

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, April 14, 2014, 7:00pm**

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

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

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

#### **D. Ceremonies/Appointments/Announcements**

1. Dedication of Council Chambers aerial photographs provided by Heidi Jenkin. [PWDS]
2. Approval to reappoint Bryan Tillung to the Planning Commission. [pg. 3]

#### **E. Public Hearings/Ordinances/Resolutions/Final Orders**

1. Ordinance 14-O-727, amending the Brookings Municipal Code by adding tourism and limited light manufacturing to the General and Tourist Commercial District zones. [Planning, Advance Packet]

#### **F. Oral Requests and Communications from the audience**

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

#### **G. Staff Reports**

1. Authorization to take necessary actions for the City to join the Klamath Management Zone Fisheries Coalition. [City Manager, pg. 8]
  - a. Letter from Coalition President Jim Relaford. [pg. 9]
2. Approval to extend the televising advertising contract with KOB Channel 5 for an additional 60 days as recommended by the Tourism Promotion Advisory Committee. [City Manager, pg. 11]
  - a. Schedule of extended services [pg. 12]

#### **H. Consent Calendar**

1. Approve City Council minutes for March 24, 2014. [pg. 14]
2. Accept a permanent Public Utility Easement for sewer main from Dennis Pryce, 300 Matot, and authorize the City Manager to sign the Easement Agreement and related documents. [pg. 17]
3. Approve rescheduling the second May City Council meeting to Tuesday, May 27<sup>th</sup>, due to the Memorial Day holiday.
4. Approve reinstatement of Yard of the Month program. [pg. 25]
5. Authorize the City Manager to execute a one-year Chetco River Monitoring Agreement with U.S. Geological Survey at a cost of \$10,171. [pg. 26]
6. Accept Planning Commission minutes for January 7, February 4 and March 4, 2014. [pg. 29]
7. Accept Tourism Promotion Advisory Committee minutes for January 16 and February 20, 2014. [pg. 34]
8. Accept Public Art Committee minutes for January 16, January 23 and February 24, 2014. [pg. 40]
9. Receive March 2014 monthly financial report. [pg. 43]

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

## **J. Adjournment**

\*Obtain Public Comment Forms and view the agenda and packet information on-line at [www.brookings.or.us](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 ten days advance notification. Please contact 469-1102 if you have any questions regarding this notice.



## City of Brookings

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: BRYAN TILLUNG Date: 3/25/2014 *BT*  
Physical Address: 7173 VISTA RIDGE DRIVE  
Mailing Address: SAME  
Email Address: bryan@century21agate.com Phone: 541-254-1913

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

- 1. Commission/Committee applying for:**
- |  | Composition (i)    | Term (ii) |
|--|--------------------|-----------|
| <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? 5 (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?** REAL ESTATE BROKER

#### 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**:

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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:

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

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experience, community service, or background you have in this area. Attach additional sheets if necessary: \_\_\_\_\_

~~Currently on the 'Urban Renewal Advisor~~  
~~Commission' CURRENTLY ON THE PLANNING~~  
~~Commission POSITION #5~~

~~Attached to the Brooking Fire & Rescue~~

4. Tell us about your education, employment, volunteer activities, etc. Attach additional sheets if necessary.

~~Attended Univ. of Maryland~~  
~~Real Estate Broker - CDI Agate Realty~~

~~"Welcome to Brookings" Committee~~  
~~member~~

~~"PRESIDENT"~~  
~~Brookings/Harbor Rotary Rotarian~~

~~Member Chamber of Commerce~~

~~Treasurer - Curry County Board of~~  
~~Realtors~~

~~PAST- PRESIDENT OF THE CURRY COUNTY BOARD~~  
~~OF REALTOR'S~~

5. It is my intention to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

**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.

BRYAN TILLUNG

Applicant (print name)

Bryan Tillung

Applicant's Signature

3/25/2014

Date

Jordan Fanning

Witness (print name)

Jordan Fanning

Witness's Signature

3/25/14

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/OGEC/forms\\_publications.shtml](http://www.oregon.gov/OGEC/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

## References

Dr. Douglas J. Walker, OD, Eye Center of Brookings – (541) 469-6923

Jan Ramelli, Community Relations, Sea View Senior Living Community  
[jan@seaviewseniorliving.com](mailto:jan@seaviewseniorliving.com)

Charlie Kocher, Chief Editor, Curry Pilot - [ckocher@currypilot.com](mailto:ckocher@currypilot.com)

Rick Bishop, Bernie Bishop Mazda, [rbishop@bbmazda.com](mailto:rbishop@bbmazda.com)

Les Cohen, Brookings-Harbor, Chamber of Commerce, [les@brookingsor.com](mailto:les@brookingsor.com)

Moir Fossom, Curry Health Network - [irishm@charter.net](mailto:irishm@charter.net)

Raina Stoops, "Fitness Center", Seascape Regional Center - [rainastoops@yahoo.com](mailto:rainastoops@yahoo.com)

Bryan Wood, School Superintendent - [bryanw@brookings.k12.or.us](mailto:bryanw@brookings.k12.or.us)

Ruth Wilson, Century 21 Agate Realty – [ruth@century21agate.com](mailto:ruth@century21agate.com)

Becky Wilson, Century 21 Agate Realty – [becky@century21agate.com](mailto:becky@century21agate.com)

Chief Bill Sharp, Brookings Fire - [bsharp@brookings.or.us](mailto:bsharp@brookings.or.us)

Tami Konkel, BayWest Mortgage, Broker/President – [Tkonkel@BayWest-Mortgage.com](mailto:Tkonkel@BayWest-Mortgage.com)

Paster Rick, "Church of Nazarene" - 541-469-2571

Lorelei Hanna, "Pelican Bay Arts Association", President - [loreleinoel@charter.net](mailto:loreleinoel@charter.net)

Dianne Morris, Planning Director, - [dmorris@brookings.or.us](mailto:dmorris@brookings.or.us)

Ryan Webster, Executive Office, Curry County Board of Realtors -  
[ccbr@harborside.com](mailto:ccbr@harborside.com)

Evonne Tribble (Broker), President - Curry County Board of Realtors -  
[evonne@wave.net](mailto:evonne@wave.net)

Bryan Tillung, (Broker), Treasurer – Curry County Board of Realtors –  
[bryan@century21agate.com](mailto:bryan@century21agate.com)

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: April 14, 2014

Originating Dept: City Manager

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

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Subject: Klamath Management Zone Fisheries Coalition Membership

Recommended Motion:

If the City Council wishes to join the Coalition: Motion to authorize the City Manager to take all necessary actions for the City to join the Klamath Management Zone Fisheries Coalition, pay the \$500 membership dues, and budget for ongoing membership in fiscal 2014-15.

Financial Impact:

\$500 annual dues.

Background/Discussion:

We have received a letter from Klamath Management Zone Fisheries Coalition requesting that the City become a member. See attached letter.

KMZFC President Jim Relaford attended the April 7 City Council workshop to brief the Council on its efforts to secure reasonable Salmon fishing seasons along the Oregon south coast. KMZFC is actively involved in lobbying for sport and commercial fishery seasons before the Pacific Fisheries Management Council and has been effective.

This membership is not budgeted for the current fiscal year.

Attachment(s):

- a. Letter from KMZFC President Jim Relaford.



# **KMZFC**

## **Klamath Management Zone Fisheries Coalition**

(541) 469-5902

**Chairman:**

*Jim Relaford*

**Vice-Chairman:**

*Ben Doane*

**Treasurer:**

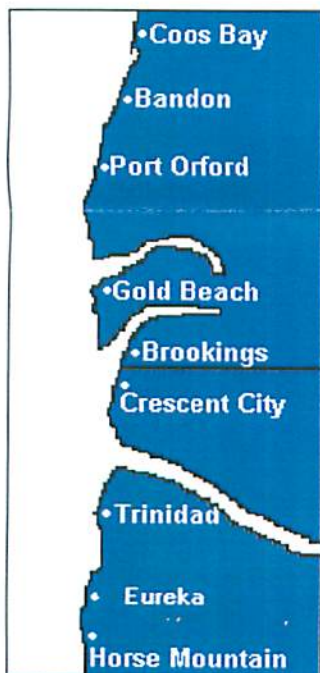
*Tony Hobbs*

**Secretary:**

*Tony Hobbs*

**Board Members:**

*Tim Klassen*



March 9, 2014

Dear ,

As you know, recreational salmon fishing is essential for a strong coastal economy. The 2014 salmon and halibut management meetings are starting and we need strong and consistent representation in the often difficult process. The preliminary prospects for this year's season look good but our representatives need to be there to protect our fishery.

Last year the Klamath Management Zone Coalition team attended every meeting and worked hard on your behalf. The KMZFC represents a huge coastline in Southern Oregon and Northern CA. Our volunteer delegates are well versed in salmon management and are highly respected by agencies and elected officials. Last year's salmon season generated millions of dollars for our coastal communities.

In the past you or your organization was a member of the KMZFC. Your dues or donation will help get our representatives to all the important meetings where our season will be discussed. Thank you for your past support and your assistance to insure a great season this year.

**Individual membership is \$10.00**  
**Companies and business organizations dues are \$250**  
**Cities and Counties dues are \$500**

Sincerely,

Jim Relaford  
President



Thank you for your help making sure we have a good Salmon Season  
in 2014!

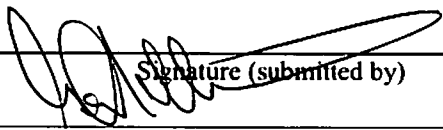
Please send your dues payment to:  
Klamath Management Zone Fisheries Coalition  
P.O. Box 7769  
Brookings, OR 97415

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: April 14, 2014

Originating Dept: TPAC

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

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**Subject:** Contract Extension for KOB! Advertising Campaign

**Recommended Motion:**

Motion to approve the recommendation of the Tourism Promotion Advisory Committee to extend the contract for television advertising with KOB! Channel 5 for an additional 60 days.

**Financial Impact:**

\$1,600 from Transient Occupancy Tax funds.

**Background/Discussion:**

The City contracted with KOB! Channel 5 for tourism promotion advertising. KOB! has developed a series of television advertisements, some of which are general in nature and others that are event-specific. The current contract for advertising expires in June. The Tourism Promotion Advisory Committee has recommended extending the contract through August so that the advertising program will continue through the summer and promote summer events. The cost of extending the advertising program is \$1,600. KOB! already has film footage for summer events that was captured last summer.

**Attachment(s):**

- a. Schedule of services for extension.



# **KOBI+ - CITY OF BROOKINGS**

Printed **02/13/2014 10:56:39 AM** Transmitted on

Adv.# **2889** Adv.Name **CITY OF BROOKINGS**  
 Agy.# **0** Agy.Name  
 HL # **-1** Address 1  
 Start Date **08/04/14** Address 2  
 End Date **08/24/14** City ST Zip  
 Date/Time Entered  
 Product **Tourism**  
 Agy Est # Agy Com **-1** Brand Code

Rep **0** Office **0** Sales No **0** Cf. Code 1  
 Buyer **Milliman, Gary** Cf. Code 2  
 Salesperson **Judy Luker** Sub Class  
 Phone **541-779-5555** Calendar  
 FAX **541-779-8888** Contract Type

NSM ☐ LSM ☐ GSM ☐  
 Coop Billing Needed  
 Copy Affidavit Needed  
 Total Cost **\$825.00**  
 Total Spots **54**

Enterprise Header Comment

Spots	Line #	Time Period	Day	Sec	Cost	Start	End	Spots	Ad	Mo	Tu	We	Th	Fr	Sa	Su	Notes
	1	Mo-Fr 5:30a-6:00a	News at Sunrise 530-6	30	\$0.00	08/04/14	08/22/14	5		X	X	X	X	X			
	2	Mo-Fr 6:00a-6:58a	News at Sunrise 6-7a	30	\$20.00	08/04/14	08/22/14	2		X	X	X	X	X			
	3	Mo-Fr 6:00p-7:00p	NBC5 News at 6pm	30	\$55.00	08/04/14	08/22/14	3		X	X	X	X	X			
	4	Mo-Fr 11:00p-11:35p	NBC5 News at 11pm	30	\$35.00	08/04/14	08/22/14	2		X	X	X	X	X			
	5	Mo-Sa 7:58p-11:00p	PRIME ROTATOR	30	\$0.00	08/04/14	08/24/14	6		X	X	X	X	X	X	X	
		Sun 6:58p-11:00p															

## **General Summary**

Name	Spots	Cost	Grps	GrImps	CPP	CPM	Population
KOBI+	54	\$825	67.8	90.0	\$12.17	\$9.17	136321

*Plus 100 free  
"This TV" spots*

# **KOBI+ - CITY OF BROOKINGS**

Printed **02/13/2014 10:54:37 AM** Transmitted on

Adv.# **2889** Adv.Name **CITY OF BROOKINGS**  
 Agy.# **0** Agy.Name  
 HL # **-1** Address 1  
 Start Date **07/07/14** Address 2  
 End Date **07/27/14** City ST Zip  
 Date/Time Entered  
 Product **Tourism**  
 Agy Est # Agy Com **-1** Brand Code

Rep **0** Office **0** Sales No **0** Cf. Code 1  
 Buyer **Milliman, Gary** Cf. Code 2  
 Salesperson **Judy Luker** Sub Class  
 Phone **541-779-5555** Calendar  
 FAX **541-779-8888** Contract Type

NSM ☐ LSM ☐ GSM ☐  
 Coop Billing Needed  
 Copy Affidavit Needed  
 Total Cost **\$825.00**  
 Total Spots **54**

## **Enterprise Header Comment**

Sell Order #	Line #	Time Period	Start	End	Cost	Start	End	Spots	MTWTFSS	MTWTFSS	MTWTFSS	MTWTFSS	MTWTFSS	MTWTFSS	MTWTFSS	MTWTFSS	MTWTFSS	MTWTFSS
	1	Mo-Fr 5:30a-6:00a News at Sunrise 530-6	30		\$0.00	07/07/14	07/25/14	5	X	X	X	X	X	X	X	X	X	X
	2	Mo-Fr 6:00a-6:58a News at Sunrise 6-7a	30		\$20.00	07/07/14	07/25/14	2	X	X	X	X	X	X	X	X	X	X
	3	Mo-Fr 6:00p-7:00p NBC5 News at 6pm	30		\$55.00	07/07/14	07/25/14	3	X	X	X	X	X	X	X	X	X	X
	4	Mo-Fr 11:00p-11:35p NBC5 News at 11pm	30		\$35.00	07/07/14	07/25/14	2	X	X	X	X	X	X	X	X	X	X
	5	Mo-Sa 7:58p-11:00p PRIME ROTATOR	30		\$0.00	07/07/14	07/27/14	6	X	X	X	X	X	X	X	X	X	X
		Sun 6:58p-11:00p																

## **General Summary**

Name	Spots	Cost	Grps	Grimps	CPP	CPM	Population
KOBI+	54	\$825	67.8	90.0	\$12.17	\$9.17	136321

Plus 100 free  
 This TV Spots

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, March 24, 2014**

The City Council met in Executive Session at 6:30 PM, in the City Manager's Office, under authority of ORS 192.660.2.e, "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," and then under authority of ORS 192.660.2.d, "to conduct deliberations with persons designated by the governing body to carry on labor negotiations."

**Call to Order**

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

**Roll Call**

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

Staff Present: City Manager Gary Milliman, Public Works & Development Director Loree Pryce, Planning Manager Donna Colby-Hanks, Building Official LauraLee Snook, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Two others; no media was present.

**Ceremonies/Appointments/Announcements**

Mayor Hedenskog proclaimed March as General Aviation Appreciation Month.

**Public Hearings/Ordinances/Resolutions/Final Orders**

*Legislative public hearing on File LDC-1-14, revisions adding limited light manufacturing to the Commercial and Tourism Manufacturing zones.*

Mayor Hedenskog opened the legislative public hearing in the matter of file LDC-1-14 at 7:05 PM.

Hearing no exparte, declarations of conflict or personal interest, or objections as to jurisdiction, Mayor Hedenskog reviewed the guidelines and Manager Colby-Hanks reviewed the staff report.

Councilor Hodges said he thought the noise decibel level might be set too low.

Manager Colby-Hanks said the goal was to avoid conflicts with neighbors and Official Snook pointed out the City had received a nuisance complaint for a noise level measured at 60 decibels at the property line and that a vacuum running in the house had measured 60 decibels at 30 feet away. Colby-Hanks also said there could be a situation where two businesses might share a building.

There was considerable discussion regarding acceptable decibel levels, where the noise level should be measured and what type of manufacturing should be allowed on the ground floor. Generally, Council agreed that the decibel level should be 60 at the outside of the building, a definition of light manufacturing should be included in the language and the recommendation offering the most liberal use should be adopted.

There were no public comments and the hearing was closed at 7:25 PM.

**Councilor Hodges moved, a second followed and Council voted unanimously to approve the text as described in attachment C, [of the staff report regarding changes to the Commercial and Tourism Manufacturing zones] to include a definition for light manufacturing, to change the decibels to 60 and to include where the decibels should be measured [as discussed during the hearing on File LDC-1-14].**

*Ordinance 14-O-730, amending various sections of Brookings Municipal Code Chapter 13.25, System Development Charges (SDC).*

Building Official Snook provided the staff report.

Mayor Hedenskog asked if the SDC for a cottage industry would stay with the residence and Snook said it would.

Councilor Hodges asked about the ability to credit an SDC to an adjacent lot and Snook said it would be Council's decision; it had been done once in a unique situation.

**Councilor Pieper moved, a second followed and Council voted unanimously to do a first reading of Ordinance 14-O-730 by title only.**

Mayor Hedenskog read the title.

**Councilor Pieper moved, a second followed and Council voted unanimously to do a second reading of Ordinance 14-O-730 by title only.**

Mayor Hedenskog read the title.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Ordinance 14-O-730, [amending various sections of BMC Chapter 13.25, System Development Charges].**

*Resolution amending the Brookings Master Fee Schedule by adding Park Use/Standard Fees and correcting the schedule title.*

City Manager Milliman provided the staff report.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Resolution 14-R-1029, amending the 2014 Brookings Master Fee Schedule by adding Parks Use/Standard Fees and revising the fee schedule title.**

### **Staff Reports**

*Approval to submit a grant application to the Gordon Ellwood Foundation to support Vision Council's programs.*

Director Pryce provided the staff report.

**Councilor Hodges moved, a second followed and Council voted unanimously to approve grant submission for the Gordon Ellwood Grant.**

*Authorization to apply for a RARE assistance grant and authorize a cash match.*

Director Pryce gave the staff report.

Councilor Pieper asked how RARE employees had been used in the past and City Manager Milliman said to his knowledge the City had previously had two RARE employees; one in the Finance Department, which was prior to his time with the City, and the other employee had been Cody Erhart, who had updated the Parks Master Plan.

Councilor Hodges said he thought Cody had done a good job and this was a good deal.

Mayor Hedenskog asked if Gold Beach would be sharing the employee and Pryce said it would be somewhat determined by the applicant's skill set.

Councilor McClain asked about the term of the position and Milliman said it would be from 10 to 11 months.

Councilor Pieper pointed out that, while it might be a good deal, the City would be getting someone inexperienced.

**Councilor McClain moved, a second followed and Council voted unanimously to authorize the Public Works Director to apply for RARE assistance and authorize a cash match of up to \$20,000 to pay for the RARE assistance.**

*Authorization to take all necessary actions for the City to join the Klamath Management Zone Fisheries Coalition.*

City Manager Milliman presented the staff report.

Mayor Hedenskog said if the City wanted a voice at the table, they needed to join.

Councilor Hodges said he wouldn't want to join an organization without knowing more about it and Councilors Pieper and Hamilton agreed.

Milliman suggested they have a representative come to a workshop.

**Councilor Pieper moved, a second followed and Council voted unanimously to invite President Jim Relaford of the KMZFC to a workshop to discuss with us joining [the] Coalition.**

*Two year extension of audit contract with Bold, Carlisle & Smith, LLC.*

City Manager Milliman provided the staff report.

**Councilor Hodges moved, a second followed and Council voted unanimously to execute an amendment to the audit contract with Boldt, Carlisle & Smith LLC for a two-year extension.**

#### **Consent Calendar**

1. Approve Council minutes for March 10, 2014.
2. Receive February 2014 monthly financial report.

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

#### **Adjourn**

Mayor Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:51 PM.

A meeting of the Urban Renewal Agency immediately followed.

Respectfully submitted:

ATTESTED:  
this \_\_\_\_\_ day of \_\_\_\_\_ 2014:

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Ron Hedenskog, Mayor

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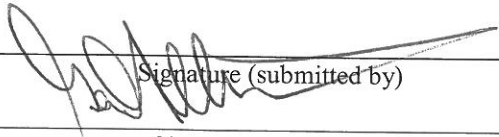
Joyce Heffington, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: April 14, 2014

Originating Dept: City Manager

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

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Subject: Sewer Line Easement - Pryce

Recommended Motion:

Motion to accept public utility easement for sewer main from Dennis Pryce and authorize the City Manager to sign the Easement Agreement and all other related documents.

Financial Impact:

Costs associated with preparing legal description and recording documents. Possible cost of connecting sewer lateral to sewer main.

Background/Discussion:

Dennis Pryce has offered a sewer main easement across his property at 300 Matot Street. The sewer main has existed for some years. Pryce is a new owner and it was discovered that no easement exists as Pryce has been improving the property. Pryce's existing sewer lateral does not connect to the main located in the proposed easement (the existing lateral appears to cross a private property line connecting to a main at another location) and the easement agreement contemplates the City connecting the residence to the subject main as consideration for the grant of easement.

Attachment(s):

- a. Easement Agreement
- b. Easement
- c. Legal description

AFTER RECORDING RETURN TO:

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Mail Tax Statements to: No Change

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**EASEMENT AGREEMENT  
300 MATOT STREET**

This easement agreement ("Agreement") is entered by and between the City of Brookings, an Oregon municipal corporation ("City"), 898 Elk Drive, Brookings, Oregon, and Dennis Pryce, ("Pryce") 300 Matot, Brookings, Oregon, 97415. The purpose of this Agreement is to set forth the terms upon which Pryce will grant an easement for a sewer main that runs across the back of Pryce's newly acquired property described herein. This Agreement is effective as of the date signed by the City's authorized representative.

NOW, THEREFORE, the parties agree as follows:

1. **IDENTIFICATION OF PROPERTY.** The property that is the subject of this Agreement is commonly known as 300 Matot Street (Map Tax Lot # 4113-05CC-02900) and more particularly described on Exhibit "A" attached hereto and incorporated herein by this reference ("Property").
2. **OBLIGATIONS OF PRYCE.**
  - a. Grant of Easement. Pryce will grant a perpetual sewer utility easement, ten feet in width, to the City to allow the City access to the sewer main on the Property for purposes of construction, maintenance, inspection, replacement and repair of sewer main.
  - b. Condition to City's Performance. The City's obligations, set forth below, are conditioned upon Pryce executing all necessary easement documents. Until such time as all easement documents are duly executed, the City will have no obligation to perform under this Agreement.
3. **OBLIGATIONS OF CITY.**
  - a. Restoration. In the event the City conducts work within the easement, City shall restore the property to its pre-existing condition.
  - b. Costs of Easement. The City will pay for the costs to survey, compose and record the easement documents.
  - c. Construction of Sewer Lateral. The City will construct a sewer lateral clean out and sewer lateral connection at the northeasterly Property corner (if possible with grades) in lieu of monetary compensation for the sewer main easement.
  - d. Variance. City will waive the fee and support a variance application of Pryce to reduce the building setback to less than 10 feet from the Property boundaries due to the limited ability to develop on the northerly property line as a result of the location of the public sewer main.
4. **GENERAL PROVISIONS.**
  - a. Binding on Successors. This Agreement is binding upon all successors and assigns of the parties to this Agreement.



- b. Entire Agreement. This Agreement represents the entire agreement between the parties regarding the subject matter contained herein. Any prior negotiations, discussions, or agreements are superseded by this Agreement.
- c. Amendment. Any amendment or modification to this Agreement must be in writing and signed by all parties to be binding and enforceable.
- d. Severability. If any provision of this Agreement is declared unenforceable or invalid by a court of competent jurisdiction, then the remainder of this Agreement is to be continued in full force and effect without disruption.

DATED \_\_\_\_\_

\_\_\_\_\_  
Grantor: Dennis Pryce

STATE OF OREGON  
County of Curry

Before me personally appeared the Grantor, Dennis Pryce, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and acknowledged the foregoing instrument as his/her voluntary act and deed.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
My commission expires: \_\_\_\_\_

**ACCEPTED BY GRANTEE:**

\_\_\_\_\_  
Gary Milliman, City Manager  
City of Brookings, Oregon

STATE OF OREGON  
County of Curry

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Gary Milliman, City Manager of the City of Brookings, as the City of Brookings' voluntary act and deed and accepted the easement on behalf of the City of Brookings.

\_\_\_\_\_  
Notary Public for Oregon  
My commission expires: \_\_\_\_\_

AFTER RECORDING RETURN TO:

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Mail Tax Statements To: No Change

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**PUBLIC UTILITY EASEMENT**

Dennis Pryce ("Grantor") hereby grants to the City of Brookings, Oregon, a municipal corporation ("Grantee"), a perpetual public utility easement for the purposes of access, maintenance, inspection, and repair of public sewer facilities located on the property as set forth herein in the City of Brookings, Curry County, State of Oregon.

See attached Exhibit "A" pages 1 & 2 for description of the property and the easement.

The consideration for this easement is the following:

- a. Sewer Location Information. The City will inform Pryce of the sewer main depth, location, and size so that Pryce may install a gate post near the northwest Property corner, which is in the vicinity of the sewer main, without causing damage to the public sewer facility.
- b. Costs of Easement. The City will pay for the costs to survey, compose and record the easement documents.
- c. Construction of Sewer Lateral. The City will construct a sewer lateral clean out and sewer lateral connection at the northeasterly corner of the property (if possible with grades) in lieu of monetary compensation for the sewer facility easement.
- d. Variance. City will waive the fee and support a variance application of Pryce to reduce the building setback to 10 feet from the Property boundaries due to the limited ability to develop on the northerly property line as a result of the location of the public sewer main.

This easement is granted on the following terms and conditions:

- a. Character of Easement. The easement is a perpetual right of Grantee, its officer, agents, employees, and Contractors to ingress and egress upon, over and across the property for the purposes of maintaining and repairing the sewer facilities.
- b. Restrictions. Grantor agrees not to plant, build, construct, or create, nor permit other to plant, build, construct, or create any flora, buildings, or other structures, including fences, on the easement that may interfere with the use of the easement for the purposes set forth herein or with the normal operation, inspection, or access to, or maintenance of the sewer facilities.

This easement is binding upon Grantor, its successors and assigns, and will inure to the benefit of Grantee, its successors and assigns.

DATED \_\_\_\_\_

\_\_\_\_\_  
Grantor: Dennis Pryce

STATE OF OREGON  
County of Curry

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014, DENNIS  
PRYCE and acknowledged the foregoing instrument as his/her voluntary act and deed.

\_\_\_\_\_  
Notary Public for Oregon  
My commission expires:

**ACCEPTED BY GRANTEE:**

\_\_\_\_\_  
Gary Milliman, City Manager  
City of Brookings, Oregon

STATE OF OREGON  
County of Curry

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2014,  
by Gary Milliman, City Manager of the City of Brookings, as the City of Brookings' voluntary  
act and deed and accepted the easement on behalf of the City of Brookings.

\_\_\_\_\_  
Notary Public for Oregon  
My commission expires:

EXHIBIT A

An easement for installation and maintenance of sanitary sewer facilities over a portion of that parcel of land described in, Instrument 2013-1050, recorded March 15, 2013, Official Records of Curry County, Oregon, included within a strip of land 10.00 feet wide, lying 5.00 feet on each side of the following described centerline:

COMMENCING at the Northwest corner of Parcel 1 as shown on Curry County Partition Plat No. 1992-48, recorded September 2, 1992, in Instrument 1992-7918, Official Records, of Curry County, Oregon;

thence, along the West boundary of said Parcel 1, South 00°02'18" East a distance of 17.75 feet to the POINT OF BEGINNING;

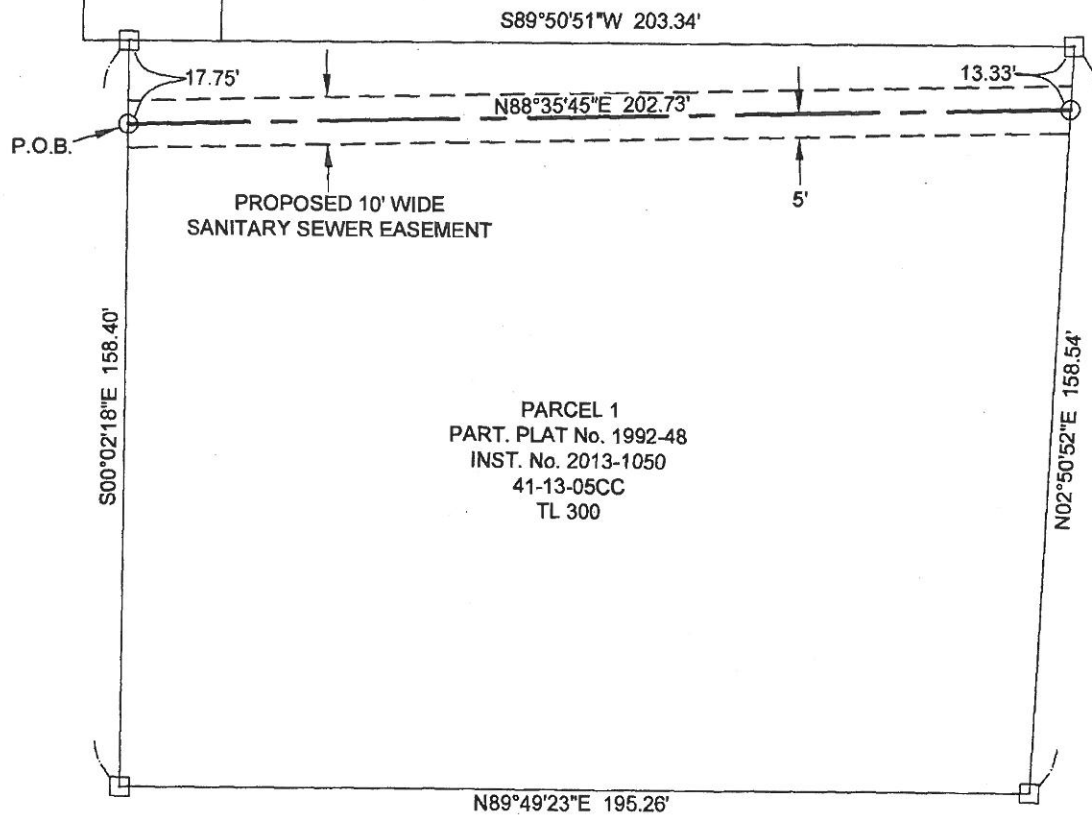
thence, leaving said West boundary, North 88°35'45" East 202.73 feet, more or less, to the East boundary of said Parcel 1, said point being South 02°50'52" West 13.33 feet from the Northeast corner of said Parcel 1.

The sidelines of the easement shall be extended or shortened as required to begin at the Westerly boundary and terminate at the Easterly boundary of that parcel of land described in, Instrument 2013-1050, recorded March 15, 2013, Official Records of Curry County, Oregon.



# EXHIBIT —

LOCATED IN  
SW1/4 OF SW1/4, SECTION 5,  
T41S, R13W, WILLAMETTE MERIDIAN,  
CITY OF BROOKINGS, CURRY COUNTY, OREGON



## LEGEND

- RECORD POSITION PER PLAT No. 1992-48.
- CALCULATED POSITION.

PREPARED FOR: CITY OF BROOKINGS

DATE: 12/20/13

JOB #: 13-141



REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JAN. 11, 2005  
CHRIS E. FOWLE  
73590

EXPIRES 12/31/13

**Roberts & Associates**  
LAND SURVEYING INC.

611 SPRUCE STREET  
P.O. Box 1599  
Brookings, OR 97415

Ph: 541-469-0162  
Fax: 541-469-5456

November 19, 2013

City Manager and Site Committee

Re: Public sewer main without a recorded easement at 300 Matot St

It was recently discovered that a public sewer main is located along the northerly side of our property. This sewer does not have an easement as it did not show on the title report when we purchased the property in March 2012. From looking at the sewer atlas which is still being developed in the GIS department, the pipe in question conveys all the sewer from Matot St. We are in the process of replacing the gate at the north westerly entrance in the vicinity of the sewer and are interested in a long term clean up of the title of this property. There are several parallel requests proposed herein;

1. Coordinate and receive timely approval from the City for installing a gate post in the vicinity of the public sewer main. We hired Rich Roberts to identify the property corners. Based on our property corner location, the proposed gate post may be in conflict with the existing sewer. We will need the sewer depth, location and size identified so we can coordinate a safe location for the gate post.
2. Offer the City a permanent easement to maintain the public sewer under the following conditions;
  - a. The City standards are for a 15' sewer easement. We propose 10' since the land development code requires any future structures maintain a minimum of 10 foot offset from the property line or easement.
  - b. Provide a no fee variance to build a structure within 10 of the other property sides due to limited development potential of the sewer main and easement along the northerly property line.
  - c. The City pays for the costs to survey and compose the easement documents.
  - d. The City constructs a sewer lateral clean out and sewer lateral connection at the north easterly property corner (if possible with grades) in lieu of paying for the easement. This will save costs for hiring an appraiser and offering fair market value for the easement. Currently our house's sewer lateral was TV'd and discovered not to connect to the sewer main but aligned as shown in Exhibit a. We are interested in making the sewer lateral comply with City standards.

Thank you for your consideration,



Dennis and Loree Pryce

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: April 14, 2014

Originating Dept: City Manager

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

---

Subject: 2014 Yard of the Month Program

Financial Impact:

Through utility rebates and business license credits, this program costs the City approximately 15 hours of staff time and \$500, annually.

Background/Discussion:

This will be the City's 12<sup>th</sup> year for recognizing residents and business owners for their beautification efforts through its annual Yard of Month Program.

The program includes the presentation of awards, May through September, in two categories: Best Residential Property and Best Commercial Property. Monthly winners receive a certificate, and a \$50.00 rebate toward their City utility bill or business license renewal. Winners are also recognized with signage, local media coverage and mention at a City Council meeting.

Attachment(s):

None



# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: April 14, 2014

Originating Dept: PW/DS

  
Public Works/Development Services Director  
  
City Manager Approval

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Subject: Chetco River Monitoring Agreement with USGS (United States Geological Survey)

Recommended Motion: Authorize the City Manager to execute a 1 –year contract with USGS to continue recording water levels for the Chetco River.

Financial Impact: The annual cost for fiscal year 2013-14 to provide these services was \$9,486. The new contract amount in the amount of \$10,171 is \$782 more than last year.

Background/Discussion: USGS performs routine monitoring of the Chetco River water levels and has been historically providing this service to the City of Brookings. In January 2013, USGS announced there would be increases in the City's match to provide these services. A 5 year contract was provided to the City outlining moderate increases through 2016. This current contract amount for \$10,171 is consistent with the same projected increase in 2013. Monitoring services include maintenance of the gauging station upstream of Loeb Park, staffing to administer and evaluate the data, and upload to a public access web site.

Staff recommends continuation of a 1 year contract and is budgeted in water contract services account.

Policy Considerations: None

Attachment(s):

- a. Letter from USGS



# United States Department of the Interior

## U.S. GEOLOGICAL SURVEY

Oregon Water Science Center

2130 SW 5th Avenue

Portland, OR 97201

(503) 251-3220 • Fax: (503) 251-3470

<http://or.water.usgs.gov/>

February 18, 2014

Ms. Loree Pryce  
Public Works Development Services Director  
City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Dear Ms. Pryce

An agreement was entered into between the City of Brookings and U.S. Geological Survey (USGS) for our continuing cooperative data collection program on the Chetco River near Brookings for Federal fiscal year 2014 (October 1, 2013 to September 30, 2014). Due to budget restrictions resulting in a shortfall to the Cooperative Water Program, this letter serves to modify the agreement to remove the Federal Matching Funds (FMF) from it. The cost to continue the operation and maintenance of the gaging station remains the same at \$19,560, with the City of Brookings share remaining at \$10,171. The USGS will provide the remaining \$9,389 in other appropriations to fully fund our portion of the program.

All other conditions of the agreement remain the same. If you are in agreement with this change, please sign below indicating your acceptance and return one signed copy of this letter to the above address.

If you have any questions concerning the changes discussed in this letter or the data program in general, please feel free to contact Keith Overton at (503) 251-3246.

Sincerely,

James D. Crammond  
Center Director

ACCEPTED:

\_\_\_\_\_  
City of Brookings

\_\_\_\_\_  
Date

JANEEL HOWARD, FINANCE

Cc (w/o enclosures): ~~Ms. Patti Dunn~~, Administrative Services Director, City of Brookings 898  
Elk Drive, Brookings, OR 97415

cc: Dar Crammond  
Mary Burbank  
Steve Winkler  
Marc Stewart  
Keith Overton

**MINUTES**  
**BROOKINGS PLANNING COMMISSION**  
**January 7<sup>th</sup>, 2014**

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

Commissioners Present: Curtis Williams; Bryan Tillung; Betty Pomerleau; Cheryl McMahan; Hedda Markham  
Commissioners Absent: Gerry Wulkowicz  
Planning Staff Present: Planning Manager - Donna Colby-Hanks; Administrator - Jordan Fanning  
Others Present: None.

**THE FOLLOWING ACTIONS WERE TAKEN IN THE PUBLIC HEARINGS:**

Public hearing procedures addressed by Chair Markham

- Chair Markham opened the quasi-judicial hearing regarding File No. LDC-1-14 at 7:01pm.

File Description: In the matter of File No. **LDC-1-14**, revisions to Chapter 17.52 General Commercial (C-3) and Chapter 17.56 Tourist Commercial (C-4) of the Brookings Municipal Code (BMC) to add limited light manufacturing. City initiated. The criteria used to decide this matter is found in Chapter 17.140 Amendments, of the BMC. This is a legislative hearing and the Planning Commission will make a recommendation to City Council on this matter.

No ex parte contact, bias, or conflict of interest was disclosed.

Planning Manager Colby-Hanks presented the staff report in full. No members of the public were present to comment on the matter. The public hearing portion of the file was closed at 7:10pm. Comments by the Commissioners were overwhelmingly positive. Commissioner McMahan made a motion to approve the application which was seconded by Chair Markham. The application was approved unanimously.

**APPROVAL of MINUTES**

By a 3-0 vote, abstention by Commissioner McMahan and Chair Markham (motion: Commissioner Williams, 2<sup>nd</sup> Commissioner Pomerleau) the Planning Commission approved the minutes of the January 7<sup>th</sup>, 2014 Planning Commission meeting.

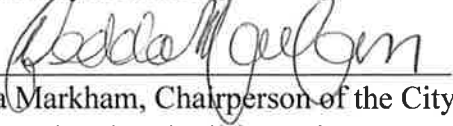
**REPORT FROM PLANNING STAFF**

- Follow up on Cottage Industry text for the City Council as per suggestion from previous Planning Commission meeting.
- A chain of command clarification letter from the Brookings City Manager, Gary Milliman, was distributed to the Commission.
- Tokens of appreciation from the City Manager were distributed to the Commission Members for their service to the City.
- Commissioner Tillung's seat is set to expire in April and was he encouraged to reapply.
- The Lone Ranch DDP is up for extension and the matter will possibly be heard at the February Commission meeting.

## ADJOURNMENT

Chair Markham, on behalf of the Commission, sent their thanks to Gary Milliman for supplying them with the handy keychain flashlights. With no further business before the Planning Commission the meeting adjourned at 7:15 pm.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Hedda Markham", written over a horizontal line.

Hedda Markham, Chairperson of the City of Brookings Planning Commission  
(Approved at the 2/04/14 meeting)

**MINUTES**  
**BROOKINGS PLANNING COMMISSION**

February 4, 2014

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

Commissioners Present: Hedda Markham, Cheryl McMahan, Curtis Williams, Jerry Wulkowicz, and Bryan Tillung.

Commissioners Absent: Betty Pomerleau

Staff Present: Planning Manager Donna Colby-Hanks; Building Official. - LauraLee Snook

Others Present: 3 members of the public

**WRITTEN REQUESTS AND COMMUNICATIONS**

Nathan Francis, representative of U.S. Borax Inc, RioTinto requested a two-year extension of time for approval of the Detailed Development Plan (DDP-1-10) within Lone Ranch Master Plan area. Subject property is located on the east side of Highway 101 approximately 0.8 miles north of Carpenterville Road; Assessor's map 40-14 & Index, Tax lots 2400, 2401, & 2300; zoned Master Plan Development (MPD). Criteria used to decide this case can be found in the 2004 version of the Brookings Municipal Code Section 70.200, Effective Period of Detailed Development Plan (DDP) Approval.

Staff gave a brief synopsis of the staff report. After a brief discussion, Chair Markham made a motion to approve the extension which was seconded by Commissioner Williams. The motion carried unanimously. Chair Markham made a motion to include the file no, DDP-1-10 in the approval. The motion was seconded by Commissioner Williams and carried unanimously.

The City of Brookings initiated a request to rename the northern portion of Alder Street between Chetco Avenue and Pine Street to Redwood Spur. The northern portion of Alder Street intersects with Chetco Avenue approximately 1500 feet west of the Chetco River Bridge; Assessor's maps 41-13-05CB & 41-13-05CA; City initiated. The properties to the east of this short section of Alder Street are zoned Single Family Residential (R-1-6) and the properties to the west are zoned Multiple-Family Residential (R-3) and General Commercial (C-3). Criteria used to decide this case can be found in Brookings Municipal Code 17.170.080, Street Names and Signs.

Staff gave a brief synopsis of the staff report and answered several questions from the Commissioners.

Carolyn Self, 1405 Glenwood Dr, Brookings, OR stated she was affiliated with Christian Science Church and requested the Commission consider changing the name to North Alder.

Penelope Schrader-Goolsby, 15948 Oceanview Dr, Brookings, OR stated she was affiliated with First Church of Christ, Scientist and also requested the Commission consider changing the name to North Alder.

Staff advised the one property owner addressed to this section of street, called with support of the name change. The Commission deliberated on the merits of the North Alder name suggested by the audience and the Redwood Spur name suggested by emergency services. Commissioner Williams stated he had worked with emergency services previously and understood how with the street configuration emergency service personnel could be confused and lose valuable time in arriving at an address.

After continued discussion, Chair Markham made a motion to approve the extension which was seconded by Commissioner McMahan. The motion carried with a 4 to 1 vote with Commissioner Tillung voting in opposition.

### **THERE WERE NO ITEMS ON THE AGENDA FOR PUBLIC HEARING**

### **APPROVAL of MINUTES**

By a 4-0 vote with Commissioner Wulkowicz abstaining as he was not present at the meeting (motion: Commissioner McMahan, 2<sup>nd</sup> Chair Markham) the Planning Commission approved the minutes of the January 7th, 2014 Planning Commission meeting.

### **OTHER ITEMS**

- Staff advised there will be a Planning Commission meeting on March 4, 2014 in which additional revisions to the addition of light manufacturing in the General Commercial (C-3) zone will be considered.

### **ADJOURNMENT**

With no further business before the Planning Commission the meeting adjourned at 7:20 pm.

Respectfully submitted,

  
\_\_\_\_\_  
Hedda Markham, Chair (approved at the 03/04/14 meeting)



**MINUTES**  
**BROOKINGS PLANNING COMMISSION**  
**March 4<sup>th</sup>, 2014**

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

Commissioners Present: Curtis Williams; Bryan Tillung; Betty Pomerleau; Gerry Wulkowicz; Cheryl McMahan;  
Hedda Markham  
Commissioners Absent: None  
Planning Staff Present: Planning Manager - Donna Colby-Hanks; Administrator - Jordan Fanning  
Others Present: None

**THE FOLLOWING ACTIONS WERE TAKEN IN THE PUBLIC HEARINGS:**

Public hearing procedures addressed by Chair Markham

- Chair Markham opened the legislative hearing regarding File No. LDC-1-14 at 7:01pm.

File Description: In the matter of File No. **LDC-1-14**, revisions to Chapter 17.52 General Commercial (C-3) and Chapter 17.56 Tourist Commercial (C-4) of the Brookings Municipal Code (BMC) to add limited light manufacturing. City initiated. The criteria used to decide this matter is found in Chapter 17.140 Amendments, of the BMC. This is a legislative hearing and the Planning Commission will make a recommendation to City Council on this matter.

No ex parte contact, bias, or conflict of interest was disclosed.

Planning Manager Colby-Hanks presented the staff report in full. No members of the public were present to comment on the matter. The public hearing portion of the file was closed at 7:10pm. The Commissioners deliberated on the matter. Commissioner Wulkowicz made a motion to recommend the proposal to the City Council using the language from attachments "B" and "D" with the added statement of "on the premises" to each attachment. The motion was seconded by Commissioner Williams. The application was approved unanimously.

**APPROVAL of MINUTES**

By a 5-0 vote, abstention by Commissioner Pomerleau (motion: Commissioner McMahan, 2<sup>nd</sup> Commissioner Tillung) the Planning Commission approved the minutes of the February 4<sup>th</sup>, 2014 Planning Commission meeting.

**REPORT FROM PLANNING STAFF**

- Planning Commission workshop scheduled for March 25<sup>th</sup> regarding R.V.'s on parcels designated "Public Open Spaces"

**ADJOURNMENT**

Meeting adjourned at 7:32pm

Respectfully submitted,



Cheryl McMahan, Acting Chair of the City of Brookings Planning Commission  
(Approved at the 4/08/14 meeting)

**TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)**  
**MINUTES**  
**Thursday, January 16, 2014**

**CALL TO ORDER**

Meeting called to order at 4:06 PM

**1. ROLL CALL**

*Present:* Committee members Candice Michel, Bob Pieper, Joe Willett, and Chair Tim Patterson.

*Absent:* Committee members Barbara Ciaramella and Skip Watwood

*Also present:* City Manager Gary Milliman

**2. APPROVAL OF MINUTES**

**Motion made to approve the minutes of November 20, 2013; motion seconded and Commission voted; the motion carried unanimously.**

**3. PUBLIC COMMENTS**

None

**4. ACTION ITEMS**

None

**5. INFORMATIONAL ITEMS**

**A. Basketball Tourney Events** – Cindi Beaman gave an update on the upcoming planned Basketball Tournaments. Have used some of the grant monies for development of a web site to attract out of the area teams to the tournaments. They created a third tournament for 7<sup>th</sup> graders and request permission to shift monies from the previous approved 3 on 3 tourney to the new 7<sup>th</sup> grade tourney. **Motion made to allow money to be shifted to third tournament so the basketball events are successful. Motion seconded and Commission voted; all in favor, the motion passes unanimously.**

**B. KOB Channel Five** – Bob Wise, General Manager of Channel 5 gave an update on the TV promotion schedule and wanted to answer any concerns or questions. Since June they have completed ten different spots and have been running the 4 second IDs to promote Brookings and the area. Pilot Rock has provided them footage for this years upcoming Azalea Festival ads. Bob Pieper questioned when the ads were running, Bob explained they are running in quite a few time slots. Joe questioned the couple on the beach ad, amount of identification and the size/color of the logo. Candice was concerned about the matrix and how many people are being reached and how it is measured. Bob Pieper questioned if their contract is renewed if they had any Slam'n Salmon Derby footage from last year, he did not know but would find out. Joe suggested a visual billboard type ad with the dates. Change of leadership caused some communication issues and committee agreed that a committee member should be delegated as TV/Channel 5 Liaison. Bob indicated Channel 5 would like to renew the contract for the upcoming year and continued to answer questions from the committee concerning scheduling, ad content, station coverage, signal broadcast area, 5 on 5 discussion/interviews, and him attending TPAC meetings by Skype. He advised they would be coming over to cover the Crabfest and that extending the contract agreement through August (two months) was possible and would run approximately \$800 per month if no production changes were needed. Tim questioned website accessibility and Bob advised they have a person that can also assist in a webpage and Facebook page.

**C. Kite Festival** – Michael Pitts Campbell, a Kite Festival organizer gave an overview of the summer Kite Festival and has submitted a Tourism Event Proposal requesting \$1000 for sponsorship to assist in production of the festival. The event is in it's 22<sup>nd</sup> year and is the most popular summer event bringing people from everywhere and filling every hotel room. They try to promote the event out of the area with posters and rack cards, free/reduced advertising is provided by local media so they are unable to contract and pay for additional media advertising. They could check into more print advertising. Kite Festival has been successful for many years, but they have lost a number of sponsors over the last few years; believes they would be able to continue operating for the next 10 years without sponsorship. The event is at capacity and would like to bring in portable grandstands to hold more people to support the event. Committee questioned if event meets the committees goals. Matter continued for further review.

**D. Lucky 7 Marketing** – Candace Penney was unable to attend.

**E. Discussion: Shift advertising emphasis from print to electronic media** - Joe suggested radio airtime might reach more people and it is cheaper. Joe to do more research. Tim requested to postpone the discussion on shifting advertising emphasis.

## **6. LIAISON REPORTS**

**A. TV/Channel 5** – Tim would like to have a dedicated website to direct viewers to rather than the Blue Pacific website and Candice supported the idea of establishing a Facebook page and to take advantage of the support Bob Wise said was available. Bob did not believe Channel 5 has put out much effort. Committee thought extending the contract through the summer was a good idea, matter continued to next meeting.

**B. Apple Box** - Candice played the first of five internet videos for review. A few edit changes suggested, everyone gave their approval, Candice to contact Chris with changes. Tim had YouTube questions, Bob wondered if Chris would be able to attend a TPAC meeting, Candice thought he might be able to schedule a work visit around a TPAC meeting. Candice advised the remaining videos will be completed shortly.

**C. City/Chamber/Port Coordination** – Barbara unable to attend. Bob wondered if the City had been asked to contribute any funds towards the purchase of the tent, Gary advised "No".

**D. Events** - Bob presented Kite Festival application. Committee acknowledged that this is already an established successful event; Bob suggested the committee have an event goal discussion, as a new event takes a lot of energy and money to start, but current ongoing events are also difficult to fund and need fund consideration also. The committees current goal is to help new events get started and noticed so they attract and promote tourism. Committee agrees many events need funds to continue and expand, but events should become self-sustaining. Gary advised goal is promoting events that have the potential for increasing the volume of tourists. Kite Festival representative indicated event is already maxed out and all the motel rooms are already filled. The committees event proposal goals can be reviewed and redefined for next year to include increasing business and restaurant sales but currently the Kite Festival does not fit present goals. Candice and Joe suggested doing an advertising donut specifically for the Kite Festival or a radio ad.

**i. CPP – Haunted House Evaluation** – Joe had heard it was the best Haunted House they ever had. Bob believes the \$300 provided extra advertising for the event to be successful.

**ii. Rotary – Raining Cats & Dogs Evaluation** - no discussion

**E. Print Media** – Joe provided info on upcoming local events, believes the upcoming Cape Blanco Music Festival will bring many tourists to town.

**7. NEXT MEETING SCHEDULED** - Next meeting scheduled for Thursday, Feb. 20<sup>th</sup> at 4:00pm.

**8. ADJOURNMENT**

With no further business before the Committee, the meeting adjourned at 6:57 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tim Patterson", written over a horizontal line.

Tim Patterson, Chair

(approved at February 20, 2014 meeting)

# TOURISM PROMOTION ADVISORY COMMITTEE (TPAC)

## MINUTES

Thursday, February 20, 2014

### CALL TO ORDER

Meeting called to order at 4:06 PM

### 1. ROLL CALL

*Present:* Committee members Barbara Ciaramella, Candice Michel, Bob Pieper, Joe Willett, Skip Watwood, and Chair Tim Patterson

*Absent:* Committee Member Ronald McCreary

*Also present:* Admin Assistant Lauri Ziemer, Parks Superintendent Tony Baron and ten members of the public

### 2. APPROVAL OF MINUTES

**Motion made to approve the minutes of January 16, 2014; motion seconded and Commission voted; the motion carried unanimously.**

### 3. PUBLIC COMMENTS

None

### 4. ACTION ITEMS

**a. Channel 5 Contract Extension – Motion made to extend current contract until the end of August; motion seconded; discussion pursued.** Matter had previously been tabled in order to review longer. Channel 5 previously advised they would be able to extend the current contract which ends in June for two months for approximately \$1600. Advantage to extending contract through August would be to have advertising for summer events. Joe Willett thought limiting the advertising to just one channel was not beneficial and radio should be investigated. Barbara Ciaramella did not feel Channel 5 fulfilled the original contract and Bob Pieper did not see the value of the ads. Comments opened to the public: Cilde Grover of the Pelican Bay Arts Association expressed that they need publicity for the Festival of the Art in Stout Park in August and believed last years' donut ads helped bring people from the valley to their event. Without the donut ads they would need funding for publicity this year. Rudy Spence of the Old Time Fiddlers Winterfest said his group was interested in any advertising that is provided to help increase event attendance. Many people in the audience had seen the ads and liked being able to see a visual ad. They thought seeing a Brookings ad added credibility to events. Some believed if you don't do TV and just radio you will miss some of the market. **Motion made to extend the contract through the end of August, Commission voted: three in favor, three opposed.** Suggested matter be tabled until next meeting when additional TPAC member is on board to break tie. **Motion made to table the matter for next meeting; motion seconded and Commission voted; all in favor, the motion passes unanimously.** Committee questioned if Channel 5 had come over and taken any footage of last year's Festival of Art in Stout Park and Slammin' Salmon for ads if the contract is extended.

### 5. INFORMATIONAL ITEMS

**a. Old Time Fiddlers Winterfest –** Rudy Spence advised this was the first year of their event and it was very successful, next year they are planning to invite the whole state which would require a bigger venue and the City's support. The event is free and they are not asking for any monies at this time, but would like to be included the cities advertising. Advised to fill out a form requesting TPAC funds to help event.



**b. Current Status of Funds** – Tim would like a breakdown of the accounts into categories, advised Janell Howard would be able to provide.

**c. Bed Tax Chart** – It was noted that the winter months are obviously less, this past year the summer increase could also be contributed to the fire in the valley.

**d. and e. Discussion: Shift advertising emphasis from print to electronic media and Hire someone to maintain internet media** – Jon Carlson would like to establish a tourism website for Brookings, dedicated strictly to tourism and owned by the City. Would make it possible for people to access Brookings information, links, UTube and social media. He has been gathering material for several years to provide website content. He would build and be the administrator of the site. Rob Carillo of Wild Rivers Connect advised that social media is a huge commitment and wouldn't encourage City to take on project on their own. Barbara Ciaramella advised that at a recent discussion with local non-profits, organizations would like a coordinated site to network on and raise communication among them so they are able to help and support each other. Tim Patterson questioned how the new Curry Coastal Pilot website would be involved. Charlie Kocher, Publisher of the Curry Coastal Pilot shared information on a new tourism website "GO Book" for the Wild Rivers Coast that is being created and might duplicate Jon's idea to some degree. It is a GPS driven and able to attract people from up and down the coast. Events will be listed free for the first 50 words, for extra words, photo or video there will be a charge, they will also sell advertising to support the site. The Pilot already has the personnel to maintain. The site will launch April 1. They already have an interactive established calendar they update and maintain. Charlie also advised they will also be doing special advertising for the upcoming Bi-Mart Music Festival promoting the coast, website, and the festival. Rob Carillo of Wild Rivers Connect advised his group is a non-commercial organization totally funded by volunteers and grants that is social media driven promoting non-profit and commercial tourism events that provides a site for non-profits to calendar items and launched six months ago. Committee members believe something specifically labeled "Brookings, OR" is needed and also tracking stat information. Jon advised that analytic information is free and available. He advised that for him to build a website the cost would be \$2000 and \$250 per month thereafter to maintain with no commercial advertising on the site. Parties were advised to submit proposals with detailed information.

## **6. LIAISON REPORTS**

**A. TV/Channel 5** – previous above contract information discussed.

**B. Apple Box** – requested feedback on the videos, Tim thought ads were OK but redundant, Joe gave his approval.

**C. City/Chamber/Port Coordination** – Barbara has talked with Port Director Ted Fitzgerald and drafted a letter to the Chamber inviting them to participate in the purchasing of the event tent. Discussed tent ownership, use and benefit of tent with all three entities' involved. Commission approved letter be sent with some revisions. Barbara also presented a proposed letter of support to the Oregon Parks & Recreation Department for the Azalea Park Ballfield reconfiguration for a grant Tony Baron is submitting. Tony Baron advised that the majority of funding for the project is from grants and hopes to establish the area as a destination for athletic tournaments bringing in tourism. **Motion made to approve the letter with corrections; motion seconded and Commission voted; the motion carried unanimously.**

**D. Events** - Bob advised a fish smoking, Pow Wow type event is being discussed, no further information. Scott Clapson appeared advising that a Fall Festival is also being discussed in connection with the 100 year anniversary of the Century Building. Advised to submit Tourism Event Proposal for further review.

**E. Print Media** – Joe suggested submitting an ad for the City of Brookings in the Pilot's advertising for the Bi-Mart Music Festival to encourage people to come to Brookings while they are on the coast for the music festival. He will present ad proposal at next meeting.

**7. NEXT MEETING SCHEDULED** - Next meeting scheduled for Thursday, March 20<sup>th</sup> at 4:00pm.

**8. ADJOURNMENT** - With no further business before the Committee, the meeting adjourned at 6:10 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Tim Patterson", written over a horizontal line.

Tim Patterson, Chair

(approved at March 20, 2014 meeting)

CITY OF BROOKINGS  
Public Arts Committee  
January 16, 2014

Members present: Committee Chair Lea Ray, Scott Clapson, Jacque Farr, Judy May-Lopez, Destiny Schwartz

Also present: Public Works Director Loree Pryce

Committee members thanked Gary Milliman and the City of Brookings for the light key-chain.

Meeting called to order at 11:03 by Chair Ray. Motion made by May-Lopez and seconded by Clapson to approve the minutes of December 19, 2013, with the following clarification (underlined): "Information Updates/Discussion Items", Item B, second sentence, "The Site Committee suggested that bear locations be brought to the Public Arts Committee for review prior to placement."

**Old Business**

Aerial Photos: Pryce stated she had been in touch with Heidi Jenkin regarding the new photos that will be posted in the council room. At the December meeting the committee reviewed and selected five photos. Schwarz and Ray reviewed the photos; the committee decided four photos would be posted. Motion made by May-Lopez and seconded by Clapson to authorize the Public Works Director, Loree Pryce, to print the four specified photos on plain boards for posting on the back wall in the city council meeting room. Motion carried. (Driftwood frames for the photos may be added at a later date.)

Mission Statement: After discussion, motion made by Clapson and seconded by May-Lopez to approve the mission statement– TO INSPIRE PUBLIC ART THROUGH VISUAL PRESENCE AND COMMUNITY EDUCATION.

Murals and Signs: Clapson reported the January, February and March Artwalks were cancelled. During this time only the Brian Scott Gallery will be involved. He had reserved the Chetco Activity Center February 8<sup>th</sup> from 1-8pm as a possibility for the upcoming PAC public meeting. Discussion followed:

- Farr presented mocked-up designs for the swimming pool wall mural. (The pool will be open about May and the mural would need to be completed by that time.)
- Farr presented designs for the Welcome to Brookings sign north of town.
- Motion made by Clapson and seconded by Farr to hold the PAC meeting at the Manley Arts Building from 2-5pm. Motion carried.
- Meeting will be scheduled for January 23, 2014 at 11:00 to prepare for the February meeting. PAC members will bring their proposals and what they would like to present at the 2/8 public meeting. At this meeting, PAC intends to:
  - Educate the public on what PAC is and what we hope to accomplish
  - Exhibit what we are doing with the:
    - Swimming pool wall mural
    - Welcome to Brookings sign north of town
    - Get public input on pool and sign designs
- Pryce will present a draft of the press release for the February meeting, informing and inviting the public to the public meeting.

Schwartz reported the committee had previously discussed painting a mural on Chetco Avenue between Salon Dolce and the Pilot office. She will present sketch possibilities at the February 20<sup>th</sup> meeting.

Pryce reported on Kidzone mural possibilities; additional details will be presented at the February meeting.

Motion made by Ray and seconded by Clapson to appoint Judy May-Lopez as secretary for the Public Arts Committee. Motion carried.

Meeting adjourned at 1:20 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Lea Ray, Committee Chair

(approved at February 24, 2014 meeting)



CITY OF BROOKINGS  
Public Arts Committee  
January 23, 2014

Members present: Committee Chair Lea Ray, Scott Clapson, Jacque Farr, Judy May-Lopez, Destiny Schwartz

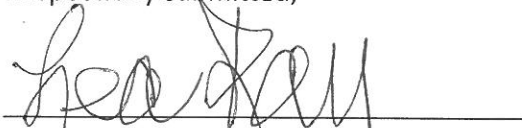
Also present: Public Works Director Loree Pryce

Meeting called to order at 11:00 a.m.:

- Reviewed the following:
  - Upcoming PAC Social scheduled 2/8/14 at the Manley Arts Center, 3-5pm
  - Press release information
    - In newspaper Feb. 1, Feb. 5 and again, Feb. 8 (day of the event)
    - Information will also be sent to KURY and KCRE radio stations
  - No one person to act as greeter, but everyone involved
- Jobs for the social:
  - Jacque and Scott: will collaborate on flyers and send electronically on Face Book, etc.
    - Each responsible for own table
    - Scott will research music
  - Loree – Juice, cups, water, outside sign
  - Judy will make up comment cards and have container for them
  - Lea – coloring pens/pencils, crayons, cookies, napkins
    - Will have butcher paper on the tables so people can draw
  - Possibly have blow-up photos of hydrants, Oasis pocket park, picture of bears, etc.
- Crab fest is scheduled for this coming weekend:
  - Will research possibility of having PAC paint a face cutout?
  - Can promote social at the crab fest
- Future – would like to get a photo of entire committee

Meeting adjourned at 12:00 p.m.

Respectfully submitted,



Lea Ray, Committee Chair

(approved at February 24, 2014 meeting)

CITY OF BROOKINGS  
Public Arts Committee - February 24, 2014

Members present: Committee Chair Lea Ray, Scott Clapson, Judy May-Lopez, Destiny Schwartz

Also present: Loree Pryce-Public Works Director, Rob Decker-guest

Meeting called to order at 12:08 by Chair Ray. Motion made by Clapson and seconded by Schwartz to approve the minutes of the January 16 and 23, 2014 meetings. Motion carried.

**Old Business**

Aerial Photos: Pryce displayed the five photos to be installed prior to the council meeting this evening.

PAC 2/8 Social: May-Lopez will arrange comments into subject areas and email them out within one week.

Murals and Signs: Discussion on murals, themes, application process, and liability issues regarding painters and re-construction, etc.

- Proposed mural by Salon Dolce: Motion made by Clapson and seconded by Schwartz to pursue installing a mural on this property. Motion carried.
  - Schwartz will contact property owner, Kim Jones, regarding contract language.
  - Scott will talk with Jackie on UVC paint standards, and gather information on stability of existing structure, proposed budget
- Discussion on Brookings WELCOME sign. May-Lopez will send a photo of the model at Manley Arts of the Brookings WELCOME sign. All PAC members will investigate the existing WELCOME sign north of town for discussion at upcoming meeting.
- Pryce reported she talked with Kathleen Creswell who is willing to paint murals at no charge.
  - Clapson will talk with Kathleen and present additional information at the March meeting.
- Possible theme ideas could include historical, nautical/beach, local, etc.
- Kidzone Mural Possibilities: Discussion on possibilities.
  - May-Lopez-to contact Milt Gowman, owner of Kidzone property, for preferred themes.

**New Business**

PAC and Inter-Related Committees:

- Tourism Committee - Clapson will meet with Milliman this week
- Clapson reported Annette Klinefelter to forward possible grant information
- City flower planters (pilot at health food store) and City square garbage stands (Eagle Scout project)

NEA Grant: Motion made by Clapson and seconded by May-Lopez to investigate the NEA grant possibility and report back at the next meeting. Motion carried.

Food is Free – will discuss this more at upcoming meeting.

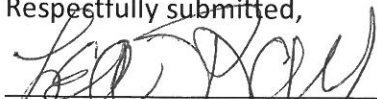
PAC Meeting Dates: Next meeting March 17, 11am.

Other:

- Pryce reported the upcoming PAC budget at \$2500.
- Motion made by Clapson and seconded by Ray to increase PAC board members by one. Motion carried.
- Next meeting:
  - Starfish mural for pool, sponsoring starfish
  - Food bank mural, pool mural, movie theater metal fence
  - Clean and landscape property by bridge, southern entrance to Brookings

Meeting adjourned at 1:20 p.m.

Respectfully submitted,



Lea Ray, Committee Chair

(approved at March 20, 2014 meeting)

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,559,259.00	91,531.42	2,327,381.02	231,877.98	90.9
LICENSES AND PERMITS	97,500.00	12,261.29	66,581.41	30,918.59	68.3
INTERGOVERNMENTAL	237,600.00	19,711.29	105,096.97	132,503.03	44.2
CHARGES FOR SERVICES	133,000.00	9,582.00	339,266.43	( 206,266.43)	255.1
OTHER REVENUE	130,500.00	1,550.78	100,501.13	29,998.87	77.0
TRANSFERS IN	240,452.00	.00	.00	240,452.00	.0
	<u>3,398,311.00</u>	<u>134,636.78</u>	<u>2,938,826.96</u>	<u>459,484.04</u>	<u>86.5</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	15,156.00	1,161.30	12,369.59	2,786.41	81.6
MATERIAL AND SERVICES	7,770.00	1,953.29	6,242.10	1,527.90	80.3
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	<u>23,426.00</u>	<u>3,114.59</u>	<u>18,611.69</u>	<u>4,814.31</u>	<u>79.5</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	162,891.00	12,415.67	115,789.43	47,101.57	71.1
MATERIAL AND SERVICES	112,900.00	12,065.00	104,144.74	8,755.26	92.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>275,791.00</u>	<u>24,480.67</u>	<u>219,934.17</u>	<u>55,856.83</u>	<u>79.8</u>
POLICE:					
PERSONAL SERVICES	1,919,165.00	156,288.59	1,366,628.82	552,536.18	71.2
MATERIAL AND SERVICES	153,740.00	6,440.57	97,207.37	56,532.63	63.2
CAPITAL OUTLAY	57,400.00	127.02	229,384.71	( 171,984.71)	399.6
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,130,305.00</u>	<u>162,856.18</u>	<u>1,693,220.90</u>	<u>437,084.10</u>	<u>79.5</u>
FIRE:					
PERSONAL SERVICES	158,330.00	12,164.87	111,305.93	47,024.07	70.3
MATERIAL AND SERVICES	109,000.00	4,807.23	46,078.33	62,921.67	42.3
CAPITAL OUTLAY	42,080.00	.00	108,446.23	( 66,366.23)	257.7
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>309,410.00</u>	<u>16,972.10</u>	<u>265,830.49</u>	<u>43,579.51</u>	<u>85.9</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	182,871.00	14,415.07	135,265.16	47,605.84	74.0
MATERIAL AND SERVICES	45,600.00	796.86	15,382.88	30,217.12	33.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>228,471.00</u>	<u>15,211.93</u>	<u>150,648.04</u>	<u>77,822.96</u>	<u>65.9</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<b>PARKS &amp; RECREATION:</b>					
PERSONAL SERVICES	122,864.00	( 2,182.94)	95,687.27	27,176.73	77.9
MATERIAL AND SERVICES	35,400.00	2,489.32	28,416.33	6,983.67	80.3
CAPITAL OUTLAY	10,000.00	.00	8,343.17	1,656.83	83.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>168,264.00</u>	<u>306.38</u>	<u>132,446.77</u>	<u>35,817.23</u>	<u>78.7</u>
<b>FINANCE AND HUMAN RESOURCES:</b>					
PERSONAL SERVICES	164,330.00	11,800.50	114,967.80	49,362.20	70.0
MATERIAL AND SERVICES	31,900.00	599.60	14,196.88	17,703.12	44.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>196,230.00</u>	<u>12,400.10</u>	<u>129,164.68</u>	<u>67,065.32</u>	<u>65.8</u>
<b>SWIMMING POOL:</b>					
PERSONAL SERVICES	55,205.00	.00	40,419.69	14,785.31	73.2
MATERIAL AND SERVICES	38,800.00	188.28	25,229.03	13,570.97	65.0
CAPITAL OUTLAY	10,000.00	.00	5,393.23	4,606.77	53.9
	<u>104,005.00</u>	<u>188.28</u>	<u>71,041.95</u>	<u>32,963.05</u>	<u>68.3</u>
<b>NON-DEPARTMENTAL:</b>					
MATERIAL AND SERVICES	132,500.00	5,726.46	62,270.33	70,229.67	47.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	52,000.00	.00	.00	52,000.00	.0
CONTINGENCIES AND RESERVES	639,709.00	.00	.00	639,709.00	.0
	<u>824,209.00</u>	<u>5,726.46</u>	<u>62,270.33</u>	<u>761,938.67</u>	<u>7.6</u>
	<u>4,260,111.00</u>	<u>241,256.69</u>	<u>2,743,169.02</u>	<u>1,516,941.98</u>	<u>64.4</u>
	<u>( 861,800.00)</u>	<u>( 106,619.91)</u>	<u>195,657.94</u>	<u>( 1,057,457.94)</u>	<u>22.7</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2014

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	440,000.00	26,409.14	374,583.36	65,416.64	85.1
OTHER REVENUE	12,450.00	1,658.50	4,137.41	8,312.59	33.2
TRANSFER IN	.00	.00	.00	.00	.0
	<u>452,450.00</u>	<u>28,067.64</u>	<u>378,720.77</u>	<u>73,729.23</u>	<u>83.7</u>

EXPENDITURES

EXPENDITURES:

PERSONAL SERVICES	168,706.00	21,231.52	122,944.75	45,761.25	72.9
MATERIAL AND SERVICES	194,100.00	5,996.69	144,828.45	49,271.55	74.6
CAPITAL OUTLAY	141,300.00	.00	73,120.88	68,179.12	51.8
TRANSFERS OUT	27,015.00	.00	.00	27,015.00	.0
CONTINGENCIES AND RESERVES	105,329.00	.00	.00	105,329.00	.0
	<u>636,450.00</u>	<u>27,228.21</u>	<u>340,894.08</u>	<u>295,555.92</u>	<u>53.6</u>
	<u>636,450.00</u>	<u>27,228.21</u>	<u>340,894.08</u>	<u>295,555.92</u>	<u>53.6</u>
	<u>( 184,000.00)</u>	<u>839.43</u>	<u>37,826.69</u>	<u>( 221,826.69)</u>	<u>20.6</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2014

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,413,500.00	101,878.23	1,048,838.85	364,661.15	74.2
OTHER INCOME	9,000.00	2,881.86	39,106.16	( 30,106.16)	434.5
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,422,500.00</u>	<u>104,760.09</u>	<u>1,087,945.01</u>	<u>334,554.99</u>	<u>76.5</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	370,334.00	30,465.23	271,202.52	99,131.48	73.2
MATERIAL AND SERVICES	176,350.00	8,128.24	117,373.63	58,976.37	66.6
CAPITAL OUTLAY	59,900.00	.00	37,731.53	22,168.47	63.0
	<u>606,584.00</u>	<u>38,593.47</u>	<u>426,307.68</u>	<u>180,276.32</u>	<u>70.3</u>
WATER TREATMENT:					
PERSONAL SERVICES	255,128.00	19,074.75	175,233.78	79,894.22	68.7
MATERIAL AND SERVICES	173,100.00	10,894.95	117,602.05	55,497.95	67.9
CAPITAL OUTLAY	24,900.00	.00	3,609.37	21,290.63	14.5
TRANSFERS OUT	384,498.00	.00	.00	384,498.00	.0
CONTINGENCIES AND RESERVES	133,290.00	.00	.00	133,290.00	.0
	<u>970,916.00</u>	<u>29,969.70</u>	<u>296,445.20</u>	<u>674,470.80</u>	<u>30.5</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>1,577,500.00</u>	<u>68,563.17</u>	<u>722,752.88</u>	<u>854,747.12</u>	<u>45.8</u>
	<u>( 155,000.00)</u>	<u>36,196.92</u>	<u>365,192.13</u>	<u>( 520,192.13)</u>	<u>235.6</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2014

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,831,000.00	248,762.56	2,115,083.39	715,916.61	74.7
OTHER REVENUE	1,000.00	.00	391.47	608.53	39.2
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,832,000.00</u>	<u>248,762.56</u>	<u>2,115,474.86</u>	<u>716,525.14</u>	<u>74.7</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	475,680.00	37,814.55	331,154.60	144,525.40	69.6
MATERIAL AND SERVICES	257,150.00	11,421.84	138,303.54	118,846.46	53.8
CAPITAL OUTLAY	36,900.00	12,000.00	14,384.49	22,515.51	39.0
	<u>769,730.00</u>	<u>61,236.39</u>	<u>483,842.63</u>	<u>285,887.37</u>	<u>62.9</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	446,888.00	33,453.18	309,379.58	137,508.42	69.2
MATERIAL AND SERVICES	509,000.00	35,565.59	311,488.99	197,511.01	61.2
CAPITAL OUTLAY	636,900.00	11,560.75	70,194.47	566,705.53	11.0
TRANSFERS OUT	1,094,801.00	.00	.00	1,094,801.00	.0
CONTINGENCIES AND RESERVES	218,681.00	.00	.00	218,681.00	.0
	<u>2,906,270.00</u>	<u>80,579.52</u>	<u>691,063.04</u>	<u>2,215,206.96</u>	<u>23.8</u>
	<u>3,676,000.00</u>	<u>141,815.91</u>	<u>1,174,905.67</u>	<u>2,501,094.33</u>	<u>32.0</u>
	<u>( 844,000.00)</u>	<u>106,946.65</u>	<u>940,569.19</u>	<u>( 1,784,569.19)</u>	<u>111.4</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2014

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	545,678.00	18,986.16	493,416.43	52,261.57	90.4
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	1,000,500.00	.00	90.37	1,000,409.63	.0
	<u>1,546,178.00</u>	<u>18,986.16</u>	<u>493,506.80</u>	<u>1,052,671.20</u>	<u>31.9</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	.00	8,351.58	61,648.42	11.9
CAPITAL OUTLAY	1,677,257.00	3,130.00	5,850.00	1,671,407.00	.4
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	448,921.00	.00	.00	448,921.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>2,196,178.00</u>	<u>3,130.00</u>	<u>14,201.58</u>	<u>2,181,976.42</u>	<u>.7</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>2,196,178.00</u>	<u>3,130.00</u>	<u>14,201.58</u>	<u>2,181,976.42</u>	<u>.7</u>
	<u>( 650,000.00)</u>	<u>15,856.16</u>	<u>479,305.22</u>	<u>( 1,129,305.22)</u>	<u>73.7</u>