

## **City Council and Urban Renewal Agency Meeting - Amended**

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

**Tuesday, November 13, 2012, 7:00PM**

A meeting of the Urban Renewal Agency will immediately follow.

### **CITY COUNCIL**

#### **1. Call to Order**

#### **2. Pledge of Allegiance**

#### **3. Roll Call**

#### **4. Ceremonies/Appointments/Announcements**

- a. Proclamation - Worldwide Candle Lighting Day [pg. 3]
- b. Introduction Of New Employees: Police Officer, Zane VanZelf, Parks Supervisor and Technical Assistant Tony Baron and Wastewater Treatment Plant Operator Assistant Julian Savedra
- c. Appoint Ross Stevens To The Public Art Committee [pg. 4]
- d. Announcement Of Volunteer Of The Year
- e. Appoint representatives to the Southwest Area Commission on Transportation  
[Supplemental Packet]

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

#### **6. Staff Reports**

- a. Approve Letter of Support for Railroad Street Corridor Enhancement Project [City Manager]  
*Documents:* Agenda Report [pg. 7] Att.a. Letter [pg. 8] Att.b. Drawing [pg. 9]
- b. Authorization to Execute Memorandum of Understanding with NeighborWorks [City Manager]  
*Documents:* Agenda Report [pg. 10] Att.a. Letter [pg. 11] Att.b.MOU [pg. 13]

#### **7. Consent Calendar**

- a. Approve Council Meeting Minutes for October 22, 2012 [pg. 14]
- b. Accept Planning Commission Minutes for June 12, 2012 [pg. 17]
- c. Accept Parks And Recreation Minutes for July 26, 2012 [pg. 19]
- d. Accept October 2012 Vouchers in the Amount Of \$505,776.65 [pg. 21]

#### **8. Remarks from Mayor And Councilors**

#### **9. Adjournment**

### **URBAN RENEWAL AGENCY**

#### **1. Call To Order**

**2. Roll Call**

**3. Consent Calendar**

- a. Approve Agency Meeting Minutes for May 29, 2012 [pg. 25]

**4. Oral Requests And Communications From The Audience**

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

**5. Staff Reports**

- a. Authorization Payment of Conditional Use Permit for Proposed Tight Lines Brewery  
[Executive Director]

*Documents:* Agenda Report [pg. 26]      Att.a. Letter [pg. 27]

**6. Remarks From Agency Members**

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*For: Tuesday, November 13, 2012, City Council Meeting*

## **Supplemental Packet Information**

Dated: 11-13-12

Included in this packet is documentation to support the following *additional* Agenda item:

### **CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**

- e. Appoint representatives to the Southwest Area Commission on Transportation.

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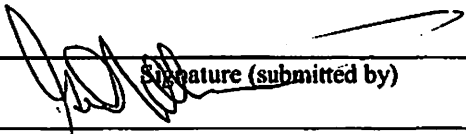
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# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: November 13, 2012

Originating Dept: City Manager

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

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**Subject:** South West Area Commission on Transportation Representative

**Recommended Motion:**

Motion to appoint City Manager Gary Milliman as the City's representative and Public Works/Development Services Director Loree Pryce as alternate representative to the South West Area Commission on Transportation.

**Financial Impact:** Travel costs associated with attending meetings in Coquille and Roseburg.

**Background/Discussion:**

The Bylaws of the South West Area Commission on Transportation (SWACT) have been amended to restructure how the 20 voting members are appointed. This restructuring has been under discussion for several months, and the City Manager has been actively engaged in this matter. The new membership configuration includes a permanent seat for the largest City in each of the three counties within the geographic jurisdiction of the SWACT. Previously, there was one City representative from Curry County selected by the SWACT. The Brookings City Manager has served previously in this capacity, but "rotated out" two years ago and was replaced with the City Administrator from Port Orford.

The SWACT plays a key role in determining the distribution of state and federal transportation funding in the three-county region...Douglas, Coos and Curry. Grant applications developed by agencies within this region are submitted to SWACT for review and prioritization.

The first meeting of the newly constituted SWACT is scheduled to occur on December 14, at which time the SWACT will be reviewing grant applications...including one submitted by the City of Brookings...to be funded under the Transportation Enhancement program. It is important that the City representative be appointed as soon as possible.

SWACT meetings are typically held on Friday mornings.

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# **CITY OF BROOKINGS**

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Signature (submitted by)  
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# City of Brookings *Proclamation*

**WHEREAS**, every year in the United States nearly 150,000 infants, children, teens and young adults die, and countless tens of thousands are born still or are miscarried; and

**WHEREAS**, we recognize that our children are our country's, our state's, and our city's most valuable resource; and

**WHEREAS**, the work of local chapters of The Compassionate Friends provides a caring environment in which bereaved parents, siblings, and grandparents can work through their grief with the help of others traveling the same road; and

**WHEREAS**, The Compassionate Friends Worldwide Candle Lighting on the second Sunday in December has become a symbolic day when these children are remembered around the globe;

**NOW, THEREFORE BE IT RESOLVED**, that I, Ron Hedenskog, Mayor of the City of Brookings, do hereby declare and proclaim the second Sunday of December, 2012, as



## *Worldwide Candle Lighting Day*

**BE IT FURTHER RESOLVED** that all residents are encouraged to observe this day by lighting a candle for one hour at 7 p.m. the second Sunday of December in support of bereaved families in the City of Brookings and participate in other appropriate activities in remembrance of all children who have died.

*In Witness Whereof*, I, Mayor Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 13th day of November, 2012.

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





## City of Brookings

898 Elk Drive, Brookings, OR 97415

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

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

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

#### PART I. Contact Information:

Name: ROSS STEVENS Date: 10-30-12

Physical Address: 1721 ARCH LANE BROOKINGS, OR 97415

Mailing Address: \_\_\_\_\_

Email Address: ROSS@CREATORSTAX.1312 Phone: 541-301-6324

#### 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 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? 2 MONTHS (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? AD REP CURRY COASTAL PILOT

#### 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:

PUBLISHED AUTHOR BOTH FICTION AND NON-FICTION

HAVE WRITTEN A TRAVEL COLUMN AND HUMOR COLUMN  
FOR MAGAZINES AND NEWSPAPERS

CREATIVE AWARD WONNER IN RADIO, NEWSPAPER, TV,  
AND DIRECT MAIL

TAUGHT WRITING FOR THE MASS MEDIA AT SALT LAKE  
COMMUNITY COLLEGE

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:

CREATIVE DIRECTOR: CREATORS INC. ADVERTISING

SENIOR VP MARKETING SMITH'S HOME FURNISHINGS

PRESIDENT: STEVENS-MCKISSICK ADVERTISING AND DESIGN

BACHELOR OF ARTS DEGREE BYU

CHAIRMAN OF THE BOARD: HIGH FIVE FOUNDATION

WINNER: CIVIL HELP USA NATIONAL AWARD

HAVE PRESENTED A NUMBER OF SEMINARS ON USING  
CREATIVE STRATEGIES TO IMPROVE BUSINESS

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

CREATIVITY NEEDS TO BE RECOGNIZED, ENCOURAGED AND  
PROMOTED. I WOULD HOPE TO BE ABLE TO RAISE THE  
AWARENESS OF ART AND ITS IMPACT ON OUR LIVES FOR  
THE GOOD.



**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.

ROSS STEVEDS

Applicant (print name)

[Signature]

Applicant's Signature

10-30-12

Date

Reba Chantler

Witness (print name)

Reba D Chantler

Witness's Signature

10/30/12  
Date

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

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

*Commission and Committee contact information:*

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

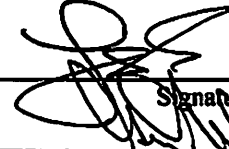
Public Art Committee: 541-469-1135  
Budget Committee: 541-469-1123  
Tourism Promotion Advisory Committee  
541-469-1101

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: November 13, 2012

Originating Dept: PWDS

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

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**Subject:** A letter of support for the Oregon Department of Transportation (ODOT) Enhance Program for allocation of federal and state transportation funds for the Railroad Street Corridor Enhancement Project.

**Recommended Motion:** A motion to approve a letter of support for the Railroad Street Corridor Enhancement project funding application under the ODOT Enhance it Program.

**Financial Impact:** The enhancement application is a highly competitive process with less available funds than in previous years due to declining ODOT gas tax revenues. This funding is mostly federal which triggers more involved processing and can double a typical engineering estimate. If funded by non federal funds, this project is estimated at roughly \$3,500,000. If funded federally, staff estimates a \$6,500,000 total project scope. Due to limited ODOT funds, the strategy is to convince the application review committee that the City can construct this project in phased construction based on whatever amount is available. Urban renewal funds in the amount of \$1,000,000 would be available for a match from the proceeds of the bond sale contemplated in the 2012-13 budget. The application will request \$2,500,000 from ODOT to design the entirety and construct a large portion of this project.

**Background/Discussion:** This application includes the design and construction costs to make improvements to Railroad Street from Oak Street to Center Street as outlined in a 2008 study by Dyer Engineering. The improvements include a 10 foot wide multi-use path, a center turning lane, storm drainage, sewer, re-alignment of Oak/Railroad intersection, missing sections of sidewalk and roadway improvements. Grant funding is critical for this project to move forward.

Staff is requesting City Council approve sending the attached letter of support to accompany the application.

**Attachment(s):**

- a. Letter of support
- b. Project concept drawing



# City of Brookings

898 Elk Drive, Brookings, OR 97415  
(541) 469-1104 Fax (541) 469-3650 TTY (800) 735-1232  
[rhedenskog@brookings.or.us](mailto:rhedenskog@brookings.or.us); [www.brookings.or.us](http://www.brookings.or.us)

**Mayor Ron Hedenskog**

Oregon Department of Transportation  
3500 NW Stewart Parkway  
Roseburg, OR 97470-1687

Attn: Lisa Cortes

**RE: Support for the City of Brookings Enhance Application for allocation of federal and state transportation funds**

The Brookings City Council fully supports efforts to obtain funding for improvements to Railroad Street under the Oregon Department of Transportation Enhance Program.

Proposed improvements include a 10 foot wide multi-use path, reconfiguration of the road to improve traffic mobility, and a center turn lane for safety.

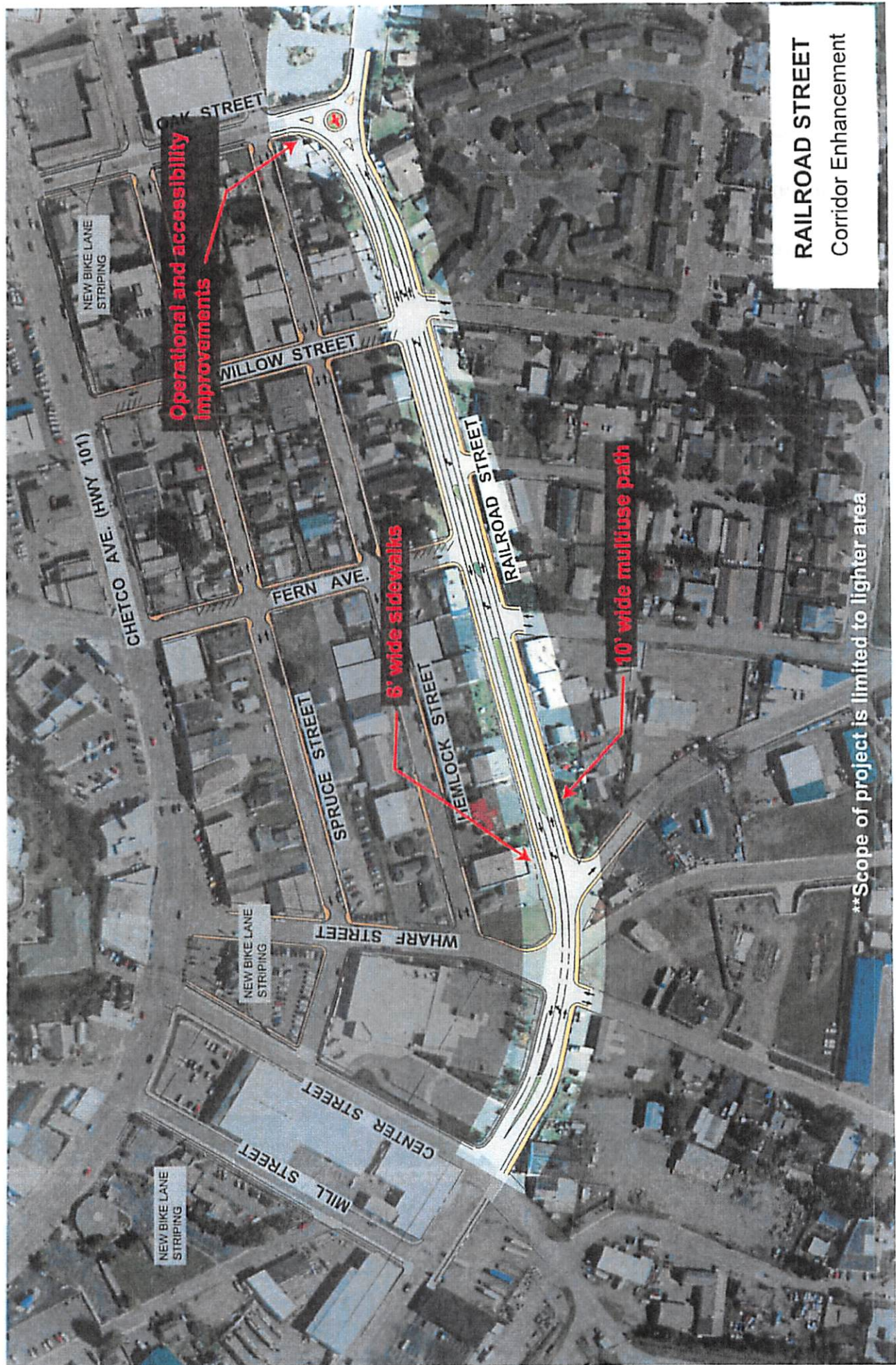
This project will improve vehicular mobility through the City of Brookings by providing an alternate route for traffic on U.S. Highway 101. The project will also increase the safety of bicyclists by providing a missing link in the Oregon Coast Bicycle Route and promote community livability, safety, and the use of alternative modes of transportation.

Thank you for your consideration of the grant application and for the opportunity to express support for this valuable project.

Sincerely,

Ron Hedenskog  
Mayor



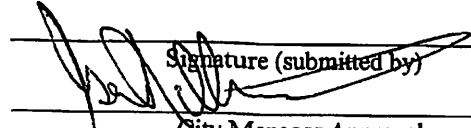


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: November 13, 2012

Originating Dept: City Manager

  
Signature (submitted by)  
City Manager Approval

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Subject: Memorandum of Understanding with NeighborWorks Umpqua

Recommended Motion:

Motion to authorize Mayor to execute Memorandum of Understanding with NeighborWorks Umpqua for management of housing rehabilitation program.

Financial Impact: No financial impact on the City operation; provides property owner access to low interest loans for housing rehabilitation.

Background/Discussion:

NeighborWorks Umpqua is a non-profit organization that manages a regional housing rehabilitation program funded through the Oregon Infrastructure Finance Authority using federal Community Development Block Grant (CDBG) program funds. The program is made available in Douglas, Coos and Curry Counties. The City of Yoncalla serves as the applicant agency and is applying for a new round of funding to sustain the existing low-interest loan program.

Attached is a letter from NeighborWorks Umpqua describing the program and requesting that Brookings enter into a Memorandum of Understanding authorizing them to conduct the program in the City of Brookings. Building Official LauraLee Snook reports that she is familiar with 2-3 loans to Brookings property owners made through this program annually.

Attachment(s):

- a. Letter from NeighborWorks Umpqua
- b. Memorandum of Understanding





October 19, 2012

Gary Milliman  
City Manager  
898 Elk Drive  
Brookings, OR 97415

Dear Gary Milliman:

The City of Yoncalla is applying for a CDBG Housing Rehabilitation grant through the Oregon Infrastructure Finance Authority, in partnership with NeighborWorks Umpqua, who will be the non-profit service provider.

NeighborWorks Umpqua's Housing Rehabilitation Program (previously Douglas County Housing Rehab Program and Coos/Curry Housing Rehab Program) assists homeowners in Douglas, Coos and Curry Counties with 0 or low-interest loans and grants. In most of the loan programs, including CDBG, repayment is deferred to the sale or transfer of title of the property. Our programs typically serve homeowners with incomes at 80% or less of area median income (we occasionally receive loan/grant funds with slightly higher to lower income requirements. CDBG is always 80% or less). Repairs completed with CDBG funds must be health and safety related repairs and homeowners are served based on the severity of the needed repairs and the date they were added to our waiting list. Typical repairs include repairing leaking roofs, upgrading substandard heating systems, electrical repairs, septic repair/replacement, plumbing and well repair/replacement and dry rot repair. These are "typical" and not inclusive, and each home is inspected for needed repairs and a scope of work developed with the homeowner. Some homes cannot be repaired, if inspection shows that the available funds will not bring the home to a reasonable standard of livability.

The maximum loan amount is \$25,000, however, \$15,000 will be a more typical awarded amount, so that we may serve a greater number of households. Homeowners participating in the program must have sufficient equity to support the loan, be current on any existing mortgages, and be current (or in a payment agreement) on property taxes (unless deferred). In addition, the property must be free of liens (excluding first and second mortgages). The home must be the primary residence, and all owners must apply jointly and provide all income documentation.

This year, NeighborWorks Umpqua (NWU) will be using a different strategy in our Housing Rehabilitation Program. In the past, we have managed separate grants for our Coos/Curry program and our Douglas County program. We have integrated those programs into our NeighborWorks Umpqua Housing Rehabilitation Program, and will now be managing only one CDBG grant for all 3 counties.

Operating the program in all three counties as a single program allows us to integrate internal efficiencies for program management and staffing. However, we will continue to deliberately allocate funding to each geographical area we serve.

This change will allow us to use CDBG funds more efficiently. We hope to receive the maximum grant amount of \$400,000. However, we anticipate being able to use those funds within 12 months of grant funding. We hope this will allow our program to access new grant funds annually, and to move more quickly through our waiting list (which is now at over 250 households for our service area).

In addition to providing a much needed resource for homeowners in your community, the NWU Housing Rehabilitation program is instrumental in providing much needed construction jobs in your community. All labor paid for by loan funds is performed by local, licensed and bonded private contractors operating in your community. Construction materials are also purchased through local suppliers and contractors.

NeighborWorks Umpqua requests that you review and sign the enclosed MOU, which will allow us to serve homeowners in your geographical boundaries in our Housing Rehabilitation program with CDBG funds. This MOU does not imply any endorsement of NeighborWorks Umpqua, or any warranty of our services. It simply documents for the Oregon Infrastructure Finance Authority that you acknowledge the operation of the NeighborWorks Umpqua Housing Rehabilitation Program within your jurisdiction.

Thank you for your cooperation in allowing us to continue to serve homeowners with low/moderate incomes needing home repairs in your area.

Please return the signed document by fax to 541-673-5023, or by mail to 605 SE Kane St, Roseburg, OR 97470, Attention: Stacey Howard.

Please contact me, Stacey Howard, at 541-672-3669, if you have any questions about this program, or visit our web site [www.nwumpqua.org](http://www.nwumpqua.org).

**Signed MOU's are due no later than 5:00 pm, November 21, 2012.**

Thank you for your attention to this matter.

Respectfully,



Stacey Howard  
Single Family Construction Manager

Memorandum of Understanding  
between  
NeighborWorks Umpqua Housing Rehabilitation Program  
and  
The City of Brookings

- 1) NeighborWorks Umpqua (NWU) operates an owner-occupied housing rehabilitation loan program for homeowners in Douglas, Coos and Curry Counties.
- 2) This program provides 0 or low-interest, deferred payment loans to homeowners with incomes of 80% or less of area median income for necessary health and safety home repairs.
- 3) The City of Yoncalla is applying for a CDBG Housing Rehabilitation grant from the Oregon Infrastructure Finance Authority. If funds are awarded, NeighborWorks Umpqua Housing Rehabilitation program will be the nonprofit service provider for the Housing Rehabilitation grant.
- 4) The NeighborWorks Housing Rehabilitation program will loan CDBG funds to qualified applicants. Repaid funds will be placed into a revolving loan fund and continue to be used for owner-occupied housing rehabilitation loans in Douglas, Coos and Curry Counties.
- 5) NWU Housing Rehabilitation program will allocate approximately 1/3 of the available CDBG grant to each county. Repaid loans will continue to be allocated equitably to the three counties.
- 6) This MOU does not imply any endorsement or warranty of NeighborWorks Umpqua Housing Rehabilitation program.

Agreed, this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by \_\_\_\_\_.

Signed:

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

# CITY COUNCIL MEETING Minutes

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

**Monday, October 22, 2012**

Council met in Executive Session at 6:00 PM, in the City Manager's office under authority of ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

## **Call to Order**

Mayor Hedenskog called the meeting to order at 7:01 PM.

## **Roll Call**

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

Staff Present: City Manager Gary Milliman, Public Works & Development Director Loree Pryce, City Attorney Martha Rice, Parks & Recreation Supervisor Tony Baron, and City Recorder Joyce Heffington.

Others Present: Pilot Reporter Jane Stebbins and one other.

## **Ceremonies/Appointments/Announcements**

*Appoint Tourism Marketing Advisory Committee Members.*

**Councilor Gordon moved, a second followed and Council voted unanimously to appoint the recommended members [Barbara Ciaramella, Candice Michel, Tim Patterson, Bob Pieper, Jeremy Small, Brent Siebold, Peter Spratt and Joe Willett] to the Tourism Marketing Advisory Committee.**

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

*Ordinance 12-O-703 and 12-O-704, updating the BMC in conjunction with Engineering Requirements and Standard Specifications for Public Works.*

Director Pryce provided the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to do a first reading of Ordinance 12-O-703 by title only.

Mayor Hedenskog read the title.

Councilor Gordon moved, a second followed and Council voted unanimously to do a second reading of Ordinance 12-O-703 by title only.

Mayor Hedenskog read the title.

**Councilor Gordon moved, a second followed and Council voted unanimously to adopt Ordinance 12-O-703, adding Chapter 12.45, Public Right of Ways, to Brookings Municipal Code Title 12, Streets, Sidewalks and Public Places.**

Councilor Pieper moved, a second followed and Council voted unanimously to do a first reading of Ordinance 12-O-704 by title only.

Mayor Hedenskog read the title.

Councilor Pieper moved, a second followed and Council voted unanimously to do a second reading of Ordinance 12-O-704 by title only.

Mayor Hedenskog read the title.

**Councilor Gordon moved, a second followed and Council voted unanimously to adopt Ordinance 12-O-704, an ordinance amending Brookings Municipal Code Section 8.10.020, and Chapters 12.10, 12.15 and 12.20 in their entirety.**

*Engineering Requirements and Standard Specifications for Public Works.*

Director Pryce provided the staff report.

Mayor Hedenskog said he'd been working towards getting the document updated for approximately five years and commended Pryce on getting it completed in 9 months.

Councilor Pieper also commended Pryce but added that the reason the document was now acceptable was due to the willingness of certain Council members to "micromanage a bit."

Councilor Gordon said he took exception to that. Micromanaging prolongs the process, he said, and the timing, as indicated by the Mayor, was proof of that. "It indicates that we need professionals to get the ball rolling and really move these things along," Gordon said.

Councilor Gordon moved, a second followed and Council voted unanimously to do a first reading of Ordinance 12-O-705 by title only.

Mayor Hedenskog read the title.

Councilor Gordon moved, a second followed and Council voted unanimously to do a second reading of Ordinance 12-O-705 by title only.

Mayor Hedenskog read the title.

**Councilor Gordon moved, a second followed and Council voted unanimously to adopt Ordinance 12-O-705, amending Brookings Municipal Code Title 18, Engineering Requirements and Standard Specifications, in its entirety.**

**Staff Reports**

*Authorization to execute an agreement for the Mill Beach Access Project grant reimbursement.*

Director Pryce provided the staff report.

**Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to execute an agreement with the State of Oregon Parks and Recreation Department for the grant reimbursement for the Mill Beach Access Project.**

*Authorization for staff to submit the Inflow and Infiltration (I&I) program to the Department of Environmental Quality (DEQ).*

Director Pryce gave the staff report.

Mayor Hedenskog asked if the abatement on Oak Street had been completed, and Pryce said some work had been done, but due to the lack of staffing and funding it had not been completed.

Councilor Pieper asked what would happen if the City submitted its program and was later unable to do the work due to a lack of available funding through the budget process. Pryce said DEQ could probably penalize the City, but it might also allow the City to revise its program.

Councilor McClain said he was concerned about funding sources and Pryce said different funds would be used as they had been for previous projects.

**Councilor Pieper moved, a second followed and Council voted unanimously to authorize the Public Works & Development Service Director to submit the I & I program to the Department of Environmental Quality to satisfy the City's treatment plan operational permit requirements.**

*Authorization for staff to proceed with the City Hall interior remodel to include a Visitor Information Center, relocation and expansion of the IT room and equipment, and relocation of the Public Works records and file room.*

City Manager Milliman provided the staff report, adding that if funding were available moving the exposed telephone wiring in the employee break room would also be included.

During discussion it was determined that roughly \$15,000 for the project would come from transient room taxes and that it would be difficult to complete the project if the Visitor Center component were delayed to allow discussion by the newly formed Tourism Advisory Marketing Committee.

**Councilor Pieper moved, a second followed and Council voted unanimously to authorize staff to proceed with City Hall interior remodel to include development of office space for use as a Visitor Information Center and for Parks administration, the relocation and expansion of the IT room and equipment, and the relocation of the public works records and file room as outlined in the October 1, 2012, Council Workshop Report, utilizing funding available in existing Tourism Promotion, IT, Public Works, Utility And General Fund Budgets.**

*Authorization to retain professional services to secure an additional point of diversion in the vicinity of Jacks Creek, negotiate a property lease agreement with South Coast Lumber Company for driving range expansion and develop a vegetation removal and control plan with golf course management.*

City Manager Milliman provided the staff report.

Councilor Pieper said he wanted to hold off on the vegetation removal and control item until the lease agreement was discussed as the golf course would normally contract that service out.

Councilor Gordon and Mayor Hedenskog said they were for moving forward and adjusting the lease accordingly.

Councilor McClain asked if there was a big advantage to pursuing the water rights permit at this time and Milliman explained that the cost was based on a 24-month expedited process.

**Councilor Hodges moved, a second followed and Council voted unanimously to retain professional services at a cost not to exceed \$10,000 to secure an additional point of diversion for the City's municipal water rights on the Chetco River at a location in the vicinity of Jacks Creek.**

**Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to negotiate a lease agreement with South Coast Lumber Company for property needed to develop an expanded driving range at the Salmon Run Golf Course.**

**Councilor Hodges moved, a second followed and Council voted 4 - 1, to work with Salmon Run Golf Course management in the development of a vegetation removal and control plan to enhance playability at the Salmon Run Golf Course, and include mowing of roadsides within the golf course as a part of the City's regular roadside shoulder mowing programs, with Mayor Hedenskog and Councilors Gordon, Hodges and McClain voting "Yes," and Councilor Pieper voting "No."**

#### **Consent Calendar**

- a. Approve City Council Minutes for October 8, 2012
- b. Accept September 2012 Financial Report

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

#### **Adjournment**

Councilor Hodges moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:29 PM.

ATTESTED:

Respectfully submitted:

this \_\_\_\_\_ day of \_\_\_\_\_ 2012:

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

\_\_\_\_\_  
Joyce Heffington, City Recorder



**MINUTES**  
**BROOKINGS PLANNING COMMISSION**  
June 12, 2012

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

*Commissioners Present:* Cheryl McMahan, Hedda Markham, Jerry Wulkowicz, Curtis Williams, Bryan Tillung, Kelly McClain

*Commissioners Absent:*

*Staff Present:* Planning Director Dianne Morris, Sr. Planner Donna Colby-Hanks and Secretary Alex Carr-Frederick *Others Present:* 4 members of the public

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS**

Chair Markham opened the quasi-judicial hearing regarding File NO. MC-1-12 at 7:04 pm. Sr. Planner Colby-Hanks presented the staff report. Applicant Linda Kridelbaugh, 1988 Newmark, Coos Bay, of SOCC was available for questions. A letter submitted by John and Ellen Babin of 514 Myrtle Street was entered into the record. At 7:24, public testimony was closed and Commissioner McClain made a motion, seconded by Commissioner Markham that the Commission approve File No. MC-1-12. Motion carried 6-0. Commissioner Markham then made a motion to approve the final order and conditions of approval for File No. MC-1-12. Commissioner Williams seconded, motion carried 6-0.

At 7:31 pm, Chair Markham continued the quasi-judicial hearing with File No. CUP-1-12, an application to open a Bed & Breakfast at 18 Seascapes Court, John and Nancy Adam, applicants. Planning Director Morris presented the staff report. Mr. and Mrs. John Gauger of 11 Seascapes Court submitted a letter of support for the application, and Director Morris provided each Commissioner a copy and entered it into the record. With minimal discussion, Chair Markham made a motion, seconded by Commissioner McClain, that the Commission approve File No. CUP-1-12. Motion carried 6-0. Commissioner McClain then moved to approve the Final Order, Commissioner McMahan seconded and the motion carried 6-0.

Sr. Planner Colby-Hanks requested a letter from the Commission supporting a grant application requesting funds to help overhaul the City's Transportation System Plan. Commissioner Williams made a motion that the Planning Commission approve and sign the letter, Commissioner Wulkowicz seconded and the motion carried 6-0.

**APPROVAL of MINUTES**

By a 5-0 vote (motion: Chair Markham, 2<sup>nd</sup> Commissioner Tillung,) the Planning Commission approved the minutes of the April 3, 2012 PC meeting. Commissioner McClain abstained due to being absent from the April meeting.

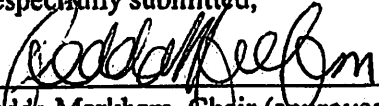
**COMMENTS from the PLANNING STAFF & COMMISSION**

The Planning Commission bid a fond farewell to soon to be retired Planning Director Dianne Morris.

**ADJOURNMENT**

With no further business before the Planning Commission, the meeting closed at 7:46 pm.

Respectfully submitted,

  
\_\_\_\_\_

Hedda Markham, Chair (approved at the 8/7/12 meeting)

**MINUTES**  
**BROOKINGS PARKS AND RECREATION COMMISSION**  
July 26, 2012

**CALL TO ORDER**

Chair Patricia Brown called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

**ROLL CALL**

Introduction and welcome to Commissioner Garth Richey

*Present:* Commissioners Don Vilelle and Garth Richey; Chairperson Patricia Brown. The City has received notification of Commissioner Mitchell Bolts intent to resign.

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

**APPROVAL OF MINUTES**

**A. Motion made by Commissioner Vilelle to approve the minutes of March 22, 2012 as written; motion seconded and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES**

None

**REGULAR AGENDA**

None

**INFORMATION UPDATES/DISCUSSION ITEMS**

**A. Bud Cross Park –** Parks/Tech Services Supervisor Tony Baron provided the Commission with an update on the improvements and upcoming projects at Bud Cross Park, including an ADA ramp, paths and a picnic area between the two fields. The Little League All Star tournament in June was very successful with 14 teams in town for 5 days.

**STAFF UPDATES**

- Trash can at Chetco Bridge - Previously Commissioner Vilelle had requested if the City was able to provide a trashcan and maintenance at the northwest end of the Chetco Bridge area. Tony Baron advised the area is currently not in the City park inventory and there is no safe way for Public Works to access for maintenance and trash removal. Tony Baron to investigate possibility of being able to take maintenance of area over from ODOT and of having enough manpower to maintain area safely; item carried over to next meeting.
- Picnic tables and trashcans for Bud Cross and Lower Stout Park have been received.
- No smoking signs have been installed in the parks, but recently removed due to a misspelling and returned to the manufacturer for correction.
- Status of Park Maintenance - Tony Baron explained his new position as Parks/Tech Services Supervisor with the City and his duties as Parks/Tech Services Supervisor. Current temporary six month employee handling park maintenance. Do have plans with Azalea Park Foundation and the Garden Club to contract their services to maintain shrubs and plants in parks.
- Tennis Court lights have been budgeted with capital improvements funds of \$10,000, the one bid received included the poles but not the digging up of and replacing the poles and came in at \$10,000. Tony evaluating possibility of salvaging current poles to avoid digging up and having to resurface courts which would raise the project costs. He has met with the tennis supporters in town and encouraged them to organize a non-profit association in order to be eligible for grants that would help.
- Tony advised that the grant recently submitted for Mill Beach has been approved for \$35,000. The Tanbark overlook was not granted.

### **COMMISSIONER REPORTS/COMMENTS**

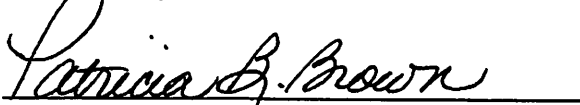
Commissioner Richey requested a tour of the City parks, Commissioner Vilelle and Chair Brown would like to participate also. Tony Baron will make the arrangements.

Chair Brown questioned the need for a vice-chair, but as currently the Commission only has three members decided one was not needed until the Commission gains another member.

### **ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 7:38 pm. Next meeting scheduled for September 27, 2012.

Respectfully submitted,

A handwritten signature in cursive script, reading "Patricia B. Brown", is written over a horizontal line.

Patricia Brown, Chair

(approved at September 27, 2012 meeting)

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/12	10/25/2012	68121	1373	Cascade Fire Equipment	10002005	1,118.00- V
10/12	10/18/2012	68412	1	Deposit Refund	10002005	17.62- V
10/12	10/18/2012	68442	1840	Chetco Federal Credit Union	10002005	3,053.00- V
10/12	10/12/2012	69113	1	Jennifer Willis	10002005	47.74- V
10/12	10/12/2012	69189	1620	Curry County Public Services	10002005	337.00- V
10/12	10/18/2012	69228	2178	Watershed, Inc	10002005	578.00- V
10/12	10/04/2012	69230	5023	Ace Industrial Supply, INC	10002005	161.40
10/12	10/04/2012	69231	682	Al's Radio Shack	10002005	97.52
10/12	10/04/2012	69232	3236	AT&T Mobile	10002005	30.25
10/12	10/04/2012	69233	146	Bay West Supply, Inc	10002005	392.96
10/12	10/04/2012	69234	4827	Boldt, Carlisle & Smith LLC	10002005	13,605.00
10/12	10/04/2012	69235	4788	BOLI	10002005	676.78
10/12	10/04/2012	69236	418	Brookings Lock & Safe Co	10002005	24.00
10/12	10/04/2012	69237	313	Brookings Vol Firefighters	10002005	2,250.00
10/12	10/04/2012	69238	149	Carpenter Tire Factory	10002005	546.01
10/12	10/04/2012	69239	1840	Chetco Federal Credit Union	10002005	3,053.00
10/12	10/04/2012	69240	3834	Clean Sweep Janitorial Service	10002005	745.00
10/12	10/04/2012	69241	822	Coast Auto Center	10002005	31.75
10/12	10/04/2012	69242	1745	Coastal Paper & Supply, Inc	10002005	1,763.14
10/12	10/04/2012	69243	586	Cole-Parmer Instrument Co	10002005	111.53
10/12	10/04/2012	69244	259	Da-Tone Rock Products	10002005	420.29
10/12	10/04/2012	69245	1	Ken Bishop	10002005	42.12
10/12	10/04/2012	69246	1	Jeannene Eikenberry-Yarbrough	10002005	57.42
10/12	10/04/2012	69247	1	Angela Gardner	10002005	28.96
10/12	10/04/2012	69248	1	Naomi Kauffman	10002005	45.85
10/12	10/04/2012	69249	1	Lance & Lauren Kessler	10002005	64.99
10/12	10/04/2012	69250	1	Victoria Kessler	10002005	47.74
10/12	10/04/2012	69251	1	Charles Maizland	10002005	18.69
10/12	10/04/2012	69252	1	Brian Ochoa	10002005	6.25
10/12	10/04/2012	69253	1	Michael & Stacey Randolph	10002005	6.24
10/12	10/04/2012	69254	1	Sandusky, Alice	10002005	35.50
10/12	10/04/2012	69255	1	Richard & Brenda Schwartz	10002005	42.65
10/12	10/04/2012	69256	1	Vickie Turnquist	10002005	34.37
10/12	10/12/2012	69257	1	Deposit Refund	10002005	.00 V
10/12	10/04/2012	69258	1	Fred Yates	10002005	55.03
10/12	10/04/2012	69259	2340	Diamond Communications, Inc	10002005	507.50
10/12	10/04/2012	69260	2840	Dyer Partnership Inc., The	10002005	18,483.73
10/12	10/04/2012	69261	4894	Anella Ehlers	10002005	111.54
10/12	10/04/2012	69262	749	Emerald Pool & Patio	10002005	2,040.00
10/12	10/04/2012	69263	4646	Frontier	10002005	647.12
10/12	10/04/2012	69264	338	GC Systems Inc	10002005	396.60
10/12	10/04/2012	69265	4904	Glacken and Associates	10002005	275.00
10/12	10/04/2012	69266	167	Hach Company	10002005	248.18
10/12	10/04/2012	69267	199	Harper, Richard	10002005	300.00
10/12	10/04/2012	69268	4526	Janell K. Howard	10002005	839.81
10/12	10/04/2012	69269	162	Kerr Hardware	10002005	675.51
10/12	10/04/2012	69270	5024	Lincoln Commercial Pool Equipm, Inc	10002005	371.53
10/12	10/04/2012	69271	4269	Milliman, Gary	10002005	67.50
10/12	10/04/2012	69272	424	Munnell & Sherrill	10002005	131.69
10/12	10/04/2012	69273	433	NCL of Wisconsin	10002005	103.61
10/12	10/04/2012	69274	685	Neilson Research Corporation	10002005	483.75
10/12	10/04/2012	69275	4487	Net Assets Corporation	10002005	240.00
10/12	10/04/2012	69276	4324	OMFOA	10002005	270.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/12	10/04/2012	69277	5008	Online Information Services	10002005	116.20
10/12	10/04/2012	69278	3284	Pacific Electrical Contr Inc	10002005	860.00
10/12	10/04/2012	69279	888	Purchase Power	10002005	500.00
10/12	10/04/2012	69280	4815	PLATT	10002005	1,260.00
10/12	10/04/2012	69281	322	Postmaster	10002005	820.00
10/12	10/04/2012	69282	2699	Public Works Supply	10002005	207.82
10/12	10/04/2012	69283	207	Quill Corporation	10002005	388.56
10/12	10/04/2012	69284	5025	Rivers End Construction	10002005	530.00
10/12	10/04/2012	69285	4383	Robert N. Black, Attorney	10002005	2,451.75
10/12	10/04/2012	69286	3369	Schwabe Williamson & Wyatt PC	10002005	1,838.00
10/12	10/04/2012	69287	3083	Shelton Turnbull Printers Inc	10002005	348.31
10/12	10/04/2012	69288	990	UPS	10002005	37.70
10/12	10/04/2012	69289	944	Verizon	10002005	544.03
10/12	10/04/2012	69290	2863	Verizon Wireless	10002005	483.81
10/12	10/04/2012	69291	169	Waste Connections Inc	10002005	3,930.93
10/12	10/04/2012	69292	917	Wm. H. Reilly & Co	10002005	727.17
10/12	10/05/2012	69293	5026	Sue Calnek	10002005	2,500.00
10/12	10/11/2012	69294	3986	Beery Elsner & Hammond LLP	10002005	1,710.00
10/12	10/11/2012	69295	4939	BI- Mart Corporation	10002005	365.19
10/12	10/11/2012	69296	3622	Boardwalk Mail Services	10002005	43.84
10/12	10/11/2012	69297	5016	Bodman Construction, Inc	10002005	12,145.00
10/12	10/11/2012	69298	4193	C & K Markets, Inc	10002005	195.82
10/12	10/11/2012	69299	193	Central Equipment Co, Inc	10002005	1,898.74
10/12	10/11/2012	69300	4977	Civic Plus	10002005	6,955.00
10/12	10/11/2012	69301	3844	Donna Colby-Hanks	10002005	208.25
10/12	10/11/2012	69302	183	Colvin Oil Company	10002005	7,192.48
10/12	10/11/2012	69303	4707	Comfort Suites	10002005	170.00
10/12	10/11/2012	69304	151	Curry Coastal Pilot	10002005	360.20
10/12	10/11/2012	69305	1620	Curry County Public Services	10002005	141.00
10/12	10/11/2012	69306	166	Dan's Auto & Marine Electric	10002005	207.78
10/12	10/11/2012	69307	1	Linda Brunson	10002005	32.61
10/12	10/11/2012	69308	1	Love Me 2 Times	10002005	84.24
10/12	10/11/2012	69309	1	Diana Madden	10002005	4.07
10/12	10/11/2012	69310	1	James Mitchell	10002005	259.51
10/12	10/18/2012	69311	1	Deposit Refund	10002005	.00 V
10/12	10/11/2012	69312	1	Warren, Bruce	10002005	105.85
10/12	10/11/2012	69313	1	Richard Wilson	10002005	24.89
10/12	10/11/2012	69314	2340	Diamond Communications, Inc	10002005	589.50
10/12	10/11/2012	69315	4966	DLT Solutions, LLC	10002005	148.48
10/12	10/11/2012	69316	2186	Ferguson	10002005	581.80
10/12	10/11/2012	69317	153	Ferrellgas	10002005	1,045.08
10/12	10/11/2012	69318	5027	Jaired Freeman	10002005	129.00
10/12	10/11/2012	69319	4646	Frontier	10002005	20.12
10/12	10/11/2012	69320	1130	H.D. Fowler	10002005	4,255.33
10/12	10/11/2012	69321	139	Harbor Logging Supply	10002005	326.23
10/12	10/11/2012	69322	4880	iSecure	10002005	78.00
10/12	10/11/2012	69323	2971	Mission Communications	10002005	11,925.00
10/12	10/11/2012	69324	283	Mufflers & More	10002005	1,159.00
10/12	10/11/2012	69325	2	Ronald Becker	10002005	130.00
10/12	10/11/2012	69326	2	Leona Bell-Michels	10002005	150.00
10/12	10/11/2012	69327	2	Ross Cameron	10002005	100.00
10/12	10/11/2012	69328	2	Lisa Connolley	10002005	130.00
10/12	10/11/2012	69329	2	Lance Espy	10002005	80.00
10/12	10/11/2012	69330	2	Jewel Gamett	10002005	110.00
10/12	10/11/2012	69331	2	Dale Kitchen	10002005	130.00
10/12	10/11/2012	69332	2	Octavio Lopez Gavina	10002005	92.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/12	10/11/2012	69333	2	Charles Mansell	10002005	130.00
10/12	10/11/2012	69334	2	Carol Maple	10002005	130.00
10/12	10/11/2012	69335	4617	Northwest Crane Service & Parts Co.	10002005	2,126.55
10/12	10/11/2012	69336	5028	Provantage	10002005	1,609.79
10/12	10/11/2012	69337	207	Quill Corporation	10002005	34.13
10/12	10/11/2012	69338	5029	RPM Powder Coating	10002005	140.00
10/12	10/11/2012	69339	380	Stadelman Electric Inc	10002005	98.00
10/12	10/11/2012	69340	142	Tidewater Contractors Inc	10002005	163,732.18
10/12	10/11/2012	69341	4370	Verizon Business	10002005	218.90
10/12	10/11/2012	69342	1	Hatch, Holly	10002005	30.74
10/12	10/17/2012	69343	3473	4imprint	10002005	877.05
10/12	10/17/2012	69344	882	Advanced Security Systems	10002005	70.50
10/12	10/17/2012	69345	5030	American Public Works Association	10002005	164.00
10/12	10/17/2012	69346	2505	Aramark	10002005	105.80
10/12	10/17/2012	69347	5033	Marine Holdings Company I, INC	10002005	5,300.00
10/12	10/17/2012	69348	1522	Blumenthal Uniforms	10002005	77.48
10/12	10/17/2012	69349	5016	Bodman Construction, Inc	10002005	28,702.57
10/12	10/17/2012	69350	5031	Brenhoug, Barbara	10002005	598.50
10/12	10/17/2012	69351	715	Budge McHugh Supply	10002005	6,883.65
10/12	10/17/2012	69352	588	Cardinal Services Inc	10002005	1,327.04
10/12	10/17/2012	69353	3015	Charter Communications	10002005	1,074.90
10/12	10/17/2012	69354	5032	CHEIF/ Law Enforcement Supply	10002005	139.36
10/12	10/17/2012	69355	1840	Chetco Federal Credit Union	10002005	3,053.00
10/12	10/17/2012	69356	4928	CIS Benefits	10002005	22,931.05
10/12	10/17/2012	69357	3834	Clean Sweep Janitorial Service	10002005	225.00
10/12	10/17/2012	69358	822	Coast Auto Center	10002005	125.42
10/12	10/17/2012	69359	1	Raymond & Judith Ledford	10002005	74.86
10/12	10/17/2012	69360	2640	Dyer Partnership Inc., The	10002005	26,081.92
10/12	10/17/2012	69361	4894	Anella Ehlers	10002005	41.00
10/12	10/17/2012	69362	2067	Enviro-Clean Equipment	10002005	462.65
10/12	10/17/2012	69363	3342	Fastenal	10002005	59.20
10/12	10/17/2012	69364	4646	Frontier	10002005	887.32
10/12	10/17/2012	69365	269	Grainger	10002005	906.08
10/12	10/17/2012	69366	198	Grants Pass Water Lab	10002005	256.00
10/12	10/17/2012	69367	167	Hach Company	10002005	243.03
10/12	10/17/2012	69368	139	Harbor Logging Supply	10002005	42.60
10/12	10/17/2012	69369	3408	IDEXX Distribution Inc	10002005	466.53
10/12	10/17/2012	69370	4171	In-Motion Graphics	10002005	180.01
10/12	10/17/2012	69371	4913	Innovate Your Office Products, Inc	10002005	378.00
10/12	10/17/2012	69372	4924	Kyle Electric, INC	10002005	21,449.50
10/12	10/17/2012	69373	328	Les Schwab Tire Center	10002005	705.76
10/12	10/17/2012	69374	423	Lynn Peavey Company	10002005	273.80
10/12	10/17/2012	69375	679	McCourt Floor Coverings	10002005	1,694.75
10/12	10/17/2012	69376	2940	McLennan Builders Inc	10002005	18,710.64
10/12	10/17/2012	69377	433	NCL of Wisconsin	10002005	265.57
10/12	10/17/2012	69378	329	New Hope Plumbing	10002005	6,747.56
10/12	10/17/2012	69379	1573	Northwest Business Systems	10002005	60.95
10/12	10/17/2012	69380	3789	Oak Street Health Care Center	10002005	100.00
10/12	10/17/2012	69381	3561	Oil Can Henry's	10002005	278.94
10/12	10/17/2012	69382	5034	OSBEELS	10002005	150.00
10/12	10/17/2012	69383	687	Owen Equipment Company	10002005	6,318.12
10/12	10/17/2012	69384	252	Paramount Pest Control	10002005	45.00
10/12	10/17/2012	69385	5035	Premier Property Management	10002005	35.00
10/12	10/17/2012	69386	4852	Loree Pryce	10002005	120.00
10/12	10/17/2012	69387	1893	Public Safety Center	10002005	119.90
10/12	10/17/2012	69388	207	Quill Corporation	10002005	269.81

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/12	10/17/2012	69389	3	Gardner, Angela	10002005	29.07
10/12	10/17/2012	69390	3	Patronella Wright	10002005	15.48
10/12	10/17/2012	69391	3954	Riverside Manufacturing Co	10002005	1,502.14
10/12	10/17/2012	69392	591	Salmon Run	10002005	1,398.00
10/12	10/17/2012	69393	380	Stadelman Electric Inc	10002005	557.16
10/12	10/17/2012	69394	861	Village Express Mail Center	10002005	92.31
10/12	10/17/2012	69395	4475	Dusty Watson	10002005	21.00
10/12	10/17/2012	69396	2468	Cliff Weeks	10002005	172.77
10/12	10/25/2012	69397	1169	Brookings Electronic Svs Inc	10002005	770.00
10/12	10/25/2012	69398	416	Brookings Lock & Safe Co	10002005	272.00
10/12	10/25/2012	69399	714	Brookings Signs & Graphics	10002005	192.01
10/12	10/25/2012	69400	1373	Cascade Fire Equipment	10002005	1,118.00
10/12	10/25/2012	69401	212	Chem Quip Inc	10002005	1,772.29
10/12	10/25/2012	69402	1840	Chetco Federal Credit Union	10002005	60.55
10/12	10/25/2012	69403	3844	Donna Colby-Hanks	10002005	45.75
10/12	10/25/2012	69404	183	Colvin Oil Company	10002005	3,987.26
10/12	10/25/2012	69405	1	L.A. Campbell	10002005	69.59
10/12	10/25/2012	69406	1	Ciceric, Walter	10002005	11.09
10/12	10/25/2012	69407	1	Sarah Corzine	10002005	9.64
10/12	10/25/2012	69408	1	Cory Gene Goyette	10002005	44.28
10/12	10/25/2012	69409	1	James & Karen Morrow	10002005	66.79
10/12	10/25/2012	69410	1	Timothy Sturgeon	10002005	35.91
10/12	10/25/2012	69411	2340	Diamond Communications, Inc	10002005	688.50
10/12	10/25/2012	69412	2640	Dyer Partnership Inc., The	10002005	3,082.39
10/12	10/25/2012	69413	2067	Enviro-Clean Equipment	10002005	846.55
10/12	10/25/2012	69414	3342	Fastenal	10002005	43.13
10/12	10/25/2012	69415	2188	Ferguson	10002005	912.59
10/12	10/25/2012	69416	4646	Frontier	10002005	176.00
10/12	10/25/2012	69417	289	Grainger	10002005	888.81
10/12	10/25/2012	69418	3961	Grizzly Fence & Construction	10002005	140.00
10/12	10/25/2012	69419	4953	Harbor Truss	10002005	1,142.02
10/12	10/25/2012	69420	3408	IDEXX Distribution Inc	10002005	212.82
10/12	10/25/2012	69421	5036	Kosmont Companies	10002005	1,257.10
10/12	10/25/2012	69422	1431	Lea Construction	10002005	625.00
10/12	10/25/2012	69423	2940	McLennan Builders Inc	10002005	5,522.00
10/12	10/25/2012	69424	4981	McLennan Excavation, Inc	10002005	30,269.42
10/12	10/25/2012	69425	424	Munnell & Sherrill	10002005	140.14
10/12	10/25/2012	69426	1573	Northwest Business Systems	10002005	255.96
10/12	10/25/2012	69427	187	Quality Fast Lube & Oil	10002005	82.00
10/12	10/25/2012	69428	207	Quill Corporation	10002005	384.64
10/12	10/25/2012	69429	3	Linda Brunson	10002005	82.29
10/12	10/25/2012	69430	3	CFCU	10002005	35.46
10/12	10/25/2012	69431	3	Dennis Crawford	10002005	106.54
10/12	10/25/2012	69432	3	Holly Hatch	10002005	78.45
10/12	10/25/2012	69433	3	Lance & Lauren Kessler	10002005	80.07
10/12	10/25/2012	69434	3	Sharon Usedom	10002005	15.15
10/12	10/25/2012	69435	3	Richard Wilson	10002005	29.92
10/12	10/25/2012	69436	5029	RPM Powder Coating	10002005	110.00
10/12	10/25/2012	69437	582	South Coast Office Supply	10002005	92.80
10/12	10/25/2012	69438	380	Stadelman Electric Inc	10002005	2,091.05
10/12	10/25/2012	69439	3752	Trace Analytics Inc	10002005	75.00
10/12	10/25/2012	69440	4131	Zumar Industries Inc	10002005	107.17
Grand Totals:						505,776.65



**City of Brookings**  
**URBAN RENEWAL AGENCY**  
**Meeting MINUTES**

**Monday, May 29, 2012**

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

**Call to Order**

Chair Hedenskog called the meeting to order at 7:47pm.

**Roll Call**

Agency Present: Chair Ron Hedenskog, Directors Dave Gordon, Jake Pieper, and Brent Hodges; a quorum present.

Staff Present: Executive Director Gary Milliman, Administrative Services Director Janell Howard, Public Works Director Loree Pryce, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Jane Stebbins and approximately two others.

**Consent Calendar**

1. Approve Agency Minutes for January 23, 2012.

**Director Hodges moved, a second followed and the Agency voted unanimously to approve the Consent Calendar as written.**

**Staff Reports**

*Public hearing and adoption of Resolution 12-R-986, adopting the City's Urban Renewal Agency budget, declaring tax increment funding, and making appropriations for FY 2012-13.*

Director Howard reviewed the staff report and Mayor Hedenskog opened the public hearing at 7:48pm. There were no comments and the hearing was closed at 7:49pm.

**Director Hodges moved, a second followed and the Agency voted unanimously to adopt Resolution 12-R-986, adopting the Brookings Urban Renewal Agency budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2012-13 fiscal year.**

**Adjournment**

Director Pieper moved, a second followed and the Agency voted unanimously by voice vote to adjourn at 7:52pm.

Respectfully submitted:

ATTESTED:

this \_\_\_\_\_ day of \_\_\_\_\_ 2012:

\_\_\_\_\_  
Ron Hedenskog, Chair

\_\_\_\_\_  
Joyce Heffington, City Recorder

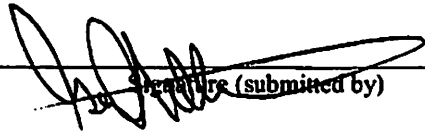
# CITY OF BROOKINGS

## URBAN RENEWAL AGENCY

### AGENDA REPORT

Meeting Date: November 13, 2012

Originating Dept: Executive Director

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
Executive Director Approval

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**Subject:** Tight Line Brewery Permit Assistance

**Recommended Motion:** Motion to authorize payment of the Conditional Use Permit Application fee for the proposed Tight Lines Brewery at 625 Chetco Avenue in the amount of \$2,574.

**Financial Impact:** \$2,574 in Urban Renewal funds.

**Background/Discussion:**

Dave Faires and Nathan Heath, also known as Tight Line Brewery LLC, are proposing to open a microbrewery in the basement of 625 Chetco Avenue. Starting small, they hope to expand the business in Brookings over a period of years. They are seeking assistance from the Urban Renewal Agency in this venture in the form of paying the \$2,574 Conditional Use Permit fee.

The Executive Director has had past experience with a similar enterprise in Fort Bragg that started small, evolved to a brewpub and eventually expanded to a minibrewery with over 20 employees. That City's Urban Renewal Agency provided similar assistance. Faires and Heath are pursuing the same model.

The Urban Renewal Plan lists ""providing low interest loans and incentives"" and ""assist in construction or expansion of job creating facilities"" as appropriate uses of Urban Renewal funds. In this instance, payment of the CUP fee would serve as an incentive for the development of a start-up business initially creating two jobs.

Staff has also discussed the possibility of URA assistance to the brewery for the installation of an odor control device.

**Attachment(s):**

- a. Letter from Dave Faires and Nathan Heath

**Dave Faires & Nathan Heath  
Tight Lines Brewery LLC  
330 Mill Beach Rd  
Brookings, OR 97415**

**10/22/2012**

**Gary Milliman  
City Manager  
City of Brookings  
898 Elk Dr.  
Brookings, OR 97415**

**Re: Conditional Use Permit**

**Mr. Milliman:**

**Our family is attempting to open a microbrewery within the City of Brookings. Although we have searched for space throughout the county, all along we have preferred to locate the brewery within the city limits. We were unable to find a suitably zoned location within city limits and within our limited budget. We have been working with Tim Patterson, the owner of a commercial building at 625 Chetco Avenue, and believe this to be the best location for our business. We are building this company brewery as a family operation and we have not solicited or accepted any money from outside our immediate family members.**

**To our knowledge, there has never been a microbrewery in or around Brookings. The permitting process is very complicated and it has taken months to get this process moving. It will be many months before we obtain the TTB federal brewers permits, state liquor licenses and health permit, and the city business license. In all of the information and fees needed for the permits required, we found that Brookings has the most expensive requirement of the process. This was not anticipated in our permit planning.**

**We have been discussing the city business licensing requirements with The City of Brookings Planning Manager Donna Colby-Hanks. She has been very helpful and indeed pleasant to work with. It has been explained that there is a \$2,574.00 conditional use permit fee for the brewery to be in the aforementioned building because Mr. Patterson's building is not currently zoned for "food production" which is, as we understand, what the city zoning considers "beer brewing" to be.**

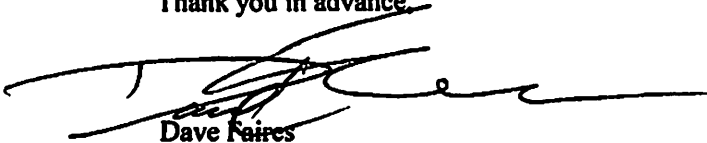
**Admittedly, we do not fully understand the zoning process used by the city. However, it is our understanding that the C-3 zone is favorable for this type of business. There is no industrial use permitted downtown for this type of use. We have found no building in this zone. If we did, there would be a Sewer Development fee that would put us out-of-business before we ever started. The building we have selected has all of the SD fees paid. There is, to our knowledge, no potential location within the city that meets our needs.**

**Microbreweries have proven to promote growth in other communities, and more specifically, in the downtown areas. It has been shown that a microbrewery promotes tourism, as many people enjoy traveling to different places trying new and varied microbrews. These individuals in turn spend tourist dollars on amenities such as: food, lodging, and gas within the city. We would like to see the same effect in Brookings.**

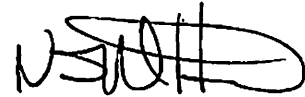
We feel that the city as a whole would benefit greatly from the success of our brewery but believe this fee to be excessive. Therefore, we respectfully request relief from the burden by either waiving or reducing it or by using urban renewal funds to cover the Conditional Uses Permit fee for our microbrewery.

Again, we are very interested in locating our microbrewery within Brookings. We believe it will improve the downtown area and increase tourism to the city. We hope that we can resolve this issue so that we can continue with the complicated permitting process of locating a small brewery in our city.

Thank you in advance.



Dave Faires  
Owner  
Tight Lines Brewery  
Cell: (310) 529-5598



Nathan Heath  
Owner  
Tight Lines Brewery  
Cell: (760) 885-9638

## Tax break could help form Eugene's first brewery district



Reported by: Chris McKee

Email: [chrismckee@kmtr.com](mailto:chrismckee@kmtr.com)

Published: 10/24 6:05 pm

Updated: 10/25 4:40 pm

EUGENE, Ore. (KMTR) -- A tax break approval from Eugene and Lane County leaders is helping form what many are considering Eugene's first brewery district, as two local brewing companies are expanding into the city's Whiteaker neighborhood.

Both Hop Valley Brewing Company and Oakshire Brewing are moving in to old buildings in 'the Whit' and they'll get at least three years of property tax exemptions to help thanks to the West Eugene Enterprise Zone.

Lane County's Board of Commissioners approved expanding the zone Wednesday, October 24, joining Eugene City Council who okayed the expansion on Monday.

Oakshire Brewing is spending half a million dollars to remodel the old Multi-Craft Plastics building on Second and Madison Avenue, right across from the Wandering Goat Café.

The building will house Oakshire's offices, more production space and a tasting room. The tasting room will not have its own kitchen, but instead will offer food from food carts.

Expanding the enterprise zone to include the Oakshire property will help business save thousands of dollars and reinvest money into their growing six-year-old business.

Oakshire says the location next to other breweries, creating a district of sorts, is another big bonus.

"Clustering in business is well studied, it helps really promote incentives from local government," says Jeff Althouse, founder of Oakshire Brewing. "It's a great draw for the sort of skilled labor that we need in our companies. Having three brewing companies there really attracts people from out of school like Oregon State."

Oakshire is aiming to open the public house portion of its expansion in February 2013.

Within walking distance just two blocks away down West 1st Avenue, Springfield-based Hop Valley Brewing Company is also working on expansion with new production space and tasting room in the old Scharpe Building Materials space.

Hop Valley's owners say they wouldn't be able to do the project without the enterprise zone tax exemption. The company's plan is to open the expansion in early 2013.

Also in the Whiteaker, Ninkasi just broke ground on its new brewing production space on Blair Boulevard. All three breweries are planning to finish their respective projects in 2013.