approval.

Mary Geyer, 3 Otter Terrace, Brookings, stated she was the applicant and was there to answer any questions. The Commissioners asked questions regarding the parking are in front of the garage and the rental of rooms. Geyer explained the dwelling is currently being rented long term.

Ilna Gyurko, 19 Otter Terrace, Brookings stated she lived adjacent to the property and had concerns about traffic. She requested removal of a parked trailer be added as a condition of approval. She advised that the garage was being used for storage and would not be available for vehicles unless emptied.

Kristy Kleespies, 25 Otter Terrace, Brookings stated she had no comments.

Geyer, in rebuttal, advised that currently the dwelling was being rented long term.

No participant requested additional time to submit materials and the representative did not request additional time for written rebuttal. The public hearing was closed at 7:34pm.

The Commission deliberated on the matter with Commissioner Vogel abstaining. By a 6-0 vote (motion: Wulkowicz, 2nd McMahan) the Planning Commission approved File No. CUP-1-17 with a change to remove "including the 2 spaces within the garage and the 1 space within the carport" of proposed condition No. 8 as well as adding conditions "the parking spaces provided outside the garage or carport shall be clearly delineated" and "the address shall be posted on the front of the dwelling as to be clearly visible from Otter Terrace".

Chair Tillung made a motion to approve the final order with the revision to condition No. 8 and the addition of the two conditions as stated in the approval, which was seconded by Commissioner McMahan. The final order was approved by unanimous vote with Commissioner Vogel abstaining.

- Chair Tillung opened the quasi-judicial hearing regarding File No. M3-1-17.

In the matter of File No. **M3-1-17**, a request for preliminary approval of a three parcel partition at 214, 218, and 220 Del Norte Lane, a 0.64 acre parcel located on Assessor's Map No. 41-13-05CD; tax lots 8001, 8002, and 8005. Applicant/owner Kerry Parker. The criteria used to decide this matter are found Chapter 17.20 Single-family residential (R-1-6), Chapter 17.168 Public Facilities Improvement Standards & Criteria, Chapter 17.170 Street Standards, Section 17.172.060 Partitions and Section 17.172.061 Rear lot partitions of the Brookings Municipal Code (BMC). This is a Quasi-judicial hearing and the Planning Commission will make a decision on the matter.

There was no ex parte contact, personal bias or conflict of interest declared. There was no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:45pm. Planning Manager Colby-Hanks reviewed the staff report and answered Commissioner questions regarding lot coverage and the timing for review of residential development.

Rich Roberts, Roberts & Associates, 611 Spruce Street, Brookings (representative) explained the history of the property and the confusion regarding the number of discrete parcels. Roberts clarified details of the engineered storm drainage plan.

Karen Cunningham, 222 Del Norte Ln #6, Brookings stated that she was an interested party and lived in the adjacent condos.

Hank Cunningham, 222 Del Norte Ln #6, Brookings stated that since the new parcels meet the minimum lot size, he is not opposed.

No participant requested additional time to submit materials and the representative did not request additional time for written rebuttal. The public hearing was closed at 8:24pm.

The Commission deliberated on the matter. By a 7-0 vote (motion: Wulkowicz, 2nd Rings) the Planning Commission approved File No. M3-1-17 with the addition of a condition to clarify who was responsible for the maintenance of the 20 foot wide ingress, egress, and utility easement located on proposed Parcel 3.

Chair Tillung made a motion to approve the final order with the added condition. The motion was seconded by Commissioner Hartzell. The final order was approved by unanimous vote.

APPROVAL of MINUTES

Commissioner Hunter requested that he be identified by Skip instead of Ray in the minutes. By a 6-0 vote (motion: Rings, 2nd Wulkowicz) the Planning Commission approved the minutes of the February 7, 2017 Planning Commission meeting with the name change. Commissioner Vogel abstained due to being absent from the meeting.

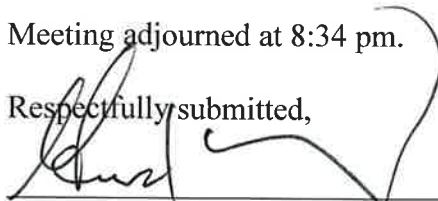
STAFF REPORT

Staff advised that the application submitted for the May 2nd meeting had been withdrawn and the meeting was cancelled. Colby-Hanks advised that she will be retiring the end of April and the Community Planner position has been filled with Mark Schexnayder from Ashland.

ADJOURNMENT

Meeting adjourned at 8:34 pm.

Respectfully submitted,



Gerald Wulkowicz, Vice-Chair of the Brookings Planning Commission
(Approved at the 06/06/2017 meeting)

From: [Lauri Ziemer](#)
To: [Teri Davis](#)
Subject: FW: 5/12/17 WR
Date: Thursday, May 25, 2017 2:46:46 PM

Lauri Ziemer

Public Works | Dev. Services

[City of Brookings](#)

898 Elk Drive | Brookings, OR 97415

(541) 469-1103

lziemer@brookings.or.us

From: Jane Opiat [mailto:janeopiat@gmail.com]
Sent: Thursday, May 25, 2017 2:04 PM
To: Lauri Ziemer
Subject: Re: 5/12/17 WR

Hi

I am tending my PAC resignation. Thank you for the opportunity.

Have a resplendent day,
Jane Opiat
Handwoven by Jane
Wearable art inspired by
the Flora and Fauna
of the Pacific Northwest
18716 Gardner Ridge Road
Brookings, Oregon 97415
541 469-1246
Janeopiat@gmail.com
www.etsy.com/shop/HandwovenbyJane

On May 15, 2017, at 8:58 AM, Lauri Ziemer <lziemer@brookings.or.us> wrote:

Lauri Ziemer

Public Works | Dev. Services

[City of Brookings](#)

898 Elk Drive | Brookings, OR 97415

(541) 469-1103

lziemer@brookings.or.us

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/04/2017	73215	1	Jermiah & Tiffany Quackenbush	20-00-2005	42.21- V
05/17	05/04/2017	74013	3	David Gordon	20-00-2005	4.80- V
05/17	05/05/2017	79208	4608	BMI	20-00-2005	480.00- V
05/17	05/04/2017	79269	1314	Bernie Bishop Mazda	15-00-2005	75.91
05/17	05/04/2017	79270	5727	Blue Line K9 LLC	61-00-2005	1,870.00
05/17	05/04/2017	79271	5004	Blumenthal Uniforms & Equipment	10-00-2005	136.98
05/17	05/04/2017	79272	5431	Brandt Media	10-00-2005	300.00
05/17	05/04/2017	79273	147	Brookings Glass Inc	10-00-2005	160.00
05/17	05/04/2017	79274	313	Brookings Vol Firefighters	10-00-2005	2,250.00
05/17	05/04/2017	79275	715	Budge McHugh Supply	25-00-2005	7,223.26
05/17	05/04/2017	79276	3834	Clean Sweep Janitorial Service	10-00-2005	350.00
05/17	05/04/2017	79277	5756	Cluver, Andrew	10-00-2005	208.00
05/17	05/04/2017	79278	1745	Coastal Paper & Supply, Inc	10-00-2005	98.30
05/17	05/04/2017	79279	1357	Curry County Clerk	10-00-2005	450.00
05/17	05/04/2017	79280	166	Dan's Auto & Marine Electric	25-00-2005	77.38
05/17	05/04/2017	79281	259	Da-Tone Rock Products	25-00-2005	712.98
05/17	05/04/2017	79282	284	Day Management Corp	30-00-2005	1,341.50
05/17	05/04/2017	79283	185	Del Cur Supply	10-00-2005	3.90
05/17	05/04/2017	79284	1	Shelly Newton	20-00-2005	3.48
05/17	05/04/2017	79285	1	Jermiah & Tiffany Quackenbush	20-00-2005	42.21
05/17	05/04/2017	79286	1	Rebecca Vance	20-00-2005	217.28
05/17	05/04/2017	79287	1	Elizabeth Wray	20-00-2005	38.23
05/17	05/04/2017	79288	5753	James M Fallman Jr	10-00-2005	200.00
05/17	05/04/2017	79289	3342	Fastenal	15-00-2005	415.68
05/17	05/04/2017	79290	5642	Financial Pacific Leasing	10-00-2005	4,031.88
05/17	05/04/2017	79291	5432	First Community Credit Union	25-00-2005	812.99
05/17	05/04/2017	79292	298	Freeman Rock, Inc	15-00-2005	1,087.52
05/17	05/04/2017	79293	4646	Frontier	30-00-2005	531.25
05/17	05/04/2017	79294	5757	Frontier Precision Inc	20-00-2005	2,721.00
05/17	05/04/2017	79295	199	Richard Harper	10-00-2005	400.00
05/17	05/04/2017	79296	162	Kerr Hardware	25-00-2005	1,401.82
05/17	05/04/2017	79297	328	Les Schwab Tire Center	15-00-2005	1,162.20
05/17	05/04/2017	79298	5755	Luken, Kelly	10-00-2005	208.00
05/17	05/04/2017	79299	4269	Milliman, Gary	10-00-2005	67.50
05/17	05/04/2017	79300	283	Muffler & More	15-00-2005	7.51
05/17	05/04/2017	79301	424	Munnell & Sherrill	25-00-2005	234.41
05/17	05/04/2017	79302	4443	Napa Auto Parts	10-00-2005	4.59
05/17	05/04/2017	79303	685	Neilson Research Corporation	25-00-2005	483.75
05/17	05/04/2017	79304	4487	Net Assets Corporation	10-00-2005	350.00
05/17	05/04/2017	79305	329	New Hope Plumbing	10-00-2005	115.00
05/17	05/04/2017	79306	3603	Norwest Safety	25-00-2005	411.20
05/17	05/04/2017	79307	5759	Olmos, Edmund	10-00-2005	40.40
05/17	05/04/2017	79308	279	One Call Concepts, Inc	20-00-2005	43.56
05/17	05/04/2017	79309	4794	Pacific Rim Copy Center	10-00-2005	5.00
05/17	05/04/2017	79310	5758	Padilla, Marianne	10-00-2005	414.00
05/17	05/04/2017	79311	5610	Community Newspapers/Portland Tribun	10-00-2005	128.23
05/17	05/04/2017	79312	252	Paramount Pest Control	10-00-2005	100.00
05/17	05/04/2017	79313	322	Postmaster	25-00-2005	850.00
05/17	05/04/2017	79314	207	Quill Corporation	10-00-2005	328.92
05/17	05/04/2017	79315	3	David Gordon	20-00-2005	4.80
05/17	05/04/2017	79316	3309	Roberts & Associates	50-00-2005	2,680.00
05/17	05/04/2017	79317	1840	Rogue Credit Union	50-00-2005	2,497.61
05/17	05/04/2017	79318	5195	Sonsray Machinery LLC	15-00-2005	828.19

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/04/2017	79319	380	Stadelman Electric Inc	10-00-2005	78.00
05/17	05/04/2017	79320	2863	Verizon Wireless	10-00-2005	520.55
05/17	05/04/2017	79321	861	Village Express Mail Center	10-00-2005	20.98
05/17	05/04/2017	79322	2122	Cardmember Service	10-00-2005	3,711.13
05/17	05/04/2017	79323	169	Waste Connections Inc	10-00-2005	567.78
05/17	05/04/2017	79324	4135	Jim Watson	10-00-2005	92.00
05/17	05/04/2017	79325	4220	Woof's Dog Bakery	61-00-2005	20.00
05/17	05/11/2017	79326	4939	BI- Mart Corporation	25-00-2005	266.09
05/17	05/11/2017	79327	4363	Black & Rice LLP	10-00-2005	3,615.58
05/17	05/11/2017	79328	416	Brookings Lock & Safe Inc	25-00-2005	70.00
05/17	05/11/2017	79329	5070	Canon Solutions America	10-00-2005	731.76
05/17	05/11/2017	79330	3015	Charter Communications	10-00-2005	714.96
05/17	05/11/2017	79331	5336	Chetco Community Public Library	10-00-2005	15.00
05/17	05/11/2017	79332	3834	Clean Sweep Janitorial Service	25-00-2005	1,975.00
05/17	05/11/2017	79333	183	Colvin Oil Company	10-00-2005	2,495.91
05/17	05/11/2017	79334	4746	Curry County Treasurer	10-00-2005	1,056.00
05/17	05/11/2017	79335	173	Curry Equipment	10-00-2005	185.06
05/17	05/11/2017	79336	4534	Daily Journal of Commerce Inc.	59-00-2005	604.50
05/17	05/11/2017	79337	317	DCBS - Fiscal Services	10-00-2005	248.66
05/17	05/11/2017	79338	1	Bernard & Ana Marie Banta	20-00-2005	12.09
05/17	05/11/2017	79339	1	Frank Hawley	20-00-2005	194.27
05/17	05/11/2017	79340	1	Shane Hodge	20-00-2005	23.37
05/17	05/11/2017	79341	1	Mike MacDonald	20-00-2005	114.01
05/17	05/11/2017	79342	5718	Don Kirk Construction Inc	10-00-2005	200.00
05/17	05/11/2017	79343	2640	Dyer Partnership Inc., The	55-00-2005	18,059.22
05/17	05/11/2017	79344	153	Ferrellgas	25-00-2005	392.79
05/17	05/11/2017	79345	4646	Frontier	30-00-2005	113.17
05/17	05/11/2017	79346	282	Gov't Finance Officers Assn	10-00-2005	160.00
05/17	05/11/2017	79347	5760	Grainger, Jonell	10-00-2005	203.50
05/17	05/11/2017	79348	4978	Grants Pass Daily Courier	10-00-2005	143.51
05/17	05/11/2017	79349	198	Grants Pass Water Lab	20-00-2005	336.00
05/17	05/11/2017	79350	139	Harbor Logging Supply	20-00-2005	243.79
05/17	05/11/2017	79351	3408	IDEXX Distribution Inc	25-00-2005	374.00
05/17	05/11/2017	79352	4980	iSecure	10-00-2005	33.00
05/17	05/11/2017	79353	5008	Online Information Services	10-00-2005	80.08
05/17	05/11/2017	79354	5155	Oregon Department of Revenue	10-00-2005	2,876.50
05/17	05/11/2017	79355	5390	O'Reilly Automotive, Inc	25-00-2005	8.49
05/17	05/11/2017	79356	4970	Outdoor Creations Inc	10-00-2005	4,850.00
05/17	05/11/2017	79357	207	Quill Corporation	10-00-2005	48.53
05/17	05/11/2017	79358	3369	Schwabe Williamson & Wyatt PC	10-00-2005	135.00
05/17	05/11/2017	79359	380	Stadelman Electric Inc	25-00-2005	1,127.31
05/17	05/11/2017	79360	169	Waste Connections Inc	25-00-2005	5,612.55
05/17	05/18/2017	79361	4734	Aramark Uniform Services	10-00-2005	132.88
05/17	05/18/2017	79362	5761	Barnes, Jeanne	10-00-2005	205.00
05/17	05/18/2017	79363	5762	Brookings Harbor Friends of Music	10-00-2005	2,649.00
05/17	05/18/2017	79364	5048	Brookings Harbor Medical Center	10-00-2005	360.00
05/17	05/18/2017	79365	193	Central Equipment Co, Inc	10-00-2005	162.33
05/17	05/18/2017	79366	5500	Chetco Brewing Company	32-00-2005	3,000.00
05/17	05/18/2017	79367	3342	Fastenal	25-00-2005	24.98
05/17	05/18/2017	79368	4171	In-Motion Graphics	10-00-2005	103.00
05/17	05/18/2017	79369	5763	Monarch City USA	10-00-2005	350.00
05/17	05/18/2017	79370	4748	Northstar Chemical, Inc	25-00-2005	3,240.00
05/17	05/18/2017	79371	322	Postmaster	10-00-2005	25.00
05/17	05/18/2017	79372	207	Quill Corporation	10-00-2005	204.11
05/17	05/18/2017	79373	3	James Francis	20-00-2005	100.06
05/17	05/18/2017	79374	3	Michael Murray	20-00-2005	51.95

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/18/2017	79375	3	Premier Property Management	20-00-2005	40.29
05/17	05/18/2017	79376	5413	Southern Computer Warehouse	49-00-2005	1,152.72
05/17	05/18/2017	79377	151	Western Communications, Inc.	10-00-2005	780.63
05/17	05/25/2017	79378	1233	Bart Kast Builder	25-00-2005	1,425.00
05/17	05/25/2017	79379	3034	BAVCO Apparatus & Valve Co	20-00-2005	121.90
05/17	05/25/2017	79380	3622	Boardwalk Mail Services	25-00-2005	21.14
05/17	05/25/2017	79381	4533	Fun'd the Fourth	32-00-2005	2,000.00
05/17	05/25/2017	79382	4746	Curry County Treasurer	10-00-2005	448.00
05/17	05/25/2017	79383	1	Tameia Foster	20-00-2005	1.22
05/17	05/25/2017	79384	1	Alex Galaviz	20-00-2005	134.05
05/17	05/25/2017	79385	1	Aaron Riise	20-00-2005	232.58
05/17	05/25/2017	79386	371	Dept. of Environmental Quality	20-00-2005	557.00
05/17	05/25/2017	79387	371	DEQ Business Office	15-00-2005	150.00
05/17	05/25/2017	79388	5706	DSU Peterbilt & GMC Inc	15-00-2005	75.00
05/17	05/25/2017	79389	3342	Fastenal	25-00-2005	123.94
05/17	05/25/2017	79390	2186	Ferguson Enterprises Inc #3011	20-00-2005	7,938.55
05/17	05/25/2017	79391	4646	Frontier	25-00-2005	993.09
05/17	05/25/2017	79392	4954	John Deere Financial	15-00-2005	487.80
05/17	05/25/2017	79393	4498	Mauldin Electric	20-00-2005	589.00
05/17	05/25/2017	79394	4981	McLennan Excavation, Inc	51-00-2005	162,184.78
05/17	05/25/2017	79395	4901	Mountain View Paving, Inc	15-00-2005	1,864.00
05/17	05/25/2017	79396	5155	Oregon Department of Revenue	10-00-2005	1,143.75
05/17	05/25/2017	79397	687	Owen Equipment Company	15-00-2005	619.80
05/17	05/25/2017	79398	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
05/17	05/25/2017	79399	207	Quill Corporation	10-00-2005	109.73
05/17	05/25/2017	79400	5730	Spectrum Reach	32-00-2005	1,000.00
05/17	05/25/2017	79401	380	Stadelman Electric Inc	15-00-2005	1,693.67
05/17	05/25/2017	79402	612	Strahm's Sealcoat & Striping, INC	15-00-2005	1,248.00
05/17	05/25/2017	79403	5505	Thomson, Garrett	10-00-2005	91.00
05/17	05/25/2017	79404	142	Tidewater Contractors Inc	50-00-2005	33,700.00
05/17	05/25/2017	79405	5764	Warner Shelter Systems LTD	10-00-2005	945.00
05/17	05/25/2017	79406	670	Western Equipment & Irrigation Dist Inc	10-00-2005	396.30
Grand Totals:						323,305.80

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Committee Vacancies

Date: June 12, 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
Planning Commission #7	VACANT	4/1	2019	4
Public Art #1	VACANT	11/1	2017	3
Public Art #4	VACANT	11/1	2018	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

City of Brookings Urban Renewal Agency Meeting MINUTES

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

Monday, January 23, 2017

Call to Order

Chair Hedenskog called the meeting to order at 7:30 PM, immediately following the City Council meeting.

Roll Call

Agency present: Chair Jake Pieper, Directors Brent Hodges, Bill Hamilton and Dennis Triglia, and Student Ex Officio Shawntisha Bailey; a quorum present.

Staff present: City Manager Gary Milliman, Finance & Human Resources Director Janell Howard, City Attorney Martha Rice and City Recorder Teri Davis.

Agency minutes

Director Hodges moved, Director Triglia seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to approve the December 12, 2016 Agency minutes as written.

Staff Reports

URA Independent Auditor Contract

Finance Director Howard provided the staff report.

Director Hodges moved, Director Triglia seconded and Council voted unanimously with an advisory "Yes" vote from Ex Officio Bailey to accept the audit services proposal from Moss Adams LLP and authorize the City Manager to execute a three year contract.

Adjourn

Director Hodges moved, Director Triglia seconded and Council voted unanimously to adjourn by voice vote at 7:33 PM.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2017:

Jake Pieper, Chair


Teri Davis, City Recorder


BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: June 12, 2017

Originating Dept: Finance & HR



Signature (submitted by)


City Manager Approval

Subject:

Hold Public Hearing and Approval of Appropriations for FY 2017-18 Budget.

Recommended Motion:

Adopt Resolution 17-R-1109, adopting the Brookings' Urban Renewal Agency's budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2017-18 fiscal year.

Financial Impact:

The fiscal year 2017-18 approved and proposed adopted budget of the Brookings Urban Renewal Agency is in the amount of \$1,628,331.

Background /Discussion:

Oregon local budget law requires the Agency's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30th. Before the Urban Renewal Agency can implement the 2017-18 budget and receive tax money necessary for operations, these resolutions must be adopted by the Board of Directors.

No changes are proposed by staff from the Budget Committees' approved budget.

Attachment:

Resolution 17-R-1109 Adopt Budget

URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS

RESOLUTION 17-R-1109

A RESOLUTION ADOPTING THE BUDGET FOR THE URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS, DECLARING TAX INCREMENT FUNDING AS PROVIDED UNDER SECTION 1C, Article IX OF THE OREGON CONSTITUTION AND ORS CHAPTER 457, AND MAKING APPROPRIATIONS FOR THE 2017-18 FISCAL YEAR.

BE IT RESOLVED that the Board of Directors of the Urban Renewal Agency of the City of Brookings hereby adopts the budget for 2017-18 in the sum of \$1,628,331 now on file in the Office of the City Finance and Human Resources Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2017, and for the

GENERAL FUND		
Urban Renewal Program	426,853	
Special Appropriations:		
Transfers	450,739	
TOTAL GENERAL FUND APPROPRIATIONS		\$877,592
DEBT SERVICE FUND		
Special Appropriations:		
Debt Service	450,739	
TOTAL DEBT SERVICE FUND APPROPRIATIONS		450,739
TOTAL RESERVE AMOUNTS		300,000
TOTAL ADOPTED BUDGET		<u><u>\$1,628,331</u></u>

BE IT FURTHER RESOLVED that the Board of Directors of the Brookings Urban Renewal Agency hereby resolves to certify to the county assessor a request for the Downtown Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

ADOPTED by Urban Renewal Agency for the City of Brookings this 12th day of June, 2017.

Chair Jake Pieper

ATTEST by:

Teri Davis, City Recorder