

# City of Brookings MEETING AGENDA

## CITY COUNCIL/URBAN RENEWAL AGENCY

**Monday, December 14, 2015, 7:00pm**

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

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," under ORS 192.660(2)(f), "to consider information or records that are exempt by law," under ORS 192.660(2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," and under ORS 192.660.(2)(i) "to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing."

## CITY COUNCIL

### A. Call to Order

### B. Pledge of Allegiance

### C. Roll Call

### D. Ceremonies/Appointments/Announcements

1. Accept Kelly McClain's resignation from Council Position #4, declare the position vacant and approve the timeline to fill the position by appointment. [City Manager, pg. 4]
  - a. Excerpts from the City Charter and Oregon Revised Statutes [pg. 5]
  - b. Proposed timeline to fill position by appointment [pg. 6]
  - c. Kelly McClain's resignation letter [pg. 7]

### E. Oral Requests and Communications from the audience

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

### F. Staff Reports

1. Discussion regarding complaint received from Tiffany Berg relating to construction activity during the Marine Drive Slope Repair project. [PWDS, pg. 8]
  - a. Invoice sent to Robert and Tiffany Berg for new driveway approach [pg. 10]
  - b. Past Due notice sent to Robert and Tiffany Berg [pg. 11]
  - c. Email complaint from Tiffany Berg [pg. 12]
  - d. Email response to Tiffany Berg from PWDS Director. [pg. 14]
  - e. Email from Project Engineer and Surveyor verifying road width [pg. 15]
  - f. Photos [pg. 16]
2. Discussion regarding complaint lodged against Planning Commissioner Ray "Skip" Hunter by Catherine Wiley. [City Manager, pg. 18]
  - a. Letter and attachments from Catherine Wiley [pg. 19]
  - b. Email from Ray "Skip" Hunter [pg. 43]
3. Direction to staff regarding City Attorney's recommendations for the proposed amateur radio facility ordinance. [City Attorney, pg. 44]
  - a. Advice letter from City Attorney Martha Rice [pg. 45]
  - b. Letter from Christopher Imlay, AARL General Counsel [pg. 48]

4. Discussion and direction to staff regarding hydrant meter operating procedures and proposed changes to Brookings Municipal Code (BMC) Section 13.05.060. [PWDS, pg. 52]
  - a. Proposed standard operating procedures [pg. 53]
  - b. Proposed revisions to BMC Section 13.05.060. [pg. 54]
5. Authorization to execute an agreement with Stagelights Musical Arts Community to provide Transient Occupancy Tax (TOT) funds for the 2016 Wild Rivers Music Festival. [City Manager, pg. 56]
  - a. Funding request [pg. 57]
6. Authorization to execute an agreement with Curry County Cruisers to provide TOT funds for the 22<sup>nd</sup> Azalea Festival Car Show. [City Manager, pg. 59]
  - a. Funding request [pg. 60]
7. Authorization to execute an agreement with Oregon Coast Magazine to expend TOT funds for advertising in the publication's March/April Mile-by-Mile Guide. [City Manager, pg. 63]
  - a. Advertising Agreement 4068 [pg. 64]
  - b. Mile-by-Mile Guide cover and Brookings area pages. [pg. 65]
8. Acceptance of the City's Financial Audit for fiscal year ended June 30, 2015. F&HR, pg. 68]
  - a. City's Financial Audit [Distributed separately]

#### **G. Consent Calendar**

1. Approve Council meeting minutes for November 9, 2015. [pg. 69]
2. Approve Special Council meeting minutes for November 23, 2015. [pg. 73]
3. Approve Liquor License Application for Sushi & Noodle House, Inc., 777 Cottage Street. [pg. 74]
4. Accept Tourism Promotion Advisory Committee minutes for July 16 and August 20, 2015. [pg. 76]
5. Accept November 2015 Vouchers in the amount of \$234,408.70 [pg. 80]
6. Receive monthly financial report for October 2015. [pg. 83]

#### **H. Remarks from Mayor and Councilors**

#### **I. Adjournment**

### **URBAN RENEWAL AGENCY**

#### **A. Call to Order**

#### **B. Roll Call**

#### **C. Consent Items**

1. Approve Agency minutes for June 22, 2015. [pg. 89]

#### **D. Public Comments** on non-agenda items – 5 minute limit per person.\*

#### **E. Staff Reports**

1. Acceptance of the Urban Renewal Agency's Financial Audit for year ended June 30, 2015. [F&HR Director, pg. 90]
  - a. URA Audit [Distributed separately]

#### **F. Agency Remarks**

#### **G. Adjournment**

\*Obtain Public Comment Forms and view the agenda and packet information on-line at [www.brookings.or.us](http://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.

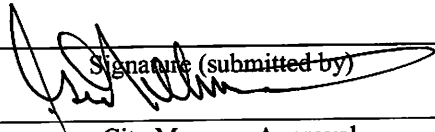
All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least fourteen days advance notification. Please contact 469-1102 if you have any questions regarding this notice.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 14, 2015

Originating Dept: City Manager

  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Resignation of Kelly McClain from Council Position 4.

Recommended Motion:

Accept the resignation of Kelly McClain from Council Position 4, declare the position vacant and approve the timeline for filling the position by appointment.

Background/Discussion:

On December 3, 2015, the City received a letter from Kelly McClain announcing his resignation from Councilor Position #4, effective immediately.

According to the City Charter and Oregon Revised Statutes, the City Council must, within 60 days of declaring a vacancy on the City Council, fill the vacancy by appointment.

The City Council may appoint any registered voter of the State of Oregon who has resided in the City of Brookings for at least 12 months preceding appointment to fill the position. The appointee will fill the current term which expires on January 14, 2019.

Attachment(s):

- a. Excerpts from the City Charter, Oregon Revised Statutes and Brookings Municipal Code.
  - b. Proposed timeline to fill position by appointment
  - c. McClain's resignation letter, received December 3, 2015.
-



## **CITY OF BROOKINGS CHARTER OF 1993**

### **CHAPTER III**

#### **Section 7. Council.**

The council consists of a mayor and four councilors nominated and elected from the city at large or, in case of one or more vacancies in the council, the council members whose offices are not vacant.

### **CHAPTER IV**

#### **Section 19. Vacancies: Occurrence.**

The office of a member of the council becomes vacant:

- (1) Upon the incumbent's:
  - (a) Death,
  - (b) Adjudicated incompetence, or
  - (c) Recall from office; or
- (2) Upon declaration by the council of the vacancy in case of the incumbent's:
  - (a) Failure, following election or appointment to the office, to qualify for the office within ten days after the time for his or her term of office to begin.
  - (b) Absence from the city for 30 days without notifying the council or from all meetings of the council within a 65-day period.
  - (c) Ceasing to reside in the city.
  - (d) Ceasing to be a qualified elector under state law.
  - (e) Conviction of a felony crime, a misdemeanor involving moral turpitude or any other offense pertaining to the public office.
  - (f) Resignation from the office.

#### **Section 20. Vacancies: Filling.**

A vacancy in the council shall be filled within 60 days by:

- (1) Appointment by a majority of the council;
- (2) Special election when the number of vacancies in the council exceeds the number of members holding office.

The terms of office of those appointed or elected run from the time of their qualifying for office after appointment or election and until expiration of the terms of their predecessors who have left the offices vacant.

## **OREGON REVISED STATUTES**

#### **Section 221.120**

- (4) The council shall fill by appointment vacancies in its membership.
- (5) The term of office of an appointee to an office of councillor shall be the remainder of the term of office of the immediate predecessor of the appointee in the office.

### **Timeline to Fill Council Position #4 By Appointment**

<b>Date</b>	<b>Task</b>	<b>Day #</b>
<b>February 12, 2016</b>	<b>State mandated deadline</b>	<b>60</b>
December 14, 2015	Position declared vacant	1
December 16, 2015	Press Release Issued	3
January 15, 2016	Applications due to City Recorder	33
January 18, 2016	Applications* provided to Council	36
January 25, 2016	Applicant Interviews/Appt/Swearing In	43

\*Applications will also be included in the January 25, 2015 City Council Packet.

Dear Joyce Heffington,

Due to the fact that we have moved to Arizona, I need to formally resign from my position of Councilor 4 of the City of Brookings effective today 12/3/15. I have truly enjoyed my time on the council and working with all of the wonderful people at the City and my fellow Councilors. Special thanks to our fine Mayor Ron Hedenskog and City Manager Gary Milliman for their hard work and dedication to the fine City of Brookings. And a special thanks to you Joyce for always helping me stay on track and making sure I remembered all my meetings.

Thanks to All,  
Kelly McClain

# CITY OF BROOKINGS

## Council Agenda Report

Meeting Date: December 14, 2015

Originating Dept: PWDS

  
Public Works and Development Director

  
City Manager Approval

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Subject: Customer Complaint regarding Marine Drive Slope Repair project

Recommendation: Informational only

Financial Impact: \$1,700 added to project cost to facilitate widening driveway approach as requested by property owner at 241 Marine Drive.

Background/Discussion:

On Friday evening, July 24, 2015 the resident at 241 Marine Drive, Tiffany Berg was unable to access her driveway with her boat and trailer due to construction activity related to the slide repair on Marine Drive being conducted by Tidewater Inc. (TW) under contract with the City. This caused understandable frustration and resulted in a complaint to the City Manager as the Contractor had left the jobsite. City Staff met with Berg and offered to provide a secure temporary location to house the boat and trailer which was not accepted.

The following Monday the Public Works Director called Berg and offered to meet her on the job site. The incident was discussed and Berg was assured her that access would be maintained to her property. Berg was also upset that her driveway was not going to be widened as part of the project. Staff explained that the project scope had to be limited to work in the right of way (ROW) due to budget limitations. She stated that she was willing to pay for the work but that Tidewater (TW) would not return her calls or talk to her. Staff offered to intercede with TW and she accepted my offer.

TW was not willing to work for her; they would however be willing to include work on her driveway in the City project under a change order. They marked out the area that they would clear and asphalt and proposed a culvert extension, estimated project cost \$1,500. Staff met with Berg again to go over the scope of what TW would do and the cost. Berg agreed to the estimate and stated that she wanted the work done. As TW was finished with the City phase of the project and ready to move their equipment offsite Staff accepted her verbal agreement.

After excavation of the area by TW Staff met with Berg again, there was an additional small area that she wanted removed, TW was unwilling to do so as it was on a slope and they were concerned about destabilizing the hillside. Berg stated that she would remove that area herself.

TW completed the work, due to the additional paving required to mitigate the removal of vegetation on the slope the final price for the Berg driveway was \$1,700. Staff called and left a message for the Berg's the day the billing went out, September 15, to let them know the final price. They did not respond to the billing, nor did they at any time advise Staff that they were

unhappy with the work. The Berg's were sent a past due notice on October 15 and informed the Finance Department Staff that they would not pay until the matter was reviewed by the City Council.

Berg contacted the City Manager on October 13 to request that the matter be on the City Council Agenda stating that the roadwork was unsatisfactory. The matter was scheduled for the City Council meeting of October 26 but rescheduled to November 9 at Berg's request.

The Berg's also contend that the road width has been reduced. The useable road width is essentially unchanged and is the maximum width that could be obtained without constructing a large retaining structure.

Policy Considerations: none

Attachment(s):

- a. Billing to Berg
- b. Past due notice
- c. E-mail complaint from Berg
- d. PWDS Director response to Berg
- e. E-mail from Project Engineer Chris Ell and Surveyor Rich Roberts verifying road width
- f. photos

September 15, 2015

**City of Brookings**  
**898 Elk Drive**  
**Brookings, OR 97415**  
**Phone: 541-469-1171**  
**www.brookings.or.us**



lsnook@brookings.or.us

**Bill To:**

**Robert & Tiffany Berg**  
**241 Marine Drive**  
**Brookings, OR 97415**

**Re: 241 Marine Drive - Driveway Approach**

<b>New Driveway approach—241 Marine Drive Provided by Tidewater during Marine Drive Project</b>		<b>\$1,700.00</b>
	<b>Balance Due</b>	<b>\$1,700.00</b>

**Please submit payment to:**

**City of Brookings**  
**898 Elk Drive**  
**Brookings, OR 97415**

September 15, 2015

**City of Brookings**  
**898 Elk Drive**  
**Brookings, OR 97415**  
**Phone: 541-469-1171**  
**www.brookings.or.us**



lsnook@brookings.or.us

**PAST DUE**

**Bill To:**

Robert & Tiffany Berg  
241 Marine Drive  
Brookings, OR 97415

Re: 241 Marine Drive - Driveway Approach

New Driveway approach—241 Marine Drive Provided by Tidewater during Marine Drive Project		\$1,700.00
	Balance Due	\$1,700.00

**Please submit payment to:**

**City of Brookings**  
**898 Elk Drive**  
**Brookings, OR 97415**

Hi Laura Lee,

Sorry i haven't had time to email you. I have been quit busy with personal things with Robert and volunteering in both kids classes for the holiday!! I received your voice message which prompted me to attempt to talk to the city council members and i called Gary who helped me in getting that achieved. I wanted to address your message which i was not happy about. First of all the road is a complete disaster and i am wondering what the cities thought is on it as well. Do you see this project as being a success or not? Do you have other home owners coming to you complaining about the road? Reason i ask is i have spoken to a few and they are not happy. I was wondering if they contacted you. Im not the type to put a so to speak posse together. I believe you had our best interest at heart. I am a bit lost and get a feeling that Tidewater did the least amount of work for the most amount of money. It took them 45 minutes to put that pipe in and cover it with dirt. I watched. Yes the boys were pissed but they did it. although as they know it did not help in the driving up the driveway at all. I talked to you about going down after they were done and digging into that wall a bit and leveling it and adding asphalt, but for some reason you had them come back and do more work and put the bullhead in. That was not part of our discussion at all and that is not at all what we wanted. We cut the tree down like we discussed so it isn't impeding in our way anymore and the only thing that rob and i need to do now is dig out that corner that Tidewater wouldn't touch but it would of taken him maybe ten minutes since he was already there but well he would not do. Ok we said we would do it. but you had them come back and put more asphalt up and that made it even worse.... Then they came back and took another 12 inches to put that curb up straight down from the driveway which impedes our driveway as well. So for weeks i have been sitting on my hands listening to my mother saying give it time and maybe it will make things more clearer to you on why they did what they did. Well it has not become more clear to me, it has made me more not so understanding. I am so disappointed in the outcome its unreal. You are awesome and its not personal and i hope you don't take this that way. Tidewater did not put the road back the way it should of been. There is about 4 to6 feet missing over the embankment., and now they just took another 12 inches off it by putting in a curb which is most disturbing. our original agreement was a 1200 dollar bill for the pipe and ash fault.. I am having a hard time swallowing the fact that it could be washed away so we added another 500 dollar bill to that. I am a bit confused to say the least and very disappointed in the whole project. I have a serious problem paying for any work done under the circumstances of how it was done. It is not done like we talked about at all. they were suppose to put the wall back up as to not loose any depth. and they lost a lot of depth. i know we were stuck in suck a horrible spot and you did your best to have tidewater comply but they just wanted to do as little as possible and it shows. it does us no help at all. It took him 45 minutes to put that pipe in and have it covered with dirt. but it does no help because you can't go over it because its so bumpy going up the driveway. coming down the drive way with the six feet off the



far side of the street is just ridiculous. Tidewater did not put that hill back where it should have been at all and it really has rendered our ability to gain access to our property. What a sad sour taste this leaves in my mouth. This is so not the way I wanted to enter this wonderful community. We did about 60 thousand dollar remodel on this house and tried to keep things as local as possible in an attempt to help out the local businesses. I am hoping that maybe YOU can shed some light on why the wall ended up to be six feet short. My mailbox is now down the street and can't be put in where it was before because there is no ground to put it in, it's gone. I do not want to have to go in front of the city council and attempt to explain all this. Other people's driveways have been altered as well. And because of this without that work that was done I wouldn't be able to get anything but maybe a truck up the driveway if we hadn't done the improvement. Can you explain to me why at this point in the game that we are still financially responsible to pay for the pipe and asphalt? If that did not get done there would be no way to get up our driveway the way they did that hill. If I am wrong please enlighten me so I don't go make a fool in front of the city council or even worse go hire an attorney and waste their time and more money. Hope this makes sense to you since you were with me on this project. To try and explain it to the city council it may get confusing. You have my phone number but I would rather have a response here so I can see it on paper. If I need to go to the city council meeting I hope you will be there so I can get some clarity for the council to see my side and what I am talking about. I took a lot of pictures but they won't have a clue on what they are looking at.

Anyway I hope this email makes sense if not call me and maybe we can talk it through and you can help me understand what I am missing. We had the tree cut down that was blocking our approach like we talked about. And I have purchased cement and cement mixer and all the stuff to do it like we talked about as well. If you get this this weekend feel free to contact me as this is what will be on my immediate plate from now on until resolved.

I enjoyed working with you, and I am not trying to get out of paying for what I asked to be done. But I don't feel it got done properly. You are good at your job and it's nice to know I have a connection with a city official right or wrong.

sincerely : Tiffany Berg  
241 Marine drive  
Brookings, Oregon 97415  
530-310-4272

Thank you for any help you can give.

Lauralee Snook <lsnook@brookings.or.us>

Oct 31

to Tiffany

Hi Tiffany I'm sorry that you're unhappy with the final result of the road. The civil engineer who is also the project engineer was satisfied with the work and signed off . Both he and the surveyor confirm that the outside edge of the road is in its original position. The curb was necessary to prevent water from rushing down over the embankment which is what caused the failure in the first place. The estimate for the work on your driveway was \$1500. At the final inspection of the project the civil engineer required that the additional paving be installed to protect the culvert headway from washing out due to the water redirected down your driveway. The only other complaint received related to this project was from Mrs. Castellini who felt that the approach to her drive way had been damaged by trucks turning around. we required that Tidewater repair the damage. I believe that we did the best we could considering the limited area of work and our budget and I am satisfied with the final project. I didn't see an attachment to your email so I don't know The details of your letter. I have prepared a draft report for the council regarding this matter to present at the December 14 meeting . I will review your letter when I return on November 16



Chris Ell <CEll@gri.com>

Tue, Oct 13, 2015 at 2:19 PM

To: Richard Christensen <rchristensen@brookings.or.us>, LauraLee Snook <lsnook@brookings.or.us>

Cc: George Freitag <GFreitag@gri.com>

LauraLee, here is a photo of the previous drainage ditch from October 20, 2014 before construction. I recall that Rich Roberts survey points along edge of the asphalt pavement by the ditch are in the same place before and after. So the road is about the same now as before. However, the unpaved shoulder along the ditch is now much steeper and possibly 1 to 2ft of ditch widening may have occurred by Tidewater, which isn't necessary reflected by the survey points at edge of roadway.

The downslope edge of the paved roadway edge is nearly exactly where it was before also, which is now face of the planned curb line, plus there is two more feet of level shoulder beyond the face of curb, which wasn't there before. I think there is a bit of an optical illusion that the downslope edge is steeper because of the tall ferns below the shoulder that used to make the shoulder look not as steep. However, below the ferns next to the road, the slope was nearly vertical for several feet, which probably wasn't noticed by people passing by. See attached photo. Overall, the slope below the road was widened and is not as steep as it once was.

Mail

More

3 of 13,028

Marine Drive

Roberts 8  
President

Inbox (2)

Starred

Important

Sent Mail

Drafts

Trash

1122 Fifield

ADA

airport

C-More



LauraLee Snook

3:50 PM (45 minutes ago)

Wishing we had taken photos of your paint marks after project completion. I d...

Rich Roberts <rich@robertsassocls.com>  
to me

4:30 PM (6 minutes ago)

Laura Lee,

Yes, it is the same width, some areas were reconstructed a bit wider. I think the problem is an optical illusion. Prior to the reconstruction, there was quite a bit of brush on the slope, thus giving the illusion of containment. Now, with the brush gone and the slope slicked off, a person gets the feeling of being exposed. You feel like you might go over the edge and want to hug the centerline. But when the brush was there it somehow felt more secure and you were not as aware of the narrowness and the possibility of going over the edge did not seem as threatening. I say this because I felt the same way when we came back to mark the old pavement location. I thought for sure the pavement would be narrower than the pre-construction location.

That's all I can figure. If you look further on down the road at the brush on the slope, it feels somehow more secure than if you imagine the brush removed from the slope.  
Rich

**From:** LauraLee Snook [mailto:[lsnook@brookings.or.us](mailto:lsnook@brookings.or.us)]  
**Sent:** Thursday, October 15, 2015 4:09 PM  
**To:** Rich Roberts  
**Subject:** Re: Marine Drive

Search people...

Chrissy Bevens

Jordan Fanning

Donna Colby-Hanks

Rich Christensen





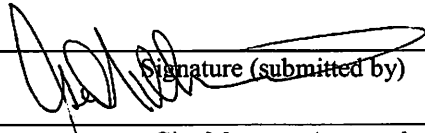


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 14, 2015

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Complaint from Catherine Wiley RE: Planning Commissioner Ray “Skip” Hunter

Recommended Motion:

None.

Financial Impact:

NA

Background/Discussion:

The City Council has received a letter from Catherine Wiley lodging a formal complaint against Planning Commissioner Ray “Skip” Hunter; copy attached. Hunter has provided an email response; copy attached.

Attachment(s):

- a. Letter and attachments from Catherine Wiley.
- b. Email from Ray “Skip” Hunter.

Catherine Wiley  
96370 Duley Creek Rd.  
Brookings, OR 97415

November 18, 2015

To: Mayor Hedenskog & the Brookings City Council

Re: Formal Complaint

This formal complaint is regarding Ray "Skip" Hunter, current Brookings Planning/Citizen Involvement Committee Commissioner, and my request that he resign or be removed from the City Planning Commission for cause. The Brookings Planning Commission also serves as the State mandated Citizen Involvement Committee. Based on the documentation listed, and attached as evidence, Mr. Hunter's public, libelous attacks are proof positive that his behaviors inhibit, if not prohibit, the intent and mandate of encouraging public inclusion, expression and involvement.

Mr. Hunter has presented biased misinformation in his 10/2/15 e-mail distribution of his own recording of my public presentation 9/26/15 regarding the recent local ballot measure 8-84. This was followed by his libelous letter to the editor of the Curry Coastal Pilot, entitled "Political Spaghetti", published 10/7/15.

I was not aware of Mr. Hunter's status as a Planning/CIC Commissioner until this past week, while preparing for public testimony intended to be presented to the Brookings Planning Commission.

However, it should be noted that Mayor Hedenskog participated in the same public presentation, 9/26/15. The Mayor's position was in opposition to mine. The Mayor was directly involved in the legislation and subsequent ballot measure, as well as the Political Action Committee (PAC) supporting 8-84. He surely was cognizant that Mr. Hunter's letter was libelous, and knew Mr. Hunter was an appointed Brookings public official and CIC representative.

Since there has been no public action taken by Mayor Hedenskog regarding these issues, it gives the appearance of his acceptance and/or support for Mr. Hunter's actions. Based on this, and the extensive history of rudeness and/or intimidation by public officials in Brookings public hearings, I am submitting this complaint to the State Department of Land Conservation and Development, the Chair of the Citizen Involvement Advisory Committee, and the Oregon Government Ethics Commission.

Thank you for your due consideration of my complaint and request.

Sincerely,

A handwritten signature in black ink, appearing to read "Catherine Wiley", written over the printed name.

Catherine Wiley

[cwileywoods@hotmail.com](mailto:cwileywoods@hotmail.com)

cc: Jim Rue, Director DLCD

Steve Faust, Chair, CIAC

Ronald A. Bersin, Director OGEC

Attachments:

Brookings Complaint Policy (1)

Ray "Skip" Hunter's Planning Commission Application (2)

Hunter's email and letter to the editor (3&4)

C. Wiley's Relevant Qualifications & Actual Public Presentation (5,6 &7)



**Attachment 1**  
Close

Print

## FW: Inquiry...

From: **Joyce Heffington** (jheffington@brookings.or.us)  
Sent: Mon 11/16/15 9:56 AM  
To: **Catherine Wiley** (cwileywoods@hotmail.com)  
Cc: **LauraLee Snook** (lsnook@brookings.or.us); **Gary Milliman** (gmilliman@brookings.or.us)

Hi Catherine,

Generally, our policy for receiving complaints against an employee or appointed City official is an informal one, in so far as they may be made in person, by phone, by email, through submission of a letter addressed to the appropriate party (as follows) or by using whatever form is being used by the various departments.

Complaints about a Police or Fire Department employee should be directed to the Public Safety Director.

Complaints about all other employees, with the exception of the City Manager, may be directed to the employee's immediate supervisor, the Department Director, or the City Manager, as appropriate.

Complaints about the City Manager and any appointed Commission and Committee member should be addressed to the City Council.

Complaints regarding employees are typically handled by the department supervisor or department head, as appropriate. If a complaint is unable to be resolved at the department level, it will be forwarded to the City Manager.

Complaints against the City Manager or an appointed Commission or Committee members are handled by the City Council using whatever process they deem appropriate.

I hope this helps.

*Joyce Heffington*



RECEIVED

OCT 24 2014

CITY OF BROOKINGS

Attachment 2(a-c)

City of Brookings a.

898 Elk Drive, Brookings, OR 97415

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

[www.brookings.or.us](http://www.brookings.or.us)

APPLICATION TO SERVE ON A CITY OF BROOKINGS  
COMMISSION, COMMITTEE OR BOARD

PART I. Contact Information:

Name: RAY "Skip" Hunter Date: 10/24/14  
Physical Address: 1310 English CT. Brookings, OR.  
Mailing Address: SAME  
Email Address: skiphunter888@yahoo.com Phone: (541) 661-7068

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 checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii)	5 Electors, 2 UGB	4 yrs
<input type="checkbox"/> Budget Committee	5 Electors	3 yrs
<input type="checkbox"/> Parks and Recreation Commission	4 Residents, 1 UGB	2 yrs
<input type="checkbox"/> Public Art Committee (iii)	3 Residents, 2 UGB	3 yrs
<input type="checkbox"/> Traffic Safety Committee	2 Residents	2 yrs
<input type="checkbox"/> Tourism Promotion Advisory Committee	TBD	TBD
<input type="checkbox"/> Other (please specify):		

2. **City residents:** How long have you lived in the City of Brookings? 17 (yrs/mths)

Are you a City elector (registered voter)? ☒ Yes ☐ No

3. **UGB residents:** How long have you lived in the UGB?: \_\_\_\_\_ (yrs/mths)

4. **What is your current occupation?** COLLEGE INSTRUCTOR

NOTES:

(i) Membership requirements:

- Resident and UGB status are determined by physical address.
- Residents must reside within the City limits.
- Electors are registered voters of the City of Brookings (verified by County Elections Officer)
- UGB members must reside within the Brookings Urban Growth Boundary or Area. (Contact the Planning Department at 541-469-1137 to determine if you are in the UGB).

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

(iii) Other restrictions:

- No more than two (2) Planning 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.
- Three (3) Public Art Committee 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:

NONE HEREIN BROOKINGS BUT AT Mendocino College Facilities development including in cooperation with the City of Ukiah Parks and Rec Department. As a ~~licensed~~ real estate agent, I was familiar with the ten year City Master Plan for the City and Zoning issues. I NO LONGER MAINTAIN A REAL ESTATE LICENSE.

2. List your work history and educational background, as well as any volunteer experience that is not related to the position for which you are applying:

B.A. & M.A. CALIFORNIA STATE U., CHICO  
COMMUNITY COLLEGE EDUCATOR (34 YEARS IN  
NORTHERN CALIFORNIA @ MENDOCINO COLLEGE  
IN UKIAH CALIFORNIA. SEVEN YEARS AT  
COLLEGE OF THE REDWOODS, DEL NORTE CAMPUS  
(CURRENTLY EMPLOYED) AND EIGHT YEARS  
AT SOUTHWESTERN OREGON C.C., (CURRENTLY  
EMPLOYED).

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

I WOULD LIKE TO SEE BROOKINGS  
CREATE A MASTER PLAN FOR FUTURE  
DEVELOPMENT.

A. 2.c

**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 and in the presence of the witness listed below, 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.

RAY SKIP HUNTER  
Applicant (print name)

Ray Skip Hunter  
Applicant's Signature

Connie Raye Hunter  
Witness (print name)

10/24/14  
Date

Connie Raye Hunter  
Witness's Signature

10/24/14  
Date

**\*\*Planning Commissioners** holding office on April 1<sup>st</sup> 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/OGE/forms\\_publications.shtml](http://www.oregon.gov/OGE/forms_publications.shtml). Official forms are provided by OGE.

**Submit completed applications** by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular City business hours are 9:00am – 4:30pm, Monday–Friday.

**Commission and Committee contact information:**

Planning Commission: 541-469-1135  
Parks and Recreation Commission: 541-469-1103  
Traffic Safety Committee: 541-469-1103

Public Art Committee: 541-469-1135  
Budget Committee: 541-469-1123  
Tourism Promotion Advisory Committee  
541-469-1101

From: Skip Hunter <skiphunter888@yahoo.com>

Date: Fri, Oct 2, 2015 at 9:49 PM

Subject: Fw: KCIW: WHAT IS COMMUNI-TEA CONVERSATIONS?

To: "skiphunhter888@yahoo.com" <skiphunhter888@yahoo.com>

a.

## PLEASE SHARE WITH YOUR EMAIL LISTS!

\*\*\*\*\*

### **SPECIAL EDITION OF *COMMUNITY CONVERSATIONS*:**

This special edition of *Community Conversations* is being called: Communi-TEA Conversations!

Click on the link below to hear the latest program recorded at the Sept. 26th, TEA  
Party meeting and forum:

<https://www.facebook.com/kciw.org/posts/501522296695596>

IF YOU DON'T HAVE THE BACKSTORY YOU DON'T HAVE THE WHOLE STORY--

Please see Soundbites, below, for more information on two ballot initiatives  
that voters will decide in November - what is most important - no more taxes or  
expansion of life-saving services?

<

>

<https://bay180.mail.live.com/ol/mail.mvc/PrintMessages?mkt=en-us>

10/3/2015

A 36



## Community Conversations: Brookings Tea Party Presents Curry Health District Expansion Town Hall Meeting with Mayor Ron Hedenskog and Catherine Wiley

KCIW October 2, 2015 Brookings, Community Conversations, Community Services, Harbor, Health and Wellness, Issues, Podcast

00:00:00

01:37:49

Podcast: [Play in new window](#) | [Download \(89.6MB\)](#) | [Embed](#)

Subscribe: [iTunes](#) | [Android](#) | [RSS](#) | [More Subscribe Options](#)

If you don't have the back story, you don't have the whole story!

At the Sept. 26, 2015 Brookings TEA Party meeting and forum, City of Brookings' Mayor Ron Hedenskog, Vice Chair of the Curry Health District Political Action Committee, and retired healthcare professional, Catherine Wiley, provide two different perspectives about Curry Health District's service and territory expansion plans for south Curry County. KCIW's tech crew and Community Conversations' show host, Connie Hunter, record the discussion to provide food for thought for Curry County voters.



Photo by Eric Bryant

Hedenskog explains Curry Health Network's position that the accompanying District residents have an extraordinary opportunity to strengthen healthcare services and still maintain local control. Conversely, Wiley provides a philosophical and historical perspective taking the Tea Party's position that this tax levy is just one more tax. Espousing the opposite opinion from Hedenskog and CHD, Wiley explains why she believes that the "Taxed Enough Already" philosophy is a reason to vote down the two measures.

Recorded on location, at the Beachfront Inn conference room, this special report focuses on whether or not local residents are willing to vote for a property tax increase to fund an Emergency Department and other expanded healthcare services in Brookings-Harbor.

In July, the Curry County Board of Commissioners voted unanimously to allow two ballot measures to be included during the November election. Both measures must pass to allow the expansion of Curry Health District to include the Brookings-Harbor area. Coincidentally, Hedenskog's candidacy was announced on the front

A. 3c

page of the Curry Coastal Pilot as he will run for Curry County Commissioner in the upcoming election. Wiley does not seem intimidated by Mayor Ron and provides many details that shape her opinion. It is up to voters to decide what is most important to them – no more taxes or life saving convenient services.

**Producer:** Connie Hunter; **Recording tech:** Justin Only, Jim Newman; **Sound editor:** Justin Only

*The opinions expressed here are those of the individual participants. Curry Coast Community Radio takes no position on issues discussed in this program.*

**If you enjoy this program and want to hear more like it, consider supporting Curry Coast Community Radio. Here's How.**





# Letters to the editor

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*Lou Costa  
Brookings*

## MOVING IN

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pay again (insurance)?

It's a new business model staunchly supported by politicians and the people paying now. The politicians politely pay lobbyists and law firms (I mean with taxpayer money); poo-poo public involvement, and pretend that the Pals provide the only poultry you can get.

Perhaps, we (the public) deserve more than promises. Take a look at the menu, but thoroughly check out the real ingredients.

*Ed McDonald,  
Brookings*

## BETTER HEALTH CARE

I cast no aspersions' on the hard-working staff at urgent care in Brookings, however following two recent "urgent visits," both of which resulted in being told they were ill-equipped to treat my wife, we were advised to proceed to the emergency room, either in Gold Beach or Crescent City.

Not sure but maybe "semi-urgent" care would be a better name for the Brookings facility.

Again no aspersions on the staff, but it is time for the south county to step up to the plate and demand better health care. Please join me in voting yes for real emergency care in southern Curry.

*Donald Huggins  
Brookings*

## POLITICAL SPAGHETTI

Responding to last Saturday's TEA Party meeting (about Curry Health Network's ballot measures):

Thanks, Ron Henskog, you provided good information and encouraged a culture of good decision-making while Catherine Wiley tried to win the debate. She did a disservice to people whose lives literally hang in the balance in south Curry County without an emergency department.

Wiley's "spaghetti on the wall" debate strategy demeaned civic engagement, ignored the primary purpose of community involvement, and destroyed a part of the community — its culture of good decision-making.

The Tea Party touted that their efforts as aimed at informing people so that they can cast an informed vote. However, what I came away with was that Catherine Wiley, "presented well" but did little to provide the germane elements of the issue being debated. Sue Gold helped to discourage the culture of good decision-making by contorting her face and making disparaging comments like, "You're really getting hit today, Ron."

A second person applauding a non-argument does not give credibility to the

non-argument. That's double-teaming "lite."

Various other debater's tricks that Wiley used: Fast pacing masques that conclusions being drawn aren't viable conclusions. Pepper the presentation with lots of "button pushing" to illicit "knee-jerk responses." Through inference, give inappropriate strategic importance to incorrect contexts (such as annexation and eminent domain).

Will we tire of the political spaghetti toss? Please vote yes on 8-84.

*Skip Hunter  
Brookings*

## GET WHAT YOU PAY FOR

While reading the public forum (Pilot, Sept. 19th) we were amazed that Jim Relaford seems to be one of the few who cares about health care in Southwestern Oregon.

Unfortunately, basic care is 25 to 30 miles away, while a real hospital is 75 miles; specialized care is 125 miles, and level one is 350 miles! Not all areas of the country are so underserved.

In our region (in Wisconsin), we have clinics every 5 miles/5,000 population, hospitals every 20 miles/20,000 people and level one or two care every 50 miles/50,000 people. What a difference when people don't mind

having decent health-care and paying for it! That's why our taxes are so high here and we're proud of it.

Our level-one center is a 1 square-mile place and has children's, cancer, emergency hospitals and numerous specialized clinics on its property — in the old days it was a small county hospital.

Those who don't mind paying for health insurance, including Medicare, get excellent care.

The only better option is going to other places around the world that provide excellent care for a fraction of the cost in the U.S. While ours ends up costing 10 to 17 percent of our income for premiums, co-pays, deductibles, drugs and supplies, theirs is only 1 to 1.5 percent of their income, with no premiums, co-pays or deductibles. Drugs and supplies bring the total up to nearly 5 percent. Just amazing!

Unfortunately, here, private companies only care about maximum profits, golden parachutes and enormous bonuses. The 1960s' "100 times difference in pay" is now more than 500 times and approaching 1,000 times! Can you really believe what's more important?

*Linda and Ken Smith  
Hartford, Wisconsin*



## Catherine Wiley: Pertinent Professional Background & Education

I am a retired Registered Nurse Practitioner, having completed my post graduate education at UCLA (yes, I'm an "alum"). My positions prior to retirement included:

- Director of Quality Assurance for all federally Funded (Title X) Los Angeles County clinics: hospital based outpatient services as well as free standing. This included the development and implementation of comprehensive site evaluation tools encompassing federal, state and county laws and regulations; as well as a computerized monitoring system.
- Clinical instructor in the UCLA Nurse Practitioner Program.
- Centers for Disease Control (CDC) trainer in Patient Flow Analysis.
- Consultant for the Federal Government in the evaluation of clinics throughout Washington State.
- Director of six clinic facilities, including four (4) within L.A. County Comprehensive Health Centers. We served over 20,000 women annually.
- Member of multiple advisory boards, including: L.A. County Health Department; California State Family Planning; Harbor/UCLA Women's Health Care; Senator Diane Watson's Community Advisory Board; and, the National Family Planning and Reproductive Health Advisory Board.
- As a full time resident, here in Curry County, I have worked part time at United Indian Health Services and served as a volunteer board member for the Curry County Commission on Children & Families for over ten years.

**Basic Features/Requirements of Informed Consent**

- **DIAGNOSIS: Reason for Recommended Action**
- **PROPOSED TREATMENT: Essence/Intention**
- **RISKS and BENEFITS of Proposed Treatment**
- **ALTERNATIVES to Proposed Treatment**
- **RISKS and BENEFITS of Alternatives**
- **RISKS and BENEFITS of NO Treatments**

This was displayed on poster board  
throughout my presentation,  
and was used as an outline.

QW 11/18/15

## INTRODUCTION

Informed consent is an ethical concept: **that all patients should understand and agree to the potential consequences of their care.**

All 50 states and the Federal government have laws which require informed consent. The bottom line is: failure to obtain informed consent renders clinicians liable for negligence or battery and constitutes medical malpractice.

In 500 B.C. Hippocrates advised physicians to conceal most information from patients. The belief was that doctors know better than the patients and therefore should *direct* the patients' care. In the 18<sup>th</sup> century, United States physician Benjamin Rush advised that doctors ought to *share* as much information as *possible* with patients. However, in a lecture titled, "On the Duties of Patients to their Physicians", he stated that patients **should be strictly obedient to the physician's orders.** Dr. Rush's teacher, John Gregory, wrote that **a doctor could best practice by making decisions *for* the patients without their consent.**

In *this* country; in *this* century, the American Medical Association stipulates that Informed Consent is *more* than simply getting a patient to sign a written consent form. IT IS A PROCESS OF COMMUNICATION.

This **process of communication** would *clearly* benefit responsible citizens in making informed voting decisions; particularly those decisions which are permanent and irrevocable.

*7/10/2014*

~~page 1~~ Despite these principles, there are those, in this county - on this annexation issue - who believe you should *only* know what they choose to tell you, or are compelled to reveal. **They apparently believe they are helping us by presenting a decision *for* us.**

**It's my contention that such beliefs are rooted in ancient history.**

I propose that the components and ethical concepts of informed consent **should be required** in virtually *all* significant, potentially life-changing, or permanent decisions. This includes the Brookings City/Curry Health District's coordinated efforts to annex our area – which includes the Brookings/Harbor Port District (97415) - into the Curry Health District.

Along with the elements **required** in an informed consent, **actual or potential conflicts of interest should be revealed in *any* ethical process.**

In that light:

I am **not** running, nor will I run for elected office.

I am RETIRED and have no intention of seeking employment.

I receive **no** benefits from any parties involved.

My efforts in gathering and presenting these facts are ONLY for the purpose of attempting to provide **factual, documented information** to be considered in your decision making.

I **am** a proponent of **quality, comprehensive, accessible, cost-effective health care**. AND, I believe we *need* expanded health care services, including emergency and trauma care.

(By the Way: there are examples posted on the boards which document significant difficulties in obtaining public information from *various* public entities, as well as some of the discrepancies in what is being publically reported.)

## **Basic Features of Informed Consent**

**Diagnosis** - We suffer from inadequate health care service provision.

This is a chronic, long term condition: **not** an acute, or recently discovered problem.

**Treatment** – We need quality, cost-effective, comprehensive and accessible health care services.

This would include a small, credentialed hospital, and/or a licensed emergency/trauma facility.

The only “prescription”(proposal) being offered is a ballot measure to annex our area to the Curry Health District at a **minimal, permanent cost to property owners of \$.7425 per \$1,000 of our property tax rates.**

### **Essence of Treatment:**

This proposal was made by the City of Brookings and the Curry Health District (without *any* input from us). The City requested annexation by way of Resolution 15-R-1054. That Resolution stipulates the requirement that CHD **“SEEK licensure of their clinic facility, 500 Fifth St. Brookings, to include an Emergency Department”.**

It also includes the agreement to pay CHD's current, permanent tax rate on all taxable property AND to equally share the tax levy for the \$10 million bond approved by the District in 2013 to improve their Port Orford clinic and support their new hospital.

CHD's Resolution, 15-06, to annex the entire area is, **“for the purpose of continuing to provide top notch health services”** AND that it, **“will facilitate the development of a hospital facility in Brookings”**. Their Resolution also states that the City Council of Brookings can recommend 2 non-voting members to the CHD Board, in order to assure that the residents of the area to be annexed are able to provide input in the decision making process.

**These Resolutions were presented in May, 2015 and approved by the Curry County Board of Commissioners in July. However, these Resolution commitments are NOT included in the ballot measure.**

## **Intention of Treatment**

The *stated* intention of the ballot proposal is to provide expanded care, **most significantly**, emergency services.

These intentions **are not** supported by the ballot measure.

(The “facilitation of a hospital” has been eliminated or omitted.)

## Risks of Proposed Treatment

This Annexation Ballot Measure will:

- \* **permanently** increase our property taxes by 74&1/4 cents per thousand. This will **never decrease**, no matter how many additional homes/properties are added to the tax rolls. But, the total amount charged **will increase** as property values increase and bond debts are added.
- \* **permanently** eliminate *any* other options for health care provision/ participatory planning for health care services.
- \* **permanently** lock us into absorbing almost \$47million in existing debt, as well as any further debts that may be incurred IF emergency/expanded services are provided in Brookings. There are also increased costs anticipated for the Gold Beach hospital and other existing CHD facilities/services.
- \* **permanently** be paying for a hospital that we will not be able to reach when there is a major earthquake or tsunami.

The **added risks** include the following **legal rights of a health district in Oregon**:

- Eminent Domain (ORS 440.370) - “A health district may exercise... the power of **eminent domain and may purchase, sell, condemn and appropriate real property, water, water rights and riparian rights.**”
- Authority to Issue Bonds (ORS 440.375) – (1) “...a health district ... may borrow money...sell and dispose of general bond obligations. (3) The general obligation bonds outstanding at one time shall never

exceed... two and one-half percent of **the real market value** of all taxable property within the district...” (4) “...it shall be permitted to have bonds outstanding in an amount which shall not exceed...10 percent of the real market value.”

- Tax Levies (ORS 440.395) (1) “Any health district may assess, levy and collect taxes not to exceed one-fourth of one percent (0.0025) of the real market value of all taxable property within the district.” (2) “ A health district, **each year, may also assess, levy and collect a special tax upon property, real and personal, in an amount sufficient to pay the yearly interest on bonds... issued by the district and then outstanding, together with any portion of the principal of (any) bond maturing within such year.**” (6) “Property is subject to sale for the nonpayment of taxes levied by the health district...” (Just like county and state taxes).

## **Benefits of Proposed Treatment**

The existing CHD *will* benefit substantially by a minimal increase of over **\$1.6 million, per year, *from us*, with no guarantees *for us*.**

(See: CHD Proposed Levy & Use of Funds to Expanded District.)

The benefits to the City of Brookings of having CHD annex the Port District are not really clear. However, it *is* clear the City has been interested in annexing us.



*If* CHD has an emergency room here, Curry General will be the primary ambulance destination if hospitalization is needed after assessment. (For those who may view that as a benefit.)

There are NO other benefits known at this time.

**That's because the current ballot measure provides absolutely NO assurances for any expanded services or emergency room.**

**Alternatives to Proposed Treatment** – There are **multiple** alternatives, all of which have been available for years. Many are stipulated in the Oregon Regulatory Statutes.

Options include:

- **Annexation Resolutions AND Ballot Measures *COULD* be considered in the future.** This would allow adequate opportunity for all of us to obtain & review documented facts; consider tax payer input; and, obtain the licensing required for emergency rooms and dialysis. (WHAT IS the RUSH to ANNEX REALLY about?)
- The Port District, that would be us, could work with Del Norte County to improve & expand health services.
- CHD could establish a hospital satellite under its own license (& could have years ago).(ORS 441.020)

- The city of Brookings could create a health care authority to provide hospital facilities.(ORS 441.532)
- The Port District may have a hospital within its boundaries, **as long as it is NOT within a designated health district.**(ORS 440.505)
- The City could annex *itself* to CHD *without* including Harbor and the other unincorporated areas. Districts are not required to be contiguous.(ORS 198.720)
- Our area could have its **own health district** which could establish its own tax rate, elect its own board of directors, pre-approve any bond/loan debt, and implement services based on its own decision making. (ORS 440.320)

## **Risks and Benefits of Alternative Treatments**

The actual risks and benefits of alternative options would depend on the selection of the “treatment”.

**Considerations would (hopefully) include:**

- Do we want a small/satellite hospital WITH an emergency room?

We will not be able to get to Curry General, and, most probably, not to Crescent City in case of a major disaster.

The Asante study (2004) stated that an adequate hospital could be built in 34,000 square feet. The current clinic is 34,500 square feet.

- Do we want self-determination?  
The one & only option being offered (Annexation NOW) is being misrepresented and pushed as though it is our *only* option AND **this is** our *only opportunity* to have that option.

- Do we want taxation without representation?  
CHD and its Board built the Brookings clinic in a wetland and is building the new hospital in a tsunami zone significantly increasing building costs. After building the clinic, they purchased the Rush Surgical Center and Shore Pines Assisted Living facility in Gold Beach.

These purchases preceded steps to meet the health care needs of Brookings/Harbor, as well as their new hospital.

CHD knew years ago that the State Fire Marshall could not continue to provide waivers for Curry General after next year, and a new hospital would be required.

CHD tax payers gave approval of the loan and bond measures, and had input into the design and location of their new hospital.

The current district is responsible for its business practices resulting in enormous debt and continued expenditures beyond income.

We have had **no** say in *any* planning or financing of the Brookings CHD facility. Further, we will have no say in their current plans for that building or expanded service provision.

We will have **no possibility of board representation until 2017**. That would be AFTER decisions on the Brookings facility were a “done deal”.  
**Yet, we will be taxed in the interim.**

- Do we want to absorb existing debt?  
CHD has a current debt of almost \$47 million.  
They passed a \$10million bond measure to pay for improvements to the Port Orford clinic and the new hospital in 2013. The costs of this bond have not yet been assessed. Projections indicate that the existing district would have to **add** approximately 70 cents per thousand dollars of assessment for this bond, IF we are not annexed.  
IF annexation occurs we will be assessed for that bond, in addition to the mandatory, minimal base tax. The estimates indicate we, and the existing district, would be assessed an additional 25 cents per thousand. The total will be almost \$1/per thousand.  
**These tax and bond projections *were* included in the Resolutions, but omitted in the ballot measures.**
- Do we want a hospital in a tsunami zone?  
The building specifications very well may result in a facility that can survive a major earthquake and tsunami; which will, inevitably, happen.  
However, who will be able to get there in time, outside of Gold Beach?

## **Risks and Benefits of NO “Treatments”**

The issues of inadequate healthcare for our area have been well known and publically acknowledged for well over a decade.

Inadequacies include: lack of emergency services; limited access; limited specialty services; and remote hospital care.

**THIS ballot proposal for annexation does NOT ensure improvement or expansion of the services our community needs and deserves.**

**This is NOT the time to “do nothing”.**

**Please take the time to consider documented facts.**

**YOUR VOTE MATTERS!!!**

**Thank you for your interest, involvement and attention.**

Financial concerns include the fact that grants aren't available for tsunami zone construction. Costs must be absorbed by taxes and bonds.

This means that local taxpayers will be financing health care infrastructure and services which are/will be available to anyone, **and** continued payments will be required without regard to revenue.

- What IS a reasonable share of cost?

When the Brookings facility was proposed, the public was assured by CHD that we were going to have a hospital; then an emergency room. We got another clinic.

We were told that the revenue from patient service reimbursements would be adequate to fund the facility, and annexation would NOT be needed.

According to the CHD audit, 53% of patient care revenues are generated by Brookings/Harbor. Those revenues will increase with increased patient volume and increased individual health care coverage, without regard to expanded services.

**There is NO documentation of current revenues and expenditures related to the Brookings facility alone.** Nor are there projections specifically related to Brookings in CHD's "projected use of funds" in the "expanded health district". (Those documents are included in the exhibits.)

## Gary Milliman

---

**From:** Skip Hunter  
**Sent:** Saturday, November 21, 2015 12:26 AM  
**To:** Ron Hedenskog; Gary Milliman; Jake Pieper; Bill Hamilton; Brent Hodges; Kelly McClain  
**Cc:** Joyce Heffington  
**Subject:** Fw: FYI - complaint from Wiley  
**Attachments:** image003.png; image004.png; image005.png; image006.png; Wiley Complaint - re. Hunter.pdf

Dear City Council and City Staff:

Obviously, Ms. Wiley is intent on harassing me for expressing my opinion regarding her debate strategies and inadequate argument/rationale. Below, is the letter to the editor to which Ms. Wiley refers. Referring to Ms. Wiley's debate strategy does not constitute a personal attack nor libel. The recording of the TEA Party event proves this. Feel free to listen to the recording at KCIW.org.

As a sociologist and a college instructor, I am more than qualified to comment on debate strategies and make a legitimate analysis of valid arguments. If Ms. Wiley's feelings are hurt, that is unfortunate. Beyond over reacting, she continues her pattern of mixing hyperbole and misinformation.

I realize that Ms. Wiley's actions distract the City of Brookings' staff, the Planning Commission and Council from more important concerns. My apology for any inconvenience or time wasted on this issue.

Skip

Dear Editor:

Responding to last Saturday's TEA Party forum:

Thanks, Ron Hedenskog, you provided good information and encouraged a culture of good decision-making while Catherine Wiley tried to win the debate. She did a disservice to people whose lives literally hang in the balance in south Curry County without an Emergency Department. Wiley's "spaghetti on the wall" debate strategy demeaned civic engagement, ignored the primary purpose of community involvement, destroyed a part of the *community--its culture of good decision-making*.

The Tea Party touted that their efforts as aimed at informing people so that they can cast an informed vote. However, what I came away with was that Catherine Wiley, "presented well" but did little to provide the germane elements of the issue being debated. Sue Gold helped to discourage the *culture of good decision-making* by contorting her face and making disparaging comments like, "You're really getting hit today, Ron." A second person applauding a non-argument does not give credibility to the non-argument. That's double-teaming "lite."

Various other debater's tricks that Wiley used: Fast pacing masques that conclusions being drawn aren't viable conclusions. Pepper the presentation with lots of "button pushing" to illicit "knee-jerk responses." Through inference, give inappropriate strategic importance to incorrect contexts (such as annexation and eminent domain).

Will we tire of the political spaghetti toss? Please vote yes on 8-84.

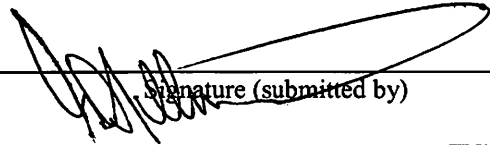
Skip Hunter, Brookings

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 14, 2015

Originating Dept: City Attorney



Signature (submitted by)

City Manager Approval

---

Subject: Regulation of Amateur Radio Towers

Recommended Motion:

Motion to direct staff to revise the proposed amateur radio tower ordinance consistent with the recommendations in the letter provided by City Attorney Martha Rice dated December 8, 2015, and further, to direct staff to schedule a public hearing before the City Council on the revised ordinance.

Background/Discussion:

At its meeting of October 26, the City Council received a letter concerning the proposed Ordinance adopted regulations for amateur radio towers from Christopher Imlay, General Counsel for the National Association for Amateur Radio. The letter was referred to City Attorney Martha Rice for review and advice to the City Council.

The City Attorney has prepared the attached advisory letter.

Attachment(s):

- a. Advice Letter from City Attorney Martha Rice.
- b. Letter from Christopher Imlay.



# BLACK & RICE LLP

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## Advice Letter<sup>1</sup>

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TO: Mayor Ron Hedenskog and Members of the City Council;  
City Manager Gary Milliman; City Planning Manager Donna Colby-Hanks

FR: Martha D. Rice, City Attorney

DT: December 8, 2015

RE: Response to Christopher Imlay's Letter Raising Concerns over Content of Proposed City Ordinance to Amend the City Code to Regulate Amateur Radio Installations

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### A. Background

Amateur radio is a federally regulated communications service. The federal agency tasked with enforcing the federal regulations is the Federal Communications Commission ("FCC"). In 1985, the FCC issued PRB-1, an administration ruling declaring a policy of limited preemption of state and local laws regarding the regulation of amateur radio facilities. The policy of limited preemption is an attempt to balance the strong federal interest in promoting amateur operations and the legitimate interests of local governments in regulating local zoning matters. The policy states that local regulation of an antenna structure must not preclude amateur service communications. Rather, it must reasonably accommodate such communications and must constitute the minim practicable regulation to accomplish the state or local authority's legitimate purpose. Municipalities must provide reasonable accommodation in all cases.

### B. Reasonable Accommodation

The Ninth Circuit Court of Appeals announced a three-prong test for determining whether a municipality has "reasonably accommodated" an amateur radio operator.<sup>2</sup> Prior to denying an application to construct an amateur radio antenna facility, the municipality is required to (1) consider the application, (2) make factual findings, and (3) attempt to negotiate a satisfactory compromise with the applicant. If the amateur radio operator's communication is made ineffective by the limitations placed on the facility by the City, then the City has not complied with the reasonable accommodation requirement.<sup>3</sup>

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<sup>1</sup> This advice letter is confidential as an attorney-client communication, unless Client chooses to release it.

<sup>2</sup> *Howard v. City of Burlingame* (9th Cir. 1991) 937 F.2d 1376.

<sup>3</sup> *Pentel v. City of Mendota Heights* (8th Cir. 1994) 13 F.3d 1261.

### C. Addressing Christopher Imlay's Concerns Outlined in His Letter

Concern No. 1: The ordinance makes "each and every amateur radio antenna, regardless of height or configuration, subject to a conditional use permit."

- Response: This is incorrect. Amateur radio towers and antennas are allowed as an accessory use on all properties with a height limitation of one and one-half times the height limitation of the applicable zoning district. If the tower and antenna are in excess of the height limitation exception set forth in BMC 17.128.020(B), then a special use permit is required in accordance with BMC 17.124.230 (added with this new ordinance).
- Recommendation: No action necessary.

Concern No. 2: Subsection 17.124.030(A) requirement of a "needs analysis" for any tower/antenna that exceeds the one and one-half times the zoning district's height limitation is unclear as to what will be an adequate showing and who will evaluate the evidence.

- Response: This can be fixed by clarifying what is meant by a "needs analysis."
- Recommendation: The City should amend the language to provide clarification to the "needs analysis" process. In accordance with current law, the applicant could be required to show the planning commission, by a preponderance of the evidence, that the desired height is necessary to achieve reliable amateur radio communication, i.e., that reliable communications cannot or are not likely to be achieved with a shorter tower/antenna.

Concern No. 3: Setback limitations without exceptions or alternatives such as retractable antennas or antennas bracketed to structure are unreasonable. Allowing such alternatives is a reasonable accommodation. The one to one setback is unjustifiable since radio antenna support structures do not fall laterally from the base.

- Response: I agree with Mr. Imlay's assessment of this provision. There appears to be no justification for the increased setback requirement versus outright permitted uses such as flagpoles, etc. For example, a 45 foot flagpole could be located say 5 or 10 feet from a property line, but a 50 foot radio tower would have to be located 50 feet from the same property line. Such a heightened requirement is the opposite of a "reasonable accommodation" as it is more restrictive than similar uses. In addition, radio towers are engineered for specific wind loads and are also designed to collapse on themselves and not from the base. Therefore, the "safety" concern is undermined by the design of the towers themselves. One last consideration - this requirement could lead to unintended consequences. The 1 to 1 setback requirement severely limits the placement of the tower on the subject property. Thus, the only compliant placement of the structure may be more disruptive aesthetically than a location closer to one of the property lines.
- Recommendation: The ordinance should be amended so that the setback requirement is the same as the setback for similar facilities that do not exceed the height limitation.

Concern No. 4: The provision requiring an inspection and report every three years is unclear if it is referring to every facility or only those 25 years or older. If it is the latter, which it is, then Mr. Imlay has no objection.

- Response: The latter interpretation is correct. The language was intended to only require the inspection and report for a tower 25 years or older or if the building inspector observes signs of instability or deterioration.
- Recommendation: I recommend clarifying the language of BMC 17.124.230(K) to make it clear that inspections and reports are only required for structures 25 years or older, or upon request of the building inspector.

Concern No. 5: The provision that requires that the tower be monopole is not justified by either safety or aesthetic impacts (BMC 17.124.230(P)). The same provision also requires that the antenna be a directional, rotatable “beam” type antenna. The provision also regulates the overall size of the antenna independent of the structure – an instrumentality of interstate commerce which the City cannot regulate. The city may “evaluate the safety of the installation of the antenna array but not the antenna configuration.”

- Response: Regulation of the type of antenna tower must have a justification. It is difficult to justify the monopole requirement for towers requiring a use permit but not for those towers not requiring a use permit. By way of explanation, House A could have a 45-foot structure with a lattice tower and neighboring House B that applies for a use permit to build a 50-foot structure would be required to have a monopole tower. This is difficult to justify in terms of either aesthetic or safety considerations. Therefore, the point that the monopole requirement is not justified by either safety or aesthetic considerations is well taken.

The second point regarding the “configuration” of the antenna is also a valid point. There is really no overarching safety or aesthetic concern that would justify the City setting type and size requirements that apply to structures requiring a use permit but not structures permitted outright. In addition, the City’s regulation of the type and size of antenna size, without any direct relation to safety or aesthetic concerns, is in danger of intruding upon the FCC’s jurisdiction over ham radio operations.

- Recommendation: My recommendation is to remove the paragraph entirely or to replace it with language similar to the following: “The tower must be of a design that is consistent with characteristics of the surrounding neighborhood. The tower and the antenna must be designed and configured in a manner that do not endanger the safety of persons or property.”

#### D. Ordinance Revisions – Recommendation

I recommend that the Council direct staff to revise the proposed ordinance consistent with the recommendations in the letter. I also recommend that the City Council hold another public hearing since this topic has been of great interest to the public and further changes will be made. I am fully willing and able to explain to the public some of the limitations that the City has when it comes to regulating amateur radio facilities.

# BOOTH, FRERET & IMLAY, LLC

ATTORNEYS AT LAW

ROBERT M. BOOTH, JR. (1911-1981)  
JULIAN P. FRERET (1918-1999)  
CHRISTOPHER D. IMLAY

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WWW.IMLAYLAW.COM

TELEPHONE: (301) 384-5525  
FACSIMILE: (301) 384-6384  
CHRIS@IMLAYLAW.COM

October 26, 2015

Via E-mail Only

Honorable Ron Hedenskog, Mayor  
Brookings City Council  
898 Elk Dr.  
Brookings, OR 97415 |

Attention: [dcobyhanks@brookings.or.us](mailto:dcobyhanks@brookings.or.us)

Re: City Council Hearing re Amateur Radio Ordinance;  
Proposed Revised Chapter 17, Brookings Ordinances

Greetings:

The undersigned serves as General Counsel for ARRL, the national association for Amateur Radio (formally known as the American Radio Relay League, Incorporated). Our members in the Town of Brookings have requested that we bring to your attention some concerns we have relative to your proposed ordinance changes, most particularly Section 17.124 pertaining to conditional use permits for Amateur Radio antennas and support structures. There are numerous aspects of your proposal that seriously (and unnecessarily) overregulate, and in some cases, prohibit Amateur Radio antennas on a *de facto* basis, in direct violation of both Oregon Statutes Section 221.295<sup>1</sup> and 47 C.F.R. Section 97.15(b), an FCC regulation that has the preemptive effect of a Federal statute.

It is our opinion, having actively practiced Federal Telecommunications Law and Regulation exclusively for the past 35 years, and having initiated the proceeding that resulted in the FCC's limited preemption policy applicable to Amateur Radio antennas that he proposed ordinance restrictions are not consistent with the strong Federal interest in Amateur Radio communications. The City is without jurisdiction to enforce certain of the restrictive provisions contained in the draft ordinance now under consideration.

Our specific concerns are as follows: First, the proposed ordinance changes would make each and every amateur radio antenna, regardless of height or configuration, subject to a

<sup>1</sup> ORS Section 221.295 reads as follows: "Notwithstanding ORS chapters 215 and 227, a city or county ordinance based on health, safety or aesthetic considerations that regulates the placement, screening or height of the antennas or antenna support structures of amateur radio operators must reasonably accommodate amateur radio communications and must represent the minimum practicable regulation necessary to accomplish the purpose of the city or county. However, a city or county may not restrict antennas or antenna support structures of amateur radio operators to heights of 70 feet or lower unless the restriction is necessary to achieve a clearly defined health, safety or aesthetic objective of the city or county. [1999 c.507 §1]"



conditional use permit. There is no provision for any antenna, even a small, ground-mounted vertical monopole or a chimney-mounted VHF and UHF vertical antenna, as a matter of right. The cost and expense of obtaining a conditional use permit for such an antenna is prohibitive. Virtually all reasonable antenna ordinances permit antennas less than a particular fixed height and/or configuration as a matter of right with a building permit only, and they have provisions for conditional use permits for antennas of greater height or configuration.<sup>2</sup> Despite the claim in your draft ordinance that the City “recognizes the importance of amateur radio operators and their service to the community especially in the event of emergencies,” the provisions of the revised ordinance appear to be intended to inhibit antennas through the permitting process.

Second, in proposed Subsection 17.124.230A, which limits overall antenna height to 70 feet maximum, you require that a “needs analysis” to be “submitted with the application providing justification of the need for the requested height.” It is unclear in view of ORS Section 221.295 what the purpose of this submission is and how it is to be adjudicated. It can only be assumed that the City intends to use it to conduct an evaluation of the need of the Amateur Radio licensee for the antenna, regardless of the height thereof. It is also unclear what will constitute an adequate showing and who will be qualified to evaluate the showing. The burden of this showing is not necessary in order to achieve a clearly defined health, safety or aesthetic objective.

Third, the height limit overall is subject to setback limitations. There is no provision for the use of retractable antennas or antennas that are bracketed to the master residence or other accessory building. A one-to-one setback requirement relative to height is unjustifiable in any case since radio antenna support structures do not fall laterally from the base, but even if they did, a less restrictive alternative would be to permit antennas and antenna support structures to be bracketed to the principal structure on lots that cannot accommodate an Amateur Radio antenna of a reasonable height up to 70 feet without violating the setback restriction. The FCC preemption policy calls on municipalities to provide the least restrictive provisions consistent with the legitimate municipal interest as well as “reasonable accommodation.” Amateur Radio antenna permitting cannot be based on the wealth of the licensee and his or her ability to afford a larger lot. A reasonable alternative for setback compliance is to call for the licensee on a smaller lot to install a retractable antenna support structure and to keep it retracted when not in use. Another option is to call for house-bracketed support structures and measure the setback from the highest point of the bracket to the highest point of the antenna.

Fourth, one provision of Subsection 17.124.230K is that the “facility must be inspected by an Oregon structural engineer every three (3) years and a report provided to the City for towers more than 25 years of age...” It is unclear whether this provision calls for all antenna facilities to be inspected by a structural engineer every three years, or whether that provision applies *only to those antenna towers that are more than 25 years old*. If the latter, that is not an

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<sup>2</sup> It is noteworthy that some smaller Amateur Radio antennas approximate the size of a residential television broadcast reception antenna. Video reception antennas at residences of any size at all, if used for television reception, could be erected without any prior approval of the City at all, on rooftops at locations on the property and heights that are far more obtrusive than many Amateur Radio antennas. FCC Rule Section 1.4000 (47 C.F.R. § 1.4000) preempts local regulation of over the air television reception devices, including broadcast television antennas of unlimited size, at heights up to 12 feet above roof level without any local approvals *at all*. Given this, there is no point in attempting to overregulate an Amateur Radio antenna as proposed.



unreasonable provision. If, however, it is to apply to all towers with permits, the cost of such inspections is undoubtedly prohibitive due to the cost of structural engineering inspections and wet-seal certifications every three years, and the ordinance fails the FCC's "no prohibition" and "reasonable accommodation" tests for municipal ordinances. Permitting and maintenance costs, if prohibitive or unnecessary, are inconsistent with the FCC Amateur Radio preemption policy. See, *Modification and Clarification of Policies and Procedures Governing Siting and Maintenance of Amateur Radio Antennas and Support Structures*, 14 F.C.C.R. 19,413 para. 7 (1999)<sup>3</sup>, FCC 99-2569; *Reconsideration denied by Order on Reconsideration*, 15 F.C.C.R. 22151 (November 15, 2000); *Review denied on other grounds*, 17 F.C.C.R. 333 (2001). The United States District Court for the Northern District of New York in Randall Palmer v. City of Saratoga Springs, et al., 180 F. Supp. 2d 379 (N.D.N.Y. 2001) found that "undeniable tension exists between amateur radio operators' interests in erecting a radio antenna high enough to ensure successful communications, and local municipalities' interests in regulating the size and placement of amateur radio antennas. Choosing between the two, the federal government aligned its interests with those of the amateurs... Accordingly, 'federal interests are furthered when local regulations do not unduly restrict the erection of amateur radio antennas.'"

Subsection 17.124.230K provides that "the tower must be a monopole with an aerial or directional beam type antenna. If a directional beam antenna is proposed, it must cover an area less than 100 sq. ft. or a needs analysis must be submitted providing justification of the need for a larger antenna." There are a number of major problems with this provision. It appears intended to prohibit support structures other than monopoles. Specifically, lattice tower structures typically used in most Amateur Radio antenna installations appear to be prohibited. There is no justification provided for the restriction and there is none as a matter of fact, either in terms of aesthetic impact or safety. Second, the restriction indicates that a directional, rotatable "beam" type antennas must be used. Some radio amateurs prefer vertical, ground-mounted antennas with no support structure at all, and some prefer wire antennas suspended from trees. These are not accommodated at all by the proposed ordinance. Finally, the ordinance proposes to regulate the antenna size independent of the support structure. This is the attempted regulation of an instrumentality of interstate commerce over which states and municipalities have no jurisdiction. The ordinance could evaluate the safety of the installation of the antenna array but not the antenna configuration.

ARRL and this office would be pleased to assist in the preparation of ordinance provisions that accomplish the City's legitimate goals without unnecessary and unreasonable

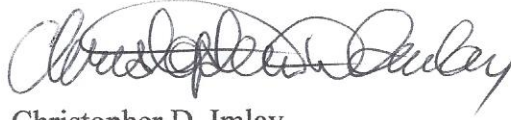
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<sup>3</sup> "We return once again to the position that we have stated earlier in this *Order*, that is, that the standards of "reasonable accommodation" and "minimum practicable regulation" are sufficiently efficacious as guideposts for state, local and municipal authorities...In addition, we believe that PRB-1's guidelines brings to a local zoning board's awareness that the very least regulation necessary for the welfare of the community must be the aim of its regulations so that such regulations will not impinge on the needs of amateur operators to engage in amateur communications."

restrictions on Amateur Radio antennas. Please include this letter in the record in this proceeding.

Please also let me know if additional information is called for.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Christopher D. Imlay", written in a cursive style.

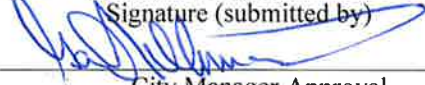
Christopher D. Imlay  
General Counsel, ARRL

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 14, 2015

Originating Dept: PWDS

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject:

1. Review of Standard Operating Procedure (SOP) for hydrant meters.
2. Amendments to Brookings Municipal Code (BMC) 13.05.060, Description of service.

Recommended Motion:

1. Provide input to Staff regarding proposed Hydrant Meter SOP
2. Direct Staff to prepare ordinance to implement changes to BMC 13.05.060, Description of Service.

Financial Impact: None

Background/Discussion: During the drought this summer with the associated reports of water theft from hydrants it became evident that the City lacks a system of controls for hydrant usage. Over the years many hydrant keys have been supplied to public agencies as well as private contractors with no tracking method to ensure return of the keys.

City Staff has purchased new locks for the hydrants with restricted keyway duplication contracted with Clark Security. Keys will be provided to appropriate Staff members and the remainder will be maintained in the Finance Department to be checked out by approved Contractors and Agencies for return on a date specified at checkout.

In reviewing hydrant usage procedures it was also noted that the BMC has no provision for Agency water use other than for firefighting purposes. This oversight will be corrected with the attached changes to Title 13, Public Services.

Attachment(s):

- a. Hydrant Meter SOP
- b. Section 13.05.060





## City of Brookings PUBLIC WORKS and DEVELOPMENT SERVICES

STANDARD OPERATING PROCEDURES		
Division: Water Distribution	Number:	Director Initials:
Subject: <b>Hydrant Meter Service</b>	Issue Date:	
Page 1 of 1	Revised:	Reviewed:

There are 2 approaches to Hydrant Meter Service;

Agency use for non potable purposes: This use would include water for fire fighting, streets work and other utility type work. Water for this purpose is to be provided from the Rainbow Rock hydrant. This location must be regularly purged as the water contained in this line becomes stagnant so use by other agencies for non potable purposes is considered beneficial to the City. This hydrant must be metered so the City can track the amount of water utilized at this location.

An Agency seeking to utilize water from this hydrant for fire protection purposes or utility related work purposes must provide a written request to the Public Works Director stating the intended use of the water and the current meter reading. Upon approval, the Finance Department will assign a key to the Agency for the meter. This may be done up to 3 days in advance to the day of use. The key must be returned the same day of use unless other arrangements are made in advance. Upon return of the key the agency must provide the meter reading to the Finance Department.

Use for potable or special contract purposes: This use would include Harbor Water District and may include other Agencies or individuals. A written request must be submitted to the Public Works Director stating the intended use and requested duration of use. The Public Works Director will bring the request to the City Council in the form of a contract for their approval as stipulated in BMC 13.05.060. A hydrant will be assigned to the user; the user will provide a lock and be responsible for all water used at that location. Use of the water outside of that which was stated in the written request may result in immediate termination of water usage contract.

Keys to the City Hydrant locks will be furnished to the following City Staff:

Ray Page  
Mark Haglund  
Richard Christensen  
Tim Rettke  
Finance Department (3)

### 13.05.060 Description of service.

Services shall be residential, commercial, standby fire, **Utility Work** and contract, as follows:

#### A. Inside City Limits.

1. Residential Service. Residential service shall consist of all services for domestic purposes, single-family dwellings, multifamily dwellings, mobile homes, and municipal purposes.

2 Commercial Service. Commercial services shall consist of those services where water is used for commercial services, such as businesses, restaurants and recreational vehicle parks.

3. Standby Fire. Standby fire services shall consist of those services where water is available or used for fire protection only.

**4. Utility work. Utility work shall consist of water needed to facilitate Agency utility work, such as flushing culverts, street cleaning and other maintenance activities.**

**a. Agency is defined as; cities, school districts, fire districts, water & sewer districts, health districts, parks & recreation districts, transit districts, irrigation districts, library districts, port districts, public facility districts, public utility districts, housing districts, and other authorized special districts.**

5. 4. Contract Service. Contract services shall consist of those services for industrial or independent water district purposes under contracts authorized by the city council.

#### B. Outside City Limits.

1. Residential Service. Residential service shall consist of all services for domestic purposes, single-family dwellings, multifamily dwellings, mobile homes, and municipal purposes.

2. Commercial Service. Commercial services shall consist of those services where water is used for commercial services, such as businesses, restaurants and recreational vehicle parks.

3. Standby Fire. Standby fire services shall consist of those services where water is available or used for fire protection only.

**4. Utility Work. Utility Work shall consist of water needed to facilitate Agency utility work, such as flushing culverts, street cleaning and other maintenance activities.**

5. 4. Contract Service. Contract services shall consist of those services for subdivisions, developments, industrial or independent water district purposes under contracts authorized by the city council.

C. Special Contracts. When the applicant's requirements for water are unusual or large, such as an independent water district, or necessitates considerable special or reserve equipment or capacity such as a subdivision or other development, the city council reserves the right to make a special contract, the provisions of which are different from and have exceptions to the regularly published water rates, rules, and regulations. This special contract shall be in writing, signed by the applicant and approved by the city council. ~~and city attorney, and signed by the mayor and city recorder of the city of Brookings.~~

D. Resale of Water. Resale of water shall be permitted only under special contract in writing between the city council and the persons, parties, or corporation selling the water.

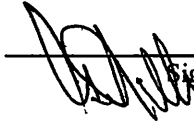
E. Water Conservation. In case of shortage of supply, the city reserves the right to give preference in the matter of furnishing service to consumers, as in the judgment of its representatives shall be for the best interests of the city, from the standpoint of public convenience and necessity. The city council is hereby authorized and empowered, in any case of emergency, to establish such hours as it may find necessary for the use of water for irrigation of lawns and other irrigation purposes, and is authorized and empowered to otherwise limit the amount of water used by consumers, in order to conserve the city water supply. [Ord. 88-O-432; Ord. 66-O-190 § 7.]

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 14, 2015

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Transient Occupancy Tax Funding for Wild Rivers Music Festival

Recommended Motion:

Motion to authorize the City Manager to enter into an agreement with Stagelights Musical Arts Community to provide \$4,000 in Transient Occupancy Tax revenue for the 2016 Wild River Music Festival, with \$2,000 of the funding being a grant and \$2,000 being an advance to be repaid to the City if sufficient funds are available.

Financial Impact:

An allocation of \$4,000 in Transient Occupancy Tax revenues budgeted for event support.

Background/Discussion:

Stagelights Musical Arts Community requested \$4,000 in Transient Occupancy Tax funding to assist with their second annual Wild Rivers Music Festival in 2016. Attached is their letter of request and the funding application. The City provided \$4,000 in Transient Occupancy Tax funding for the event in July 2015.

The project budget indicates projected income of \$40,500 and projected expenses of \$29,948.

The Tourism Promotion Advisory Committee reviewed the request at their November meeting and voted to recommend grant funding of \$2,000 and an additional \$2,000 "loan." Essentially, this would enable Stagelights to utilize these funds for "up front costs" associated with the event, and Stagelights would repay the City the \$2,000 if the event sponsor has sufficient funds to make repayment after the event. Specifically, the TPAC motion that was adopted unanimously was:

*"Motion made by Candice Michel to fund event \$4,000; with \$2,000 as a grant and \$2,000 as a loan for the event, the loan assuming the event makes a profit."*

Staff recommends that, if the Council desires to fund the request in this fashion, that the subject \$2,000 be in the form of an advance and that Stagelights be required to submit a financial report after the event.

Attachment(s):

- a. Letter and application from Stagelights Musical Arts Community.



Stagelights Musical Arts Community  
(Wild Rivers Music Festival)  
P.O. Box 6993, Brookings, OR, 97415  
541-373-3727 • [www.wildrivermusicfestival.com](http://www.wildrivermusicfestival.com)



November 11, 2015

Gary Milliman and TPAC members  
City of Brookings  
989 Elk Drive  
Brookings, OR 97415

First, thank you for providing funding for tourism-related events in Brookings.  
Second, thank you for considering our request.

Stagelights Musical Arts Community is seeking funding for our second annual Wild Rivers Music Festival in 2016. Last year, TPAC provided us with \$4,000 to help launch this exciting new event, funding that was critical to our first-year success. We are still in the process of building a premiere music festival on the Oregon Coast. This second year will be a crucial period — a building period — and we hope that TPAC will see the value of investing once again in this wonderful event.

We have met with city officials, local sponsors and music fans to review last summer's festival. With their input we have made numerous changes for 2016 that include moving the festival to the Azalea Park bandshell area, consolidating vendors, adding more music variety and camping options. We also scheduled the festival earlier in the summer to avoid conflicts and competition with other events.

**Background on 2015 festival:** For a first-year event, there were many successes. The operation ran smoothly. Attendance was moderate — not as high as we hoped, but enough to break even. We received a ton of positive feedback from the music fans, the bands, the vendors, city staff and volunteers.

A majority (70 percent) of those attending the festival came from out of the area, including the cities of Portland, Bend, Medford, Eureka and Redding. According to onsite surveys and online ticket sales data, attendees stayed in our hotels, RV parks and campgrounds, and visited our local restaurants and merchants. They heard about the festival via our radio, newspaper and television advertising.

The festival committee is already planning for the second festival, scheduled for the weekend of July 2-3, 2016. That date was selected specifically to target out-of-town visitors who may be thinking of coming out to the coast for the Fourth of July weekend. We want them to stay in Brookings, not Gold Beach or Crescent City. Our motto is "Come for the festival, stay for the fireworks!"

As always, sponsorships and grants are critical to making the festival happen, and obtaining financial support is first and foremost on our to-do list. For 2015, we received approximately \$15,000 in sponsorships, ranging from \$1,000 to \$5,000. TPAC provided \$4,000. Stagelights hopes that TPAC and the city of Brookings will again provide funding and help us achieve our second-year goals.

Thank you for your consideration. If you have any questions, please don't hesitate to call me.

Sincerely,

Scott Graves  
Wild Rivers Festival sponsorship coordinator  
Stagelights Musical Arts Community chairman  
541-373-3727  
[stagelightsbooking@hotmail.com](mailto:stagelightsbooking@hotmail.com)

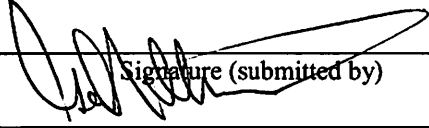
<b>Event Title:</b>	2nd Annual Wild Rivers Music Festival	<b>Amount Requested</b>	\$ 4,000
<b>Event Description:</b>	This two-day, family-friendly weekend festival will feature at eight profesional music acts, food and drink vendors, and music-related activies for all ages. Camping is added this year.		
<b>Event Date/s:</b>	July 2-3, 2015		
<b>Location:</b>	Azalea Park bandshell and amphitheater	<b>Location secured?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Event Goals:</b>	1. Create an annual destination festival that increase Brookings cultural appeal and visibility as a tourist destination; 2. Provide the community the opportunity to hear quality, professional musical acts, 3. To foster and promote an interest in and accessibility to music as a basic human experience.		
<b>Please explain how this event will be sustained after the first year:</b>	Our first event was successful enough to break even (after paying the bills and meeting financial committments). Additional funds are sought to continue the momentum of this event.		
<b>Sponsors/Investors:</b>	We currently have \$800 in our festival account. We have secured several new and existing sponsors, and anticipate more by year's end. Tony Barron confirmed the city will assist with festival again.		
<b>Budget</b>			
<b>Income</b> \$40,500		<b>Expenses</b> \$30,000	
<b>Fees Collected</b>	\$ 2,000 — vendor fees	<b>Facility/Venue Costs</b>	\$ 226.50 (city fees)
<b>Admissions</b>	\$ 20,000 — \$25 tickets x 1,000	<b>Insurance</b>	\$ \$21.55 monthly payment
<b>Concessions</b>	\$ 0	<b>Advertising</b>	\$ 4,000 incl: website development)
<b>Sponsors</b>	\$ 15,000	<b>Supplies</b>	\$ 4,700
<b>Fundraising</b>	\$ 2,000	<b>Band fees</b>	\$ 20,000
<b>Camping</b>	\$ 1,500	<b>Toilets/security</b>	\$ 1,000
<b>TOTAL</b>	\$ 40,500	<b>TOTAL</b>	\$ 29,948.05
<b>Methodology for evaluating events success in terms of bringing visitors to the Brookings area:</b> E-ticket tracking will confirm place of residence and volunteers will pass/collect surveys from attendees, and conduct personal interviews on site.			
<b>Contact Person:</b>	Scott Graves and Gordon Later	<b>Phone:</b>	541-373-3727
<b>Organization:</b>	Stagelights Musical Arts Community	<b>Address:</b>	PO Box 6993 Brookings, OR, 97415
If more space is required please attach additional pages			

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 14, 2015

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Transient Occupancy Tax Funding for Curry County Cruisers Event

Recommended Motion:

Motion to approve grant of \$450 from Transient Occupancy Tax funds to the Curry County Cruisers to pay for advertising in connection with the 22<sup>nd</sup> Annual Azalea Festival Car Show.

Financial Impact:

\$450 allocation from Transient Occupancy Tax revenues.

Background/Discussion:

The Tourism Promotion Advisory Committee (TPAC) has recommended a grant award of \$450 to Curry County Cruisers to pay for advertising their 22<sup>nd</sup> Annual azalea Festival Car Show. The Car Show is held at the Port of Brookings Harbor.

Attached is the proposal from Curry County Cruisers.

Attachment(s):

- a. Curry County Cruisers proposal.



From: James Haggerty <[cccruisers97415@gmail.com](mailto:cccruisers97415@gmail.com)>

Date: Thu, Oct 22, 2015 at 8:50 AM

Subject: Advertising Brookings

To: [gmilliman@brookings.or.us](mailto:gmilliman@brookings.or.us)



Good Morning Lori:

My name is Jim Haggerty, I am the President of the Curry County Cruisers car club here in Brookings.

I am writing to inquire about the possibility of the City of Brookings sponsoring our event T-Shirts for the 2016 Azalea Festival Car Show, which we hold annually at the Port of Brookings Harbor every Memorial Day Weekend.

Since I took office as President, we have sought to promote businesses in Brookings and/or Curry County. For the past two years we have had local businesses pay to have their business displayed on the event T-Shirts as a good way to advertise their business.

I feel that having a nice T-shirt with the "Welcome to Brookings" sign on Hwy 101 as a background on our advertising would be a great way to promote Brookings, Or.

We sell over 200 T-Shirts every year, but we also have the artwork on our flyers, posters, trophy plaques, dash plaques, and on all media advertising and on our mailings.

We send out over 800 flyers by mail to past attendees of our car shows and events. These flyers go to people from all over Southern Oregon and Northern California. We send flyers and posters to over 30 car clubs in the same region to advertise the event, and they in turn forward those flyers to their membership. All of the trophies presented to the winners at the show (last year there were 46 awards) have the artwork on them, and each car that enters receives a dash plaque to display in their car. We usually have over 150 11X17 color posters displayed in businesses from Port Orford to Arcata, California, and along businesses along Hwy 199 between Brookings and Grants Pass.

The shirts and advertising are tastefully done, and all the T-shirts and advertising is done right here in Brookings. This year the feature car on the T-Shirts will be a very nice 1937 Ford Woodie Wagon, which would suite our area well. Imagine the Woody Wagon parked by the Welcome to Brookings sign.

We ask for a donation of \$450 for this advertising opportunity, which basically covers the cost of the artwork for the T-shirts. I am attaching pictures of last years T-Shirts, flyers, and trophies for your review.

We will begin advertising for the 22nd Annual Azalea Festival Car Show in January of 2016. Please review our request and if I can answer any questions, please contact me at [541-813-1214](tel:541-813-1214), or email me at [staff@currycountycruisers.com](mailto:staff@currycountycruisers.com) or at [cccruisers97415@gmail.com](mailto:cccruisers97415@gmail.com).

Thank you in advance for your consideration to this request.

Respectfully Submitted:

Jim Haggerty  
President  
Curry County Cruisers



Event Title:	22 <sup>nd</sup> Azalea Festival Car Show		Amount Requested	\$ 450. <sup>00</sup>	
Event Description:	Antique & Classic Automobile Car Show				
Event Date/s:	Memorial Day 2016 / May 28 <sup>th</sup> - 29 <sup>th</sup>				
Location:	Port of Brookings Harbor		Location secured?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Event Goals:	To promote our car club and Brookings, OR. To increase participation in this event & bring more tourists To Brookings. Raise money for charity.				
Please explain how this event will be sustained after the first year:	We continue to improve advertising by promoting our local businesses & geographical area				
Sponsors/Investors:	We receive small donations from several local businesses & individuals				
<b>Budget</b>					
<b>Income</b>			<b>Expenses</b>		
Fees Collected	\$ 4000 -		Facility/Venue Costs	\$ <del>0</del>	
Admissions	\$ <del>0</del>		Insurance	\$ 600	
Concessions	\$ 400 -		Advertising	\$ 450	
Raffles	\$ 500		Supplies	\$ 350	
T-Shirts	\$ 500		Trophies	\$ 850	
	\$		Entertainment	\$ 400	
<b>TOTAL</b>	<b>\$ 5400 -</b>		<b>TOTAL</b>	<b>\$ 2650</b>	
Methodology for evaluating events success in terms of bringing visitors to the Brookings area: <u>Past history as well as recognized growth in this hobby. Neighboring cities draw 2x and more cars than we draw -</u>					
Contact Person:	Jim Haggerty		Phone:	541-813-1214	
Organization:	Curry County Cruisers		Address:	PO Box 1863 Brookings 97415	
If more space is required please attach additional pages					



May 23<sup>rd</sup> & 24<sup>th</sup>, 2015



Location: Port of Brookings Harbor, Brookings

Saturday, May 23<sup>rd</sup>

Parade Downtown on Hwy 101 at 9:30 a.m.

Informal Show 'n Shine 11 am. To 4 p.m.

Sunday, May 24<sup>th</sup> Cruise-In at the Port, 8 a.m. -4 p.m.

Good Food

Goody Bags

DASH PLAQUES

T-SHIRTS

21ST ANNUAL  
**AZALEA FESTIVAL**  
*Car Show*

WILD RIVER PIZZA

Prizes

Raffles

Poker Walk

Trophies

Teen Challenge



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[www.currycountycruisers.com](http://www.currycountycruisers.com)

Call 541-813-1214 for more information

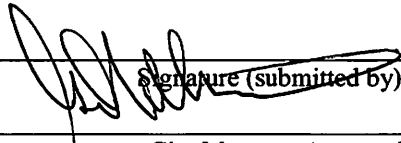


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 14, 2015

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Advertising Agreement with Oregon Coast Magazine

Recommended Motion:

Motion to authorize City Manager to execute Advertising Agreement #4068 with Oregon Coast Magazine and authorize expenditure of \$1,121.58 in Transient Occupancy Tax revenue for advertising in the Mile-by-Mile Guide/March/April issue of Oregon Coast Magazine.

Financial Impact:

Use of \$1,121.58 in Transient Occupancy Tax revenue.

Background/Discussion:

The Tourism Promotion Advisory Committee (TPAC) has recommended that the City partner with the Brookings Harbor Port District in purchasing a third-page advertisement in the "Mile-by-Mile Guide/March/April issue of Oregon Coast Magazine. The City share of the print advertising would be \$1,121.58.

Attachment(s):

- a. Advertising Agreement 4068.
- b. Mile-by-Mile Guide cover and Brookings area pages.



## Advertising Agreement 4068

Monday November 30, 2015

Advertiser	Brookings Tourism Promotion AC
Address	898 Elk Drive
	Brookings OR 97415
Phone	541-469-1103
Contact	Barbara Ciaramella

Title/Issue	Size	Placement	Space Cost	Net Cost
Oregon Coast Mar/Apr 2016	1/3	MBM	\$2,243.16	\$2,243.16

The price is for 1/3 page, representing the portion of the two-page spread the TPAC is subsidizing. OCM will sell its regular clients and we'd appreciate any

\_\_\_\_\_  
Rob Spooner

Date: \_\_\_\_\_

\_\_\_\_\_  
For Advertiser

Date: \_\_\_\_\_

## Oregon Coast Magazine

4969 Hwy 101 Suite 2  
Florence OR 97439

Phone..... 1-800-348-8401  
Fax..... 1-541-997-1124



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HOT SPOTS

HISTORIC  
LANDMARK  
LIGHTHOUSES

TERRIFIC  
HIKES

WHERE TO WATCH  
WHALES

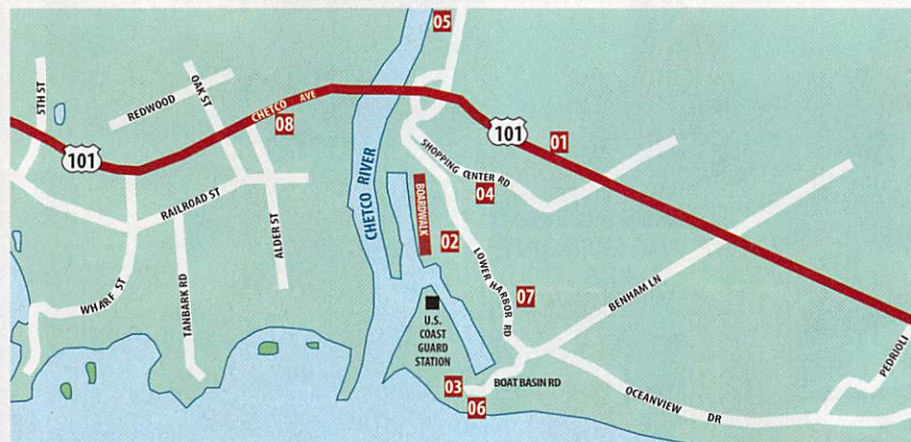
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**OREGON  
COAST**

OREGONCOASTMAGAZINE.COM



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PAID ADVERTISING



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### SERVICES

**02 BROOKINGS-HARBOR CHAMBER OF COMMERCE**  
brookingsharborchamber.com / 800-535-9469  
16330 Lower Harbor Road, Brookings, OR 97415 &

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through Curry County begins at Cape Ferrelo and ends at Humbug Mountain State Park.

### 347.9 - Thomas Creek Bridge

The highest bridge in Oregon, built in 1961, crosses 345 feet above creek bottom. To appreciate the structure's magnitude, pull into the parking area at the bridge's south end. Follow a short trail west for the best look at the gigantic geometric steel legs supporting the bridge.

### 351.3 - House Rock Viewpoint

Pull into the parking lot for a scenic view of the Curry County Coast. A moderately strenuous hike, five miles round-trip, takes you north to the beach at Whalehead Cove and back.

### 355.6 - Harris Beach State Park

Named for Scottish pioneer George Harris, who raised sheep and cattle in these parts. Just offshore is the largest island along the Oregon Coast, Bird Island, where breeding takes place for a

variety of birds, including tufted puffins. A full range of camping is available: RV spaces, tent sites, hiker/biker and yurts.

### 357.0 - Central Building

The Oregon and California Lumber Company (O&C) ran Brookings as a company town in the early part of the 20th century. The Central Building, constructed in 1915 by O&C, is listed on the National Register of Historic Places. It contains a small museum. &

### 357.0 - BROOKINGS-HARBOR (ZIP 97415)

Brookings-Harbor, on America's Wild Rivers Coast, basks in weather patterns that foster some of the warmest temperatures on the coast. Considered the gateway to the Oregon Coast and Chetco River recreation, Brookings is a center for commercial flower growing and tourism. The city celebrates its annual Azalea Festival every Memorial Day weekend.

### 358.0 - Chetco River

The Chetco is a fairly short coastal

river, rising in the Kalmiopsis Wilderness area of the Siskiyou National Forest and flowing into the Pacific at Brookings. The river divides Brookings from its unincorporated neighbor, Harbor. The North Bank Road goes up the Chetco River to nearby Azalea Park and 8 miles farther to Alfred A. Loeb State Park. On the south side, South Bank Road leads inland to Salmon Run Golf Course. The 18-hole course was constructed to preserve the environment as much as possible. Salmon actually do inhabit the golf course.

### 358.1 - Port of Brookings-Harbor Marina

The marina at the Port of Brookings-Harbor has two basins, accommodating recreational and commercial boaters. Together, the port maintains more than 670 slips and two transient docks. Some slips have electricity available.

The marina features a newly constructed moorage and docking system, as well as a new state-of-the-art fueling facility, complete launch services, and trailer parking. There is also a full-service boat yard.

You will also find a variety of restaurants, hotels and camping facilities.

### 358.2 - Brookings-Harbor Chamber of Commerce

The chamber office near the Port of Brookings-Harbor marina offers information for visitors to the area.

### 360.7 - Chetco Valley Museum

The museum is home to the state's largest Monterey cypress, which was planted in the 1850s. Open mid-April through October, Thursdays through Sundays.

### 362.8 - Winchuck Ponds/Peavine Road

Turn east on Winchuck River Road and continue 1.5 miles to graveled Peavine Road. This is a good route for car birding. At 1-mile point, park at pullout to see freshwater wetlands that harbor marsh birds and ducks.

### 363.0 - Crissey Field State Park

Visitor assistance from the Oregon Welcome Center and the US Forest Service at the southern end of the Oregon Coast Trail. Ample parking, easy beach access and a trail to the Winchuck River estuary. Watch for the access road; the building is not visible from the highway.

### 363.0 - California State Line



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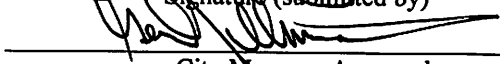


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: December 9, 2015

Originating Dept: Finance & HR

  
Signature (submitted by)  
  
City Manager Approval

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Subject:

Audit Report for the fiscal year ended June 30, 2015

Recommended Motion:

Motion to accept the City's Audit for the fiscal year ended June 30, 2015.

Financial Impact:

None.

Background/Discussion:

Boldt, Carlisle & Smith LLC has completed the City's audit for the fiscal year ending June 30, 2015. A bound copy of the audit report and a copy of the "communications letter" are in a separate envelope, from the auditor, in the Mayor's and each City Councilor's box.

The City received an unqualified opinion on the June 30, 2015 audit; which means there were no exceptions, findings, or questioned costs.



# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, November 9, 2015, 7:00pm**

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

The City Council met in Executive Session at 6:00 PM, in the City Manager's office, under authority of ORS 192.660(2)(f), "to consider information or records that are exempt by law," under 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," and under ORS 192.660(2)(a), "to consider the employment of a public officer, employee, staff member or individual agent."

#### **Call to Order**

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

#### **Roll Call**

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

Staff present: City Manager Gary Milliman, Finance & Human Resources Director Janell Howard, Parks & Technical Services Supervisor Tony Baron, City Attorney Martha Rice and City Recorder Joyce Heffington. Planning Manager Donna Colby-Hanks was in the audience.

Others Present: Curry Coastal Pilot Report Jane Stebbins and approximately 4 others.

#### **Ceremonies/Appointments/Announcements**

**Mayor Hedenskog moved, a second followed and Council voted unanimously to appoint Nastassia Carrasco as Ex Officio [to the City Council].**

#### **Staff Reports**

*Authorization to pay Salmon Run Golf Course for project expenses.*

Director Howard provided the staff report.

Councilor McClain asked if it was odd to reimburse them for using its own equipment and Howard said, in this instance, with the agreement between the City and Wild Rivers Golf Management (WRGM) being similar to an interagency agreement, since the City is the property owner, reimbursement would typically be for out-of-pocket costs.

Councilor Pieper said he agreed with Howard in asking for documentation to support the WRGM invoice for payment and for getting some sort of comparison as to rates for equipment rental. He also said he felt more discussion was needed.

Mayor Hedenskog and Councilor Hamilton agreed that more discussion was needed and Councilor Hodges said he was okay with everything but the equipment costs. He said it was a partnership with a mutual benefit; it wasn't supposed to be money-making endeavor.

Councilor McClain said he didn't think it was unusual to ask to be reimbursed for equipment costs and thought the costs seemed reasonable. He said it seemed WRGM wanted to do the work as cost-effectively as possible.

Howard said, by comparison, FEMA would reimburse the City at \$18.00 per hour for an excavator it was using to perform work in the City.

Councilor McClain said he was not concerned with the concept of reimbursing equipment costs, as long as the charges were reasonable.

City Manager Milliman said the real question was whether Council intended to both defer the lease payment and reimburse them for costs without supporting documentation, or if the City should require documentation as it would with any other contract.

Councilor Pieper asked if the rate was different than the estimate and Howard said the rate was not stated, just the number of hours. He then said he wanted to wait for the information and treat it like any other contractual agreement.

Discussion ensued regarding the funds being used to pay for the work and Councilor Pieper said, after all the years of waiving lease payments, he could never see a cash payment being made to WRGM. He said Council will honor the contract, as approved, but going forward, he could not see this happening again.

Councilor McClain said that the previous waivers had been under Claveran's management.

**Mayor Hedenskog moved, a second followed and Council voted, 4 votes to 1, with Mayor Hedenskog and Councilors Hodges, Pieper and Hamilton voting "Yes," and Councilor McClain voting "No," to continue the payment to the Golf Course until [staff has the appropriate documentation]. Ex Officio Carrasco abstained from casting an advisory vote.**

*Authorization to execute a contract for construction of Azalea Park Ball Field backstops.*

Supervisor Baron gave the staff report.

Mayor Hedenskog asked if Baron was sure the backstops were part of the Parks Master Plan and Baron said they were.

Councilor McClain remarked on the cost of the two backstops compared to the cost of installing a mile of water line at Salmon Run.

**Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to execute a public improvements contract with Quality Fence Company, for construction of two backstops at the Azalea Park Ball Fields with a low bid of \$31,235. Ex Officio Carrasco abstained from casting an advisory vote.**

*Authorization to execute an Intergovernmental Agreement with State of Oregon for maintenance of the Harris Beach Multi-Use Path, Ransom to Dawson.*

Supervisor Baron presented the staff report.

**Councilor Pieper moved, a second followed and Council voted unanimously, with an advisory "Yes" vote from Ex Officio Carrasco, to authorize the City Manager to execute an Intergovernmental Agreement with the State of Oregon for maintenance of the Harris Beach Multi-Use Path, Ransom to Dawson.**

*Authorization to meet with representatives of the Chetco Activity Center Board of Directors regarding possible future relationship.*

City Manager Milliman delivered the staff report.

Mayor Hedenskog asked if the Chetco Activity Center (CAC) request was premature and Eric Bryant, CAC Board member, said they were not ready to make any decisions, just discuss a possible partnership. Hedenskog then said he was concerned that things would be initiated

and then go nowhere. He said he thought a resolution from the CAC Board would be appropriate. Bryant said they already had a firm resolution from their board.

Moira Fossum, CAC Board Member, said they couldn't go anywhere without first talking to the City. Fossum said there were things that CAC felt they could do for the City, such as an elder abuse program.

Mayor Hedenskog said he felt the City had something to offer, at least in ideas.

After some discussion it was determined that Councilors Pieper and Hamilton would be the Council's representatives.

**Councilor Pieper moved, a second followed and Council voted unanimously, with an advisory "Yes" vote from Ex Officio Carrasco, to authorize the City Manager and Committee of the City Council to meet with representatives of the Chetco Activity Center Board of Directors to discuss a possible future relationship.**

*Adoption of proposed 2015-17 Strategic Plan.*

City Manager Milliman gave the staff report.

**Councilor McClain moved, a second followed and Council voted unanimously, with an advisory "Yes" vote from Ex Officio Carrasco, to adopt the 2015-17 Strategic Plan.**

#### **Consent Calendar**

1. Approve Council minutes for October 26, 2015.
2. Approve Liquor License Application for the Brookings Liquor Store, 896 Chetco Avenue.
3. Accept Parks & Recreation Commission minutes for September 24, 2015.
4. Receive monthly financial report for September, 2015.
5. Accept October 2015 Vouchers in the amount of \$626,099.18.

**Mayor Hedenskog moved, a second followed and Council voted unanimously, with an advisory "Yes" vote from Ex Officio Carrasco, to approve the Consent Calendar as written.**

#### **Remarks from Mayor and Councilors**

Mayor Hedenskog announced that Councilor McClain would be leaving at the end of the month and presented him with a plaque in appreciation of his 7 years of volunteer service to the City. He said Council expected great things from McClain in Phoenix.

Councilor McClain said it had been a lot of fun and he hoped there were people who would want to get involved in City government and take this opportunity. He said it was a great Council and they were lucky to have a great mayor like Hedenskog and a great city manager like Gary Milliman. He said the way that Milliman conducts business "is just an absolute pleasure," and one of the hardest things to do was to leave the Council.

Councilor Pieper said he had a lot of respect for McClain and appreciated his wit and the intellectual challenge he provided.

Councilor Hamilton said he enjoyed McClain's humor and his love for the bears and the downtown flower baskets and had also enjoyed working with McClain's father at the Lions Club.

Councilor Hodges said he was glad that McClain had joined the Council. He said McClain's participation in the various political committees took commitment, time and a sense of humor.

City Manager Milliman congratulated McClain on moving ahead with a new chapter of this life. He said it was great working with McClain and that he appreciated his support.

**Adjournment**

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:06 PM.

Respectfully submitted:

ATTESTED:

this \_\_\_\_\_ day of \_\_\_\_\_ 2015:

---

Ron Hedenskog, Mayor

---

Joyce Heffington, City Recorder

# City of Brookings

## Special City Council Meeting MINUTES

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

**Monday, November 23, 2015**

### **Call to Order**

Mayor Hedenskog called the meeting to order at 4:30 PM.

### **Roll Call**

Council present: Mayor Ron Hedenskog, Kelly McClain, Brent Hodges and Bill Hamilton; a quorum present. Councilor Pieper was absent.

Staff present: Finance & Human Resources Director Janell Howard.

Others Present: No media and approximately 5 others.

### **Staff Reports**

*Authorization to pay Salmon Run Golf Course for project expenses.*

Director Howard provided the staff report.

Councilor Hodges said the labor being charged was less than what he would have to pay someone, and the equipment rental costs were about \$20-\$40 less than what could be rented locally.

Councilor McClain said the golf course rented the equipment out and it could not have been rented out during that time, so he was good with the cost. He said they would also be putting a new roof on the clubhouse, making it permanent, and the waterline was permanent, so they become City assets.

Councilor Hamilton said he was okay with amount as it will be an investment in the course. He said more detail, initially, would have been better.

Councilor McClain said Council should use this as a learning experience.

Mayor Hedenskog said he agreed. Following the second, he asked Howard if the \$8,984.78 would be paid out of the budget set aside for water at the golf course and Howard said it would.

**Councilor McClain moved, a second followed and Council voted unanimously to authorize payment to Salmon Run Golf Course for the invoice as submitted, including costs that are not out-of-pocket, less the August 2015 lease amount of \$20,000, up to a maximum of \$8,984.78.**

### **Adjournment**

The meeting was adjourned at 4:40pm.

Respectfully submitted:

ATTESTED:

this \_\_\_\_\_ day of \_\_\_\_\_ 2015:

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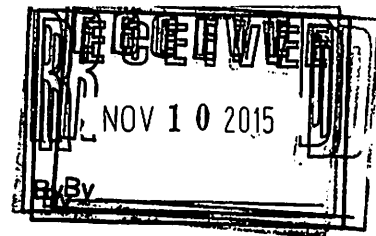
Ron Hedenskog, Mayor

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Joyce Heffington, City Recorder



# OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION



Application is being made for:

## LICENSE TYPES

- ☒ Full On-Premises Sales (\$402.60/yr)  
☐ Commercial Establishment  
☐ Caterer  
☐ Passenger Carrier  
☐ Other Public Location  
☐ Private Club  
☐ Limited On-Premises Sales (\$202.60/yr)  
☐ Off-Premises Sales (\$100/yr)  
☐ with Fuel Pumps  
☐ Brewery Public House (\$252.60)  
☐ Winery (\$250/yr)  
☐ Other: \_\_\_\_\_

## ACTIONS

- ☐ Change Ownership  
☒ New Outlet  
☐ Greater Privilege  
☐ Additional Privilege  
☐ Other: \_\_\_\_\_

## 90-DAY AUTHORITY

☐ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

## APPLYING AS:

- ☐ Limited Partnership ☒ Corporation ☐ Limited Liability Company ☐ Individuals

## CITY AND COUNTY USE ONLY

Date application received: \_\_\_\_\_

The City Council or County Commission:

(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## OLCC USE ONLY

Application Rec'd by: SLH

Date: 11/10/15

90-day authority: ☐ Yes ☒ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Li Jun Zhao Sushi & Noodle House INC

② \_\_\_\_\_ ④ \_\_\_\_\_

2. Trade Name (dba): Sushi & Noodle House INC

3. Business Location: 777 Cottage St Brookings OR 97415  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 777 Cottage St Brookings OR 97415  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-813-2888  
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: \_\_\_\_\_ Type of License: \_\_\_\_\_

8. Former Business Name: Hibach BAZ FU YUAN

9. Will you have a manager? ☒ Yes ☐ No Name: Li Jun Zhao  
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Brookings  
(name of city or county)

11. Contact person for this application: Li Jun Zhao  
(phone number(s))

\_\_\_\_\_  
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Li Jun Zhao Date 11/8/15 ③ \_\_\_\_\_ Date \_\_\_\_\_

② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_

# CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



**To:** Brookings City Council through City Manager Gary Milliman  
**From:** Lieutenant Donny Dotson  
**Date:** 11/18/2015  
**Subject:** Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **LiJun Zhao** with her attached **New Outlet** liquor license application. The business "**Sushi & Noodle House INC**" is located at 777 Cottage Street, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicants be granted their request with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Donny Dotson".

Lieutenant Donny Dotson  
Brookings Police Department



**TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES**  
**Thursday – July 16, 2015**

**CALL TO ORDER**

Meeting called to order at 4:05 PM

**1. ROLL CALL**

*Present:* Committee members Barbara Ciaramella, Candice Michel, Bob Pieper, and Chair Tim Patterson. Also present, City Manager Gary Milliman

*Absent:* Committee members Skip Watwood, Emma Keskeny

**2. APPROVAL OF MINUTES**

**Motion made to approve the minutes of June 18, 2015; motion seconded and Committee voted; the motion carried unanimously.**

**3. PUBLIC COMMENT**

None

**4. ACTION ITEMS**

- a. **City Visitor Mobile App** – Gary advised that the city website developer has a mobile app that can be developed to coordinate with the city website and the monies would come out of the IT budget
- b. **421Run.com Event Proposal** – Jon Carlson presented an update of expenses for his event. He advised that the event needs a “timer” to adequately document the runners times and a website built to attract and appeal to competition runners. He believes the amount requested of \$1500 will have to be increased to cover expenses and wondered if that was possible. He is anticipating @300 runners x \$20 registration fees plus t-shirts sales as his income. Committee would like to see budget cost projections more detailed and broken down to ensure the event is successful. Jon advised he is able to postpone the event from October to June to plan, budget, and find additional sponsors. Matter continued.
- c. **Bands, Brew & BBQ Event Proposal** – Bruce Ellis not present no action.
- d. **Oregon Coast Mile by Mile Advertising** – Barbara Ciaramella presented a cost proposal from Rob Spooner for print advertising in the Mile-by-Mile Guide which would cost \$2243. Barbara to contact the Chamber and Port to discuss possible cost sharing. Matter continued to August.
- e. **Brookings Brochure** – Barbara Ciaramella has contacted state parks and the county to propose a cost share of the brochure and they are interested. Would like to include a city map, county map and the Samuel Boardman trail map on the brochure. Continued to August.
- f. **Xplore Film Proposal** – Discussed video proposal, Candice thought the new Gold Beach drone video by Apple Box was very good and thought it was important to update the tourism video library yearly. Decided to determine 2015-16 budget for video before continuing discussion.

**5. INFORMATIONAL ITEMS**

- a. **Remove or Modify Downtown Park Restrictions** – Tim Patterson wondered that since the downtown two hour parking restrictions are not enforced if the signs could be taken down so as not to inhibit tourists from stopping and shopping on main street. He will possibly pursue thru City Council or Planning Commission.
- b. **Tourism Event Proposal Loans vs. Grants** – set aside \$6000 in the events budget for loans, details not discussed.
- c. **Google Plus Page Advisory Services RFP** – Bob Pieper believes it is not up to TPAC to hire someone for Advisory Services but that someone should come to TPAC and contract to do that.



- d. 2015-16 TPAC Budget** – Gary provided the TPAC 2015-16 budget information and reviewed. He advised that Natures Coastal Holiday requested \$3600 at the July 6<sup>th</sup> City Council meeting for the lighted archway to the Capella. The Council voted 2 to 2 and the request was not approved. Bob Pieper thought the Wild Rogue Relay event was a great success in Azalea Park and suggested financial support be considered again to encourage them to return next year. Gary reminded the group that the Wild Rogue Relay is a for profit business and the City contributed greatly to the event in man hours and expenses. Gary advised Tony Baron is in contact with the group and will invite him to next TPAC meeting to discuss ways to keep event from moving to Gold Beach.

Committee continued review of 2015-16 budget. Broke down budget as follows: \$16,000 for Events with \$6000 set aside for loans, \$2200 for Mile by Mile advertising. \$2000 for brochure, and \$5000 for video. **Motion made to preliminary approve the 2015-16 budget, to await final approval next month when additional two members of committee are in attendance; and Committee voted; the motion carried unanimously.**

- e. Internet Hit Info** – Tim would like to see the monthly new views broken out.

**6. SCHEDULE NEXT MEETING** - Next meeting scheduled for August 20 at 4:00 pm.

**7. ADJOURNMENT** - no further business before the Committee, the meeting adjourned at 5:26 pm.

Respectfully submitted,



Tim Patterson, Chair  
(approved at August 20, 2015 meeting)

**TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES**  
**Thursday – August 20, 2015**

**CALL TO ORDER**

Meeting called to order at 4:05 PM

**1. ROLL CALL**

*Present:* Committee members Barbara Ciaramella, Emma Keskeny, Candice Michel, Bob Pieper, and Skip Watwood. Also present, City Manager Gary Milliman and Tony Baron, Parks Supervisor.

*Absent:* Committee Chair Tim Patterson

**2. APPROVAL OF MINUTES**

**Motion made to approve the minutes of July 16, 2015; motion seconded and Committee voted; the motion carried unanimously.**

**3. PUBLIC COMMENT**

None

**4. ACTION ITEMS**

- a. **Southern Oregon Coast Home School Conference Event Proposal** – Linda Schreiber presented the event proposal request for \$1000 and information on the local home schooling network. Conference planned is trying to reach home schoolers from Coos Bay, Medford, Ashland, Crescent City, Eureka and Redding. Trying to reach areas that are not covered by the larger home school conferences. Encouraging out of town participants to stay Friday and Saturday nights by obtaining motel and restaurant discounts. **Motion made by Skip Watwood to approve the request for \$1000 for the Southern Oregon Coast Home School Conference; motion seconded and Committee voted; the motion carried unanimously.**
- b. **Charitree Event Proposal** – Linda Schreiber presented the event proposal request for \$500 and information on the event. Trying to expand the non-profit event to a two day event with a Friday night affair for sponsors and presenters, and a Saturday tree auction event for the public. Plans to expand the advertising range to encourage people to attend from farther away and promote the non profits who benefit from the event. Candice felt the event was more about helping the non-profits. Linda advised that the main cause was to raise awareness for the non-profits but also to promote support between businesses, non-profits and the community. **Motion made by Candice Michel to approve the request for \$500 for the Charitree Event;** discussion pursued as to if event brings out of town visitors to fill motel rooms, Linda thought event might attract visitors who were planning a trip to Brookings and add the event on their list of things to do. **Motion died for lack of second.** Barbara suggested incorporating a "Breakfast with Santa" idea into the event to make it more of a community event to attract more of the general public and to resubmit event proposal.
- c. **Oregon Coast Mile by Mile Advertising** – Barbara Ciaramella advised she has talked to the Port and they have agreed to participate in co-funding an ad, and she is still trying to make contact with the Chamber. Total estimated cost was @\$2200. She has advised Rob from Mile by Mile and he will try to put something together in November.
- d. **Brookings Brochure** – Barbara Ciaramella advised she has interest from the State Parks and the County in doing a six fold map brochure but they have asked her to continue discussions with them in September, after their busy season.
- e. **American Road Magazine Advertising** – Gary presented information he had been provided. Committee discussed proposal and advertising costs and who and where the ad reaches. Barbara volunteered to contact the Port and Chamber to ask if they would like to co-fund also. **Motion made by Candice Michel to pursue the American Road Magazine advertising**

**Port and/or Chamber is interested in co-funding; motion seconded and Committee voted; the motion carried unanimously.**

- f. **Brookings Video** - Gary requested clarification on committee's decision to budget \$5000 for video and how they would like to proceed with a video. Candice advised she thought the XPlore video price was too high, and that the recent Gold Beach promo video done by Chris Vandershaft from Apple Box was very good, but did not know how much it cost. Committee agreed to the idea of increasing the video library, and would like to have different video perspectives, including drone footage. They would like to pursue Request for Proposals for drone videos.

## **5. INFORMATIONAL ITEMS**

- a. **Wild Rogue Relay Support** – Tony Baron advised the event was successful this year and they will be returning to Brookings next year. If they return to Azalea Park Tony will be encouraging them to use local vendors for food and beer. Event brought in many runners families and supporters. Tony advised that the recent Wild River Music Festival went well with no problems; it was not as well attended as they had hoped but for the first year it went smoothly.
- b. **Status of Flora Pacific Christmas Tree** – Tony Baron advised they are having a hard time finding a 20' tree, typical tree size is 12', so he is still looking. Hopes to find one by October which will be a better time to transplant.
- c. **Tourism Event Proposal Loans vs. Grants** – continued to September meeting.
- d. **TPAC BUDGET** – Gary presented previously agreed budget for committee members unable to attend last meeting for approval. **Motion made by Candice Michel to accept the previously approved preliminary budget; motion seconded and Committee voted; the motion carried unanimously.**
- e. **Internet Hit Info** – Gary provided internet hit info that was not provided in the agenda packet. Committee commented on the "Great Place to Live" video being three times the most viewed video. A new "foodie" type video was suggested that could be partnered with local restaurants for costs. Emma suggested a dawn to dusk theme. Candice to discuss idea with Chris Vandershaft from Apple Box.

**6. SCHEDULE NEXT MEETING** - Next meeting scheduled for September 17<sup>th</sup> at 4:00 pm.

**7. ADJOURNMENT** - no further business before the Committee, the meeting adjourned at 5:02 pm.

Respectfully submitted,



Tim Patterson, Chair

(approved at ~~October 15, 2015~~ meeting)

NOV. 19, 2015

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/15	11/17/2015	75442	147	Brookings Glass Inc	25-00-2005	20.00- V
11/15	11/05/2015	76179	993	ATCO International	25-00-2005	250.00
11/15	11/05/2015	76180	5527	Big State Industrial Supply Inc	20-00-2005	327.81
11/15	11/05/2015	76181	5004	Blumenthal Uniforms & Equipment	10-00-2005	1,859.13
11/15	11/05/2015	76182	5048	Brookings Harbor Medical Center	25-00-2005	15.00
11/15	11/05/2015	76183	313	Brookings Vol Firefighters	10-00-2005	2,250.00
11/15	11/05/2015	76184	715	Budge McHugh Supply	20-00-2005	1,409.69
11/15	11/05/2015	76185	4471	Bug E Boyz	10-00-2005	45.00
11/15	11/05/2015	76186	528	Caselle, Inc	25-00-2005	889.33
11/15	11/05/2015	76187	4919	Certified Laboratories	25-00-2005	146.67
11/15	11/05/2015	76188	5436	Civil West Engineering Services Inc	56-00-2005	2,294.00
11/15	11/05/2015	76189	1745	Coastal Paper & Supply, Inc	10-00-2005	203.82
11/15	11/05/2015	76190	183	Colvin Oil Company	10-00-2005	2,201.94
11/15	11/05/2015	76191	4713	Corpro Companies	20-00-2005	755.00
11/15	11/05/2015	76192	4746	Curry County Treasurer	10-00-2005	592.00
11/15	11/05/2015	76193	166	Dan's Auto & Marine Electric	20-00-2005	471.53
11/15	11/05/2015	76194	284	Day Management Corp	10-00-2005	1,081.50
11/15	11/05/2015	76195	317	DCBS - Fiscal Services	10-00-2005	219.64
11/15	11/05/2015	76196	1	Tom Colosimo	20-00-2005	28.22
11/15	11/05/2015	76197	1	Charisa Lantz	20-00-2005	110.68
11/15	11/05/2015	76198	1	Kylee Shoemaker	20-00-2005	201.29
11/15	11/05/2015	76199	4894	Anella Ehlers	10-00-2005	96.00
11/15	11/05/2015	76200	3342	Fastenal	20-00-2005	396.21
11/15	11/05/2015	76201	5432	First Community Credit Union	25-00-2005	812.99
11/15	11/05/2015	76202	4646	Frontier	30-00-2005	531.25
11/15	11/05/2015	76203	4989	Gaylord Klinefelter Contracting Inc	50-00-2005	2,736.00
11/15	11/05/2015	76204	139	Harbor Logging Supply	25-00-2005	110.92
11/15	11/05/2015	76205	199	Richard Harper	10-00-2005	400.00
11/15	11/05/2015	76206	162	Kerr Hardware	10-00-2005	1,793.59
11/15	11/05/2015	76207	328	Les Schwab Tire Center	10-00-2005	1,374.11
11/15	11/05/2015	76208	4269	Milliman, Gary	10-00-2005	67.50
11/15	11/05/2015	76209	5554	Modern Marketing Inc	61-00-2005	379.05
11/15	11/05/2015	76210	2	Christina Lewis	10-00-2005	100.00
11/15	11/05/2015	76211	4487	Net Assets Corporation	10-00-2005	210.00
11/15	11/05/2015	76212	3561	Oil Can Henry's	10-00-2005	133.00
11/15	11/05/2015	76213	279	One Call Concepts, Inc	20-00-2005	40.92
11/15	11/05/2015	76214	5008	Online Information Services	10-00-2005	153.57
11/15	11/05/2015	76215	4899	Oregon Coast Auto Detailing	10-00-2005	175.00
11/15	11/05/2015	76216	5155	Oregon Department of Revenue	10-00-2005	1,652.09
11/15	11/05/2015	76217	322	Postmaster	25-00-2005	850.00
11/15	11/05/2015	76218	3751	Proficient Automotive Repair	20-00-2005	1,590.26
11/15	11/05/2015	76219	207	Quill Corporation	10-00-2005	125.72
11/15	11/05/2015	76220	3220	Radar Shop, The	10-00-2005	836.00
11/15	11/05/2015	76221	1840	Rogue Federal Credit Union	25-00-2005	1,140.72
11/15	11/05/2015	76222	486	Dept of Forestry	10-00-2005	688.91
11/15	11/05/2015	76223	990	UPS	20-00-2005	42.77
11/15	11/05/2015	76224	944	Verizon	10-00-2005	400.35
11/15	11/05/2015	76225	2122	Cardmember Service	20-00-2005	5,727.62
11/15	11/05/2015	76226	4220	Woof's Dog Bakery	61-00-2005	10.00
11/15	11/12/2015	76227	4610	Jason Barrigar	10-00-2005	99.00
11/15	11/12/2015	76228	4939	BI- Mart Corporation	20-00-2005	162.56
11/15	11/12/2015	76229	4363	Black & Rice LLP	10-00-2005	2,803.50
11/15	11/12/2015	76230	417	Cabela's Inc	20-00-2005	149.96

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/15	11/12/2015	76231	5070	Canon Solutions America	10-00-2005	399.93
11/15	11/12/2015	76232	3015	Charter Communications	30-00-2005	579.94
11/15	11/12/2015	76233	3834	Clean Sweep Janitorial Service	25-00-2005	1,392.00
11/15	11/12/2015	76234	822	Coast Auto Center	10-00-2005	13.20
11/15	11/12/2015	76235	1740	Code Publishing Company Inc	10-00-2005	175.65
11/15	11/12/2015	76236	5371	Comfort Suites Airport Salem	10-00-2005	391.60
11/15	11/12/2015	76237	5555	Continental Carbon Group Inc	25-00-2005	14,753.00
11/15	11/12/2015	76238	259	Da-Tone Rock Products	50-00-2005	2,851.48
11/15	11/12/2015	76239	5556	Del Norte Economic Development Corp	10-00-2005	10.00
11/15	11/12/2015	76240	1	Troy Redding	20-00-2005	229.65
11/15	11/12/2015	76241	5123	GCB Automation and Marine LLC	25-00-2005	400.00
11/15	11/12/2015	76242	5078	Geotechnical Resources, Inc	20-00-2005	14,605.75
11/15	11/12/2015	76243	198	Grants Pass Water Lab	20-00-2005	380.00
11/15	11/12/2015	76244	3961	Grizzly Fence & Construction	15-00-2005	225.00
11/15	11/12/2015	76245	2814	Ron Hedenskog	10-00-2005	30.48
11/15	11/12/2015	76246	5113	Jeff Lee	10-00-2005	136.00
11/15	11/12/2015	76247	5558	Marrington, Ray	10-00-2005	99.00
11/15	11/12/2015	76248	4269	Gary Milliman	10-00-2005	166.39
11/15	11/12/2015	76249	424	Munnell & Sherrill	25-00-2005	3,049.65
11/15	11/12/2015	76250	207	Quill Corporation	10-00-2005	341.97
11/15	11/12/2015	76251	387	Radio Shack	10-00-2005	16.48
11/15	11/12/2015	76252	3499	Simplot Grower Solutions	10-00-2005	457.00
11/15	11/12/2015	76253	5557	Smith, Ken	10-00-2005	205.00
11/15	11/12/2015	76254	380	Stadelman Electric Inc	20-00-2005	2,249.43
11/15	11/12/2015	76255	169	Waste Connections Inc	10-00-2005	1,650.55
11/15	11/12/2015	76256	151	Western Communications, Inc.	10-00-2005	305.93
11/15	11/12/2015	76257	4694	Travis Wright	10-00-2005	99.00
11/15	11/12/2015	76258	5011	Xylem Water Solutions USA, INC	25-00-2005	2,514.00
11/15	11/19/2015	76259	4734	Aramark Uniform Services	10-00-2005	126.25
11/15	11/19/2015	76260	5188	Bauer Auto Body & Paint	25-00-2005	4,064.69
11/15	11/19/2015	76261	5004	Blumenthal Uniforms & Equipment	10-00-2005	2,464.99
11/15	11/19/2015	76262	147	Brookings Glass Inc	25-00-2005	20.00
11/15	11/19/2015	76263	4193	C & K Market, Inc	10-00-2005	104.02
11/15	11/19/2015	76264	5534	Chet's Garden Center	20-00-2005	51.96
11/15	11/19/2015	76265	3834	Clean Sweep Janitorial Service	10-00-2005	45.00
11/15	11/19/2015	76266	183	Colvin Oil Company	25-00-2005	2,461.81
11/15	11/19/2015	76267	5228	Curry Community Health	10-00-2005	683.00
11/15	11/19/2015	76268	1357	Curry County Clerk	10-00-2005	450.00
11/15	11/19/2015	76269	5382	Davis Wright Tremaine LLP	10-00-2005	1,785.00
11/15	11/19/2015	76270	1	Jose Gutierrez	20-00-2005	29.69
11/15	11/19/2015	76271	1	Cathy Yocum	20-00-2005	8.38
11/15	11/19/2015	76272	5156	Desi's Tree Trimming	10-00-2005	900.00
11/15	11/19/2015	76273	2640	Dyer Partnership Inc., The	10-00-2005	12,014.50
11/15	11/19/2015	76274	2067	Enviro-Clean Equipment	25-00-2005	495.72
11/15	11/19/2015	76275	3342	Fastenal	15-00-2005	102.09
11/15	11/19/2015	76276	2186	Ferguson	20-00-2005	3,394.47
11/15	11/19/2015	76277	153	Ferrellgas	25-00-2005	427.30
11/15	11/19/2015	76278	4646	Frontier	10-00-2005	101.78
11/15	11/19/2015	76279	269	Grainger	25-00-2005	865.30
11/15	11/19/2015	76280	167	Hach Company	25-00-2005	293.31
11/15	11/19/2015	76281	4981	McLennan Excavation, Inc	15-00-2005	500.00
11/15	11/19/2015	76282	4269	Gary Milliman	10-00-2005	190.53
11/15	11/19/2015	76283	4901	Mountain View Paving, Inc	15-00-2005	1,950.30
11/15	11/19/2015	76284	4781	OHA Cashier	20-00-2005	200.00
11/15	11/19/2015	76285	4728	Oregon Department of Revenue	10-00-2005	231.00
11/15	11/19/2015	76286	5388	Palm Industries Inc	10-00-2005	19,918.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
11/15	11/28/2015	76287	1920	Pitney Bowes, Inc	10-00-2005	.00	V
11/15	11/19/2015	76288	3751	Proficient Automotive Repair	10-00-2005	1,138.00	
11/15	11/19/2015	76289	207	Quill Corporation	10-00-2005	761.39	
11/15	11/19/2015	76290	1840	Rogue Federal Credit Union	10-00-2005	30,579.01	
11/15	11/19/2015	76291	582	South Coast Office Supply	10-00-2005	28.15	
11/15	11/19/2015	76292	380	Stadelman Electric Inc	25-00-2005	7,273.27	
11/15	11/19/2015	76293	861	Village Express Mail Center	10-00-2005	20.17	
11/15	11/19/2015	76294	4220	Woof's Dog Bakery	61-00-2005	48.99	
11/15	11/25/2015	76295	993	ATCO International	10-00-2005	485.00	
11/15	11/25/2015	76296	5004	Blumenthal Uniforms & Equipment	10-00-2005	129.99	
11/15	11/25/2015	76297	1373	Cascade Fire Equipment	10-00-2005	1,458.96	
11/15	11/25/2015	76298	193	Central Equipment Co, Inc	15-00-2005	7,986.00	
11/15	11/25/2015	76299	822	Coast Auto Center	20-00-2005	169.46	
11/15	11/25/2015	76300	1	Jennifer Costa	20-00-2005	94.13	
11/15	11/25/2015	76301	1	Monroe Gehnert	20-00-2005	36.23	
11/15	11/25/2015	76302	4876	D'sineZ	10-00-2005	980.00	
11/15	11/25/2015	76303	261	Engineered Control Products	20-00-2005	250.12	
11/15	11/25/2015	76304	3342	Fastenal	15-00-2005	587.75	
11/15	11/25/2015	76305	2186	Ferguson	25-00-2005	715.09	
11/15	11/25/2015	76306	269	Grainger	25-00-2005	830.02	
11/15	11/25/2015	76307	2216	John D Rapraeger Inc	51-00-2005	16,522.96	
11/15	11/25/2015	76308	5441	Malone, Sean	10-00-2005	100.00	
11/15	11/25/2015	76309	679	McCourt Floor Coverings	10-00-2005	4,775.00	
11/15	11/25/2015	76310	5518	Motion Industries Inc	25-00-2005	1,489.77	
11/15	11/25/2015	76311	5364	North Central Laboratories	25-00-2005	229.39	
11/15	11/25/2015	76312	5560	Oil States Industries Inc	25-00-2005	3,151.63	
11/15	11/25/2015	76313	1920	Pitney Bowes, Inc	10-00-2005	83.00	
11/15	11/25/2015	76314	1920	Pitney Bowes, Inc.	10-00-2005	101.98	
11/15	11/25/2015	76315	3751	Proficient Automotive Repair	20-00-2005	2,287.77	
11/15	11/25/2015	76316	187	Quality Fast Lube & Oil	10-00-2005	86.00	
11/15	11/25/2015	76317	3	Robert Anderson	20-00-2005	24.95	
11/15	11/25/2015	76318	3	Doug Kamradt	20-00-2005	92.83	
11/15	11/25/2015	76319	5538	Rogue Valley Pools LLC	50-00-2005	7,376.90	
11/15	11/25/2015	76320	380	Stadelman Electric Inc	20-00-2005	1,071.22	
11/15	11/25/2015	76321	917	Wm. H. Reilly & Co	25-00-2005	714.26	
Grand Totals:						234,408.70	

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,684,567.00	39,438.58	195,594.43	2,488,972.57	7.3
LICENSES AND PERMITS	97,000.00	7,601.67	31,524.14	65,475.86	32.5
INTERGOVERNMENTAL	278,700.00	8,099.06	52,209.23	226,490.77	18.7
CHARGES FOR SERVICES	150,500.00	12,606.10	46,446.72	104,053.28	30.9
OTHER REVENUE	141,100.00	5,992.71	25,975.61	115,124.39	18.4
TRANSFERS IN	362,986.00	.00	.00	362,986.00	.0
	<u>3,714,853.00</u>	<u>73,738.12</u>	<u>351,750.13</u>	<u>3,363,102.87</u>	<u>9.5</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	20,918.00	834.68	6,048.42	14,869.58	28.9
MATERIAL AND SERVICES	11,700.00	400.00	2,517.45	9,182.55	21.5
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	<u>33,118.00</u>	<u>1,234.68</u>	<u>8,565.87</u>	<u>24,552.13</u>	<u>25.9</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	172,607.00	13,389.16	55,999.23	116,607.77	32.4
MATERIAL AND SERVICES	140,000.00	56,342.44	71,156.74	68,843.26	50.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>312,607.00</u>	<u>69,731.60</u>	<u>127,155.97</u>	<u>185,451.03</u>	<u>40.7</u>
POLICE:					
PERSONAL SERVICES	1,976,334.00	163,848.18	646,700.61	1,329,633.39	32.7
MATERIAL AND SERVICES	161,200.00	10,335.62	57,880.73	103,319.27	35.9
CAPITAL OUTLAY	55,150.00	.00	14,505.28	40,644.72	26.3
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,192,684.00</u>	<u>174,183.80</u>	<u>719,086.62</u>	<u>1,473,597.38</u>	<u>32.8</u>
FIRE:					
PERSONAL SERVICES	163,906.00	13,204.89	53,894.97	110,011.03	32.9
MATERIAL AND SERVICES	103,000.00	8,084.48	34,216.81	68,783.19	33.2
CAPITAL OUTLAY	45,519.00	.00	.00	45,519.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>312,425.00</u>	<u>21,289.37</u>	<u>88,111.78</u>	<u>224,313.22</u>	<u>28.2</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	190,597.00	13,658.69	50,192.98	140,404.02	26.3
MATERIAL AND SERVICES	70,400.00	760.96	6,173.68	64,226.32	8.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>260,997.00</u>	<u>14,419.65</u>	<u>56,366.66</u>	<u>204,630.34</u>	<u>21.6</u>



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	160,011.00	15,396.51	60,164.29	99,846.71	37.6
MATERIAL AND SERVICES	65,400.00	9,365.10	31,905.52	33,494.48	48.8
CAPITAL OUTLAY	17,300.00	.00	4,403.87	12,896.13	25.5
TRANSFERS OUT	.00	.00	.00	.00	.0
	242,711.00	24,761.61	96,473.68	146,237.32	39.8
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	174,911.00	13,858.41	56,436.61	118,474.39	32.3
MATERIAL AND SERVICES	33,500.00	1,369.61	8,941.02	24,558.98	26.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	208,411.00	15,228.02	65,377.63	143,033.37	31.4
SWIMMING POOL:					
PERSONAL SERVICES	52,760.00	.00	37,690.67	15,069.33	71.4
MATERIAL AND SERVICES	46,800.00	2,327.29	10,975.71	35,824.29	23.5
CAPITAL OUTLAY	14,400.00	.00	4,117.00	10,283.00	28.6
	113,960.00	2,327.29	52,783.38	61,176.62	46.3
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	158,800.00	9,278.39	28,971.60	129,828.40	18.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	242,500.00	.00	.00	242,500.00	.0
CONTINGENCIES AND RESERVES	626,640.00	.00	.00	626,640.00	.0
	1,027,940.00	9,278.39	28,971.60	998,968.40	2.8
	4,704,853.00	332,454.41	1,242,893.19	3,461,959.81	26.4
	( 990,000.00)	( 258,716.29)	( 891,143.06)	( 98,856.94)	( 90.0)

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	926,000.00	34,768.43	369,603.23	556,396.77	39.9
OTHER REVENUE	12,450.00	82.00	6,577.00	5,873.00	52.8
TRANSFER IN	.00	.00	.00	.00	.0
	<u>938,450.00</u>	<u>34,850.43</u>	<u>376,180.23</u>	<u>562,269.77</u>	<u>40.1</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	182,974.00	14,791.79	58,961.88	124,012.12	32.2
MATERIAL AND SERVICES	186,700.00	7,220.64	70,711.16	115,988.84	37.9
CAPITAL OUTLAY	588,025.00	360.15	90,856.21	497,168.79	15.5
TRANSFERS OUT	113,640.00	.00	.00	113,640.00	.0
CONTINGENCIES AND RESERVES	101,111.00	.00	.00	101,111.00	.0
	<u>1,172,450.00</u>	<u>22,372.58</u>	<u>220,529.25</u>	<u>951,920.75</u>	<u>18.8</u>
	<u>1,172,450.00</u>	<u>22,372.58</u>	<u>220,529.25</u>	<u>951,920.75</u>	<u>18.8</u>
	<u>( 234,000.00)</u>	<u>12,477.85</u>	<u>155,650.98</u>	<u>( 389,650.98)</u>	<u>66.5</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,510,200.00	109,400.43	619,168.52	891,031.48	41.0
OTHER INCOME	10,000.00	10,643.25	20,188.25	( 10,188.25)	201.9
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,520,200.00</u>	<u>120,043.68</u>	<u>639,356.77</u>	<u>880,843.23</u>	<u>42.1</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	375,694.00	29,344.19	117,975.88	257,718.12	31.4
MATERIAL AND SERVICES	192,400.00	11,336.59	61,311.60	131,088.40	31.9
CAPITAL OUTLAY	99,900.00	12,989.71	18,119.37	81,780.63	18.1
	<u>667,994.00</u>	<u>53,670.49</u>	<u>197,406.85</u>	<u>470,587.15</u>	<u>29.6</u>
WATER TREATMENT:					
PERSONAL SERVICES	288,072.00	21,993.76	87,922.94	200,149.06	30.5
MATERIAL AND SERVICES	187,800.00	28,356.93	84,881.40	102,918.60	45.2
CAPITAL OUTLAY	24,900.00	398.39	3,978.05	20,921.95	16.0
TRANSFERS OUT	765,395.00	.00	.00	765,395.00	.0
CONTINGENCIES AND RESERVES	186,039.00	.00	.00	186,039.00	.0
	<u>1,452,206.00</u>	<u>50,749.08</u>	<u>176,782.39</u>	<u>1,275,423.61</u>	<u>12.2</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,120,200.00</u>	<u>104,419.57</u>	<u>374,189.24</u>	<u>1,746,010.76</u>	<u>17.7</u>
	<u>( 600,000.00)</u>	<u>15,624.11</u>	<u>265,167.53</u>	<u>( 865,167.53)</u>	<u>44.2</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,948,440.00	224,266.78	945,644.59	2,002,795.41	32.1
OTHER REVENUE	5,000.00	4,064.69	4,064.69	935.31	81.3
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,953,440.00</u>	<u>228,331.47</u>	<u>949,709.28</u>	<u>2,003,730.72</u>	<u>32.2</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	535,440.00	40,772.11	161,312.18	374,127.82	30.1
MATERIAL AND SERVICES	225,900.00	8,029.48	47,752.41	178,147.59	21.1
CAPITAL OUTLAY	24,900.00	398.39	3,978.05	20,921.95	16.0
	<u>786,240.00</u>	<u>49,199.98</u>	<u>213,042.64</u>	<u>573,197.36</u>	<u>27.1</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	489,455.00	37,219.75	149,476.47	339,978.53	30.5
MATERIAL AND SERVICES	532,100.00	62,993.19	170,177.12	361,922.88	32.0
CAPITAL OUTLAY	24,900.00	398.39	3,978.05	20,921.95	16.0
TRANSFERS OUT	1,600,370.00	.00	.00	1,600,370.00	.0
CONTINGENCIES AND RESERVES	310,375.00	.00	.00	310,375.00	.0
	<u>2,957,200.00</u>	<u>100,611.33</u>	<u>323,631.64</u>	<u>2,633,568.36</u>	<u>10.9</u>
	<u>3,743,440.00</u>	<u>149,811.31</u>	<u>536,674.28</u>	<u>3,206,765.72</u>	<u>14.3</u>
	<u>( 790,000.00)</u>	<u>78,520.16</u>	<u>413,035.00</u>	<u>( 1,203,035.00)</u>	<u>52.3</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	478,201.00	1,128.46	11,724.28	466,476.72	2.5
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	.00	.00	500.00	.0
	<u>478,701.00</u>	<u>1,128.46</u>	<u>11,724.28</u>	<u>466,976.72</u>	<u>2.5</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	237.66	237.66	69,762.34	.3
CAPITAL OUTLAY	367,962.00	3,600.00	3,600.00	364,362.00	1.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	380,739.00	.00	.00	380,739.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>818,701.00</u>	<u>3,837.66</u>	<u>3,837.66</u>	<u>814,863.34</u>	<u>.5</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>818,701.00</u>	<u>3,837.66</u>	<u>3,837.66</u>	<u>814,863.34</u>	<u>.5</u>
	<u>( 340,000.00)</u>	<u>( 2,709.20)</u>	<u>7,886.62</u>	<u>( 347,886.62)</u>	<u>2.3</u>

# City of Brookings

## URBAN RENEWAL AGENCY MEETING MINUTES

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

**Monday, June 22, 2015**

### **Call to Order**

Chair Hedenskog called the meeting to order at 9:26 PM, immediately following the City Council Meeting.

### **Roll Call**

Agency present: Chair Ron Hedenskog, Directors Jake Pieper, Brent Hodges and Bill Hamilton; a quorum present. Councilor Kelly McClain was absent.

Staff present: Executive Director Gary Milliman, Finance & Human Resources Director Janell Howard, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others present: Curry Coastal Pilot Report Jane Stebbins.

### **Consent Calendar**

1. Approve Agency minutes for May 26, 2015.

**Chair Hedenskog moved, a second followed and Council voted unanimously to approve the Consent Calendar as written.**

### **Staff Reports**

*Resolution 15-R-1065 approving appropriation transfers for the Brookings' Urban Renewal Agency for 2014-15.*

Director Howard provided the staff report.

**Director Pieper moved, a second followed and Council voted unanimously to adopt Resolution 15-R-1065 approving appropriation transfers for the Brookings' Urban Renewal Agency for 2014-15.**

### **Adjournment**

Chair Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 9:29 PM.

Respectfully submitted:

ATTESTED:

this \_\_\_\_\_ day of \_\_\_\_\_ 2015:

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Ron Hedenskog, Chair

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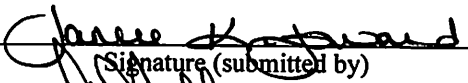
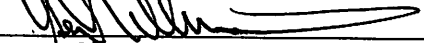
Joyce Heffington, City Recorder

# BROOKINGS URBAN RENEWAL AGENCY

## COUNCIL AGENDA REPORT

Meeting Date: December 9, 2015

Originating Dept: Finance & HR

  
Signature (submitted by)  
  
City Manager Approval

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Subject:

Audit Report for the fiscal year ended June 30, 2015.

Recommended Motion:

Motion to accept the Brookings Urban Renewal Agency's Audit for the fiscal year ended June 30, 2015.

Financial Impact:

None.

Background/Discussion:

Boldt, Carlisle & Smith LLC has completed the Urban Renewal Agency's audit for the fiscal year ending June 30, 2015. A copy of the audit report and a copy of the "communications letter" are in a separate envelope, from the Auditor, in each Board Member's box.

The Urban Renewal Agency received an unqualified opinion on the June 30, 2015 audit; which means there were no exceptions, findings, or questioned costs.