

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, October 10, 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. Proclamation – Fire Prevention Week. [pg. 5]

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

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

#### **F. Staff Reports**

1. Authorize the Mayor to sign the Tiger II grant application letter of support.  
[Planning Director, pg. 6]
  - a. Letter of support [pg. 7]
2. Authorize the Mayor to sign the new Curry County Mutual Aid Agreement. [Fire Chief, pg. 8]
  - a. Mutual Aid Agreement [pg. 9]
  - b. List of participating agencies [pg. 15]
3. Reject proposal to install an alternative sewer system designed by Orenco Systems and dedicate eligible System Development funds in the amount of 34.9% of the total construction cost for a conventional gravity system. [Public Works Director, pg. 16]
  - a. Dyer study, "Comparison of STEP vs. Gravity System for Lone Ranch (Borax) Development" [pg. 17]
  - b. See September 6, 2011 Workshop Packet, Item 3.a., "Report from the City Engineer"
  - c. See August 8, 2011 Council Agenda Packet Items E.2, a-e for the following:
    - North Bank Chetco River Road Wastewater Feasibility Analysis
    - STEP Collection System for North Bank Chetco River Road Developments
    - Letter dated July 6, 2011, from Ron Tribble
    - Letter dated March 1, 2011, to Ron Tribble
    - Task Order #33
4. Award contract for construction of Final Effluent Line Relocation Improvements to Central Pipeline, Inc., in an amount not to exceed \$125,808, and authorize the City Manager to execute all related documents. [Public Works Director, pg. 26]
  - a. Letter from Project Manager [pg. 27]
  - b. Summary of bids [pg. 28]
  - c. Site and Location map [pg. 29]

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

1. Resolution accepting jurisdiction of that portion of Parkview Drive that lies within the City limits. [City Manager, pg. 30]
  - a. Resolution 11-R-972 [pg. 31]
  - b. County Order 13566 [pg. 33]

## **H. Consent Calendar**

1. Approve Council minutes for September 26, 2011. [pg. 37]
2. Approve cancellation of November 28<sup>th</sup> and December 26<sup>th</sup> Council meetings.
3. Authorize the Mayor to execute Legal Services Agreement with the Law Offices of Robert Black to provide City Attorney services for the period September 14, 2011 to September 14, 2013. [pg. 40]
  - a. Legal Services Agreement [pg. 41]
4. Accept Planning minutes for May 3, June 7 and August 2, 2011. [pg. 44]
5. Accept Parks and Recreation minutes for July 21 and August 25, 2011. [pg. 49]
6. Accept September 2011 Vouchers in the amount of \$678,154.68.[pg. 52]

## **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.

# October 2011

| October 2011 |    |    |    |    |    |    | November 2011 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Su           | Mo | Tu | We | Th | Fr | Sa | Su            | Mo | Tu | We | Th | Fr | Sa |
|              |    |    |    |    |    | 1  |               |    | 1  | 2  | 3  | 4  | 5  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  | 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 | 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 | 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 | 27            | 28 | 29 | 30 |    |    |    |
| 30           | 31 |    |    |    |    |    |               |    |    |    |    |    |    |

|                | Monday   | Tuesday                             | Wednesday   | Thursday   | Friday    |
|----------------|--|-------------------------------------|---|--|-----------|
| Oct 3 - 7      | <b>Oct 3</b><br>11:00am CC - VIPS<br>4:00pm CC - Council Wkshp<br>7:00pm FH-FireTrng | <b>4</b><br>7:00pm CC-Planning Comm | <b>5</b><br>8:30am CC - Staff<br>10:00am CC- Site Plan<br>12:00pm CC - Stout Park<br>7:00pm FH-PoliceResrvs   | <b>6</b><br>11:30am CC - Staff<br>3:00pm CC - Staff<br>4:00pm CC - Staff | <b>7</b>  |
| Oct 10 - 14    | <b>10</b><br>7:00pm FH-FireTrng<br>7:00pm CC - Council                               | <b>11</b>                           | <b>12</b><br>8:30am CC - Staff<br>10:00am FH-BRFD<br>10:00am CC- Site Plan<br>12:00pm Public Art Committee CC | <b>13</b><br>9:00am CC-Crm Stoppers<br>1:00pm CC - Court                 | <b>14</b> |
| Oct 17 - 21    | <b>17</b><br>11:00am CC-VIPS<br>7:00pm FH-FireTrng                                   | <b>18</b><br>1:00pm CC - Staff      | <b>19</b><br>8:00am CC - Staff<br>8:30am CC - Staff<br>10:00am CC- Site Plan                                  | <b>20</b><br>8:00am CC - Staff   | <b>21</b> |
| Oct 24 - 28    | <b>24</b><br>7:00pm CC-Council<br>7:00pm FH-FireTrng                                 | <b>25</b>                           | <b>26</b><br>8:30am CC - Staff<br>10:00am CC- Site Plan   | <b>27</b><br>7:00pm CC-Parks & Rec                                       | <b>28</b> |
| Oct 31 - Nov 4 | <b>31</b><br>7:00pm FH-FireTrng  | <b>Nov 1</b>                        | <b>2</b>  | <b>3</b>   | <b>4</b>  |

# November 2011

| November 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 |    |    |    |

| December 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 |

|                | November 2011  |   |   |  |   |
|----------------|--|---|---|--|---|
|                | Monday   | Tuesday                                 | Wednesday   | Thursday   | Friday  |
| Oct 31 - Nov 4 | <b>Oct 31</b>  | <b>Nov 1</b><br>7:00pm CC-Planning Comm | <b>2</b><br>8:30am CC - Staff<br>10:00am CC- Site Plan<br>12:00pm CC - Stout Park<br>8:00pm FH-PoliceResrvs | <b>3</b><br>4:00pm CC - Staff  | <b>4</b>  |
|                |  |   |   |  |   |
| Nov 7 - 11     | <b>7</b><br>11:00am CC - VIPs<br>4:00pm CC - Council Wkshp<br>7:00pm FH-FireTrng | <b>8</b>                                | <b>9</b><br>8:30am CC - Staff<br>10:00am FH-BRFD<br>10:00am CC- Site Plan                                   | <b>10</b><br>9:00am CC-Crm Stoppers<br>1:00pm CC - Court<br>3:00pm CC-URAC (Tentative) | <b>11</b><br>Veterans Day - CLOSED (closest weekday)<br>8:00am City Hall CLOSED - Veterans Day<br>Holiday |
|                |  |   |   |  |   |
| Nov 14 - 18    | <b>14</b><br>7:00pm FH-FireTrng<br>7:00pm CC-Council                             | <b>15</b><br>7:00pm CC - PC (TENTATIVE) | <b>16</b><br>8:30am CC - Staff<br>10:00am CC- Site Plan   | <b>17</b><br>1:00pm CC - Court   | <b>18</b>   |
|                |  |   |   |  |   |
| Nov 21 - 25    | <b>21</b><br>11:00am CC-VIPS<br>7:00pm FH-FireTrng                               | <b>22</b>                               | <b>23</b><br>8:30am CC - Staff<br>10:00am CC- Site Plan   | <b>24</b><br>7:00pm CC-Parks & Rec   | <b>25</b><br>Thanksgiving - CLOSED  |
|                |  |   |   |  |   |
| Nov 28 - Dec 2 | <b>28</b><br>7:00pm CC-Council<br>7:00pm FH-FireTrng                             | <b>29</b>                               | <b>30</b><br>8:30am CC - Staff<br>10:00am CC- Site Plan   | <b>Dec 1</b>   | <b>2</b>  |
|                |  |   |   |  |   |



# City of Brookings *Proclamation*

WHEREAS, the City of Brookings Fire Department is committed to ensuring the safety and security of all those living and visiting our community and fire is a serious public safety concern both locally and regionally; people are at greatest risk from fire in their homes; and

WHEREAS, according to the National Fire Protection Association, in 2009 home fires killed more than 2,500 people in the United States and fire departments in the United States responded to more than 360,000 home fires; and

WHEREAS, cooking, heating and electrical equipment and smoking materials are some of the leading cause of home fires and associated injuries, and home candles fires are reported every 30 minutes; and

WHEREAS, home fires caused by cooking equipment are the third leading cause of home deaths; and

WHEREAS, and the risk of dying in a home structure fire caused by smoking materials rises with age; working smoke alarms cut that risk in half and automatic fire sprinkler systems reduces the risk by about 80 percent; and

WHEREAS, Brookings Firefighters are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education and Brookings residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, the 2011 Fire Prevention theme, "It's Fire Prevention Week, Protect your Family From Fire!" serves to remind us all of the simple actions we can take to stay safer from fire during Fire Prevention Week and year-round,

THEREFORE, I, Larry Anderson, Mayor of the City of Brookings, do hereby proclaim the week of October 9<sup>th</sup>, 2011, to be

## ***Fire Prevention Week***

And urge all Brookings residents to protect their homes and families by heeding these important safety messages, and support the public safety activities of our fire and emergency service agencies and organizations.

***In Witness Whereof,*** I, Mayor Larry Anderson, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 10<sup>th</sup> day of October, 2011.

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


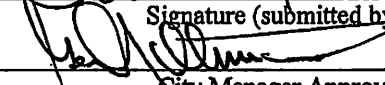


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: October 10, 2011

Originating Dept: Planning

  
Signature (submitted by)  
  
City Manager Approval

**Subject:** Letter of support for Federal Tiger III grant application to create "Bike-able Brookings".

**Recommended Motion:** Approve the signing of a letter of support for submittal with the Tiger II grant application.

**Financial Impact:** Urban Renewal Agency funds, system Development Charge revenues, and Statewide Transportation Program funds proposed for use in the reconstruction of Railroad Ave., are shown as a local "match" for the grant request of \$5,447,244. \$45,000. worth of staff time as an administrative cost will also be used as a "match".

**Background/Discussion:** Last year the City adopted a Bicycle/ Pedestrian Master Plan for Brookings and the Urban Growth Area. Earlier in 2011 the City was awarded a \$1.2 million dollar grant from the Oregon Department of Transportation (ODOT) to construct a portion of the Plan. To fund the creation of the remaining components of "Bike-able Brookings" the Department is applying for this years round of TIGER III grant funds. The Tiger III grant is Federal funding for alternative surface transportation projects. We have included the College, the Port, Curry Transit, the School District, Curry County, and ODOT as partners in the application and will be receiving letters of support from each of them. Senator Merkley's office has contacted the City and offered a letter of support as well. Additional letters of support are being solicited from the various community groups and elected officials. These letters are important as they show a broad spectrum of support in the Community for alternative transportation. The benefits of this type of a transportation/ recreation system of multi-use paths, trails, bike lanes, and shared roadways are many faceted:

- **Economic** – Biking tourism is the fastest growing segment of the vacation industry. Touring cyclists tend to be well-educated and earn higher incomes which translates into more vacation dollars spent in the community. Encouraging replacement of short car trips with a bike ride can significantly reduce wear and tear on City streets over the long haul, reducing repair costs.
- **Environmental** – Eliminate some of the short car trips and congestion, particularly around the schools.
- **Health** – All across our Country a lack of exercise causes many problems. All age groups can benefit from this activity. There has been a significant increase in the retirement age group that have taken up biking. Some of the many health benefits include weight control, lowered blood pressure, reduce symptoms of depression, improve cognitive abilities in children and adults, and help prevent osteoporosis and improve balance.

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

**Policy Considerations:** N/A

**Attachment(s):** "A" - Letter of Support



# City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1135 Fax (541) 469-3650

TTY (800) 735-1232

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

October 10, 2011

Re: City of Brookings TIGER 3 Grant Application

To whom it may concern:

The Brookings City Council is in support of the efforts to create "Bike-able Brookings". We appreciate the efforts made by the US Department of Transportation to help create this important component of our region's infrastructure. The three counties to be served by this transit/bike-ped facility infrastructure are economically distressed areas. Enhancing and expanding our bicycle/pedestrian facilities and our citizen's access to public transit options will serve our populace with alternate means of transportation and offer a healthy recreational opportunity for everyone, from our students to our large retired population. These facilities will foster a more livable community by providing safe, inexpensive travel options from areas in Coos County to the new college campus in the north, to the residential and commercial areas of town, the schools, employment centers, the Port and on across the California border into Del Norte County.

Thank you for the opportunity to express our support for this valuable project.

Sincerely,


Larry Anderson  
Mayor, City of Brookings



# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: October 10, 2011

  
Signature (submitted by)

Originating Dept: Fire

\_\_\_\_\_  
City Manager Approval

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Subject: Curry County Mutual Aid Agreement

Recommended Action:

Authorize the Mayor to sign the new Curry County Mutual Aid Agreement.

Background/Discussion:

In approximately 1981, the cities of Port Orford, Gold Beach and Brookings along with several fire protection districts, entered into a mutual aid agreement with the goal of better serving the interests of all participating agencies and their citizens. In 1990, this agreement was updated to include several additional Fire Protection Districts.

Upon determining that several the participating agencies were out of compliance with the terms of the 1990 agreement, the Curry County Fire Chief initiated a new county-wide mutual aid agreement utilizing a standard agreement, developed by the State Fire Marshal's Office with oversight from the State Attorney General's Office. Today, 14 fire agencies participate in the Curry County Mutual Aid Agreement. A list of participating agencies is attached. All Oregon Counties have similar types of agreements and can be called upon to provide resources accordingly.

The current Curry County Mutual Aid Agreement was signed by representatives of all of the participating fire agencies in 2008 using multiple copies of the agreement. To eliminate confusion it is being re-submitted so that original signatures from each participating agency are contained in a single copy. The attached agreement remains unchanged from the one signed by the former City mayor in 2008.

Generally, the agreement provides that, in the event that a large fire or mass casualty incident exceeds the City's ability to handle it, the City may request mutual aid from any participating agency. Participating agencies may provide assistance, but are not bound to respond if they are unable to do so. An agency that does respond to our request for mutual aid would need to provide up to 24 hours of assistance before being eligible for compensation.

In the past, our mutual aid agreement was also been signed by Del Norte County fire agencies. Once all Curry County agencies have signed the agreement, the goal is to re-establish a mutual aid agreement with the seven fire agencies located in Del Norte County who have indicated an interest in its re-establishment.

The attached agreement was reviewed by the City Council at its October 3, 2011 workshop.

Attachments:

- a. Curry County Mutual Aid Agreement
- b. List of participating agencies



# CAL/OR FIRE CHIEFS ASSOCIATION MUTUAL AID AGREEMENT

## INTRODUCTION

This Agreement entered into the 25 day of March, 2008, among and between the participating agencies for the purpose of securing to each periodic emergency assistance for the protection of life and property.

## AUTHORITY

This Agreement is entered into under the authority granted to the parties by their respective charters and/or Oregon Revised Statutes (ORS). Further, ORS190.010 authorizes units of local government to enter into written agreements with any other units of local government for the purpose of any and all functions and activities that the parties to the agreement, its officers or agencies, have authority to perform. Additionally, ORS Chapters 453, 476 and 401 authorize the State Fire Marshal and the Administrator of the Oregon Emergency Management to develop comprehensive statewide plans for the protection of life and property during disasters. This Agreement is intended to be consistent with, and supportive of, such state contingency plans.

## GOOD FAITH

Each of the parties hereto agrees to attempt to furnish to a requesting party such assistance as the requesting party may deem reasonable and necessary to successfully abate an emergency in the requesting party's jurisdiction. Provided, however, that the party to whom the request is made shall have, in his or her sole discretion, the ability to refuse such request if sending such assistance may lead to an unreasonable reduction in the level of protection within his or her jurisdiction. Further, the parties hereto recognize and agree that such personnel and equipment shall be periodically unavailable under this agreement due to normal operating requirements. However, when any significant change occurs to the available equipment and/or personnel which shall last more than 60 days, the party experiencing such change shall notify all other parties to this Agreement.

## SUPERVISION

When personnel and/or equipment are furnished under this Agreement, the agency having incident command responsibility for the incident, shall have overall supervision of mutual aid personnel and equipment during the period such incident is still in progress. Provided, however, when officers from the requesting jurisdiction have not arrived at the scene of the incident, the commanding officer of the jurisdiction providing mutual aid assistance shall be in command of the incident until relieved. Further, specific supervision of individual employees will remain with the supervisors provided by the jurisdiction employing such employees.

## WAIVERS

### GENERAL WAIVERS

Each party to this Agreement waives all claims against all other parties to this Agreement for compensation for any loss, damage, personal injury, or death occurring to personnel and/or equipment as a consequence of the performance of this Agreement.

### HOLD HARMLESS

Any party responding to a request for assistance under this Agreement shall save and hold harmless the requesting party from, and indemnify the requesting party against, any and all third party liability for or on account of any death or injury to person, or damage to property arising out of any action by the personnel of the responding party taken pursuant to the provisions of this Agreement. Each party hereto agrees to obtain liability insurance, or equivalent coverage, covering its activities assumed under this Agreement, to the minimum dollar amounts required under the Oregon Tort Claims Act, ORS

### REFUSALS TO PERFORM

Nothing in this Agreement shall be construed to prevent a party to whom a request for assistance is made from refusing to commit personnel and/or equipment to a position or activity in which an unreasonable danger of loss of life or equipment exists. The commanding officer of the party furnishing mutual aid shall be the sole judge of the extent and imminence of such danger.

### COMPENSATION

Compensation to the parties herein shall take the following forms:

#### LIKE KIND EXCHANGE

The parties hereto have agreed to provide equipment and/or personnel at such levels as are reasonably balanced. Specifically, the extent of personnel and equipment contemplated under this Agreement by each party hereto are reasonably balanced in terms of cost and/or other expense or in service one to the other.

#### MONETARY REIMBURSEMENT

There a party hereto is unable to provide like kind reimbursement as described in subsection (1) of this section, the party may request assistance under this Agreement with the understanding that the party providing mutual aid assistance shall be reimbursed in cash according to the State Fire Marshal's personnel and equipment reimbursement schedule. Where specific types of equipment and/or personnel are not listed on the State Fire Marshal's reimbursement schedule, the compensation rate shall be that agreed upon at the time the equipment and/or personnel was requested.



## **TERMINATION**

Any party hereto may terminate this Agreement at any time by giving thirty (30) days' notice of the intention to do so to any and all other parties. Such notice being sent to the governing body of the other parties and a copy thereof to the chief of the department of the parties notified.

## **EXTRA JURISDICTIONAL OPERATING AUTHORITY**

The parties hereto recognize and agree that ORS Chapters 190, 453, and 476 extend the powers and authorities of the parties herein beyond their regular jurisdictions when operating under this Agreement.

## **COST RECOVERY**

The parties hereto agree that any cost recovery actions brought by responding jurisdictions under this Agreement against third parties shall be coordinated by the jurisdiction in which the incident giving rise to the response occurred. If the requesting party chooses not to bill a third party for costs incurred, the requesting party shall be liable to all responding parties only to the extent as herein agreed.

## **STATE AND FEDERAL RE-IMBURSEMENT**

Aid and assistance rendered by the signatories hereto under the Oregon Emergency Conflagration Act, State and National Forest Fire Defense Plans, Civil Defense Plans or any other major emergencies, shall not be governed by the terms of this agreement. Full compensation shall be rendered by the Governmental agency requesting assistance.

## **SUCCESSORS IN INTEREST**

The provisions of this Agreement shall be binding upon and inure to the benefit of all other parties to the Agreement and the respective successors and assigns.

## **FORCE MAJEURE**

No party to this Agreement shall be held responsible for delay or default caused by fires, riots, acts of God and/or war which is beyond the reasonable control of the parties.

## **SEVERABILITY**

If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

The terms and conditions of this Agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever without prior written approval of the parties hereto.

**This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon as interpreted by the Oregon courts. However, any dispute arising under this Agreement shall be arbitrated in accordance with ORS 190.710-.800.**

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Ophir RFPD  
**Jurisdiction**

District Board President \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

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Cedar Valley RFPD  
**Jurisdiction**

District Board President \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

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Agness/Illahee RFPD  
**Jurisdiction**

District Board President \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

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Gold Beach Fire Department  
**Jurisdiction**

City Administrator or District Board President \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

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Pistol River RFPD  
**Jurisdiction**

District Board President \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

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## Cape Ferrelo RFPD **Jurisdiction**

District Board President \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

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## Brookings Fire Department **Jurisdiction**

City Administrator or District Board President \_\_\_\_\_ Date \_\_\_\_\_

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

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## Upper Chetco RFPD **Jurisdiction**

**District Board President** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fire Chief** \_\_\_\_\_ **Date** \_\_\_\_\_

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## Harbor RFPD **Jurisdiction**

|                          |      |
|--------------------------|------|
| District Board President | Date |
|--------------------------|------|

Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

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## Winchuck RFPD

### Jurisdiction

|                                 |             |
|---------------------------------|-------------|
| <b>District Board President</b> | <b>Date</b> |
|---------------------------------|-------------|

**Fire Chief** \_\_\_\_\_ **Date** \_\_\_\_\_

## **List of agencies participating in the Curry County Mutual Aid Agreement**

Agness Illahe Volunteer Fire District

Brookings Fire Department

Cape Ferrelo Rural Fire Protection District

Cedar Valley-North Bank Rural Fire Protection District

Coos Forest Protection District

Gold Beach Fire Department

Harbor Rural Fire Protection District

Langlois Rural Fire Protection District

Ophir Rural Fire Protection District

Pistol River Rural Fire Protection District

Port Orford Rural Fire Protection District

Sixes Rural Fire Protection District

Upper Chetco Volunteer Fire Department

Winchuck Rural Fire Protection District

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: October 10, 2011

Originating Dept: Public Works

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

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**Subject:** Alternative Sewer System - Septic Tank Effluent Pump (STEP) Proposal for the North Bank Chetco River Road Properties

**Recommended Motion:** Motion to reject the proposal by North Bank Landowners Group to install an alternative sewer system designed by Orenco Systems and dedicate eligible System Development Funds in the amount of 34.9% of the total construction cost for a conventional gravity system.

**Financial Impact:**

There is an immediate financial advantage to a developer to install a STEP system over a conventional gravity system. The larger portion of the costs of a STEP system are incurred as lots are developed versus the complete upfront funding of a conventional sewer system. The overall costs to construct, operate and maintain individual septic and effluent pumps stations are higher than a conventional gravity sewer system. As evaluated by Dyer Engineering over a 20-year life cycle, the STEP proposal costs \$3,827,734 versus \$3,229,790 for a conventional system. Installation of a conventional sewer main in this area would be eligible for SDC funding as defined in the Brookings Municipal Code at 34.9% of the total construction costs.

**Background/Discussion:**

Early this year, the North Bank Landowners Group expressed interest in exploring alternatives to a conventional gravity and force main sewer system to serve future and existing developments on the North Chetco Bank River Road area. A study completed by Dyer Engineering in November, 2010 titled, "The North Bank Chetco River Road Wastewater Feasibility Study," outlined two options for conventional service to this region. The North Bank Landowners Group provided a proposal by Orenco Systems for an alternative sewer collection system design septic tank effluent pumping system, also termed "STEP" system. This design involves 342 individual septic tanks with individual pumps, a common force main system, and an aeration system for odor control. The Orenco proposal looked at two design options for long-term future growth up the North Bank Chetco River Road and within the Urban Growth Boundary, and shorter-term options for their developments, including the existing Riverside RV Resort and Chetco River Resort which are currently on septic systems.

Council reviewed and considered the Orenco proposal at its September 6, 2011 Workshop and at an August 8, 2011 City Council meeting. Staff and the City Engineer were directed to evaluate the STEP system proposal and offer a recommendation.

Basis for Staff Recommendation:

Staff met with Orenco engineer David Lepre as well as calling several municipalities for references on performance of a STEP system. All parties agree that ongoing operations and maintenance for a STEP system is considerably higher than for a conventional gravity and force main system. Staff is concerned that responsibility for the operations and maintenance of the STEP system will ultimately fall on the City, in perpetuity. The Department of Environmental Quality (DEQ) requires that a public agency take ownership of the STEP system infrastructure including the individual pump and septic tanks and DEQ has very specific requirements for operating and maintaining a STEP system including special licensing to operate the system, and keeping additional parts on hand. The City would also be required to oversee any subcontractor to ensure system compliance with DEQ. Operational and maintenance support for the system would be required 24 hours a day to respond to any alarm or overflow issue. Having separate pump units exacerbates the potential points of mechanical failure that could result in sanitary sewer overflows. Orenco and the developer have suggested that the City subcontract the operations and maintenance of the system and transfer these costs to the benefiting properties in their sewer bills.

Another concern is that this is a sole source product and there is no surety that Orenco will always be in business to provide operations and maintenance support or replacement parts for their product. In addition, if the Orenco proposal is installed, it would restrict all future developments in the Chetco River area to STEP systems.

Dyer engineering was also directed by staff to compare a STEP system to a gravity system for use in the potential Lone Ranch development. Dyer's conclusion is that both projects would be better served by a conventional system due to the higher operations, maintenance and construction costs of the proposed STEP system.

The City developed an Infrastructure Financing Agreement with Lone Ranch, LLC in 2009. Under the terms of this agreement, Lone Ranch LLC will extend sewer service to serve the Lone Ranch Development and the college, and will upgrade certain elements of the City's existing collection system to accommodate growth projected to occur within the Urban Growth Boundary northerly area. Improvements are broken into three segments, with the City agreeing to participate in funding improvements in two of those segments of 50 and 77 percent through SDC's collected from new development in those areas. A similar agreement could be developed with the North bank Group.

Attachment(s):

- a. Dyer Study, "Comparison of STEP vs. Gravity System for Lone Ranch (Borax) Development"
- b. The following can be found in the September 6, 2011 Council Workshop Packet
  - Letter report from the City Engineer, "STEP Collection System for the North Bank Chetco River Road Developments 2011"
- c. The following can be found in the August 8, 2011 Council Agenda Packet
  - North Bank Chetco River Road Wastewater Feasibility Analysis
  - STEP Collection System for the North Bank Chetco 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***

**COMPARISON OF  
STEP vs. GRAVITY SEWER SYSTEM for LONE RANCH  
(BORAX) DEVELOPMENT**

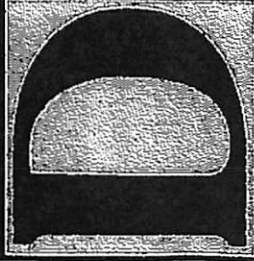
**September 27, 2011**



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

1330 Teakwood Avenue  
Coos Bay, Oregon 97420  
(541) 269-0732 ■ Fax (541) 269-2044  
[www.dyerpart.com](http://www.dyerpart.com)

**Project No. 145.00C**





## **SECTION 1 - INTRODUCTION**

### **Scope**

This report develops capital costs and annual operation and maintenance costs for a STEP collection system (with two alternatives) vs. a conventional gravity sewer collection system at full build-out for the Borax Lone Ranch Development in Brookings, Oregon. The present worth of the annual O&M for each option is summed with the capital cost for that option and the life cycle cost computed for comparison. The costs computed are order of magnitude only and should not be used for final cost estimation of the selected collection method.

### **Description of Alternatives – General**

Both alternatives are estimated for complete Lone Ranch build out. The service demand is assumed to be as follows:

**Table 1  
Number of Services**

| <b>Type of Service</b> | <b>Number of Units</b> |
|------------------------|------------------------|
| Single Family Detached | 540                    |
| Single Family Attached | 150                    |
| Multifamily            | 310                    |
| Commercial             | 10                     |
| Total                  | 1,010                  |

Both alternatives are assumed to have either force mains or gravity collection line in the street frontage to each lot. The STEP system force mains are 4", 6" and 8". The conventional gravity sewer mains are 8". The total length of these lines are estimated to total 33,428 lineal feet (LF).

In addition, the cost impact to the West Side Interceptor and Extensions North as described in the "Wastewater Facilities Plan" dated March 2008 by HGE and as shown in Figure 6.1 of that document is considered. Segments A, B, and D which consist of segments of 10" gravity sewer, 12" gravity sewer and 8" force main have already been constructed in anticipation of the Lone Ranch development.

For all alternatives, including Lone Ranch gravity sewer service, a proposed 8" force main (Segment E) along Highway 101 from Carpenterville Road to the existing 24" gravity main at Park View Drive would be required.

### **Description of Alternatives – STEP System**

The STEP (septic tank effluent pump) system provides each home or facility served using an on-site septic tank system. The treated effluent, rather than being discharged into an on-site drain field, is pumped from each home or facility site to a common pressure main 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. Pump replacement,

per the manufacturer, is anticipated each 20 years. Two hydrogen sulfide control stations are also assumed for the STEP system.

For STEP system Sub-Alternative A, a new 8" force main would be installed inside of the existing 10" and 12" gravity mains, thus eliminating the cost of excavation and producing significant installation savings. This alternative also eliminates the need for the construction of the Taylor Creek Pump Station (Segment C) as identified in the Wastewater Facilities Plan. It would require that all future development in the area North of Carpentersville Road be able to connect and pump into the force main along Highway 101 via STEP systems or pump stations.

For STEP System Sub-Alternative B, the proposed installation of the Taylor Creek Pump Station would proceed (Segment C) and the STEP system would discharge into existing gravity Segments A and B. This alternative would permit other future development in the area north of the Proposed Taylor Creek Pump Station to be able to connect to a gravity sewer main at Highway 101.

#### **Description of Alternatives – Gravity Sewer System**

The gravity sewer system provides for gravity service at the street for each home or facility served in the Lone Ranch Development. Two pump stations are required for this Alternative. One pump station would be located at the north Lone Ranch Parkway intersection with Highway 101 and the other would be located in neighborhood G north of Ram Creek. Hydrogen sulfide control is provided by means of a Bioxide system at each pump station.

#### **Cost Assumptions for Comparisons**

The cost basis for materials and operating costs for both STEP systems and for conventional gravity sewer systems were provided by The Dyer Partnership to the City in two previous reports. These reports were titled, "North Bank Chetco River Road Wastewater Feasibility Analysis", November 2010 and in the report titled, "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.

## **SECTION 2 – ESTIMATED STEP SYSTEM PROJECT COSTS**

Calculated below in Tables 2 through 7 are the capital and annual O&M costs for STEP system Sub-Alternatives A and B. As previously discussed, the basis for these costs are the reports discussed earlier in this report.

### Capital Costs Off-Site

**Table 2**

**STEP System – Sub Alt. A Convert Exist. Hwy. 101 Grav. Sewer to Force Main – Off Site**

| Item   | Unit | Qty   | Unit Cost | Total Cost       |
|--|------|-------|-----------|------------------|
| Seg A Exist. 10" Grav Sew - Install 8" FM inside | LF   | 2,400 | \$30      | \$72,000         |
| Seg B Exist. 12" Grav Sew - Install 8" FM inside | LF   | 550   | \$30      | \$16,500         |
| Seg C Taylor Creek Pump Sta - (Not Req'd)        | LS   | 0     | \$0       | \$0              |
| Seg D Existing Force Main                        | LF   | 3,960 | \$0       | \$0              |
| Seg E New Force Main                             | LF   | 5,360 | \$77      | \$412,720        |
| <b>Total</b>                                     |      |       |           | <b>\$501,220</b> |

**Table 3**

**STEP System – Sub Alt B Retain Existing Hwy. 101 Grav. Sewer – Off-Site**

| Item                         | Unit | Qty   | Unit Cost | Total Cost       |
|------------------------------|------|-------|-----------|------------------|
| Seg A Existing 10 " Grav Sew | LF   | 2,400 | \$0       | \$0              |
| Seg B Existing 12" Grav Sew  | LF   | 550   | \$0       | \$0              |
| Seg C Taylor Creek Pump Sta  | LS   | 1     | –         | \$550,000        |
| Seg D Existing 8" Force Main | LF   | 3,960 | \$0       | \$0              |
| Seg E New Force 8" Main      | LF   | 5,360 | \$77      | \$412,720        |
| <b>Total</b>                 |      |       |           | <b>\$962,720</b> |

### Capital Costs On-Site

**Table 4**

**STEP System Capital Cost – On-Site Lone Ranch**

| Item                                     | Unit | Qty    | Unit Cost | Total Cost         |
|--|------|--------|-----------|--------------------|
| STEP System Line Connection Costs        | EDU  | 1,010  | \$535     | \$540,350          |
| STEP System On-site Tank, Pump, Controls | EDU  | 1,010  | \$6,000   | \$6,060,000        |
| STEP System 4" Force Mains               | LF   | 16,714 | \$60      | \$1,000,905        |
| STEP System 6" Force Mains               | LF   | 8,357  | \$69      | \$574,163          |
| STEP System 8" Force Mains               | LF   | 8,357  | \$77      | \$646,740          |
| Pig Port                                 | EA   | 6      | \$600     | \$3,600            |
| Isolation Valves                         | EA   | 12     | \$800     | \$9,600            |
| Clean Out Assembly                       | EA   | 10     | \$600     | \$6,000            |
| Odor Control Station                     | EA   | 2      | \$55,000  | \$110,000          |
| <b>Total</b>                             |      |        |           | <b>\$8,951,357</b> |

### Annual O&M Costs Off-Site

Table 5

**STEP System Annual O&M Costs - Sub Alt. A Convert Existing Grav. Sewer to FM**

| Item                | Unit | Qty    | Unit Cost | Total Cost |
|---------------------|------|--------|-----------|------------|
| Hwy 101 FM Line O&M | LF   | 12,270 | \$0.13    | \$1,595    |

Table 6

**STEP System Annual O&M Costs - Sub Alt B Retain Existing Grav. Sewer**

| Item                         | Unit | Qty   | Unit Cost | Total Cost |
|------------------------------|------|-------|-----------|------------|
| Hwy 101 Gravity Sew Line O&M | LF   | 2,950 | \$0.13    | \$384      |
| Hwy 101 FM Line O&M          | LF   | 9,320 | \$0.13    | \$1,212    |
| Taylor Creek PS O&M          | LS   | 1     | --        | \$16,000   |
| Total                        |      |       |           | \$17,595   |

### Annual O&M Costs On-Site

Table 7

**STEP System Annual O&M Costs - On-Site Lone Ranch**

| Item  | Unit | Qty    | Unit Cost | Total Cost |
|---|------|--------|-----------|------------|
| On-Site O&M (except power)*                 | EDU  | 1,010  | \$120     | \$121,200  |
| On-Site Power                               | EDU  | 1,010  | \$18      | \$18,180   |
| Control of Hydrogen Sulfide - Power         | Kwh  | 32,650 | \$0.08    | \$2,612    |
| Control of Hydrogen Sulfide - Labor & Parts | LS   | 1      | \$720     | \$720      |
| Main Line O&M                               | LS   | 31,952 | \$0.13    | \$4,154    |
| Total                                       |      |        |           | \$146,866  |

\* Includes assumed 10 commercial

## **SECTION 3 - GRAVITY SEWER SYSTEM PROJECT COSTS**

Calculated below in Tables 8 through 11 are the capital and annual O&M costs for a conventional gravity sewer system with sewage lift stations. As previously discussed, the basis for these costs are the reports discussed earlier in this report.

### Capital Costs Off-Site

**Table 8**  
**Conventional Grav. Sewer System Capital Costs – Off-Site**

| Item                         | Unit | Qty   | Unit Cost | Total Cost       |
|------------------------------|------|-------|-----------|------------------|
| Seg A Existing 10" Grav Sew  | LF   | 2,400 | \$0       | \$0              |
| Seg B Existing 12" Grav Sew  | LF   | 550   | \$0       | \$0              |
| Seg C Taylor Creek Pump Sta. | LS   | 1     | —         | \$550,000        |
| Seg D Existing 8" Force Main | LF   | 3,960 | \$0       | \$0              |
| Seg E New Force 8" Main      | LF   | 5,360 | \$77      | \$412,720        |
| <b>Total</b>                 |      |       |           | <b>\$962,720</b> |

### Capital Costs On-Site

**Table 9**  
**Conventional Grav. Sewer System Capital Costs – On-Site**

| Item                                       | Unit | Qty    | Unit Cost | Total Cost         |
|--|------|--------|-----------|--------------------|
| Gravity Sewer Service Connection to Street | LF   | 1,010  | \$1,400   | \$1,414,000        |
| 6" Force Mains                             | LF   | 2,000  | \$69      | \$137,413          |
| 8" Gravity Sewers                          | LF   | 31,952 | \$114     | \$3,655,079        |
| Pump Station Neighborhood F                | LS   | 1      | --        | \$450,000          |
| Pump Station Neighborhood G                | LS   | 1      | --        | \$375,000          |
| <b>Total</b>                               |      |        |           | <b>\$4,617,492</b> |

### Annual O&M Costs Off-Site

**Table 10**  
**Conventional Grav. Sewer System Annual O&M Costs – Off Site**

| Item                         | Unit | Qty   | Unit Cost | Total Cost      |
|------------------------------|------|-------|-----------|-----------------|
| Hwy 101 Gravity Sew Line O&M | LF   | 2,950 | \$0.13    | \$384           |
| Hwy 101 FM Line O&M          | LF   | 9,320 | \$0.13    | \$1,212         |
| Taylor Creek PS O&M          | LS   | 1     | —         | \$16,000        |
| <b>Total</b>                 |      |       |           | <b>\$17,595</b> |

### Annual O&M Costs On-Site

**Table 11**  
**Conventional Grav. Sewer System Annual O&M Costs – On-Site**

| Item                                  | Unit | Qty    | Unit Cost | Total Cost      |
|---------------------------------------|------|--------|-----------|-----------------|
| Control of Hydrogen Sulfide - Bioxide | LS   | 1      | \$1,200   | \$1,200         |
| Pump Station Neighborhood F           | LS   | 1      | \$16,000  | \$16,000        |
| Pump Station Neighborhood G           | LS   | 1      | \$14,000  | \$14,000        |
| Main Line O&M LF                      | LF   | 31,952 | \$0.13    | \$4,154         |
| <b>Total</b>                          |      |        |           | <b>\$35,354</b> |



## SECTION 4 – COMPARISON OF LIFE CYCLE COSTS

Shown in Table 12 below are the calculations of the present worth costs for annual Operation and Maintenance (O&M) of the several alternatives developed in preceding Tables. These O&M calculations address both on-site and off-site expenses. All calculations are based upon a 20 year study period and an interest rate of 3% annually.

**Table 12**  
**Calculation of Present Worth for Annual O&M Costs**

| ITEM   | FIND P      | GIVEN A   | $(1+i)^N$ | i    | n  |
|--|-------------|-----------|-----------|------|----|
| <b>STEP</b>  |             |           |           |      |    |
| STEP System Annual O&M Costs - Sub Alt. A - Off-Site | \$23,731    | \$1,595   | 1.81      | 0.03 | 20 |
| STEP System Annual O&M Costs - Sub Alt. B - Off-Site | \$261,771   | \$17,595  | 1.81      | 0.03 | 20 |
| STEP System Annual O&M Costs - On-Site Both Alt.     | \$2,184,991 | \$146,866 | 1.81      | 0.03 | 20 |
| <b>Gravity Sewer</b>                                 |             |           |           |      |    |
| Grav. Sewer System Annual O&M Costs – Off Site       | \$261,771   | \$17,595  | 1.81      | 0.03 | 20 |
| Grav. Sewer System Annual O&M Costs – On Site        | \$525,974   | \$35,354  | 1.81      | 0.03 | 20 |

A = annual cost, P = present worth cost, i = annual interest rate, n = period in years

Shown in Table 13 below are the summations of the capital costs and of the present worth costs for O&M for STEP System Alt. A, STEP System Alt. B, and for the conventional gravity sewer collection system with pump stations.

**Table 13**  
**Calculation of Life Cycle Costs for Alternatives**

| Item                         | Costs               |
|------------------------------|---------------------|
| <b>STEP System Alt A</b>     |                     |
| Off-Site Capital             | \$501,220           |
| On-Site Capital              | \$8,951,357         |
| Off-Site O&M Present Worth   | \$23,731            |
| On-Site O&M Present Worth    | \$2,184,991         |
| <b>Total Life Cycle Cost</b> | <b>\$11,661,299</b> |
| <b>STEP System Alt B</b>     |                     |
| Off-Site Capital             | \$962,720           |
| On-Site Capital              | \$8,951,357         |
| Off-Site O&M Present Worth   | \$261,771           |
| On-Site O&M Present Worth    | \$2,184,991         |
| <b>Total Life Cycle Cost</b> | <b>\$12,360,839</b> |
| <b>Gravity Sewer System</b>  |                     |
| Off-Site Capital             | \$962,720           |
| On-Site Capital              | \$4,617,492         |
| Off-Site O&M Present Worth   | \$261,771           |
| On-Site O&M Present Worth    | \$525,974           |
| <b>Total Life Cycle Cost</b> | <b>\$6,367,956</b>  |

## SECTION 5 – CONCLUSION

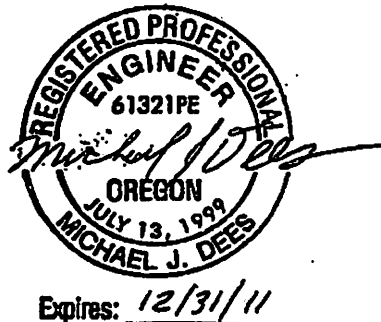
Examination of Table 13, preceding, indicates that for either STEP System Alternative A or B, both the initial capital costs and the present worth of the operation and maintenance costs are significantly greater than for the conventional gravity sewer collection system in the Lone Ranch area under consideration.

The disadvantages of the STEP system compared to the conventional system are increased labor (either force account or by contract) 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. The City would be responsible in 1010 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.

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 by the City or the Developer.. Another advantage is that a STEP system is likely to have less infiltration and inflow (I/I) over time with respect to a conventional gravity system.

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 currently anticipated sludge disposal arrangements 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.

We believe that the long term needs of the community would be best served by utilization of the conventional gravity system.



# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: October 10, 2011

Originating Dept: Public Works

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

---

Subject: Final Effluent Line Relocation Improvements

Recommended Motion: Motion to award the contract for the construction of the Final Effluent Line Relocation Improvements to Central Pipeline, Inc., the lowest responsible bidder, in an amount not to exceed \$125,808, and authorize the City Manager to execute all related documents.

Financial Impact: The cost of this project is paid through appropriated wastewater fund capital improvement funds in the amount of \$125,808.

Background/Discussion: The final effluent line is the pipe that conveys treated wastewater (effluent) to the ocean and is a critical asset for the wastewater treatment plant. Since 2006, there have been maintenance issues with this piping. Ground fractures in the vicinity were noticed early last year, at which point staff hired Busch Geotechnical Consultants and Rich Roberts Surveys to monitor and evaluate the area. The study resulted in a recommendation to relocate the effluent to a less geologically sensitive area and abandon the existing effluent pipes. This project involves the installation of approximately 300 feet of 36 -inch high density polyethylene pipe realigned as shown in the attached exhibit. The construction of the project is essential to alleviate the concern of failure to the existing pipeline. Project must be substantially complete 60 days after Notice to Proceed.

On September 28, 2011 the City received 3 bids on the project.

|                              |           |
|------------------------------|-----------|
| Central Pipeline, Inc.       | \$125,808 |
| McLennan Contractors LLC     | \$145,180 |
| West Coast Contractors, Inc. | \$198,465 |

The Engineer's Estimate is \$156,840.

Attachment(s):

- a. Letter from Project Manager
- b. Summary of bids
- c. Exhibit – Site and Location Map



THE DYER PARTNERSHIP  
ENGINEERS & PLANNERS, INC.

October 3, 2011

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

RE: Final Effluent Line Relocation Improvements  
Project No. 145.18

Dear Gary:

This letter is to recommend action by the City in response to bids received on September 28, 2011 for the above referenced project. Three bids were received with total bid amounts ranging from \$125,808.00 to \$198,465.00. The Engineer's Estimate was \$156,480.00. Please see attached summary of bids.

We recommend that the City take the following action:

1. Accept the bids.
2. Award a contract to Central Pipeline, Inc., the lowest responsive bidder in the amount of \$125,808.00, contingent upon no protest being received during the Notice of Intent to Award Protest Period.

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

Assuming the Council concurs with our recommendation, we have enclosed three copies of the Notice of Award. A representative for the City needs to sign all three copies after which they should be returned to our office. (*Please do not date the Notice of Award.*) We will date the Award following the Protest Period. Contracts and Performance Bonds will then be forwarded to Central Pipeline, Inc. for their signature.

Pursuant to ORS 279C.835, the Oregon Bureau of Labor and Industries requires that Form WH-81 be filled out by the contracting agency and sent to them with a copy of the first-tier subcontractor form, if applicable (ORS 279C.370), within 30 days of issuing the Notice of Award. The form is available at <http://egov.oregon.gov/BOLI/WH/PWR/jan08/WH-81.doc>. The Owner is also responsible for payment of a Public Works Fee to the Bureau of Labor & Industries. This payment is accompanied by Form WH-39 which is available at <http://egov.oregon.gov/BOLI/WH/PWR/docs/wh-39.doc>.

Sincerely,

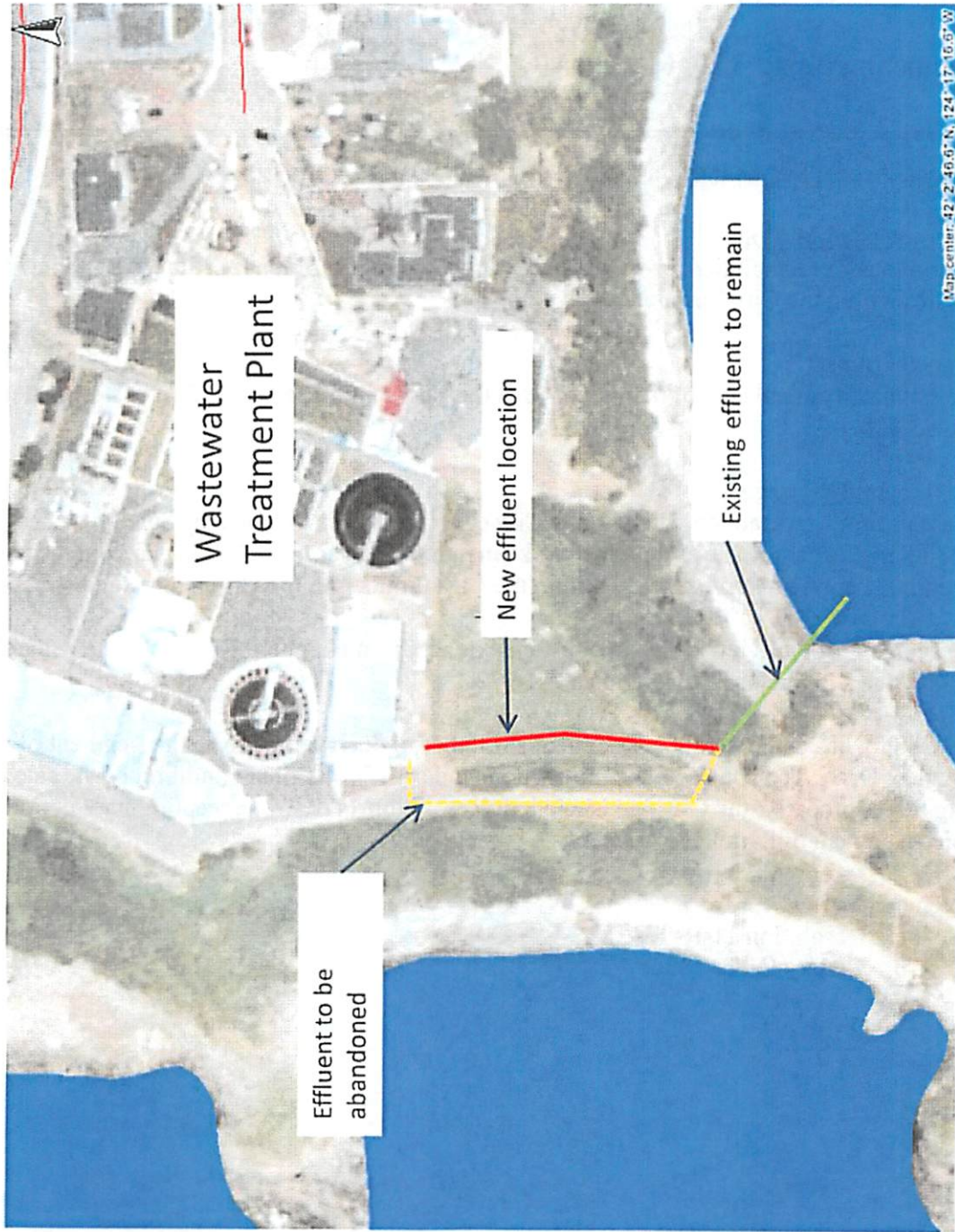
Steve Major, P.E.  
City Engineer

cc: Loree Pryce, PE, Public Works Director

# BID TABULATION

| Final Effluent Line Relocation Improvements<br>City of Brookings<br>Brookings, Oregon |   |      |          | Bid Received: 9/28/2011<br>The Dyer Partnership Engineers & Planners, Inc.<br>Project No. 145.18 |              |                                |              |                              |              |                                |              |             |              |
|---|---|------|----------|--|--------------|--------------------------------|--------------|------------------------------|--------------|--------------------------------|--------------|-------------|--------------|
|   |   |      |          | ENGINEER'S ESTIMATE  |              | BIDDER: Central Pipeline, Inc. |              | BIDDER: McLennan Contractors |              | BIDDER: West Coast Contractors |              | AVERAGES:   |              |
| Item  | Description                             | Unit | Quantity | Unit Price   | Total        | Unit Price                     | Total        | Unit Price                   | Total        | Unit Price                     | Total        | Unit Price  | Total        |
| Basic Bid   |   |      |          |  |              |                                |              |                              |              |                                |              |             |              |
| 1   | Construction Facilities & Temp Controls | LS   | 1        | \$20,000.00  | \$20,000.00  | \$16,650.00                    | \$16,650.00  | \$10,000.00                  | \$10,000.00  | \$36,125.00                    | \$36,125.00  | \$22,041.67 | \$20,925.00  |
| 2   | Demolition & Site Preparation           | LS   | 1        | \$10,500.00  | \$10,500.00  | \$11,000.00                    | \$11,000.00  | \$20,000.00                  | \$20,000.00  | \$23,920.00                    | \$23,920.00  | \$18,140.00 | \$18,306.67  |
| 3   | Foundation Stabilization                | CY   | 10       | \$60.00  | \$600.00     | \$30.00                        | \$300.00     | \$14.00                      | \$140.00     | \$170.00                       | \$1,700.00   | \$261.33    | \$623.33     |
| 4   | Rock Excavation                         | CY   | 20       | \$100.00   | \$2,000.00   | \$120.00                       | \$2,400.00   | \$100.00                     | \$2,000.00   | \$260.00                       | \$5,200.00   | \$786.67    | \$2,440.00   |
| 5   | Bypass Pumping                          | LS   | 1        | \$10,000.00  | \$10,000.00  | \$6,500.00                     | \$6,500.00   | \$5,000.00                   | \$5,000.00   | \$5,800.00                     | \$5,800.00   | \$6,933.33  | \$5,766.67   |
| 6   | Effluent Box Modifications              | LS   | 1        | \$35,000.00  | \$35,000.00  | \$20,000.00                    | \$20,000.00  | \$15,000.00                  | \$15,000.00  | \$20,820.00                    | \$20,820.00  | \$23,606.67 | \$18,606.67  |
| 7   | 36-Inch Diameter Final Effluent Pipe    | LF   | 305      | \$200.00   | \$61,000.00  | \$190.00                       | \$57,950.00  | \$228.00                     | \$69,540.00  | \$285.00                       | \$86,925.00  | \$20,504.33 | \$52,218.33  |
| 8   | 5-foot Diameter Manhole                 | EA   | 1        | \$6,000.00   | \$6,000.00   | \$3,500.00                     | \$3,500.00   | \$10,000.00                  | \$10,000.00  | \$8,860.00                     | \$8,860.00   | \$8,286.67  | \$7,453.33   |
| 9   | Outfall Manhole Modifications           | LS   | 1        | \$5,000.00   | \$5,000.00   | \$2,500.00                     | \$2,500.00   | \$4,006.00                   | \$4,006.00   | \$5,400.00                     | \$5,400.00   | \$4,802.00  | \$3,966.67   |
| 10  | Fencing Removal & Replacement           | LF   | 29       | \$60.00  | \$1,740.00   | \$52.00                        | \$1,508.00   | \$86.00                      | \$2,494.00   | \$30.00                        | \$870.00     | \$618.67    | \$1,138.67   |
| 11  | Landscaping                             | LS   | 1        | \$5,000.00   | \$5,000.00   | \$3,500.00                     | \$3,500.00   | \$7,000.00                   | \$7,000.00   | \$2,845.00                     | \$2,845.00   | \$4,948.33  | \$4,448.33   |
| TOTAL BASIC BID   |   |      |          |  | \$156,840.00 |                                | \$125,808.00 |                              | \$145,180.00 |                                | \$198,465.00 |             | \$135,895.67 |





Site Location Map



# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: October 10, 2011

Originating Dept: City Manager

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

---

**Subject:** Accept Segment of Parkview Drive within City Limits from Curry County

**Recommended Motion:**

Motion to adopt Resolution 11-R-972 accepting jurisdiction of that portion of Parkview Drive that lies within the City Limits.

**Financial Impact:**

The estimated annual cost of maintenance of this segment of Parkview Drive is estimated at less than \$3,000.

**Background/Discussion:**

As a part of the transaction whereby the City of Brookings is purchasing County-owned property at 230 King Street for use as a public works maintenance yard, the City's agreed to accept that portion of Parkview Drive already within the City Limits into the City maintained street system.

The segment of Parkview Drive in question extends from Hampton Road to Vista Ridge Drive, as shown in Exhibit A of Resolution 11-R-972.

The County has completed the process of surrendering jurisdiction over this segment of Parkview Drive. To complete the transaction, and satisfy this final condition of the sale of the King Street property, the City needs to adopt Resolution 11-R-972 accepting jurisdiction of the subject segment of Parkview Drive.

**Attachment(s):**

- a. Resolution 11-R-972
- b. County Order 13566

**CITY OF BROOKINGS**  
**STATE OF OREGON**  
**RESOLUTION 11-R-972**

**A RESOLUTION OF THE CITY OF BROOKINGS ACCEPTING JURISDICTION OF THAT PORTION OF PARKVIEW DRIVE THAT LIES WITHIN THE CITY LIMITS.**

**WHEREAS**, Parkview Drive is a County road that lies partly within the city limits of Brookings; and

**WHEREAS**, on August 17, 2011, the City of Brookings and Curry County entered into an agreement for the purchase and sale of real property located at 230 King Street, Brookings, Oregon; and

**WHEREAS**, Section 1.03 of that agreement provides that “[a]s additional consideration for the property, BUYER will accept that portion of Parkview Drive that is within the city limits into the city maintained street system. BUYER will work in good faith with SELLER to complete the transfer in accordance with applicable Oregon law . . .”; and

**WHEREAS**, Curry County has proceeded in accordance with Oregon law and by way of Order No. 13566, the Curry County Board of Commissioners officially offered to surrender jurisdiction of that portion of Parkview Drive that lies within the city limits of Brookings, to the City of Brookings;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Brookings that:

1. The City of Brookings accepts the offer made by Curry County in Order No. 13566 to surrender jurisdiction of that portion of Parkview Drive that lies within the city limits of Brookings, described as follows and depicted on Exhibit A:

Beginning at a point on the city of Brookings boundary, said point being on the northerly side of the intersection of Parkview Drive and Hampton Lane;

Thence northerly following Parkview Drive to Gowman Lane;

Thence easterly following Parkview Drive approximately 700 feet to a point on the City of Brookings boundary, said point being approximately 25 feet south of the southeast corner of Lot 1, Vista Ridge Subdivision all being within the City of Brookings.

2. The jurisdiction of the County over that portion of Parkview Drive described herein as a county road or for its improvement, construction or repair shall cease.
3. The full and absolute jurisdiction over that portion of Parkview Drive described herein for all purposes of repair, construction, improvement and levying and collection of assessments therefore shall vest in the City of Brookings.
4. The City of Brookings shall have the same jurisdiction over that portion of Parkview Drive described herein as by its charter and the laws of the State of Oregon are given or granted it over the public streets and alleys of the city.

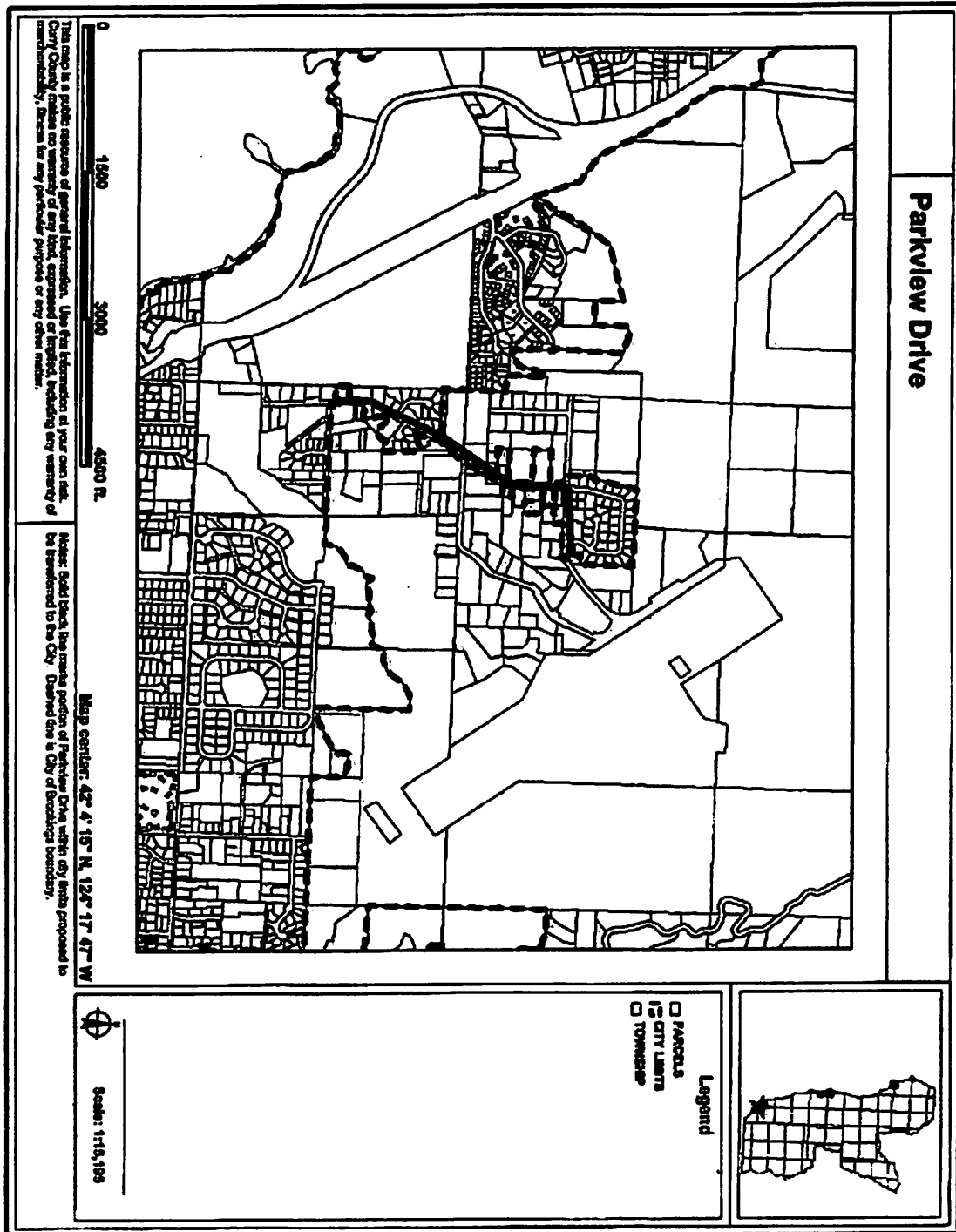
Passed by the City Council October 10, 2011 and made effective the same date.

Attest:

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

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

# Exhibit A



BEFORE THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Order to  
Transfer a Portion of Parkview  
Drive to the City of Brookings

)  
)  
) ORDER NO. 13566

WHEREAS, Parkview Drive is a County road that lies partly within the city limits of Brookings, Oregon; and

WHEREAS, on August 17, 2011, Curry County entered into an agreement with the City of Brookings to convey County-owned real property located at 230 King Street, Brookings, Oregon, to the City of Brookings; and

WHEREAS, Section 1.03 of that agreement provides that "As additional consideration for the property, BUYER will accept that portion of Parkview Drive that is within the city limits into the city maintained street system. BUYER will work in good faith with SELLER to complete the transfer in accordance with applicable Oregon law..."; and

WHEREAS, pursuant to ORS 373.270, on August 17, 2011, the Board of Curry County Commissioners passed a Resolution initiating procedures to transfer to the City of Brookings that portion of Parkview Drive that lies within the city limits of Brookings. The portion of the road proposed to be transferred is shown as Exhibit "A" that is incorporated by reference and is further described as follows:

Beginning at a point on the City of Brookings boundary, said point being on the northerly side of the intersection of Parkview Drive and Hampton Lane;

Thence northerly following Parkview Drive to Gowman Lane;

Thence easterly following Parkview Drive approximately 700 feet to a point on the City of Brookings boundary, said point being approximately 25 feet south of the southeast corner of Lot 1, Vista Ridge Subdivision all being within the City of Brookings; and

WHEREAS, a hearing on the proposal was set for Wednesday, September 21, 2011, at 10:30 A.M. in the Commissioners' Hearing Room, Courthouse Annex, 94235 Moore Street, Gold Beach, Oregon; and

WHEREAS, in accordance with the requirements of ORS 373.270(2), the County gave notice of the hearing by posting in three public places in the County; and

WHEREAS, on September 21, 2011, at 10:30 A.M., the Board of Curry County Commissioners held the hearing as scheduled; and

WHEREAS, at the hearing the Curry County Road Master testified in favor of the proposal, and no one testified against the proposal; and

WHEREAS, the Board of Curry County Commissioners deems it necessary, expedient and in the best interests of the County to surrender jurisdiction of that portion of Parkview Drive that lies within the city limits of Brookings, Oregon, as shown in Exhibit "A", to the City of Brookings;


**NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS AS FOLLOWS:**

- 1) The Board determines and offers to surrender jurisdiction of that portion of Parkview Drive that lies within the city limits of Brookings, Oregon, as shown on Exhibit "A", to the City of Brookings.
- 2) The offer in subsection 1) must be accepted by October 11, 2011, or such later date that both parties agree to in writing.
- 3) Pursuant to ORS 373.270(7), when the City of Brookings adopts appropriate municipal legislation accepting the offer stated in this order:
  - a) The jurisdiction of the County over the portion of Parkview Drive shown on Exhibit "A" that is referenced in this order as a county road, or for its improvement, construction or repair shall cease.
  - b) The full and absolute jurisdiction over the portion of Parkview Drive shown on Exhibit "A" for all purposes of repair, construction, improvement and levying and collection of assessments therefore shall vest in the City of Brookings.
  - c) The City of Brookings shall have the same jurisdiction over the above-referenced portion of Parkview Drive as by its charter and the laws of the State of Oregon are given or granted it over any of the public streets and alleys of such city.

DATED this 21<sup>st</sup> day of September, 2011.

BOARD OF CURRY COUNTY COMMISSIONERS

  
George Rhodes, Chair

  
David G. Itzen, Vice Chair

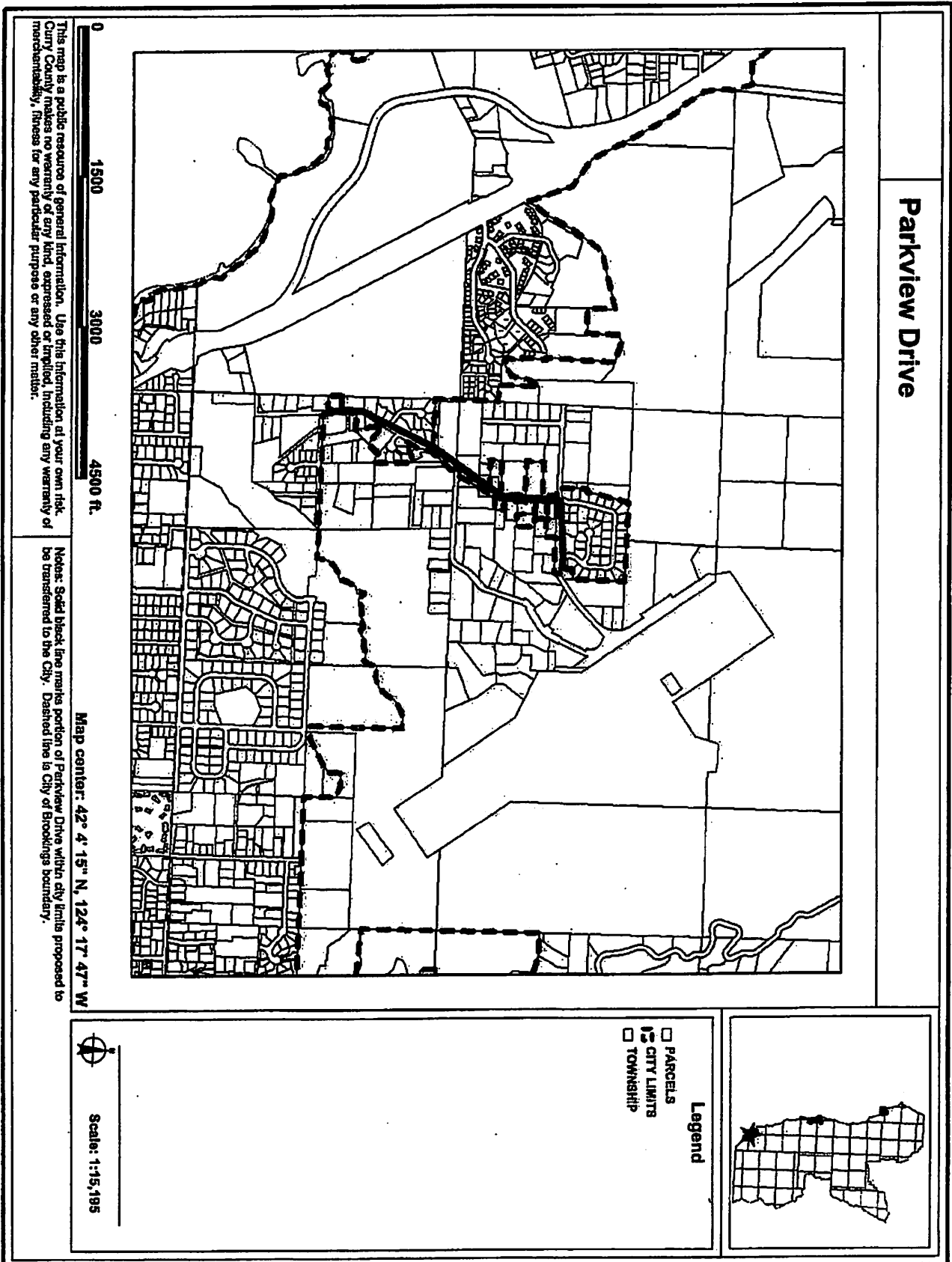
  
Bill Waddle, Commissioner

Approved as to Form:

  
M. Gerard Herbage  
Curry County Legal Counsel



# Exhibit A



# City of Brookings

## CITY COUNCIL MEETING Minutes

**Monday, September 26, 2011**

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

City Council met in Executive Session at 6:00pm, 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," under ORS 192.660.2.e, "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," and under ORS 192.660.2.i, "to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing."

### **Call to Order**

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

### **Roll Call**

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

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

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

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

*Resolution making appointments to the Border Coast Regional Airport Authority.*

City Manager Milliman provided the staff report.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Resolution 11-R-971, appointing Councilor Dave Gordon to the Border Coast Regional Airport Authority Board of Commissioners and appointing City Manager Gary Milliman as alternate.**

### **Staff Reports**

*Approval to cease further work on the formation of a Parks and Recreation District.*

City Manager Milliman presented the staff report.

**Councilor Hedenskog moved, a second followed and Council voted unanimously to accept staff's recommendation to cease further work on the formation of a Parks and Recreation District.**

*Discussion and direction to staff regarding proposed revisions to the Parks and Recreation Commission code revisions, included meeting frequency, Commission size and organization.*

Mark Harris, 917 Tanana Place, Costa Mesa, California, commented on his experience with the Parks and Recreation Commission in Costa Mesa, and how changing the membership from seven to five, and televising the meetings helped improve decision making and increase participation from the public, respectively.

City Manager Milliman gave the staff report.

After some discussion, Council directed staff to proceed with code revisions to incorporate the changes discussed in the Council Agenda Report with the suggestion that regular meetings be held every other month rather than quarterly, and that only one member out of the five be allowed to reside outside the City limits.

*Authorization to develop agreements with Bi-Mart and the Websters to reconfigure the Railroad/Cove/Memory intersection, proceed with design engineering and bid documents, allocate SDC funds, complete preliminary design for improvements between Center and Fern streets, and initiate a Conditional Use Permit amendment for the Bi-Mart project.*

City Manager Milliman provided an in-depth review of the staff report and an additional recommendation for a motion to authorize the City Manager to initiate a Conditional Use Permit and associated vacation proceedings for the proposed project.

There was some Council discussion regarding the need to address safety issues at this intersection and whether to move forward with all of the items at this time. Councilor Hedenskog, in particular, suggested that a traffic study might be needed and Mayor Anderson asked if Bi-Mart hadn't already conducted a study.

City Manager Milliman said that Bi-Mart had conducted a study, and that the City Engineer had stated in a memo that the proposed reconfiguration would allow operation at acceptable capacity levels. Milliman also pointed out that if Bi-Mart goes ahead with their project, as approved, the opportunity to make any changes at this intersection at some future date would be lost. Bi-Mart's project, he said, has made the matter urgent and provided the City with the opportunity to make the changes with participation by other parties.

**Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager and City Attorney to develop the necessary agreements with Bi-Mart and Ryan and Mike Webster to facilitate the reconfiguration of the Railroad/Cove/Memory intersection as described in the September 26, 2011, Council Agenda Report; authorize the City Engineer to proceed with design engineering and bid documents for the Railroad/Cove/Memory intersection reconfiguration project; allocate \$204,160 from the City's SDC Fund for the Railroad/Cove/Memory intersection reconfiguration project; direct the City Engineer to complete preliminary design work for improvements to Railroad Street between Center and Fern Streets and provide a more detailed description of this project at a City Council workshop; authorize City Manager to initiate Conditional Use Permit amendment for the Bi Mart project to amend conditions related to the reconfiguration of the Railroad/Cove/Memory intersection; and authorize City Manager to initiate proceedings on behalf of the City to vacate that portion of Cove Road proposed for redevelopment as off-street parking in conjunction with the Railroad/Cove/Memory realignment project.**

#### **Consent Calendar**

- Approve Council minutes for September 12, 2011.
- Authorize Public Works Director to execute Cooperative Agreement with the Oregon Department of Transportation.
- Receive monthly financial report for August, 2011.

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

**Remarks from Mayor and Councilors**

Councilor Pieper remarked that he had received a number of positive comments on the Hillside Oasis project.

**Adjournment**

Councilor Gordon moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:04pm.

A meeting of the Urban Renewal Agency immediately followed.

Respectfully submitted:

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

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

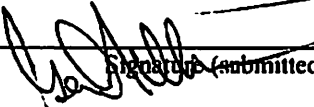
\_\_\_\_\_  
Joyce Heffington, City Recorder

# **CITY OF BROOKINGS**

## **COUNCIL AGENDA REPORT**

Meeting Date: October 10, 2011

Originating Dept: City Manager

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

---

**Subject:** Legal Services Agreement

**Recommended Motion:**

Motion to authorize the Mayor to execute Legal Services Agreement with the Law Offices of Robert Black to provide City Attorney Services for the period September 14, 2011 to September 14, 2013.

**Financial Impact:**

The Agreement provides for an increase in the rate for legal services from \$164 to \$170 hourly.

**Background/Discussion:**

The City Council initially retained the law firm of Robert N. Black to provide legal services, including services as City Attorney, in 2009. Under the terms of the Agreement, Martha Rice, an associate with the Black firm, provides services as City Attorney. The City Council recently conducted an evaluation of Rice's performance as City Attorney and expressed a high degree of satisfaction with the services she provides.

**Attachment(s):**

- a. Legal Services Agreement



## **CITY OF BROOKINGS LEGAL SERVICES AGREEMENT**

This Agreement, effective September 14, 2011, is entered into between the City of Brookings, an Oregon municipal corporation, hereinafter referred to as the "City" and the Law Offices of Robert N. Black, Attorneys, hereinafter referred to as the "Attorneys."

WHEREAS, the City has need for legal counsel to advise the City on matters concerning government and municipal affairs in Oregon;

WHEREAS, Martha D. Rice is an attorney employed by the Law Offices of Robert N. Black and she is licensed to practice law in both California and Oregon and has a background in government and municipal law;

WHEREAS, Robert N. Black is an attorney licensed to practice law in California with a background in government and municipal law;

WHEREAS, the Martha D. Rice has served as City Attorney for the past two years; and

WHEREAS, the City desires to re-appoint Martha D. Rice as City Attorney and a formal written agreements is required for audit control purposes.

NOW, THEREFORE, the parties do mutually agree to the following:

### **1. Scope of services.**

The City hereby re-appoints Martha D. Rice as City Attorney. Attorney will perform those legal services authorized from time to time by the City Council, the Mayor, or the City Manager, and by no other person, regardless of such other person's position with the City, and subject to Attorneys' availability and to conflict-of-interest rules.

Services to be performed under this Agreement include, but are not necessarily limited to:

(a) Rendering of legal advice to and consultation with the City Council and City officers, furnishing of written legal opinions, review or preparation of legal documents, ordinances, leases, contracts and the like which are used by the City and legal review and approval, if appropriate, of City actions and documents;

(b) Representing the City or specific officers of the City at public hearings or other meetings held or called by the City, as may be requested from time to time;

(c) Any and all other legal services that the City may deem necessary or may request in connection with its activities, including litigation services.

## **2. Compensation and method of payment.**

The hourly fee payable for the services of Attorneys Martha D. Rice and Robert N. Black will be \$170.00 per hour. Attorneys will charge the flat rate of \$90.00 for the time and expense of each authorized trip to Brookings to tend to City business.

Attorneys are responsible, without additional compensation, for all general overhead expenses incidental to the operation of their practice, including but not limited to office rent, general secretarial duties, telephone charges, and general supplies, and shall not be entitled to reimbursement therefore.

Attorneys shall be reimbursed for all costs expended by Attorneys to perform and to enhance the performance of the legal services for the City. Those costs include, but are not limited to, deposition costs, expert fees and expenses, investigation costs, if any, photocopy expenses at the rate of 25¢ per page, process servers fees, word processing at \$35/hour, paralegal fees at 1.5 times the paralegal's billing rate, not to exceed \$75.00 per hour, messenger service fees, postage, consultant's fees, transportation, meals, and lodging at the rates allowed in the City's Travel Policy, and fees fixed by law, the court or public agencies and any other expense reasonably necessary to provide adequate legal services except general overhead.

To encourage the maintenance and enhancement of the City Attorney's skills, City will provide an annual budget of up to \$2,000.00 per year for the following: (1) continuing legal education, including travel and lodging, reference resources and conference fees, in areas of the law that would benefit the City, and (2) materials or online legal research resources.

Attorneys shall submit itemized bills to City on a monthly basis and City shall pay all or, at a minimum, the undisputed portion of such bills within thirty (30) days of receipt.

## **3. Time of performance and termination.**

This Agreement shall remain in full force and effect for two years from its effective date.

This Agreement may be terminated by City at any time upon written notice to Attorneys. Attorneys may terminate this Agreement upon 60 days written notice to the City.

## **4. Insurance.**

During the term of this Agreement, Attorneys will maintain in full force and effect policies of insurance of the following types in the corresponding minimum amounts:

|                       |                       |
|-----------------------|-----------------------|
| Malpractice           | \$500,000/\$1,000,000 |
| Business Liability    | \$300,000/\$600,000*  |
| Automobile (R. Black) | \$250,000/\$500,000*  |
| Automobile (M. Rice)  | \$500,000/\$500,000*  |
| Workers' Comp         | Per California Law    |

\* Umbrella coverage increases these limits to \$1,000,000.

**5. Amendments.**

This Agreement may be amended from time to time by the written approval of both parties.

**6. Entire Agreement.**

This Agreement constitutes the complete and exclusive statement of the Agreement between the City and the Attorneys. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded entirely by this Agreement.

IN WITNESS WHEREOF, the parties have caused this Legal Services Agreement to be executed as indicated below.

Executed on \_\_\_\_\_, 2011 at Brookings, Oregon.

**City of Brookings**

\_\_\_\_\_  
By: Larry Anderson, Mayor

ATTEST:

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

**Law Offices of Robert N. Black**

\_\_\_\_\_  
By: Robert N. Black

## **MINUTES of the BROOKINGS PLANNING COMMISSION**

May 3, 2011

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

*Commissioners Present:* Jerry Wulkowicz, Steve Bismarck, Hedda Markham, Ken Bryan

*Commissioners Absent:* Commission Position 3 is vacant, Kelly McClain, Cheryl McMahan

*Staff Present:* Planning Director Dianne Morris, Sr. Planner Donna Colby-Hanks, City Attorney Martha Rice and Secretary Alex Carr-Frederick

*Other:* Approximately 19 members of the public, one member of the press

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

At 7:00 p.m., Vice-Chair Bismarck opened the hearing for File No. CUP-1-11, a request for approval of a conditional use permit for a retail business in an Industrial Park (I-P) district. Applicant, Bi-Mart Stores. The criteria used to decide this matter is found in Chapter 17.64.040(H) Industrial Park Conditional Uses, Chapter 17.136-Conditional Use Permits, Chapter 17.92-Off-Street Parking, Chapter 17.88-Sign Regulations, Chapter 17.170-Street Standards of the Brookings Municipal Code (BMC). Planning Director Morris presented the staff report. Bi-Mart President John Harris and Brian Genovese, a traffic engineer, were available for questions. Five members of the public spoke in support of the application, one person spoke in opposition and one person spoke as an interested party (see attached list). Public testimony was closed without objection at 8:04 pm. After discussing concerns regarding light pollution, Commissioner Markham moved to approve File No. CUP-1-11. Commissioner Bryan seconded and the motion carried 4-0. Commissioner Bryan then moved to approve the Final Order, Commissioner Bismarck seconded, motion carried 4-0.

At 8:29, Vice-Chair Bismarck opened the hearing for File No. SUB-1-11RE, a request for approval of a replat of proposed lots 11, 12, and 15 of Oceanside Estates into two lots. The criteria used to decide this matter is found in Chapter 17.172-090-Subdivision, Chapter 17.168 Public Facilities, Chapter 17.100 Hazardous Building Site Protection, Section 17.128.050 Access and Chapter 17.20 Single Family Residential (R-1-6) of the BMC. The Applicant, Craig Goodman of 3333 K Street in Washington DC was available for questions along with his representative Rich Roberts, PO Box 1599; his engineer TJ Bossard, 4139 Dry Creek Road Medford; and his attorney, John Babin of PO Box 1600 Brookings OR. With minor changes made to Condition Five of the Conditions of Approval, Commissioner Bismarck moved and Commissioner Markham seconded recommendation of approval of File No. SUB-1-11RE. Motion carried 4-0. Commissioner Bismarck made a motion to approve the Final Order, Commissioner Wulkowicz seconded and the motion carried 4-0.

### **APPROVAL of MINUTES**

By a 4-0 vote (motion: Commissioner Markham, 2<sup>nd</sup> Commissioner Wulkowicz) the Planning Commission approved the minutes of the April 5, 2011 PC meeting.

### **COMMENTS from the PLANNING STAFF**

Director Morris reminded everyone that a workshop regarding the Draft Parks Master Plan will be held May 17<sup>th</sup> at 7:00 pm. Planning Commission position 3 is vacant and anyone interested is encouraged to apply at City Hall. She then announced the Make A Difference Day (MADD) coming up in July is still looking for volunteers. Additionally, DLCD's State Citizen Involvement

"Night Out" event, National Night Out events are designed to encourage residents to partner and cooperate with local law enforcement and other public safety officials to reduce crime.

**ADJOURNMENT:**

With no further business before the Planning Commission, the meeting closed at 7:40 pm.

Respectfully submitted,



Cheryl McMahan, Chair (approved at 10/4/2011 meeting)



## **MINUTES of the BROOKINGS PLANNING COMMISSION**

June 7, 2011

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

*Commissioners Present:* Jerry Wulkowicz, Steve Bismarck, Hedda Markham, Kelly McClain,

*Commissioners Absent:* Cheryl McMahan, Ken Bryan, Commission Position 3 is vacant

*Staff Present:* Planning Director Dianne Morris, Sr. Planner Donna Colby-Hanks and Secretary Alex Carr-Frederick

*Other:* Approximately 3 members of the public

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

At 7:00 p.m., Vice-Chair Bismarck opened the quasi-judicial hearing for File No. CUP-2-11, a request for approval of a short-term vacation rental located at 707 First Street in a Residential (R-2) district. Applicant, Loren Alding. The criteria used to decide this matter is found in Section 17.124.170-Short Term Rentals, Chapter 17.136-Conditional Use Permits and Section 17.20.040 (R) – Two Family Residential (R-2) Conditional Uses, of the Brookings Municipal Code (BMC). Planning Director Morris presented the staff report. Alden Loring was available for questions. Public testimony was closed without objection at 7:15 pm. Commissioner Bismarck moved to approve File No. CUP-2-11. Commissioner McClain seconded and the motion carried 4-0. Commissioner Wulkowicz then moved to approve the Final Order, Commissioner McClain seconded, motion carried 4-0.

### **APPROVAL of MINUTES**

By a 3-0 vote (motion: Commissioner Markham, 2<sup>nd</sup> Commissioner Bismarck) the Planning Commission failed to approve the minutes of the May 3, 2011 PC meeting due to the lack of a quorum. These minutes will be brought back to the July meeting.

### **COMMENTS from the PLANNING STAFF**

A County Referral regarding Portside RV Park received comment from the Planning Staff regarding geological safety and recommended consultation with the County Road Master prior to approval of a requested zone change. Director Morris let the Commission know that their efforts at the March PC meeting to resolve the barking dog issue at the Humane Society were paying off. A grateful party wrote a letter to the City Planning Department saying that the noise problem had improved significantly. The City of Brookings and ODOT were awarded the \$913,000 TE Grant applied for, preliminary paper work will begin as early as July, 2011. The City of Brookings is in the midst of it's budget talks in preparation for the new fiscal year on July 1<sup>st</sup>.

### **ADJOURNMENT:**

With no further business before the Planning Commission, the meeting closed at 7:28 pm.

Respectfully submitted,



Cheryl McMahan, Chair (approved at 8/2/2011 meeting)

10.4.11 BCF Plan Sec.

## MINUTES of the BROOKINGS PLANNING COMMISSION

August 2, 2011

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

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

*Commissioners Absent:* Commission Position 3 is vacant

*Staff Present:* Planning Director Dianne Morris, Sr. Planner Donna Colby-Hanks and Secretary Alex Carr-Frederick

*Other:* one member of the public

Chair McMahan opened the Planning Commission meeting at 7:00 pm. She announced that Steve Bismarck had resigned, and Curtis Williams had been appointed. By a vote of 6-0, Commissioner Markham was elected Vice-Chair.

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

At 7:08 p.m., Chair McMahan opened the quasi-judicial hearing for File No. SUB-2-11, a request for approval of a 2 lot subdivision located at 19 Tanbark Road (A & B). Applicant, Zoltan Gyerko, 19 Tanbark Road. The criteria used to decide this matter is found in Section 17.172-070-Sub Divisions, Chapter 17.170 Street Standards and Chapter 17.20- Single Family Residential (R-1) of the Brookings Municipal Code (BMC). Sr. Planner Colby-Hanks presented the staff report. Zoltan Gyerko was available for questions. Public testimony was closed without objection at 7:22 pm. Commissioner Markham moved to approve File No. SUB-2-11. Commissioner McClain seconded and the motion carried 6-0. Commissioner Bryan then moved to approve the Final Order, Commissioner McClain seconded, motion carried 6-0.

At 7:25 Chair McMahan opened the legislative hearing regarding File No.s LDC-2-11 and LDC-3-11. In the case of File No. LDC-2-11 regarding revisions to Chapter 17.92 Parking, commercial driveway corner vision, Sr. Planner Colby-Hanks presented the staff report. There were no other participants and this hearing closed at 7:32. With minimal discussion, Commissioner Bryan made a motion to recommend approval of File No. LDC-2-11 to the City Council. Commissioner Markham seconded, motion passed 6-0. The commission then heard the staff report regarding File No. LDC-3-11, revisions to Chapter 17.88, Signs, political and temporary, presented by Sr. Planner Colby-Hanks. With a recommendation to the City Council that they consider setting a pre-event time line for temporary, non-commercial signs, the Planning Commission recommended approval of File No. LDC-3-11 by a vote of 6-0. Motion: Commissioner Wulkowicz, Second: Chair McMahan.

### **APPROVAL of MINUTES**

With the resignation of Commissioner Bismarck, there appears to be a lack of a quorum to approve the minutes from both the May and June meetings. Staff will research the issue.

### **COMMENTS from the PLANNING STAFF**

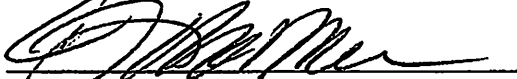
Director Morris let the Commission know that the slab had been poured for the Brookings Welcome Sign, the Hillside Pedestrian Oasis was moving forward and ORCA had withdrawn their appeal of the City's Appeal fee. Additionally, local Police and Fire staff were participating in a

Committee (CIC) reviewed Brookings CIC work and was pleased with the efforts being made here to involve citizen's in the decision making process.

**ADJOURNMENT:**

With no further business before the Planning Commission, the meeting closed at 9:18 pm.

Respectfully submitted,



Cheryl McMahan, Chair (approved at 8/2/2011 meeting)

10.4.11 ALF P Secretary

|                |                                |                                  |                     |
|----------------|--------------------------------|----------------------------------|---------------------|
| Les Cohen      | Chamber of Commerce            | PO Box 940                       | Brookings, OR 97415 |
| Mary Costa     |                                | PO Box 8099                      | Brookings, OR 97415 |
| Dave Frasier   |                                | PO BOX 1022                      | Brookings, OR 97415 |
| Eldon Gossett  |                                | 1022 Easy Street                 | Brookings, OR 97415 |
| Bob Pieper     |                                | PO Box 1861                      | Brookings, OR 97415 |
| Shannon Warner |                                | 237 Wharf Street                 | Brookings, OR 97415 |
| Larry Aslinger |                                | 339 Buena Vista Loop             | Brookings, OR 97415 |
| Brian Genovese | JRH Transportation Engineering | 765 Village Plaza Loop Suite 201 | Eugene, OR 97401    |
| John Harris    | Bi-Mart Stores                 | PO Box 2310                      | Eugene, OR 97402    |

**MINUTES**  
**BROOKINGS PARKS AND RECREATION COMMISSION**  
**July 21, 2011**

**CALL TO ORDER**

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

**ROLL CALL**

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

*Also present:* City Manager Gary Milliman, Parks Facilities Planner Cody Erhart

**APPROVAL OF MINUTES**

- A. **Motion made by Commissioner Vilelle to approve the minutes of June 23, 2011 as written; motion seconded and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES**

None

**REGULAR AGENDA**

- A. **Make a Difference Day** – Parks Facilities Planner Cody Erhart distributed outline and gave a review of the projects and timeline planned for the day. Advised that participants will be required to sign up, Commissioner Parrish suggested nametags, so that the team leaders know everyone with a nametag has signed up properly. Lunch will be provided to all volunteers at the Azalea Park band shell. He is expecting a large turnout and many projects to be accomplished.

**INFORMATION UPDATES/DISCUSSION ITEMS**

*Lower Stout Park* – Chair Parrish advised that he sent everyone the latest video of Stout Park; that the commemorative bricks have been ordered; and they plan to be on the September Art Walk schedule unveiling the bricks. Also advised that the Lower Stout Park donation brick form is now on the City website.

*Hillside Pocket Park* – Parks Facilities Planner Cody Erhart advised they have secured an additional source for concrete to finish the project; plants, trees, shrubbery and groundcover are coming. Plan to have all planted and finished in next couple of weeks.

**STAFF REPORTS**

- A. Cody Erhart advised this is his last Parks & Recreation Commission meeting as his RARE appointment ends in July. He thanked the Commission for their help in his being able to complete the Parks Master Plan 2011. The Commission thanked Cody for all his time and efforts.
- B. Gary Milliman reported that at the July 25<sup>th</sup> City Council meeting they are scheduled to adopt the Parks Master Plan 2011 and to sign a purchase agreement with South Coast Lumber to acquire the Mill Beach access, a 25' wide strip of land from Mill Beach Road down to the beach, with the ultimate goal to improve beach access. He also advised that the City will be retaining Cody for an extra two weeks to finish up projects and he will soon be announcing the new Public Works Director, who will become the City staff support for the Park & Recreation Commission.

### COMMISSIONER REPORTS/COMMENTS

Commissioner Baron – Presented plan for the score booths and the 100 foot retaining wall by the basketball courts that are being built by the MaDD volunteers. Materials, backfill and stone block are being donated. Requested to add Bud Cross Ball Field Improvements to the next meeting agenda, for the Commission to discuss reconditioning of the ball fields, seeding, irrigation and raising the fence height to 6' to secure fields and for ball player safety. Advised they will reuse current 4' fencing in other areas of the park, provided a diagram and fencing price quote. Trying to find funding for the 6' fencing. Chair Parrish questioned the necessity of raising the fence height and suggested alternative measures to save the costs of new fencing. Matter to be discussed again at next meeting.

Chair Parrish – questioned if it was possible to ban smoking in the parks. The amount of litter is becoming overwhelming and the potential for fires exist. Gary advised that he will have staff research the matter.

### ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:30 pm. Next meeting scheduled for August 25, 2011.

Respectfully submitted,



Tony Parrish, Chair Sept. 22.  
(approved at August 25, 2011 meeting)

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
August 25, 2011

**CALL TO ORDER**

Chair Parrish called the meeting to order at 7:00 pm.

**ROLL CALL**

*Present:* Chair Tony Parrish, Commissioner Mitchell Bolt

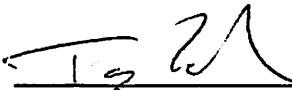
*Absent:* Commissioners Tony Baron and Don Vilelle

Quorum not present

**ADJOURNMENT**

Without a quorum present the meeting was adjourned at 7:01 pm. Next meeting scheduled for September 22, 2011.

Respectfully submitted,



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Tony Parrish, Chair

(approved at September 22, 2011 meeting)



Report Criteria:  
Report type: Summary

| GL<br>Period | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                          | Check GL Account | Amount      |
|--------------|---------------------|-----------------|------------------|--------------------------------|------------------|-------------|
| 09/11        | 09/23/2011          | 62848           | 1                | Oregon Acres                   | 10002005         | 45.00- V    |
| 09/11        | 09/23/2011          | 62977           | 3                | Oregon Acres LLC               | 10002005         | 101.45- V   |
| 09/11        | 09/23/2011          | 65873           | 580              | OFCA                           | 10002005         | 275.00- V   |
| 09/11        | 09/23/2011          | 65882           | 4774             | Brookings Harbor Little League | 10002005         | 100.00- V   |
| 09/11        | 09/23/2011          | 66373           | 738              | Adolph Kiefer & Assoc          | 10002005         | 48.27- V    |
| 09/11        | 09/23/2011          | 66408           | 4810             | Kubota & Bud                   | 10002005         | 1,393.18- V |
| 09/11        | 09/23/2011          | 66559           | 1                | Watwood, Becky                 | 10002005         | 60.00- V    |
| 09/11        | 09/23/2011          | 66643           | 4848             | Frontier                       | 10002005         | 682.28- V   |
| 09/11        | 09/23/2011          | 66725           | 4848             | Frontier                       | 10002005         | 1,688.44- V |
| 09/11        | 09/08/2011          | 66759           | 2505             | Aramark                        | 10002005         | 89.04       |
| 09/11        | 09/08/2011          | 66760           | 3236             | AT&T Mobile                    | 10002005         | 145.37      |
| 09/11        | 09/08/2011          | 66761           | 4778             | Ausland Builders, Inc.         | 10002005         | 111,708.60  |
| 09/11        | 09/08/2011          | 66762           | 304              | Beckwith & Kuffel              | 10002005         | 234.03      |
| 09/11        | 09/08/2011          | 66763           | 148              | B-H Chamber of Commerce        | 10002005         | 2,937.22    |
| 09/11        | 09/08/2011          | 66764           | 2407             | Blue Star Gas                  | 10002005         | 1,329.32    |
| 09/11        | 09/08/2011          | 66765           | 1522             | Blumenthal Uniforms            | 10002005         | 109.95      |
| 09/11        | 09/08/2011          | 66766           | 416              | Brookings Lock & Safe Co       | 10002005         | 45.00       |
| 09/11        | 09/08/2011          | 66767           | 313              | Brookings Vol Firefighters     | 10002005         | 2,250.00    |
| 09/11        | 09/08/2011          | 66768           | 715              | Budge McHugh Supply            | 10002005         | 48.93       |
| 09/11        | 09/08/2011          | 66769           | 1373             | Cascade Fire Equipment         | 10002005         | 628.41      |
| 09/11        | 09/08/2011          | 66770           | 4832             | Central Pipeline Inc.          | 10002005         | 123,388.45  |
| 09/11        | 09/23/2011          | 66771           | 1840             | Chetco Federal Credit Union    | 10002005         | .00 V       |
| 09/11        | 09/08/2011          | 66772           | 178              | Chetco Pharmacy & Gift         | 10002005         | 20.63       |
| 09/11        | 09/08/2011          | 66773           | 3834             | Clean Sweep Janitorial Service | 10002005         | 850.00      |
| 09/11        | 09/08/2011          | 66774           | 1745             | Coastal Paper & Supply, Inc    | 10002005         | 339.39      |
| 09/11        | 09/08/2011          | 66775           | 2339             | Coastal Window Tinting         | 10002005         | 200.00      |
| 09/11        | 09/08/2011          | 66776           | 183              | Colvin Oil Company             | 10002005         | 6,384.45    |
| 09/11        | 09/08/2011          | 66777           | 4843             | Comfort Inn & Suites           | 10002005         | 154.00      |
| 09/11        | 09/08/2011          | 66778           | 4843             | Comfort Inn & Suites           | 10002005         | 231.00      |
| 09/11        | 09/08/2011          | 66779           | 182              | Coos-Curry Electric            | 10002005         | 23,319.85   |
| 09/11        | 09/08/2011          | 66780           | 2542             | Crystal Fresh Bottled Water    | 10002005         | 160.00      |
| 09/11        | 09/08/2011          | 66781           | 173              | Curry Equipment Company        | 10002005         | 3,885.93    |
| 09/11        | 09/08/2011          | 66782           | 195              | Curry Transfer & Recycling     | 10002005         | 1,343.63    |
| 09/11        | 09/08/2011          | 66783           | 4534             | Daily Journal of Commerce Inc. | 10002005         | 981.76      |
| 09/11        | 09/08/2011          | 66784           | 166              | Dan's Auto & Marine Electric   | 10002005         | 1,707.94    |
| 09/11        | 09/08/2011          | 66785           | 259              | Da-Tone Rock Products          | 10002005         | 3,382.48    |
| 09/11        | 09/08/2011          | 66786           | 284              | Day Management Corp            | 10002005         | 888.50      |
| 09/11        | 09/08/2011          | 66787           | 185              | Del Cur Supply                 | 10002005         | 103.20      |
| 09/11        | 09/08/2011          | 66788           | 4711             | Del Norte Office Supply        | 10002005         | 48.88       |
| 09/11        | 09/08/2011          | 66789           | 1                | Joyce Bailey                   | 10002005         | 27.76       |
| 09/11        | 09/08/2011          | 66790           | 1                | Shelly Bourdlaies              | 10002005         | 25.63       |
| 09/11        | 09/08/2011          | 66791           | 1                | Russell Burkman                | 10002005         | 7.54        |
| 09/11        | 09/08/2011          | 66792           | 1                | Matthew Edwards                | 10002005         | 38.09       |
| 09/11        | 09/08/2011          | 66793           | 1                | Ted Erdahl                     | 10002005         | 7.16        |
| 09/11        | 09/08/2011          | 66794           | 1                | Jose G Galvez                  | 10002005         | 10.31       |
| 09/11        | 09/08/2011          | 66795           | 1                | Jim Johnson                    | 10002005         | 40.05       |
| 09/11        | 09/08/2011          | 66796           | 1                | Mary Mendoza                   | 10002005         | 18.12       |
| 09/11        | 09/08/2011          | 66797           | 1                | Mosdell, Karen                 | 10002005         | 30.01       |
| 09/11        | 09/08/2011          | 66798           | 1                | Oregon Acres                   | 10002005         | 45.00       |
| 09/11        | 09/08/2011          | 66799           | 1                | Sewell Properties LLC          | 10002005         | 23.46       |
| 09/11        | 09/08/2011          | 66800           | 1                | Richard & Beverly Wood         | 10002005         | 26.34       |
| 09/11        | 09/08/2011          | 66801           | 2640             | Dyer Partnership Inc., The     | 10002005         | 2,070.00    |
| 09/11        | 09/08/2011          | 66802           | 153              | Ferrellgas                     | 10002005         | 360.58      |

M = Manual Check, V = Void Check

| GL<br>Period | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                            | Check GL Account | Amount    |
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| 09/11        | 09/08/2011          | 66803           | 4646             | Frontier                         | 10002005         | 671.15    |
| 09/11        | 09/08/2011          | 66804           | 3639             | Gleaves Swearingen               | 10002005         | 471.80    |
| 09/11        | 09/08/2011          | 66805           | 289              | Grainger                         | 10002005         | 483.99    |
| 09/11        | 09/08/2011          | 66806           | 4838             | Grant Eberly                     | 10002005         | 155.00    |
| 09/11        | 09/08/2011          | 66807           | 1130             | H.D. Fowler                      | 10002005         | 3,055.53  |
| 09/11        | 09/08/2011          | 66808           | 154              | Hagen's Dry Cleaners             | 10002005         | 97.50     |
| 09/11        | 09/08/2011          | 66809           | 139              | Harbor Logging Supply            | 10002005         | 44.40     |
| 09/11        | 09/08/2011          | 66810           | 3632             | Harbor View Windows              | 10002005         | 125.00    |
| 09/11        | 09/08/2011          | 66811           | 199              | Harper, Richard                  | 10002005         | 300.00    |
| 09/11        | 09/08/2011          | 66812           | 4526             | Janell K. Howard                 | 10002005         | 1,453.00  |
| 09/11        | 09/08/2011          | 66813           | 4493             | Kennedy, Kyle                    | 10002005         | 175.00    |
| 09/11        | 09/08/2011          | 66814           | 3878             | Kenneth Manuele                  | 10002005         | 326.00    |
| 09/11        | 09/08/2011          | 66815           | 162              | Kerr Hardware                    | 10002005         | 2,495.16  |
| 09/11        | 09/08/2011          | 66816           | 4839             | Kristy Spini                     | 10002005         | 44.28     |
| 09/11        | 09/08/2011          | 66817           | 1397             | L N Curtis & Sons                | 10002005         | 470.07    |
| 09/11        | 09/08/2011          | 66818           | 328              | Les Schwab Tire Center           | 10002005         | 109.95    |
| 09/11        | 09/08/2011          | 66819           | 4048             | Liquivision Technology Inc       | 10002005         | 3,500.00  |
| 09/11        | 09/08/2011          | 66820           | 4165             | McCourt, Tyler                   | 10002005         | 589.00    |
| 09/11        | 09/08/2011          | 66821           | 4269             | Milliman, Gary                   | 10002005         | 67.50     |
| 09/11        | 09/08/2011          | 66822           | 283              | Mufflers & More                  | 10002005         | 165.00    |
| 09/11        | 09/08/2011          | 66823           | 1844             | My-Comm, Inc                     | 10002005         | 1,321.40  |
| 09/11        | 09/08/2011          | 66824           | 4443             | Napa Auto Parts                  | 10002005         | 92.90     |
| 09/11        | 09/08/2011          | 66825           | 4487             | Net Assets Corporation           | 10002005         | 70.00     |
| 09/11        | 09/08/2011          | 66826           | 334              | North Coast Electric Company     | 10002005         | 8.28      |
| 09/11        | 09/08/2011          | 66827           | 3935             | Northern California Glove        | 10002005         | 25.68     |
| 09/11        | 09/08/2011          | 66828           | 1330             | Northwest Uniforms, Inc          | 10002005         | 1,138.43  |
| 09/11        | 09/08/2011          | 66829           | 2283             | NW Technical, Inc                | 10002005         | 3,500.00  |
| 09/11        | 09/08/2011          | 66830           | 4277             | OFSI                             | 10002005         | 246.00    |
| 09/11        | 09/08/2011          | 66831           | 3561             | Oil Can Henry's                  | 10002005         | 266.79    |
| 09/11        | 09/08/2011          | 66832           | 279              | One Call Concepts, Inc           | 10002005         | 31.68     |
| 09/11        | 09/08/2011          | 66833           | 513              | OPCA                             | 10002005         | 150.00    |
| 09/11        | 09/08/2011          | 66834           | 513              | OPCA                             | 10002005         | 150.00    |
| 09/11        | 09/08/2011          | 66835           | 3470             | Pacific Power Products           | 10002005         | 117.46    |
| 09/11        | 09/08/2011          | 66836           | 1029             | Pitney Bowes Purchase Power      | 10002005         | 1,000.00  |
| 09/11        | 09/08/2011          | 66837           | 4815             | PLATT                            | 10002005         | 7,746.12  |
| 09/11        | 09/08/2011          | 66838           | 322              | Postmaster                       | 10002005         | 845.00    |
| 09/11        | 09/08/2011          | 66839           | 187              | Quality Fast Lube & Oil          | 10002005         | 44.00     |
| 09/11        | 09/08/2011          | 66840           | 3                | Oregon Acres LLC                 | 10002005         | 101.45    |
| 09/11        | 09/08/2011          | 66841           | 3954             | Riverside Manufacturing Co       | 10002005         | 106.00    |
| 09/11        | 09/08/2011          | 66842           | 169              | Roto Rooter                      | 10002005         | 33,304.50 |
| 09/11        | 09/23/2011          | 66843           | 4840             | Safe Harbor Christian Fellowship | 10002005         | .00 V     |
| 09/11        | 09/08/2011          | 66844           | 4841             | Shirlene Gravitt                 | 10002005         | 200.00    |
| 09/11        | 09/08/2011          | 66845           | 4842             | South Coast Sportsmens Assoc     | 10002005         | 79.14     |
| 09/11        | 09/08/2011          | 66846           | 316              | South Coast Storage & Industry   | 10002005         | 548.00    |
| 09/11        | 09/08/2011          | 66847           | 3151             | Teletron Communications          | 10002005         | 667.09    |
| 09/11        | 09/08/2011          | 66848           | 142              | Tidewater Contractors Inc        | 10002005         | 10,307.50 |
| 09/11        | 09/08/2011          | 66849           | 880              | UPS                              | 10002005         | 41.27     |
| 09/11        | 09/08/2011          | 66850           | 2663             | Verizon Wireless                 | 10002005         | 282.58    |
| 09/11        | 09/08/2011          | 66851           | 881              | Village Express Mail Center      | 10002005         | 45.81     |
| 09/11        | 09/08/2011          | 66852           | 2122             | Cardmember Service               | 10002005         | 7,437.54  |
| 09/11        | 09/08/2011          | 66853           | 4475             | Watson, Dusty                    | 10002005         | 129.00    |
| 09/11        | 09/08/2011          | 66854           | 1253             | Western Burner Co Inc            | 10002005         | 1,316.00  |
| 09/11        | 09/08/2011          | 66855           | 4131             | Zumar Industries Inc             | 10002005         | 555.00    |
| 09/11        | 09/09/2011          | 66856           | 1840             | Chatco Federal Credit Union      | 10002005         | 3,053.00  |
| 09/11        | 09/15/2011          | 66857           | 4788             | BOLI                             | 10002005         | 673.49    |
| 09/11        | 09/15/2011          | 66858           | 4193             | C & K Markets                    | 10002005         | 228.08    |

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| GL<br>Period | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                                   | Check GL Account | Amount    |
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| 09/11        | 09/15/2011          | 66859           | 212              | Chem Quip Inc                           | 10002005         | 1,524.82  |
| 09/11        | 09/15/2011          | 66860           | 185              | Del Cur Supply                          | 10002005         | 58.35     |
| 09/11        | 09/15/2011          | 66861           | 3342             | Fastenal                                | 10002005         | 289.20    |
| 09/11        | 09/15/2011          | 66862           | 3931             | Grand Hotel In Salem                    | 10002005         | 392.70    |
| 09/11        | 09/15/2011          | 66863           | 4729             | Jan Miller                              | 10002005         | 75.00     |
| 09/11        | 09/15/2011          | 66864           | 4526             | Janell K. Howard                        | 10002005         | 230.00    |
| 09/11        | 09/15/2011          | 66865           | 386              | Lab Safety Supply Inc                   | 10002005         | 122.64    |
| 09/11        | 09/15/2011          | 66866           | 202              | League of Oregon Cities                 | 10002005         | 590.00    |
| 09/11        | 09/15/2011          | 66867           | 4794             | Pacific Rim Copy Center                 | 10002005         | 7.25      |
| 09/11        | 09/15/2011          | 66868           | 207              | Quill Corporation                       | 10002005         | 1,862.35  |
| 09/11        | 09/15/2011          | 66869           | 4840             | Safe Harbor Christian Fellowship        | 10002005         | 40.00     |
| 09/11        | 09/15/2011          | 66870           | 1487             | Sharp, Bill                             | 10002005         | 75.00     |
| 09/11        | 09/22/2011          | 66871           | 4848             | 101 Supply                              | 10002005         | 500.00    |
| 09/11        | 09/22/2011          | 66872           | 882              | Al's Radio Shack                        | 10002005         | 24.48     |
| 09/11        | 09/22/2011          | 66873           | 1344             | Ball Janik LLP                          | 10002005         | 210.00    |
| 09/11        | 09/22/2011          | 66874           | 4844             | Best Western Inn and Suites of Bend     | 10002005         | 290.40    |
| 09/11        | 09/22/2011          | 66875           | 4844             | Best Western Inn and Suites of Bend     | 10002005         | 290.40    |
| 09/11        | 09/22/2011          | 66876           | 4827             | Boldt, Carlisle & Smith LLC             | 10002005         | 3,085.00  |
| 09/11        | 09/22/2011          | 66877           | 4752             | Border Coast Regional Airport Authority | 10002005         | 7,510.00  |
| 09/11        | 09/22/2011          | 66878           | 335              | Branom Instrument Co                    | 10002005         | 306.25    |
| 09/11        | 09/22/2011          | 66879           | 416              | Brookings Lock & Safe Co                | 10002005         | 5.50      |
| 09/11        | 09/22/2011          | 66880           | 4540             | Brookings-Harbor Red Shirts             | 10002005         | 65.00     |
| 09/11        | 09/22/2011          | 66881           | 715              | Budge McHugh Supply                     | 10002005         | 405.38    |
| 09/11        | 09/22/2011          | 66882           | 159              | CAL/OR Insurance Specialist             | 10002005         | .00 V     |
| 09/11        | 09/22/2011          | 66883           | 1373             | Cascade Fire Equipment                  | 10002005         | 183.42    |
| 09/11        | 09/22/2011          | 66884           | 193              | Central Equipment Co, Inc               | 10002005         | 271.44    |
| 09/11        | 09/22/2011          | 66885           | 3015             | Charter Communications                  | 10002005         | 1,074.90  |
| 09/11        | 09/22/2011          | 66886           | 4846             | Coles Heating and Cooling               | 10002005         | 115.00    |
| 09/11        | 09/22/2011          | 66887           | 183              | Colvin Oil Company                      | 10002005         | 6,311.94  |
| 09/11        | 09/22/2011          | 66888           | 182              | Coos-Curry Electric                     | 10002005         | 57.36     |
| 09/11        | 09/22/2011          | 66889           | 4640             | Creative Designs by Darlene Wheeler     | 10002005         | 20.00     |
| 09/11        | 09/22/2011          | 66890           | 2542             | Crystal Fresh Bottled Water             | 10002005         | 6.50      |
| 09/11        | 09/22/2011          | 66891           | 151              | Curry Coastal Pilot                     | 10002005         | 1,494.94  |
| 09/11        | 09/22/2011          | 66892           | 4845             | Curry County CASA                       | 10002005         | 20.00     |
| 09/11        | 09/22/2011          | 66893           | 1357             | Curry County Clerk                      | 10002005         | 153.00    |
| 09/11        | 09/22/2011          | 66894           | 2384             | Curry County Road Dept                  | 10002005         | 612.12    |
| 09/11        | 09/22/2011          | 66895           | 1                | Lucas Deyoung                           | 10002005         | 81.02     |
| 09/11        | 09/22/2011          | 66896           | 1                | Kurt Kessler                            | 10002005         | 24.41     |
| 09/11        | 09/22/2011          | 66897           | 1                | John & Linda McGinty                    | 10002005         | 22.74     |
| 09/11        | 09/22/2011          | 66898           | 1                | Glenda Pearson                          | 10002005         | 11.12     |
| 09/11        | 09/22/2011          | 66899           | 1                | Phillip Shoemaker                       | 10002005         | 23.14     |
| 09/11        | 09/22/2011          | 66900           | 1                | Thomas & Diana Stein                    | 10002005         | 38.15     |
| 09/11        | 09/22/2011          | 66901           | 2840             | Dyer Partnership Inc., The              | 10002005         | 76,091.22 |
| 09/11        | 09/22/2011          | 66902           | 145              | EBS Trust                               | 10002005         | 35.89     |
| 09/11        | 09/22/2011          | 66903           | 4846             | Frontier                                | 10002005         | 666.15    |
| 09/11        | 09/22/2011          | 66904           | 269              | Gralnger                                | 10002005         | 261.35    |
| 09/11        | 09/22/2011          | 66905           | 198              | Grants Pass Water Lab                   | 10002005         | 256.00    |
| 09/11        | 09/22/2011          | 66906           | 167              | Hach Company                            | 10002005         | 327.55    |
| 09/11        | 09/22/2011          | 66907           | 139              | Harbor Logging Supply                   | 10002005         | 1,225.49  |
| 09/11        | 09/22/2011          | 66908           | 3915             | Harrang/Long/Gary/Rudnick PC            | 10002005         | 650.00    |
| 09/11        | 09/22/2011          | 66909           | 2814             | Hedenskog, Ron                          | 10002005         | 108.00    |
| 09/11        | 09/22/2011          | 66910           | 2852             | ICC                                     | 10002005         | 125.00    |
| 09/11        | 09/22/2011          | 66911           | 4171             | In-Motion Graphics                      | 10002005         | 220.50    |
| 09/11        | 09/22/2011          | 66912           | 3978             | KLB Enterprises                         | 10002005         | 188.26    |
| 09/11        | 09/22/2011          | 66913           | 1397             | L N Curtis & Sons                       | 10002005         | 381.45    |
| 09/11        | 09/22/2011          | 66914           | 4261             | Lexipol LLC                             | 10002005         | 2,450.00  |

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|---------------|---------------------|-----------------|------------------|--------------------------------|------------------|------------|
| 09/11         | 09/22/2011          | 66915           | 887              | Local Gov't Personnel Inst     | 10002005         | 238.00     |
| 09/11         | 09/22/2011          | 66916           | 4847             | Mechanical Sales Inc           | 10002005         | 1,125.00   |
| 09/11         | 09/22/2011          | 66917           | 3159             | Northcoast Health Screening    | 10002005         | 45.00      |
| 09/11         | 09/22/2011          | 66918           | 1573             | Northwest Business Systems     | 10002005         | 53.33      |
| 09/11         | 09/22/2011          | 66919           | 4324             | OMFOA                          | 10002005         | 100.00     |
| 09/11         | 09/22/2011          | 66920           | 1581             | Pacific Coast Hearing Center   | 10002005         | 30.00      |
| 09/11         | 09/22/2011          | 66921           | 252              | Paramount Pest Control         | 10002005         | 42.00      |
| 09/11         | 09/22/2011          | 66922           | 4318             | Pleper, Jake                   | 10002005         | 108.00     |
| 09/11         | 09/22/2011          | 66923           | 888              | Pitney Bowes Global Financial  | 10002005         | 137.00     |
| 09/11         | 09/22/2011          | 66924           | 3751             | Proficient Automotive          | 10002005         | 35.00      |
| 09/11         | 09/22/2011          | 66925           | 207              | Quill Corporation              | 10002005         | 560.17     |
| 09/11         | 09/22/2011          | 66926           | 3954             | Riverside Manufacturing Co     | 10002005         | 225.45     |
| 09/11         | 09/22/2011          | 66927           | 3782             | Sensus Metering Systems        | 10002005         | 270.90     |
| 09/11         | 09/22/2011          | 66928           | 3093             | Shelton Turnbull Printers Inc  | 10002005         | 193.06     |
| 09/11         | 09/22/2011          | 66929           | 4662             | Sig Sauer Inc                  | 10002005         | 1,803.00   |
| 09/11         | 09/22/2011          | 66930           | 380              | Stadelman Electric Inc         | 10002005         | 2,140.71   |
| 09/11         | 09/22/2011          | 66931           | 4542             | Umpqua Bank Leasing            | 10002005         | 47,689.78  |
| 09/11         | 09/22/2011          | 66932           | 4370             | Verizon Business               | 10002005         | 239.26     |
| 09/11         | 09/22/2011          | 66933           | 861              | Village Express Mail Center    | 10002005         | 42.85      |
| 09/11         | 09/22/2011          | 66934           | 338              | Wallace, Chris                 | 10002005         | 181.97     |
| 09/11         | 09/22/2011          | 66935           | 2178             | Watershed, Inc                 | 10002005         | 548.91     |
| 09/11         | 09/22/2011          | 66936           | 4131             | Zumar Industries Inc           | 10002005         | 114.00     |
| 09/11         | 09/23/2011          | 66937           | 370              | CCIS                           | 10002005         | 16,313.09  |
| 09/11         | 09/28/2011          | 66938           | 682              | Al's Radio Shack               | 10002005         | 35.98      |
| 09/11         | 09/28/2011          | 66939           | 416              | Brookings Lock & Safe Co       | 10002005         | 3.00       |
| 09/11         | 09/28/2011          | 66940           | 4849             | CAL/OR TRAINING ASSOCIATION    | 10002005         | 25.00      |
| 09/11         | 09/28/2011          | 66941           | 4832             | Central Pipeline Inc.          | 10002005         | 71,897.90  |
| 09/11         | 09/28/2011          | 66942           | 182              | Coos-Curry Electric            | 10002005         | 23,014.19  |
| 09/11         | 09/28/2011          | 66943           | 4534             | Daily Journal of Commerce Inc. | 10002005         | 548.63     |
| 09/11         | 09/28/2011          | 66944           | 2640             | Dyer Partnership Inc., The     | 10002005         | 2,125.00   |
| 09/11         | 09/28/2011          | 66945           | 4850             | FCCCHR                         | 10002005         | 102.50     |
| 09/11         | 09/28/2011          | 66946           | 269              | Grainger                       | 10002005         | 256.88     |
| 09/11         | 09/28/2011          | 66947           | 167              | Hach Company                   | 10002005         | 585.95     |
| 09/11         | 09/28/2011          | 66948           | 1235             | IIMC                           | 10002005         | 135.00     |
| 09/11         | 09/28/2011          | 66949           | 4810             | Kubota & Bud                   | 10002005         | 457.50     |
| 09/11         | 09/28/2011          | 66950           | 4852             | Loree Pryce                    | 10002005         | 2,485.00   |
| 09/11         | 09/28/2011          | 66951           | 4851             | Lynn Hart                      | 10002005         | 40.00      |
| 09/11         | 09/28/2011          | 66952           | 2971             | Mission Communications         | 10002005         | 10,023.62  |
| 09/11         | 09/28/2011          | 66953           | 433              | NCL of Wisconsin               | 10002005         | 310.84     |
| 09/11         | 09/28/2011          | 66954           | 3935             | Northern California Glove      | 10002005         | 238.00     |
| 09/11         | 09/28/2011          | 66955           | 4794             | Pacific Rim Copy Center        | 10002005         | 50.00      |
| 09/11         | 09/28/2011          | 66956           | 4755             | Precision Property Maintenance | 10002005         | 172.00     |
| 09/11         | 09/28/2011          | 66957           | 3369             | Schwabe Williamson & Wyatt PC  | 10002005         | 507.00     |
| 09/11         | 09/28/2011          | 66958           | 380              | Stadelman Electric Inc         | 10002005         | 488.50     |
| 09/11         | 09/28/2011          | 66959           | 4853             | Stage Lights Musical Arts      | 10002005         | 164.00     |
| 09/11         | 09/28/2011          | 66960           | 2122             | Cardmember Service             | 10002005         | 4,685.36   |
| Grand Totals: |                     |                 |                  |                                |                  | 678,154.88 |

# BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **September 2011**

| No. | Building                              | Permit Fee | Plan Check Fee | Surcharge | SDC's       | Value Current Month | No. to Date | Total to Date  | No. Last Yr | Total Last Year |
|-----|---------------------------------------|------------|----------------|-----------|-------------|---------------------|-------------|----------------|-------------|-----------------|
| 0   | Single Family Dwelling (SFD)          | \$0.00     | \$0.00         | \$0.00    | \$0.00      | \$0.00              | 5           | \$1,357,866.65 | 6           | \$1,482,028.08  |
| 0   | Single Family Addition (SFA)          | \$0.00     | \$0.00         | \$0.00    | \$0.00      | \$0.00              | 13          | \$537,372.39   | 10          | \$373,352.51    |
| 0   | Single Family Garage-Carport (SFG)    | \$0.00     | \$0.00         | \$0.00    | \$0.00      | \$0.00              | 1           | \$24,464.00    | 1           | \$31,507.00     |
| 0   | Two Family Residential (TFR)          | \$0.00     | \$0.00         | \$0.00    | \$0.00      | \$0.00              |             |                | 0           | \$0.00          |
| 0   | Multi-Family Residential Apts (MFR)   | \$0.00     | \$0.00         | \$0.00    | \$0.00      | \$0.00              |             |                | 0           | \$0.00          |
| 0   | Commercial New (C)                    | \$0.00     | \$0.00         | \$0.00    | \$0.00      | \$0.00              | 1           | \$3,272,658.24 | 2           | \$13,098,600.00 |
| 0   | Commercial Addition-Change (CA)       | \$0.00     | \$0.00         | \$0.00    | \$21,922.88 | \$0.00              | 1           | \$155,538.00   | 1           | \$2,400.00      |
| 0   | Churches (C)                          | \$0.00     | \$0.00         | \$0.00    | \$0.00      | \$0.00              |             |                | 0           | \$0.00          |
| 0   | School Repair-Addition (S)            | \$0.00     | \$0.00         | \$0.00    | \$0.00      | \$0.00              |             |                | 0           | \$0.00          |
| 0   | Building Removal (B)                  | \$0.00     | \$0.00         | \$0.00    | \$0.00      | \$0.00              | 1           |                | 0           | \$0.00          |
| 7   | Misc.-Retaining Wall-Fence (M.R.W.F)  | \$767.93   | \$279.02       | \$92.15   | \$0.00      | \$92,692.00         | 29          | \$492,726.96   | 39          | \$1,110,807.00  |
| 7   | Total Building Permits                | \$767.93   | \$279.02       | \$92.15   | \$21,922.88 | \$92,692.00         | 51          | \$5,840,624.24 | 59          | \$16,098,694.59 |
| 0   | Mechanical Permits                    | \$0.00     | \$0.00         | \$0.00    | N/A         | N/A                 |             | N/A            |             | N/A             |
| 1   | Plumbing Permits                      | \$47.60    | N/A            | \$5.71    |             | N/A                 |             | N/A            |             | N/A             |
| 0   | Mfg Home Install - Permit Fee         | \$0.00     | N/A            | \$0.00    | N/A         | N/A                 |             | N/A            |             | N/A             |
| 0   | Mfg Home Install - Administrative Fee | \$0.00     | N/A            | \$0.00    | N/A         | N/A                 |             | N/A            |             | N/A             |
| 8   | TOTAL PERMITS                         | \$815.53   | \$279.02       | \$97.88   | \$21,922.88 | \$92,692.00         | 51          | \$5,840,624.24 | 59          | \$16,098,694.59 |
|     | Total Year to Date Calculated Fees    |            |                |           |             |                     |             |                |             |                 |



**For the month of:      September 2011**

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