

# City of Brookings MEETING AGENDA

## CITY COUNCIL

**Monday, August 22, 2011, 7:00pm**

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

### A. Call to Order

### B. Pledge of Allegiance

### C. Roll Call

### D. Ceremonies/Appointments/Announcements

1. Employee Anniversary: Public Works Supervisor, Bob Schaefer, 30 years of service. [pg. 5]
2. New Employee Introduction: Public Works Director, Loree Pryce
3. Appoint Sandy Bonney to Public Art Committee Position 1. [pg. 6]
4. Appoint members to Harbor Sanitary District Rate Committee. [pg. 9]
5. August Yard of the Month Award announcements:
  - a. Yard of the Month – 317 Alder Street, Mary Anderson
  - b. Most Improved Property – 575 Memory Lane, Sandra Schoppert
  - c. Commercial Property – 507 Pacific Avenue, Veterans of Foreign Wars

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

1. Public Hearing on File LDC-2-11, revisions to Chapter 17.92 Parking, commercial driveway corner vision, City initiated. [Advance Packet]
  - a. Draft revisions
2. Ordinance amending Brookings Municipal Code Subsection E, Vision Clearance, of Section 17.92.100, Development and maintenance standards for off-street parking areas, of the Land Development Code. [Advance Packet]
  - a. Ordinance 11-O-683
3. Public Hearing on File LDC-3-11, revisions to Chapter 17.88, Sign Regulations, City initiated. [Advance Packet]
  - a. Draft revisions

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

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

### G. Staff Reports

1. Approval of performance audit agreement with Boldt, Carlisle & Smith, LLC, to perform agreed upon procedures on Harbor Sanitary District billings and payments. [pg. 10]
  - a. Agreement [pg. 11]

### H. Consent Calendar

1. Approve Council minutes for August 8, 2011. [pg. 12]
2. Receive monthly financial report for July, 2011. [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.

# August 2011

| August 2011 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 |    |    |    |

| September 2011 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| 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 |    |

| Monday                                                                                      |  | Tuesday                         |  | Wednesday                                                                                  |  | Thursday                                                   |  | Friday    |  |
|---------------------------------------------------------------------------------------------|--|---------------------------------|--|--------------------------------------------------------------------------------------------|--|------------------------------------------------------------|--|-----------|--|
| <b>Aug 1</b>                                                                                |  | <b>2</b>                        |  | <b>3</b>                                                                                   |  | <b>4</b>                                                   |  | <b>5</b>  |  |
| 11:00am 12:00pm CC - VIPS<br>4:00pm 6:00pm CC - Council Wkshp<br>7:00pm 10:00pm FH-FireTrng |  | 7:00pm 10:00pm CC-Planning Comm |  | 2:00pm 3:00pm CC- Site Plan<br>7:00pm 9:00pm FH-PoliceResrvs                               |  | 3:00pm 4:00pm CC - Staff                                   |  |           |  |
| <b>8</b>                                                                                    |  | <b>9</b>                        |  | <b>10</b>                                                                                  |  | <b>11</b>                                                  |  | <b>12</b> |  |
| 7:00pm 10:00pm FH-FireTrng<br>7:00pm 9:30pm CC-Council                                      |  |                                 |  | 10:00am 11:00am FH-BRFD<br>10:00am 12:00pm CC- Site Plan<br>12:00pm 1:00pm CC - Stout Park |  | 9:00am 10:30am CC-Crm Stoppers<br>1:00pm 2:00pm CC - Court |  |           |  |
| <b>15</b>                                                                                   |  | <b>16</b>                       |  | <b>17</b>                                                                                  |  | <b>18</b>                                                  |  | <b>19</b> |  |
| 11:00am 12:00pm CC-VIPS<br>7:00pm 10:00pm FH-FireTrng                                       |  |                                 |  | 10:00am 12:00pm CC- Site Plan                                                              |  |                                                            |  |           |  |
| <b>22</b>                                                                                   |  | <b>23</b>                       |  | <b>24</b>                                                                                  |  | <b>25</b>                                                  |  | <b>26</b> |  |
| 7:00pm 9:00pm CC-Council<br>7:00pm 10:00pm FH-FireTrng                                      |  |                                 |  | 10:00am 12:00pm CC- Site Plan<br>12:00pm 1:00pm CC - Stout Park                            |  | 7:00pm 9:00pm CC-Parks & Rec                               |  |           |  |
| <b>29</b>                                                                                   |  | <b>30</b>                       |  | <b>31</b>                                                                                  |  | <b>Sep 1</b>                                               |  | <b>2</b>  |  |
| 7:00pm 10:00pm FH-FireTrng                                                                  |  |                                 |  | 10:00am 12:00pm CC- Site Plan                                                              |  |                                                            |  |           |  |

Aug 1 - 5

Aug 8 - 12

Aug 15 - 19

Aug 22 - 26

Aug 29 - Sep 2

# September 2011

| September 2011 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| 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 |    |

| October 2011 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |

| Monday                                                              |  | Tuesday                                              |  | Wednesday                                                                                                         |  | Thursday                                    |  | Friday    |  |
|---------------------------------------------------------------------|--|------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------|--|-----------|--|
| <b>Aug 29</b>                                                       |  | <b>30</b>                                            |  | <b>31</b>                                                                                                         |  | <b>Sep 1</b>                                |  | <b>2</b>  |  |
|                                                                     |  |                                                      |  |                                                                                                                   |  | 3:00pm CC - Staff                           |  |           |  |
| <b>5</b>                                                            |  | <b>6</b>                                             |  | <b>7</b>                                                                                                          |  | <b>8</b>                                    |  | <b>9</b>  |  |
| 8:00am LABOR DAY - Closed<br>11:00am CC - VIPS<br>7:00pm FH-FireTmg |  | 4:00pm CC - Council Wkshp<br>7:00pm CC-Planning Comm |  | 10:00am CC- Site Plan<br>7:00pm FH-PoliceResrvs                                                                   |  | 9:00am CC-Crm Stoppers<br>1:00pm CC - Court |  |           |  |
| <b>12</b>                                                           |  | <b>13</b>                                            |  | <b>14</b>                                                                                                         |  | <b>15</b>                                   |  | <b>16</b> |  |
| 7:00pm FH-FireTmg<br>7:00pm CC-Council                              |  |                                                      |  | 10:00am FH-BRFD<br>10:00am CC- Site Plan<br>12:00pm CC - Stout Park<br>5:00pm CC - Victims Impact (Starts at 6pm) |  |                                             |  |           |  |
| <b>19</b>                                                           |  | <b>20</b>                                            |  | <b>21</b>                                                                                                         |  | <b>22</b>                                   |  | <b>23</b> |  |
| 11:00am CC-VIPS<br>7:00pm FH-FireTmg                                |  |                                                      |  | 10:00am CC- Site Plan                                                                                             |  | 7:00pm CC-Parks & Rec                       |  |           |  |
| <b>26</b>                                                           |  | <b>27</b>                                            |  | <b>28</b>                                                                                                         |  | <b>29</b>                                   |  | <b>30</b> |  |
| 7:00pm CC-Council<br>7:00pm FH-FireTmg                              |  |                                                      |  | 10:00am CC- Site Plan<br>12:00pm CC - Stout Park                                                                  |  |                                             |  |           |  |

Aug 29 - Sep 2

Sep 5 - 9

Sep 12 - 16

Sep 19 - 23

Sep 26 - 30

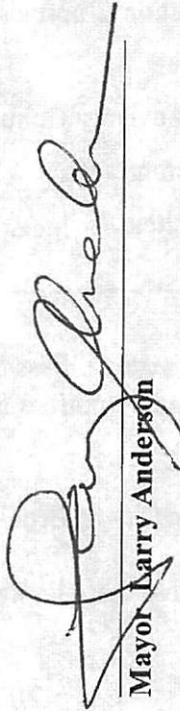
# CERTIFICATE OF APPRECIATION

Awarded to

*Bob Schager*

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

Honored this 22nd day of August, 2011

  
Mayor Larry Anderson

  
City Manager Gary Milliman





# City of Brookings

898 Elk Drive, Brookings, OR 97415  
Phone: (541) 469-1100 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

Name: SANDY BONNEY Date: 1 Aug 11  
Physical Address: 16900 OLD COUNTY RD, BROOKINGS  
Mailing Address: Same Phone: 469-4624  
Email Address: SANDYBONNEY@FRONTIER.COM Cell: 661-0132

I would like to apply for the following position (all positions are appointed by Council):

- | <u>Position</u>                                                                       | <u>Term</u> |
|---------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (CCI) | 4 years     |
| <input type="checkbox"/> Parks and Recreation Commission                              | 4 years     |
| <input type="checkbox"/> Budget Committee                                             | 3 years     |
| <input type="checkbox"/> Urban Renewal Advisory Committee                             | 3 years     |
| <input type="checkbox"/> Traffic Safety Committee:                                    | 3 years     |
| <input checked="" type="checkbox"/> Public Art Committee <u>POSITION #1</u>           | 3 years     |
| <input type="checkbox"/> Other _____                                                  |             |

NOTE: Terms are as stated unless the appointment is to fill a vacancy with a term already in progress. Refer to specific notices for specific information.

1. Resident of the City of Brookings since: Month: 7 Year: 1992

2. Please list no less than three references:

| NAME:                   | ADDRESS:                       | PHONE:          |
|-------------------------|--------------------------------|-----------------|
| A. <u>Ron Hedenskog</u> | <u>16956 Old County Rd</u>     | <u>469-4628</u> |
| B. <u>Dale Wells</u>    | <u>96424 Shorewood Terrace</u> | <u>469-0488</u> |
| C. <u>Joseph Jonini</u> | <u>1001 Pioneer Lane</u>       | <u>661-2425</u> |
| D. <u>Horst Wolf</u>    | <u>17440 Bluff Drive</u>       | <u>412-8707</u> |

3. Briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. Attach additional sheets if necessary:

I feel I can help steer the City towards eye catching and tasteful public art and help put Brookings on the map as an "Art" community. I have both management and artistic skills to help further this goal. The monthly Art Walks have already proven themselves as a tourist draw, with many planning their week-end visits around this activity. While here they support our motels, restaurants and other retail stores.

4. Tell us about your education, employment, volunteer activities, etc. Attach additional sheets if necessary.

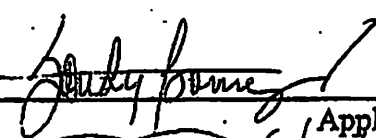
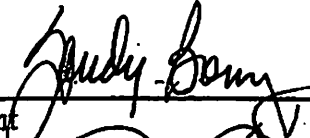
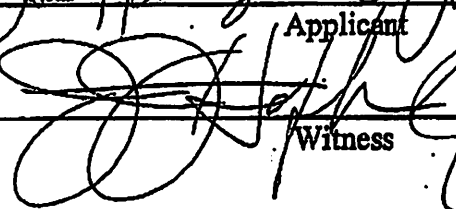
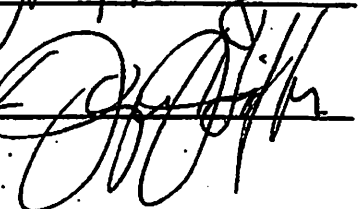
- Owner Signatures Gallery, 515 Chetco Ave, Brookings
- Nationally known pastel artist
- Involved in the monthly Art Walk, as participant and organizer
- Co-manager of 1984 Equestrian Olympics at Santa Anita Park in Los Angeles, 1985 Equestrian Olympic Festival at Los Angeles Equestrian Center.
- Management Teams of Olympic qualifying shows, Pan-Am Trials, World Championships and other international Dressage competition
- Board of Directors and Newsletter Editor, Azalea Festival Committee and volunteer of the PBAA.

5. It is my intention to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

To serve as a member of the Public Art Committee

6. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.
7. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.
8. I agree that such volunteer services will be donated to the City at times other than my regular work hours.
9. I release the City from all matters relating to voluntary service by the undersigned, 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 this voluntary service.
10. I 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 voluntary services set forth above.

I, SANDY BONNEY sign this application voluntarily and in the presence of the witness whose signatures are shown below mine, and acknowledge that, upon signing, this document will become public information and will be presented to the City Council and news media.

 Applicant  8-1-11 Date  
 Witness  8-1-11 Date



# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: August 22, 2011

Originating Dept: City Manager

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

---

**Subject:** Sewage Rate Committee

**Recommended Motion:** Appoint members

**Background/Discussion:**

The Memorandum of Understanding between the City and the Harbor Sanitary District dated June 26, 1989, provides:

*"There is established a Sewage Rate Committee comprised of five members, three designated by the governing body of the City and two by the governing body of the District. The function of the Committee is to review sewage rate proposals developed by the parties and to make recommendations to the governing bodies of the parties, prior to submittal of the rates to the DEQ or EPA for approval*

*The Committee shall adopt its own bylaws and elect a chairman. The Committee shall have no staff but shall have available to it any relevant documents in the possession of the City or District pertaining to rate proposals."*

Note that DEQ and EPA have no role in reviewing and approving the City's sewer rates.

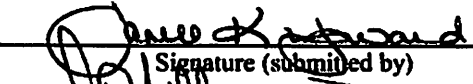

The Rate Committee last met several years ago and reconstituting/reactivating the Rate Committee was a topic of discussion at the joint City/District meeting in June. In the past, two Councilors and the Administrative Services Director represented the City on the Committee. The Committee members need not be City Council members.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: August 22, 2011

Originating Dept: ASD

  
Signature (submitted by)  
  
City Manager Approval

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**Subject:** Agreed Upon Procedures (Performance Audit) – Harbor Sanitary District (HSD) billings and payments

**Recommended Motion:**

Approve the agreement with Boldt, Carlisle & Smith LLC, to perform Agreed Upon Procedures on HSD billings and payments.

**Financial Impact:**

The fees for this performance audit will be up to \$3,000 - \$3,500.

**Background /Discussion:**

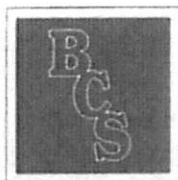
HSD has questioned the City's compliance with the Intergovernmental Agreements (IGA) and Memorandums of Understanding (MOU), and if the City has received and/or recorded payments from HSD correctly.

Staff has requested Boldt, Carlisle & Smith, the City's new Auditors, to perform an Agreed Upon Procedures Review on HSD billings and payments, according to the applicable IGAs and MOUs.

Estimated completion is within 30 days of the commencement of the engagement, and I anticipate no later than September 30, 2011.

**Attachment(s):**

Agreement



# BOLDT, CARLISLE & SMITH LLC

CERTIFIED PUBLIC ACCOUNTANTS

PARTNERSHIP ■ ASSURANCE ■ INNOVATION

City of Brookings  
898 Elk Ave  
Brookings, OR 97459

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the City of Brookings.

We will apply the agreed-upon procedures which the City of Brookings (City) has specified, listed in the attached schedule, to the amounts billed to the Harbor Sanitary District (District) for sewage treatment for the four year period from July 1, 2007 to June 30, 2011 prepared in accordance with intergovernmental agreements and memorandums of understanding between the City and the District. This engagement is solely to assist the City and the District in evaluating the amounts billed. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination, we will not express an opinion on the amounts billed to the District. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the City and the District, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

You are responsible for the presentation of the billings to the District in accordance with the intergovernmental agreements and memorandums of understanding; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, and/or experience to oversee any nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Brad Bingenheimer is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We plan to begin our procedures on approximately August 5, 2011 and, unless unforeseeable problems are encountered, the engagement should be completed by August 31, 2011.

We estimate that our fees for these services will range from \$3,000 to \$3,500. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 or more overdue and will

not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,

*Boldt, Carlisle & Smith, LLC*

**RESPONSE:**

This letter correctly sets forth the understanding of the City of Brookings.

By: \_\_\_\_\_

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

Date: \_\_\_\_\_

**City of Brookings  
Agreed-Upon Procedures  
Related to Billings to the  
Harbor Sanitary District for the  
Period from July 1, 2007 to June 30, 2011**

- 1. Read the Intergovernmental Agreements and Memorandums of Understanding to determine the proper rate to be charged to the District.**
- 2. Obtain from the City flow meter readings for sewer from the District's system for the period from July 1, 2007 to June 30, 2011.**
- 3. Obtain from the City a billing history to the District for the period from July 1, 2007 to June 30, 2011 including an allocation between operations and debt service.**
- 4. Obtain from the City a history of the System Development Charges (SDC) received for connections to the District's sewer collection system through June 30, 2011.**
- 5. Obtain from the City a history of collections on billings to the District for the period from July 1, 2007 to June 30, 2011.**
- 6. Recompute the amount due from District to the City and compare those amounts to the billing history for the period from July 1, 2007 to June 30, 2011.**
- 7. Recompute the allocation of amounts billed between operations and debt service and compare those amounts to the City's allocation for the period from July 1, 2007 to June 30, 2011.**
- 8. Recompute the amount of SDC applied to the debt service portion of the billings.**
- 9. Recompute the balance due the City for the period from July 1, 2007 to June 30, 2011.**

# City of Brookings

## City Council Meeting MINUTES

**Monday, August 8, 2011**, City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

The Council met in Executive Session at 6:30pm in the City Manager's office under the authority of ORS 192.660(2)(h), "to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed," and under ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

### **Call to Order**

Mayor Anderson called the meeting to order at 7:01pm.

### **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, Administrative Services Director Janell Howard, City Attorney Martha Rice, Senior Planner Donna Colby-Hanks and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Steve Kadel.

### **Staff Reports**

*Lot line adjustment application for strip of land adjacent to 1005 Parkview Drive.*

Senior Planner Colby-Hanks reviewed the staff report and presented a revised motion for Council's consideration.

**Councilor Hedenskog moved, a second followed and Council voted unanimously to initiate proceedings pursuant to Oregon Revised Statute 271.130 on the vacation of a right-of-way as shown on the Parkview Drive Subdivision plat [as] Park Spur or other process to be determined after conferring with the City Attorney.**

*Engineering review of Tribble/Orenco proposal.*

City Manager Milliman presented the staff report.

**Councilor Pieper moved, a second followed, and Council voted unanimously to authorize the City Engineer to review the Tribble/Orenco proposal, prepare a letter report, and meet with the City Council at a workshop, at a cost not to exceed \$2,200, contingent upon Tribble agreeing to pay the aforementioned fee.**

### **Ordinances/Resolutions/Final Orders**

*Resolution 11-R-969 approving purchase of 230 King Street.*

City Manager Milliman gave the staff report.

Mayor Anderson commented that the topic of the King Street purchase had been discussed in at least one workshop.

**Councilor Hodges moved, a second followed and Council voted to adopt resolution 11-R-969, a resolution of the City of Brookings approving the purchase of 230 King Street and authorizing the Mayor to sign the Purchase and Sale Agreement.**

### **Consent Calendar**

- Approve Council minutes for June 29, July 18 and July 25, 2011.
- Authorize the Mayor to execute the Employment Agreement with Gary Milliman for services of City Manager.
- Authorize the City Manager to sign temporary waterline construction easements for the Vista Ridge Waterline Improvement project.
- Accept July 2011 Vouchers in the amount of \$391,380.91.

Mayor Anderson thanked the City Manager for his continued dedication and hard work.

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

### **Remarks from Mayor and Council**

Mayor Anderson remarked that motels were full over the weekend and that he thought the public would be pleased with the final outcome of the Hillside Pocket Park project.

Councilor Hedenskog remarked that, during the weekend's Art Festival, vehicles were parked as far out as the "ghost" building. Passing along a comment from former Mayor Bob Kerr, Hedenskog said, "If we have the art festival next year on this side of the river, we better take into consideration all the parking that's going to be involved."

### **Adjournment**

Councilor Gordon moved, a second followed and Council voted unanimously by voice vote to adjourn at 7:19pm.

Respectfully submitted:

ATTESTED:  
this \_\_\_\_\_ day of \_\_\_\_\_ 2011:

\_\_\_\_\_  
Larry Anderson, Mayor

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

**CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2011**

**GENERAL FUND**

|                                    | BUDGET              | PERIOD ACTUAL     | YTD ACTUAL        | REMAINING<br>BUDGET | PCNT        |
|------------------------------------|---------------------|-------------------|-------------------|---------------------|-------------|
| <b>REVENUE</b>                     |                     |                   |                   |                     |             |
| TAXES                              | 2,473,988.00        | 147,178.89        | 134,856.70        | 2,339,139.30        | 5.5         |
| LICENSES AND PERMITS               | 94,500.00           | 29,884.76         | 6,843.25          | 87,856.75           | 7.0         |
| INTERGOVERNMENTAL                  | 589,000.00          | 19,803.34         | 12,928.96         | 566,071.04          | 2.3         |
| CHARGES FOR SERVICES               | 142,500.00          | 34,513.31         | 14,553.00         | 127,947.00          | 10.2        |
| OTHER REVENUE                      | 94,500.00           | 14,914.82         | 7,986.57          | 86,503.43           | 8.5         |
| TRANSFERS IN                       | 530,591.00          | .00               | .00               | 530,591.00          | .0          |
|                                    | <b>3,905,087.00</b> | <b>246,295.02</b> | <b>176,978.48</b> | <b>3,728,108.52</b> | <b>4.5</b>  |
| <b>EXPENDITURES</b>                |                     |                   |                   |                     |             |
| <b>JUDICIAL:</b>                   |                     |                   |                   |                     |             |
| PERSONAL SERVICES                  | 13,539.00           | .00               | .00               | 13,539.00           | .0          |
| MATERIAL AND SERVICES              | 7,300.00            | 300.00            | .00               | 7,300.00            | .0          |
| CAPITAL OUTLAY                     | 12,500.00           | .00               | .00               | 12,500.00           | .0          |
|                                    | <b>33,339.00</b>    | <b>300.00</b>     | <b>.00</b>        | <b>33,339.00</b>    | <b>.0</b>   |
| <b>LEGISLATIVE/ADMINISTRATION:</b> |                     |                   |                   |                     |             |
| PERSONAL SERVICES                  | 226,652.00          | 46,948.89         | 28,856.67         | 197,795.33          | 12.7        |
| MATERIAL AND SERVICES              | 85,700.00           | 9,567.37          | 484.62            | 85,215.38           | .6          |
| CAPITAL OUTLAY                     | .00                 | .00               | .00               | .00                 | .0          |
|                                    | <b>312,352.00</b>   | <b>56,516.26</b>  | <b>29,341.29</b>  | <b>283,010.71</b>   | <b>9.4</b>  |
| <b>POLICE:</b>                     |                     |                   |                   |                     |             |
| PERSONAL SERVICES                  | 1,775,929.00        | 338,400.32        | 205,755.81        | 1,570,173.19        | 11.8        |
| MATERIAL AND SERVICES              | 155,740.00          | 13,209.89         | 41.00             | 155,781.00          | .0          |
| CAPITAL OUTLAY                     | 401,100.00          | .00               | .00               | 401,100.00          | .0          |
| TRANSFERS OUT                      | 15,000.00           | .00               | .00               | 15,000.00           | .0          |
|                                    | <b>2,347,769.00</b> | <b>351,610.01</b> | <b>205,714.81</b> | <b>2,142,054.19</b> | <b>8.8</b>  |
| <b>FIRE:</b>                       |                     |                   |                   |                     |             |
| PERSONAL SERVICES                  | 194,065.00          | 38,931.73         | 24,136.63         | 169,928.37          | 12.4        |
| MATERIAL AND SERVICES              | 124,240.00          | 5,180.86          | .00               | 124,240.00          | .0          |
| CAPITAL OUTLAY                     | 38,600.00           | 3,053.00          | .00               | 38,600.00           | .0          |
| TRANSFERS OUT                      | .00                 | .00               | .00               | .00                 | .0          |
|                                    | <b>356,905.00</b>   | <b>47,165.59</b>  | <b>24,136.63</b>  | <b>332,768.37</b>   | <b>6.8</b>  |
| <b>PLANNING AND BUILDING:</b>      |                     |                   |                   |                     |             |
| PERSONAL SERVICES                  | 288,554.00          | 61,185.37         | 38,050.25         | 228,503.75          | 14.3        |
| MATERIAL AND SERVICES              | 86,540.00           | 7,543.52          | .00               | 86,540.00           | .0          |
| CAPITAL OUTLAY                     | .00                 | .00               | .00               | .00                 | .0          |
| TRANSFERS OUT                      | .00                 | .00               | .00               | .00                 | .0          |
|                                    | <b>333,094.00</b>   | <b>68,728.89</b>  | <b>38,050.25</b>  | <b>295,043.75</b>   | <b>11.4</b> |



**CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2011**

**GENERAL FUND**

|                                 | <u>BUDGET</u>          | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u>    | <u>REMAINING<br/>BUDGET</u> | <u>PCNT</u>    |
|---------------------------------|------------------------|----------------------|----------------------|-----------------------------|----------------|
| <b>PARKS &amp; RECREATION:</b>  |                        |                      |                      |                             |                |
| PERSONAL SERVICES               | 102,320.00             | 12,862.18            | 7,976.67             | 94,343.33                   | 7.8            |
| MATERIAL AND SERVICES           | 64,650.00              | 9,743.99             | .00                  | 64,650.00                   | .0             |
| CAPITAL OUTLAY                  | 60,800.00              | .00                  | .00                  | 60,800.00                   | .0             |
| TRANSFERS OUT                   | .00                    | .00                  | .00                  | .00                         | .0             |
|                                 | <u>227,770.00</u>      | <u>22,606.17</u>     | <u>7,976.67</u>      | <u>219,793.33</u>           | <u>3.5</u>     |
| <b>ADMINISTRATIVE SERVICES:</b> |                        |                      |                      |                             |                |
| PERSONAL SERVICES               | 272,597.00             | 55,846.02            | 34,602.37            | 237,994.63                  | 12.7           |
| MATERIAL AND SERVICES           | 32,640.00              | 3,417.71             | 1.50                 | 32,638.50                   | .0             |
| CAPITAL OUTLAY                  | .00                    | .00                  | .00                  | .00                         | .0             |
|                                 | <u>305,237.00</u>      | <u>59,263.73</u>     | <u>34,603.87</u>     | <u>270,633.13</u>           | <u>11.3</u>    |
| <b>SWIMMING POOL:</b>           |                        |                      |                      |                             |                |
| PERSONAL SERVICES               | 54,835.00              | 31,063.51            | 22,140.07            | 32,494.93                   | 40.5           |
| MATERIAL AND SERVICES           | 33,680.00              | 16,110.03            | .00                  | 33,680.00                   | .0             |
| CAPITAL OUTLAY                  | 20,000.00              | .00                  | .00                  | 20,000.00                   | .0             |
|                                 | <u>108,315.00</u>      | <u>47,173.54</u>     | <u>22,140.07</u>     | <u>86,174.93</u>            | <u>20.4</u>    |
| <b>NON-DEPARTMENTAL:</b>        |                        |                      |                      |                             |                |
| MATERIAL AND SERVICES           | 177,940.00             | 18,063.26            | 2.00                 | 177,938.00                  | .0             |
| 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>18,063.26</u>     | <u>2.00</u>          | <u>910,304.00</u>           | <u>.0</u>      |
|                                 | <u>4,935,087.00</u>    | <u>671,427.45</u>    | <u>361,965.59</u>    | <u>4,573,121.41</u>         | <u>7.3</u>     |
|                                 | <u>( 1,030,000.00)</u> | <u>( 425,132.43)</u> | <u>( 184,987.11)</u> | <u>( 845,012.89)</u>        | <u>( 18.0)</u> |

**CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2011**

**STREET FUND**

|                            | <u>BUDGET</u>        | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>REMAINING<br/>BUDGET</u> | <u>PCNT</u> |
|----------------------------|----------------------|----------------------|-------------------|-----------------------------|-------------|
| <b><u>REVENUE</u></b>      |                      |                      |                   |                             |             |
| INTERGOVERNMENTAL          | 421,000.00           | 400,843.84           | 30,074.85         | 390,925.05                  | 7.1         |
| OTHER REVENUE              | 300.00               | 3,213.00             | 50.00             | 250.00                      | 16.7        |
| TRANSFER IN                | .00                  | .00                  | .00               | .00                         | .0          |
|                            | <u>421,300.00</u>    | <u>404,056.84</u>    | <u>30,124.85</u>  | <u>391,175.05</u>           | <u>7.2</u>  |
| <b><u>EXPENDITURES</u></b> |                      |                      |                   |                             |             |
| EXPENDITURES:              |                      |                      |                   |                             |             |
| PERSONAL SERVICES          | 61,188.00            | 12,527.43            | 7,060.34          | 54,135.66                   | 11.5        |
| MATERIAL AND SERVICES      | 193,240.00           | 14,810.88            | 11.00             | 193,229.00                  | .0          |
| CAPITAL OUTLAY             | 134,900.00           | .00                  | .00               | 134,900.00                  | .0          |
| 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>27,138.29</u>     | <u>7,071.34</u>   | <u>539,228.66</u>           | <u>1.3</u>  |
|                            | <u>546,300.00</u>    | <u>27,138.29</u>     | <u>7,071.34</u>   | <u>539,228.66</u>           | <u>1.3</u>  |
|                            | <u>( 125,000.00)</u> | <u>376,918.35</u>    | <u>23,053.61</u>  | <u>( 148,053.61)</u>        | <u>18.4</u> |

**CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2011**

**WATER FUND**

|                            | <u>BUDGET</u>        | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>REMAINING<br/>BUDGET</u> | <u>PCNT</u> |
|----------------------------|----------------------|----------------------|-------------------|-----------------------------|-------------|
| <b><u>REVENUE</u></b>      |                      |                      |                   |                             |             |
| SOURCE 03                  | .00                  | .00                  | .00               | .00                         | .0          |
| CHARGES FOR SERVICES       | 1,275,500.00         | 232,651.12           | 128,748.32        | 1,146,751.88                | 10.1        |
| OTHER INCOME               | 4,000.00             | 4,275.00             | 2,800.00          | 1,200.00                    | 70.0        |
| TRANSFERS IN               | .00                  | .00                  | .00               | .00                         | .0          |
|                            | <u>1,279,500.00</u>  | <u>238,926.12</u>    | <u>131,548.32</u> | <u>1,147,951.88</u>         | <u>10.3</u> |
| <b><u>EXPENDITURES</u></b> |                      |                      |                   |                             |             |
| <b>WATER DISTRIBUTION:</b> |                      |                      |                   |                             |             |
| PERSONAL SERVICES          | 421,876.00           | 88,409.47            | 52,568.94         | 369,309.06                  | 12.5        |
| MATERIAL AND SERVICES      | 372,130.00           | 46,968.29            | .00               | 372,130.00                  | .0          |
| CAPITAL OUTLAY             | 80,800.00            | 5,439.40             | .00               | 80,800.00                   | .0          |
|                            | <u>874,806.00</u>    | <u>138,817.16</u>    | <u>52,568.94</u>  | <u>822,239.06</u>           | <u>6.0</u>  |
| <b>WATER TREATMENT:</b>    |                      |                      |                   |                             |             |
| 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>   |
| <b>DEPARTMENT 24:</b>      |                      |                      |                   |                             |             |
| CAPITAL OUTLAY             | .00                  | .00                  | .00               | .00                         | .0          |
|                            | <u>.00</u>           | <u>.00</u>           | <u>.00</u>        | <u>.00</u>                  | <u>.0</u>   |
|                            | <u>1,489,500.00</u>  | <u>138,817.16</u>    | <u>52,568.94</u>  | <u>1,416,933.06</u>         | <u>3.6</u>  |
|                            | <u>( 190,000.00)</u> | <u>98,108.96</u>     | <u>78,981.38</u>  | <u>( 268,981.38)</u>        | <u>41.6</u> |

**CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2011**

**WASTEWATER FUND**

|                               | <u>BUDGET</u>          | <u>PERIOD ACTUAL</u> | <u>YTD ACTUAL</u> | <u>REMAINING<br/>BUDGET</u> | <u>PCNT</u> |
|-------------------------------|------------------------|----------------------|-------------------|-----------------------------|-------------|
| <b><u>REVENUE</u></b>         |                        |                      |                   |                             |             |
| CHARGES FOR SERVICES          | 2,437,800.00           | 410,204.85           | 212,708.63        | 2,225,191.37                | 8.7         |
| OTHER REVENUE                 | 553,000.00             | 1,499.13             | 914.05            | 552,085.85                  | .2          |
| TRANSFER IN                   | .00                    | .00                  | .00               | .00                         | .0          |
|                               | <u>2,990,800.00</u>    | <u>411,704.08</u>    | <u>213,622.68</u> | <u>2,777,277.32</u>         | <u>7.1</u>  |
| <b><u>EXPENDITURES</u></b>    |                        |                      |                   |                             |             |
| <b>WASTEWATER COLLECTION:</b> |                        |                      |                   |                             |             |
| PERSONAL SERVICES             | 317,604.00             | 72,843.81            | 44,670.62         | 272,933.38                  | 14.1        |
| MATERIAL AND SERVICES         | 226,740.00             | 13,016.59            | .00               | 226,740.00                  | .0          |
| CAPITAL OUTLAY                | 24,900.00              | 1,717.40             | .00               | 24,900.00                   | .0          |
|                               | <u>569,244.00</u>      | <u>87,577.80</u>     | <u>44,670.62</u>  | <u>524,573.38</u>           | <u>7.9</u>  |
| <b>WASTEWATER TREATMENT:</b>  |                        |                      |                   |                             |             |
| PERSONAL SERVICES             | 371,227.00             | 78,233.70            | 47,769.56         | 323,457.44                  | 12.9        |
| MATERIAL AND SERVICES         | 579,290.00             | 64,376.83            | .00               | 579,290.00                  | .0          |
| CAPITAL OUTLAY                | 2,287,400.00           | 40,510.55            | .00               | 2,287,400.00                | .0          |
| 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>183,121.18</u>    | <u>47,769.56</u>  | <u>4,573,886.44</u>         | <u>1.0</u>  |
|                               | <u>5,190,900.00</u>    | <u>270,698.98</u>    | <u>92,440.18</u>  | <u>5,098,459.82</u>         | <u>1.8</u>  |
|                               | <u>( 2,200,000.00)</u> | <u>141,005.10</u>    | <u>121,182.50</u> | <u>( 2,321,182.50)</u>      | <u>5.5</u>  |

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2011

URBAN RENEWAL AGENCY FUND

|                            | BUDGET               | PERIOD ACTUAL        | YTD ACTUAL       | REMAINING<br>BUDGET  | PCNT       |
|----------------------------|----------------------|----------------------|------------------|----------------------|------------|
| <b>REVENUE</b>             |                      |                      |                  |                      |            |
| TAXES                      | 481,345.00           | 24,990.53            | 24,990.53        | 456,354.47           | 5.2        |
| INTERGOVERNMENTAL          | .00                  | .00                  | .00              | .00                  | .0         |
| OTHER REVENUE              | 2,000.00             | 1,103.86             | 449.12           | 1,550.88             | 22.5       |
|                            | <u>483,345.00</u>    | <u>26,094.39</u>     | <u>25,439.65</u> | <u>457,905.35</u>    | <u>5.3</u> |
| <b>EXPENDITURES</b>        |                      |                      |                  |                      |            |
| <b>GENERAL:</b>            |                      |                      |                  |                      |            |
| PERSONAL SERVICES          | .00                  | .00                  | .00              | .00                  | .0         |
| MATERIAL AND SERVICES      | 70,000.00            | 2,238.61             | .00              | 70,000.00            | .0         |
| CAPITAL OUTLAY             | 587,215.00           | 210,508.08           | .00              | 587,215.00           | .0         |
| 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>212,746.69</u>    | <u>.00</u>       | <u>963,345.00</u>    | <u>.0</u>  |
| <b>DEPARTMENT 20:</b>      |                      |                      |                  |                      |            |
| CAPITAL OUTLAY             | .00                  | .00                  | .00              | .00                  | .0         |
|                            | <u>.00</u>           | <u>.00</u>           | <u>.00</u>       | <u>.00</u>           | <u>.0</u>  |
| <b>DEPARTMENT 22:</b>      |                      |                      |                  |                      |            |
| 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>  |
| <b>DEPARTMENT 24:</b>      |                      |                      |                  |                      |            |
| 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>212,746.69</u>    | <u>.00</u>       | <u>963,345.00</u>    | <u>.0</u>  |
|                            | <u>( 480,000.00)</u> | <u>( 186,652.30)</u> | <u>25,439.65</u> | <u>( 505,439.65)</u> | <u>5.3</u> |