Vault

City of Brookings

WORKSHOP Agenda

CITY COUNCIL

Tuesday, September 6, 2011, 4:00pm
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

City Council will meet in **Executive Session immediately following the workshop,** in the City Manager's office under ORS 192.660(2)(d) to deliberate with the City Manager as the person designated by the City Council to carry on labor negotiations.

A. Call to Order
B. Roll Call
C. Topics

1. Use of SDCs [pg. 2]
   a. Table 5.4.1, Transportation Capital Improvements Projects & SDC Eligibility [pg.3]
   b. July 1, 2011, Memo to Council [pg. 4]
2. Railroad Street Improvements [pg. 5]
   a. Alternative 6 [pg. 7]
   b. Cove Road Realignment estimate [pg. 8]
   c. Railroad Street preliminary design [pg. 9]
   d. Railroad Street estimate Center to Wharf [pg. 10]
   e. Railroad Street estimate Wharf to Fern [pg. 11]
   f. August 29, 2011, Memo from City Engineer [pg. 12]
   g. Bi-Mart Railroad/Cove/Memory realignment plan [pg. 13]
   h. August 23, 2011, Memo from City Engineer [pg. 14]
3. Alternative Sewer System Evaluation [pg. 16]
   a. Report from City Engineer [pg. 17]
   b. *See August 8, 2011 Agenda materials, under Item E.2, for additional information.*
4. Parks and Recreation Commission [pg. 27]
   a. Draft Code revisions [pg. 28]
   b. Letter from Tony Parrish [pg. 30]

D. Council Member Requests for Workshop Topics
E. Adjournment

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

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: September 6, 2011

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject: Use of Street SDC Funds

Background/Discussion:
Councilor Hedenskog recently noted that the City has accumulated $358,000 in street SDC's, but has not included a project for the use of these funds in the 2011-12 budget. Councilor Hedenskog specifically inquired about using the funds to make capacity improvements on Parkview Drive or Old County Road. SDC funds are restricted to use for projects that increase capacity, this includes vehicle capacity and pedestrian capacity.

Attached is a list of projects that were used as a basis for developing the streets SDC program in 2006. This project list was taken from the 2002 Transportation System Plan (TSP). There are three categories of projects, discussed below.

Street Road Upgrades to 36-feet without sidewalk or storm drainage

Twenty-two streets are listed as being eligible for the use of SDC funds. Based upon the newly adopted street standards, only those streets classified as "Residential Collector," Downtown Core" or "Commercial Industrial" now have a minimum road surface width of 36 feet. Eleven of the 22 streets meet this criterion, including Parkview Drive and Old County Road.

Intersection Reconstruction

Only one project is listed as SDC eligible, reconstruction of the Railroad/Memory Lane intersection. The 2002 TSP describes this project as: "Realign Roadways to Consolidate Access to Railroad Street."

Sidewalks

Eleven locations are listed as being eligible for the use of SDC funds for the installation of sidewalks.

Attachment(s):
a. Table 5.4.1 Transportation Capital Improvement Projects & SDC Eligibility

Table 5.4.1.Transportation Capital Improvement Projects & SDC Eligibility

Street/Road Upgrades to 36' w/out sidewalk or storm drainage				Project	%	SDC Elig.
Street	From	To	Length	Cost ($245/LF)	SDC Elig.	Amount
Parkview Dr.	Hwy101	CR 752	4175	$1,022,875	70	$716,013
Railroad St.	Alder St.	North End	3200	$784,000	50	$392,000
Ransom Rd.	Hwy101	5th St.	3200	$784,000	50	$392,000
Hassett St.	5th St.	Old County Rd.	3240	$793,800	65	$515,970
N. Bank Chetco River Rd.	Constitution Way	Old County Rd.	495	$121,275	50	$60,638
Azalea Park Rd.	N. Bank Chetco River Rd.	Lundeen Rd.	980	$240,100	35	$84,035
Old County Rd.	Lundeen Rd.	Weaver Lane	3195	$782,775	65	$508,804
Lundeen Rd.	Old County Rd.	East End of Rd.	980	$240,100	35	$84,035
Easy St.	Hwy101	5th St.	2700	$661,500	50	$330,750
Fern Ave	Elk Dr.	Ransom Rd.	1600	$392,000	35	$137,200
Moore St.	Arnold Lane	West End of Rd.	780	$191,100	20	$38,220
Hub St.	Arnold Lane	West End of Rd.	750	$183,750	20	$36,750
Iris St.	Arnold Lane	West End of Rd.	920	$225,400	20	$45,080
Fifield St.	Arnold Lane	Mill Beach Rd.	1030	$252,350	35	$88,323
Rowland Ln.	Arnold Lane	Knoll Lane	280	$68,600	35	$24,010
Dawson Rd *	Ocean Park Dr.	Hwy 101	260	$203,700	50	$101,850
Spruce St.	Center St.	Alder St.	2090	$512,050	35	$179,218
Hemlock St.	Wharf St.	Alder St.	1960	$480,200	35	$168,070
Memory Ln.	Railroad St.	Del Norte Ln.	3390	$830,550	20	$166,110
Alder St.	Memory Ln.	Hwy101	2340	$573,300	20	$114,660
Del Norte Ln.	Memory Ln.	Railroad St.	1700	$416,500	20	$83,300
Railroad St.	Alder St.	Del Norte Ln.	500	$122,500	20	$24,500
Total Streets				$9,882,425		$4,291,534

Table 5.4.1.Transportation Capital Improvement Projects & SDC Eligibility – Cont.

				Project	%	SDC Elig.
Intersection Reconstruction			Length	Cost ($245/LF)	SDC Elig.	Amount
Railroad/Memory	na	na	na	$800,000	55	$440,000
				Project	%	SDC Elig.
Sidewalks **	From	To	Length	Cost ($245/LF)	SDC Elig.	Amount
Ransom Rd.	Hwy101	N 2nd St.	1235	$37,050	50	$18,525
Ransom Rd.	4th St.	5th St.	740	$22,200	50	$11,100
5th St.	Easy St.	Jodee Ln.	1800	$54,000	50	$27,000
Easy St.	Hwy101	Marion Ct.	1230	$36,900	50	$18,450
Arnold Ln.	Hwy101	Rowland Ln.	1250	$37,500	20	$7,500
Pacific Ave.	Hwy101	Fern Ave.	1230	$36,900	55	$20,295
Pacific Ave.	Pioneer Rd.	Old County Rd.	1280	$38,400	65	$24,960
Azalea Park Rd.	Pacific Ave.	Old County Rd.	700	$21,000	35	$7,350
Old County Rd.	Azalea Park Rd.	Hassett St.	1670	$50,100	65	$32,565
Alder St.	Hwy101	Memory Ln.	2330	$69,900	20	$13,980
Lundeen Rd.	Old County Rd.	500 ft NE	500	$15,000	35	$5,250
Total Sidewalks				$418,950		$186,975
Total Transportation				$11,101,375		$4,918,509

* Includes additional $140,000 for "S" curve realignment

** *includes both sides of street*

MEMORANDUM

Office of the City Manager

GARY MILLIMAN
City Manager
Credentialed City Manager
International City Management Association

TO: Mayor and Council **DATE**: July 1, 2011

SUBJECT: Use of Street SDC Funds

Councilor Hedenskog recently noted that the City has accumulated $358,000 in street SDC's, but has not included a project for the use of these funds in the 2011-12 budget. He specifically inquired about using the funds to make capacity improvements on Parkview Drive or Old County Road. SDC funds are restricted to use for projects that increase capacity, both vehicle capacity and pedestrian capacity.

Attached is a list of projects that were used as a basis for developing the streets SDC program in 2006. This project list was taken from the 2002 Transportation System Plan (TSP). There are three categories of projects, discussed below.

Street Road Upgrades to 36-feet without sidewalk or storm drainage

Twenty-two streets are listed as being eligible for the use of between 20 and 70 per cent SDC funds. Based upon the newly adopted street standards, only those streets classified as "Residential Collector," Downtown Core" or "Commercial Industrial" now have a minimum road surface width of 36 feet. Eleven of the 22 streets meet this criterion, including Parkview Drive and Old County Road.

Intersection Reconstruction

Only one project is listed as SDC eligible, reconstruction of the Railroad/Memory Lane intersection. Fifty-five per cent of this project cost is listed as being SDC eligible. The 2002 TSP describes this project as: "Realign Roadways to Consolidate Access to Railroad Street."

Sidewalks

Eleven locations are listed as being eligible for the use of between 20 and 65 per cent SDC funds for the installation of sidewalks.

Staff will schedule discussion of this matter for the August City Council workshop, although the "Intersection Reconstruction" item directly relates to Item C-2 on the July 5 City Council workshop agenda.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: September 6, 2011

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject: Railroad Street Improvements

Recommended Action:
Discussion of possible Downtown Street Improvement Project Phase II

Financial Impact: See discussion below.

Background/Discussion:
The preliminary design work for the Downtown Street Improvements Project included a conceptual design for Railroad Street. This design called for reconfiguring Railroad Street through the downtown area to the following standard:

- One travel lane in each direction.
- A combination center turn lane/median.
- Curb, gutter and sidewalk on the north side of the street.
- A two-way bicycle/pedestrian path on the south side of the street.
- Street lights, trees and utility undergrounding to match the facilities along Chetco Avenue.
- A traffic circle at the intersection of Railroad and Oak Street.
- Some change in the Memory/Cove/Railroad intersection; possibly making Memory Lane a one-way street; several alternatives were offered.

Both the City's Transportation System Plan and the SDC study identify Railroad Street and, specifically, the Memory/Cove/Railroad intersection as needing improvements. The 2002 TSP describes this project as: "Realign Roadways to Consolidate Access to Railroad Street."

At the public hearing before the Planning Commission on the Bi Mart project, the traffic engineer retained by Bi Mart made a presentation on various alternative intersection designs that he had evaluated. His determination was that, as to the Bi Mart project, the existing configuration was sufficient. One of the concept designs presented by the Bi Mart traffic engineer involved re-routing Memory Lane through what is now the restaurant building at this intersection to Cove Road, eliminating the Memory/Railroad intersection.

Shortly after approval of the Bi Mart project, the City Manager initiated discussion with the City Engineer and the principals at the restaurant on possible alternatives for the consolidation of Cove and Memory at the Railroad intersection. To avoid possible conflicts with the appeals process, the City Manager delayed discussions with the principals at Bi Mart or the City Council until after the conclusion of the appeals process. This matter was discussed briefly with the City Council at the June 6 workshop at which time there appeared to be interest in exploring the

matter further. The City Manager has also conferred with Dan Brattain, owner of Cal Ore Life Flight, which is located at the end of Cove Road; he is supportive of the proposed realignment.

Alternate 6 (attached) has been tentatively agreed-upon by both Bi Mart and the restaurant owners. There are a number of issues yet to be resolved. The City Engineer estimates the cost of construction at $280,555.

There are two related matters for consideration in this discussion.

First, the City now owns the property at 715 Railroad Street. This property has no frontage improvements. The City's property is located one-property east of the Bi-Mart project, where improvements to the Railroad frontage and Wharf Street will be made as a part of that project..

Second, Alden Loring is proceeding with plans to construct a themed restaurant/museum on his property on Railroad between Fern and Wharf. Staff has met with Loring to discuss the requirements for frontage improvements along his property on both Railroad and Hemlock, and how the Railroad frontage improvements will conform to the City's overall plan for Railroad. We have also discussed possible Urban Renewal Agency participation in the Railroad frontage improvements at this project.

The Administrative Services Director reports that, with all invoices paid for the downtown improvement project that was completed earlier this year, the Urban Renewal Agency has a $436,000 balance in unallocated funds. The ASD also reports that the URA has approximately $150,000 in annual revenue that is in excess to the URA's debt service needs.

In view of the above, the City Manager requested that the City Engineer provide a cost estimate for reconstructing Railroad Street to the new aforementioned configuration between Center Street and Fern Street. This estimate is $1,130,000 not including utility undergrounding (conduit installation only). Undergrounding would be delayed until the remainder of Railroad Street (Fern to Oak) is reconstructed.

Bringing all of this together, the City now has an opportunity to construct a portion of Railroad Street in a new, increased capacity configuration with frontage improvements contemplated in the Downtown Plan and resolve a long-standing issue at the Memory/Cove/Railroad intersection.

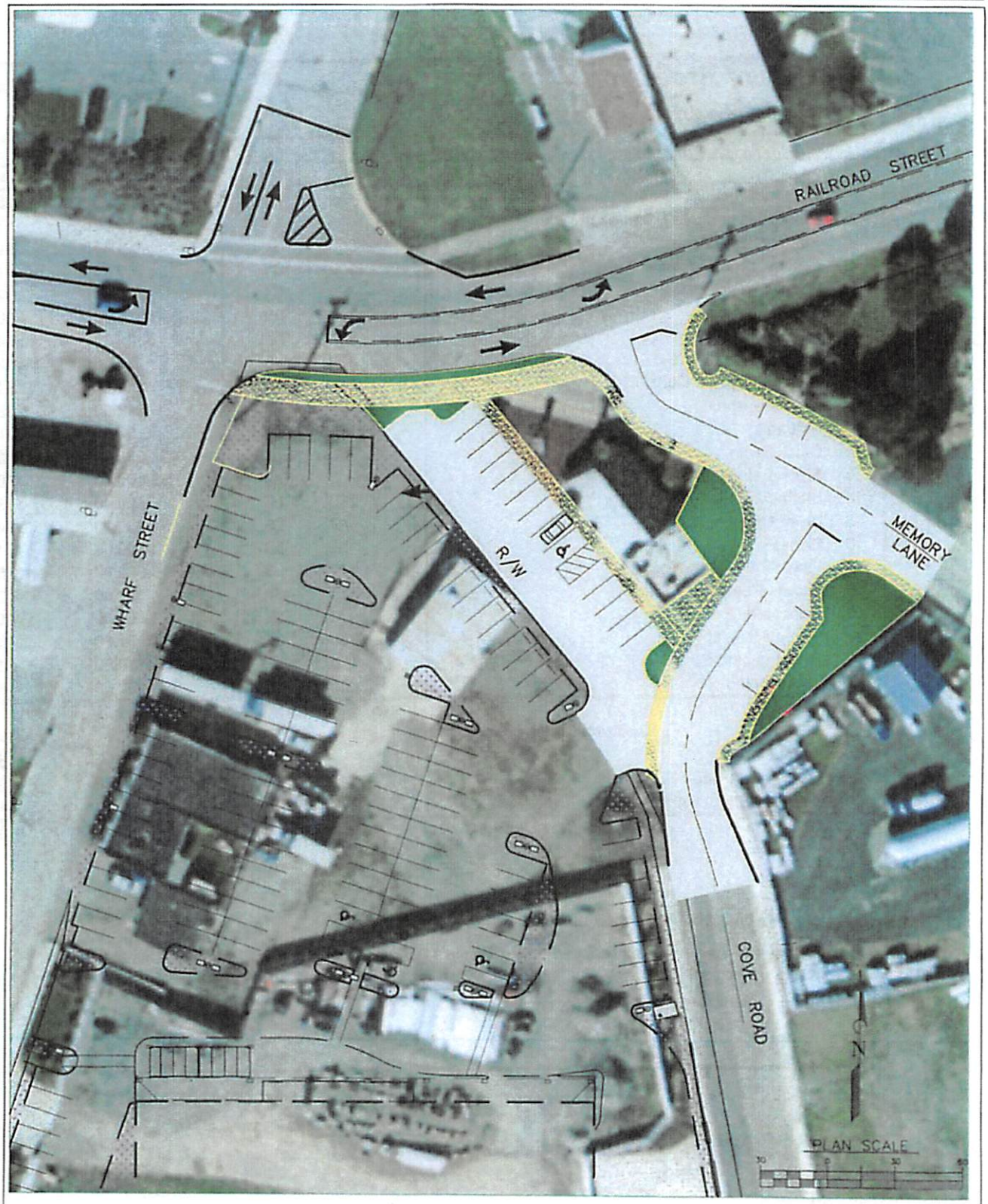
Funds that could be allocated toward this $1,750,555 project include:

- $358,000 in unallocated SDC street funds
- $436,000 in unallocated Urban Renewal funds
- $1,100,000 in proceeds from a new URA debt financing (1)

(1) Urban Renewal Agency annual revenues now exceed the amount required for debt service by approximately $150,000 annually. According to Seattle Northwest Securities, this amount of revenue would be sufficient to finance a $1.1 million loan over 10 years. They are prepared to proceed immediately with this financing.

Attachment(s):

a. Alternate 6
b. Cove Road Realignment estimate
c. Railroad Street preliminary design
d. Railroad Street estimate Center to Wharf
e. Railroad Street estimate Wharf to Fern
f. August 29, 2011 Memo from City Engineer
g. Railroad/Cove/Memory realignment plan by Bi-Mart traffic engineer
h. August 23, 2011 Memo from City Engineer



THE DYER PARTNERSHIP ENGINEERS & PLANNERS, INC.	*City of Brookings* *Cove Road Realignment*	FIGURE NO *6*
DATE: Aug. 18, 2011 PROJECT NO.: 145.00A	*ALTERNATE 6*	

City of Brookings
Cove Road Realignment

19-Aug-11

No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temporary Controls	All	LS	$28,000.00	$28,000
2	Demolition and Site Preparation	All	LS	$13,000.00	$13,000
3	Removal of Surfaces	3000	SY	$4.00	$12,000
4	Foundation Stabilization	150	CY	$50.00	$7,500
5	Roadway Excavation	600	Cy	$15.00	$9,000
6	Aggregate Base	1220	Ton	$25.00	$30,500
7	AC Pavement	580	Ton	$110.00	$64,900
8	Curb and Gutter	870	LF	$20.00	$17,400
9	Standard Type C Curb	240	LF	$15.00	$3,600
10	Driveway Apron	315	SF	$12.00	$3,780
11	Sidewalk	4150	SF	$6.00	$24,900
12	Catch Basin	5	Each	$2,000.00	$10,000
13	Stormdrain Manhole	2	Each	$5,000.00	$10,000
14	Stormdrain Pipe	260	LF	$50.00	$13,000
15	Utility Adjustments	All	LS	$4,000.00	$4,000
16	Signs	All	LS	$500.00	$500
17	Power Pole Relocation	All	LS	$15,000.00	$15,000
18	Access Ramps	320	SF	$8.00	$2,560
19	Truncated Domes	32	SF	$60.00	$1,920
20	Painted Striping	360	LF	$1.50	$540
21	Thermoplastic Stop Bar	30	LF	$10.00	$300
22	Landscaping	3030	SF	$2.00	$6,060
	Subtotal Construction Cost				**$278,460**
1	Street Lights	3	Each	$5,000.00	$15,000
2	Electrical Service	All	LS	$12,000.00	$12,000
3	Conduit - Street Lights	230	LF	$20.00	$4,600
	Total Construction Cost				**$310,060**

Notes:

1. Estimate based on Alternate 6, date Aug. 18, 2011
2. Excludes Bi-mart parking lot improvements, Bimart's Railroad Street frontage improvements and potential Railroad Street Widening.
3. Requires 8,100 sf joint use parking, access and maintenance easement.

City of Brookings - Future Project
Railroad Avenue (Center to Wharf)

Aug. 26, 2011

No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temporary Controls	All	LS	$35,000.00	$35,000
2	Temporary Protection & Direction of Traffic	All	LS	$10,000.00	$10,000
3	Demolition and Site Preparation	All	LS	$25,000.00	$25,000
4	AC Pavement R & R	200	LF	$20.00	$4,000
5	Manhole Frame Adjustments - Type 2	3	Each	$1,200.00	$3,600
6	Foundation Stabilization	150	CY	$50.00	$7,500
7	Roadway Excavation	500	CY	$12.00	$6,000
8	Geotextile Fabric	800	SY	$1.00	$800
9	Aggregate Base	400	Ton	$30.00	$12,000
10	AC Pavement	250	Ton	$110.00	$27,500
11	Curb and Gutter	330	LF	$20.00	$6,600
12	Curb Inlets	2	Each	$2,000.00	$4,000
13	12" Storm Drain	200	LF	$65.00	$13,000
14	Utility Adjustments	All	LS	$10,000.00	$10,000
15	Sidewalks	1800	SF	$9.00	$16,200
16	Access Ramps	200	SF	$12.00	$2,400
17	Driveway Approach	600	SF	$12.00	$7,200
18	Truncated Domes	20	SF	$60.00	$1,200
19	Roof Drains	80	LF	$10.00	$800
20	Painted Striping	1000	LF	$1.00	$1,000
21	Thermoplastic Crosswalks	100	LF	$5.00	$500
22	Signs	64	SF	$50.00	$3,200
23	2" / 4" conduits	2000	LF	$10.00	$20,000
24	Street Lights - Standard	2	Each	$6,000.00	$12,000
25	Conduit - Street Lights	400	LF	$15.00	$6,000
26	Electrical Service	1	LS	$2,500.00	$2,500
27	Landscaping	All	LS	$3,000.00	$3,000

Total Construction Cost	$241,000
Engineering	$48,200
Contingency	$43,400
Legal & Administration	$7,400
Total Project Cost	**$340,000**

City of Brookings - Future Project
Railroad Avenue (Wharf to Fern)

Aug. 26, 2011

No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temporary Controls	All	LS	$100,000.00	$100,000
2	Temporary Protection & Direction of Traffic	All	LS	$40,000.00	$40,000
3	Demolition and Site Preparation	All	LS	$60,000.00	$60,000
4	AC Pavement R & R	200	LF	$20.00	$4,000
5	Manhole Frame Adjustments - Type 2	6	Each	$1,200.00	$7,200
6	Foundation Stabilization	500	CY	$50.00	$25,000
7	Roadway Excavation	1800	CY	$12.00	$21,600
8	Geotextile Fabric	5200	SY	$1.00	$5,200
9	Aggregate Base	2700	Ton	$30.00	$81,000
10	AC Pavement	1200	Ton	$110.00	$132,000
11	Curb and Gutter	1000	LF	$20.00	$20,000
12	Curb Inlets	8	Each	$2,000.00	$16,000
12	Catch Basins	2	Each	$1,400.00	$2,800
13	Storm Drain Manholes	2	Each	$5,000.00	$10,000
14	12" Storm Drain	400	LF	$65.00	$26,000
15	Utility Adjustments	All	LS	$12,000.00	$12,000
16	Sidewalks	4100	SF	$9.00	$36,900
17	Access Ramps	800	SF	$12.00	$9,600
18	Driveway Approach	1600	SF	$12.00	$19,200
19	Truncated Domes	50	SF	$60.00	$3,000
20	Roof Drains	200	LF	$10.00	$2,000
21	Painted Striping	3500	LF	$2.00	$7,000
22	Thermoplastic Crosswalks	300	LF	$5.00	$1,500
23	Signs	200	SF	$50.00	$10,000
24	2" / 4" conduits	5500	LF	$10.00	$55,000
25	Street Lights - Standard	6	Each	$6,000.00	$36,000
26	Conduit - Street Lights	1000	LF	$15.00	$15,000
27	Electrical Service	1	LS	$10,000.00	$10,000
28	Concrete Reinforced Retaining Wall	20	CY	$800.00	$16,000
29	French Drain	200	LF	$30.00	$6,000
30	Landscaping	All	LS	$10,000.00	$10,000
	Total Construction Cost				$800,000
	Engineering				$160,000
	Contingency				$144,000
	Legal & Administration				$24,000
	Total Project Cost				**$1,128,000**

THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

1330 Teakwood Avenue
Coos Bay, Oregon 97420
Ph: (541) 269-0732
Fx: (541) 269-2044
www.dyerpart.com

MEMORANDUM

DATE	August 29, 2011.
TO	Gary Milliman City of Brookings 898 Elk Drive Brookings OR 97415
FROM	Michael W. Erickson, PE PLS
PROJECT NAME	Railroad Improvements – Cost Estimate
PROJECT NO.	145.00A

I have attached a preliminary plan layout and updated cost estimate on improvements to Railroad Street between Center Street and Fern Avenue. I broke the costs on Railroad into two segments for consideration in case the overall budget is an issue.

Segment 1 runs between Center and Wharf – Estimated Total Cost = $340,000
Segment 2 runs between Wharf and Fern - Estimated Total Cost = $1,130,000

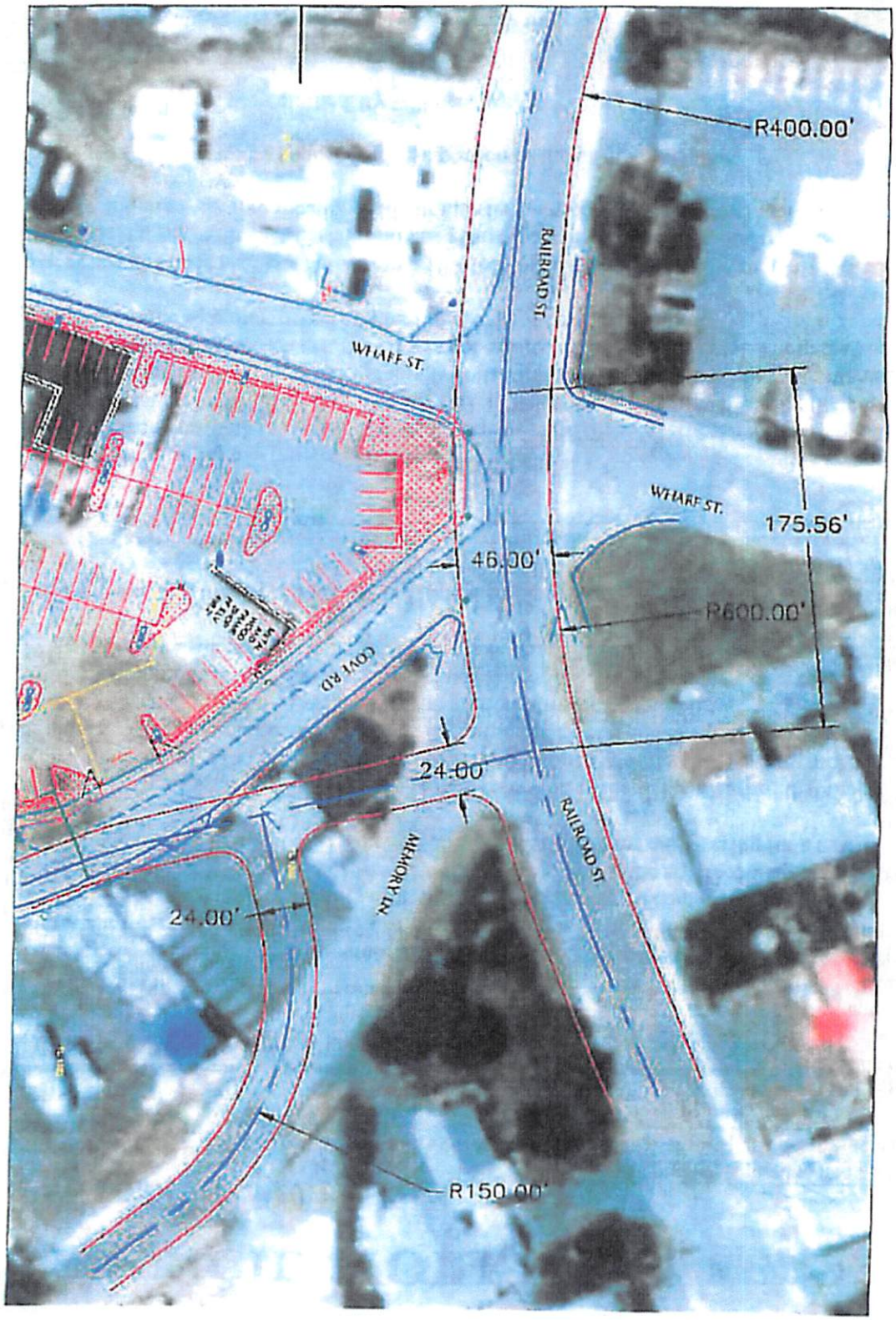
Total Overall Cost for Railroad between Center and Wharf = $1.47 million.

Assumptions used:

a. Conduits only for future undergrounding (no junction boxes included). Would need input from utilities on this one before a final decision is made. The costs do not include any costs related to design by utilities.
b. Sewer interceptor is not included.
c. Utilize existing paved roadway on segment 1 with new construction needed only for widening. Overlay entire road width for final striping.
d. Transition from three lanes to existing two lanes occurs between Tanbark and Fern. I figured since no left is needed off of Railroad onto Fern, this made for a suitable transition area.
e. Parallel parking is provided on both sides of Railroad between Wharf and Fern. This might be one of the tougher items to address since a number of the businesses utilize perpendicular parking, albeit in the city's right-of-way, so something will have to give there. One other consideration is to widen to three lanes only and trying to allow parking behind, but this will entail wide driveways across the sidewalks to accomplish this, making it somewhat unsafe for the pedestrians.
f. I show the two-way path stopping at Tanbark, but it may be advantageous to try to run this path to Fern so it has continuity with the existing path on the north side. I do not think the costs for extending this path will be that significant.
g. The costs do not include the two-way path on the south side of Railroad Street between Wharf Street and Memory Lane since this is included in the cost estimate prepared for the Cove Road re-alignment or is part of the Bi-Mart development.

Overall, I believe the funding you provided earlier on the report will allow for this part of Railroad as well as the Cove Road to be re-aligned. Take a look and let me know your thoughts.

[redacted]


R400.00'
RAILROAD ST.
WHARF ST.
WHARF ST.
175.56'
46.00'
R600.00'
COVE RD
24.00'
MARKHAM LN
RAILROAD ST
24.00'
R150.00'

THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

1330 Teakwood Avenue
Coos Bay, Oregon 97420
Ph: (541) 269-0732
Fx: (541) 269-2044
www.dyerpart.com

MEMORANDUM

DATE	August 23, 2011.
TO	Gary Milliman City of Brookings
FROM	Tom Hart, PE City Engineer
PROJECT NAME	Bi-Mart – Cove Road Realignment
PROJECT NO.	145.00A (unknown case number)

The road configuration of Wharf Street, Cove Road and Memory Lane at their intersection with Railroad Street is currently operating at a Level of Service D (LOS), a marginally acceptable level of performance. LOS classifications range from A to F, with A indicating the most desirable classification and condition, and F indicating the most unsatisfactory condition. Closure of Cove Road will improve the intersection LOS

The City of Brookings Transportation System Plan (TSP), amended June 2006, indicates that roadways Wharf Street, Memory Lane, Cove Road and Railroad Street operate at a LOS A for through capacity. The TSP indentifies these intersecting roads (Wharf Street, Memory Lane and Cove Road) to consolidate access to Railroad Street. Per the TSP, Wharf Street is designated as a local street with a traffic volume Average Annual Daily Traffic (AADT) count of 2,000 (capacity of 6,000); Memory Lane is indentified as a collector (minor) street by classification and is similar to Wharf Street. Cove Road is a local street with an AADT less than 1,200, and Railroad Street is designated as a collector with an of AADT of 5,600 (capacity 10,000 AADT).

A Traffic Impact Analysis prepared by JRH Transportation Engineering, dated April 7, 2011, for the Bi-Mart site indicates the intersections with Railroad Street operate at a LOS D, which is a marginally acceptable level of performance. Two factors that contribute to the LOS D rating are the sight stopping distance and the skewed angle of Cove Road at its intersection with Railroad Street. By closing the intersection of Cove Road at Railroad Street and by rerouting Cove Road to Memory Lane, the sight stopping distance will be greatly improved and the intersection skew angle will be corrected. See Alternate 6. Assuming Cove Road is closed and the Bi-Mart project is built, the adjusted Peak Hour Volumes are shown in Figure 1a and 1b attached.

Based on a Saturday Peak Hour traffic of 10% of the AADT, the closing of Cove Road results in Wharf Street and Memory Lane operating within acceptable capacity levels.

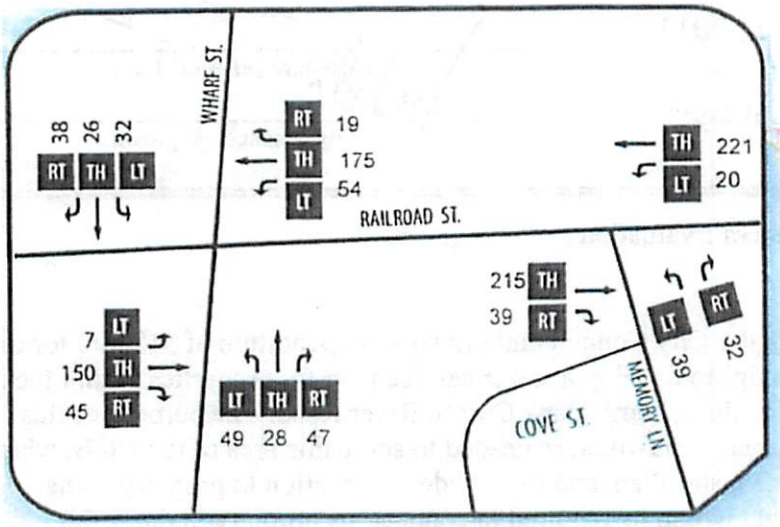
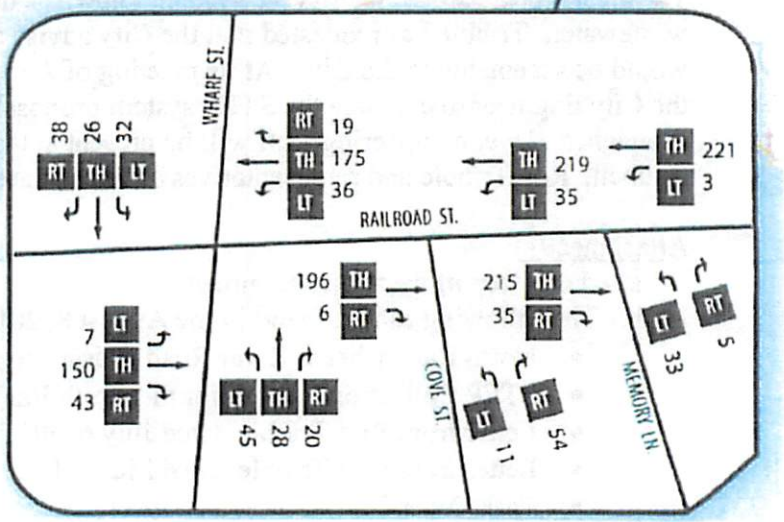


Figure 1b: Estimated Adjusted Saturday Peak Hour Volumes - Cove Closed



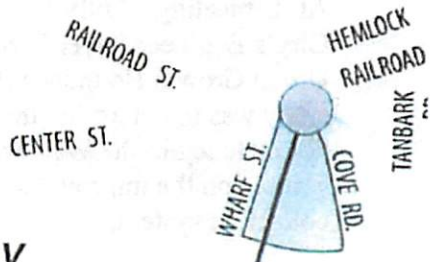


Figure 1a: 2011 Build Seasonally Adjusted Saturday Peak Hour Volumes

Reference: Figure 5, Bi-Mart TIA Dated April 2011
by JRH

THE DYER PARTNERSHIP ENGINEERS & PLANNERS, INC.	*CITY OF BROOKINGS COVE ROAD REALIGNMENT*	FIGURE NO. 1
DATE: AUGUST, 2011 PROJECT NO.: 145.00A	*ADJUSTED SATURDAY PEAK HOUR VOLUMES*	

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: September 6, 2011

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject: Alternative Sewer System Evaluation

Background/Discussion:
At its meeting of July 12, 2010, the City Council authorized an expenditure of $12,000 for the City's Engineer (Dyer Partnership) to develop a sewer service plan for properties within the Urban Growth Boundary (UGB) along North Bank Chetco River Road. The purpose of this study was to determine the ultimate infrastructure needed to serve this area of the UGB, which is not included in the Wastewater Master Plan, and to provide information to property owners Ron Tribble on the improvements that would be required to connect his property to the sewer collection system.

The engineering report was completed in November 2010. The report has been reviewed at several meetings with Tribble, his partner, and three other property owners along North Bank Chetco River Road.

Tribble has proposed an alternative system, known as the "STEP" system, for collection of wastewater. Tribble has requested that the City advise as to whether this alternative system would be acceptable to the City. At its meeting of August 8, 2011, the City Council authorized the City Engineer to evaluate the STEP system proposal and prepare a letter report. This report is attached. Dyer engineering staff will be present at the workshop to discuss this matter with the Council. Ron Tribble and representatives of Orenco are also expected to attend.

Attachment(s):

a. Letter report from City Engineer
b. The following can be found in the August 8, 2011 Agenda Packet:
    - North Bank Chetco River Road Wastewater Feasibility Analysis
    - STEP Collection System for the North Bank Chetco Road Developments
    - Letter from Ron Tribble dated July 6, 2011
    - Letter from Ron Tribble dated March 1, 2011
    - Task Order 33

City of Brookings
Curry County, Oregon

EVALUATION OF

STEP Collection System for the North Bank Chetco River Road

Developments 2011
Report Provided by Orenco Systems, Inc.
to
City of Brookings, Oregon
August 2011

The Dyer Partnership
Engineers & Planners, Inc.

1330 Teakwood Avenue
Coos Bay, Oregon 97420
(541) 269-0732 ▫ Fax (541) 269-2044
www.dyerpart.com

Project No. 145.33

City of Brookings
Curry County, Oregon

Evaluation of

STEP Collection System for the North Bank Chetco River Road Developments 2011

August 2011

Project No. 145.33

Expires: 12/31/11

The Dyer Partnership
Engineers & Planners, Inc.

1330 Teakwood Avenue
Coos Bay, Oregon 97420
(541) 269-0732 Fax (541) 269-2044
www.dyerpart.com

SECTION 1 - INTRODUCTION

Scope

This report reviews and evaluates the report titled STEP Collection System for the North Bank Chetco River Road Developments 2011 produced by Orenco, hereafter referred to as the "Orenco Report", which has been offered to the City of Brookings as an alternative to the conventional gravity sewer, pump station and force main system recommendations provided by the Dyer Partnership to the City in the a previous report titled, "North Bank Chetco River Road Wastewater Feasibility Analysis", November 2010, hereafter referred to as the "Dyer Report".

Description of Orenco Recommended Alternative

The Orenco Report recommends, for the "Short Term", alternative Alt. #2A. This Orenco STEP (septic tank effluent pump) system provides for service to 342 EDUs. Each home served has an on-site septic tank system. The treated effluent, rather than being discharged into an on-site drain field, is pumped from each home site to a common pressure sewer system. This type of system requires that the accumulated treated sludge be periodically pumped from the on-site septic tank at an average 10 year interval. The least expensive alternative developed in the Orenco Report consists of three mainline pressure sewer collection sections identified as Lines A,B and C and described as follows.

Line A is 6" in diameter and runs southward and westward from near the entrance of the Chetco RV Resort on North Bank Chetco River Road to a discharge manhole on Lundeen Road. It receives flow from lines B and C.

Line B is 6" in diameter and runs from the south end of the Tidewater Development near the Hwy 101 Chetco River bridge, northward through Tidewater Development, the Riverside RV Resort and the Chetco RV Resort to an intersection with Line A and C.

Line C is 4" in diameter and runs southward from the north end of the Tribble Development along the North Bank Chetco River Road to an intersection with lines A and B.

A single Sulfide Control station is proved in the Orenco Report near the discharge location on Lundeen Avenue.

Cost Assumptions of the Orenco STEP System

The cost basis between the Orenco Report and the Dyer Report was significantly different. Discussion of the differences follows:

Force Main Construction Costs - The Orenco Report estimates the installation cost of 4" diameter mainline at $20 per foot and of 6" diameter mainline at $25 per foot. The Orenco Report does not differentiate between pressure line installed in roadway (which requires asphalt surface cut and replacement and controlled density fill in some cases), line installed in non-roadway areas, and line installed via horizontal directional drilling.

Our measurement of the distances for Orenco Alternative #2A totals about 8,300 rather than 7,300 feet. Forcemain unit costs for estimating the Orenco #2A alternative should be the same as used to develop project costs for the Dyer Report.

Power Costs - Orenco states that power costs have not been included in their O&M costs because they are minimal. This assumes that power will be provided from the residence's existing service and a new meter set is not required. Note that DEQ requires two breaker circuits be provided from the homeowner's power panel; one for the pump and control power and one for the alarm circuit.

In addition, power costs for the odor control air systems stations should be addressed. No size or specific run time was provided in the Orenco Report.

We recommend that these power costs be included for evaluation of operation and maintenance (O&M) and life cycle cost comparison.

Labor Costs - The maintenance labor costs in the Dyer Report were assumed to be $28/hr for City maintenance forces (the average wage for a maintenance worker within the City is $27.75/hr. which includes benefits). Orenco used $40/hr. The higher Orenco unit rate is believed to be based on contracted labor. Ordinarily, in order for comparisons to be made, it would be assumed that the STEP system labor if performed by City forces would be at the $28/hr rate and cost estimates for the STEP system O&M should be reduced accordingly. However, the efficiencies of using the contracted labor in comparison to the use of City labor would tend to negate this cost differential, especially with respect to monitoring and pump service.

O&M Costs for Force Mains & Odor Control - For purposes of cost comparison, O&M costs will be added to the Orenco mainline for which no costs had been allocated. The rate used will be the same as for the Dyer Report. Nominal O&M costs for odor control system labor and parts will also be added.

Misc. Costs - The unit costs for the pigging port, isolations valves, clean outs and Odor Control Station as shown in the Orenco Report appear low. These costs may reflect material costs only but they do not correspond to "as provided and installed" costs for estimation of public works construction for such items. More appropriate construction costs should be used.

Differences Between Orenco Report and Dyer Report Plans

In order to compare and evaluate the recommended Orenco Plan and the Dyer Plan correctly, certain differences should be noted. The key differences are as noted below.

Discharge Location – The recommended Orenco plan discharges to Lundeen Avenue with a remaining receiving capacity of 276 gpm at a predicted maximum flow rate of 186 gpm. The Dyer Plan discharges to Constitution Way pump station with a remaining capacity of 229 gpm at a flow rate of 210 gpm. The Lundeen Avenue discharge location is possible for the Orenco plan because the pumps utilized for the STEP system are able

to produce the necessary pressure to pump the effluent to this 210 foot elevation location. The Dyer Plan proposed conventional submersible pump stations are not able to achieve the required head condition to reach the Lundeen Avenue discharge location efficiently.

Service Area – The Dyer Report's recommended alternative service area includes the 342 EDUs covered by the Orenco plan and in addition the Thompson Road area, Ferry Creek Heights area, and the Apple Alley area for a total of 525 EDUs served.

Unit Construction Costs – As noted in preceding sections, the unit costs assumed for the STEP force main costs are significantly less than the unit costs for the same type, size and construction conditions estimated for the Dyer Report force mains.

O&M Costs – As noted in preceding sections, the O&M costs relating to power consumption and equipment replacement for the STEP systems should be included to produce accurate life cycle costs.

SECTION 2 – DYER REDUCED SERVICE AREA PROJECT COSTS

Cost Impact of Reduced Service Area to Dyer Recommendation

The Dyer Report recommended short term future plan may be reduced in scope to serve only the same 342 EDUs addressed in the Orenco plan by removal of the three Thompson Road gravity sewers, the two Ferry Creek Heights gravity sewers and the Apple Alley gravity sewer.

Note that the pump station capital costs are not changed but that power costs are slightly reduced. The power costs constitute approximately 23% of the pump station O&M costs. With the reduction to 343 EDUs from 525 EDUs (a factor of 0.65), the expected power cost reduction would be (0.23 x 0.65 =) 15%. The reduction in line length and corresponding line O&M is approximately 34%.

The cost effect is that the capital cost is reduced by $1,358,290 and the annual O&M is reduced by $3,384 as shown in Table 1 below.

Table 1 - Dyer Original & Reduced Service Cost Comparison

Dyer Alt #1A	Original	Reduced Service Area
Pump Stations	$782,280	$782,280
Gravity Sewers & Force Mains	$3,107,475	$1,749,185
Total	$3,889,755	$2,531,465
Average Annual O&M Pump Stations	$15,891	$13,516
Average Annual O&M Lines	$2,939	$1,930
Average Annual O&M	$18,830	$15,446
EDUs served	525	342

SECTION 3 – ON-SITE COSTS

Onsite Costs for Service Connections

Neither the Orenco Report nor the Dyer Report included the plumbing costs required to connect the customers to the collection lines. For purposes of this report, the plumbing costs will be considered the same for the distance from the home to as far as the septic tank system and therefore not included in the analysis. From the septic tank location to the street, the STEP system has a significant cost advantage in that the remaining distance from the septic tank to the pressure sewer in the street need only be a small diameter pressure line buried at 3 feet, while the conventional gravity service line must be continued to the street at a greater depth for connection to the gravity sewer line. The distance for this portion of the line is estimated to be 35 feet with 1 ½" forcemain cost at $15/ft. and a 4" gravity service line assumed to cost $40/ft. This results in a cost per lot of $525 connection cost for the STEP system alternative and $1,400 per lot for the gravity sewer system. The additional costs to be added to both alternatives are shown below in Table 2.

Table 2 – Service Line Connection Costs

System	EDUs	Unit Cost	Total Cost
STEP System	342	$535	$182,970
Gravity Sewer	342	$1,400	$478,800

On-Site Tank and Equipment Costs

The $5,000 to $6,000 cost range stated by Orenco for installation of the tank, pump unit, control unit and power connection to each home appears low to us, if the work is preformed under a public works contract with required BOLI wages. For purposes of this report and analysis, we will consider the upper range cost of $6,000 to be correct, considering the economies of scale which may be achieved and that the work could be contracted by the individual homeowners.

A gravity sewer system does not incur this on-site cost. The cost of $6,000 for 342 EDUs totaling $2,052,000 must be added to the STEP system capital costs for accurate comparison with the gravity system alternative.

SECTION 4 – O&M COSTS FOR STEP SYSTEM

On-Site O&M

Based on the information provided by Orenco, annual average on-site O&M costs appear to be (342 x $10 x 12 =) $41,040, based upon the operational costs for the on-lot components price of $10/month per residence. This includes tank pumping and equipment repair and replacement.

Control of Hydrogen Sulfide

Orenco indicates use of a Venturi type of aerator which would be installed near the end of the main pressure sewer at the discharge end. This has apparently been approved by DEQ in other locations. However, according to DEQ guidelines for Design of STEP systems,

"pressure sewer shall be oxygenated by means of air injection into the head (low point) of each common sewer collector line." DEQ states in their guidelines that "end of pipe aeration alone or air stripping alone is generally unable to reduce the sulfide content of STEP sewer to 0.1 mg/l, and shall not be relied on for sulfide control". They further state that "air injection shall be 2 scfm per inch diameter" and "static head shall be computed as the sum of all ascending segments in the line being aerated". For Orenco Alternative #2A, the ascending line segments appear to total about 220 feet for each of lines B and C. Full of water, this is an equivalent static pressure of about 95 psi. For the sake of calculation simplicity, we round this value to 100 psi. An air delivery system for odor control able to introduce this volume of air under this pressure to the low ends of both collector pressure sewers is required. The line size is 4 inches for one line and 6" for the other. Therefore 20 scfm will be required. A rule of thumb used for sizing at 100 psig is that 3 scfm is provided for each unit of HP. Therefore, it is estimated that the compressor will draw a total of 6.67 HP during operation. Should a single Venturi aerator system be approved, the power and labor costs are assumed to be similar but the initial capital cost providing two rather than a single station could be reduced.

Power costs for the air compressors at the odor control stations will be assumed to draw a total of 6.67 HP running 75% of the time. This would generate power costs of (6.67 Hp x 0.745 Kw/HP x 18 hrs/day x 365 days/yr =) 32,647 Kw-hr x $0.08 / Kw-hr = $2,612/yr.

For labor, we believe that an annual cost based on at least 4 hrs attention to each station should be assigned. Using the $40/hr value for labor this totals $320 per year.

For parts and materials we believe that at least $200 per year per station totaling $400 should be used for estimation purposes.

Power Costs

Orenco states that power costs have not been included in their O&M costs because they are minimal (little more than $1.50/month per household). This would be an annual cost of $6,156 per year for 342 services.

O&M Costs for Force Mains

For purposes of cost comparison, O&M costs of $0.13 per foot will be added to the Orenco mainline which had no costs allocated. This is the same rate as used for the Dyer Report. For 8,300 feet of force main this cost will total $1,079 per year.

Total STEP System O&M Costs

Shown below in Table 3 is the summation of the O&M costs we believe to be correct for the Orenco STEP system alternative 2A.

Table 3 STEP System O&M Costs

Item	Quantity	Units	Unit Cost	Total Cost
On-Site O&M (except power)	342	EDUs	$120	$41,040
On-Site Power	342	EDUs	$18	$6,156
Control of Hydrogen Sulfide - Power	32,647	KwHr	$0.08	$2,612
Control of Hydrogen Sulfide – Labor & Parts	1	LS	$720	$720
Main Line O&M	8,300	LF	$0.13	$1,079

Total				$51,607

SECTION 5 – LIFE CYCLE COST COMPARISON

Mainline Capital Costs - As noted in Section 1, the Orenco Report estimates the installation cost of 4" diameter mainline at $20 per foot and for 6" diameter mainline at $25 per foot and does not differentiate between pressure line installed in roadway, line installed in non-roadway areas, and line installed via horizontal directional drilling. Also, our check of the distances for Orenco Alternative #2A totals about 8,300 rather than 7,300 feet of mainline indicated in the Orenco Report. Forcemain unit costs recommended for estimating the Orenco #2A alternative and based on the same unit costs as used to develop project costs for the Dyer Report are used for the life cycle cost calculations. Listed below in Table 4 are the values we believe correct to compute the estimated capital costs of the STEP mainline pressure sewer system.

Table 4 - STEP Mainline Capital Costs

Item	Dia. inch	Length feet	HDD feet	HDD $/ft.	Paved feet	Paved $/ft.	Std Trnc feet	Std Trnc $/ft.	Total Cost
Tribble Dev along Road To Chetco RV	4	2704	436	$124	120	$118	2148	$60	$197,104
Chetco RV through	6	792	0	$131	200	$127	592	$77	$70,984
Riverside RV Through	6	856	0	$131	200	$127	656	$77	$75,912
Tidewater Through	6	1607	0	$131	0	$127	1607	$77	$123,739
Chetco RV Resort to Lundeen Discharge	6	2335	169	$131	1625	$127	541	$77	$270,171
		8294	605		2145		5544		$737,910

HDD = installation by Horizontal Directional Drilling
Paved = installation in or across paved surfaces which requires asphalt surface cut and replacement & higher backfill compaction than standard trench
Std Trnc = Standard trench with native backfill permitted above the pipe zone.

Other STEP System Capital Cost Items

The unit costs for the pigging port, isolations valves, clean outs and Odor Control Station as shown in the Orenco Report appears low to us since our interpretation of the DEQ guidelines indicates the need for two stations of the pressurized line air injection type. The costs provided by Orenco may reflect material costs only but they do not correspond to "as provided and installed" costs for estimation of public works construction for such items. The more appropriate construction capital costs are shown below in Table 5.

Table 5 – Other Step System Capital Cost Items

Item	Quantity	Unit Cost	Total Cost
Pig Port	1	$600	$600
Isolation Valves	5	$800	$4,000
Clean Out Assembly	2	$600	$1,200
Odor Control Station	2	$55,000	$110,000
Total			$115,800

Life Cycle Cost for STEP System

The calculation of the life cycle cost for the Orenco STEP system alternative is shown below in Table 6. It consists of summation of the capital costs and the 20 year, 3.5% present worth cost of the O&M.

Table 6 - Life Cycle Cost for Orenco Recommended Alternative

Main Line – From Tab. 4	$743,505
On-Lot Tanks & Equipment (342EDUs x $6,000)	$2,052,000
Other Capital Cost Items - From Tab. 4	$115,800
On-Site Service Line Tab. 2	$182,970
Total Construction Costs	**$3,094,275**
O&M Annual Costs - From Tab. 3	$51,607
O&M Present Worth Cost 20 yrs - I =3.5 %	$733,459
Total Present Worth Cost of STEP Alternative	**$3,827,734**

Life Cycle Cost for Conventional Gravity/Pump Station System

The calculation of the life cycle cost for the Dyer recommended conventional gravity/pump station system alternative (reduced in scope to serve the same 342 EDUs) is shown below in Table 7. It consists of summation of the capital costs and the 20 year, 3.5% present worth cost of the O&M.

Table 7 – Life Cycle Cost for Dyer Modified Recommended Alternative*

Pump Stations – From Tab. 1	$782,280
Gravity Sewers & Force Mains – From Tab. 1	$1,749,185
On-Site Service Line Tab. 2	$478,800
Total Construction Costs	**$3,010,265**
O&M Annual Costs – From Tab. 1	$15,446
O&M Present Worth Cost 20 yrs – I =3.5 %	$219,525
Total Present Worth Cost of Grav./PS Alternative	**$3,229,790**

* Service Area reduced to 342 EDUs

SECTION 6 – CONCLUSION

We find that the Orenco Report provides a viable STEP system alternative to a gravity sewer/pump station system for the area under consideration. However the STEP system does not have the cost advantages as stated in their report. This can be seen by comparing Tables 6 and 7 above when the unit construction cost basis for each alternative are the same. If all components, including on-site equipment are included, the conventional gravity sewer / pump station system has a capital cost advantage of approximately $84,000 over the STEP system. If a single Venturi type aeration station near the STEP discharge point is permitted by DEQ (in contradiction to DEQ STEP system guidelines) and accepted by the City, this capital cost difference would be reduced by approximately $55,000. This cost difference in that case would only be $29,000 in favor of the conventional system. In addition, the O&M costs differ by $36,160 per year in favor of the conventional gravity/PS system. This results

in a conventional gravity / pump station system O&M present worth advantage of approximately $513,900 over a 20 year period using a 3.5% interest rate.

The disadvantages of the STEP system compared to the conventional system are increased labor (either force account or by contact) and the larger number of mechanical components to monitor and care for. This results in higher O&M costs than a conventional gravity sewer / pump station system. Our analysis concluded that the ratio of STEP O&M costs were 3.34 times higher than conventional gravity/pump station O&M costs. The City would be responsible in 342 locations for the servicing and replacement of pumps, the periodic removal and disposal of sludge from each septic tank and the cleaning of the filter screen at each septic tank whether this was done using City forces or contract labor. We question the stated 20 year average life of the pumps for the system but have not modified this assumption for this analysis. Were the average life of the pumps to be only 10 to 12 years, as has been our experience, this would significantly increase the annual O&M costs and provide a more pronounced advantage in life cycle costs to the conventional gravity/pump station system.

The advantages of the STEP system compared to the conventional system are that a large portion of the capital expenditures (i.e. the on-site tank and equipment) are not incurred until the lot is developed and then is paid directly by the property lot owner rather than handled (however funded) by the City. Another advantage is that a STEP system is likely to have significantly less infiltration and inflow (I/I) over time with respect to a conventional gravity system.

From the City's and the STEP system served public's standpoint, the conventional gravity system would be less troublesome with regard to maintenance attention and uncertainty regarding maintenance costs. The future risk of having to accept the trucked pumped sludge at the City's wastewater treatment plant, should the sludge disposal arrangements Orenco proposes change, would be eliminated with a conventional system. The City does not currently have the facilities to receive and pre-treat septic tank sludge, so facilities would have to be constructed to receive, aerate and control odors for septic tank sludge if the City had to do so.

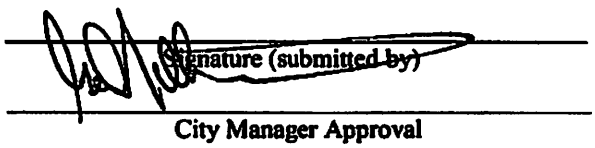
The STEP system funding methodology may prove to be easier to achieve by the developer, because the largest costs are incurred as lots are developed with respect to the LID arrangements which would have to be made for complete upfront funding of a conventional gravity/pump station system. With regard to funding, the Dyer proposed reduced size conventional gravity/pump station system would be eligible for SDC funding in the amount of 34.9% (approximately $1,050,600) because this is the amount of additional capacity which remains over and above the immediate requirement of the 342 EDU LID development.

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: September 6, 2011

Originating Dept: City Manager



City Manager Approval

Subject: Parks and Recreation Commission

Background/Discussion:

The Parks and Recreation Commission recently completed its task of reviewing and approving a new Parks Master Plan and Capital Improvements Plan. The Commission is currently functioning with four Commissioners, whereas the Commission membership is authorized at seven. Historically, Commissioners have played an active role in organizing committees and volunteers to undertake parks projects in addition to their policy role. Staff support for the Commission is provided through the Public Works Department.

Several members of the Commission have expressed a need for the Commission to be refocused. Staff has proposed several modifications to the BMC relating to the Commission, most of which are administrative in nature. Significant changes that could affect the Commission's effectiveness would include:

1. Expanding the number of non-resident members from one to two. Many users of the City's parks are non-residents. Having additional non-resident Commission members may serve to strengthen the relationship with the non-resident segment of the community, enlisting their support for parks projects and, ultimately, the possible formation of a Parks and Recreation District.
2. Encouraging that the Commission formalize its subcommittee program. Currently, there are two Commission subcommittees: Stout Park and Bud Cross Park. Staff would recommend to the Commission that they establish a subcommittee for each of the major parks (Stout, Azalea, Cross, Bankus) to organize volunteer projects and coordinate work with the Public Works Department staff. Staff would also recommend that the Commission appoint liaisons to work with 1) the Azalea Park Foundation, 2) the Garden Club, 3) the soccer and softball associations, 4) other organized park users that may emerge. These liaisons would attend the meetings of the community-based organizations and report back to the Commission and the staff on projects and issues needing City attention. Lastly, staff would recommend the appointment of a "major events" subcommittee to advise the staff concerning the use of parks for major events, such as the Festival of the Arts, and a golf course subcommittee to assist the staff with matters such as review of tree removal requests at Salmon Run Golf Course.

Finally, management staff requests that the City Council members outreach to their constituents to actively recruit prospective Parks and Recreation Commission members.

Attachments:

a. Draft revisions to BMC.

PROPOSED REVISIONS: Bold = new language; ~~strike-out~~ = deleted language

Chapter 2.50
PARKS AND RECREATION COMMISSION

Sections:

2.50.010 Creation of parks and recreation commission.

There is hereby created a parks and recreation commission for the city of Brookings, Oregon, consisting of seven members, as hereinafter provided. The seven members of the commission shall be appointed by the mayor with the approval of the council. ~~Six~~ **Five** of the seven members shall be residents of Brookings, and ~~the seventh appointed member~~ **two members** may be ~~a nonresident~~ residents within the **Brookings Urban Growth Area.** The city council may appoint one of its own members to act as liaison between the commission and the council. Membership shall be restricted pursuant to Chapter 2.01 BMC. [Ord. 11-O-681 § 2; Ord. 93-O-482.A § 2; Ord. 91-O-482 § 1.]

2.50.020 Terms of office.

The term of office for the appointed members of the commission shall be two years. Elected officers within the commission shall not hold the same office for more than two consecutive years. Elected officers shall include, but not be limited to, chair~~person~~, **and** vice chair~~person and secretary~~. Term of elected office shall be one year, commencing February 1st. [Ord. 11-O-681 § 2; Ord. 93-O-482.A § 3; Ord. 91-O-482 § 2.]

2.50.030 Organization of parks and recreation commission.

~~The first meeting of the commission shall be called by the mayor.~~ At ~~this~~ **its January** meeting the commission shall organize by electing a chair~~man~~ and ~~secretary~~ **vice chair** of the commission. ~~Thereafter~~ The commission shall hold regular monthly meetings on a day and hour to be fixed by the commission. Four members of the commission shall constitute a quorum. Special meetings may be held upon a call of the chair~~man~~ or ~~any four members or~~ vice chair of the commission, or upon unanimous consent of all members of the commission. [Ord. 91-O-482 § 3.]

2.50.040 Powers and duties.

The parks and recreation commission shall have the following powers and duties, in addition to such others as may be prescribed by the council. Upon authorization of the city council, the parks and recreation commission shall:

~~A. Negotiate for the lease, purchase and acquisition of park and recreational sites, facilities and property, subject to the approval of the council. The commission may~~ Solicit ~~or receive~~ gifts or bequests, ~~devises or loans~~ for park and recreational purposes, subject to the approval of the council.

B. Make and recommend in writing to the council plans for the future growth, development, beautification and establishment of parks and recreational facilities in the city consistent with the future growth and development of the city of Brookings.

C. Make a detailed and exhaustive study of the future requirements of the city for park and recreational facilities, establish and recommend in writing to the planning commission and the city council a definite long-range plan for the orderly growth and development of park and recreational facilities within the city.

D. Meet and cooperate with representatives of other governmental bodies for joint and integrated plans between various municipal bodies for the most efficient and economical use of park and recreational facilities of the different governmental units.

E. Recommend to the city council such acts necessary and proper for the protection, operation or improvement of city parks and recreational facilities and all necessary rules and regulations, including user fees, schedules and concessions that aid in governing the use of those parks and facilities.

F. ~~To~~ Keep the city council informed on the activities of the commission **by,** ~~the commission shall~~ submitting a copy of their minutes to the city council after each meeting. The commission shall present at least an annual progress report to the city council at their January meeting each year.

G. Form such subcommittees as it deems necessary to assist in the performance of its duties and responsibilities, in developing working relationships with other units of government and community based organizations, and in providing site or program-specific advice to city management.

~~New members of the commission shall receive, upon appointment, at a minimum:~~

~~1. Current city budget;~~

~~2. Parks and recreation policy;~~

~~3. Master plan for parks and recreation facilities;~~

~~4. Ordinance No. 91-O-482;~~

~~5. Resolution No. 91-R-501;~~

~~6. Ethics Guide for Public Officials;~~

~~7. Tour of park areas. [Ord. 93-O-482.A, §§ 4, 5; Ord. 91-O-482 § 4.]~~

H. Review proposals for new park facilities and recreation programs and make recommendations regarding same to the city council.

2.50.050 Removal/vacancies.

A member may be removed by **majority vote of** the city council. ~~after hearing, for misconduct or nonperformance of duty~~. A member who is absent from two consecutive meetings without the permission of the commission chair~~person~~, or chair~~person~~ when absent without permission from the vice chair~~person~~, is rebuttably presumed to be in nonperformance of duty, and the city council shall declare the position vacant unless finding otherwise. ~~following the hearing~~. All vacancies on the commission shall be filled by appointment by the mayor, with the approval of the city council, for the unexpired term. [Ord. 93-O-482.A § 6; Ord. 91-O-482 § 5.]

Dear Mayor Anderson; August 1, 2011

I am writing in regards to the City's Parks & Recreation Commission. I believe it is time to retire the commission.

Now that the latest Parks Master Plan has been completed and new park regulations adopted there is no need for the commission. We are also a commission of 4 when we should be 7. Public attendance at our meetings is zero. There isn't an issue that couldn't be handled through the City Manager's office or the council by appointing a sub-committee. I believe a Park District is the way our community can fairly share in the future responsibilities of our parks. Retiring the commission would also make that process easier.

Sincerely,

Tony Parrish

Tony Parrish