

Vault

**AGENDA**  
**City of Brookings**  
**Common Council Meeting**  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon 97415  
**Monday, September 24, 2007, 7:00 p.m.**

A meeting of the **Urban Renewal Agency** will follow immediately after the Common Council Meeting.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Ceremonies/Appointments/Announcements**
  - A. Appointment of City Manager Gary Milliman to Southwest Advisory Committee on Transportation (SWACT) and Public Works Director John Cowan as alternate. *Mayor Sherman*
- V. Scheduled Public Appearances**
  - A. Oregon Marine Reserve Policy - Port Commissioner Jim Relaford [pg. 7]
- VI. Oral Requests and Communications from Audience**
  - A. Council Liaison Reports
  - B. Public Comments – limit to a maximum of **5 minutes per person**. A completed **public comment form**, located near the southern council door, **must be turned in to the Administrative Assistant prior to the start of the meeting**. Comments **will be restricted** to the topics indicated on the form. All remarks and questions must be addressed to **the presiding officer, only**. Comments will be **respectful**. Harsh or abusive language will not be tolerated.
- VII. Regular Agenda**
  - A. Consideration with possible authorization to Mayor to write letter in support of the School Based Health Clinic for Brookings Harbor. *Mayor Sherman* [pg. 11]
  - B. Acting as Contract Review Board, award contract for the 2.0 Million Gallon Steel Reservoir and Transmission Main Improvement Project, #04.84, to the lowest responsible bidder, Aquastore NW, Inc., at a cost not to exceed \$2,359,800. *City Manager* [pg. 15]
  - C. Acting as Contract Review Board, reject all bids for Base Level Booster and Transmission Main Improvement Project, #06-105, and direct staff to develop alternate project design. *City Manager* [pg. 19]
  - D. Acting as Contract Review Board, award contract for the North Bank Road Water Line Improvement Project, #06-101, to the lowest responsible bidder, Tidewater Contractors, Inc., with the alternative for PVC pipe, for a cost not to exceed \$601,300.60. *City Manager* [pg. 23]
  - E. Consideration with possible approval to authorize City Manager to contract for the preparation of a sewer rate study, to contract for an update in the project cost, and to take all necessary actions to seek, and to secure funding for the Biosolids Treatment System project through the Oregon Economic and Community Development Department (OECD) Special Public Works Fund. *City Manager* [pg. 29]
  - F. Review with possible approval of Community Relation Fund Program recommendations for FY 2007-2008. *City Manager* [Supplemental Packet]

**VIII. Consent Calendar**

- A. Approval of Council Meeting Minutes for:
1. August 27, 2007 [pg. 33]
  2. September 10, 2007 [pg. 37]

**IX. Remarks from Mayor and Councilors**

- A. Mayor  
B. Councilors

**X. Adjournment**

**URBAN RENEWAL AGENCY  
REGULAR MEETING**

*To follow immediately after the Common Council Meeting*

**I. Call to Order**

**II. Roll Call**

**III. Minutes**

- A. Acceptance of Urban Renewal Advisory Committee minutes for:
1. July 12, 2007 [pg. 41]
  2. August 9, 2007 [pg. 43]
- B. Approval of Urban Renewal Agency minutes for August 13, 2007. [pg. 45]

**IV. Regular Agenda**

- A. Consideration with possible approval for Façade Improvement Project matching grant in the amount of \$20,000 as recommended by the Urban Renewal Advisory Committee for 621 Chetco Avenue, Redwood Theatre, owner Dos Mil, LLC. *City Manager* [pg. 47]
- B. Consideration with possible approval for Façade Improvement Project matching grant in the amount of \$7025 as recommended by Urban Renewal Advisory Committee for 609 Chetco Avenue, owners Cynthia Chi and Terry Patterson. *City Manager* [pg. 55]
- C. Consideration with possible approval for Façade Improvement Project matching grant as recommended by the Urban Renewal Advisory Committee for 654 Chetco Avenue, Banana Belt, owners Lloyddean Passley and Peggy Mory. *City Manager* [Supplemental Packet]
- D. Consideration with possible approval for Façade Improvement Project matching grant as recommended by the Urban Renewal Advisory Committee for 519 Chetco, Chetco Plaza, owners Mick and Bradlee Snow. *City Manager* [Supplemental Packet]
- E. Consideration with possible approval to accept the modification of the project description deleting the removal of the awning for the Façade Improvement Project at 604 Railroad Street, **or**, reduce the amount of the grant by \$4,000 as Applicant did not complete a portion of the approved project. *City Manager* [pg. 63]
- F. Consideration with possible approval to authorize Mayor to execute Promissory Note and all other documents relating to renewal of Umpqua Bank Line of Credit in the amount of \$500,000. *City Manager* [pg. 75]

**V. Adjournment**

# EVENTS

## September 2007

September 2007						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2007						
S	M	T	W	T	F	S
7	1	2	3	4	5	6
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday	Tuesday	Wednesday	Thursday	Friday
September 3	4	5	6	7
LABOR DAY - Closed 9:00am 10:00am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm 10:00pm FH-FireTng/ChShrp	7:00pm 9:00pm CC-Planning Commssn	10:00am 12:00pm CC- Site Plan Com Mtg/LauraLee Gray 2:30pm 4:00pm FH - Coos Forest 2:30pm 3:30pm Safety Meeting 7:00pm 9:00pm FH-PoliceReserves	7:00pm 9:00pm SODw/ODF at Library	
10	11	12	13	14
8:00am 5:30pm FH - Auditor's , Wall and Wall CPA's 7:00pm 10:00pm FH-FireTng/ChShrp 7:00pm 9:30pm CC-Council Mtg	8:00am 5:00pm FH - Auditor's , Wall & Wall CPA's	8:00am 5:00pm FH - Auditor's Wall & Wall CPA's 9:30am 10:00am Traffic Safety Committee 10:00am 12:00pm CC- Site Plan Com 10:00am 11:00am FH - Brookings Rural 12:00pm 1:00pm CC - Stout Park 5:00pm 8:00pm CC - Victims Impact	8:00am 5:00pm FH - Auditor's, Wall & Wall CPA's 9:00am 10:00am CC-Crm Stoppers 10:00am 11:00am CC - Muni Court 3:00pm 5:00pm CC Urban Renewal Advisory Committee 5:30pm 7:00pm CC - WRKSHP/Water Conservation	8:00am 5:00pm FH - Auditor's, Wall & Wall CPA's
17	18	19	20	21
9:00am 10:00am CC-VIPS/Volunteers in Police Service-BPalicki 11:00am 1:30pm Garden Club Mtg, Brookings Best Western Inn (Best Western Brookings 7:00pm 10:00pm FH-FireTng/ChShrp	1:30pm 3:00pm CC - LDC Committee 7:00pm 10:00pm CC Planning Commission meeting	10:00am 12:00pm CC- Site Plan Com Mtg/LauraLee Gray	2:00pm 4:00pm CC - CEP (Emergency preparedness) 3:00pm 5:00pm CC - URAC	
24	25	26	27	28
7:00pm 10:00pm FH-FireTng/ChShrp 7:00pm 9:00pm CC-Council Mtg	1:30pm 3:00pm CC - LDC Committee	10:00am 12:00pm CC- Site Plan Com Mtg/LauraLee Gray	7:00pm 9:00pm CC-Parks & Rec Comm/City Manager	

CC - Council Chambers  
FH - Fire Hall  
CM - City Manager's Office

9/19/2007 5:17 PM

# October 2007

9/19/2007 5:17 PM

CC - Council Chambers  
FH - Fire Hall  
CM - City Manager's Office



## OREGON MARINE RESERVE POLICY GUIDANCE

### OVERALL PURPOSE OF THE MARINE RESERVE NETWORK

The State of Oregon is establishing a network of marine reserves<sup>1</sup> along our coast as part of an overall strategy to manage its marine waters and submerged lands using an ecosystem-based approach. The overall purpose of MRs is to help protect, sustain, or restore the nearshore marine ecosystem, its habitats, and species for the heritage values they represent to present and future generations. Such action complements the collective efforts of Oregon, Washington, and California to manage the California Current in an ecosystem-based manner as expressed in the West Coast Governors' Agreement on Ocean Health<sup>2</sup>.

### MARINE RESERVE GOAL

Protect and sustain a network<sup>3</sup> of ecologically-special places in Oregon's territorial sea to conserve marine habitats and biodiversity, provide a framework for scientific research and effectiveness monitoring, and minimize possible adverse social and economic impacts on ocean users and ocean-dependent communities (OPAC, 2007).

### MARINE RESERVE OBJECTIVES

The objectives below are divided into three categories, consistent with the marine reserves goal: namely, to conserve marine habitats and biodiversity, provide for scientific research and monitoring, and minimize adverse social and economic impacts. These objectives are *not prioritized*, regardless of their order. Generally, these objectives apply to the entire marine reserve process. Planning principles and guidelines are designed to guide the nomination, selection, and implementation of marine reserves, including future management.

---

<sup>1</sup> A marine reserve is an area within Oregon's state territorial sea that is permanently protected from all extractive activities, including the removal or disturbance of living and non-living marine resources, except as necessary for monitoring or research to evaluate reserve condition, effectiveness, or impact of stressors such as climate change.

<sup>2</sup> OPAC MRWG: "Draft Marine Reserve Nomination Guidelines: General Information Sheet", 7/16/07.

<sup>3</sup> A collection of individual sites that are representative of marine habitats and that are ecologically significant when taken as a whole (OPAC, 2007).

# DRAFT of Potential Options for Biogeographic Regions

## MRWG Meeting - August 22, 2007

This list of potential options is compiled from biogeographic regions referenced in various sources of literature. A reference for each option is provided.

OPTION	DISTINGUISHING FACTORS IN THE OCEAN
<p><b>Option 1</b>  Source(s): Oregon Nearshore Strategy<sup>1</sup>, Oregon Territorial Sea Plan<sup>2</sup></p> <ul style="list-style-type: none"> <li>• Columbia River - Cape Arago</li> <li>• Cape Arago - OR/CA Border</li> </ul>	<p>Based on oceanographic conditions and species ranges. The north region is heavily influenced by the Columbia River Plume. Cape Arago marks the north or south boundary of some species' ranges (particularly invertebrate species).</p>
<p><b>Option 2</b>  Source(s): Oregon Nearshore Strategy<sup>1</sup>, Oregon Territorial Sea Plan<sup>2</sup></p> <ul style="list-style-type: none"> <li>• Columbia River - Heceta Head</li> <li>• Heceta Head - Cape Arago</li> <li>• Cape Arago - OR/CA Border</li> </ul>	<p>Based on coastal geomorphology. Regions identified primarily by homogeneity of geologic features. North region characterized by beaches separated by rocky headlands. Central region characterized by sandy beaches and sand dunes. South region characterized by predominance of rocky headlands and rocky shores.</p>
<p><b>Option 3</b>  Source(s): Barth, J.A. et al.<sup>3</sup>, Brodeur, R.D. et al.<sup>4</sup>, Peterson, W.T. and Keister, J.E.<sup>5</sup></p> <ul style="list-style-type: none"> <li>• Columbia River - Cape Blanco</li> <li>• Cape Blanco - OR/CA Border</li> </ul>	<p>Based on oceanographic conditions and species ranges. The coastal upwelling jet frequently separates from the coast at Cape Blanco. There are significant summer-season differences in the coastal upwelling domains north and south of Cape Blanco. The north region is heavily influenced by the Columbia River Plume and in the summer-season fluxes between strong upwelling and periods of relaxation. The south region is characterized by strong seasonal upwelling, with increased wind stress that extends cold upwelled water much further offshore. Cape Blanco marks the north or south boundary of some species' ranges.</p>

<sup>1</sup> ODFW. 2006. *Oregon Nearshore Strategy*. Newport, OR: Oregon Department of Fish and Wildlife, Marine Resources Program.

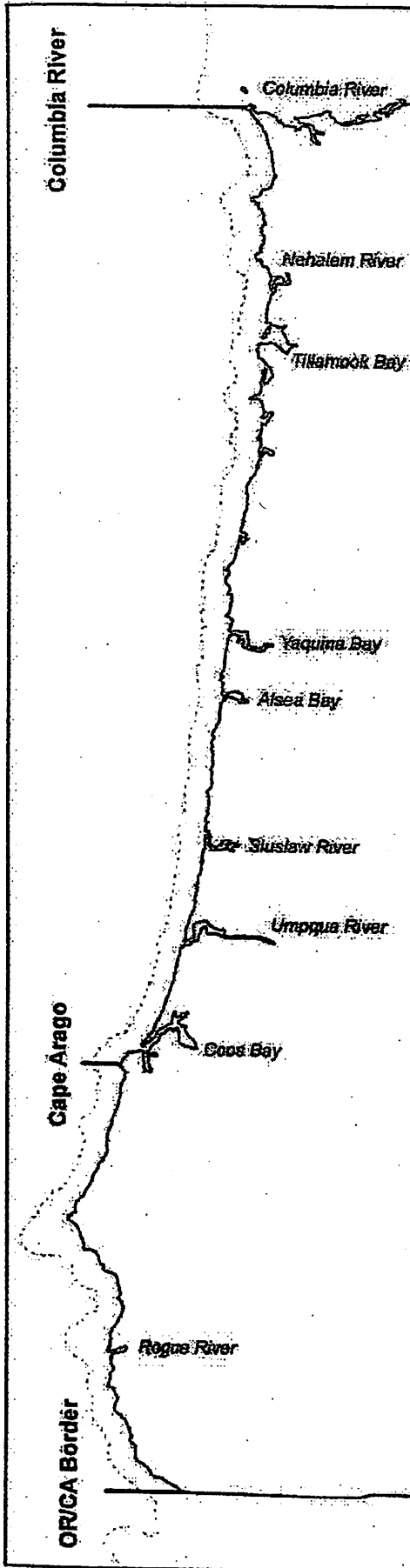
<sup>2</sup> OPAC. 1994. *Oregon Territorial Sea Plan*. Portland, OR: Oregon Ocean Policy Advisory Council.

<sup>3</sup> Barth, JA; SD Pierce and RL Smith. 2000. A separating coastal upwelling jet at Cape Blanco, Oregon and its connection to the California Current System. *Deep-Sea Res. II*. 47:783-810.

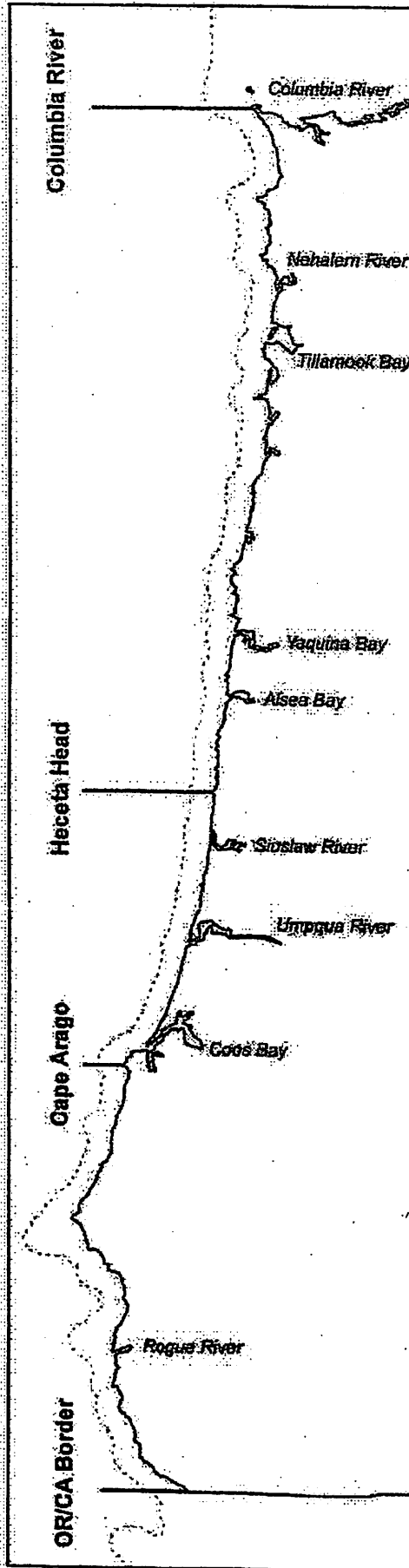
<sup>4</sup> Brodeur, RD; JP Fisher; DJ Teel; RL Emmett; E Casillas; TW Miller. 2004. Juvenile salmonid distribution, growth, condition, origin, and environmental and species associations in the Northern California Current. *Fish. Bull.* 102(1):25-46.

<sup>5</sup> Peterson, WT and JE Keister. 2002. The effect of a large cape on distribution patterns of coastal and oceanic copepods off Oregon and northern California during the 1998-1999 El Nino-La Nina. *Prog. Oceanogr.* 53(2-4):389-411.

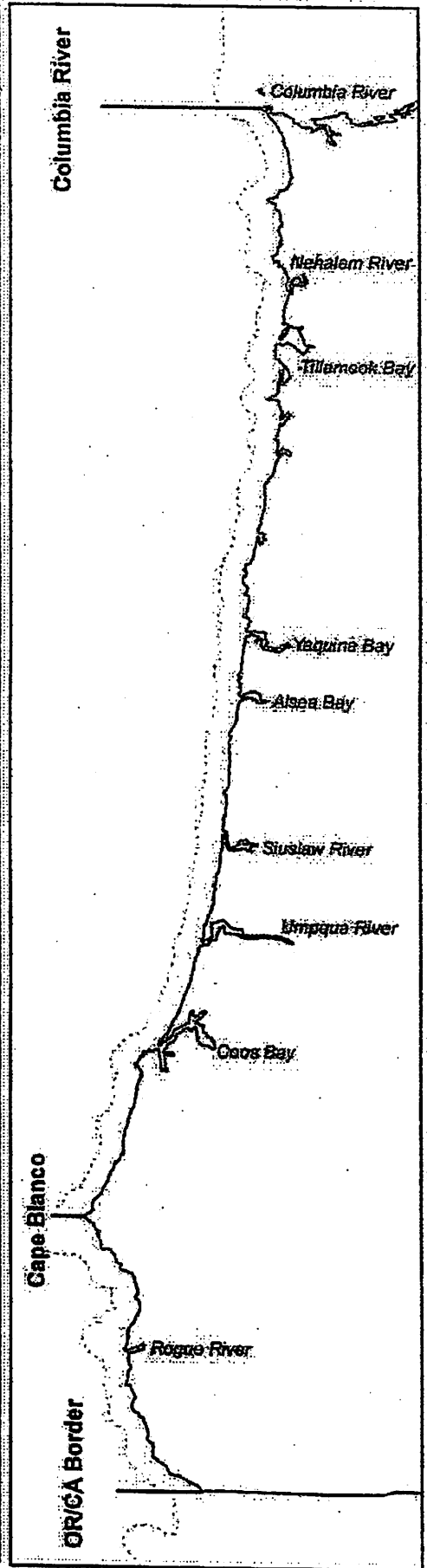
Option 1



Option 2



Option 3



**PORT OF BROOKINGS HARBOR**

**CURRY COUNTY, OREGON**

**RESOLUTION \_\_-2007**

**RESOLUTION REGARDING THE ESTABLISHMENT OF  
MARINE RESERVES WITHIN OREGON'S TERRITORIAL SEA**

**Whereas,** the Port of Brookings Harbor is a port organized under the laws of Oregon, and is governed primarily under the Oregon Revised Statute Chapter 777; and

**Whereas,** the State of Oregon is working to establish a network of State Marine Reserves (SMRs) along the Oregon coast as part of an overall strategy to manage its marine waters and submerged lands using an ecosystem-based approach; and

**Whereas,** a SMR is an area within Oregon's state territorial sea (0-3 nautical miles) that is permanently protected from all extractive activities, including fishing and the removal or disturbance of living and non-living marine resources, except as necessary for monitoring or research to evaluate reserve condition, effectiveness, or impact of stressors; and

**Whereas,** The State of Oregon has not clearly defined the characteristic and attributes of SMR's; and

**Whereas,** The state of Oregon has not developed a scientific basis or need for the establishment of SMR's nor has the State of Oregon determined the socio-economic impact to coastal communities resulting from the establishment of SMR's; and

**Whereas,** The south coast has no representation on the deliberative body,(Ocean Policy Advisory Commission) making recommendations to the Governor regarding SMR's

**Therefore, be it resolved,** the Port of Brookings Harbor board of commissioners submits it has a vested interest in maintaining a viable ocean environment and submits that SMRs may pose significant damage to our local economy.

**Be it further resolved** that the Port of Brookings Harbor Board of Commissioners recommends that this process should not move forward as an unfunded mandate until the following are accomplished:

SMR's,be defined clearly as to their characteristics and scope and location, and

The need for the establishment of SMR's be validated with scientific data, and

The socio-economic impact to coastal communities be well documented and a plan for mitigation of damage be developed, and

All of the coastal communities be adequately represented on the Ocean Policy advisory Commission

**Approved and adopted** this \_\_\_\_ day of \_\_\_\_\_ 2007 by the Port of Brookings Harbor board of commissioners.

**ATTEST:**



## District Administration Office

629 Easy Street  
Brookings, OR 97415

541 469-7443

Fax 541 469-6599

[www.brookings.k12.or.us](http://www.brookings.k12.or.us)

September 7, 2007

Dear Community Leader

### GOOD NEWS

I would like to invite you to join me in supporting the efforts to develop and establish a **School Based Health Clinic** for Brookings-Harbor children and families. Thanks to the efforts of Mary Frodermann, FNP and District 17C Nurse, and Linda Morgan, County Health Nurse and former District Nurse, we have a wonderful opportunity to request and obtain State funds to support the development and implementation of this clinic.

What does that mean? Well it means that the children of this district will have access to immediate health care during school. With the closing of the Curry County Health Clinic in Brookings, many of our children and teens are left without any sort of health care or support. This clinic will be able to provide immunizations, screenings, instructions and supervision for asthma, diabetes and other specialty diseases, but mostly they will be there for our kids.

As an employer, what that means for you is that fewer parents will need to ask to leave or miss work due to medical emergencies at school. It means they will not have to ask for time off to go to Gold Beach for shots. This clinic will bridge the gap for health care for our community. Many doctors are not taking new patients, and often will not take children.

Receiving this grant is highly dependent on being able to demonstrate community support. I am not asking for financial support. I am asking you, though, to join me in supporting, in spirit and intent, the idea of a school based health clinic. There are only three start up grants available and we are in the running.

I have enclosed some support information and a sample letter. Our grant is due on **November 1, 2007**, if you are willing to join me please draft a letter on your letterhead and forward it to the address above to be included in the application packet. If you have ANY questions please contact Mary Frodermann @ [frodermannm@co.curry.or.us](mailto:frodermannm@co.curry.or.us) or cell 541-290-8299 or mail your letter to her attention @ 94235 Moore Street, Gold Beach, OR 97444.

Sincerely,

Christine M. Nichols, M.Ed.  
Superintendent

# OREGON SCHOOL-BASED HEALTH CENTERS

## 2007 Fact Sheet

### The Challenge

In Oregon 12 percent or 113,000 children are uninsured.

Sixty percent of surveyed SBHC clients reported they would not have received health services that day without the center.

One in four adolescents are at risk for adverse health outcomes such as teen pregnancies, suicide, and substance abuse.

Student health status impacts educational outcomes.

Health care is expensive.

### The Benefit

- Recognized as part of the Safety Net system caring for those who are without insurance or are under-insured.
  - 44 School-Based Health Centers (SBHCs)
  - Currently in 17 counties
  - 2 additional counties are in Phase II planning stages of opening new centers
- Estimated \$945,000 in health care services delivered to uninsured students in Oregon (SY 2005-2006).
- Served over 20,000 students with nearly 64,000 visits.
- Keeps parents from missing work to take students to health care services.
- Provide easily accessible physical, mental, and preventive health services.
- Reinforces health promotion messages provided in school.
- Surveyed students reported their overall health was better due to their use of the SBHC.
- Developmentally appropriate care is provided by qualified health professionals: nurse practitioners, physician assistants, registered nurses, and mental health counselors.
- Loss of class time is reduced as reported by surveyed clinic users.
  - Fifty-six percent reported they did not miss a class while using the center services.
  - Seventy percent estimated they would miss one class or more if they had to go to a traditional clinic.
- Value of services provided far exceeds the state dollars spent.
- Three to four additional dollars are leveraged through local public-private partnerships for every one dollar of State General Fund invested.
- Recognized by state and local insurance companies as an important and effective piece of healthcare delivery.

### Oregon School-Based Health Centers

• Attend to Unmet Needs • Reduce Barriers to Learning • Support Families • Represent Wise Investments



## 13





## District Administration Office

629 Easy Street  
Brookings, OR 97415  
541 469-7443  
Fax 541 469-6599  
[www.brookings.k12.or.us](http://www.brookings.k12.or.us)

September 13, 2007

Janet Matthews, MS, FNP, WHCNP  
SBHC Program Manager  
Adolescent Health Section  
Dept. of Human Services  
800 NE Oregon St. Suite 825  
Portland OR 97232

Dear Ms. Matthews:

I am writing in support of the proposed Brookings-Harbor School Based Health Clinic.

The Curry County Health Department in partnership with Brookings-Harbor School District plans to serve the uninsured and otherwise disenfranchised children of the school district.

The clinic will provide desperately needed services with potential for continued growth. We plan to partner with our local hospital and medical clinics to improve their effectiveness. The clinic is a much needed part of our local healthcare infrastructure for children in the absence of close county health care.

We consider the proposed Brookings-Harbor School Based Health Clinic to be deserving of the financial support associated with designation as a school based health clinic.

Thank you for your consideration.

Sincerely,



# COUNCIL AGENDA REPORT

To: Mayor & City Council

From: City Manager

Date: September 10, 2007

---

Subject:

2.0 million gallon steel reservoir and transmission main improvement project – award bid.

Recommendation:

Acting as Contract Review Board, award the contract for the 2.0 Million Gallon Steel Reservoir and Transmission Main Improvement Project, #04.84, to the lowest responsible bidder, Aquastore NW, Inc., at a cost not to exceed \$2,359,800.

Background /Discussion:

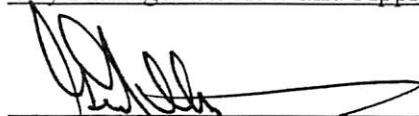
Bids were received on August 14 for the 2.0 MG Steel Reservoir and Transmission Main Improvement Project. A single bid for a glass-fused-to-steel reservoir “which should provide a quality lifetime,” was received at a cost of \$2,359,800. This bid was less than the Engineer’s estimate of \$2.5 million for the project. A copy of the bid tabulation for the project is attached.

The City Engineer recommends that the City award the contract to the lowest responsible bidder, Aquastore, NW, Inc., at a cost of \$2,359,800.

Financial Impact(s):

Funding for this and other water projects is provided through a \$4.0 million loan from the Oregon Economic and Community Development Department (OECDD) Special Public Works Fund and a “match” of \$750,000 in System Development Charge funds. This is one of two projects proposed at this time for a first expenditure of funds totaling \$2,961,100.60, leaving 1,788,899.40 available for additional projects.

City Manager Review and Approval for placement on Council Agenda:

  
\_\_\_\_\_  
Gary Milliman City Manager



ARCHITECTS  
ENGINEERS  
SURVEYORS  
PLANNERS

375 PARK AVE  
COOS BAY  
OREGON  
97420

541.269.1166  
FAX 541.269.1833  
CELL 541.404.3791  
rnored@hge1.com

Richard D. Nored, P.E.  
Joseph A. Slack, A.I.A.  
Russ Dodge, PLS  
Stephen R. Cox

September 5, 2007

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Attn: Gary Milliman  
City Manager

Re: 2.0 MG Steel Reservoir and Transmission Main Improvements  
Project No. 04.84

Dear Gary:

Bids were received on Tuesday August 14 for the 2.0 MG Steel Reservoir and Transmission Main Improvement project. One bid was received, at a lump sum cost of \$ 2,359,800.00. The bid received was for a glass-fused to steel reservoir which should provide a quality lifetime. The bid was less than the Engineer's estimate of \$ 2,500,000 for the work. A copy of the bid tabulation for the project is attached.

We recommend that the City of Brookings award a contract to the lowest responsible bidder, Aquastore NW, Inc., at a cost of \$ 2,359,800.00.

Please contact me if you have any questions or concerns in this regard. We appreciate the opportunity to be of assistance to the City of Brookings.

Very truly yours,

**HGE INC., Architects, Engineers,  
Surveyors & Planners**

Richard D. Nored, P.E.  
President

c. John Cowan



RECEIVED

SEP - 7 2007

Per

**CITY OF BROOKINGS, CURRY COUNTY, OREGON**  
**2.0 MG STEEL RESERVOIR AND TRANSMISSION MAIN IMPROVEMENTS**

Bid Tabulation

Bid Closing: 3:00 P.M. Pacific Time, Tuesday August 14, 2007

HGE, Inc.

375 Park Avenue

Coos Bay, Oregon 97401

Project #04.1

BIDDERS				Aquastore NW, Inc. PO Box 1041, Canby, Oregon 97013 or 23115 Airport Rd. NE, Sp7, Aurora, Oregon 97002 P: 503.678.2533 F: 503.678.2534					
Item	Description	Quantity	Unit	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
(01)	<b>2.0 MG Ground Support Flat-Bottom Welded Steel Potable Water Storage Tank</b>  Furnish all necessary labor, equipment and material and to perform and complete the Work for the 2.0 MG Welded Steel Reservoir and Transmission Main Improvements in all respects and in full conformity with the Project Manual and Drawings as prepared by HGE INC., Architects, Engineers, Surveyors & Planners.	1	LS		NO BID				
	OR								
(02)	<b>2.0 MG Glass-Fused to Steel Bolted Potable Water Storage Tank</b>  Furnish all necessary labor, equipment and material and to perform and complete the Work for the 2.0 MG Glass-Fused to Steel Bolted Reservoir and Transmission Main Improvements in all respects and in full conformity with the Project Manual and Drawings as prepared by HGE INC., Architects, Engineers, Surveyors & Planners.	1	LS	\$	2,359,800.00				



# COUNCIL AGENDA REPORT

To: Mayor & City Council

From: City Manager

Date: September 10, 2007

---

Subject: Base Level Booster and Transmission Main Improvements – reject bid.

Recommendation:

Acting as Contract Review Board, reject all bids for the Base Level Booster and Transmission Main Improvement Project #06-105 and direct staff to develop alternate project design.

Background /Discussion:

Two bids were received on August 14<sup>th</sup> for the base level booster and transmission main improvement project. The low bid of \$488,600, received from Chambers Plumbing and Heating, came in substantially higher than the Engineer's cost estimate of \$160,000.

The City Engineer recommends that the City reject all bids for this project and re-bid the project in the winter after HGE conducts a thorough review of project specifications with the intent to reduce the project's overall scope so that it remains within the allotted budget.

Financial Impact(s):

None.

City Manager Review and Approval for placement on Council Agenda:

Gary Milliman, City Manager





ARCHITECTS  
ENGINEERS  
SURVEYORS  
PLANNERS

375 PARK AVE  
COOS BAY  
OREGON  
97420

541.269.1166  
FAX 541.269.1833  
CELL 541.404.3791  
rnored@hge1.com

Richard D. Nored, P.E.  
Joseph A. Slack, A.I.A.  
Russ Dodge, PLS  
Stephen R. Cox

September 5, 2007

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Attn: Gary Milliman  
City Manager

Re: Base Level Booster and Transmission Main Improvements  
Project No. 06.105

Dear Gary:

Bids were received on Tuesday August 14 for the base level booster and transmission main improvement project. Two bids were received, with the low bid received from Chambers Plumbing and Heating at a lump sum cost of \$ 488,600.00. The bids received were substantially higher than the Engineer's estimate of \$ 160,000.00 for this project. A copy of the bid tabulation for the project is attached.

We recommend that the City of Brookings reject all bids for this project, and that the work be rebid in the winter of 2007. HGE will carefully review specifications for the project, and will work with City staff to reduce the project scope to stay in the range of the budgeted amount.

Please contact me if you have any questions or concerns in this regard. We appreciate the opportunity to be of assistance to the City of Brookings.

Very truly yours,

HGE INC., Architects, Engineers,  
Surveyors & Planners


Richard D. Nored, P.E.  
President

c. John Cowan

:

RECEIVED

SEP - 7 2007

Per  .....



**CITY OF BROOKINGS, CURRY COUNTY, OREGON**  
**BASE LEVEL BOOSTER TRANSMISSION PUMP STATION IMPROVEMENTS**

Bid Tabulation

Bid Closing: 3:00 P.M. Pacific Time, Tuesday August 14, 2007

HGE, Inc.

375 Park Avenue

Coos Bay, Oregon 97459

Project No. 06.105

BIDDERS				Schneider Equipment, Inc. 21881 River Road NE St. Paul, Oregon 97137 P: 503.633.2666 F: 503.633.2668		Chambers Plumbing & Heating, Inc. PO Box 1320 / 225 Lockhart Ave. Coos Bay, Oregon 97420 P: 541.269.9334 F: 541.269.7137			
Item	Description	Quantity	Unit	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
(01)	Base Level Booster Transmission Pump Station Improvements								
	Furnish all necessary labor, equipment and material and to perform and complete the Work for the Base Level Booster Pump Station Improvements in all respects and in full conformity with the Project Manual and Drawings as prepared by HGE INC., Architects, Engineers, Surveyors & Planners.	1	LS		\$ 520,000.00*		\$ 488,600.00		

\* No subcontractor disclosure form submitted.



## COUNCIL AGENDA REPORT

To: Mayor & City Council

From: City Manager

Date: September 10, 2007

---

Subject:

North Bank Road Water Line Improvements - award bid.

Recommendation:

Acting as Contract Review Board, award the contract for the North Bank Road Water Line Improvement Project, #06.101, to the lowest responsible bidder, Tidewater Contractors, Inc., with the alternative for PVC pipe, for a cost not to exceed \$601,300.60.

Background /Discussion:

On August 21, four bids ranging from \$620,500.60 to \$693,454.69 for the basic bid, were received for the North Bank Road Water Line Improvement Project with costs received on a unit price basis. The basic bid proposal utilized ductile iron piping materials. Bids were also received for an alternate bid utilizing Class 165 PVC C-905 materials in lieu of the ductile iron pipe. The alternate will reduce costs by \$19,200 to a unit price of \$601,300.60. Both bids were less than the Engineer's estimate of \$650,000 for the work. A copy of the bid tabulation for the project is attached.

The City Engineer recommends that the City award the contract to the lowest responsible bidder, Tidewater Contractors, Inc., with the alternative for PVC pipe, for a total project cost of \$601,300.60.

Financial Impact(s):

Funding for this and other water projects is provided through a \$4.0 million loan from the Oregon Economic and Community Development Department (OECDD) Special Public Works Fund and a "match" of \$750,000 in System Development Charge funds. This is one of two projects proposed at this time for a first expenditure of funds totaling \$2,961,100.60, leaving 1,788,899.40 available for additional projects.

City Manager Review and Approval for placement on Council Agenda:

Gary Milliman City Manager



ARCHITECTS  
ENGINEERS  
SURVEYORS  
PLANNERS

375 PARK AVE  
COOS BAY  
OREGON  
97420

541.269.1166  
FAX 541.269.1833  
CELL 541.404.3791  
rnored@hge1.com

Richard D. Nored, P.E.  
Joseph A. Slack, A.I.A.  
Russ Dodge, PLS  
Stephen R. Cox

September 5, 2007

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Attn: Gary Milliman  
City Manager

Re: North Bank Road Waterline Improvements  
Project No. 06.101

Dear Gary:

Bids were received on Tuesday August 21 for the North Bank Road Transmission Main Improvement. Four bids were received, ranging from \$ 620,500.60 to \$ 693,454.69 for the basic bid, with costs received on a unit price basis. The basic bid was provided utilizing ductile iron piping materials. Bids were also received for an alternate bid to provide Class 165 PVC C-905 materials in lieu of ductile iron pipe. The alternative will reduce costs by \$ 19,200 to a unit price cost of \$ 601,300.60. Both bids were less than the Engineer's estimate of \$ 650,000 for the work. A copy of the bid tabulation for the project is attached.

We recommend that the City of Brookings award a contract to the lowest responsible bidder, Tidewater Contractors, Inc., with the alternate for PVC pipe, at the estimated cost of \$ 601,300.60.

Please contact me if you have any questions or concerns in this regard. We appreciate the opportunity to be of assistance to the City of Brookings.

Very truly yours,

HGE INC., Architects, Engineers,  
Surveyors & Planners

Richard D. Nored, P.E.  
President

c. John Cowan

:

RECEIVED

SEP - 7 2007

Per 



**CITY OF BROOKINGS, CURRY COUNTY, OREGON**  
**NORTH BANK ROAD WATERLINE IMPROVEMENTS**

Bid Tabulation

Bid Closing: 2:00 P.M. Pacific Time, Tuesday August 21, 2007

Engineer's Estimate: \$650,000.00

HGE, Inc.

375 Park Avenue

Coos Bay, Oregon 97420

Project # 06.101

BIDDERS				Tidewater Contractors, Inc.		Timber Mountain Construction, Inc.		Cradar Enterprises, Inc.		Freeman Rock, Inc.	
				PO Box 1956 / 16156 Highway 101 S		PO Box 930, Rogue River, OR 97537-0930		1051 Melrose Rd.		PO Box 1218 / 99031 S. Bank Chetco River Road	
				Brookings, Oregon 97415		3033 Foothill Blvd., Bldg. D, Grants Pass, OR 97526		Roseburg, OR 97470		Brookings, Oregon 97415	
				541.469.5341 F-541.412.8241		541.956.8700 F-541.956.8646		541.673.3268 F-541.673.0056		541.469.2444 F-541.469.0247	
Item	Description	Quantity	Unit	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
<b>BASIC BID</b>											
(01)	Mobilization	1	LS	\$74,000.00	\$ 74,000.00	\$50,000.00	\$ 50,000.00	\$45,000.00	\$ 45,000.00	\$33,911.14	\$ 33,911.14
(02)	Removal of Structures and Obstructions	1	LS	\$5,000.00	\$ 5,000.00	\$3,500.00	\$ 3,500.00	\$22,000.00	\$ 22,000.00	\$8,639.00	\$ 8,639.00
(03)	Clearing and Grubbing	1	LS	\$2,000.00	\$ 2,000.00	\$2,000.00	\$ 2,000.00	\$10,000.00	\$ 10,000.00	\$0.00	\$0.00
(04)	Trench Excavation, Bedding Pipe Zone and Backfill (Pipe not included)										
4.1	Common Trench Excavation, Pipe Bedding, Pipe Zone and Class III Backfill	3,120	LF	\$52.75	\$ 164,580.00	\$48.50	\$ 151,320.00	\$42.00	\$ 131,040.00	\$43.62	\$ 136,094.40
4.2	Common Trench Excavation, Pipe Bedding, Pipe Zone and Class IV Backfill	1,540	LF	\$51.00	\$ 78,540.00	\$72.00	\$ 110,880.00	\$56.00	\$ 86,240.00	\$66.79	\$ 102,856.60
4.3	Rock Excavation	50	CY	\$100.00	\$ 5,000.00	\$175.00	\$ 8,750.00	\$200.00	\$ 10,000.00	\$100.00	\$ 5,000.00
4.4	Foundation Stabilization	200	CY	\$50.00	\$ 10,000.00	\$21.00	\$ 4,200.00	\$42.00	\$ 8,400.00	\$28.00	\$ 5,600.00
(05)	Waterpipe Installation										
5.1	18" Class 52 Ductile Iron Waterline	4,660	LF	\$30.00	\$ 139,800.00	\$33.00	\$ 153,780.00	\$41.00	\$ 191,060.00	\$43.58	\$ 203,082.80
5.2	16" Class 52 Ductile Iron Waterline	20	LF	\$42.00	\$ 840.00	\$47.00	\$ 940.00	\$60.00	\$ 1,200.00	\$91.40	\$ 1,828.00
5.3	12" Class 52 Ductile Iron Waterline	5	LF	\$28.00	\$ 140.00	\$32.50	\$ 162.50	\$40.00	\$ 200.00	\$124.60	\$ 623.00
5.4	10" Class 52 Ductile Iron Waterline	20	LF	\$22.50	\$ 450.00	\$26.00	\$ 520.00	\$35.00	\$ 700.00	\$49.55	\$ 991.00
(06)	Waterpipe Appurtenances										
6.1	18" x 10" Flg. Cross	1	EA	\$4,000.00	\$ 4,000.00	\$4,600.00	\$ 4,600.00	\$3,800.00	\$ 3,800.00	\$4,622.00	\$ 4,622.00
6.2	14" x 12" Flg. Tee	1	EA	\$1,700.00	\$ 1,700.00	\$2,100.00	\$ 2,100.00	\$2,600.00	\$ 2,600.00	\$2,012.00	\$ 2,012.00
6.3	18" - 45° Flg. x MJ Elbow	1	EA	\$2,400.00	\$ 2,400.00	\$2,700.00	\$ 2,700.00	\$2,500.00	\$ 2,500.00	\$2,792.00	\$ 2,792.00
6.4	12" - 22-1/2" Flg. x MJ Elbow	2	EA	\$1,300.00	\$ 2,600.00	\$1,500.00	\$ 3,000.00	\$1,600.00	\$ 3,200.00	\$1,855.00	\$ 3,710.00
6.5	18" - 11-1/4" Flg. x MJ Elbow	2	EA	\$2,700.00	\$ 5,400.00	\$2,950.00	\$ 5,900.00	\$2,800.00	\$ 5,600.00	\$2,797.00	\$ 5,594.00
6.6	16" - 45° Flg. x MJ Elbow	1	EA	\$1,500.00	\$ 1,500.00	\$1,600.00	\$ 1,600.00	\$2,000.00	\$ 2,000.00	\$1,614.00	\$ 1,614.00
6.7	10" - 45° Flg. x MJ Elbow	1	EA	\$750.00	\$ 750.00	\$800.00	\$ 800.00	\$900.00	\$ 900.00	\$792.00	\$ 792.00
6.8	10" - 11-1/4" Flg. x MJ Elbow	1	EA	\$755.00	\$ 755.00	\$800.00	\$ 800.00	\$900.00	\$ 900.00	\$810.00	\$ 810.00
6.9	18" x 16" Flg. Reducer	1	EA	\$2,400.00	\$ 2,400.00	\$2,400.00	\$ 2,400.00	\$2,800.00	\$ 2,800.00	\$2,343.00	\$ 2,343.00
6.10	12" x 10" Flg. Reducer	1	EA	\$1,000.00	\$ 1,000.00	\$925.00	\$ 925.00	\$800.00	\$ 800.00	\$852.00	\$ 852.00
6.11	18" x 14" MJ Large End Bell Reducer	1	EA	\$1,700.00	\$ 1,700.00	\$1,500.00	\$ 1,500.00	\$1,800.00	\$ 1,800.00	\$1,382.00	\$ 1,382.00
6.12	18" Flg. x MJ Adapter	4	EA	\$2,100.00	\$ 8,400.00	\$2,100.00	\$ 8,400.00	\$1,800.00	\$ 7,200.00	\$1,817.75	\$ 7,271.00
6.13	16" Flg. x MJ Adapter	1	EA	\$975.00	\$ 975.00	\$850.00	\$ 850.00	\$1,000.00	\$ 1,000.00	\$776.00	\$ 776.00
6.14	16" Cast Coupling	1	EA	\$500.00	\$ 500.00	\$600.00	\$ 600.00	\$800.00	\$ 800.00	\$568.00	\$ 568.00
6.15	12" Cast Transition Coupling	1	EA	\$465.00	\$ 465.00	\$425.00	\$ 425.00	\$600.00	\$ 600.00	\$366.00	\$ 366.00
6.16	10" Cast Transition Coupling	1	EA	\$465.00	\$ 465.00	\$400.00	\$ 400.00	\$600.00	\$ 600.00	\$342.00	\$ 342.00
6.17	12" Flg. Butterfly Valve w/ Box	1	EA	\$1,400.00	\$ 1,400.00	\$1,400.00	\$ 1,400.00	\$1,800.00	\$ 1,800.00	\$1,635.00	\$ 1,635.00
6.18	10" Flg. Butterfly Valve w/ Box	1	EA	\$1,375.00	\$ 1,375.00	\$1,250.00	\$ 1,250.00	\$1,800.00	\$ 1,800.00	\$1,491.00	\$ 1,491.00

**CITY OF BROOKINGS, CURRY COUNTY, OREGON  
NORTH BANK ROAD WATERLINE IMPROVEMENTS**

Bid Tabulation

Bid Closing: 2:00 P.M. Pacific Time, Tuesday August 21, 2007

Engineer's Estimate: \$650,000.00

HGE, Inc.

375 Park Avenue

Coos Bay, Oregon 97420

Project # 06.101

BIDDERS				Tidewater Contractors, Inc. PO Box 1956 / 16156 Highway 101 S Brookings, Oregon 97415 541.469.5341 F-541.412.8241		Timber Mountain Construction, Inc. PO Box 930, Rogue River, OR 97537-0930 3033 Foothill Blvd., Bldg. D, Grants Pass, OR 97526 541.956.8700 F-541.956.8646		Cradar Enterprises, Inc. 1051 Melrose Rd. Roseburg, OR 97470 541.673.3268 F-541.673.0056		Freeman Rock, Inc. PO Box 1218 / 99031 S. Bank Chatco River Road Brookings, Oregon 97415 541.469.2444 F-541.469.0247	
Item	Description	Quantity	Unit	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
6.19	18" Flg. x MJ Butterfly Valves w/ Box	5	EA	\$3,000.00	\$ 15,000.00	\$4,300.00	\$ 21,500.00	\$5,000.00	\$ 25,000.00	\$3,057.40	\$ 15,287.00
6.20	16" Flg. x MJ Butterfly Valve w/ Box	1	EA	\$2,100.00	\$ 2,100.00	\$2,200.00	\$ 2,200.00	\$2,500.00	\$ 2,500.00	\$2,326.00	\$ 2,326.00
6.21	14" Flg. x MJ Butterfly Valves w/ Box	1	EA	\$2,354.00	\$ 2,354.00	\$2,150.00	\$ 2,150.00	\$2,500.00	\$ 2,500.00	\$2,398.00	\$ 2,398.00
6.22	2" on 18" Air/Vacuum Relief Valves	3	EA	\$2,097.00	\$ 6,291.00	\$2,600.00	\$ 7,800.00	\$2,800.00	\$ 8,400.00	\$2,929.00	\$ 8,787.00
6.23	2" on 18" Blowoff Assembly	4	EA	\$750.00	\$ 3,000.00	\$1,100.00	\$ 4,400.00	\$1,000.00	\$ 4,000.00	\$1,243.25	\$ 4,973.00
(07)	Toning Wire	4,660	LF	\$0.25	\$ 1,165.00	\$0.17	\$ 792.20	\$0.50	\$ 2,330.00	\$0.19	\$ 885.40
(08)	Locator Tape	4,660	LF	\$0.16	\$ 745.60	\$0.07	\$ 326.20	\$0.50	\$ 2,330.00	\$0.07	\$ 326.20
(09)	Compaction Tests	15	EA	\$275.00	\$ 4,125.00	\$175.00	\$ 2,625.00	\$250.00	\$ 3,750.00	\$655.06	\$ 9,825.90
(10)	Aggregate Base and Surfacing	430	CY	\$22.00	\$ 9,460.00	\$9.00	\$ 3,870.00	\$38.00	\$ 16,340.00	\$65.65	\$ 28,229.50
(11)	Asphaltic Concrete Pavement Trench Replacement	375	TONS	\$155.00	\$ 58,125.00	\$200.00	\$ 75,000.00	\$180.00	\$ 67,500.00	\$220.85	\$ 82,818.75
TOTAL BASIC BID					\$ 620,500.60		\$ 646,365.90		\$ 681,190.00		\$ 693,454.69
ALTERNATE BID - NORTH BANK CHETCO COUNTY ROAD 18" RAW WATERLINE											
(05)	Waterpipe Installation										
5.1	18" Class 165 Waterline	4,660	LF	\$26.00	\$ 121,160.00	\$27.50	\$ 128,150.00	\$36.00	\$ 167,760.00	\$37.53	\$ 174,889.80
5.2	16" Class 165 Waterline	20	LF	\$26.00	\$ 520.00	\$31.05	\$ 621.00	\$50.00	\$ 1,000.00	\$39.05	\$ 781.00
5.3	12" Class 150, C900 PVC Waterline	5	LF	\$18.00	\$ 90.00	\$21.00	\$ 105.00	\$45.00	\$ 225.00	\$111.80	\$ 559.00
5.4	10" Class 150, C900 PVC Waterline	20	LF	\$13.00	\$ 260.00	\$15.70	\$ 314.00	\$40.00	\$ 800.00	\$22.45	\$ 449.00
TOTAL ALTERNATE BID					\$ 122,030.00		\$ 129,190.00		\$ 169,785.00		\$ 176,678.80
BASIC BID IF ALTERNATE BID IS SELECTED					\$ 601,300.60		\$ 620,153.40		\$ 657,815.00		\$ 663,608.69





# COUNCIL AGENDA REPORT

To: Mayor & City Council

From: City Manager

Date: September 12, 2007

---

Subject: Biosolids Project Funding

Recommendation: Authorize City Manager to contract for the preparation of a sewer rate study in an amount not to exceed \$25,000, to contract for an update in the project cost and to take all necessary actions to seek and secure funding for the Biosolids Treatment System project through the Oregon Economic and Community Development Department Special Public Works Fund.

Background /Discussion:

In response to public objection to Class B biosolid application to local agricultural sites, the City suspended land application in July 2005 and is now hauling liquid solids from the wastewater treatment plant to Grants Pass for processing. This is an expensive operation and was intended to be a temporary solution. The disposal agreement with the City of Grants Pass expires in June, 2008 and is subject to termination on 28 days notice. In 2006 the City contracted with Kennedy/Jenks Consultants to design and manage the project. The Preliminary Design Report for this project, prepared by Kennedy/Jenks consulting engineers, was approved by the Oregon Department of Environmental Quality (DEQ).

In 2006, the City submitted an application under the DEQ Clean Water State Revolving Fund loan program to fund this project, estimated to cost \$4.5 million, in 2006. The loan program is competitive and, due to a lack of funding and an overabundance of priority projects, DEQ has been unable to fund this project in the last two rounds of funding. DEQ staff advises that funding in the immediate future is unlikely. The Brookings project ranked 61<sup>st</sup> out of 68 project applications. It is my understanding that two projects were funded.

In August, 2007, City staff began investigating alternative sources of funding both from government and private sources. As a part of this investigation, it was learned that funding could be made available through the Special Public Works Fund program offered by the Oregon Economic and Community Development Department. This would be a 20-year loan, with an estimated interest rate of 4.7 per cent. It is a cost-effective approach to private placement of financing as the State subsidizes the cost of issuance. This loan program is also competitive, but appears to be more adequately funded than the DEQ program.

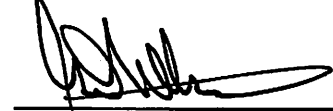
All funding sources contacted...private and public...indicated that an independent rate study would be required to verify that the City has sufficient revenue capacity to carry the additional debt. According to Administrative Services Department staff, the last independent rate study was performed in 2001. Rate study proposals have been requested from three consultants.

We will continue to prepare for private sector alternatives to secure funding for this project in the event we are not successful in securing funding through the OECDD program.

The estimated construction cost of the project will also need to be updated. Staff will contact Kennedy/Jenks to perform this work.

Financial Impact(s):

City Manager Review and Approval for placement on Council Agenda:

A handwritten signature in black ink, appearing to read 'Gary Milliman', is written over a horizontal line.

Gary Milliman City Manager

Search for:

keyword



## Financial Assistance

[Financial Assistance Links](#)

### Assisting Businesses

### Assisting Communities

### About Us

#### Special Public Works Fund

##### Financing for municipally-owned facilities

The Special Public Works Fund program provides funding for municipally-owned facilities that support economic and community development in Oregon. Established by the Legislature in 1985, the fund has grown into a revolving loan fund currently valued at about \$160,000,000. Loans and grants are available to municipalities for planning, designing, purchasing, improving and constructing municipally-owned facilities.

##### Municipally-owned facilities:

Examples of the many types of eligible municipally-owned facilities include:

- Airport facilities
- Buildings and associated equipment
- Mitigation of environmental conditions on industrial lands
- Port facilities, wharves and docks
- Purchase of land, rights of way and easements necessary for a public facility
- Telecommunications facilities
- Railroads
- Roadways, bridges, etc
- Solid waste disposal sites
- Storm drainage systems
- Wastewater systems
- Water systems

##### Eligible Applicants

The Special Public Works Fund is open to the following municipalities:

- Cities
- Counties
- County service districts (organized under ORS Chapter 451)
- Tribal Councils of Indian tribes
- Ports
- Districts as defined in ORS 198.010
- Airport districts (ORS 838)

##### Funding for design and construction

While primarily a loan program, grants are available for projects that will create or retain traded-sector jobs. A traded-sector industry sells its goods or services into nationally or internationally competitive markets.

##### Low Interest Loans

Loans range in size from less than \$100,000 to \$15 million. The department is able to offer very attractive interest rates that reflect tax-

[for Business](#)[for Communities](#)[Business Incentives](#)[List of all financial programs](#)

##### References:

Oregon Revised Statute  
[ORS 285B.410-285B.482](#)

Oregon Administrative  
Rules  
[OAR Chapter 123 Division 42](#)

[Projects that have been funded with monies from this program.](#)

##### How can I get additional information?

If you are interested in learning more about the program, call 503-986-0123 and ask to speak to the [Program Coordinator for your county.](#)

exempt, market rates for very good quality creditors. Loan terms can be up to 25 years or the useful life of the project whichever is less.

#### **Grants**

Grants are limited to \$500,000 or 85 percent of the project cost, whichever is less. The grant amount per project is based on up to \$5,000 per eligible job created or retained.

#### **Funding for planning**

Loans are available for the purpose of early-stage planning work needed for the development of a potential project. Grants are available for planning work required for industrial lands development.

#### **Loans:**

Loan awards are calculated based on \$200 per acre up to \$20,000 per site. Loans can be amortized over seven years.

#### **Grants:**

Grant awards are calculated at \$200 per acre up to a maximum of \$40,000 per site or 85 percent of the total project cost, whichever is less.

Applications are accepted at any time. Please contact the department's regional coordinator for your area for further information.

[Assisting Businesses](#) || [Assisting Communities](#) || [About Us](#) || [Contact Us](#) || [Home Page](#)

©State of Oregon, Economic and Community Development Department.

775 Summer St., NE, Suite 200, Salem, Oregon 97301-1280 • Telephone 503-986-0123 • TTY 1-800-735-2900  
All artwork, including photographs, is protected under copyright laws and may not be reproduced, stored in a retrieval system, or transmitted in any form or by any means—electronically, mechanically, photocopies, recording, or otherwise. [Privacy Policy](#)

This page last modified 7/27/2006.

**MINUTES**  
**City of Brookings**  
**Common Council Meeting**  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon 97415  
**Monday, August 27, 2007**

Council held a workshop at 5:30pm to discuss System Development Charges.

**Call to Order**

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

**Roll Call**

*Council Present:* Mayor Pat Sherman, Council President Larry Anderson, Ron Hedenskog and Jan Willms; a quorum present. *Absent* was Councilor Dave Gordon.

*Staff Present:* City Manager Gary Milliman, Planning Director Dianne Morris, Public Works Director John Cowan, City Attorney John Trew, Senior Planner Donna Colby-Hanks, Pool Supervisor Jeannie Nelson, and Administrative Assistant Joyce Heffington.

*Media Present:* Curry Pilot Reporter Tom Hubka

*Other:* Approximately 35 public

Mayor Sherman announced that the request for a waiver of fees for the Aspire Fundraiser under the Consent Calendar was being removed at the applicant's request.

**Ceremonies/Appointments/Announcements**

Mayor Sherman awarded Certificates of Appreciation to Brookings Swimming Pool Lifeguards Kyle Botnen, Diana Hall and Andrew Deraita for their successful rescue of a drowning victim at the City pool. Pool Supervisor Jeannie Nelson described the rescue. Both Botnen and Hall were present to receive their awards.

**Public Hearings**

Mayor Sherman opened the hearing on File #LDC-1-07, revisions to Title 17, Chapter 17.92, Off-street Parking and Loading Regulations of the Brookings Municipal Code at 7:08pm.

Council President Anderson stated, under ex-parte, that he had sat on the Land Development Code Committee where the proposed language was discussed.

Mayor Sherman reviewed the order of business.

Planning Director Morris reviewed the proposed changes to the language.

Council made several suggestions and Director Morris suggested that she bring back the suggested changes as well as an adopting ordinance and resolution to set the in lieu parking fees to the next council meeting.

Tim Patterson, Spruce Street, asked whether the changes in use for rental buildings in terms of parking were covered.

Director Morris read that portion in the proposed language that related to Patterson's question.

Mayor Sherman closed the public hearing at 7:25pm and Council moved to deliberation.

Council President Anderson remarked that the Land Development Code Committee, when developing the proposed changes regarding parking in the downtown area, relied heavily upon conclusions published in the Proud Study and the Downtown Master Plan both of which were developed with considerable input from citizens.

**Councilor Hedenskog moved, a second followed and Council voted unanimously to direct staff to prepare the final ordinance [on Chapter 17.93, Off-Street Parking and Loading Regulations] for adoption and bring it back with approved changes to the next council meeting.**

Mayor Sherman opened the public hearing on file #LDC-2-06, revisions to Title 17, Chapters 17.170, Street Standards, 17.168, Utilities, and 17.80, Site Plan Approval of the Brookings Municipal Code at 7:29pm.

Council President Anderson again stated under ex-parte that he was a member of the Land Development Code Committee.

Mayor Sherman reviewed the hearing guidelines.

Planning Director Morris presented the proposed language related to Chapter 17.80.040, Street Standards.

Councilor Hedenskog expressed concerns regarding the increased radius of the cul-de-sac bulbs and stated that he would like to maintain the existing standards.

Director Morris stated that the proposed standard was suggested by Fire Chief Sharp based on the State's Fire Code.

Council President Anderson generally requested that staff more fully develop the criteria to be used for determining a street's condition and asked that the Capital Improvement Project list referred to in the code be brought up to date and made available to the public.

City Manager Milliman stated that the City had budgeted for a Pavement Management System that would include an evaluation of every city street, the result of which would be a multi-year plan identifying street repair priorities.

**Council President Anderson moved, a second followed and Council voted unanimously to continue the public hearing [on Chapter 17.170, Street Standards to the Council meeting on September 10<sup>th</sup>] to have the Fire Chief in attendance to discuss concerns that Council has brought forth.**

Director Morris suggested that Chapter 17.80 also be continued until the next meeting as Chapters 17.80 and 17.170 are interrelated.

**Councilor Willms moved, a second followed and Council voted unanimously to continue the public hearing on Chapter 17.80.040(C) to September 10<sup>th</sup>.**

Director Morris next reviewed changes to Chapter 17.168, Utilities.

Council President Anderson generally expressed concern that the proposed language did not require utility improvements for single family or duplex lots and stated that he would like to see the language used to determine criteria for multi-family units applied to single family and duplex lots.

Council discussed the issue of reimbursement fees and how to apply them and requested that a reference to the reimbursement fee be included in Section 17.168.020.



Director Morris pointed out that this chapter need also be continued to September 10th, and acted upon in conjunction with the chapter on Streets.

**Councilor Hedenskog moved, a second followed and Council voted unanimously to continue the hearing on Chapter 17.168, Utilities of the Brookings Municipal Code to September 10, 2007.**

### **Council Liaisons**

Councilor Hedenskog attended a Port Commission meeting.

Mayor Sherman attended a breakfast meeting with Congressman DeFazio, a meeting with representatives from Southwest Oregon Community College, a Wild Fire Meeting, a meeting of the Brookings Harbor Education Foundation and a Council workshop.

Councilor Anderson attended one Brookings Harbor High School Board meeting, one city meeting and the City Volunteer and Employee picnic.

Councilor Willms attended meetings of the Brookings Harbor Education Foundation, the Parks and Recreation Commission and the City Volunteer and Employee picnic.

### **Public Comments**

Tim Patterson, P.O. Box 82, Brookings, generally commented that he would like Council to consider either enforcing the time limits on downtown parking or remove the signs; that it was a hardship to have to come at the beginning of the meeting to sign up for public comment and would like to be able to sign up ahead of time; and that he wanted to remind Council that System Development Charges (SDC's) do exist.

Mayor Sherman asked City Manager Milliman to summarize what took place at the earlier workshop.

City Manager Milliman generally stated that Council had discussed the issue of calculating existing SDC's and that staff's investigation into this issue showed that, while the City's methods were consistent with those used in other city's, some communities had adopted provisions modifying fees for existing uses. Additionally, Council directed staff to continue with plans to have a formal review of SDC's to include looking at alternative methods for calculating SDC's, and to explore other alternatives, such as offering some sort of incentive program.

### **Regular Agenda**

Senior Planner Colby-Hanks reviewed the recommendation to have Council adopt a policy to be applied to Brookings Municipal Code, Chapter 17.88.050, limiting the number of times a sign message changes to no more than once in 24 hours.

Steve Kerr, P.O. Box 366, Brookings, generally stated that he had a letter from ex-City Planner John Bischoff giving him a permit number and stating that Kerr's sign had been approved. Kerr generally expressed concern that his sign would be made out of compliance should this limit be adopted.

Tim Patterson, P.O. Box 82, Brookings, commented on the State's policy regarding signs along Hwy 101 and generally expressed concern that the sign he intended to put on his theatre, which would be similar to Kerr's, would not be allowed. Patterson also suggested that the sign policy allow for changes he defined as a "fade," as opposed to "blink."

Council President Anderson generally suggested that staff research what other cities in the state are doing regarding blinking signs, find out what's working and what's in good taste. He further

suggested that such signs could possibly be limited to the highway and Kerr's sign might be used as a guideline.

Council directed staff to work up a definition for signage to be used in the short term with Kerr's sign as an acceptable example while continuing to work on the development of a set of guidelines or standards to be used in the long term.

City Manager Milliman reviewed the proposal to work with Oregon legislature and State agencies to secure funding for the development of a paved bicycle/pedestrian path from the Harris Beach State Park area to Dawson Road near Highway 101.

Steve Bismarck, 270 Allen Lane, speaking as a private citizen, generally commented that he would like to see a long-range master plan for pedestrian and bicycling facilities and expressed concern regarding light duty trails in wooded areas where tree roots have the potential to cause major problems.

After some discussion, Council generally agreed that while they would like to see a bicycle/pedestrian path master plan, outside funding would need to be found to carry the project forward.

Public Works Director Cowan reviewed staff's recommendation to install an 8" overflow line from Rowland to Collis Lane as opposed to the previously recommended alarm system. Funding has already been allocated for mitigation of the overflow problem in the adopted FY 2007-2008 Budget.

**Councilor Anderson moved, a second followed and Council voted unanimously to accept staff's recommendation to change the strategy to correct the overflow problem [with the installation of an 8" overflow line from Rowland to Collis Lane].**

#### **Consent Calendar**

- A. Approval of Council Meeting Minutes for August 13, 2007.
- B. Acceptance of Parks and Recreation Minutes for June 28, 2007.

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

#### **Remarks from Mayor and Councilors**

Mayor Sherman generally remarked that Flora Pacific would no longer be doing commercial recycling and that the city could do more to encourage recycling.

#### **Adjournment**

Council President Anderson moved, a second followed, and Council voted unanimously by voice vote to adjourn at 9:35pm.

Respectfully submitted:

ATTEST by City Recorder  
this \_\_\_\_ day of \_\_\_\_\_, 2007:

---

Pat Sherman  
Mayor

---

Joyce Heffington  
Interim City Recorder

**MINUTES**  
**City of Brookings**  
**Common Council Meeting**  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon 97415  
**Monday, September 10, 2007**

**Call to Order**

Mayor Sherman called the meeting to order at 7:00pm

**Roll Call**

*Council Present:* Mayor Pat Sherman, Council President Larry Anderson, Councilors Dave Gordon, Ron Hedenskog and Jan Willms; a quorum present.

*Staff Present:* City Manager Gary Milliman, Planning Director Dianne Morris, Fire Chief William Sharp, City Attorney John Trew, Administrative Assistant Joyce Heffington.

*Media Present:* Curry Pilot Reporter Tom Hubka

*Other:* Approximately 18 public

**Ceremonies/Appointments/Announcements**

Mayor Sherman proclaimed September 17th through September 23rd National Emblem Club Week. Club President Debra Clary accepted on behalf of Club members.

Mayor Sherman announced the resignation of Parks and Recreation Commissioner, Elizabeth Grodin, Position No. 6. and directed staff to advertise the position.

**Council Gordon moved, a second followed and Council voted unanimously to appoint Joyce Heffington as Interim City Recorder.**

Mayor Sherman announced the Yard of the Month Awards for September as follows:

- Commercial Property – The Center, #2 Ross Road, Manuel and Judy Lopez, owners
- Most Improved Property - 828 Limbaugh, owner Dorothy Mote
- Yard of the Month - 314 Birch, owner Dale York

**Public Hearings**

Mayor Sherman opened the public hearing in the matter of File #LDC-2-06, continued from the August 27, 2007 Council meeting, to consider revisions to Title 17, Chapters 17.170, Street Standards, 17.168, Utilities, and 17.80, Site Plan Approval of the Brookings Municipal Code.

Councilor Anderson stated under ex-parte that he had participated in the Land Development Code Committee that proposed the revised language.

Mayor Sherman reviewed the order of business for the hearing.

Planning Director Morris reviewed the proposed language changes.

Fire Chief Sharp addressed Council regarding issues of fire safety and the proposed change in the radius of cul-de-sac bulbs, generally stating that the increased radius in the Land Development Code (LDC) was proposed to bring this document into agreement with the State's Uniform Fire Code which the City has already adopted.

Bill Dundom, PO Box 1502, Brookings, spoke in opposition to the proposed changes in radius for cul-de-sac bulbs generally stating that the increase in size, due to the design requirements for building roads on steeper slopes, would make it more expensive and therefore more difficult for developers to meet those standards. Dundom cited Gold Beach as an example of a city where streets standards are diminishing in size.

Fire Chief Sharp generally stated that he could not speak to what Gold Beach does and restated that the standards that are being proposed are to bring the LDC into compliance with the State's Uniform Fire Code.

Mayor Sherman closed the public hearing at 7:27pm and Council moved to deliberation.

Planning Director Morris stated that alternative configurations to the cul-de-sac could be allowed under both the State Uniform Fire Code and the proposed language such as a hammerhead design.

Fire Chief Sharp stated that he did have the authority to sign off on alternative configurations based on certain conditions, however, the city is required by the state to meet or exceed the State's standards.

After some discussion, staff was directed to bring back to Council definitive criteria to justify allowing alternative configurations to the proposed cul-de-sac design; to research how the rest of the state is handling storm water drainage, safety and other issues relative to street design; and to bring both the street standards and updates to Public Work's Standards to Council for consideration at the same time.

**The public hearing on Chapter 17.170, Street Standards, was continued to the October 8<sup>th</sup> Council Meeting.**

Director Morris reviewed the proposal to delete the language in Chapter 17.80.040(C), Site Plan Approval, Development Standards.

**Councilor Anderson moved, a second followed and Council voted to approve the deletion of language in chapter 17.80.40(C) with Councilor Gordon abstaining as he was not present at the original hearing.**

**Councilor Willms moved, a second followed and Council voted to approve the language in Chapter 17.168.020, Off-site development standards and requirements, Sections 1 and 6, as just read [by Director Morris] with Councilor Gordon abstaining as he was not present at the original hearing.**

### **Liaison Reports**

Councilor Willms attended a Storm Water Master Plan Workshop, an Easy Manor Park Walk, and worked on the upcoming Ice Cream Social.

Councilor Anderson attended one Brookings Harbor High School Board meeting and two city meetings.

Mayor Sherman attended a Back to School Breakfast and the Storm Water Master Plan Workshop, was a speaker at the Gold Beach Rotary, and an artist at the Art Walk.

### **Public Comments**

Brent Bevan, 905 Helen Lane, commented on the lack of sidewalks on 5<sup>th</sup> between Easy and Ransom as creating potential safety issues and asked if and when this area would be improved.

Council confirmed that there are plans to improve that area with sidewalks, possibly this fiscal year.

### **Regular Agenda**

Planning Director Morris reviewed the staff report regarding the establishment of an "in lieu" parking space construction fee.

Council discussed various concerns regarding the implementation of the \$20,000 fee recommended in the staff report and generally agreed that this discussion should be postponed until the Land Development Code Committee could again review it.

**Councilor Gordon moved, a second followed and Council voted unanimously to continue to the October 8<sup>th</sup> Council meeting Regular Agenda Item, VII. A [the discussion of in lieu parking space construction fees] and Agenda Items IX. A & IX. B [adoption of Ordinance 07-O-594, an ordinance amending Chapter 17.92, Off-Street Parking and Loading Regulations of the City of Brookings Land Development Code and adoption of resolution 07-R-777, a resolution adopting an "in lieu" parking space construction fee to be applied as described under Chapter 17.92.030, Off Street Parking, of the Brookings Municipal Code].**

City Manager Milliman reviewed the memorandum regarding the Joint Management Agreement (JMA) with the County and proposed Mixed-Use Master Plan (MUMP) zoning ordinance.

After some discussion, Council generally agreed that the JMA needed to be brought into agreement before any discussion regarding the MUMP zoning ordinance takes place, and that a joint workshop between the City and County was needed to work on the JMA.

**Mayor Sherman moved, a second followed and Council voted unanimously to direct staff to write a letter to the County Commissioners requesting that they put the process on hold for adopting the ordinances under consideration and that the City and County move forward on amending the Joint Management Agreement and after completing that process move forward on the ordinances.**

City Manager Milliman reviewed the staff report regarding Sudden Oak Death (SOD) at Azalea Park.

Council directed staff to involve someone from the Parks and Recreation Commission in the process to ensure that no conifers other than those that are dead are removed.

City Manager Milliman stated that he was also planning to contact the State to see about getting a pathology report on those conifers that appear to be doing poorly.

**Councilor Willms moved, a second followed and Council voted unanimously to authorize the City Manager to execute Sudden Oak Death (SOD) Program Consent Form with the Oregon Department of Forestry (ODF); authorize ODF to remove Tan Oak trees and other infected vegetation from the area of Azalea Park where SOD disease has been found to exist; and authorize ODF to remove Tan Oak trees from areas of Azalea Park that may become infected with SOD as a protective measure.**

### **Consent Calendar**

Acceptance of Parks and Recreation Commission Minutes for July 26, 2007.

Acceptance of Planning Commission Minutes for August 7, 2007

Approval of vouchers for August, 2007 in the amount of \$1,075,186.97.

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

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

The adoption of Ordinance 07-O-594, an ordinance amending Chapter 17.92, Off-Street Parking and Loading Regulations of the City of Brookings Land Development Code and the adoption of Resolution 07-R-777, a resolution adopting an "in lieu" parking space construction fee to be applied as described under Chapter 17.92.030, Off Street Parking, of the Brookings Municipal Code, were continued under an earlier motion.

**Councilor Hedenskog moved, a second followed and Council voted unanimously to adopt Resolution 07-R-778, guidelines to be used for the Community Relations Fund.**

Mayor Sherman announced that Council would adjourn into Executive Session.

**Councilor Gordon moved, a second followed, and Council voted unanimously by voice vote to adjourn into Executive Session [under 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."]**

Present for the Executive Session were Mayor Pat Sherman, Council President Larry Anderson, Councilors Dave Gordon, Ron Hedenskog and Jan Willms, City Manager Gary Milliman, Administrative Assistant Joyce Heffington and Curry Pilot Reporter Tom Hubka.

Council adjourned to the regular meeting at 9:25pm.

### **Adjournment**

**Council Willms moved, a second followed and Council voted unanimously by voice vote to adjourn at 9:25pm.**

Respectfully submitted:

ATTEST by City Recorder  
this \_\_\_\_ day of \_\_\_\_\_, 2007:

---

Pat Sherman  
Mayor

---

Joyce Heffington  
Interim City Recorder

**MINUTES**  
**URBAN RENEWAL ADVISORY COMMITTEE**  
**Council Chambers, 898 Elk Drive**  
**Thursday, July 12, 2007**

**Call to Order**

Chair Pete Chasar called the meeting to order at 3:00 pm.

**Attendance**

Present were Chair Peter Chasar, Committee Members Donna Cramer, Tony Parrish, Joyce Tromblee, Dan Nachel and Werner Buehler and Ted Fitzgerald. City staff in attendance were City Manager Gary Milliman, Building Official LauraLee Grey and Public Works Inspector Richard Christensen. Public present were Noah Bruce, Rick Bishop and Mark Gleason.

**Minutes**

June 14<sup>th</sup>, 2007 minutes were approved as presented.

**Public Comment**

Rick Bishop brought up the lack of downtown lighting. Chair Chasar reported that we have a commitment for completion of the streetlight project by August of this year.

**Regular Agenda**

**Tree Update**

Richard Christensen reported that all but one tree are improving and composting is complete. Five new trashcans were delivered and three were damaged. The supplier will provide paint for repairs.

**Facade Improvement Applications**

Concerns were voiced about asking for and distributing social security numbers to all committee members.

Facade Improvement Program applications were reviewed and unanimously approved for projects at the following locations for the following amounts:

620 Hemlock Street	\$17,910.50
604 Railroad Street	\$17,500.00
549 Chetco Avenue	\$19,100.00

**Review of Project Prioritization**

With \$224,000 remaining in the Urban Renewal Fund, decisions need to be made as to



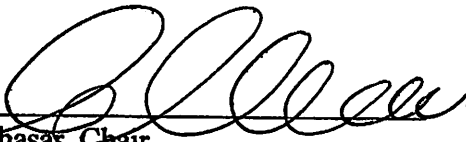
what other projects are to be pursued besides Facade Improvement.

Tony Parrish suggested that one project might be the removal of potentially hazardous parking spaces along Chetco Avenue; a majority of committee members agreed. Pete Chasar shared details from an article regarding the use of "bike sharing" by other cities for downtown transportation. Parrish also suggested the possibility of using traffic cameras to increase safety at key intersections. After some discussion, this suggestion was considered too costly.

### **Adjournment**

The meeting was adjourned at 4:40 pm.

Respectfully submitted,

  
Pete Chasar, Chair  
(approved at 8/9/07 meeting)

**MINUTES**  
**Urban Renewal Advisory Committee**  
Council Chambers, 898 Elk Drive  
Thursday, August 9, 2007

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

**Present:** Chair Pete Chasar, Committee members Donna Cramer, Tony Parrish, Joyce Tromblee and Dan Nachel. Absent were Ted Fitzgerald and Werner Buehler. City Staff attending were City Manager Gary Milliman, Building Official LauraLee Gray and Public Works Inspector Richard Christensen. Also in attendance were Councilor Jan Wilms, Kim Jones and Rick Bishop.

**Minutes/Last Meeting:** July 12<sup>th</sup> minutes, accepted as distributed

**Visitor Comments:** Rick Bishop asked for clarification on the completion date for street lighting and commented that he thought the meeting packet should be available to all in advance. Packets will now be available by Monday prior to the meeting and may be picked up at the Police Department.

**Façade Improvement Program Applications:** Kim Jones presented her application for 509 Chetco Avenue. Concerns were voiced by committee members regarding the increase in square footage to the building. City Manager Gary Milliman pointed out that the area gained was insignificant and the improvement to the façade would be worthwhile. The color of the building will not change and currently meets our color specifications: tile color will be Multi Rajah.

**Tony Parrish moved to approve a total of \$3,750.00 [for the Façade Improvement Program project at 509 Chetco Avenue], seconded by Dan Nachel. Joyce Tromblee abstained, all other members present voted to approve.**

**Discussion Items:**

**Streetscape Improvements:** Richard Christensen reported that only one tree is not doing well: Flora Pacifica will donate a replacement tree. The bench in front of 548 Chetco Avenue, run over by a vehicle, is not salvageable and no replacement bench will be provided at this location. The garbage cans that were received damaged have been repaired and will be placed.

**Prioritization of authorized projects:** A conceptual plan will be prepared and presented to staff for troubleshooting and feasibility regarding the prioritization of authorized projects. Gary cautioned that deviations from the approved project list will create complications.

**Commission and Staff comments:** Tony Parrish expressed concern about a maintenance schedule for garbage cans and benches.

Gary Milliman stated that the committee needs to make a decision on how to handle requests for extensions to project completion dates for Façade Improvement Program applications.

**Adjournment**

Meeting was adjourned at 4:45

Respectfully submitted,

  
Chair Pete Chasar (Approved at 9/13/07 meeting).

**MINUTES**  
**URBAN RENEWAL AGENCY**  
**Brookings City Hall Council Chambers**  
**898 Elk Drive, Brookings, OR 97415**  
**MONDAY, AUGUST 13, 2007**

**Call to Order**

Chair Pat Sherman called the meeting to order at 7:57, immediately following adjournment of the City Council Meeting.

**Roll Call**

*Present* were Chair Pat Sherman, Directors Larry Anderson, Ron Hedenskog, and Jan Willms; a quorum present. *Absent* was Director Dave Gordon. *Also present* were Executive Director Gary Milliman, Administrative Services Director Paul Hughes, Administrative Assistant Joyce Heffington, Curry Pilot reporter Tom Hubka and approximately 4 public.

**Regular Agenda**

Executive Director Milliman presented staff's recommendation, forwarded from the Urban Renewal Advisory Committee, to approve a Façade Improvement Program project for 509 Chetco Avenue.

**Director Anderson moved, a second followed and the Agency voted unanimously to approve the Façade Improvement Project for 509 Chetco Avenue in the amount of \$3750.**

**Minutes**

Approval of URA minutes for July 23, 2007.

**Director Hedenskog moved, a second followed, and the Agency voted unanimously to approve Urban Renewal Agency minutes for July 23, 2007 as written.**

**Adjournment**

Director Anderson moved, and the Agency voted unanimously by voice vote to adjourn at 8:05pm.

Respectfully submitted:

ATTEST by City Recorder  
this \_\_\_\_ day of \_\_\_\_\_, 2007:

---

Pat Sherman  
Chair

---

Joyce Heffington  
Interim City Recorder



# URBAN RENEWAL AGENDA REPORT

To: URA Chair and Directors

From: Gary Milliman, Executive Director

Date: September 14, 2007

---

Subject: Facade Improvement Grant for 621 Chetco Avenue

Recommendation: Motion to approve a Facade Improvement Project matching grant in the amount of \$20,000 as recommended by the Urban Renewal Advisory Committee for 621 Chetco Avenue, Redwood Theatre, owner Dos Mil LLC..

Background /Discussion: Dos Mil LLC submitted an application for a Facade Improvement Project grant in accordance with the guidelines established by the Urban Renewal Agency. The application was reviewed by the Urban Renewal Advisory Committee on September 13, 2007 and was recommended for approval. The facade improvements at this location will include a completely new building façade for the theatre with an electronic display board and a linear "CINEMA" sign. The estimated cost of the facade project is \$46,410.

Financial Impact(s): A \$20,000 expenditure from Urban Renewal Agency funds for this project is consistent with the adopted budget and funds are available.

Executive Director Review and Approval for placement on URA Agenda:

Gary Milliman Executive Director

# FACADE IMPROVEMENT PROJECT CHECKLIST

Applicant: Tim Patterson TIME: 3:27 AM  
 Property owner: Dosmil LLC Date Received: 9-12-07  
 Property Address/Bus. Name: Redwood Theatre Received By: [Signature]

If owner is not applicant – is owner's written authorization included? Yes ☐ No ☐

Estimated Funding:	Total \$ <u>\$46,410</u>	Grant \$ <u>\$20,000</u>
	Architect/Designer \$ _____	

- ☒ Completed/signed application
- ☒ Preliminary design drawings
- ☒ Evidence of property and/or business ownership (Doc & LLC)
- ☒ Photographs of site
- ☒ Description of methods and materials to be used
- ☒ Color and/or material samples
- ☒ Location map
- ☒ Three bids/quotes with itemized cost estimates for work in excess of \$5,000
- ☒ Itemized costs/paid invoice if designer/architect used

Summary of Approved Project: complete new facade for theatre with electronic display board & linear "Cinema" sign. See specifics on attached plan. Includes permit.

Additional Information Required: N/A

Approved Grant Amt: \$20,000 Recv'd On: \_\_\_\_\_  
 Approvals: UR Advisory Comm on: 9-13-07 Scheduled Completion date: 10-28-07  
 By UR Agency on: \_\_\_\_\_  
 Extension Requested/#days: \_\_\_\_\_ Project Completed On: \_\_\_\_\_  
 Revised Due Date: \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_  
 Supporting Documentation: Itemized Invoices ☐ Copies of Cancelled Checks ☐  
 Building Inspection on: \_\_\_\_\_ Final Approval on: \_\_\_\_\_  
 P.O. Issued on: \_\_\_\_\_ Total Grant Amount Paid: \$ \_\_\_\_\_

**Urban Renewal Agency**

FACADE IMPROVEMENT PROGRAM

**APPLICATION****1. Applicant Information:**Name(s): Dos mil LLC - DBA Redwood TheaterAddress: PO 621 Chetco Ave PO Box 82Phone: Work- 469 2516 Home- 661-0457 Cell- 661-0457469-4632Legal Form: Sole Proprietorship ☐ Partnership ☐ Corporation ☒Profit ☐ Non-Profit ☐LLCTax ID No: [REDACTED]**2. Building / Business to be Rehabilitated:**Name: Redwood TheaterAddress: 621 Chetco AveTax Map & Lot Number : 4113-06DA-07900-00  
4113-06DA-07800-00**3. Owner of Property (If other than applicant):**Name: Dos mil LLCStreet: PO Box 82City: Brookings State: OR ZIP: 97415**4. Brief Description of Exterior Facade Improvements: (Please be prepared to submit color and/or material samples, if applicable, for Design Committee review).**① Reface front of theater - see plans

5. Estimated Total Cost of Facade Improvements:

46,410  
\$ 33,950

Note: 50% of this amount, not to exceed \$20,000, is the maximum amount eligible for potential reimbursement.

6. In addition to facade improvement, is other work planned at the same time or under the same contract? If yes, a clear separation and delineation of all such costs must be attached.

Yes:

☒

No:

☐

Total of all facade work: \$

46,410  
33,950

Total of all other work: \$

130,000

7. Source of Matching Funds:

Loan CFCU / ~~Do not Reserve~~  
Do not Reserve

8. Planned Project Start Date:

~~January 2007~~ Sept 28, 2007

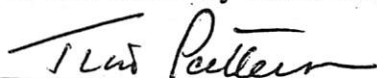
Planned Project Completion Date:

~~August 2007~~

NOTE: The Brookings Urban Renewal Agency will review the proposed Facade Improvements Proposal and advise the applicant of any recommended changes. Some proposed improvements may not be funded by the agency.

Certification By Applicant

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into the agreement to perform the work proposed in this proposal. Evidence of this authority must be attached.



Applicant Signature

7/20/07

Date



Property Owner Signature

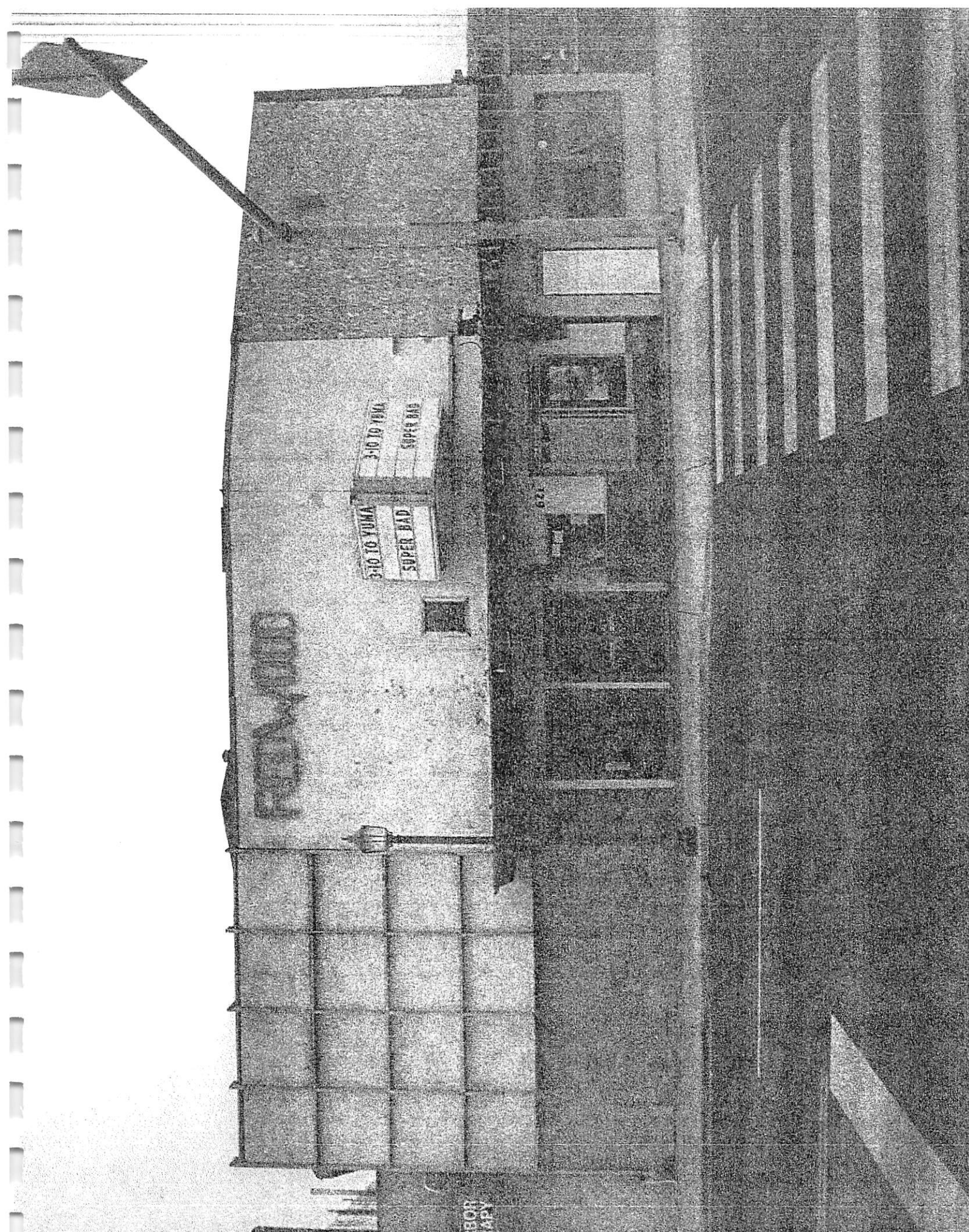
7/20/07

Date

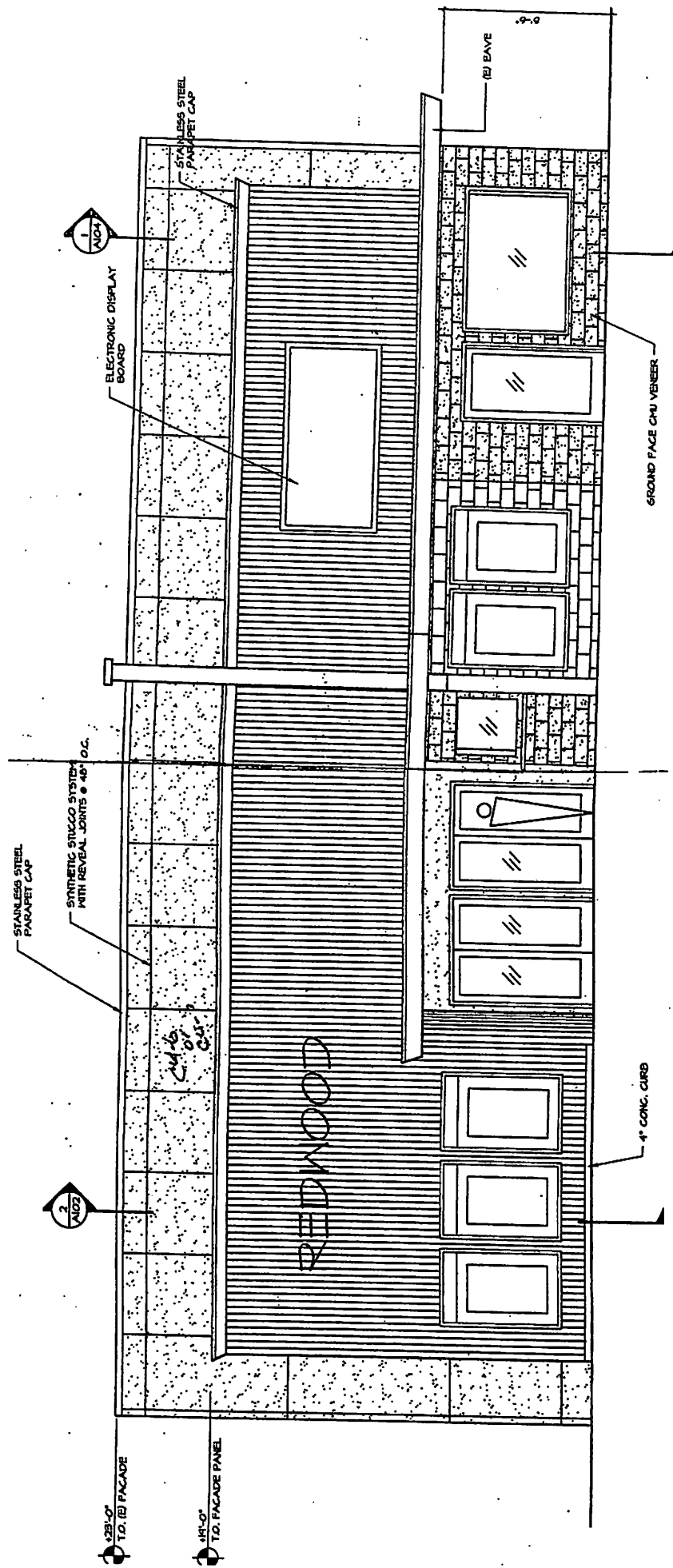
Return application with required attachments to:

City of Brookings  
Urban Renewal Agency  
898 Elk Drive  
Brookings, OR 97415











# URBAN RENEWAL AGENDA REPORT

To: URA Chair and Directors

From: Gary Milliman, Executive Director

Date: September 14, 2007

---

Subject: Facade Improvement Grant for 609 Chetco Avenue

Recommendation: Motion to approve a Facade Improvement Project matching grant in the amount of \$7,025 as recommended by the Urban Renewal Advisory Committee for 609 Chetco Avenue, owners Cynthia Chi and Terry Patterson.

Background /Discussion: Cynthia Chi submitted an application for a Facade Improvement Project grant in accordance with the guidelines established by the Urban Renewal Agency. The application was reviewed by the Urban Renewal Advisory Committee on September 13, 2007 and was recommended for approval. The facade improvements at this location will include replacement siding shingles, painting, installation of a new door, gutters, signs and window boxes. The estimated cost of the facade project is \$14,050.

Financial Impact(s): A \$7,025 expenditure from Urban Renewal Agency funds for this project is consistent with the adopted budget and funds are available.

Executive Director Review and Approval for placement on URA Agenda:

Gary Milliman Executive Director

## FACADE IMPROVEMENT PROJECT CHECKLIST

Applicant: Cynthia Chi/Serrano TIME: 3:27 pm  
 Property owner: same Date Received: 9-12-07  
 Property Address/Bus. Name: 609 Chetco Received By: [Signature]

If owner is not applicant – is owner's written authorization included? Yes ☐ No ☐

<b>Estimated Funding:</b> Total \$ <u>\$14,050</u> Grant \$ <u>\$7,025</u> Architect/Designer \$ _____
---

- ☒ Completed/signed application
- ☒ Preliminary design drawings
- ☒ Evidence of property and/or business ownership
- ☒ Photographs of site
- ☒ Description of methods and materials to be used
- ☒ Color and/or material samples will provide awning sample
- ☒ Location map
- ☒ Three bids/quotes with itemized cost estimates for work in excess of \$5,000
- ☒ Itemized costs/paid invoice if designer/architect used

Summary of Approved Project: Replace siding shingles, paint, install new door, gutters, signs & window boxes.

Additional Information Required: N/A

Approved Grant Amt: \$7,025 Recv'd On: \_\_\_\_\_  
 Scheduled Completion date: 3-24-07

Approvals: UR Advisory Comm on: 9-13-07 By UR Agency on: \_\_\_\_\_

Extension Requested/#days: \_\_\_\_\_ Project Completed On: \_\_\_\_\_

Revised Due Date: \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

Supporting Documentation: Itemized Invoices ☐ Copies of Cancelled Checks ☐

Building Inspection on: \_\_\_\_\_ Final Approval on: \_\_\_\_\_

P.O. Issued on: \_\_\_\_\_ Total Grant Amount Paid: \$ \_\_\_\_\_

**Urban Renewal Agency**

FACADE IMPROVEMENT PROGRAM

**APPLICATION****1. Applicant Information:**Name(s): Cynthia Chi / Terry PattersonAddress: 609 Chetco Ave PO Box 82Phone: Work- 469-2516 Home- \_\_\_\_\_ Cell- \_\_\_\_\_Legal Form: Sole Proprietorship ☐ Partnership ☒ Corporation ☐Profit ☐ Non-Profit ☐Tax ID No: [REDACTED]**2. Building / Business to be Rehabilitated:**Name: Suzie Q / creating hosting memoryAddress: 609-613Tax Map & Lot Number : 4113-06DA-08100-00**3. Owner of Property (If other than applicant):**Name: Cynthia Chi / Terry PattersonStreet: PO Box 82City: Brookings State: OR ZIP: 97615**4. Brief Description of Exterior Facade Improvements:** (Please be prepared to submit color and/or material samples, if applicable, for Design Committee review).New ShinglesRe-paintNew door Window boxesRoof extension over 2nd Floor DoorConsistent with existing roof fascia

5. Estimated Total Cost of Facade Improvements: \$ 14,050

Note: 50% of this amount, not to exceed \$20,000, is the maximum amount eligible for potential reimbursement.

6. In addition to facade improvement, is other work planned at the same time or under the same contract? If yes, a clear separation and delineation of all such costs must be attached.

Yes: ☐ No: ☒

Total of all facade work: \$ 14050

Total of all other work: \$ 14050

7. Source of Matching Funds: Personal Funds

8. Planned Project Start Date: ASAP

Planned Project Completion Date: 3/24/2007

NOTE: The Brookings Urban Renewal Agency will review the proposed Facade Improvements Proposal and advise the applicant of any recommended changes. Some proposed improvements may not be funded by the agency.

**Certification By Applicant**

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into the agreement to perform the work proposed in this proposal.

Evidence of this authority must be attached.

Tim Patterson  
Applicant Signature

7/25/07  
Date

Amber L. L.  
Property Owner Signature

7/25/07  
Date

Return application with required attachments to:

City of Brookings  
Urban Renewal Agency  
898 Elk Drive  
Brookings, OR 97415







NATURAL Shingles - CEDAR  
 Green TRIM - ACE - C33-4 (Greenwich)  
 (awnings & doors)

**Coastline  
 SIGNS**

63093 Barry  
 Coos Bay, OR 97420  
 541-269-7205  
 541-269-9269 fax  
 CCB 075481

This is an original drawing, prepared exclusively for this project.  
 It is submitted for your personal use and remains the property of  
 Coastline Signs unless and until it is paid for in full. It is not to be  
 used, reproduced, copied or exhibited to anyone outside your  
 organization without the written permission of Coastline Signs.

Project \_\_\_\_\_ Contact: **MICHAEL**  
 Date \_\_\_\_\_ Designer: **MICHAEL** File \_\_\_\_\_  
 Reason \_\_\_\_\_ Approved \_\_\_\_\_ Phone \_\_\_\_\_





# URBAN RENEWAL AGENDA REPORT

To: URA Chair and Directors

From: Executive Director

Date: September 19, 2007

---

Subject: Review Façade Grant Competition for 604 Railroad Street

Recommendation: Accept modification of project description of façade improvement project at 604 Railroad Street to delete removal of awning, **or**, reduce the amount of the grant by \$4,000 as the Applicant did not complete a portion of the approved project.

Background /Discussion:

The Agency approved a façade grant for 604 Railroad Street, owner/Applicant Noah Bruce, at its meeting of July 24 in the amount of \$17,500. A significant (\$8,000) part of the estimated \$45,000 project was to be the removal of the canopy. After the funding was approved, the Applicant elected not to remove the canopy. The Applicant has submitted documentation that the total cost of the approved façade improvements, excluding the sign, was \$45,000, which is more than sufficient to justify the \$17,500 match. The cost of the stucco work was documented at \$30,000; the original estimate in the grant application was \$20,000. The Applicant states that they did not remove the canopy because the Agency did not approve funding for restructuring the roof of the building; removing the canopy as conditional upon Agency participation in the roof was not mentioned at any time during the application process.

The Applicant has elected to paint the awning rather than remove it. The Façade Improvement Program Agreement provides that "Any changes to the Project, as approved, must first be requested by Applicant in writing to the Urban Renewal Advisory Committee with final approval of the request by Agency prior to commencement of construction."

Financial Impact(s): No new financial impacts

Executive Director Review and Approval for placement on URA Agenda:

Gary Milliman Executive Director



The attached facade illustration can be used as a guide in your preparation for meeting with the DRC. A drawing or photos of your facade with any planned modifications detailed will be very helpful.

## PROCESS

In addition to a completed application form, your application packet needs to include:

- preliminary design drawings
- evidence of property and/or business ownership
- photographs of the site
- description of methods and materials to be used – including color and/or material samples
- location map
- itemized cost estimates from a licensed contractor
- itemized cost estimates from a professional design consultant, if one is to be utilized.
- the amount of matching funds being applied for
- estimated project completion time

Application packets may be obtained from, and completed applications returned to, the City Manager's Office. If the application is complete and conforms to the requirements, it will be forwarded to the URAC for review, evaluation, and recommendation to the URA. The DRC process may also include a site inspection and applicant interview.

If the URA approves the application, the construction phase will be monitored by the City Manager or City Manager's designee.

Construction must be initiated within six months and completed within twelve months of URA approval.

Matching grant funds will be dispersed upon project completion, after final inspection by the City's Building Official and approval of the City Manager.

## CONDITIONS AND CONSIDERATIONS

1. The Brookings URA shall have the sole authority to approve an application. A project may be modified and changes required at either the DRC or URA review levels.
2. Projects must comply with approved submitted plans in order to qualify for matching or loan funds.
3. Any changes to the approved project plan, including additions, deletions or substantive modifications, must be approved in advance. Failure to do so will release the URA from any obligation to provide any matching grant funds.
4. Commercial and business applicants must be current with all City taxes, licenses and fees.
5. Street addressing must be brought up to code.
6. All signage on the property must be made code compliant as part of any approved project.
7. If the applicant is not the owner of the property to be renovated, written authorization from the property owner must be submitted with the application.
8. Approved project costs are reimbursed after paid in full by the applicant.
9. Projects in excess of \$5,000 require submittal of a minimum of 3 bids/quotes, unless specifically approved by the City Manager. While the applicant will not be required to use



# City of Brookings

898 Elk Drive, Brookings, OR 97415

(541) 469-1100 Fax (541) 469-3650

[gmilliman@brookings.or.us](mailto:gmilliman@brookings.or.us)

**GARY MILLIMAN**

*City Manager*

Noah Bruce  
Bruce Brothers Inc.  
207B Wharf Street  
P.O. Box 61  
Brookings, OR 97415

September 10, 2007

Dear Mr. Bruce,

We are in receipt of your payment documentation for the façade improvement project at 604 Railroad Street. Before processing the project for payment, we are requesting clarification on the awning portion of the project.

Your original application for funding indicated that the awning would be removed. There is a notation on the document submitted with your application entitled "Bruce Bros. Inc. BID" of a cost for "Trusses/Remove Awning" at \$8,000.

We need to know the cost difference between removing the awning and painting/retaining the awning. A condition of receiving Urban Renewal funding under the façade program is that "Any changes to the approved project plan, including additions, deletions or substantive modifications, must be approved in advance." We need to know the reason for the change and the cost differential.

Thank you for your assistance with this matter.

Respectfully,

Gary Milliman  
City Manager

Executive Director  
Urban Renewal Agency

*Not billing for awning.  
We did refinish awning, but were not  
going to remove due to city's decision  
on roof treatment. Attached are the  
copies of work we are requesting  
reimbursed for. Thank you!*



207B Wharf Street  
P.O. Box 61  
Brookings, OR 97415  
CCB # 108497 (541) 469-9210

**Bruce Bros Inc**  
**604 Railroad**

No. : 618-i  
Date: 8/23/2007

<b>Subtotal</b>	<b>\$</b>	<b>15,000.00</b>
-----------------	-----------	------------------

**Grand Total     \$   15,000.00**

Thank you For Choosing Bruce Bros Inc.

## CREATIVE EXTERIORS LCC PROPOSAL FOR STUCCO

**PROPOSAL BY:****CREATIVE EXTERIORS**

908 Whitman Ave.

Medford, OR 97501

(541) 941-9104 Pat

(541) 941-3659 Rob

(541) 773-5125 Fax

CCB #164701

**SUBMITTED TO:**

Bruce Bros.

Brookings, OR.

ATTN: Noah

PROJECT:

604 Railroad

**We hereby submit specifications and estimates for:**

Remodel stucco store 2 colors with 4 inch bands around windows and corners.

**\*Labor and materials provided Creative Exteriors, LLC for the sum of: \$30,000.00****\*Color:** match Hemlock Building **Texture:** \_\_\_\_\_ **Approved By Owner:** \_\_\_\_\_**\*CREATIVE EXTERIORS RESERVES THE RIGHT TO LEIN:** \_\_\_\_\_**\* Payments Due: 1/3 down, 1/3 after browned, 1/3 due on completion.****\* Contractor responsible for: Water, Power, and Semi-Level ground around site.**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All proposals will be as per plans and specifications. The proposal is subject to acceptance with 60 days and is void thereafter at the option of Creative Exteriors, LLC.

**ACCEPTANCE OF PROPOSAL**

CONTRACTOR/OWNER:

X Noah Bros

DATE:

8/2/07

CREATIVE EXTERIORS:

[Signature]

DATE:

8/1/07

pd In Full ck # 13287



# URBAN RENEWAL AGENDA REPORT

To: URA Chair and Directors

From: Gary Milliman, Executive Director

Date: July 13, 2007

---

Subject: Facade Improvement Grant for 604 Railroad Street

Recommendation: Motion to approve a Facade Improvement Project matching grant in the amount of \$17,500 as recommended by the Urban Renewal Advisory Committee for 604 Railroad Street, owner Noah Bruce.

Background /Discussion: Noah Bruce submitted an application for a Facade Improvement Project grant in accordance with the guidelines established by the Urban Renewal Agency. The application was reviewed by the Urban Renewal Advisory Committee on July 12, 2007 and was recommended for approval with modifications as certain of the items included in the project were determined to be ineligible for funding under the Facade Improvement Program. This facade improvement project will include removal of an existing awning, installation of stucco and paint on the exterior, fencing, and new/rehabilitated signs. Not included in the facade project is the installation of a pitch hip roof (copper), window replacement, removing old sheds and a drive-thru awning, removal of overhead utility lines, installation of curb,-gutter-sidewalk on Fern Street and street improvements. The estimated cost of the **entire** project...including grant eligible and non-grant eligible activities...is \$94,000.

Financial Impact(s): A \$17,500 expenditure from Urban Renewal Agency funds for this project is consistent with the adopted budget and funds are available.

Executive Director Review and Approval for placement on URA Agenda:

Gary Milliman Executive Director

# FACADE IMPROVEMENT PROJECT CHECKLIST

Applicant: Noah Bruce

Date Received: 6-22-07

Property owner: Same

Received By: [Signature]

Property Address/Bus. Name: Local Mkt./604 Railroad

If owner is not applicant – is owner's written authorization included? Yes ☐ No ☐

Estimated Funding: Total \$	<u><del>50,000</del></u>	Grant \$	<u>20,000</u>
Architect/Designer \$	<u>\$35,000</u>		<u>\$17,500</u>

- ☒ Completed/signed application
- ☒ Preliminary design drawings (photos w/notes)
- ☒ Evidence of property and/or business ownership
- ☒ Photographs of site
- ☒ Description of methods and materials to be used
- ☒ Color and/or material samples
- ☒ Location map
- ☒ Three bids/quotes with itemized cost estimates for work in excess of \$5,000
- ☒ Itemized costs/paid invoice if designer/architect used

Summary of Approved Project: Remove awning, stucco exterior, paint exterior, new and rehabilitated signs, fence refuse yard.

NOT A PART OF FACADE PROJECT/FUNDING:

Rejected Project will also include installation of pitch roof, curb/sidewalk improvements, overhead utility line removal, street improvements, window replacement and other cleanup.

Additional Information Required: \_\_\_\_\_

Approved Grant Amt: <u>\$ 17,500</u>	Recv'd On: _____
Approvals: UR Advisory Comm on: <u>7/12/07</u>	Scheduled Completion date: <u>9/30/07</u>
Extension Requested/#days: <u>N/A</u>	By UR Agency on: <u>7/23/07</u>
Revised Due Date: <u>N/A</u>	Project Completed On: _____
	Total Project Cost: \$ _____
Supporting Documentation: <u>Itemized Invoices</u> <input checked="" type="checkbox"/>	<u>Copies of Cancelled Checks</u> <input checked="" type="checkbox"/>
Building Inspection on: _____	Final Approval on: _____
P.O. Issued on: _____	Total Grant Amount Paid: \$ _____

CITY OF BROOKINGS

# Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM



RECEIVED

## APPLICATION

JUN 22 2007

### 1. Applicant Information:

Name(s): Noah Bruce

Per. [Signature]

Address: Box 101 / Brookings / OR

Phone: Work- (541) 469-9210 Home- (541) 469- Cell- (541) 661-1544

Legal Form: Sole Proprietorship ☐ Partnership ☐ Corporation ☐

Profit ☐ Non-Profit ☐

Tax ID No: 546-23-10064

### 2. Building / Business to be Rehabilitated:

Name: Local Market

Address: 604 Railroad Brookings Or 97415

Tax Map & Lot Number: \_\_\_\_\_

### 3. Owner of Property (If other than applicant):

Name: Noah Bruce LLC

Street: Box 61

City: Brookings State: OR ZIP: 97415

### 4. Brief Description of Exterior Facade Improvements: (Please be prepared to submit color and/or material samples, if applicable, for Design Committee review).

**FACADE  
RELATED**

→ New Roof (copper), remove Awning, Stucco & Paint Exterior  
New Signage, Remove Drive-thru Awning, Replace Broken Windows

**UNRELATED**

→ Remove all overhead lines,  
New Curb Gutter & Walks (Fern Side), Fence (hide Dumpsters)

5. Estimated Total Cost of Facade Improvements: \$ 50,000.<sup>00</sup>

Note: 50% of this amount, not to exceed \$20,000, is the maximum amount eligible for potential reimbursement.

6. In addition to facade improvement, is other work planned at the same time or under the same contract? If yes, a clear separation and delineation of all such costs must be attached.

Yes: ☒ No: ☐

Total of all facade work: \$ 50,000.<sup>00</sup>

Total of all other work: \$ 44,000.<sup>00</sup>

7. Source of Matching Funds: Noah Bruce

8. Planned Project Start Date: Upon Grant Approval

Planned Project Completion Date: 2 months from start

NOTE: The Brookings Urban Renewal Agency will review the proposed Facade Improvements Proposal and advise the applicant of any recommended changes. Some proposed improvements may not be funded by the agency.

**Certification By Applicant**

The applicant certifies that all information provided in this application is true and complete to the best of the applicant's knowledge and belief. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into the agreement to perform the work proposed in this proposal.

Evidence of this authority must be attached.

Noah Bruce

Applicant Signature

6/14/07

Date

Noah Bruce

Property Owner Signature

6/14/07

Date

Return application with required attachments to:

City of Brookings  
Urban Renewal Agency  
898 Elk Drive  
Brookings, OR 97415



## 604 Railroad St.

### Facade

- New 4 & 12 Pitch Hip Roof (Copper) (To Match 603 Hemlock) 12K
- Trusses/Remove Awning 8K
- Stucco/Paint Exterior (To Match 603 Hemlock) 20K
- New Signage 10K
- Screens In Rear of Property/Hide Dumpsters 5K  
*cedar fencing*  
Already Completed

- ✚ Removed All Overhead Lines 10K
- ✚ Replace-Broken Windows 2K
- ✚ Add Rear Patio 4K
- ✚ Remove Old Sheds/Drive-Thru Awning 5K

### Need to Complete

- Curb Gutter & Walk, on Fern Side 8K
- ½ Street Improvements (Paving/Move Stop Sign) 10K

BRUCE BROS. INC. "BID"

THIS IS A REQUIRED  
CONDITION OF  
APPROVAL, I don't  
believe we should  
include it



# URBAN RENEWAL AGENDA REPORT

To: URA Chair and Directors

From: Executive Director

Date: September 19, 2007

---

Subject: Renew Line of Credit with Umpqua Bank

Recommendation: Motion to authorize Mayor to execute Promissory Note and all other documents relating to renewing a Line of Credit with Umpqua Bank in the amount of \$500,000.

Background /Discussion:

The URA obtained a Line of Credit (LOC) from Umpqua Bank in August 2005. That LOC has expired. A new LOC or other debt instrument is needed through which to process URA transactions until a longer term debt instrument is in place. The cost of a \$500,000 LOC is a loan fee of \$2,500 with the rate being tied to the one-year Treasury Bill plus a margin of 2.25% and an adjustment for the tax exempt status of the project; actual rate to be determined at signing. An opinion of bond counsel may be needed. It is recommended that a one-year LOC be obtained through Umpqua Bank as the most timely and cost effective method of securing debt for URA projects in the short term.

Staff is currently evaluating alternatives for a longer term URA debt and has obtained proposals from two financial advisors and one bank. Staff plans to make a recommendation concerning a longer term debt issuance in October.

Financial Impact(s): Loan fee of \$2,500 and interest to be paid from tax increment funds.

Executive Director Review and Approval for placement on URA Agenda:

Gary Milliman Executive Director



September 20, 2007

Brookings Urban Renewal Agency  
Attn: Gary Milliman, City Manager  
898 Elk Drive  
Brookings, OR 97415

Dear Mr. Milliman,

Umpqua Bank ("Umpqua") is pleased to advise you that it has approved a commitment for the following credit facility to the Brookings Urban Renewal Agency on the terms and conditions outlined below. This commitment expires 10/15/07 ("Acceptance Deadline") unless we extend it in writing prior to that time.

**Revolving Line of Credit**

Borrower:	Brookings Urban Renewal Agency
Borrowing Limit:	\$500,000.00
Loan Purpose:	Line of credit to assist the renewal district with a number of capital improvements in the district.
Interest Rate:	A fixed rate of interest based on the 1-year Treasury Bill plus a margin of 2.25% times 65% due to the tax exempt status rounded to the nearest ¼%. Rate to be determined at signing. Today, that rate would be $4.10\% + 2.25\% = 6.35\% \times .65 = 4.13\%$ , rounded to 4.25% for one year.
Loan Fee:	\$2,500, plus any out-of-pocket expenses to assist the Bank with securing its lien position.
Maturity Date:	One year.
Repayment Terms:	Interest shall be payable monthly, with the balance of principal and interest due and payable in full on the Maturity Date.
Collateral:	A perfected first security interest in the tax incrementation revenues designated by the City of Brookings for the Brookings Urban Renewal Agency.

Method of Advance: Advances on this facility may be requested verbally or in writing by a designated representative.

Documentation: Borrower granting a security interest in Collateral for this loan must execute the various loan documents provided by Umpqua in a form and with a content satisfactory to Umpqua by the below stated Closing Deadline. Borrower understands that the loan documents may contain additional covenants and conditions that are not referenced in this commitment letter.

Documentation Fee: \$250.00.

Closing Deadline: To be determined.

**Other Provisions:**

1. The Bank is to receive complete copies of the district's, along with the City of Brookings, audited financial statements within 120 days of fiscal year-end.
2. There could be a cost to the Agency in regards to the Bank having an outside counsel prepare the necessary security agreements perfecting the Bank's lien.
3. The Bank will need to obtain a letter from the City of Brookings' counsel stipulating that this transaction is, in fact, a tax-exempt project for the Bank, thereby qualifying for the reduction in the interest rate being charged.
4. **In regards to the interest rate, if at any time, it is determined that these projects do not qualify for tax exempt status, the interest rate on the line of credit would increase with the elimination of the tax benefit.**
5. The Bank will need an updated list of "officers or directors" that operate the district and who will have the authority to make advances on the line for the district.
6. The loan transaction and the form, substance and execution of each and every loan document shall be satisfactory to the Bank and shall comply with all applicable laws, statutes, ordinances and regulations of the State of Oregon.

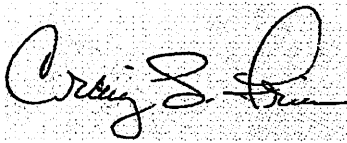
Umpqua's obligations under this commitment are subject to the fulfillment of a number of usual and customary conditions including, but not limited the execution and delivery of loan documents in a form satisfactory to Umpqua and the absence of a material adverse change in the business, financial condition or prospect of Borrower or any Guarantor. The undersigned certifies that any financial information presented to Umpqua in connection with this commitment is and will be correct and complete. Umpqua is authorized to investigate the credit and employment status of Borrower and the Guarantors, either directly or through any agent. This commitment supersedes and replaces any prior oral or written commitments, term sheets and discussions relating to this loan. This commitment will expire if the loan documents are not signed and the transaction is not closed by the Closing Deadline, as it may be extended in writing by Umpqua.

Failure to comply with any term, condition or obligation in this letter shall constitute an event of default. A financial or non-financial default under the terms and conditions of any note, security agreement, this commitment letter or any other commitment letter or document executed by Borrower, in favor of Umpqua, will constitute default of any and all loans and credit accommodations provided to Borrower by Umpqua. The provisions of this letter shall survive the closing of the loan and the execution and delivery of the Loan Documents. In the event of a conflict between this letter and the Loan Documents, the terms of the Loan Documents shall control. Except to the extent modified by any other agreement, all terms, conditions, covenants and other provisions of this letter shall remain in effect until the credit accommodation(s) (including any renewals, extensions or modifications) is terminated and the loan balance(s) is paid in full. By signing below Borrower agrees to comply with all such provisions.

**UNDER OREGON LAW, MOST AGREEMENTS, PROMISES AND COMMITMENTS MADE BY LENDERS AFTER OCTOBER 3, 1989 CONCERNING LOANS AND OTHER CREDIT EXTENSIONS WHICH ARE NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES OR SECURED SOLELY BY THE BORROWER'S RESIDENCE MUST BE IN WRITING, EXPRESS CONSIDERATION AND BE SIGNED BY THE LENDER TO BE ENFORCEABLE.**

If the above terms and conditions are acceptable to you, please sign and return the acknowledgment copy of this, along with any applicable Commitment Fee as indicated above on or before the Acceptance Deadline stated above.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig S. Friar", is written over a light gray, textured rectangular background.

Craig S. Friar  
VP/Commercial Loans

**ACKNOWLEDGMENT**

Borrower hereby accepts Umpqua's offer to extend credit on the terms and conditions stated above.

**Brookings Urban Renewal Agency**

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

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

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

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	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	5
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	---

- 2 -

**Total available, FY 2007-2008: \$130,000**

**Total Committed Match: \$ 58,261**

**Uncommitted Balance (To Date): \$ 71,740 (all amounts are rounded to nearest dollar)**

[illegible]

Total Paid \$ -

Unpaid Committed Balance \$ 58,261