

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, October 10, 2016, 7:00pm

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

The City Council will meet in Executive Session at 6:30 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. Scheduled Public Appearances

1. Introduction of new employees

E. Oral Requests and Communications from the audience

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

F. Staff Reports

1. Oregon Water Resources Dept. Grant, Ferry Creek Dam & Reservoir [PWDS, Pg. 3]
 - a. Draft Support Letter [Pg. 5]
2. Pavement Program [PWDS, Pg. 6]
 - a. Bid Abstract [Pg. 7]
3. Tourism Promotion Advisory Committee (TPAC) funding for Nature's Coastal Christmas [City Manager, Pg. 8]
 - a. Proposal [Pg. 9]
4. TPAC funding for the Nutcracker Ballet [City Manager, Pg. 11]
 - a. Proposal [Pg. 12]
5. Long-term Strategic Plan [City Manager, Pg. 14]
 - a. Long-term plan [Pg. 15]
6. Harbor Sanitary District (HSD) Failure to Pay [City Manager, Pg. 17]
 - a. Invoice [Pg. 19]
 - b. Notice of Rate Change [Pg. 20]
 - c. Memo of Understanding [Pg. 24]
 - d. September 21, 2016 Letter [Pg. 27]
 - e. August 25, 2016 Letter [Pg. 30]
 - f. Rate History [Pg. 31]
 - g. Account Statement [Pg. 32]

G. Consent Calendar

1. Approve Council Minutes for September 26, 2016 [Pg. 33]
2. Accept Parks & Rec Committee Minutes for July 28, 2016 [Pg. 35]
3. Accept Public Arts Committee Minutes for August 10, 2016 [Pg. 37]
4. Accept Planning Commission Minutes for August 2, 2016 [Pg. 38]

H. Informational Non-Action Items

1. September Vouchers [Pg. 42]

I. Remarks from Mayor and Councilors

J. Adjournment

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

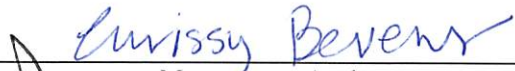
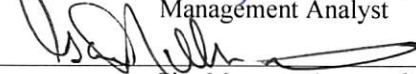
All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 14 days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 10, 2016

Originating Dept: PW/DS



Management Analyst

City Manager Approval

Subject: Oregon Water Resources Department grant, Ferry Creek Dam & Reservoir Analysis

Recommended Motion: Motion to authorize a City Council letter of support for the Oregon Water Resources Department grant application to perform a feasibility study for the rehabilitation of Ferry Creek Dam and Reservoir.

Financial Impact: The upper dollar limit for the feasibility study is expected to be \$250,000, with more than half of that cost occurring for geotechnical analysis and design. The grant program requires an applicant match of 50% of total project costs. The match can include staff time, in-kind, and other funding sources. Amounts and sources of match are still being explored and may include other grant programs including the State of Oregon's Sustainable Infrastructure Planning program, which may contribute up to \$20,000, and the Oregon Community Foundation, for which staff proposes a \$50,000 grant request. Other sources of match are expected to include some in-kind match from work performed by Oregon Department of Fish and Wildlife staff toward the completion of the study. With these alternate match sources, staff's goal is for the City's total cash match to be less than \$75,000.

The grant would be awarded in May of 2017. Work on the feasibility study, and City expenditures associated with that work, are expected to occur in Fiscal Year 17/18. If not able to budget out of the Water Fund, rate increases might need to be considered.

Reviewed by Finance & Human Resources Director: 

Background /Discussion:

The Oregon Water Resources Department (OWRD) is accepting applications for Feasibility Study Grants for projects that address important storage, reuse, or water conservation needs. OWRD also has a grant program, Water Projects Grants and Loans, to fund the implementation of projects like these.

Ferry Creek Reservoir is a historical drinking water source for the community. However, the City has relied solely on waters from the Chetco River since the early 1970s. In recent years the City has explored rehabilitating the Ferry Creek Reservoir system to serve as a back-up or emergency water supply. In February of 2016 Oregon Water Resources Department changed the risk rating for the reservoir's dam from Low to High and found the dam to be in unsatisfactory condition. That recent development has increased the urgency for future planning for Ferry Creek Reservoir.

The proposed study would assess the feasibility of rehabilitating Ferry Creek dam and reservoir in order to improve dam safety, protect properties in the dam-breach inundation zone, and to provide a backup/emergency drinking water supply, while utilizing existing Water Rights and maximizing existing and potential public benefits. An example of an existing public benefit is the Oregon Department of Fish and Wildlife's current use of the reservoir for juvenile fall Chinook acclimation. Recreational opportunities, including fishing activities for youth, are also being considered for this location.

Staff from the following organizations have agreed to provide support letters for the application: Oregon Department of Fish and Wildlife, Curry County Emergency Services, and the South Coast Watershed Council.

Attachment(s):

- a. Draft support letter



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1104, Fax (541) 469-3650, TTY (800) 735-1232

Mayor Ron Hedenskog

October 10, 2016

Becky Williams, Grant Program Specialist
Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem, OR 97301-1266

Re: City of Brookings Feasibility Study Application

The Brookings City Council fully supports the Feasibility Study Grant application for the Ferry Creek Dam and Reservoir Analysis.

The City has already made efforts to study and plan for the future of Ferry Creek Dam & Reservoir, a historical drinking water source for the Brookings community. In 2015 the City hired a consultant to develop our Redundant Water Supply Plan, which recommends the rehabilitation of Ferry Creek Reservoir as a drinking water source. Additionally, after receiving the 02/01/16 Oregon Water Resources Department Ferry Creek Dam Inspection Summary letter, the City hired a consultant to complete a preliminary geotechnical evaluation in order to assess how to move forward to ensure dam safety. Further geotechnical and other studies are necessary to determine the feasibility of rehabilitating, or possibly replacing, the dam and allowing the future rehabilitation of Ferry Creek Reservoir as a drinking water source.

Like other governments around the globe, the City of Brookings needs to carefully and thoughtfully consider options in order to plan and implement projects that make the best use of our local water supplies, a very precious resource. We believe that your assistance will allow us to make more well-informed decisions, decisions that will increase safety and optimize the wide range of potential public benefits associated with Ferry Creek Reservoir. Thank you for considering funding this important project.


Respectfully,

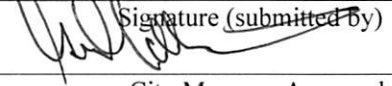
Ron Hedenskog
Mayor

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: 10-10-16

Originating Dept: Public Works




Signature (submitted by)


City Manager Approval

Subject: Street Pavement Program Fiscal Year 2016-17

Recommended Motion: Motion to authorize the City Manager to enter into a contract with Tidewater Contractors Inc. to repair streets in accordance with the Street Pavement Program 2016-17 Fiscal Year bid documents.

Financial Impact: Funds for this project originate from the gas tax and are administered through the regularly budgeted street fund. Impact to the fund is – \$189,606.25.

Approved by Finance & Human Resources Director: 

Background/Discussion:

In accordance with the Invitation To Bid, Bids were received on September 30th, 2016 at 2:00 PM. Bids were publicly opened and read shortly after 2:00 PM. Tidewater Contractors, Inc. is the lowest responsible bidder at \$ 189,606.25. The “engineers estimate” for this work was \$350,000. We are working to identify additional projects.

The bid documents have been reviewed and found to comply with the bid requirements.

Attachment(s):

- a. Bid Abstract

BID ABSTRACT

**Project – 2016-17 Street Paving Program
Bid Opening – September 30, 2016 – 2 pm**

Attendees:

**LauraLee Snook, Paul Stevens – City of Brookings
Cassie Fitzhugh - Tidewater**

Bidder	Bid
TIDEWATER CONTRACTORS, INC.	\$189,606.25

If necessary - "**Apparent**" low bidder as all documents have to be reviewed by Dyer for completeness.

Make copies of all documents received from bidders, scan and email to Mike Dees at Dyer

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 10, 2016

Originating Dept: TPAC



Signature (submitted by)

City Manager Approval

Subject: Funding for Coastal Christmas in Brookings

Recommended Motion:

Motion to authorize the City Manager to execute an agreement with Kathy Breshears and allocate \$3,000 from Transient Occupancy Tax revenues for Coastal Christmas in Brookings.

Financial Impact:

\$2,000 allocation from \$5,079 remaining capital funds and \$1,000 allocation from \$10,857 in remaining event funds.

Background/Discussion:

The Tourism Promotion Advisory Committee (TPAC) has recommended (3-1) a capital grant of \$2,000 and an event grant of \$1,000 for the “Coastal Christmas in Brookings” program. The program would include the installation of Christmas decorations in the downtown area during the month of December and a parade/Santa event on December 10.

The \$2,000 allocation would be for the purchase of reusable materials, including wreaths, lights and extension cords. Event funds would be used for insurance, advertising and other supplies. Attached is the proposal submitted by Coastal Christmas in Brookings Harbor, an informal association of businesses and residents. The agreement for the expenditure of funds would be with an individual, Kathy Breshears. This would be the third year that the City will have provided funding for this event.

Attachment(s):

- a. Event proposal.

Event Title: Coastal CHRISTMAS in Brookings Harbor Amount Requested \$3010.-

Event Description: Christmas lights & decorations on Chetco Ave. Parade, Santa Event.

Event Date/s: Dec. 3rd & 4th Decorate / Dec 10, 2016 - ~~Parade~~ ^{Parade} & Event ^{Santa}

Location: Chetco Ave & Oasis Park ^{Jan. 7-8 Take Down} Location secured? Yes No

Event Goals: Starting Christmas Season, encouraging Passerby's TO stop and spend some time.

Please explain how this event will be sustained after the first year: N/A

Sponsors/Investors: N/A

Budget					
Income			Expenses		
Fees Collected	\$	0	Facility/Venue Costs	\$	
Admissions	\$	0	Insurance	\$	250
Concessions	\$	0	Advertising	\$	250 500
	\$		Supplies	\$	2,260
	\$			\$	
	\$			\$	
TOTAL	\$	0	TOTAL	\$	3,010

Methodology for evaluating events success in terms of bringing visitors to the Brookings area: _____

Contact Person: Kathy Breshears Phone: 541-412-0674

Organization: Coastal Christmas in Brookings Harbor Address: 17892 Rainbow Rock Road

If more space is required please attach additional pages

2016
Request for Money

Ins. 250

Radder ~~200~~ 300

Blue Led Net lights waterproof 10' long
AliExpress 39.88 x 4 = 159.52

Blow-ups OLAF 69.00 } Amazon Prime
Penguin 29.99 }
Snoopy 42.30 }

Wreath for light pole Brackets x 17

Live - Flora Pacifica 34-36" 74.95 - 10%
44-46" 84.95 - 10%

Artificial - Haymeedle - Vickerman - 36" 47.00
- needs Bow. \$800

Trying
other
curves

10 strings of replacement LED light strings
\$500 \$160

Advertising ~~\$500~~ - Prizes - 300

Misc. Ext. Cords, Batteries, Zip ties, Bows
for Wreath, \$500

Tent 200
Supplies for boat

Approx - 2670
200
2870
200
3070

T-Pack 4:00 Aug 18th

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 10, 2016

Originating Dept: TPAC



Signature (submitted by)

City Manager Approval

Subject: Funding for the Nutcracker Ballet

Recommended Motion:

Motion to authorize the City Manager to execute an agreement with Wild Rivers Coast Foundation for Dance and allocate \$5,000 in Transient Occupancy Tax revenue for The Nutcracker Ballet event.

Financial Impact:

\$5,000 allocation from remaining \$10,857 in Transient Occupancy Tax revenue designated for events.

Background/Discussion:

The Tourism Promotion Advisory Committee (TPAC) has recommended (4-0) an allocation of \$5,000 in event funds to assist in the production of the Nutcracker Ballet. This will be the second year of the Nutcracker Ballet and the first year that the City would provide assistance. The Ballet is being presented by a newly-organized non-profit organization, the Wild Rivers Coast Foundation for Dance. In 2015, the Ballet was conducted at Redwood Theater where they conducted several performances with attendance estimated at totaling 500. They also conducted one performance in Crescent City.

This year, Redwood Theater is not available and the organization plans to rent a large tent and conduct the event at the Port of Brookings Harbor. They plan as many as six performances. See the attached proposal for more detail. The need for the event tent, stage construction, bleachers, heating and related temporary facilities has added some \$5,000 to the cost of this event. The event would be conducted during the period December 10-18. At the TPAC meeting the event organizers indicated they may do as many as seven performances and that the seating capacity would be about 180 per performance. They will be charging a fee of \$15.00 per person. At the TPAC meeting event Artistic Director Sky-Marie McDonald reported that she had organized a similar program in Grapevine, Texas, some years ago with initial public attendance being primarily friends and family of the performers, but expanding to a much larger audience within three years.

Attachment(s):

- a. Proposal from Wild Rivers Coast Foundation for Dance.

Event Title: The Nutcracker Ballet Amount Requested \$ 5,000

Event Description: See attached Wild Rivers Foundation for Dance

Event Date/s: See attached Dec 10-18

Location: See attached (not secured) Location secured? Yes No

Event Goals: See attached

Please explain how this event will be sustained after the first year: See attached

Sponsors/Investors: See attached

	Income		Expense
Fees Collected	\$2000	Facility/Venue	\$4000
Admissions	\$10,500	Insurance	\$300
Sponsorships	\$3000	Advertising	\$2000
		Costumes Props Scenery	\$5450
		Guest soloists	\$5000
		Printing	\$750
		Dance Floor, Stage Lighting, heat, bleachers	\$3000
Totals:	\$15500		\$20500

Methodology for evaluating success in terms of bringing visitors to the Brookings area:

Collect ticket buyer demographics. Most shows and events will be in the evenings, so it is assumed that out-of-area attendees are spending the night in the area.

Contact Person: Jan Barbas Phone: 801-755-9067

Organization: Wild Rivers Coast Foundation for Dance Address: 430 Oak #4
Brookings, OR 97445

If more space is required please attach additional pages

jbarbas09@gmail.com
wildriversdance@gmail.com

Event Title: The Nutcracker

Event Description: A Ballet production of “The Nutcracker” featuring local dance students and professional guest artists. Associated events may include a Sugar Plum Fairy’s Tea Party for local children and The Nutcracker’s Gala. The event will be included in the “Winter Wonderland” week long promotion.

Event Dates: From December 10 through December 18, 2016.

Location: Brookings Harbor Area. The location is not secured.

Event goals: The Wild Rivers Coast Foundation For Dance is an Oregon Non-Profit Corporation dedicated to promoting dance and dance education in the Wild Rivers Coast region. We seek to build a high-quality regional Ballet. The centerpiece of this vision is creating a beloved winter tradition highlighting the talent of our local youth and bringing opportunities to see professional guest dancers in the context of Nutcracker performances which will draw audiences from the Southern Oregon and Northern California markets.

Sustainability: A separate, for profit organization, The Wild Rivers Conservatory of Dance, staged two performances of the Nutcracker last year, and we are working closely with them this year. Sky-Marie McDonald, the owner of the Conservatory is our Artistic Director, and we expect a seamless transition of the event to the non-profit, so that we can build on last year’s success. Last year the Redwood Theater sold out for two performances, and there was a lot of community sponsorship, upon which we hope to build.

However, the event continues to have significant development costs, for instance for props and back drops. We anticipate that some of these costs will be lower in future years.

Nevertheless, our primary directions are to develop sources of grant funding, to continue to develop local sponsorships, and to expand marketing into the Medford-Ashland markets as part of the Winter Wonderland program. Particularly, we want to fund scholarships for youth dancers to the Conservatory and for the Nutcracker to build the tradition of community participation. The non-profit is structured specifically to attract such funding.


We anticipate coming before TPAC again next year, but expect that in our third year we should be self-sustaining, and better positioned to develop the production and marketing.

Sponsors: Historical sponsors of performances of the Wild Rivers Conservatory of Dance’ productions have included: Misty Mountain Brewing, The Smith River Rancheria, Angel’s Carpet Cleaning, Daryn Farmer Insurance, BC Fisheries, Wright’s Custom Framing, Bergman Inc, Palm Industries, David Allen Insurance, Hastings Bulb Growers, Little Bay Motor Co., Vista Pub, and a number of private contributors. We have not yet sought sponsors for this year’s production.

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: October 10, 2016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Long Term Strategic Plan

Recommended Motion:

Motion to adopt the updated 2016 Long Term Strategic Plan.

Background/Discussion:

The City Council periodically updates the City Strategic Plan. The Plan has now been divided into short term (24 months or less) and long term goals and associated action items. The Council discussed the long term plan at its workshop of October 3 and modifications have been made in accordance with that discussion.

Council President Pieper subsequently requested that a goal of accommodating evening events at Azalea Park be added, and we have done so in the document presented for Council approval.

Both the long term and short term strategic plans are utilized as guidance documents in budget development, financial planning and pursuit of grant funding.

Attachment(s):

- a. 2016 Long Term Strategic Plan.

GOAL 1: An Effective, Responsive, Ethical City Government That Is Fiscally Sustainable.

Objectives		Action Items		Resp Party	Status/Notes/Process/Dates
1	Relevant, clear policy documents and regulations	1.1	Appoint Charter Review Committee	CC	Charter revisions on 2017 ballot
		1.2	Comprehensive review of BMC	CM/CR	To follow charter review
2	Sufficient revenue to sustain City services at appropriate levels.				
3	Competitive employee compensation through a merit-based system.	3.1	Provide competitive employee compensation	CM	
4	Sustain positive workplace environment and employee morale.	4.1	Relocate or expand City Hall/Police/Fire	CM	Explore alternative of adding 2nd floor to existing building or infill
5	Balanced revenue system that recognizes demands on City services by				
6	Stable, effective and accountable management.	6.1	Review employee compensation plan annually	CM	
		6.2	Update employment standards	FHD	
7	Succession planning.	7.1	Identify and provide training opportunities to current employees to encourage internal promotion	CM	
8	Maximize non-City revenue resources to pay for services provided to	8.1	Explore resident/non-resident fee structures for park use	PTS	implemented
9	Assure internal consistency and efficiency.				
10	Utilize local contractors.				

GOAL 2: A Safe Community

Objectives		Action Items		Resp Party	Status/Notes
1	Encourage new private investment.				
2	Adequately staff, equipped and housed police and fire departments	2.1	Evaluate future space requirements for police/fire	CM/PSD	
3	Maintain streets in safe/serviceable condition.				
4	Provide clean drinking water and compliant waste water treatment.	4.1	Develop water/sewer master plans and companion financing plans	PWD/FHD	Financing plans insufficient
5	Improve personal/family preparedness.				
6	Improve community health care.	6.1	Expand Curry Medical Center/Establish Emergency Department	CM	On hold pending sufficient CHN operating capital
7	Improve pedestrian safety.	7.1	Develop Citywide sidewalk program	PWD	Preliminary map; reviewed @ 9/06 ??
		7.2	Provide sidewalks along Chetco from bridge to Harris Beach State Park	PWD	ODOT application pending
		7.3	Pacific Avenue Sidewalk	PWD	Consolidate with 7.3?
		7.4	Reconstruct uncompleted blocks of Hemlock Street	PWD	Some resurfacing scheduled

GOAL 3: Influence Economic Growth / Improve Quality of Life

Objectives		Action Items		Resp Party	Status/Notes
1	Complete approved capital projects in a timely and cost efficient manner.				
2	Support economic growth by providing infrastructure	2.1	Develop parking lots at Fern/Spruce/Railroad and new RV Parking Lot	PWD	Need funding
		2.2	Resolve Airport industrial area access restrictions	CM	Meetings with FAA, congressman
3	Increase coastal access	3.1	Develop Tanbark overlook	PWD/PTS	Plan/budget developed for Tanbark Overlook
		3.2	Consider development of beach access at Welcome Sign	PWD	
		3.3	Consider development of beach access at Cove Road	PWD	
		3.4	ADA access improvements at beaches	PTS	
4	Recognize economic trends through policies, public improvements and standards	4.1	Update urban renewal plan	CM	Reappoint URAC
5	Establish pro-growth policy				
6	Attract tourists to stop in downtown.	6.1	Support programs to promote downtown development, ie., historic preservation and low-cost capital improvement programs for businesses	CM	Participate in Main Street program
		6.2	Utilize URA funds to encourage high-amenity commercial development in downtown core area	CM	URA funding fully committed to other projects.
		6.3	Create Central Plaza, new walkways and plazas as listed in the UR Plan	PWD	Will require purchase of lot behind Central Building
		6.4	Pursue undergrounding of overhead utilities	PWD	Work w/CCEC to develop priority plan
		6.5	Develop new downtown bike paths	PWD	Railroad Street project 2017 plus sharrows on side streets
		6.6	Develop public restrooms in the downtown area	PWD	

GOAL 3: Influence Economic Growth / Improve Quality of Life (Continued)

Objectives		Action Items		Resp Party	Status/Notes
		6.7	Participate in regional tourism promotion efforts	CM	Participate in OCVA, Travel Oregon

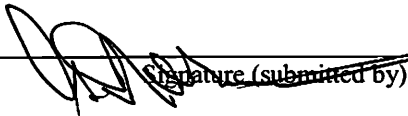
7	Maintain and enhance quality of coastal experience.	7.1	Develop local nature interpretative areas	PTS	To be included in Parks Master Plan update.
8	Conserve open space and protect natural, scenic resources and cultural and historic areas while providing for orderly growth and development.				
9	Provide additional recreational opportunities/facilities to include neighborhood parks/beach/river access points/ possible downtown park.	9.1	Develop wetland park at Old Mill Pond	PTS	Will require collaboration with property owner
		9.2	Develop Aquatics & Recreation Center	PTS	In development; progressing toward funding campaign
		9.3	Develop Community Center	PTS	
		9.4	Make Azalea Park available for evening activities	PTS	
10	Implement policies/items under economic section of Comprehensive Plan.				
GOAL 4: Effective Intergovernmental Relations					
Objectives		Action Items		Resp Party	Status/Notes
1	Influence regional, state and national policy on issues important to achieving City goals.	1.1	Develop working relationships with regional economic development agencies	CM	Joined South Coast Development Council
2	Secure grant funding.	2.1		CM	Primary assignment of Management Analyst
3	Achieve City goals through strategic partnerships.	3.1	Develop service agreements with other cities and special districts		Contract with County for equipment maintenance
		3.2	Participate in regional agencies, such as SWACT and OCVA`	CM	CM is SWACT Chair
4	Prepare for potential County fiscal failure.	4.1	Maintain service levels to minimize dependence on mutual aid	PSD	

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 10, 2016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Harbor Sanitary District Failure to Pay Sewer Use Charges

Recommended Motion:

This item was placed on the agenda to advise the City Council that payment has not been received from the Harbor Sanitary District for service rendered and that the City Staff will be notifying the District that late payment fees will be assessed as provided in the Brookings Municipal Code.

Financial Impact:

Failure by the Harbor Sanitary District to pay their fair share of the cost of operation and maintenance of the wastewater treatment plant is placing an undue burden upon the City and its sewer service ratepayers. The City budget anticipates receiving revenue for services rendered from HSD.

Background/Discussion:

The City Council adopted Resolution 16-R-1090 setting a new rate structure for treatment of Harbor Sanitary District (HSD) wastewater on August 8, 2016. The City Manager notified HSD of the new rate by letter on August 10, 2016. According to Paragraph 3 of the 1989 Memorandum of Understanding between the City and HSD, which remains in effect, HSD agrees to pay user charges for its share of the operation, maintenance and replacement of the treatment plant, transmission facilities and outfall system in amounts approved by the City. Further, Paragraph 8(a) of said MOU provides that user charges established under Paragraph 3 shall be final and binding upon both parties, unless a written request for arbitration is made within 15 days of adoption of such charges by the governing body (City Council) of the City. No such request for arbitration has been received. Thus, as of September 23, 2016, the new rates became final and binding. The City billed HSD based upon the new rate on September 7, 2016, with the payment being due September 25, 2016. The amount due was \$62,520.28. The City received a letter from HSD Attorney James Coffey dated August 25, 2016, in which he acknowledged receipt of the new rate schedule; the letter did not request arbitration. In a subsequent letter dated September 21, 2016, Coffey advises the City that the HSD will not comply with the new rate; that letter did not request arbitration. As of this writing no payment has been received.

City Attorney Martha Rice has reviewed the September 21, 2016 letter from Coffey advises that, notwithstanding the arguments raised in the letter, the City is acting within its authority to implement the new rates. The arbitration discussed in the letter dealt with past issues, not rates going forward.

Brookings Municipal Code Section 13.15.180 adopted in 1988 provides as follows:

The monthly sewer use charges outlined above shall be due and payable on or before the twenty-fifth day of the month in which billings are mailed. A late payment fee may be established by resolution of the city council for bills which are not paid by the twenty-fifth day of the month in which billings are mailed. Interest may be charged and collected on any sewer use charges not so paid, at the rate of one and one-half percent per month until paid. A fee shall be charged for payment by check which is not honored by the customer's bank, as determined by resolution of the city council. Discounts may be made for timely payment in full. [Ord. 88-O-437 § 8; Ord. 88-O-431 § 9.]

The City is the rulemaking authority in this matter. There is no law or agreement limiting the authority to perform rate setting. In fact, both the 1989 MOU and ORS 454.030 recognize the authority of the City to do so.

Note that sewer rates for City customers have increased by 8.71 per cent since 2012, while the pre-September 2016 rate for HSD had declined by 10.82 per cent; primarily because HSD rates remained unchanged for eight years under the terms of the 2007 intergovernmental agreement and in part because HSD unilaterally reduced the rate it was paying in 2015. This resulted in a 19.53 per cent disparity in the amount City customers are paying versus HSD. The prior-month invoice was in the amount of \$22,744 and was paid in full.

HSD had some \$5.3 million on deposit with the State Treasurer as of September 31, 2016, according to public records reviewed by City Staff.

Staff has notified HSD that the interest provisions of BMC 13.15.180 will be applied to the unpaid balance of \$62,520.28.

Attachment(s):

- a. City billing for services.
- b. City notice to HSD of new rate schedule.
- c. 1989 Memorandum of Understanding.
- d. Letter dated September 21, 2016, from James Coffey.
- e. Letter dated August 25, 2016, from James Coffey.
- f. City rate history.
- g. Updated account statement.



CITY OF BROOKINGS
 898 ELK DRIVE
 BROOKINGS, OR 97415
 541-469-1123

**Invoice for Harbor Sanitary District
 2016-17 Estimate and Monthly Billing**

	<u>2016-17 Budget</u>	<u>Annual</u>	<u>Monthly</u>
<u>Operations:</u>			
Treatment budget:			
Personnel Services	511,268		
Materials and Services	583,400		
Transfer Tech Fund - tmt only	6,285		
Transfer Admin costs - tmt only	23,663		
		1,124,616.00	
Flow % 12 mo running average (7/15-6/16)		20.99%	
Estimated cost - Operations		236,056.90	19,671.41
 <u>Capital Improvements:</u>			
Operating budget	24,900		
System Replacement budget	763,800		
		788,700.00	
Flow % 12 mo running average (7/15-6/16)		20.99%	
Estimated cost - Capital Improvements		165,548.13	13,795.68
 <u>Interceptor:</u>			
Collections budget:		729,842.00	
Percentage HSD		1.62%	
Estimated cost - Interceptor		11,823.44	985.29
 <u>Debt Service:</u>			
Umpqua loan			
2016-17 Debt service payments		1,122,716.14	
Percentage - all prior capital improvements		30.00%	
Estimated cost - Debt Service		336,814.84	28,067.90
Total Estimated Cost 2016-17		750,243.31	62,520.28



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1101 Fax (541) 469-3650 TTL (800) 735-1232
gmilliman@brookings.or.us

GARY MILLIMAN

City Manager

Credentialed City Manager

International City Management Association

ICMA Career Excellence Award 2012
ICMA Management Innovation Award 1979

Kelly Beebe, General Manager
Harbor Sanitary District
16408 Lower Harbor Road
Brookings, OR 97415

August 10, 2016

Dear Ms. Beebe,

ORIGINAL TO BE HAND-DELIVERED – COPY TO BE MAILED

Dear Ms. Beebe,

Enclosed is a copy of Resolution 16-R-1090 as adopted by the Brookings City Council at their meeting of August 8, 2016, setting a new rate structure for the Harbor Sanitary District. Said rates shall become effective September 1, 2016.

Questions and correspondence concerning this matter should be directed to the undersigned.

Respectfully,

Cc: Mayor and City Council
Finance/Human Resources Director
City Attorney

Attachment "A"

Harbor Sanitary District Rate Schedule Effective September 1, 2016

Proportionate Share. The District shall pay to the City its proportionate share of the annual cost of the City's operation and maintenance expenses for the treatment of the sewage discharged by the District to the City's Wastewater Treatment Plant. The proportionate share of the District's annual operation and maintenance cost payable to City shall be determined as follows:

- a. **ACTUAL COSTS.** Operating and maintenance expenses shall be defined as actual costs to the City for the treatment of sewage. Annual operation and maintenance expenses shall also include a portion, to be annually determined, of the City's annual administrative budget. The City's annual administrative budget shall be defined as the reasonable expenses of operating City offices or agencies that indirectly service, or otherwise have a relationship to, the City's Wastewater Treatment Plant.
- b. **MONTHLY PAYMENTS.** The District shall make twelve (12) monthly payments during each fiscal year for operating and maintenance expenses the District's share of the total operation and maintenance expenses for the City's Wastewater Treatment Plant shall be determined by the District's proportion of the total sewage received by the Wastewater Treatment Plan based solely upon actual flow using a 12-month running average.

Other Costs. Annual operation and maintenance expenses as defined above, including administrative costs, shall not include costs to either party of keeping track of, billing, and collecting sewer charges from customers, the charges so made, and said costs are to be the sole responsibility of each party within its respective boundaries.

Billing Statements. The City will mail or email a billing statement to the District, to be posted no later than the 5th working day of each month, for the monthly amount due City from District for the operation and maintenance expense for the City's Wastewater Treatment Plant (sample bill attached). The District shall pay the amount due the City for operation and maintenance expense upon receipt of City's monthly billing for these expenses, but, in any event, no later than the 25th day for each month a billing from the City is received. Payment after the 25th day of each month will be made in accordance with the delinquent and late fees established by the City of Brookings. Payment will be made by cash or check of readily available funds to the City of Brookings at City Hall, 898 Elk Drive, Brookings, Oregon 97415.

Annual Reconciliation. After the City is in receipt of the District's payment for May usage, the City shall pre-reconcile actual payments from the District against what the actual annual expenses are for the period ending May 31st. If there is a credit due, it will be applied against the July payment for June. If there are additional monies due, the difference will be included on the July invoice for June. No later than September 1st of each year the final reconciliation for the prior fiscal year's actual payments from the District will be reconciled against what the actual annual operation and maintenance expenses were for the previous fiscal year. If there is a credit due, it will be applied against the upcoming estimated annual payment. If there are additional monies due, the balance will be due to the City on a date to be negotiated between

the District and the City, so as to provide the City with the additional funds in a timely manner while still providing the District sufficient time to fund any deficit.

Accounting. All sums received from the District and from its patrons and transmitted by the District to the City for operation and maintenance expenses shall be accounted for in a manner acceptable to both parties and used solely for Waste Water Treatment Plant/Outfall System operation, maintenance and replacement.

Direct Payment of SDC's to the City. When the District receives an application for a new connection to the District's sewer system, the District shall refer the applicant to the City for direct payment to the City for the City's current System Development Charge. The City will provide each applicant with a receipt for payment of the City's System Development Charge for presentation to the District. The District agrees not to permit any new connection to the District's sewer system until it has verified that the applicant has paid the City the System Development Charge as established by City Ordinance. The SDC per EDU rate shall be increased or decreased annually on July 1, in accordance with the ratio of the Engineering News Record (ENR) Construction cost index for the month of May of that year with respect to the May ENR index of previous year.

District Credit. The City shall credit each SDC payment it receives from an applicant for a new sewer connection within District only to those capital improvement expenses for the City's Wastewater Treatment plant eligible for payment by SDC monies. System Development Charges collected by City pursuant to this agreement shall then be accounted for in an SDC Treatment Fund. Proposed appropriations from this Fund shall be reviewed as a part of the annual budget process.

CAPITAL IMPROVEMENTS TO WASTEWATER TREATMENT PLANT

Capital Improvements. The District shall pay its proportionate share of the cost of capital improvements to the sewage treatment plant, transmission facilities and outfall system ("Capital Improvement Costs") as provided herein. The amount due the City shall be based on the actual cost of any capital improvement, including pre-design, engineering, project management costs and debt service, not the budgeted cost. "Debt service" shall include principle, interest and fees related to financing capital improvements.

Proportionate Share. The District's proportionate share of Capital Improvement Costs for City's Wastewater Treatment Plant that District shall pay to City shall be determined as follows:

- a. The District shall pay 30 percent of the Capital Improvement Costs for the replacement and repair of structures, components, facilities and equipment which together constitute the Wastewater Treatment Plant as constructed prior to the effective date of this Agreement.
- b. District's proportionate share of the Capital Improvement Costs for new structures, components, facilities and equipment to expand the capacity of or to comply with State-mandated regulations associated with the operation of the City's Wastewater Treatment Plant shall be determined by the proportion of the District sewage treated in the City's Wastewater Treatment Plant to the total sewage treated therein during the previous 12- month period, July 1 to June 30 of each year. The District's percentage contribution of sewage treated by the Wastewater Treatment Plant shall be determined by calculating the District's contribution of total flow.

Use of Payments. All sums received from the District by the City for capital improvements to the City's Wastewater Treatment Plant, shall be used by the City solely for Capital Improvements.

Billing. Billing for Capital Improvements shall be as follows:

- a. For amounts due pursuant to (a) above, District shall pay 30 per cent of annual debt service costs in 12 equal monthly payments.
- b. For amounts due pursuant to (b) above, District shall pay in accordance with the operation and maintenance cost provision above.

INTERCEPTOR LINE

Annual Fee. District shall pay to City an annual fee for the maintenance and operation of the interceptor line which is used to transmit sewage delivered from the District sewage collection system to the City collection system. Said fee shall be based upon 66 per cent of the lineal feet of the subject interceptor in proration to the total lineal feet of the City's collections system. As of September 1, 2016, this percentage is 1.62 per cent.

MEMORANDUM OF UNDERSTANDING

The City of Brookings, Oregon, a municipal corporation (City), and the Harbor Sanitary District, a special district organized under ORS 450.005 to 450.245 (District), agree as follows:

1. Subject to the City's sewage use and rate ordinances (No. 88-0-430 and 88-0-431), as may be amended, the City agrees to accept sewage presently collected by the District, and such additional sewage as necessary to meet population growth in the District's service area. The City reserves the right, in its sole discretion, to refuse to accept sewage from new connections within or without the City's boundaries that might cause the City's wastewater treatment plant to exceed its capacity or otherwise subject the City to regulatory enforcement activity. In determining whether to accept sewage from new connections, the City shall apply the same criteria or standards to all its customers, including the District, without discrimination.

2. For purposes of paragraph (1) hereof, the term "sewage" means domestic waste requiring no pretreatment and does not include hazardous substances or wastes as those terms are used in the environmental and water quality protection laws, regulations or ordinances of the United States, State of Oregon, Curry County or the City.

3. The District agrees to pay its share of the cost of capital improvements to the sewage treatment plant, transmission facilities and outfall system, and to pay user charges for its share of the operation, maintenance and replacement thereof, and such other related costs as the Oregon Department of Environmental Quality (DEQ) or U.S. Environmental Protection Agency (EPA) in the future may require to be recovered, in amounts approved by the City, and the DEQ or EPA, or their successors. The District further agrees to pay system development charges established by City ordinance for replacements and improvements to the sewage treatment plant, transmission facilities and outfall system, but not to the City's sewage collection system. The parties agree to provide each other copies of monthly income and expenditure statements.

4. Each party shall have responsibility for operations and maintenance of, or improvements to, its own system, and each shall defend and hold the other, and their successors or assigns, harmless from any claim arising out of the other's individual acts or omissions relating to the collection or treatment of sewage.

5. There is established a Sewage Rate Committee comprised of five members, three designated by the governing body of the City and two by the governing body of the District. The function of the Committee is to review sewage rate proposals developed by the parties and to make recommendations to the governing bodies of the

parties, prior to submittal of the rates to the DEQ or EPA for approval. The recommendations are advisory in nature and not binding on either party. The City and District are free to present any information they consider necessary to the DEQ or EPA at the time those agencies consider either party's rate proposal for approval. The Committee shall adopt its own bylaws and elect a chairman. The Committee shall have no staff but shall have available to it any relevant documents in the possession of the City or District pertaining to rate proposals.

6. For purposes of paragraph (5), the term "sewage rate" includes, but is not limited to, user charges to recover costs of capital improvements; operation, maintenance and replacement; system development charges; connection fees; and like charges related to sewage treatment.

7 - Deleted

D. S. V. R. K. J. R. M.
8. Disputes arising under this Memorandum of Understanding shall be submitted to binding arbitration in accordance with ORS 33.210 to 33.340.

a. The user charges or system development charges established under paragraph (3) hereof shall be final and binding on both parties, subject to DEQ approval, unless a written request for arbitration is made within 15 days of adoption of such charges by the governing body of the City. The arbitration shall occur within 30 days of the request. DEQ shall be notified of the pending arbitration and asked to defer review of said charges until completion of the arbitration. The parties agree that the charges determined by the arbitrators shall be binding as between the parties and presented to DEQ for approval, but should DEQ or EPA reject the arbitrators' determination, then DEQ's or EPA's decision shall control.

b. At such time as a party may request arbitration, that party shall designate one arbitrator. No longer than five days thereafter, the other party shall designate an arbitrator. Those two designated arbitrators shall promptly select a third. An affirmative vote of two of the three arbitrators constitutes the decision of the panel of arbitrators.

c. Each party shall pay the fees and expenses of its designated arbitrator and share equally in the fees and expenses of the designated third. The prevailing party shall be entitled to its reasonable costs and attorney fees.

9. This Memorandum of Understanding constitutes the sum total of the understandings and agreements between the parties and replaces the Agreement dated March 19, 1974, between the City and the District, which Agreement is void as of the date of execution hereof. Nothing in this Agreement negates the effect of any City

ordinance or legal requirements pertaining to the extension of City services outside the City's boundaries.

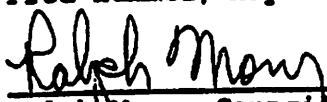
IN WITNESS WHEREOF, THE PARTIES HERETO HAVE SET THEIR HAND AND SEAL THIS 26TH DAY OF JUNE, 1989.

CITY OF BROOKINGS

HARBOR SANITARY DISTRICT


Fred Hummel, Mayor

Walter Thompson, Chairman


Ralph Mory, Councilor

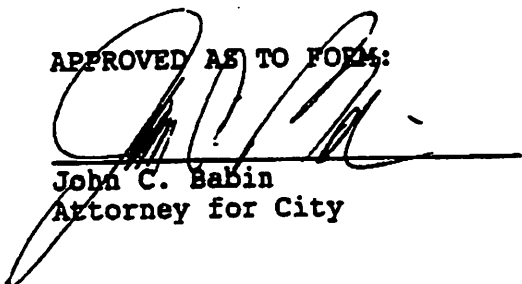
Janet Pinkham, Secretary



Vern Hanscom, Director


Demain Gerlach, Director


Robert Krebs, Director

APPROVED AS TO FORM:


John C. Babin
Attorney for City


Manville M. Heisel
Attorney for District

STEBBINS & COFFEY

Michael R. Stebbins
James C. Coffey
Jane W. Stebbins*
*Admitted in Oregon and Georgia

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Tel: (541) 756-2066
Fax: (541) 756-2060
www.stebbinsandcoffey.com

September 21, 2016

Martha Rice
710 H Street
Crescent City, CA 95531

RE: Harbor Sanitary District

Dear Ms. Rice:

As you know, I represent the Harbor Sanitary District. On September 13, 2016, the Board of Directors of the Harbor Sanitary District met in Executive Session to review and discuss Mr. Milliman's August 10, 2016 letter to District Manager Kelly Beebe, Resolution 16-R-1090 and my confidential memo to the Board of Directors regarding the City's adoption of the new rate structure for the District. After the executive session, I advised the District Board of Directors that, as I provided in my August 24, 2016 letter to Mr. Milliman, I would be in contact with you regarding the City's adoption of Resolution 16-R-1090 and the new rate structure for treatment of the District's wastewater by the City's treatment plant.

First and foremost I advised my client that the City's unilateral adoption of Resolution 16-R-1090 setting revised charges for the City's treatment of the District wastewater was in violation of the Findings and Conclusion reached by the Arbitration panel in the recent arbitration. The arbitrators issued a written decision containing their Findings and Conclusion, and the written decision has now been confirmed by the Curry County Circuit Court. The content of the written arbitration decision is now the "law of this case" since there was no appeal of the decision by either party. The Findings and Conclusion issued by the arbitration panel stated, on page 5, that the conduct of the City and District after June 30, 2012 formed an "implied contract" between the parties. An implied contract is no less a contract than a formal or written contract, and as with other contracts an implied contract can't be modified or revised by only one of the parties to the contract! In order to modify or revise an implied contract both parties must agree to the terms of the new contract. The City's attempt to unilaterally modify the terms of existing implied contract between the parties for the City's treatment of the District's wastewater is invalid and is a breach of the existing implied contract. On this basis the City's action in adopting Resolution 16-R-1090 is not binding on the District.

Mr. Milliman's subsequent letter of August 16, 2016, enclosing a "proposed new Intergovernmental Agreement" seems to be evidence that the City recognizes that a unilateral modification of the current rates as contained in the implied contract between the parties is not valid and that the parties must negotiate a new intergovernmental agreement (hereinafter "IGA").

A second issue with the City unilaterally adopting revised rates for the treatment of District wastewater is that such action is contrary to the prior agreements and practice between the parties on this issue. As noted in the prior arbitration and as agreed to by the parties and found by the arbitrators, the 1989 Memorandum of Understanding (MOU) in part sets forth the relevant contract terms and the terms of the 1989 MOU are still effective. The 1989 MOU provided that the District would pay to the City " ... its proportionate share of costs for operation and maintenance, debt servicing and capital improvements." (Arbitration Findings and Conclusion, page 5). The arbitrators also found that the 2007 MOU, which was the product of negotiations between the City and District, specifically defined the District's proportionate share of those costs. As later noted in the Findings and Conclusions: "The written agreement cannot be modified by parole evidence as to the negotiations, nor by a change in the format of the invoices ...". The City's unilateral adoption of the new rates for treatment of the District's wastewater is an attempt by the City to modify the existing contract and implement the 1989 MOU which can't modify these prior agreements. Further, evidence shows that from 1989 to the present the parties have modified the charges for wastewater treatment by negotiating the rate, not by the City unilaterally adopting new rates. The City's action in adopting Resolution 16-R-1090 is contrary to all prior methods (negotiations) to increase rates and the resolution not binding on the district for that reason also.

The City's adoption of Resolution 16-R-1090 is also not valid because the new rates contemplate the use of only the flow received from the District to calculate the fees, excluding the strength of the wastewater, the types and delivery of flow rate characteristics of the waste, the nature, location and type of treatment works and other factors as required by ORS 454.060. The use of flow, alone, is not consistent with the mandates of ORS 454.060 and, therefore, the City's adoption of Resolution 16-R-1090 is not binding on the district because it violates ORS 454.060. In addition, the City's resolution is in violation of other portions of ORS Chapter 454.

In addition to the reasons noted above, the resolution adopted by the City is not valid because it does not charge the District for its proportionate share of costs for operation and maintenance, debt servicing and capital improvements. The September 6, 2016 letter from Finance Director Howard to Ms. Beebe, enclosing the September 2016 billing, invoice and supporting data, uses figures that have no relevance to the District's proportionate share of the costs as provided in the 1989 MOU. The use of budgeted figures, use of the system replacement budget, use of administrative costs, use of the collections budget and use of a 30% figure for prior capital improvements are all areas that the District disputes and all of these matters need to be negotiated before the District will agree to pay on those factors.

For the reasons noted above, among other reasons, the District will not agree to pay the City the amount billed to the District as contained in Ms. Howard's September 6, 2016 letter to Kelly Beebe. The District will pay to the City the amount calculated for the August 2016 billing and the District will pay to the City, at the end of August. The District will continue to calculate the payment for September as provided for in the Findings and Conclusions of the arbitration panel and continue to pay at the existing contract rate until a new agreement is negotiated between the City and District.

Thank you for your attention to this matter. If you have any questions regarding this letter please contact me at my office.

Sincerely,

JAMES C. COFFEY

email: coffey@stebbinsandcoffey.com

S

cc: Harbor Sanitary District
Kelly Beebe

STEBBINS & COFFEY

Michael R. Stebbins
James C. Coffey
Jane W. Stebbins*
*Admitted in Oregon and Georgia

ATTORNEYS AT LAW
P. O. Box 1006
745 California Ave.
North Bend, OR 97459

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www.stebbinsandcoffey.com

August 25, 2016

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

CITY OF BROOKINGS

AUG 29 2016

RECEIVED.....
TC

CITY OF BROOKINGS

AUG 9 2016

RECEIVED.....
[Handwritten signature]

RE: Harbor Sanitary District

Dear Mr. Milliman:

As you know, I represent the Harbor Sanitary District. Ms. Beebe, the District General Manager, sent to me a copy of your August 10, 2016 letter to her enclosing a copy of Resolution 16-R-1090 setting a new rate structure for treatment of the District's wastewater by the City. The next meeting of the Board of Directors of the District is scheduled for September 13, 2016 and I anticipate that I will attend the meeting to discuss City's unilateral adoption of a new wastewater treatment rate structure with the District Board of Directors.

After I have met with my client, either I or Ms. Beebe will advise you of the District's response to the City's adoption of the new rate structure. If you have any questions regarding this matter please contact me.

Sincerely,

J. Coffey

JAMES C. COFFEY

email: coffey@stebbinsandcoffey.com

if

cc: Kelly Beebe

City of Brookings
Wastewater Rates

	<u>HSD</u> <u>Rate</u>	<u>%</u> <u>Increase</u>	City Residential <u>Rate</u>	<u>%</u> <u>Increase</u>	<u>Difference</u>
2012-13	3.705		55.25		
2013-14	3.705	0.00%	57.96	4.90%	
2014-15	3.705	0.00%	58.88	1.59%	
2015-16	3.304	-10.82% *	59.47	1.00%	
2016-17	3.304	0.00%	60.06	1.00%	
Total % increase/decrease over 4 years.		-10.82%		8.71%	19.53%

* HSD unilaterally decreased rate .401, effective 1/1/2015, after GO Bond was paid off.

City of Brookings

CITY COUNCIL MEETING MINUTES

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

Monday, September 26, 2016

Call to Order

Mayor Hedenskog called the meeting to order at 7:01 PM.

Roll Call

Council present: Mayor Ron Hedenskog, Councilors Bill Hamilton, Brent Hodges, Jake Pieper and Dennis Triglia; a quorum present.

Staff present: City Manager Gary Milliman, Public Works and Development Director LauraLee Snook, incoming Public Works and Development Director Paul Stevens and City Recorder Teri Davis.

Others Present: Two audience members.

Resolutions

Resolution of Commendation

Mayor Hedenskog read Resolution 16-R-1092 commending LauraLee Snook on the occasion of her retirement.

City Manager Milliman praised LauraLee for an outstanding job throughout the years.

City Manager Milliman introduced Paul Stevens as the incoming Public Works and Development Director.

Mr. Stevens addressed Council, noting the warm welcome he received. He is looking forward to a long and great relationship with the City.

Oral Requests and Communications from the audience

- Judi Krebs of 15951 Bayview Dr., Brookings addressed Council to thank and commend LauraLee Snook for her service.
- Melissa Weatherford of 1221 Iris St., Brookings addressed Council regarding the use of Urban Renewal funds to incentivize the purchase of blighted properties.
 - Mayor Hedenskog responded that the funds were already earmarked for improvements on the Railroad Street project.

Staff Reports

Release of selected Deferred Improvement Agreements (DIA)

Director Snook presented the staff report.

Council deliberated the implications of releasing the DIAs.

Councilor Hodges moved, a second followed and Council voted unanimously to direct Staff to provide notarized DIA release forms to the 190 property owners with currently recorded DIAs that are rated 1,2 or 3.

Coastal Christmas Fee Waiver Request

City Manager Milliman presented the staff report. Mr. Milliman advised that the committee is comprised of a group of downtown merchants.

Councilor Triglia moved, a second followed and Council voted unanimously to waive fees totaling \$59 for the Santa Claus and Christmas Tree lighting event and parade to be conducted by Coastal Christmas Committee on December 10, 2016.

Consent Calendar

1. Approve Council minutes for September 12, 2016
2. Accept May-Lopez resignation from Public Arts Committee
3. Receive monthly financial report for August 2016

Mayor Hedenskog moved, a second followed and Council voted unanimously to approve the Consent Calendar.

Remarks from Mayor and Councilors

Mayor Hedenskog remarked "welcome aboard" to Paul Stevens.

Councilor Hamilton wished LauraLee Snook good luck and noted that she was a joy to work with. He wished the best of luck to Paul in his new position.

Council Hamilton also noted with sadness the passing of Arnold Palmer.

Councilor Triglia thanked the volunteers from the Solve Oregon beach clean-up.

Councilor Triglia also advised that the City was not selected as a finalist in the Blue Zones competition.

Adjournment

Councilor Hodges moved, a second followed and Council voted unanimously by voice vote to adjourn at 7:50 PM.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2016:

Ron Hedenskog, Mayor

Teri Davis, City Recorder

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
July 28, 2016

CALL TO ORDER

Chair Tom Bozack called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

ROLL CALL

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

Also present: Parks/Tech Services Supervisor Tony Baron

Also present: Gary Milliman, City Manager, Martha Rice, City Attorney

APPROVAL OF MINUTES

A. Motion made by Commissioner Trace Kather to approve the minutes of May 26, 2016; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES - None

REGULAR AGENDA

A. Public Meeting Laws – City Attorney Martha Rice presented a briefing concerning Public Meeting Laws and Commissioners received a handout detailing Commissioner responsibilities to follow open public meeting rules and requirements.

B. Azalea Park – Lundeen Road Tree Planting Plan – Tony Baron provided an update on the tree removal on Lundeen Road near Azalea Park. He also provided a tree planting sketch and a budget estimate/proposal for replacing the trees and to add plantings. Tony advised he will be required to obtain three competitive estimates once the project is approved. He also advised there was not a huge public response to the trees coming down as there was an effort to communicate with the press and keep the public informed of the project. **Motion made by Jay Trost to recommend to City Council for the use of timber proceeds to plant new trees and shrubs along Lundeen Road; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.**

C. Azalea Park – Caretakers Residence - Tony Baron presented the Azalea Park caretaker PARC. Previously the Park & Rec Commission had discussed installing a permanent Park Model and felt it was too expensive and directed staff to upgrade security camera equipment in lieu of an expensive caretakers residence. In September 2015 the Planning Commission approved a Conditional Use Permit to place an RV onsite as a caretakers/host residence. City Council requested the matter be heard again by the Park & Rec Commission for their consideration. Vandalism, transient activity, and drug use all occur in the park at all hours, but the majority is at night; security cameras are not able to stop the activity from happening and when vandalism is discovered it is hard to pinpoint the time and review security camera footage. An on-site host would be able to do regular patrols and be able to pinpoint when any vandalism happens. Commissioner Trost advised that in his experience with on site hosts illegal activity decreases and it would be a low cost effective way to monitor the park. Commissioner Vilelle questioned if a park host resident is necessary and did not like the idea of someone living in the park. Tony advised the Police Department is called frequently to Azalea Park, especially at night, and an on-site host presence in the area could alleviate some of the activity and be a deterrent. Don wondered if this could be a trial arrangement, Tony advised that yes, the initial cost to install an RV pad would be minimal and if a caretaker/host arrangement did not need to continue, the RV pad could be used

for event RV parking. **Motion made by Don Vilelle to recommend to City Council the construction of an RV site in Azalea Park for a future onsite caretaker; motion seconded by Commissioner Trost and Commission voted; the motion carried unanimously.**

D. Jubilee Statue – Stanhurst Memorial Medallion – A previous request was made by Steven Pomerleau to install a medallion plaque on the Jubilee statue to honor his stepfather, Robert H. Stanhurst, a long time area resident and lily grower. Commission discussed the issue of memorials in the park and do not want the park cluttered with memorials but the Jubilee Statue was designed for this purpose and still has five medallion plaque spaces left. Discussed establishing a policy to determine how memorials in the park are to be allowed. **Motion made by Don Vilelle to approve the placement of a memorial plaque, on the Jubilee Statue in the Formal Gardens at Azalea Park, in honor of Robert Stanhurst; motion seconded by Commissioner Brown and Commission voted; the motion carried unanimously.**

INFORMATION UPDATES/DISCUSSION ITEMS

- A. ORPD RTP Grant & Azalea Park Ball Field Reconfiguration Project Phase II Grant** – Tony advised that the ORPD grant was funded but the Azalea Park Ball field Phase II was not funded. He is working with the budget and making adjustments to the scope of the project and will still be able to accomplish what they would like to. Phase I is @75-80% done.
- B. Frontage Road Landscape Maintenance Contract** – Tony advised that the contract with the Garden Club for contract services to maintain Frontage Road has been forwarded to City Council for renewal.

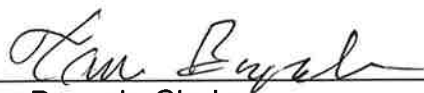
COMMISSIONER REPORTS/COMMENTS

Commissioner Trost wondered when the new Mill Beach hours were going to be changed and the consequences of the park being open daily from ½ hour before sunrise to midnight. Tony advised the hours were changed by City Council and will go into effect 30 days from the date the ordinance was approved. He does expect the area and restrooms to be used more and to spend more hours in the area cleaning up.

ADJOURNMENT

Next meeting scheduled for September 22, 2016. With no further business before the Commission, the meeting adjourned at 8:13 pm.

Respectfully submitted,



Tom Bozack, Chair

(Approved at September 22, 2016 meeting)

CITY OF BROOKINGS
Public Art Committee – August 10, 2016

To inspire art through visual presence and community education

Members present: Chair Judy May-Lopez, Scott Clapson

Also present: Tony Baron, Martha Rice, Gary Milliman, Rocky McVay, Spencer and Stacey Reynolds and Jen Urdog

Meeting called to order at 4:07 p.m.

Martha Rice presented information on public meeting laws, with comments/clarifications by Gary Milliman.

Motion made by Clapson, seconded by May-Lopez, to approve PAC minutes for July 13, 2016.

Old Business:

Account Balance – \$1,000.00

Mural Report:

- Mural Application – 654 Chetco Avenue - Motion made by Clapson, seconded by May-Lopez, to approve mural application and forward to City Council for approval. Motion carried; 8/22 next City Council meeting.
- 630 Fleet Street, Building A: Mural painting complete, installation pending.
- 630 Fleet Street, Building B: Mural project approved by planning commission.

Chalk Art in Stout Park: 7/23, Stout Park – deemed successful, promoted and increased visibility of PAC.

City Hall photographs for Visitor's Center: Initial meeting with Dan Nachel; rotating every six months, photographs will be on four different themes. Information may be finalized and ready for upcoming city council meeting on August 22nd.

Meeting adjourned.

Next meeting: September 14th, 4pm, City Council Chambers.

Respectfully submitted,




Judy May-Lopez, Committee Chair

MINUTES
BROOKINGS PLANNING COMMISSION
August 2, 2016

The regular meeting of the Brookings Planning Commission was called to order by Acting Chair Gerry Wulkowicz 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, Ray Hunter,
Joseph Vogl

Staff Present: Planning Manager - Donna Colby-Hanks; Administrator - Lauri Ziemer; City
Manager - Gary Milliman; City Attorney - Martha Rice

Others Present: 10 audience members

PLANNING COMMISSION BUSINESS

City Manager Gary Milliman introduced City Attorney Martha Rice. Rice provided a handout to the Planning Commission, reviewed the history of public meeting laws, and explained land use decisions. The Commission thanked both Milliman and Rice for attending the meeting to present the information.

PUBLIC HEARINGS

Public hearing procedures were addressed by Acting Chair Wulkowicz.

- Acting Chair Wulkowicz opened the quasi-judicial hearing regarding File No. CPZ-2-16.

File Description: In the matter of the File No. **CPZ-2-16**, Owner: David and Janet Snazuk, Representative: John Bischoff, Wildwood Planning have requested a zone change from Single Family Residential (R-1-6) to Multiple-Family Residential (R-3) on approximately 4.22 acres of a 5.17 acre parcel located at 302 Lundeen Road, Assessors Map 41-13-05B Tax lot 1403. The criteria used to decide this matter can be found in Chapter 17.140 Amendments of the Brookings Municipal Code (BMC). This is a quasi-judicial hearing and the Planning Commission will make a decision on this matter.

There was no ex parte contact, bias or personal interest, 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 7:29pm. Planning Manager Colby-Hanks reviewed the staff report. Commissioner Wulkowicz asked if it would be clearer if the zone boundary were described by metes and bounds.

The representative, John Bischoff, Wildwood Planning, verified that the Planning Commission had received the addendum that requested the zoning for the western 4.22 acres of the parcel be changed to R-3. The eastern portion would remain R-1-6 and act as a buffer to the existing single family dwellings. Bischoff discussed the maximum number of dwelling units that could be sited on the property.

Richard Wise, P.O. Box 7682 Brookings spoke in support of the application but questioned the property being split zone. Wise owns a parcel to the east and described the issues that he has encountered in development of his property. Colby-Hanks explained that the Wise property was more challenging as it is located within both the City and Curry County. Wise confers with two jurisdictions for development. The Department of Land Conservation and Development representative, Dave Perry, was contacted regarding the split zone proposal. Perry did not see any issues and felt the R-1-6 portion of the subject property would provide a buffer.

Ted Freeman, Jr, 357 Gardner Ridge Road, Brookings supported the application. Freeman stated his employees are struggling to find apartments and the R-3 zone would provide for needed housing.

There was no one in opposition and no interested parties. Applicant, David Snazuk, P.O. Box 1096, Gold Beach, OR 97444 provided rebuttal and stated that the zone boundary was a surveyed easement.

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 7:55pm.

The Commission deliberated on the matter . By a 5-0 vote (motion: Wulkowicz, 2nd Vogl) the Planning Commission voted to approve File No. CPZ-2-16 to authorize a zone change from R-1-6 to R-3 on the western 4.22 acres of property identified as Assessor's map 41-13-05B; tax lot 1403 located at 302 Lundeen Road, based on the findings and conclusions stated in the staff report and subject to the condition of approval as well as the addition of a condition that the zone boundary be described by metes and bounds.

Commissioner McMahan made a motion to approve the final order with the additional condition of approval, which was seconded by Hunter. The final order was approved by unanimous vote.

- Acting Chair Wulkowicz opened the quasi-judicial hearing regarding File No. APP-1-16.

File Description: In the matter of File No. **APP-1-16**, an appeal of the Public Art Committee's (PAC) denial of a mural permit for a mural proposed at 630 Fleet Street in the General Commercial (C-3) District, Appellant: K. Kresa, Representative: D. Flanagan. The criteria used to decide this matter is found in Chapter 17.156, Appeal to Planning Commission, of the BMC and Resolution 13-R-998. This is a quasi-judicial hearing and the Planning Commission will make a decision on this matter.

There was no ex parte contact, bias or personal interest, 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 7:27pm. Planning Manager Colby-Hanks reviewed the staff report. The representative, David Flanagan, 1013 7th Street, Sacramento, CA, explained the artist, Kathleen Kresa, was his sister. He stated there was a conflict of interest with the Public Art Committee and the other mural permit should be expired. Flanagan explained that there are currently no murals in the neighborhood.

There was no one in opposition and no interested parties. 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 8:20pm.

The Planning Commission deliberated on the matter discussing the written findings provided by the appellant as well as the documentation regarding progress on the 2014 mural. Tony Barron, Brooking Parks & Technical Services Supervisor, explained that the 2014 mural continues to make progress as indicated by the PAC minutes. By a 5-0 vote (motion: McMahan, 2nd Hunter) the Planning Commission voted to approve File No. APP-1-16 and overturn the Public Art Committee's decision to deny the mural application on property identified as Assessor's map 41-13-06DA; tax lot 10100, bases on the appellant's findings, the findings and conclusions stated in the staff report, the Planning Commissions conclusions and subject to the conditions of approval. Commissioner Wulkowicz made a motion to approve the final order, which was seconded by Commissioner McMahan. The final order was approved by unanimous vote.

- Acting Chair Wulkowicz opened the legislative hearing regarding File No. LDC-2-16.

File Description: In the matter of File No. **LDC-2-16**, revision of BMC Section 17.124.140 Specific Standards Applying to Conditional Uses, Bed and breakfast facilities to clarify this section applies to bed and breakfast facilities renting more than one room and Section 17.104.030, Home Occupation Criteria to add a one room bed and breakfast. City initiated. The criteria used to decide this matter are found in Chapter 17.140 Amendments, of the BMC. This is a legislative hearing and the Planning Commission will make a recommendation to City Council on the matter.

There was no 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 8:29pm. Planning Manager Colby-Hanks reviewed the staff report.

Ilona Gyurko, 19 Otter Terrace, Brookings, stated she was supportive of the code change and felt this would be good for Brookings. Mary Geyer, 3 Otter Terrace, Brookings, stated that she was supportive of this and felt the reduced fee for a home occupation is more reflective of the level of income from the use.

There was no one in opposition and no interested parties. No participant requested additional time to submit materials. The public hearing was closed at 8:42pm.

The Planning Commission deliberated on the matter discussing the best way for citizens utilizing this provision to become aware of any requirement for changes to their homeowners insurance. Due to no other application having this requirement, Staff will conduct research on the matter.

By a 5-0 vote (motion: Wulkowicz, 2nd Vogl) the Planning Commission voted to made a positive recommendation to City Council on File No. LDC-2-16 for revisions to BMC Section 17.124.140 Specific Standards Applying to Conditional Uses, Bed and breakfast facilities to clarify this section applies to bed and breakfast facilities renting more than one room and Section 17.104.030, Home Occupation Criteria to add a one room bed and breakfast.

APPROVAL of MINUTES

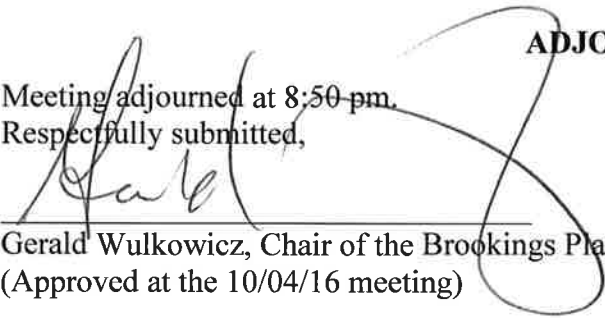
By a 3-0 vote (motion: Hartzell, 2nd Rings) the Planning Commission approved the minutes of the July 5, 2016 Planning Commission meeting as presented. Commissioners Hunter and Vogl abstained due to being absent from the meeting.

STAFF REPORT

The September meeting will be cancelled due to a lack of applications. A code revision regarding short-term rentals will be ready for the October meeting.

ADJOURNMENT

Meeting adjourned at 8:50 pm.
Respectfully submitted,



Gerald Wulkowicz, Chair of the Brookings Planning Commission
(Approved at the 10/04/16 meeting)

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/16	09/27/2016	74607	1	Abigael Garcia Heredia	20-00-2005	198.48- V
09/16	09/01/2016	77846	4058	44Mag Distributing LLC	10-00-2005	298.00
09/16	09/01/2016	77847	3473	4imprint	61-00-2005	807.10
09/16	09/01/2016	77848	5669	Vietnam Veteran Chapter 757	10-00-2005	385.00
09/16	09/01/2016	77849	5004	Blumenthal Uniforms & Equipment	10-00-2005	3,096.44
09/16	09/01/2016	77850	5048	Brookings Harbor Medical Center	25-00-2005	200.00
09/16	09/01/2016	77851	416	Brookings Lock & Safe Inc	25-00-2005	63.00
09/16	09/01/2016	77852	313	Brookings Vol Firefighters	10-00-2005	2,250.00
09/16	09/01/2016	77853	193	Central Equipment Co, Inc	10-00-2005	706.07
09/16	09/01/2016	77854	3834	Clean Sweep Janitorial Service	10-00-2005	2,155.00
09/16	09/01/2016	77855	822	Coast Auto Center	10-00-2005	430.94
09/16	09/01/2016	77856	1745	Coastal Paper & Supply, Inc	25-00-2005	420.87
09/16	09/01/2016	77857	1740	Code Publishing Company Inc	10-00-2005	483.50
09/16	09/01/2016	77858	5435	Consolidated Electrical Distributors Inc	10-00-2005	580.50
09/16	09/01/2016	77859	182	Coos-Curry Electric	10-00-2005	28,742.92
09/16	09/01/2016	77860	4746	Curry County Treasurer	10-00-2005	.00
09/16	09/01/2016	77861	1	Thomas Carlson	20-00-2005	121.14
09/16	09/01/2016	77862	1	Kimberly Carter	20-00-2005	203.13
09/16	09/01/2016	77863	1	Joann Cram	20-00-2005	167.93
09/16	09/01/2016	77864	1	Jeremy Herber	20-00-2005	114.15
09/16	09/01/2016	77865	1	Grace Ramirez	20-00-2005	21.28
09/16	09/01/2016	77866	1	Mark & Valerie Tucker	20-00-2005	8.73
09/16	09/01/2016	77867	1	Joel Tuttle	20-00-2005	300.00
09/16	09/01/2016	77868	5672	Dept of Public Safety Standards & Train	10-00-2005	128.25
09/16	09/01/2016	77869	4595	Doctor "D" Autocare	10-00-2005	128.00
09/16	09/01/2016	77870	749	Emerald Pool & Patio	10-00-2005	161.59
09/16	09/01/2016	77871	261	Engineered Control Products	25-00-2005	3,113.70
09/16	09/01/2016	77872	3342	Fastenal	25-00-2005	560.14
09/16	09/01/2016	77873	5432	First Community Credit Union	25-00-2005	812.99
09/16	09/01/2016	77874	298	Freeman Rock, Inc	25-00-2005	1,089.00
09/16	09/01/2016	77875	4646	Frontier	10-00-2005	154.55
09/16	09/01/2016	77876	5065	Gold Beach Lumber	10-00-2005	39.99
09/16	09/01/2016	77877	5172	Gowman Electric, Inc	10-00-2005	569.50
09/16	09/01/2016	77878	199	Richard Harper	10-00-2005	400.00
09/16	09/01/2016	77879	4171	In-Motion Graphics	10-00-2005	31.50
09/16	09/01/2016	77880	3978	KLB Enterprises	10-00-2005	177.19
09/16	09/01/2016	77881	4573	Methodworks	25-00-2005	777.00
09/16	09/01/2016	77882	4269	Milliman, Gary	10-00-2005	67.50
09/16	09/01/2016	77883	4901	Mountain View Paving, Inc	15-00-2005	1,929.60
09/16	09/01/2016	77884	685	Neilson Research Corporation	20-00-2005	405.00
09/16	09/01/2016	77885	334	North Coast Electric Company	25-00-2005	63.30
09/16	09/01/2016	77886	3603	Norwest Safety	25-00-2005	254.15
09/16	09/01/2016	77887	5439	OJPA	10-00-2005	210.00
09/16	09/01/2016	77888	3814	Optics Planet	10-00-2005	396.20
09/16	09/01/2016	77889	5155	Oregon Department of Revenue	10-00-2005	.00
09/16	09/01/2016	77890	322	Postmaster	25-00-2005	850.00
09/16	09/01/2016	77891	207	Quill Corporation	10-00-2005	1,142.34
09/16	09/01/2016	77892	3309	Roberts & Associates	25-00-2005	220.00
09/16	09/01/2016	77893	1840	Rogue Credit Union	25-00-2005	1,140.72
09/16	09/01/2016	77894	380	Stadelman Electric Inc	25-00-2005	1,020.96
09/16	09/01/2016	77895	990	UPS	25-00-2005	119.35
09/16	09/01/2016	77896	2863	Verizon Wireless	10-00-2005	479.42
09/16	09/01/2016	77897	861	Village Express Mail Center	10-00-2005	115.34

M = Manual Check, V = Void Check

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09/16	09/01/2016	77900	4131	Zumar Industries Inc	15-00-2005	183.38
09/16	09/08/2016	77901	5674	Azevedo, Lisa	10-00-2005	205.00
09/16	09/08/2016	77902	1233	Bart Kast Builder	10-00-2005	750.00
09/16	09/08/2016	77903	4939	BI- Mart Corporation	25-00-2005	284.00
09/16	09/08/2016	77904	4363	Black & Rice LLP	10-00-2005	4,987.20
09/16	09/08/2016	77905	5677	BlueTarp Financial Inc	25-00-2005	496.98
09/16	09/08/2016	77906	5004	Blumenthal Uniforms & Equipment	10-00-2005	680.00
09/16	09/08/2016	77907	147	Brookings Glass Inc	10-00-2005	655.00
09/16	09/08/2016	77908	715	Budge McHugh Supply	50-00-2005	4,714.67
09/16	09/08/2016	77909	4193	C & K Market, Inc	10-00-2005	21.75
09/16	09/08/2016	77910	2364	C & S Fire-Safe Services LLC	10-00-2005	822.50
09/16	09/08/2016	77911	5070	Canon Solutions America	10-00-2005	549.28
09/16	09/08/2016	77912	528	Caselle, Inc	25-00-2005	889.33
09/16	09/08/2016	77913	822	Coast Auto Center	10-00-2005	150.00
09/16	09/08/2016	77914	1740	Code Publishing Company Inc	10-00-2005	183.60
09/16	09/08/2016	77915	3844	Donna Colby-Hanks	10-00-2005	26.88
09/16	09/08/2016	77916	183	Colvin Oil Company	10-00-2005	3,200.09
09/16	09/08/2016	77917	4746	Curry County Treasurer	10-00-2005	416.00
09/16	09/08/2016	77918	173	Curry Equipment	15-00-2005	124.12
09/16	09/08/2016	77919	166	Dan's Auto & Marine Electric	25-00-2005	248.30
09/16	09/08/2016	77920	259	Da-Tone Rock Products	20-00-2005	148.44
09/16	09/08/2016	77921	185	Del Cur Supply	25-00-2005	54.95
09/16	09/08/2016	77922	484	DMV	10-00-2005	23.00
09/16	09/08/2016	77923	5676	Ewing Irrigation Products Inc	50-00-2005	980.60
09/16	09/08/2016	77924	3342	Fastenal	25-00-2005	105.16
09/16	09/08/2016	77925	2186	Ferguson	15-00-2005	2,316.70
09/16	09/08/2016	77926	153	Ferrellgas	25-00-2005	544.63
09/16	09/08/2016	77927	5642	Financial Pacific Leasing	10-00-2005	4,031.88
09/16	09/08/2016	77928	4646	Frontier	30-00-2005	531.25
09/16	09/08/2016	77929	1748	G.O. Construction	10-00-2005	35.00
09/16	09/08/2016	77930	198	Grants Pass Water Lab	20-00-2005	342.00
09/16	09/08/2016	77931	139	Harbor Logging Supply	25-00-2005	790.18
09/16	09/08/2016	77932	5675	Horn, Lisa	10-00-2005	205.00
09/16	09/08/2016	77933	162	Kerr Hardware	10-00-2005	1,334.92
09/16	09/08/2016	77934	5331	Lincoln Aquatics	10-00-2005	691.27
09/16	09/08/2016	77935	4573	Methodworks	25-00-2005	550.00
09/16	09/08/2016	77936	2971	Mission Communications LLC	25-00-2005	12,272.40
09/16	09/08/2016	77937	329	New Hope Plumbing	50-00-2005	4,000.00
09/16	09/08/2016	77938	5442	OACA Treasurer	10-00-2005	175.00
09/16	09/08/2016	77939	3561	Oil Can Henry's	10-00-2005	762.29
09/16	09/08/2016	77940	279	One Call Concepts, Inc	20-00-2005	63.36
09/16	09/08/2016	77941	5155	Oregon Department of Revenue	10-00-2005	1,486.00
09/16	09/08/2016	77942	860	Oregon Fire Chiefs Assn	10-00-2005	85.00
09/16	09/08/2016	77943	427	Oregon Pacific Company	10-00-2005	137.25
09/16	09/08/2016	77944	695	P & S Construction Co, Inc	50-00-2005	8,175.00
09/16	09/08/2016	77945	252	Paramount Pest Control	10-00-2005	50.00
09/16	09/08/2016	77946	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
09/16	09/08/2016	77947	380	Stadelman Electric Inc	10-00-2005	394.10
09/16	09/08/2016	77948	2738	Taser International	10-00-2005	2,730.00
09/16	09/08/2016	77949	5629	TMS Construction	10-00-2005	750.00
09/16	09/08/2016	77950	797	Town & Country Animal Clinic	61-00-2005	110.00
09/16	09/08/2016	77951	2122	Cardmember Service	10-00-2005	6,145.44
09/16	09/08/2016	77952	169	Waste Connections Inc	25-00-2005	2,704.90
09/16	09/08/2016	77953	4220	Woof's Dog Bakery	61-00-2005	97.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
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09/16	09/15/2016	77956	2407	Blue Star Gas	10-00-2005	3,257.14
09/16	09/15/2016	77957	5108	Brad Kelly, PT	10-00-2005	180.00
09/16	09/15/2016	77958	5048	Brookings Harbor Medical Center	10-00-2005	150.00
09/16	09/15/2016	77959	2364	C & S Fire-Safe Services LLC	10-00-2005	46.75
09/16	09/15/2016	77960	3015	Charter Communications	10-00-2005	702.35
09/16	09/15/2016	77961	5500	Chetco Brewing Company	32-00-2005	3,000.00
09/16	09/15/2016	77962	317	DCBS - Fiscal Services	10-00-2005	162.47
09/16	09/15/2016	77963	1	Dora Espiritu	20-00-2005	149.64
09/16	09/15/2016	77964	1	Ryan Garcia	20-00-2005	173.40
09/16	09/15/2016	77965	1	Charles Hurst DDS	20-00-2005	83.15
09/16	09/15/2016	77966	1	Richard Oliphant	20-00-2005	19.36
09/16	09/15/2016	77967	1	Timothy Padgett	20-00-2005	47.18
09/16	09/15/2016	77968	1	Ricardo & Maria Pedroza	20-00-2005	172.18
09/16	09/15/2016	77969	1	Jason Rendon	20-00-2005	186.27
09/16	09/15/2016	77970	1	Rodney Tinker	20-00-2005	28.76
09/16	09/15/2016	77971	1	Dianna Wiles	20-00-2005	99.34
09/16	09/15/2016	77972	2640	Dyer Partnership Inc., The	25-00-2005	54,910.79
09/16	09/15/2016	77973	5676	Ewing Irrigation Products Inc	50-00-2005	1,595.48
09/16	09/15/2016	77974	4646	Frontier	30-00-2005	109.45
09/16	09/15/2016	77975	1130	H.D. Fowler	20-00-2005	3,712.08
09/16	09/15/2016	77976	199	Richard Harper	10-00-2005	181.40
09/16	09/15/2016	77977	5679	Holiday Inn Express - Roseburg	10-00-2005	178.00
09/16	09/15/2016	77978	4981	McLennan Excavation, Inc	57-00-2005	328,020.75
09/16	09/15/2016	77979	5678	Maia Mello	10-00-2005	106.00
09/16	09/15/2016	77980	4443	Napa Auto Parts	10-00-2005	35.24
09/16	09/15/2016	77981	4487	Net Assets Corporation	10-00-2005	420.00
09/16	09/15/2016	77982	3159	NorthCoast Health Screening	10-00-2005	180.00
09/16	09/15/2016	77983	5008	Online Information Services	10-00-2005	168.82
09/16	09/15/2016	77984	207	Quill Corporation	10-00-2005	79.30
09/16	09/15/2016	77985	3	Lee & Bobbi Osborne	20-00-2005	60.34
09/16	09/15/2016	77986	5681	Robertson Sherwood Architects PC	50-00-2005	18,334.13
09/16	09/15/2016	77987	151	Western Communications, Inc.	10-00-2005	491.05
09/16	09/15/2016	77988	5671	Winchester Bay Inn	10-00-2005	211.86
09/16	09/15/2016	77989	5648	ZCS Engineering Inc	10-00-2005	425.00
09/16	09/15/2016	77990	4131	Zumar Industries Inc	20-00-2005	104.48
09/16	09/22/2016	77991	254	American Water Works Assn	20-00-2005	716.00
09/16	09/22/2016	77992	4797	Tony Baron	10-00-2005	456.20
09/16	09/22/2016	77993	255	Batteries Plus	25-00-2005	997.42
09/16	09/22/2016	77994	5527	Big State Industrial Supply Inc	20-00-2005	262.56
09/16	09/22/2016	77995	5004	Blumenthal Uniforms & Equipment	10-00-2005	13.90
09/16	09/22/2016	77996	4932	BSN Sports LLC	50-00-2005	9,957.69
09/16	09/22/2016	77997	2364	C & S Fire-Safe Services LLC	25-00-2005	210.00
09/16	09/22/2016	77998	5500	Chetco Brewing Company	10-00-2005	377.00
09/16	09/22/2016	77999	5336	Chetco Community Public Library	10-00-2005	15.00
09/16	09/22/2016	78000	4928	CIS Trust	10-00-2005	27,417.06
09/16	09/22/2016	78001	4977	Civic Plus	10-00-2005	7,127.81
09/16	09/22/2016	78002	4882	Coastal Heating & Air	10-00-2005	4,932.19
09/16	09/22/2016	78003	183	Colvin Oil Company	10-00-2005	2,301.46
09/16	09/22/2016	78004	4534	Daily Journal of Commerce Inc.	52-00-2005	327.60
09/16	09/22/2016	78005	1	Jeff Rushlow	20-00-2005	300.00
09/16	09/22/2016	78006	5156	Desi's Tree Trimming	15-00-2005	900.00
09/16	09/22/2016	78007	4876	D'sineZ	10-00-2005	105.00
09/16	09/22/2016	78008	261	Engineered Control Products	20-00-2005	942.68
09/16	09/22/2016	78009	5676	Ewing Irrigation Products Inc	50-00-2005	2,886.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
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09/16	09/27/2016	78012	5639	Justin Flores	15-00-2005	.00 V
09/16	09/22/2016	78013	5078	Geotechnical Resources, Inc	57-00-2005	1,635.00
09/16	09/22/2016	78014	167	Hach Company	20-00-2005	499.38
09/16	09/22/2016	78015	5651	Hartzell, Tim	10-00-2005	197.04
09/16	09/22/2016	78016	3408	IDEXX Distribution Inc	25-00-2005	669.85
09/16	09/22/2016	78017	4760	Industrial Electric Arcata, Inc.	20-00-2005	495.20
09/16	09/22/2016	78018	5526	L.N. Curtis & Sons Inc	10-00-2005	165.60
09/16	09/22/2016	78019	5650	La Quinta Inn & Suites Salem	10-00-2005	98.62
09/16	09/22/2016	78020	5650	La Quinta Inn & Suites Salem	10-00-2005	98.62
09/16	09/22/2016	78021	4573	Methodworks	25-00-2005	777.00
09/16	09/22/2016	78022	340	NFPA	10-00-2005	175.00
09/16	09/22/2016	78023	4748	Northstar Chemical, Inc	25-00-2005	4,462.00
09/16	09/22/2016	78024	3603	Norwest Safety	25-00-2005	7,526.65
09/16	09/22/2016	78025	5682	OCV Control Valves LLC	20-00-2005	92.59
09/16	09/22/2016	78026	4546	Pump Tech, Inc.	10-00-2005	2,299.27
09/16	09/22/2016	78027	207	Quill Corporation	10-00-2005	431.53
09/16	09/22/2016	78028	5376	Loren Rings	10-00-2005	197.04
09/16	09/22/2016	78029	5683	Search and Destroy Fire Train, LLC	10-00-2005	666.40
09/16	09/22/2016	78030	380	Stadelman Electric Inc	25-00-2005	320.00
09/16	09/22/2016	78031	5377	Andy Stubbs	10-00-2005	301.00
09/16	09/22/2016	78032	4542	Umpqua Bank Leasing	30-00-2005	47,689.78
09/16	09/22/2016	78033	432	USA Bluebook	20-00-2005	885.61
09/16	09/29/2016	78034	5188	Bauer Auto Body & Paint	25-00-2005	626.80
09/16	09/29/2016	78035	5552	Chrissy Bevens	15-00-2005	133.44
09/16	09/29/2016	78036	5108	Brad Kelly, PT	10-00-2005	90.00
09/16	09/29/2016	78037	3844	Donna Colby-Hanks	10-00-2005	163.44
09/16	09/29/2016	78038	182	Coos-Curry Electric	10-00-2005	29,227.77
09/16	09/29/2016	78039	5687	Crescent Ace Hardware #7464	50-00-2005	845.31
09/16	09/29/2016	78040	4746	Curry County Treasurer	10-00-2005	304.00
09/16	09/29/2016	78041	5577	Davis, Teresa	10-00-2005	571.72
09/16	09/29/2016	78042	1	Anthony Dechellis	20-00-2005	164.50
09/16	09/29/2016	78043	1	Abigael Garcia Heredia	20-00-2005	198.48
09/16	09/29/2016	78044	1	Valerie Goodwin	20-00-2005	17.41
09/16	09/29/2016	78045	1	James Markum	20-00-2005	174.16
09/16	09/29/2016	78046	749	Emerald Pool & Patio	10-00-2005	18.19
09/16	09/29/2016	78047	5639	Justin Flores	15-00-2005	43.50
09/16	09/29/2016	78048	298	Freeman Rock, Inc	15-00-2005	5,623.97
09/16	09/29/2016	78049	4646	Frontier	25-00-2005	850.00
09/16	09/29/2016	78050	5172	Gowman Electric, Inc	50-00-2005	455.09
09/16	09/29/2016	78051	167	Hach Company	25-00-2005	192.24
09/16	09/29/2016	78052	5470	Heffington, Joyce J	10-00-2005	1,560.00
09/16	09/29/2016	78053	3408	IDEXX Distribution Inc	25-00-2005	1,700.00
09/16	09/29/2016	78054	4171	In-Motion Graphics	10-00-2005	120.00
09/16	09/29/2016	78055	4980	iSecure	10-00-2005	33.00
09/16	09/29/2016	78056	5680	La Quinta Inn & Suites Newport	10-00-2005	194.00
09/16	09/29/2016	78057	4573	Methodworks	25-00-2005	777.00
09/16	09/29/2016	78058	4269	Gary Milliman	10-00-2005	215.24
09/16	09/29/2016	78059	5364	North Central Laboratories	25-00-2005	657.76
09/16	09/29/2016	78060	5155	Oregon Department of Revenue	10-00-2005	970.00
09/16	09/29/2016	78061	695	P & S Construction Co, Inc	50-00-2005	11,350.00
09/16	09/29/2016	78062	5388	Palm Industries Inc	10-00-2005	780.00
09/16	09/29/2016	78063	5686	Runyan, Mary Ann	10-00-2005	234.50
09/16	09/29/2016	78064	5685	Simmons, Diana	10-00-2005	205.00
09/16	09/29/2016	78065	990	UPS	20-00-2005	69.33

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/16	09/29/2016	78066	5684	Western Partitions Inc	53-00-2005	84,500.02
09/16	09/29/2016	78067	5588	Xplore Film LLC	32-00-2005	2,000.00
Grand Totals:						<u>828,360.75</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Report type: Summary