

City Council Meeting Agenda

Monday, December 10, 2012, 7:00 PM

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

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

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Ceremonies/Appointments/Announcements

- a. Reappointment of Lea Ray to the Public Art Committee. [pg. 3]
- b. Appointment of Dave Kitchen to the Planning Commission. [pg. 6]
- c. Appointment of Bruce Ellis to the Budget Committee. [pg. 9]
- d. Appointment of Julie McHenry to the Budget Committee. [pg. 12]

5. Public Hearings/Ordinances/Resolutions/Final Orders

- a. Public Hearing for Vacation of Two Twohy Tract Park Lots [City Manager]

Documents: See Advanced Packet

- b. Approval of Final Order and adoption of Ordinance vacating Two Twohy Track Park Lots. [City Manager]

Documents: See Advance Packet

- c. Adoption of Resolution appointing City representative to the Border Coast Regional Airport Authority Board of Commissioners. [City Manager]

Documents: Council Agenda Report [pg. 15] att.a. Resolution 12-R-994 [pg. 16]

6. Oral Requests and Communications from the audience

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

7. Staff Reports

- a. Authorize the Mayor to sign grant contract with West Family Foundation for \$10,000 to go towards replacement of backstops at Bud Cross Park. [Parks]

Documents: Council Agenda Report [pg. 17] att.a. Brochure [pg. 18]

att.b. Photos [pg. 20] att.c. Contract [pg. 22]

- b. Approve postponement Variable Frequency Drive upgrade for the Wastewater Treatment Plant and budget for 2013/14 [Public Works]

Documents: Council Agenda Report [pg. 24]

- c. Approve Contract with McLennan Excavators for emergency storm drain culvert repairs on Ransom Avenue. [City Manager]

Documents: Council Agenda Report [pg. 25] att.a. Contract 12-036 [pg. 26]

- d. Approve contract with Tidewater Contractors, Inc., for emergency culvert replacement at Mill Beach and slope/drainage work behind Oil Can Henry's. [City Manager]

Documents: Council Agenda Report [pg. 29] att.a. Contract 12-038 [pg. 30]

8. Consent Calendar

- a. Approve November 13, 2012 City Council Meeting Minutes [pg. 33]
- b. Approve November 27, 2012 Special City Council Meeting Minutes [pg. 35]
- c. Approve Liquor License Application for Dolittle Cafe, 613 Chetco Ave [pg. 37]
- d. Accept Planning Commission Minutes for November 6, 2012 [pg. 39]
- e. Accept October 2012 Financial Report [pg. 41]
- f. Accept November 2012 Vouchers in the amount of \$455,721.85 [pg. 47]

9. Remarks from Mayor and Councilors

10. 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 advance notification. Please contact 469-1102 if you have any questions regarding this notice.



City of Brookings

898 Elk Drive, Brookings, OR 97415

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

www.brookings.or.us

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

PART I. Contact Information:

Name: Lee Ray Date: 10 / 1 / 12
Physical Address: 1100 coral ct Brookings, Or 97415
Mailing Address: _____
Email Address: leeray@mail.com Phone: 541 469 5152

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

1. Commission/Committee applying for:

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

2. City residents: How long have you lived in the City of Brookings? 11 yrs (yrs/mths)

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

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

4. What is your current occupation? Director, Non Profit

NOTES:

(i) Membership requirements:

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

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

(iii) Other restrictions:

- No more than two (2) Planning Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- Three (3) Public Art Committee members must have an art background

PART III. Background Information : *Attach additional pages if needed:*

1. List your related experience and/or background to the position you are applying for:

Art takes a village, Oregon Director
3 years

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

Emblem Club member 10 yrs
Rotary Club member 1 yr
Volunteer art and light's programs
all ages
masters in Calif Licensed Investment
Reader 32 yrs.

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

Community development, advise
and create projects for Brevards.

PART IV. Volunteer Agreement : *Please read and check off the following before signing:*

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Lea Ray
Applicant (print name)

Lea Ray
Applicant's Signature

10-1-12
Date

Witness (print name)

Janet Pickney
Witness's Signature

11-15-12
Date

☒ **Planning Commissioners holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at http://www.oregon.gov/OGE/forms_publications.shtml. Official forms are provided by OGE.

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

Commission and Committee contact information:

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

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



City of Brookings

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www.brookings.or.us

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

PART I. Contact Information:

Name: David Kitchen Date: 11/8/12
Physical Address: 864 Sodee Lane, Brookings, OR
Mailing Address: Same
Email Address: dave@dkbuilders.com Phone: 541 412-8748 Home
541 661-7437 cell

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

- | <u>1. Commission/Committee applying for:</u> | <u>Composition (i)</u> | <u>Term (ii)</u> |
|--|------------------------|------------------|
| <input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 yrs |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 yrs |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 yrs |
| <input type="checkbox"/> Public Art Committee (iii) | 3 Residents, 2 UGB | 3 yrs |
| <input type="checkbox"/> Traffic Safety Committee | 2 Residents | 2 yrs |
| <input type="checkbox"/> Tourism Promotion Advisory Committee | TBD | TBD |
| <input type="checkbox"/> Other (please specify): | | |
2. City residents: How long have you lived in the City of Brookings? 15 (yrs/mths)
Are you a City elector (registered voter)? ☒ Yes ☐ No
3. UGB residents: How long have you lived in the UGB?: _____ (yrs/mths)
4. What is your current occupation? Retired Contractor

NOTES:

(i) Membership requirements:

- Resident and UGB status are determined by physical address.
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- UGB members must reside within the Brookings Urban Growth Boundary or Area. (Contact the Planning Department at 541-469-1137 to determine if you are in the UGB).

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

(iii) Other restrictions:

- No more than two (2) Planning Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- Three (3) Public Art Committee members must have an art background

PART III. Background Information : *Attach additional pages if needed:*

1. List your related experience and/or background to the position you are applying for:

City Council 2 1/2 years
General Contractor 35 years

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

BSIE San Jose State
Coos Curry Electric Coop - 6 yrs
Coos Curry Housing Authority - 3 yrs
Elks Lodge Board of Directors - 1 yr
Curry County Home Builders - 5 yrs Founder
Natures Coastal Holiday - 2 yrs
Brookings City Council - 2 1/2 yrs

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

Thought I could help.

PART IV. Volunteer Agreement : *Please read and check off the following before signing:*

- ☐ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☐ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☐ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☐ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☐ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☐ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☐ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

David D. Kitchan
Applicant (print name)

David Kitchan
Applicant's Signature

11/8/12
Date

Deje Heffington
Witness (print name)

[Signature]
Witness's Signature

11-8-12
Date

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



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

PART I. Contact Information:

Name: Bruce Ellis Date: 11/19/12
Physical Address: 332 Mill Beach Rd. Brookings OR
Mailing Address: p.o. box 271 Brookings or. 97415
Email Address: captaincurry1@hotmail.com Phone: 541-251-4422

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

1. Commission/Committee applying for:

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

2. **City residents:** How long have you lived in the City of Brookings? 3 (yrs/mths)

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

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

4. **What is your current occupation?** Co-owner, Publisher Insider Entertainment News paper

NOTES:

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PART III. Background Information : *Attach additional pages if needed:*

1. List your related experience and/or background to the position you are applying for:

I was Director of operations (8 years) for the Virginia Renaissance Faire, all the business from vendors to the budget came through me and I was involved in all the operations pertaining to the Faire. Which gave me the experience I believe I need to be of use on the Budget committee.

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

I have worked in the restaurant industry as waiter. And since the age of 17 have worked in all the construction fields. I have owned several businesses such as a carpet cleaning and Sanitorial service. I did reconstructive work for 2 property management companies and owned a Handyman service in Brookings before starting up the "Insider".

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

While doing the campaign for Mayor, I received a Budget report and took it to my accountant. We saw areas of interest and would like to see if we can help to make it operate properly.

* Julie McHenry (also applying)
at my request

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- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Bruce Ellis

Applicant (print name)

Bruce Ellis

Applicant's Signature

11/24/12

Date

Julie McHenry

Witness (print name)

Julie McHenry

Witness's Signature

11-24-12

Date

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

PART I. Contact Information:

Name: JULIE McHenry Date: 11-19-12

Physical Address: 220 A Cedar St, Brookings

Mailing Address: _____

Email Address: jamchenry21@gmail.com Phone: 541-412-7103

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

1. Commission/Committee applying for:

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

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

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

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

4. **What is your current occupation?** Bookkeeper

NOTES:

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- Three (3) Public Art Committee members must have an art background

PART III. Background Information : *Attach additional pages if needed:*

1. List your **related** experience and/or background to the position you are applying for:

30 years of Accounting Experience

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

Volunteer for Brookings Harbor Soccer League
Previous - Volunteer Klamath Vol. Fire Protection Dist.

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

My interest stems from the desire to help the community in which I live. I hope to help find additional ways of bringing revenue into the city.

PART IV. Volunteer Agreement : *Please read and check off the following before signing:*

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- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☐ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Julie McHenry
Applicant (print name)

Julie McHenry
Applicant's Signature

11-24-12
Date

Bruce Ellis
Witness (print name)

Bruce Ellis
Witness's Signature

11/24/12
Date

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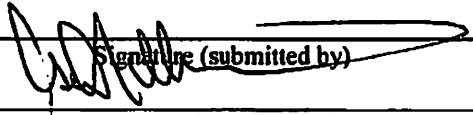
Public Art Committee: 541-469-1135
Budget Committee: 541-469-1123
Tourism Promotion Advisory Committee
541-469-1101

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 10, 2012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Appointment of City representative to the Border Coast Regional Airport Authority Board of Commissioners.

Recommended Motion:

Adopt Resolution 12-R-994, appointing a replacement for Councilor Dave Gordon on the Border Coast Regional Airport Authority Board of Commissioners for the remainder of the term ending October 3, 2015.

Financial Impact:

None

Background/Discussion:

In October 2011, the City Council appointed Councilor Dave Gordon to fill a four year term as the City's representative on the Border Coast Regional Airport Authority Board of Commissioners.

Councilor Gordon has requested appointment of a replacement, upon his retirement from the City Council on January 14, to fulfill the remainder of his four year term, which will expire on October 3, 2015. Apparently, BCRAA has requested that the City appoint Councilor's Gordon replacement in December so that confirmation of the new appointment can be placed on its January Board meeting agenda.

BCRAA bylaws do not specify that the representative be a member of the City Council, or any other City official. The only other City member, Crescent City, has appointed City Council members to fill their representative and alternate positions. Both tribes have appointed members of their respective governing boards as their representatives; Smith River has designated their Tribal Administrator as alternate and Elk Valley has designated another member of their governing board as alternate. Del Norte County appoints three members to the Board, two of whom are County Supervisors and one of whom is a private citizen. Curry County has appointed a Commissioner as the representative and as the alternate. The City Manager currently serves as the Brookings alternate.

The BCRAA Board of Commissioners meets in Crescent City on the first Thursday of each month at 2:00 p.m. and occasionally on other dates/times. The meetings typically last about two hours.

As of this writing Mayor Hedenskog was contacting possible candidates for appointment.

Attachment(s)

- a. Resolution 12-R-994

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 12 -R-994

A RESOLUTION OF THE CITY OF BROOKINGS APPOINTING A REPLACEMENT FOR COUNCILOR DAVE GORDON ON THE BORDER COAST REGIONAL AIRPORT AUTHORITY BOARD OF COMMISSIONERS FOR THE REMAINDER OF THE TERM ENDING OCTOBER 15, 2015.

WHEREAS, the City of Brookings (City), by authority of the Border Coast Regional Airport Authority (BCRAA) Joint Powers Agreement, holds a position on the BCRAA's Board of Commissioners; and

WHEREAS, Councilor Dave Gordon, the current appointee, will retire from City office, effective January, 2013; and

WHEREAS, a replacement is needed to fulfill the remainder of the current four year term on the BCRAA Board of Commissioners, which will expire on October 3, 2015;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that _____ is hereby appointed to serve the remainder of the current four year, City representative's term ending October 3, 2015, on the Border Coast Regional Airport Authority Board of Commissioners.

Passed by the City Council _____, 2012; effective the same date.

Attest:

Mayor Ron Hedenskog

City Recorder Joyce Heffington

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: 12-10-2012

Originating Dept: Parks


Signature (submitted by)

City Manager Approval

Subject: West Family Foundation Grant Contract – Bud Cross Park ball field backstops

Recommended Motion: To authorize the Mayor to sign the contract submitted to the City of Brookings by the West Family Foundation for a grant in the amount of \$10,000 to be applied to the replacement of the backstops at Bud Cross Park.

Financial Impact: A budget of \$25,000 was developed for this project based on the receipt of two contractor bids which included materials & labor for full replacement. Options for funding the remaining \$15,000 could be through a combination of fundraising, volunteer labor and donated materials, and/or placing the project on a Parks CIP list for 2013 budget year.

Background/Discussion: The backstops were identified as a safety hazard following a close examination in 2011. They have been in service for nearly 30 years with little to no maintenance from City Staff.

Parks & Technical Services Supervisor Tony Baron applied for, and received a grant in the amount of \$10,000 to replace the decaying backstops.

In 2011, the Parks and Recreation Commission developed a Master Plan for the redevelopment of Bud Cross Park. Key elements of the Plan include improving accessibility, providing a group picnic area, erosion control and drainage improvements, increased security and improved sports field conditions. Many elements of the redevelopment plan have been, or currently are in the process of implementation. The replacement of the back stops would be an improvement to the sports field condition.

Policy Considerations: None

Attachment(s):

- a. West Family Foundation Grant Brochure
- b. Photo's - Bud Cross Park Backstops,
- c. West Family Foundation Grant Contract.



Mission

The Mission of the West Family Foundation is to give back to the community and to provide a better opportunity in life for children and families. To support the Mission of the West Family Foundation, grants are awarded in the areas of public school enrichment, human services and other charitable causes.

Geographic Focus

The Foundation will only make grants to organizations whose projects or programs directly benefit the residents of Jackson, Josephine, Curry and Klamath counties.

Trustees

Steven West, President
Carolyn West, Vice-President
Jason Anderson, Secretary

Grant Committee

Jason Anderson
Curt Bennett
David Hyatt
Carolyn West
Steven West

Junior Grant Committee

Blaire Holby
Melissa Thibault



West Family Foundation is a 501(c)(3) nonprofit organization. All contributions are tax-deductible to the extent allowed by law.

A grant is a sum of money that is given to an organization or individual to support a specific project or program.

The West Family Foundation grants are awarded to organizations and individuals who are committed to the well-being of children and families in the community.

For more information about the West Family Foundation and its grant programs, please contact Carrie Hanson, Executive Director, at 541-899-9976 or chanson.familyfoundation@gmail.com.

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Contact

The West Family Foundation
680 G Street, Suite B • Jacksonville, OR 97530
Phone: 541-899-9976
Fax: 541-899-9679

Please direct all application inquiries to
Carrie Hanson, Executive Director
chanson.familyfoundation@gmail.com.

For the most current information and/or to locate:

- Grant Guidelines
- Application Deadlines
- Eligibility Considerations & Requirements
- Online Application Form

Please review the Foundation website at
www.familyfoundationwest.org

West Family
foundation

Providing opportunity
for children and families
Southern Oregon.



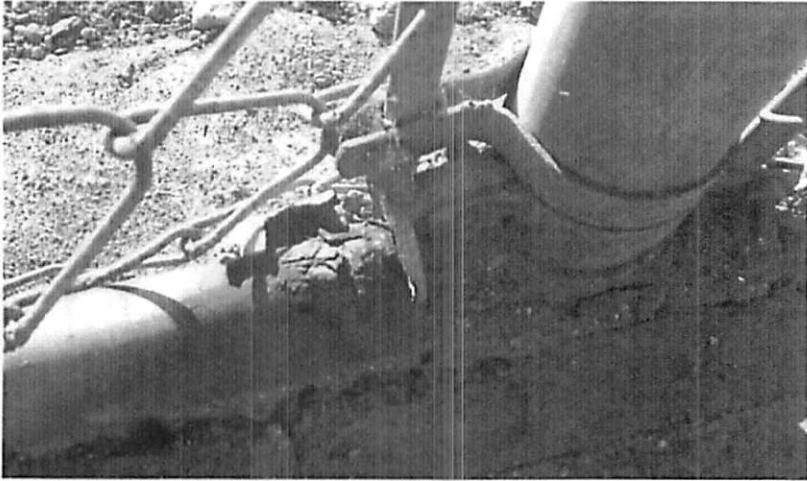
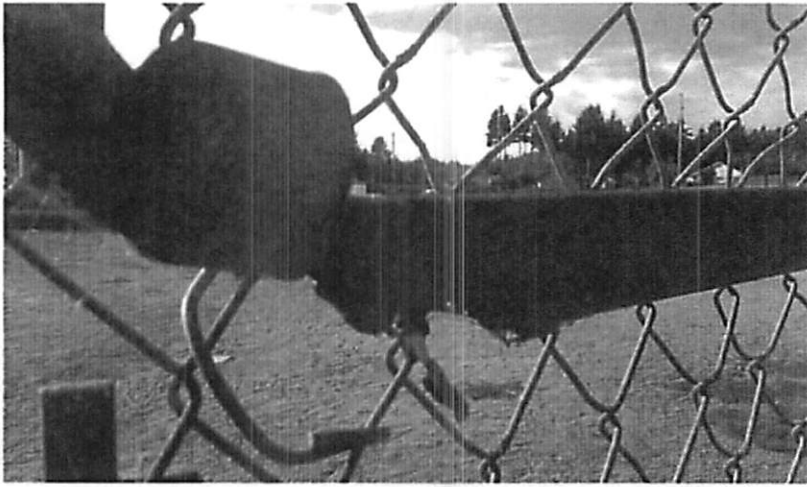
2011/2012
Report to the
Community

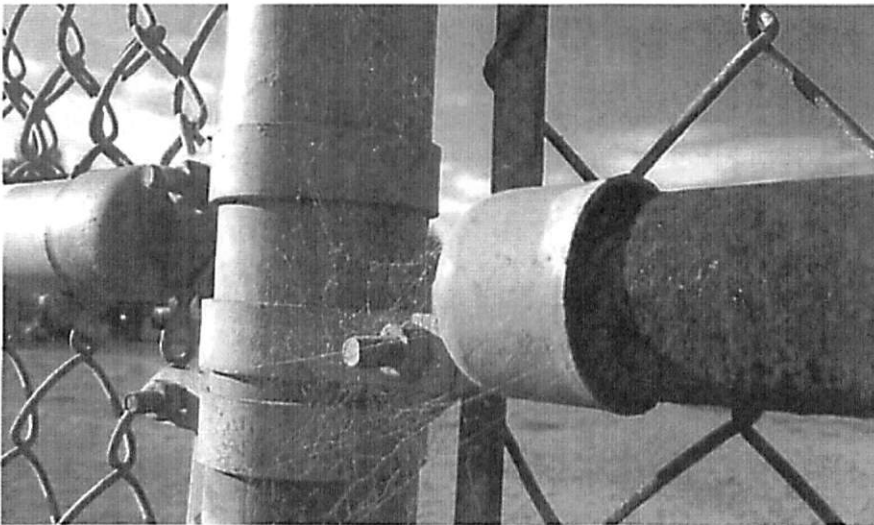
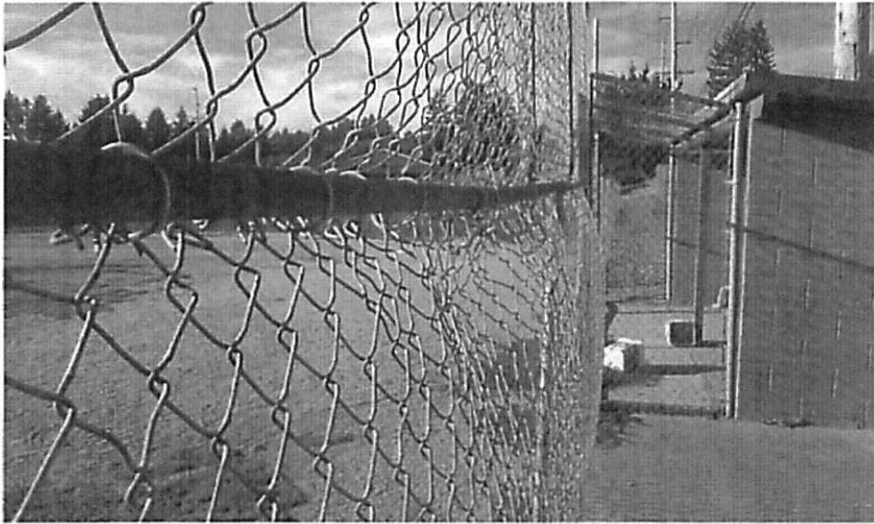
2011-12 Grant Awards

Addictions Recovery Center <i>Fence and landscaping around Naumes Cottage</i>	\$5,300
Ashland Emergency Food Bank <i>Food Purchase Program</i>	\$5,000
Be One for Kids <i>Van rentals for the Southern Oregon basketball clubs</i>	\$2,500
Bellview Elementary PTO <i>Accelerated Reader computer program</i>	\$1,250
Boys & Girls Clubs of the Rogue Valley <i>General operating support</i>	\$5,000
Boys & Girls Clubs of the Rogue Valley <i>Scholarships for low income families</i>	\$5,000
CASA of Klamath County <i>General operating support</i>	\$4,500
Camp Millennium <i>2011 Summer Camp Sponsorships</i>	\$5,000
Central Neighborhood Church <i>2011 Royal Family Kids' Camp</i>	\$3,750
Central Neighborhood Church <i>Royal Family Kids Camp</i>	\$3,000
Central Point School District 6 <i>Assistive Technology Solutions for special education students</i>	\$5,000
Central Point School District 6 <i>Handwriting Without Tears workbooks and classroom materials for all District #6 kindergarten and first grade classrooms</i>	\$5,000
Central Point School District 6 <i>New musical instruments at Crater High School</i>	\$10,000
Central Point School District 6 <i>New playground equipment and ground cover at Mae Richardson Elementary</i>	\$10,000
Central Point School District 6 <i>Outdoor Education Program at Jewett Elementary</i>	\$1,698
Central Point School District 6 <i>Support elementary and middle school student enrichment activities</i>	\$3,000
Children's Advocacy Center <i>Mentoring, Parent Support & Peer Review programs</i>	\$5,000
Coalition for Kids <i>Family Resource Center upgrades</i>	\$1,000
Crater Foundation <i>Backpacks and school supplies for District 6 families</i>	\$2,500
Crater Foundation <i>School supplies for District 6 students</i>	\$2,000
Crescent Rural Fire Protection District <i>Purchase external defibrillators</i>	\$7,500
Curry County Master Gardener Association <i>Complete the Little Bear Patch school garden project</i>	\$2,500
Dental Foundation of Oregon <i>Two-day Mission of Mercy Dental Clinic</i>	\$7,500
Eagle Point High School Booster Club <i>Purchase and install an all-weather field at Eagle Point High School</i>	\$10,000
Family Nurturing Center <i>Retrolit an additional therapeutic early childhood classroom</i>	\$4,000

Gospel Rescue Mission of Grants Pass <i>Commercial kitchen supplies at Wagner Hall</i>	\$9,000
H.E.A.R.T. <i>Materials to construct a portable mounting ramp and a block for use in off side mounting</i>	\$700
Habitat for Humanity/Rogue Valley <i>Construction of house #42</i>	\$5,000
Hearts With a Mission <i>General operating support</i>	\$10,000
Hearts With a Mission <i>General operating support</i>	\$10,000
Hoover Elementary PTO <i>Hoover Elementary Track Project</i>	\$10,000
HOPE Equestrian Center <i>Adopt-a-Rider fund</i>	\$5,000
HOPE Equestrian Center <i>Adopt-a-Rider fund</i>	\$5,000
Illinois River Valley Arts Council <i>Learning Through Art program</i>	\$3,800
Integral Youth Services <i>School and hygiene supplies for homeless youth</i>	\$3,500
Jacksonville Elementary School PTO <i>Jacksonville Elementary Playground project</i>	\$15,000
Joes Place Ministries <i>Outreach services</i>	\$10,000
Josephine Community Libraries <i>Computer and 250 teen books for libraries in Grants Pass, Williams, Wolf Creek, and Illinois Valley</i>	\$3,500
Josephine County Juvenile Justice <i>CASA Program</i>	\$7,640
Junior Achievement of Oregon & SW Washington <i>Junior Achievement programs in Jackson and Josephine Counties</i>	\$5,000
Kids Unlimited of Oregon <i>Project Juntra</i>	\$5,000
La Clinica <i>East Medford Dental Clinic</i>	\$10,000
Magdalene Home <i>Housemother/life skills trainer</i>	\$5,000
Make A Wish Foundation <i>Support the "Wish" of a child with a life-threatening medical condition</i>	\$5,000
Maslow Project <i>Outreach services</i>	\$7,500
Medford Parks and Recreation Foundation <i>New computer at the Youth Activity Center</i>	\$1,000
Medford School District 548C <i>Anti-Bullying Campaign at North Medford High School</i>	\$2,000
Medford School District 548C <i>ASPIRE Coordinator for 2011-12 at the South Medford Panther Future Center</i>	\$3,750
Medford School District 548C <i>Impact One Leadership Academy at South Medford High School</i>	\$10,000
Medford School District 549C <i>Project Dove</i>	\$3,500
Medford School District 548C <i>Project Dove</i>	\$5,000

Medford School District 548C <i>New playground equipment at Lone Pine Elementary</i>	\$10,000
Medford School District 548C <i>Purchase a larger, more efficient electric kiln for the ceramics program at Griffin Creek Elementary</i>	\$3,000
Medford School District 548C <i>Scholarships to NMHS graduates</i>	\$6,000
Medical Teams International <i>Mobile Dental Services in Southern Oregon</i>	\$7,000
Nature Awareness & Wilderness Sports Programs <i>Coyote Trails Jefferson Nature Center roof project</i>	\$7,000
Navy Sea Cadet Program <i>Uniforms for cadets</i>	\$4,000
Neurotherapeutics Pediatric Therapies, Inc. <i>Specialized pediatric therapy equipment at the Medford Children's Therapy clinic</i>	\$3,750
Oasis Shelter Home <i>Renovate office space to conduct outreach activities</i>	\$8,550
Options for Southern Oregon <i>Functional Family Therapy</i>	\$5,000
Oregon Children's Foundation <i>Rogue Valley SMART</i>	\$5,000
Oregon Children's Foundation <i>Rogue Valley SMART</i>	\$5,000
Oregon Children's Foundation <i>South Central SMART</i>	\$5,000
Oregon Children's Foundation <i>Southwest SMART</i>	\$3,500
Oregon Coast Community Action <i>Sham Bear Snack Pack program</i>	\$5,000
Over the Rainbow <i>General operating support</i>	\$2,000
Peter Britt Gardens Music & Arts Festival Association <i>In-school music education programs</i>	\$7,000
Phoenix Counseling Center <i>Support of the counseling programs at Phoenix High School</i>	\$5,975
Phoenix High School <i>Community 101 project</i>	\$2,500
Pregnancy Center of the Illinois Valley <i>Parenting program incentives</i>	\$2,500
Prospect Charter School <i>Helmets & shoulder pads for the football program</i>	\$7,000
Prospect Charter School <i>Upgrade the softball field at Prospect High School</i>	\$3,000
Providence Community Health Foundation <i>Swindells Center</i>	\$5,000
Rogue Interagency Training Association <i>Cargo trailer for firefighter training equipment</i>	\$4,000
Rogue Retreat <i>God's Food Pantry</i>	\$4,800
Rogue Retreat <i>Playground</i>	\$2,200
Rogue Valley Children's Discovery Museum <i>Build/rebuild hands-on, interactive exhibits at the new Kid Time facility</i>	\$5,000
Rogue Valley Humane Society <i>2012 Critter Camp</i>	\$3,000







**GRANT CONTRACT
Terms and Conditions of Grant Award**

November 12, 2012

City of Brookings
Attn: Anthony Baron
898 Elk Drive
Brookings, OR 97415

F1204W
Grant Number

12/1/2012 – 11/30/2013
Grant Period

January 31, 2014
Grant Report Due

Dear Anthony,

Congratulations! The West Family Foundation ("Foundation") is pleased to inform you that City of Brookings has been awarded a grant in the amount of \$10,000 to replace ball field backstops at Bud Cross Park. If naming opportunities exist, with this level of giving, on the project we would be very interested in having the Foundation name listed in a sponsorship capacity.

Under the applicable laws of the United States, all grant funds must be expended for charitable, scientific, literary or educational purposes.

City of Brookings (Grantee) hereby agrees:

1. To use grant funds solely for the approved project budget and objectives as submitted with the original application.
2. To expend the entire amount of this grant for the purpose stated with the original application.
3. To repay any portion of the amount granted which is not used for the purpose of the grant as submitted with the original application.
4. To maintain full and adequate records concerning receipts and expenditures related to the use of the grant. These records shall be made available to the Foundation upon request at any reasonable time.
5. Prior written approval by the Foundation must be obtained for any modification of the budget equating to \$500.00 or five percent (5%) of the grant amount, whichever is greater, or to any of the objectives, workplace or timeline of the project.
6. The Foundation's Board of Trustees and staff are to receive no personal benefits or services for this grant that are not otherwise extended to the general public without cost.

Steven West, President • Carolyn West, Vice-President • Jason Anderson, Secretary
680 G Street, Suite B • Jacksonville, OR 97530 • www.familyfoundationwest.org

WEST FAMILY FOUNDATION
GRANT CONTRACT
Terms and Conditions of Grant Award
Page 2 of 2

7. To notify the Foundation immediately if City of Brookings loses its exemption from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code, as a state-supported educational institution or government entity, or its status as a public charity under Section 509(a) during the life of the grant.
8. That grant funds will not be used for any of the following purposes:
 - a. To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Internal Revenue Code Section 4945(d)(2)).
 - b. To make any grant which constitutes a taxable expenditure under Internal Revenue Code Section 170(c)(2)(B).
 - c. To support any illegal purposes, promotion of violence or terrorist activities.
9. To submit a full and complete final report. The year-end report is an online report and can be obtained by returning to the application tab of our website (www.familyfoundationwest.org) and using the login credentials that you were given as part of the application process.

If you find this grant agreement acceptable, please sign below and return to the Foundation office. You should retain a copy for your records. A check for \$10,000 will be issued to City of Brookings within ten (10) days after receiving the signed contract. Please call our office, if you have any questions or if we can be of further assistance.

Best wishes for your continued success.

Congratulations,


Carrie Hanson
Executive Director

City of Brookings

I understand and comply with the grant agreement above:

Name and Title of Representative Authorized to Sign Contract

Signature


Date

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 12, 2012

Originating Dept: Public Works



Signature (submitted by)

City Manager Approval

Subject: Energy Audit –Variable Frequency Drive (VFD) Upgrade for Aeration Blowers

Recommended Motion: Postpone purchase of VFD upgrade for the wastewater treatment plant aeration blowers and to consider this project's inclusion in the fiscal year 2013/14 capital improvement budget.

Financial Impact: A VFD upgrade for the aeration blowers is estimated at \$35,000 without a rebate. A rebate was currently available for up to \$24,394 yet contingent on how quickly the City could procure the rebate. Due to recent damages at Beach Lift Station, which will be paid from the same fund as the VFD, staff recommends postponing the VFD work to focus on urgent and immediate repairs from the recent storm damage.

Background/Discussion: Council had discussed the energy audit recommendation to install a VFD to the aeration blower at the November 5, 2012 City Council workshop. At this workshop, staff had recommended purchasing the VFD because the sooner the rebate reimbursement was submitted, the more likely the possibility of receiving a rebate. Until a new funding source is identified to pay for the recent storm damages to City infrastructure, staff proposes postponing this VFD work. The budget committee will review the project as a proposed capital improvement project for next year. There is no guarantee that rebate funding will be available at a later date.

Attachment(s): None.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 10, 1012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Contract with McLennan Excavation for emergency replacement of a collapsed storm drain culvert on Ransom Avenue.

Recommended Motion:

Motion to ratify Public Improvement Contract 12-036 with McLennan Excavation for emergency replacement of a collapsed storm drain culvert on Ransom Avenue.

Financial Impact: The estimated cost for this project is \$110,000.

Background/Discussion:

The City Manager executed an emergency contract with McLennan Excavation to replace a storm drain culvert under Ransom Avenue that collapsed as a result of the November 19-20 storm. This contract was issued on a time and materials basis.

Work has included removal of a partially collapsed 60-inch pipe with new 48-inch pipe at a depth of 20 feet. The emergency work was substantially completed on November 20. Additional restoration work including replacement of a private wall, installation of two catch basins, paving and sidewalk replacement will be put out to bid.

Attachment(s):

- a. Public Improvement Contract 12-036

Contract mailed 11/30/12

**City of Brookings
PUBLIC IMPROVEMENT CONTRACT**

CONTRACT NO. 12-036

This Contract is between the CITY OF BROOKINGS, a municipal corporation of the State of Oregon (City) and McLennan Excavation, Inc., an Oregon corporation (Contractor). The City's Project Manager for this Contract is Richard Christensen.

The parties mutually covenant and agree as follows:

1. Effective Date and Duration.

This contract is effective on November 20, 2012 or on the date at which every party has signed this contract, whichever is later. The work under this contract shall, unless otherwise terminated or extended, be completed on or before December 20, 2012.

2. Statement of Work.

The work under this contract is for emergency replacement of collapsed storm drain on Ransom Avenue. The statement of work, including the delivery schedule for the work, is contained in Exhibit A. Contractor shall, at its own risk and expense, perform the work described and furnish all labor, equipment, materials and permits required for the proper performance of the work. The risk of loss for such work shall not shift to the City until written acceptance of the work by the City.

3. Consideration.

- a. City agrees to pay Contractor for accomplishing all work required by this contract, including allowable expenses (*check and complete as applicable*):

_____ a lump sum not to exceed \$ _____

_____ time and materials not to exceed an estimated sum of \$ _____.

 X time and materials with a maximum sum not to exceed \$ _____.

Time and material payments shall be made in accordance with the requirements of Exhibit A.

- b. Any interim payments to Contractor shall be made only in accordance with the schedule and requirements in Exhibit A.
- c. City certifies that sufficient funds have been appropriated to make payments required by this contract during the current fiscal year. Payment for work performed after June 30 of any given year is subject to funds being appropriated by the Brookings City Council. If funds are not appropriated, the City may terminate this contract by notice to the Contractor.

CONTRACTOR DATA, CERTIFICATION, AND SIGNATURE

Business Name (please print): McLennan Excavation, Inc.

Contact Name/Title: Casey McLennan Phone: 541-661-0452

Fax: _____ E-Mail: cmclennan@charter.net

Address: 17990 Gardner Ridge Road, Brookings, OR 97415

Federal Tax ID #: 45-4027712 -or- ☐ W-9 (attach) -or- SSN #: _____

State Tax ID #: _____ Brookings Bus Lic.# 1724 CCB#: 159185

Citizenship: Nonresident alien ☐ Yes ☐ No

Business Designation (check one): ☐ Individual ☐ Sole Proprietorship ☐ Partnership
☒ Corporation ☐ Government ☐ Nonprofit

The above information must be provided prior to contract approval. Payment information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number provided above. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject you to 31 percent backup withholding.

I, the undersigned, understand that the Standard Terms and Conditions For Public Improvement Contracts and Exhibits A, B, C, D and E are an integral part of this contract and agree to perform the work described in Exhibit A in accordance with the terms and conditions of this contract; certify under penalty of perjury that I/my business am not/is not in violation of any Oregon tax laws; and certify I am an independent contractor as defined in ORS 670.600.

I certify that I am authorized to sign this contract on behalf of Contractor and to bind Contractor hereto.

Signed by Contractor: _____
Signature/Title Date

NOTICE TO CONTRACTOR: *This contract does not bind the City of Brookings unless and until the City Manager or Designee has executed it.*

CITY OF BROOKINGS SIGNATURE

Approved: _____
City Manager or Designee Date

Approved: _____
Project Manager Date

Reviewed: _____
City Attorney or Designee Date

EXHIBIT A

**STATEMENT OF WORK, COMPENSATION
and
PAYMENT SCHEDULE**

Provide material and labor for emergency repairs as per attached proposal schedule of fees.

Payment shall be paid upon certification by Project Manager that project is complete and within
14 business days of receipt of invoice.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 10, 1012

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Contract with Tidewater Contractors Inc. for Storm Damage Repair and Slope Protection.

Recommended Motion:

Motion to ratify Public Improvement Contract 12-038 with Tidewater Contractors, Inc., for emergency construction work associated with Mill Beach culvert replacement and slope protection/drainage improvements behind Oil Can Henry's.

Financial Impact: The estimated cost to date is \$45,000

Background/Discussion:

The City Manager executed an emergency contract with Tidewater Contractors, Inc., to replace a collapsed drainage culvert on Mill Beach Drive, install slope protection at the site of a collapsed drainage culvert and install emergency drainage improvements behind Oil Can Henry's as a result of the November 19-20 storm as recommended by the City Engineer as mitigation against further damage by imminent subsequent storms.

Work was contracted on a time and materials basis.

Work at the Oil Can Henry location included removal of the remnants of the 36-inch drain pipe and installation of protective bollards in the now-open channel. The long-term repair will be more challenging as it may involve work at a depth of over 30 feet under a retaining wall.

Work at Mill Beach Road included removing a collapsed 48-inch corrugated metal pipe and replacement with a 48-inch HDPE pipe at a depth of 10 feet. The project included crossing several utility lines, two force mains, one gravity sewer main and one water main while maintaining the road open to traffic. The project was substantially completed on December 3.

In both of the above instances, follow-up permanent repair work will be put out to bid.

Attachment(s):

- a. Public Improvement Contract 12-038

Contract mailed 11/30/12

**City of Brookings
PUBLIC IMPROVEMENT CONTRACT**

CONTRACT NO. 12-038

This Contract is between the CITY OF BROOKINGS, a municipal corporation of the State of Oregon (City) and Tidewater Contractors Inc. (Contractor). The City's Project Manager for this Contract is Richard Christensen.

The parties mutually covenant and agree as follows:

1. Effective Date and Duration.

This contract is effective on November 20, 2012 or on the date at which every party has signed this contract, whichever is later. The work under this contract shall, unless otherwise terminated or extended, be completed on or before December 20, 2012.

2. Statement of Work.

The work under this contract is for Emergency Mill Beach Culvert Repairs and Slope Protection and Drainage Improvements behind Oil Can Henrys. The statement of work, including the delivery schedule for the work, is contained in Exhibit A. Contractor shall, at its own risk and expense, perform the work described and furnish all labor, equipment, materials and permits required for the proper performance of the work. The risk of loss for such work shall not shift to the City until written acceptance of the work by the City.

3. Consideration.

- a. City agrees to pay Contractor for accomplishing all work required by this contract, including allowable expenses (*check and complete as applicable*):

_____ a lump sum not to exceed \$ _____

_____ time and materials not to exceed an estimated sum of \$ _____.

X time and materials with a maximum sum not to exceed \$ _____.

Time and material payments shall be made in accordance with the requirements of Exhibit A.

- b. Any interim payments to Contractor shall be made only in accordance with the schedule and requirements in Exhibit A.
- c. City certifies that sufficient funds have been appropriated to make payments required by this contract during the current fiscal year. Payment for work performed after June 30 of any given year is subject to funds being appropriated by the Brookings City Council. If funds are not appropriated, the City may terminate this contract by notice to the Contractor.

CONTRACTOR DATA, CERTIFICATION, AND SIGNATURE

Business Name (please print): Tidewater Contractors, Inc.

Contact Name/Title: George Fitzhugh Phone: 541-469-5341

Fax: _____ E-Mail: _____

Address: PO Box 1956, Brookings, OR 97415

Federal Tax ID #: _____ -or- ☐ W-9 (attach) -or- SSN #: _____

State Tax ID #: _____ Brookings Bus Lic.# 0320 CCB#: _____

Citizenship: Nonresident alien ☐ Yes ☐ No

Business Designation (check one): ☐ Individual ☐ Sole Proprietorship ☐ Partnership
☒ Corporation ☐ Government ☐ Nonprofit

The above information must be provided prior to contract approval. Payment information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number provided above. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject you to 31 percent backup withholding.

I, the undersigned, understand that the Standard Terms and Conditions For Public Improvement Contracts and Exhibits A, B, C, D and E are an integral part of this contract and agree to perform the work described in Exhibit A in accordance with the terms and conditions of this contract; certify under penalty of perjury that I/my business am not/is not in violation of any Oregon tax laws; and certify I am an independent contractor as defined in ORS 670.600.

I certify that I am authorized to sign this contract on behalf of Contractor and to bind Contractor hereto.

Signed by Contractor: _____
Signature/Title Date

NOTICE TO CONTRACTOR: *This contract does not bind the City of Brookings unless and until the City Manager or Designee has executed it.*

CITY OF BROOKINGS SIGNATURE

Approved: _____
City Manager or Designee Date

Approved: _____
Project Manager Date

Reviewed: _____
City Attorney or Designee Date

EXHIBIT A

**STATEMENT OF WORK, COMPENSATION
and
PAYMENT SCHEDULE**

Provide material and labor for emergency repairs as per attached proposal schedule of fees.

Payment shall be paid upon certification by Project Manager that project is complete and within 14 business days of receipt of invoice.

CITY COUNCIL MEETING Minutes

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

Tuesday, November 13, 2012

Call to Order

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

Roll Call

Council Present: Mayor Ron Hedenskog, Councilors Dave Gordon, Jake Pieper, and Brent Hodges; a quorum present.

Staff Present: City Manager Gary Milliman, Finance & HR Director Janell Howard, Treatment Supervisor Ray Page, and City Recorder Joyce Heffington.

Others present: Pilot Reporter Jane Stebbins, and 7 others.

Ceremonies/Appointments/Announcements

Mayor Hedenskog proclaimed the second Sunday in December as Worldwide Candle Lighting Day.

Two new employees, Tony Baron, Technical Services/Parks Supervisor, and Julian Savedra, Wastewater Treatment Plant Operator Assistant, were introduced.

Councilor Pieper moved, a second followed and Council voted unanimously to appoint Ross Stevens to the Public Art Committee.

Mayor Hedenskog presented the Volunteer of the Year award to Don Vilelle.

Councilor Hodges moved, a second followed and Council voted unanimously to appoint City Manager Gary Milliman as the City's representative and Public Works/Development Services Director Loree Pryce as alternative representative, to the Southwest Area Commission on Transportation.

Staff Reports

Approve Letter of Support for Railroad Street Corridor Enhancement Project.

City Manager Milliman provided the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to approve a letter of support for the Railroad Street Corridor Enhancement Project funding application under the ODOT Enhance It Program.

Memorandum of Understanding with NeighborWorks.

City Manager Milliman gave the staff report.

Councilor McClain moved, a second followed, and Council voted unanimously to authorize the Mayor to execute a Memorandum of Understanding with NeighborWorks Umpqua for management of a housing rehabilitation program.

Consent Calendar

- a. Approve Council Meeting Minutes for October 22, 2012
- b. Accept Planning Commission Minutes for June 12, 2012
- c. Accept Parks and Recreation Minutes for July 26, 2012
- d. Accept October 2012 Vouchers in the Amount of \$505,776.65

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

Remarks from Mayor And Councilors

Councilor Gordon remarked on his recent evening "ride-along" with a Brookings Police Officer involving a domestic dispute and traffic stops, both potentially dangerous situations. Gordon spoke highly of the officers, their courtesy in dealing with those involved in the various incidents, and on how important it was to have two officers on duty at all times.

Adjournment

Councilor Gordon moved, a second followed and Council voted unanimously by voice vote to adjourn at 7:33pm.

A meeting of the Urban Renewal Agency immediately followed.

ATTESTED:

Respectfully submitted:

this _____ day of _____ 2012:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

Special City Council Meeting MINUTES

Tuesday, November 27, 2012

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

Call to Order

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

Roll Call

Council Present: Mayor Ron Hedenskog, Councilors Dave Gordon, Jake Pieper, and Brent Hodges; a quorum present.

Staff Present: City Manager Gary Milliman, Finance & HR Director Janell Howard, Public Works & Development Director Loree Pryce, Public Safety Director Chris Wallace, Building Official LauraLee Snook, HR/Accountant Lu Ehlers and City Recorder Joyce Heffington.

Others Present: Pilot Reporter Jane Stebbins and approximately 11 others.

Ceremonies/Appointments/Announcements

Appointment of Ken Bryan to the Tourism Marketing Advisory Committee.

Councilor Pieper asked if there had been a resignation and Mayor Hedenskog said there had not. Pieper then said that Council had stipulated a seven member committee and this would make nine members. Pieper said that Council was aware of what happened with the Chamber contract when Bryan had been Chamber Chair and said that if an appointment were to be made, he hoped Council would be willing to intercede if politics or "bad blood" came into play. "If there's an appointment made," Pieper said, "I for one, as one Councilor, will be watching closely for that and be ready to intercede if necessary."

Councilor McClain said the committee was formed to look for new ideas and he was concerned, if this appointment would bring "the right attitude," to the committee, due to an email he'd received from Bryan in which Bryan had basically said, "Leave it alone, you don't have the right to do that."

Councilor Hodges asked why there were eight members and Mayor Hedenskog said he felt that Bryan, a motel owner in the City, was a stakeholder and that he welcomed him to the committee as having something to add.

Councilor Gordon said he had worked with Bryan on the Chamber and found him to be knowledgeable, with good ideas, and a gentleman, and he didn't anticipate any of the problems alluded to by Pieper; if they did, he added, Council could respond.

Councilor Gordon moved, Mayor Hedenskog seconded, and the motion to appoint Ken Bryan to the Tourism Marketing Advisory Committee failed, with "No" votes from Councilors Pieper, McClain and Hodges, and "Yes" votes from Councilor Gordon and Mayor Hedenskog.

Staff Reports

Storm Related Issues and Recovery Efforts.

City Manager Milliman introduced staff members which, as a team, handled various aspects of the storm event, narrated a slide show of storm event photos and presented the staff report

which went into some depth regarding storm damage and mitigation efforts.

Council members generally commended staff and volunteers for their efforts in responding to the storm event.

Milliman pointed out that not every battle was won. Residents suffered damage, he said, and that the City needed to find ways to further mitigate future potential damage in specific areas, as well as finding ways to assist residents in recovering from damage to their property. The City did what it could, he said, with what resources it had available to them.

Councilor Gordon asked about Public Works staffing and Milliman said that there were seven employees in that department, but due to the reduced level of staffing in that department, coupled with long term medical leaves and family illnesses, the department was short staffed. Milliman said it was difficult to keep a sufficient crew to handle this kind of event given current staffing levels. However, he added, the City had been able to fill a number of gaps with volunteers.

At Mayor Hedenskog's invitation, several residents commented on property damage.

City Manager Milliman advised anyone experiencing damage inside City limits to report it to the City and the County as well as to their personal insurance company, and if they think the City may have some responsibility, to also submit a claim to the Finance & HR Director.

Councilor Gordon commented on the high level of leadership and response and also added that in addition to the comments he made at the previous meeting regarding the fine Police officers employed by the City, the City's 9-1-1 dispatchers also do an amazing job getting information to the officers.

Councilor McClain encouraged citizens to check their properties for anything that might end up in drainage ditches as he planned to do.

Adjournment

Councilor Pieper moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:56pm.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2012:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

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

ACTIONS

- ☐ Change Ownership
☒ New Outlet
☐ Greater Privilege
☐ Additional Privilege
☐ Other _____

90-DAY AUTHORITY

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

APPLYING AS:

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

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
 (signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: OLCC

Date: 11/13/12

90-day authority: ☐ Yes ☐ No

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

① Feliza Wilson ③ _____

② _____ ④ _____

2. Trade Name (dba): Dolittle Cafe

3. Business Location: 613 Chetco Ave. Brookings, OR 97415
 (number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: PO Box 1442 Brookings, OR 97415
 (PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-412-6428
 (phone) (fax)

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

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: NA

9. Will you have a manager? ☒ Yes ☐ No Name: Kenneth D Wilson
 (manager must fill out an Individual History form)

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

11. Contact person for this application: Feliza Wilson 541-412-3103
 (name) (phone number(s))
PO Box 1442 Brookings, OR 97415 wilsonfeliza@yahoo.com
 (address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① [Signature] Date 10/01/12 ③ _____ Date _____
 ② _____ Date _____ ④ _____ Date _____

CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



To: Brookings City Council through City Manager Gary Milliman
From: Police Chief Chris Wallace
Date: 11/26/2012
Subject: Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Feliza Wilson and Kenneth Wilson** with their attached **New Outlet** liquor license application. The business "**Dolittle Cafe**" is located at 613 Chetco Avenue, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicants be granted their request with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Chris Wallace".

Police Chief Chris Wallace
Brookings Police Department



MINUTES
BROOKINGS PLANNING COMMISSION
November 6nd, 2012

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

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

Commissioners Absent: None

Staff Present: Public Works and Development Services Director – Loree Pryce; Planning Manager - Donna Colby-Hanks; GIS Tech./PWD Admin - Jordan Fanning

Others Present: 4 members of the public

WRITTEN REQUESTS AND COMMUNICATIONS

Public Works and Development Services Director Loree Pryce introduced herself to the commission and briefed them on her role as a city employee. She then made a request for a letter of support to be sent to the Oregon Department of Transportation for funding of the “Railroad Street Improvements” project. Chair Markham made a motion to support and sign the letter of support, seconded by Commissioner Williams. The motion passed with full support.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

Chair Markham opened the quasi-judicial hearing regarding File NO. VAR-1-12 at 7:05 pm. Planning Manager Colby-Hanks presented the staff report and briefly explained the Supplemental Packet, “Exhibit B”. Applicant Noah Bruce, PO Box 69, Brookings, OR, citing the receipt of “new information” requested a continuance in the matter of File No. VAR-1-12. Next, Byron Brimm, PO BOX 41, Brookings, OR, requested that his submission of Exhibit B-3 be withdrawn from the supplemental packet, until further notice. Brimm gave no reason for the withdrawal. At 7:24, public testimony was closed and Commissioner Williams made a motion, seconded by Chair Markham that the Commission allow the continuance regarding File No. VAR-1-12 until the next PC meeting on December 4th, 2012 at 7:00pm.

APPROVAL of MINUTES

By a 6-0 vote (motion: Commissioner McMahan, 2nd Commissioner Tillung,) the Planning Commission approved the minutes of the October 2, 2012 Planning Commission meeting.

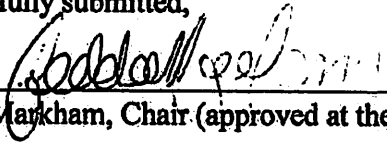
REPORT from the PLANNING STAFF & COMMISSION

On the October 2nd PC Meeting, the commission asked the staff to research the amount of park space contained within Brookings city limits. Colby-Hanks presented her findings on the acreage of park space and found that there are 35.9 acres per 1000 people. The National Parks and Recreation Association recommends 6-19 acres per 1000 residents. As part of normal duties, the Chair will need to prepare the Planning Commission Annual Report for the December meeting in preparation for its presentation to the City Council meeting in January. A summary of the Citizen Involvement Survey will be presented in the December hearing.

ADJOURNMENT

With no further business before the Planning Commission, the meeting adjourned at 7:26 pm.

Respectfully submitted,

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

Hedda Markham, Chair (approved at the 12/04/12 meeting)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2012

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	2,537,288.00	29,580.33	135,855.60	2,401,412.40	5.4
LICENSES AND PERMITS	84,500.00	5,511.78	28,993.17	84,508.83	31.7
INTERGOVERNMENTAL	589,500.00	15,087.38	48,293.20	541,206.80	8.2
CHARGES FOR SERVICES	177,500.00	5,458.00	33,619.63	143,880.37	18.9
OTHER REVENUE	86,000.00	2,047.81	26,203.03	59,796.97	30.5
TRANSFERS IN	193,929.00	.00	.00	193,929.00	.0
	3,678,697.00	57,675.30	273,964.63	3,404,732.37	7.5
EXPENDITURES					
JUDICIAL:					
PERSONAL SERVICES	14,048.00	1,094.67	3,122.24	10,925.76	22.2
MATERIAL AND SERVICES	8,300.00	300.00	1,434.21	6,865.79	17.3
CAPITAL OUTLAY	2,000.00	.00	.00	2,000.00	.0
	24,348.00	1,394.67	4,556.45	19,791.55	18.7
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	158,373.00	13,040.06	67,499.04	90,873.96	42.6
MATERIAL AND SERVICES	81,800.00	20,677.99	41,649.95	40,150.05	50.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	240,173.00	33,918.05	109,148.99	131,024.01	45.5
POLICE:					
PERSONAL SERVICES	1,778,367.00	137,184.11	599,534.79	1,179,832.21	33.7
MATERIAL AND SERVICES	150,740.00	10,145.99	40,588.09	110,171.91	26.9
CAPITAL OUTLAY	401,100.00	75,599.46	164,633.59	236,466.41	41.1
TRANSFERS OUT	15,000.00	.00	.00	15,000.00	.0
	2,346,207.00	222,929.56	804,736.47	1,541,470.53	34.3
FIRE:					
PERSONAL SERVICES	168,625.00	6,530.39	66,336.90	102,288.10	39.3
MATERIAL AND SERVICES	122,500.00	2,891.20	24,901.67	97,598.33	20.3
CAPITAL OUTLAY	79,580.00	.00	.00	79,580.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	370,705.00	9,421.59	91,238.57	279,466.43	24.6
PLANNING AND BUILDING:					
PERSONAL SERVICES	191,352.00	14,385.14	64,730.45	126,621.55	33.8
MATERIAL AND SERVICES	66,000.00	2,293.30	5,875.46	60,124.54	8.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	257,352.00	16,678.44	70,605.91	186,746.09	27.4

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2012

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	54,854.00	13,324.52	47,183.69	7,670.31	88.0
MATERIAL AND SERVICES	78,900.00	7,747.74	22,882.80	56,017.40	29.0
CAPITAL OUTLAY	10,000.00	330.01	1,208.69	8,791.31	12.1
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>143,754.00</u>	<u>21,402.27</u>	<u>71,274.98</u>	<u>72,479.02</u>	<u>49.8</u>
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	114,228.00	11,485.13	68,448.25	45,781.75	59.9
MATERIAL AND SERVICES	32,600.00	1,859.45	6,852.25	25,747.75	21.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>146,828.00</u>	<u>13,344.58</u>	<u>75,298.50</u>	<u>71,529.50</u>	<u>51.3</u>
SWIMMING POOL:					
PERSONAL SERVICES	58,449.00	.00	40,237.10	18,211.90	71.3
MATERIAL AND SERVICES	41,180.00	2,202.46	21,715.49	19,464.51	52.7
CAPITAL OUTLAY	10,000.00	3,194.53	3,787.67	6,212.33	37.9
	<u>107,629.00</u>	<u>5,398.99</u>	<u>65,740.26</u>	<u>41,888.74</u>	<u>61.1</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	157,500.00	4,989.26	19,840.61	137,659.39	12.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	67,000.00	.00	.00	67,000.00	.0
CONTINGENCIES AND RESERVES	690,201.00	.00	.00	690,201.00	.0
	<u>914,701.00</u>	<u>4,989.26</u>	<u>19,840.61</u>	<u>894,860.39</u>	<u>2.2</u>
	<u>4,551,697.00</u>	<u>329,475.41</u>	<u>1,312,440.74</u>	<u>3,239,256.26</u>	<u>28.8</u>
	<u>(873,000.00)</u>	<u>(271,800.11)</u>	<u>(1,038,476.11)</u>	<u>165,476.11</u>	<u>(119.0)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2012

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	510,000.00	34,266.21	119,086.42	390,903.58	23.4
OTHER REVENUE	300.00	.00	280.24	39.76	86.8
TRANSFER IN	.00	.00	.00	.00	.0
	<u>510,300.00</u>	<u>34,266.21</u>	<u>119,356.66</u>	<u>390,943.34</u>	<u>23.4</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	121,992.00	9,841.93	32,156.71	89,835.29	26.4
MATERIAL AND SERVICES	195,800.00	4,505.26	29,877.38	165,722.62	15.3
CAPITAL OUTLAY	208,300.00	36,981.92	40,298.13	168,001.87	19.4
TRANSFERS OUT	24,610.00	.00	.00	24,610.00	.0
CONTINGENCIES AND RESERVES	65,798.00	.00	.00	65,798.00	.0
	<u>616,300.00</u>	<u>51,329.11</u>	<u>102,332.22</u>	<u>513,967.78</u>	<u>16.6</u>
	<u>616,300.00</u>	<u>51,329.11</u>	<u>102,332.22</u>	<u>513,967.78</u>	<u>16.6</u>
	<u>(106,000.00)</u>	<u>(17,062.90)</u>	<u>17,024.44</u>	<u>(123,024.44)</u>	<u>16.1</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2012

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,395,000.00	124,539.64	521,799.02	873,200.98	37.4
OTHER INCOME	2,000.00	3,341.29	20,108.93	(18,108.93)	1005.5
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,397,000.00</u>	<u>127,880.93</u>	<u>541,907.95</u>	<u>855,092.05</u>	<u>38.8</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	598,281.00	39,139.38	175,970.35	420,310.65	29.5
MATERIAL AND SERVICES	325,250.00	41,900.06	137,721.60	187,528.40	42.3
CAPITAL OUTLAY	68,300.00	.00	4,788.98	63,531.02	7.0
	<u>989,831.00</u>	<u>81,039.44</u>	<u>318,460.93</u>	<u>671,370.07</u>	<u>32.2</u>
WATER TREATMENT:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	379,002.00	.00	.00	379,002.00	.0
CONTINGENCIES AND RESERVES	138,687.00	.00	.00	138,687.00	.0
	<u>517,689.00</u>	<u>.00</u>	<u>.00</u>	<u>517,689.00</u>	<u>.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>1,507,500.00</u>	<u>81,039.44</u>	<u>318,460.93</u>	<u>1,189,039.07</u>	<u>21.1</u>
	<u>(110,500.00)</u>	<u>46,841.49</u>	<u>223,447.02</u>	<u>(333,947.02)</u>	<u>202.2</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2012

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	2,650,500.00	222,254.86	902,358.73	1,748,141.27	34.0
OTHER REVENUE	3,000.00	.00	419,369.18	(418,369.18)	13979.
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,653,500.00</u>	<u>222,254.86</u>	<u>1,321,727.91</u>	<u>1,331,772.09</u>	<u>49.8</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	426,141.00	36,641.55	144,695.64	281,445.36	34.0
MATERIAL AND SERVICES	250,100.00	9,930.63	53,670.01	196,429.99	21.5
CAPITAL OUTLAY	24,900.00	.00	2,384.49	22,515.51	9.6
	<u>701,141.00</u>	<u>46,572.18</u>	<u>200,750.14</u>	<u>500,390.86</u>	<u>28.6</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	436,275.00	29,375.20	131,988.81	304,288.19	30.3
MATERIAL AND SERVICES	466,600.00	28,923.06	138,516.38	330,083.62	29.3
CAPITAL OUTLAY	302,400.00	26,888.22	46,878.58	255,521.42	15.5
TRANSFERS OUT	1,075,705.00	.00	.00	1,075,705.00	.0
CONTINGENCIES AND RESERVES	239,379.00	.00	.00	239,379.00	.0
	<u>2,520,359.00</u>	<u>85,186.48</u>	<u>315,381.77</u>	<u>2,204,977.23</u>	<u>12.5</u>
	<u>3,221,500.00</u>	<u>131,758.66</u>	<u>516,131.91</u>	<u>2,705,368.09</u>	<u>16.0</u>
	<u>(568,000.00)</u>	<u>90,496.20</u>	<u>805,596.00</u>	<u>(1,373,596.00)</u>	<u>141.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 4 MONTHS ENDING OCTOBER 31, 2012

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	509,838.00	.00	6,149.59	503,688.41	1.2
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	1,000,500.00	.00	329.05	1,000,170.95	.0
	<u>1,510,338.00</u>	<u>.00</u>	<u>6,478.64</u>	<u>1,503,859.36</u>	<u>.4</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	825.00	1,150.19	68,849.81	1.6
CAPITAL OUTLAY	1,372,397.00	.00	.00	1,372,397.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	417,941.00	.00	.00	417,941.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>1,880,338.00</u>	<u>825.00</u>	<u>1,150.19</u>	<u>1,859,187.81</u>	<u>.1</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>1,880,338.00</u>	<u>825.00</u>	<u>1,150.19</u>	<u>1,859,187.81</u>	<u>.1</u>
	<u>(350,000.00)</u>	<u>(825.00)</u>	<u>5,328.45</u>	<u>(355,328.45)</u>	<u>1.5</u>

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/12	11/13/2012	69312	1	Warren, Bruce	10002005	105.85- V
11/12	11/01/2012	69441	682	Al's Radio Shack	10002005	36.97
11/12	11/01/2012	69442	817	Auto Additons, Inc	10002005	73.95
11/12	11/01/2012	69443	313	Brookings Vol Firefighters	10002005	2,250.00
11/12	11/01/2012	69444	588	Cardinal Services Inc	10002005	1,327.04
11/12	11/01/2012	69445	528	Caselle, Inc	10002005	2,287.99
11/12	11/01/2012	69446	1840	Chetco Federal Credit Union	10002005	3,053.00
11/12	11/01/2012	69447	3834	Clean Sweep Janitorial Service	10002005	700.00
11/12	11/01/2012	69448	182	Coos-Curry Electric	10002005	23,535.38
11/12	11/01/2012	69449	317	DCBS - Fiscal Services	10002005	931.97
11/12	11/01/2012	69450	1	Jose Flores	10002005	77.01
11/12	11/01/2012	69451	1	Gregory Gonzalez	10002005	115.84
11/12	11/01/2012	69452	1	Premier Property Management	10002005	2.45
11/12	11/01/2012	69453	1	Julia Vasquez	10002005	12.66
11/12	11/01/2012	69454	1	Warren, Bruce	10002005	105.85
11/12	11/01/2012	69455	1	Jlm Watson	10002005	47.68
11/12	11/01/2012	69456	4846	Frontier	10002005	72.81
11/12	11/01/2012	69457	139	Harbor Logging Supply	10002005	163.75
11/12	11/01/2012	69458	199	Harper, Richard	10002005	300.00
11/12	11/01/2012	69459	4171	In-Motion Graphics	10002005	60.00
11/12	11/01/2012	69460	4980	iSecure	10002005	78.00
11/12	11/01/2012	69461	202	League of Oregon Cities	10002005	20.00
11/12	11/01/2012	69462	328	Les Schwab Tire Center	10002005	1,020.26
11/12	11/01/2012	69463	423	Lynn Peavey Company	10002005	198.50
11/12	11/01/2012	69464	4498	Mauldin Electric	10002005	550.00
11/12	11/01/2012	69465	2940	McLennan Builders Inc	10002005	1,018.00
11/12	11/01/2012	69466	4269	Milliman, Gary	10002005	67.50
11/12	11/01/2012	69467	4443	Napa Auto Parts	10002005	29.97
11/12	11/01/2012	69468	5038	OEC South Coast	10002005	59.00
11/12	11/01/2012	69469	3561	Oil Can Henry's	10002005	151.15
11/12	11/01/2012	69470	3814	Optics Planet	10002005	230.58
11/12	11/01/2012	69471	252	Paramount Pest Control	10002005	45.00
11/12	11/01/2012	69472	322	Postmaster	10002005	820.00
11/12	11/01/2012	69473	3751	Proficient Automotive	10002005	65.00
11/12	11/01/2012	69474	207	Quill Corporation	10002005	272.94
11/12	11/01/2012	69475	5039	Sandpiper Plumbing	10002005	75.00
11/12	11/01/2012	69476	5040	South Coast Lumber Co	10002005	675.00
11/12	11/01/2012	69477	316	South Coast Storage & Industry	10002005	150.00
11/12	11/01/2012	69478	5037	The Howell Group, LLC	10002005	1,300.00
11/12	11/01/2012	69479	2863	Verizon Wireless	10002005	329.19
11/12	11/01/2012	69480	861	Village Express Mail Center	10002005	8.65
11/12	11/01/2012	69481	2178	Watershed, Inc	10002005	555.56
11/12	11/01/2012	69482	4068	Wireless Connections LLC	10002005	165.00
11/12	11/01/2012	69483	5011	Xylem Water Solutions USA, INC	10002005	13,250.43
11/12	11/01/2012	69484	4131	Zumar Industries Inc	10002005	67.00
11/12	11/08/2012	69485	2505	Aramark	10002005	515.23
11/12	11/08/2012	69486	3236	AT&T Mobile	10002005	26.72
11/12	11/08/2012	69487	1190	Mike Batty	10002005	26.36
11/12	11/08/2012	69488	4939	BI- Mart Corporation	10002005	300.64
11/12	11/08/2012	69489	1169	Brookings Electronic Svs Inc	10002005	30,000.00
11/12	11/08/2012	69490	416	Brookings Lock & Safe Co	10002005	1,031.60
11/12	11/08/2012	69491	5041	Samantha Burrill	10002005	200.00
11/12	11/08/2012	69492	528	Caselle, Inc	10002005	2,250.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
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11/12	11/08/2012	69494	1745	Coastal Paper & Supply, Inc	10002005	326.07
11/12	11/08/2012	69495	173	Curry Equipment Company	10002005	94.25
11/12	11/08/2012	69496	5042	Curry General Hospital	10002005	25.00
11/12	11/08/2012	69497	166	Den's Auto & Marine Electric	10002005	403.82
11/12	11/08/2012	69498	259	Da-Tone Rock Products	10002005	1,479.96
11/12	11/08/2012	69499	185	Del Cur Supply	10002005	330.54
11/12	11/08/2012	69500	1	Ray Batten	10002005	107.14
11/12	11/08/2012	69501	1	Anita & Lucas, Nation	10002005	21.89
11/12	11/08/2012	69502	1	Vanessa Savedra	10002005	110.80
11/12	11/08/2012	69503	1	Eric Weiss	10002005	75.35
11/12	11/08/2012	69504	3342	Fastenal	10002005	641.28
11/12	11/08/2012	69505	4646	Frontier	10002005	648.06
11/12	11/08/2012	69506	198	Grants Pass Water Lab	10002005	384.00
11/12	11/08/2012	69507	1130	H.D. Fowler	10002005	1,400.90
11/12	11/08/2012	69508	139	Harbor Logging Supply	10002005	104.43
11/12	11/08/2012	69509	5043	JB's Painting & Drywall, LLC	10002005	2,800.00
11/12	11/08/2012	69510	162	Kerr Hardware	10002005	1,834.32
11/12	11/08/2012	69511	328	Les Schwab Tire Center	10002005	1,812.70
11/12	11/08/2012	69512	4498	Mauldin Electric	10002005	1,119.00
11/12	11/08/2012	69513	2940	McLennan Builders Inc	10002005	262.50
11/12	11/08/2012	69514	5045	MPH Industries, INC	10002005	4,886.00
11/12	11/08/2012	69515	424	Munnell & Sherrill	10002005	61.62
11/12	11/08/2012	69516	4893	National Diamond Enterprises, LLC	10002005	398.00
11/12	11/08/2012	69517	433	NCL of Wisconsin	10002005	143.48
11/12	11/08/2012	69518	685	Neilson Research Corporation	10002005	202.50
11/12	11/08/2012	69519	4487	Net Assets Corporation	10002005	270.00
11/12	11/08/2012	69520	4793	Nor-Pac Power Systems LLC	10002005	1,210.00
11/12	11/08/2012	69521	4748	Northstar Chemical, Inc	10002005	4,462.00
11/12	11/08/2012	69522	5008	Online Information Services	10002005	136.15
11/12	11/16/2012	69523	252	Paramount Pest Control	10002005	.00 V
11/12	11/08/2012	69524	5044	Price, Clare	10002005	7,184.34
11/12	11/08/2012	69525	3751	Proficient Automotive	10002005	120.00
11/12	11/08/2012	69526	5028	Provantage	10002005	177.44
11/12	11/08/2012	69527	4852	Loree Pryce	10002005	94.35
11/12	11/08/2012	69528	207	Quill Corporation	10002005	296.76
11/12	11/08/2012	69529	4363	Robert N. Black, Attorney	10002005	1,296.75
11/12	11/08/2012	69530	3309	Roberts & Associates	10002005	4,995.00
11/12	11/08/2012	69531	380	Stadelman Electric Inc	10002005	1,529.36
11/12	11/08/2012	69532	486	Dept of Forestry	10002005	593.56
11/12	11/08/2012	69533	980	UPS	10002005	28.74
11/12	11/08/2012	69534	432	USA Bluebook	10002005	521.61
11/12	11/08/2012	69535	2863	Verizon Wireless	10002005	80.02
11/12	11/08/2012	69536	2122	Cardmember Service	10002005	7,845.40
11/12	11/08/2012	69537	169	Waste Connections Inc	10002005	1,529.93
11/12	11/15/2012	69538	5046	911 Supply LLC	10002005	440.94
11/12	11/15/2012	69539	682	Al's Radio Shack	10002005	75.94
11/12	11/15/2012	69540	3996	Beery Elsner & Hammond LLP	10002005	247.50
11/12	11/15/2012	69541	2407	Blue Star Gas	10002005	516.00
11/12	11/15/2012	69542	5048	Brookings Harbor Medical Center	10002005	239.00
11/12	11/15/2012	69543	715	Budge McHugh Supply	10002005	59.20
11/12	11/15/2012	69544	4193	C & K Markets, Inc	10002005	123.93
11/12	11/15/2012	69545	588	Cardinal Services Inc	10002005	1,327.04
11/12	11/15/2012	69546	4545	Coast to Coast Solutions	10002005	418.18
11/12	11/15/2012	69547	183	Colvin Oil Company	10002005	6,165.99
11/12	11/15/2012	69548	151	Curry Coastal Pilot	10002005	501.44

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/12	11/15/2012	69549	284	Day Management Corp	10002005	886.50
11/12	11/15/2012	69550	1	Caitlin Cunningham	10002005	84.00
11/12	11/15/2012	69551	1	Nanci Maceachem	10002005	26.56
11/12	11/15/2012	69552	1	Barbara & Tami Parker	10002005	90.36
11/12	11/15/2012	69553	371	DEQ Business Office	10002005	200.00
11/12	11/15/2012	69554	5049	Digital Safety Technologies, INC	10002005	135.00
11/12	11/15/2012	69555	2640	Dyer Partnership Inc., The	10002005	15,574.40
11/12	11/15/2012	69556	2188	Ferguson	10002005	190.56
11/12	11/15/2012	69557	4646	Frontier	10002005	909.78
11/12	11/15/2012	69558	4171	In-Motion Graphics	10002005	183.25
11/12	11/15/2012	69559	328	Les Schwab Tire Center	10002005	155.76
11/12	11/15/2012	69560	2940	McLennan Builders Inc	10002005	5,082.00
11/12	11/15/2012	69561	4981	McLennan Excavation, Inc	10002005	15,615.95
11/12	11/15/2012	69562	4573	Methodworks	10002005	2,783.00
11/12	11/15/2012	69563	283	Mufflers & More	10002005	470.16
11/12	11/15/2012	69564	3159	Northcoast Health Screening	10002005	415.00
11/12	11/15/2012	69565	1573	Northwest Business Systems	10002005	64.05
11/12	11/15/2012	69566	5038	OEC South Coast	10002005	354.00
11/12	11/15/2012	69567	3814	Optics Planet	10002005	69.00
11/12	11/15/2012	69568	4332	Oregon Assoc Chiefs of Police	10002005	51.00
11/12	11/15/2012	69569	311	Paramount Supply Company	10002005	337.06
11/12	11/15/2012	69570	322	Postmaster	10002005	25.00
11/12	11/15/2012	69571	207	Quill Corporation	10002005	22.85
11/12	11/15/2012	69572	5051	Southwestern Oregon Community Colleg	10002005	280.00
11/12	11/15/2012	69573	5050	Stanard & Associates, INC	10002005	245.00
11/12	11/15/2012	69574	3819	Stancil Solutions	10002005	930.00
11/12	11/15/2012	69575	797	Town & Country Animal Clinic	10002005	108.55
11/12	11/15/2012	69576	4820	United States Geological Survey	10002005	8,850.00
11/12	11/15/2012	69577	4370	Verizon Business	10002005	235.75
11/12	11/15/2012	69578	861	Village Express Mail Center	10002005	27.13
11/12	11/15/2012	69579	169	Waste Connections Inc	10002005	3,436.05
11/12	11/20/2012	69580	5023	Ace Industrial Supply, INC	10002005	245.80
11/12	11/20/2012	69581	882	Advanced Security Systems	10002005	70.00
11/12	11/20/2012	69582	5052	Advantage Precast INC	10002005	925.00
11/12	11/20/2012	69583	682	Al's Radio Shack	10002005	29.99
11/12	11/20/2012	69584	254	American Water Works Assn	10002005	339.00
11/12	11/20/2012	69585	3996	Beery Elsner & Hammond LLP	10002005	411.86
11/12	11/20/2012	69586	4827	Boldt, Carlisle & Smith LLC	10002005	8,380.00
11/12	11/20/2012	69587	715	Budge McHugh Supply	10002005	174.70
11/12	11/20/2012	69588	3015	Charter Communications	10002005	1,074.90
11/12	11/20/2012	69589	5055	City of Hillsboro	10002005	250.00
11/12	11/20/2012	69590	4882	Coastal Heating & Air	10002005	529.50
11/12	11/20/2012	69591	575	Dell Marketing L.P.	10002005	762.02
11/12	11/20/2012	69592	1	James Haggerty	10002005	17.80
11/12	11/20/2012	69593	1	Bert & Mary Nolan	10002005	258.18
11/12	11/20/2012	69594	371	Department of Environmental Quality	10002005	826.00
11/12	11/20/2012	69595	5053	Brittany Dighton	10002005	200.00
11/12	11/20/2012	69596	2640	Dyer Partnership Inc., The	10002005	550.00
11/12	11/20/2012	69597	261	Engineered Control Products	10002005	652.40
11/12	11/20/2012	69598	2067	Enviro-Clean Equipment	10002005	2,892.75
11/12	11/20/2012	69599	3342	Fastenal	10002005	1,898.47
11/12	11/20/2012	69600	2186	Ferguson	10002005	232.94
11/12	11/20/2012	69601	153	Ferrellgas	10002005	445.05
11/12	11/20/2012	69602	4646	Frontier	10002005	176.00
11/12	11/20/2012	69603	4989	Gaylord Klinefelter Contracting	10002005	750.00
11/12	11/20/2012	69604	269	Grainger	10002005	223.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/12	11/20/2012	69605	139	Harbor Logging Supply	10002005	674.58
11/12	11/20/2012	69606	5024	Lincoln Commercial Pool Equipm, Inc	10002005	118.87
11/12	11/20/2012	69607	2940	McLennan Builders Inc	10002005	11,436.16
11/12	11/20/2012	69608	4981	McLennan Excavation, Inc	10002005	39,760.23
11/12	11/20/2012	69609	283	Mufflers & More	10002005	250.00
11/12	11/20/2012	69610	2	Spencer Brons	10002005	15.00
11/12	11/20/2012	69611	4443	Napa Auto Parts	10002005	137.23
11/12	11/20/2012	69612	1573	Northwest Business Systems	10002005	218.05
11/12	11/20/2012	69613	1561	Pacific Coast Hearing Center	10002005	30.00
11/12	11/20/2012	69614	207	Quill Corporation	10002005	330.72
11/12	11/20/2012	69615	142	Tidewater Contractors Inc	10002005	77,844.89
11/12	11/20/2012	69616	1253	Western Burner Co Inc	10002005	730.00
11/12	11/20/2012	69617	5054	Willamette Graystone	10002005	937.72
11/12	11/20/2012	69618	917	Wm. H. Reilly & Co	10002005	631.17
11/12	11/29/2012	69619	682	Al's Radio Shack	10002005	111.94
11/12	11/29/2012	69620	528	Caselle, Inc	10002005	1,538.86
11/12	11/29/2012	69621	4928	CIS Benefits	10002005	16,835.57
11/12	11/29/2012	69622	183	Colvin Oil Company	10002005	2,943.54
11/12	11/29/2012	69623	182	Coos-Curry Electric	10002005	23,158.45
11/12	11/29/2012	69624	1	William Johnson	10002005	249.77
11/12	11/29/2012	69625	3342	Fastenal	10002005	488.40
11/12	11/29/2012	69626	2186	Ferguson	10002005	5,361.18
11/12	11/29/2012	69627	4646	Frontier	10002005	34.68
11/12	11/29/2012	69628	5056	Golden, Jessica	10002005	255.00
11/12	11/29/2012	69629	4980	iSecure	10002005	78.00
11/12	11/29/2012	69630	5043	JB's Painting & Drywall, LLC	10002005	6,682.00
11/12	11/29/2012	69631	867	Local Gov't Personnel Inst	10002005	48.00
11/12	11/29/2012	69632	3561	Oil Can Henry's	10002005	94.47
11/12	11/29/2012	69633	4324	OMFOA	10002005	100.00
11/12	11/29/2012	69634	207	Quill Corporation	10002005	76.55
11/12	11/29/2012	69635	3	Hanscam, Margo	10002005	46.48
11/12	11/29/2012	69636	3	Henry Nichols	10002005	60.05
11/12	11/29/2012	69637	3	Tamara Redd	10002005	91.98
11/12	11/29/2012	69638	3	Edna Wilsdon	10002005	42.30
11/12	11/29/2012	69639	5057	RLS Construction Supply	10002005	299.89
11/12	11/29/2012	69640	3093	Shelton Turnbull Printers Inc	10002005	226.19
11/12	11/29/2012	69641	5058	Shilo Inn Newport Hotel	10002005	420.00
11/12	11/29/2012	69642	570	State of Oregon	10002005	40.00
11/12	11/29/2012	69643	4831	West Coast Monument & Sign LLC	10002005	105.00
11/12	11/29/2012	69644	4694	Travis Wright	10002005	148.00
Grand Totals:						<u>455,731.85</u>

Advance Packet for December 10, 2012

City Council Meeting

Released 12-3-12

Included in this packet is document to support the following Agenda items:

Public Hearings/Ordinances/Resolutions/Final Orders

- a. Public hearing for vacation of two Twohy Tract park lots. [pg. 2]
 - Att. a. Planning Commission Meeting Staff Report [pg. 3]
- b. Approval of final order and adoption of ordinance vacating two Twohy Tract park lots. [pg. 10]
 - Att.a. Ordinance 12-O-702 [pg. 11]
 - Att.b. Final Order [pg. 15]

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, or at City Hall. 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 advance notification. Please contact 541-469-1102 if you have any questions regarding this notice.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 10, 2012

Originating Dept: Planning Division
PWDS

Donna Colby-Hanks
Signature (submitted by)
City Manager Approval

Subject: Public hearing for vacation of two Twohy Tract park lots.

Recommended Motion: A motion to approve the vacation of two Twohy Tract park lots.

Financial Impact: None.

Background/Discussion: City Council voted to initiate vacation proceedings under ORS 271.130 and Brookings Municipal Code Chapter 17.148 for two Twohy Tract park lots at the August 27, 2012 meeting. The park lots are not utilized due to their minimal size and challenging location. Parks that receive more visitors would benefit from additional maintenance by Park Staff. The vacated park lots would revert to the adjacent property owners who would be responsible for maintenance.

The property owner at 575 Memory Lane expressed some concerns regarding storm drainage on the northern park lot. Public Works has advised that drainage improvements have been installed and this property owner is satisfied.

The attached Planning Commission Staff Report reviews the details of the park lot vacations and analyses the relevant criteria. Additional notice and posting of this action on the park lots has been conducted in compliance with ORS 271.110. The Planning Commission recommended approval to the City Council at their October 2, 2012 meeting.

Policy Considerations: N/A

Attachment(s): Planning Commission Staff Report

CITY OF BROOKINGS PLANNING COMMISSION
STAFF AGENDA REPORT

SUBJECT: Vacation
FILE NO: VAC- 2 - 12
HEARING DATE: October 2, 2012

REPORT DATE: September 20, 2012
ITEM NO: 7.1

GENERAL INFORMATION

APPLICANT: City initiated.

REQUEST: Vacation of two Twohy Tract "park" lots.

TOTAL LAND AREA: Both park lots combined are approximately 5,100 sq. ft.

LOCATION: The northern park lot, approximately 3,500 square feet, is located north and adjacent to 575 Memory Lane at the intersection of Memory Lane and Tanbark Road. The southern park lot, approximately 1,600 square feet, is located east and adjacent to 208 Tanbark Road approximately 220 feet southeast of the Memory Lane and Tanbark Road intersection.

ASSESSOR'S MAP NUMBER: Northern lot is adjacent to Map 41-13-05CC; Tax lot 3300 and the southern lot is adjacent to Map 41-13-05CC; Tax lot 3399.

ZONING / COMPREHENSIVE PLAN INFORMATION

EXISTING: Two-Family Residential (R-2).

PROPOSED: Same.

SURROUNDING: Twohy park lots are surrounded by R-2 zoned parcels.

LAND USE INFORMATION

EXISTING: The subject park lots are grassy with some large fir trees.

PROPOSED: The park lots to be vacated would revert to the adjacent property.

SURROUNDING: Parcels surrounding the park lots are developed with single family dwellings, several duplexes to the northeast and several undeveloped parcels to the north fronting on Velopa Court.

PUBLIC NOTICE: Mailed to all property owners within 250 feet of subject property and published in local newspaper.

APPLICABLE CRITERIA: Land Development Code – Ordinance # 06-0-572
Brookings Municipal Code (BMC)
17.148 Vacations

Oregon Revised Statutes – 271, Vacation

BACKGROUND INFORMATION

The subject "park" lots were created with the Twohy Tract in 1953. The Twohy Tract created 25 residential lots, Cushing Court and Linda Lane, and several utility strips in addition to the two park lots. The streets, parks, and utility strips were dedicated to the public. The park lots are adjacent to Memory Lane and Tanbark Road which are improved with two paved travel lanes within 50 foot rights-of-way. There are no improvements, curbs, gutter or sidewalk on either street adjacent to the park lots.

PROPOSED VACATION

The proposed vacation is City initiated. Currently, City Parks Staff maintains these lots with mowing once to twice a month depending on the growing season. With the vacation, the park lots would revert back to the adjacent property owners. Maintenance responsibility would fall to that property owner.

ANALYSIS

Chapter 17.148.030, Vacation Criteria, BMC provides that a request to vacate will be considered by the Planning Commission and a recommendation given to the City Council for action based on the following criteria:

17.148.030(A), BMC, requires the proposal to be in compliance with the Comprehensive Plan, circulation elements or other applicable section of the document.

Response: Goal 8 of the Comprehensive Plan addresses recreational needs. One policy of the City is to encourage better utilization of existing recreational facilities. Due to the size and location, these park lots are not utilized. The largest lot is at the intersection of Memory Lane and Tanbark Road. These two streets intersect at much less than 90 degrees making any improvements of the park a potential sight vision issue for drivers. Parking on the shoulder of either street creates a safety concern. The time City Parks Staff spends on maintenance would be of a greater benefit at other parks that have more visitors.

Public Works has provided a statement (**Attachment A**) that five (5) foot public utility easements for any future sidewalks, crosswalks, or street improvements would be beneficial adjacent to Memory Lane and Tanbark Road on the northern park lot. No easements are needed for the southern park lot. Figure 2 identifies the public utility easements along both Memory Lane and Tanbark Road that will be retained to allow for any needed installation, maintenance, or repair of utilities. Coos-Curry Electric has provided documentation (**Attachment B**) that this vacation will not impact their facilities. Staff contacted the Utilities Notification Center to verify that no other utilities will be affected. A site visit was conducted and no facilities were identified within the park lots. No additional comments were received. The vacation is in compliance with the Comprehensive Plan.

17.148.030(B), BMC, if initiated by petition pursuant to ORS 271.080, the council shall make the determinations pursuant to ORS 271.120 based upon evidence provided by the petitioner(s) in the written findings. ORS 271.120 requires that:

Response: This criteria is not applicable.

17.148.030(C), BMC, if initiated upon a recommendation of the Planning Commission and/or by the City Council on its own motion pursuant to ORS 271.130, a determination shall be made that the vacation will not substantially affect the market value of all such abutting property to the area proposed to be vacated, unless the city council proposes to provide for paying such damages.

Response: Brookings City Council voted unanimously, after review and discussion, to authorize staff to initiate vacation proceedings on the two Twohy Tract park lots at their August 27, 2012 meeting. The vacation would result in the two abutting residential lots, which are currently developed with single family dwellings, increasing in area. There may be a minimal increase in the property value of these two lots. However, no additional single family homes can be sited. No other lots abut or have a common boundary with the park lots. The vacation will not substantially affect the market value of abutting properties.

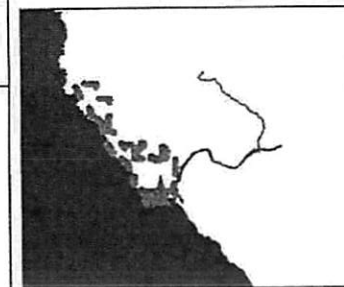
FINDINGS AND CONCLUSIONS

1. City Council voted to initiate vacation proceedings of the two Twohy Tract park lots at their August 27, 2012 meeting.
2. The two Park lots created with Twohy Tract in 1953 are not utilized due to their minimal size and challenging location.
3. Park Staff maintains the underutilized park lots by mowing once or twice a month. Parks that experience more visitors would benefit from the additional staff time for maintenance.
4. The vacation will not result in the siting of additional single family homes. Therefore, there will not be a substantial affect on the property values of abutting lots.
5. Five (5) foot public utility easements will be retained adjacent to Memory Lane and Tanbark Road on the northern park lot. This will allow for future installation, maintenance, or repair of utilities. No easement is needed adjacent to Memory Lane on the southern park lot.
6. Notice has been provided as required by the BMC and by State law.
7. No person has expressed concern about this request.

RECOMMENDATION

Staff supports a Planning Commission recommendation of APPROVAL of VAC-2-12, based on the findings and conclusions stated in the staff report, to the City Council.

VAC-2-12 Figure 1



Legend

- OWNER
- RIVERS
- ROADS
- PARCELS
- URBAN GROWTH BOUNDARY
- OCEAN



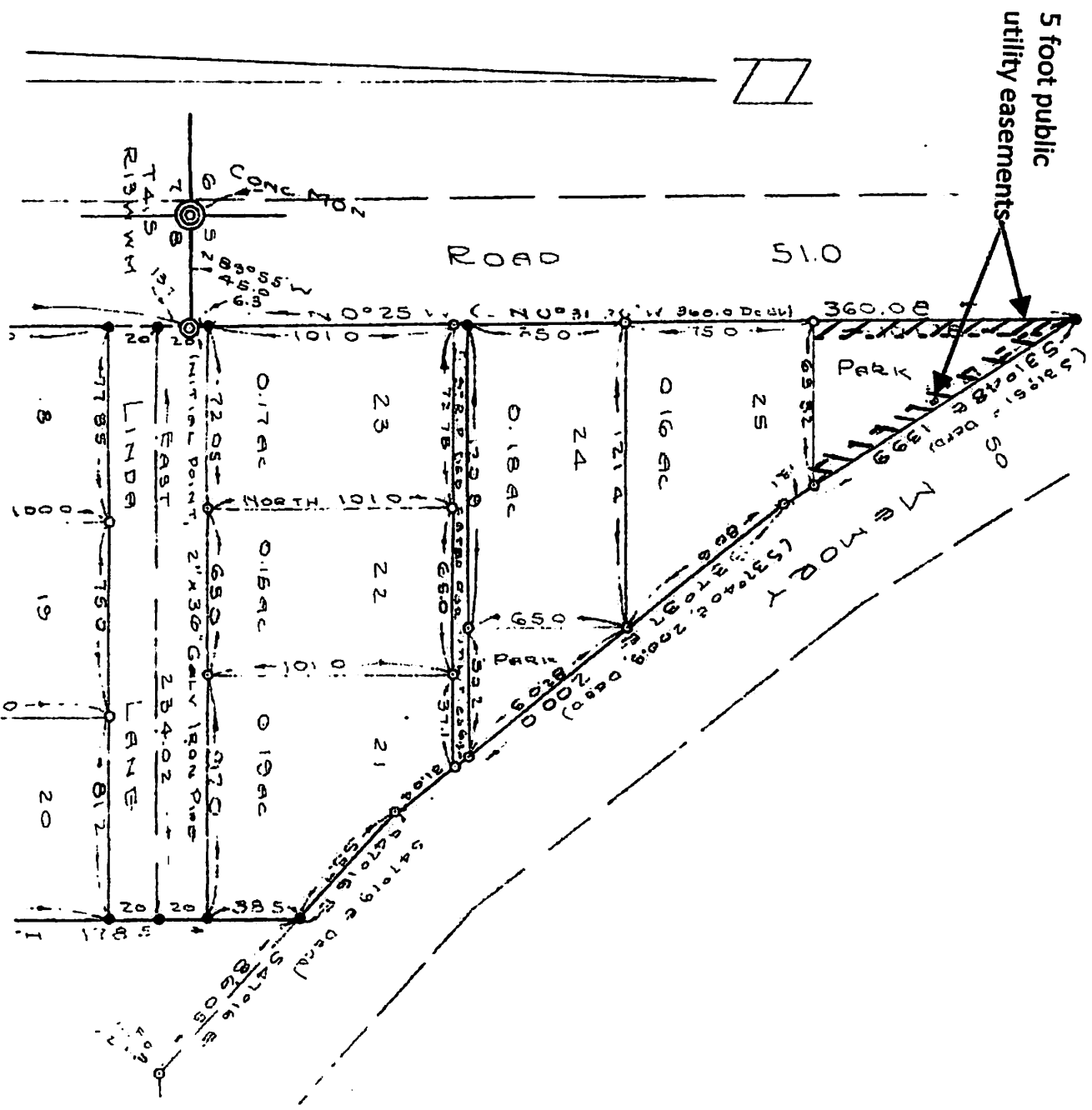
Scale: 1:2,223

0 210 420 630 ft.

Map center: 42° 2' 54.2" N, 124° 16' 49.8" W

This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.

Figure 2



Donna Colby-Hanks

Attachment A

From: Richard Christensen
Sent: Friday, September 07, 2012 2:19 PM
To: Donna Colby-Hanks
Cc: Loree Pryce; Tim Rettke
Subject: RE: memory lane

Hi Donna,

Staff was able to find the corner pins at the S/E property on Memory and PW is OK to vacate this parcel. On the property located on the S/E corner of Tanbark and Memory we weren't able to locate any corner pins. PW would like to place a 5' PUE on both sides of this property before we vacate it. This PUE would allow for future sidewalks, crosswalks and a radius for making right turns from Tanbark onto Memory. PW thinks that the existing city infrastructure is located in the right of way but without finding corner pins we couldn't be absolutely sure and this 5' PUE would definitely take care of any concerns.

Thank you,

Richard Christensen
City of Brookings
Public Works Supervisor/Inspector
541-469-1171

CONFIDENTIALITY STATEMENT

This e-mail/fax message including any attachments is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail/fax and destroy all copies of the original message.

UTILITY CONFIRMATION FORM

This form must be signed by Coos-Curry Electric, the electric utility provider, and then submitted with your application. Bring a copy of your plot plan or plat when discussing your proposal with the utility provider.

I. Application Information – This section to be filled out by applicant

Applicant Name: City of Brookings Date: _____

Assessor Map #: 41-13-05CC Tax Lot: _____

Site Address: Memory Lane

Proposal: _____ Subdivision/ Partition _____ Variance
_____ Conditional Use Permit X Other Vacation
OF Twohy Tract
Park lots

II. Utility Provider Confirmation:

Utility Provider: Coos-Curry Electric

I have reviewed the above referenced proposal and can confirm that there are no facilities that will be impacted by the vacation of Twohy Tract "Park" lots.

Signature: Ron Manly Title: Staking Engineer
Date: 9-5-12

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: December 10, 2012

Originating Dept: Planning Division
PWDS

Donna Colby-Hanks
Signature (submitted by)
[Signature]
City Manager Approval

Subject: Final Order for Vacation of two Twohy Tract park lots and Adopting Ordinance.

#1 Recommended Motion: A motion to approve the Final Order for the vacation of two Twohy Tract park lots.

#2 Recommended Motion: A motion to adopt Ordinance 12-O-702.

Financial Impact: None.

Background/Discussion: The decision regarding the vacation of the two Twohy Tract park lots was approved by the City Council at their December 10, 2012 meeting.

Policy Considerations: N/A

Attachment(s):
A. Final Order for Vacation of two Twohy Tract park lots.
B. Adopting Ordinance 12-O-702.

After recording return to:
City of Brookings
898 Elk Drive
Brookings, OR 97415

Mail Tax Statements for Exhibit A to:
Sandra J Schoppert
575 Memory Lane
Brookings, OR 97415

Mail Tax Statements for Exhibit B to:
Ann E Volz
208 Tanbark Road
Brookings, OR 97415

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

ORDINANCE 12-O-702

IN THE MATTER OF ORDINANCE 12-O-702, AN ORDINANCE VACATING TWOHY TRACT PARK LOTS.

Sections:

- Section 1. Findings and Determination.
- Section 2. Vacation.
- Section 3. Certification of Ordinance

The City of Brookings ordains as follows:

Section 1. Findings and Determination. The Council of the City of Brookings considered vacation of the following described parcels of land:

Twohy Tract park lots, as described in Exhibit A and Exhibit B.

The Recorder of the City of Brookings gave due notice of the public hearing to be held before the Council at 7PM, December 10, 2012 in the Council Chambers, City Hall, City of Brookings. Prior to the hearing, any persons whomsoever having any objection or remonstrance to said park lot vacations or any part thereof, must file written objection or remonstrance with the City Recorder. It appears to the satisfaction of the Council that the proposed vacation is in the best interests of the City. The public interest will not be prejudiced by the vacation and that the vacation will not substantially affect the market value of abutting property.

Section 2. Vacation. The City of Brookings does hereby vacate the northern Twohy Park Lot described in Exhibit A while retaining 5 foot Public Utility Easements described and depicted in attached Exhibit A. The City of Brookings does hereby vacate the southern Twohy Park Lot described in attached Exhibit B.

Section 3. Certification of Ordinance. The City Recorder is hereby instructed to forthwith record and file certified copies of this Ordinance with the County Clerk, County Assessor and County Surveyor of Curry County, Oregon.

First Reading: _____ Passage: _____
Second Reading: _____ Effective Date: _____

Signed by me in authentication of its passage on _____, 2012.

Mayor Ron Hedenskog

STATE OF OREGON
County of Curry

Signed or attested before me on the _____ day of December, 2012, by Ron Hedenskog, Mayor of the City of Brookings.

Notary Public for Oregon

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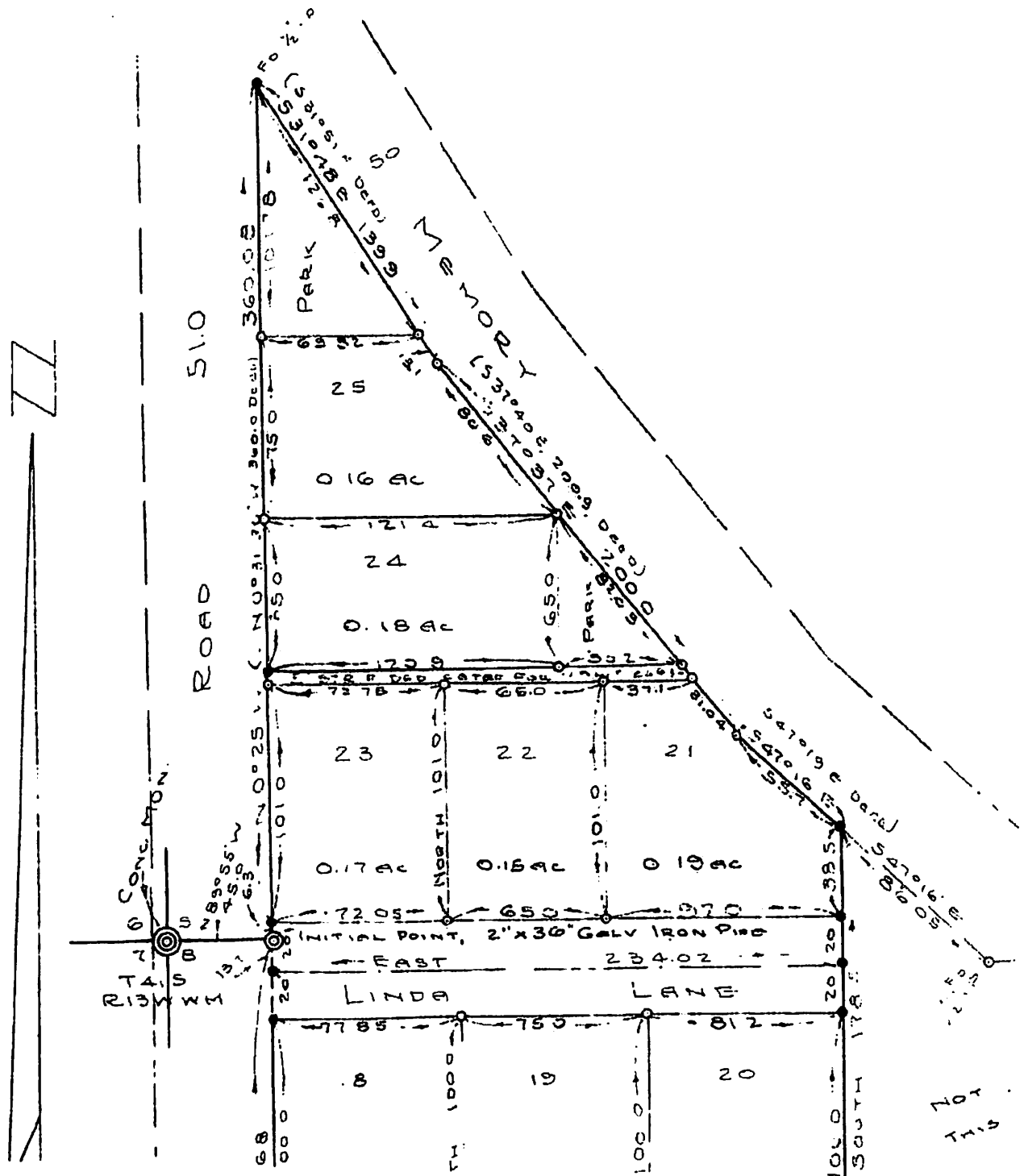
1

3



Exhibit B

The "Park" Lot of the TWOHY TRACT, City of Brookings Curry County, Oregon, being East of Lot 24 of said TWOHY TRACT as depicted on map below.



**BEFORE THE COMMON COUNCIL
CITY OF BROOKINGS, COUNTY OF CURRY
STATE OF OREGON**

In the matter of VAC-2-12, application for approval of the Vacation of two Twohy Tract park lots, City initiated.) Final ORDER) And Findings of) Fact
--	---

ORDER APPROVING an application for Vacation of two Twohy Tract park lots, located adjacent to 575 Memory Lane, Assessor's Map 41-13-05CC taxlot 3300 and 208 Tanbark Road, Assessor's Map 41-13-05CC taxlot 3399.

WHEREAS:

1. The Planning Commission duly accepted the application filed in accordance with the Brookings Municipal Code (BMC) pursuant to Chapter 17.148, Vacations and ORS 271, Vacations;
2. Such application is required to show evidence that all of the following criteria have been met:
 - A. Compliance with the comprehensive Plan, circulation element or other applicable section of the document.
 - B. If initiated by petition pursuant to ORS 271.080, the council shall make the determinations pursuant to ORS 271.120 based upon evidence provided by the petitioner(s) in written findings.
 - C. If initiated upon a recommendation of the planning commission and/or by the city council on its own motion pursuant to ORS 271.130, a determination shall be made that the vacation will not substantially affect the market value of all such abutting property to the area proposed to be vacated, unless the city council proposes to provide for paying such damages.
3. Notice of the vacation hearing was provided in compliance with the BMC and ORS 271.110; and
4. The Brookings Planning Commission duly considered the above described application at a public hearing on October 2, 2012; and
5. At the public hearing on said Vacation application, recommendations were received from and presented by the Planning Manager in the form of a written Staff Report, dated September 20, 2012, and oral presentation of same; and
6. At the conclusion of said public hearing, after consideration and discussion of testimony and evidence presented, the Planning Commission, upon a motion duly seconded, accepted the Staff Report and recommended that the City Council approve the Vacation; and
7. The Brookings City Council duly considered the above described application in a public hearing held on December 10, 2012; and
8. At the conclusion of said public hearing, after consideration and discussion of testimony and evidence, the City Council, upon a motion duly seconded, accepted the Planning Commission's recommendation.

THEREFORE, LET IT BE HEREBY ORDERED that the application for the vacation of two Twohy Tract park lots is **APPROVED**. This approval is supported by the following findings and conclusions:

17.148.030(A), BMC, requires the proposal to be in compliance with the Comprehensive Plan, circulation elements or other applicable section of the document.

Response: Goal 8 of the Comprehensive Plan addresses recreational needs. One policy of the City is

to encourage better utilization of existing recreational facilities. Due to the size and location, these park lots are not utilized. The largest lot is at the intersection of Memory Lane and Tanbark Road. These two streets intersect at much less than 90 degrees making any improvements of the park a potential sight vision issue for drivers. Parking on the shoulder of either street creates a safety concern. The time City Parks Staff spends on maintenance would be of a greater benefit at other parks that have more visitors.

Public Works has provided a statement that five (5) foot public utility easements would be beneficial adjacent to Memory Lane and Tanbark Road on the northern park lot. Public utility easements along both Memory Lane and Tanbark Road that will be retained to allow for any needed installation, maintenance, or repair of utilities. No easements are needed for the southern park lot. Coos-Curry Electric has provided documentation that this vacation will not impact their facilities. Staff contacted the Utilities Notification Center to verify that no other utilities will be affected. A site visit was conducted and no facilities were identified within the park lots. No additional comments were received. The vacation is in compliance with the Comprehensive Plan.

17.148.030(B), BMC, if initiated by petition pursuant to ORS 271.080, the council shall make the determinations pursuant to ORS 271.120 based upon evidence provided by the petitioner(s) in the written findings.

Response: This criteria is not applicable.

17.148.030(C), BMC, if initiated upon a recommendation of the Planning Commission and/or by the City Council on its own motion pursuant to ORS 271.130.

Response: Brookings City Council voted unanimously, after review and discussion, to authorize staff to initiate vacation proceedings on the two Twohy Tract park lots at their August 27, 2012 meeting. The vacation would result in the two abutting residential lots, which are currently developed with single family dwellings, increasing in area. There may be a minimal increase in the property value of these two lots. However, no additional single family homes can be sited. No other lots abut or have a common boundary with the park lots. The vacation will not substantially affect the market value of abutting properties.

Staff believes that with the responses as stated above and the materials referenced, the criteria have been met for the approval of the Vacation of the two Twohy Tract park lots.

LET IT FURTHER BE OF RECORD that the City Council approved the requested Vacation of Twohy Tract park lots as described in documents prepared for this matter and attached to Ordinance 12-O-702.

Dated this _____ day of December, 2012.

Mayor Ron Hedenskog

ATTEST:

Joyce Heffington, City Recorder