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# City of Brookings MEETING AGENDA

## **CITY COUNCIL/URBAN RENEWAL AGENCY**

**Monday, January 10, 2011, 7:00pm**

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

### **CITY COUNCIL**

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

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

#### **C. Swearing in of Mayor and Council Positions 3 and 4.**

#### **D. Roll Call**

#### **E. Ceremonies/Appointments/Announcements**

1. Appointment of Council President.
2. Introduction of New Employee: Public Works Utility Worker, Steven King. [Utilities Superintendent]
3. Appointment of representative to the Household Hazardous Waste Management Plan Steering Committee.

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

1. Continuation of the hearing, CP-2-10, revising Goal 11, Public Facilities Plan and Goal 14, Urbanization, of the Brookings Comprehensive Plan. [Planning, Advance Packet]
  - a. Goal 11, Public Facilities and Services.
  - b. Goal 14, Urbanization.
  - c. Public Facilities Plan (draft).
2. Ordinance amending Brookings Municipal Code Sections 17.170.020 and 17.170.060 of Chapter 17.170, Street Standards, of the Land Development Code. [Planning, Advance Packet]
  - a. Ordinance 11-O-675.
3. Resolution extending the Charter Franchise Agreement. [City Manager, pg. 5]
  - a. Resolution 11-R-951. [pg. 6]
  - b. Franchise Extension Agreement. [pg. 7]
  - c. Charter letter dated November 9, 2010. [pg. 8]

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

1. Acceptance of Planning Commission Annual Report. [Planning Director, pg. 9]
  - a. Annual Report [Commission Chair, pg.10]
2. Public Comments – 5 minute limit per person.\*

#### **H. Staff Reports**

1. Rejection of all bids for City Hall Storm Drain Reroute Project No. 145.23. [City Manager, pg. 11]
  - a. Bid tabulation [pg. 12]
2. Acceptance of City Financial Report for year ending June 30, 2010. [AS Director, pg. 13]
  - a. Financial Report [Separate attachment]

## **I. Consent Calendar**

1. Approve Council minutes for:
  - a. December 13, 2010. [pg.14]
  - b. December 27, 2010. [pg. 18]
2. Accept Planning minutes for December 7, 2010. [pg. 19]
3. Accept December, 2010, Vouchers in the amount of \$964,352.28. [pg. 21]
4. Receive monthly financial report for November, 2010. [pg.26]

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

## **K. Adjournment**

# **URBAN RENEWAL AGENCY**

## **A. Call to Order**

## **B. Roll Call**

## **C. Consent Calendar**

1. Approve Agency minutes for:
  - a. November 8, 2010. [pg. 32]
  - b. December 27, 2010. [pg. 34]
2. Accept Advisory Committee minutes for:
  - a. August 12, 2010. [pg.35]
  - b. September 16, 2010. [pg. 37]
  - c. October 14, 2010. [pg. 38]
  - d. November 18, 2010. [pg. 40]

## **D. Public Comments – 5 minute limit per person.\***

## **E. Staff Reports**

1. Acceptance of Agency Financial Report for year ending June 30, 2010. [AS Director, pg. 41]
  - a. Financial Report. [Separate attachment]

## **F. Appointments**

1. Consider removal of Advisory Commission appointee, Don Nuss. [Director Pieper, pg. 42]

## **G. Agency Remarks**

## **H. 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.

# January 2011

January 2011							February 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					
30	31												

	Monday	Tuesday	Wednesday	Thursday	Friday
Jan 3 - 7	<b>Jan 3</b> 11:00am 12:00pm CC - VIPS 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng	<b>4</b> 1:30pm 3:00pm CC-Staff 7:00pm 10:00pm CC-Planning Comm	<b>5</b> 10:00am 12:00pm CC- Site Plan 11:00am 12:00pm CC - Downtown Meeting 7:00pm 9:00pm FH-PoliceResrvs	<b>6</b> 12:00pm 1:00pm CC Public Art Committee 3:00pm 4:00pm CC - Staff (SC)	<b>7</b> 10:30am 11:30am CC - Shelter Project 11:30am 1:30pm CC - Staff
Jan 10 - 14	<b>10</b> 7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC - Council	<b>11</b>	<b>12</b> 10:00am 11:00am FH-BRFD 10:00am 12:00pm CC- Site Plan 11:00am 12:00pm CC - Downtown Meeting 12:00pm 1:00pm CC - Stout Park 3:00pm 4:30pm CC - Eng Standards	<b>13</b> 9:00am 10:30am CC-Crm Stoppers 1:00pm 2:00pm CC - Court 3:00pm 5:00pm CC-URAC	<b>14</b> 12:00pm 1:00pm CC-Staff
Jan 17 - 21	<b>17</b> <b>Martin Luther King Day - City Hall Closed</b> 11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng	<b>18</b> 7:00pm 9:00pm Planning commission meet continuation of DDP-1-10	<b>19</b> 10:00am 12:00pm CC- Site Plan 11:00am 12:00pm CC - Downtown Meeting 3:00pm 4:30pm CC - Eng Standards	<b>20</b>	<b>21</b>
Jan 24 - 28	<b>24</b> 7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng	<b>25</b>	<b>26</b> 10:00am 12:00pm CC- Site Plan 11:00am 12:00pm CC - Downtown Meeting 12:00pm 1:00pm CC - Stout Park 3:00pm 4:30pm CC - Eng Standards	<b>27</b> 7:00pm 9:00pm CC-Parks & Rec Comm	<b>28</b> 10:30am 11:30am CC - Staff
Jan 31 - Feb 4	<b>31</b> 7:00pm 10:00pm FH-FireTrng	<b>Feb 1</b>	<b>2</b>	<b>3</b>	<b>4</b>

# February 2011

February 2011						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

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

Monday		Tuesday		Wednesday		Thursday		Friday	
<b>Jan 31</b>		<b>Feb 1</b>		<b>2</b>		<b>3</b>		<b>4</b>	
		7:00pm 10:00pm CC-Planning Comm		10:00am 12:00pm CC- Site Plan 3:00pm 4:30pm CC - Eng Standards 7:00pm 9:00pm FH-PoliceResrvs		3:00pm 4:00pm CC - Staff (SC)			
<b>7</b>		<b>8</b>		<b>9</b>		<b>10</b>		<b>11</b>	
11:00am 12:00pm CC - VIPS 4:00pm 6:00pm CC - Council Wkshp 7:00pm 10:00pm FH-FireTrng				10:00am 11:00am FH-BRFD 10:00am 12:00pm CC- Site Plan 12:00pm 1:00pm CC - Stout Park 3:00pm 4:30pm CC - Eng Standards		9:00am 10:30am CC-Crm Stoppers 1:00pm 2:00pm CC - Court 3:00pm 5:00pm CC-URAC			
<b>14</b>		<b>15</b>		<b>16</b>		<b>17</b>		<b>18</b>	
7:00pm 10:00pm FH-FireTrng 7:00pm 9:30pm CC-Council		7:00pm 9:00pm CC - PC (TENTATIVE)		10:00am 12:00pm CC- Site Plan 3:00pm 4:30pm CC - Eng Standards					
<b>21</b>		<b>22</b>		<b>23</b>		<b>24</b>		<b>25</b>	
Presidents Day - Closed 11:00am 12:00pm CC-VIPS 7:00pm 10:00pm FH-FireTrng		4:00pm 6:00pm CC-Council Goals Wkshp		10:00am 12:00pm CC- Site Plan 12:00pm 1:00pm CC - Stout Park 3:00pm 4:30pm CC - Eng Standards		7:00pm 9:00pm CC-Parks & Rec Comm			
<b>28</b>		<b>Mar 1</b>		<b>2</b>		<b>3</b>		<b>4</b>	
7:00pm 9:00pm CC-Council 7:00pm 10:00pm FH-FireTrng									

Jan 31 - Feb 4

Feb 7 - 11

Feb 14 - 18

Feb 21 - 25

Feb 28 - Mar 4

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 10, 2011

Originating Dept: City Manager

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

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**Subject:** Charter Cable Franchise Extension

**Recommended Motion:**

Adopt Resolution 11-R-951, extending the Franchise Agreement with Falcon Telecable, DBA Charter Communications, to November 30, 2011, or until a new franchise agreement is negotiated, whichever comes first, and repealing Resolution 10-R-942 in its entirety.

**Financial Impact:**

None

**Background/Discussion:**

The City of Brookings and Curry County are currently engaged in negotiations with Charter Cable in the development of a new franchise agreement. The current agreement expired August 22, 2010. The City previously approved an extension through February 21, 2011 under Resolution 10-R-942 which will be repealed upon adoption of Resolution 11-R-951.

The progress of negotiations has been slow. Numerous changes in federal regulations affecting cable franchises have occurred since the current franchise agreement was approved in 2003. The City and County have jointly retained consulting services to assist with the development of a new agreement. A second revised draft franchise agreement is now being prepared by the consultant for submission to Charter.

Charter has requested an extension of the current franchise to November 30, 2011. City and County staff, along with the consultant, see no "downside" to approving this request as there are no matters of critical concern that need to be resolved.

**Attachment(s):**

- a. Resolution 11-R-949, extending the Charter Franchise Agreement.
- b. Franchise Extension Agreement
- c. Letter dated November 9, 2010, from Charter Communications.

## **CITY OF BROOKINGS**

### **RESOLUTION 11-R-951**

**A RESOLUTION OF THE CITY OF BROOKINGS EXTENDING THE FRANCHISE AGREEMENT WITH FALCON CABLE SYSTEM COMPANY II, L.P., D.B.A. CHARTER COMMUNICATIONS, TO NOVEMBER 30, 2011, OR UNTIL A NEW FRANCHISE AGREEMENT IS NEGOTIATED, WHICHEVER COMES FIRST, AND REPEALING RESOLUTION 10-R-942 IN ITS ENTIRETY.**

**WHEREAS**, Falcon Cable System Company II, L.P., d.b.a. Charter Communications (Charter) currently holds a ten-year cable franchise with the City of Brookings, (City) Oregon, granted by Ordinance No. 00-O-539, (Franchise) on August 21, 2000 and amended by Ordinance No. 03-O-539 on July 28, 2003; and

**WHEREAS**, Charter's Franchise with the City expires on August 22, 2010; and

**WHEREAS**, the City and Charter have begun informal negotiations in accordance with Section 626(h) of Title VI of the Communications Act of 1934, as amended and the parties continue to reserve all rights under the formal procedures of Section 626 of Title VI of the Communications Act of 1934, as amended, and do not waive any rights related thereto; and

**WHEREAS**, Charter has requested that the City extend the existing franchise agreement beyond the February 21, 2011 date approved by the City under Resolution 10-R-942 while a new franchise continues to be negotiated; and

**WHEREAS**, it is in the public interest to further extend the current Franchise for an additional period of time so that cable service to the public will not be interrupted;

**NOW, THEREFORE**, the City of Brookings hereby resolves to extend the Franchise Agreement with Charter through November 30, 2011, or until a new Franchise Agreement is negotiated, whichever comes first; and

**BE IT FURTHER RESOLVED**, that the Mayor of the City of Brookings is authorized to sign the attached Franchise Extension Agreement and that Resolution 10-R-942 is hereby repealed in its entirety.

**PASSED** by the City Council of the City of Brookings, \_\_\_\_\_, 2011; effective the same date.

Attested by:

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

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

**FRANCHISE EXTENSION AGREEMENT  
CITY OF BROOKINGS, OREGON**

WHEREAS, Falcon Telecable, a California Limited Partnership, locally known as Charter Communications ("Charter") currently holds a cable franchise with the City of Brookings, Oregon ("City"), granted by Ordinance No. 00-0-539 ("Franchise") on August 22, 2000 and amended by Ordinance No. 03-0-539 on July 28, 2003; and

WHEREAS, the Agreement expires on August 22, 2010; and

WHEREAS, the City and Charter have begun informal renewal negotiations in accordance with Section 626(h) of Title VI of the Communications Act of 1934, as amended and the parties continue to reserve all rights under the formal procedures of Section 626 of Title VI of the Communications Act of 1934, as amended, and do not waive any rights related thereto; and

WHEREAS, Charter has requested that the City extend the existing franchise while a new franchise continues to be negotiated; and

WHEREAS, it is in the public interest to further extend the current Franchise for an additional period of time so that cable service to the public will not be interrupted.

NOW, THEREFORE, the Franchise of Charter shall be extended through November 30, 2011, or until a new Franchise Agreement is negotiated, whichever comes first.

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2010

City of Brookings, Oregon

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

Print Name: \_\_\_\_\_

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

ACCEPTED this \_\_\_\_ day of \_\_\_\_\_, 2010

Falcon Telecable, a California Limited Partnership,  
I/k/a Charter Communications

By: Charter Communications VII, LLC its  
General Manager

By: Charter Communications Inc., its Manager

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

Print Name: \_\_\_\_\_

Title: President, West Operating Group  
Charter Communications



November 9, 2010

VIA CERTIFIED MAIL/  
RETURN RECEIPT REQUESTED

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

Dear Mr. Milliman:

As you know, the current Franchise Agreement entered into by and between the City of Brookings, Oregon ("City") and Falcon Telecable, a California Limited Partnership, locally known as Charter Communications ("Charter") expires on August 22, 2010.

To allow for time for negotiation between the City and Charter for a new cable franchise agreement, Charter kindly requests that the City enter into an Agreement with Charter to extend the term of our current Franchise Agreement until November 30, 2011 or until the terms of the new cable franchise agreement are finally negotiated, whichever comes first. Thus, please find enclosed two (2) original draft Agreements to extend our current franchise agreement (i.e., Franchise Extension Agreement in the City of Brookings, Oregon.) Once the City has had a chance to review and approve the enclosed, I kindly request that the City have a duly authorized representative sign and date each draft Agreement. Please return both signed Agreements to my attention for final execution by Charter. Once Charter has signed the enclosed Agreements, Charter will then return one (1) fully executed copy of the Agreement to the City for its records.

If you have any questions and/or comments regarding the enclosed, please feel free to contact me directly at (360) 258-5108.

Thank you for your attention to this matter and I look forward to hearing from you soon.

Sincerely,

A handwritten signature in cursive script that reads 'Marian Jackson'.

Marian Jackson  
Director, Government Relations  
Charter Communications NW KMA  
Enclosures

cc: Linda Kimberly, Operations Manager, Charter Communications  
Charter Corporate Government Relations Department

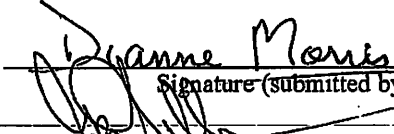



# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 10, 2011

Originating Dept: Planning Dept.

  
Signature (submitted by)  
  
City Manager Approval

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

Recommended Motion: Motion to accept the Annual Report.

Financial Impact: None.

Background/Discussion: The Chair of the Planning Commission, Cheryl McMahan, has prepared the annual report which reviews the work accomplished in 2010. The Chair requested input from the Commission and presented the report to them at their regular meeting on Dec. 7, 2010. She will attend the City Council meeting to present the attached report.

Policy Considerations: None.

Attachment(s): Planning Commission 2010 Annual Report.

## Brookings Planning Commission

### 2010 Year in Review

I would like to take this opportunity to thank the City Planning Commission and Planning Department director and staff for their effort and support during the past year. I hope together we can continue to serve the City of Brookings and help maintain the outstanding quality of life in our community.

We are fortunate to have an effective and diverse Commission composed of members with different backgrounds and ways of thinking. This creates checks and balances and helps us make sound decisions. Therefore, I am pleased Steve Bismark was reappointed as a commissioner this year.

The Planning Department continues to be very helpful to the Commission. The staff reports are the result of thorough analyses and contain sound recommendations.

The purpose of the Planning Commission is to review requests for zone changes, conditional use permits, annexations, planned developments, divisions of property, variances, street/alley vacations, and the land development code. In 2010, the Planning Commission accomplished the following:

1. Recommended approval by the City Council of a revision to the Joint Management Agreement between Curry County and the City of Brookings.
2. Reviewed several amendments to the Brookings Municipal Code and Comprehensive Plan and recommended the City Council approve changes related to development permit procedures; manufactured homes; professional office space; annexations; lot and yard requirements; alteration of non-conforming structures; street standards; definitions; public facilities and services; urbanization; and seismic hazards.
3. Approved two divisions of property, one on Tanbark Road and another on Timberline Drive.
4. Approved a planned community development at the end of Seacrest Lane
5. Approved two conditional use permits, one for a short term rental and one for a library annex in a residential district.
6. Held a public workshop on Oct. 4th, to gather input on the *Bikeable Brookings* project in preparation for the future development of a bicycle facilities master plan that would promote safe and convenient bicycle transit within the City.

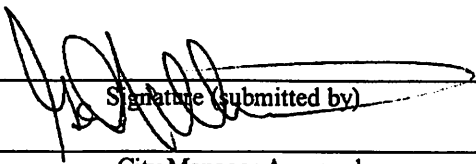
I believe I can speak for my fellow commissioners in saying we look forward to another rewarding year serving the City of Brookings on the Planning Commission.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 10, 2011

Originating Dept: City Manager

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

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**Subject:** City Hall Storm Drain Reroute Project

**Recommended Motion:** Motion to reject all bids for City Hall Storm Drain Reroute Project No. 145.23

**Financial Impact:** Potential cost savings if project is delayed as recommended.

**Background/Discussion:**

The City advertised for bids for the construction of a 48-inch storm drain pipe to replace the failing 30/36-inch pipe through the City Hall parking lot and continuing to Frontage Road.

Four bids were received. All four bids substantially exceeded the cost estimate provided by the City Engineer. The City Engineer and City management believe that this was partly due to the difficult tie-in to the existing system at Chetco Avenue as well as the work occurring during the winter months.

The recently completed cleaning of the lower portions of the existing storm drain system has helped remove a significant amount of debris that impacted the existing downstream pipes. This removal has helped to restore the functioning of the existing...albeit still failing...storm drain system. Recent observations have shown that no backup of storm flows has occurred at the upstream end of the existing system during several storm events.

The City Engineer has also received input and concerns from the prospective contractors on potential cost-saving measures that could be incorporated into the plans. Thus the recommendation of the City Engineer and the City management is to reject all bids received for this project and direct the City Engineer to revise the plans to reflect additional cost-saving measures, and rebid the project in mid-spring 2011 to allow for construction during more favorable weather conditions. The plan revision work will include geotechnical exploration at the tie-in manhole to determine existing soil conditions to determine the extent of need for pile-driven shoring, which was a major cost item in the bids.

**Attachment(s):**

- a. Bid tabulation

**BID TABULATION**

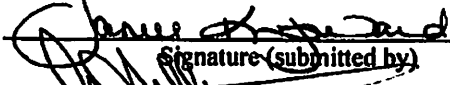
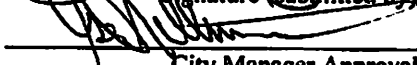
City Hall Storm Drain Reroute City of Brookings Brookings, Oregon				Bid Received: December 18, 2010 The Dyer Partnership Engineers & Planners, Inc. Project No: 145.23											
				ENGINEER'S ESTIMATE		BIDDER: Freeman Contracting		BIDDER: Tidewater Contractors		BIDDER: Landis & Landis		BIDDER: R & G Excavating		AVERAGES:	
Item	Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
Basic Bid															
1	Construction Facilities And Temp. Control	All	LS	\$75,000.00	\$75,000	\$19,950.00	\$19,950.00	\$116,000.00	\$116,000.00	\$105,000.00	\$105,000.00	\$54,000.00	\$54,000.00	\$73,737.50	\$73,737.50
2	Temporary Protection & Direction of Traffic	All	LS	\$5,000.00	\$5,000	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$4,125.00	\$4,125.00
3	Misc. Demolition and Site Preparation	All	LS	\$20,000.00	\$20,000	\$7,450.00	\$7,450.00	\$7,000.00	\$7,000.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$5,362.50	\$5,362.50
4	Culvert / Storm Drain Removal	200	LF	\$20.00	\$4,000	\$9.00	\$1,800.00	\$6.00	\$1,200.00	\$9.00	\$1,800.00	\$20.00	\$4,000.00	\$11.00	\$2,200.00
5	Slurry Fill Existing 30" / 36" Storm Drain	140	CY	\$150.00	\$21,000	\$197.00	\$23,380.00	\$125.00	\$17,500.00	\$170.00	\$23,800.00	\$200.00	\$28,000.00	\$165.50	\$23,170.00
6	Foundation Stabilization	100	CY	\$50.00	\$5,000	\$21.00	\$2,100.00	\$75.00	\$7,500.00	\$40.00	\$4,000.00	\$25.00	\$2,500.00	\$40.25	\$4,025.00
7	Imported Structural Fill	1200	Ton	\$20.00	\$24,000	\$15.00	\$18,000.00	\$15.00	\$18,000.00	\$16.00	\$19,200.00	\$15.00	\$18,000.00	\$15.25	\$18,300.00
8	Aggregate Base	900	Ton	\$30.00	\$27,000	\$19.00	\$17,100.00	\$15.00	\$13,500.00	\$16.00	\$14,400.00	\$25.00	\$22,500.00	\$18.75	\$18,675.00
9	Asphalt Concrete Pavement	500	Ton	\$120.00	\$60,000	\$137.00	\$68,500.00	\$125.00	\$62,500.00	\$155.00	\$82,500.00	\$180.00	\$90,000.00	\$148.75	\$73,375.00
10	Type C Curb	180	LF	\$20.00	\$3,200	\$23.75	\$3,800.00	\$25.00	\$4,000.00	\$24.00	\$3,840.00	\$12.00	\$1,920.00	\$21.19	\$3,390.00
11	Curb and Gutter	140	LF	\$20.00	\$2,800	\$34.00	\$4,760.00	\$25.00	\$3,500.00	\$32.00	\$4,480.00	\$20.00	\$2,800.00	\$27.75	\$3,885.00
12	Valley Gutter	140	LF	\$30.00	\$4,200	\$44.00	\$6,160.00	\$30.00	\$4,200.00	\$50.00	\$7,000.00	\$40.00	\$5,600.00	\$41.00	\$5,740.00
13	Concrete Sidewalk	600	SF	\$8.00	\$4,800	\$8.55	\$5,130.00	\$6.00	\$3,600.00	\$9.00	\$5,400.00	\$5.00	\$3,000.00	\$7.14	\$4,282.50
14	Concrete Driveway Approach	500	SF	\$10.00	\$5,000	\$8.30	\$4,150.00	\$7.50	\$3,750.00	\$9.50	\$4,750.00	\$9.00	\$4,500.00	\$8.58	\$4,287.50
15	Asphalt Concrete Pavement R & R	140	LF	\$30.00	\$4,200	\$19.50	\$2,730.00	\$12.00	\$1,680.00	\$50.00	\$7,000.00	\$18.00	\$2,660.00	\$25.13	\$3,517.50
16	Geotextile Fabric	1500	SY	\$1.50	\$2,250	\$1.50	\$2,250.00	\$1.20	\$1,800.00	\$1.50	\$2,250.00	\$2.00	\$3,000.00	\$1.55	\$2,325.00
17	Painted Stripes	1000	LF	\$2.00	\$2,000	\$0.60	\$600.00	\$0.65	\$650.00	\$1.00	\$1,000.00	\$2.00	\$2,000.00	\$1.08	\$1,082.50
18	Thermoplastic Arrows	4	Each	\$200.00	\$800	\$130.00	\$520.00	\$200.00	\$800.00	\$500.00	\$2,000.00	\$400.00	\$1,600.00	\$307.50	\$1,230.00
19	72-inch Storm Drain Manhole	2	Each	\$8,000.00	\$16,000	\$8,552.00	\$13,104.00	\$10,000.00	\$20,000.00	\$5,500.00	\$11,000.00	\$14,000.00	\$28,000.00	\$9,013.00	\$18,026.00
20	96-inch Storm Drain Manhole	1	Each	\$30,000.00	\$30,000	\$45,500.00	\$45,500.00	\$50,000.00	\$50,000.00	\$205,700.00	\$205,700.00	\$232,000.00	\$232,000.00	\$133,300.00	\$133,300.00
21	Reinforced Concrete Headwall w/Debris F	1	Each	\$16,000.00	\$16,000	\$22,520.00	\$22,520.00	\$18,000.00	\$18,000.00	\$35,000.00	\$35,000.00	\$17,600.00	\$17,600.00	\$23,530.00	\$23,530.00
22	8" Waterline - Class III Backfill	100	LF	\$40.00	\$4,000	\$31.60	\$3,160.00	\$45.00	\$4,500.00	\$110.00	\$11,000.00	\$35.00	\$3,500.00	\$55.38	\$5,537.50
23	8" Compression Coupling	4	Each	\$500.00	\$2,000	\$155.00	\$620.00	\$400.00	\$1,600.00	\$700.00	\$2,800.00	\$250.00	\$1,000.00	\$376.25	\$1,505.00
24	Catch Basin - Type 2	5	Each	\$1,200.00	\$6,000	\$1,775.00	\$8,875.00	\$1,300.00	\$6,500.00	\$1,800.00	\$9,000.00	\$1,200.00	\$6,000.00	\$1,518.75	\$7,593.75
25	Catch Basin - Curb Inlet Type	2	Each	\$1,400.00	\$2,800	\$2,306.00	\$4,612.00	\$1,500.00	\$3,000.00	\$1,100.00	\$2,200.00	\$1,500.00	\$3,000.00	\$1,801.50	\$3,603.00
26a	12" Storm Drain - Class III Backfill	160	LF	\$50.00	\$8,000	\$50.50	\$8,080.00	\$39.00	\$6,240.00	\$65.00	\$10,400.00	\$35.00	\$5,600.00	\$47.38	\$7,580.00
26b	12" Storm Drain - Class IV Backfill	60	LF	\$60.00	\$3,600	\$81.00	\$3,060.00	\$50.00	\$2,500.00	\$240.00	\$12,000.00	\$50.00	\$2,500.00	\$100.25	\$5,012.50
26c	18" Storm Drain - Class III Backfill	110	LF	\$70.00	\$7,700	\$66.50	\$7,315.00	\$65.00	\$7,150.00	\$82.00	\$10,120.00	\$40.00	\$4,400.00	\$65.88	\$7,246.25
26d	30" RCP Storm Drain - Class III / IV Back	6	LF	\$300.00	\$1,500	\$596.00	\$2,088.00	\$300.00	\$1,500.00	\$280.00	\$1,300.00	\$700.00	\$3,500.00	\$464.00	\$2,320.00
26e	48" RCP Storm Drain - Class III / IV Back	25	LF	\$300.00	\$7,500	\$396.00	\$9,900.00	\$300.00	\$7,500.00	\$200.00	\$5,000.00	\$740.00	\$18,500.00	\$409.00	\$10,225.00
26f	48" Storm Drain - Class III Backfill	480	LF	\$120.00	\$57,600	\$167.00	\$80,160.00	\$312.00	\$149,760.00	\$225.00	\$108,000.00	\$458.00	\$218,880.00	\$200.00	\$138,200.00
26g	48" Storm Drain - Class IV Backfill	30	LF	\$300.00	\$9,000	\$302.00	\$9,060.00	\$350.00	\$10,500.00	\$500.00	\$15,000.00	\$600.00	\$18,000.00	\$438.00	\$13,140.00
27	Sewer Service Adjustment	50	LF	\$40.00	\$2,000	\$78.00	\$3,900.00	\$25.00	\$1,250.00	\$2.00	\$100.00	\$70.00	\$3,500.00	\$43.75	\$2,187.50
28	Reinforced Concrete Retaining Wall	5	CY	\$800.00	\$4,000	\$575.00	\$2,875.00	\$680.00	\$3,400.00	\$25.00	\$125.00	\$400.00	\$2,000.00	\$420.00	\$2,100.00
29	Roof Drains	60	LF	\$5.00	\$300	\$45.00	\$2,700.00	\$7.00	\$420.00	\$2.00	\$120.00	\$20.00	\$1,200.00	\$18.50	\$1,110.00
30	Sign Relocation	4	Each	\$250.00	\$1,000	\$502.00	\$2,008.00	\$300.00	\$1,200.00	\$225.00	\$900.00	\$100.00	\$400.00	\$281.75	\$1,127.00
31	Landscaping	All	LS	\$2,000.00	\$2,000	\$899.00	\$899.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$2,474.75	\$2,474.75
32	Furnish Pile Driving Equipment	All	LS	\$20,000.00	\$20,000	\$133,813.00	\$133,813.00	\$13,000.00	\$13,000.00	\$17,250.00	\$17,250.00	\$48,000.00	\$48,000.00	\$52,515.75	\$52,515.75
33	Test Pile	All	LS	\$5,000.00	\$5,000	\$4,995.00	\$4,995.00	\$5,500.00	\$5,500.00	\$2,700.00	\$2,700.00	\$16,600.00	\$16,600.00	\$7,423.75	\$7,423.75
TOTAL - BASIC BID					\$475,650.00		\$562,996.00		\$588,700.00		\$763,135.00		\$874,180.00		\$697,247.75
Additive Alternate No. 1															
1	Furnish Steel Piles	120	LF	\$60.00	\$7,200	\$49.00	\$5,880.00	\$120.00	\$14,400.00	\$60.00	\$7,200.00	\$45.00	\$5,400.00	\$68.50	\$8,220.00
2	Drive Steel Piles	3	Each	\$2,500.00	\$7,500	\$1,378.00	\$4,128.00	\$2,000.00	\$6,000.00	\$2,600.00	\$7,800.00	\$1,200.00	\$3,600.00	\$1,794.00	\$5,382.00
TOTAL - ADDITIVE ALTERNATE NO. 1					\$14,700.00		\$10,008.00		\$20,400.00		\$15,000.00		\$9,000.00		\$13,602.00
TOTAL BASIC BID & ADDITIVE ALTERNATE NO. 1					\$490,350.00		\$573,004.00		\$609,100.00		\$778,135.00		\$883,180.00		\$710,849.75

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 10, 2011

Originating Dept: ASD

  
Signature (submitted by)  
  
City Manager Approval

**Subject:**

Audit Report for the fiscal year ended June 30, 2010.

**Recommended Motion:**

Motion to accept the City's Audit for the fiscal year ended June 30, 2010.

**Financial Impact:**

None.

**Background/Discussion:**

Pauly, Rogers and Co., P.C. has completed the City's audit for the fiscal year ending June 30, 2010. Attached is a copy of the audit report and a copy of the "communications letter" to the City Council.

There was one item that was identified as a finding during the audit (page 63). As noted in the response to the finding (also on page 63), appropriate controls were maintained throughout the year, and journal entries were reviewed and approved on a timely basis. As noted in the Auditor's communication letter, the auditor and city staff have a proactive relationship and issues were reviewed and resolved as they arose.

As a reminder, for June 30, 2010, the Budget Committee voted not to fund the completion of a Comprehensive Annual Financial Report (CAFR). Therefore a financial audit was completed in accordance with Government Auditing Standards. The main difference is the statistical section found in a CAFR.

A workshop will be scheduled for the City Council and Budget Committee to discuss the Audit and related issues with the Auditor.

**Attachments:**

- a. Audit report
- b. Auditor's Communication Letter (SAS 114)

# City of Brookings MEETING Minutes

## **CITY COUNCIL**

**Monday, December 13, 2010**

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

Council met in Executive Session at 6:15 pm, in the City Manager's office, under the authority of ORS 192.660(2)(h), "to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed," and under the authority of ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

### **Call to Order**

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

### **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, Planning Director Dianne Morris, Building Official LauraLee Snook, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Arwyn Rice and approximately 11 public.

### **Ceremonies/Appointments/Announcements**

Mayor Anderson read the letter of commendation from the Border Coast Airport Regional Authority which recognized the City's and County's efforts toward securing *ConnectOregon III* Rural Airport funds for the Del Norte Airport Project.

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

*Ordinance 10-O-674 amending Section 8.15.080, Noise Prevention, of Brookings Municipal Code Chapter 8.15, Nuisances, Title 8, Health and Safety, in its entirety.*

Building Official Gray reviewed the staff report.

Councilor Pieper asked Council to reconsider allowing an exemption for pouring concrete and roofing work.

Councilor Gordon moved to do a first reading of Ordinance 10-O-674 by title only, a second followed and the motion failed with a "No," vote from Councilor Hodges and the ordinance was read in full by Councilor Hodges.

Councilor Gordon moved to a second reading of Ordinance 10-O-674 by title only, a second followed and the motion failed with a "No," vote from Councilor Hodges and the ordinance was read in full a second time by Councilor Hodges.

**Councilor Gordon moved, a second followed and the motion passed to adopt Ordinance 10-O-674 [amending Section 8.15.080, Noise Prevention, of Brookings Municipal Code], with "Yes" votes from Mayor Anderson, Councilor Gordon and Councilor Hedenskog and "No" votes from Councilors Hodges and Pieper.**

*Continuation of the hearing on File LDC-3-10, revising Chapter 17.170, Street Standards, Title 17, Land Development, Brookings Municipal Code.*

Mayor Anderson opened the public hearing at 7:18pm and hearing no ex parte, declarations of conflict or personal interest, nor objections as to jurisdiction, Mayor Anderson reviewed the guidelines and Planning Director Morris reviewed the staff report.

In response to a question from Councilor Pieper regarding the variance in minimum sidewalk widths, Morris generally stated that a narrower width is provided to accommodate streets in built areas without sufficient right-of-way to allow for a wider sidewalk; where sufficient right-of-way is available, the maximum width would apply. Morris added, "This isn't new language; this is what's been in the Transportation System Plan and the Code for a long time."

There were no public comments and the hearing was closed at 7:27pm.

**Councilor Pieper moved, a second followed and Council voted unanimously to approve amendments to Chapter 17.170 of the Brookings Municipal Code as presented in File LDC-3-10, and direct staff to prepare an adopting ordinance.**

*Public Hearing on File No. CP-2-10, revisions to Goal 11, Public Facilities, and Goal 14, Urbanization, of the Brookings Comprehensive Plan.*

Mayor Anderson opened the public hearing at 7:28pm. Hearing no ex parte, declarations of conflict, personal interest, nor objections as to jurisdiction, Mayor Anderson reviewed the guidelines.

Planning Director Morris reviewed the staff report, and entered Exhibit C, distributed to Council just prior to the meeting, into the record.

*Public Comments:*

Carl Page, 12580 Hwy 101, Smith River, California, generally commented that development in the flood plain is not allowed and would be counterproductive to fisheries and asked Council to disallow any development in the lower flood plain. Page submitted two photos, entered into the record as Exhibit D.

Yvonne Maitland, PO Box 7102, Harbor, submitted written testimony on behalf of Tom Huxley, entered into the record as Exhibit D2, and proceeded to testify on her own behalf and that of the Harbor Community Action Committee. Maitland generally commented on public safety and areas of special environmental concern related to development on the steep western slopes of Harbor Hills and requested that Council and staff include the required delineation of Harbor Hills in the Comprehensive Plan amendments. Maitland's written submission was entered into the record as Exhibit D3.

In response to public comments, Morris pointed out that, according to the City's Code, development is allowed in the flood plain as long as it meets certain standards, which is why the housekeeping correction was made to Goal 14 of the Comprehensive Plan. Morris further stated that the area of special concern in the Harbor Hills was thoroughly discussed during the storm drain master plan process and that these issues will need to be dealt with by the developer in their comprehensive storm and surface water area report, required before any development can take place; defining that area is not an appropriate task for staff.

Mayor Anderson announced that the City had received a request to continue the hearing. After reviewing the process and timeline for written submissions, Mayor Anderson stated that

the public testimony portion would be closed at the conclusion of the final seven day period; the hearing was continued to January 10, 2011, at 7:00pm in City Hall Council Chambers.

*Ordinance 10-O-673, amending Sections 2.63.020(B ), and 2.63.030(D), of Brookings Municipal Code Chapter 2.63, Urban Renewal Advisory Commission, Title 2, Administration and Personnel.*

City Manager Milliman provided the staff report.

Councilor Gordon moved, a second followed and Council voted unanimously to do a first reading of Ordinance 10-O-673 by title only.

Mayor Anderson read the title.

Councilor Gordon moved, a second followed and Council voted unanimously to do a second reading of Ordinance 10-O-673 by title only.

Mayor Anderson read the title.

**Councilor Gordon moved, a second followed and Council voted unanimously to adopt Ordinance 10-O-673, amending Sections 2.63.020.B and 2.63.030.D of Brookings Municipal Code Chapter 2.63, Urban Renewal Advisory Commission].**

*Resolution 10-R-945, establishing uniform parking regulations for City-designated public parking spaces in the downtown area.*

City Manager Milliman reviewed the staff report.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Resolution 10-R-945, establishing parking restrictions in downtown parking lots.**

*Resolution 10-R-947, finding that the public interest will be served by the sale of City property, located at 220 Wharf Street, to the Urban Renewal Agency, and setting a time and date for a public hearing.*

City Manager Milliman gave the staff report.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Resolution 10-R-947, finding that the public interest will be served by the sale of City property, located at 220 Wharf Street, to the Urban Renewal Agency, and setting a time and date for a public hearing [set for December 27, 2010 at 7:00pm in City Council Chambers.**

### **Staff Reports**

*Tax incentive application for a business proposing to locate in Brookings.*

Director Morris gave the staff report and City Manager Milliman described the business as providing software development for PBX and other communications devices.

**Councilor Gordon moved, a second followed and Council voted unanimously that it has no objection to the Oregon Investment Advantage application for a proposed hosted PBX telephone service in the City of Brookings.**

*Financing of the Biosolids Dewatering Project.*

Director Howard gave the staff report.



**Councilor Gordon moved, a second followed and Council voted unanimously to authorize the City Manager and Administrative Services Director to negotiate specific terms and sign necessary documents with Umpqua Bank to finance the Biosolids Dewatering Project.**

*Five Year Major Maintenance Project List.*

City Manager Milliman provided the staff report, stating that the list will be subject to review annually or as issues arise as conditions on the listed streets may change.

**Councilor Hedenskog moved, a second followed and Council voted unanimously to approve the Five Year Major Maintenance Program for streets dated November 4, 2010.**

*Intergovernmental Agreement for the Household Hazardous Waste Management Plan.*

City Manager Milliman provided the staff report.

Mayor Anderson stated that he would prefer to talk with each Councilor before making the appointment; Councilor Pieper pointed out that it could be a staff member.

**Councilor Hedenskog moved, a second followed and the motion passed to authorize the Mayor to execute the Intergovernmental Agreement for the Coos Curry County's Household Hazardous Waste Management Plan on behalf of the City and to appoint a delegate at a later date for the steering committee, with Mayor Anderson and Councilors Gordon, Hedenskog and Hodges voting "Yes" and Councilor Pieper voting "No."**

**Consent Calendar**

- Approve Council minutes for November 8, 2010.
- Approve Council minutes for November 17, 2010.
- Accept Parks and Recreation minutes for October 28, 2010.
- Accept November, 2010, Vouchers in the amount of \$944,255.47.
- Receive monthly financial report for October, 2010.

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

**Adjournment**

Councilor Gordon moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:08pm.

Respectfully submitted:

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

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Larry Anderson, Mayor

---

Joyce Heffington, City Recorder

# City of Brookings

## *Special* MEETING Minutes

### **CITY COUNCIL**

**Monday, December 27, 2010**

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

#### **Call to Order**

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

#### **Roll Call**

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

Staff Present: City Manager Gary Milliman, Administrative Services Director Janell Howard and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Arwyn Rice; three public.

#### **Public Hearing**

*Public hearing on sale of City Property located at 220 Wharf Street to the Urban Renewal Agency.*

Mayor Anderson opened the public hearing at 7:02pm and reviewed the guidelines for the hearing.

City Manager Milliman provided the staff report.

One public comment was received from Anthony Dechelus, 300 Truman Lane, who asked if the property would need to be rezoned for the intended use.

City Manager Milliman responded that it would require a conditional use permit, subject to Planning Commission approval.

The hearing was closed at 7:08pm.

#### **Action Item**

*Resolution 10-R-948.*

City Manager Milliman reviewed the staff report.

**Councilor Pieper moved, a second followed and Council voted unanimously to adopt Resolution 10-R-948, approving the sale of City property located at 220 Wharf Street to the Urban Renewal Agency, amending the Urban Renewal Plan, and authorizing the Mayor to sign the Purchase and Sales agreement.**

#### **Adjournment**

Councilor Hedenskog moved, a second followed and Council voted unanimously by voice vote to adjourn at 7:10pm. A meeting of the Urban Renewal Agency immediately followed.

Respectfully submitted:

ATTESTED:

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

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

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

**MINUTES**  
**BROOKINGS PLANNING COMMISSION**  
December 7, 2010

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

*Commissioners Present:* Cheryl McMahan Hedda Markham Jerry Wulkowicz Steve Bismarck Ken Bryan Randy Gorman

*Commissioners Absent:* Kelly McClain

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

*Other:* Approximately 15 member of the public, no press

**COMMENTS from the COMMISSION CHAIR**

Chair McMahan took a few moments to recap the Commissions accomplishments over the year of 2010.

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

At 7:02 p.m., Chair McMahan opened the quasi-judicial hearing on **File No. DDP-1-10**, a request for approval of 163 residential lots, streets to provide access, one commercial lot, one additional lot for future development and a large remainder parcel. Applicant: U.S. Borax Inc.; Representative: Burton Weast, Axxiom Resources and Marti Stiven, Stiven Planning & Development Services, LLC. Location: east of Hwy 101, approximately .8 mile north of Carpenterville Rd., Assessor's Map 40-14-00 Tax lots 2300, 2400, 2401. The criteria used to decide this matter is found in the 2004 Brookings Land Development Code:

- a. Section 70.140-70.200 –Detailed Development Plans
- b. Section 172 - Public Facilities
- c. Section 176-060 - Subdivisions
- d. Section 100 – Hazardous Building Site Protection

Planning Director Morris opened the staff report presentation with a late breaking request for a continuance. The Oregon Coast Alliance (ORCA) made a written request for a continuation of the hearing in a document submitted to the Planning Department at 3:56 PM on December 7<sup>th</sup>. Director Morris then proceeded to present the staff report. The Applicant's representative, Burton Weast of 12725 SW 66th Ave #107, Portland, OR 97223, spoke next. Mr. Weast provided a history of the property in question and fielded questions from the Commission. Next, the Applicant's attorney, Tim Ramis of PO Box 230669 Portland, OR 97281 spoke. Then Chair McMahan called for speakers in support of the application. Don Mitchell of PO Box 1104 Brookings, OR and Janet Pretti of 420 Alder St, Brookings OR spoke in support. Next, interested parties were asked to speak. The Commission heard from Linda Carpenter of 17744 Hwy 101 N #100 Brookings, OR spoke on behalf of the Rainbow Rock Condo Association about their general concern regarding Rainbow Rock's water quality now and into the future. The next speaker was Catherine Wiley of 96370 Duley Creek, Brookings. She also requested a continuance of the hearing. Her concerns were centered around the archeological aspects of the property as they relate to the Tolowa Tribe, the possible impacts on the City's water supply and the Chetco River and it's watershed. She also voiced financial concerns for the City and for Coos-Curry Coop regarding installation of utilities. Next, Suntayea Steinruck of Smith River Rancheria, 140 Rowdy Creek Drive, Smith River requested an extension of time also, asking that the Tolowa Tribe be included in any archeological surveys, works or studies done on the property.

Burton Weast came back to the podium to assure the Tolowa Tribe that they would be included in all archeological discoveries and to answer Ms. Wiley's question regarding some of her financial questions. Tim Ramis then took a few minutes to address a few discrepancies in the written material submitted. Chair McMahan then called for discussion amongst the Commissioners. She then announced, "A continuance has been requested, therefore, anyone may submit written testimony within 7 days, by 4:30 pm on December 14, 2010. The next 7 days, December 15 through 4:30 pm on December 21, 2010, will be for rebuttals to material submitted in the first 7 days. Due to the upcoming holidays, the applicant has requested additional time to rebut, so the following 14 days, December 22nd through 4:30 pm on January 4th will be for the applicant to submit rebuttals to any of the material in the record. With this schedule, this hearing will be continued on January 18, 2011 at 7:00 pm in these City Council Chambers. With minimal discussion, Commissioner Wulkowicz made a motion and Commissioner Bismarck seconded that the Planning Commission continue the hearing on FILE No DDP-1-10 to January 18<sup>th</sup> at 7:00 pm in the Brookings City Council Chambers. Motion passed 6-0.

#### **APPROVAL of MINUTES**

By a 6-0 vote (motion: Commissioner Wulkowicz, 2<sup>nd</sup> Chair McMahan) the Planning Commission approved the minutes of the November 2, 2010 PC meeting with a vote of 6-0.

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

Director Morris reminded the Commission that the regularly scheduled planning commission meeting on January 4<sup>th</sup> would discuss the City's new bicycle infrastructure plan.

#### **ADDITIONAL BUSINESS**

Commissioner Markham made a motion to re-elect Chair McMahan as Chair of the Planning Commission for 2011, Commissioner Bryan seconded and motion carried 6-0. Chair McMahan then made a motion that Commissioner Bismarck continue on as Vice-Chair, Commissioner Markham seconded, motion carried 6-0.

#### **ADJOURNMENT:**

With no further business before the Planning Commission, the meeting closed at 9:37 pm.

Respectfully submitted,

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Cheryl McMahan, Chairperson (approved at 1/4/2011 meeting)

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
12/10	12/01/2010	64242	2283	NW Technical Internet Service	10002005	3,500.00-	V
12/10	12/15/2010	64642	4692	Red Lion Hotel, Portland	10002005	316.00-	V
12/10	12/15/2010	64672	528	Caselle, Inc	10002005	2,038.00-	V
12/10	12/02/2010	65043	800	American Red Cross	10002005	64.00	
12/10	12/02/2010	65044	4723	AMT&C Inc.	10002005	1,047.20	
12/10	12/02/2010	65045	146	Bay West Supply, Inc	10002005	445.52	
12/10	12/15/2010	65046	148	B-H Chamber of Commerce	10002005	.00	V
12/10	12/02/2010	65047	1522	Blumenthal Uniforms	10002005	107.95	
12/10	12/02/2010	65048	416	Brookings Lock & Safe Co	10002005	56.00	
12/10	12/02/2010	65049	313	Brookings Vol Firefighters	10002005	2,250.00	
12/10	12/02/2010	65050	4725	Carlin, Paul	10002005	3,050.00	
12/10	12/02/2010	65051	193	Central Equipment Co, Inc	10002005	86.03	
12/10	12/02/2010	65052	3015	Charter Communications	10002005	1,046.23	
12/10	12/02/2010	65053	1840	Chetco Federal Credit Union	10002005	3,053.00	
12/10	12/02/2010	65054	3834	Clean Sweep Janitorial Service	10002005	745.00	
12/10	12/02/2010	65055	1745	Coastal Paper & Supply, Inc	10002005	208.56	
12/10	12/02/2010	65056	183	Colvin Oil Company	10002005	2,474.18	
12/10	12/02/2010	65057	182	Coos-Curry Electric	10002005	22,161.67	
12/10	12/02/2010	65058	4640	Creative Designs by Darlene Wheeler	10002005	20.00	
12/10	12/02/2010	65059	4724	Curry County Health Dept	10002005	668.00	
12/10	12/02/2010	65060	648	Curry County Sheriffs Office	10002005	3,008.00	
12/10	12/02/2010	65061	166	Dan's Auto & Marine Electric	10002005	299.38	
12/10	12/02/2010	65062	284	Day Management Corp	10002005	390.50	
12/10	12/02/2010	65063	1	Bowers, Michael & Joanne	10002005	18.84	
12/10	12/02/2010	65064	1	Hobbs, Donald	10002005	43.04	
12/10	12/02/2010	65065	1	Kessler, Victoria	10002005	23.60	
12/10	12/02/2010	65066	1	Ricci, Lucille	10002005	19.28	
12/10	12/02/2010	65067	1	Sample, Chris	10002005	63.73	
12/10	12/02/2010	65068	1	Sherbourne, Bette	10002005	39.45	
12/10	12/02/2010	65069	1	Stiles, Donald	10002005	67.99	
12/10	12/02/2010	65070	1	Tallman, Rick & Lori	10002005	16.28	
12/10	12/02/2010	65071	1	Tribble, Evonne	10002005	60.00	
12/10	12/02/2010	65072	1	Watrous, Daniel	10002005	8.26	
12/10	12/02/2010	65073	371	Dept. of Environmental Quality	10002005	100.00	
12/10	12/02/2010	65074	384	DHS-Human Services	10002005	360.00	
12/10	12/02/2010	65075	145	EBS Trust	10002005	44.36	
12/10	12/02/2010	65076	4646	Frontier	10002005	211.30	
12/10	12/02/2010	65077	3830	Ghirlinghelli, Peggy	10002005	53.25	
12/10	12/02/2010	65078	269	Graininger	10002005	812.74	
12/10	12/02/2010	65079	167	Hach Company	10002005	302.65	
12/10	12/02/2010	65080	199	Harper, Richard	10002005	300.00	
12/10	12/02/2010	65081	4726	HPnorthwest	10002005	200.00	
12/10	12/02/2010	65082	4729	Jan Miller	10002005	217.50	
12/10	12/02/2010	65083	4727	Johansen, Kay Dee	10002005	200.00	
12/10	12/02/2010	65084	162	Kerr Hardware	10002005	651.17	
12/10	12/02/2010	65085	262	Kim Hunnicutt Court Reporting	10002005	42.00	
12/10	12/02/2010	65086	202	League of Oregon Cities	10002005	150.00	
12/10	12/02/2010	65087	4705	Liquid Stone Designs	10002005	3,500.00	
12/10	12/02/2010	65088	299	Lorings Sporting Goods	10002005	49.90	
12/10	12/15/2010	65089	2940	McLennan Contractors LLC	10002005	.00	V
12/10	12/02/2010	65090	4269	Milliman, Gary	10002005	67.50	
12/10	12/02/2010	65091	4443	Napa Auto Parts	10002005	32.37	
12/10	12/02/2010	65092	433	NCL of Wisconsin	10002005	170.81	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/10	12/02/2010	65093	685	Neilson Research Corporation	10002005	144.50
12/10	12/02/2010	65094	4487	Net Assets Corporation	10002005	230.00
12/10	12/02/2010	65095	3935	Northern California Glove	10002005	271.27
12/10	12/02/2010	65096	4224	Oce Imagistics, Inc.	10002005	169.08
12/10	12/02/2010	65097	3561	Oil Can Henry's	10002005	241.82
12/10	12/02/2010	65098	4332	Oregon Assoc. Chiefs of Police	10002005	35.00
12/10	12/02/2010	65099	4728	Oregon Department of Revenue	10002005	15.25
12/10	12/02/2010	65100	3470	Pacific Power Products	10002005	10,089.28
12/10	12/02/2010	65101	1251	Performance Promotions	10002005	2,885.57
12/10	12/02/2010	65102	866	Pitney Bowes Global Financial	10002005	137.00
12/10	12/02/2010	65103	322	Postmaster	10002005	750.00
12/10	12/02/2010	65104	3824	Propet Distributors	10002005	488.35
12/10	12/02/2010	65105	1893	Public Safety Center	10002005	85.74
12/10	12/02/2010	65106	207	Quill Corporation	10002005	1,667.34
12/10	12/02/2010	65107	4712	Radiantz Led Lighting	10002005	312.24
12/10	12/02/2010	65108	3	Caudell, Ryland	10002005	68.37
12/10	12/15/2010	65109	3	Refund Overpayment	10002005	.00 V
12/10	12/02/2010	65110	3309	Roberts & Associates	10002005	772.00
12/10	12/02/2010	65111	316	South Coast Storage & Industry	10002005	548.00
12/10	12/02/2010	65112	380	Stadelman Electric Inc	10002005	85.62
12/10	12/02/2010	65113	4730	Stephens Publishing Company	10002005	2,331.76
12/10	12/02/2010	65114	3487	Tailored Solutions Corp	10002005	456.00
12/10	12/02/2010	65115	4731	Tarheel Canine Training Inc	10002005	5,972.50
12/10	12/02/2010	65116	3854	Terra Firma Geologic Services	10002005	500.00
12/10	12/02/2010	65117	142	Tidewater Contractors Inc	10002005	777.50
12/10	12/02/2010	65118	990	United Parcel Service	10002005	201.95
12/10	12/02/2010	65119	2178	Watershed, Inc	10002005	539.02
12/10	12/02/2010	65120	686	Worlton Auto Body	10002005	3,845.70
12/10	12/03/2010	65121	2940	McLennan Contractors LLC	10002005	28,114.12
12/10	12/03/2010	65122	3	Premier Property Management	10002005	25.11
12/10	12/08/2010	65123	978	U.S. Bank	10002005	73,951.61
12/10	12/09/2010	65124	4058	44Mag Distributing LLC	10002005	805.00
12/10	12/09/2010	65125	342	Applied Industrial Technology	10002005	34.42
12/10	12/09/2010	65126	3236	AT&T Mobile	10002005	144.72
12/10	12/09/2010	65127	2988	Blackbird Shopping Center	10002005	919.70
12/10	12/09/2010	65128	3622	Boardwalk Mail Services	10002005	22.97
12/10	12/09/2010	65129	4193	C & K Markets	10002005	151.76
12/10	12/09/2010	65130	159	CAL/OR Insurance Specialist	10002005	354.00
12/10	12/09/2010	65131	1373	Cascade Fire Equipment	10002005	478.53
12/10	12/09/2010	65132	4697	Chris Fromme Company	10002005	2,000.00
12/10	12/09/2010	65133	2542	Crystal Fresh Bottled Water	10002005	160.00
12/10	12/09/2010	65134	586	Curry County Assessor	10002005	8,313.00
12/10	12/09/2010	65135	1357	Curry County Clerk	10002005	51.00
12/10	12/09/2010	65136	173	Curry Equipment Company	10002005	1,070.00
12/10	12/09/2010	65137	195	Curry Transfer & Recycling	10002005	1,241.25
12/10	12/09/2010	65138	185	Del Cur Supply	10002005	98.20
12/10	12/09/2010	65139	1	Kast, Valerie	10002005	41.84
12/10	12/09/2010	65140	1	Strahm, Paula	10002005	38.39
12/10	12/09/2010	65141	4376	DHS - Cashier	10002005	200.00
12/10	12/09/2010	65142	153	Ferrellgas	10002005	1,279.41
12/10	12/09/2010	65143	4649	Full Spectrum Landscaping, Inc.	10002005	1,500.00
12/10	12/09/2010	65144	4126	GSI Water Solutions Inc	10002005	912.50
12/10	12/09/2010	65145	3408	IDEXX Distribution Inc	10002005	386.01
12/10	12/09/2010	65146	3678	Kenneth Manuele	10002005	239.00
12/10	12/09/2010	65147	328	Les Schwab Tire Center	10002005	880.68
12/10	12/09/2010	65148	4732	Mike Marks	10002005	200.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/10	12/09/2010	65149	334	North Coast Electric Company	10002005	178.91
12/10	12/09/2010	65150	3159	Northcoast Health Screening	10002005	110.00
12/10	12/09/2010	65151	2283	NW Technical, Inc	10002005	3,500.00
12/10	12/09/2010	65152	4277	OFSI	10002005	294.69
12/10	12/09/2010	65153	279	One Call Concepts, Inc	10002005	39.80
12/10	12/09/2010	65154	1561	Pacific Coast Hearing Center	10002005	30.00
12/10	12/09/2010	65155	4733	PARC Resources, LLC	10002005	1,980.00
12/10	12/09/2010	65156	1029	Purchase Power	10002005	1,000.00
12/10	12/09/2010	65157	2699	Public Works Supply	10002005	188.00
12/10	12/09/2010	65158	187	Quality Fast Lube & Oil	10002005	94.00
12/10	12/09/2010	65159	4363	Robert N. Black, Attorney	10002005	4,404.00
12/10	12/09/2010	65160	189	Roto Rooter	10002005	232.50
12/10	12/09/2010	65161	3369	Schwabe Williamson & Wyatt PC	10002005	468.00
12/10	12/09/2010	65162	380	Stadelman Electric Inc	10002005	722.59
12/10	12/09/2010	65163	2541	U.S. Bank	10002005	400.00
12/10	12/09/2010	65164	2863	Verizon Wireless	10002005	288.47
12/10	12/09/2010	65165	881	Village Express Mail Center	10002005	22.11
12/10	12/09/2010	65166	2122	Cardmember Service	10002005	1,156.50
12/10	12/10/2010	65167	1130	H.D. Fowler	10002005	.00 V
12/10	12/10/2010	65168	170	Umpqua Research Co	10002005	190.00
12/10	12/10/2010	65169	1130	H.D. Fowler	10002005	10,575.72
12/10	12/16/2010	65170	1843	Action Industrial Systems	10002005	764.00
12/10	12/16/2010	65171	2505	Aramark	10002005	47.80
12/10	12/16/2010	65172	4734	ARAMARK Uniform Services	10002005	1,232.45
12/10	12/16/2010	65173	4570	Barlow's Printing Co	10002005	101.40
12/10	12/16/2010	65174	2407	Blue Star Gas	10002005	3,524.91
12/10	12/16/2010	65175	1522	Blumenthal Uniforms	10002005	197.50
12/10	12/16/2010	65176	370	CCIS	10002005	15,936.71
12/10	12/16/2010	65177	3015	Charter Communications	10002005	84.90
12/10	12/16/2010	65178	4735	Charter Communications	10002005	11,839.30
12/10	12/16/2010	65179	822	Coast Auto Center	10002005	165.00
12/10	12/16/2010	65180	183	Colvin Oil Company	10002005	4,368.01
12/10	12/16/2010	65181	182	Coos-Curry Electric	10002005	379.52
12/10	12/16/2010	65182	151	Curry Coastal Pilot	10002005	128.11
12/10	12/16/2010	65183	1357	Curry County Clerk	10002005	102.00
12/10	12/16/2010	65184	337	Curry County Public Health	10002005	128.00
12/10	12/16/2010	65185	259	Da-Tone Rock Products	10002005	947.92
12/10	12/16/2010	65186	284	Day Management Corp	10002005	1,533.80
12/10	12/16/2010	65187	1	Barclay, William	10002005	13.23
12/10	12/16/2010	65188	1	Berkowitz, Lorraine	10002005	36.97
12/10	12/16/2010	65189	1	Lehmann, Alfred	10002005	29.93
12/10	12/16/2010	65190	1	Tuttle, Owen	10002005	2.84
12/10	12/16/2010	65191	1	Van Vleet, Virginia	10002005	24.81
12/10	12/16/2010	65192	1	Yantis, Tom	10002005	60.00
12/10	12/16/2010	65193	4595	Doctor "D" Autocare	10002005	662.40
12/10	12/16/2010	65194	4357	Downtown Commerical Center	10002005	100.00
12/10	12/16/2010	65195	2640	Dyer Partnership Inc., The	10002005	89,332.20
12/10	12/16/2010	65196	4646	Frontier	10002005	679.98
12/10	12/16/2010	65197	269	Grainger	10002005	152.14
12/10	12/16/2010	65198	198	Grants Pass Water Lab	10002005	395.20
12/10	12/16/2010	65199	154	Hagen's Dry Cleaners	10002005	83.90
12/10	12/16/2010	65200	4483	Kennedy, Kyle	10002005	150.00
12/10	12/16/2010	65201	202	League of Oregon Cities	10002005	325.00
12/10	12/16/2010	65202	299	Lorings Sporting Goods	10002005	166.50
12/10	12/16/2010	65203	2775	Lunsford, Curtiss	10002005	40.00
12/10	12/16/2010	65204	2940	McLennan Contractors LLC	10002005	62,937.97

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/10	12/16/2010	65205	685	Neilson Research Corporation	10002005	1,175.00
12/10	12/16/2010	65206	1573	Northwest Business Systems	10002005	24.34
12/10	12/16/2010	65207	442	OCCMA	10002005	191.00
12/10	12/16/2010	65208	4396	OMA	10002005	115.00
12/10	12/16/2010	65209	4546	Pump Tech, Inc.	10002005	382.01
12/10	12/16/2010	65210	207	Quill Corporation	10002005	126.61
12/10	12/16/2010	65211	3093	Shelton-Turnbull Printers Inc	10002005	195.12
12/10	12/16/2010	65212	4885	Siemens Water Technology Corp.	10002005	175.00
12/10	12/16/2010	65213	142	Tidewater Contractors Inc	10002005	35,899.05
12/10	12/16/2010	65214	797	Town & Country Animal Clinic	10002005	104.00
12/10	12/16/2010	65215	136	United Pipe & Supply Co Inc	10002005	5,687.90
12/10	12/16/2010	65216	4448	United Rentals	10002005	608.00
12/10	12/16/2010	65217	1523	United Rentals Northwest Inc	10002005	45.90
12/10	12/16/2010	65218	4370	Verizon Business	10002005	253.26
12/10	12/16/2010	65219	861	Village Express Mail Center	10002005	30.26
12/10	12/16/2010	65220	3840	Winchuck Garden Nursery	10002005	63.00
12/10	12/22/2010	65221	3521	AORA	10002005	250.00
12/10	12/22/2010	65222	1522	Blumenthal Uniforms	10002005	185.38
12/10	12/22/2010	65223	1986	BOLI	10002005	680.80
12/10	12/22/2010	65224	1373	Cascade Fire Equipment	10002005	345.29
12/10	12/22/2010	65225	3015	Charter Communications	10002005	1,046.23
12/10	12/22/2010	65226	4736	C-More Pipe Services CO.	10002005	45,137.50
12/10	12/22/2010	65227	317	DCBS - Fiscal Services	10002005	1,884.16
12/10	12/22/2010	65228	1	Tory Holcomb	10002005	69.31
12/10	12/22/2010	65229	1	Wilson, Carol L	10002005	8.88
12/10	12/22/2010	65230	371	Dept. of Environmental Quality	10002005	7,072.00
12/10	12/22/2010	65231	4646	Frontier	10002005	780.09
12/10	12/22/2010	65232	2940	McLennan Contractors LLC	10002005	26,607.98
12/10	12/22/2010	65233	1573	Northwest Business Systems	10002005	25.06
12/10	12/22/2010	65234	252	Paramount Pest Control	10002005	42.00
12/10	12/22/2010	65235	866	Pitney Bowes Global Financial	10002005	137.00
12/10	12/22/2010	65236	378	Quality Control Services	10002005	670.00
12/10	12/22/2010	65237	4718	R & G Excavating, Inc.	10002005	140,795.70
12/10	12/22/2010	65238	142	Tidewater Contractors Inc	10002005	213,764.34
12/10	12/22/2010	65239	3752	Trace Analytics Inc	10002005	75.00
12/10	12/28/2010	65240	1314	Bernie Bishop Mazda	10002005	49.00
12/10	12/29/2010	65241	1522	Blumenthal Uniforms	10002005	528.92
12/10	12/29/2010	65242	1169	Brookings Electronic Svs Inc	10002005	1,442.01
12/10	12/29/2010	65243	1840	Chetco Federal Credit Union	10002005	3,053.00
12/10	12/29/2010	65244	2851	City of Brookings	10002005	17.47
12/10	12/29/2010	65245	586	Cole-Parmer Instrument Co	10002005	235.58
12/10	12/29/2010	65246	183	Colvin Oil Company	10002005	4,707.88
12/10	12/29/2010	65247	3254	Coos County Solid Waste Dept	10002005	54.00
12/10	12/29/2010	65248	182	Coos-Curry Electric	10002005	8,803.84
12/10	12/29/2010	65249	173	Curry Equipment Company	10002005	1,890.00
12/10	12/29/2010	65250	1	Larry Anderson	10002005	60.00
12/10	12/29/2010	65251	1	Burrill Catanach	10002005	72.90
12/10	12/29/2010	65252	1	Gary Holcom	10002005	69.31
12/10	12/29/2010	65253	1	Stephen Loveless	10002005	37.55
12/10	12/29/2010	65254	3316	DEQ - Water Quality Division	10002005	100.00
12/10	12/29/2010	65255	4595	Doctor "D" Autocare	10002005	438.40
12/10	12/29/2010	65256	4646	Frontier	10002005	211.31
12/10	12/29/2010	65257	4737	Godwin Pumps of America, Inc	10002005	13,483.75
12/10	12/29/2010	65258	289	Grainger	10002005	527.87
12/10	12/29/2010	65259	167	Hach Company	10002005	205.01
12/10	12/29/2010	65260	139	Harbor Logging Supply	10002005	90.00



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/10	12/29/2010	65261	246	LauraLee Snook	10002005	343.99
12/10	12/29/2010	65262	1844	My-Comm, Inc	10002005	16.50
12/10	12/29/2010	65263	1573	Northwest Business Systems	10002005	8,848.46
12/10	12/29/2010	65264	533	OCPSA	10002005	70.00
12/10	12/29/2010	65265	3814	Optics Planet	10002005	182.99
12/10	12/29/2010	65266	4738	Paving Maintenance Supply Inc	10002005	690.00
12/10	12/29/2010	65267	444	Secretary of State	10002005	550.00
12/10	12/29/2010	65268	3752	Trace Analytics Inc	10002005	6.00
12/10	12/29/2010	65269	1523	United Rentals Northwest Inc	10002005	8,478.00
12/10	12/29/2010	65270	861	Village Express Mail Center	10002005	25.73
12/10	12/29/2010	65271	2122	Cardmember Service	10002005	1,348.95
12/10	12/29/2010	65272	108	VWR International Inc	10002005	219.88
12/10	12/29/2010	65273	336	Wallace, Chris	10002005	99.80
12/10	12/29/2010	65274	2468	Weeks, Cliff	10002005	64.70
12/10	12/29/2010	65275	4369	Zurich American Insurance Co.	10002005	1,780.00
Grand Totals:						984,352.28

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Recorder: \_\_\_\_\_

## Report Criteria:

Report type: Summary

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2010

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<b>REVENUE</b>					
TAXES	2,434,480.00	27,860.21	126,713.79	2,307,776.21	5.2
LICENSES AND PERMITS	80,500.00	5,554.84	58,734.45	31,765.55	64.9
INTERGOVERNMENTAL	581,000.00	17,231.90	53,087.72	527,912.28	9.1
CHARGES FOR SERVICES	140,800.00	8,928.01	42,033.37	98,766.63	29.9
OTHER REVENUE	85,000.00	3,740.05	69,473.17	15,526.83	81.7
TRANSFERS IN	734,553.00	.00	.00	734,553.00	.0
	4,086,343.00	61,415.01	350,042.50	3,716,300.50	8.6
<b>EXPENDITURES</b>					
<b>JUDICIAL:</b>					
PERSONAL SERVICES	12,134.00	.00	.00	12,134.00	.0
MATERIAL AND SERVICES	5,850.00	300.00	2,647.26	3,002.74	48.9
	17,784.00	300.00	2,647.26	15,136.74	14.9
<b>LEGISLATIVE/ADMINISTRATION:</b>					
PERSONAL SERVICES	241,495.00	16,254.37	90,959.01	150,535.99	37.7
MATERIAL AND SERVICES	99,630.00	3,888.54	35,665.72	63,964.28	35.8
CAPITAL OUTLAY	12,000.00	.00	3,523.00	8,477.00	29.4
	353,125.00	20,142.91	130,147.73	222,977.27	36.9
<b>POLICE:</b>					
PERSONAL SERVICES	1,678,899.00	128,822.62	659,425.48	1,019,473.52	39.3
MATERIAL AND SERVICES	150,500.00	6,731.75	60,242.45	90,257.55	40.0
CAPITAL OUTLAY	401,100.00	3,053.00	29,571.93	371,528.07	7.4
TRANSFERS OUT	26,120.00	.00	.00	26,120.00	.0
	2,256,619.00	138,607.37	749,239.86	1,507,379.14	33.2
<b>FIRE:</b>					
PERSONAL SERVICES	189,762.00	14,449.44	73,080.67	116,681.33	38.5
MATERIAL AND SERVICES	115,100.00	7,110.50	45,058.11	70,041.89	39.2
CAPITAL OUTLAY	38,600.00	30,579.01	30,579.01	8,020.99	79.2
TRANSFERS OUT	10,000.00	.00	.00	10,000.00	.0
	353,462.00	52,138.95	148,717.79	204,744.21	42.1
<b>PLANNING AND BUILDING:</b>					
PERSONAL SERVICES	302,154.00	22,617.02	114,018.86	188,135.14	37.7
MATERIAL AND SERVICES	70,950.00	2,848.71	14,941.64	56,008.36	21.1
CAPITAL OUTLAY	3,000.00	.00	244.98	2,755.02	8.2
TRANSFERS OUT	5,000.00	.00	.00	5,000.00	.0
	381,104.00	25,465.73	129,205.48	251,898.52	33.9

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2010

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<b>PARKS &amp; RECREATION:</b>					
PERSONAL SERVICES	97,855.00	4,729.23	25,699.03	72,155.97	28.3
MATERIAL AND SERVICES	72,400.00	6,234.21	14,735.77	57,664.23	20.4
CAPITAL OUTLAY	34,000.00	.00	4,000.00	30,000.00	11.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>204,255.00</u>	<u>10,963.44</u>	<u>44,434.80</u>	<u>159,820.20</u>	<u>21.8</u>
<b>ADMINISTRATIVE SERVICES:</b>					
PERSONAL SERVICES	285,020.00	20,499.87	97,782.88	167,237.12	36.9
MATERIAL AND SERVICES	38,100.00	3,105.62	11,044.31	27,055.69	29.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>303,120.00</u>	<u>23,605.49</u>	<u>108,827.19</u>	<u>194,292.81</u>	<u>35.9</u>
<b>SWIMMING POOL:</b>					
PERSONAL SERVICES	53,006.00	.00	33,872.57	19,133.43	63.9
MATERIAL AND SERVICES	36,600.00	220.86	8,724.77	27,875.23	23.8
CAPITAL OUTLAY	8,000.00	.00	.00	8,000.00	.0
	<u>97,606.00</u>	<u>220.86</u>	<u>42,597.34</u>	<u>55,008.66</u>	<u>43.6</u>
<b>NON-DEPARTMENTAL:</b>					
MATERIAL AND SERVICES	171,000.00	14,469.54	54,770.90	116,229.10	32.0
CAPITAL OUTLAY	2,000.00	.00	.00	2,000.00	.0
TRANSFERS OUT	70,000.00	.00	.00	70,000.00	.0
CONTINGENCIES AND RESERVES	646,268.00	.00	.00	646,268.00	.0
	<u>889,268.00</u>	<u>14,469.54</u>	<u>54,770.90</u>	<u>834,497.10</u>	<u>6.2</u>
	<u>4,856,343.00</u>	<u>285,914.29</u>	<u>1,410,588.35</u>	<u>3,445,754.65</u>	<u>29.1</u>
	<u>( 780,000.00)</u>	<u>( 224,499.28)</u>	<u>( 1,080,545.85)</u>	<u>270,545.85</u>	<u>(134.3)</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2010

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	378,000.00	26,083.30	99,306.39	278,693.61	26.3
OTHER REVENUE	300.00	45.00	33,065.08	( 32,765.08)	11021.
TRANSFER IN	70,000.00	.00	.00	70,000.00	.0
	<u>448,300.00</u>	<u>26,108.30</u>	<u>132,371.47</u>	<u>315,928.53</u>	<u>29.5</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	53,751.00	7,584.88	26,311.00	27,440.00	49.0
MATERIAL AND SERVICES	185,200.00	8,613.49	59,921.54	125,278.46	32.4
CAPITAL OUTLAY	143,300.00	46,355.49	99,705.61	43,594.39	69.6
TRANSFERS OUT	95,321.00	.00	.00	95,321.00	.0
CONTINGENCIES AND RESERVES	36,728.00	.00	.00	36,728.00	.0
	<u>514,300.00</u>	<u>62,533.86</u>	<u>185,938.15</u>	<u>328,361.85</u>	<u>36.2</u>
	<u>514,300.00</u>	<u>62,533.86</u>	<u>185,938.15</u>	<u>328,361.85</u>	<u>36.2</u>
	<u>( 66,000.00)</u>	<u>( 36,425.56)</u>	<u>( 53,566.68)</u>	<u>( 12,433.32)</u>	<u>( 81.2)</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2010

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,225,000.00	83,648.43	569,838.17	655,161.83	46.5
OTHER INCOME	704,000.00	1,880.00	923,110.05	( 219,110.05)	131.1
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,929,000.00</u>	<u>85,608.43</u>	<u>1,492,948.22</u>	<u>436,051.78</u>	<u>77.4</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	422,201.00	32,194.38	172,398.04	249,802.86	40.8
MATERIAL AND SERVICES	478,900.00	58,630.99	170,381.08	308,518.94	35.6
CAPITAL OUTLAY	919,300.00	437,257.28	540,828.50	378,471.50	58.8
	<u>1,820,401.00</u>	<u>528,082.65</u>	<u>883,607.60</u>	<u>936,793.40</u>	<u>48.5</u>
WATER TREATMENT:					
PERSONAL SERVICES	.00	317.28	( 8,450.14)	8,450.14	.0
MATERIAL AND SERVICES	.00	7,207.60	32,351.99	( 32,351.99)	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	594,826.00	.00	.00	594,826.00	.0
CONTINGENCIES AND RESERVES	133,773.00	.00	.00	133,773.00	.0
	<u>728,599.00</u>	<u>7,524.78</u>	<u>23,901.85</u>	<u>704,697.15</u>	<u>3.3</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,549,000.00</u>	<u>535,607.43</u>	<u>907,509.45</u>	<u>1,641,490.55</u>	<u>35.6</u>
	<u>( 620,000.00)</u>	<u>( 449,999.00)</u>	<u>585,438.77</u>	<u>( 1,205,438.77)</u>	<u>94.4</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2010

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<b>REVENUE</b>					
CHARGES FOR SERVICES	2,341,000.00	193,946.41	968,745.26	1,372,254.74	41.4
OTHER REVENUE	1,704,000.00	.00	302.57	1,703,697.43	.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>4,045,000.00</u>	<u>193,946.41</u>	<u>969,047.83</u>	<u>3,075,952.17</u>	<u>24.0</u>
<b>EXPENDITURES</b>					
<b>WASTEWATER COLLECTION:</b>					
PERSONAL SERVICES	400,637.00	23,643.76	143,450.32	257,186.68	35.8
MATERIAL AND SERVICES	252,500.00	10,550.95	91,270.44	161,229.56	36.2
CAPITAL OUTLAY	50,400.00	.00	13,613.07	36,786.93	27.0
	<u>703,537.00</u>	<u>34,194.71</u>	<u>248,333.83</u>	<u>455,203.17</u>	<u>35.3</u>
<b>WASTEWATER TREATMENT:</b>					
PERSONAL SERVICES	385,727.00	20,872.38	134,108.10	251,618.80	34.8
MATERIAL AND SERVICES	663,800.00	52,913.92	323,318.58	340,281.42	48.7
CAPITAL OUTLAY	1,703,900.00	.00	2,384.49	1,701,515.51	.1
TRANSFERS OUT	989,129.00	.00	.00	989,129.00	.0
CONTINGENCIES AND RESERVES	383,107.00	.00	.00	383,107.00	.0
	<u>4,125,463.00</u>	<u>82,786.30</u>	<u>459,811.17</u>	<u>3,665,651.83</u>	<u>11.2</u>
	<u>4,829,000.00</u>	<u>116,981.01</u>	<u>708,145.00</u>	<u>4,120,855.00</u>	<u>14.7</u>
	<u>( 784,000.00)</u>	<u>76,885.40</u>	<u>260,902.83</u>	<u>( 1,044,902.83)</u>	<u>33.3</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2010

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	456,583.00	.00	3,067.28	453,515.72	.7
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	5,000.00	.00	.00	5,000.00	.0
	<u>461,583.00</u>	<u>.00</u>	<u>3,067.28</u>	<u>458,515.72</u>	<u>.7</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	155,000.00	28,499.55	129,512.68	25,487.34	83.6
CAPITAL OUTLAY	2,500,395.00	213,460.41	974,887.98	1,525,707.04	39.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	238,188.00	.00	.00	238,188.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>2,891,583.00</u>	<u>239,959.96</u>	<u>1,104,200.62</u>	<u>1,787,382.38</u>	<u>38.2</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,891,583.00</u>	<u>239,959.96</u>	<u>1,104,200.62</u>	<u>1,787,382.38</u>	<u>38.2</u>
	<u>( 2,430,000.00)</u>	<u>( 239,959.88)</u>	<u>( 1,101,133.34)</u>	<u>( 1,328,886.88)</u>	<u>( 45.3)</u>

# City of Brookings MEETING Minutes

## URBAN RENEWAL AGENCY

**Monday, November 8, 2010**

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

### **Call to Order**

Chair Anderson called the meeting to order at approximately 7:48pm.

### **Roll Call**

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

Staff Present: Executive Director Gary Milliman, Administrative Services Director Janell Howard, Utilities Superintendent Ray Page, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Arwyn Rice and approximately 2 public.

### **Consent Calendar**

- Approve Urban Renewal Agency Minutes for September 27, 2010.

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

### **Staff Reports**

*Role of the Urban Renewal Advisory Commission.*

Executive Director Milliman provided the staff report, recommending that Council adopt the proposed policy.

Councilor Pieper said he agreed with the policy statement as provided in the staff report.

Chair Anderson asked if following staff's recommendation would mean no quarterly or other meetings would be required.

Milliman said that the Commission would meet when there was work to do.

City Recorder Heffington pointed out that the ordinance as currently written requires monthly meetings and Milliman said that the ordinance section regarding meeting frequency would need amending.

Director Hedenskog suggested that the Commission be required to meet at least once a year and Pieper said that if this was a concern, quarterly meetings would make sense.

Milliman suggested it be quarterly or on call of Executive Director.



**Director Pieper moved, a second followed and the Agency voted unanimously to direct staff to prepare an ordinance that includes the policy considerations and the change to the frequency of meetings.**

**Adjournment**

Director Pieper moved, a second followed and the Agency voted unanimously to adjourn at 7:58pm.

Respectfully submitted:

ATTESTED:

this \_\_\_\_\_ day of \_\_\_\_\_ 2010:

\_\_\_\_\_  
Larry Anderson, Chair

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

# City of Brookings

## MEETING Minutes

### URBAN RENEWAL AGENCY

**Monday, December 27, 2010**

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

#### Call to Order

Chair Anderson called the meeting to order at 7:11pm.

#### Roll Call

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

Staff Present: Executive Director Gary Milliman, Administrative Services Director Janell Howard, and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Arwyn Rice; one public.

#### Action Items

*Resolution 10-R-949.*

Executive Director Milliman provided the staff report.

**Director Pieper moved, a second followed and the Agency voted unanimously to adopt Resolution 10-R-949, approving the purchase of City property located at 220 Wharf Street, amending the Urban Renewal Plan and authorizing the Executive Director to sign the Purchase and Sale Agreement.**

*Resolution 10-R-950.*

Executive Director Milliman provided the staff report.

In response to a question from Director Pieper, Executive Director Milliman replied that the closing on the sale of the 220 Wharf Street property to Bi-Mart would be contingent upon the closing of all properties involved.

**Director Pieper moved, a second followed and the Agency voted unanimously to adopt Resolution 10-R-950, approving the sale of former City property located at 220 Wharf Street, and authorizing the Executive Director to sign the Purchase and Sales Agreement with Bi-Mart Corporation.**

#### Adjournment

Director Hodges moved, a second followed and the Agency voted unanimously by voice vote to adjourn at 7:18pm.

Respectfully submitted:

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

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Larry Anderson, Chair

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Joyce Heffington, City Recorder

# **Minutes**

## **Urban Renewal Advisory Commission**

### **Council Chambers, 898 Elk Drive**

### **Thursday, August 12, 2010**

**Call to Order:** Chair Chasar called the meeting to order at 3:00 p.m.

Present: Commission Members, Pete Chasar, Donna Cramer, Don Nuss, Joyce Tromblee, Rick Bishop and Kim Banfield; absent was Dan Nachel. Staff/others present were Building Official LauraLee Gray, Planning Director Dianne Morris, Administrative Services Director Janell Howard and Councilor Jake Pieper.

**Minutes/Last Meeting:** July 08, 2010 minutes were unanimously approved.

#### **Regular Agenda:**

- Planning Director Morris presented a letter of support for the Bike-able Brookings, TIGER II grant, for the Commission signature. Chair Chasar will review the letter and make some minor revisions. Kim moved and Donna seconded to approve signing the letter; motion passed 5 to 1, with Rick voting "No," due to the unknown changes to the letter.
- Administrative Services Director Howard presented a review of the supplemental FY 09-10 and adopted FY 10-11 URA budgets.
- Building Official Gray presented agenda reports on proposals for funding of bike racks in the district, and picnic facilities next to Whole Foods. Don pointed out that funding was not available to complete both projects and that it would be prudent to investigate the details of the grant that Alex is working on to make sure that bike racks purchased by the agency would conform. Rick moved and Kim seconded to postpone a decision on the bike racks. Donna moved and Joyce seconded to postpone a decision on the picnic facilities, both motions passed unanimously.
- Discussion regarding proposed map at Fred Meyer: the consensus of the Commission was that a location in the restroom alcove was not acceptable; Rick suggested talking to Rays Sentry management about locating a sign in their store. Donna moved and Joyce seconded to allocate funding for 2 signs, one to be installed at Bankus Park and the second to be installed at Fred Meyer, at a later date; motion passed, 4 to 2, with "No" votes from Don and Rick.

#### **Executive Directors Report:**

- The Downtown project is 41 percent complete. Many complications have been encountered due to the age of the infrastructure and lack of records that would have revealed problems beforehand.
- Railroad Street Bicycle Lane: an application for funding under the ODOT modernization grant was considered ineligible due to Railroad not being classified as an arterial street in the TSP. Staff is moving forward with the application for a grant under the federal TIGER II program.
- Center Street parking lot: Discussion with ODOT has not achieved a workable and affordable solution to the challenge of making this a more useable parking lot. A suggested strategy is to mark it internally as one way, resurface it and not mark the parking spaces.

**Commissioner comments:**

- Don moved and Donna seconded to recommend approval of the Director's strategy for the Center Street parking lot, except that the parking spaces would be marked.
- Donna presented pictures of alley improvements in Grants Pass and suggested the Hillside triangle be developed in the future with several picnic tables, one situated at sidewalk's edge to accommodate ADA and still leave room in the center of the lot for a sculpture.
- Kim asked about park maintenance schedules as she was aware of an injury at Kid Town, LauraLee will ask Public Works to inspect the park.

**Public comments:**

None.

**Next months meeting:** September 09, 2010

- Report on TIGER II grant: Alex Carr-Frederick
- Cost breakdown of bike racks and picnic facilities: LauraLee Gray
- Information sign at bus stop: LauraLee Gray
- Unexpended engineering funds allocated to Stout Park

**Adjournment:** adjourned at 4:35

Respectfully submitted,

Joyce Tromblee (Approved at 11/18/10 meeting).

Joyce Tromblee (Chair or Vice Chair)  
Print Name and Title.

# City of Brookings

## MEETING Minutes

### URBAN RENEWAL ADVISORY COMMISSION

Thursday, September 16, 2010

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

#### Call to Order

The meeting was called to order at 3:00pm.

#### Roll Call

Present were Commissioners Pete Chasar, Donna Cramer, Joyce Tromblee, Dan Nachel and Don Nuss; Commissioners Kim Banfield and Rick Bishop were absent. Also present were Executive Director Gary Milliman, Senior Planner Donna Colby-Hanks and Councilor Jake Pieper.

#### Acceptance of Minutes

August 12, 2010 minutes were unanimously approved with one change, to remove the word "possibly" from the motion regarding the location maps.

#### Discussion/Action Items

*Report on Tiger II Grant:* Senior Planner Colby-Hanks provided a report on the grant. During discussion, concern was expressed regarding the bike plan's conformance with bike rack locations.

*Downtown sign: Consider alternate/additional locations:* Following discussion of various locations and alternatives, Commissioner Tromblee moved, Commissioner Cramer seconded, and the Commission voted, 4 to 1, with a "No" vote from Commissioner Nuss, to place a third map at Ray's Market.

*Review of unexpended Urban Renewal Park funds:* Executive Director Milliman provided a review of UR Park funds.

*Bicycle rack/street furniture funding & bus stop sign information:* Building Official Gray's report was reviewed without comment.

#### Executive Director Reports

*Downtown Project Status.* Milliman provided a report on the status of the project.

#### Commissioner's Comments

Commission Chair, Pete Chasar and Vice Chair, Donna Cramer announced that they would not be seeking re-appointment; this was their final meeting.

#### Adjourn

The meeting was adjourned at approximately 3:45pm.

Respectfully submitted,

Joyce Tromblee (Approved at 11/18/10 meeting).

Joyce Tromblee ((Chair) or Vice Chair)  
Print Name and Title.

# **Minutes**

## **Urban Renewal Advisory Commission**

### **Council Chambers, 898 Elk Drive**

### **Thursday, October 14, 2010**

**Call to Order:** Executive Director Milliman called the meeting to order at 3:00 p.m. Present: Commission Members Joyce Tromblee, Kim Banfield and Dan Nachel. Absent were Rick Bishop and Don Nuss. Staff members present were Director Gary Milliman, Building Official LauraLee Snook and Councilor Jake Pieper.

**Minutes/Last Meeting:** Approval of September 16, 2010 minutes was deferred to the next meeting as only two members were present that had attended the meeting.

#### **Regular Agenda:**

- Election of new Chair and Vice Chair was deferred to next meeting as only three members of Commission were present.
- November's meeting will be moved to the 18<sup>th</sup> as the scheduled meeting date of November 11<sup>th</sup> is a holiday.

#### **Executive Directors Report:**

- Director Milliman reported that the bid has been awarded for construction of improvements on the block of Spruce Street between Willow and Oak Streets. Due to the estimated cost of over \$100,000.00 for excavation of the large rock located mid block, the scope of work will be altered to accommodate the rock by not installing curb, gutter and sidewalk in this area. Above ground lines have been removed by Coos Curry Electric and Charter Communications, we are waiting for Verizon (Frontier) to remove their lines in order to proceed with removal of the poles. Water and sewer line installation has been completed and street light installation is progressing. At such time as paving is completed restoration of private property will begin, to resolve some of the issues that were caused by the construction work in this area.

#### **Commissioner comments:**

- Commissioner Nachel asked about progress regarding the bicycle plan, Milliman reported that the Planning Department has applied for three grants and they are working on a comprehensive bike plan.
- Commissioner Banfield asked about parking time restrictions in downtown, she expressed concern regarding disabled residents not being able to park in proximity to their homes. Milliman stated that ODOT is the authority on parking on Highway 101 and they are not interested in changing their time limits. There is no process in place to allow any deviation in the time limits, and ODOT would have to authorize the City to issue permits to do so. Enforcement of parking time restrictions are on a complaint basis and complaints should be directed to the

Police Department. Council will be considering regulations to place time restrictions on City owned property.

- **Public comments:**

None

**Next months meeting:** November 18, 2010

- Election of Chair and Vice Chair

**Adjournment:** adjourned at 3:25

Respectfully submitted,

Joyce Tromblee (Approved at 11/18/10 meeting).

Joyce Tromblee (Chair) or Vice Chair)  
Print Name and Title.

**Minutes**  
**Urban Renewal Advisory Commission**  
**Council Chambers, 898 Elk Drive**  
**Thursday, November 18, 2010**

**Call to Order:** Executive Director Milliman called the meeting to order at 3:05 p.m.  
**Present:** Commission Members Joyce Tromblee, Kim Banfield and Don Nuss. Absent were Rick Bishop and Dan Nachel. Staff members present were Director Gary Milliman, Building Official LauraLee Snook and Councilor Jake Pieper.

**Minutes/Last Meeting:** Approval of September 16 and October 14, 2010 minutes were approved unanimously.

**Regular Agenda:**

- Joyce Tromblee was elected as Chair; Kim Banfield was elected as Vice Chair.

**Executive Directors Report:**

- Director Milliman reported that the downtown project is on schedule and is approximately 85% complete.

**Commissioner comments:**

- Vice Chair Banfield asked about the possibility of a traffic light or other safety device to protect pedestrians crossing at the theater, Director Milliman talked about previous discussions with ODOT on this subject.
- Commissioner Nuss discussed his concerns related to the Chamber and their business practices; he feels strongly that the City would be better served by a promotions committee. A discussion followed regarding this matter, Nuss gave an overview of how City of Gold Beach has dealt with promotions for their City, Councilor Pieper suggested that Committee Members come to a Council meeting and express their thoughts on this subject.
- Commissioner Nuss expressed his disapproval of a letter to the editor written by Councilor Pieper that was critical of the County Commissioners.

**Next months meeting:** December 09, 2010

- Downtown update

**Adjournment:** adjourned at 3:55

Respectfully submitted,

Joyce Tromblee (Approved at 12-9-10 meeting).

Chair (Chair or Vice Chair)  
Print Name and Title.



# BROOKINGS URBAN RENEWAL AGENCY COUNCIL AGENDA REPORT

Meeting Date: January 10, 2011

Originating Dept: ASD

  
Signature (submitted by)  
  
City Manager Approval

**Subject:**

Audit Report for the fiscal year ended June 30, 2010.

**Recommended Motion:**

Motion to accept the Brookings Urban Renewal Agency's Audit for the fiscal year ended June 30, 2010.

**Financial Impact:**

None.

**Background/Discussion:**

Pauly, Rogers and Co., P.C. has completed the City's audit for the fiscal year ending June 30, 2010. Enclosed is a copy of the audit report and a copy of the "management letter" to the Board.

**Attachments:**

- a. Audit report
- b. Auditor's Management Letter (SAS 115)

## **Removal of Don Nuss from the Urban Renewal Advisory Commission**

**From:** Jake Pieper  
**Sent:** Tuesday, November 30, 2010 3:42 PM  
**To:** Gary Milliman  
**Subject:** URAC/NUSS

Gary,  
I request that Council consideration for the removal of Don Nuss from URAC be placed on the first available agenda, after the first of the year, of a regular council meeting.  
Jake Pieper

Excerpt from Brookings Municipal Code Chapter 2.63, Urban Renewal Advisory Commission, Section B. Terms of Appointment/Removal/Vacancies:

“4. Members may be removed by a consensus of the urban renewal agency for any reason and at any time during the member’s term of appointment. Failure of a member to attend less than 50 percent of regularly scheduled meetings shall result in automatic termination, unless the absences have been excused by the commission’s chair.”

**For the month of:** **December 2010**

**P43**

## BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **December 2010**

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 (SF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	7	\$1,675,880.19	7	\$1,782,803.00
0	Single Family Addition (SF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	13	\$475,180.71	12	\$487,166.00
0	Single Family Garage-Carport (SF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$31,507.00	2	\$26,404.00
0	Two Family Residential (TF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Multi-Family Residential Apts (MFR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$1,133,877.00
0	Commercial New (C)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$13,098,600.00	0	\$0.00
0	Commercial Addition-Change (C)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$2,400.00	7	\$237,512.00
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$94,000.00
0	School Repair-Addition (S)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
0	Building Removal (B)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00	0	\$0.00
1	Misc.-Retaining Wall-Fence (M,RW)	\$89.28	\$58.03	\$10.71	\$0.00	\$8,029.36	44	\$1,167,756.36	74	\$402,856.00
1	<b>Total Building Permits</b>	<b>\$89.28</b>	<b>\$58.03</b>	<b>\$10.71</b>	<b>\$0.00</b>	<b>\$8,029.36</b>	<b>69</b>	<b>\$16,451,324.26</b>	<b>104</b>	<b>\$4,164,618.00</b>
1	Mechanical Permits	\$16.90	\$0.00	\$2.03	N/A	N/A		N/A		N/A
0	Plumbing Permits	\$0.00	N/A	\$0.00		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
1	<b>TOTAL PERMITS</b>	<b>\$106.18</b>	<b>\$58.03</b>	<b>\$12.74</b>	<b>\$0.00</b>	<b>\$8,029.36</b>	<b>69</b>	<b>\$16,451,324.26</b>	<b>104</b>	<b>\$4,164,618.00</b>
	Total Year to Date Calculated Fees									