

AGENDA

City of Brookings

Common Council Meeting

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

Monday, October 22, 2007, 7:00 p.m.

Beginning at **6:00pm**, in the City Manager's office, Council will meet in **Executive Session** under the authority of **ORS 192.660 (2)(h)**, to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to occur, and under authority of **ORS 192.660 (2)(e)**, to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

A meeting of the **Urban Renewal Agency** will immediately follow the regular Council meeting.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Ceremonies/Appointments/Announcements

- A. Introduction of New Public Work's Employees - Utility Workers Joe Holmes and Joshua Higgs.
- B. Employee Anniversary- Lead Plant Operator, Mark Haglund. [pg. 7]

V. Oral Requests and Communications from Audience

- A. Committee and Liaison Reports
 - 1. Council Liaisons
- B. Public Comments – limit to a maximum of **5 minutes per person**. A completed **public comment form** must be filled out and turned in **prior to the start of the meeting**. Forms are available in the City Manager's office and may be downloaded from the City's website at www.brookings.or.us. Completed forms may be turned in to the City Manager's office during regular business hours. 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.

VI. Regular Agenda

- A. Discussion with consideration to authorize the Mayor to execute a Letter of Agreement with the General Employees unit modifying employee sick leave transfer policy as requested by Teamsters Local 223 and recommended by City Manager. [pg. 9]
- B. Discussion with consideration to reaffirm the City Manager's position not to participate in the request from St. Timothy's Episcopal Church for assistance in installing a storm drain culvert and swale on their property adjacent to Old County Road. [pg. 13]
- C. Discussion with consideration to award the bid for a vector truck to the lowest responsible bidder, EnviroClean Equipment & Supplies, in the amount of \$204,044.28, and adopt a Resolution of Intent to finance purchase of said equipment through the League of Oregon Cities Capital Access Program. [pg. 29]

VII. Consent Calendar

- A. Approval of Council Meeting Minutes for October 8, 2007 [pg. 43]
- B. Acceptance of Parks and Recreation Meeting Minutes for August 23, 2007. [pg. 47]

VIII. Ordinances/Resolutions/Final Orders

- A. First and second reading by title only with possible adoption of Ordinance 07-O-585, an ordinance adding Chapter 17.171, Neighborhood Circulation Plans, to the Brookings Municipal Code. [Advance Packet dated 10/15/07]
- B. First and second reading by title only with possible adoption of Ordinance 07-O-593, an ordinance amending Section 17.80.040, Site Plan Approval, Improvement Standards, of the Brookings Municipal Code. [Advance Packet dated 10/15/07]
- C. First and second reading by title only with possible adoption of Ordinance 07-O-595, an ordinance adding Chapter 17.170, Street Standards, to the Brookings Municipal Code. [Advance Packet dated 10/15/07]
- D. First and second reading by title only with possible adoption of Ordinance 07-O-596, an ordinance amending Chapter 17.168, Public Facilities Improvement Standards and Criteria for Utilities, of the Brookings Municipal Code, in its entirety. [Advance Packet dated 10/15/07]

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. Approval of Urban Renewal Agency minutes for October 8, 2007. (49)

IV. Comments

V. Regular Agenda

- A. Discussion with consideration to approve a Façade Improvement Project matching grant in the amount of \$20,000 as recommended by the Urban Renewal Advisory Committee for 702 Chetco Avenue, owner Chuck Fidroeff (Outreach Gospel Mission), and to appropriate an additional \$6,372 in the Fiscal 2007-2008 budget for the Façade Improvement Program. (51)

VI. Adjournment

EVENTS

October 2007

October 2007							November 2007						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	4	5	6	7	8	9	10
8	9	10	11	12	13	14	11	12	13	14	15	16	17
15	16	17	18	19	20	21	18	19	20	21	22	23	24
22	23	24	25	26	27	28	25	26	27	28	29	30	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
October 1 9:00am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp	7:00pm CC-Planning Commssn	10:00am CC- Site Plan Com Mtg 1:00pm CC - Health Fair Committee 7:00pm FH+PoliceReserves	12:00pm CC - PERS meeting 3:00pm FH -URAC Special Meeting	2:30pm CC - Easy Manor Park SubComm	
7:00pm FH-FireTng/ChShrp 7:00pm CC-Council Mtg		10:00am CC- Site Plan Com Mtg 10:00am FH - Brookings Rural Fire Dept	9:00am CC-Crm Stoppers 3:00pm CC Urban Renewal Advisory Committee		4:00pm 2nd Saturday Art Walk (Downtown Galleries)
9:00am CC-VIPS/Volunteers in 10:00am CC - HGE - Tidewater 11:00am Garden Club Mtg, 12:00pm CC - Muni Court - 1:00pm FH - HGE - Aquastore More Items...	1:30pm CC - LDC Committee	10:00am CC- Site Plan Com Mtg	1:00pm FH- Health Fair 1:00pm CC - Muni Court 2:00pm CC - CEP (Emergency preparedness)	4:00pm FH - CPR Training	
7:00pm FH-FireTng/ChShrp 7:00pm CC-Council Mtg	1:30pm CC - LDC Committee	9:00am CC - ODOT Meeting 10:00am CM- Site Plan Com Mtg	7:00pm CC-Parks & Rec Comm		CC Traffic School with Marvin 2259
7:00pm FH-FireTng/ChShrp	1:30pm CC - LDC Committee 7:00pm Library/AZ Master Plan	10:00am CC- Site Plan Com Mtg			

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

10/18/2007 11:25 AM

EVENTS

November 2007

November 2007						
S	M	T	W	T	F	S
4	5	6	7	1	2	3
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2007						
S	M	T	W	T	F	S
2	3	4	5	6	7	1
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			November 1	2	3
			4:00pm CC SafetyComMtg Kathy Dunn		4
5	6	7	8	9	10
9:00am CC- VIPS/Volunteers in Police Service/Marvin Parker	1:30pm CC - LDC Committee 7:00pm CC - Planning (TENT)	10:00am CC- Site Plan Com Mtg 7:00pm FH-PoliceReserves	9:00am CC-Crm Stoppers 3:00pm CC Urban Renewal Advisory Committee 6:00pm CC - Joint Work Session w/County Commissioners		4:00pm 2nd Saturday Art Walk (Downtown Galleries)
7:00pm FH-FireTng/ChShrp					11
					Veterans Day (closest weekday to 1 8:00am City Hall CLOSED -
12	13	14	15	16	17
Veterans Day - Closed	1:30pm CC - LDC Committee 7:00pm CC-Council Mtg	10:00am CC- Site Plan Com Mtg 10:00am FH - Brookings Rural Fire Dept	10:00am CC - Muni Court 2:00pm CC - CEP (Emergency preparedness)		18
7:00pm FH-FireTng/ChShrp					
19	20	21	22	23	24
9:00am CC-VIPS/Volunteers in Police Service-BPalicki	1:30pm CC - LDC Committee 7:00pm CC TENT Planning Commission meeting	10:00am CC- Site Plan Com Mtg	Thanksgiving - CLOSED		CC Traffic School with Marvin 2259
11:00am Garden Club Mtg, Brookings Best Western Inn (Best					
7:00pm FH-FireTng/ChShrp					25
26	27	28	29	30	
1:00pm Homeless Coalition Meeting	1:30pm CC - LDC Committee	10:00am CC- Site Plan Com Mtg	7:00pm CC-Parks & Rec Comm		
7:00pm FH-FireTng/ChShrp					
7:00pm CC-Council Mtg					

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

10/18/2007 11:25 AM

CERTIFICATE OF APPRECIATION

Awarded to

Mark Haglund

For Ten Years of Dedicated Service to the
Citizens of the City of Brookings.



Mayor Pat Sherman

Honored this 22nd day of October, 2007

City Manager, Gary Millman



COUNCIL AGENDA REPORT

To: Mayor & City Council

From: City Manager

Date: October 4, 2007

Subject: Letter of Agreement Modifying Employee Sick Leave Transfer Policy

Recommendation: Authorize Mayor to execute a Letter of Agreement with the General Employees unit modifying employee sick leave transfer policy as requested by Teamsters Local 223 and recommended by the City Manager.

Background /Discussion:

There is currently a provision in the Labor Agreements with the City employees that allows employees to transfer sick leave from their sick leave account to the sick leave account of another employee if the receiving employee needs additional time off "For a life threatening illness or injury." Only employees who have more than 240 hours of accumulated sick leave may make transfers, and only 40 hours may be transferred from one account to another in any 12 month period, and a recipient employee may receive a maximum of 240 hours of transferred leave in one calendar year.

The Teamsters Union has requested a modification to this provision which would allow employees to transfer sick leave without the requirement that the recipient employee be suffering from a "life threatening" illness or injury. This Letter of Agreement would accommodate that request for the General Employees unit, and would add the requirement that employees receiving leave transfers must provide written documentation from an attending physician that the extended leave is required.

There is one current City employee who is a member of the General Employees unit that would benefit from this change.

Financial Impact(s): Sick leave pay may be paid at a rate higher or lower than the rate of pay received by the employee transferring leave.

City Manager Review and Approval for placement on Council Agenda:

Gary Milliman City Manager

LETTER OF AGREEMENT

PARTIES

City of Brookings, hereinafter called "City"
Teamsters Local No. 223 (General Employees), hereinafter called "Union"

RECITALS

- A. City and Union are parties to a Labor Agreement representing General Employees for the period beginning July 1, 2005, and ending June 30, 2008.
- B. Union requests that City extend conditions under which employees may transfer sick leave.
- C. The parties have negotiated a settlement and desire to reduce their Agreement in writing.

AGREEMENT

For and in consideration of the promises and obligations on the part of each party to be performed, the parties agree as follows:

- A. The foregoing recitals are contractual and by their reference are incorporated herein as if set out in full.

- B. Article 13.9 Transfer of Sick Leave shall be modified to read as follows:

Employees who have exhausted all accrued leave benefits may obtain sick leave from other City employees (with their written consent) if they require extended time off for an illness or injury. Only employees with more than 240 hours of accumulated sick leave may make contributions and no employee may contribute more than 40 hours per year to any other employee. No employee can receive more than 240 hours of contributed sick leave in any one calendar year. Employees receiving leave transfers from other employees must provide written documentation from an attending physician that such leave is required.

In executing this Agreement, the parties acknowledge that:

- 1. they have had an opportunity to review and receive advise on the terms of this Agreement
- 2. they are entering into this Agreement voluntarily and with full knowledge of the facts for the purpose of making as full, final and complete settlement.

Agreed to on this _____ Day of _____ 2007.

For the City:

For the Union:

Pat Sherman, Mayor



Brent Jensen, Labor Representative



COUNCIL AGENDA REPORT

To: Mayor & City Council

From: City Manager

Date: October 11, 2007

Subject: St. Timothy's Episcopal Church request for Drainage Project Assistance

Recommendation: Reaffirm the City Manager's position not to participate in the drainage project.

Background /Discussion:

St. Timothy's Episcopal Church has requested that the City participate in a project to install a storm drain culvert and swale on their property adjacent to Old County Road.

This matter dates back to July, 2000, when the Church proceeded with an addition to their structure on the bank of the drainage ditch which runs between the road and the church building. At that time, Terra Firma Geologic Services provided a letter to the Church which found, in part:

1. *"There is no evidence that the slope proposed for the addition is currently involved in a slope failure and it appears that it has a low risk of being impacted by landslide movement."*
2. *"There is concern that culvert discharge may erode the streambank and undermine or threaten the addition. In my opinion the risk for this is low due to bedrock in the stream and the capacity of the stream channel..."*

According to Public Works Director John Cowan, significant erosion to the drainage channel bank was observed in 2000 and the City proceeded with a project to install a storm drain culvert and fill the portion of the drainage channel immediately adjacent to the building addition at a cost of \$13,720.65. Cowan reports that, shortly after this work was completed, the Church proceeded with removing a number of trees along the bank of the drainage channel downstream from the culvert.

Sometime in early 2006, the Church became concerned with cracking of the drainage channel bank immediately adjacent to the main church building and parking lot. Pavement cracks can be observed in the parking lot and the Church contracted for foundation anchoring work on the

building. The Church retained Busch Geotechnical Consultants to evaluate the situation and the recommendation was to extend the culvert and backfill to the church property line. Cost estimates ranged from \$31,600 to \$49,980. Plans were prepared and submitted to the Church on August 6, 2007.

On August 13, 2007, the City received a letter from the Church which, essentially, points to the City as the responsible party for resolving this situation. The Smith letter argues that, as City storm drain water discharges onto Church property, it is the City's responsibility to mitigate the bank erosion problem.

City Engineer Richard Nored presents a differing view in his letter dated September 4, stating that *"construction of building and parking improvements on St. Timothy's property has created ground movement in the past several years, and water from the property has eroded the banks of the drainage course substantially."*

Nored notes that his office *"reviewed geologists reports from Years 2000, 2006 and 2007, and read the recommendations that both geologist made to the church for needed improvements to their property. Nothing in the recommendations involve the City of Brookings in making any type of improvements to the existing drainage course, and this supports observations by this office and City of Brookings staff members in the past two or three years."*

After personally visiting the site several times, meeting with Rev. William Smith, meeting with City Engineer Richard Nored and City Attorney John Trew concerning this matter, the City Manager issued a response letter to the Church on September 6 taking the position that the City is not the party responsible for correcting the problem.

Subsequently, Rev. Smith has requested time on the City Council agenda to appeal to the Council for assistance with the project. While no letter has been received, it is my understanding that Rev. Smith is requesting that the City fund the purchase and installation of the pipe and basic cover to stabilize the pipe, while the Church would proceed with installing the remaining improvements. The Public Works Director has estimated the cost of pipe installation and basic cover at \$10,687, which is inclusive of the cost of using City employees to perform the work.

Financial Impact(s):

Should the Council chose to proceed with assisting the Church in this project, funding would need to be appropriate from the General Fund. Because the Stormwater Master Plan does not identify this location as a problem area (other than for maintenance) and no project is identified for this location, System Development Charge fees could not be used for construction.

City Manager Review and Approval for placement on Council Agenda:



Gary Milliman City Manager



City of Brookings

898 Elk Drive, Brookings, OR 97415

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

gmilliman@brookings.or.us

GARY MILLIMAN

City Manager

Rev. William A. Smith
P.O. Box 1237
Brookings, CA 97415

September 6, 2007

Dear Rev. Smith,

I have reviewed your letter and attachments, as well as our history file, on the drainage issue you raise in your letter of August 13, 2007. As you know, I have visited the Church property with Public Works Director John Cowan to review your files and charts, and to view the physical characteristics of the area in question. I have also conferred with our City Engineer, Richard Nored, and our City Attorney, John Trew, both of whom also visited the site.

Our records indicate that this matter has been reviewed, discussed and revisited several times beginning in 2000 when the Church first proposed constructing a building addition adjacent to the subject drainage channel. It is my understanding that the City did take action to assist the Church in resolving this problem by installing a drainage pipe and cover material at a cost of \$13,720.65 in 2001. This project relocated the discharge outlet into the drainage channel to its present location.

While we acknowledge that a number of private parcels north of the Church site have been developed in recent years, I am advised that the great majority of any new drainage...including drainage from the Pacific Terrace project...has been directed to drainage systems other than the channel crossing the Church property.

The City has recently contracted for the development of a Storm and Surface Waters Facilities Plan. This Plan identifies a "problem area" at the northwest corner of Fir Street and Old County Road. The problem is identified as a drainage culvert requiring a high level of maintenance to curtail an "overflow" across the surface of Fir Street. According to John Cowan, this culvert requires frequent cleaning due to yard clippings and debris discharged into the drainage channel by upstream property owners. The drainage channel crossing the Church property is not identified as a "problem area" requiring upsizing or other treatment. The Plan does not contemplate any storm water project directly related to the subject drainage channel.



City of Brookings

898 Elk Drive, Brookings, OR 97415

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

gmilliman@brookings.or.us

Enclosed is a letter from our City Engineer. I concur in his recommendation. The drainage course on the Church property is a naturally occurring condition. Flows in the channel can be improved through maintenance. The City has already participated in stabilizing the northernmost section of the drainage channel on Church property adjacent to the 2000 Church building addition. Bank stabilization of the drainage channel on Church property is the responsibility of the property owner.

I recognize that this is not the answer that you or the Church had hoped for. However, after careful review with City advisors who are more familiar than I with the long history of this issue, I cannot rationalize an expenditure of public funds to correct this problem on Church property.

Respectfully,

Gary Milliman
City Manager

Cc: Mayor and Council
Public Works Director
City Engineer
City Attorney
Building Official



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 4, 2007

City of Brookings
898 Elk Drive
Brookings, OR 97415

Attn: Gary Milliman
City Manager

Re: St. Timothy's Episcopal Church
Project No. 06.24

Dear Gary:

We have reviewed correspondence from Rev. William Smith of St. Timothy's Episcopal Church relating to the existing drainage course through the St. Timothy's property. This is the natural drainage course for areas upstream of this property, and includes water from large segments along Old County Road. In addition, we reviewed geologist's reports from Years 2000, 2006, and 2007, and read the recommendations that both geologists made to the church for needed improvements to their property. Nothing in the recommendations involve the City of Brookings in making any type of improvements to the existing drainage course, and this supports observations by this office and City of Brookings staff members in the past two or three years.

Construction of building and parking improvements on the St. Timothy's property has created ground movement in the past several years, and water from the property has eroded the banks of the drainage course substantially. We have previously met with Mr. Smith and recommended that they retain a qualified Engineer to assist with rerouting water from their property downstream into the drainage course, and that they make positive efforts to stabilize the creek banks. To my knowledge, little has been accomplished in this regard. Mr. Smith makes reference to City Ordinance 8.10, and the ordinance specifically requires the property owners to maintain the watercourse to allow runoff to occur. To my knowledge, maintenance has not occurred in this instance, and vegetation is adding to water levels in the natural drainage course. This situation is adding to the stabilization issue.

We do not believe that the City of Brookings should be involved in assisting with bank stabilization on the St. Timothy's property, and recommend once again that St. Timothy's retain a qualified Engineer to design an effective solution to their stabilization problem.

Very truly yours,

HGE INC., Architects, Engineers,
Surveyors & Planners

Richard D. Nored, P.E.
President

RECEIVED

SEP 05 2007

Per

ST. TIMOTHY'S EPISCOPAL CHURCH

THE REV. WILLIAM A. SMITH
P. O. BOX 1237
BROOKINGS, OR 97415

401 FIR STREET
(541) 469-3314
email: sttims1@verizon.net
www.sttimothyepiscopal.org

August 13, 2007

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

Dear Mr. Milliman,

This letter is being written to respond to the verbal request of John Cowan in a telephone conversation of 8/8/07.

The results of Old County Road drainage on St. Timothy's property is approaching a critical point. To date, we have handled the problem as best we could on our own property.

It is clear that this is no longer possible. I have raised the issue with previous city officials, but had little success.

The reason we are approaching the City is that we feel the city is in violation of City Ordinance 8.10 dealing with watercourses.

Our insurance department in Portland has warned us that the church may be shut down if we do not deal with the earth slide behind us. We must act soon.

We have engaged Busch Geotechnical Consultants of Arcata, CA. When I served on the Planning Commission we found he was very familiar with geological structures and the problem of earth slides in the area.

We have spent considerable money in engaging Mr. Busch and by temporarily anchoring the church by the use of helical piles. But Mr. Busch advises us that the only permanent solution would be to repair past damage by stabilizing the eroding earth behind the church and to stop the flow of city surface water across our property.

The water flows down the open gutter on the side of Old County Road. The flow has been increased significantly by the development up Old County Road

RECEIVED

Aug 13 2007

Per.....

(OCR) in recent years. The water flows down OCR into a catch basin at the corner of OCR and Fir Street from there it flows into a culvert under Fir Street and discharges on St. Timothy's property.

The water discharges into a ravine on our property. The quantity and the velocity of the water has gouged the bottom of the ravine and caused the slide, which endangers the church.

An additional problem is that in a heavy storm (frequently) the basin clogs and the water flows across St. Timothy's property eroding the earth on the corner of our lot.

Mr. Busch has done a survey of our property and produced what he feels is the best solution.

I look forward to meeting with you and your staff at the earliest possible time. It would be appropriate to solve this problem by the next rainy season.

My home phone number is 469-2920, which is where I will be when not at the church.

Sincerely,

A handwritten signature in cursive script, reading "William A. Smith".

cc: Marlyn Flanders
Jack Vivian
John Cowan
Joanne Clark



August 24, 2007

BUSCH GEOTECHNICAL CONSULTANTS

The Reverend William Smith
St. Timothy's Episcopal Church
P.O.B. 1237
Brookings, Oregon 97415

Via fax to 541-469-3314

RE: Down-stream conditions below bank stabilization and culvert extension project, St. Timothy's Episcopal Church, Brookings, Oregon

Dear Bill:

I'm very glad to hear the meeting with City officials went well.

I understand that someone expressed concern about the downstream conditions. The purpose of this letter is to briefly address that concern and hopefully put the issue to rest.

First of all, and perhaps obviously, extending the culvert will not in itself increase the discharge from the culvert. That is, whatever volume at whatever flow rate would discharge from the culvert now in response to a particular storm...that same volume and flow rate would discharge from the culvert end if it were 60 ft farther downstream.

Second, in early 2006, as part of our investigation of the Church's bank instability problem (BGC, 2006), we inspected the channel and channel banks downstream to the southeast corner of the adjacent property, which had been cleared recently. At that time we identified existing unstable to marginally stable creek banks on that property. Marginal stability is a characteristic of nearly all creek banks, so our observation was then, and is now, no cause for alarm. In addition, previously, during work on the next downstream property (BGC, 2004), we inspected the channel and banks on that property. Again we recognized areas of existing

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instability and marginal stability. That said, on the Church property and on both downslope properties, portions of the channel and channel banks expose in-place bedrock. One implication of this observation is that future stream down-cutting is likely to occur only at a slow rate.

Third, you will note on the plans (BGC, 2007) that I recommended placing boulder rip-rap in the channel below the relocated culvert end. The purpose of this is to dissipate some of the energy when there is laminar flow from the culvert end. Water will slow passing through the rip-rapped stretch of channel, and then it will flow at the rate dictated by the channel gradient and roughness. In my opinion, if the Church installs rip-rap it will have taken the necessary step to mitigate possible adverse downstream affects.

Please call if you have any questions about this letter or need additional information or help.

Sincerely,

Busch Geotechnical Consultants

R. E. Busch, Jr., Ph.D.
C.E.G. #989



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Reference Documents Cited

- BGC [Busch Geotechnical Consultants]. 2007. St. Timothy's Episcopal Church slope stabilization plan with erosion-control measures. Unpubl. over-sized map for client dated 6 August. Scale of map (and three cross-sections), 1"=10'.
- BGC [Busch Geotechnical Consultants]. 2006. Transmittal and explanation of preliminary geohazards map of creekside fillslope failures behind St. Timothy's Church, Brookings, Oregon. 4 pp. + over-sized map.
- BGC [Busch Geotechnical Consultants]. 2004. Site-specific geotechnical report for the Kast property, Myrtle Street, Brookings, Oregon [MAP 41-13-5CA, TL 102]. Unpubl. rept. for client dated August 12. 33 pp. + over-sized map.



August 6, 2007

BUSCH GEOTECHNICAL CONSULTANTS

The Reverend William Smith
St. Timothy's Episcopal Church
P.O.B. 1237
Brookings, Oregon 97415

**RE: Transmittal of plans for bank stabilization and culvert extension to
reduce risk to St. Timothy's Episcopal Church, Brookings, Oregon**

Dear Bill:

Accompanying this letter are multiple (8) folded copies of a "D" sheet set of plans and specifications for the repair option we first discussed last year.

There undoubtedly are many earthworks contractors who could do the job if you can't get the City to provide equipment and materials. If you wind up with a contractor, you might get the best price from someone who has spoils to get rid of. However, the soils should compact well (clays don't). I address that on the plans themselves.

Previously you asked me for names of contractors who could do the job. The following partial list will give you a start. I'm sure there are others, but these are the ones I'm most familiar with. That said, you might get your best price from someone just starting up, someone who's "hungry" in these lean times.

1. Paul Chapin or Jim Clayton, J. C. Landclearing, 541-469-7287 (he gave you an estimate in 2006)
2. James Crook, 541-425-1400 (cell) (the helical installer for the church)
3. Sam Williams, P&S Construction, 541-661-3500 (cell)
4. Gene Woods, E & S Wood Construction, Inc., 541-469-3800

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I developed the plans using the existing base map as a start. As you can see, however, I added two more cross-sections plus cautionary notes and detailed, sequenced instructions. The "fix" is somewhat complex because the purpose of the fill is to stabilize the dirt beneath the church as much as possible without importing a uniform structural fill and compacting it to specifications. I did no substantive calculations to develop the plans, just qualitative work.

The two new geologic cross-sections (B-B' and C-C') show what the repair would look like in cross-section. Note that I have specified that a geofabric that will transmit water be placed on the prepared surface between the church and the creek, that a foot or so of rounded gravel (drainrock) be added to create a "drain blanket," and that I want another fabric placed on top of the gravel so that the main fill will not infill the pores between the gravels. This is an important part of the design because so much water moves beneath the church. It will add cost, but it is essential in my opinion. When the job was done, the fill surface would be a gentle swale with a 5% gradient in a downstream direction. The fill surface would slope toward the axis of the swale from Old County Road and the Church walk. Note that I anticipate additional cracking and settlement of the walk during the excavation along the walk. This is probably unavoidable.

In closing, I again thank you for hiring us. Please call if you have any questions about this letter or the map or need additional copies. Also, please call if you would like us to monitor the initial phase of construction.

Sincerely,

Busch Geotechnical Consultants

R. E. Busch, Jr., Ph.D.
C.E.G. #989

Enclosures: 8 cc folded map, wet-stamped and signed
Repository\Geotech closed\St. Timothy's 2\St.Tim2.map2.trans.ltr.doc
BGC Job #07-042



(March 14, 2006)

BUSCH GEOTECHNICAL CONSULTANTS

The Reverend William Smith
St. Timothy's Episcopal Church
P.O.B. 1237
Brookings, Oregon 97415

Via fax to 541-469-3314

**RE: Transmittal of estimates for three stabilization options for creekside
fillslope failure behind St. Timothy's Church, Brookings, Oregon**

Dear Bill:

Late Monday afternoon (3/13) I received estimates (actually, fixed price offers) for two of the repair options we have discussed. Last week I worked up an estimate (not a fixed price) for building a welded wire wall (also known as a "Hilfiker" [Hill-fick-er] wall after the manufacturer, and an "RSE" or reinforced soil embankment wall).

To review, you and I have been discussing three basic repair scenarios for the church:

- 1) Building a welded wire wall to buttress the creekside slope;
- 2) Using rock riprap to buttress the creekside slope; and
- 3) Extending the culvert and filling the creek valley to stabilize the ground the church is on and create a new parking / lawn area between the church and Old County Road.

All three options require that the contractor remove the alder stumps and loose / soft soils, then haul that debris offsite somewhere (or place it on the church property southwest of the building, which might be a mess). In addition, constructing a welded wire wall would require an additional excavation into the slope of at least ten feet, possibly more. Because the fill alongside the building edge is already moving, excavating into the slope is worrisome to problematic, at least until late in the summer.

P.O. BOX 222 • ARCATA, CA 95518-0222 • 707-822-7300 • FAX 707-822-9011

Geotechnical and Geologic Studies for Land Development



In order to develop a realistic estimate of the cost of a welded wire wall I did a very quick, preliminary design (sketch attached). In this design, the wall is 20 ft high and has a very steep face (see cross-section on sketch). This design creates about 17-25 feet of flat space behind the church, between the top of the face of the wall and the building. Other wall designs are possible, for example, one with a face about as steep as the existing slope, or one that is not as high. Neither of those options would create flat space behind the wall.

I suggest that the wall face be steeper than the existing slope to minimize cutting into the fill soils on the hill and to provide additional space behind the church. However, this is not necessary. Engineers describe the steepness or "batter" of the wall in terms of the horizontal:vertical ratio of the face. For example, a wall that rose 1 foot for each horizontal foot has a 1:1 (H:V) ratio. This is the steepness ratio of most cutbanks along major highways. In contrast, a 1:6 H:V ratio is a steep ($>75^\circ$) slope. If you think about it, I am sure it will make sense to you that the steeper the wall face, the farther the creekside edge of the wall would be from the church. If you select a welded wire wall, we will have to develop a preliminary design, and then have an engineer finalize it.

My estimate of the cost for the wall design I show on the attachment assumes 10-ft-wide mats, a 20-ft high wall, and \$25/sq face foot construction cost (of which about \$4.25/sq ft is the welded wire cost). **My estimate for the wire wall is \$35,000, not including the necessary engineering design work (another \$3000 or so). I have not discussed this estimate with a contractor.** The Hilfiker Company provides up to two days of free onsite assistance.

The estimate for the riprap approach, from J. C. Land Clearing in Brookings, is \$31,600. I do not know if this price is negotiable.

// The estimate for the parking lot approach, from the same earthworks contractor, is \$49,980.

I am sure all of these figures make you and the diocese gasp. It is possible that another contractor would bid less, and you, a general contractor, or I could solicit other bids. In addition, there might be yet another approach.

Given the high cost of the proposed earthworks, it might be worthwhile to consider stabilizing the creekside foundation of the church by underpinning it with

TERRA FIRMA GEOLOGIC SERVICES

RON SONNEVIL Engineering Geologist
27766 Hunter Creek Road, Gold Beach, OR 97444
(541) 247-2091

DATE: July 28, 2000

FROM: Ron Sonnevil, Engineering Geologist

TO: The Reverend William Smith
St. Timothy's Episcopal Church
PO Box 1237
Brookings, OR 97415

SUBJECT: Evaluation of Proposed Addition to Church

INTRODUCTION

This letter/report documents a geologic investigation conducted on July 19 and 26, 2000. The investigated area is located at 401 Fir Street in Brookings, OR. The purpose of the investigation was to evaluate the suitability of a proposed addition to the church which extends onto a slope above a small stream. The investigation consisted of site inspections and review of a topographic map surveyed by Stuntzner Engineering and Forestry. Soils were field classified using the Unified Soil Classification System.

SITE CONDITIONS

The property includes an existing church located on gently sloping ground overlooking a moderate to steep slope adjacent to a small stream which begins at the outlet of a 28" culvert. A 16 foot long addition to the east end of the church is proposed to extend onto the hillslope with its southeast corner about 25 feet west of the culvert. The stream channel bottom is approximately 4 feet wide and the sideslopes are about 4 feet tall near the culvert outlet. The lower foot or two of the channel sideslopes consist of sandstone and mudstone bedrock and the remainder consists of a gravelly mixture silty sand (SM) which is either natural colluvial soil or fill. The slope gradient is 15 to 20 percent between the top of the stream bank and the southeast corner of the addition.

The proposed addition is located on a landscaped slope. The slope gradient at the addition site ranges from about 10 percent to about 35 percent. It is impossible to determine to what extent slope gradients are natural and how much of the area has been shaped by past grading without digging test pits or drilling. Several attempts were made to hand auger test holes but the auger was stopped by rocks within a foot of the ground surface. The ground was probed with a steel tile probe in several locations near the southeast corner of the addition. The probe encountered 2.5 to 3.5 feet of easily penetrated soil before it met significant resistance.

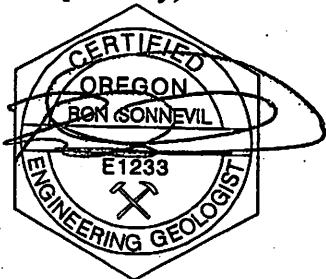
CONCLUSIONS

1. There is no evidence that the slope proposed for the addition is currently involved in a slope failure and it appears that it has a low risk of being impacted by landslide movement.
2. There is the potential that fill or soft soil exists beneath the addition. It is possible that several feet of unsuitable soil exists and mitigations may be needed to minimize the potential for differential settlement to impact the structure. Possible mitigations include a deepened footing or drilled, cast-in-place piers. Based on exposures in the stream channel I expect that bedrock is located 8 to 14 feet beneath the existing ground surface at the addition, thus, these depths are the maximum expected for drilled piers at this site. The amount of unsuitable soil present and appropriate foundation footing depth can only be determined by digging or augering test holes with heavy equipment. In my opinion the building permit can be issued providing I evaluate the soils before footings are poured. It is possible to evaluate the soils when the footing excavations are being dug, however, it may prove most efficient if test pits are dug once equipment has cleared the site but before the foundation footing excavations are dug.
3. There is concern that culvert discharge may erode the stream bank and undermine or threaten the addition. In my opinion the risk for this is low due to bedrock in the stream and capacity of the stream channel, the location of the culvert outlet relative to the structure and the fact that slope gradients are only moderate between the addition and the top of the stream bank. If erosion does occur it should be sufficiently distance from the structure that an immediate impact is not expected and the problem could be stabilized before the structure is threatened.

LIMITATIONS

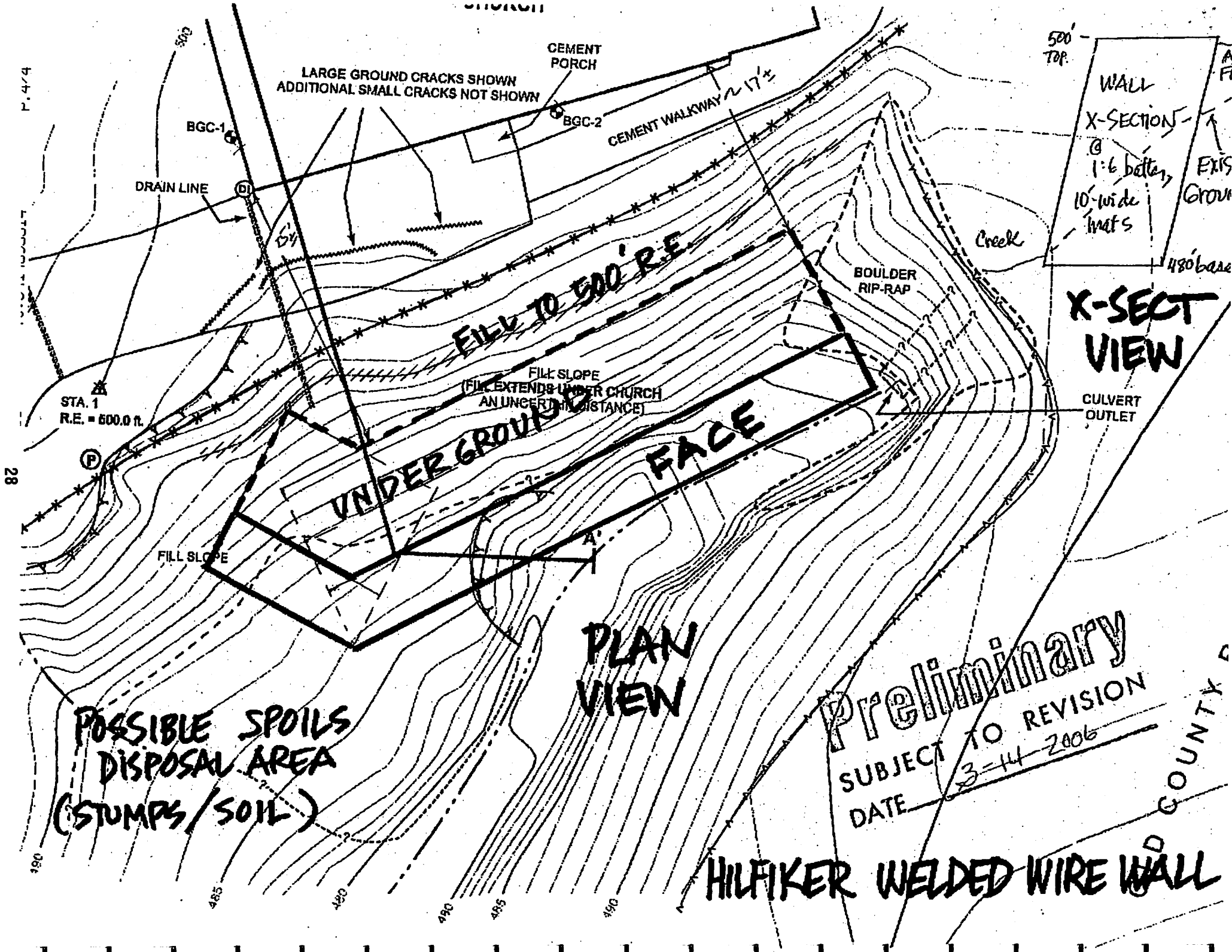
The conclusions in this report are opinions based on a current knowledge of erosion processes that are interpreted to have historically impacted the area and the soil conditions which were observed and are interpreted beneath the building site. The subsurface conditions at the site must be examined and evaluated before construction begins. No warranties, either expressed or implied are provided. This report is submitted with the limitation that damage caused by an extreme, historically unprecedented climatic or seismic event is borne by the property owner and is an inherent risk of construction on a slope near a stream in a geologically active area.

Respectfully,



Ron Sonnevil

TERRA FIRMA GEOLOGIC SERVICES
(541) 247-2091



Preliminary
SUBJECT TO REVISION
DATE 3-11-2006
COUNTY

HILFIKER WELDED WIRE WALL



COUNCIL AGENDA REPORT

To: Mayor & City Council

From: City Manager

Date: October 16, 2007

Subject: Lease/Purchase of Vector Truck

Recommendation: Award bid for the purchase of a vector truck to the lowest responsible bidder, EnviroClean, in the amount of \$204,044.28 and adopt Resolution of Intent to finance purchase of said equipment through the League of Oregon Cities Capital Access Program.

Background /Discussion:

The City budgeted for the lease-purchase of a jet rodder/sewer cleaner truck. The budget provided for acquisition of the truck through a financing over a four-year period with payments estimated at \$54,000 annually. The estimated cost of the truck at time of budget preparation was \$204,000. Attached is a memorandum dated February 28 from the Public Works Director.

The City advertised for bids and two bids were received. The low bid from EnviroClean Equipment, Gresham, Oregon, was in the amount of \$204,044.28.

The City Manager contacted the League of Oregon Cities Cooperative Capital Asset Acquisition Program (LOCAP) and they have provided a proposal for lease purchase financing of the truck at a True Interest Cost of 4.6392 per cent. No payments will be due this fiscal year, with a payment of \$6,718.13 due next fiscal year, and payments ranging from \$56,140.00 to \$58,795 annually for four years thereafter. A copy of the financing proposal is attached. Financing through LOCAP is a two-step process and requires 45-60 days to complete. In order to place the order for the vehicle now, the LOCAP program requires that the City adopt a Resolution of Intent to reimburse the City for any expenditure of funds prior to final approval of the financing.

Financial Impact(s): The purchase is budgeted beginning in the current fiscal year. Actual expenditures for debt service this fiscal year will be less than budgeted. The City is entering into a four-year lease-purchase financing agreement.

City Manager Review and Approval for placement on Council Agenda:

Gary Milliman City Manager

Memo

City of Brookings – Public Works Department
898 Elk Drive
Brookings, OR 97415
(541) 469- Fax: 469-3650
www.brookings.or.us



To: Gary Milliman
From: John Cowan, Public Works Director
Date: October 12, 2007
Re: Jet Rodeer/Sewer Cleaner Truck Bids

2 bids were received for the Jet Rodder/Sewer Cleaner Truck

Maric Sales
6106 W 9790 South
West Jordan, UT 84088
801-571-2330

Bid Amount -- \$215,000.00

EnviroClean Equipment
PO Box 160
Gresham, OR 92030

Bid Amount -- \$204,044.28

The \$204,044.28 bid is below our budgeted estimate, however before Paul left he was working on the financing of the 4 year lease/purchase. He did not get the time to receive an answer from local financing sources as to whether or not local agencies (banks-credit union) would be able or willing to finance the purchase of the truck and at what percentage of interest. There are also options available for financing of the truck through lending agencies that the truck bidder can put us in touch with. I'm not comfortable with doing a CAR until the financing is nailed down. I would like to solicit your advise and comments as to how you would like to proceed with this issue.

City of Brookings
October 2007 LOCAP Project - 4 Years
Preliminary Schedule - For Discussion Only - Subject to Change
Sewer System Vehicle

Summary of Sources and Uses of Funds

Issue Dated: 10/01/07 **For Delivery:** 10/11/07

SOURCES:

Principal Amount of New Financing	\$210,000.00
Accrued Interest at Closing	248.82
TOTAL SOURCES	\$210,248.82

USES:

Net Deposit to Fund \$205,000 in Projects:	\$205,000.00
Deposit to Interest Account (Accrued Interest)	248.82
Underwriter's Discount (0.90% of Principal Amount)	1,890.00
Other Costs of Issuance (see below)	2,415.00
Contingency:	695.00
TOTAL USES	\$210,248.82

OTHER COSTS OF ISSUANCE:

Special Counsel (0.70% of Principal Amount)	1,470.00
Trustee/Paying Agent Base Fee:	420.00
SDAO Fee	525.00
Other	0.00
TOTAL OTHER COSTS	\$2,415.00

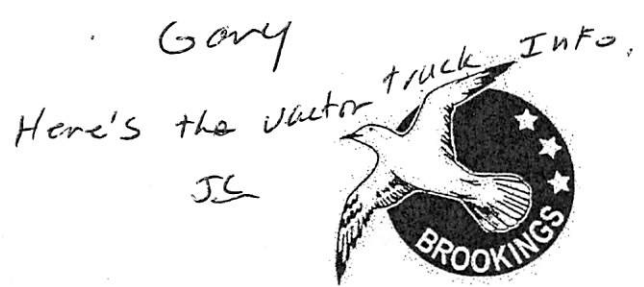
ADDITIONAL DATA:

True Interest Cost	4.6392%
Net Interest Cost (NIC)	4.2520%
Average Life in Years	2.79762
Average Coupon	4.2944%

City of Brookings
October 2007 LOCAP Project - 4 Years
Preliminary Schedule - For Discussion Only - Subject to Change
Sewer System Vehicle
Debt Service Schedule

Date	Principal	Annual Coupon	Interest	Total Financing Payments	Plus: Annual Trustee Fee	Total Semi-Annual Debt Service	Annual Summary of Debt Service
v These will be your v v actual payments v							
01/01/08			0.00	0.00		0.00	
07/01/08			6,718.13	6,718.13		6,718.13	6,718.13
01/01/09	50,000	4.150	4,478.75	54,478.75	420.00	54,898.75	
07/01/09			3,441.25	3,441.25		3,441.25	58,340.00
01/01/10	50,000	4.250	3,441.25	53,441.25	320.00	53,761.25	
07/01/10			2,378.75	2,378.75		2,378.75	56,140.00
01/01/11	55,000	4.300	2,378.75	57,378.75	220.00	57,598.75	
07/01/11			1,196.25	1,196.25		1,196.25	58,795.00
01/01/12	55,000	4.350	1,196.25	56,196.25	110.00	56,306.25	
07/01/12			0.00	0.00		0.00	56,306.25
SUBTOTAL:	210,000		25,229.38	235,229.38	1,070.00	236,299.38	236,299.38
ACCRUED:			(248.82)	(248.82)		(248.82)	(248.82)
TOTAL:	210,000		24,980.56	234,980.56	1,070.00	236,050.56	236,050.56

City of Brookings – Public Works Department
898 Elk Drive
Brookings, OR 97415
(541) 469- Fax: 469-3650



Memo

COPY

To: Mayor and City Council

From: John Cowan, Public Works Director

Date: February 28, 2007

Re: Vector Truck

Background: In the past six years, dating back to 2002, the Public Works/Wastewater Department has spent an average of \$8,100 per year on sewer cleaning services through TSR of Wilsonville, OR and Roto-Rooter of Brookings. Tasks that they performed were, pumping out of lift stations, sewer line cleaning, Wastewater Treatment Plant digester cleaning, storm drain/catch basin cleaning and vacuuming of wood chips out of Kidtown playground.

Benefit: By lease/purchase of the Vector truck we will be replacing the trailer mounted sewer cleaner, vintage 1992, which has a ½" cleaning hose which is a low flow, high pressure application (4000 psi) 8 gpm. At this pressure with the poor condition of our concrete sewer pipes the high pressure is destructive. The Vac-Con truck has a lower operating pressure (3000 psi) and a higher water flow rate 40 gpm. This machine is better equipped for our wastewater collection system. The current trailer mounted unit is a pressure system only, where as the truck mounted unit is a pressure water system, with a vacuum system, which has water capacity for 500 gallons. The debris tank on the truck holds 3.5 yards.

When we have a sewer or storm drain plug we use our small machine until the problem is resolved, but we don't have the capability to vacuum up the debris that caused the plug up, thus the debris flows down the line eventually ending up at the WWTP.

With the Vac-Con truck we would be able to clean the lines and vacuum out the debris. In order to clean out water valve boxes we have a modified post hole digger which is time and labor intensive, the Vac-con would allow us to clean 30-40 valve boxes per day as opposed to the 5-10 we can do now manually. There are several catch basins in town and storm drain pipes we are unable to clean properly because of debris/depth/access issues.

When we have a major sewer cleaning issue we are at the mercy of the cleaning companies schedule, which at times has been over a month.

The Public Works Department would have the proper tools to finally be able to implement a maintenance program in these areas with the personnel we have budgeted for in the upcoming budget year, also we would have the capability to do hydro-excavation, which would enable Public Works to physically locate underground utility lines without damaging them.

At our current cost of \$8,100.00 per year for cleaning services it would take 25 years to pay off the purchase price of the truck excluding interest. The current trailer mounted high pressure cleaner we have is 15 years old and when purchased in 1992 cost \$35,500.00. The cost to replace the trailer mounted unit today is now \$74,505.47. At which point we still need to contract for cleaning services, due to the fact that the trailer mounted unit was used for unplugging problems not remedying them. The cost difference between replacing our old trailer mounted unit @\$74,505.47 and the cost of the Vactor truck of \$204,488.28 is \$129,982.81.

In summary the Vactor truck unit would be used for streets, water, sanitary sewer, storm drainage, parks, wastewater pump stations, and Wastewater Treatment Plant maintenance and the benefits and versatility of the Vactor truck would be a great asset to the Public Works maintenance program.

Financial Impact:

\$55,000 per year for the next four years, lease purchase agreement.

Total purchase price of the vehicle: \$204,488.28, plus interest at 3%.

COPY



Phone: 503-491-3393
Fax: 503-491-2283
Toll-Free: 800 200-8480
jlowe@envirocleanequip.com

EQUIPMENT & SUPPLIES FOR INDUSTRY & PUBLIC WORKS

September 20, 2007

RECEIVED

OCT

Per.....

City of Brookings
Administrative Services Department
898 Elk Drive
Brookings, OR 97415

Attn: John Cowan, Public Works Director

RE: **Combo Jet Rodder/Sewer Cleaner - RFP**

Dear John:

Enviro-Clean Equipment, Inc. is pleased to bid a 2008 Vac-Con, Model V230H500 Combination Machine mounted on a 2008 Sterling Acterra chassis. Our proposal meets your bid requirements 100% without exceptions or deviations.

Enviro-Clean Equipment, Inc. is located at 2395 NW Eleven Mile Avenue in Gresham, Oregon. Our service technicians are factory-trained and respond quickly to our customer's needs. We also provide mobile repair services for our customers' convenience. We carry a large stock of inventory parts. Our commitment to providing excellent customer service remains a priority at Enviro-Clean Equipment, Inc.

We appreciate this opportunity to bid on this ITB and would welcome the opportunity to provide you with the Vac-Con combination sewer cleaner.

Sincerely,

Jim Lowe
President

P.O. Box 160, Gresham, Oregon 97030

City of Brookings

2007 Combination Machine Specifications

**CAB AND CHASSIS WITH COMPLETE
MOUNTED COMBINATION JET RODDER/SEWER
CLEANER**

City of Brookings Public Works Department
898 Elk Drive
Brookings, Oregon 97415
Phone (541) 469-1151

Invitation to Bid

John Cowan, Public Works Director

I. General Provisions

A. Introduction

The City of Brookings will be accepting sealed bids for the purchase of a new model Acterra Sterling or equal 4 x 2 cab and chassis with complete mounted combination jet rodder/sewer cleaner in accordance with the following General and Technical Provisions. Sealed bids will be received at the Administrative Services Department, 898 Elk Drive, Brookings, OR 97415, until 2 pm PDT, Thursday, October 11, 2007. Bids will be publicly opened and read aloud in the City Council Chambers. The City of Brookings reserves the right to reject any and all bids.

The successful bidder shall have 270 days from the date the bid is awarded to deliver the complete unit inclusive of all components and warranties as specified in the General and Technical Provisions of this bid document.

Bidders must indicate under the technical provisions portion of the specifications whether their bid meets the specification exactly as written for each specific bid item by circling "YES" or by circling "NO" if the bid does not meet the specification exactly as written for each specific bid. In the case of a "NO" response, the bidder must provide a detailed explanation under the "Comments" space pertaining to that particular bid item if the bidder wishes to have the city consider any deviation from the bid specification exactly as written. Additional pages may be provided as necessary to explain a "NO" response. Bidders shall provide the required information for items identified under the Technical Provisions with an (*). The Technical Provisions along with any additional required or supporting documents shall be included with the bid proposal submitted to the city.

Throughout the technical provisions wherever a bid item is referred to by a specific brand name, the city will accept an "equal" brand provided the bidder can demonstrate to the city's satisfaction that the proposed "equal" brand meets the specified requirement for that particular bid item. If the bidder cannot provide the specified brand name but wishes to substitute an "equal" brand instead, then the bidder must circle "NO" and provide a detailed explanation under the "Comments" space for that particular bid item.

The City of Brookings reserves the right to reject any and all bids for reasons that include but are not limited to any one or more of the following: (1) The bid does not meet the specifications exactly as written, or if the city does not approve any one or multiple deviations or substitutions proposed by the bidder; (2) The bid does not meet SAE standards and OSHA and Noise Standards; (3) The bid does not include the equipment, attachments, or other components called for in these specifications; (4) The bidder does not have the parts and service facilities and mechanical expertise to properly service and repair the equipment as needed.

A complete bid packet shall at a minimum consist of the following documents as well as any attachments referenced in the documents:

- Invitation to Bid Sheet
- Statement of Bidders Qualifications
- Technical Provisions: A - Minimum Specifications for Cab and Chassis
- Technical Provisions: B - Minimum Specifications for Combination Jet Rodder/Sewer Cleaner
- Technical Provisions: C - Warranty
- Technical Provisions: D - Parts and Service
- Training Provisions: E - Training
- Technical Provisions: F - Manuals
- Technical Provisions: G - Pickup/Delivery

B. SCOPE

1. The purpose of this specification is to secure one new, unused, of latest current design and production model available to the commercial market, 33,000 lb. GVWR, front axle rating 12,000 lbs., rear axle rating 21,000 lbs., 4 x 2-diesel truck with factory mounted combination jet rodder/sewer cleaner.
2. Evaluation of bids will include consideration of bidder's experience, expertise, longevity, and service support facilities/capabilities in producing/supplying equipment comparable to that specified herein.
3. Demonstrations have been important in establishing the criteria of the technical specifications contained in this bid document. Additional demonstrations may be required of the finalist, if deemed necessary by the City of Brookings. The City of Brookings shall designate location of the demonstration. Part of the demonstration shall include the operation of the equipment by a city employee trained to operate similar equipment. Some examples of demonstration requirements will be, but not limited to: Safety factors, productivity level, ease of operation, noise level, accessibility of storage compartments, accessibility of components for maintenance, parts availability, overall quality of the machine, and versatility.
4. The following detailed specifications are intended to be the minimum acceptable, and should be adhered to as closely as possible. Where it is not possible, the bidder shall so state and note what the deviation will be in the comments area of the specifications questionnaire item. Unless so stated by the bidder, the City of Brookings shall assume that all requirements have been met, and shall hold the bidder responsible for each part of the specification. Any informal communications prior to the bid opening cannot and shall not be construed as an approval of the acceptability of any deviation from these specifications. Alternates and/or requested options shall be bid in the options section of the specifications or on attached pages. Bids received under these conditions will be considered.
5. The truck shall be complete and operational when delivered, and any parts and/or attachments necessary to form a complete and operational truck must be furnished and installed at bidder's expense, whether specifically mentioned herein or not.

6. Bid proposals will not be accepted without the completed questionnaire, and supplemental information required, per following detailed specifications.
7. **Note well.** The bidder's ability to meet the specifications herein shall be judged by the commercial availability of componentry, the bidder's current literature, price lists, and past bidding practices. If the bidder can provide the required materials, features, or options, to meet the specifications, and he fails to do so, it will be deemed that he has attempted to gain an unfair pricing advantage, and his bid will be deemed non-responsive. If the bidder can provide the required materials, features or options to meet the specifications, and he fails to include all of them in the base bid price, it will be deemed that he has attempted to deceive the City by submitting a misleading low bid, and his bid will be deemed non-responsive. Any further consideration of such bids will not be considered.
8. Cooperative purchase agreement pursuant to, ORS 279.015 in Oregon and RCW 39.34 in Washington, other public agencies may use the purchase agreement resulting from this invitation to bid, unless bidder expressly notes on the proposal form that the prices quoted are available to the City of Brookings only. The condition of such use by other agencies is that any such agency must make and pursue contact, purchase order, delivery arrangements and all contractual remedies directly with the successful bidder; the City of Brookings accepts no responsibility for performance by either the successful bidder or such other agency using this agreement. With such condition, the City of Brookings consents to such use by any other public agency.

Check One:

- ☒ Yes, cooperative purchasing agreement with other public agencies
- ☐ No, City of Brookings only

PRICE PAGE

<u>Quantity</u>	<u>Description</u>	<u>Bid Price:</u>
1 ea	Combination Jet Rodder/Sewer Cleaner: Year/Make/Model: <u>2008 Vac-Con, Model V230H500</u> <u>combination Jet Rodder/Sewer Cleaner, mounted</u> <u>on a 2008 Sterling Acterra chassis.</u>	 <u>\$ 204,044.28</u>
Total Bid Price:		<u>\$ 204,044.28</u>

Dealer Recommended Options:

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____

MINUTES
City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon 97415
Monday, October 8, 2007

At 6:00pm, Council met for a workshop to discuss the County's response to the City's request regarding the Mixed Used Master Plan Zone.

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, Public Works Director John Cowan, Police Lieutenant John Bishop, City Attorney John Trew, Sergeant Mike Cooper, Police Officer Donny Dotson, Police Officer Terry Murray and Administrative Assistant Joyce Heffington.

Other: Approximately 6 public

Media Present: Curry Pilot Reporter Valiant Corley

Change in Order of Business

Councilor Willms moved, a second followed, and Council voted unanimously to move Agenda item IX-A [the adoption of Ordinance 07-O-594] to V-C [to follow immediately after the public hearings].

Ceremonies/Appointments/Announcements

Mayor Sherman introduced new Police Department employee, Officer Terry Murray, and recognized Police Department employee, Officer Donny Dotson, for his ten years of service to the City.

Councilor Gordon moved, a second followed and Council voted unanimously to appoint City Manager Gary Milliman to serve as alternate to Oregon Coastal Zone Management Association (OCZMA).

Councilor Willms moved, a second followed and Council voted unanimously to accept Hayley Farr's resignation from Parks and Recreation Commission [Position #6 and direct staff to advertise the position].

Public Hearings

Mayor Sherman announced the continuance of the public hearing for File #LDC-2-06, revisions to Title 17, Chapters 17.170, Street Standards, of the Brookings Municipal Code.

Planning Director Morris reviewed the most recent language changes.

Hearing no public input, Mayor Sherman closed the public hearing at 7:08pm.

Fire Chief Sharp generally stated that he found the changes acceptable.

Councilor Hedenskog said that by allowing developers to choose which option they wished to use in the instance of a turnaround, developers would ultimately choose the least costly option. He also restated that his concern, expressed at the last meeting, was the increased size in the cul-de-sac.

Planning Director Morris generally stated that the Land Development Code Committee proposed to have all options available with the choice to be left with the developer.

Fire Chief Sharp said that it was his understanding that the Site Plan Committee would still have input as to which turnaround configuration would be used and that he did not support having the final decision be the developer's.

Councilor Anderson generally stated that the chart provides definitive standards while allowing developers to choose between options that meet the State's fire code.

Mayor Sherman moved, a second followed, and Council voted unanimously to adopt Section 17.170, Street Standards, Brookings Municipal Code, Table 17.170.060, the section having to do with Standard Minimum Right-of-Way and Roadway Width, describing "Access Road Turnaround" (cul-de-sac) and Appendix D of the Fire Apparatus Access Roads.

Mayor Sherman announced the continued public hearing on File #LDC-1-07, revisions to Title 17, Chapter 17.92, Off-Street Parking and Loading Regulations, Brookings Municipal Code.

Planning Director Morris stated that, generally, the Land Development Code Committee felt that enacting in-lieu parking fees would deter future development in the Downtown Core Area. The proposed ordinance, Morris further stated, allows Council to enact in-lieu parking space construction fees by resolution whenever it deems necessary, and exempts the Downtown Core Area, as identified on Map 17.92.030-1, from off-street parking requirements.

Mayor Sherman closed the public hearing at 7:26pm.

Ordinances

Mayor Sherman introduced for adoption Ordinance 07-O-594, an ordinance amending Chapter 17.92, Off-Street Parking and Loading Regulations of the Brookings Municipal Code.

Councilor Gordon moved, a second followed and Council voted unanimously to do a first reading of Ordinance 07-O-594 by title only.

City Attorney Trew read the title.

Councilor Willms moved, a second followed and Council voted unanimously to do a second reading of Ordinance 07-O-594 by title only.

City Attorney Trew read the title.

Council President Anderson moved, a second followed and Council voted unanimously to adopt Ordinance 07-O-594, an ordinance amending Chapter 17.92, Off-Street Parking and Loading Regulations of the Brookings Municipal Code.

Council Liaison Reports

Mayor Sherman attended meetings of the Brookings Harbor Health Fair and Easy Manor Park Subcommittee, and attended the Annual League of Oregon Cities Conference and a Harris Beach Park Volunteer Picnic.

Councilor Anderson attended two city meetings and a workshop sponsored by the County on erosion and sediment control.

Councilor Willms attended meetings of the Brookings Harbor Health Fair, the Parks and Recreation Commission, the Curry County Recycling Committee, the Sutter Coast Hospital Board, and the Easy Manor Park Subcommittee.

Public Comments

Jim Relaford, 817 Easy Street, thanked Council for its financial support of the annual Slam'n Salmon Ocean Derby and presented a brief report. A copy of the report is on file with the agenda packet.

Regular Agenda

Mayor Sherman reported on her Memo to Council regarding the information she received from Louise Solliday, Director of the Department of State Lands and ex-officio member for the Oregon Ocean Policy Advisory Council (OPAC) on the proposed Oregon Marine Reserves.

Discussion ensued with Council agreeing that a letter should be written addressing a variety of concerns and questions including, in general, the scientifically supported need for establishing Marine Reserves off of the Oregon coast, the methodology to be used for monitoring and measuring their effectiveness, the need to possibly mitigate any adverse affects the reserves might have on the local economy, the even division of the reserves along the coast, and the filling of the vacant County Commissioner OPAC seat.

Port Commissioner Jim Relaford, generally stated that coastal waters in southern Oregon are already being strictly and successfully managed by the Oregon Department of Fish and Wildlife; that the waters along the Curry County coast are some of the most regulated fisheries on the West coast; that he had not been able to find any data to support the need to establish Marine Reserves in the area; and that no mitigation appeared to be planned to counter any adverse affects the establishment of Marine Reserves would have on the area's economy. Specifically, Relaford requested that Council's letter ask why these reserves are even being considered.

Councilor Anderson moved, a second followed and Council voted unanimously to direct Councilor Willms to write a strong letter stating the concerns expressed [at the meeting] to be sent to the Governor and OPAC.

Public Works Director Cowan reviewed the Parks and Recreation Commission's recommendation to revise the ordinance delineating the number of times a Parks and Recreation Commissioner may be absent from meetings from two consecutive unexcused absences to three absences within a calendar year.

After some discussion, Council generally agreed that changing it to three meetings in a calendar year would be unnecessarily restrictive.

Council President Anderson moved, a second followed and Council voted unanimously to deny the [Parks and Recreation Commission's] recommendation as proposed [to change the code regarding absences from two consecutive unexcused absences to three in a calendar year].

City Manager Milliman reviewed the updated Memorandum of Understanding and Intergovernmental Agreement with the Harbor Sanitary District for sewage treatment.

Councilor Gordon moved, a second followed, and Council voted unanimously to approve the Intergovernmental Agreement and Memorandum of Understanding with the Harbor Sanitary District and authorize the Mayor to sign the agreements on behalf of the City.

Consent Calendar

- A. Approval of Council Meeting Minutes for September 24, 2007.
- B. Approval of Planning Commission Minutes for:
 - 1. September 4, 2007
 - 2. September 18, 2007
- C. Approval of vouchers for September, 2007 in the amount of \$332,839.46.

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

Resolutions

City Manager Milliman reviewed the proposed changes to the City's Parks Use Rules and Regulations.

Councilor Willms moved, a second followed and Council voted unanimously to adopt Resolution 07-R-777, a resolution adopting Rules and Regulations for City parks.

Remarks

Mayor Sherman remarked that she would be scheduling a workshop to discuss a few topics of interest from the information she received at the League of Oregon Cities Conference.

Adjournment

Councilor Willms moved, a second followed and Council voted unanimously by voice vote to adjourn to a meeting of the Urban Renewal Agency at 8:42pm.

Respectfully submitted:

Approved by Council 10/8/07

ATTEST by City Recorder
this ____ day of _____, 2007:

Pat Sherman
Mayor

Joyce Heffington
Interim City Recorder

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
August 23, 2007

CALL TO ORDER

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

ROLL CALL

Commissioners present: Michelle Benoit, Patricia Brown, Elizabeth Grodin, Frances Hartmann, Don Vilelle & Chair Tony Parrish

Commissioners absent: Hayley Farr

Others present: Jan Willms, City Councilors; John Cowan, Public Works Director, Bob Schaefer, Public Works Supervisor

APPROVAL OF MINUTES

- A. A motion was made by Commissioner Benoit to approve the minutes of July 26, 2007; the motion was seconded and the Commission voted, the motion carried unanimously.

PUBLIC APPEARANCES

None

REGULAR AGENDA

- A. Soccer Fields -- Daryn Farmer, soccer league liaison spoke concerning approval of a multipurpose/soccer field between the softball fields which had previously been approved by the Parks & Recreation Commission but not indicated in the minutes. Discussion ensued regarding multipurpose field uses, soccer field sizes, season duration and field scheduling. Bob Schaefer spoke concerning the dirt that has been deposited in the site area, the parking areas, top soil requirements and the culvert requirements. Softball league liaison spoke concerning frustration in getting snack shack, restrooms, landscaping and parking lot accomplished. Soccer and softball leagues encouraged to work together toward common goals to be included in the Park Master Plan.
A motion was made by Commissioner Benoit to refer to City Council approval in concept of a soccer/multi-purpose field in the section between the ballfields. The motion was seconded and the Commission voted and the motion carried unanimously.
- B. Azalea Park Master Plan – discussed during soccer field discussion.
- C. Easy Manor Park – Pat Brown gave an update on the progress of the Easy Manor Subcommittee. Ice Cream Social planned for September 15th at 2 pm, will be canvassing the neighborhood and contacting media to encourage attendance. Rainbow Play Equipment may be able to help obtain a grant for funding and will make a presentation at the ice cream social.
- D. Park Signage – possibility of updating Azalea Park signage on Highway 101 to be checked into by John Cowan. Kidtown sign has some grammatical errors that have been pointed out and need corrected. All park signs should be looked at for uniformity and condition.

INFORMATION UPDATES/DISCUSSION ITEMS

- A. Lower Stout Park Beautification committee met. Discussed refurbishing bottom part of park and building a water feature, next meeting September 12th at noon. Requested spraying of

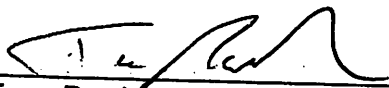
the hillside area to remove weeds and seed with rye grass to avoid water buildup during the winter time.

- B. Discussion on the small park at Chetco River Bridge, needs care and maintenance, log with park name has been pushed down the bank, Public Works may be able to retrieve the log and secure it.
- C. Sudden Oak Death Update – John Cowan provided information and gave an update indicating areas of Azalea Park affected. Discussion ensued concerning aspects of how SOD is spread, treatment, disposal and reforestation.
- D. Railroad Park Update – Tony advised they have moved several boulders and will start laying foundation for the track, they have sold some leases to the buildings and will be donating a security system to the Presbyterian Church to be able to use their building for a clear view of the park. Still looking for water source. Removal of ivy, poison oak, blackberry vines continues.

ADJOURNMENT

With no further business before the Commission, the meeting was adjourned at 8:29 p.m.

Respectfully submitted,



Tony Parrish, Chair

(approved at September 27, 2007 meeting)

MINUTES
City of Brookings
Urban Renewal Agency Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon 97415
Monday, October 8, 2007

Call to Order

Chair Sherman called the meeting to order at 8:42pm.

Roll Call

Present were Chair Pat Sherman, Directors Larry Anderson, Ron Hedenskog, Dave Gordon and Jan Willms; a quorum present. *Also present* were Executive Director Gary Milliman, Administrative Assistant Joyce Heffington, and *approximately* 2 public.

Minutes

Approval of Urban Renewal Agency minutes for September 24, 2007.

Director Anderson moved, a second followed and the Agency voted unanimously to approve [the minutes of September 24, 2007] as written.

Director Anderson moved, a second followed and the Agency voted unanimously to remove Regular Agenda, Item A [Façade Improvement Project matching grant for property located at 702 Chetco Avenue], from the agenda.

Regular Agenda

Executive Director Milliman reviewed the Façade Improvement Project for 520 & 522 Hemlock Street.

Rick Gray, PO Box 7888, Brookings, generally stated that 8 fiberglass doors on the West side were to be replaced and that all of the "garage" doors would be painted the same color. One of the "man" doors would also be replaced.

Director Anderson moved, a second followed and the Agency voted unanimously to approve [the Façade Improvement Project matching grant as recommended by the Urban Renewal Advisory Committee] for property located at 520 & 522 Hemlock in the amount of \$10,287.00.

Executive Director Milliman reviewed the staff report regarding the approval in concept of an Urban Renewal Advisory Committee recommended project list for the Agency's first long-term department issuance.

Chair Sherman generally stated that the condition of the underground would need to be determined before some of the listed projects could be undertaken and asked if there are timelines for the adoption of the various master plans already in process.

Urban Renewal Advisory Committee Chair Chasar generally stated that parking is a high priority for the Committee.

Director Anderson moved, a second followed and the Agency voted unanimously to approve, in concept, the project list for the Agency's first long-term department issuance as recommended by the Urban Renewal Advisory Committee.

Adjournment

Director Gordon moved and the Agency voted unanimously by voice vote to adjourn at 9:08pm.

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: October 12, 2007

Subject: Facade Improvement Grant for 702 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 702 Chetco Avenue, owner Chuck Fidroeff (Outreach Gospel Mission), and appropriate an additional \$6,372 in the fiscal 2007-08 budget for the Facade Improvement Program.

Background /Discussion: Emma McMillan, on behalf of His Haven of Hope, 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 October 4 and 11, 2007 and was recommended for approval. The facade improvements will include replacement of asbestos shingle siding, replacement of 12 windows, two doors, painting and rain gutters. The estimated cost of the facade project is \$53,600.

The URAC has also recommended that the Agency terminate the Façade Improvement Program for the balance of the current fiscal year. The URAC plans to revise the program and return to the Agency with new recommended criteria for implementation in fiscal 2008-09. Absent direction from the Agency to continue the program, the Agency will cease processing applications at this time.

Financial Impact(s): Only \$13,628 remains of the \$130,000 budgeted for façade improvements this fiscal year. To fulfill the amount recommended for this project would require an additional appropriation of \$6,372. The Agency has shifted from a "pay as you go" method for funding projects to a debt method, having approved a new \$500,000 line of credit. Thus, there are sufficient funds available from the line of credit to fund this project as recommended by the URAC.

Executive Director Review and Approval for placement on URA Agenda:

Gary Milliman Executive Director

FACADE IMPROVEMENT PROJECT CHECKLIST

Applicant: Emma McMillan Date Received: 9-27-07
 Property owner: Church Fichoeff Received By: [Signature]
 Property Address/Bus. Name: His Haven of Hope / 702 Church St

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

Estimated Funding: Total \$ <u>40,000</u> Grant \$ <u>20,000</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
- ☒ 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: Reside w/ hard board, exterior paint, exterior lighting, install 12 new windows / 2 doors, rain gutter.
All structural repair to be completed prior to facade work & building permit acquired.
Windows to meet specs in sleeping rooms.

Additional Information Required: Cont'd to 10-11 meeting. Need 4th bid.
Check on status of SDICB for funding Recv'd On: 10-11

Approved Grant Amt: \$ 20,000 Scheduled Completion date: 1-15-08

Approvals: UR Advisory Comm on: Oct. 11, 2007 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: \$ _____

CITY OF BROOKINGS

Urban Renewal Agency

FACADE IMPROVEMENT PROGRAM



APPLICATION

1. Applicant Information:

Name(s): EMMA McMillan

Address: 01015 Winchuck river rd Brookings OR 97415

Phone: Work- 469-9376 Home- 541 469 0748 Cell- 661 0212

Legal Form: Sole Proprietorship ☐ Partnership ☐ Corporation ☒

Profit ☐ Non-Profit ☒

Tax ID No: _____

2. Building / Business to be Rehabilitated:

Name: His Haven of Hope

Address: 702 Chetco Ave

Tax Map & Lot Number: 4113-06DA

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

Name: Chuck Fioreff (Outreach Gospel Mission)

Street: 702 Chetco Ave

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).

Hardi Board

Exterior siding, Exterior paint, Exterior lighting, ~~roofing~~, New windows, doors
Please note building is sagging so
building needs to be lifted before
project remodel begins. ~~work not~~

Brookings Urban Renewal Agency – Facade Improvement Application

5. Estimated Total Cost of Facade Improvements:

\$ 40,000

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: \$ 40,000

Total of all other work: \$ ^{up to} ~~42,500~~ \$4000-

7. Source of Matching Funds:

Individual contributions

Asking for \$20,000 from U.R.A.

8. Planned Project Start Date:

9/26/07


Planned Project Completion Date:

10/26/07 revised Jan 15, 2008

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

9-9-07

Date


Property Owner Signature

9-12-07

Date

Return application with required attachments to:

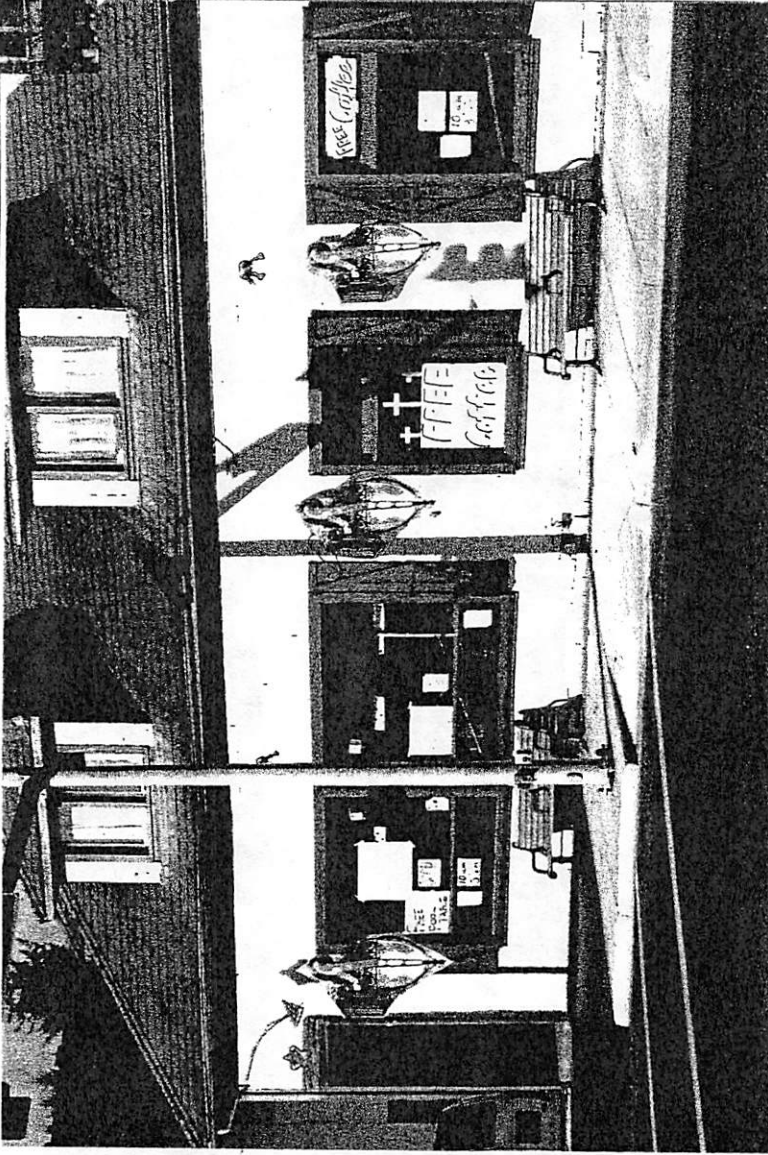
City of Brookings
Urban Renewal Agency
898 Elk Drive
Brookings, OR 97415

Black Cat
C8-4

Siding

J100-4D
Black Tie

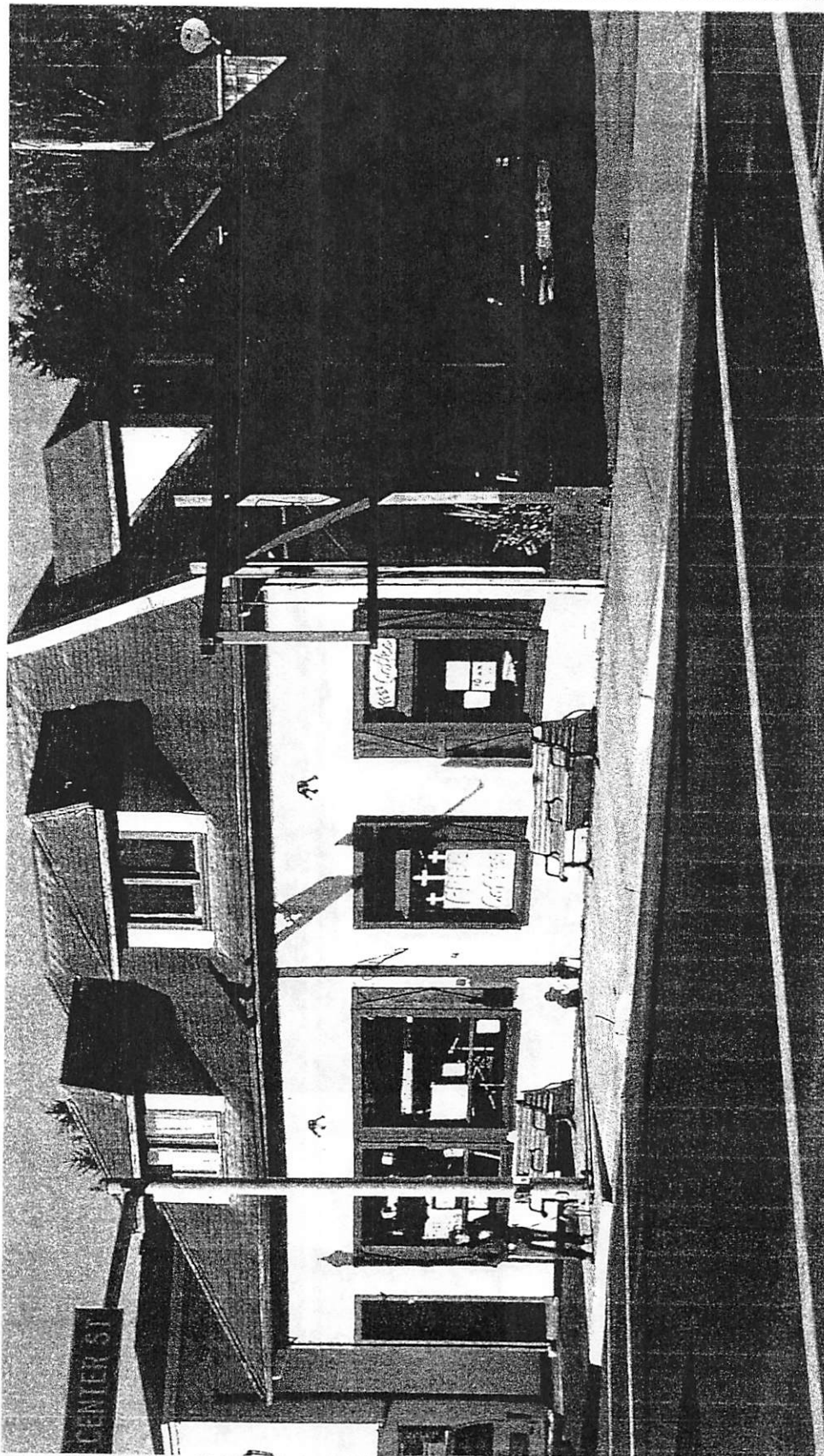
SHUTTERS/DOORS



accent color

A16

Violet Minkred
A16-1



Facade Improvement Program Overview

as of 10/12/2007

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

Total Committed Match: \$ 116,373

Uncommitted Balance (To Date): \$ 13,628 (all amounts are rounded to nearest dollar)

<u>URAC Approved Projects</u>	<u>Total Cost</u>	<u>Committed FIP Match</u>	<u>Running Balance</u>	<u>Due Date</u>	<u>Revised Date</u>	<u>Final Report</u>	<u>Amount Paid</u>
549 Chetco	\$ 38,200	\$ 19,100	\$ 110,900	12/31/07			
604 Railroad (Local Market)	\$ 35,000	\$ 17,500	\$ 93,400	9/30/07			\$ 17,500
620 Hemlock (Humane Soc)	\$ 35,821	\$ 17,911	\$ 75,490	12/31/07	2/29/08		
509 Chetco (Exotic Wood)	\$ 7,500	\$ 3,750	\$ 71,740	10/30/07			
621 Chetco (Theatre)	\$ 46,410	\$ 20,000	\$ 51,740	10/28/07			
609 Chetco (Suzie Q's)	\$ 14,050	\$ 7,025	\$ 44,715	3/24/07			
519 Chetco (Chetco Plaza)	\$ 80,438	\$ 20,000	\$ 24,715	10/31/07			
654 Chetco (Banana Belt)	\$ 1,600	\$ 800	\$ 23,915	12/31/07			
520/522 Hemlock (Storage)	\$ 20,574	\$ 10,287	\$ 13,628	11/1/08			

Total Paid \$ 17,500

Unpaid Committed Balance \$ 98,873