

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, September 22, 2014, 7:00pm

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

The City Council will meet in **Executive Session at 6:00 PM**, in the City Manager's office, under the authority of ORS 192.660(2)(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 a public officer who has not requested an open hearing.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. New Employee Introductions:
 - a. Court Clerk, Pam Ganey
 - b. Payroll/Accounts Payable Clerk, Joy Anderson
 - c. Public Works Utility Worker, Robert Breadon
 - d. Public Works & Development RARE employee, Austin Dunn

E. Scheduled Public Appearances

1. "Oregon Great Shake-Out" presentation - Don Kendall, County Emergency Services Coordinator.

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 execute an agreement with the Oregon Hydrangea Company to land-apply biosolids for the month of October, 2014. [PWDS, pg. 3]
 - a. Location map [pg. 5]
 - b. Memorandum of Understanding [pg. 6]
2. Pre-authorization to informally bid and award a contract for road stabilization construction at Marine Drive and North Bank Chetco River Road. [PWDS, pg. 10]
 - a. North Bank Chetco River Road photo [pg. 12]
 - b. Marine Drive Photo [pg. 13]
 - c. Mill Beach Photo [pg. 14]
3. Authorization to execute a Task Order increase with Dyer Partnership for additional design and contract management services in conjunction with the Airport Infrastructure Project. [PWDS, pg. 15]
 - a. Cost Breakdown [pg. 17]
 - b. Task Order [pg. 20]

4. Authorization to execute a Project Letter of Understanding (LOU) with the Oregon Department of Transportation for the Railroad Street reconstruction project. [City Manager, pg. 21]
 - a. Project Letter of Understanding [pg. 22]

H. Consent Calendar

1. Approve Council minutes for September 22, 2014. [pg. 24]
2. Receive monthly financial report for August, 2014. [pg. 31]

I. Remarks from Mayor and Councilors

J. Adjournment

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

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

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: September 22, 2014

Originating Dept: PW/DS


Public Works/Development Services Director

City Manager Approval

Subject: Biosolids Land Application Agreement with Oregon Hydrangea Company

Recommended Motion: Authorize the City Manager to execute an agreement for services with Oregon Hydrangea Company to land apply biosolids only for the month of October 2014 and based on the results of this pilot application, direct staff to coordinate a long term land application at this location.

Financial Impact: The City spends \$60,000 on disposal of the biosolids. The October 2014 application will include 3 deliveries of biosolids per week that typically cost about \$850 per delivery to haul and dispose of at the Medford landfill. CTR will charge \$131.25 per delivery to Oregon Hydrangea Company. Staff expects to save approximately \$8,500 in this October 2014 land application process. Long term local land application of all biosolids could save the city roughly \$50,000 per year.

Background/Discussion: Richard Yock, owner and representative of Oregon Hydrangea Company which is comprised of tax lot(s) 4113-09D-06800 (33.2 acres) and tax lot 4113-16A-05200 (40.27 acres). These properties are adjacent to Ocean View Road and Highway 101, where Oregon Hydrangea Company (OHC) grows hydrangeas for florists worldwide. Staff has been coordinating with Mr. Yock and Department of Environmental Quality (DEQ) representative Paul Kennedy regarding the use of biosolids for fertilizing the hydrangeas. The unanimous consensus of these discussions is this site is ideal for biosolids application for the following reasons;

1) Proximity to neighbors. The application areas will be far enough away from neighbors to avoid potential complaints.

2) Application. A fertilizer analysis was conducted by Mr. Yock, and the hydrangea's fertilizer needs are consistent with the biosolid composition.

3) Delivery. CTR can access the location directly off of highway 101 and will reduce the vehicle travel miles from Brookings to Harbor rather than the Medford landfill.

4) Hydrangeas are non consumable so there is no risk of human consumption of biosolids.

5) The groundwater is considered a confined aquifer which means there is low risk of groundwater exposure.

Proper biosolid land application is a safe and viable alternative to conventional fertilizer application. All adjacent property owners were notified of the project and invited to a public

workshop meeting on August 25, 2014. There were no attendees from the community or neighboring properties at this workshop. Staff has submitted both a Biosolids Management Plan and Site Authorization Documentation Checklist to DEQ who is in the process of written approval. DEQ has verbally expressed their verbal support for this application and delivery of the biosolids will be contingent on the written approval of DEQ.

Staff recommends a pilot application whereby the biosolids are land applying only during the month of October and evaluated on the effectiveness of this application. The evaluation will include pre and post soil and water tests to verify that the application has no impact before recommending a long term plan for 2015.

Policy Considerations: The last time the City ventured to land apply the pre-dewatered sludge, there was extreme public opposition. The likely reasons this was not previously supported by the public is because of its location near the Chetco River and upstream of the City's water intake structure. The current proposal is to land apply dewatered biosolids at a site that is not adjacent to a creek or river, and is not close to other homes. All adjacent properties were contacted. Staff has received no written or verbal objections to this current proposal.

The benefit of promoting this use is a win/win/win to both the farmer, the City and the environment. The farmer benefits from increased yield, the City saves money, and the material is kept from the limited space of a landfill and used for a beneficial use.

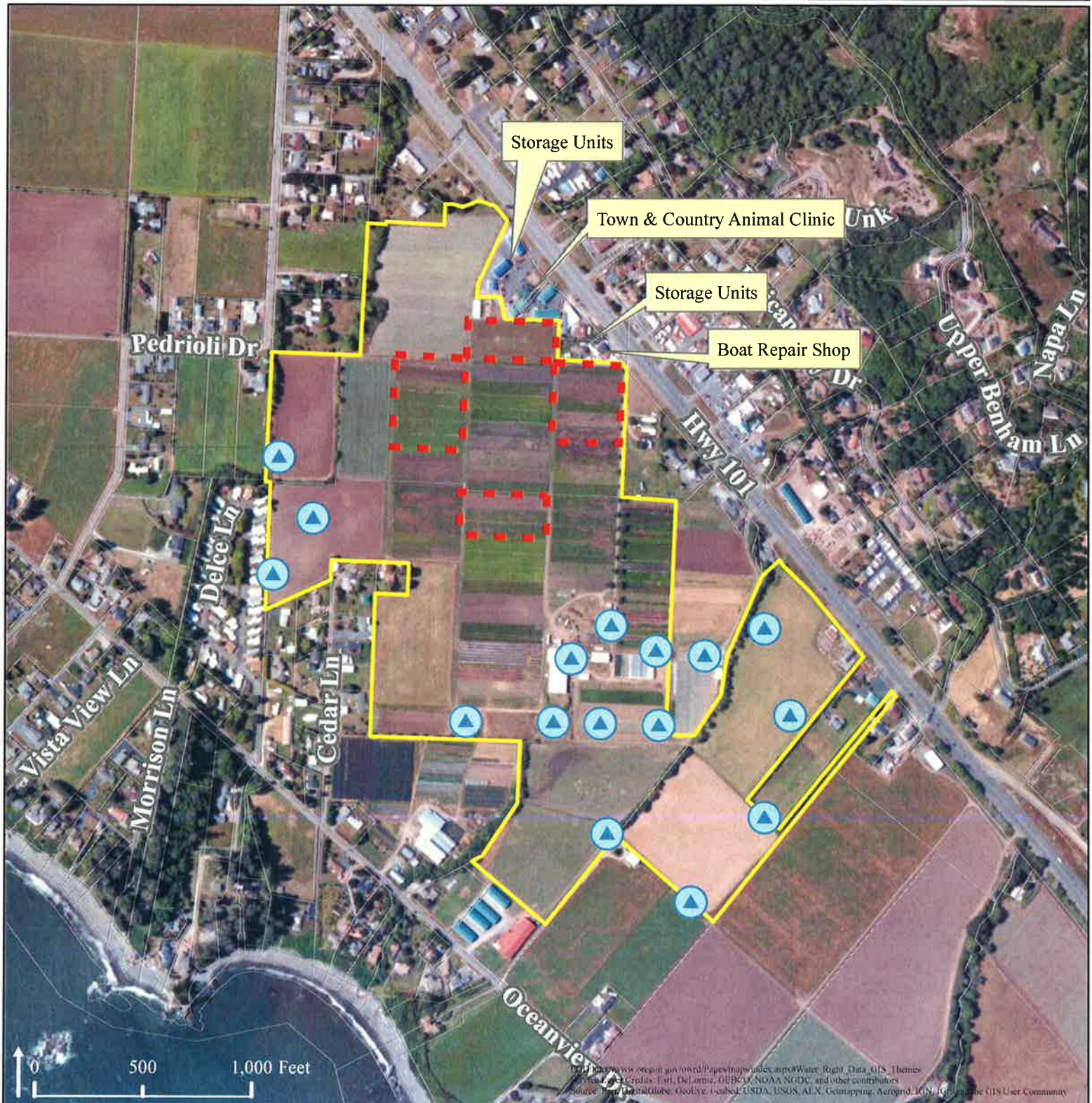
Attachment(s):

- a. Location map
- b. MOU

Biosolids Application Sites

City of Brookings Waste Water Treatment

Brookings, OR - 2014



Points of Diversion (H2O)

2014 Application Sites
(9.32 Acres)

Oregon Hydrangea Company

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF BROOKINGS
AND
OREGON HYDRANGEA COMPANY**

The parties to this Memorandum of Understanding (MOU) are the City of Brookings (CITY), an Oregon municipal corporation, and OREGON HYDRANGEA COMPANY (OHC), an Oregon Corporation with its principal place of business at 15696 Highway 101 South, Brookings, Oregon 97415.

WHEREAS, CITY owns and operates a wastewater treatment plant that produces and an organic bi-product called "biosolids." Biosolids are the final solids biproduct of the wastewater treatment process;

WHEREAS, CITY is required by the Department of Environmental Quality (DEQ) to comply with State of Oregon regulations as related to biosolids disposal under the CITY's National Pollution Discharge Elimination System (NPDES) permit;

WHEREAS, OHC operates a farming business at 15696 Highway 101 South, Brookings, Oregon (Tax lots 4113-09D-06800/33.2 acres and tax lot 4113-16A-05200/40.27 acres) growing hydrangeas and is interested in utilizing the biosolids for land farming application as fertilizer;

WHEREAS, CITY currently contracts Curry Transfer and Recycling (CTR) rubbish to dispose of the biosolids at Drycreek Landfill, which costs CITY money;

WHEREAS, the OHC land application will be a beneficial use of the biosolids; and

WHEREAS, CITY, DEQ and OHC have completed a Safe Land Application Permit for biosolids application.

NOW, THEREFORE, the parties agree as follows:

1.0 GENERAL PROVISIONS

- 1.1 CITY's Contract Administrator is Loree Pryce, PE, Public Works and Development Services Director. CITY's Project Manager is Ray Page, Treatment Supervisor at 541-469-1181.
- 1.2 The City's National Pollution Discharge Elimination System (NPDES) Waste Discharge Permit # 101773 is regulated by Department of Environmental Quality. OHC must inform itself of and be prepared to comply with all Local, State and Federal ordinances, regulations, laws, licenses, and requirements pertaining to the land application of biosolids.
- 1.3 OHC is an independent contractor and not an employee or agent of the CITY for any purpose. This agreement does not create a partnership, joint venture, or
- 1.4 No delivery may occur within 24 hours prior to a forecasted substantial rain event, as determined by CITY staff.

2.0 OHC OBLIGATIONS

- 2.1 OHC must comply with all Federal, Local, and State requirements as related to biosolids land application including the Biosolids Management Plan, Site Authorization Documentation Checklist for the Land Application of Biosolids, and any special conditions required by DEQ and identified in the NPDES permit.
- 2.2 Biosolids will remain onsite in the designated areas identified in the Biosolids Management Plan and will not be distributed to another party or removed from the site.
- 2.3 OHC will assist the CITY in preparation of supporting documentation as related to the permit requirements.
- 2.4 Within 24 hours of delivery of the biosolids, OHC will land apply the biosolids by the means described in the Biosolids Management Plan.
- 2.5 OHC will post signage at the delivery location and land applied biosolids location prohibiting contact with the area for 30 days.
- 2.6 OHC may not assign, subcontract, or sublet any interest in this Agreement.
- 2.7 OHC must conform to all applicable conditions within the Biosolids Management Plan, the Safe Land Application Permit and Site Authorization Letters.
- 2.8 OHC and its subcontractors must conform to all OR-OSHA rules.
- 2.9 OHC will have a front-end loader and staff available for off-loading at the delivery site.
- 2.10 Adequate staffing will be provided by OHC for off-loading each delivery and for land application within 24 hours of delivery.
- 2.11 OHC agrees to only utilize the biosolids in the designated areas, which have no potential for spillage or drainage into a public area.

3.0 CITY OBLIGATIONS

- 3.1 Delivery of biosolids will begin the first week of October 2014. Deliveries will be a maximum of thirty (30) cubic yards per week, terminating on October 31, 2014.
- 3.2 CITY will coordinate with DEQ for any regulatory updates.
- 3.3 CITY will conduct water well and soil sample testing both before and after land application at the CITY's expense.
- 3.4 CITY is responsible for compliance with the NPDES permit, which includes the Biosolids Management Plan.
- 3.5 Loading and transport of the biosolids from the CITY to Application Sites will be paid for, managed, and coordinated by the CITY and CTR.

4.0 INSURANCE REQUIREMENT

OHC will provide CITY with proof of an insurance policy covering commercial general liability (CGL) on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence of bodily injury, personal injury and property damage. CITY and OHC agrees that in the event of vandalism to any appurtenance specific to the use of OHC the deductible expense will be shared equally.

5.0 TERM

This MOU will take effect upon the execution of this agreement and will remain in effect through the month of October 2014. The City will consider entering into a longer term agreement based on its evaluation of this preliminary effort.

6.0 EARLY TERMINATION

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

7.0 MEETINGS

Duly appointed representatives of the parties will meet as needed to address mutual maintenance concerns and to review the respective parties' responsibilities under this agreement. Further, the parties agree to consider jointly undertaking improvement projects or major cleanup projects when resources beyond those normally available for maintenance become available to either party.

8.0 HOLD HARMLESS CLAUSE

OHC agrees to indemnify, defend, and hold harmless the CITY, its officers, agents, and employees from and against any and all liabilities, loss, and costs arising from actions, suits, claims or demands of whatever nature resulting from or arising out of the activities of OHC or its officers, employees, subcontractors, or agents under this MOU.

9.0 SUPPORTING DOCUMENTS

The following supporting documents are relied upon and a material part of this MOU and are hereby incorporated into this agreement as though fully set forth herein.

- City of Brookings NPDES Permit # 101773
- Safe Land Application Permit issued by DEQ
- Biosolids Management Plan
- Site Authorization Documentation Checklist for the Land Application of Biosolids

10. GENERAL PROVISIONS

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

If to City:
City of Brookings
Attn: Loree Pryce
898 Elk Drive
Brookings, OR 97415

If to OHC:
Oregon Hydrangea Co.
Attn:
15696 Highway 101 S
Brookings, OR 97415

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

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

- 10.4 Assignment. This agreement may not be assigned by either party.
- 10.5 Governing Law. This agreement will be governed and interpreted in accordance with the laws of the State of Oregon.
- 10.6 Attorney's Fees. In the event that a lawsuit is brought by either party for the interpretation or enforcement of this agreement, the prevailing party will be entitled to an award of reasonable attorney's fees and costs.
- 10.7 Signatories. Each signatory hereto represents and warrants that he or she has been duly authorized to sign this agreement on behalf of their respective parties.

WHEREFORE, the parties have caused this MOU to be executed by their duly authorized representatives on this ____ day of _____, 2014.

CITY OF BROOKINGS
An Oregon Municipal Corporation

ATTEST

Gary Milliman, City Manager

Joyce Heffington, City Recorder

OREGON HYDRANGAEA COMPANY
An Oregon Corporation

Janet Yock, President

Richard Yock, Secretary

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: September 22, 2014

Originating Dept: PW/DS


Public Works/Development Services Director

City Manager Approval

Subject: Pre-Authorization for Marine Drive and North Bank Road Stabilization

Recommended Motion: Motion to pre-authorize the City Manager to informally bid and award a construction contract to the lowest responsible bidder(s) for road stabilization work at Marine Drive and North Bank Road in an amount not to exceed \$136,000 and \$45,000 respectively.

Financial Impact: Street funds are limited. The three sources of funding for street maintenance are 1) the Street System Replacement Fund (SRF), budgeted at \$147,186 for 2014-15, 2) the ODOT Small Cities Allocation, \$68,718 for 2014-15, and 3) Streets System Development Charge (SDC) Fund, reimbursement portion, currently at \$70,000.

With construction costs for Marine Drive and North Bank Road not to exceed \$136,000 and \$45,000 respectively; and related engineering and surveying costs of \$61,890 and \$2,640 respectively, total costs for these two projects are estimated not to exceed \$245,530. The funds listed above would be adequate with the remainder available for contingency.

Staff recently identified road shoulder destabilization at Mill Beach Access and is in the scoping phases of costs for this issue.

Background/Discussion: Staff has identified two, and just recently possibly a third slide needing attention before the rainy season. Marine Drive as seen in Attachment b shows considerable slippage and failure in the pavement adjacent to a City sewer main. Marine Drive requires soil nails and subsurface drainage and requires working very close to a functional sewer main which drives the \$136,000 price tag for construction. Soil nailing is a slope stabilization method that was used on Old County Road last year, involving driving very long steel rods horizontally into the failed slope to prevent further slippage. This convention is usually more expensive than rock rip rap, but far less expensive than soldier pile construction. The stabilization convention is decided by geotechnical engineer after he/she reviews coring samples of the subgrade and evaluates what method is most effective based on site conditions.

North Bank Road is in the City limits and showing failure as seen in Attachment a. There are two options to stabilize North Bank Road, one with rock rip rap, and the other is a longer term solution with soil nails. As directed by City Council, the County Commissioners were sent a request to reimburse the City for half of the costs of North Bank road soil nail stabilization. As of yet, staff has not received a formal response on this request. Staff is recommending the rock rip rap application for North Bank Road because it is half the cost, \$45,000 for rip rap versus

\$86,000 for soil nails. The rip rap could be a long term solution and will at least buy the City time to acquire more funds in the future. If the County decides in the very near future to participate in the soil nail application, pre authorization of the \$45,000 for construction will pay for half the costs of the more expensive and longer term soil nail option.

In addition to Marine Drive and North Bank Road, Mill Beach Access Road is showing signs of scarping at the bottom of the new public access road. Staff is finalizing a \$5,000 contract with Bob Busch to provide slope protection options at this location. Mill Beach will require U.S. Army Corps of Engineers approval which may or may not be obtained in time for winter. Construction costs have not yet been identified.

Policy Considerations: The use of the remaining SRF street funds for slide mitigation impacts all available funds for city wide street paving and maintenance in 2014/15, such as Hassett Street.

Attachment(s):

- a. Picture of slide failure at North Bank Road
- b. Picture of slide failure at Marine Drive
- c. Picture of scarping at Mill Beach

Attachment a
North Bank Chetco River Slope Issue



Attachment b
Marine Drive Slope issue



Attachment c
Mill Beach erosion

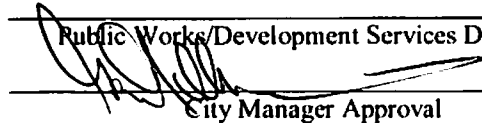



CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: September 22, 2014

Originating Dept: PW/DS


Public Works/Development Services Director

City Manager Approval

Subject: Increase Task Order for Additional Engineering Services for the Airport Infrastructure Project

Recommended Motion: Authorize the City Manager to execute a professional services contract addendum increase with The Dyer Partnership for extra work on the existing design and contraction management services in an amount not to exceed and additional \$29,000 thereby increasing the contract to \$429,000.

Financial Impact: The original grant award letter provided a cost break down for the total \$2.9 million dollar project costs as shown in Attachment A. This cost break down included architectural and engineering fees of \$406,900, other architectural and engineering fees of \$18,000, and project inspection fees of \$35,000 at a total of \$459,900 budgeted for engineering costs. The Dyer Partnerships original task order for both design and construction costs is \$400,000. By increasing this existing task order by an additional \$29,000, the engineering costs are still within the Economic Development Agency's (EDA) grant approval budget. Approval of this engineering expense does not affect the contingency balance of \$139,280 which will still be available for unforeseen expenses during construction.

The Dyer Partnership is in the process of providing the City a separate and additional task order for increased costs due to addressing Curry County issues, such as redesigning the utilities across the Airport runway, staking of easements, and additional coordination efforts. This task order is expected to be between \$15,000 to \$25,000 which is within the City Manager's purchasing policy authorization.

Background/Discussion: On October 2012, the City of Brookings received grant approval for \$1,762,110 and this project was the only EDA grant approved in the State of Oregon. The basis for the grant was to provide adequate water and sewer infrastructure to the airport and adjacent properties, promote light manufacturing businesses to stimulate job growth, while investing in the only airport located outside of a tsunami inundation area in the region. The City is required to participate 40% which is an additional \$1,174,740 or a \$2,936,850 total project cost. The project consists of 6,600 lineal feet of 12-inch diameter water main, a new 0.5 million gallon (MG) water storage tank, and 1,940 lineal feet of new sewer main extension to the airport vicinity.

The design plans and related easements were near completion when the County proposed alternative alignments to the new water and sewer infrastructure. These alternative alignments resulted in a partial redesign of the utilities traversing the Airport's runway, and revision of the

related easements. The County also requested survey staking of all proposed infrastructure of which all extra efforts incurred additional engineering costs. Since there are still coordination efforts underway, The Dyer Partnership is still evaluating the extra work.

The contract addendum herein in the amount of \$29,000 was needed for the following unforeseen design issues;

- 1) Separate bid plans and specifications for the tank access road necessary in order for preliminary geotechnical exploration;
- 2) Federal Aviation Administration (FAA) coordination for a permit and easements
- 3) Coordination between the Oregon Department of Aviation and the FAA. The FAA approved it without any lights or and special paint illumination colors and Oregon Aviation had a different opinion.
- 4) Issues with a fire safety buffer zone and easement changes associated with such.
- 5) The old water atlas showed a water main from Seascresst Reservoir towards Gowman Lane which does not exist and approximately 3,500 of water main had to be engineered and necessary easements prepared.
- 6) Additional environmental regulator coordination to satisfy National Environmental Protection Act (NEPA) requirements.

Staff's next step is to request an extension from EDA on the start of construction date from October 2014 to June 2015 to comply with the grant requirements.

Policy Considerations: None

Attachment(s):

- A. EDA award letter cost breakdown
- B. Task order and scope of work

Attachment A - Amendment No. 1

Project No. 145.43

Charge for:	Additional Task	Date	\$	Totals
Task No. 5 - Easements/Acquisitions				
M Erickson	Revise Tank easement	2/12/2014	\$ 240.00	
M Dees	Easement change fire zone	2/5/2014	\$ 110.00	
M Dees	Easement change fire zone	3/4/2013	\$ 110.00	
M Dees	Easement modification	3/21/2014	\$ 110.00	
M Dees	Easement modification	3/25/2014	\$ 55.00	
J Goette	Revise prop map	2/12/2014	\$ 372.00	
J Goette	Revise road drawing/easement	2/21/2014	\$ 46.50	
J Goette	Revise road drawing/easement	2/21/2014	\$ 139.50	
J Goette	Update easement Dundom/Anerson	2/28/2014	\$ 651.00	
J Goette	Met R.C. easement map revision	3/6/2014	\$ 186.00	
J Goette	Easement changes Dundom & Anderson	3/17/2014	\$ 186.00	
J Goette	Additional easement at reservoir	3/21/2014	\$ 93.00	
J Goette	County easement modification	4/9/2014	\$ 744.00	
J Goette	Lot 300 encroachment	5/1/2014	\$ 93.00	
J Goette	Tank Site Easement changes	5/6/2014	\$ 139.50	\$ 3,275.50
Task No. 7 - Design Surveying				
R Arbuckle	Draft Rich Roberts info for tank access plans	8/26/2013	\$ 245.00	
R Arbuckle	Draft Rich Roberts info for tank access plans	8/28/2013	\$ 259.00	
R Arbuckle	Draft Rich Roberts info for tank access plans	9/4/2013	\$ 70.00	
Roberts & Associates	Extra for crk x-ing	9/24/2013	\$ 572.00	
Roberts & Associates	Extra points	1/2/2014	\$ 99.00	
Roberts & Associates	Extra for added line	3/10/2014	\$ 2,728.00	\$ 3,973.00
Task No. 8 - Water Distribution Imps				
M Dees	Specs/Plans/Front Ends Culvert/Access to Tank Site	8/26/2013	\$ 440.00	
M Dees	Discussion additional line work with Brookings	11/26/2014	\$ 110.00	
M Dees	Clarification Rich Roberts additional survey	1/10/2014	\$ 275.00	
M Dees	Survey request Rich Roberts additional survey	1/13/2014	\$ 165.00	
M Dees	Follow up additional points from Rich Roberts	2/10/2014	\$ 165.00	
J Goette	Drawing for additional survey needs	1/10/2014	\$ 93.00	
J Goette	Drawing new surface addition points R.Roberts	2/25/2014	\$ 744.00	
J Goette	Waterline changes	3/21/2014	\$ 465.00	
J Goette	Waterline changes	3/27/2014	\$ 372.00	
J Goette	Maps, add. Survey request, detail mods	4/23/2014	\$ 418.50	
J Goette	Waterline profile sheet setup changes	4/27/2014	\$ 186.00	
J Goette	Setting up shhets new area	4/29/2014	\$ 744.00	
J Goette	Waterline changes and profile mods	4/30/2014	\$ 651.00	
J Goette	Basemap and pints for additional area	5/1/2014	\$ 372.00	
J Goette	Rebuilding surface and basemap	5/2/2014	\$ 46.50	
J Goette	Rebuilding surface and basemap	5/2/2014	\$ 325.50	
R Arbuckle	Add new WL on plan sheets, add labels (Tank Access)	7/16/2013	\$ 455.00	\$ 6,027.50
Task No. 9 - Water Reservoir Imps				
M Erickson	Review plans (Tank Access)	8/30/2013	\$ 120.00	
M Erickson	Coordinate bidding with City & Dees (Tank Access)	9/3/2013	\$ 180.00	
S Major	Reservoir Paint Issues FAA	4/7/2013	\$ 120.00	
M Dees	Contact geotech/lumber Co required change to Geo	7/8/2013	\$ 55.00	
M Dees	Proj Management check Geoteck site access work	8/8/2013	\$ 55.00	
M Dees	Culvert Design (tank access)	8/14/2013	\$ 550.00	
M Dees	Culvert design access complete to RC (tank access)	8/15/2013	\$ 275.00	
M Dees	Permits relating to culverts (tank access)	8/20/2013	\$ 55.00	
M Dees	Additional map info to Chris Ell (tank access)	8/22/2014	\$ 55.00	
M Dees	Culvert Design (tank access)	8/23/2013	\$ 165.00	
M Dees	Specs, plans, front ends tank access	8/27/2013	\$ 495.00	
M Dees	Specs, plans, front ends tank access	8/28/2013	\$ 550.00	
M Dees	Specs, plans, front ends tank access	8/29/2014	\$ 660.00	

Charge for:	Additional Task	Date	\$	Totals
	Task No. 9 - Water Reservoir Imps (continued)			
M Dees	Specs, plans, front ends tank access	8/30/2013	\$ 770.00	
M Dees	Get contractors list & invatations for bid	9/3/2013	\$ 495.00	
M Dees	Get contractors list & invatations for bid & final correction	9/4/2013	\$ 330.00	
M Dees	Contractor's bid questions	9/6/2013	\$ 165.00	
M Dees	Addendum 1 started	9/9/2013	\$ 55.00	
M Dees	Addendum 1 started & sent to bidders	9/10/2013	\$ 275.00	
M Dees	Contact/reponse to Owner regarding status	9/11/2013	\$ 55.00	
M Dees	Addendum 2	9/12/2013	\$ 385.00	
M Dees	Contact/reponse to Owner regarding status	9/13/2013	\$ 110.00	
M Dees	Bid opening	9/16/2014	\$ 440.00	
M Dees	Recommenation to Award	9/17/2014	\$ 220.00	
M Dees	Proj Management	9/18/2013	\$ 55.00	
M Dees	Communication with Chris Ell - geotech	9/19/2013	\$ 55.00	
M Dees	Notice of Award and bid tabs	9/20/2013	\$ 110.00	
M Dees	Prep construction documents to Contractor	9/23/2013	\$ 55.00	
M Dees	Proj Management	9/24/2013	\$ 55.00	
M Dees	Pre-Con set up	9/25/2013	\$ 55.00	
M Dees	Pre-Con set up	9/26/2013	\$ 55.00	
M Dees	Material prep for pre-con	9/27/2013	\$ 110.00	
M Dees	Pre-Con Meeting	9/30/2013	\$ 440.00	
M Dees	Minutes of pre-con, response to Owner's & Cont. question	10/1/2013	\$ 275.00	
M Dees	Contractor discussion regarding materials	10/2/2013	\$ 55.00	
M Dees	Proj. start update	10/4/2013	\$ 55.00	
M Dees	Proj Management, discuss modifications req. by Owner	10/8/2013	\$ 165.00	
M Dees	Proj Management	10/10/2013	\$ 55.00	
M Dees	Contact contractor and Geotech regarding equip. placeme	10/11/2013	\$ 165.00	
M Dees	Gravel reduction issue to save costs to Owner	10/14/2014	\$ 55.00	
M Dees	Instruct inspector and Geotech. Start final docs	10/15/2013	\$ 165.00	
M Dees	Certificate of Sub Comp. written	10/16/2013	\$ 110.00	
M Dees	Rock tickets and weahter info for geotech. Update all parti	10/17/2013	\$ 110.00	
M Dees	Response to Brookings status, final CO & Pay Request, etc.	10/22/2013	\$ 495.00	
M Dees	Contact contractor to discuss ticket discepancy	10/23/2013	\$ 55.00	
M Dees	Received, reviewed and recalculated amounts for CO & PR	10/24/2013	\$ 220.00	
M Dees	Completed CO & PR and sent to contractor	10/25/2013	\$ 275.00	
M Dees	Made copies of all job documents and sent to Brookings	10/28/2013	\$ 330.00	
M Dees	Follow up Contractor's pay	10/30/2013	\$ 55.00	
M Dees	Pay Request 2 prep, process and forward to Brookings	11/4/2013	\$ 220.00	
M Dees	Follow up Contractor's pay	11/7/2013	\$ 55.00	
M Dees	Survey data (extra) to Rich Roberts	1/13/2014	\$ 165.00	
M Dees	Mapping request for SC properties which can be served	1/31/2014	\$ 165.00	
M Dees	Joe G and R Robert comm. Regarding add. Points drafting	2/13/2014	\$ 165.00	
M Dees	FAA tank color and lights	3/19/2014	\$ 110.00	
M Dees	FAA tank color and lights	3/21/2014	\$ 275.00	
M Dees	FAA tank color and lights - research solar lights	3/24/2014	\$ 220.00	
M Dees	Response to Brookings status of FAA colar, lights	3/25/2014	\$ 55.00	
M Dees	Forwarded cost of lights to City	3/26/2013	\$ 55.00	
M Dees	Oregon Aeronatics reponse research	4/3/2014	\$ 55.00	
M Dees	Investigate bolted steel and paint	4/7/2014	\$ 55.00	
M Dees	Oregon Aeronatics reponse recommendations	4/10/2014	\$ 55.00	
J Goette	Road design change and determination of survey	3/25/2014	\$ 372.00	
J Goette	Site changes	3/28/2014	\$ 372.00	
J Goette	Road to new tank redesign	3/31/2014	\$ 186.00	\$ 12,845.00
	Task No. 13- Construction Administration			
	Additional CM for Additional WL		\$345.00	\$345.00
	Task No. 14 - Inspection			
D Schmidt & J Goette	Inspection for tank access road	Fall 2013	\$ 5,114.00	

Charge for:	Additional Task	Date	\$	Totals
	Task No. 14 - Inspection (continued)			
	Additional Inspection for Additional WL		\$ 1,900.00	\$ 7,014.00
	Task No. 15- Construction Stakeout			
	Additional Stakeout for Additional WL		\$ 234.00	\$ 234.00
	TOTAL			\$33,480.00
	Credit			\$4,480.00
	TOTAL AMENDMENT NO.1			\$29,000.00

**Amendment No. 1 to
TASK ORDER 43
City of Brookings
Airport Infrastructure Improvements**

SCOPE OF WORK: The City has received funding from the U.S. Department of Commerce Economic Development Administration (EDA). This funding, coupled with funding from the City, is for the development of the city of Brookings Airport Infrastructure Project.

FOUNDATION: Funding was applied for based on the *Preliminary Engineering Report, Brookings Airport Infrastructure Project*, June 2012, by The Dyer Partnership Engineers & Planners, Inc. The City received \$1,762,110 in grant funds from EDA and was required to provide a forty percent match of the total project costs or \$1,174,740. Total funds available may be less than originally planned. The overall scope of the project was reviewed to develop a revised project, without sacrificing the intent or schedule, and to meet the funding limitations.

SCOPE OF ADDITIONAL ENGINEERING SERVICES: During the design phase there were several additional tasks that had to be completed in an effort to keep the project moving forward. These additional tasks are described as follows:

- Revise original easements for reservoir site, reservoir access road and two properties based on information developed during the design phase of the project.
- Provide additional surveying and design for relocation of reservoir access road and waterlines per item listed above.
- Redesign reservoir access road and waterlines.
- Additional surveying and design required for approximately 600 lineal feet of 8-inch diameter waterline that was added to the scope of work.
- Additional surveying and design required for the demolition of the East Harris Pump Station that was added to the scope of work.
- Survey, design, bid, construction management and inspection services for intermediate procurement for Reservoir Site Access Road Culvert Improvements, August 2013.

PROPOSED FEE:

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement. The current not to exceed a maximum will be increased by \$29,000 as listed on Attachment A for a revised not to exceed maximum of \$429,000 including all professional services and reimbursable expenses.

PAYMENT METHOD: Monthly Billing

City of Brookings

The Dyer Partnership Engineers & Planners, Inc.

Gary Milliman, City Manager

Steve Major, President

Date: _____

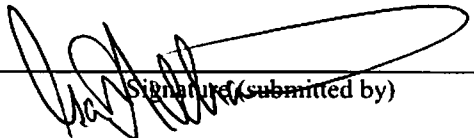
Date: _____

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: September 22, 2014

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Project Letter of Understanding for Railroad Street Project

Recommended Motion:

Motion to authorize the City Manager to execute the Project Letter of Understanding with the Oregon Department of Transportation for the Railroad Street reconstruction project.

Financial Impact:

The City share of the cost of this project is \$1.0 million. The City will use a combination of urban renewal funds, System Development Charge funds and debt financing as needed for the local match. The grant amount will be \$2,010,000.

Background/Discussion:

The City applied for \$2,010,000 in grant funding under the State Transportation Improvement Program (STIP) Enhance program for the reconstruction of Railroad Street between Wharf Street and Oak Street. The total estimated cost of the project is \$3,010,000; the local match requirement is \$1.0 million.

The project would include a complete reconstruction of the existing street with one travel lane in each direction, a center median/bioswale/turn lane, curb/gutter/sidewalks and bicycle lanes.

The STIP Enhance program is highly competitive, with many more projects submitted than there are funds available. Federal transportation funds are used to fund the program, which is administered by ODOT. The Railroad Street project went through several levels of area, regional and statewide review, and was ultimately approved for funding by the Oregon Transportation Commission (OTC). The project is programmed for construction in 2016.

Proceeding with plans to design the project has been delayed because Congress did not approve a federal transportation funding Bill that extends into 2016. It is anticipated that Congress will ultimately approve a transportation funding Bill, at which time this project can move forward.

At this time, ODOT is proceeding under the assumption that funding will be available for this project in 2016. They are requesting that the City execute a Project Letter of Understand which outlines the financial and project schedule, and whereby the City agrees to accept the grant funding when it becomes available. An intergovernmental agreement will follow.

Attachment(s):

- a. Project Letter of Understanding



Oregon

John A. Kitzhaber, M.D., Governor

Department of Transportation
ODOT Region 3 Headquarters
3500 NW Stewart Parkway
Roseburg, OR 97470
Phone: (541) 388-6180

September 3, 2014

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

Subject: Project Letter of Understanding - 2015-2018 STIP Enhance Project
Project Name: RAILROAD STREET WHARF TO OAK STREET (BROOKINGS)
KN: 18916

We are pleased to announce the above project has been placed on the Oregon Transportation Commission preliminary award list. This list is referred to as the STIP Enhance 100% list and is moving forward in the process.

While the project will not be "officially" awarded funding until final approval by the OTC, ODOT has been working with you to finalize the details of your project. Based on the application, the project scoping visits, and the information received from the Pre-Award Letter, our final understanding of the project details are listed below.

It is important to note that this letter is not a legal agreement. The intent, of this letter, is to document each parties understanding of the project details and the timeline for moving forward. The details of your project as stated below will be used to prepare the Intergovernmental Agreement (IGA).

Final Project Details

Project Financials:	
Enhance STIP Funding Amount:	\$2,010,000.00
Required Non-federal Minimum Match (10.27%):	\$230,053.49
Additional Match:	\$769,946.51
Other Funding:	\$0.00
Estimated Total Project Cost:	\$3,010,000.00
*Funding Ratio:	MTEP - 66.78% Agency - 33.22%
Match Type:	Cash
Match Provided By:	LPA
Project Details:	
STIP Project:	Requires - New IGA
Project Scope (IGA Exhibit B SOW):	This project will construct improvements at Railroad Street between Center Street and Oak Street to include the following enhancement improvements: one lane in each direction with a bioswale median, sidewalks and bike lanes on both sides of the street, illumination, and bus stops.
Delivery Method:	State Administered-Region Technical Center
**Estimated Obligation Month/Year – PE:	12/31/2014
Estimated Obligation Month/Year – ROW:	NA
Estimated Obligation Month/Year – Construction:	NA
Date IGA must be executed by:	11/1/2014 = 60 days prior to Estimated Obligation Month/Year – PE: or 1 st phase, above, (or sooner).
State Contact Information:	
- Signature Authority Contact Name:	Gary Milliman
Title:	City Manager
Email:	lpryce@brookings.or.us
Phone:	(541) 469-1138
Mailing Address:	898 Elk Drive
City:	Brookings
State:	OR
Zip:	97415

- LAL/PM Contact Name:	Elizabeth Stacey
Email:	Anne.E.Stacey@odot.state.or.us
Phone:	541-957-3542
Mailing Address:	3500 NW Stewart Parkway
City:	Roseburg
State:	OR
Zip Code:	97470-1687

**Funding Ratio is defined as the relationship between STIP Enhance funds and total project cost and Agency funds and the total project cost.*

***If Delivery method is "State Administered-Region Technical Center", PE date is only used to generate IGA draft in timely manner.*

We are asking that a representative from your Agency sign and return a scanned copy of this letter via Email to Mark Usselman, at Mark.USSELMAN@odot.state.or.us and CC: the ODOT mailbox at STIP-Enhance@odot.state.or.us, within 30 days of receipt. If we do not hear back from your Agency within 30 days the funds may be in jeopardy of redistribution to another recipient.

Please don't hesitate to contact me if you have any questions, (541) 396-1142.

Regards,
Mark Usselman
Area Manager

Please check one of the following:

- ☐ Upon final approval by the OTC - My agency will accept the STIP Enhance Award for this project and has secured the match for this project.
- ☐ My agency has decided to decline the STIP Enhance Award

Agency Representative & Title

Date:

 _____
ODOT Representative - Title

9-3-14
Date:

City of Brookings

City Council Meeting MINUTES

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

Monday, September 8, 2014

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, Public Works & Development Director Loree Pryce, Planning Manager Donna Colby-Hanks, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Report Jane Stebbins and approximately 28 others.

Ceremonies/Appointments/Announcements

Mayor Hedenskog proclaimed the week of September 7, Supreme Emblem Club Week.

Mayor Hedenskog announced the September Yard of the Month Award as follows:

- Residential - Brookings Presbyterian Church, 540 Pacific Avenue
- Commercial - Tim Hartzell and Kate Davies, 427 Hillside Avenue

Staff Report

Connect Oregon V Grant Agreement for Runway Safety Project.

City Manager Milliman presented the staff report and introduced Susan Daugherty, Border Coast Regional Airport Authority Program Administrator, who thanked Council for its support. Daugherty said the grant award represents a huge milestone toward recognizing the airport as serving people on both sides of the border.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize City Manager to execute the Grant Agreement for *ConnectOregon V* funding with the Oregon Department of Transportation for the Runway Safety Area Project at Del Norte County Regional Airport.

Public Hearings/Final Orders/Ordinances

Quasi-judicial public hearing in the matter of File ANX-1-14, a request to annex approximately 13.33 acres located adjacent on the North Bank Chetco River Road.

Mayor Hedenskog opened the public hearing at 7:16 PM.

Hearing no exparte, declarations of conflict or personal interest, or objections as to jurisdiction, City Attorney Rice reviewed the guidelines and Planning Manager Colby Hanks entered Exhibit I into the record and introduced CSA Principal, Jay Harland.

Harland provided a summary of key points in the staff report and said it was difficult to relate some of the material to specific criteria in some of the recently submitted testimony. In general, he said the area is also zoned industrial/commercial and is part of the Urban Growth Boundary (UGB); urbanization is already allowed under Goal 14.

Mayor Hedenskog asked about zoning and the 100 year shoreline boundary. Harland said the request is to rezone both properties to residential and said it was not out of the ordinary for FEMA to provide a conditional letter map revision (CLOMAR) and then give final approval after the 100 year flood line is defined. The applicant, Harland said, is not asking for a variance to a setback. That, he said, would apply to development of the property, which is not part of this application. Harland said the riparian line does not move because it comes off the mean, high water line.

Councilor McClain asked about the 100 year flood line and Harland said that all of the area within the 100 year floodplain has certain protections. McClain then said it would require a substantial amount of fill to get the southern lot above the 100 year floodplain and asked if the City was okay with that and Harland said FEMA did the approval and the City says if you have a CLOMR, then the City will apply the regulations as defined on the revised map.

Councilor Hodges asked about the difference between the 100 and 500 year floodplain and Harland said it could be two feet vertically or 40 feet, depending on the property.

Councilor Hamilton asked if the property would be elevated to the 500 year flood line and Harland said the applicant had offered that as a goal, but would rather not be regulation-bound to do it. Harland said in Oregon he thought building was allowed one foot above the 100 year elevation. Hamilton said he would prefer to go 4 or 5 feet above the 100 year elevation.

Applicant: Ron Tribble provided a brief history of the project. In particular, he said: the property was originally used for aggregate mining and later as a storage yard for leftover mining equipment and other items; the area is in the Urban Growth Area and was meant to be developed; running a sewer line out to the property will relieve the need for septic systems; the goal was to build a couple of feet beyond the 100 year floodplain; the property had been "decimated" by the previous owner; the existing riparian areas are nothing but berry vines and invasive species; they are working with the Oregon Department of Fish and Wildlife (ODFW) to repair the riparian area and improve fish passage with a culvert; based on what they've heard, development is needed in Brookings and this project will create jobs, increase the tax base and restore the riparian area; they already have engineered fill on the property that was approved by the County; and the rest of the work would be accomplished when their plans are finalized.

Councilor Hamilton asked if there were any concerns about the creek eroding the property and Tribble said the culvert reduces the buildable area and will cost them money to work with ODFW on enhancements but they are fine with that.

Dan O'Connor, attorney to Mahar/Tribble, said the County had already approved fill in the floodplain. The CLOMR was approved in 2009 and the County approved the fill and grade permit. The CLOMR includes hydraulics and FEMA review, which includes endangered species compliance and the migration of the river. The fill issue, he said, is not relevant to this application. He said the project will be less impactful to the property than allowed under the existing zoning and there is no proposal to reduce the riparian set back or seek a variance. Environmentally, he said, this project will be an improvement.

Mayor Hedenskog said the 100 year flood plain is established and Harland concurred.

Councilor McClain asked if there was a proposal for the City to maintain the road and Harland said not unless the County were to bring it up to City standards.

Proponents:

Marianne Padilla, 898 Old County Road, said Tribble wants what's best for the community and is a man of integrity and Mahar has an impeccable reputation. She said the area needs more residences of the type proposed for this project and asked that Council grant the application

Opponents:

Donald Berger, 98438 North Bank Chetco River Road, said he was concerned that filling the floodplain would create a higher water elevation.

Yvonne Maitland, 15676 Oceanview Drive, questioned lumping comp plan and zone changes into the same application, the density of development and the shore land boundary change. In particular she said the area should remain undeveloped. She submitted a written transcript of her testimony, entered into the record as Exhibit J. She also said the County had denied the application.

Catherine Wiley, 96370 Dooley Creek Road, requested that Council deny the application based on Goal 2. In particular she said the applicant had failed to provide proof to support an application for annexation; the riparian set back needed to be conserved; the Chetco River is the coronary artery of the coast; the conditional letter from FEMA is not the last word; the application contained incomplete, misleading and out of date information, and opening up and re-routing Ferry Creek will endanger the road and flood Snug Harbor. She requested an extension of the hearing and submitted written testimony which was entered into the record as Exhibit K.

Mark Sherwood, 320 Railroad, in particular said the two tax lots are not appropriate for human habitation; development of the area would be in opposition to several Comprehensive Plan goals; development of the area would need special attention; Tax Lot 2000 contains one of the last estuaries of its kind; development will threaten salmon; the area needs preserving. He asked that each piece of the application be dealt with individually and submitted a written transcript of his testimony which was entered into the record as Exhibit L.

Tim Palmer, 608 Oregon Street, Port Orford, representing the Kalmiopsis Society, said he did not believe the proposal met the criteria in statewide goals 7 and 17. He asked why the developer applied to the City after being denied by the County and said flooding in the floodplain is occurring more frequently than every 100 years and floods greater than 100 year floods will occur. He recommended that Council deny the application to annex and designate the property as floodplain and open space and sell the property for restoration and habitat.

Carl Page, 12580 Hwy 101, Smith River, California, particularly said fish need to recover; we need to conserve areas such as flood plains; we need a better vision for conserving riparian areas; it was "biblically unwise" to build in the flood plain; the risk to property and life is too high, and, this is not smart. His written testimony was entered into the record as Exhibit M.

Stan Easley, 9979 North Bank Chetco River Road, particularly said Mahar/Tribble to the permit to fill because they agreed to open up Ferry Creek. He questioned the

need for the project, and said the property should be brought back to its natural state. He also requested an extension of the hearing.

Councilor McClain asked Sherwood why he felt leaving the area zoned industrial and commercial would be better than zoning it residential and Sherwood said the Council already denied a change to the riparian buffer in 2009. McClain then said the fish only use the area of concern during high flood events and Sherwood said the number of high flood events will increase over time.

Councilor Pieper asked counsel if the comingling of zoning and comprehensive plan goals was unusual and Harland said it was not.

Rebuttal: Tribble said, according to studies of the area, the fill won't cause a rise. He said they would not be doing any work in the riparian area and that fish wouldn't even be in the area except during a high water event. He said the property is in the Urban Growth Boundary (UGB) and they were not trying to go around the County and the process had come down to sewer infrastructure. He said they would be leaving Snug Harbor alone and would try to maintain a lot of green space. He said they would be working in areas that had already been highly disturbed.

Harland asked Council if they wanted to extend the hearing to receive additional testimony, or close it.

Mayor Hedenskog asked Tribble what he would like to do and Tribble said it was disconcerting to receive so much last minute testimony and O'Connor suggested that Council could close the public hearing and deliberate at the next meeting. Tribble said that would be fine with him.

Councilor Pieper said when they had waded through the new testimony they would find that it wasn't pertinent to the application and he was not opposed to O'Connor's suggestion.

Councilor Hamilton said he was ready to move on.

The hearing was closed at 9:49 PM.

Councilor Hodges said the opposing group tended to show up at the eleventh hour and shut down the process. He said there was no bigger proponent of the Chetco River but he didn't understand the reasoning behind wanting to keep the property zoned commercial and industrial. He said he had watched the scope of the project transform and there has been a lot of time and money spent on the process. He said he thought the negative comments were biased.

Mayor Hedenskog said he had watched that area for years and a lot of the evening's testimony was based on short term history. He said the applicants meet the criteria.

Councilor Pieper said that, while he appreciated the applicant's goal regarding the 500 year floodplain, he would only want to hold them to the 100 year flood plain requirement.

Councilor McClain said the applicant had gone above and beyond what was required. He agreed that floods could reach higher than the 100 year floodplain and said he would prefer to leave the 500 year floodplain limit.

Councilor Hamilton said he felt confident that the project will be a benefit to the community and felt the 500 year floodplain would be the wiser choice or at least go a little beyond what FEMA recommends.

Councilor Pieper moved, a second followed and Council voted unanimously to approve the application for ANX-1-14 based on the findings and conclusions, staff report analysis, and oral and written evidence presented at the hearing, approve the final order with the deletion of condition 3 F, regarding the 500 year flood plain, and proceed to the adopting ordinance.

Ordinance 14-O-738, amending the City of Brookings limits and zoning map.

Colby-Hanks presented the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to do a first reading of Ordinance 14-O-738.

Mayor Hedenskog read the title.

Councilor Pieper moved, a second followed and Council voted unanimously to do a second reading of Ordinance 14-O-738.

Mayor Hedenskog read the title.

Councilor Pieper moved, a second followed and Council voted unanimously to adopt Ordinance 14-O-738.

Staff Reports

Councilor Hodges moved, a second followed and Council voted unanimously to move item #H2 [regarding legislative services for a Curry Health Network Emergency Department] on the agenda to Item #H1.

Request to place Public Radio Broadcast Antenna on the City's Public Safety Communications Tower.

City Manager Milliman provided the staff report.

Candice Michel said the radio station would be prohibited from taking a political stand under their license and pointed out the station would also provide emergency broadcasting.

Connie Hunter, Brookings, said the station will be a benefit to the community. It will give young people a voice, bring people together, build family and community and will make it easier for non-profits to raise money.

Councilor Pieper said he was excited about this and was glad to help them out.

Councilor McClain said he was excited that someone is going to do this and Councilor Hamilton said he applauded great minds.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize City Manager to prepare and execute an agreement with Curry Coast Community Radio to install and maintain a radio broadcast antenna on the City public safety communications tower, with the term of the agreement to be three years and with the applicant to pay all costs associated with installing and maintaining the antenna, including electricity costs.

Legislative Services to secure legislation for a Curry Health Network (CHN) Emergency Department at the Brookings Clinic.

City Manager Milliman presented the staff report.

Andrew Bair, CHN CEO, said he was excited about the potential partnership. An ER is very much needed in Brookings, he said, and this has the potential to shorten what could have been a very lengthy process. There is a potential, he said, to have an answer before the end of the year; the next step will be to find a way to fund it.

Gary Anderson, CHN Board Chair, said he'd long felt having an ER in Brookings was a good idea.

Councilor Pieper said he was glad this was being moved forward aggressively and Councilor McClain said it was worth the risk. Councilor Hamilton said he was 100% for it and Councilor Hodges said moving ahead aggressively was the best way to go.

Councilor McClain moved, a second followed and Council voted unanimously to confirm and authorize the engagement letter with the law firm of Davis Wright Tremaine for services in connection with securing rules and/or legislation to secure an Emergency Department for the Curry Health Network (CHN) Brookings Clinic, and request that CHN share 50 per cent of the cost of said services.

Tourism Promotion Advisory Committee (TPAC) recommendation to contract with Radio Medford for radio advertising to promote off-season tourism events.

City Manager Milliman gave the staff report.

Councilor McClain asked how much administrative effort would be involved and Milliman said it would end up on his plate.

Councilor Pieper said he was glad they were trying to hit off-season events hard and Councilor Hamilton said he recommended having TPAC seek help from people with expertise in this area. Councilor Hodges said he really thought the committee had done what Council wanted them to do.

Councilor McClain said this would violate his first rule, which is that the project needs to require a minimum of staff time. He said he would prefer to give the event proposers the money so they can promote the event. Councilor Pieper said he can't see them using their funding for this and McClain said the money could be split between the three off-season events.

Councilor Hodges moved, a second followed and Council voted unanimously to approve the Tourism Promotion Advisory Committee's recommendation to contract with Radio Medford for radio advertising to promote upcoming off-season tourism events.

Consent Calendar

1. Approve Council minutes for August 25, 2014.
2. Accept Tourism Promotion Advisory minutes for May 15 & July 17, 2014.
3. Accept August 2014 Vouchers in the amount of \$322,007.76.

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

Adjournment

Mayor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 10:39 PM.

A meeting of the Urban Renewal Agency immediately followed.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2014:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,503,742.00	53,446.23	89,354.69	2,414,387.31	3.6
LICENSES AND PERMITS	96,000.00	8,946.04	16,433.34	79,566.66	17.1
INTERGOVERNMENTAL	242,600.00	48,648.49	49,381.93	193,218.07	20.4
CHARGES FOR SERVICES	135,000.00	11,007.05	27,611.78	107,388.22	20.5
OTHER REVENUE	158,500.00	2,852.13	8,792.38	149,707.62	5.6
TRANSFERS IN	257,058.00	.00	.00	257,058.00	.0
	<u>3,392,900.00</u>	<u>124,899.94</u>	<u>191,574.12</u>	<u>3,201,325.88</u>	<u>5.7</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	37,664.00	1,278.90	2,727.62	34,936.38	7.2
MATERIAL AND SERVICES	8,770.00	300.00	1,257.86	7,512.14	14.3
CAPITAL OUTLAY	500.00	.00	.00	500.00	.0
	<u>46,934.00</u>	<u>1,578.90</u>	<u>3,985.48</u>	<u>42,948.52</u>	<u>8.5</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	157,114.00	14,723.80	27,876.42	129,237.58	17.7
MATERIAL AND SERVICES	87,000.00	8,496.04	18,658.21	68,341.79	21.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>244,114.00</u>	<u>23,219.84</u>	<u>46,534.63</u>	<u>197,579.37</u>	<u>19.1</u>
POLICE:					
PERSONAL SERVICES	1,869,075.00	149,256.71	303,694.20	1,565,380.80	16.3
MATERIAL AND SERVICES	156,700.00	11,568.89	29,544.25	127,155.75	18.9
CAPITAL OUTLAY	55,150.00	82.04	158.91	54,991.09	.3
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,080,925.00</u>	<u>160,907.64</u>	<u>333,397.36</u>	<u>1,747,527.64</u>	<u>16.0</u>
FIRE:					
PERSONAL SERVICES	156,751.00	12,712.92	25,448.29	131,302.71	16.2
MATERIAL AND SERVICES	102,500.00	4,154.19	17,028.15	85,471.85	16.6
CAPITAL OUTLAY	45,519.00	.00	.00	45,519.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>304,770.00</u>	<u>16,867.11</u>	<u>42,476.44</u>	<u>262,293.56</u>	<u>13.9</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	184,477.00	14,847.06	29,642.52	154,834.48	16.1
MATERIAL AND SERVICES	46,400.00	9,766.04	13,480.51	32,919.49	29.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>230,877.00</u>	<u>24,613.10</u>	<u>43,123.03</u>	<u>187,753.97</u>	<u>18.7</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2014

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	139,799.00	11,253.05	22,943.99	116,855.01	16.4
MATERIAL AND SERVICES	47,900.00	4,035.94	11,637.17	36,262.83	24.3
CAPITAL OUTLAY	18,550.00	6,978.56	7,493.06	11,056.94	40.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	206,249.00	22,267.55	42,074.22	164,174.78	20.4
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	163,459.00	11,668.46	23,961.02	139,497.98	14.7
MATERIAL AND SERVICES	30,800.00	1,030.22	5,481.11	25,318.89	17.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	194,259.00	12,698.68	29,442.13	164,816.87	15.2
SWIMMING POOL:					
PERSONAL SERVICES	57,107.00	15,559.76	32,006.42	25,100.58	56.1
MATERIAL AND SERVICES	46,100.00	10,014.45	13,335.50	32,764.50	28.9
CAPITAL OUTLAY	10,000.00	.00	2,533.14	7,466.86	25.3
	113,207.00	25,574.21	47,875.06	65,331.94	42.3
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	141,000.00	5,144.08	24,107.93	116,892.07	17.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	242,000.00	.00	.00	242,000.00	.0
CONTINGENCIES AND RESERVES	618,565.00	.00	.00	618,565.00	.0
	1,001,565.00	5,144.08	24,107.93	977,457.07	2.4
	4,422,900.00	292,871.11	613,016.28	3,809,883.72	13.9
	(1,030,000.00)	(167,971.17)	(421,442.16)	(608,557.84)	(40.9)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2014

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	846,000.00	28,024.58	57,003.51	788,996.49	6.7
OTHER REVENUE	13,800.00	.00	.00	13,800.00	.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>859,800.00</u>	<u>28,024.58</u>	<u>57,003.51</u>	<u>802,796.49</u>	<u>6.6</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	173,796.00	13,621.90	27,847.46	145,948.54	16.0
MATERIAL AND SERVICES	181,800.00	4,711.69	19,050.46	162,749.54	10.5
CAPITAL OUTLAY	561,300.00	210.28	420.56	560,879.44	.1
TRANSFERS OUT	26,047.00	.00	.00	26,047.00	.0
CONTINGENCIES AND RESERVES	100,857.00	.00	.00	100,857.00	.0
	<u>1,043,800.00</u>	<u>18,543.87</u>	<u>47,318.48</u>	<u>996,481.52</u>	<u>4.5</u>
	<u>1,043,800.00</u>	<u>18,543.87</u>	<u>47,318.48</u>	<u>996,481.52</u>	<u>4.5</u>
	<u>(184,000.00)</u>	<u>9,480.71</u>	<u>9,685.03</u>	<u>(193,685.03)</u>	<u>5.3</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 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	1,459,500.00	67,450.44	208,303.46	1,251,196.54	14.3
OTHER INCOME	9,000.00	1,830.00	3,855.26	5,144.74	42.8
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,468,500.00</u>	<u>69,280.44</u>	<u>212,158.72</u>	<u>1,256,341.28</u>	<u>14.5</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	388,826.00	33,785.59	66,434.81	322,391.19	17.1
MATERIAL AND SERVICES	192,900.00	13,237.57	31,106.33	161,793.67	16.1
CAPITAL OUTLAY	79,900.00	3,307.61	3,540.22	76,359.78	4.4
	<u>661,626.00</u>	<u>50,330.77</u>	<u>101,081.36</u>	<u>560,544.64</u>	<u>15.3</u>
WATER TREATMENT:					
PERSONAL SERVICES	271,466.00	20,514.24	41,391.61	230,074.39	15.3
MATERIAL AND SERVICES	176,200.00	10,184.64	34,427.99	141,772.01	19.5
CAPITAL OUTLAY	24,900.00	232.61	465.22	24,434.78	1.9
TRANSFERS OUT	909,702.00	.00	.00	909,702.00	.0
CONTINGENCIES AND RESERVES	134,606.00	.00	.00	134,606.00	.0
	<u>1,516,874.00</u>	<u>30,931.49</u>	<u>76,284.82</u>	<u>1,440,589.18</u>	<u>5.0</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>2,178,500.00</u>	<u>81,262.26</u>	<u>177,366.18</u>	<u>2,001,133.82</u>	<u>8.1</u>
	<u>(710,000.00)</u>	<u>(11,981.82)</u>	<u>34,792.54</u>	<u>(744,792.54)</u>	<u>4.9</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2014

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	307,213.00	.00	.00	307,213.00	.0
CHARGES FOR SERVICES	2,952,000.00	119,419.41	363,820.12	2,588,179.88	12.3
OTHER REVENUE	1,000.00	.00	.00	1,000.00	.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,260,213.00</u>	<u>119,419.41</u>	<u>363,820.12</u>	<u>2,896,392.88</u>	<u>11.2</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	486,747.00	37,539.22	75,281.61	411,465.39	15.5
MATERIAL AND SERVICES	239,600.00	6,655.39	30,784.70	208,815.30	12.9
CAPITAL OUTLAY	24,900.00	232.61	465.22	24,434.78	1.9
	<u>751,247.00</u>	<u>44,427.22</u>	<u>106,531.53</u>	<u>644,715.47</u>	<u>14.2</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	466,212.00	35,832.58	71,895.42	394,316.58	15.4
MATERIAL AND SERVICES	510,600.00	21,137.75	59,108.90	451,491.10	11.6
CAPITAL OUTLAY	982,113.00	143,039.71	143,272.32	838,840.68	14.6
TRANSFERS OUT	1,172,453.00	.00	.00	1,172,453.00	.0
CONTINGENCIES AND RESERVES	227,588.00	.00	.00	227,588.00	.0
	<u>3,358,966.00</u>	<u>200,010.04</u>	<u>274,276.64</u>	<u>3,084,689.36</u>	<u>8.2</u>
	<u>4,110,213.00</u>	<u>244,437.26</u>	<u>380,808.17</u>	<u>3,729,404.83</u>	<u>9.3</u>
	<u>(850,000.00)</u>	<u>(125,017.85)</u>	<u>(16,988.05)</u>	<u>(833,011.95)</u>	<u>(2.0)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2014

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	540,810.00	3,651.71	7,093.79	533,716.21	1.3
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	.00	.00	500.00	.0
	<u>541,310.00</u>	<u>3,651.71</u>	<u>7,093.79</u>	<u>534,216.21</u>	<u>1.3</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	.00	.00	70,000.00	.0
CAPITAL OUTLAY	378,771.00	.00	.00	378,771.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	432,539.00	.00	.00	432,539.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>881,310.00</u>	<u>.00</u>	<u>.00</u>	<u>881,310.00</u>	<u>.0</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>881,310.00</u>	<u>.00</u>	<u>.00</u>	<u>881,310.00</u>	<u>.0</u>
	<u>(340,000.00)</u>	<u>3,651.71</u>	<u>7,093.79</u>	<u>(347,093.79)</u>	<u>2.1</u>