

Vault

City of Brookings MEETING AGENDA

CITY COUNCIL/URBAN RENEWAL AGENCY

Monday, November 8, 2010, 7:00pm

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

Council will meet in Executive Session at 6:00pm, under the authority of ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Introduction of new employees:
 - a. Human Resources/Accountant, Vicki English.
2. Proclamation – Worldwide Candle Lighting Day. [pg. 3]
3. 2010 Oregon Coastal Management Achievement Award for Public Access. [pg. 4]

E. Oral Requests and Communications from the audience

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

F. Staff Reports

1. Noise prevention regulations. [Building, pg. 5]
 - a. Draft language. [pg. 6]
2. City Welcome Sign design and location. [Planning, pg. 7]
 - a. "Welcome Sign" photo. [pg. 8]
 - b. Location map. [pg. 9]
 - c. Final design. [pg. 10]
3. Municipal Judge Pro Tem Agreement. [City Manager, pg. 11]
 - a. Agreement. [pg. 12]
 - b. Job Description, Municipal Court Judge. [pg. 14]
4. Class B Biosolids Dewatering Project – contract for engineering services and advertise for bids. [City Manager, pg. 17]
 - a. Summary of Work (project description). [pg. 19]
 - b. Project Cost Estimate. [pg. 21]
 - c. Amendment No. 1 to Task Order 10. [pg. 22]
 - d. Memo to Council dated March 26, 2010. [pg. 24]
5. Oak Street Interceptor Project - contract for engineering services and advertise for bids. [City Manager, Pg. 26]
 - a. Engineers estimate dated October 15, 2010. [pg.27]
 - b. Task Order 22 for engineering services. [pg. 28]

G. Consent Calendar

1. Approve Council minutes for October 25, 2010. [pg. 29]

2. Accept Planning minutes for October 5, 2010. [pg. 33]
3. Accept of Parks and Recreation minutes for September 23, 2010. [pg. 35]
4. Accept October Vouchers in the amount of \$617,134.62. [pg. 37]

H. Remarks from Mayor and Councilors

I. Adjournment

URBAN RENEWAL AGENCY

A. Call to Order

B. Roll Call

C. Consent Calendar

1. Approve Urban Renewal Agency Minutes for September 27, 2010. [pg. 41]

D. Public Comments

E. Staff Reports

1. Role of the Urban Renewal Advisory Commission. [Executive Director, pg. 43]
 - a. Brookings Municipal Code Chapter 2.63. [pg. 44]

F. Agency Remarks

G. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

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

November 2010

November 2010						
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 2010						
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	
	Nov 1	2	3	4	5	6	7	8	9	10
Nov 1 - 5	11:00am CC - VIPS 4:00pm CC - Council Wkshp 7:00pm FH-FireTrng	7:00pm CC-Planning Comm	10:00am CC- Site Plan 8:00pm FH-PoliceResrvs	4:00pm CC - Staff (SC)						
Nov 8 - 12	8 10:00am CC - Staff 7:00pm FH-FireTrng 7:00pm CC-Council	9	10 10:00am FH-BRFD 10:00am CC- Site Plan 12:00pm CC - Stout Park	11 Veterans Day - CLOSED (closest weekday)	12					
Nov 15 - 19	15 11:00am CC-VIPS 7:00pm FH-FireTrng	16	17 10:00am CC- Site Plan	18 12:00pm CC - Public Art Committee 1:00pm CC - Court 3:00pm CC - URAC 7:00pm CC-Parks & Rec Comm	19					
Nov 22 - 26	22 7:00pm CC-Council 7:00pm FH-FireTrng	23	24 10:00am CC- Site Plan 12:00pm CC - Stout Park	25 Thanksgiving - CLOSED	26					
Nov 29 - Dec 3	29 7:00pm FH-FireTrng	30	Dec 1	2	3					

December 2010

December 2010							January 2011						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	15	16	17	18	16	17	18	19	20	21	15
26	27	28	22	23	24	25	23	24	25	26	27	28	22
			29	30	31		30	31					29

	Monday	Tuesday	Wednesday	Thursday	Friday
	Nov 29	30	Dec 1	2	3
Nov 29 - Dec 3			10:00am CC - Site Plan 7:00pm FH-PoliceResrvs	3:00pm CC - Staff (SC)	
Dec 6 - 10	6 11:00am CC - VIPS 4:00pm CC - Council Wkshp 7:00pm FH-FireTrng	7 7:00pm CC-Planning Comin	8 10:00am FH-BRFD 10:00am CC - Site Plan 12:00pm CC - Stout Park 4:00pm Traffic Safety Committee 5:00pm CC - Victims Impact Panel 6pm	9 9:00am CC-Crm Stoppers 1:00pm CC - Court 3:00pm CC-URAC	10
Dec 13 - 17	13 7:00pm FH-FireTrng 7:00pm CC-Council	14	15 10:00am CC - Site Plan	16	17 11:30am CC - Staff
Dec 20 - 24	20 11:00am CC-VIPS 7:00pm FH-FireTrng	21 7:00pm CC--PG (TENTATIVE)	22 10:00am CC - Site Plan 12:00pm CC - Stout Park	23 7:00pm CC-Parks & Rec Comm	24 Christmas - Closed (closest workday to 12)
Dec 27 - 31	27 7:00pm CC-Council 7:00pm FH-FireTrng	28	29 10:00am CC - Site Plan	30	31 New Years - Closed (closest workday to 1)

City of Brookings *Proclamation*

WHEREAS, every year in the United States nearly 150,000 infants, children, teens and young adults die, and countless tens of thousands are born still or are miscarried; and

WHEREAS, we recognize that our children are our country's, our state's, and our city's most valuable resource; and

WHEREAS, the work of local chapters of The Compassionate Friends provides a caring environment in which bereaved parents, siblings, and grandparents can work through their grief with the help of others traveling the same road; and

WHEREAS, The Compassionate Friends Worldwide Candle Lighting on the second Sunday in December has become a symbolic day when these children are remembered around the globe;


NOW, THEREFORE BE IT RESOLVED, that I, Larry Anderson, Mayor of the City of Brookings, do hereby declare and proclaim the second Sunday of December 2010, as



Worldwide Candle Lighting Day

BE IT FURTHER RESOLVED that all residents are encouraged to observe this day by lighting a candle for one hour at 7 p.m. the second Sunday of December in support of bereaved families in the City of Brookings and participate in other appropriate activities in remembrance of all children who have died.

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 8th day of November, 2010.


Mayor Larry Anderson



2010
Oregon Coastal Management
Achievement Award

is presented to

Dianne Morris
for
Professional Service



R. J. Bailey

Robert J. Bailey, Manager
Oregon Coastal Management Program

Oct. 21, 2010

Date
October 21, 2010

Oct. 21, 2010

Date
October 21, 2010

R. W. Whitman

Richard W. Whitman, Director
Department of Land Conservation and Development

2010
Oregon Coastal Management
Achievement Award

is presented to

City of Brookings
for
Public Access



Robert J. Bailey, Manager
Oregon Coastal Management Program

Richard W. Whitman, Director
Department of Land Conservation and Development

Oct. 21, 2010

Date
October 21, 2010

Oct. 21, 2010


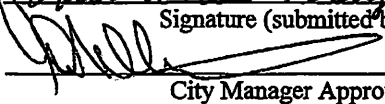
Date
October 21, 2010

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 08, 2010

Originating Dept: Building


Signature (submitted by)

City Manager Approval

Subject: Noise prevention

Recommended Motion: Direct staff to draft ordinance for adoption reflecting the hours determined acceptable by Council.

Financial Impact: None

Background/Discussion: Discussion of the implementation of a noise prevention ordinance to regulate hours of construction activity has been discussed at two workshops. Basic language to be included in this proposed ordinance, related to exempting noise generated from industrial or manufacturing zones, and the threshold of construction noise, i.e., if the noise is audible beyond the boundary of the subject property, has been agreed upon. The elements remaining to be addressed are hours of permitted activity, whether or not hours should be different on weekends and holidays, and if concrete work should be exempted from the ordinance. Suggested hours are as follows:

Weekdays	Weekends/Holidays
7:00 a.m. – 7:00 p.m.	7:00 a.m. – 1:00 p.m.
7:00 a.m. – 8:00 p.m.	9:00 a.m. – 5:00 p.m.
7:00 a.m. – 9:00 p.m.	8:00 a.m. – 7:00 p.m.
Daylight hours	Daylight hours
	Same as weekdays

Policy Considerations: Enforcement and control of activity that affects the welfare of the public is consistent with City policy.

Attachment(s): Draft language tentatively agreed upon by Council in previous workshops

New Language = *bold italics*

Language to be determined = >>>>

8.15.080 Noise prevention.

A. It shall be unlawful for any person to create, assist in creating, permit, continue, or permit the continuation of any unreasonably loud, disturbing, or unnecessary noise; and further, no person shall conduct or maintain any condition, activity, operation, vocation or avocation which causes unreasonably offensive noise to either the neighborhood or the public at large. *In the case of noise that is generated due to an activity that is permitted within zone, specifically in the case of industrial or manufacturing zones, such noise shall not be deemed unreasonably offensive.*

B. The following acts are declared to be violations of this chapter, but said enumeration shall not be deemed to be exclusive:

5. Any person who operates powered construction equipment, erects, constructs, demolishes, excavates for, alters or repairs any building, structure, roadway or utility within the city in such a manner as to cause noise to be received beyond the boundaries of the property on which the construction work is occurring shall comply with the following:

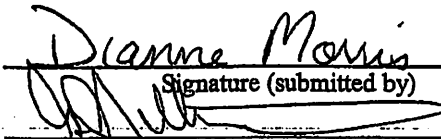
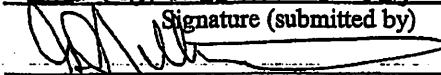
- a. No construction work shall be performed >>>>*
- b. Provided, however, that in case of urgent necessity, permission may be granted by the City Manager for construction activities to occur during otherwise proscribed hours*

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 8, 2010

Originating Dept: Planning


Signature (submitted by)

City Manager Approval

Subject: Review of a Brookings "Welcome Sign" design and proposed location.

Recommended Motion: Motion approving the design and location and directing staff to apply for the required permit from Or. Department of Transportation (ODOT) to site the sign.

Financial Impact: None

Background/Discussion: A Committee of citizens interested in having a new "welcome sign" at the north end of town met for the first time on July 12, 2010. 14 people attended this meeting and the discussion focused on the best location. There have been 6 additional meetings to finalize the location and the design. Staff attended these meetings as the City must apply to ODOT for a permit to site this type of sign in highway right-of-way. Many design options were considered. Several objectives were discussed and it was decided the sign should be:

- Artistically distinctive
- Durable
- Easy to read

A design sub-committee was formed to narrow the selection down to three from which the entire committee would chose. That was accomplished and the Committee is now requesting the City to review, approve, and apply for the needed ODOT permit. Staff has conferred repeatedly with ODOT staff during this process and has tentative approval of the location and sign. There is no charge for the permit. The Committee intends to request donations and conduct fundraising efforts to cover the costs of this project.

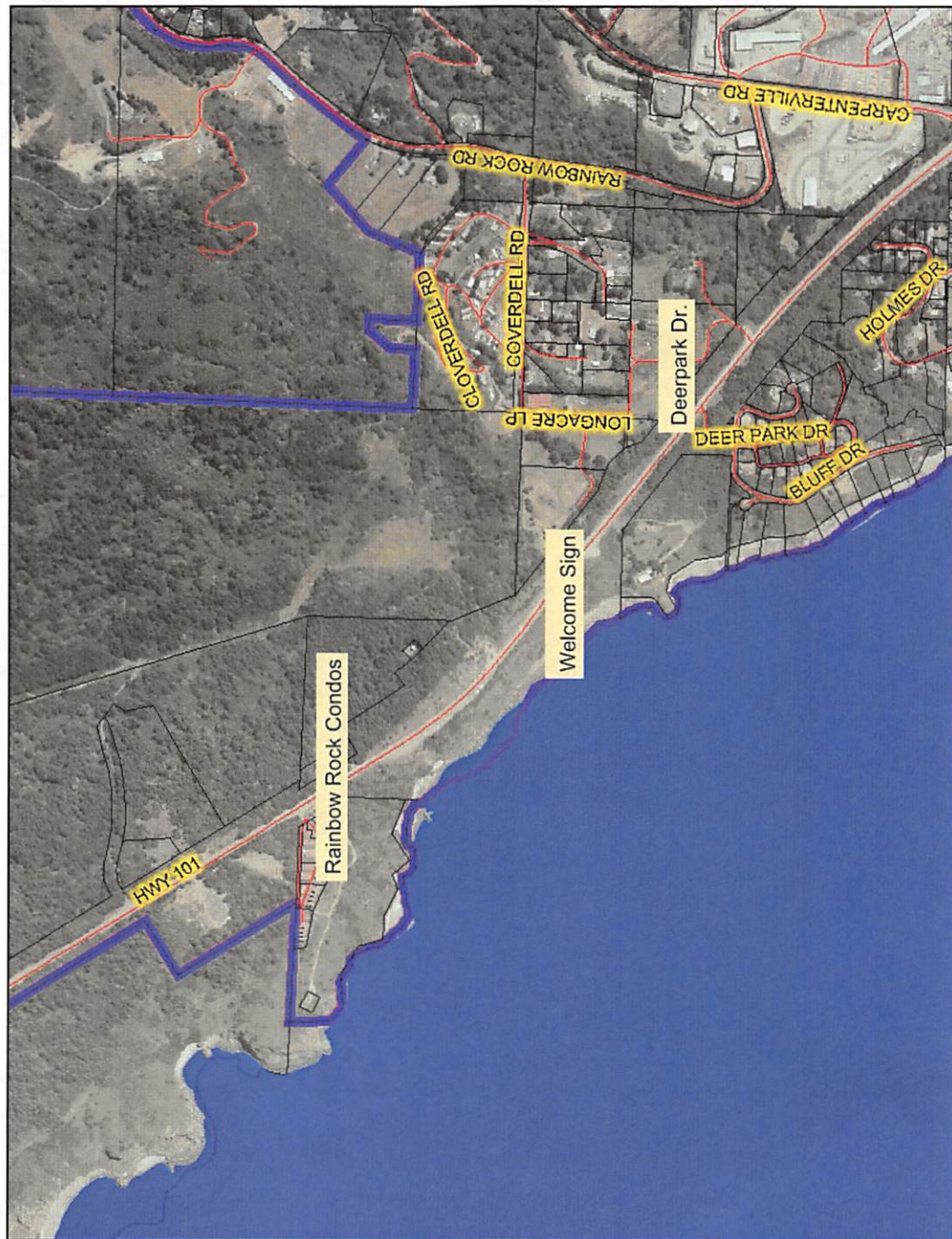
Attached is a photo of the location which is on the south side of the Rainbow Rock Turnout, just north of Deerpark Drive. A drawing of the sign has been superimposed to give the Council a depiction of what it will look like in the proposed location, Attachment A. Attachment B is a map showing the location. Attachment C is the final design of the sign.

Policy Considerations: N/A

Attachment: A. Photo of "Welcome Sign"
B. Map showing location
C. Final design



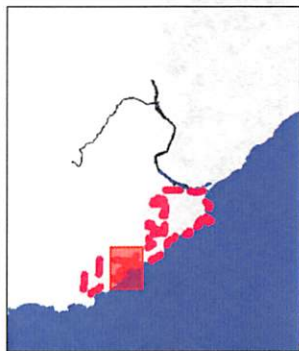
Curry County Enterprise GIS



0 1250 2500 3750 ft.

Map center: 42° 5' 5" N, 124° 19' 30" W

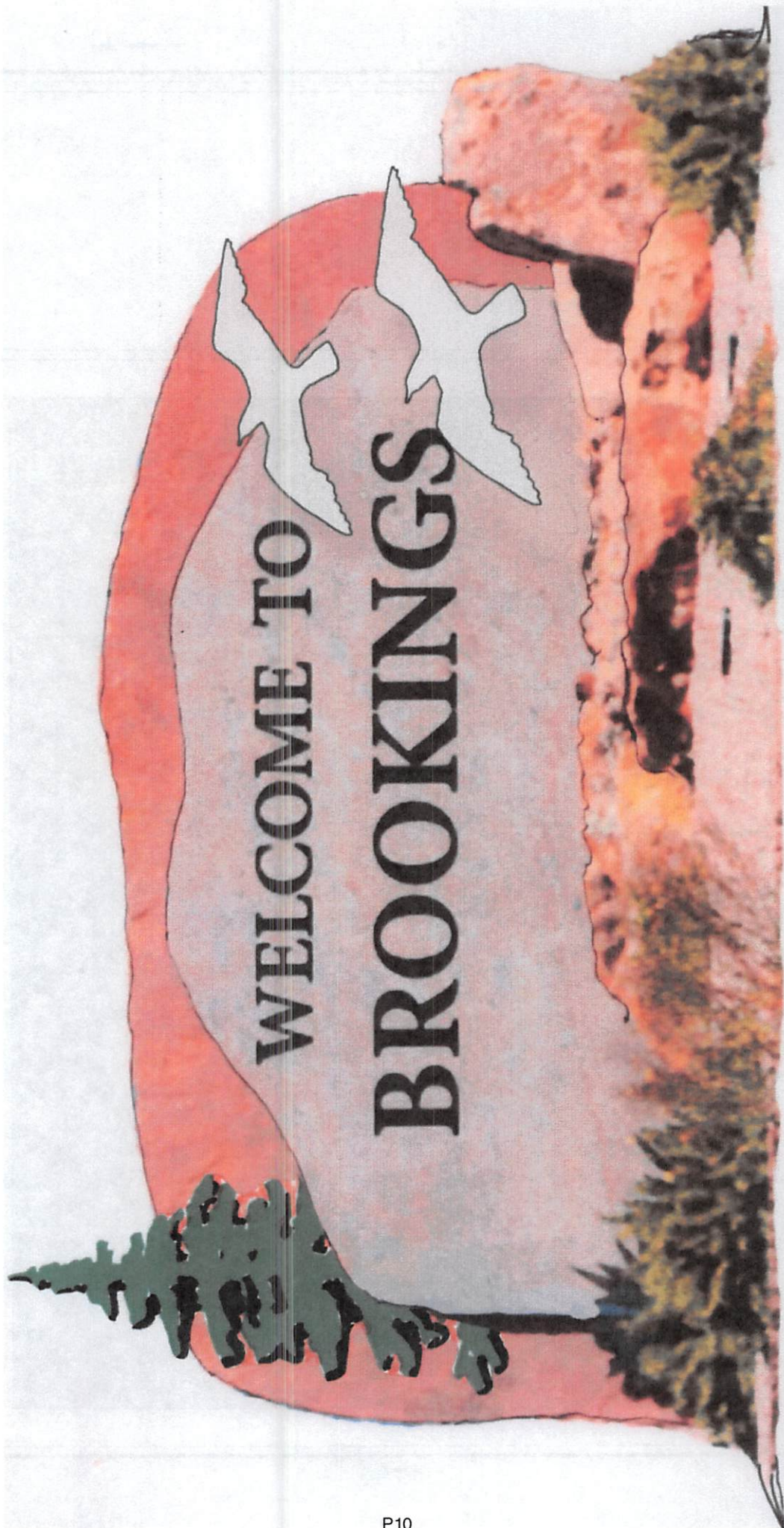
This map is a public resource of general information. Use this information at your own risk. Curry County makes no warranty of any kind, expressed or implied, including any warranty of merchantability, fitness for any particular purpose or any other matter.



- Legend**
- RIVERS
 - ROADS
 - PARCELS
 - URBAN GROWTH BOUNDARY
 - SPECIAL PROVISIONS
 - OCEAN
 - ORTHOIMAGE



Scale: 1:12,806

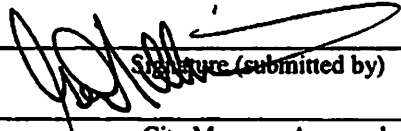


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 8, 2010

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Agreement with Municipal Judge Pro Tem James Fallman

Recommended Motion: Motion to authorize the Mayor to execute an Agreement for Services with James Fallman to serve as Municipal Judge Pro Tem.

Financial Impact: As budgeted.

Background/Discussion:

James Fallman has been serving as Municipal Judge Pro Tem since April of 2006. While the City has an agreement with Municipal Court Judge Richard Harper which outlines the scope of his duties and compensation, an agreement was never developed with Judge Pro Tem Fallman. This Agreement provides that Judge Pro Tem Fallman will serve without compensation as an independent contractor, and provides that the City will provide reasonable reimbursement to Judge Fallman for training and travel expenses necessary for his continued serve as a municipal court judge in Oregon.

Currently, Judge Pro Tem Fallman performs the duties of Municipal Court Judge when Judge Harper is not available. The City has budgeted to pay for limited travel and training expenses for both Harper and Fallman. This Agreement memorializes the existing relationship.

Attachment(s):

- a. Agreement for Services Municipal Judge Pro Tem.
- b. Job Description, Municipal Court Judge.

AGREEMENT FOR SERVICES MUNICIPAL JUDGE PRO TEM

This Agreement is made and entered into this _____ day of _____, by and between the City of Brookings ("City") a municipal corporation of the State of Oregon, and James Fallman, Municipal Judge Pro Tem ("Fallman" or "Pro Tem"), collectively referred to as the "Parties."

RECITALS

1. City seeks to enter into a contractual agreement with Fallman for the provision of Municipal Judge Pro Tem services.
2. Fallman has served City in the capacity of Municipal Judge Pro Tem since April 20, 2006.
3. Fallman desires to continue to provide Pro Tem services as defined by this Agreement.

NOW THEREFORE, the Parties agree as follows:

TERMS OF AGREEMENT:

1. **Contract for services:** City contracts with James Fallman for Municipal Judge Pro Tem services for the City of Brookings.
2. **Duties of Municipal Judge Pro Tem:**
 - a. Pro Tem will fully and faithfully perform all of the duties of Municipal Judge Pro Tem as defined under Chapter 2.25 of the Brookings Municipal Code, and the duties and performance responsibilities set forth in the attached job description, incorporated into this Agreement as Exhibit "A."
 - b. It is understood that, from time to time, the Pro Tem will also perform such other duties as may be assigned by the City Council.
 - c. The Pro Tem must comply with all applicable federal, state, and local laws, ordinances, and regulations and faithfully discharge the duties of Municipal Judge Pro Tem to the best of Pro Tem's ability.
3. **Compensation:** Pro Tem's services are provided in an uncompensated capacity.
4. **Term:** Pro Tem acknowledges that the City Council may, by majority vote, terminate this Agreement and relieve him of any and all Pro Tem duties and responsibilities, for any reason and with or without notice. City acknowledges that Pro Tem may terminate this Agreement for any reason with or without notice.
5. **Status as Independent Contractor:**
 - a. City and Pro Tem enter this Agreement with the understanding that Pro Tem will not be an officer or employee of the City, but rather will serve as an independent contractor in an uncompensated capacity. As such, Pro Tem acknowledges that he will not be eligible to receive employee benefits, including, but not limited to: social security, worker's compensation and unemployment benefits.

- b. City will not control the day-to-day activities and administration of justice by Pro Tem.
- c. Pro Tem hereby releases, acquits, and forever discharges City from any claims made by Pro Tem, available to him now or in the future, that he is other than an independent contractor.
- d. Pro Tem will indemnify, defend and hold City harmless against any and all damages, costs, fees or expenses (including attorneys' fees) that he may have against City arising from service to City, except as otherwise set forth in this Agreement and excepting claims arising from a negligent act of City.

6. General Provisions:

- a. This Agreement, including the exhibits, constitutes the entire agreement between the Parties. Each of the exhibits identified in this Agreement is attached hereto and incorporated by this reference.
- b. Any modification or amendment to this Agreement must be made in writing and signed by both parties.
- c. This Agreement is personal to the Parties. The Pro Tem may not assign nor delegate his duties hereunder.
- d. This Agreement is executed on behalf of City as authorized by its City Council.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed and executed in Brookings, Oregon on the day and year first written below.

Dated: _____

CITY OF BROOKINGS

MUNICIPAL JUDGE PRO TEM

By: Larry Anderson, Mayor
898 Elk Drive
Brookings, OR 97415
(541) 469-2163

James Fallman
250 Leavitt Mall
Crescent City, CA 95531
(707) 464-1858

ATTEST:

Joyce Heffington, City Recorder

Date: _____

CITY OF BROOKINGS
MUNICIPAL COURT JUDGE

GENERAL STATEMENT OF DUTIES:

The Municipal Court Judge is the judicial officer of the City of Brookings and shall preside over the Municipal Court of the City of Brookings.

DISTINGUISHING FEATURES OF THE CLASSIFICATION:

The Municipal Court Judge shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the City of Brookings; to commit any such person to jail or admit him to bail pending trial; to issue subpoenas; to compel witnesses to appear and testify in court on the trial of any cause before the court; to compel obedience to such subpoenas; to issue any process necessary to carry in effect the judgments of the court; and to punish witnesses for contempt of court.

SUPERVISION RECEIVED:

The Municipal Court Judge works under the supervision of the City Council. The Municipal Judge is appointed and may be removed by a majority of the Council.

JURISDICTION:

All of the incorporated area, now or hereafter, within the City of Brookings shall be within the territorial jurisdiction of the Municipal Court and the Municipal Court Judge.

The Municipal Court Judge shall exercise jurisdiction of all offenses defined and made punishable by ordinance of the City of Brookings and of all actions brought to recover or enforce forfeitures or penalties defined or authorized by ordinances of the City of Brookings.

SUPERVISION EXERCISED:

No employees are supervised by the Municipal Court Judge.

KEY PERFORMANCE AREAS:

The Municipal Court Judge shall have authority to form and adopt reasonable rules for the conduct of the business of the Municipal Court for the City of Brookings; provided, however, that he/she shall not form or adopt any rule which contravenes the Constitution of the United States, the Constitution of the State of Oregon, the laws of the State of Oregon or any ordinance of the City of Brookings.

The Municipal Court Judge shall set the days and hours that the Municipal Court for the City of Brookings will be in session for the transaction of judicial business.

CITY OF BROOKINGS
MUNICIPAL COURT JUDGE

EMPLOYMENT STANDARDS

KNOWLEDGE OF: Legal principles and rules of evidence.

SKILL IN: Maintaining decorum and order in hostile situations; weighing evidence, evaluating witness testimony, applying legal principles to situations and maintaining the legal and civil rights of citizens.

DESIRABLE EXPERIENCE:

Employment as an Attorney or Judge.

PRE-EMPLOYMENT REQUIREMENTS:

Drug/Criminal background screen; bond ability; educational, licensing (if appropriate) and experience verification.

COMPENSATION TYPE: Monthly

EXEMPTION STATUS: Exempt

JOB GRADE: N/A

POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Judicial
Job Title: Municipal Court Judge
Reports To: City Council

The functions and abilities for successful performance in this position include, but may not be limited to:

Physical Job Functions

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
COLLATING		3		5
DIALING	18			5
FILING	18			5
KNEELING				2
LIFTING		3	10	5
REACHING		3		5
SITTING				80
SORTING	18			5
STOOPING				3

STANDING		10
TYPING	12	5
WALKING		10
WORD PROCESSING	18	5

Note: Percentages of time usually exceed 100% because many functions may occur simultaneously.

CITY OF BROOKINGS
MUNICIPAL COURT JUDGE

MENTAL APPTITUDES TABLE

<u>Designated Function</u>	<u>% Time*</u>	<u>Aptitude Level</u>
WRITING	10	2
READING	25	1
REASONING	100	1
MATHEMATICS	25	2
VERBAL	40	2

*Percentages may exceed 100% because functions may occur simultaneously

BASIC ACUITIES

<u>Designated Function</u>	<u>Acuity Level</u>
VISION	1
HEARING	1
TOUCH	2
TASTE	2
SMELL	1

Note: Acuties levels are: High = 1 Medium = 2 Low = 3

Acuity levels are established after reasonable accommodations are provided.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 8, 2010

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject: Biosolids Project

Recommended Motion: Motion to authorize the City Manager to proceed with contracting for construction engineering services and advertise for bids for the Class B Biosolids Dewatering Project.

Financial Impact: The estimated cost of construction and engineering for this project is \$1,874,033. The construction engineering service portion of this cost would be \$159,000. The Administrative Services Department is soliciting financing proposals for this project; proposals are due November 5. The City currently spends about \$250,000 annually for transportation and disposal of liquid biosolids. These funds would be available for diversion to the cost of operation of the new plant, biosolids disposal and debt service.

Background/Discussion:

The City ceased land application of liquid biosolids, or sludge, from the wastewater treatment plant in 2005. Since that time, the City has been paying for the transportation and disposal of liquid biosolids in Grants Pass. This cost has risen to about \$250,000 annually. However, this system has not been able to keep up with the quantity of biosolids wastes created at the wastewater treatment plant.

The City contracted with an engineering firm for plans to construct a Class A biosolids facility adjacent to the wastewater treatment plant in 2006. These plans were never approved by the Oregon Department of Environmental Quality (DEQ) and both DEQ and the U.S. Department of Agriculture declined to provide financing for the project. As of 2009 the estimated cost of the Class A project escalated from about \$3.0 million to over \$5.0 million, and changes in regulations during the intervening years made plans to dispose of the residual waste as a marketable product infeasible.

The City Council approved a change in direction for this project in 2009 and contracted with the City Engineer, the Dyer Partnership, to develop plans for a Class B biosolids facility. The treatment method will involve dewatering the liquid sludge to a near-solid cake-like product that can be disposed of in a fashion similar to domestic garbage. This is the current method being used by the City of Crescent City, for example, which is experiencing annual disposal costs for similar quantities of about \$60,000 through a contract with CTR.

The Dyer Partnership has completed the plans for the Class B facility, and plans have been approved by DEQ. The project is ready to bid. Contract award would be subject to securing financing; financing proposals are due November 5.

Attachment(s):

- a. Summary of Work (project description).

- b. Project Cost Estimate.**
- c. Amendment No. 1 to Task Order 10.**
- d. Memo to City Council dated March 26, 2009.**

**SECTION 01010
SUMMARY OF WORK**

1. GENERAL

- A. This section describes the project in general terms. It provides an overview of the scope of the work to be performed under this contract. Detailed requirements and particular extent of work are either stated in the specification sections that follow or are shown on the Drawings. The Contractor shall, except as otherwise stated in these specifications or in the Contract Drawings, provide and pay for all labor, materials, equipment, tools, construction equipment, taxes, licenses, permits, inspection fees, and other facilities and services necessary for proper execution, testing, and completion of the work under this contract.

2. PROJECT LOCATION

- A. The project is within the city limits of the City of Brookings, Oregon generally within the compound containing the existing 2 million gallon sludge storage tank. This location is on the north side of Wharf Street directly across from the existing wastewater treatment plant. The address is 905 Wharf Street, Brookings, Oregon 97415. Some portions of the work for installation of electrical power, signal and piping to serve the new Biosolids dewatering facility will include work within the compound of the existing wastewater treatment plant.

3. PROJECT SCOPE

- A. The work to be performed under this contract includes furnishing labor, materials and equipment for the construction of the following:
1. Construction of a new 2,335 square foot pre-engineered building to house the Class B Biosolids dewatering equipment, including a restroom and laboratory.
 2. Installation of a sludge dewatering screw press (with supports installed for a second, future screw press), sludge feed pump, polymer feed and mixing equipment, sludge auger conveyance equipment, with associated power, signal and piping.
 3. Installation of odor control equipment including air ducting.
 4. Sitework including curb, sidewalks, paving, and storm drainage.
 5. Installation of yard piping, signal and power conduits, cables and wire from the existing wastewater treatment plant on the south side of Wharf Street.
- B. Work under this contract shall be completely provided as a whole and include the following:
1. All demolition and relocation of existing facilities as required.

2. All temporary structures, piping, pumping, power and control facilities to maintain continuous plant operation.
 3. All concrete, metals, piping, equipment, coatings, supports, electrical power and control, lighting, and instrumentation.
 4. All structures, buildings, tanks and attendant architectural items such as painting and finishes.
 5. All sitework such as dewatering, demucking, excavation, backfill, grading, paving, fencing, and landscaping as shown and specified.
 6. All testing such as specified delivery acceptance tests, special inspections, installation tests and inspections, operational testing and commissioning.
 7. All special inspections for the building authority.
- C. The accomplishment of all the above work, if awarded, shall meet the sequence and schedule requirements specified in Section 01014.

4. PERMITS AND LICENSE REQUIREMENT

- A. Construction permits from the City of Brookings and Curry County, such as the general building permit, and associated electrical, mechanical, plumbing, grading, etc. shall be obtained and purchased by the Contractor.

END OF SECTION

PROJECT COST ESTIMATE							7/1/2010
City of Brookings CLASS B BIOSOLIDS DEWATERING FACILITY							MJD
Item	Component	Construction	Contingency (10%)	Admin (3%)	Permits	Engineering Fee	Total
1	Yard Piping	\$70,921	\$7,092	\$2,128	-	\$12,013	\$92,154
2	Building	\$371,932	\$37,193	\$11,158	-	\$63,002	\$483,285
3	Site Grading & Paving	\$28,200	\$2,820	\$846	-	\$4,777	\$36,643
4	Odor Control System	\$296,200	\$29,620	\$8,886	-	\$50,174	\$384,880
5	Screw Press, Conveyer & Sludge Pump	\$667,290	\$66,729	\$20,019	-	\$113,034	\$867,071
	Total	\$1,434,543	\$143,454	\$43,036	\$10,000	\$243,000	\$1,874,033

NOTE: Engineering costs were negotiated prior to start of design to be \$120,000 through design. It is anticipated that approx. \$123,000 will be added to the engineering agreement for bidding, construction and inspection services depending on the final Scope of Work

**Amendment No. 1 to
TASK ORDER 10
City of Brookings
Wastewater Treatment Facility Class B Sludge Dewatering Improvements**

SCOPE OF WORK: The City plans to add a sludge dewatering unit to the biosolids treatment system at their wastewater treatment facility. A life cycle cost analysis was performed between a belt press and screw press. The screw press was shown to be more cost effective to purchase and operate during the estimated life of the equipment. A new screw press will be incorporated into the biosolids treatment process. The new facility will include a building to house the screw press, pumps, loading facility and auxiliary piping and appurtenances.

FOUNDATION: The City currently has its liquid biosolids transported to the city of Grants Pass. Yearly trucking costs currently exceed the anticipated debt service for constructing the new Class B sludge dewatering facility and disposal of the dewatered sludge.

SCOPE OF ENGINEERING SERVICES

The City has previously authorized the design of a new Class B sludge dewatering facility. To complete the project, bidding and construction period services are required. Engineering services include:

Bidding Period Services

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

Construction Period Services

A. Contract Administration

- Coordinate project progress with DEQ
- Provide survey reference points of proposed improvements and temporary bench mark.
- Conduct preconstruction conference.
- Administer construction contract. Prepare necessary pay requests and change orders. Notify City staff immediately of potential construction conflicts and

recommend cost effective remedies.

- Tabulate payment quantities, review with City and recommend payments to the contractor.
- Conduct weekly progress meetings on site.
- Prepare operations and maintenance manual for biosolids facility.

B. Inspection Services

- Provide resident inspector to observe construction.
- Coordinate daily with City and the public, as required.
- Prepare daily inspection reports for City.

C. Project Closeout

- Conduct final inspection with City and DEQ, prepare punch list and back check of corrective work.
- Prepare final pay request and review with City.
- Prepare "As-Built" plans from contractor's markups. Two hard copies and one electronic copy of the plans will be provided.
- Provide one-year warranty inspection and report.

Proposed Fee

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement, dated April 15, 2008, attached Estimate of Man Hours and Costs and rates listed in Attachment A. The fee for these services is a not to exceed maximum of \$159,000.00 including all professional services and reimbursable expenses. This fee does not include the Advertise for Bid publication costs.

PAYMENT METHOD: Monthly Billing

City of Brookings

Gary Milliman, City Manager

Date: _____

The Dyer Partnership
Engineers & Planners, Inc.

Steve Major P.E., President

Date: 9-28-10



MEMORANDUM

Office of the City Manager

GARY MILLIMAN
City Manager

TO: Mayor and Council

DATE: March 26, 2009

SUBJECT: Biosolids Project

As indicated in a February memorandum to the Council, I have become increasingly concerned over the past several months with the growing cost and complexity of proceeding with the Biosolids Class A Wastewater Treatment Project.

The City contracted for an analysis of alternatives to land application of wastewater sludge in 2004 and selected a biosolids treatment process that would result in processing the sludge to a "Class A" product. What this means is that the end solid waste product would no longer be considered a hazardous waste and could be used as a soil amendment. The City authorized project engineer Brown and Caldwell...now Kennedy/Jenks...to proceed with specifications for a "package plant" process being marketed by FKC. This type of FKC package plant has never been constructed in Oregon, and there is only one such plant in Washington.

When I assumed responsibility for moving this project forward in 2007, I encountered several major problems:

1. The Oregon Department of Environmental Quality (DEQ) had never approved the FKC patented method of treatment (and still has not).
2. DEQ did not consider the project to be a priority for state loan/grant funding because Brookings was not subject to any wastewater treatment permit violation, and because DEQ believes that the City still has the alternative of land application.
3. While the U.S. Department of Agriculture (USDA) had expressed interest in providing a combination of grant and loan funding for the project, this alternative faded after USDA determined that the City's sewer rates are too low to qualify for any grant award, and that the "sole source" process used in selecting the FKC process was not acceptable. The cost of a redesign to accommodate USDA regulations would have exceeded \$600,000.
4. No environmental review has been done on the project, which is a prerequisite of any state or federal funding. This could cost \$150-200,000.

Over the last several weeks I have learned that additional technical stumbling blocks have been encountered in securing a permit for this process from DEQ. Indications are that the cost of this project could leapfrog well above the current \$5.0 million estimate. I learned today that the Brown/Caldwell-Kennedy/Jenks report did not evaluate the cost of operating the Biosolids Class A plant once it became operational. It is my understanding that such a plant would consume a considerable amount of energy.

I contacted the Smith River Rancheria and the City of Crescent City, both of which are constructing new wastewater treatment facilities. Initially, my goal in these contacts was to seek partners in developing the Biosolids Class A plant inasmuch as these agencies have sludge disposal needs as well. What I learned is that both agencies are utilizing a dewatering press to reduce the sludge volume and are paying for transportation of the dewatered sludge to a landfill. In fact, Crescent City contracts with Curry Transfer and Recycling for this service. Neither of these agencies plan to develop a Biosolids Class A facility. Crescent City considered incorporating a Class A processing facility in their new \$40+ million wastewater treatment plant, but elected to retain their existing method of dewatering and disposal due to the high construction and maintenance cost of a Biosolids Class A facility. (Kennedy/Jenks is the project engineer for Crescent City.)

Attached is a Class B Biosolids Dewatering Unit Analysis prepared by City Engineer Steve Major (The Dyer Partnership). The estimated cost of constructing a dewatering screw press is \$1,946,000. This is less than a third of the cost of a Biosolids A Processing Facility. The estimated annual operating cost is \$32,530. We do not have a comparable operating cost for a Class A facility but, given the heating requirements to produce a Class A product, it is likely to be a multiple of this figure.

The City would continue to experience a cost in disposing of the much-reduced volume of solids residual. We have contacted CTR and they are preparing a proposal for handling our sludge residual in the same manner they current handle the residual from Crescent City; Crescent City reports they pay CTR about \$5,000 a month for this service.

When the Class A plant was originally conceptualized, the thought was that the residual product could be marketed as a common fertilizer. In a recent meeting with Kennedy Jenks engineers, they backed away from this assumption, indicating that state and federal requirements were becoming more restrictive. So, even with a \$6.0 million plant, the City may need to pay for transportation/disposal of the residual.

As an interim measure to reduce operating costs, John Cowan has contacted the Public Works Director in Crescent City concerning the possibility of re-directing our current liquid sludge from disposal in Grants Pass to the Crescent City wastewater treatment plant. Crescent City has expressed interest in this matter. This would significantly reduce transportation costs, and the liability exposure risk of transporting tankers full of sludge across Highway 197/199.

It is my recommendation that the City abandon the Biosolids A Processing Facility project and pursue funding for a Class B Biosolids Dewatering Unit and a sludge residual disposal contract with CTR.

I have scheduled this matter for discussion with the City Council at the April 6, 2009, workshop.

Cc: Steve Major

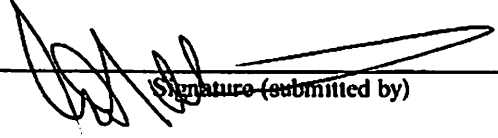
John Cowan

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 8, 2010

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Oak Street Interceptor

Recommended Motion: Motion to authorize the City Manager to proceed with contracting for engineering services to complete final design and advertise for bids for the Oak Street Interceptor Project.

Financial Impact: The estimated project cost is \$780,000. While only \$740,000 is budgeted, several contracts for underground work have recently been awarded for bids lower than the engineering estimate. Funding is budgeted from Wastewater System Replacement Funds (\$370,000) and Wastewater System Development Charges (\$370,000). The balance available in these funds is \$714,000 (SRF) and \$579,000 (SDC).

Background/Discussion:

The City Council included \$740,000 in the 2010-11 budget for construction of a parallel sewer main from the vicinity of Chetco and Oak Streets to the Wastewater Treatment Plant. This sewer main, known as the Oak Street Interceptor, is needed to increase the capacity of the sewage collection system serving the southeast portion of the community, as well as potential increased flows from the Harbor Sanitary District.

Funding for the project will be provided from the proceeds of System Development Charges collected from new development in the City and the District.

The City Engineer has prepared a revised estimate for this project (copy attached) at \$780,000, including \$589,800 for construction, \$106,000 for engineering, a \$70,000 contingency and \$15,000 for administration. One reason for the higher estimate is that a portion of the interceptor that was to be installed as a part of the downtown improvement project was not constructed as a decision was made during construction to reroute the alignment of the interceptor.

Attachment(s):

- a. Engineers estimate dated 10/15/10.
- b. Task Order 22 for engineering services.

City of Brookings
18-Inch Interceptor (Project 18)
Project No. 145.00C

Oct. 15, 2010.
Rev. Oct. 18, 2010.

ENGINEER'S ESTIMATE

Item	Description	Unit	Quantity	Unit Price	Total
1	Constr. Facilities & Temp. Controls	LS	1	\$60,000	\$60,000
2	Demolition & Site Preparation	LS	1	\$28,000	\$28,000
3	Traffic Control	LS	1	\$20,000	\$20,000
4	24" Storm Drain Relocation	LF	70	\$100	\$7,000
5	60" Storm Drain Manhole	EA	1	\$4,000	\$4,000
6	6" Waterline Relocation	LF	30	\$60	\$1,800
7	Foundation Stabilization	CY	200	\$50	\$10,000
8	Rock Excavation	CY	200	\$150	\$30,000
9	6" PVC Sewer Lateral - Class C Backfill	LF	0	\$50	\$0
10	6" Sewer Lateral Cleanout	EA	0	\$400	\$0
11	Service Lateral Connections - Type 3	EA	0	\$2,000	\$0
12	18" Gravity Sewer Line - Class III Backfill	LF	2,850	\$80	\$228,000
13	18" Gravity Sewer Line - Class IV Backfill	LF	200	\$140	\$28,000
14	60" Manhole, 8 to 12 Feet	EA	12	\$5,000	\$60,000
15	8" Sewer Lining	LF	0	\$50	\$0
16	Service Lateral Reinstatements	EA	0	\$300	\$0
17	Manhole Field Connections	EA	4	\$1,000	\$4,000
18	AC Pavement R&R (trench)	LF	3,000	\$35	\$105,000
19	Landscaping	LS	1	\$4,000	\$4,000

Total Construction Cost	\$589,800
Contingency	\$70,000
Engineering	\$106,000
Legal & Admin	\$15,000

Total Project Cost \$780,800

Notes

1. This estimate includes the portion of the interceptor that was to be placed as part of the Downtown Street Improvement Project. That portion of the sewerline is being rerouted down Oak Street to Railroad Street.
2. 8" Lining is not included in this estimate.
3. Due to the poor condition of the pavement on Railroad Street, no overlay has been included in conjunction with the new sewer interceptor construction.

TASK ORDER 22
City of Brookings
Oak Street Sewer Interceptor Improvements

SCOPE OF WORK: The City plans to construct a new 18-inch sewer interceptor along portions of Oak Street, Railroad Street and Wharf Street. The project will entail placing approximately 3,050 lineal feet of 18-inch diameter sewer line, 12 new manholes, ac pavement trench resurfacing and related work items. In addition to the new 18-inch interceptor, an additive alternate project that involves lining approximately 450 lineal feet of existing 8-inch sewer line on Railroad Street (between Willow and Oak Street) will be included.

FOUNDATION: This new interceptor is part of the recommended improvements (Project No. 18) in the Wastewater Facilities Plan and is needed to provide adequate capacity for growth in the northeast portion of Brookings as well as accommodate increased future flows from Harbor Sanitary District. The existing 8-inch sewer line on Railroad Street between Willow Street and Oak Street was recently inspected by television and is in deteriorated condition that warrants repair.

SCOPE OF ENGINEERING SERVICES

The City requires engineering services for the design, bidding documents and construction administration for the new 18-inch sewer interceptor and lining an existing 8-inch sewer line. Engineering services include:

Design Period Services

- Coordinate with City staff and affected utilities.
- Conduct design review meetings with City staff.
- Conduct field survey of the project area.
- Perform final engineering design required for the project improvements.
- Prepare preliminary drawings and cost estimates for City review and comment.
- Prepare construction documents to include drawings and specifications.
- Provide final estimated costs for construction and an estimated time line for construction.
- Submit documents to City for review and approval.

Bidding Period Services

- Prepare bidding documents including bidding requirements and contract documents.
- Prepare advertisement for bids and send to City-approved publications (City to pay advertising expense).
- Reproduce bidding documents and distribute to plan exchanges and interested bidders.

- Respond to bidder questions and prepare addendums, if needed.
- Review bids and recommend contract award based on public contracting rules.
- Prepare construction contracts with City Attorney review for execution.
- Issue Notice of Intent to Award, Notice of Award and Notice to Proceed.

Construction Administration

- Conduct preconstruction conference.
- Administer construction contract. Prepare necessary pay requests and change orders. Notify City staff immediately of potential construction problems and recommend a cost effective remedy in order to not delay the construction.
- Tabulate payment quantities and recommend payments to the contractor.
- Provide resident inspector, 420 hours maximum, to observe construction.
- Coordinate daily with affected businesses and the public.
- Prepare daily inspection reports for City.
- Provide final inspection, punch list and back check of corrective work.
- Prepare final pay request and review with City.
- Prepare record drawings. One electronic copy in Auto-CAD format and two paper copies will be provided.

Proposed Fee

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement, dated April 15, 2008, attached Estimate of Man Hours and Costs and rates listed in Attachment A. The fee for these services is a not to exceed maximum of \$118,000.00 including all professional services and reimbursable expenses.

PAYMENT METHOD: Monthly Billing

City of Brookings

The Dyer Partnership
Engineers & Planners, Inc.

Gary Milliman, City Manager

Michael W. Erickson, Sr. V.P.

Date: _____

Date: _____

City of Brookings MEETING Minutes

CITY COUNCIL

Monday, October 25, 2010, 7:00pm

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

Council met in **Executive Session at 6:30pm**, in the City Manager's office, 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, Planning Director Dianne Morris, City Attorney Martha Rice, Utilities Superintendent Ray Page, Parks Facilities Planner (RARE) Cody Erhart, and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Arwyn Rice and approximately 18 public.

Ceremonies/Appointments/Announcements

Mayor Anderson proclaimed the October 23 to October 31, 2010 as Red Ribbon Week; accepted by the Brookings Emblem Club.

Public Hearings/Ordinances/Resolutions/Final Orders

Public hearing on File LDC-4-10, revising Chapter 17.144, Annexations, of the Brookings Municipal Code, City initiated.

Mayor Anderson opened the hearing at 7:06pm. Hearing no exparte, declarations of conflict or personal interest, nor objections as to jurisdiction, Mayor Anderson reviewed the guidelines and Planning Director Morris reviewed the staff report.

There were no public comments, and the hearing was closed at 7:09pm.

Councilor Hedenskog moved, a second followed and Council voted unanimously to approve revisions to [Section] 17.144.020 (J)(5), Annexations, application procedures, of the BMC.

Ordinance 10-O-672, amending Section 17.144.020.J.5, of Brookings Municipal Code Chapter 17.144, Annexations.

Councilor Hedenskog moved, a second followed and Council voted unanimously to do a first reading of Ordinance 10-O-672 by title only.

Mayor Anderson read the title.

Councilor Hedenskog moved, a second followed and Council voted unanimously to do a second reading of Ordinance 10-O-672 by title only.

Mayor Anderson read the title.

Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Ordinance 10-O-672, [amending Brookings Municipal Code Section 17.144.020.J.5].

Oral Requests and Communications from the audience.

Mayor Anderson commended Planning Director Morris on the 2010 Oregon Coastal Management Achievement award she received for Professional Service.

Staff Reports

Preliminary Engineering Report for Fir Street Local Improvement District.

City Manager Milliman reviewed the staff report, generally stating the amounts were significantly higher than anticipated.

Mayor Anderson asked what the annual or monthly impact of the increase would be on Fir Street residents and Milliman stated it would spread over 15 years, but that the annual amount had not been calculated.

Councilor Hedenskog asked about the improvements being assessed for Darwin Apartments and the church on the northeast end, stating that these already had improvements.

Milliman stated that some improvements were needed in front of those properties for tie-in; he could ask the engineers to provide greater detail.

Councilor Hedenskog said that he thought that this information would be important for the residents to have, as he recalled that these two parcels had full improvements.

Councilor Pieper moved, a second followed and Council voted unanimously to direct the City Manager and City Engineer to meet with petitioners to review the preliminary engineering report for the Fir Street Local Improvement District and report back to the City Council.

Interagency Agreement with Grants Pass for disposal of liquid biosolids.

City Manager Milliman reviewed the staff report.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to execute Amendment Number One to the Wastewater Liquid Biosolids Dewatering and Composting Agreement with the City of Grants Pass.

Consent Calendar

- Approve Council minutes for October 11, 2010.
- Accept Planning minutes for September 7, 2010.
- Receive monthly financial report for September, 2010.

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

Adjournment

Councilor Hodges moved, a second followed and Council voted unanimously to adjourn by voice vote at 7:22pm.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2010.

Larry Anderson, Mayor

Joyce Heffington, City Recorder

MINUTES
BROOKINGS PLANNING COMMISSION
October 5, 2010

The regular meeting of the Brookings Planning Commission was called to order by Acting Chair 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: Steve Bismarck Kelly McClain Hedda Markham Jerry Wulkowicz
Ken Bryan Randy Gorman

Commissioners Absent: Cheryl McMahan

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

Other: 6 members of the public, no press

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

At 7:02 p.m., Acting Chair Bismarck opened the Quasi-judicial hearing on **File No. SUB-2-10**, a request to subdivide a 5.31 acre parcel located at the northern terminus of Timberline Drive; Assessor's Map 40-13-31CA, tax lot 901; into four residential lots, R-1-6 zone (minimum 6000 square foot lot size) and R-1-10 zone (minimum 10,000 square foot lot size). This subdivision will require Timberline Drive to be extended approximately 50 feet. Criteria used to decide this case can be found in Chapters 17.168-Public Facilities Improvement Standards, 17.170- Street Standards, 17.100 – Hazard Building Site Protection, and 17.172.070-Subdivisions of the Brookings Municipal Code (BMC). Applicant: Dan Brattain

Sr. Planner Colby-Hanks presented the staff report. Both the applicant and his representative were present and provided testimony. Ms. Wenda Shchoppert of 917 Timberline Drive spoke in opposition to the request, citing the fact that she didn't want a new subdivision near her neighborhood. Mrs. Debbie Hodges of 955 Third Street expressed concern about water run-off and the quality of homes that may or may not be built, and what development may occur on an adjacent lot owned by the applicant. Acting Chair Bismarck closed public testimony at 7:37 p.m. With Commissioner Markham making a motion and Commissioner McClain seconding, the Planning Commission voted 6-0 to approve File No. SUB-2-10.

At 7:40 pm, Acting Chair Bismarck opened the legislative hearing on File No. **LDC-4-10**, Annexations, Chapter 17.144 of the Brookings Municipal Code (BMC), City initiated. The criteria used to decide this matter is found in Chapter 17.140 Amendments, of the BMC.

Director Morris presented the staff report. With minimal discussion, Acting Chair Bismarck made a motion which Commissioner Bryan seconded to recommend approval of File No. LDC-4-10 to the City Council. Motion carried 6-0.

APPROVAL of MINUTES

By a 5-0 vote (motion: Commissioner Markham, 2nd : Commissioner Gorman) the PC approved the minutes of the September 7, 2010 PC meeting with a vote of 5-0.

Commissioner Bryan abstaining due to his absence in September.

COMMENTS by the PLANNING STAFF

Director Morris announced that the Commission would be hearing revisions to the Public Facilities Plan in the near future in addition to reviewing applications from Fred Meyer and US Borax. Progress continues to be made on the Bicycle/ Pedestrian Infrastructure Plan.

ADJOURNMENT:

With no further business before the Planning Commission, the meeting closed at 7:47 pm.

Respectfully submitted,

Steve Bismarck, Acting Chairperson (approved at 11/2/2010 meeting)

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
September 23, 2010

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Tony Baron, Tony Parrish, Chair Patricia Brown.

Absent: Commissioner Don Vilelle.

Also present: City Manager Gary Milliman, Intern Stuart Rodgers, RARE Intern Cody Erhart

APPROVAL OF MINUTES

- A. **Motion made by Commissioner Parrish to approve the minutes of July 22, 2010 and August 26, 2010 as written; motion seconded and Commission voted; the motion carried unanimously.**

PUBLIC APPEARANCES

None

REGULAR AGENDA

- A. *Rescheduling of November and December 2010 meetings* – due to holidays the November meeting will be rescheduled to November 18th and the December meeting will be rescheduled to December 16th tentatively.
- B. *Parks and Recreation District Formation* – Management Intern Stuart Rodgers provided information on consultants and cost estimates. Recommended scheduling Don Robertson from Ashland to discuss the process of forming a successful district formation. Consultants would help determine if there is support for a district and could conduct online, mail and household surveys, focus groups and public workshops. Also suggested contact with the Community Planning Workshop out of the University of Oregon, associated with the RARE program to provide some satellite services like initial scoping and random sampling. Commissioners to provide their lists of local citizens they believe may be interested in participating in a district formation committee. Stuart will compile the list and make initial contact with them to determine if they would be interested in participating.

INFORMATION UPDATES/DISCUSSION ITEMS

- A. *Lower Stout Park* – Commissioner Parrish advised they are planning October 23rd as a workday to begin work on park improvements.
- B. *Bud Cross Park Improvements* – Commissioner Baron discussed concept plan for improving athletic fields with new grass and irrigation system. Softball/Little League supporters have donated irrigation materials, equipment and labor to do both fields, asking city to provide water meter off Hassett Street with enough water pressure to operate an irrigation system. Project will also try to address drainage issues and handicap access. Commission Baron to submit further plans. Project scheduled to begin August 2011.

COMMISSIONER REPORTS/COMMENTS

Commissioner Parrish – Advised that C & K Market is donating a Community Room in Harbor and Stout Mt. Railway will be the first to use it and will set up the railway there for the holiday season.

Chair Brown – thanked the City for putting in the new sidewalks on Fifth Street.

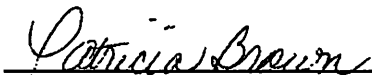
STAFF REPORTS

City Manager Gary Milliman introduced RARE employee, Cody Erhart. Cody gave a brief history of his education and experience and advised that his tasks for the year include updating the 2002 Azalea Park Master Plan and the capital project list, researching Mill Beach and Tanbark Court access points, acting as a resource for City park projects, including Lower Stout Park subcommittee and help with planning on the Azalea Park athletic fields plan.

ADJOURNMENT

With no further business before the Commission, the meeting adjourned at 7:43 pm. Next meeting scheduled for October 28, 2010.

Respectfully submitted,



Patricia Brown, Chair

(approved at October 28, 2010 meeting)

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
10/10	10/20/2010	64845		Void Check	10-00-2005	.00	V
10/10	10/14/2010	64694	4700	Performance Leadership Institu, Inc.	10002005	450.00-	V
10/10	10/01/2010	64708	342	Applied Industrial Technology	10002005	256.60	
10/10	10/01/2010	64709	1840	Chetco Federal Credit Union	10002005	3,053.00	
10/10	10/01/2010	64710	822	Coast Auto Center	10002005	328.45	
10/10	10/01/2010	64711	1740	Code Publishing Company Inc	10002005	214.50	
10/10	10/01/2010	64712	3844	Colby-Hanks, Donna	10002005	231.00	
10/10	10/01/2010	64713	4707	Comfort Inn & Suites	10002005	269.97	
10/10	10/01/2010	64714	1111	Comfort Suites Salem	10002005	287.10	
10/10	10/01/2010	64715	173	Curry Equipment Company	10002005	308.24	
10/10	10/01/2010	64716	4595	Doctor "D" Autocare	10002005	244.98	
10/10	10/01/2010	64717	4706	Oregon Research Education Foundation	10002005	299.00	
10/10	10/01/2010	64718	1130	H.D. Fowler	10002005	553.00	
10/10	10/01/2010	64719	167	Hach Company	10002005	53.75	
10/10	10/01/2010	64720	4705	Liquid Stone Designs	10002005	4,000.00	
10/10	10/01/2010	64721	4498	Mauldin Electric	10002005	97.50	
10/10	10/01/2010	64722	1844	My-Comm, Inc	10002005	645.00	
10/10	10/01/2010	64723	3935	Northern California Glove	10002005	255.00	
10/10	10/01/2010	64724	584	Oregon Municipal Judges Assoc	10002005	170.00	
10/10	10/01/2010	64725	252	Paramount Pest Control	10002005	42.00	
10/10	10/01/2010	64726	859	Paul Conway Shields	10002005	300.68	
10/10	10/01/2010	64727	1251	Performance Promotions	10002005	27.50	
10/10	10/01/2010	64728	278	Plaster, Ron	10002005	500.00	
10/10	10/01/2010	64729	3369	Schwabe Williamson & Wyatt PC	10002005	78.00	
10/10	10/01/2010	64730	380	Stadelman Electric Inc	10002005	205.63	
10/10	10/01/2010	64731	4370	Verizon Business	10002005	299.62	
10/10	10/06/2010	64732	4135	Watson, Jim	10002005	.00	V
10/10	10/01/2010	64733	4131	Zumar Industries Inc	10002005	519.00	
10/10	10/01/2010	64734	4135	Watson, Jim	10002005	77.00	
10/10	10/08/2010	64736	3236	AT&T Mobile	10002005	148.53	
10/10	10/08/2010	64737	1314	Bernie Bishop Mazda	10002005	236.64	
10/10	10/08/2010	64738	148	B-H Chamber of Commerce	10002005	3,339.66	
10/10	10/08/2010	64739	1522	Blumenthal Uniforms	10002005	357.89	
10/10	10/08/2010	64740	313	Brookings Vol Firefighters	10002005	2,250.00	
10/10	10/08/2010	64741	4193	C & K Markets	10002005	99.26	
10/10	10/08/2010	64742	1840	Chetco Federal Credit Union	10002005	14,035.72	
10/10	10/08/2010	64743	178	Chetco Pharmacy & Gift	10002005	8.45	
10/10	10/08/2010	64744	3512	Christensen, Richard	10002005	34.00	
10/10	10/08/2010	64745	3834	Clean Sweep Janitorial Service	10002005	700.00	
10/10	10/08/2010	64746	822	Coast Auto Center	10002005	40.22	
10/10	10/08/2010	64747	306	Coastal Carpet Cleaning	10002005	85.00	
10/10	10/08/2010	64748	1745	Coastal Paper & Supply, Inc	10002005	620.44	
10/10	10/08/2010	64749	183	Colvin Oil Company	10002005	2,743.39	
10/10	10/08/2010	64750	182	Coos-Curry Electric	10002005	20,712.56	
10/10	10/08/2010	64751	4640	Creative Designs by Darlene Wheeler	10002005	40.00	
10/10	10/08/2010	64752	337	Curry County Public Health	10002005	64.00	
10/10	10/08/2010	64753	195	Curry Transfer & Recycling	10002005	628.75	
10/10	10/08/2010	64754	166	Dan's Auto & Marine Electric	10002005	168.02	
10/10	10/08/2010	64755	185	Del Cur Supply	10002005	73.83	
10/10	10/08/2010	64756	4711	Del Norte Office Supply	10002005	65.08	
10/10	10/08/2010	64757	1	Conly, Ute	10002005	15.24	
10/10	10/08/2010	64758	1	Cresser, Julie	10002005	60.24	
10/10	10/08/2010	64759	1	Crotzer, Janice	10002005	38.43	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/10	10/08/2010	64760	1	Dalzell, Jane	10002005	54.03
10/10	10/08/2010	64761	1	Gates, Anthony	10002005	23.24
10/10	10/08/2010	64762	1	Gaylord, Bill & Deborah	10002005	130.00
10/10	10/08/2010	64763	1	Lloyd, Ryann	10002005	36.25
10/10	10/08/2010	64764	1	Lopez, Stacie	10002005	18.91
10/10	10/08/2010	64765	1	Nelson, James	10002005	14.08
10/10	10/08/2010	64766	1	Purdue, Joan B	10002005	55.07
10/10	10/08/2010	64767	1	Reed, Bob & Mary	10002005	25.39
10/10	10/08/2010	64768	1	Sheesley, James	10002005	28.31
10/10	10/08/2010	64769	1	Watson, Michael	10002005	49.26
10/10	10/08/2010	64770	1	Zimmer, Tom & Terri	10002005	11.62
10/10	10/08/2010	64771	607	Dept of Consumer/Business Serv	10002005	125.00
10/10	10/08/2010	64772	153	Ferrellgas	10002005	1,045.96
10/10	10/08/2010	64773	4646	Frontier	10002005	672.79
10/10	10/08/2010	64774	2109	Granite Construction	10002005	552.85
10/10	10/08/2010	64775	1130	H.D. Fowler	10002005	1,641.60
10/10	10/08/2010	64776	199	Harper, Richard	10002005	300.00
10/10	10/08/2010	64777	4171	In-Motion Graphics	10002005	395.00
10/10	10/08/2010	64778	2416	ITT Flygt Corp	10002005	13,078.83
10/10	10/08/2010	64779	162	Kerr Hardware	10002005	757.47
10/10	10/08/2010	64780	328	Les Schwab Tire Center	10002005	843.96
10/10	10/08/2010	64781	2775	Lunsford, Curtiss	10002005	80.00
10/10	10/08/2010	64782	2940	McLennan Contractors LLC	10002005	112,421.34
10/10	10/08/2010	64783	4269	Milliman, Gary	10002005	67.50
10/10	10/08/2010	64784	1844	My-Comm, Inc	10002005	41.00
10/10	10/08/2010	64785	4487	Net Assets Corporation	10002005	390.00
10/10	10/08/2010	64786	1573	Northwest Business Systems	10002005	31.09
10/10	10/08/2010	64787	2283	NW Technical Internet Service	10002005	3,500.00
10/10	10/08/2010	64788	4277	OFSI	10002005	246.00
10/10	10/08/2010	64789	3561	Oil Can Henry's	10002005	35.99
10/10	10/08/2010	64790	4324	OMFOA	10002005	260.00
10/10	10/08/2010	64791	4332	Oregon Assoc. Chiefs of Police	10002005	157.50
10/10	10/08/2010	64792	4428	Page, Raymond	10002005	369.00
10/10	10/08/2010	64793	4708	Parrish, Tony	10002005	450.00
10/10	10/08/2010	64794	1029	Purchase Power	10002005	1,000.00
10/10	10/08/2010	64795	322	Postmaster	10002005	750.00
10/10	10/08/2010	64796	4105	Precision Eyecare PC	10002005	168.95
10/10	10/08/2010	64797	187	Quality Fast Lube & Oil	10002005	39.00
10/10	10/08/2010	64798	4712	Radiantz Led Lighting	10002005	1,255.15
10/10	10/08/2010	64799	4301	Rainbow Carpet & Upholstery	10002005	110.00
10/10	10/08/2010	64800	3	Hanscam, Margo	10002005	135.00
10/10	10/08/2010	64801	3	Rice, Richard	10002005	70.02
10/10	10/08/2010	64802	4710	Rose City Stamp, Inc.	10002005	39.95
10/10	10/08/2010	64803	169	Roto Rooter	10002005	198.00
10/10	10/08/2010	64804	4709	SOCICC Comm Justice Bldg	10002005	55.00
10/10	10/08/2010	64805	316	South Coast Storage & Industry	10002005	548.00
10/10	10/08/2010	64806	748	Sun Badge Company	10002005	154.50
10/10	10/08/2010	64807	3220	The Radar Shop	10002005	551.72
10/10	10/08/2010	64808	3752	Trace Analytics Inc	10002005	75.00
10/10	10/08/2010	64809	990	United Parcel Service	10002005	84.24
10/10	10/08/2010	64810	136	United Pipe & Supply Co Inc	10002005	1,110.00
10/10	10/08/2010	64811	2863	Verizon Wireless	10002005	286.85
10/10	10/08/2010	64812	861	Village Express Mail Center	10002005	56.92
10/10	10/08/2010	64813	2122	Cardmember Service	10002005	4,714.12
10/10	10/20/2010	64814	882	Advanced Security Systems	10002005	70.50
10/10	10/20/2010	64815	682	Al's Radio Shack	10002005	42.98

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/10	10/20/2010	64816	1985	American Water Works Assn	10002005	339.00
10/10	10/20/2010	64817	342	Applied Industrial Technology	10002005	202.10
10/10	10/20/2010	64818	1522	Blumenthal Uniforms	10002005	441.46
10/10	10/20/2010	64819	1169	Brookings Electronic Svs Inc	10002005	707.95
10/10	10/20/2010	64820	416	Brookings Lock & Safe Co	10002005	279.00
10/10	10/20/2010	64821	1373	Cascade Fire Equipment	10002005	189.11
10/10	10/20/2010	64822	3015	Charter Communications	10002005	1,131.13
10/10	10/20/2010	64823	212	Chem Quip Inc	10002005	1,384.79
10/10	10/20/2010	64824	822	Coast Auto Center	10002005	59.10
10/10	10/20/2010	64825	1745	Coastal Paper & Supply, Inc	10002005	339.64
10/10	10/20/2010	64826	183	Colvin Oil Company	10002005	3,327.63
10/10	10/20/2010	64827	4578	Comspan Communications	10002005	700.00
10/10	10/20/2010	64828	182	Coos-Curry Electric	10002005	1,707.42
10/10	10/20/2010	64829	4713	Corpro Companies	10002005	590.00
10/10	10/20/2010	64830	151	Curry Coastal Pilot	10002005	712.22
10/10	10/20/2010	64831	173	Curry Equipment Company	10002005	623.87
10/10	10/20/2010	64832	166	Dan's Auto & Marine Electric	10002005	18.00
10/10	10/20/2010	64833	868	Da-Tone Construction	10002005	114.00
10/10	10/20/2010	64834	4714	Department of Consumer & BS SRVS	10002005	125.00
10/10	10/20/2010	64835	4595	Doctor "D" Autocare	10002005	104.90
10/10	10/20/2010	64836	145	EBS Trust	10002005	44.26
10/10	10/20/2010	64837	4011	ECO Lab	10002005	371.84
10/10	10/20/2010	64838	4716	Erhart, Cody	10002005	56.79
10/10	10/20/2010	64839	298	Freeman Rock, Inc	10002005	636.00
10/10	10/20/2010	64840	4646	Frontier	10002005	858.49
10/10	10/27/2010	64841	338	GC Systems Inc	10002005	.00 V
10/10	10/20/2010	64842	269	Grainger	10002005	128.11
10/10	10/20/2010	64843	167	Hach Company	10002005	209.06
10/10	10/20/2010	64844	154	Hagen's Dry Cleaners	10002005	111.50
10/10	10/20/2010	64845	139	Harbor Logging Supply	10002005	1,010.78
10/10	10/20/2010	64846	328	Les Schwab Tire Center	10002005	2,068.95
10/10	10/20/2010	64847	2790	Leslie Wolf	10002005	240.00
10/10	10/20/2010	64848	2971	Mission Communications	10002005	8,629.20
10/10	10/20/2010	64849	1844	My-Comm, Inc	10002005	976.80
10/10	10/20/2010	64850	433	NCL of Wisconsin	10002005	86.10
10/10	10/20/2010	64851	685	Neilson Research Corporation	10002005	1,423.00
10/10	10/20/2010	64852	3603	Norwest Safety	10002005	702.10
10/10	10/20/2010	64853	2283	NW Technical Internet Service	10002005	1,125.00
10/10	10/20/2010	64854	2342	Office of Water Progrms	10002005	108.00
10/10	10/20/2010	64855	279	One Call Concepts, Inc	10002005	56.48
10/10	10/20/2010	64856	542	Oregon Department of Justice	10002005	25.00
10/10	10/20/2010	64857	3619	Oregon Tool & Supply	10002005	138.90
10/10	10/20/2010	64858	4715	OSU Extention	10002005	35.00
10/10	10/20/2010	64859	3470	Pacific Power Products	10002005	1,545.38
10/10	10/20/2010	64860	4318	Pauly, Rogers and Co., PC	10002005	15,740.00
10/10	10/20/2010	64861	2351	Perrine Industrial Elect Inc	10002005	754.70
10/10	10/20/2010	64862	866	Pitney Bowes Global Financial	10002005	137.00
10/10	10/20/2010	64863	1893	Public Safety Center	10002005	444.01
10/10	10/20/2010	64864	207	Quill Corporation	10002005	219.58
10/10	10/20/2010	64865	3	Gordon's Candy Distributing	10002005	77.22
10/10	10/20/2010	64866	3	Raber, Jim & Fran	10002005	80.70
10/10	10/20/2010	64867	3	Watwood, Becky	10002005	52.31
10/10	10/20/2010	64868	3	Wright's Custom Framing	10002005	86.08
10/10	10/20/2010	64869	3954	Riverside Manufacturing Co	10002005	1,639.15
10/10	10/20/2010	64870	4363	Robert N. Black, Attorney	10002005	1,608.00
10/10	10/20/2010	64871	3309	Roberts & Associates	10002005	1,200.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/10	10/20/2010	64872	3907	Rock Island Industries	10002005	111.21
10/10	10/20/2010	64873	169	Roto Rooter	10002005	39,208.00
10/10	10/20/2010	64874	3093	Shelton-Turnbull Printers Inc	10002005	296.79
10/10	10/20/2010	64875	4717	Skillet, Staci	10002005	200.00
10/10	10/20/2010	64876	380	Stadelman Electric Inc	10002005	260.80
10/10	10/20/2010	64877	2640	The Dyer Partnership Inc	10002005	52,495.35
10/10	10/20/2010	64878	142	Tidewater Contractors Inc	10002005	253,131.56
10/10	10/20/2010	64879	2586	TMG Services Inc	10002005	278.64
10/10	10/20/2010	64880	797	Town & Country Animal Clinic	10002005	104.00
10/10	10/20/2010	64881	136	United Pipe & Supply Co Inc	10002005	3,136.17
10/10	10/20/2010	64882	4370	Verizon Business	10002005	246.25
10/10	10/20/2010	64883	861	Village Express Mail Center	10002005	18.09
10/10	10/20/2010	64884	2178	Watershed, Inc	10002005	27.00
10/10	10/20/2010	64885	917	Wm. H. Reilly & Co	10002005	881.20
10/10	10/21/2010	64886	338	GC Systems Inc	10002005	1,150.16
10/10	10/21/2010	64887	139	Harbor Logging Supply	10002005	210.78
10/10	10/21/2010	64888	2971	Mission Communications	10002005	800.00

Grand Totals:

617,134.62

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

City of Brookings MEETING Minutes

URBAN RENEWAL AGENCY

Monday, September 27, 2010

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

Call to Order

Chair Anderson called the meeting to order at 8:21pm.

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, City Attorney Martha Rice, Parks Facilities Planner Cody Erhart (RARE), and City Recorder Joyce Heffington.

Others Present: Curry Coastal Pilot Reporter Arwyn Rice.

Consent Calendar

- Approval of June 28, 2010 Agency Minutes.
- Acceptance of May 13, 2010 Advisory Commission Minutes.
- Acceptance of June 10, 2010 Advisory Commission Minutes.
- Acceptance of July 8, 2010 Advisory Commission Minutes.

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

Staff Reports

Purchase of two location maps as recommended by Urban Renewal Advisory Commission for placement at Fred Meyer and Ray's.

Executive Director Milliman reviewed the staff report.

Director Pieper proposed that the Agency entertain curtailing the expenditure of Urban Renewal funds until the Downtown project is completed. Coupled with the turnover in membership, Pieper said, "I thought it may be a good time to help narrow the scope of work for the Commission down." One way to do that, Pieper said, was to, "...clamp up on expenses."

Chair Anderson asked, "So, you're not in support of this recommendation from the [Commission]?" and Pieper replied, "Well, that's not what I'm saying. To give you a background, there's been numerous projects that the Commission's been working on for the past...four [or] five months; numerous things put on the agenda, taken off the agenda, put back on the agenda, batted around back and forth, nothing really solidified, not much money spent on it...so there's not a whole lot getting done, anyway. So, I thought, I don't want to get into a position where the downtown project is near an end, needing a little money to finish the project, or something like that...that we might run into."

Director Gordon asked Pieper if he was recommending that the matter be deferred until the downtown project was completed and the vacancies filled. Pieper replied that his

recommendation would be to curtail expenditures and narrow the Commission's scope of work to the Downtown project. Pieper said that one of his biggest concerns was the amount of staff time being expended. "The Commission is winding down. Funds are dwindling and my objective has been to try to narrow it down and streamline it a bit and I thought this might be one way."

In response to questions from Director Hedenskog, Pieper said that he believed that the last time Council addressed this issue the consensus had been to have the City Manager call Commission meetings at his discretion. "If we give a directive that only the Downtown Project is to be worked on, or no more money is to be spent, well, that's going to narrow down that use of the Commission quite a bit, I think."

Director Hedenskog asked what reason the Agency might have to continue the Commission, and Pieper said that the Commission would meet to receive periodic project updates.

Chair Anderson remarked that the discussion seemed to be moving away from the matter at hand, and that, while he thought that the future role and operation of the Commission was an important subject, the item on the agenda was a proposal for signage. "I'm sure we're going to get into these other concerns sooner than later," Anderson said, "but I'm thinking that this isn't the time."

No motion was made on this matter and no action taken.

Amend contract with Tidewater to add Alternative 1(Spruce Street) to the Downtown Streets Improvement Project.

Executive Director Milliman reviewed the staff report.

Chair Anderson asked if road base conditions encountered during the project had been factored into the Spruce Street alternative, and if staff had discussed the possibility of costs exceeding the bid. Executive Director Milliman generally responded that staff did not anticipate this street costing more than any of the other streets, as quantities had under-run on all of the other project streets. Chair Anderson said, "As long as we have the ability to pay."

Director Hedenskog asked if the retaining wall around the rock was necessary and Milliman said that not having the retaining wall would result in an unsafe condition as the rock is crumbling.

Director Pieper moved, a second followed and the Agency voted unanimously to amend the contract with Tidewater Construction to add Alternative No. 1 to the Downtown Street Improvement Project in an amount not to exceed \$232,000.

Adjournment

Director Gordon moved, a second followed and the Agency voted unanimously to adjourn by voice vote at 8:41pm.

Respectfully submitted:

ATTESTED:
this ____ day of _____, 2010:

Larry Anderson, Chair

Joyce Heffington, City Recorder

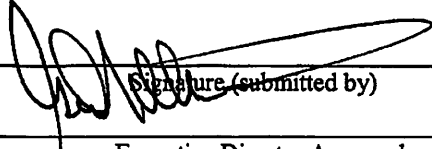
CITY OF BROOKINGS

URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: November 8, 2010

Originating Dept: Council/Agency



Signature (submitted by)

Executive Director Approval

Subject: Role of URAC

Recommendation:

See "Policy Considerations." If the Agency finds that this policy statement is appropriate, adopt a motion to implement the policy as written.

Back ground /Discussion:

During the discussion concerning a recommendation from the Urban Renewal Advisory Commission (URAC) regarding funding a downtown map project at a recent Agency Board meeting, there was brief discussion concerning the role of URAC, now that the Agency is focusing its funding efforts on downtown infrastructure improvements.

The Agency has approved set-aside funding for several projects that are not yet initiated or completed, including the creation of downtown "pocket parks," improvements to Lower Stout Park and the installation of water/sewer utilities to serve the athletic fields/restrooms/snack shack.

URAC currently meets monthly. Two of the seven seats are currently vacant.

Attached is the section of the Brookings Municipal Code (BMC) which outlines the purpose and duties of URAC.

Policy Considerations:

It is not the role of URAC to initiate or undertake projects. URAC should limit its activities to the duties and responsibilities as outlined in BMC 2.63, and should limit its role to making recommendations on projects referred to it by the Agency. URAC should convene on the call of the Executive Director when action is needed on referrals from the Agency. There is no provision within the BMC which provides that the role of URAC is to undertake projects. BMC Chapter 2.63 specifically provides that the role of URAC is to:

1. Advise the Agency concerning implementation of the Urban Renewal Plan, specifically; timing, final design and funding of projects listed in the Urban Renewal Plan.
2. Review annual or period work plans.
3. Advise the Agency on modifications to the Urban Renewal Plan.

Attachment(s):

- a. BMC 2.63

**Chapter 2.63
URBAN RENEWAL ADVISORY COMMISSION**

Sections:

2.63.010 Name.

2.63.020 Powers and duties.

2.63.030 Organization.

2.63.010 Name.

The Brookings city council hereby creates the urban renewal advisory commission for the urban renewal agency. [Ord. 10-0-653 § 2; Ord. 08-0-607 § 2.]

2.63.020 Powers and duties.

A. General Duties and Responsibilities.

1. The urban renewal advisory commission is an advisory body to the city council acting as the urban renewal agency. It has no authority to spend or approve the expenditure of urban renewal agency funds. Its recommendations are made to the urban renewal agency through its minutes.
2. Commission members shall serve at the pleasure of the urban renewal agency.
3. Commission membership is honorary and without compensation.
4. All commission meetings shall be open to the public and held in a place that is handicapped accessible.
5. Any matters pertaining to the urban renewal plan shall only be acted upon by the urban renewal agency following review and recommendation by the commission.
6. This commission may be assigned other duties related to urban renewal by the urban renewal agency.

B. Specific Duties and Responsibilities.

1. The primary role of the urban renewal advisory commission is to advise the urban renewal agency on the implementation of the urban renewal plan, including, but not limited to, the following:
 - a. The timing, final design and funding for projects and activities listed in the urban renewal plan.
 - b. The annual or periodic review of work plans related to implementation of the urban renewal plan.
 - c. Minor or major amendments to the urban renewal plan.

d. Sponsoring public events and other activities to gather input and communicate with the community regarding the plan.

2. Commission minutes, as prepared by staff and approved by the commission, shall be submitted to the urban renewal agency for acceptance. The minutes shall be approved, with or without amendments, additions or corrections, by affirmative action of the commission at its next meeting. [Ord. 10-0-653 § 2; Ord. 08-0-607 § 3.]

2.63.030 Organization.

A. Membership.

1. The commission shall consist of seven voting members to be appointed by the chair with approval of the urban renewal agency, and non-voting members to consist of the city manager acting in the capacity of the agency's executive director, an agency liaison, and other staff members as deemed necessary or appropriate by the agency's executive director to support the activities of the commission.

2. Insofar as possible, residents of the urban renewal district area shall have precedence over other applicants.

a. All members of the commission shall be residents of Curry County. At least four of the seven members shall be residents of the city of Brookings. Noncity residents must have an economic interest, such as property ownership, business ownership, or employment, within the urban renewal area. These members shall not be officials or employees of the city.

b. No member of any other city council-appointed board, commission or committee shall simultaneously serve on the urban renewal advisory commission.

3. The executive director shall designate a staff member whose responsibility it shall be to record the minutes of the meetings.

B. Terms of Appointment/Removal/Vacancies.

1. Terms shall be initially staggered so that three members serve a term of three years, two members serve a term of two years and two members serve a term of one year. Thereafter, all terms shall be for three years.

2. No member shall be eligible to serve for more than two full terms on the commission.

3. Vacancies created by a mid-term resignation or termination shall be filled by appointment of the urban renewal agency.

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.

C. Election of Officers.

1. At the last meeting of each calendar year, a chair and vice-chair shall be elected from the voting members of the commission for a one-year term.
2. The newly elected officers shall take their seats at the first meeting of the next calendar year.
3. No member shall serve more than two consecutive years in any one office.

D. Quorum/Rules/Meetings.

1. Four voting members of the commission shall constitute a quorum.
2. The commission shall meet at least once each month at a time and place as may be fixed by consensus of the voting members, and at other times as deemed necessary with approval of the commission chair. All meetings shall be open to the public and noticed in accordance with State Public Meeting Law (ORS Chapter 192).
3. Voting by the commission on all matters shall be consistent with the process adopted by the city council under BMC 2.05.160, with the exception that the staff member designated by the executive director to take the minutes shall call the names of each member and record the votes.
4. Recommendations made by the commission shall be submitted to the agency in the manner prescribed by city administrative regulation. [Ord. 10-0-653 § 2; Ord. 08-0-607 § 4.]

This page of the Brookings Municipal Code is current through Ordinance 10-0-671 and legislation passed through September 27, 2010.

Disclaimer: The City Recorder's Office has the official version of the Brookings Municipal Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.brookings.or.us/>
(<http://www.brookings.or.us/>)
City Telephone: (541) 469-2163
Code Publishing Company
(<http://www.codepublishing.com/>)

Biosolids Dewatering Facility

Renderings

11-4-10

