

# City of Brookings MEETING AGENDA

## CITY COUNCIL

**Monday, April 9, 2012, 7:00pm**

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

Council will meet in Executive Session at 5:30pm in the City Manager's Office under authority of ORS 192.660.2.d, "to conduct deliberations with persons designated by the governing body to carry on labor negotiations," and under ORS 192.660.2.e, "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

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

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

### **C. Roll Call**

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

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

1. Resolutions adopting controls over expenditures in compliance with Oregon Budget Law and procedures for reporting depository information to the State Treasurer. [Admin Services, pg. 4]
  - a. 12-R-979 [pg. 5]
  - b. 12-R-980 [pg. 6]

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

1. Public Comments – 5 minute limit per person.\*

### **G. Staff Reports**

1. Authorization for the Mayor to sign a Letter of Support for the Curry County Veteran's Memorial Project. [City Manager, pg. 7]
  - a. Request from Susan Brown [pg. 8]
  - b. Background information for project [pg. 9]
  - c. Draft support letter [pg. 14]

### **H. Consent Calendar**

1. Accept Planning Commission minutes for February 7, 2012. [pg. 15]
2. Accept Parks and Recreation Commission minutes for January 26, 2012. [pg. 16]

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

### **J. Adjournment**

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

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

April 2012

April 2012							May 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

Monday		Tuesday		Wednesday		Thursday		Friday	
<b>Apr 2</b>		<b>3</b>		<b>4</b>		<b>5</b>		<b>6</b>	
11:00am 12:00pm CC - VIPS 1:00pm 3:00pm CC - Staff 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng		7:00pm 10:00pm CC-Planning Comm		10:00am 12:00pm CC- Site Plan 12:00pm 1:00pm CC - Stout Park 2:00pm 3:00pm CC - Staff 7:00pm 9:00pm FH-PoliceResrvs		3:00pm 4:00pm CC - Staff			
<b>9</b>		<b>10</b>		<b>11</b>		<b>12</b>		<b>13</b>	
7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council				10:00am 11:00am FH-BRFD 10:00am 12:00pm CC- Site Plan		9:00am 10:30am CC-Crm Stoppers 12:00pm 1:00pm CC - Public Art 1:00pm 2:00pm CC - Court			
<b>16</b>		<b>17</b>		<b>18</b>		<b>19</b>		<b>20</b>	
11:00am 12:00pm CC-VIPS 1:00pm 3:00pm CC - Staff 7:00pm 10:00pm FH-FireTrng				10:00am 12:00pm CC- Site Plan		5:30pm 6:00pm CC - Budget Committee			
<b>23</b>		<b>24</b>		<b>25</b>		<b>26</b>		<b>27</b>	
7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng				10:00am 12:00pm CC- Site Plan		5:30pm 7:30pm CC - Budget Committee			
<b>30</b>		<b>May 1</b>		<b>2</b>		<b>3</b>		<b>4</b>	
7:00pm 10:00pm FH-FireTrng									

May 2012

May 2012							June 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

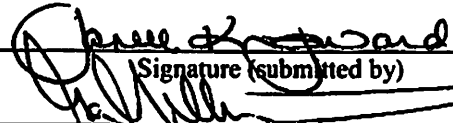

Monday		Tuesday		Wednesday		Thursday		Friday	
Apr 30		May 1		2		3		4	
Apr 30 - May 4		7:00pm 10:00pm CC-Planning Comm		10:00am 12:00pm CC- Site Plan 12:00pm 1:00pm CC - Stout Park 7:00pm 9:00pm FH-PoliceResrvs		3:00pm 4:00pm CC - Staff 5:30pm 7:30pm CC - Budget Committee			
7		8		9		10		11	
May 7 - 11		11:00am 12:00pm CC - VIPs 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng		10:00am 11:00am FH-BRFD 10:00am 12:00pm CC- Site Plan		9:00am 10:30am CC-Crm Stoppers 1:00pm 2:00pm CC - Court 5:30pm 7:00pm CC - Budget (TENTATIVE)			
14		15		16		17		18	
May 14 - 18		7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council		10:00am 12:00pm CC- Site Plan					
		7:00pm 9:00pm CC - PC (TENTATIVE)							
21		22		23		24		25	
May 21 - 25		11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng		10:00am 12:00pm CC- Site Plan		7:00pm 9:00pm CC-Parks & Rec		6:00pm 7:00pm CC - City Hall Memorial	
28		29		30		31		Jun 1	
May 28 - Jun 1		7:00pm 10:00pm FH-FireTrng		10:00am 12:00pm CC- Site Plan					
		7:00pm 9:00pm CC-Council							

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: April 9, 2012

Originating Dept: ASD

  
Signature (submitted by)  
  
City Manager Approval

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**Subject:** Financial Management Policies

**Recommended Motions:**

1. Adopt Resolution 12-R-979, adopting controls over expenditures in compliance with Oregon Budget Law, and
2. Adopt Resolution 12-R-980, adopting procedures for reporting depository information to the State Treasurer.

**Background/Discussion:**

Boldt, Carlisle & Smith LLC completed the City's audit for the fiscal year ending June 30, 2011, and the audit was submitted to the Secretary of State as required by law. The Budget Committee met on January 17, 2012 to discuss the audit with the auditors via teleconference. There were no significant findings associated with the City financial records keeping and reporting.

The Secretary of State reviewed the audit and requested documentation regarding the City's policies and procedures concerning budget adjustments and reporting, and notifying the Oregon State Treasurer of the bank used by the City as its bank depository.

Resolution 12-R-979 most commonly relates to projects that are undertaken over the course of more than one fiscal year, where expenditures in one year may exceed the amount budgeted during that year, even though the overall project cost may not exceed the multi-year budgeted amount. From time to time, the City Council may also take action to approve expenditures on projects or programs that were not anticipated at the time of budget adoption. This Resolution directs the City staff to prepare a resolution for City Council consideration whenever such adjustments to the adopted budget are made.

Resolution 12-R-980 directs the Administrative Services Director to notify the State Treasurer of any change in the bank in which of City funds are deposited within three days. Note that the City has not changed its bank depository in many years, and the Administrative Services Director currently notifies the State Treasurer of the City's bank depository annually. This Resolution satisfies the requirements of ORS 295 and OAR 170-040-0050 by adopting this procedure as a City policy by the City Council.

**Attachments:**

- a. Resolution 12-R-979
- b. Resolution 12-R-980

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

**RESOLUTION 12-R-979**

**A RESOLUTION OF THE CITY OF BROOKINGS ADOPTING CONTROLS OVER EXPENDITURES IN COMPLIANCE WITH OREGON BUDGET LAW.**

**WHEREAS, the City of Brookings adopts a budget annually in compliance with Oregon Budget Law, and**

**WHEREAS, the City of Brookings distributes monthly revenue and expenditure reports to the City Council, and**

**WHEREAS, expenditures can be more than originally anticipated and budgeted, and**

**WHEREAS, ORS 294.463 allows transfers of appropriations within a fund or between funds when authorized by a resolution of the governing body, and**

**NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective upon adoption, directs City staff to prepare appropriation resolutions for adoption by council, when necessary, to remain in compliance with Oregon Budget Law.**

**Passed by the City Council on April 9, 2012, and made effective the same date.**

**Attest:**

\_\_\_\_\_  
**Mayor Larry Anderson**

\_\_\_\_\_  
**City Recorder Joyce Heffington**

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

**RESOLUTION 12-R-980**

**A RESOLUTION OF THE CITY OF BROOKINGS ADOPTING PROCEDURES FOR REPORTING DEPOSITORY INFORMATION TO THE STATE TREASURER.**

**WHEREAS, the City of Brookings is subject to ORS 295 and OAR 170-040-0050, and**

**WHEREAS, 295-006(2) requires each public official shall keep on file with the State Treasurer the names, addresses, and such information as the State Treasurer shall prescribe by rule of each depository in with the public official deposits public funds, and**

**WHEREAS, the City must report any changes to the State Treasurer within three business days, and**

**WHEREAS, the City Administrative Services Director reports and updates this depository information annually, with the State Treasurer, prior to June 30 each year, and**

**NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective upon adoption, approve the above procedure to remain in compliance with Oregon Bank Depository and Public Funds Collateralization Rules.**

**Passed by the City Council on April 9, 2012, and made effective the same date.**

**Attest:**

\_\_\_\_\_  
**Mayor Larry Anderson**

\_\_\_\_\_  
**City Recorder Joyce Heffington**

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: April 9, 2012

Originating Dept: City Manager

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

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**Subject:** Letter of Support for Curry Veteran's Memorial

**Recommended Motion:**

Motion to authorize the Mayor to sign a letter of support for the Curry County Veteran's Memorial project.

**Financial Impact:** None

**Background/Discussion:**

The City has received a request for a letter of support for the development of a Veteran's Memorial to be constructed at the Port of Gold Beach. Attached is the request and background information on this project.

**Attachment(s):**

- a. Request from Susan Brown.
- b. Background information on Project.
- c. Draft support letter.



## Gary Milliman

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**From:** Susan Brown [srbrown1234@gmail.com]  
**Sent:** Tuesday, March 27, 2012 12:04 PM  
**To:** Gary Milliman  
**Subject:** Curry County Veteran's Memorial Support Letters  
**Attachments:** C-5-Overview.jpg

Hi Gary,

I have been working with the Curry County Veteran's Memorial Association and we are now prepared to write grants to build a Veteran's Memorial at the Port Of Gold Beach. I have attached the conceptual drawing, in case you have not seen this yet.

The Curry County Veterans Memorial Association will create and maintain a Place of Remembrance for deceased U. S. military veterans from Curry County, and for law enforcement and firefighters of Curry County who have lost their lives in the line of duty. This monument will be a place of honor for eternity, in thankful acknowledgement to those who served our nation and our county.

I am asking for letters of support for this project.

For more information on the project you can go to: <http://currycountyveteransmemorial.org>

Would the City of Brookings be willing to write a letter in support of this project, if so, please send it to me.

Many Thanks,

--

**Susan Brown**  
**Project Development**  
**541-404-3417**  
[www.susanbrownprojectdevelopment.com](http://www.susanbrownprojectdevelopment.com)



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## Curry County Veterans Memorial Association (CCVMA)

### Mission Statement

The Curry County Veterans Memorial Association will create and maintain a Place of Remembrance for deceased U. S. military veterans from Curry County, and for law enforcement and firefighters of Curry County who have lost their lives in the line of duty. This monument will be a place of honor for everyone in thankful acknowledgement to those who served our nation and our county.

#### CCVMA Announces the Sale of "Memorial Tiles"

For members of your family, and friends that were members of the U.S. Military, Remember your ones and those friends you served with. Click [here](#) for more information. These tiles are for those who served our country. Those who were prior resident veterans of Curry County, will be honored on our monument in the memorial, at no charge.

Your "Building Fund" donations are greatly appreciated as well. CCVMA is a non profit, 501(c)(3) Corporation

Send your tax deductible contributions to:

CCVMA, P.O. Box 186 Gold Beach, Oregon 97444 or call Sam Vitale at (541)661-5155 or Rick Mahoney at (541)469-7826.

#### Other Fundraisers

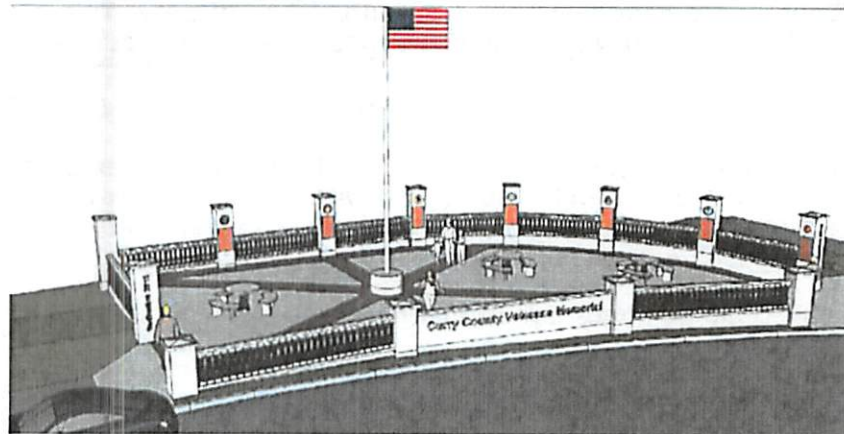
[Stop Music](#)

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## Memorial Plan

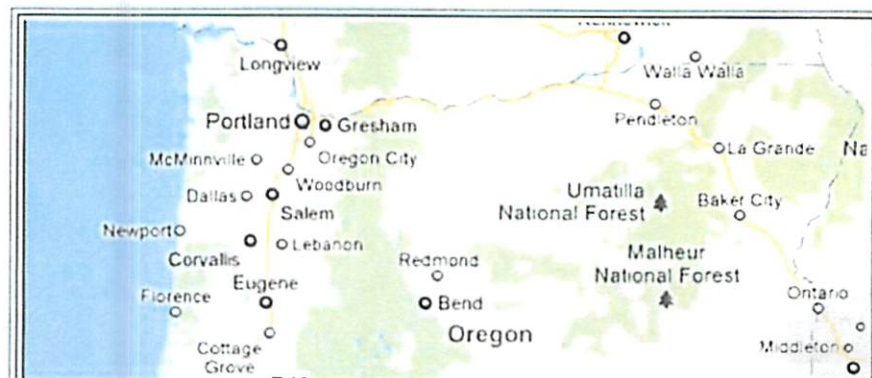
### CURRY COUNTY VETERANS MEMORIAL

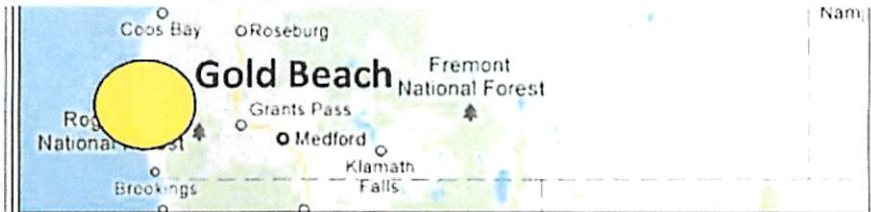
SOUTH BANKS OF THE ROGUE RIVER NEAR  
THE INTERSECTION OF PORT DRIVE & HARBOR WAY  
GOLD BEACH OREGON



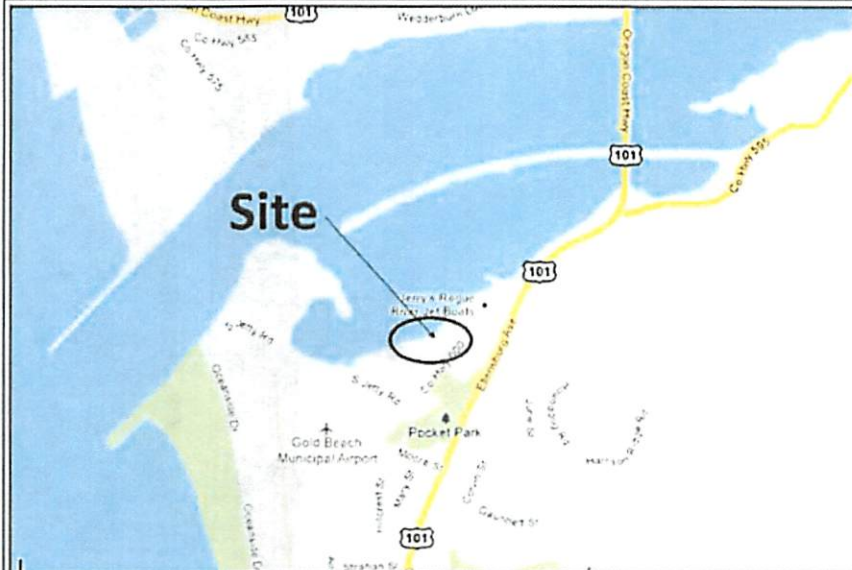
The centerpiece of the Memorial is the flagpole with its hexagon base, representing the six of our armed forces.

[Click picture to see larger image](#)

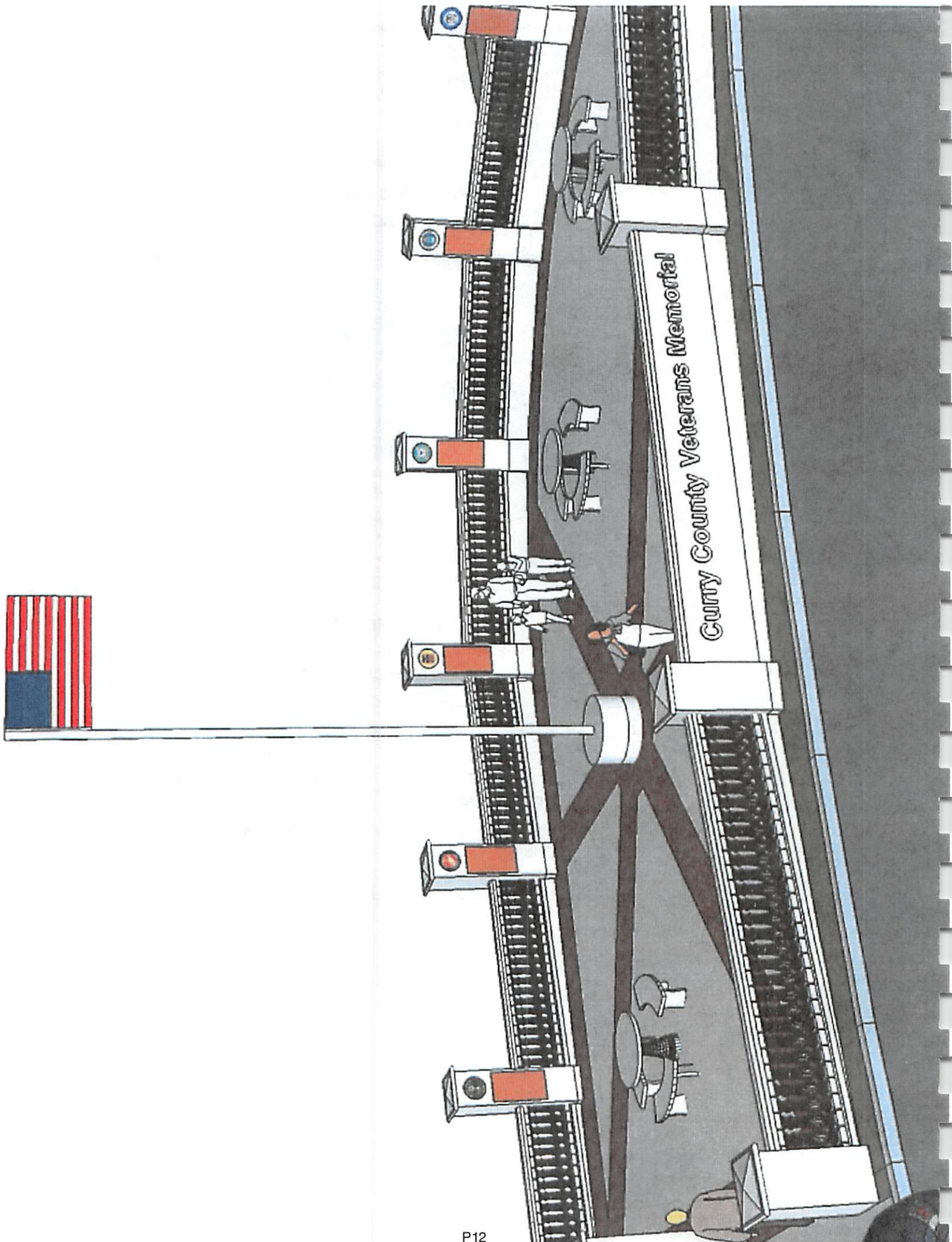


**PROJECT LOCATION**

GOLD BEACH OREGON

**PROJECT SITE**SOUTH BANKS OF THE ROGUE RIVER  
GOLD BEACH OREGON**ARCHITECT**DERWIN H. BASS, AIA  
RENO, NV 89511-8138(775) 376-8636  
mbaateam@sbcglobal.net**CIVIL ENGINEER**TOR FLATEBO, PE  
TFE, INC.  
OPHIR, OR 97464(541) 247-7769  
PO BOX 100  
tornlisa@charter.net





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### Board of Directors

Officers		
Chairman	Sam Vitale	Brookings
Vice Chairman	Dave Swindell	Gold Beach
Treasurer	Errol Roberts	Gold Beach
Secretary	Rick Mahanay	Brookings
Other Board Members		
	Duane Byers	Port Orford
	Jim Freedman	Gold Beach
	Sally Laasch	Brookings
	Mike Sauer	Sixes
	George Tice	Gold Beach
	Ken Vogt	Brookings



# City of Brookings

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

**Mayor Larry Anderson**

April 10, 2012

Sam Vitale, Chairman  
Curry County Veteran's Memorial Association  
P.O. Box 186  
Gold Beach, OR 97444

Dear Mr. Vitale,

The Brookings City Council is pleased to support the development of a Veteran's Memorial by the Curry County Veteran's Memorial Association at the Port of Gold Beach.

We understand that this project involves construction and maintenance of a place of remembrance for deceased U.S. Military veterans from Curry County, and for law enforcement and firefighters of Curry County who have lost their lives in the line of duty.

Sincerely,

Larry Anderson  
Mayor



**MINUTES**  
**BROOKINGS PLANNING COMMISSION**  
February 7, 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, Bryan Tillung, Ken Bryan

*Commissioners Absent:* Curtis Williams, Kelly McClain

*Staff Present:* Planning Director Dianne Morris, Sr. Planner Donna Colby-Hanks and Secretary Alex Carr-Frederick *Others Present:* 2 members of the public

**PLANNING COMMISSION CHAIRPERSON ANNOUNCEMENTS**

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

At 7:04 p.m., Chair Markham opened the quasi-judicial hearing for File No. VAC-1-12. Sr. Planner Colby-Hanks presented the staff report. Susan Wimberley of 1005 Parkview Lane was on hand to answer questions. There was no other public testimony. With minimal discussion, Commissioner Wulkowicz made a motion and Commissioner Tillung seconded that the Planning Commission recommend approval to the City Council of File No. VAC-1-12. Motion passed 5-0.

**APPROVAL of MINUTES**

By a 4-0 vote (motion: Commissioner Bryan, 2<sup>nd</sup> Chair Markham, Commissioner McMahan abstaining) the Planning Commission approved the minutes of the November 29, 2011 PC meeting. By a 5-0 vote (motion: Commissioner McMahan, 2<sup>nd</sup> Commissioner Bryan, the Planning Commission approved the minutes of the January 3, 2012 PC meeting.

**COMMENTS from the PLANNING STAFF & COMMISSION**

Gold Beach Mayor Jim Wernicke publicly acknowledged Candace Perryman, Gold Beach Planning Commissioner for 27 years. Director Morris read the Mayor's statement, thanking the Commissioners for their often times, thankless service. Planning Director Morris announced that the League of Oregon Cities (LOC) would be holding a meeting at the new SOCC Curry Campus on April 19, 2012 at noon. She encouraged all commissioners to attend.

**ADJOURNMENT**

With no further business before the Planning Commission, the meeting closed at 7:22 pm.

Respectfully submitted,

---

Hedda Markham, Chair (approved at the 3/6/12 meeting)

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
January 26, 2012

**CALL TO ORDER**

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

**ROLL CALL**

*Present:* Chair Tony Parrish, Commissioners Tony Baron, Don Vilelle, Mitchell Bolt

*Also present:* Public Works Director Loree Pryce

**APPROVAL OF MINUTES**

- A. **Motion made by Commissioner Baron to approve the minutes of November 17, 2011 as written; motion seconded and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES**

None

**REGULAR AGENDA**

- A. *Smoking Ban Penalty in Parks* – PW Director Loree Pryce presented smoking ban penalties which mirrored the skate park penalties of: “the fine for a first offense may be \$50, the second violation shall be \$100, and third violation would be pursuant to Chapter 1.05 BMC” which she indicated could go up to \$720. **Motion made by Commissioner Baron to approve this penalty provision provided, motion seconded by Chair Parrish; - discussion pursued.** Commissioner Vilelle questioned the wording that included “may be fined” and suggested stronger language and larger fines to deter people from committing violations. PW Director Pryce advised she had recommended the same fines to keep park violations standard, but indicated that BMC 1.05.010 states “every offense is a violation which may be punished by a fine up to \$720, provided, that where Oregon statutes impose a lesser penalty for the same offense, then the lesser penalty shall apply. Each day or part of a day for which a violation is committed or persists is a separate offense.” Thus it would be up to the judge to determine the penalty amount for each offense. **Motion made by Commissioner Baron to approve the general penalty 1.05.101 wording, motion seconded by Commissioner Vilelle and Commission voted, the motion carried unanimously. Matter forwarded to City Council.**
- B. *Mill Beach Review and Preliminary Design* - PW Director Loree Pryce presented a conceptual layout for the Mill Beach Improvements. Road improvements have been budgeted for the upcoming year, but the restrooms will be budgeted later or through a grant. Restroom to be elevated above roadway with stair, a ramp, and a picnic table overlooking beach area; parking still a hammerhead design for emergency vehicle turnarounds. Design proposal also includes a seawall along the edge of Macklyn Creek and development of a trail along Macklyn Creek leading up to Mill Beach Road. Questions arose if lighting will be available; if park will be open at night; if overnight camping will be allowed; if possible to close park at dusk; if a gate could be installed - advised that erecting a gate is not possible as no way to turn around once down the road; if signs advising no RV turnaround can be put up. All items yet to be determined. Next step is a meeting with the State Parks for permitting on the seawall and beach access. Item will be brought back before the Commission before project goes out to bid. Suggested renaming area Mill Beach Access to Mill Beach Park.
- C. *Azalea Park Drainage and Grading Proposal* - PW Director Loree Pryce advised the first step to solve the drainage issue is to do a topographical survey to determine the amount of soil to be moved, if it's possible to raise the grade on the storm drain, and to look at the watershed hydrology to make sure the pipe is right size. Drainage issue is a major problem.

Money may be possibly available, next step is budgeting once survey information is obtained.

### **INFORMATION UPDATES/DISCUSSION ITEMS**

- A. Lower Stout Park – Commissioner Parrish advised they have raised approximately \$3000 to be used for items they do not get donated. Still selling bricks, have replaced another tree, and bark chips have been spread.
- B. Bud Cross Park – Commissioner Baron advised that the ball field grass is sparse and Little League won't be able to play on fields until May. A 10" storm line has been put in between the two fields, infrastructure is in place for development. Multiple projects are planned including an accessibility ramp, 3<sup>rd</sup> Street sidewalks, picnic area development, and gas tank relocation.

### **STAFF UPDATES**

PW Director Loree Pryce distributed information on park signage, only one company submitted a bid. Advised there may be money available in this years' budget. Commissioners discussed sign design/format/color/size/price/locations and when/which signs should be replaced. Commissioners agreed that they liked the signs with green background.

Advised that the City Council approved all the of the Park & Recreation Commissions park priority projects. Next step is to order benches and tables. Questioned if we should go ahead and order everything all at once to save money; and if they want the same concrete style and color in all parks. Commissioners suggested staff clean/fix an old trashcan to determine if they are possibly fixable. Discussed developing a standard color for the park picnic tables, trashcans and a standard base of a concrete pad or gravel for trashcans and picnic tables for ease in cleaning. Director Pryce to provide more info.

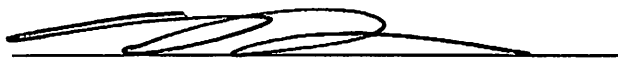
### **COMMISSIONER REPORTS/COMMENTS**

Chair Parrish - advised this is his last meeting, after being on the Commission for 10 years. He has had fun seeing the improvements that have been made while he was on the Commission and will still be involved with Stout Park and working with the Garden Club.

### **ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 8:05pm. Next meeting scheduled for March 22, 2012.

Respectfully submitted,



*lice* Chair - Tony Baron  
(approved at March 22, 2012 meeting)