

Agenda

City of Brookings
Common Council Meeting
Brookings City Hall Council Chamber
898 Elk Drive, Brookings Oregon
March 13, 2006 7:00 p.m.



I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Ceremonies/Appointments/Announcements

A. Ceremonies

1. Red Cross Proclamation [page 5]

B. Announcements

1. Introduction of Public Works Inspector, Richard Christensen
2. Mayor's briefing on affordable housing

V. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Chamber of Commerce
2. Council Liaisons
3. Planning Commission Annual Report – Vice-chair Collis [page 7]

B. Unscheduled

VI. Regular Agenda

- A. Approval of agreement with Lions Club for Kans-for-Kids at Bankus Fountain Park (City Manager) [page 11]
- B. Approval of a letter in support of a sport salmon fishing season for 2006 (City Manager) [page 17]

VII. Consent Calendar

- A. Approval of Council Meeting Minutes
 1. Meeting of February 22, 2006 [page 19]
 2. Meeting of February 27, 2006 [page 21]
- B. Acceptance of Planning Commission Minutes
 1. Meeting of February 7, 2006 [page 25]
 2. Meeting of February 21, 2006 [page 29]
- C. Approval of vouchers for month of February, 2006 (\$228,616.62) [page 33]
- D. Approval of Liquor License application for The Gallery [page 39]

- E. Approval of Liquor License application for Wine Wisdom [page 41]
 - F. Approval of Municipal Court Collection Agreement [page 43]
- End Consent Calendar**

VIII. Ordinances/Resolutions/Final Orders

A. Ordinances

- 1. Ordinance No. 06-O-477A, An Ordinance Amending Ordinance No. 91-O-477 Providing for Systems Development Charges in the city of Brookings, and Repealing Ordinance No. 87-O-418 [page 51]

B. Resolutions

- 1. Resolution No. 06-R-750, A Resolution of the City of Brookings Readopting Public Contracting Rules and Prescribing Rules of Procedure for Public Contracting [page 53]

IX. Remarks from Mayor and Councilors

A. Council

B. Mayor

X. Adjournment



Events Calendar

March 2006

March 2006							April 2006						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	15	16	17	18	9	10	11	12	13	14	8
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		March 1	2	3	4
		12:00pm CC Comnity Agencies mtg 1:30pm CC Land Development Code committee 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/EWait 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com 3:00pm FH Health Fair 3:00pm CC SafetyComMtg	10:00am Affordable Housing get together	
6	7	8	9	10	11
9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 7:00pm CC-Planning Commssn	1:30pm CC Land Development Code committee	8:15am CC-CmtyDevDpt Staff 9:00am CC ODOT constitution 10:00am CC- Site Plan Com 2:00pm CC Urban Renewal 4:00pm FH VIPS 7:00pm Ed. CEP Evergreen		
13	14	15	16	17	18
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	10:00am FH-Brookings Rural Fire District-Phil Cox-469-5729	9:00am Wilcox pre bid conferences 1:30pm CC Land Development Code 5:00pm CC-Victims Impact Panel-Mindy-Curry	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 2:00pm CC CEP Joyce 6:30pm CC SOC-HOP Kathy	9:00am Pre application for Tribble	
20	21	22	23	24	25
9:30am CC-VIPS/Volunteers in Police Service-BP 6:00pm CC-American Red Cross Mtg/Karen 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 7:00pm CC Planning Commission meeting	1:30pm CC Land Development Code committee 7:00pm CC Council Mtg ANX-3-05	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:00pm CC-Municipal Court 7:00pm CC-Parks & Rec		CC Traffic School with Marvin 225
27	28	29	30	31	
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg		1:30pm CC Land Development Code committee	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 2:00pm Bid Opening for 16" 3:00pm HGE bid opening		

CC Council Chamber
FH Fire Hall
CM City Manager office

Events Calendar

April 2006

April 2006							May 2006						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	1	7	1	2	3	4	5	6
9	10	11	12	13	14	8	14	8	9	10	11	12	13
16	17	18	19	20	21	15	21	15	16	17	18	19	20
23	24	25	26	27	28	22	28	22	23	24	25	26	27
30						29		29	30	31			

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					April 1
					2
					3
9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing 7:00pm CC-Planning Commssn 7:00pm Ed. CEP Evergreen Federal Joyce 469	12:00pm CC Cornlty Agencies mtg 1:30pm CC Land Development Code committee 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/EWait 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray 3:00pm CC SafetyComMtg		8
					9
					10
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	10:00am FH-Brookings Rural Fire District-Phil Cox-469-5729	1:30pm CC Land Development Code committee	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 3:00pm CC Urban Renewal Advisory Committee		15
					16
					17
9:30am CC-VIPS/Volunteers in Police Service-BP 6:00pm CC-American Red Cross Mtg/Karen 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 7:00pm CC Planning Commission meeting	1:30pm CC Land Development Code committee	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:00pm CC-Municipal Court 2:00pm CC-CEP (Citizens for		22
					23
					24
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	CC Police Dept. Mike 2242	1:30pm CC Land Development Code committee	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/City Manager		29
					30
					CC Traffic School with Marvin 225

CC Council Chamber
FH Fire Hall
CM City Manager office

PROCLAMATION

WHEREAS, The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies; and

WHEREAS, The American Red Cross disaster relief focuses on meeting people's immediate emergency disaster-caused needs; and

WHEREAS, the core of Red Cross disaster relief is the assistance given to individuals and families affected by disaster to enable them to resume their normal daily activities independently; and

WHEREAS, the Red Cross also feeds emergency workers, handles inquiries from concerned family members outside the disaster area, provides blood and blood products, and helps those affected by disaster to access other available resources; and

WHEREAS, over 5,500 volunteers make the programs of the Oregon Pacific Chapter of the American Red Cross possible, your support of the Oregon Pacific Chapter ensures that essential Red Cross Programs and services will continue in Benton, Coos, Curry, Douglas, Lane, Lincoln and Linn counties;


WHEREAS, the local disaster action team is constantly responding to local emergencies such as house fires and is trained and prepared to respond to other types of disasters;

NOW, THEREFORE, I, Pat Sherman, Mayor of the City of Brookings, do hereby declare the month of March, 2006, as

RED CROSS MONTH

and urge all citizens to support fund-raising activities of the Oregon Pacific Chapter of the American Red Cross that are being held this month and will be held in the future.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Brookings to be affixed this 13th day of March, 2006.



Mayor Pat Sherman





City of Brookings Planning Commission

Commissioner Collis
Commissioner Dentino
Commissioner Dundom
Commissioner Gorman
Commissioner Hedenskog
Chair Nishioka
Commissioner Smith (resigned 11-05)

Annual Report for 2005

The Planning Commission held 18 public hearings and often had to schedule a second meeting on the third Tuesday of the month because of the workload.

Five of those meetings were for File No. ANX-3-05. The first meeting for ANX-3-05, the HW3-LLC, annexation, was held on October 26th, with continuation meetings on November 1st, November 9th, and November 15th. The fifth meeting on December 6th was for review of the request and to vote. A favorable recommendation was forwarded to City Council.

At the August 2, 2005 regular meeting two annexations were heard. One was for the *Pacific Terrace* subdivision on Old County Road for Bruce Brothers. The annexation was for additional parcels to be annexed into the subdivision approved in 2004. The second annexation was the request of 8 tax lots along Parkview Drive between Hampton Lane and Vista Ridge Drive. Both annexations were forwarded to City Council with favorable recommendations.

The Planning Commission heard the following requests

Annexations	3
Minor Partitions	6 creating 14 lots
Subdivisions	4 creating 41 lots
Conditional use permits	4
Minor changes to conditional use permits	2
Zone change	1
Land Development Code change	1
County Referrals	5
Variances	2
Extension of time	2
Final Map/Written	4

A detail of the cases heard are as follows:

- Minor Partitions

<u>Address:</u>	<u>Applicant</u>	<u>Number of parcels:</u>
Pioneer	Melody Bond	2
610 Hassett	Dan Telford	2
620 Fern	Ron Gable	2
Heather Ln & Hwy.101	Larry Garcia	3
1241 Collis Ln.	Gerald Hughes	3
Fourth Street	Richard Wilson	2

- Subdivision

<u>Address</u>	<u>Applicant</u>	<u>Number of parcels:</u>
Hassett & County	Gary Derr	5
Chetco Terrace Estates (Spruce Drive)	Ross Walton	18
6 th and Easy	Ross Walton	14
The Cove	Jim Cole, rep.	4

- Conditional Use Permits

<u>Applicant</u>	<u>Request</u>
Oil Can Henry	to operate automobile service
Fred Meyer	temporary storage in residential zone
L.Anderson	dwelling group - Parkview

- Variances

<u>Applicant</u>	<u>Request</u>
Adam Taylor	increase roof height
Wm. Burletson	non-conforming shed
K. Brytus	setback requirements

- Miscellaneous Written Requests

<u>Applicant</u>	<u>Request</u>
The Cove	Final Map
SRW Sub.-Walton	Final Map
Pacific Terrace	Final Map
Bruce Brothers	1-year extension-Hemlock
Fern St. Businesses	Street name change- "Fern" to "Fleet"
Oil Can Henry	Street name: Henry Loop

- County Referrals

<u>Applicant</u>	<u>Request</u>
AD-514	SF in FG zone
AD-523	Cell Tower-Carpenterville Road
AD-0528	SF – Harbor Hills Heights
S-0501	<i>Crown West Subdivison</i> -11 residential lots
P-0512	Partition-Titus Lane

- Miscellaneous

LDC-1-05 Simplifying wording for Section 148, Annexations

The following were appealed to City Council

- Appeals:

<u>Applicant</u>	<u>Request</u>
Fred Meyer	temporary storage
Burletson	Non-conforming shed
K. Brytus	sideyard setback for garage

Respectfully submitted,
Presented to the City Council 3-13-06

Jim Collis,
Planning Commission Vice-Chair



COUNCIL AGENDA REPORT

To: Mayor & City Council (Mtg. of 3/13/06)
From: City Manager
Date: March 7, 2006
Re: Lions Club Kans-for-Kids Facility, Bankus Fountain Park


Subject: Proposed agreement to allow the Lions Club to locate their Kans-for-Kids facility in Bankus Park

Recommendation: It is recommended that the City Council confirm the Parks & Recreation Commission approval of the Lions Club Kans-for Kids facility in Bankus Fountain Park by approving the attached agreement.

Background /Discussion: At its regular meeting of February 23 the Parks & Recreation Commission considered a proposal by the Lions Club to locate their Kans-for-Kids facility in Bankus Fountain Park. The attending quorum of the Commission (with Commissioner Parish recused) unanimously approved the proposal, subject to Council approval of an agreement. A general form of agreement is attached for your approval. It contains language that allows termination, and anticipates that the agreement would not continue when Bankus Fountain Park is rebuilt in a few years.

Financial Impact(s): There is no financial impact on the City for this facility. The City will be covered for liability exposure through public liability insurance coverage provided by the Lions Club.

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager

AGREEMENT

THIS AGREEMENT, effective as of April 1, 2006, by and between the CITY OF BROOKINGS, a municipal corporation of the State of Oregon, hereinafter called "CITY"; and the BROOKINGS-HARBOR LIONS CLUB, an Oregon Not For Profit Corporation, hereinafter called "CONTRACTOR".

Conditions. CONTRACTOR shall provide a receptacle for Kans for Kids to be located in the north/west end of Bankus Fountain Park, on the exposed aggregate concrete area. The receptacle shall be an attractive style box, with a locking feature, associated signage, and secured appropriately as approved by the Brookings City Manager. The area shall be kept clear of debris at all time.

Insurance. The CONTRACTOR shall carry at least \$1,000,000 general liability insurance. Proof of such coverage shall be delivered to the CITY upon execution of this contract and upon renewal of such insurance coverages each year. Coverage shall be primary and the City of Brookings shall be named as an Additional Insured on a separate attached endorsement. Failure to do so shall result in termination of this agreement.

Indemnity. The CONTRACTOR shall, at all times, indemnify and hold CITY harmless from and against any and all actions or causes of action, claims, demands, liabilities, losses, damages, or expenses of whatsoever kind and nature, including attorney fees in connection with this agreement.

Termination. This agreement may be terminated by either party for any reason with a 30 day written notice to the address of CITY and CONTRACTOR as set forth below.

CITY
Dale Shaddox
City of Brookings
898 Elk Drive
Brookings, OR 97415

CONTRACTOR
George Fernandez
Brookings-Harbor Lions Club
P.O. Box 1105
Brookings, OR 97415

Term. This agreement shall take effect on the April 1, 2006 and terminate upon reconstruction of Bankus Fountain Park in the Alternative 5 project expected in about 2010.

Dated this _____ day of March, 2006.

Signed: _____
Brookings-Harbor Lions Club


Signed: _____
City of Brookings

Approved by City Council on

City of Brookings – Administrative Office
898 Elk Drive
Brookings, OR 97415
(541) 469-1101 Fax: 469-3650
dshaddox@brookings.or.us
www.brookings.or.us



Memo

To: Parks and Recreation Commission (Mtg. 2/23/06)
From: City Manager 
Date: February 15, 2006
Re: Lions Club Request – Kans for Kids Facility in Bankus Fountain Park

The attached letter dated February 9 from George Fernandez, President of the Brookings-Harbor Lions Club, requests that the City approve of locating the Kans for Kids facility in the Bankus Fountain Park.

Specifically, the location would be in the north/west end of the park, on the exposed aggregate concrete area. The receptacle would be an attractive "Rubbermaid" style box, with a locking feature, and associated signage.

The advantage of this location is that it is out of the way of vehicle movements, allowing safe deposits of "kans" from the parking lot side of the park.

The concept is that the City would be partnering with the Lions Club in their fund raising efforts by allowing the receptacle on public property.

If the Commission approves of this proposal, then city staff would prepare an agreement between the Lions and the City, including any conditions of approval, liability insurance coverage naming the City as an additional insured, and a 30-day termination clause.

I would recommend approval, at least until the park is reconstructed as part of the future Alternative 5 project, expected in about 2010. In fact, the agreement should include this reference so that we all remember it 4 years from now.

**Brookings-Harbor Lions Club
P.O. Box 1105
Brookings OR 97415**

February 9, 2006

**City of Brookings
898 Elk Drive
Brookings OR 97415**

RECEIVED

FEB 10 2006

PerD.S.....

**Attention: City of Brookings Mayor Pat Sherman
City of Brookings City Manager Dale Shaddock**

The Brookings Harbor Lions Club has been offered the opportunity to develop the Kans for Kids project which was designed to help disadvantaged youth and adults in our community.

The Lions Club has worked on supporting vision screening and eye glass procurement for disadvantaged students. The Kans for Kids project will help support our ongoing projects.

We hope to include the Lions sponsored Leo Club at Brookings-Harbor High School in this project so they can also help low income students secure necessities.

The Kans for Kids program will be operated under the auspices of the Lions Club and maintained by members of the Lions and Leo Clubs on a regular basis guaranteeing a neat and tidy operation.

We are asking your permission to place the Kans for Kids container on City property, near the fountain, in front of Ray's Market.

Your kind consideration of this matter will be greatly appreciated.

We Serve,


George Fernandez, President

412- 7846



COUNCIL AGENDA REPORT

To: Mayor & City Council (Mtg. of 3/13/06)

From: City Manager

Date: March 8, 2006

Re: Proposed letter in Support of a 2006 Salmon Sport Fishing Season

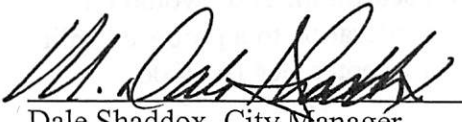
Subject: Letter to Pacific Fishery Management Council (PFMC) in support of the local salmon sport fishing season for 2006

Recommendation: Approve the attached letter for signature by the entire City Council in support of adopting a salmon sport fishing season for 2006 the same as was approved in 2005.

Background /Discussion: The content of the attached letter provides the recommended basis for approving its transmittal for consideration by the PFMC.

Financial Impact(s): None by sending the letter. The purpose of the letter is to assist in avoiding a serious local economy impact of not having a sport salmon fishing season for 2006.

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager

CITY OF BROOKINGS



Pacific Fishery Management Council (PFMC)
7700 NE Ambassador Place, Suite 200
Portland, OR 97220-1384

March 13, 2006

Re: 2006 Salmon Management Measures

Greetings,

This letter is being submitted for your consideration when deliberating the adoption of the 2006 Salmon Management Measures.

Certainly the overall health of the salmon fishery is of ultimate importance in your review of options for the 2006 commercial and sport fishing seasons. This is an especially critical year, as we understand it, for the Klamath salmon.

However, as the elected representative body for the City of Brookings we are responsible for communicating our concerns regarding any matter that would have an impact on our local economy. As you know the salmon fishery is a key factor in the economies of the Oregon coastal communities, including Brookings. As such we believe that decisions made by the Pacific Fishery Management Council should be made with our local economy in mind.

To illustrate the economic importance of the sport salmon fishery in Brookings we offer the following:

- 15,102 average angler trips per year in the Port of Brookings Harbor
- Average expenditures per day per angler is estimated at \$150.
- Total salmon season direct economic impact is estimated at over \$2.2M, which translates into about a \$4.1M multiplier effect on the local economy.
- Even though the allocated Klamath fish take in our area has totaled 24,500 over the past six years, we have only harvested 15,126, or 62% of this allocation.

We also believe and understand that these are complicated matters for the PFMC, and we very much appreciate the hard work and efforts that you are making for the good of the whole.

Any consideration that you could give to approving a limited sport salmon season for 2006 would be appreciated by our community. Specifically, this letter requests serious consideration to a proposed split season the same as 2005, from May 13 thru July 4, and from August 13 thru September 10, 2006.

Respectfully submitted,

Pat Sherman, Mayor

Larry Anderson, Council President

Dave Gordon, Councilor

Craig Mickelson, Councilor

Jan Willms, Councilor

**CITY OF BROOKINGS
SPECIAL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
February 22, 2006 7:00 p.m.**

I. Call to Order

Mayor Pat Sherman called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Led by Mayor Sherman

III. Roll Call

Council Present: Mayor Pat Sherman, Council President Larry Anderson, Councilors Jan Willms, Craig Mickelson, and Dave Gordon, a quorum present.

Council Absent: Ex Officio Susan Stadelman

Staff Present:

City Manager Dale Shaddox

Media Present: None

Other:

6 other citizens

IV. Public Hearing

- A. *Continuation of file No. ANX-3-05, a request to annex 607 acres of land consisting of 14 tax lots in seven different ownerships located on the side and top of the area known as Harbor Hills, including 3.4± miles of Highway 101 right-of-way extending from the Brookings city limit line on the Chetco River Bridge, south to the southerly property line of the subject property abutting the highway; identified as Assessor's Maps 41-13-10, Tax lot 300; 41-13-14, Tax lots 200, 201, 203, 300, 307, 308, 310, 312; 40-13-15A, Tax lot 100; 40-13-15B, Tax lots 5200, 5300, and 40-13-15DA, Tax lots 100, and 101; HW3, applicant. Criteria used to decide this application can be found in Section 148-Annexation, of the Brookings Land Development Code. The Planning Commission made a recommendation of approval of this application on December 6, 2005.*

Mayor Sherman summarized the application. City Manager Dale Shaddox reviewed the Council's request for staff to compile findings and conditions to support the tentative approval of the application. Shaddox requested a continuance of the meeting to March 22, 2006 at 7:00 pm and explained more time was needed for staff to compose the findings and conditions due to the volume of material received.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to continue the public hearing of ANX-3-05 to March 22, 2006 at 7:00 pm.

X. Adjournment

Mayor Sherman recessed the meeting at 7:23 pm.

Respectfully submitted:

Pat Sherman
Mayor

ATTEST by City Recorder this ____ day of _____, 2006.

Paul Hughes
Finance Director/City Recorder

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
February 27, 2006 7:00 p.m.**

I. Call to Order

Mayor Pat Sherman called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Led by Brian Bullock

III. Roll Call

Council Present: Mayor Pat Sherman, Council President Larry Anderson, Councilors Jan Willms, Craig Mickelson, and Ex Officio Councilor Susan Stadelman, a quorum present.

Council Absent: Councilor Gordon

Staff Present:

City Manager Dale Shaddox,
Public Works Director Don Wilcox
and Administrative Assistant Donna Colby-Hanks

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

Chamber of Commerce President Les Cohen,
and six other citizens

IV. Ceremonies/Appointments/Announcements

A. Announcements

None.

V. Scheduled Public Appearances

A. ODOT

1. *Drunk/Drugged Driving update*

2. *Seatbelt issues*

Lee Sparks, ODOT, introduced Rosalee Senger, Transportation Safety Coordinator, who stated the goal from the previous meeting was to raise awareness in the community of the Drinking/Drugged Driving problems. Senger reviewed the data from previous years and answered Councilor questions.

B. Slam 'n Salmon Ocean Derby – Jim Relaford

Jim Relaford, Slam'n Salmon Ocean Derby, reviewed the facts and figures for the 2005 season and the forecast for the 2006 season. Relaford requested the City sponsor this event again. The Council discussed with the City Manager this request for funds.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to sponsor at the Silver (\$500) level the Slam'n Salmon Ocean Derby with the funds to come from the current budget.

VI. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Council Liaisons

Councilor Mickelson attended the Sheriff's grand opening of their substation, a Planning Commission meeting, the City Council annexation meeting, and a Coos Curry Douglas meeting.

Mayor Sherman attended a Curry County Commissioner's meeting, the Workforce Housing Summit, and a Tree Friends meeting.

Councilor Willms attended the City Council annexation meeting, a Parks and Recreation Commission meeting, an Azalea Park Workparty, and ASPIRE sessions.

Ex Officio Stadelman attended Toastmaster functions.

2. Chamber of Commerce – Annual Report

Les Cohen, Chamber of Commerce, briefly reviewed the annual report and answered several Council questions. Cohen spoke about attending four outdoor sportsman shows in the past month.

B. Unscheduled

Kris Harris, 320 Maple Street, Brookings, stated her son was in a wheelchair and was experiencing some difficulties with a gate at Seacliff Terrace. Harris requested the City consider providing a wheelchair ramp.

VII. Regular Agenda

A. Approval of street closure for Azalea Parade (City Manager)

Les Cohen, Chamber of Commerce, reviewed the request for street closures during the 67th Azalea Festival Parade. Cohen clarified there was no request to serve alcohol at the Azalea Festival Mixer.

Councilor Anderson moved, a second followed, and the Council voted unanimously to approve the requests numbered 1 – 8 for the Azalea Festival.

B. *Acceptance of Phase I Engineering Standards (Public Works)*

Public Works Director Don Wilcox reviewed the staff report and introduced Richard Nored, HGE Engineers to answer Council questions.

Councilor Anderson moved, a second followed, and the Council voted unanimously to approve adoption of revisions to the City of Brookings Infrastructure Development Guidelines.

C. *Authorization to advertise for bid for the Westside Sewer Interceptor (Public Works)*

Public Works Director Don Wilcox reviewed the staff report. Richard Nored, HGE Engineers answered questions regarding the length of the project. Wilcox provided answers to clarify the project. Councilor Anderson felt system users and the general fund should not be subsidizing new development.

Councilor Willms moved, a second followed, and the Council voted unanimously to approve advertising for construction bids toward replacement and over-sizing of approximately 2000 linear feet of gravity sanitary sewer main.

D. *Authorization to advertise for bid for the parallel water pipe project (Public Works)*

Public Works Director Don Wilcox reviewed the staff report. Richard Nored, HGE Engineers answered questions regarding water pressure and the age of the existing pipe.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to approve advertising for construction bids toward construction of approximately 2400 linear feet of new 16-inch water system transmission main.

E. *Federal Budget Grant Fire engine and Bio solids – Capital Project (Community Development)*

City Manager Dale Shaddox reviewed the staff report.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to authorize the submittal of applications to potentially gain federal funding for a new fire engine and a biosolids facility.

VIII. Consent Calendar

A. *Approval of Council Meeting Minutes*

1. *Meeting of February 13, 2006*

B. *Termination of consulting contract – Community Visioning process (Sue Densmore) due to financial consideration*

C. *Acceptance of deed from Larry Anderson Construction*

*D. Approval of Liquor License application for Onion Grill Restaurant
End Consent Calendar*

Councilor Mickelson moved, a second followed, and the Council voted unanimously (Councilor Anderson recused himself from item #C) to accept the consent calendar as published.

IX. Remarks from Mayor and Councilors

A. Council

Ex Officio Stadelman invited the Council to her basketball tournament on March 11, 2006.

Councilor Anderson spoke of a conversation with City Manager Shaddox regarding capital projects not receiving funds from the general fund.

Councilor Mickelson stated Salmon Run Golf Course and the Chamber shared a booth in Medford and had received positive comments regarding softball tournaments held in Brookings. Mickelson felt the City should prioritize capital improvements.

City Manager Shaddox explained only the essential capital projects would be brought to the Council.

B. Mayor

Mayor Sherman discussed the need to reduce some types of expenditures and prioritize others. Sherman described the bowling fundraiser for Good Samaritan.

X. Adjournment

The meeting was unanimously adjourned at 8:29 pm.

Respectfully submitted:

Pat Sherman
Mayor

ATTEST by City Recorder this ____ day of _____, 2006.

Paul Hughes
Finance Director/City Recorder

MINUTES
BROOKINGS PLANNING COMMISSION
February 7, 2006

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

Commissioners Present:

Jim Collis	Randy Gorman
Rick Dentino	Ron Hedenskog
	Bruce Nishioka

Commissioners Absent: Bill Dundom

Staff Present:

John Bischoff, City Planner, Dianne Snow, Deputy City Planner, and Cathie Mahon, Secretary.

Other:

Media: Coastal Pilot reporter, Brian Bullock

Student Ex Officio Skylar Shuford

Approximately 15 participants in the audience

CHAIR ANNOUNCEMENTS

None.

MINUTES

By a 4-0-1 (motion: Commissioner Dentino; Commissioner Collis abstained due to absence) the Planning Commission approved the minutes of January 10, 2006, as amended.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON WRITTEN REQUESTS AND COMMUNICATIONS

1. By a 5-0 vote (motion: Commissioner Dentino) the Planning Commission approved the request from the Fire Chief for a road name change from 96753 East Harris Heights to 6753 Burgess Lane; Assessor's Map 40-14-36AD, Tax Lot 2300; Leon & Mildred Burgess, property owners.
2. By a 3-1-1 vote (motion: Commissioner Collis; Commissioners Collis, Hedenskog, and Nishioka voted in favor; Commissioner Gorman voted against the request) the Planning Commission approved the request for a one-year extension for File No. **PUD-2-04**; for the *Ransom Creek* Planned Unit Development; to divide a 9.09 acre parcel into a 36-unit condominium development; located at Brooke Lane and Timberline Drive; Assessor's Map 40-13-31CA, Tax Lot 900 and 40-13-31CD, Tax Lot 4900; Bruce Brothers LLC, applicants.

Commissioner Dentino recused himself stating he voted against the development when it was heard before City Council (he was on the council at that time-2004). He stated his feelings regarding the project had not changed and therefore could affect his decision concerning the extension of time.

The action was taken following questions and comments regarding the request from the following:

Richard Wise, office manager for Bruce Brothers, P. O. Box 61

Brookings, OR

Commissioner Dentino joined the meeting after the vote at 7:50 p.m.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. The Chair opened the continuation for File No. **CUP-1-06**, a request for a conditional use permit to construct a dwelling group consisting of four (4) single family houses on a .57 acre parcel located at 725 Third Street; Assessor's Map 41-13-6BA, Tax Lot 2200; R-1-6, (6,000 square foot minimum lot size) zone; Kurt Kessler, applicant.

Chair Nishioka explained the continuation was due to a request at the initial hearing, January 10, 2006, for additional time to submit written argument. No written argument was submitted. He further clarified that oral testimony was closed and asked staff to review the request.

By a 4-0-1 vote (motion: Commissioner Gorman; Commissioner Collis abstained due to being absent at the hearing) the Planning Commission approved the request for File No. **CUP-1-06**.

The motion was amended to include the following additional conditions:

- A trash disposal shall be coordinated with Curry Transfer and Recycling. If a common trash bin is used, it shall be screened by a 6 foot high fence.
- A street light shall be installed at the intersection of the driveway and Third Street.

All five commissioners declared ex parte due to a site visit or living near the subject property.

Entered into the record was Exhibit A, submitted by Kurt Kessler, photographs of two-story houses surrounding the subject property.

The applicant waived their right to seven (7) additional days in which to submit written testimony.

2. By a 4-0-1 vote (motion: Commissioner Gorman; Commissioner Collis abstained due to being absent at the hearing) the Planning Commission approved the Final ORDER and Findings of Fact for File No. **CUP-1-06**.

The Chair called a recess at 8:11 p.m. and the meeting reconvened at 8:21 p.m.

3. By a 5-0 vote (motion: Commissioner Dentino) the Planning Commission approved File No. **MP-1-06**, a request for a major partition to divide a .97 acre parcel into three residential lots with a private street to be named *Eden Lane*; R-1-6, (6,000 square foot minimum lot size) zone; Assessor's Map 4014-36BA, Tax Lot 1900; David Reid, applicant.

The motion was amended to include the following conditions:

- #10- a note on the final plat shall also state that access from Parcel 3 shall be either from Eden Lane or within the south one half of the street frontage along Passley Road.
- #15-the private street shall be constructed with 18 feet of pavement and the hammer head turnaround shall be paved to its full length and width, and construction shall include support of the bank along the north side of the property.

Commissioners Collis, and Hedenskog declared ex parte due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear the request.

The action was taken following questions and comments regarding the request from the following:

David Reid, applicant	P. O. Box 6662	Brookings, OR
Martin Andruss	17941 Rainbow Rock Road	Brookings, OR
Steve Wentzel	96506 Susan Place	Brookings, OR
Ralph Sloniker	96500 Susan Place	Brookings, OR

The applicant waived their right to seven (7) additional days in which to submit written testimony.

4. By a 5-0 vote (Motion: Commissioner Gorman) the Planning Commission approved the Final ORDER and Findings of Fact for File No. **MP-1-06** as amended.
5. The public hearing was opened for File No. **CUP-3-06**, a request for a conditional use permit to construct a 100 foot high mono-pole telecommunications tower with a 12 by 26 foot equipment shelter building; located at 224 Cove Road; Assessor's Map 41-13-06DD, Tax Lot 1003; I-P (Industrial Park) zone; Verizon Wireless LLC, applicant; Ed Furnier, agent for Technology Associates.

Commissioners Dentino, Gorman, and Hedenskog declared ex parte due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear the request.

Questions and comments regarding the request were from the following:

Ed Fournier, TAIC agent	4800 SW Meadows Road, Suite #300
	Lake Oswego, OR 97035

Deputy City Planner Snow read into the record a memo from Fire Chief Sharp regarding his concern with weeds and brush on the lot of the proposed cell tower placement. His memo asked that prior to installation of the tower, the applicant remove the weeds because the Fire Department considers them to be a hazard and public nuisance.

The Chair closed the public hearing at 9:55 p.m. The Commission had questions and concerns and asked if the applicant could address them. The public hearing was re-opened at 10:10 p.m. and closed at 10:23.

Discussion ensued. Commissioner Gorman made a motion but withdrew it due to questions concerning location near a residential zone, could the tower be configured to look like a tree, and questioned the possibility of camouflaging the tower.

Followed by withdrawing his motion, Commissioner Gorman stated perhaps the hearing should be continued so the applicant can address the questions brought up during the discussion. Chair Nishioka asked the applicant if he would be willing to return to address the commissioners concerns, specifically can the tower could be painted or covered to look more along the line of a tree. By a voice vote the Commission approved the continuation of the hearing.

The Chair announced the continuation would be held on March 7, 2006, to allow the applicant time to submit additional material to present to the commissioners.

A short recess was declared by the Chair at 10:47 p.m. The meeting reconvened at 10:55 p.m. with the same commissioners present.

COUNTY REFERRELS

None.

COMMENTS by the PLANNING STAFF

- Deputy City Planner Snow distributed a draft copy of the Section 80-Site Plan Approval, to the Commission. Section 80 will be heard at the March 7th public hearing and asked that they review the section and make any suggestions for changes at that time. Following the Planning Commission review, a recommendation will be forwarded to City Council and heard at their March 27th meeting. Recognized for working with staff on this revision were Commissioners Smith and Hedenskog.
- City Planner Bischoff reminded the commissioners planned about the training session scheduled by Curry County in Gold Beach on Saturday, February 18th.

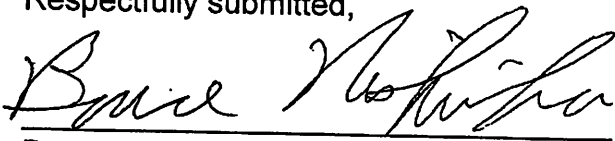
COMMISSIONERS COMMENTS

None.

ADJOURNMENT:

With no further business before the Planning Commission, Councilor Gorman made a motion to adjourn the meeting at 11.29 p.m.

Respectfully submitted,



Bruce Nishioka, Chair
(approved at 3-7-06 meeting)

MINUTES
BROOKINGS PLANNING COMMISSION
February 21, 2006

The regular meeting of the Brookings Planning Commission was called to order by Vice-Chair Collis at 7:07 p.m. in the Council Chambers at the Brookings City Hall on the above date with the following Commission members and staff in attendance.

Commissioners Present:

Jim Collis Randy Gorman
Rick Dentino Ron Hedenskog
Bill Dundom

Commissioners Absent: Chair Bruce Nishioka

Staff Present: John Bischoff, City Planner, and Cathie Mahon, Secretary.

Other:

Student Ex Officio Skylar Shuford
Approximately 6 participants in the audience

VICE-CHAIR ANNOUNCEMENTS

None.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 5-0 vote (motion: Commissioner Hedenskog) the Planning Commission approved File No. **CUP-4-06**, a request for a Conditional Use Permit to operate a short-term vacation rental from a single-family residence; located at 1331 Crissey Circle; Assessor's Map 41-13-06BC, Tax Lot 600; R-1-6, (6,000 square foot minimum lot size) zone; Carl Tinsley, applicant.

Commissioners Hedenskog and Collis declared ex parte due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear the request.

The action was taken following questions and comments regarding the request from the following participants:

Carl Tinsley, applicant	3353 Lone Pine Road	Medford, OR 97504
Warren Krick	1347 Chetco Avenue	Brookings, OR
Barbara Nysted	427 Buena Vista Loop	Brookings, OR

A letter was read into the record from opponents of the request:

Donnis & Jerry Lausmann	1339 Crissey Circle	Brookings, OR
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The hearing closed at 8:05 for testimony. Discussion ensued with the commission questioning what conditions were placed on a previous vacation rental granted on Crissey Circle. Also questioned was the mentioned of two vacation rentals as noted in the Lausmann's letter.

Planner Bischoff stated he thought only one vacation rental was approved. He added he would have to check the file because he recollected the commission approved one vacation rental.

At 8:15 a short recess was declared to allow Planner Bischoff to find the file. The meeting resumed at 8:20.

Planner Bischoff stated at the July 6, 2004, public hearing, one vacation rental was approved for Mr. Scott Titensor, property owner of 1326 Crissey Circle. The following conditions were placed with the approval:

- The name, address and telephone number of a local representative shall be provided to the City, placed in a prominent location in the dwelling and placed on a sign located outside the property in public view.
- No more that four (4) vehicles may be parked on the premises.

Commissioner Hedenskog amended the motion to include the following four conditions to the 8 included in the packet:

- 9) Occupancy of the residence shall be limited to a total of eight (8) people including visitors.
- 10) A maximum of 4 vehicles will be allowed on the subject property at any time including visitors vehicles
- 11) All landscaping, including litter pickup shall be maintained on the subject property.
- 12) A sign with the property management or agent name and telephone number shall be posted in the front yard in a location visible from the street.

The applicant waived their right to seven (7) additional days in which to submit written testimony.

2. By a 5-0 vote (motion: Commissioner Gorman) the Planning Commission approved the Final ORDER and Findings of Fact, as amended, for File No. **CUP-4-06**.
3. By a 5-0 vote (motion: Commissioner Dundom) the Planning Commission approved File No. **M3-3-06**, a request for a minor partition to divided a .34 acre parcel into two (2) parcels; located at 702 Pioneer Road; Assessor's Map 41-13-05BB, Tax Lot 4600; R-2 (Two-Family Residential) zone; James Macken, applicant.

Commissioners Dentino, Dundom, Gorman, and Hedenskog declared ex parte due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear the request.

The action was taken following questions and comments regarding the request from the following:

James Macken, applicant 96400 Oceanside East Drive Brookings, OR
Exhibit A was entered into the record by the applicant.

- The motion was amended to include the following condition to the 11 original conditions:
- 12) If a street light exists at the corner of Easy Street and Pioneer Road, the applicant shall install a street light at the southwest corner of the subject property.

The applicant waived their right to seven (7) additional days in which to submit written testimony.

4. By a 5-0 vote (motion: Commissioner Dentino) the Planning Commission approved the Final ORDER and Findings of Fact for File No. M3-3-06.

COUNTY REFERRELS

None.

COMMENTS by the PLANNING STAFF

- City Planner Bischoff announced the appointment of Richard Yock, as the new commissioner (replacing former Commissioner Smith).
- He mentioned at the March 7th meeting a review of Section 80-Site Plan Approval, will be one of the items
- Bischoff added a second public hearing is scheduled for March 21st.

COMMISSIONERS COMMENTS

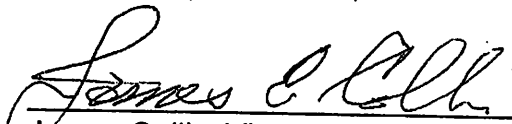
Commissioner Hedenskog suggested a joint meeting with City Council for a review "short term rentals".

Commissioner Dundom mentioned when the *Sherwood Forest Subdivision* was heard, one of the conditions was a stop sign at Arch Lane and Seacrest. Planner Bischoff responded he would mention it to Public Works,

ADJOURNMENT:

With no further business before the Planning Commission, the meeting closed 9:50 p.m.

Respectfully submitted,


James Collis, Vice-Chair
(approved at 3-7-06 meeting)

Check Register - Summary Report
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 Check Issue Date(s): 02/01/2006 - 02/28/2006

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02/06	02/03/2006	53773	148	B-H Chamber of Commerce	10-00-2005	1,969.48
02/06	02/03/2006	53774	3462	Brad Spivack	10-00-2005	5.56
02/06	02/03/2006	53775	313	Brookings Vol Firefighters	10-00-2005	2,083.33
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02/06	02/03/2006	53777	901	Chambers Plumbing & Heating	10-00-2005	365.92
02/06	02/03/2006	53778	1840	Chetco Federal Credit Union	10-00-2005	3,330.00
02/06	02/03/2006	53779	1674	Correct Equipment Inc	10-00-2005	4,165.33
02/06	02/03/2006	53780	2542	Crystal Fresh Bottled Water	10-00-2005	65.00
02/06	02/03/2006	53781	1357	Curry County Clerk	10-00-2005	36.00
02/06	02/03/2006	53782	195	Curry Transfer & Recycling	10-00-2005	55.25
02/06	02/03/2006	53783		Information Only Check	10-00-2005	.00 V
02/06	02/03/2006	53784	166	Dan's Auto & Marine Electric	10-00-2005	331.43
02/06	02/03/2006	53785		Information Only Check	10-00-2005	.00 V
02/06	02/03/2006	53786		Information Only Check	10-00-2005	.00 V
02/06	02/03/2006	53787	259	Da-Tone Rock Products	10-00-2005	2,169.51
02/06	02/03/2006	53788	284	Day-Wireless Systems	10-00-2005	1,093.75
02/06	02/03/2006	53789	575	DELL Computer Corp	10-00-2005	889.90
02/06	02/03/2006	53790	3443	Donald & Christina Tydeman	10-00-2005	23.19
02/06	02/03/2006	53791	316	Donald & Roberta Chandler	10-00-2005	548.00
02/06	02/03/2006	53792	3461	Dr Lyla Campbell	10-00-2005	9.44
02/06	02/03/2006	53793	749	Emerald Pool & Patio	10-00-2005	432.99
02/06	02/03/2006	53794	3106	Express Police Supply	10-00-2005	173.44
02/06	02/03/2006	53795	298	Freeman Rock, Inc	10-00-2005	1,125.63
02/06	02/03/2006	53796	2882	Globalstar USA	10-00-2005	79.16
02/06	02/03/2006	53797	154	Hagen's Dry Cleaners	10-00-2005	19.50
02/06	02/03/2006	53798	139	Harbor Logging Supply	10-00-2005	27.90
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02/06	02/03/2006	53800	307	Industrial Steel & Supply Inc	10-00-2005	153.72
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02/06	02/03/2006	53802		Information Only Check	10-00-2005	.00 V
02/06	02/03/2006	53803		Information Only Check	10-00-2005	.00 V
02/06	02/03/2006	53804		Information Only Check	10-00-2005	.00 V
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02/06	02/03/2006	53806		Information Only Check	10-00-2005	.00 V
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02/06	02/27/2006	53818	2467	VOID - Seven Feathers Hotel & Casino	10-00-2005	.00 M
02/06	02/03/2006	53819	3456	SOFFAST	10-00-2005	125.00
02/06	02/03/2006	53820	380	Stadelman Electric Inc	10-00-2005	494.50
02/06	02/03/2006	53821	956	Suiter's Paint & Body	10-00-2005	818.50
02/06	02/03/2006	53822	2618	The Backup Training Corp	10-00-2005	600.00
02/06	02/03/2006	53823	2586	TMG Services Inc	10-00-2005	2,031.22
02/06	02/03/2006	53824	990	United Parcel Service	10-00-2005	149.79
02/06	02/03/2006	53825	1196	USF Reddaway	10-00-2005	253.41
02/06	02/03/2006	53826	861	Village Express Mail Center	10-00-2005	17.98

M = Manual Check, V = Void Check

Check Register - Summary Report
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02/06	02/07/2006	53831	205	PERS Retirement	10-00-2005	15,158.67
02/06	02/09/2006	53832	1843	Action Industrial Systems	10-00-2005	120.51
02/06	02/09/2006	53833	682	Al's Radio Shack	10-00-2005	13.99
02/06	02/09/2006	53834	1715	Aspen Publishers, Inc	10-00-2005	58.07
02/06	02/09/2006	53835	527	AWWA Short School	10-00-2005	480.00
02/06	02/09/2006	53836	2975	BatteryZone Inc	10-00-2005	89.82
02/06	02/09/2006	53837	146	Bay West Supply, Inc	10-00-2005	320.52
02/06	02/09/2006	53838	138	Becco, Inc	10-00-2005	57.90
02/06	02/09/2006	53839	1522	Blumenthal Uniforms	10-00-2005	52.80
02/06	02/09/2006	53840	2454	Brookings Harbor Youth Assoc	10-00-2005	170.17
02/06	02/09/2006	53841	417	Cabela's Inc	10-00-2005	1,003.63
02/06	02/09/2006	53842	149	Carpenter Auto Center	10-00-2005	273.37
02/06	02/09/2006	53843	110	Cavern Auto And Truck Supply	10-00-2005	47.95
02/06	02/09/2006	53844	822	Coast Auto Center	10-00-2005	69.44
02/06	02/09/2006	53845	1745	Coastal Paper & Supply, Inc	10-00-2005	333.78
02/06	02/09/2006	53846	182	Coos-Curry Electric	10-00-2005	1,477.17
02/06	02/09/2006	53847	151	Curry Coastal Pilot	10-00-2005	959.05
02/06	02/09/2006	53848	195	Curry Transfer & Recycling	10-00-2005	580.84
02/06	02/09/2006	53849	3135	David Gordon	10-00-2005	66.75
02/06	02/09/2006	53850	2827	Dianne Snow	10-00-2005	44.00
02/06	02/09/2006	53851	3464	Easy-To-Get Wireless	10-00-2005	278.00
02/06	02/09/2006	53852	1719	Ewald Hopfenzitz	10-00-2005	3.30
02/06	02/09/2006	53853	153	Ferrellgas	10-00-2005	2,094.74
02/06	02/09/2006	53854	154	Hagen's Dry Cleaners	10-00-2005	13.40
02/06	02/09/2006	53855	3465	J.N. Beatty	10-00-2005	39.87
02/06	02/09/2006	53856	799	Jim Hargrove	10-00-2005	30.47
02/06	02/09/2006	53857	1397	L N Curtis	10-00-2005	225.32
02/06	02/09/2006	53858	328	Les Schwab Tire Center	10-00-2005	646.80
02/06	02/09/2006	53859	1127	Lyle Signs Inc	10-00-2005	2,457.89
02/06	02/09/2006	53860	763	Mark Hargrove	10-00-2005	31.05
02/06	02/09/2006	53861	155	Mory's	10-00-2005	277.50
02/06	02/09/2006	53862	2051	National Waterworks, Inc	10-00-2005	1,606.79
02/06	02/09/2006	53863	1330	Northwest Uniforms, Inc	10-00-2005	65.20
02/06	02/09/2006	53864	252	Paramount Pest Control	10-00-2005	38.00
02/06	02/09/2006	53865	2974	Pat Sherman	10-00-2005	44.00
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02/06	02/09/2006	53867	1193	PRN Data Services, Inc	10-00-2005	3,659.00
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02/06	02/09/2006	53869	187	Quality Fast Lube & Oil	10-00-2005	65.20
02/06	02/09/2006	53870	180	Ray's Food Place	10-00-2005	113.01
02/06	02/09/2006	53871	1989	Red Lion Medford	10-00-2005	74.80
02/06	02/09/2006	53872	1218	Rick Dentino	10-00-2005	35.00
02/06	02/09/2006	53873	169	Roto Rooter	10-00-2005	56.30
02/06	02/09/2006	53874	3453	SOCCP	10-00-2005	35.00
02/06	02/09/2006	53875	1769	Suburban Propane	10-00-2005	135.40
02/06	02/09/2006	53876	3459	Sue Densmore Com Strategies	10-00-2005	3,000.00
02/06	02/09/2006	53877	2254	Sunny Wheatley	10-00-2005	164.00
02/06	02/09/2006	53878	156	That Special Touch Florist	10-00-2005	50.00
02/06	02/09/2006	53879	142	Tidewater Contractors Inc	10-00-2005	48.30
02/06	02/09/2006	53880	179	Trew, Cyphers & Meynink	10-00-2005	8,000.00
02/06	02/09/2006	53881	2483	Undersheriff Greg Olson	10-00-2005	65.00
02/06	02/09/2006	53882	161	United Communications Inc	10-00-2005	1,527.91
02/06	02/09/2006	53883	136	United Pipe & Supply Co Inc	10-00-2005	5,781.24

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
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02/06	02/09/2006	53886	157	Viking Office Products	10-00-2005	67.94
02/06	02/09/2006	53887	861	Village Express Mail Center	10-00-2005	5.40
02/06	02/09/2006	53888	253	Xerox Corporation	10-00-2005	70.73
02/06	02/09/2006	53889	1989	Red Lion Medford	10-00-2005	74.80
02/06	02/09/2006	53890	1989	Red Lion Medford	10-00-2005	74.80
02/06	02/16/2006	53891	167	American Sigma	10-00-2005	2,063.91
02/06	02/16/2006	53892	150	Any Time Coffee Service	10-00-2005	101.00
02/06	02/16/2006	53893	527	AWWA Short School	10-00-2005	480.00
02/06	02/16/2006	53894	2407	Blue Star Gas	10-00-2005	588.82
02/06	02/16/2006	53895	416	Brookings Lock & Safe Co	10-00-2005	191.76
02/06	02/16/2006	53896	714	Brookings Signs & Graphics	10-00-2005	74.45
02/06	02/16/2006	53897	370	CCIS	10-00-2005	996.46
02/06	02/16/2006	53898	3015	Charter Communications	10-00-2005	990.00
02/06	02/16/2006	53899	336	Chris Wallace	10-00-2005	180.00
02/06	02/16/2006	53900	183	Colvin Oil Company	10-00-2005	2,219.52
02/06	02/16/2006	53901	182	Coos-Curry Electric	10-00-2005	3,345.56
02/06	02/16/2006	53902	173	Curry Equipment Company	10-00-2005	30.55
02/06	02/16/2006	53903	3135	David Gordon	10-00-2005	24.03
02/06	02/16/2006	53904	371	DEQ Business Office	10-00-2005	255.00
02/06	02/16/2006	53905	198	Grants Pass Water Lab	10-00-2005	154.00
02/06	02/16/2006	53906	139	Harbor Logging Supply	10-00-2005	29.30
02/06	02/16/2006	53907	131	HGE, Inc	10-00-2005	28,438.45
02/06	02/16/2006	53908	1699	Imagistics	10-00-2005	430.66
02/06	02/16/2006	53909	438	John Bishop	10-00-2005	180.00
02/06	02/16/2006	53910	1812	John Wimberley	10-00-2005	86.00
02/06	02/16/2006	53911	3467	KURY Radio	10-00-2005	252.00
02/06	02/16/2006	53912	2598	Larry Garcia	10-00-2005	27.35
02/06	02/16/2006	53913	2119	Law Enforcement Systems, Inc	10-00-2005	113.00
02/06	02/16/2006	53914	2052	Les Brown Towing	10-00-2005	275.00
02/06	02/16/2006	53915	2940	McLennan Contractors LLC	10-00-2005	18,521.77
02/06	02/16/2006	53916	155	Mory's	10-00-2005	13.85
02/06	02/16/2006	53917	1625	NASCO	10-00-2005	150.23
02/06	02/16/2006	53918	2051	National Waterworks, Inc	10-00-2005	791.76
02/06	02/16/2006	53919	2576	OACP	10-00-2005	425.00
02/06	02/16/2006	53920	573	OBOA	10-00-2005	230.00
02/06	02/16/2006	53921	375	OR Department of Revenue	10-00-2005	16.70
02/06	02/16/2006	53922	1700	Phil's Auto Recycling	10-00-2005	35.00
02/06	02/16/2006	53923	866	Pitney Bowes	10-00-2005	652.95
02/06	02/16/2006	53924	646	Quartermaster	10-00-2005	31.89
02/06	02/16/2006	53925	3468	Richard & Elizabeth Ross	10-00-2005	20.16
02/06	02/16/2006	53926	3185	Ron Tribble	10-00-2005	360.00
02/06	02/16/2006	53927	2640	The Dyer Partnership Inc	10-00-2005	3,382.00
02/06	02/16/2006	53928	991	Verizon Northwest	10-00-2005	19.28
02/06	02/16/2006	53929	861	Village Express Mail Center	10-00-2005	27.20
02/06	02/16/2006	53930	3088	Washington Crane & Hoist	10-00-2005	1,512.50
02/06	02/22/2006	53931	910	OR Department of Justice	10-00-2005	115.38
02/06	02/22/2006	53932	1132	OR Department of Justice	10-00-2005	322.15
02/06	02/22/2006	53933	2366	OR Department of Justice	10-00-2005	203.08
02/06	02/22/2006	53934	144	OR Teamster Employers Trust	10-00-2005	13,904.64
02/06	02/22/2006	53935	189	OR Teamster Employers Trust	10-00-2005	11,297.52
02/06	02/22/2006	53936	3433	OR Teamster Employers Trust	10-00-2005	16,511.76
02/06	02/22/2006	53937	205	PERS Retirement	10-00-2005	14,792.76
02/06	02/22/2006	53938	214	Regence Life & Health Ins	10-00-2005	254.40
02/06	02/22/2006	53939	213	Teamsters Local Union 223	10-00-2005	719.00
02/06	02/22/2006	53940	3404	Teamsters Local Union 223	10-00-2005	859.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
02/06	02/23/2006	53941	174	Barbara Palicki	10-00-2005	304.09
02/06	02/23/2006	53942	977	Best Western Brookings Inn	10-00-2005	424.35
02/06	02/23/2006	53943	546	Booth & Collinson	10-00-2005	75.00
02/06	02/23/2006	53944	182	Coos-Curry Electric	10-00-2005	1,406.09
02/06	02/27/2006	53945	3315	VOID - Dale Shaddox	10-00-2005	.00 M
02/06	02/23/2006	53946	2117	Edge Wireless	10-00-2005	228.71
02/06	02/23/2006	53947	2429	Eugene Hilton Hotel	10-00-2005	209.96
02/06	02/23/2006	53948	2763	Frank Dunn	10-00-2005	86.00
02/06	02/23/2006	53949	3471	Heather Kuhn	10-00-2005	28.45
02/06	02/23/2006	53950	578	John Cowan	10-00-2005	86.00
02/06	02/23/2006	53951	2183	Keith Chavez	10-00-2005	86.00
02/06	02/23/2006	53952	2299	KLB Global Enterprises	10-00-2005	162.76
02/06	02/23/2006	53953	137	LauraLee Gray	10-00-2005	74.00
02/06	02/23/2006	53954	2742	Mario Lima	10-00-2005	5.93
02/06	02/23/2006	53955	525	Mark Haglund	10-00-2005	86.00
02/06	02/23/2006	53956	1190	Mike Batty	10-00-2005	86.00
02/06	02/23/2006	53957	155	Mory's	10-00-2005	58.79
02/06	02/23/2006	53958	870	Noah Bruce	10-00-2005	90.00
02/06	02/23/2006	53959	809	OCZMA	10-00-2005	33.00
02/06	02/23/2006	53960	866	Pitney Bowes	10-00-2005	402.00
02/06	02/23/2006	53961	1218	Rick Dentino	10-00-2005	120.15
02/06	02/23/2006	53962	380	Stadelman Electric Inc	10-00-2005	5,520.00
02/06	02/27/2006	53963	3455	VOID - The Resort at the Mountain	10-00-2005	.00 M
02/06	02/23/2006	53964	906	Valley River Inn	10-00-2005	314.94
02/06	02/23/2006	53965	157	Viking Office Products	10-00-2005	146.85
02/06	02/23/2006	53966	906	Valley River Inn	10-00-2005	314.94
02/06	02/23/2006	53967	906	Valley River Inn	10-00-2005	314.94
02/06	02/23/2006	53968	906	Valley River Inn	10-00-2005	251.94
02/06	02/23/2006	53969	906	Valley River Inn	10-00-2005	251.94
02/06	02/23/2006	53970	906	Valley River Inn	10-00-2005	251.94
02/06	02/27/2006	53971	2467	Seven Feathers Hotel & Casino	10-00-2005	129.60
02/06	02/27/2006	53972		Information Only Check	10-00-2005	.00 V
02/06	02/27/2006	53973		Void Check	10-00-2005	.00 V
02/06	02/27/2006	53974		Information Only Check	10-00-2005	.00 V
02/06	02/27/2006	53975	2122	VISA	10-00-2005	817.10
02/06	02/27/2006	53976	1881	AFLAC	10-00-2005	303.04
Totals:						<u>228,616.62</u>

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



To: Brookings City Council through City Manager Dale Shaddox

From: Lt. John Bishop

Date: 02-27-2006

Subject: Liquor License Application(s)

The Brookings Police Department found no local disqualifying prohibiting information regarding Yvonne Moirano and Robert Minshew with their attached individual liquor license applications. The business name will be "The Gallery" and it will be located at 515 Chetco Avenue, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicants be granted their request, with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Bishop".

Lt. John Bishop
Brookings Police Department



898 ELK DRIVE
BROOKINGS, OR. 97415

www.brookings.or.us

Phone: (541) 469-3118
Fax (541) 412-0253



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION



PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
- ☐ Commercial Establishment
- ☐ Caterer
- ☐ Passenger Carrier
- ☐ Other Public Location
- ☐ Private Club
- ☒ Limited On-Premises Sales (\$202.60/yr)
- ☒ Off-Premises Sales (\$100/yr)
- ☐ with Fuel Pumps
- ☐ Brewery Public House (\$252.60)
- ☐ Winery (\$250/yr)
- ☐ Other: _____

ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other _____

FOR CITY AND COUNTY USE ONLY

The city council or county commission:

(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By:

(signature)

(date)

Name:

Title:

OLCC USE ONLY

Application Rec'd by: 87

Date: 2-22-06

90-day authority: ☐ Yes ☐ No

Applying as:

- ☒ Individuals ☐ Limited Partnership ☐ Corporation ☐ Limited Liability Company

1. Applicant(s): [See SECTION 1 of the Guide]

① YVONNE MOIRANO

② _____ ③ _____

2. Trade Name (dba): THE GALLERY

3. Business Location: 515 CHETCO AVE. BROOKINGS, OR. 97415
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 1349 CHETCO AVE. BROOKINGS, OR. 97415
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-412-8687
(phone)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? ☒ Yes ☐ No Name: ROBERT MINSHEW

(manager must fill out an individual history form)

10. What is the local governing body where your business is located? BROOKINGS, OR.
(name of city or county)

11. Contact person for this application: YVONNE MOIRANO (541) 412-7273
(name) (phone number(s))
1349 CHETCO AVE, BROOKINGS, OR 97415 WWW.BONBOSANDWICHES.COM
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Yvonne Moirano Date 2-6-06 ③ _____ Date _____
② _____ Date _____ ④ _____ Date _____

CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



To: Brookings City Council through City Manager Dale Shaddox

From: Lt. John Bishop

Date: 03-01-2006

Subject: Liquor License Application(s)

The Brookings Police Department found no local disqualifying prohibiting information regarding Rebecca Streaker with her attached individual liquor license applications. The business name will be "Wine Wisdom" it will be located at 1136 #B Chetco Avenue, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicant be granted their request, with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J Bishop", is written over the typed name.

Lt. John Bishop
Brookings Police Department



898 ELK DRIVE
BROOKINGS, OR. 97415

www.brookings.or.us

Phone: (541) 469-3118
Fax (541) 412-0253



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION



PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
- ☐ Commercial Establishment
- ☐ Caterer
- ☐ Passenger Carrier
- ☐ Other Public Location
- ☐ Private Club
- ☐ Limited On-Premises Sales (\$202.60/yr)
- ☒ Off-Premises Sales (\$100/yr)
- ☐ with Fuel Pumps
- ☐ Brewery Public House (\$252.60)
- ☐ Winery (\$250/yr)
- ☐ Other: _____

ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other _____

Applying as:

- ☒ Individuals ☐ Limited Partnership ☐ Corporation ☐ Limited Liability Company

FOR CITY AND COUNTY USE ONLY

The city council or county commission:

City of Brookings
(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: MD7

Date: 2-23-06

90-day authority: ☐ Yes ☐ No

1. Applicant(s): [See SECTION 1 of the Guide]

① Rebecca Strecker ③ N/A
② N/A ④ N/A

2. Trade Name (dba): Wine Wisdom

3. Business Location: 1136 "B" Chatco Ave Brookings Curry OR 97415
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: PO Box 4143 Brookings OR 97415
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (541) 661-1834 N/A
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: N/A Type of License: N/A

8. Former Business Name: N/A

9. Will you have a manager? ☐ Yes ☒ No Name: N/A
(manager must fill out an individual history form)

10. What is the local governing body where your business is located? City of Brookings
(name of city or county)

11. Contact person for this application: Rebecca Strecker (541) 661-1834
(name) (phone number(s))
14695 Itzen Dr, Brookings, OR 97415 N/A RNK@CHARTER.NET
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [Signature] Date 2/19/06 ③ _____ Date _____
② _____ Date _____ ④ _____ Date _____

1-800-452-OLCC (6522)
www.olcc.state.or.us

City of Brookings
898 Elk Drive
Brookings, OR 97415



COUNCIL AGENDA REPORT

To: Mayor & City Council (Mtg. of 3/13/06)

From: City Manager

Date: March 7, 2006

Re: Approval of Collection Agreement with Credits Incorporated

Subject: Recommendation from Judge Harper to establish a process to potentially collect outstanding, unpaid judgements owed to the City.

Recommendation: Approve the attached Collections Agreement with Credits Incorporated, and authorize the Mayor to sign it on behalf of the City.

Background /Discussion: Even though many of our court imposed monetary judgements have not been paid over the past few years, it may be possible to receive at least a portion of these outstanding receivables by entering into an agreement with a third party collection agent. In addition, the Finance Department has, from time to time, the opportunity to refer unpaid utility billings to a third party.


As proposed, the agreement structure provides that the collection agent would only be paid a portion of the actual monies collected by them. Therefore, the City is not committing to paying them without receiving all or part of an outstanding debt.

In fact, this is a way to possibly receive monies that would otherwise be written off as uncollectible.

As noted on the attached correspondence from Credits Incorporated, they provide these services to numerous public agencies, and with positive letters of reference.

Financial Impact(s): The City would potentially receive a portion of outstanding debt that would otherwise be written off as uncollectible.

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager

CREDITS

INCORPORATED

COLLECTION SPECIALISTS
Licensed, Bonded, National Affiliations

February 2, 2006

Brookings Municipal Court
898 Elk Drive
Brookings, OR 97415

Collection Agreement

Credits, Inc. is hereby authorized to collect our accounts that we assign to them for that purpose.

We agree to pay a commission rate quoted in the proposal and agree that it will be deducted from any amounts collected on our behalf.

Assignee is to have full power to sue for said claims, endorse all remittances and retain interest collected.

It is further agreed that from this date, any payments received by us, either as direct payments or from any source whatever, assignee shall be entitled to full commission on the payments.

If this claim is a covered transaction, we have complied with the Federal Truth in Lending Act.

We further agree to report promptly any payments made directly to us to Credits, Inc.

If Credits, Inc. must forward the account to another agency, the commission rate will increase to 50%.

We also give our permission for Credits, Inc. to report our accounts for credit reporting purposes.

Dated

Signed for Brookings Municipal Court

Signed for Credits, Inc.

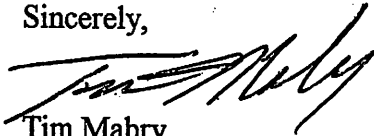
CREDITS

INCORPORATED

COLLECTION SPECIALISTS

Licensed, Bonded, National Affiliations

Sincerely,



Tim Mabry
President
Credits, Inc.

Enclosure (4)

CREDITS

INCORPORATED

COLLECTION SPECIALISTS
Licensed, Bonded, National Affiliations

February 2, 2006

Joyce Heffington
Court Clerk
Brookings Municipal Court
898 Elk Drive
Brookings, OR 97415

Re: Collection Proposal for the Brookings Municipal Court

Dear Joyce,

We would like to make the following proposal to handle the charge-off accounts for Brookings Municipal Court:

Credits, Inc. agrees to provide collection services for the court for the 25% fee that is allowed by law and that will be added to your fine amount. (e.g. \$100 ticket + \$25 fee \$250 maximum)

In the event that a court account must be sent to another collection agency out of the area the rate will increase to 50% of the assigned amount (ticket amount plus the fee).

Credits, Inc. will be entitled to the allowable interest on assigned accounts.

Credits, Inc. agrees to provide you with reports showing the debtor's name, account number, and total collections for the month.

Credits, Inc. agrees to advise the court immediately when a payment in full is received on a debtor whose license has been suspended for non-payment of a debt with the court.

The staff at Credits, Inc. is excited about the opportunity to work with you, and we fully intend to establish ourselves as the most effective and professional collection agency with which you do business.

We have furnished you with list of other courts we do business with as a reference. I think they will tell you that it has been a good revenue source for the court and that we are easy to work with.

References

Judge Charolette Gray
Heppner Justice Court
POB 1125
Heppner, OR 97836
541-676-5644

Lucy Veliz
Court Clerk
Irrigon Justice Court
POB 130
Irrigon, OR 97844
541-922-4082

Judge Cris Patnode
Gilliam County Justice Court
POB 308
Arlington, OR 97812
541-454-4154

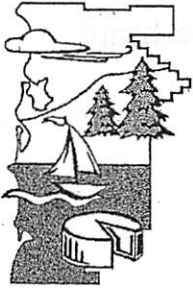
Judge Ron McDermid
Sherman County Justice Court
POB 282
Moro, OR 97039
541-565-3572

Judge Neal Lemery
Tillamook Justice Court
201 Laurel Ave.
Tillamook, OR 97141
503-842-3416

Rose Emerson
Court Clerk
Hermiston Municipal Court
330 S. First Place
Hermiston, OR 97838
541-567-6610

Marilyn Anderson
Court Clerk
Pendleton Municipal Court
501 SW Emigrant Ave.
Pendleton, OR 97801
541-966-0209

Tonnie Walker
Court Clerk
Mazanita Municipal Court
POB 129
Manzanita, OR 97130
503-368-5343



Tillamook County Justice Court

Tillamook County Courthouse

201 Laurel Avenue

Tillamook, OR 97141

(503)842-3416

Web: www.co.tillamook.or.us

January 24, 2006

To Whom It May Concern:

Re: Credits Inc

I am pleased to recommend Credits, Inc. This court contracted with Credits, Inc about a year ago, as we had over \$1 million in idle accounts receivable.

We are able to easily send the accounts to Credits, Inc electronically, through an interface with our Majic ticket management software. Credits, Inc simply adds their fees to our account, and we receive 100% of our original balance when the account is paid.

My staff and I have found that the staff at Credits, Inc is very professional, courteous, and conscientious. On occasion, we have recalled an account, or there has been confusion with a client, or an especially difficult client. At all times, their staff has been a delight to work with. The minor problems we have had have been quickly and efficiently addressed and resolved. Having their offices nearly a state away has not been a barrier to excellent communication.

We regularly receive \$8-12,000 a month from Credits, Inc, and their invoice is well organized and allows us to quickly post and process the payments. They quickly advise us when a client has paid in full, so we can process the DMV reinstatement.

Having a collection agency has finally given meaning to the fact that people actually owe the court money. Our receivables are paid more promptly, and payment contracts are paid more regularly, as clients know we are serious about collections. This is a great tool for those accounts where a driver's license suspension is a relatively meaningless collection effort.

I feel our clients are treated well by Credits, Inc, and I feel I have heard no legitimate complaints about their work.

Sincerely,

Neal C. Lemery
Justice of the Peace

Principle Amount	Fee %	Credits Inc	Total Fine
\$100.00	0.25	\$25.00	\$125.00
\$200.00	0.25	\$50.00	\$250.00
\$500.00	0.25	\$125.00	\$625.00

Total Fine	50% Split	
	Agencies	City
\$125.00	\$62.50	\$62.50
\$250.00	\$125.00	\$125.00
\$625.00	\$312.50	\$312.50

1. fees are taken as fines are collected
2. Interest is calculated from date of last payment,
 - > tacked onto the Total Fine
 - > collected after Principle Amount is paid in full

Estimated Collectibles	AVG Rate of Recovery	Potential Revenue
\$ 250,000	15%	\$ 37,500

CITY OF BROOKINGS

City Council Agenda Report



Date: March 9, 2006

To: Mayor & City Council

From: Paul Hughes, Finance Director

Subject: Ordinance No. 06-0-477A
An Ordinance amending Ordinance No. 91-0-477 providing for Systems Development Charges in the City of Brookings, and repealing Ordinance No. 87-0-418.

Recommendation: **Adopt Ordinance No. 06-0-477A**

Background /Discussion:

The City's current System Development Charge Ordinance allows for the charges to be paid in installments including interest at an annual rate of 10%. This policy is in accordance with ORS 223.208. The amending ordinance would change the fixed annual interest rate from 10% to the highest actual rate earned by the City on its cash investments at the time the installment payment application is approved. The new system development charges, effective March 1, include an administrative fee for managing and accounting for the system development charge funds including managing installment accounts.

The amending ordinance also allows, at the Finance Directors discretion, the interest portion of all installment payments to be paid in advance, upon installment payment application approval, and recorded as a loan origination fee. This may benefit certain non-profit agencies who by charter or by-laws are not allowed to pay interest.

Financial Impact(s):

No loss of revenue. The 2% SDC administrative fee substitutes for the decrease in the annual interest rate.

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager

BROOKINGS ORDINANCES

ORDINANCE NO. 06-O-477A

AN ORDINANCE AMENDING ORDINANCE NO. 91-O-477 PROVIDING FOR SYSTEMS DEVELOPMENT CHARGES IN THE CITY OF BROOKINGS, AND REPEALING ORDINANCE NO. 87-O-418.

Sections:

- Section 1. Ordinance Identified.
- Section 2. Amendment to Section 11, items (a), (d) & (e)

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance amends Ordinance No. 91-O-477, effective September 24, 1991, and entitled, "An ordinance providing for systems development charges in the City of Brookings, and repealing Ordinance No. 87-O-418".

Section 2. Amendment to Section 11, items (a), (d) & (e). Ordinance No. 91-O-477, Section 11, items (a), (d) & (e) are amended in their entirety to read as follows:

Section 11. Installment Payment.

- (a) When a systems development charge is due and collectible, to the extent provided for by resolution of the City Council, the owner of the parcel of land subject to the charge may apply for payment in installments, to include interest, in accordance with the provisions of ORS 223.208.
- (d) The Community Development Director shall report to the City Recorder the amount of the system development charge, the name of the owner(s) and a description of the parcel.
- (e) The City Recorder shall docket the lien in the lien docket. From that time, the City shall have a lien on the property described in the amount of the system development charge, together with interest on the unpaid balance at the highest rate earned by the City on its cash investments at the time of application approval. At the Finance Directors discretion, the interest portion of all installment payments may be paid in advance, upon application approval, and recorded as a loan origination fee.

First Reading:

Second Reading:

Passage:

Effective Date:

INTRODUCED AND ADOPTED By the City of Brookings Council and signed by me in authentication of its passage the ____ day of _____ 2006.

Mayor Pat Sherman

Paul Hughes, Finance Director/Recorder

CITY OF BROOKINGS

City Council Agenda Report



Date: March 6, 2006

To: Mayor & City Council

From: Paul Hughes, Finance Director

Subject: Resolution 06-R-750 Readopting Public Contracting Rules

Recommendation: Staff recommends adoption of Resolution 06-R-750, a resolution of the City of Brookings readopting public contracting rules and prescribing rules of procedure for public contracting.

Background /Discussion:

In March of 2005, due to the Oregon Legislature substantially revising the Oregon Public Contracting Code, the City's public contracting codes became void and new public contracting rules consistent with the State codes were adopted. By annually readopting the public contracting rules, the City will remain consistent with any revisions the Oregon Legislature and the Oregon Attorney General may have made to the Oregon Public Contracting Code and Rules.

Financial Impact(s):

None.

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager

RESOLUTION 06-R-750

A RESOLUTION OF THE CITY OF BROOKINGS READOPTING PUBLIC CONTRACTING RULES
AND PRESCRIBING RULES OF PROCEDURE FOR PUBLIC CONTRACTING.

WHEREAS, the City of Brookings ("City") is a municipal corporation which is subject to Oregon's public contracting rules; and

WHEREAS, the Oregon Legislature and the Oregon Attorney General revises the Oregon Public Contracting Code and Rules; and

WHEREAS, the City is required to adopt new public contracting rules consistent with the revised Public Contracting Code and Rules; and

WHEREAS, ORS 279A.065(5) provides that a local contracting agency may adopt its own rules of procedure for public contract that:

- (A) Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and
- (B) Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General;

WHEREAS, the City desires to repeal all previous resolutions regarding the City's public contracting rules;

NOW, THEREFORE, BE IT RESOLVED:

1. That, except as otherwise provided herein, the City hereby adopts the provisions of ORS 279A, 279B and 279C and the Oregon Attorney General's Model Public Contracting Rules ("Model Rules") as the contracting rules for the City, as such Model Rules now exist or are later modified.
2. That the City affirmatively adopts the public contracting rules described in Exhibit A which is attached to this Resolution and incorporated hereby by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.
3. That the City shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Rules adopted in Exhibit A are consistent with current law.

The foregoing Resolution was duly adopted by the City of Brookings, Oregon on the 13th day of March, 2006. The effective date of this resolution is March 13, 2006.

PASSED by the council and signed by the Mayor this 13th day of March, 2006.

Mayor, Pat Sherman

ATTEST:

By: _____
Paul Hughes, City Recorder