

City of Brookings MEETING AGENDA

CITY COUNCIL/URBAN RENEWAL AGENCY

Monday, January 23, 2012, 7:00pm

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

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Employee Anniversary – Recognize Fire Chief William Sharp for their thirty years of service. [pg. 5]

E. Oral Requests and Communications from the audience

1. Planning Commission Report for 2011. [pg. 6, Chair]
2. Public Comments – 5 minute limit per person.*

F. Staff Reports

1. Acceptance of Public Utility Easement provided by Bi-Mart and required by the Bi-Mart retail store project. [pg. 8, Planning]
 - a. Easement [pg. 9]
2. Authorization to award the contract for the Buena Vista Lift Station Project in an amount not to exceed \$61,775, to Kyle Electric, Inc. [pg. 12, Public Works]
 - a. Letter from Project Manager [pg. 13]
 - b. Summary of bids [pg. 14]
3. Authorization for City Manager to execute Task Order #36 with Dyer Engineering for the Hassett Street Improvement Project. [pg. 15, Public Works]
 - a. Task Order 36 [pg. 16]
4. Acceptance of the City's audit report for fiscal year ending June 30, 2011. [pg. 19, Admin Services]

G. Consent Calendar

1. Approve Council minutes for December 19, 2011. [pg. 20]
2. Approve Council minutes for January 9, 2012. [pg. 22]
3. Receive monthly financial report for December, 2011. [pg. 24]

H. Remarks from Mayor and Councilors

I. Adjournment

URBAN RENEWAL AGENCY

A. Call to Order

B. Roll Call

C. Consent Calendar

1. Approve Agency minutes for October 24, 2011. [pg. 30]

D. Public Comments

E. Staff Reports

1. Acceptance of the Agency's audit report for fiscal year ending June 30, 2011.
[pg. 31, Admin Services]

F. Agency Remarks

G. 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.

January 2012

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

February 2012						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29			

	Monday	Tuesday	Wednesday	Thursday	Friday
Jan 2 - 6	Jan 2 11:00am 12:00pm CC - VIPS 7:00pm 10:00pm FH-FireTrng	3 4:00pm 6:00pm CC - Wkshop 7:00pm 10:00pm CC-Planning Comm	4 10:00am 12:00pm CC- Site Plan 12:00pm 1:00pm CC - Stout Park 4:00pm 5:00pm CC - Traffic Safety 7:00pm 9:00pm FH-PoliceResrvs	5 12:00pm 1:00pm CC - Public Art Committee 3:00pm 4:00pm CC - Staff	6
Jan 9 - 13	9 7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council	10	11 10:00am 11:00am FH-BRFD 10:00am 12:00pm CC- Site Plan	12 9:00am 10:30am CC-Crm Stoppers 12:00pm 1:00pm CC - Court	13
Jan 16 - 20	16 Marion Public Library City Hall Closed 11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng	17 4:00pm 6:00pm CC - Budget Workshop	18 10:00am 12:00pm CC- Site Plan	19 12:00pm 1:00pm CC-Public Art Committee	20
Jan 23 - 27	23 11:30am 1:30pm CC -staff 7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng	24	25 10:00am 12:00pm CC- Site Plan	26 7:00pm 9:00pm CC-Parks & Rec	27
Jan 30 - Feb 3	30 7:00pm 10:00pm FH-FireTrng	31	Feb 1	2	3

February 2012

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

Jan 30 - Feb 3	Monday	Tuesday	Wednesday	Thursday	Friday
	Jan 30	31	Feb 1	2	3
			10:00am 11:00am CC- Site Plan 11:00am 5:00pm CC- Staff 12:00pm 2:00pm FH - Stout Park 7:00pm 9:00pm FH-PoliceResrvs	3:00pm 4:00pm CC - Staff	10:30am 11:30am CC - Staff (Council Chambers) - Lauri Ziemer
Feb 6 - 10	6	7	8	9	10
	11:00am 12:00pm CC - VIPS 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng	7:00pm 10:00pm CC-Planning Comm	10:00am 3:00pm CC - Staff 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	
Feb 13 - 17	13	14	15	16	17
	7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council		10:00am 12:00pm CC- Site Plan		
Feb 20 - 24	20	21	22	23	24
	8:00am 5:00pm Presidents Day - City Hall Closed 11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng		10:00am 12:00pm CC- Site Plan		
Feb 27 - Mar 2	27	28	29	Mar 1	2
	7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng		10:00am 12:00pm CC- Site Plan		

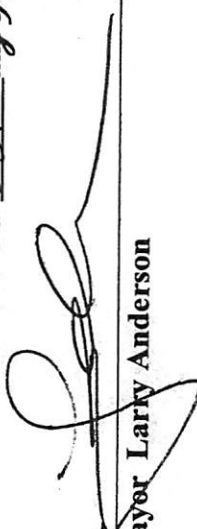
CERTIFICATE OF APPRECIATION

Awarded to

William Sharp

*For Thirty Years of Dedicated Service to the
City and Citizens of Brookings.*

Honored this 23rd day of May, 2012


Mayor Larry Anderson


City Manager Gary Milliman

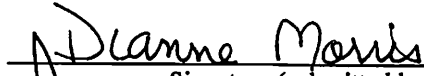



CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 23, 2011

Originating Dept: Planning Dept.


Signature (submitted by)

City Manager Approval

Subject: Chair of the Planning Commission's Annual Report.

Recommended Motion: Motion to accept the Annual Report.

Financial Impact: None.

Background/Discussion: The Chair of the Planning Commission, Cheryl McMahan, has prepared the annual report which reviews the work accomplished in 2011. The Chair requested input from the Commission and presented the report to them at their regular meeting on Jan 3, 2012. She will attend the City Council meeting to present the attached report.

Policy Considerations: None.

Attachment(s): Planning Commission 2011 Annual Report.

Brookings Planning Commission

2011 Year in Review

There were several changes to makeup of the Planning Commission in 2011. Commissioner Randy Gorman's term expired and Commissioner Steve Bismark resigned. We would like to thank both Commissioners Gorman and Bismark for their many years of service to the city. We now have two new commissioners; Curtis Williams and Brian Tillung were appointed to fill these vacancies. Also in 2011, Commissioner Hedda Markham was also selected to serve another term.

The Planning Commission provides guidance and advice on planning and land use issues. In 2011, the Planning Commission

Approved a request by U.S. Borax, Inc. for 163 residential lots, access streets, one commercial lot, and an additional lot for future development.

Approved a 2 lot subdivision on Tanbark Road and replat of three proposed lots of Oceanside Estates into two lots.

Approved a variance to the front setback requirement to allow siting of a proposed Emergency Operations Center on Elk Drive.

Approved 2 conditional use permits: one for retail business Bi-Mart in an industrial park district and one for a short term rental on First Street.

Approved minor changes to three conditional use permits: 1) expansion of a gasoline island at the Fred Meyer Store; 2) inclusion of grades 9-12 in the Brookings Harbor Christian School; and 3) revision of conditions of approval for the South Coast Humane Society.

Recommended the City Council approve changes to Brookings Transportation Plan to include a bicycle master plan and recently adopted street standards.

Reviewed several amendments to the Brookings Municipal Code and Comprehensive Plan related to manufactured housing siting requirements, subdivision replats, parking, and signs.

Sent letters of support for grants to construct Brookings Bicycle Master Plan facilities. In May, the City was awarded a \$1.2 million Oregon Department of Transportation grant. In November, the City submitted an additional grant application to the Tiger III Discretionary Grant Program administered by the U.S. Department of Transportation.

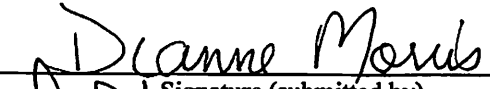
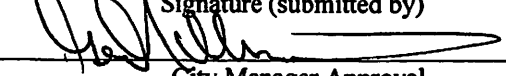
Our objective for 2012 is to provide the best possible planning assistance to enhance the quality of life in Brookings. The Planning Commission looks forward to another year of serving the citizens of our fine city.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 23, 2012

Originating Dept: Planning


Signature (submitted by)

City Manager Approval

Subject: Bi-Mart Utility Easement Document.

Recommended Motion: Motion to accept the utility easement document provided by Bi-Mart and required by the Bi-Mart retail store project.

Financial Impact: None.

Background/Discussion: Bi-Mart was required to provide easements for any public improvements located on the project site. A document with descriptions of the easement areas and a map indicating where these metes and bounds sites are located has been provided. Dyer Partnership, the City's Engineering firm, has reviewed and confirmed these are appropriate. This document needs to be accepted by Council, signed and recorded prior to completion of the Bi-Mart project.

Policy Considerations: N/A

Materials: Public Utility Easement

AFTER RECORDING RETURN TO:

City of Brookings
898 Elk Drive
Brookings, OR 97415

Mail Tax Statements To: No Change

PUBLIC UTILITY EASEMENTS

Bi-Mart Corporation, a Corporation formed and existing under the laws of the State of California, ("Grantor") hereby grants to the City of Brookings, Oregon, a municipal corporation, ("Grantee") perpetual easements on the property as set forth herein in the City of Brookings, Curry County, State of Oregon, for the construction, maintenance and public use of fire hydrants (2), water valve (1), water meters (2), street lights (2), and sanitary sewer cleanout (1) as specified and more particularly described on the attached Exhibit "A" ("property").

There is no consideration for these easements in terms of dollars and cents as they are given freely and voluntarily to allow Grantee to make public fire hydrant, water valve, water meter, street light and sanitary sewer cleanout improvements and thereby providing direct and/or indirect benefit to Grantor. The easement(s) are granted on the following terms and conditions:

1. The easement(s) shall be a permanent right of Grantee, its officer, agents, employees and contractors to ingress and egress upon, over and across the property for the purposes of constructing and maintaining fire hydrants, water valve, water meters, street lights, and sanitary sewer cleanout.

2. Grantor agrees not to plant, build, construct or create, nor permit others to plant, build, construct or create any flora, buildings or other structures, including fences, on the easements that may interfere with the use of the easements for the purposes set forth herein or with the normal use and maintenance of above referenced public improvements.

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

DATED _____

STATE OF OREGON
County of Curry

Grantor: John Harris, Bi-Mart Corporation
P.O. Box 2310
Eugene, OR 97402

Before me personally appeared the Grantor, John Harris on behalf of Bi-Mart Corporation, a California Corporation, this _____ day of _____, 2011, and he acknowledged the foregoing instrument to be a voluntary act and deed on behalf of said corporation.

Notary Public for Oregon
My commission expires: _____

ACCEPTED BY GRANTEE:

Gary Milliman, City Manager
City of Brookings, Oregon

STATE OF OREGON
County of Curry

This instrument was acknowledged before me on the _____ day of _____, 2011, by Gary Milliman, City Manager of the City of Brookings, as the City of Brookings' voluntary act and deed and accepted the easement(s) on behalf of the City of Brookings.

Notary Public for Oregon
My commission expires: _____

Exhibit 'A'

LEGAL DESCRIPTION

Public Utility Easements (PUE's)
City of Brookings, Curry County, Oregon

Six parcels of land lying in the Southeast Quarter of the Southeast Quarter of Section 6, Township 41 South, Range 13 West, Willamette Meridian, Curry County, Oregon, said parcels being portions of those properties described in Warranty Deed recorded May 9, 2011, Instrument No. 2011-1630, and in Warranty Deed recorded May 9, 2011, Instrument No. 2011-1632, Records of Curry County, Oregon, and being more particularly described as follows:

Easement A: 3.0' x 8.0' PUE for Fire Hydrant & Street Light Pole (Wharf Street)

Commencing at a point which by record is North, 760.18 feet and West, 431.02 feet from the Southeast corner of Section 6, Township 41 South, Range 13 West of the Willamette Meridian, and running thence West, 283.30 feet; thence South, 88.78 feet to the Point of Beginning; thence South 73°45'03" East, 3.00 feet; thence South 16°14'57" West, 8.00 feet; thence North 73°45'03" West, 3.00 feet; thence North 16°14'57" East, 8.00 feet to the Point of Beginning, in the City of Brookings, Curry County, Oregon.

Easement B: 4.0' x 4.5' PUE for Water Meter (Wharf Street)

Commencing at a point which by record is North, 760.18 feet and West, 431.02 feet from the Southeast corner of Section 6, Township 41 South, Range 13 West of the Willamette Meridian, and running thence West, 221.39 feet; thence North, 141.71 feet to the Point of Beginning; thence North 16°12'15" East, 4.00 feet; thence South 73°47'45" East, 4.50 feet; thence South 16°12'15" West, 4.00 feet; thence North 73°47'45" West, 4.50 feet to the Point of Beginning, in the City of Brookings, Curry County, Oregon.

Easement C: 3.0' x 3.0' PUE for Street Light Pole (Cove Road)

Commencing at a point which by record is North, 760.18 feet and West, 431.02 feet from the Southeast corner of Section 6, Township 41 South, Range 13 West of the Willamette Meridian, and running thence West, 43.94 feet; thence North, 70.07 feet to the Point of Beginning; thence North 27°14'13" West, 3.00 feet; thence North 62°45'47" East, 3.00 feet; thence South 27°14'13" East, 3.00 feet; thence South 62°45'47" West, 3.00 feet to the Point of Beginning, in the City of Brookings, Curry County, Oregon.

Easement D: 3.0' x 12.0' PUE for Fire Hydrant & Water Valve (Cove Road)

Commencing at a point which by record is North, 760.18 feet and West, 431.02 feet from the Southeast corner of Section 6, Township 41 South, Range 13 West of the Willamette Meridian, and running thence West, 19.79 feet; thence North, 23.14 feet to the Point of Beginning; thence North 27°14'13" West, 12.00 feet; thence North 62°45'47" East, 3.00 feet; thence South 27°14'13" East, 12.00 feet; thence South 62°45'47" West, 3.00 feet to the Point of Beginning, in the City of Brookings, Curry County, Oregon.

Easement E: 4.0' x 4.5' PUE for Water Meter (Cove Road)

Commencing at a point which by record is North, 760.18 feet and West, 431.02 feet from the Southeast corner of Section 6, Township 41 South, Range 13 West of the Willamette Meridian, and running thence East, 13.03 feet; thence South, 103.35 feet to the Point of Beginning; thence South 12°41'39" East, 4.00 feet; thence South 77°18'21" West, 4.50 feet; thence North 12°41'39" West, 4.00 feet; thence North 77°18'21" East, 4.50 feet to the Point of Beginning, in the City of Brookings, Curry County, Oregon.

Easement F: 4.0' x 4.5' PUE for Sanitary Sewer Cleanout (Cove Road)

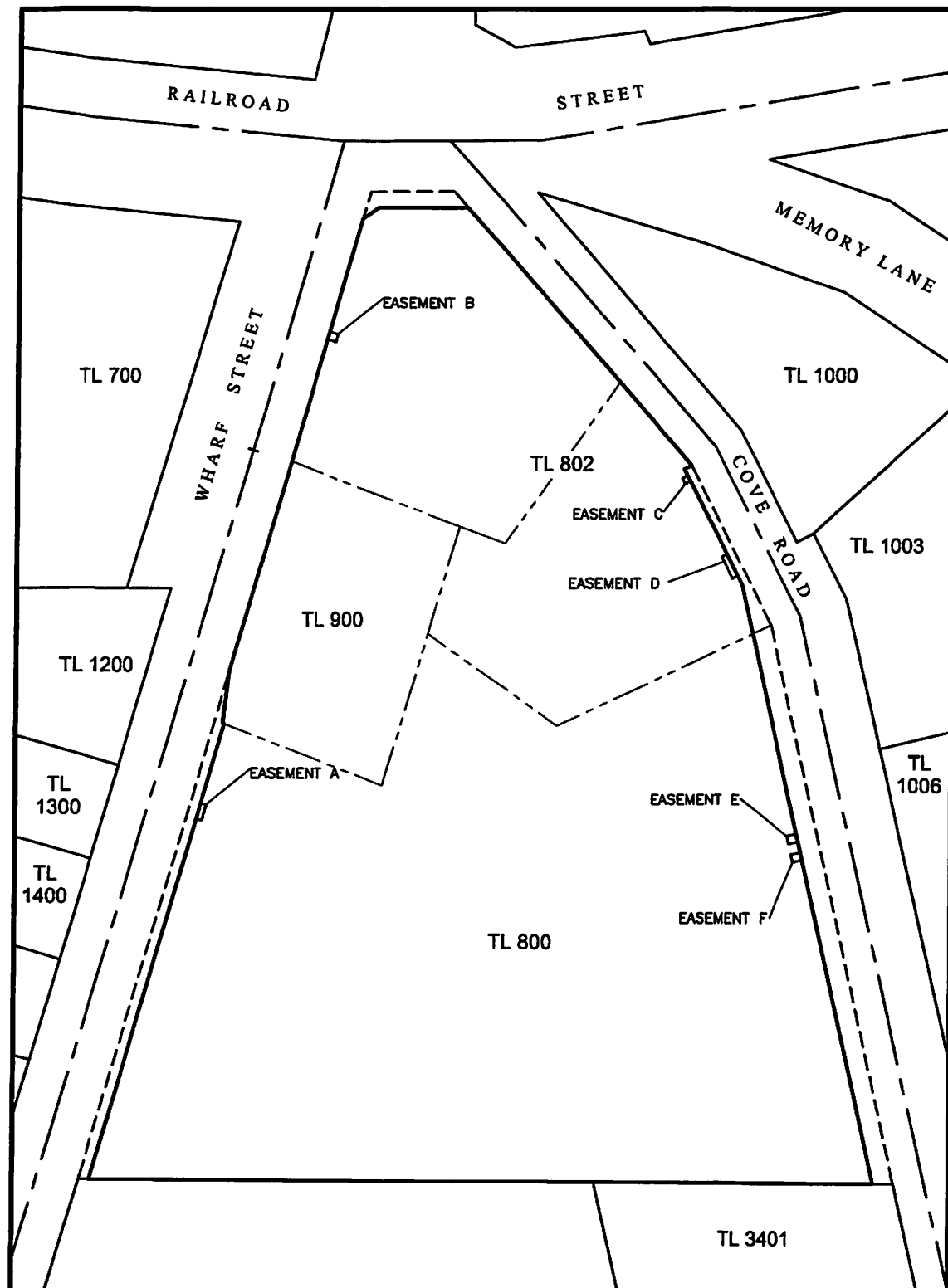
Commencing at a point which by record is North, 760.18 feet and West, 431.02 feet from the Southeast corner of Section 6, Township 41 South, Range 13 West of the Willamette Meridian, and running thence East, 15.09 feet; thence South, 112.51 feet to the Point of Beginning; thence South 12°41'39" East, 4.00 feet; thence South 77°18'21" West, 4.50 feet; thence North 12°41'39" West, 4.00 feet; thence North 77°18'21" East, 4.50 feet to the Point of Beginning, in the City of Brookings, Curry County, Oregon.

Bearings and distances in the foregoing descriptions are based on that Map of Survey prepared by Stuntzner Engineering and Forestry, LLC, and filed in the Curry County Surveyors Office under Survey File No. 41-1659.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Michael R. Dahrens
OREGON
JULY 11, 2000
MICHAEL R. DAHRENS
60052

RENEWAL DATE: 12-31-2011



PUE EXHIBIT FOR:
BI-MART CORPORATION
 248 WHARF STREET
 BROOKINGS, OREGON



SSW ENGINEERS.

CIVIL • STRUCTURAL • BUILDING DESIGN
 SURVEYING • LAND USE PLANNING

2350 Oakmont Way, Suite 105 Eugene, Oregon 97401 (541) 485-8383

JOB NO. 10-6908

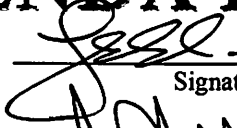
12-20-11

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 23, 2012

Originating Dept: Public Works


Signature (submitted by)


City Manager Approval

Subject: Buena Vista Lift Station Standby Power Replacement

Recommended Motion: Motion to award the contract for the installation of the Buena Vista Lift Station Standby Power Replacement to Kyle Electric, Inc., the lowest responsible bidder, in an amount not to exceed \$61,775.00, and authorize the City Manager to execute all related documents.

Financial Impact: The cost of this project is paid through appropriated wastewater collection system capital improvement (CIP) funds in the amount of \$65,000.

Background/Discussion:

The project involves the replacement in kind of a failing 60kW diesel generator for the Buena Vista lift station. The generator provides back up power for three 20 Hp pumps lifting wastewater drainage from the westerly portion of the City.

The contract schedule allows for a 12-week lead time for delivery of the generator five (5) days after issuance of Notice to Proceed. Substantial completion of this project's construction must be completed 21 days after the 12-week lead time to avoid liquidated damages.

The City received 3 bids on the project.

Kyle Electric, Inc.	\$ 61,775.00
Stadelman Electric, Inc.	\$ 62,352.00
Reese Electric, Inc.	\$ 70,339.00

City staff will be managing the construction contract in house to stay within the CIP budgeted amount.

Attachment(s):

- a. Letter from Project Manager
- b. Summary of bids



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

January 12, 2012

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

RE: Buena Vista Pump Station Standby Power Replacement
Project No. 145.29

Dear Gary:

This letter is to recommend action by the City in response to bids received on January 5, 2011 for the above referenced project. We received three bids ranging from \$62,352 to \$70,339. The Engineer's Estimate was \$50,000 to \$55,000. Please see attached summary of bids.

We recommend that the City take the following action:

1. Accept all bids.
2. Issue Notice of Intent to Award letters to all bidders.
3. Award a contract to Kyle Electric, Inc., the lowest responsive bidder in the amount of \$61,775.

It is our opinion that Kyle Electric, Inc. has sufficient experience and qualifications to satisfactorily construct the project.

Assuming the Council concurs with our recommendation, we have enclosed three copies of the Notice of Award. A representative for the City needs to sign all three copies after which they should be returned to our office. (*Please do not date the Notice of Award.*) We can then forward them to Kyle Electric, Inc., for their signature along with the contracts and Performance and Payment Bonds.

Pursuant to ORS 279C.835, the Oregon Bureau of Labor and Industries requires that Form WH-81 be filled out by the contracting agency and sent to them with a copy of the first-tier subcontractor form, if applicable (ORS 279C.370), within 30 days of issuing the Notice of Award. The Owner is also responsible for payment of a Public Works Fee to the Bureau of Labor & Industries. This payment must be accompanied by Form WH-39. Dyer will fill out and send Forms WH-81 and WH-39 to you at the appropriate time.

Sincerely,

**The Dyer Partnership
Engineers & Planners, Inc.**

Michael J. Dees, P.E.
Project Manager

TABULATION OF BIDS

**BUENA VISTA PUMP STATION
STANDBY POWER REPLACEMENT
City of Brookings
Project No. 145.29**

Date: January 5, 2012

Bids Received: 4:30 p.m.
Dyer Partnership Office,
Coos Bay, Oregon


<u>Name of Bidder</u>	<u>Basic Bid</u>	<u>Comments</u>
Kyle Electric, Inc.	\$61,775.00	
Stadelman Electric, Inc.	\$62,352.00	
Reese Electric, Inc.	\$70,339.00	

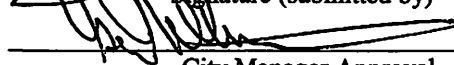
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 23, 2012

Originating Dept: Public Works



Signature (submitted by)


City Manager Approval

Subject: Hassett Street Improvements

Recommended Motion:

1. Authorize the City Manager to execute Task Order 36, Hassett Street Improvement Project with the City Engineer to develop plans, specifications, bid, inspect and contract manage the project within an amount not to exceed \$62,200.
2. Direct the Budget Officer to adjust the 2011/12 budget to accommodate the Hassett Street Improvement Project.

Financial Impact: The construction costs for Hassett Street Improvements are estimated to be \$404,300 including engineering costs. To avoid additional mobilization costs from phased construction, an additional \$154,300 of street system replacement fund (SRF) fund allocation from the 2012/13 budget as well as \$250,000 street SRF fund from 2011/12 budget is required to fund this project for construction.

Background/Discussion:

City Council had previously directed staff to repair an annual \$250,000 of City streets with SRF funds. Staff has determined that the Hassett Street is the highest priority for replacement due to the existing deteriorated asphalt and drainage conditions. The proposed repaving and drainage improvement project will extend the entire length of Hassett Street from 7th Street to Pioneer Street. Construction is anticipated for July through September, 2012. There may be opportunity to utilize street and storm drain system development charges (SDC) funds due to street widening and new drainage facilities. Staff will not know the extent of SDC eligibility until the design is complete. Council would be presented with a revised funding allocation and award for construction of project in June 2012.

Attachment(s):

- a. Dyer task order for Hassett Street Improvements

TASK ORDER 36

City of Brookings

Hassett Street Improvements

SCOPE OF WORK: The City plans to improve Hassett Street between 7th Street and Pioneer Road. The existing street is proposed to be widened to 36 feet. Portions of the existing curbs will be re-used along the south side where possible. The existing roadway varies from 20 feet wide to 36 feet wide. Portions of the existing storm drain pipe are failing and the open ditches need to be upgraded to properly handle the storm drain runoff. It is anticipated that a new storm drain line will be needed including catch basins. The proposed roadway will have curbs and gutter on each side. Existing right-of-way width may be insufficient to construct the 36-foot wide roadway without additional acquisitions or easements.

FOUNDATION: This street has significant roadway deterioration and poor drainage infrastructure which needs to be upgraded. This road is one of the higher priority projects for the current fiscal year and preliminary cost estimates relating to widening this roadway to 36 feet including curbs and gutters were completed in July 2011.

SCOPE OF ENGINEERING SERVICES

The City needs engineering services for the design, bidding and construction administration for the new roadway improvements. Street improvements include new curbs and sidewalks, street reconstruction and storm drain infrastructure. Engineering services include:

Coordination

- Coordinate with City staff, adjacent property owners and affected utilities.
- Conduct design review meetings with City staff and council. Arrive at concurrence on such things as sequence of work, work schedule and utility issues. Provide regular progress reports to staff throughout the process.

Preliminary Design

- Develop preliminary drawings, options and costs for review by the City.
- Conduct field surveys to develop base maps and determine rights-of-ways.

Construction Documents

- Perform final engineering design required for the project improvements.
- Prepare updated final drawings and cost estimates for City review and comment.
- Prepare construction documents to include drawings and specifications.

- Recommend locally available construction materials when appropriate to decrease construction costs.
- Provide final estimated costs for construction and an estimated time line for construction.
- Submit documents to City for review and approval.

Bidding and Contracts

- Prepare bidding documents including bidding requirements and contract documents.
- Prepare advertisement for bids and send to City-approved publications (City to pay advertising expense).
- Reproduce bidding documents and distribute to approved plan exchanges and interested bidders.
- Respond to bidder questions and prepare necessary addendums, if needed.
- Review bids and recommend contract award based on public contracting rules.
- Prepare construction contracts with City Attorney review for execution.
- Issue Notice of Intent to Award, Notice of Award and Notice to Proceed.

Contract Administration

- Provide construction staking of proposed improvements.
- Conduct preconstruction conference.
- Administer construction contract. Prepare necessary pay requests and change orders. Notify City staff immediately of potential construction problems and recommend a cost effective remedy in order to not delay the construction.
- Tabulate payment quantities and recommend payments to the contractor.
- Project Manager to make periodic site inspections.

Inspection Services

- Provide resident inspector to observe construction up 180 hours.
- Coordinate daily with affected businesses and the public.
- Prepare daily inspection reports for City.

Project Closeout

- Provide final inspection, punch list and back check of corrective work.
- Prepare final pay request and review with City.

Schedule (anticipated)

- Design – February 2012 / March 2012
- Bidding Period Services – April / May 2012.
- Construction – July / September 2012.

Proposed Fee

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and Attachment A. The fee for these services is not to exceed a maximum \$62,200 including all professional services and reimbursable expenses.

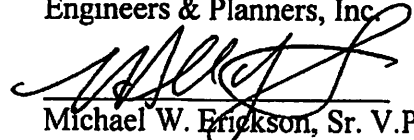
PAYMENT METHOD: Monthly Billing

City of Brookings

Gary Milliman, City Manager

Date: _____

The Dyer Partnership
Engineers & Planners, Inc.



Michael W. Erickson, Sr. V.P.

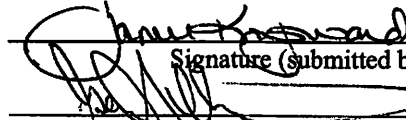
Date: Jan. 18, 2012

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 23, 2012

Originating Dept: ASD



Signature (submitted by)

City Manager Approval

Subject:

Audit Report for the fiscal year ended June 30, 2011

Recommended Motion:

Motion to accept the City's Audit for the fiscal year ended June 30, 2011.

Financial Impact:

None.

Background/Discussion:

Boldt, Carlisle & Smith LLC has completed the City's audit for the fiscal year ending June 30, 2011. A copy of the audit report and a copy of the "communications letter" were mailed directly from the audit firm to the City Council.

A budget workshop was held January 17, 2012 to discuss the Audit and related issues with the Auditor.

City of Brookings

***Special* MEETING Minutes**

CITY COUNCIL

Monday, December 19, 2011, 7:00pm

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

Call to Order

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

Roll Call

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

Staff Present: Administrative Services Director Janell Howard, Planning Director Dianne Morris, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Steve Kadel and 1 member of the public.

Public Hearing/Final Order/Deed/Dedications and Easement

Quasi-judicial Public hearing in the matter of File VAC-1-11.

Mayor Anderson opened the public hearing at 7:02pm in the matter of File VAC-1-11, a request to vacate and realign a portion of Cove Road adjacent to tax lots 1000 and 802.

Under ex parte, Mayor Anderson and Councilors Hedenskog, Gordon, Hodges and Pieper stated that they had driven by the site.

Hearing no objections as to jurisdiction or declarations of conflict or personal interest, Mayor Anderson reviewed the guidelines.

Planning Director Morris reviewed the staff report and entered Exhibits A, B and C into the record.

Mayor Anderson asked if the area, just beyond the three parking spaces on the south side of Memory where the property jutted out into the road, was getting curb and sidewalk. Morris said that Dyer Engineering was still working out the details and she was not sure what the final treatment would be at that location. Anderson said he was concerned that the property owner of that area could end up with improvements that should have been made during this project.

There were no public comments and the hearing was closed at 7:19pm.

Councilor Pieper moved, a second followed and Council voted unanimously to approve the final order and findings in the matter of VAC-1-11 and proceed to the adopting ordinance.

Director Morris said a second motion was needed to approve the final order.

Councilor Hedenskog moved, a second followed and Council voted unanimously to approve the final order for vacation and realignment of the most northerly portion of Cove Road.

Councilor Hedenskog moved, a second followed and Council voted unanimously to do a first reading of Ordinance 11-O-688.

Mayor Anderson read the title.

Councilor Gordon moved, a second followed and Council voted unanimously to do a second reading of Ordinance 11-O-688.

Mayor Anderson read the title.

Councilor Pieper moved, a second followed and Council voted unanimously to adopt Ordinance 11-O-688 [vacating approximately 180 feet of the most northerly portion of Cove Road right-of-way to its intersection with Railroad Street].

Authorization to execute a bargain and sale deed, dedications and easements in conjunction with the Cove Road vacation and Cove Road/Railroad Street realignment.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to execute the Bargain and Sale Deed, easement agreement for the vacation of Cove Road, dedication for the re-aligned Cove Road right-of-way and a small area to be added to Railroad Street right-of-way, and a sidewalk easement.

Remarks from Mayor and Councilors

Mayor Anderson commended the City Manager on pulling the items on this agenda together to improve the safety of Railroad Street.

Adjournment

Councilor Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:28pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2012:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

City of Brookings MEETING Minutes

CITY COUNCIL

Monday, January 9, 2012, 7:00pm

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

Call to Order

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

Roll Call

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

Staff Present: City Manager Gary Milliman, Planner Donna Colby-Hanks, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Steve Kadel.

Ceremonies/Appointments/Announcements

Councilor Gordon moved, a second followed and Council voted unanimously to reappoint Pete Chasar to the Public Arts Committee.

Public Hearings/Ordinances/Resolutions/Final Orders

Ordinance 12-O-689 amending Subsection 17.92.100 of the Brookings Municipal Code.

Planner Colby-Hanks reviewed the staff report.

Councilor Gordon moved, a second followed and Council voted unanimously to do a first reading of Ordinance 12-O-689 by title only.

Mayor Anderson read the title.

Councilor Gordon moved, a second followed and Council voted unanimously to do a second reading of Ordinance 12-O-689 by title only.

Mayor Anderson read the title.

Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Ordinance 12-O-689, [amending Brookings Municipal Code Subsection E, Vision Clearance, of Subsection 17.92.100, Development and maintenance standards for off-street parking areas].

Staff Reports

Acceptance of deed for street right-of-way from Bi-Mart Corporation as required by the retail store project.

City Manager Milliman reviewed the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to accept the street right-of-way deed provided by Bi-Mart and required by the Bi-Mart retail store project.

Direction to notify Frontier Communications of the City's intent to pursue a new agreement with a 5.0 percent franchise fee.

City Manager Milliman reviewed the staff report.

Councilor Pieper asked which franchise fee came first, Charter's or Frontier's, and if there was any reason for Frontier's odd, 3.3%, fee amount. City Manager Milliman said he thought Frontier might be the older agreement; it was originally with a different company, and he had found no reason for the 3.3% fee amount.

Councilor Gordon moved, Councilor Pieper seconded, and the motion passed, 4 to 1, to direct staff to notify Frontier Communications that the City would like to pursue a new franchise agreement for telephone and related telecommunications services, with a franchise fee of 5.0 percent, with Mayor Anderson and Councilors Gordon, Hodges and Pieper voting "Yes," and Councilor Hedenskog voting "No."

Consent Calendar

- Approve Council Meeting minutes for December 12, 2011.
- Accept Annual Committee for Citizen Involvement (CCI) Report for 2011.
- Accept December, 2011, Vouchers in the amount of \$733,049.53.
- Receive monthly financial report for November, 2011.

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

Adjournment

Councilor Gordon moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:13pm.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2012:

Larry Anderson, Mayor

Joyce Heffington, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2011

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	2,473,996.00	10,078.70	144,713.35	2,329,282.65	5.9
LICENSES AND PERMITS	94,500.00	10,006.87	55,166.83	39,333.17	58.4
INTERGOVERNMENTAL	569,000.00	10,634.81	59,764.21	509,235.79	10.5
CHARGES FOR SERVICES	142,500.00	1,000.00	33,912.46	108,587.54	23.8
OTHER REVENUE	94,500.00	1,427.75	41,622.22	52,877.78	44.0
TRANSFERS IN	530,591.00	.00	.00	530,591.00	.0
	3,905,087.00	33,148.13	335,179.07	3,569,907.93	8.6
EXPENDITURES					
JUDICIAL:					
PERSONAL SERVICES	13,539.00	.00	.00	13,539.00	.0
MATERIAL AND SERVICES	7,300.00	300.00	1,990.00	5,310.00	27.3
CAPITAL OUTLAY	12,500.00	.00	.00	12,500.00	.0
	33,339.00	300.00	1,990.00	31,349.00	6.0
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	226,652.00	18,608.34	114,904.88	111,747.12	50.7
MATERIAL AND SERVICES	85,700.00	18,513.44	65,606.84	20,093.16	76.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	312,352.00	37,121.78	180,511.72	131,840.28	57.8
POLICE:					
PERSONAL SERVICES	1,775,929.00	140,882.22	856,795.71	919,133.29	48.2
MATERIAL AND SERVICES	155,740.00	10,766.57	65,201.18	80,538.82	41.9
CAPITAL OUTLAY	401,100.00	7,181.00	52,989.65	348,110.35	13.2
TRANSFERS OUT	15,000.00	.00	.00	15,000.00	.0
	2,347,769.00	158,829.79	974,986.54	1,372,782.46	41.5
FIRE:					
PERSONAL SERVICES	194,065.00	15,455.40	96,011.17	98,053.83	49.5
MATERIAL AND SERVICES	124,240.00	11,873.17	49,526.93	74,713.07	39.9
CAPITAL OUTLAY	38,600.00	.00	36,685.01	1,914.99	95.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	356,905.00	27,328.57	182,223.11	174,681.89	51.1
PLANNING AND BUILDING:					
PERSONAL SERVICES	266,554.00	24,419.82	150,652.19	115,901.81	56.5
MATERIAL AND SERVICES	66,540.00	2,453.56	14,872.50	51,667.50	22.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	333,094.00	26,873.38	165,524.69	167,569.31	49.7

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2011

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	102,320.00	5,748.92	44,910.06	57,409.94	43.9
MATERIAL AND SERVICES	64,650.00	4,651.39	26,503.68	38,146.32	41.0
CAPITAL OUTLAY	60,800.00	479.85	59,707.38	1,092.62	98.2
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>227,770.00</u>	<u>10,880.16</u>	<u>131,121.12</u>	<u>96,648.88</u>	<u>57.6</u>
ADMINISTRATIVE SERVICES:					
PERSONAL SERVICES	272,597.00	20,449.72	137,786.49	134,810.51	50.6
MATERIAL AND SERVICES	32,640.00	4,299.33	13,934.63	18,705.37	42.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>305,237.00</u>	<u>24,749.05</u>	<u>151,721.12</u>	<u>153,515.88</u>	<u>49.7</u>
SWIMMING POOL:					
PERSONAL SERVICES	54,635.00	.00	35,488.70	19,146.30	65.0
MATERIAL AND SERVICES	33,680.00	1,666.04	19,233.42	14,446.58	57.1
CAPITAL OUTLAY	20,000.00	.00	11,973.00	8,027.00	59.9
	<u>108,315.00</u>	<u>1,666.04</u>	<u>66,695.12</u>	<u>41,619.88</u>	<u>61.6</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	177,940.00	11,756.25	51,742.10	126,197.90	29.1
CAPITAL OUTLAY	2,000.00	.00	.00	2,000.00	.0
TRANSFERS OUT	67,000.00	.00	.00	67,000.00	.0
CONTINGENCIES AND RESERVES	663,366.00	.00	.00	663,366.00	.0
	<u>910,306.00</u>	<u>11,756.25</u>	<u>51,742.10</u>	<u>858,563.90</u>	<u>5.7</u>
	<u>4,935,087.00</u>	<u>299,505.02</u>	<u>1,906,515.52</u>	<u>3,028,571.48</u>	<u>38.6</u>
	<u>(1,030,000.00)</u>	<u>(266,356.89)</u>	<u>(1,571,336.45)</u>	<u>541,336.45</u>	<u>(152.6)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2011

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	421,000.00	29,648.98	155,279.46	265,720.54	36.9
OTHER REVENUE	300.00	2,718.16	5,343.27	(5,043.27)	1781.1
TRANSFER IN	.00	.00	.00	.00	.0
	<u>421,300.00</u>	<u>32,367.12</u>	<u>160,622.73</u>	<u>260,677.27</u>	<u>38.1</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	61,196.00	3,910.46	26,873.55	34,322.45	43.9
MATERIAL AND SERVICES	193,240.00	19,957.03	127,608.34	65,631.66	66.0
CAPITAL OUTLAY	134,900.00	2,757.66	36,871.90	98,028.10	27.3
TRANSFERS OUT	94,504.00	.00	.00	94,504.00	.0
CONTINGENCIES AND RESERVES	62,460.00	.00	.00	62,460.00	.0
	<u>546,300.00</u>	<u>26,625.15</u>	<u>191,353.79</u>	<u>354,946.21</u>	<u>35.0</u>
	<u>546,300.00</u>	<u>26,625.15</u>	<u>191,353.79</u>	<u>354,946.21</u>	<u>35.0</u>
	<u>(125,000.00)</u>	<u>5,741.97</u>	<u>(30,731.06)</u>	<u>(94,268.94)</u>	<u>(24.6)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2011

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,275,500.00	92,876.00	684,459.12	591,040.88	53.7
OTHER INCOME	4,000.00	1,517.75	21,936.36	(17,936.36)	548.4
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,279,500.00</u>	<u>94,393.75</u>	<u>706,395.48</u>	<u>573,104.52</u>	<u>55.2</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	421,876.00	33,416.93	210,699.74	211,176.26	49.9
MATERIAL AND SERVICES	372,130.00	35,737.17	164,262.48	207,867.52	44.1
CAPITAL OUTLAY	80,800.00	16.67	16,218.36	64,581.64	20.1
	<u>874,806.00</u>	<u>69,170.77</u>	<u>391,180.58</u>	<u>483,625.42</u>	<u>44.7</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	443,149.00	.00	.00	443,149.00	.0
CONTINGENCIES AND RESERVES	151,545.00	.00	.00	151,545.00	.0
	<u>594,694.00</u>	<u>.00</u>	<u>.00</u>	<u>594,694.00</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>1,469,500.00</u>	<u>69,170.77</u>	<u>391,180.58</u>	<u>1,078,319.42</u>	<u>26.6</u>
	<u>(190,000.00)</u>	<u>25,222.98</u>	<u>315,214.90</u>	<u>(505,214.90)</u>	<u>165.9</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2011

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
CHARGES FOR SERVICES	2,437,900.00	205,412.36	1,238,836.94	1,199,063.06	50.8
OTHER REVENUE	553,000.00	.00	914.05	552,085.95	.2
TRANSFER IN	.00	.00	.00	.00	.0
	<u>2,990,900.00</u>	<u>205,412.36</u>	<u>1,239,750.99</u>	<u>1,751,149.01</u>	<u>41.5</u>
EXPENDITURES					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	317,604.00	27,804.65	186,377.05	131,226.95	58.7
MATERIAL AND SERVICES	226,740.00	8,200.59	57,518.09	169,221.91	25.4
CAPITAL OUTLAY	24,900.00	16.67	18,559.34	6,340.66	74.5
	<u>569,244.00</u>	<u>36,021.91</u>	<u>262,454.48</u>	<u>306,789.52</u>	<u>46.1</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	371,227.00	29,390.14	181,456.28	189,770.72	48.9
MATERIAL AND SERVICES	579,290.00	62,956.14	433,341.44	145,948.56	74.8
CAPITAL OUTLAY	2,287,400.00	149,566.50	1,050,898.40	1,236,501.60	45.9
TRANSFERS OUT	1,123,824.00	.00	.00	1,123,824.00	.0
CONTINGENCIES AND RESERVES	259,915.00	.00	.00	259,915.00	.0
	<u>4,621,656.00</u>	<u>241,912.78</u>	<u>1,665,696.12</u>	<u>2,955,959.88</u>	<u>36.0</u>
	<u>5,190,900.00</u>	<u>277,934.69</u>	<u>1,928,150.60</u>	<u>3,262,749.40</u>	<u>37.1</u>
	<u>(2,200,000.00)</u>	<u>(72,522.33)</u>	<u>(688,399.61)</u>	<u>(1,511,600.39)</u>	<u>(31.3)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 6 MONTHS ENDING DECEMBER 31, 2011

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	481,345.00	.00	7,326.31	474,018.69	1.5
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	449.12	1,550.88	22.5
	<u>483,345.00</u>	<u>.00</u>	<u>7,775.43</u>	<u>475,569.57</u>	<u>1.6</u>
EXPENDITURES					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	70,000.00	800.00	3,244.19	66,755.81	4.6
CAPITAL OUTLAY	587,215.00	20.99	2,686.07	584,528.93	.5
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	306,130.00	.00	.00	306,130.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>963,345.00</u>	<u>820.99</u>	<u>5,930.26</u>	<u>957,414.74</u>	<u>.6</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>963,345.00</u>	<u>820.99</u>	<u>5,930.26</u>	<u>957,414.74</u>	<u>.6</u>
	<u>(480,000.00)</u>	<u>(820.99)</u>	<u>1,845.17</u>	<u>(481,845.17)</u>	<u>.4</u>

City of Brookings MEETING AGENDA

URBAN RENEWAL AGENCY

Monday, October 24, 2011

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

Call to Order

Chair Anderson called the meeting to order at approximately 8:18pm.

Roll Call

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

Staff Present: Executive Director Gary Milliman, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Steve Kadel and approximately 2 public.

Staff Reports

Approve the suspension of Urban Renewal Advisory Commission operations.

Executive Director Milliman reviewed the staff report.

Mayor Anderson asked Director Pieper to share his thoughts.

Director Pieper thanked those who've served on the Commission, but said he felt that, until such time as future projects warrant the Commission's involvement, there were better uses for the time given the Commission by both volunteers and staff. He added that he looked forward to possible future projects when the Commission will be needed again.

Director Pieper moved, a second followed and the Agency voted unanimously to suspend the operation of the Urban Renewal Advisory Commission.

Consent Calendar

- Approve Agency minutes for September 26, 2011.

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

Adjournment

Director Pieper moved, a second followed and the Agency voted unanimously by voice vote to adjourn at 8:21pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2012:

Larry Anderson, Chair

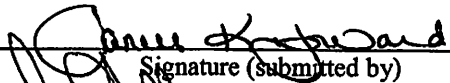
Joyce Heffington, City Recorder


BROOKINGS URBAN RENEWAL AGENCY

COUNCIL AGENDA REPORT

Meeting Date: January 23, 2012

Originating Dept: ASD



Signature (submitted by)


City Manager Approval

Subject:

Audit Report for the fiscal year ended June 30, 2011.

Recommended Motion:

Motion to accept the Brookings Urban Renewal Agency's Audit for the fiscal year ended June 30, 2011.

Financial Impact:

None.

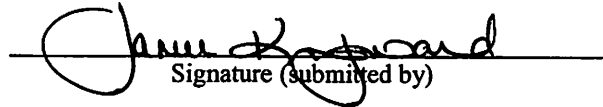
Background/Discussion:

Boldt, Carlisle and Smith LLC has completed the City's audit for the fiscal year ending June 30, 2011. A copy of the audit report was mailed directly from the audit firm to the City Council.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 23, 2012


Signature (submitted by)

Originating Dept: ASD

City Manager Approval

Subject:

Refinancing of the current DEQ Loan and borrowing additional funds of \$600,000.

Recommended Motion:

Set a special meeting for the adoption of a resolution to refinance a current DEQ loan and borrow additional funds of up to \$600,000 for the Wastewater Treatment Plant (WWTP) Stabilization Project.

Financial Impact:

The estimated Net Present Value Savings from the refinancing of the DEQ Loan is \$700,000. The additional financing of \$600,000 for the WWTP Stabilization project Stabilization Project will eat up the savings; however our debt payments will remain approximately the same.

Background/Discussion:

In 2001, the City entered into a loan with DEQ for \$13,100,000, with a maturity date of February 2021. On February 1st, the balance will be approximately \$7.6 million.

The City is currently in Phase one of the Wastewater Treatment Plant Stabilization project with Phase two planned for 2012-13 budget year. The budget committee approved a budget that required financing this project. By combining this borrowing with the refinancing of the DEQ loan we can reduce financing costs. And because of the cost savings of the refinancing we will be able to do this for no additional cost (over the original DEQ loan).

The current interest rate, including DEQ fees, is 4.19%. The refinancing interest rate is estimated at 2.16%, depending on rates at the date of sale.

We will bring a resolution back at a special meeting to authorize refinancing an existing DEQ Loan and borrowing up to \$600,000 to fund Phase I and II of the Wastewater Treatment Plant Stabilization Project.