

# City of Brookings

## MEETING AGENDA

### **CITY COUNCIL**

**Monday, October 14, 2013, 7:00pm**

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

The City Council will meet in Executive Session in the City Manager's office, at 6:30 PM, under the authority of ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

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

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

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

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

1. Proclamation - Red Ribbon Week. [pg. 3]

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

1. Ordinance 13-O-718, amending Brookings Municipal Code Chapter 12.25 to extend smoking prohibitions to include public transit facilities within designated park areas. [Parks, Advance Packet]
2. Ordinance 13-O-717, amending Brookings Municipal Code Chapter 8.05 to add provisions to accommodate bonfires. [City Manager, Advance Packet]

#### **F. Oral Requests and Communications from the audience - Public Comments on non-agenda items – 5 minute limit per person.\***

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

1. Revision of Capella Use fees for Music Series events. [City Manager, pg. 4]
2. Approval to place Bully Free Zone signs in designated park areas. [Parks, pg. 6]
3. Approval of Task Order to conduct smoke testing of sanitary sewer mains. [PWDS, pg. 7]
  - a. Task Order and scope of work [pg. 8]
  - b. Smoke testing map, Phase 2 area [pg. 10]
4. Approval to contract for a 30-minute television program about Brookings to appear on Oregon Coast Lifestyles. [City Manager, pg. 11]
  - a. Oregon Lifestyles proposal. [pg. 12]

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

1. Approve Council meeting minutes for September 23, 2013. [pg. 15]
2. Approve cancellation of December 23' 2013 City Council meeting.
3. Authorize the City Manager to sign all temporary and permanent easements associated with the Memory Lane Storm Drain Improvement Project on behalf of the City. [pg. 19]
4. Accept Parks & Recreation Commission minutes for July 25, 2013. [pg. 43]
5. Accept September 2013 Vouchers in the amount of \$480,643.14. [pg. 45]

## **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 *Proclamation*

**WHEREAS**, Substance abuse is damaging to our children and is a contributing factor in the three leading causes of death for teenagers - accidents, homicides and suicides; and

**WHEREAS**, October 23<sup>rd</sup> through October 31<sup>st</sup>, 2013, has been designated **NATIONAL RED RIBBON WEEK** whereby all Americans can show their commitment to drug-free lifestyles; and

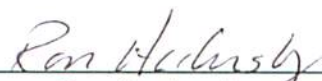
**WHEREAS**, Brookings Emblem Club #265 and the City of Brookings encourages everyone to participate in **RED RIBBON WEEK** to establish an atmosphere that promotes family and individual responsibilities for living drug free, without the use of illegal drugs or the illegal use of legal drugs, and

**WHEREAS**, the citizens of Brookings are invited to show their support for a drug-free community in which to raise happy, healthy, alcohol, tobacco and drug-free children by wearing and displaying red ribbons during this week;

**NOW THEREFORE, BE IT RESOLVED** that I, Ron Hedenskog, Mayor of the City of Brookings, do hereby proclaim the week of October 23rd to October 31st, 2013 to be

## *Red Ribbon Week*

*In Witness Whereof*, I, Mayor Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 14<sup>th</sup> day of October, 2013.

  
\_\_\_\_\_  
Mayor Ron Hedenskog

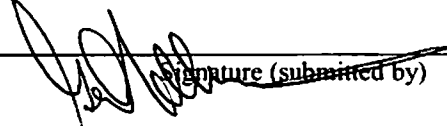


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: October 14, 2013

Originating Dept: City Manager

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

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Subject: Revise Capella Use Fees for Music Series Events

Recommended Motion:

Motion to authorize reduction in Capella by the Sea use fee to \$25.00 per hour with a two hour minimum for musical event series' of not less than three events per year sponsored by nonprofit organizations.

Financial Impact:

The rental fee would be reduced from \$100.00 per hour to \$25.00 per hour for non-profits using the facility for a series of concert events. This would not result in a loss of revenue as these events would not otherwise be conducted at the Capella under the current fee structure. The proposed fee would recover the City's actual cost of basic janitorial services to support these events.

Background/Discussion:

The current fee for use of the Capella by the Sea is \$100.00 per hour with a \$200.00 minimum. A local musical performance non-profit organization, Stagelights, recently rented the Capella for a musical performance by Grammy Award winner Steve Mize. Staff authorized a reduced use fee of \$50.00 to determine if the facility could function as a good venue for such events. Stagelights reports they had very positive feedback from both the performer and attendees. A video of the event has been posted on Utube. Stagelights would like to schedule a series of similar events at the Capella, but have asked the fee to be reduced to \$50.00 in order to keep the ticket price in the \$15.00 range. For the Stagelights event, the City paid a private contractor \$45.00 for janitorial/custodial services. The ticket price was \$15.00 and all but about \$100.00 of the proceeds went to pay the artist. The Stagelights events are typically two hours in duration.

Another musical performance non-profit organization, the American Music Festival (AMF), offers 8-10 free musical performances at Azalea Park during the summer. AMF does collect voluntary contributions at the events and sells sponsorships; the proceeds of which are used to pay the performers. This program was initiated more than 10 years ago and AMF pays no fee to the City. City staff resources are used to set up the band shell, prepare the park for the event, service trash containers and restrooms, and service the snack shack. The Snack Shack is staffed with volunteers and all snack shack revenues are contributed to a community based organization (not AMF). The AMF events are typically two-and-one-half hours in duration

Both of these activities attract both local residents and visitors to Azalea Park; the AMF series is considered as a visitor amenity.


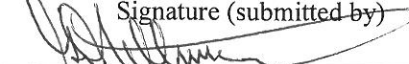
There may be other non-profits who would like to utilize the Capella for musical events. To encourage the use of the Capella as a concert venue, staff recommends establishing a basic fee of \$25.00 per hour with a two hour minimum for non-profit organizations who conduct a series of performance events at the facility. This would enable the City to recover its basic janitorial service cost. By having additional performance events at Azalea Park, the Park will become recognized as a performing arts venue, attracting more visitors.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: 10/14/13

Originating Dept: Parks

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

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Subject: Bully Free Zone Signs in Designated Areas

Motion: To approve the installation of “Bully Free Zone” signs in designated park areas.

Financial Impact: The signs are provided at no cost the City and will be installed by staff. Replacement signs are available at no cost as needed.

Background/Discussion: In an effort to bring awareness to the subject of bullying, James Romanello has requested that the City place signs in locations where children are at risk. He is the son of former Brookings Harbor School Board Chairperson Carol Schlewing and concerned regarding the effects of bullying on children in our community. The Parks and Recreation Commission reviewed the project and recommends that the City authorize placement of the signs at the designated areas listed below which are areas where children congregate regularly.

Designated Areas:

- Easy Manor Park
- Bud Cross Park – Skate Park & Ball Field Areas
- Swimming Pool
- Azalea Park – Kidtown & Ball Field Areas

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: October 14, 2013

Originating Dept: PW/DS

  
Public Works/Development Services Director  
  
City Manager Approval

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Subject: Approval to Conduct Smoke Testing of Sanitary Sewer Mains

Recommended Motion: Authorize the City Manager to execute a task order with the Dyer Partnership to provide smoke testing and reporting services in an amount not to exceed \$35,000.

Financial Impact: The approved 2013-14 capital improvement budget (CIP) included \$35,000 for smoke testing. This project is within budget and complies with Department of Environmental Quality (DEQ's) inflow and infiltration (I/I) program.

Background/Discussion: One of the City Council's strategic goals includes I/I reduction. Smoke testing is an extremely effective way to identify direct inflow of storm water into a sewer main. This test involves injecting and confining smoke into a sewer collection system to observe if the smoke escapes. Smoke can be seen where there is failed pipe (and open to atmosphere), from roof gutters or other unauthorized direct connections to a sewer system, and open cleanouts. Storm water in a sewer system not only costs additionally to treat as wastewater but reduces capacity in the sewer main conveyance and can cause sanitary sewer overflows.

The City's I/I program was adopted by City Council in 2012 and approved by DEQ. This program requires the City to conduct smoke testing of the entire sewer collection system every five (5) years. The last smoke testing operation was conducted March of 2012 in the Oak Street neighborhood as shown as Phase 1 area of Attachment b herein. This year's proposed smoke test area will include a majority of the City of Brookings as seen in Attachment b as "Phase 2." This work will begin as soon as possible to reduce I/I before this rainy season.

Policy Considerations: A public notification will precede the smoke test. If a deficiency is found on private property, the property owner will be required to abate the issue. The City Council will be evaluating a revised sewer lateral policy in the near future that would assist homeowners with repairs costs to sewer laterals.

Attachment(s):

- a. Task order and scope of work
- b. Smoke Testing Map Phase 2 area

Attachment A  
**TASK ORDER 48**  
**City of Brookings**  
**Smoke Testing**

**SCOPE OF WORK:** This Task Order provides for smoke testing of portions of the City's existing wastewater collection system to determine the extent of inflow sources. A report will be prepared that summarizes the findings and contains a smoke summary sheet for each problem area identified. The smoke summary sheet identifies the location, categories the problem, has a photograph and a diagram of the problem area.

**FOUNDATION:** Inflow sources allow storm water runoff and high ground water to enter the collection during the wetter times of the year. This flow reduces the capacity of the collection system and creates additional operation and maintenance costs at the treatment facility. Smoke testing the City's wastewater collection system is also a requirement of the Department of Environmental Quality. Correction of inflow sources is a very economical way to reduce extraneous flows within the collection system.

The majority of Basin 3B, Oak Street area, was smoke tested in 2011. The next round of smoke testing will start at the south border of Basin 3B, work toward the treatment facility and then go north.

**SCOPE OF ENGINEERING SERVICES:** Provide engineering services to identify inflow sources in the City's wastewater collection system. Smoke testing will consist of the following tasks:

- A field crew of two people from the Engineer and one from the City, if City wants, will spend a total of ten (10 ) days in the field collecting data. It is estimated that a total of 120 manholes will be tested. It is anticipated that Basins 1A1, 1A2, 1B, 1E, 2A, 2B, 2C, 2D, 2E, 3A, 4A1, 4A2, 4B and 4C1 will be tested. Refer to the attached map.
- Field data will be transferred to smoke summary sheets for each problem area found. The smoke summary sheets will contain the information listed in Scope of Work above.
- Where possible, cost estimates will be developed for correcting the deficiencies.
- All of the information will be assembled within a draft report. The City will review and comment on the draft report prior to the final report being issued.

The City will be responsible for providing written notifications to neighborhoods where the smoke testing will take place. The Engineer will notify public agencies that may be affected.

**PROPOSED FEE:** Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement, dated April 15, 2008, attached Estimate of Man Hours and Costs, and rates listed in Attachment A. The fee for these services is a not-to-exceed maximum of \$35,000 including all professional services and reimbursable expenses.



**PAYMENT METHOD:** Monthly Billing

City of Brookings

\_\_\_\_\_  
Gary Milliman, City Manager  
Date: \_\_\_\_\_

The Dyer Partnership  
Engineers & Planners, Inc.

\_\_\_\_\_  
Steve Major, President  
Date: 10-7-13

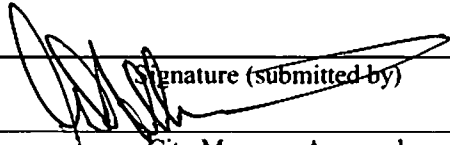


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: October 14, 2013

Originating Dept: City Manager

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

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Subject: Oregon Lifestyles Television Program

Recommended Motion:

Motion to authorize City Manager to execute a contract with Makai Ohana Productions for a 30-minute television program about Brookings to appear on Oregon Coast Lifestyles.

Financial Impact:

\$8,000 from the Transient Occupancy Tax set aside.

Background/Discussion:

The Tourism Promotion Advisory Committee has recommended that the City contract with Makai Ohana Productions to produce and market a 30 minute television segment on Brookings. The proposal is attached.

The project would be funded for six months of viewing at a cost of \$8,000 after which Maki Ohana would seek local advertisers to continue the program.

The video, narrated by on-air personality Terry Lynn Kalhagen, would be aired as a part of the "Oregon Coast Lifestyles" series which appears on various television stations through Oregon, Washington and northern California.

Attachment(s):

- a. Oregon Lifestyles proposal.



**OREGON LIFESTYLES**  
**30 MINUTE SPECIAL EDITION 'BROOKINGS, OREGON'**

*A PROPOSAL TO  
THE CITY OF BROOKINGS OREGON*

oregon *lifestyles* 

## Oregon Lifestyles 30 minute special edition

### Overview of Oregon Lifestyles

Oregon Lifestyles, since 2004 brings the people, places and products that make Oregon so unique.

A television and internet show gives the viewer inspiration to visit different regions throughout the state by providing lodging ideas, activities and attractions, dining and locally produced products. The show encourages the viewer to spend more time in each region, usually 4-5 nights to experience all the available attractions highlighted in the 30 minute episode.

### Broadcast

#### Television

Vancouver, Washington – 80,000 households  
Portland, Oregon – 900,000 households  
Salem, Oregon – 48,000 households  
Eugene, Oregon – 65,000 households  
Rogue Valley – 65,000 households  
Redding, California – 40,000

#### Internet

Each 30 minute episode is comprised of 3-5 minute segments. Segments are uploaded to youtube individually and sent to each sponsor, shared on their face book page and tweeted. The entire show is also uploaded in its entirety and placed on the Makai Ohana web site and shared via face book and twitter.

#### Recent activity in the past 30 days on Makai Ohana YOUTUBE page.

Views – 27,340  
Minutes watched – 103,412  
Shares – 18  
New subscribers – 28  
Likes – 82  
Favorite – 20

### Sponsorship

Episodes are given to each broadcast station free of charge. Episodes air 6-12 times per month on each station. Each episode contains an average of 10 sponsors.

Sponsorship price –

One time production fee of \$850 per sponsor

Monthly broadcast fee of \$240 per sponsor

### Proposal for the City of Brookings

Oregon Lifestyles will film a special edition episode featuring the area of Brookings Oregon to be funded by the city.

Since this is a city funded project the episode will be produced in a format that will whenever possible not directly mention names of individual businesses. As an example the episode will show "Ocean view lodging" without naming a specific hotel and showcase the variety of dining options without featuring a specific restaurant.

For our product segments however it may be necessary to name the product developers ie: Wild Rivers Brewing, Brandy Peak Distillery etc.

### Cost and air times

Production fee of 30 minute episode \$8,500.  
Billed at the time of filming

Air dates October 1, 2013 – September 30, 2014

Airtime cost – Months 1-6 No charge  
Months 7-12 \$1,000 per month  
billed monthly starting April 2014

Total 1 year Proposal cost - \$14,500

## **Suggested topics and film dates**

We will work with the city advisors to produce a segment that contains the best that Brookings has to offer. Below are some initial ideas and film dates.

Film Dates September 8-14

### **Activities**

Azalea Park concert September 8<sup>th</sup>  
Charter fishing ocean and river  
Golf  
Port of Brookings / shopping / dining  
Redwoods, winchuck and del norte  
Harris Beach and campground  
Beach / Surfing / Kite flying  
Festival of the Arts (archived footage)  
Kayaking and Hiking  
Samuel Boardman state Park  
Welcome center at Crissy field

### **Products**

Brandy Peak Distillery  
Wild Rivers Brewery  
Superfly Distilling  
Fresh Fish and market  
Other locally made art?

### **Lodging**

Ocean front and camping/RV

### **Dining**

Casual and fine dining / Chef segment

We are excited to produce an episode that will be a great addition to our ongoing series Oregon Lifestyles

# City of Brookings

## CITY COUNCIL MEETING Minutes

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

**Monday, September 23, 2013**

### **Call to Order**

Mayor Hedenskog called the meeting to order at 7:02 PM.

### **Roll Call**

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

Staff Present: City Manager Gary Milliman, Public Safety Director Chris Wallace, Finance & Human Resources Director Janell Howard, Fire Operations Chief Jim Watson, Parks & Tech Services Supervisor Tony Baron, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Pilot Reporter Jane Stebbins and four others.

**Councilor Hodges moved, a second followed and Council voted unanimously to add a request to hold a bonfire as item F.5 [to follow the OEM contract under Staff Reports].**

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

Mayor Hedenskog announced September Yard Awards as follows:

- Best Residential: Stan Hobbs, 17280 Garvin Court
- Best Commercial: Laura Ramirez, Escape 2 Beauty

*Tourism Promotion Advisory Committee Appointment.*

**Mayor Hedenskog moved, a second followed and Council voted unanimously to appoint George Watwood to the Tourism Promotion Advisory Committee.**

### **Staff Reports**

*Tourism Promotion Advisory Committee (TPAC) recommended budget.*

City Manager Milliman gave the staff report.

Councilor Hodges asked if the tent mentioned in the staff report would be a "put up/take down" tent and Milliman said it would, and that it would possibly be jointly owned by the City and the Port or some other entity to be used for events.

Councilor Hamilton said he thought the Raining Cats and Dogs event was a local fundraiser and he wasn't sure if it was appropriate for the off-season event fund.

Public Comment:

Joe Willett, TPAC member, said the correct location for the Doo Wop event was Chase Bank and not the Port.

**Councilor Hodges moved, a second followed and Council voted unanimously to approve the budget for use of Transient Occupancy Tax revenues as recommended by the Tourism Promotion Advisory Committee.**

**Councilor McClain moved, a second followed and Council voted unanimously to approve to change the criteria for providing funding for special events to**

**provide that funding can be made available for new and/or existing events, with stipulation that existing events must have a "new spin to it"; off season or year-round, with priority given to off-season; event must bring outside visitors to the area, events must have a metrics/methodology to determine success of bringing outside visitors to the event.**

*Tourism Promotion Advisory Committee Special Event Funding Recommendations.*

City Manager Milliman presented the staff report and noted that Pirate Productions had submitted two proposals for two different locations for the Doo Wop event and he wasn't sure which proposal or location was the correct one.

Public Comment:

Joe Willett said the location was at Fifth and Chetco, but the weather was going to be a gamble.

In addition to the remarks made under the previous item, Councilor Hamilton said he was concerned about the Halloween event. The last time this was attempted, he said, it was shut down by the Fire Department because of material issues. Hamilton also said he wasn't sure how the event was supposed to draw people from out of town.

Councilor Hodges pointed out that, according to the proposal, the event was fully insured and the Fire Department would be performing an inspection. He also said it looked like the funds requested from the City appeared to be the entire budget.

**Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to enter into an agreement with the Brookings Harbor Rotary Club to provide \$500 in Transient Occupancy Tax funding to be used for advertising to attract out-of-town visitors to the Raining Cats and Dogs event scheduled for October 5, 2013.**

**Councilor McClain moved, a second followed and Council voted unanimously to authorize the City Manager to enter into an agreement with the Chetco Pelican Players to provide \$300 in Transient Occupancy Tax funding to be used for advertising to attract out-of-town visitors to the Haunted House event scheduled for October 24-31, 2013.**

Councilor Hodges moved to table the Doo Wop event until the next City Council meeting and further discussion ensued.

Councilor McClain said the Doo Wop event would use a fifth of the entire budget and thought it should be reduced to \$1,000.

Mayor Hedenskog said if the event was cancelled due to rain, the \$2,000 incentive would be lost.

Councilor Hodges asked if staff had seen an event permit and Milliman said he had not. Hodges then said it was too much money and withdrew his motion.

*Expenditure of Transient Occupancy Tax revenue for Oregon Coast Magazine Advertising Campaign.*

City Manager Milliman provided the staff report.

**Councilor Hodges moved, a second followed and Council voted unanimously to authorize the expenditure of \$3,309 in Transient Occupancy Tax revenue for the Oregon Coast Magazine advertising campaign as described in the August 27, 2013, proposal from the Brookings Harbor Chamber of Commerce.**



*Contract with Oregon Emergency Management for Hazard Mitigation Grant.*

City Manager Milliman gave the staff report and said the hope was to have the project under construction by the spring/summer of 2014.

**Councilor Hodges moved, a second followed and Council voted unanimously to authorize City Manager to execute Hazard Mitigation Grant Program Contract FEMA DR-1964-OR with Oregon Emergency Management.**

*Request to hold an after-hours bonfire on school grounds.*

City Manager Milliman provided a brief staff report.

Chief Watson said the Fire Department felt this was a time honored event which they would monitor.

**Councilor Hodges moved, a second followed and Council voted unanimously to suspend enforcement of Brookings Municipal Code Section 8.05.080(A) to allow the conduct of a bonfire on Brookings Harbor School District property adjacent to Kalmiopsis School on October 7, 2013, to extend beyond the hour of 4:00 PM under a permit issued by the Fire Department for a Class B burn.**

Public Comment:

Lisa Griffin, Brookings Harbor High School, thanked the Council for its support.

### **Ordinances**

*Ordinance 13-O-716, amending Brookings Municipal Code Chapter 12.40, Alcohol Prohibited on Public Premises, in its entirety.*

City Manager Milliman gave the staff report.

Councilor Hamilton said he hoped amending the Code to allow alcohol on City premises would get more events being held in the City's public areas.

Councilor McClain asked about the permitting process and after a review by the City Manager, McClain said he didn't want it to become a lengthy "bureaucratic process" and would like it to be streamlined and inexpensive. Notification, he said, should be sufficient.

Mayor Hedenskog said whenever someone makes a reservation, they go through this process anyway, and McClain said it should be okay to hold a get-together without going through a paid process.

Public Comment:

Carolyn Milliman, Brookings, said her main concern was the Capella and she wanted to make sure it was protected. She said she was glad there would be guidelines.

Mayor Hedenskog said this was a controlled step from no alcohol allowed to a limited use.

**Councilor Hodges moved, a second followed and Council voted unanimously to do a first reading of Ordinance 13-O-716 by title only.**

Mayor Hedenskog read the title.

**Councilor Hodges moved, a second followed and Council voted unanimously to do a second reading of Ordinance 13-O-716 by title only.**

Mayor Hedenskog read the title.

**Councilor Hodges moved, a second followed and Council voted unanimously to adopt Ordinance 13-O-716, [amending Brookings Municipal Code Chapter 12.40, Alcohol Prohibited On Public Premises, in its entirety].**

**Consent Calendar**

1. Approve Council minutes for September 9, 2013.
2. Receive August 2013 monthly financial report.

**Councilor Hodges moved, a second followed and Council voted unanimously to approve the Consent Calendar as written with Councilor McClain abstaining from the vote.**

**Remarks from Mayor and Councilors**

Mayor Hedenskog remarked on the weekly report provided by staff did such a good job of keeping the Council up-to-date and Councilor McClain said the City had really good staff.

**Adjournment**

Mayor Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:17 PM.

Respectfully submitted:

ATTESTED:

this \_\_\_\_\_ day of \_\_\_\_\_ 2013:

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Ron Hedenskog, Mayor

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Joyce Heffington, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: October 14, 2013

Originating Dept: PW/DS

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

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Subject: Temporary and Permanent Easements for Memory Lane Storm Drain Improvement Project

Recommended Motion: Authorize the City Manager to sign all easement agreements associated with the Memory Lane storm drain improvement project.

Financial Impact:  
None.

Background/Discussion:

On September 9, 2013, the City Council preauthorized funding to award a contract for the Memory Lane Storm Drain Improvement Project. Council approved \$98,000 and the lowest responsible bidder was received on October 3, 2013 and awarded to McLennan Excavation, Inc. in the amount of \$95,195. The notice to proceed will be issued October 14, 2013 with a 30 day completion deadline.

These easements will provide the City with temporary and permanent ingress and egress for construction and maintenance purposes drainage improvements.

Attachment(s):

- a. 7 total easements

AFTER RECORDING RETURN TO:

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Mail Tax Statements To: No Change

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**TEMPORARY CONSTRUCTION EASEMENT**

Jo Ann Querin, Trustee of the Querin Revocable Living Trust dated November 28, 2007, ("Grantor") hereby grants to the City of Brookings, Oregon, a municipal corporation ("Grantee"), a temporary construction easement for construction purposes over a strip of land 5 feet 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 property and temporary easement.

There is no consideration for this easement in terms of dollars and cents as it is given freely and voluntarily to allow Grantee to maintain waterline improvements and thereby providing direct benefit and/or indirect benefit to Grantor.

This easement is granted on the following terms and conditions:

1. The easement shall be a temporary right of Grantee, its officer, agents, employees and contractors to ingress and egress upon, over and across the property for the purposes of installing, maintaining, and replacing a public storm drain, storm drain vault and necessary appurtenances.
2. Grantee shall hold Grantor harmless from any liability caused by Grantee's work within the easement.
3. Grantee is to restore the surface of the property to the condition that existed prior to any construction.
4. This temporary construction easement shall terminated on December 31, 2013.

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

DATED \_\_\_\_\_

\_\_\_\_\_  
Grantor: Jo Ann Querin, Trustee  
P.O. Box 7099  
Brookings, OR 97415

STATE OF OREGON  
County of Curry

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, \_\_\_\_\_  
\_\_\_\_\_ and acknowledged the foregoing instrument as 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 \_\_\_\_\_,  
2013, 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

### DESCRIPTION #1

#### PUBLIC UTILITIES EASEMENT

A public utilities easement for installation, maintenance and replacement purposes of a new concrete headwall with debris rack, storm drain pipe and related appurtenances over a parcel of land owned by Jo Ann Querin as described in Instrument No. 2007-6367, Deed Records of Curry County, located in southwest quarter of Section 5, Township 41 South, Range 13 West of the Willamette Meridian, City of Brookings, Curry County, Oregon being with said parcel being more particularly described as follows:

The south 20 feet of the east 15 feet of said parcel.

#### ALSO AND:

A temporary easement for construction purposes over a strip of land 5 feet in width along the west side of the hereinabove described easement, all as specified on the attached map.

Said temporary construction easement will expire on December 31, 2013.



\\DYER\Projects\01Active\145.46 BUENA VISTA\DWG\EASEMENTS.dwg 9/25/2013 4:20:34 PM

CYPRESS STREET

SEAVIEW

QUERIN  
INST. NO. 2007-6367  
41-13-05CC  
TL 4001

WADE

TL 4600

5' TEMPORARY CONST. EASEMENT

15'

PUBLIC UTILITIES EASEMENT

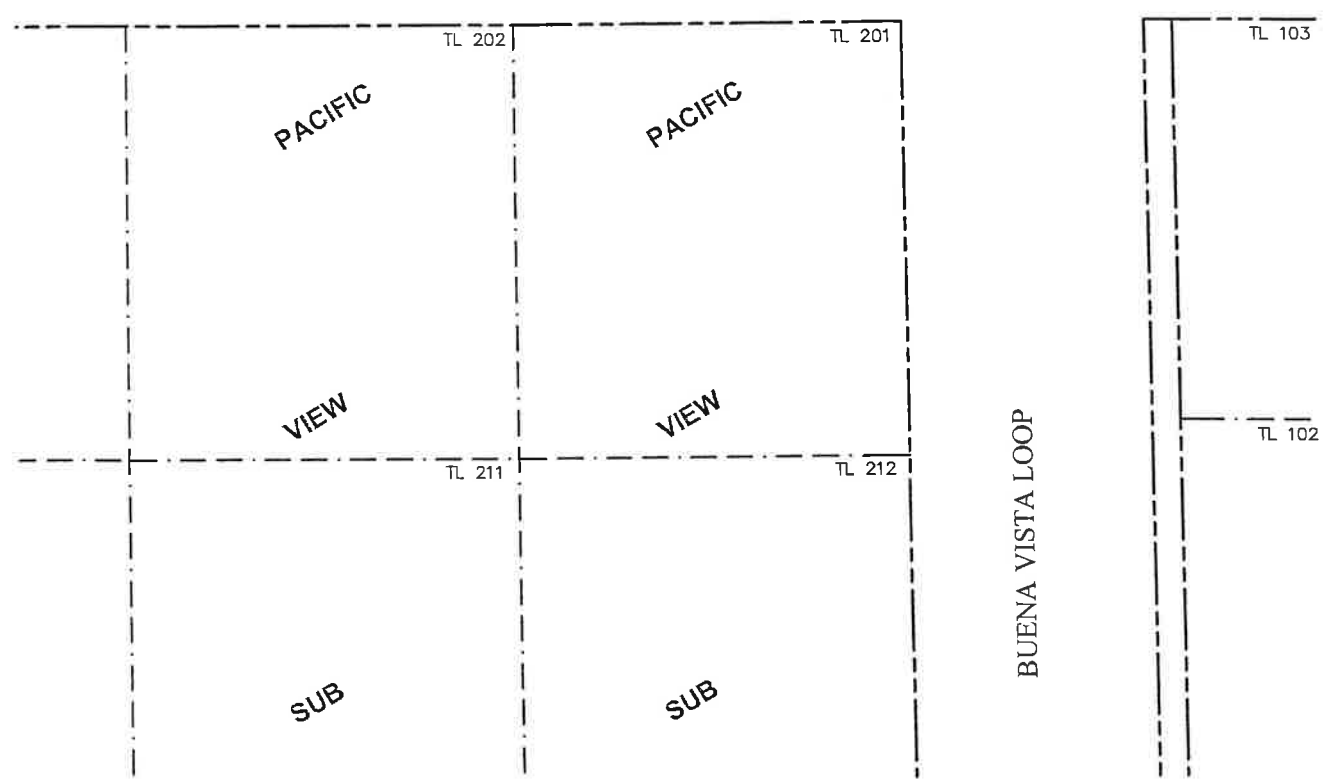
SUBDIVISION

20'

TRACT

88'

MEMORY LANE



LOCATED IN SECTION 5, TOWNSHIP 41 SOUTH, RANGE 13 WEST OF THE  
WILLAMETTE MERIDIAN, CITY OF BROOKINGS, CURRY COUNTY, OREGON.

SCALE: 1" = 40'



THE DYER PARTNERSHIP ENGINEERS & PLANNERS, INC.	<b>CITY OF BROOKINGS CURRY COUNTY, OREGON</b>  <b>MEMORY LANE STORM DRAIN IMPROVEMENT EASEMENT MAP</b>	FIGURE NO.  <b>1</b>
DATE: 9/23/2013		
PROJECT NO.: 145.46		

AFTER RECORDING RETURN TO:

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Mail Tax Statements To: No Change

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### **TEMPORARY CONSTRUCTION EASEMENT**

Randal D. Loring and Christine Ann Loring, husband and wife, ("Grantor") hereby grants to the City of Brookings, Oregon, a municipal corporation ("Grantee"), a temporary construction easement for installation purposes of a new sewer service lateral and cleanout 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 property and temporary easement.

There is no consideration for this easement in terms of dollars and cents as it is given freely and voluntarily to allow Grantee to maintain waterline improvements and thereby providing direct benefit and/or indirect benefit to Grantor.

This easement is granted on the following terms and conditions:

1. The easement shall be a temporary right of Grantee, its officer, agents, employees and contractors to ingress and egress upon, over and across the property for the purposes of installing, maintaining, and replacing a public storm drain, storm drain vault and necessary appurtenances.
2. Grantee shall hold Grantor harmless from any liability caused by Grantee's work within the easement.
3. Grantee is to restore the surface of the property to the condition that existed prior to any construction.
4. This temporary construction easement shall terminated on December 31, 2013.

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

DATED \_\_\_\_\_

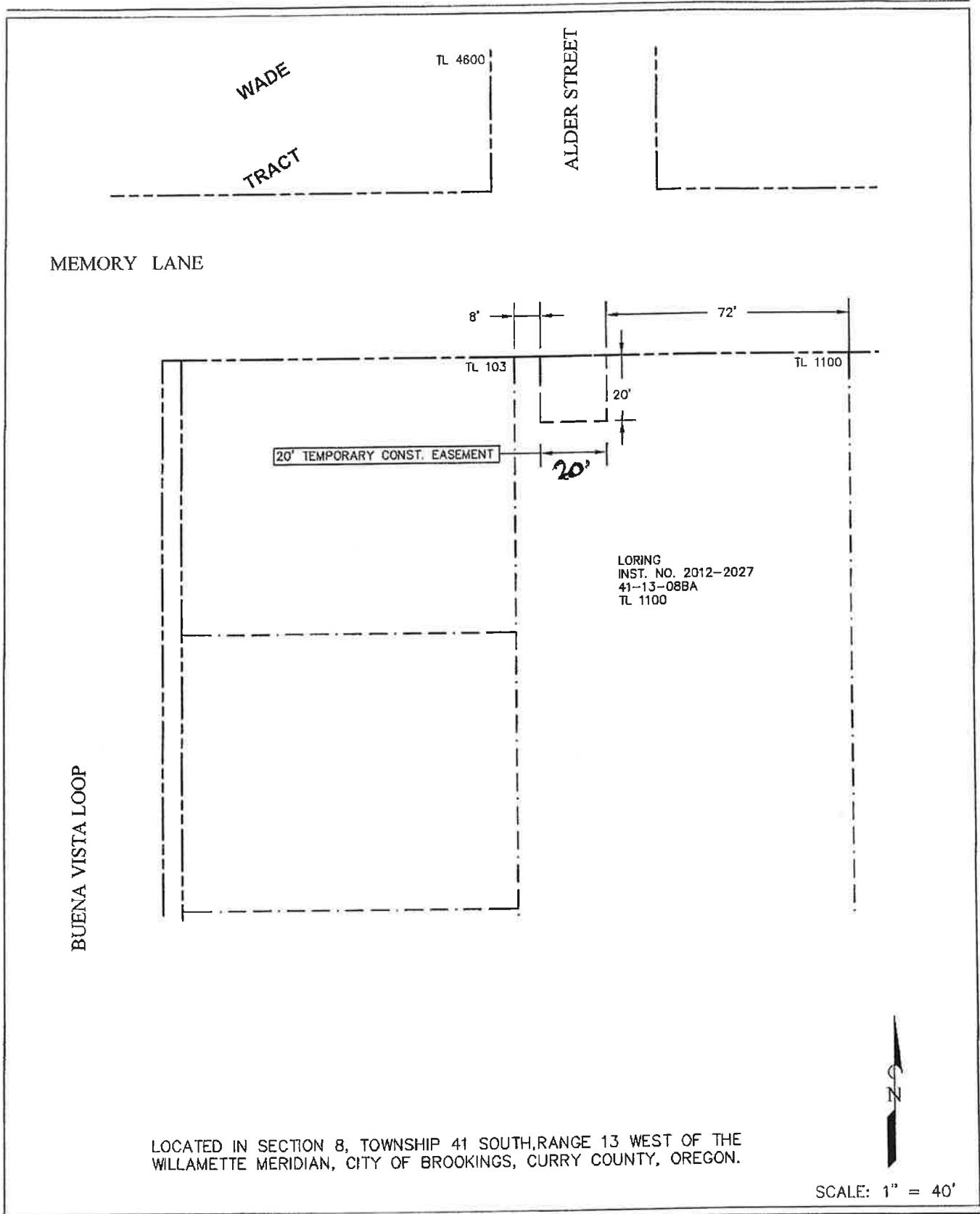
\_\_\_\_\_  
Grantor: Randal D. Loring  
302 Maple Street  
Brookings, OR 97415

DATED \_\_\_\_\_

\_\_\_\_\_  
Grantor: Christine Ann Loring  
302 Maple Street  
Brookings, OR 97415



\\DYER\Projects\01Active\145.46 Memory Lane\DWG\EASEMENTS.dwg 10/3/2013 4:55:26 PM



THE DYER PARTNERSHIP ENGINEERS & PLANNERS, INC.	CITY OF BROOKINGS CURRY COUNTY, OREGON	FIGURE NO.  5
DATE: 9/23/2013	MEMORY LANE STORM DRAIN IMPROVEMENTS EASEMENT MAP	
PROJECT NO : 145.46		

AFTER RECORDING RETURN TO:

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Mail Tax Statements To: No Change

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**TEMPORARY CONSTRUCTION EASEMENT**

Marvin M. Miller and Jean I. Miller, Trustees of the Marvin and Jean Miller Living Trust ("Grantor") hereby grants to the City of Brookings, Oregon, a municipal corporation ("Grantee"), a temporary construction easement for installation of a 48' storm drain 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 property and temporary easement.

There is no consideration for this easement in terms of dollars and cents as it is given freely and voluntarily to allow Grantee to maintain waterline improvements and thereby providing direct benefit and/or indirect benefit to Grantor.

This easement is granted on the following terms and conditions:

1. The easement shall be a temporary right of Grantee, its officer, agents, employees and contractors to ingress and egress upon, over and across the property for the purposes of installing, maintaining, and replacing a public storm drain, storm drain vault and necessary appurtenances.
2. Grantee shall hold Grantor harmless from any liability caused by Grantee's work within the easement.
3. Grantee is to restore the surface of the property to the condition that existed prior to any construction.
4. This temporary construction easement shall terminated on December 31, 2013.

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

DATED \_\_\_\_\_

\_\_\_\_\_  
Grantor: Marvin M. Miller, Trustee  
401 Buena Vista Loop  
Brookings, OR 97415

DATED \_\_\_\_\_

\_\_\_\_\_  
Grantor: Jean I. Miller, Trustee  
401 Buena Vista Loop  
Brookings, OR 97415

STATE OF OREGON  
County of Curry

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_

acknowledged the foregoing instrument as their 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 \_\_\_\_\_, 2013, 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

### DESCRIPTION #3

#### TEMPORARY CONSTRUCTION EASEMENT

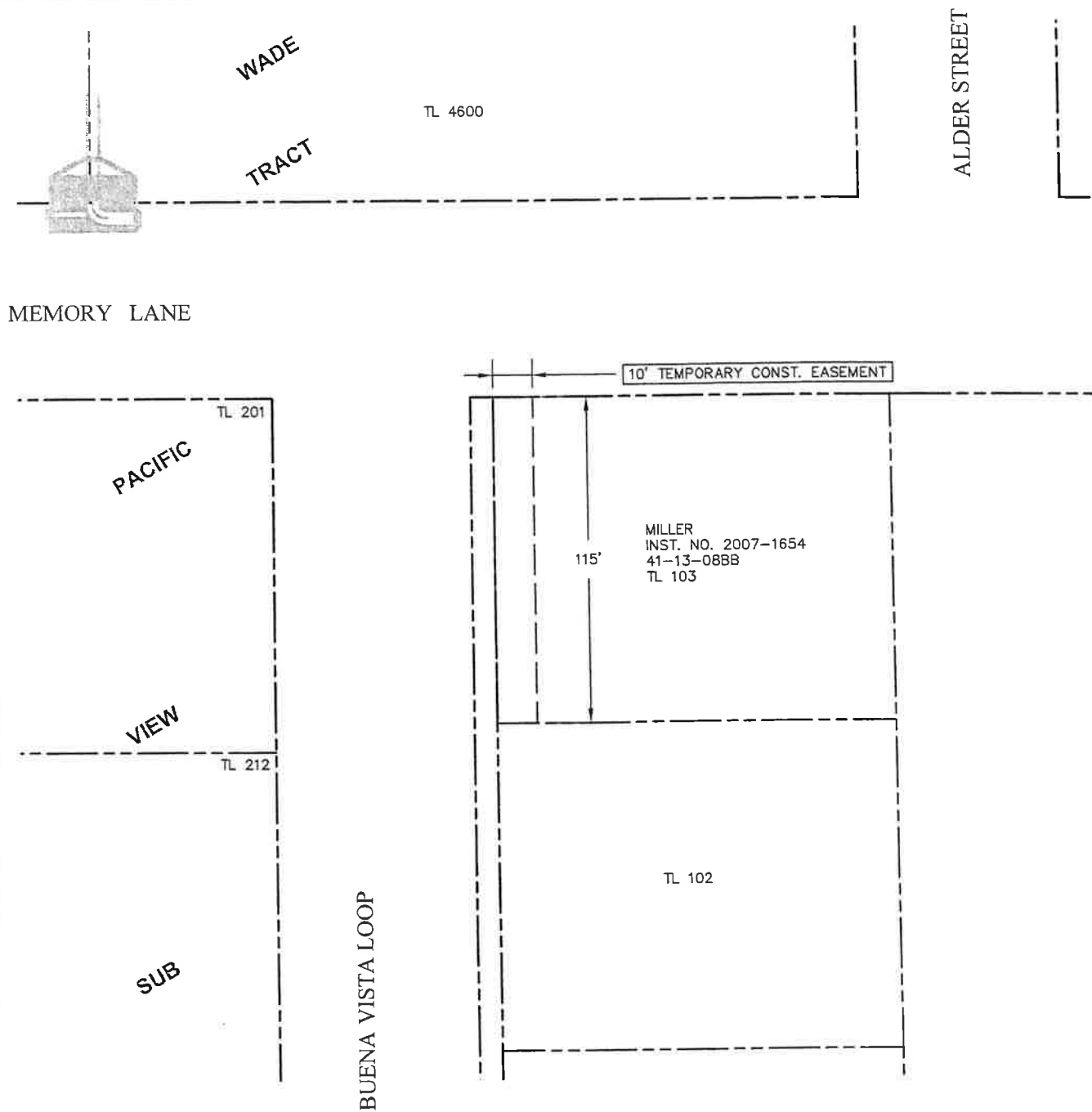
A temporary construction easement for installation of a new 48" storm line over a parcel of land owned by Marvin M. and Jean I. Miller as described in Instrument No. 2007-1654, Deed Records of Curry County, located in the northwest quarter of the northwest quarter of Section 8, Township 41 South, Range 13 West, Lot 103 of the Willamette Meridian, City of Brookings, Curry County, Oregon with said parcel being more particularly described as follows:

The west 10 feet of said parcel, as specified on the attached map.

Said temporary construction easement will expire on December 31, 2013.



\\DYER\Projects\01Active\145.46 BUENA VISTA\DWG\EASEMENTS.dwg 9/25/2013 4:20:34 PM



THE DYER PARTNERSHIP  
ENGINEERS & PLANNERS, INC.

DATE: 9/23/2013  
PROJECT NO.: 145.46

**CITY OF BROOKINGS  
CURRY COUNTY, OREGON**

**MEMORY LANE STORM DRAIN IMPROVEMENTS EASEMENT MAP**

FIGURE NO.

**3**

AFTER RECORDING RETURN TO:

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Mail Tax Statements To: No Change

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### **TEMPORARY CONSTRUCTION EASEMENT**

Victor M. Suarez and Gloria P. Suarez, Co-Trustees of the Suarez Family Trust ("Grantor") hereby grants to the City of Brookings, Oregon, a municipal corporation ("Grantee"), a temporary construction easement for installation of a 48' storm drain 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 property and temporary easement.

There is no consideration for this easement in terms of dollars and cents as it is given freely and voluntarily to allow Grantee to maintain waterline improvements and thereby providing direct benefit and/or indirect benefit to Grantor.

This easement is granted on the following terms and conditions:

1. The easement shall be a temporary right of Grantee, its officer, agents, employees and contractors to ingress and egress upon, over and across the property for the purposes of installing, maintaining, and replacing a public storm drain, storm drain vault and necessary appurtenances.
2. Grantee shall hold Grantor harmless from any liability caused by Grantee's work within the easement.
3. Grantee is to restore the surface of the property to the condition that existed prior to any construction.
4. This temporary construction easement shall terminated on December 31, 2013.

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

DATED \_\_\_\_\_

\_\_\_\_\_  
Grantor: Victor M. Suarez, Co-Trustee  
115 Ross Ave.  
Freedom, CA 95019

DATED \_\_\_\_\_

\_\_\_\_\_  
Grantor: Gloria P. Suarez, Co-Trustee  
115 Ross Ave.  
Freedom, CA 95019

STATE OF OREGON  
County of Curry

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_  
acknowledged the foregoing instrument as their 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 \_\_\_\_\_,  
2013, 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

### DESCRIPTION #4

#### TEMPORARY CONSTRUCTION EASEMENT

A temporary construction easement for installation of a new 48" storm line over a parcel of land owned by Victor and Gloria Suarez as described in Instrument No. 2003-3788, Deed Records of Curry County, located in southwest quarter of Section 8, Township 41 South, Range 13 West, Lot 102 of the Willamette Meridian, City of Brookings, Curry County, Oregon with said parcel being more particularly described as follows:

The west 10 feet of the north 40 feet of said parcel, as specified on the attached map.

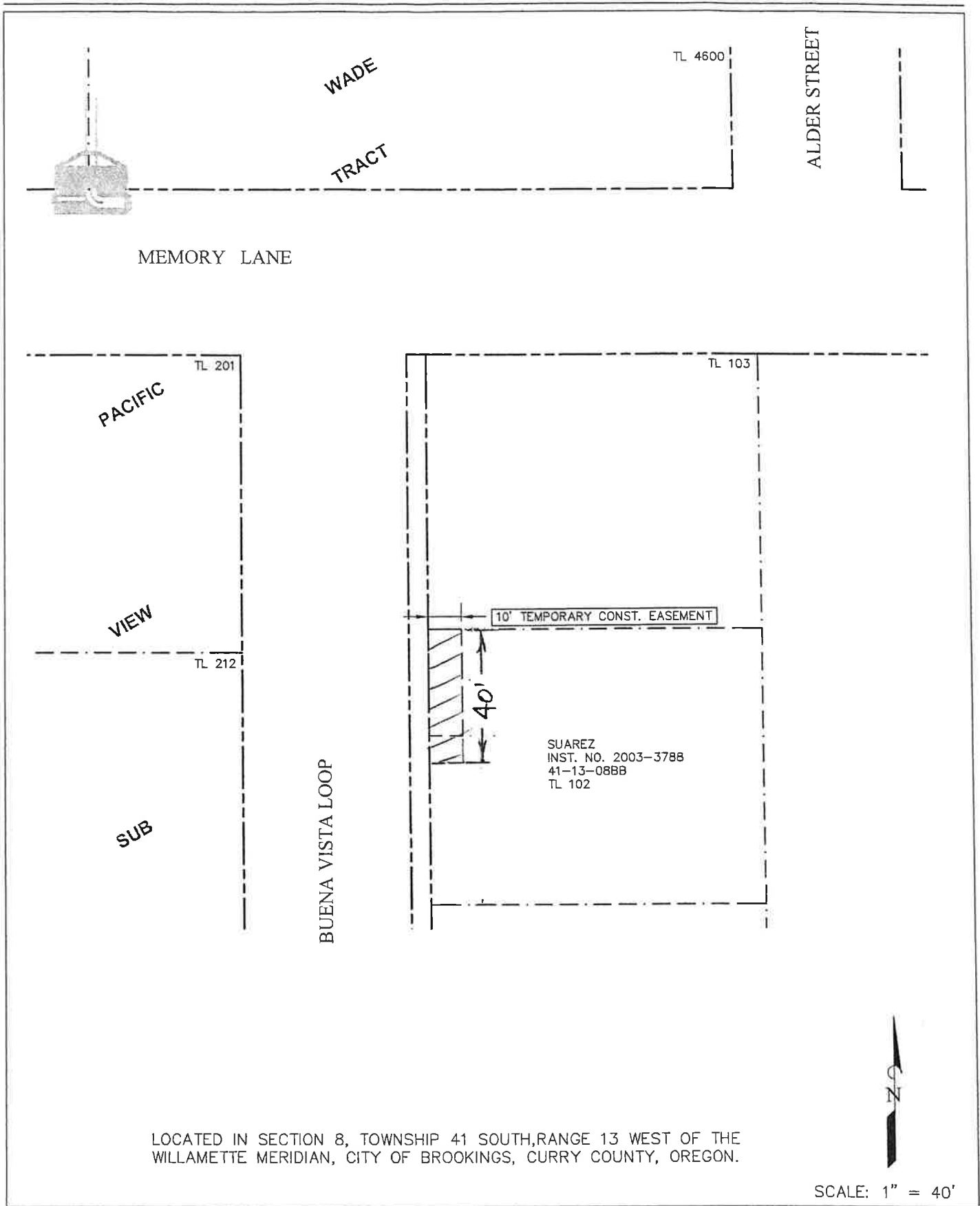
Said temporary construction easement will expire on December 31, 2013.



EXPIRES: 12-31-13



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THE DYER PARTNERSHIP ENGINEERS & PLANNERS, INC.	CITY OF BROOKINGS CURRY COUNTY, OREGON	FIGURE NO.  4
DATE: 9/23/2013	MEMORY LANE STORM DRAIN IMPROVEMENTS EASEMENT MAP	
PROJECT NO.: 145.46		

AFTER RECORDING RETURN TO:

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Mail Tax Statements To: No Change

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**TEMPORARY CONSTRUCTION EASEMENT**

Penny J. Wyse-Thomas, Trustee of the Penny J. Wyse Trust, ("Grantor") hereby grants to the City of Brookings, Oregon, a municipal corporation ("Grantee"), a temporary construction easement for construction purposes over a strip of land 5 feet wide and a temporary construction easement for installation of a new 96 inch manhole and a 24 inch storm drain with debris rack 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 property and temporary easement.

There is no consideration for this easement in terms of dollars and cents as it is given freely and voluntarily to allow Grantee to maintain waterline improvements and thereby providing direct benefit and/or indirect benefit to Grantor.

This easement is granted on the following terms and conditions:

1. The easement shall be a temporary right of Grantee, its officer, agents, employees and contractors to ingress and egress upon, over and across the property for the purposes of installing, maintaining, and replacing a public storm drain, storm drain vault and necessary appurtenances.
2. Grantee shall hold Grantor harmless from any liability caused by Grantee's work within the easement.
3. Grantee is to restore the surface of the property to the condition that existed prior to any construction.
4. This temporary construction easement shall terminated on December 31, 2013.

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

DATED \_\_\_\_\_

\_\_\_\_\_  
Grantor: Penny J. Wyse-Thomas, Trustee  
121 SW Morrison, Suite 810  
Portland, OR 97204

STATE OF OREGON  
County of Curry

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, \_\_\_\_\_  
\_\_\_\_\_ and acknowledged the foregoing instrument as her  
voluntary act and deed.

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

## EXHIBIT A

### DESCRIPTION #2

#### PUBLIC UTILITIES EASEMENT

A public utilities easement for installation, maintenance and replacement purposes of a new concrete headwall with debris rack, storm drain pipe and related appurtenances over a parcel of land owned by Penny J Wyse-Thomas as described in Instrument No. 2006-~~5683~~, Deed Records of Curry County, located in southwest quarter of Section 5, Township 41 South, Range 13 West of the Willamette Meridian, City of Brookings, Curry County, Oregon being more particularly described as follows:

The south 20 feet of the west 15 feet of said parcel.

#### ALSO AND:

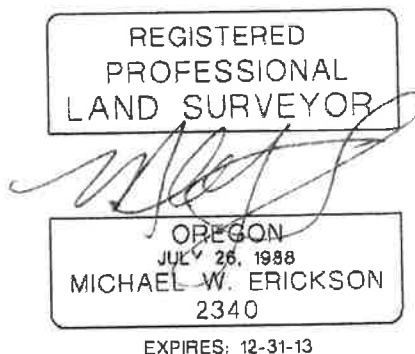
A temporary easement for construction purposes over a strip of land 5 feet in width, the west line of which abuts to the east side of the hereinabove described easement, all as specified on the attached map.

#### ALSO AND:

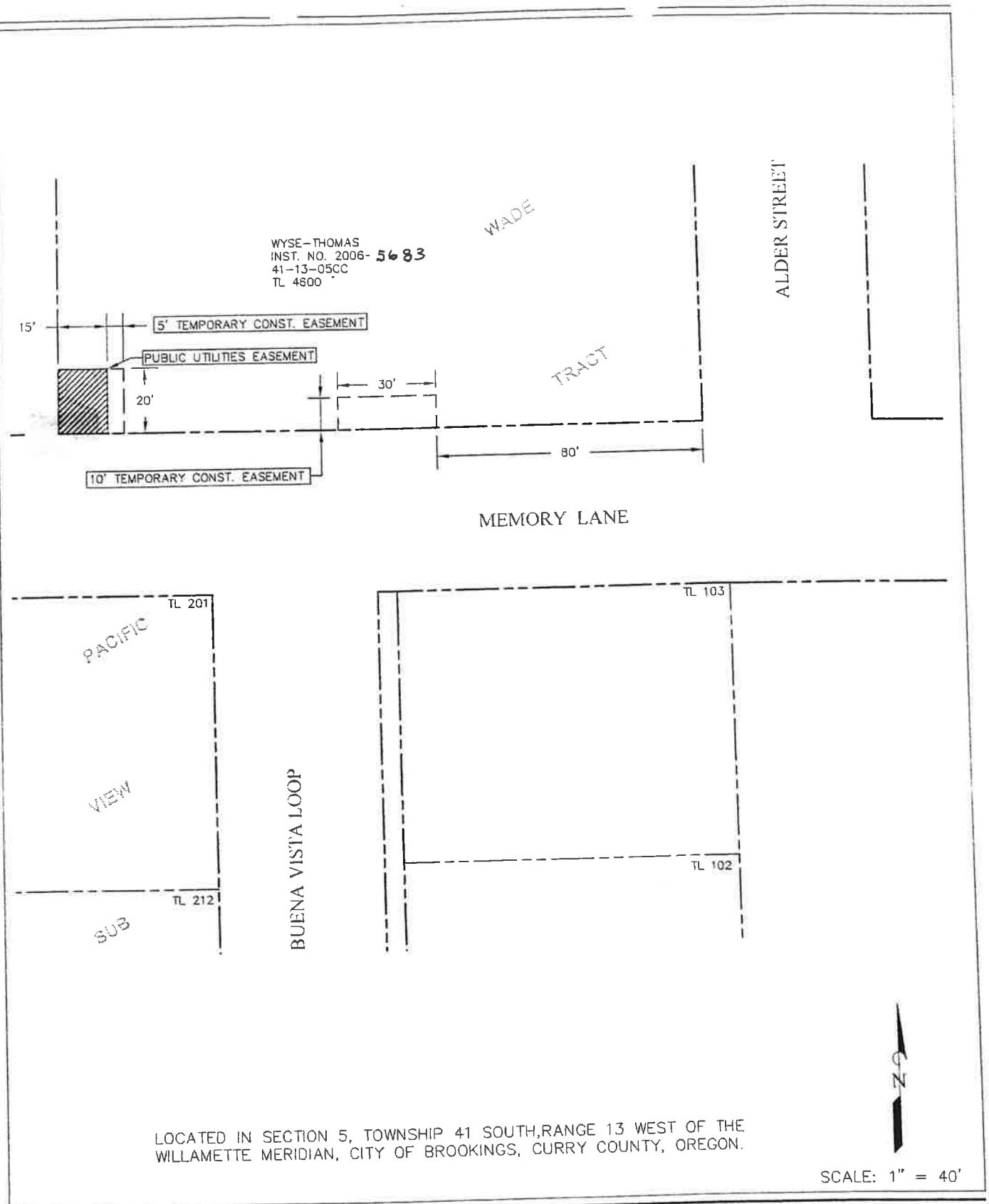
A temporary easement for installation of a new storm drain manhole, storm drain pipe and related appurtenances, being more particularly described as follows:

The south 10 feet of the west 30 feet of the east 110 feet of said parcel, all as specified on the attached map.

Said temporary construction easements will expire on December 31, 2013.



\\DYER\Projects\01A\live\14546 BUENA VISTA\DWG\EASEMENTS.dwg 9/23/2013 4:20:34 PM



THE DYER PARTNERSHIP ENGINEERS & PLANNERS, INC.	CITY OF BROOKINGS CURRY COUNTY, OREGON  MEMORY LANE STORM DRAIN IMPROVEMENTS EASEMENT MAP	FIGURE NO.  2
DATE: 9/23/2013 PROJECT NO.: 145.46		

AFTER RECORDING RETURN TO:

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Mail Tax Statements To: No Change

### PUBLIC UTILITY EASEMENT

**Jo Ann Querin**, Trustee of the Querin Revocable Living Trust Dated November 28, 2007, ("Grantor") hereby grants to the City of Brookings, Oregon, a municipal corporation, ("Grantee"), a perpetual easement for the installation, maintenance and replacement of a new concrete headwall with debris rack on the property as set forth herein in the City of Brookings, Curry County, State of Oregon.

SEE ATTACHED EXHIBIT "A" Pages 1 & 2 ("property").

There is no consideration for this easement in terms of dollars and cents as it is given freely and voluntarily to allow Grantee to make public utility improvements and thereby providing direct and/or indirect benefit to Grantor.

This easement is granted on the following terms and conditions:

1. The easement shall be a permanent right of Grantee, its officer, agents, employees and contractors to ingress and egress upon, over and across the property for the purposes of constructing, maintaining or replacing public utilities.

2. Grantor agrees not plant, build, construct or create, nor permit others 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, access to or maintenance of the utilities.

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

DATED \_\_\_\_\_

Grantor: Jo Ann Querin, Trustee  
P.O. Box 7099  
Brookings, OR 97415

STATE OF OREGON  
County of Curry

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, \_\_\_\_\_  
\_\_\_\_\_ and acknowledged the foregoing instrument  
as 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 \_\_\_\_\_, 2009, 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

### DESCRIPTION #1

#### PUBLIC UTILITIES EASEMENT

A public utilities easement for installation, maintenance and replacement purposes of a new concrete headwall with debris rack, storm drain pipe and related appurtenances over a parcel of land owned by Jo Ann Querin as described in Instrument No. 2007-6367, Deed Records of Curry County, located in southwest quarter of Section 5, Township 41 South, Range 13 West of the Willamette Meridian, City of Brookings, Curry County, Oregon being with said parcel being more particularly described as follows:

The south 20 feet of the east 15 feet of said parcel.

#### ALSO AND:

A temporary easement for construction purposes over a strip of land 5 feet in width along the west side of the hereinabove described easement, all as specified on the attached map.

Said temporary construction easement will expire on December 31, 2013.



\\DYER\Projects\01Active\145.46 BUENA VISTA\DWG\EASEMENTS.dwg 9/25/2013 4:20:34 PM

CYPRESS STREET

SEAVIEW

QUERIN  
INST. NO. 2007-6367  
41-13-05CC  
TL 4001

WADE

TL 4600

5' TEMPORARY CONST. EASEMENT

15'

PUBLIC UTILITIES EASEMENT

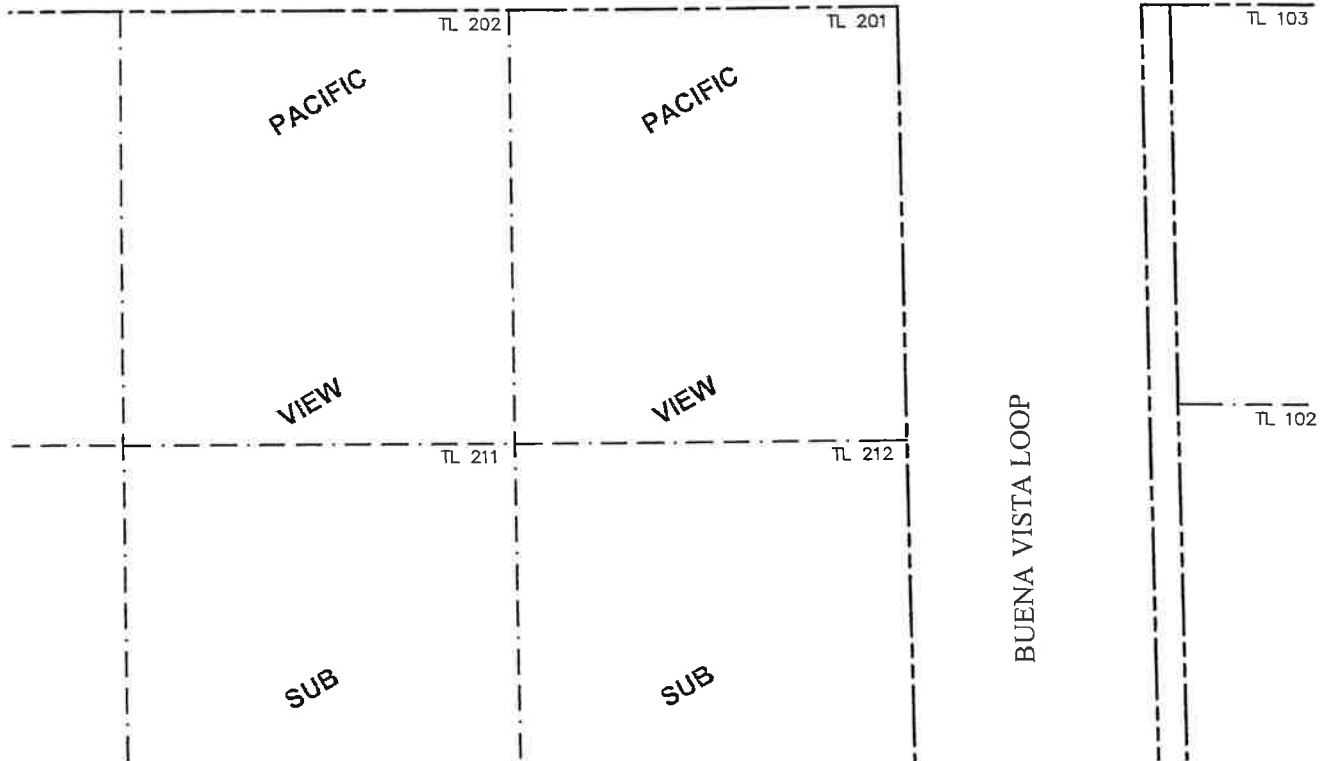
SUBDIVISION

20'

TRACT

88'

MEMORY LANE



LOCATED IN SECTION 5, TOWNSHIP 41 SOUTH, RANGE 13 WEST OF THE  
WILLAMETTE MERIDIAN, CITY OF BROOKINGS, CURRY COUNTY, OREGON.

SCALE: 1" = 40'

THE DYER PARTNERSHIP  
ENGINEERS & PLANNERS, INC.

CITY OF BROOKINGS  
CURRY COUNTY, OREGON

FIGURE NO.

1

DATE: 9/23/2013

PROJECT NO.: 145.46

MEMORY LANE STORM DRAIN IMPROVEMENT EASEMENT MAP

AFTER RECORDING RETURN TO:

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Mail Tax Statements To: No Change

### PUBLIC UTILITY EASEMENT

**Penny J. Wyse-Thomas**, Trustee of the Penny J. Wyse Trust, ("Grantor") hereby grants to the City of Brookings, Oregon, a municipal corporation, ("Grantee"), a perpetual easement for the installation, maintenance and replacement of a new concrete headwall with debris rack on the property as set forth herein in the City of Brookings, Curry County, State of Oregon.

SEE ATTACHED EXHIBIT "A" Pages 1 & 2 ("property").

There is no consideration for this easement in terms of dollars and cents as it is given freely and voluntarily to allow Grantee to make public utility improvements and thereby providing direct and/or indirect benefit to Grantor.

This easement is granted on the following terms and conditions:

1. The easement shall be a permanent right of Grantee, its officer, agents, employees and contractors to ingress and egress upon, over and across the property for the purposes of constructing, maintaining or replacing public utilities.
2. Grantor agrees not plant, build, construct or create, nor permit others 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, access to or maintenance of the utilities.

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

DATED \_\_\_\_\_

Grantor: Penny J. Wyse-Thomas, Trustee  
121 SW Morrison, Suite 810  
Portland, OR 97204

STATE OF OREGON  
County of Curry

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, \_\_\_\_\_  
\_\_\_\_\_ and acknowledged the foregoing instrument  
as 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 \_\_\_\_\_, 2009, 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

### DESCRIPTION #2

#### PUBLIC UTILITIES EASEMENT

A public utilities easement for installation, maintenance and replacement purposes of a new concrete headwall with debris rack, storm drain pipe and related appurtenances over a parcel of land owned by Penny J Wyse-Thomas as described in Instrument No. 2006-5683, Deed Records of Curry County, located in southwest quarter of Section 5, Township 41 South, Range 13 West of the Willamette Meridian, City of Brookings, Curry County, Oregon being more particularly described as follows:

The south 20 feet of the west 15 feet of said parcel.

ALSO AND:

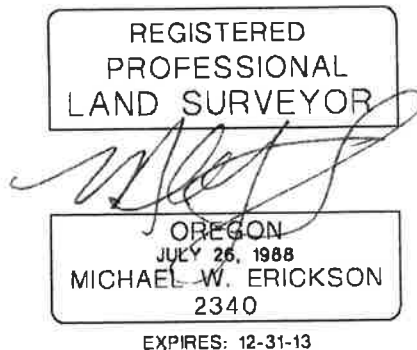
A temporary easement for construction purposes over a strip of land 5 feet in width, the west line of which abuts to the east side of the hereinabove described easement, all as specified on the attached map.

ALSO AND:

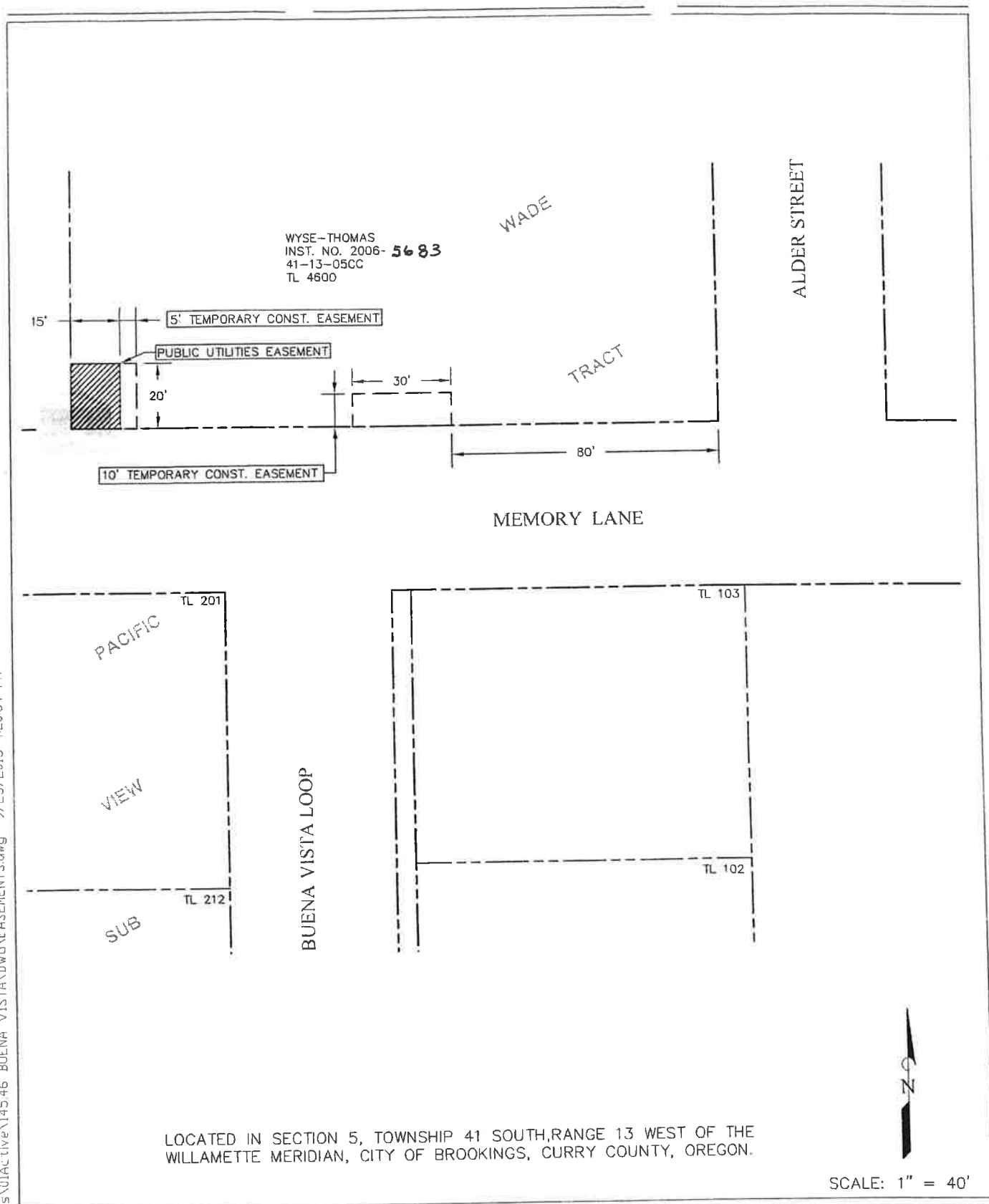
A temporary easement for installation of a new storm drain manhole, storm drain pipe and related appurtenances, being more particularly described as follows:

The south 10 feet of the west 30 feet of the east 110 feet of said parcel, all as specified on the attached map.

Said temporary construction easements will expire on December 31, 2013.



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THE DYER PARTNERSHIP ENGINEERS & PLANNERS, INC.	CITY OF BROOKINGS CURRY COUNTY, OREGON	FIGURE NO.  2
DATE: 9/23/2013	MEMORY LANE STORM DRAIN IMPROVEMENTS EASEMENT MAP	
PROJECT NO.: 145.46		

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
July 25, 2013

**CALL TO ORDER**

Chair Patricia Brown called the meeting to order at 7:02pm followed by the Pledge of Allegiance

**ROLL CALL**

*Present:* Commissioners Garth Ritchey, Don Vilelle and Chair Patricia Brown

*Also present:* Parks/Tech Services Supervisor Tony Baron

**APPROVAL OF MINUTES**

**A. Motion made to approve the minutes of May 23, 2013 as written; motion seconded and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES**

None

**REGULAR AGENDA**

- A. Unleashed Dog area in Stout Park - Parks/Tech Services Supervisor Tony Baron presented staff recommendation supporting the development of an unleashed dog area in Stout Park, as it is the only park that does not have a lot of children activity. He also submitted layout map and some suggested rules. Area is already fenced on two sides and remaining area not to be fenced but marked off to identify boundaries, with fencing budgeted at a later date. Commissioner Vilelle questioned the park hours, and was advised the park was for daylight use only. Commissioners remarked that they believe there is a need for such an area and know of many residents who travel to McVay Park to have their dogs off leash. **Commissioner Ritchey made a motion to recommend to the City Council the support of development of an Unleashed Area at Stout Park; motion seconded by Commissioner Vilelle and Commission voted; the motion carried unanimously.** Matter to be forwarded to the City Council.

**INFORMATION UPDATES/DISCUSSION ITEMS**

- A. Festival of Art in Stout Park - coordinated with the Manley Art Center is scheduled for the first weekend in August. Parks has been preparing and cleaning up park for this new event, planning for approximately 50 vendors throughout the park with a stage and music.
- B. Bear Sculpture at Oasis Park - after much discussion, location has been determined and it will be installed shortly.
- C. Alder Street - Boulder Park ROW - City now considering possibility of installing curb and sidewalk on that side of roadway, so boulders will be removed if that occurs.
- D. Insect Infestation - sprayed all of the azaleas and will do again in late-September. Spray has been effective and believe will have to spray twice yearly from herein to prevent future infestation.
- E. Trees at Azalea Park Ballfield - softball league has requested removal of a large fir tree and myrtlewood tree behind the Azalea softball field as believe them to be hazards. **Commissioner Vilelle made a motion to approve removal of the two trees; motion seconded by Commissioner Ritchey and Commission voted; the motion carried unanimously.**

**STAFF UPDATES**

- None

## COMMISSIONER REPORTS/COMMENTS

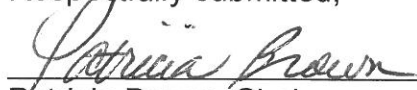
Commissioner Ritchey - advised that he been questioned about available City Park and Rec programs, Tony advised that due to budget the only City Park and Rec program is the swimming pool, all other programs are Community Recreation Programs.

Commissioner Vilelle - requested chips for the Bankus Park area and scheduled with Tony and Patt a time for delivery of chips for spreading. Don also advised that he was at the Chetco River overlook and talked to someone who also thought a trashcan was needed there. Tony advised a trashcan is planned for that spot. Tony asked if Don Vilelle was still interested in mowing the grass at the fountain area, Don is interested after he returns from vacation in late August. Tony and Don to discuss further.

## ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:32pm.

Respectfully submitted,



Patricia Brown, Chair

(approved at October 25, 2013 meeting)

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/13	09/13/2013	71280	2119	Law Enforcement Systems, Inc	10-00-2005	163.45- V
09/13	09/05/2013	71376	5062	Baron Design	58-00-2005	23.00
09/13	09/05/2013	71377	4939	BI- Mart Corporation	25-00-2005	260.62
09/13	09/05/2013	71378	313	Brookings Vol Firefighters	10-00-2005	2,250.00
09/13	09/05/2013	71379	715	Budge McHugh Supply	25-00-2005	2,381.11
09/13	09/05/2013	71380	2364	C&S Fire-Safe Services	10-00-2005	554.50
09/13	09/05/2013	71381	528	Caselle, Inc	25-00-2005	839.33
09/13	09/05/2013	71382	3834	Clean Sweep Janitorial Service	10-00-2005	760.00
09/13	09/05/2013	71383	1745	Coastal Paper & Supply, Inc	10-00-2005	973.47
09/13	09/05/2013	71384	183	Colvin Oil Company	25-00-2005	3,822.10
09/13	09/05/2013	71385	182	Coos-Curry Electric	10-00-2005	25,979.24
09/13	09/05/2013	71386	166	Dan's Auto & Marine Electric	10-00-2005	37.70
09/13	09/05/2013	71387	259	Da-Tone Rock Products	20-00-2005	962.82
09/13	09/05/2013	71388	1	Louie Painter	20-00-2005	213.16
09/13	09/05/2013	71389	3342	Fastenal	10-00-2005	1,660.42
09/13	09/05/2013	71390	2186	Ferguson	15-00-2005	1,637.49
09/13	09/05/2013	71391	153	Ferrellgas	25-00-2005	576.43
09/13	09/05/2013	71392	4646	Frontier	30-00-2005	565.94
09/13	09/05/2013	71393	5078	Geotechnical Resources, Inc	54-00-2005	770.00
09/13	09/05/2013	71394	139	Harbor Logging Supply	10-00-2005	393.91
09/13	09/05/2013	71395	199	Harper, Richard	10-00-2005	300.00
09/13	09/05/2013	71396	5185	Kyle Hartman	10-00-2005	404.00
09/13	09/05/2013	71397	162	Kerr Hardware	25-00-2005	402.96
09/13	09/05/2013	71398	1397	L N Curtis & Sons	10-00-2005	315.65
09/13	09/05/2013	71399	867	Local Gov't Personnel Inst	10-00-2005	1,121.00
09/13	09/05/2013	71400	4269	Milliman, Gary	10-00-2005	67.50
09/13	09/05/2013	71401	4324	OMFOA	10-00-2005	280.00
09/13	09/05/2013	71402	5133	Pace Engineer, Inc	56-00-2005	10,400.00
09/13	09/05/2013	71403	5101	Pitney Bowes Bank, Inc	10-00-2005	500.00
09/13	09/05/2013	71404	4815	Platt	10-00-2005	232.83
09/13	09/05/2013	71405	322	Postmaster	25-00-2005	820.00
09/13	09/05/2013	71406	5139	Trudeau, Jimmie	10-00-2005	285.00
09/13	09/05/2013	71407	990	UPS	25-00-2005	67.59
09/13	09/05/2013	71408	2863	Verizon Wireless	10-00-2005	422.67
09/13	09/05/2013	71409	2122	Cardmember Service	10-00-2005	4,179.03
09/13	09/05/2013	71410	169	Waste Connections Inc	10-00-2005	912.98
09/13	09/05/2013	71411	1253	Western Burner Co Inc	10-00-2005	738.37
09/13	09/12/2013	71412	4058	44Mag Distributing LLC	10-00-2005	669.00
09/13	09/12/2013	71413	3473	4imprint	61-00-2005	654.34
09/13	09/12/2013	71414	5187	American Aluminum ACC, Inc	61-00-2005	2,639.00
09/13	09/12/2013	71415	4828	American Press, Inc	25-00-2005	675.00
09/13	09/12/2013	71416	254	American Water Works Assn	20-00-2005	572.00
09/13	09/12/2013	71417	2505	Aramark	10-00-2005	112.25
09/13	09/12/2013	71418	5063	B&H Police Supply	10-00-2005	1,060.00
09/13	09/12/2013	71419	5188	Bauer Auto Body & Paint	25-00-2005	1,607.50
09/13	09/12/2013	71420	3996	Beery Elsner & Hammond LLP	10-00-2005	135.00
09/13	09/12/2013	71421	4363	Black & Rice LLP	10-00-2005	3,127.50
09/13	09/12/2013	71422	2407	Blue Star Gas	10-00-2005	4,406.96
09/13	09/12/2013	71423	4669	Boise Packaging and Newsprint, LLC	10-00-2005	462.00
09/13	09/12/2013	71424	4752	Border Coast Regional Airport Authority	15-00-2005	292.00
09/13	09/12/2013	71425	4193	C & K Markets, Inc	15-00-2005	110.28
09/13	09/12/2013	71426	5189	Mona Chandler	10-00-2005	20.00
09/13	09/12/2013	71427	3015	Charter Communications	10-00-2005	84.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/13	09/12/2013	71428	212	Chem Quip Inc	25-00-2005	1,622.29
09/13	09/12/2013	71429	173	Curry Equipment Company	10-00-2005	34.00
09/13	09/12/2013	71430	317	DCBS - Fiscal Services	10-00-2005	41.84
09/13	09/12/2013	71431	261	Engineered Control Products	20-00-2005	169.14
09/13	09/12/2013	71432	4646	Frontier	30-00-2005	66.62
09/13	09/12/2013	71433	4874	The Galli Group	25-00-2005	5,250.81
09/13	09/12/2013	71434	5123	GCB Automation and Marine LLC	25-00-2005	455.00
09/13	09/12/2013	71435	5065	Gold Beach Lumber	10-00-2005	1,999.98
09/13	09/12/2013	71436	269	Grainger	20-00-2005	75.96
09/13	09/12/2013	71437	198	Grants Pass Water Lab	20-00-2005	806.00
09/13	09/12/2013	71438	167	Hach Company	20-00-2005	261.11
09/13	09/12/2013	71439	994	Hughes Fire Equipment	10-00-2005	1,017.12
09/13	09/12/2013	71440	4171	In-Motion Graphics	10-00-2005	225.00
09/13	09/12/2013	71441	5173	KOBI/KOTI-TV	32-00-2005	2,790.00
09/13	09/12/2013	71442	5186	Law Enforcement Targets, Inc	10-00-2005	163.45
09/13	09/12/2013	71443	328	Les Schwab Tire Center	10-00-2005	2,912.21
09/13	09/12/2013	71444	4261	Lexipol LLC	10-00-2005	2,450.00
09/13	09/12/2013	71445	4981	McLennan Excavation, Inc	53-00-2005	17,802.05
09/13	09/12/2013	71446	5190	Micontrol, Inc	25-00-2005	65.69
09/13	09/12/2013	71447	433	NCL of Wisconsin	25-00-2005	246.84
09/13	09/12/2013	71448	685	Neilson Research Corporation	25-00-2005	483.75
09/13	09/12/2013	71449	4487	Net Assets Corporation	10-00-2005	290.00
09/13	09/12/2013	71450	334	North Coast Electric Company	25-00-2005	155.16
09/13	09/12/2013	71451	3603	Norwest Safety	25-00-2005	10.25
09/13	09/12/2013	71452	5008	Online Information Services	10-00-2005	116.20
09/13	09/12/2013	71453	1359	Pacific Coast Audio	10-00-2005	275.00
09/13	09/12/2013	71454	4794	Pacific Rim Copy Center	54-00-2005	42.12
09/13	09/12/2013	71455	252	Paramount Pest Control	10-00-2005	45.00
09/13	09/12/2013	71456	4708	Tony Parrish	10-00-2005	146.28
09/13	09/12/2013	71457	3634	Pollard Water.com - East	20-00-2005	2,838.60
09/13	09/12/2013	71458	2699	Public Works Supply	25-00-2005	4,410.00
09/13	09/12/2013	71459	187	Quality Fast Lube & Oil	10-00-2005	123.00
09/13	09/12/2013	71460	207	Quill Corporation	10-00-2005	290.45
09/13	09/12/2013	71461	3309	Roberts & Associates	10-00-2005	855.00
09/13	09/12/2013	71462	5029	RPM Powder Coating	10-00-2005	70.00
09/13	09/12/2013	71463	5022	SCINT Police	10-00-2005	165.27
09/13	09/12/2013	71464	3093	Shelton Turnbull Printers Inc	10-00-2005	179.01
09/13	09/12/2013	71465	4662	Sig Sauer Inc	10-00-2005	1,062.00
09/13	09/12/2013	71466	2738	Taser International	10-00-2005	206.70
09/13	09/12/2013	71467	797	Town & Country Animal Clinic	61-00-2005	382.55
09/13	09/12/2013	71468	273	Traffic Safety Supply Co, Inc	15-00-2005	27.85
09/13	09/12/2013	71469	861	Village Express Mail Center	10-00-2005	38.33
09/13	09/12/2013	71470	917	Wm. H. Reilly & Co	25-00-2005	869.90
09/13	09/19/2013	71471	5030	American Public Works Association	25-00-2005	169.00
09/13	09/19/2013	71472	5015	Arthritis Foundation	10-00-2005	116.00
09/13	09/19/2013	71473	146	Bay West Supply, Inc	10-00-2005	51.90
09/13	09/19/2013	71474	1522	Blumenthal Uniforms	10-00-2005	431.75
09/13	09/19/2013	71475	4859	Brookings-Harbor Garden Club	10-00-2005	1,500.00
09/13	09/19/2013	71476	5144	Tim Brush	15-00-2005	10.00
09/13	09/19/2013	71477	5070	Cannon Solutions America	10-00-2005	599.72
09/13	09/19/2013	71478	3015	Charter Communications	10-00-2005	990.00
09/13	09/19/2013	71479	4928	CIS Trust	10-00-2005	17,308.02
09/13	09/19/2013	71480	5191	Cloud Sherpas	49-00-2005	7,798.58
09/13	09/19/2013	71481	3844	Donna Colby-Hanks	15-00-2005	9.00
09/13	09/19/2013	71482	586	Cole-Parmer Instrument Co	25-00-2005	42.18
09/13	09/19/2013	71483	183	Colvin Oil Company	15-00-2005	3,818.75



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/13	09/19/2013	71484	151	Curry Coastal Pilot	10-00-2005	258.00
09/13	09/19/2013	71485	5042	Curry General Hospital	10-00-2005	42.00
09/13	09/19/2013	71486	575	Dell Marketing L.P.	49-00-2005	4,853.86
09/13	09/19/2013	71487	1	Robert Horel	20-00-2005	29.18
09/13	09/19/2013	71488	1	Russ Kovanda	20-00-2005	51.29
09/13	09/19/2013	71489	1	Nunzio Lagattata	20-00-2005	86.74
09/13	09/19/2013	71490	1	Betty Major	20-00-2005	50.76
09/13	09/19/2013	71491	1	Garry Schauer	20-00-2005	31.35
09/13	09/19/2013	71492	1	Jamie & Sara Silk	20-00-2005	172.00
09/13	09/19/2013	71493	1	Eve Whalen	20-00-2005	158.03
09/13	09/19/2013	71494	484	DMV	10-00-2005	3.50
09/13	09/19/2013	71495	2640	Dyer Partnership Inc., The	54-00-2005	44,441.41
09/13	09/19/2013	71496	5125	Fanning, Jordan	25-00-2005	96.92
09/13	09/19/2013	71497	298	Freeman Rock, Inc	15-00-2005	2,910.00
09/13	09/19/2013	71498	4646	Frontier	10-00-2005	43.27
09/13	09/19/2013	71499	4978	Grants Pass Daily Courier	10-00-2005	31.80
09/13	09/19/2013	71500	5192	Paula Grosz	01-00-2005	219.95
09/13	09/19/2013	71501	4128	GSI Water Solutions Inc	56-00-2005	1,480.00
09/13	09/19/2013	71502	1130	H.D. Fowler	20-00-2005	10,326.79
09/13	09/19/2013	71503	167	Hach Company	25-00-2005	259.04
09/13	09/19/2013	71504	4671	Holiday Inn Eugene	10-00-2005	321.57
09/13	09/19/2013	71505	4760	Industrial Electric Arcata, Inc.	53-00-2005	5,336.21
09/13	09/19/2013	71506	4493	Kyle Kennedy	10-00-2005	111.00
09/13	09/19/2013	71507	867	Local Gov't Personnel Inst	10-00-2005	7,103.17
09/13	09/19/2013	71508	4981	McLennan Excavation, Inc	56-00-2005	85,381.72
09/13	09/19/2013	71509	424	Munnell & Sherrill	20-00-2005	502.25
09/13	09/19/2013	71510	3159	Northcoast Health Screening	10-00-2005	270.00
09/13	09/19/2013	71511	533	OCDPA	10-00-2005	50.00
09/13	09/19/2013	71512	584	Oregon Municipal Judges Assoc	10-00-2005	195.00
09/13	09/19/2013	71513	5101	Pitney Bowes Bank, Inc	10-00-2005	83.00
09/13	09/19/2013	71514	3	Steve Blasdell	20-00-2005	30.26
09/13	09/19/2013	71515	3	Louis Lillis	20-00-2005	84.49
09/13	09/19/2013	71516	3	Rhonda & Paul Podesta	20-00-2005	61.16
09/13	09/19/2013	71517	3	Gregory Sawyer	20-00-2005	32.85
09/13	09/19/2013	71518	4898	Source North America Corporation	53-00-2005	4,568.79
09/13	09/19/2013	71519	380	Stadelman Electric Inc	25-00-2005	4,736.80
09/13	09/19/2013	71520	142	Tidewater Contractors Inc	25-00-2005	824.49
09/13	09/19/2013	71521	5184	Travel Oregon	15-00-2005	35.00
09/13	09/19/2013	71522	4769	Umpqua Bank	30-00-2005	47,689.78
09/13	09/19/2013	71523	4475	Dusty Watson	10-00-2005	148.00
09/13	09/19/2013	71524	2468	Cliff Weeks	10-00-2005	83.85
09/13	09/19/2013	71525	917	Wm. H. Reilly & Co	25-00-2005	90.73
09/13	09/19/2013	71526	4131	Zumar Industries Inc	15-00-2005	399.52
09/13	09/26/2013	71527	4058	44Mag Distributing LLC	10-00-2005	772.90
09/13	09/26/2013	71528	4829	All Martin Garage Doors	15-00-2005	93.00
09/13	09/26/2013	71529	5188	Bauer Auto Body & Paint	25-00-2005	319.00
09/13	09/26/2013	71530	1522	Blumenthal Uniforms	10-00-2005	1,336.00
09/13	09/26/2013	71531	416	Brookings Lock & Safe Co	10-00-2005	75.00
09/13	09/26/2013	71532	4532	Brookings-Harbor School District	61-00-2005	200.00
09/13	09/26/2013	71533	586	Cole-Parmer Instrument Co	20-00-2005	257.74
09/13	09/26/2013	71534	183	Colvin Oil Company	25-00-2005	6,180.39
09/13	09/26/2013	71535	182	Coos-Curry Electric	10-00-2005	24,898.67
09/13	09/26/2013	71536	4746	Curry County Treasurer	10-00-2005	96.00
09/13	09/26/2013	71537	1	Jason Barrigar	20-00-2005	67.57
09/13	09/26/2013	71538	1	Marilyn Busch Property Mngmnt	20-00-2005	57.24
09/13	09/26/2013	71539	4714	Dept of Consumer & Business Services	10-00-2005	125.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/13	09/26/2013	71540	4595	Doctor "D" Autocare	61-00-2005	886.59
09/13	09/26/2013	71541	4894	Anella Ehlers	10-00-2005	209.00
09/13	09/26/2013	71542	3342	Fastenal	25-00-2005	1,952.47
09/13	09/26/2013	71543	4646	Frontier	30-00-2005	24.16
09/13	09/26/2013	71544	5078	Geotechnical Resources, Inc	53-00-2005	10,562.50
09/13	09/26/2013	71545	5193	Granich Engineered Products	25-00-2005	16,340.00
09/13	09/26/2013	71546	139	Harbor Logging Supply	10-00-2005	60.00
09/13	09/26/2013	71547	4171	In-Motion Graphics	61-00-2005	951.00
09/13	09/26/2013	71548	2397	International Code Council, Inc	10-00-2005	125.00
09/13	09/26/2013	71549	5024	Lincoln Commercial Pool Equipm, Inc	10-00-2005	39.66
09/13	09/26/2013	71550	423	Lynn Peavey Company	10-00-2005	200.45
09/13	09/26/2013	71551	5045	MPH Industries, INC	10-00-2005	3,942.00
09/13	09/26/2013	71552	283	Mufflers & More	10-00-2005	160.00
09/13	09/26/2013	71553	3561	Oil Can Henry's	10-00-2005	203.00
09/13	09/26/2013	71554	4332	Oregon Assoc Chiefs of Police	10-00-2005	146.85
09/13	09/26/2013	71555	4899	Oregon Coast Auto Detailing	10-00-2005	20.00
09/13	09/26/2013	71556	4728	Oregon Department of Revenue	10-00-2005	2,382.00
09/13	09/26/2013	71557	4428	Raymond Page	20-00-2005	23.91
09/13	09/26/2013	71558	252	Paramount Pest Control	10-00-2005	45.00
09/13	09/26/2013	71559	5194	Pesonen Arbitration	10-00-2005	1,829.32
09/13	09/26/2013	71560	4546	Pump Tech, Inc.	52-00-2005	1,659.00
09/13	09/26/2013	71561	3220	Radar Shop, The	10-00-2005	768.00
09/13	09/26/2013	71562	591	Salmon Run	61-00-2005	726.00
09/13	09/26/2013	71563	3093	Shelton Turnbull Printers Inc	10-00-2005	140.79
09/13	09/26/2013	71564	5195	Sonsray Machinery LLC	15-00-2005	362.30
09/13	09/26/2013	71565	5167	Trojan Technologies	53-00-2005	7,020.00
09/13	09/26/2013	71566	861	Village Express Mail Center	10-00-2005	66.31
09/13	09/26/2013	71567	2122	Cardmember Service	25-00-2005	3,092.26
09/13	09/26/2013	71568	610	WESCO Distribution Inc	10-00-2005	185.80
09/13	09/26/2013	71569	670	Western Equipment Distributors	10-00-2005	318.78
09/13	09/26/2013	71570	551	Western Pacific Tree Serv Inc	15-00-2005	500.00
09/13	09/26/2013	71571	4131	Zumar Industries Inc	15-00-2005	379.42
09/13	09/28/2013	71572	4803	Katie Brisbin	30-00-2005	100.00
09/13	09/28/2013	71573	5196	Robbins, Summer	30-00-2005	100.00
Grand Totals:						<u>480,643.14</u>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_



Report Criteria:  
Report type: Summary