

Agenda

City of Brookings
Common Council Meeting
Brookings City Hall Council Chambers
898 Elk Drive, Brookings Oregon
July 11, 2005 7:00 p.m.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Ceremonies/Appointments/Announcements

A. Ceremonies

1. Presentation of Certificate of Appreciation to Hilary Thompson, 10-Year Work Anniversary [Page 5]
2. Presentation of Certificate of Appreciation to Barbara Palicki, 10-Year Work Anniversary [Page 7]

B. Announcements

1. Yard of the Month – Dolor and Alvina Almeida, 862 Jodee Lane
2. Most Improved Property – Francisco Garcia, 406 Linden
3. Commercial Property – South Coast Inn, 516 Redwood

V. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Chamber of Commerce
2. Council Liaisons

B. Unscheduled

VI. Staff Reports

A. Community Development Department

1. Brookings Harbor Farmer's Market [Page 9]
2. Quitclaim Deed for 5' strip of land adjacent to Parkview Drive [Page 11]
3. Freeman Well Water Resource Assessment [Page 17]

B. City Manager

1. Other

VII. Consent Calendar

- A. Approval of Council Meeting Minutes
 - 1. Meeting of June 27, 2005 [Page 19]
- B. Acceptance of Parks and Recreation Commission Minutes
 - 1. Meeting of April 28, 2005 [Page 23]
- C. Approval of Application to Possess and Consume Alcohol for Robinson/Cuff [Page 27]

End Consent Calendar

VIII. Ordinances/Resolutions/Final Orders

- A. **Resolutions**
 - 05-R-746 Resolution to Amend Resolution 92-R-534 adopting rates, fees and charges to the users of the City of Brookings water supply services [Page 29]

IX. Remarks from Mayor and Councilors

- A. Council
- B. Mayor

X. Adjournment

Events Calendar

July 2005

July 2005							August 2005						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				July 1	2
					3
					4
4	5	6	7	8	9
City Hall CLOSED - 4th of July Holiday 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 9:30am KURY Radio Community Focus Talk Show w/City	10:00am CC Ron Kreskey represent for Peter 10:00am FH - David Neighbor 12:00pm Community Agencies 1:00pm CC-Ed Wait ODOT 2:30pm FH-SafetyComMtg/ 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 1:30pm CC Com. Development Dept	2:00pm Mtg. County Plann/Westbrook per John	10 Concert in the Park 1 pm
11	12	13	14	15	16
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am CC Traffic Safety Committee Meeting 9:30am KURY Radio Community Focus 10:00am FH-Brookings Rural 1:00pm CC Ann Wedding 7:00pm CC Planning		8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray		10:00am Mayor's Walk - Stout Park Neighborhood 17
18	19	20	21	22	23
9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palic 9:30am KURY Radio Community Focus 3:00pm CC Planning Dept mtg with ODOT John		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 Emergency Prepared		24 Concert in the Park 1 pm
25	26	27	28	29	30
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	2:30pm CC-Downtown Subcommittee-Toni Mefford	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/City Manager		31

Events Calendar

August 2005

August 2005							September 2005						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
August 1	2	3	4	5	6
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 Palic 9:30am KURY Radio Community Focus 7:00pm CC-Planning Commssn	12:00pm Comnity Agencies mtg (Chetco Sr.Center) 2:30pm CC-SafetyComMtg/ Kathy Dunn 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		7 Concert in the Park 1 pm
8	9	10	11	12	13
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 10:00am FH-Brookings Rural Fire District-Phil Cox-469-5729		8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray		14 Concert in the Park 1 pm
15	16	17	18	19	20
9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palic 9:30am KURY Radio Community Focus 7:00pm CC Planning Commission meeting		8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:00pm CC-Municipal Court		21
22	23	24	25	26	27
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	2:30pm CC-Downtown Subcommittee-Toni Mefford	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:00pm CC State of Oregon Family Health Insur 7:00pm CC-Parks & Rec		28 12:00pm City Volunteer & Employee Annual Picnic (Azalea Park) Concert in the Park 1 pm
29	30	31			
7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)				



CC Council Chamber
FH Firehall

Certificate of Appreciation

Awarded to

Hilary Thompson

for dedicated employment from July 10, 1995
honored this 11th day of July, 2005
for 10 years of service
to the citizens of the City of Brookings


Mayor Pat Sheehan

Interim City Manager Burke M. Raymond



Certificate of Appreciation

Awarded to

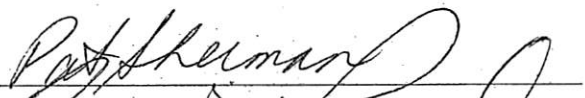

Barbara Palicki

for dedicated employment from July 3, 1995

honored this 11th day of July, 2005

for 10 years of service

to the citizens of the City of Brookings



Mayor Pat Sherman

Interim City Manager Burke M. Raymond



CITY OF BROOKINGS



STAFF REPORT

Date: July 6, 2005
To: Mayor Sherman and City Councilors
From: Ed Wait, Community Development Director
Through: Burke Raymond, Interim City Manager 
Subject: Farmers Market

REPORT

Lynn Truman has made a request to stage a Farmers Market this summer at properties owned by U S Bank and Mr. Tribble. These properties are located across from Fred Meyer on 5th street and it is our understanding they have agreed to allow the event at this location. We received numerous positive responses from patrons of the event last year and the event attracted a number of individuals to the area. Parking has always been of concern with this event and the proposed location would appear adequate to handle the traffic flow.

The proposed time frame for the event is currently scheduled on Saturdays from July 16, 2005 through October 1, 2005 for a total of 12 events. Hours of the event will be from 9:00 AM to 1:00 PM each day. The event coordinators are proposing providing sanitary facilities, maintenance of parking and traffic flow, and other components at this private property location.

The Brookings Land Development Code does require some action by the council under, Section 124, Provisions applying to special uses, Item 124.110: Circuses, carnivals, animal rides, animal displays, and amusement rides states. "A circus, carnival, animal ride, animal display or amusement ride may be permitted for a term not to exceed 90 days in any zoning district with the written approval of the City Council." One definition of "carnival" in The American Heritage Dictionary is "A time of revelry; festival." It is our opinion that this section would apply to this type of event.

STAFF RECOMMENDATION

Staff recommends that the request by Lynn Truman be approved with the following conditions:

1. Portable restrooms must be provided during the events.
2. The area shall be cleared by 5:00 pm the day of the events.
3. The allowed use shall be July 16, 2005 through October 1, 2005.
4. A blanket business license which will cover all vendors shall be purchased from the City.

5. The area must be kept clean at all times and trash containers shall be provided.
6. Vendors that sell inappropriate materials shall not be allowed.
7. City shall reserve the right to require the event to cease if there is interference with other businesses or any condition of approval not followed.
8. Fire extinguishers are located at the event.

TO: Mayor and City Council

FROM: Dianne Snow, Senior Planner

THROUGH: Burke Raymond, Interim City Manager

DATE: July 6, 2005



Issue: Deed for area adjacent to Taxlot 702; Map 40-14-36; subject of an application for a Conditional Use Permit to site a Dwelling Group for Larry Anderson.

Background: An application has been submitted as described above. The Land Development Code states that new development which fronts on an unimproved street must be brought up to City Standards. With this deed a 5 foot wide strip of land adjacent to Parkview Dr. will be added to the right-of-way. The right-of-way will then be 45 feet wide. Other street improvements will be required if the application for a Dwelling Group is approved. I have attached an assessor map, map of survey and the deed as part of this packet.

Recommendation: Acceptance of the deed for recording.

1. DATE

17-1

COAST

1/2 STATE PARK TRAIL

LOT 5 33.00

SEE MAP 40 I3 31C

**SUBJECT *
PROPERTY**

SEE MAP 41 14 1AA

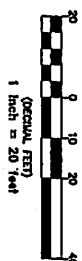
40 14 36
& INDEX
BROOKINGS

$l = 400'$

12

Lot Line Adjustment

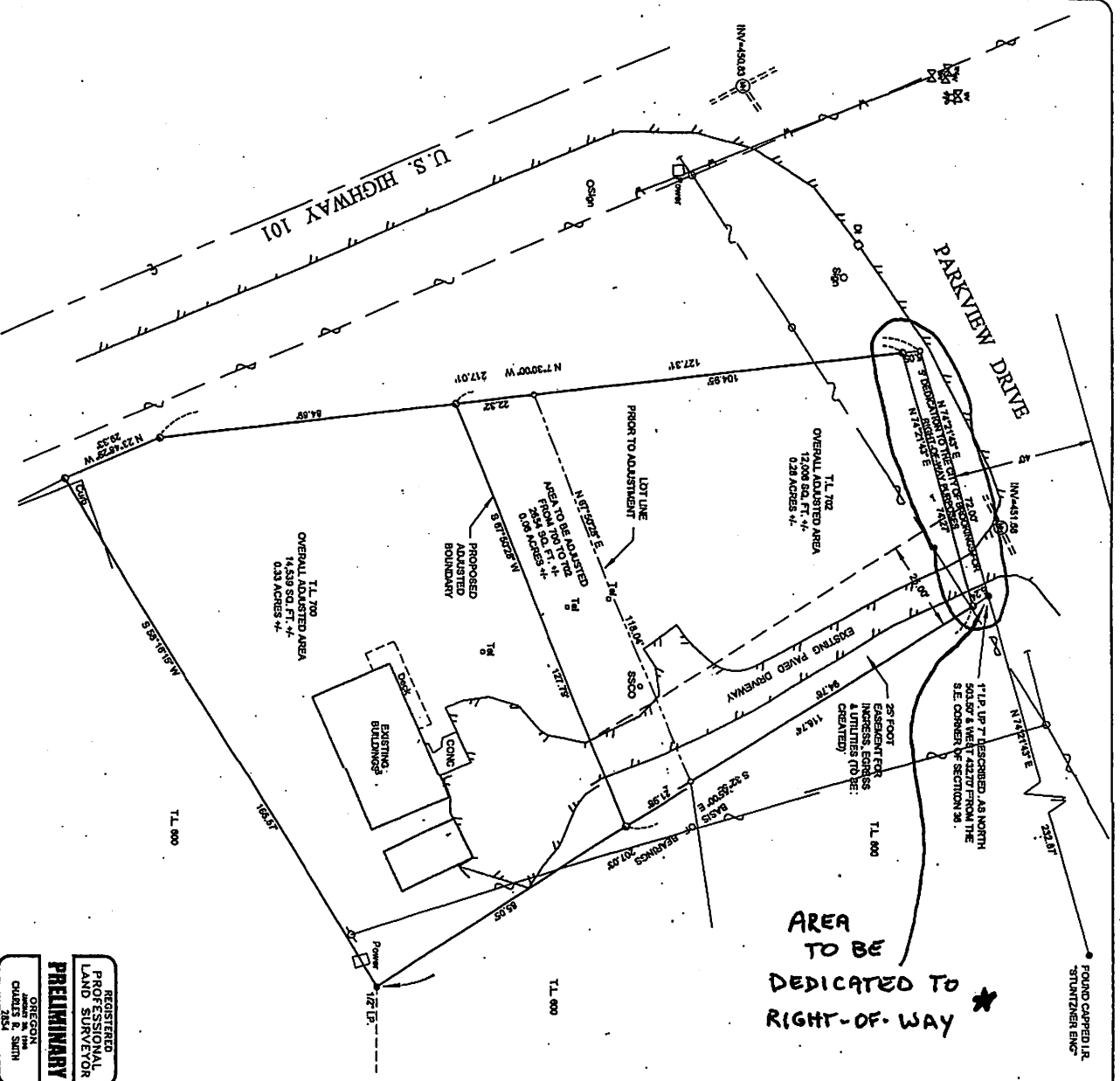
THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 36
TOWNSHIP 40 SOUTH, RANGE 14 WEST, WILLAMETTE MERIDIAN
CITY OF BROOKINGS, CURRY COUNTY, OREGON



LEGEND

- CONC = CONCRETE
- DI = DROP INLET
- EDGE ASPHALT
- FI = FIRE HYDRANT
- GVY LINE
- OVERHEAD UTILITIES
- SAINTANT GEMER MAN HOLE
- TELEPHONE FIBER/STAL
- WATER VALVE
- FOUND MONUMENT AS NOTED
- SET SET 8" X 24" REBAR WITH PLASTIC CAP
- MAINTAINED "STANDARD ENGR."
- CALCULATED POINT
- LOT LINE PRIOR TO ADJUSTMENT
- IRON PIPE
- IRON ROD

13



ASSESSOR'S MAP 40-14-38

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

PRELIMINARY

OREGON
JANUARY 26, 1996
CHARLES R. SMITH
2854

CR-1003-2, 1003-3, 1003-4

STUTINGER ENGINEERING & FORESTRY ENGINEERING/LAND SURVEYING/FORESTRY/LAND PLANNING/ARCHITECTS 9129 SHOPS CENTER AVENUE P.O. BOX 2714 FARMINGTON, CONNECTICUT 06031 TEL: 860-636-3333 FAX: 860-636-3333 WWW.STUTINGER.COM		LARRY ANDERSON P.O. BOX 1174, BROOKFIELD, CT 06804 TEL: 860-352-2222 FAX: 860-352-2222		P.E. NUMBER: 3552-00-0000 EXPIRATION DATE: 12/31/2011 SHEET 1 OF 1
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EA

NO PART OF ANY STEVENS-NESS FORM MAY BE REPRODUCED IN ANY FORM OR BY ANY ELECTRONIC OR MECHANICAL MEANS.



Larry Anderson & Susan L. Anderson
P.O. Box 1746
Brookings, OR 97415
Grantor's Name and Address
City of Brookings, a Municipal
Corp. of the State of Oregon
898 Elk Dr., Brookings, OR 97415
Grantee's Name and Address
After recording, return to (Name, Address, Zip):
City of Brookings
898 Elk Dr.
Brookings, OR 97415
Until requested otherwise, send all tax statements to (Name, Address, Zip):
City of Brookings
898 Elk Dr.
Brookings, OR 97415

STATE OF OREGON,
County of _____ } ss.

I certify that the within instrument was
received for record on _____,
at _____ o'clock _____ M., and recorded in
book/reel/volume No. _____ on page _____
and/or as fee/file/instrument/microfilm/reception
No. _____, Records of said County.

SPACE RESERVED
FOR
RECORDER'S USE

Witness my hand and seal of County affixed.

NAME TITLE
By _____, Deputy.

BARGAIN AND SALE DEED

KNOW ALL BY THESE PRESENTS that Larry Anderson & Susan L. Anderson

hereinafter called grantor, for the consideration hereinafter stated, does hereby grant, bargain, sell and convey unto
City of Brookings, a Municipal Corporation of the State of Oregon
hereinafter called grantee, and unto grantee's heirs, successors and assigns, all of that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or in any way appertaining, situated in Curry County, State of Oregon, described as follows, to-wit:

As per Exhibit "A"

(IF SPACE INSUFFICIENT, CONTINUE DESCRIPTION ON REVERSE)

To Have and to Hold the same unto grantee and grantee's heirs, successors and assigns forever.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$ _____. However, the actual consideration consists of or includes other property or value given or promised which is ☐ part of the ☐ the whole (indicate which) consideration. (The sentence between the symbols ®, if not applicable, should be deleted. See ORS 93.030.)

In construing this deed, where the context so requires, the singular includes the plural, and all grammatical changes shall be made so that this deed shall apply equally to corporations and to individuals.

IN WITNESS WHEREOF, the grantor has executed this instrument on _____; if grantor is a corporation, it has caused its name to be signed and its seal, if any, affixed by an officer or other person duly authorized to do so by order of its board of directors.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

[Signature]
[Signature]

STATE OF OREGON, County of Curry) ss.

This instrument was acknowledged before me on June 27, 2005
by LARRY ANDERSON AND SUSAN ANDERSON

This instrument was acknowledged before me on _____
by _____
as _____



[Signature]
Notary Public for Oregon
My commission expires 9-20-06

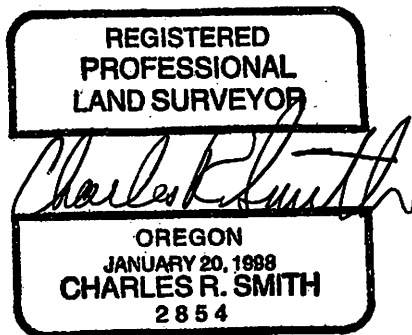
The following legal description was prepared to describe the area of Tax Lot 702, Assessor's Map 40-14-36 to be dedicated to the City of Brookings.

Exhibit "A"

A parcel of land lying within the Southwest ¼ of the Southwest ¼ of Section 36, Township 40 South, Range 14 West, Willamette Meridian, City of Brookings, Curry County, Oregon, more particularly described as follows:

Commencing at a 1" iron pipe on the southerly right-of-way of Parkview Drive, said pipe described as being North 503.50 feet and West 432.70 feet from the Southeast corner of said Section 36 at the **Point of Beginning**; thence, South 32°55'00" East, 5.24 feet; thence, South 74°21'43" West, 74.27 feet, more or less, to the easterly right-of-way of the Oregon Coast Highway; thence, along said easterly right-of-way, North 07°30'00" West, 5.05 feet to the southerly right-of-way of Parkview Drive; thence, along said southerly right-of-way, North 74°21'43" East, 72.00 feet to the Point of Beginning.

Containing: 365.8 square feet, more or less.



Expires: June 30, 2006

CITY OF BROOKINGS



STAFF REPORT

Date: July 7, 2005
To: Mayor Sherman and City Councilors
From: Ed Wait, Community Development Director
Through: Burke Raymond, Interim City Manager
Subject: Freeman Well Water Resource Assessment

REPORT

The Freeman family currently owns water rights on the Chetco River at a point of diversion that fronts on the Freeman Rock Products, Inc. property. The Freeman's have a well and piping infrastructure that currently provide the needs for their property and provides irrigation water to the City's property that sites the Salmon Run Golf Course. Both properties are located in the City's Urban Growth Boundary and are not currently served by City services.

The Freeman family is interested in developing their property in the future. To that end they are interested in exploring the possibility of City services with water being the first component. Salmon Run Golf Course is interested in finding a long term solution to their water needs for both potable and irrigation purposes. Both owners have approached the City and are interested in exploring the potential for solving these problems with the Freeman Well and associated infrastructure.

With that criteria in mind we have ask our City Engineer, HGE, Inc., for an estimate to complete a water resource assessment for this system. This assessment would determine the specifics for the water right, the condition and value of the infrastructure, and the compatibility to current City standards. The cost for this assessment is on an hourly basis with a not to exceed value of \$10,000. Engineering services are budgeted in the Community Development Department budget under contract services.

STAFF RECOMMENDATION

1. Staff recommends that you approve this request.

CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
June 27, 2005 7:00 p.m.

I. Call to Order

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

II. Pledge of Allegiance

The pledge of allegiance was led by Diane Cavanass.

III. Roll Call

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

Council Absent: None

Staff Present:

Finance Director Paul Hughes,
and Administrative Assistant Donna Colby-Hanks

Media Present: Curry Coastal Pilot Reporter Peter Rice

Other:

4 other citizens

Mayor Sherman stated there was an additional Relay for Life Proclamation to be added to the agenda.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to add the Relay for Life Proclamation to the agenda.

IV. Ceremonies/Appointments/Announcements

A. Ceremonies

1. Proclamation - Drinking and Drugged Driving Awareness Month

Lee Sparks, ODOT, introduced Rosalee Senger, ODOT Traffic Safety Office, and Mayor Sherman presented to her a proclamation declaring July, 2005 as Drinking and Drugged Driving Awareness Month. Senger gave the alcohol statistics for Curry County and advised they were much higher than the State average.

2. Proclamation - Relay for Life

Mayor Sherman presented a proclamation to Diane Cavanass, America Cancer Society and Relay for Life, declaring July 8 and 9, 2005 as Relay for Life Weekend in Brookings. Cavanass stated this would be the 8th Relay for Life in Brookings with

\$50,000 expected to be raised. She advised more than 400 citizens participated last year and invited everyone to come to the football field to join in.

B. Appointments

Mayor Sherman stated there were vacancies in Council liaison positions to Curry County Recycling Committee and Parks and Recreation Commission.

1. Council liaison to Curry County Recycling Committee

Councilor Gordon moved, a second followed, and the Council voted unanimously to appoint Councilor Willms to be the liaison to the Curry County Recycling Committee.

2. Council liaison to Parks and Recreation Commission

Councilor Anderson moved, a second followed, and the Council voted unanimously to appoint Councilor Willms to be the liaison to the Parks and Recreation Commission.

C. Announcements

Mayor Sherman reviewed the procedure for citizens to complete a form located by the Council Chamber doors to speak at the meetings.

V. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Council Liaisons

Councilor Gordon attended a Curry County Commission on Children and Families meeting, two City Council Work Sessions, a Brookings Harbor Youth Association meeting, and met with Interim Port Manager, Dave Scott.

Councilor Mickelson attended two City Council Work Sessions and filled in for Councilor Gordon at the Port Fisheries meeting.

Mayor Sherman attended two City Council Work Sessions, Curry County Recycling Committee meeting, and the inaugural meeting for Brookings Harbor Education Foundation.

Councilor Anderson attended two City Council Work Sessions and a Harbor Sanitary District meeting.

Councilor Willms attended two City Council Work Sessions and a Parks and Recreation Commission meeting where the decision was made to repaint the bathrooms at Easy Manor Park.

B. Unscheduled

None.

VI. Staff Reports

A. City Manager

1. Harbor Sanitary District Easement

Interim City Manager Raymond reviewed the staff report. Councilor Anderson stated, as liaison to the Harbor Sanitary District, it was nice to see this project get underway. Councilor Gordon suggested the City be notified, with the exception of emergency repairs, prior to any work being done. This would allow the neighborhood to be notified. The Council discussed notifications provided by Oregon Utility Notification Center's Dig Safely program.

Councilor Anderson moved, a second followed, and the Council voted unanimously to approve the Harbor Sanitary District Easement and execution of it by the Mayor.

2. Process to Appoint City Manager

Interim City Manager Raymond reviewed the staff report.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to adopt the timeline for hiring a Permanent City Manager as proposed by Ken Strobeck, Executive Director of the League of Oregon Cities.

3. Other

None.

VII. Consent Calendar

A. Approval of Council Meeting Minutes

1. Meeting of June 13, 2005

End Consent Calendar

Councilor Anderson moved, a second followed, and the Council voted unanimously to approve the consent calendar as published.

Mayor Sherman introduced Interim City Manager Raymond.

VIII. Ordinances/Resolutions/Final Orders

A. Resolutions

1. 05-R-740 Resolution to adopt the Supplemental Budget for fiscal year 2004/2005.

Finance Director Hughes reviewed the staff report and Councilor Anderson thanked him for all his hard work.

Councilor Gordon moved, a second followed, and the Council voted unanimously to approve Resolution 05-R-740 adopting a supplemental budget for fiscal year 2004/2005.

2. 05-R-741 Resolution to adopt the City of Brookings' budget, declare the tax levy, make appropriations and categorize the levy for fiscal year 2005-2006.

Finance Director Hughes reviewed the staff report and explained the one change that had been made after the budget had been approved by the Budget Committee.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to approve Resolution 05-R-741 adopting the City of Brookings

budget, declaring tax levied, making appropriations for the 2005-2006 fiscal year and to categorize the levy as provided in ORS 294.435.

2. *05-R-742 Resolution to adopt the Brookings Urban Renewal Agency budget, make appropriations and declare tax increment funding request.*

Finance Director Hughes reviewed the staff report.

Councilor Anderson moved, a second followed, and the Council voted unanimously to approve Resolution 05-R-742 adopting the Brookings Urban Renewal Agency budget, declaring tax increment funding as provided under section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2005-2006 fiscal year.

IX. Remarks from Mayor and Councilors

A. Council

Councilor Anderson stated he had received feedback regarding Azalea Festival that an inadequate number of portable sani-cans put an extra burden on local merchants. Councilor Mickelson stated he would take the concerns back to the Chamber as he was on the marketing committee.

Councilor Willms questioned the response given to a letter received by the Council.

B. Mayor

None.

X. Adjournment

Councilor Gordon moved, a second followed, and the Council voted unanimously by voice vote to adjourn the meeting at 7:46 p.m.

Respectfully submitted:

Pat Sherman
Mayor

ATTEST by City Recorder this ____ day of _____, 2005.

Paul Hughes
Finance Director/City Recorder

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
City of Brookings 898 Elk Drive, Brookings
April 28, 2005

Call to Order

Commissioner Willms called the meeting to order at 7:00 p.m. followed by the pledge of allegiance. With the absence of both Chair Farmer and Vice-Chair Gothard, Commissioner Willms agreed to chair the meeting.

Roll Call

Commissioners present: Haley Farr, Frances Hartmann, Tony Parrish, Kathy Russo-Viola, Jan Willms, and Student *ex officio* Paul Cleary.

Commissioners absent: Daryn Farmer and April Gothard.

Staff Present: Randy Mitchem-Parks Maintenance for Public Works, Community Development Secretary Cathie Mahon, and Councilor Mickelson.

Media: Brian Bullock for *The Pilot*.

There were approximately two people in the audience.

APPROVAL OF MINUTES

Commissioner Parrish made a motion to approve the minutes of March 31, 2005, and by a voice vote, they were approved as written.

PUBLIC FORUM

Elmo Williams distributed copies of an invitation to his residence on May 9th at 4:30 p.m. He stated he wanted to update everyone on the progress of the *Capella by the Sea* structure to be located at Azalea Park. The Fay Jones architects are flying into Brookings to discuss final plans. He explained the purpose of the gathering is to meet with the architects designing the structure and answer any questions about the building materials and plans. Elmo explained he gave a copy of the invitation to the mayor and asked her to distribute the invitation to the building department and other City agencies so they could also be present for the presentation. After the presentation, the architects will return to Arkansas to work on the final plans. Elmo stated his hope is to get the finalization of the plans by the end of the month, followed by submitting the plans to the city for building approval.

Elmo continued his presentation. The cost of the *Capella* is estimated at \$500,000. Security cameras will cost approximately \$2,000 and the landscaping around the area is estimated at \$11,000. Plans are to use native materials for both the landscaping and the structure such as Douglas Fir, Flagstone, and other native stones. Benches will be in the center aisle of the building and will seat 40 people. He addressed parking explaining it will be off Highway 101 by the North Bank Road entrance to Azalea Park at the softball parking lot. Directional signs will point to the parking lot and continue to the *Capella*. The walk from the parking lot is a short one, approximately a half block, and the path leading to the *Capella* will be clearly marked and handicapped accessible.

Elmo stated as soon as completion of the building, he will deed it over to the City. His hope is donations from the donation box placed at the entrance, and events such as weddings held in the building, will help off-set maintenance costs. He concluded stating his purpose appearing before the commission meeting was to keep them updated on the progress.

Elmo answered questions from the commissioners. He explained he had permission to remove two trees in the area of the proposed *Capella*. He responded to questions of vandalism by stating he figured into the cost, money for cameras. He also discussed the possibility of a small one-bedroom cottage for a caretaker to live in the Park. Hopefully with lights, cameras, and the presence of an on-site person, vandalism could be deterred.

Commissioners and Audience Comments:

Discussion ensued regarding a letter received by the City and included in the packet from Diane Cavaness, Crestwood Place, Brookings. She listed 53 species of birds observed at Azalea Park. Her concern is that trees not be removed because they serve as habitat and food for the birds. Parks Maintenance employee, Randy Mitchem, responded stating he read the letter and has observed most of the birds listed. He commented on her request not to remove dying Spruce trees in the park. Mitchem said trees are removed only if they present a hazard. Chair Willms said she would contact Ms. Cavaness to let her know her letter was discussed at the meeting.

Stout Park:

Mitchem responded to Commissioner Parrish. He said parks employees had recently removed ivy off some of the trees. Parrish stated his concern is the ivy is infringing on the Azalea bushes. Mitchem explained spring is always a busy season for them because after the winter season, all the parks need cleaning up, most of all raking and removing debris.

Commissioner Hartmann announced there will be a tree planting ceremony on Arbor Day, April 29th. The Brookings-Harbor Tree Friends group will meet at Stout Park at 1:00 p.m. to dedicate a native tree in celebration of the day. Mitchem said he would be at the park to assist with the planting.

Community Center

Commissioner Viola said she recently contacted the City of Gresham. Gresham has plans to build a cultural art center for approximately \$17,000,000. The City has three million dollars (\$3,000,000), with the balance of \$14.5 million to be raised for the project through donations and/or fund-raisers. To assist with ideas on how to raise the money, they are using the services of *The Collier Group*; a full service fundraising consulting firm that helps organizations spearhead projects such as the Gresham cultural center. They develop feasibility studies, and strategic planning. Viola concluded stating perhaps we (the commission) could use their services to help with the community center. Viola plans to continue contact with Pam Baker, project manager, from the Collier Group.

Commissioner Parrish stated during a recent trip to California, he visited the *Morgan Hill* recreation center. A vacant church was purchased, and revamped into a cultural center. Part of the building is divided into rooms with another part dedicated to theatre. The city was able to do this project through private donations. Parrish said our library was built entirely from private donations and suggested someone contact Susan Frances, who has been at the library since its beginning, and would have information and history on its inception and the funding.

Commissioner Farr said she had contacted the director of the Florence community center, who in turn invited the Commission to tour their facility May 11th or 12th. The trip to Florence would provide the Commission information on how they funded the center, what does it cost to run it, and a tour. Discussion ensued and due to the absence of two commissioners, the trip will be discussed at the next meeting.

Commissioners and Audience Comments:

Commissioner Viola reported the *Brookings-Harbor Teens to Teens* would like to be put on the May agenda. The group plans to present to the Commission ideas they would like to have in a community center.

Commissioner Farr presented the idea of having a booth at the Azalea Festival over the Memorial Day week-end. One suggestion was to have an informational brochure to hand-out with the information gathered at the March 16th meeting using the "Ideas for the Brookings Event Center" list Commissioner Gothard put together. Commissioner Viola made a motion, it was seconded, that the Parks and Recreation Commission have hand-outs during the Azalea Festival; no vote was taken. Discussion continued. The brochure will be presented for approval at the May 26th meeting.

Farr distributed a flyer describing her idea for making money at the booth by selling *Napoleon Dynamite* pins, and key chains, and have prizes for drawings. Another suggestion to generate money was to have a piñata, and charge fifty cents for three swings. The question arose as to who was available over the Azalea Fest week-end to operate the booth. Both Viola and Farr said they would be out of town. Student *ex officio* Paul Cleary and Commissioner Willms agreed to man the booth on Saturday, May 28th. Mitchem answered some questions. He said the location of the booths is next to Washington Mutual Bank and Chetco Pharmacy, are set up on Friday, and opened Saturday from 9:00 a.m. to 5:00 p.m. Discussion continued on where to put any money raised during the event. Several suggestions were voiced. Councilor Michelson said he planned to meet with City Manager Blodgett and would get an answer for the Commission after meeting with him.

Commissioners Roundtable:

Commissioner Parrish mentioned he would be involved with the book sale and bonsai exhibit at the Azalea Fest.

Commissioner Hartmann said *Stout Park* needs some "tlc". Commissioner Parrish agreed and appealed to Commission members to have a clean-up day at *Stout Park* sometime early May before the Azalea Fest. He said there are weeds to pull, and trimming of bushes. Initially early May was discussed, but Parrish said anyone who could volunteer to work, he would be at the Park most evenings after 5:00 p.m. Parks Maintenance Mitchem added there is a lot of raking that needs to be done all around the park.

Commissioner Farr mentioned her involvement with the *Renaissance Fair*, scheduled for July 9th.

Commissioner Viola discussed a "Do Life Clean" program scheduled for May 17th event at the Kalmiopsis School at 6:30 p.m. put on by the Brookings-Harbor Youth Association.

Commissioner Willms thanked everyone who helped with the *Oregon Clean Up*.

With no further business before the Commission, the meeting adjourned at 8:35 p. m.

Respectfully submitted,



Cathie Mahon
Recording Secretary

Approved by the Parks and Recreation Commission

Date: JUNE 23, 2005

Application to Possess and Consume Alcoholic Beverages on City of Brookings Public Property



- ◆ GROUP OR ORGANIZATION NAME CUFF, ROBINSON WEDDING
- ◆ CONTACT PERSON IAN ROBINSON
- ◆ DAYTIME PHONE NUMBER (541) 490-6103
- ◆ ADDRESS 743 1ST, BROOKINGS, OR 97415
- ◆ PUBLIC LOCATION REQUESTED AZALEA PARK
- ◆ DATE REQUESTED 7-23-05
- ◆ TIME REQUESTED 2pm - 7pm
- ◆ TYPE OF ALCOHOLIC BEVERAGES INVOLVED Beer, and possibly Champagne Wine and Spirits
- ◆ PURPOSE OF GATHERING WEDDING reception

As an official representative of the above named group I request a temporary permit to possess and consume alcoholic beverages on public premises in accordance with Brookings Ordinance No. 79-0-315, Sec. 4., which I have reviewed (SEE-Ordinance No. 79-O-315 Form). I understand our organization must meet all State of Oregon requirements for serving alcohol and must provide insurance as shown on the attachment (SEE-Alcohol Ins. Requirements Form).

Ian Robinson
Representative Signature

6-27-05
Date Signed

FOR CITY PERSONNEL USE ONLY: Completed App. received: 06/27/05

Forwarded to: Date Sent - 6-30-05 to ☐ County Dev/PubWrks: (circle one) APPROVE / DO NOT APPROVE - date / initials: W

Date Sent - 6-30-05 to ☒ Chief of Police: (circle one) APPROVE / DO NOT APPROVE - date / initials: caul/ko

Date Sent - 6-30-05 to ☒ Fire Chief: (circle one) APPROVE / DO NOT APPROVE - date / initials: WFB 6/30/05

Date Sent - 7/1/05 to ☒ Finance Dept: (circle one) APPROVE / DO NOT APPROVE - date / initials: B

Date Sent - 7/1/05 to ☒ City Manager Tom

DEPARTMENT HEADS: Please consider any applicable City ordinance requirements, initial, & date; PC's to follow after final approval by City Manager. april Comm. Revel.

As City Manager, I, _____, having reviewed the aforementioned application do hereby _____ recommend / _____ do not recommend to the common council of the City of Brookings approval of said application in the name of _____ for purposes of possessing and consuming alcoholic beverages on City property as provided on application.

City Manager

Date Signed

CITY COUNCIL: ☐ APPROVED ☐ DISAPPROVED on _____ day of _____, 20____

CERTIFICATE OF LIABILITY INSURANCE
 American Family Insurance Company ☐
 American Family Mutual Insurance Company If selection box is not checked.
 6000 American Pky Madison, Wisconsin 53783-0001



Insured's Name and Address
 Ian Robinson & Melissa Cuff
 743 1st St
 Brookings, OR 97415

Agent's Name, Address and Phone Number (Agt./Dist.)
 Brian Lundy (541) 924-0800
 375 Pacific Blvd SW Ste A
 Albany, OR 97321-2539 (017/508)

This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder.
 This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

COVERAGES				
This is to certify that policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies.				
TYPE OF INSURANCE	POLICY NUMBER	POLICY DATE		LIMITS OF LIABILITY
		EFFECTIVE (Mo, Day, Yr)	EXPIRATION (Mo, Day, Yr)	
Homeowners/ Mobilehomeowners Liability	36D4-7127-01-70-OR	4/2/2005	4/2/2006	Bodily Injury and Property Damage Each Occurrence \$ 1,000,000
Boatowners Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Personal Umbrella Liability				Bodily Injury and Property Damage Each Occurrence \$,000
Farm/Ranch Liability				Farm Liability & Personal Liability Each Occurrence \$,000 Farm Employer's Liability Each Occurrence \$,000
Workers Compensation and Employers Liability †				Statutory ***** Each Accident \$,000 Disease - Each Employee \$,000 Disease - Policy Limit \$,000
<input type="checkbox"/> General Liability <input type="checkbox"/> Commercial General Liability (occurrence)				General Aggregate \$,000 Products - Completed Operations Aggregate \$,000 Personal and Advertising Injury \$,000 Each Occurrence \$,000 Damage to Premises Rented to You \$,000 Medical Expense (Any One Person) \$,000
Businessowners Liability				Each Occurrence †† \$,000 Aggregate †† \$,000 Common Cause Limit \$,000 Aggregate Limit \$,000
Liquor Liability				Bodily Injury - Each Person \$,000 Bodily Injury - Each Accident \$,000 Property Damage \$,000 Bodily Injury and Property Damage Combined \$,000
Automobile Liability <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Auto <input type="checkbox"/> Nonowned Autos				Each Occurrence/Aggregate \$,000
Excess Liability <input type="checkbox"/> Commercial Blanket Excess <input type="checkbox"/>				
Other (Miscellaneous Coverages)				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / RESTRICTIONS / SPECIAL ITEMS

† The individual or partners shown as insured ☐ Have ☐ Have not elected to be covered as employees under this policy.
 †† Products-Completed Operations aggregate is equal to each occurrence limit and is included in policy aggregate.

CERTIFICATE HOLDER'S NAME AND ADDRESS • City of Brookings 898 Elk Dr. Brookings, OR 97415		CANCELLATION <input type="checkbox"/> Should any of the above described policies be cancelled before the expiration date thereof, the company will endeavor to mail * () days written notice to the Certificate Holder named, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives, *10 days unless different number of days shown. <input checked="" type="checkbox"/> This certifies coverage on the date of issue only. The above described policies are subject to cancellation in conformity with their terms and by the laws of the state of issue.
DATE ISSUED 6/22/2005		AUTHORIZED REPRESENTATIVE

CITY OF BROOKINGS



STAFF REPORT

Date: July 5, 2005

To: Mayor Sherman and City Council

From: Paul Hughes, Finance Director

Subject: Resolution to amend Resolution 92-R-534 adopting rates, fees and charges to the users of the City of Brookings water supply services

BACKGROUND

At a recent City Council work session staff presented information detailing the current water rate structure, a projected four year water fund budget and a proposed rate structure to support the projected budget. The data showed that if rates were not increased, the water fund would have a negative fund balance of \$1,659,775 at the end of four years.

The City of Brookings water rates have not increased since 1988 (seventeen years), and are currently in the bottom 3% of the State of Oregon according to a recent study conducted by the League of Oregon Cities. Staff is recommending a rate structure that will still fall below the State average rate.

The current monthly water rates for inside the city limits include a \$5.00 base fee and \$.60 per 100 cubic feet of usage. The proposed increase would be to a \$6.00 base fee and \$1.30 per 100 cubic feet of usage. The current rates for outside the city limits include a \$10.00 base fee and \$.90 per 100 cubic feet of usage. The proposed increase would be to a \$12.00 base fee and \$2.60 per 100 cubic feet of usage.

The proposed rate structure will increase the average residential monthly bill \$7.48.

RECOMMENDATION

Staff recommends approval of Resolution 05-R-746, effective July 1, 2005, amending Resolution 92-R-534 of the City of Brookings, adopting rates, fees and charges to the users of the City of Brookings water supply services.

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

**In the Matter of a Resolution Amending) *Resolution 05-R-746*
Resolution 92-R-534 of the City of Brookings)
Adopting Rates, Fees and Charges to the)
Users of the City of Brookings Water Supply)
Services)**

WHEREAS, Ordinance No. 88-O-432 provides for adoption of rates, fees and charges to the users of the City of Brookings water supply services; and

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the water system and water service;

***NOW, THEREFORE BE IT RESOLVED* by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2005, the following rates, fees and charges are replacing the rates, fees and charges presently being charged by Resolution 92-R-534:**

Monthly User Charges – Inside City Limits	\$6.00 Base Fee \$1.30 /per 100 cu.ft. of usage
- Outside City Limits	\$12.00 Base Fee \$2.60 /per 100 cu.ft. of usage

DATED and signed this _____ day of July, 2005,

**Pat Sherman
MAYOR**

ATTEST:

**Paul Hughes
City Finance Director/Recorder**