



# Agenda

VAULT COPY

City of Brookings  
Common Council Meeting  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings Oregon  
November 14, 2005 7:00 p.m.

**Before the regular Common Council meeting there will be a Executive Session pursuant to ORS 192.660(2)(d) to conduct deliberation with person(s) designated by the governing body to carry on labor negotiations at 6:00 pm. There will be a meeting of the Budget Committee beginning at 6:15 p.m. The Common Council meeting will begin at 7:00 p.m.**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**IV. Ceremonies/Appointments/Announcements**

**A. Announcements**

1. Introduction of Inter-departmental Aide Lauri Ziemer

**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. Approval of Intergovernmental Agreement with ODOT to develop a Downtown Parking Plan and perform Code Review [page 5]
2. Discussion for a Council Work Session on Urban Growth Area Joint Management Agreement with Curry County on Monday, November 21, 2005 [page 21]
3. Discussion on a date for a Council/Curry County Work Session on Urban Growth Area Joint Management Agreement with Curry County

**B. City Manager**

1. Discussion on City Council meeting dates for November and December [page 23]
2. Set January 14, 2006 8:00 am to 5:00 pm for Goal Setting Work Session [page 25]
3. Other

## **VII. Consent Calendar**

- A. Approval of Council Meeting Minutes
  - 1. Meeting of October 24, 2005 [page 27]
- B. Acceptance of Planning Commission Minutes
  - 1. Meeting of October 4, 2005 [page 31]
- C. Acceptance of Parks and Recreation Commission Minutes
  - 1. Meeting of June 23, 2005 [page 35]
  - 2. Meeting of September 22, 2005 [page 39]
- D. Approval of vouchers for month of October, 2005 (\$358,144.21) [page 41]
- E. Approval of Liquor License Application for Rancho Viejo, Inc. [page 47]
- F. Approval of final contract for Sue Densmore [page 53]
- G. Acceptance of Park and Recreation Commissioner April Gothard's resignation and authorization to fill the position [page 61]



**End Consent Calendar**

## **VIII. Remarks from Mayor and Councilors**

- A. Council
- B. Mayor

## **IX. Adjournment**

# Events

## November 2005

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

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	November 1	2	3	4	5
	8:30am CC-Investigator/Patrol Information Sharing 3:30pm KURY Radio Community Focus 7:00pm CC Planning Comm ANX-3-05 cont. 7:00pm FH Overflow of PC	12:00pm Comnity Agencies mtg (Chetco Sr.Ce 1:30pm CC Land Development Code 1:30pm FH Health Fair Comm 2:30pm CC-SafetyComMtg/ 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/EWait 9:00am CC-Crm Stoppers		
	7	8	9	10	11
9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	10:00am CC Port of Brookings Betty 469-2218 10:00am FH-Brookings Rural Fire District-Phil Co 1:00pm CC- Pre application 1:30pm FH Health fair 3:30pm KURY Radio	1:30pm CC Land Development Code committee 7:00pm CC Plan Comm Cont. 7:00pm FH Plan Comm Cont.	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray	8:00am City Hall CLOSED - Veterans Day Holiday	
	14	15	16	17	18
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palic 1:30pm CC Pre-app Planning 3:30pm KURY Radio Community Focus 7:00pm CC Plann Comm cont.	1:30pm CC Land Development Code committee 3:30pm CC Open house Dale Shaddox & Lauri Ziemer	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 Joyce 7:00pm CC-Parks & Rec	10:00am CC Health Fair Committee	
	21	22	23	24	25
9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen 7:00pm FH-FireTng/ChShrp (Fire Hall)	1:00pm CC Justin Douglas 503-963-7018 3:30pm KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	1:30pm CC Land Development Code committee	8:00am City Hall CLOSED - Thanksgiving Holiday 8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray	8:00am City Hall CLOSED - Holiday 4:00pm FH Helmet Instruction w/Marvin 2259	CC Traffic School with Marvin 225
	28	29	30		
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	CC Plan Comm Mtg cont. FH Plann Comm Mtg. Cont overfd 3:30pm KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	1:30pm CC Land Development Code committee			

# Events


## December 2005

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

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			December 1	2	3
			8:15am CC-CmtyDevDpt Staff mtg/EWait 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray		4
5	6	7	8	9	10
9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing 3:30pm KURY Radio Community Focus 7:00pm FH - CEP Education Joyce 469-8817 7:00pm CC-Planning	12:00pm Comnity Agencies mtg (Chetco Sr.Ce 1:30pm CC Land Development Code 2:30pm CC-SafetyComMtg/ Kathy Dunn 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray		11
12	13	14	15	16	17
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	10:00am FH-Brookings Rural Fire District-Phil Cox-469-5729 3:30pm KURY Radio Community Focus Talk Show w/City Staff/Council (KURY	1:30pm CC Land Development Code committee 5:00pm CC-Victims Impact Panel-Mindy-Curry Prevention Services-541-247-241	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 Joyce 7:00pm CC-Parks & Rec		18
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CC Council Chamber:  
FH Fire Hall

**TO:** Mayor and City Council  
**FROM:** Dianne Snow, Deputy City Planner  
**THROUGH:** Dale Shaddox, City Manager   
**DATE:** November 4, 2005



Issue: Intergovernmental Agreement (IGA) between Oregon Department of Transportation (ODOT) and the City of Brookings to develop a Downtown Parking Plan and perform Code Review.

Background: ODOT has engaged the services of a private sector contractor, David Evans and Associates (DEA), to undertake the study of the downtown core to better understand existing parking supply and utilization, and plan for future parking demands within this area. ODOT is funding this study. ODOT and the City have already agreed on a scope of work and DEA has begun some of the research for the project. ODOT discovered this IGA had not been completed. This is a "housekeeping" matter for a project already underway.

Recommendation: Approval of this Intergovernmental Agreement.



# Oregon

Theodore R. Kulongoski, Governor

## Department of Transportation

Region 3  
3500 NW Stewart Parkway  
Roseburg, OR 97470  
Telephone (541) 957-3500  
FAX (541) 957-3547

November 1, 2005

File Code:

City of Brookings  
Attn: Dianne Snow  
898 Elk Drive  
Brookings, OR 97415

RE: Agreement 22363 – Brookings Parking Plan & Code Review

Dear Dianne:

Enclosed for city signature are four (4) originals of the above referenced agreement. Once you have obtained all required signatures, please return all four originals for further processing to:

Oregon Dept. of Transportation  
Attn: Elizabeth Stacey  
3500 NW Stewart Parkway  
Roseburg, OR 97470

If you have any questions, please don't hesitate to contact me. Thank you for your help with this project.

Regards,

Elizabeth Stacey  
Region 3 Agreement Coordinator  
541.957.3635

Enclosure

**INTERGOVERNMENTAL AGREEMENT**  
**Brookings Parking Plan and Code Review**  
**City of Brookings**

THIS AGREEMENT is made and entered into by and between THE STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "ODOT", and The City of Brookings, acting by and through its elected officials, hereinafter referred to as "City", referred to collectively as "Parties".

**RECITALS**

1. By the authority granted in ORS 190.110, state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.

NOW THEREFORE, the premises being in general as stated in the foregoing recitals, it is agreed by and between the parties hereto as follows:

**TERMS OF AGREEMENT**

1. Under such authority, ODOT and City agree both Parties shall cooperatively develop a Downtown Parking Plan and perform Code Review, hereinafter referred to as "Project". The Project is further described in Exhibit A, attached hereto and by this reference made a part hereof. Payment for said services shall not exceed a maximum amount of \$60,000 in federal funds; with ODOT providing the match and any non-participating costs. The location of the Project is approximately shown on Exhibit B, attached hereto and by this reference made part hereof.

2. The work shall begin on the date all required signatures are obtained and shall be completed within two (2) calendar years, on which date this Agreement automatically terminates unless extended by a fully executed amendment.

**ODOT OBLIGATIONS**

1. ODOT shall engage the services of a personal service contractor, hereinafter referred to as "Contractor" to perform the work as described in Exhibit A.

2. In consideration for services performed, ODOT agrees to pay Contractor a maximum amount of \$60,000. Said maximum amount shall include reimbursement for all expenses. Travel expenses shall be reimbursed to Contractor in accordance with the current State Department of Administrative Services' rates.



City of Brookings/ODOT  
Agreement No. 22363

3. ODOT and City shall review and approve the scope of work prior to the commencement of any work by Contractor or City.
4. ODOT, or its Contractor, shall provide City with at least one hard copy and one electronic copy of the Downtown Parking Plan document.
5. ODOT certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within ODOT's current appropriation or limitation of the current biennial budget.
6. ODOT's Project Manager for this Agreement is Autumn Wilburn, Long Range Planner, or approved designee, 3500 NW Stewart Parkway, Roseburg, OR 97470, (541) 957-3688.

### **CITY OBLIGATIONS**

1. City shall, at its own expense, perform the work described in Exhibit A for which City is described as being responsible.
2. City and ODOT shall review and approve the scope of work prior to the commencement of any work by City or Contractor. City shall not enter into any personal service contracts or subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from ODOT.
3. City shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers compensation, unemployment taxes, and state and federal income tax withholdings.
4. All employers, including City, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. City shall ensure that each of its subcontractors complies with these requirements.
5. City's Project Manager for this Agreement is Dianne Snow, Planning Division, or approved designee, 898 Elk Drive, Brookings, OR 97415, (541) 469-1138.

### **GENERAL PROVISIONS**

1. City and ODOT shall each own a copyright to the Downtown Parking Plan document, and may copy and use such document independently of each other.
2. This Agreement may be terminated by mutual written consent of both parties.



ODOT may terminate this Agreement effective upon delivery of written notice to City, or at such later date as may be established by ODOT, under any of the following conditions:

- a. If City fails to provide services called for by this Agreement within the time specified herein or any extension thereof.

- b. If City fails to perform any of the other provisions of this Agreement or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from ODOT fails to correct such failures within 10 days or such longer period as ODOT may authorize.

- c. If ODOT fails to receive appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

- d. If Federal or State laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or if ODOT is prohibited from paying for such work from the planned funding source.

3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the parties prior to termination.

4. City acknowledges and agrees that ODOT, the Secretary of State's Office of the State of Oregon, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of City which are directly pertinent to the specific agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by ODOT.

5. This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No party unless in writing and signed by both parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and affixed their seals as of the day and year hereinafter written.

The Oregon Transportation Commission on June 18, 2003, approved Delegation Order No. 2, which authorizes the Director to approve and execute agreements for day-to-day

City of Brookings/ODOT  
Agreement No. 22363

operations. Day-to-day operations include those activities required to implement the biennial budget approved by the Legislature, including activities to execute a project in the Statewide Transportation Improvement Program.

On November 10, 2004, the Director of the Oregon Department of Transportation approved Subdelegation Order No. 2, in which the Director delegates authority to the Region Managers, for their respective region, authority to approve and sign agreements up to \$75,000 when the work is related to a project included in the Statewide Transportation Improvement Program.

**CITY OF BROOKINGS**, by and through its  
Elected Officials

**STATE OF OREGON**, by and through  
Its Department of Transportation

By \_\_\_\_\_

By \_\_\_\_\_  
Region 3 Manager

Date \_\_\_\_\_

Date \_\_\_\_\_

APPROVED AS TO FORM:

APPROVAL RECOMMENDED

By \_\_\_\_\_  
City Counsel

By \_\_\_\_\_  
Region 3 Planning Manager

Date \_\_\_\_\_

Date \_\_\_\_\_

**City Contact:**  
Attn: Dianne Snow  
City of Brookings  
898 Elk Drive  
Brookings, OR 97415

## EXHIBIT A

### Brookings Parking Plan Agreement No. 22363

#### A. DEFINITIONS AND ACRONYMS

ODOT	Oregon Department of Transportation
City	City of Brookings
PMT	Project Management Team
SOW	Statement of Work
OPM	ODOT's Project Manager

#### B. WORK ORDER CONTACT OVERVIEW and BACKGROUND

##### Overview/Background

The City of Brookings (City) and surrounding Curry County have experienced significant growth in recent years, as the area has become known as a retirement and recreation center for southwest Oregon and northwest California. The traffic circulation and parking within the Brookings downtown core is beginning to show signs of stress as a result of growth in the surrounding area. To help improve traffic circulation in the City, the Oregon Department of Transportation (ODOT) and the City of Brookings are studying improvements to Highway 101 through downtown Brookings. To address existing and future concerns within the Brookings downtown core as a whole, the City has completed several studies and plans including a Downtown Master Plan and the PROUD (Positive Revitalization of Urban Downtown) Study.

To facilitate the implementation of these studies, the City has requested that a parking study of the downtown core be conducted to better understand existing parking supply and utilization, and plan for future parking demands within the Downtown Master Plan.

#### C. PROJECT COMMUNICATION

Communication is an important element to the successful completion of the Project. Changes to Contractor's Project Manager as identified on page 2 are subject to ODOT approval and require written notice to ODOT. All communication and deliverables covered under this Agreement shall be directed to the ODOT Project Manager (OPM) assigned to this Project.

#### D. WORK STANDARDS

If ODOT determines that any deliverables are not acceptable and that any deficiencies are the responsibility of the Contractor, ODOT shall prepare a detailed written description of any deficiencies and an associated time frame for correction, and deliver such notice to Contractor. Contractor shall correct any deficiencies at no cost to ODOT. If the corrective work causes any project delays, the Contractor will submit a plan for regaining the project schedule for remaining work under the Agreement, unless otherwise allowed by ODOT.

If the identified deficiencies have not been corrected within the specified timeline, ODOT may, terminate this Agreement without payment or any further obligation or liability of any kind; or (ii) require Contractor to continue to correct the deficiencies, reserving this same right to terminate at any time.

#### **E. PROJECT COOPERATION**

This Statement of Work (SOW) describes the responsibilities of all entities involved in this Project. The Contractor shall be responsible for all tasks and deliverables in this SOW unless specifically stated otherwise. Any references to services that may be performed by subcontractors also are deemed to be Contractor's obligations.

#### **F. TASKS**

##### **TASK 1: PROJECT MANAGEMENT**

Project management shall continue throughout the duration of this Agreement. This task is the work necessary to manage the Contractor's analysis and production efforts, coordinate with ODOT and City, monitor progress, and direct quality control activities. All analysis work shall be done by or under the review of an Oregon registered Professional Engineer by Contractor. It is expected that this work is included as a part of each task in this Exhibit.

##### **TASK 2 PARKING PLAN**

**Project Area.** The general study area for the downtown parking plan is bounded by Redwood Street to the north, Alder Street to the east, Railroad Street to the south, and Mill Beach Road to the west as shown on Exhibit B.

##### **Task 2.1 Observe Existing Parking Supply and Utilization**

###### **2.1.1 Kick-Off Meeting**

Contractor shall establish a Project Management Team (PMT), composed of City, ODOT, other affected ODOT representatives, and Contractor. The role of the PMT shall be to provide background information, i.e., input on the parking opportunities and constraints, conceptual alternatives, and review of draft products.

During the PMT Kick-Off meeting Contractor shall: 1) review the scope and project area, and; 2) identify the location and size of any new, committed, or planned parking lots within the downtown area. Contractor shall identify up to two days (one weekday and one weekend day) for parking observations. The observations must be conducted during the time periods specified below under 2.1.2 and 2.1.3. Contractor shall also discuss the need to collect parking observations during a special event weekend. Special event observations and analysis are considered additional work and will require an amendment to this Agreement. Contractor shall not perform any special event observations and analysis unless and until the parties enter into an amendment to this Agreement describing the work.

### **2.1.2 Existing On-Street Parking Utilization**

Contractor shall observe and summarize the existing on-street parking utilization within the study area bounded by Pine Street to the north, the Chetco River to the east, Railroad Street to the south, and Beach Road to the west. Contractor shall include a cursory review of non-motorized facilities in conjunction with the parking observations. Parking observations must be conducted on two days. The following periods are recommended:

- one typical weekday (Tuesday-Thursday), and
- one typical weekend day.

On each of the days identified, observations must occur during five time periods coinciding with peak and off-peak activities. Observations should take approximately one hour for a two-person team and commence at the following times: 7:00 AM, 10:00 AM, 12:00 PM, 3:00 PM, and 7:00 PM.

### **2.1.3 Existing Off-Street Parking Utilization**

Contractor shall observe and summarize off-street parking utilization within the study area at all locations with 10 or more off-street parking spaces visible from public property, during the same days specified in Task 3.1.2, and between the times specified for on-street parking observations.

### **2.1.4 Summarize Parking Observations**

Contractor shall summarize the existing on- and off-street parking supply and demand within the study area, based on the parking observations.

### **2.1.5 Yearly Variation in Parking Utilization**

Contractor shall supplement the on-street and off-street parking observations described above by qualitatively summarizing the relative change in current parking utilization of on-street and off-street parking within the study area during other times of the year based on traffic counts and interviews with knowledgeable City staff.

### **2.1.6 Prepare Parking Technical Memorandum #1**

Contractor shall prepare Parking Technical Memorandum #1 that must summarize observed parking supply and utilization with assumptions and conclusions based on the results from Tasks 2.1.2-2.1.5.

#### **Task 2.1 Contractor Deliverables**

- Observation of Weekday Parking Utilization
- Observation of Weekend Day Parking Utilization
- Draft Parking Technical Memorandum #1: Existing Parking Supply and Utilization
- Final Parking Technical Memorandum #1: Existing Parking Supply and Utilization

#### **City Deliverables**

Schedule and advertise project management meeting and arrange meeting facilities.

### **TASK 3 PUBLIC INVOLVEMENT PLAN**

The public involvement program is to allow residents and business owners of the City opportunity to provide input into the downtown parking plan, and the update of Development Code Section 92 (Off-Street Parking and Loading). Public, City and ODOT involvement shall consist of two primary elements:

- Project Management Team meetings
- Stakeholder outreach and involvement

#### **Task 3.1 Project Management Team Meetings**

Contractor shall establish a Project Management Team (PMT), composed of City, ODOT, other affected agency representatives, and Contractor. The role of the PMT shall be to provide background information, i.e., input on the parking opportunities and constraints, conceptual alternatives, development of code update, and review of draft products.

The PMT shall meet four (4) times, as described below, during the course of this phase and Contractor shall facilitate the meetings. Two meetings will be held in Brookings and two Meetings will be held via conference call.

- Meeting #1: Via conference call. Present parking observation results and development parameters. Review Downtown Master Plan and The Brookings/Highway 101 Preferred Alternative #5 Analysis.
- Meeting #2: Present parking observation results, parking demand forecast and evaluation of parking supplies as outlined in the Downtown Master Plan.
- Meeting #3: Via conference call. Review parking plan assumptions. Present for review and comment draft changes to Development Code Section 92.
- Meeting #4: Present recommended changes to Development Code Section 92 and the final parking plan. Parking plan will incorporate parking supplies identified in the Downtown Master Plan.

City shall coordinate and schedule all meetings, send meeting notices, and provide facilities.

Contractor shall send agendas, draft, and/or final copies of project materials to Project Management Team members one week prior to the scheduled meetings, unless otherwise specified, to provide adequate time for review and comment. Contractor shall take meeting notes, and distribute summaries to PMT members within one week of the meeting.

#### **Task 3.1 Contractor Deliverables**

- Preparation of agendas, facilitation, and preparation of meeting summaries for four (4) PMT meetings

Schedule:

Meeting Agendas to all PMT members one week prior to meetings

Meeting summaries to all PMT members within one week of meetings

#### **Task 3.1 City Deliverables**

- Schedule and advertise all project management meetings, and arrange meeting facilities.

#### **Task 3.2 Stakeholder Meetings**

Contractor shall facilitate two (2) key stakeholder meetings. The PMT identified key stakeholders during its first meeting (Phase 1, Task 2.1.1). Key stakeholders are property and business owners and downtown business groups. The purpose of the meetings is to gather stakeholder concerns, ideas and expectations for the parking plan and development code update. Stakeholder meetings must be scheduled on the same days as PMT meetings or other meetings. Contractor shall complete the following series of public input meetings:

- Stakeholder meeting #1: Present parking observation results, parking demand forecast and evaluation of parking supplies as outlined in the Downtown Master Plan.
- Stakeholder meeting #2: Present recommended changes to Development Code Section 92 and the final parking plan. Parking plan will incorporate parking supplies identified in the Downtown Master Plan.

Contractor shall prepare appropriate materials such as displays, materials and comment cards needed for Stakeholder meetings. Contractor shall provide written summary of all meetings and a compilation of any input provided, which Contractor shall send to the PMT.

#### **Task 3.2 Contractor Deliverables**

- Preparation of presentation materials and comment cards
- Organization, facilitation, and preparation of meeting summaries for two (2) stakeholder meetings



**Schedule:**

Draft presentation materials for review and comment one week prior to meetings  
Meeting summaries and compilation of input within one week of meetings

**Task 3.2 City Deliverables**

- Schedule and advertise all stakeholder meetings, and arrange meeting facilities.

**TASK 4 PHASE 2 PARKING PLAN**

**Prepare Parking Technical Memorandum #2**

Contractor shall prepare Parking Technical Memorandum #2 that summarizes the development assumptions from Task 2.1.1, Kick-Off Meeting, for approval by City and ODOT. The approved memorandum must be used to guide development of future parking projections below.

**Develop Future Parking Projections**

Contractor shall develop an estimate of anticipated parking needs for the study area based on the developable land supply and the following resources:

- Published parking sources, such as Institute of Transportation Engineers' Parking Generation
- Parking requirements under zoning (provided to Contractor by City)
- Recommended changes to parking requirements under zoning as part of this work order

**Future Opportunities and Constraints**

Contractor shall assess the impact of additional parking demand and identify when and where demand may exceed supply. Contractor shall identify conflicting and complementary land uses and opportunities to share excess parking supply by time of day during a typical weekday and weekend day.

**Prepare Parking Technical Memorandum #3**

Contractor shall prepare Parking Technical Memorandum #3 that summarizes projected parking utilization, on-street and off-street parking supply, and demand analysis identified above in future parking projections and future opportunities and constraints.

**Task 4 Contractor Deliverables**

- Draft Parking Technical Memorandum #2: Summary of Development Parameters
- Final Parking Technical Memorandum #2: Summary of Development Parameters
- Draft Parking Technical Memorandum #3: Projected Parking Analysis
- Final Parking Technical Memorandum #3: Projected Parking Analysis

## **TASK 5 DEVELOP PARKING PLAN**

### **5.1 Review Existing Plans**

Contractor shall review existing plans and studies provided by City and ODOT that impact parking within the study area. The two primary documents for review are:

- The City of Brookings Downtown Master Plan, and
- The Brookings/Highway 101 Preferred Alternative #5 Analysis.

Contractor shall review findings with City and ODOT staff during PMT Meeting #1 to identify and evaluate opportunities and constraints pursuant to parking within the existing plans.

### **5.2 Site Analysis**

Contractor shall work with City and ODOT staff to identify and evaluate new parking sources needed within this Project area. Site analysis with preliminary layouts will be generated for each identified location (maximum of ten) within this study area. City shall provide zoning and development requirement information to be used in estimating the parking capacity of each identified location. Generic per space cost estimates will be provided but detailed site specific cost estimation will not be performed.

### **5.3 Develop Short-Term Parking Recommendations**

Contractor shall work with City and ODOT staff to develop a short-term parking plan to address parking limitations, if any, under the existing Highway 101 two-way alignment. The short-term parking plan will utilize existing public right-of-way and existing off-street parking supplies. The short-term parking plan will be used to guide downtown parking until the Preferred Alternative for the realignment of Highway 101 is completed. The Preferred Alternative for the realignment of Highway 101 is currently in the final stages of an Environmental Assessment review.

### **5.4 Develop Long-Term Parking Plan**

Contractor shall develop a long-term parking plan for the study area based on projected parking demand and planned parking supplies as outlined in the Downtown Master Plan. The plan will include a summary of opportunities and constraints within the study area and a prioritized list of parking improvements. Contractor shall provide layout and cost information for up to ten parking locations. City shall provide zoning and development requirement information to be used in estimating the parking capacity of any new parking locations.

### **Task 5 Contractor Deliverables**

Findings from review of existing plans and studies  
Draft Site Analysis, Preliminary Design Drawings and Cost Estimates  
Final Site Analysis, Preliminary Design Drawings and Cost Estimates  
Draft Short-term Parking Recommendations

City of Brookings/ODOT  
Agreement No. 22363

Final Short-term Parking Recommendations  
Draft Long-Term Parking Plan  
Final Long-Term Parking Plan

## **TASK 6 CITY OF BROOKINGS LAND DEVELOPMENT CODE SECTION 92 REVIEW**

**Purpose:** The purpose of the Land Development Code (LDC) update component of this project is to review LDC Section 92 (Off-Street Parking and Loading) and identify inconsistencies, questions and general deficiencies, if any, that the City staff may want to amend to better synthesize the City's vision of the Downtown core as it pertains to parking.

### **Task 6.1 Review City of Brookings LDC Section 92**

Contractor shall review the City of Brookings LDC Section 92 (Off-Street Parking and Loading) as identified by City staff. Contractor shall identify inconsistencies, questions and general deficiencies, if any, that the City staff may want to amend to better reflect the parking objectives approved in Task 5. Contractor shall prepare a list of sub-sections and make general recommendation regarding sub-sections that could be amended or updated by city staff. Contractor will not identify or recommend specific code language.

Task 6.1 Contractor Deliverables  
Draft LDC Section 92 Review  
Final LDC Section 92 Review

## **G. DELIVERABLES AND SCHEDULE**

### **Deliverables Overview**

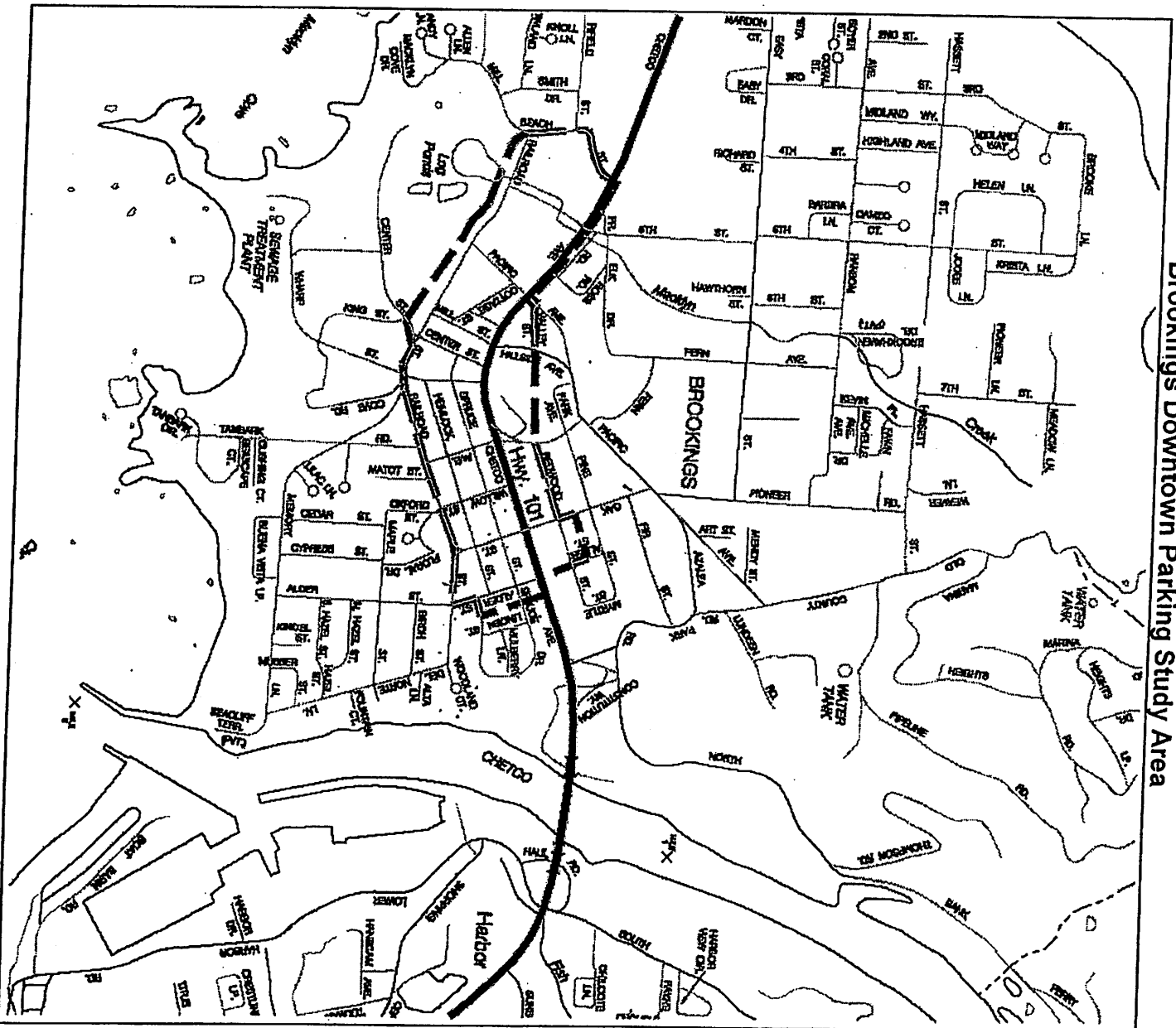
Contractor shall provide all text deliverables electronically in Microsoft Office Word to City and ODOT simultaneously with hard copies. Contractor shall provide map and graphic deliverables electronically in Adobe Acrobat formats to City and ODOT simultaneously with hard copies. Maps and graphics may be in color but must be easily reproduced and be fully useable in black and white. Two copies of the final bound reports and graphics must be provided to City and ODOT simultaneously with hard copies along with an electronic Adobe Acrobat file on CD.

- Deliverables (excluding meeting minutes) must be submitted as draft and revised by Contractor per one set of non-conflicting City and ODOT review comments (if any). If no revisions are necessary, the draft will then be considered final. Drafts must be submitted to City and ODOT three weeks in advance of the due date for final products.
- Upon request by ODOT (or as required in specific tasks), meeting agendas and minutes shall be provided to City and ODOT for review prior to distribution.
- City and ODOT will normally complete draft reviews in two weeks or less.

City of Brookings/ODOT  
Agreement No. 22363

- All deliverables must be submitted electronically in Microsoft Office Word format.
- Deliverables must also be submitted in hard copy, maximum of four copies, as specified for specific tasks or upon request.
- Any deliverables requiring mass reproduction (such as pamphlets, brochures, mass mailings, etc.) shall be submitted electronically. Contractor shall coordinate with ODOT for reproduction of printed materials.

EXHIBIT B  
Brookings Downtown Parking Study Area



Legend

Study Area ———



# CITY OF BROOKINGS



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## STAFF REPORT

Date: November 10, 2005

To: Mayor Sherman and City Councilors

From: Ed Wait, Community Development Director

Through: Dale Shaddox, City Manager

Subject: City of Brookings and Curry County Urban Growth Area Joint Management Agreement (JMA)

## REPORT

The Joint Management Agreement is a document that was developed in conjunction with the City's periodic Review in the 1990's. The purpose of the agreement is to assign jurisdictional responsibilities to achieve the orderly transition from rural to urban land uses within the Urban Growth Area including the creation of a Public Facilities Plan to ensure adequate and efficient extension of public facilities as development occurs.

The current age of the document and the conditions of public facilities in the UGA warrant a review of material contained in this body of the work. The first step would include a work session with Council and Staff to review the documents. The second step would be a joint work session with City Council and County Commissioners. The meeting would be open to the public, however, no public comment would be allowed during the sessions.

## RECOMMENDATION

- Establish a time for a City Council and Staff work session to discuss this document.
- Discuss a potential date for a City/County work session

# CITY OF BROOKINGS



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## STAFF REPORT

Date: November 10, 2005  
To: Mayor Sherman and City Councilors  
From: City Manager's Office  
Subject: November & December Council Meeting Dates

## REPORT

The last City Council meeting date in November is the 28<sup>th</sup> which is the Monday following the Thanksgiving holiday. This holiday limits the time staff will have to prepare meeting packets and may not work with everyone's schedule.

The regular meeting dates for December are the 12<sup>th</sup> and the 26<sup>th</sup>. The meeting on December 26<sup>th</sup> falls on the date the holiday is observed by City staff.

## STAFF RECOMMENDATION

- Cancel the November 28<sup>th</sup> meeting.
- Cancel the December 26<sup>th</sup> meeting, holding one meeting for the month on December 12<sup>th</sup> as regularly scheduled.

If issues come up that requires City Council attention we can hold a special meeting during this time.



# CITY OF BROOKINGS



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## STAFF REPORT

Date: November 10, 2005  
To: Mayor Sherman and City Councilors  
From: City Manager's Office  
Subject: Goal Setting Work Session

## REPORT

Goal Setting Work Sessions are scheduled in January to allow consideration of the goals in preparation of the annual budget.

## STAFF RECOMMENDATION

Approve January 14, 2006 8:00 am to 5:00 pm for a Goal Setting Work Session

**CITY OF BROOKINGS  
COMMON COUNCIL MEETING MINUTES  
City Hall Council Chambers  
898 Elk Drive, Brookings, OR 97415  
October 24, 2005 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 Interim City Manager Burke Raymond.

**III. Roll Call**

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

Council Absent: None

Staff Present:

Interim City Manager Burke Raymond,  
City Attorney John Trew,  
Community Development Director Ed Wait  
Finance Director Paul Hughes,  
and Administrative Assistant Donna Colby-Hanks

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

Approximately 20 other citizens

**IV. Ceremonies/Appointments/Announcements**

**A. Ceremonies**

**1. Proclamation – Red Ribbon Week**

Mayor Sherman presented the Red Ribbon Proclamation to Ashley Gummell. Ashley explained she had organized the activities around red ribbon week to fulfill her goal of making more citizens aware of the problem.

**B. Announcements**

Mayor Sherman announced the Harbor Hills annexation proposal could not be discussed at the Council meeting. Citizens would need to attend the Planning Commission meeting on Wednesday, October 26 to voice their concerns.

**1. Introduction of New City Manager**

Mayor Sherman introduced new City Manager Dale Shaddox to the audience. Mr. Shaddox stated he was eager to join the city staff and looked forward to working with Brookings citizens.

2. *Sue Densmore Proposal*

Mayor Sherman introduced Sue Densmore. Ms. Densmore explained she worked with communities to facilitate discussions and refine visions. She emphasized the importance of visions, energy and the willingness to work together and felt the Council possessed all these requirements. The Council discussed the response received from Ms. Densmore's references. Councilor Anderson spoke about the work completed in the community with the PROUD Study and the Downtown Masterplan.

**Councilor Willms moved, a second followed, and the Council voted unanimously to transfer \$36,000 from general fund contingencies to contract services and to direct the City Manager to work with Sue Densmore to compose a letter of agreement and a contract.**

**V. Oral Requests and Communications from the Audience**

*A. Committee and Liaison reports*

1. *Chamber of Commerce*

None

2. *Council Liaisons*

Councilor Willms attended a Curry County Solid Waste and Recycling meeting at which the tire program was discussed, a SOLV meeting, two Azalea Park workparties, a Azalea Park Foundation meeting, an ASPIRE meeting, a Southern Oregon Community College (SOCC) meeting, a Parks and Recreation Commission meeting, and a Health Fair meeting.

Councilor Anderson attended a Harbor Sanitary meeting, a Summit meeting for BHYA, a Land Development Code meeting, and multiple 17C School meetings.

Mayor Sherman attended a Summit Workshop sponsored by the Ford Foundation, an Azalea Park Foundation meeting, and a Health Fair meeting.

Councilor Gordon attended a Summit Workshop sponsored by the Ford Foundation, a statewide Local Public Safety Coordinating Committee (LPSCC) meeting, a Port Commission meeting, an ODOT open house in Roseburg, and a Port Fisheries meeting.

*B. Unscheduled*

Larry Aslinger, 439 Buena Vista Loop, Brookings, said he would like to see water and geological studies completed prior to any development in the Harbor Hills area.

**VI. Staff Reports**

*A. Finance Department*

1. *System Development Charge Report*

Finance Director Paul Hughes reviewed the staff report for the System Development Charge (SDC) Report. The Council discussed the future process that would allow public input to be submitted to the City Managers office prior to the public hearing in 90 days. Councilor Anderson explained the fees for SDCs have not been kept up to date. Mayor Sherman encouraged citizens to stop by City Hall or Chetco Public Library to read the study contracted by the previous Council.

Judi Krebs, 15951 Bayview Drive, Brookings, asked questions regarding the remaining capacity of the wastewater treatment plant, the agreement between the City and Harbor Sanitary District, and factoring in the costs for Biosolid disposal. She will submit her questions in writing.

**Councilor Gordon moved, a second followed, and the Council voted unanimously to approve the System Development Charge report, with the recommended changes, and to authorize staff to notify interested persons of the City's intent to modify the current system development charge methodology and fees.**

**B. *Community Development Department***

**1. *Intergovernmental Agreement with Curry County***

Community Development Director Ed Wait reviewed the staff report for the Intergovernmental Agreement with Curry County for the Storm Water Master Plan Project. Councilor Anderson stated it was good to see the two agencies working together on this project. Councilor Gordon emphasized the importance of both agencies receiving public input. The Council discussed other advantages of working jointly with the County.

**Councilor Mickelson moved, a second followed, and the Council voted unanimously to approve the Intergovernmental Agreement with Curry County for the Storm Water Master Plan project.**

**2. *DLCD grant acceptance for Storm Water Master Plan Project***

Community Development Director Ed Wait reviewed the staff report for the grant from DLCD. The Council discussed the differences between the City grant and the County grant.

**Councilor Mickelson moved, a second followed, and the Council voted unanimously to approve the grant from DLCD for the Storm Water Master Plan project.**

**C. *City Manager***

**1. *Other***

Interim City Manager Burke Raymond commended the staff for their work, the Council for their ability to work together and respect for each other, and the citizens active commitment to the community.

**VII. Consent Calendar**

**A. *Approval of Council Meeting Minutes***

**1. *Meeting of October 10, 2005***

***End Consent Calendar***

**Councilor Anderson moved, a second followed, and the Council voted unanimously, with Councilor Willms abstaining due to being absent from the October 10, 2005 meeting, to approve the consent calendar as published.**

## VIII. Ordinances/Resolutions/Final Orders

### A. Resolutions

1. 05-R-747 A resolution of the City of Brookings to recommend to the Oregon Department of Transportation, Project Development Team, Alternative 5 (A Non-Couplet)

Mayor Sherman reviewed Resolution 05-R-747 and the process that preceded it.

**Councilor Gordon moved, a second followed, and the Council voted unanimously to adopt 05-R-747, A resolution of the City of Brookings to recommend to the Oregon Department of Transportation, Project Development Team Alternative 5 (A Non-Couplet).**

## IX. Remarks from Mayor and Councilors

### A. Council

Councilor Anderson stated the building department summary was 20% ahead of this time last year. He complimented the new projects on Chetco Avenue.

Councilor Mickelson wished to thank Burke Raymond for his hard work and welcomed Sue Densmore to the City.

Councilor Gordon commended the citizens of Brookings for their involvement in the Couplet/Non-Couplet issue.

### B. Mayor

Mayor Sherman discuss the ruling made in Municipal Court regarding the on going trailer problem on Chetco Avenue.

## X. Adjournment

**Councilor Gordon moved, a second followed, and the Council voted unanimously by voice vote to adjourn at 8:00 pm.**

Respectfully submitted:

Pat Sherman  
Mayor

ATTEST by City Recorder this \_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Paul Hughes  
Finance Director/City Recorder

**MINUTES**  
**BROOKINGS PLANNING COMMISSION**  
**Regular Meeting**  
**October 4, 2005**

Chair Nishioka called the meeting of the Brookings Planning Commission to order at 7:03 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	Ron Hedenskog
Rick Dentino	Bruce Nishioka
Bill Dundom	Bill Smith

Commissioner Absent: Randy Gorman

*Staff Present:*

Dianne Snow, Senior Planner; and Cathie Mahon, Community Development Secretary

*Media:* Coastal Pilot reporter, Brian Bullock

*Other:*

Approximately 20 participants in the audience

**CHAIRPERSON ANNOUNCEMENTS**

Chair Nishioka referred to a letter addressed to Commissioner Smith from Busch Geotechnical Consultants. (The letter was included in the packet). He asked Planner Snow if it needed to be read into the record. Snow explained it was not necessary since it was printed in *The Pilot* newspaper. She added City Planner Bischoff will be taking the recommendation to City Council. Commissioner Smith stated he wanted to clarify he realized the expense of the city having a geotechnical consultant. Smith questioned the validity of the technical reports provided by developers.

**MINUTES**

1. By a 5-0-1 vote (motion: Commissioner Dentino; Commissioners Collis, Dentino, Dundom, Hedenskog and Smith voted in the affirmative; Commissioner Nishioka abstained due to absence) the Commission approved the minutes of September 20, 2005.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON WRITTEN REQUESTS AND COMMUNICATION**

None.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON PUBLIC HEARINGS**

1. By a 6-0 vote (motion: Commissioner Dentino) the Planning Commission approved File No. **M3-6-05**, a request for a minor partition to create two residential parcels; located at 727 Fourth Street; Assessor's Map 41-13-06BA, Tax Lot 3000; R-1-6, (6,000 square foot minimum lot size) zone; Richard Wilson, applicant; Roberts & Associates Land Surveying, representative.

Commissioners Hedenskog, Collis and Nishioka declared ex parte due to a site visits. 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:

Rich Roberts, representative	P. O. Box 2791	Harbor, OR
Richard Wilson, applicant	P. O. Box 1836	Brookings, OR
Larry Webb	717 Fourth Street	Brookings, OR

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

2. By a 6-0 vote (motion: Commissioner Collis) the Planning Commission approved the Final Order and Findings of Fact for File No. **M3-6-05**.

#### **THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRAL**

1. By a 5-0-1 vote (motion: Commissioner Collis) the Planning Commission will send a favorable recommendation for File No. **CR-S-0501**, a request for a subdivision to be referred to as *Crown West Subdivision*; creating 11 residential lots and a large remainder lot, and platting 3 roads; the extension of Crown Terrace, Dale Court, and Jodel Court; R-2 (Two-Family Residential) zone; Assessor's Map 41-13-04BA, Tax Lot 4000; Dale Coleman, applicant.

Commissioner Smith wanted it noted that he abstained due to "not enough technical information on the storm water retention" report to make a decision.

Commissioner Hedenskog stated he was familiar with the applicant and property but could hear the case without bias.

The Commission requested the following recommended conditions be forwarded:

- Lot 12 should be described as a "utility lot" in the dedication portion of the plat and the lot labeled with a letter designation on the plat.
- The engineered plans for storm water drainage facilities should be peer reviewed by an engineer of the County's choosing to ascertain the storm water will be handled in such a manner that all down stream properties are protected. Language regarding ownership and maintenance of the storm drainage facilities should be on the plat.
- Site specific geologic hazard reports for each lot should be required prior to final approval of the subdivision plat and a note put on the plat indicating construction must comply with the specific approved report for each lot.



- The road easement traversing the central portion of the subject property should be extended to the southern boundary to provide connectivity to the parcels adjacent on the south and connect to an existing access easement located on Tax Lot 2000, Map 31-13-4B.
- Provisions should be made for a turn-around that meets with the County Roadmasters approval, at the terminus of Dale Court and Jodel Court.
- A statement should be placed on the plat giving ownership and maintenance responsibilities to current and future owners of lots within the subdivision until such time as the County accepts the ownership and maintenance for the roads.

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

Dale Coleman, applicant	P. O. Box 1026	Brookings, OR
Yvonne Maitland	15676 Oceanview Dr.	Brookings, OR
Frank Goodnough	P. O. Box 3141	Harbor, OR
Larry Aslinger	439 Buena Vista Lane	Brookings, OR
John Brazil	15694 Pedrioli Drive	Brookings, OR

Chair Nishioka declared a recess at 9:50 p.m. The meeting reconvened at 10:00 p.m. with the original six members present.

#### **UNSCHEDULED PUBLIC APPEARANCES**

The following discussed drainage issues, high density housing, and the effect of county referrals to the City.

Yvonne Maitland	15676 Oceanview Drive	Brookings, OR
Barbara Nysted	427 Buena Vista Loop	Brookings, OR
John Brazil	15694 Pedrioli Drive	Brookings, OR
Dianne Mueller	97884 Chilcothe Lane	Brookings, OR
Larry Aslinger	439 Buena Vista Loop	Brookings, OR

#### **PLANNING STAFF COMMENTS**

Senior Planner Snow:

- Contacted Ross Walton regarding signage at the *SRW Subdivision site* at 6<sup>th</sup> and Easy Street.
- For the October 26<sup>th</sup> meeting we have a re-zoning case and then the HW3 (Harbor Hills).
- As it currently stands, our November 1<sup>st</sup> meeting should be short because we have only two County Referrals scheduled.
- A copy of the HW3-Harbor Hills spec book will be distributed to each member at this meeting due to the extensive information to review before the October 26<sup>th</sup> hearing.

#### **PROPOSITIONS AND COMMISSIONERS COMMENTS**

- Commissioner Smith questioned if we can refuse to review a County Referral.
- Commissioner Collis asked if the Commission could get some sort of training on reading technical reports. (Planner Snow responded she would look into it.)
- Commissioner Dundum added it would be helpful to have the reports explained in layman's terms

- Commissioner Hedenskog questioned the status of the Hillside property: what process is being taken to clean up the property.


Regarding the Hillside property, Planner Snow explained the Building Official has had two court dates and has another hearing scheduled October 20<sup>th</sup>.

**ADJOURNMENT:**

With no further business before the Planning Commission, the meeting was adjourned at 10:40 p.m.

Respectfully submitted,

**BROOKINGS PLANNING COMMISSION**

  
Bruce Nishioka, Chair

(approved at 10-26-05 meeting)

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
City of Brookings 898 Elk Drive, Brookings  
June 23, 2005

**Call to Order**

Chair Farmer called the meeting to order at 7:00 p.m. followed by the pledge of allegiance.

**Roll Call**

*Commissioners present:* Haley Farr, April Gothard, Frances Hartmann, Tony Parrish, Chair Daryn Farmer and Student *ex officio* Paul Cleary.

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

**APPROVAL OF MINUTES**

Commissioner Hartmann made a motion to approve the minutes of April 28, 2005, and by a voice vote, they were approved as written.

Chair Farmer read the resignation letter from Jan Willms, who was recently appointed to serve a term on City Council. Councilor Willms will be the liaison for the Parks and Recreation commission.

**PUBLIC APPEARANCES:**

**Summer Recreation Program:**

Cathy Hafterson introduced herself as the supervisor directing the Summer Recreation Program. She circulated copies of the 2005 program schedule for the events, activities, and camps. Cathy explained the schedule is modeled from last year, with a change making the sessions shorter. The program is geared to children in grades 1-6. The activity schedule is for 6 weeks, starting the week of June 27<sup>th</sup>, Monday through Friday, from 9:00 a.m. to 3:00 p.m. The cost is \$5.00 per activity, \$15.00 a day, or \$100 a week.

Cathy discussed a problem that occurred this year. Through no fault of her own, grant money to cover serving lunches was not approved, and they are in a dilemma on how to fund the lunches. Lunches have always been provided as part of the program and one of the solutions considered is for the children to bring a bag lunch. Money is needed to buy snacks like chips, fruit, and apples. Cathy said she personally purchased peanut butter and jelly for the first week.

Discussion ensued and Hafterson answered some of the questions from the commissioners. She explained they have a daily average of 15 children attending. The approximate cost is \$1.75 each, which adds up to roughly \$1,000 to cover the lunches and snacks for the 6-week session.

Commissioner Gothard made a motion and it was unanimously approved that Chairman Farmer contact the City to check into funds to cover the lunch program.

**STUDENT VOLUNTEER FOR CREDIT**

Bonnie Bremer introduced herself as an educator who has worked with the Brookings-Harbor School District program, "Student Volunteer Work for School Credit". She discussed the advantages of students participating explaining they can volunteer at a

facility, like the Humane Society, which gives the student work experience plus school credit. The experience is two-fold; it gives the students on-the-job experience and the experience could lead to a career after graduation.

### **EASY MANOR PARK**

Chair Farmer read a letter sent by Linda Schreiber to the Commission regarding Easy Manor Park. In her letter she stated her family recently moved to Brookings and were delighted to see a park in the neighborhood. When visiting the park, they found it in poor shape and terribly neglected. She observed the equipment is old, rusted, and paint is chipping off the equipment. Additionally, a swing was missing, pieces of wood with nails were sticking up, and weeds have taken over the sand area.

Linda Schreiber questioned why this park was neglected and questioned what she could do to raise money, and organize volunteer work parties. Linda concluded her letter stating she was available to help make the park an asset to the neighborhood.

Discussion ensued. Randy Mitchem, City Parks Maintenance employee, responded stating part of the reason for the neglect is due to limited City manpower resources. The other concern is money. The commission reviewed the financial statements enclosed as part of their packet. Commissioner Gothard stated she was told by former City Manager Blodgett that new bathrooms were being considered. Mitchem informed the commission that new bathrooms are being considered at the 3 major parks; Easy Manor, Bud Cross, and Azalea Park. Replacement and bringing them up to handicapped accessibility standards is under consideration. Mitchem added he recently removed some of the climbing apparatus because it appeared to be a safety hazard.

Commissioner Gothard directed the Commission to the *Financial Statements* included in the packet, item 10-15-6050 "Park Maintenance", noting there appeared to be funds left for the current 2004-05 fiscal year. Commissioner Hartmann made a motion and it was unanimously approved to allocate some money for refurbishing areas in Easy Manor Park.

### **Commissioners and Audience Comments:**

Cathy Hafterson addressed the Commission stating that if they could decide on a date for some Saturday during the summer months, she could come up with five (5) teen volunteers. It was decided to meet at Easy Manor Park, Saturday, July 23<sup>rd</sup> at 9:00 a.m. Communication with Public Works for painting supplies will be done.

Discussion was brought up again while the *Financial Statements* were being discussed. Chair Farmer directed the Commission to item 10-16-6175 "Summer Recreation Program". Cathy noted she has purchased all the supplies and spent \$3500. Farmer stated with \$9,500 allocated for the Summer program, there would still be money left to cover snacks and lunches.

A motion was made by Commissioner Gothard and unanimously approved to allocate \$1000 out of the summer fund to cover snacks and lunches for the Summer Program.

### **Community Center**

Commissioner Farr discussed the booth at the Azalea Festival over the Memorial Day week-end. It was successful as an information booth, but did not make any money. Commissioner Farr voiced her concern about having a second meeting, one for a sub-committee to work on the community center. After discussion and input, it was suggested

that business owners, the Chamber of Commerce, and other interested parties be recruited to form a separate committee. Chair Farmer agreed but cautioned that according to the *Policies and Procedures of Public Meetings*, if 4 or more commissioners meet, it is considered a "Public Meeting", one that would require a public notice. Having a subcommittee made up of those interested parties to work solely on the design and acquiring property would be the avenue to pursue and consider in the near future.

**Commissioners Roundtable:**

Commissioner Parrish suggested an event Parks and Recreation might want to consider. He proposed a golf tournament, possibly named "City Champions" which would be geared toward all ages and levels, charge a fee for the course, and an extra five dollars to cover prizes in the form of trophies.

Parrish lodged a complaint about the leakage from *Bankus Fountain*. He said it was brought up six months ago at the public hearing when the fountain was the subject of discussion for the ODOT Highway Improvement Project. He asked if Councilor Willms could bring it up at the next council meeting. He also asked if it could be turned off.

Commissioner Farr said she would like to head-up the community center committee and thought the idea of recruiting members from the community as a good idea.

With no further business before the Commission, the meeting adjourned at 8:20 p. m.

Respectfully submitted,



Cathie Mahon  
Recording Secretary

Approved by the Parks and Recreation Commission  
Date: 10-20, 2005

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
City of Brookings 898 Elk Drive, Brookings  
September 22, 2005

**Call to Order**

Chair Farmer called the meeting to order at 7:10 p.m. followed by the pledge of allegiance.

**Roll Call**

*Commissioners present:* Frances Hartmann, Tony Parrish, and Chair Daryn Farmer.

*Commissioners absent:* Haley Farr, and April Gothard.

*Staff Present:* Don Wilcox, Director of Public Works; Dave Lentz, Parks Supervisor for Public Works, and Community Development Secretary Cathie Mahon.

*Councilor Liaison:* Councilor Liaison Jan Willms.

**APPROVAL OF MINUTES**

Without a quorum, the minutes for June 23, 2005 could not be put to a vote of approval.

**INTRODUCTION OF PUBLIC WORKS DIRECTOR**

Chair Farmer introduced Don Wilcox, the recently hired Director of Public Works. Director Wilcox stated although he has been on board only a few weeks, he did tour our parks and found the park system phenomenal. The Commissioners welcomed him and look forward to his input at meetings.

**PUBLIC APPEARANCES:**

Bob Brown, president of the Azalea Foundation stated he was at the meeting to discuss a proposal. He distributed a lay-out of Azalea Park and discussed a bench project. Their idea is for individuals and/or businesses to make a donation to the Foundation by purchasing one of the benches. Mr. Brown distributed a print-out to illustrate the type of bench the foundation has in mind. He added there would be no cost to the City since the Foundation members could easily install and anchor them with a little cement. Brown referred to the sheet of the lay-out of the park, noting the "x's" marked are locations suggested for bench placement.

Mr. Brown answered questions from the Commission. The purchaser of the bench could decide to have either a plaque or engraved lettering. The lettering is more expensive but concern about vandalism was expressed. The bench project is two-fold; the donation would help the Foundation raise money, and the benches would be an asset to the park.

Chair Farmer expressed immediate interest in purchasing a bench for his business. Mr. Brown said the plan is to purchase 8 or 9 benches, if those are sold, more would be purchased. Commissioner Hartmann thought the bench project was a great idea, would lead to harmony in the park plus be a place for people to rest and enjoy the park.

Mr. Brown was invited to return for the October meeting when a quorum would be present to vote on the proposal. The three members present all favored the proposal and thanked Mr. Brown for his presentation.

## COMMISSIONERS and AUDIENCE COMMENTS:

Chair Farmer mentioned the painting project at Easy Manor Park. He stated it is a good example citizen involvement in the community. Linda Schreiber moved into the area and drew attention to a problem, had the Commission look at the solution and following through. He commended all commissioners who participated in the work party. It was suggested that Chair Farmer write a thank-you to Linda Schreiber as her entire family worked on the clean-up project at the park.

Chair Farmer asked Parks Supervisor Lentz if there was any plan for grassing Bud Cross Park. The park shows wear and tear due to all the sports played and there are areas of dirt and dust. Lentz replied, when soccer is done with their season, some work can be done but Softball starts in February so the envelope of time to do something is limited. He explained he would like grade, install the pipes for a sprinkler system, and bring in some soil and sand, and then seed. Wilcox responded he would look into it after figuring out man hours and materials to do the project and review what is in the budget. Commissioner Parrish added the *Lion's Club* is often looking for projects that perhaps we have them volunteer to help.

Commissioner Parrish discussed the *Bankus Fountain* saying it continues to leak and questioned what can be done. Wilcox responded it would either be fixed or turned off.

With Chair Farmer unable to attend the regular October 24<sup>th</sup> meeting, discussion ensued on changing meetings to the third Thursday for October, November and December. The secretary said she would check availability of the council chambers. (NOTE: a memo was sent out with the following date: October 20, November 17, and December 15<sup>th</sup>).

Councilor Liaison Willms first off thanked the commissioners; Frances Hartmann and April Gothard, for helping out with the recent litter cleanup. She handed out an info sheet on a SOLV meeting, September 29, 2005 at the Chetco Public Library. The purpose of the meeting is to learn about SOLV and get more people involved in volunteering.

### *Stout Park:*

Commissioner Parrish said with the start of school, the trash has increased. Despite the trash cans being visible at the park, they don't seem to be deterring people from littering. Parrish suggested moving the trash cans closer to the edge of the park and sidewalks.

Commissioner Hartmann discussed two problems at the park; the ivy seems to be taking over some of the trees, and dog-owners are not cleaning up after their dogs. She asked if dog dispensers like those at Sporthaven Beach could be placed in the park. Director Wilcox responded that one of his goals is to put dispensers in all the parks.

With no further business before the Commission, the meeting adjourned at 8:01 p. m.

Respectfully submitted,



Cathie Mahon  
Recording Secretary

Approved by the Parks and Recreation Commission

Date: Oct. 20, 2005



Check Register - Summary Report  
 GL Posting Period(s): 10/05 - 10/05  
 Check Issue Date(s): 10/01/2005 - 10/31/2005

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/05	10/04/2005	52800	910	OR Department of Justice	10-00-2005	115.38
10/05	10/04/2005	52801	1132	OR Department of Justice	10-00-2005	322.15
10/05	10/04/2005	52802	1742	OR Department of Justice	10-00-2005	307.93
10/05	10/04/2005	52803	2366	OR Department of Justice	10-00-2005	203.08
10/05	10/04/2005	52804	144	OR Teamster Employers Trust	10-00-2005	11,724.75
10/05	10/04/2005	52805	189	OR Teamster Employers Trust	10-00-2005	25,012.80
10/05	10/04/2005	52806	205	PERS Retirement	10-00-2005	14,894.93
10/05	10/04/2005	52807	213	Teamsters Local Union 223	10-00-2005	675.00
10/05	10/06/2005	52808	167	American Sigma	10-00-2005	109.40
10/05	10/06/2005	52809	3319	Ann Maclean	10-00-2005	25.24
10/05	10/06/2005	52810	146	Bay West Supply, Inc	10-00-2005	318.10
10/05	10/06/2005	52811	138	Becco, Inc	10-00-2005	57.90
10/05	10/06/2005	52812	148	B-H Chamber of Commerce	10-00-2005	6,266.57
10/05	10/06/2005	52813	313	Brookings Vol Firefighters	10-00-2005	2,083.33
10/05	10/06/2005	52814	110	Cavern Auto And Truck Supply	10-00-2005	58.69
10/05	10/06/2005	52815	1840	Chetco Federal Credit Union	10-00-2005	3,330.00
10/05	10/06/2005	52816	822	Coast Auto Center	10-00-2005	31.00
10/05	10/06/2005	52817	803	Commercial Landscape Supply	10-00-2005	349.03
10/05	10/06/2005	52818	151	Curry Coastal Pilot	10-00-2005	160.24
10/05	10/06/2005	52819	173	Curry Equipment Company	10-00-2005	103.16
10/05	10/06/2005	52820	2775	Curtiss Lunsford	10-00-2005	104.00
10/05	10/06/2005	52821	284	Day-Wireless Systems	10-00-2005	1,672.42
10/05	10/06/2005	52822	3316	DEQ - Water Quality Division	10-00-2005	300.00
10/05	10/06/2005	52823	3302	Don Lorensen	10-00-2005	10.23
10/05	10/06/2005	52824	316	Donald & Roberta Chandler	10-00-2005	548.00
10/05	10/06/2005	52825	3325	Donald Wilcox	10-00-2005	85.47
10/05	10/06/2005	52826	1697	Doris Blodgett	10-00-2005	8.55
10/05	10/06/2005	52827	439	DPSST	10-00-2005	74.40
10/05	10/06/2005	52828	3326	Eli Naffah	10-00-2005	144.54
10/05	10/06/2005	52829	3328	Esther Rose	10-00-2005	1.76
10/05	10/06/2005	52830	499	Fastenal Company	10-00-2005	47.64
10/05	10/06/2005	52831	3259	FKC Co Ltd	10-00-2005	1,347.00
10/05	10/06/2005	52832	3292	Game Time	10-00-2005	370.00
10/05	10/06/2005	52833	2882	Globalstar USA	10-00-2005	79.18
10/05	10/06/2005	52834	139	Harbor Logging Supply	10-00-2005	44.25
10/05	10/06/2005	52835	3317	Health Licensing Office	10-00-2005	25.00
10/05	10/06/2005	52836	3324	Hilton Vancouver WA	10-00-2005	203.65
10/05	10/06/2005	52837	3321	John Garcia	10-00-2005	19.03
10/05	10/06/2005	52838	3285	Joyce Heffington	10-00-2005	302.16
10/05	10/06/2005	52839		Information Only Check	10-00-2005	.00 V
10/05	10/06/2005	52840		Information Only Check	10-00-2005	.00 V
10/05	10/06/2005	52841		Information Only Check	10-00-2005	.00 V
10/05	10/06/2005	52842	162	Kerr Hardware	10-00-2005	968.03
10/05	10/06/2005	52843	1397	L N Curtis	10-00-2005	57.43
10/05	10/06/2005	52844	137	LauraLee Gray	10-00-2005	116.40
10/05	10/06/2005	52845	1127	Lyle Signs Inc	10-00-2005	325.08
10/05	10/06/2005	52846	2051	National Waterworks, Inc	10-00-2005	18.48
10/05	10/06/2005	52847	433	NCL of Wisconsin	10-00-2005	249.78
10/05	10/06/2005	52848	399	NENA	10-00-2005	95.00
10/05	10/06/2005	52849	3323	NWPMA	10-00-2005	75.00
10/05	10/06/2005	52850	311	Paramount Supply Company	10-00-2005	84.13
10/05	10/06/2005	52851	293	Petty Cash	10-00-2005	125.49
10/05	10/06/2005	52852	1029	Pitney Bowes Purchase Power	10-00-2005	1,016.99
10/05	10/06/2005	52853	322	Postmaster	10-00-2005	600.00
10/05	10/06/2005	52854	1193	PRN Data Services, Inc	10-00-2005	3,500.00
10/05	10/06/2005	52855	187	Quality Fast Lube & Oil	10-00-2005	30.30
10/05	10/06/2005	52856	3329	Ray A Jensen	10-00-2005	52.07

M = Manual Check, V = Void Check

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 GL Posting Period(s): 10/05 - 10/05  
 Check Issue Date(s): 10/01/2005 - 10/31/2005

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
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10/05	10/06/2005	52858	199	Richard Harper	10-00-2005	300.00
10/05	10/06/2005	52859	3318	Rick Smith	10-00-2005	45.00
10/05	10/06/2005	52860	278	Ron Plaster	10-00-2005	500.00
10/05	10/06/2005	52861	3320	Royall Clark	10-00-2005	5.88
10/05	10/06/2005	52862	3330	Sebastian	10-00-2005	45.00
10/05	10/06/2005	52863	2254	Sunny Wheatley	10-00-2005	41.00
10/05	10/06/2005	52864	3327	Susan Simkovich	10-00-2005	24.33
10/05	10/06/2005	52865	142	Tidewater Contractors Inc	10-00-2005	5,321.24
10/05	10/06/2005	52866	2586	TMG Services Inc	10-00-2005	127.90
10/05	10/06/2005	52867	3322	Todd Plumley	10-00-2005	62.22
10/05	10/06/2005	52868	179	Trew, Cyphers & Meynink	10-00-2005	4,117.50
10/05	10/06/2005	52869	990	United Parcel Service	10-00-2005	11.48
10/05	10/06/2005	52870	1523	United Rentals Northwest Inc	10-00-2005	1,326.63
10/05	10/06/2005	52871	157	Viking Office Products	10-00-2005	251.39
10/05	10/06/2005	52872	861	Village Express Mail Center	10-00-2005	17.16
10/05	10/06/2005	52873	2122	VISA	10-00-2005	1,586.52
10/05	10/06/2005	52874	670	Western Equipment Distributors	10-00-2005	494.09
10/05	10/06/2005	52875	253	Xerox Corporation	10-00-2005	134.79
10/05	10/10/2005	52877	3200	Richard Wilson	10-00-2005	900.00
10/05	10/14/2005	52878	3331	5-R Excavation LLC	10-00-2005	3,147.50
10/05	10/14/2005	52879	1843	Action Industrial Systems	10-00-2005	140.59
10/05	10/14/2005	52880	150	Any Time Coffee Service	10-00-2005	25.25
10/05	10/14/2005	52881	342	Applied Industrial Technology	10-00-2005	116.13
10/05	10/14/2005	52882	2975	BatteryZone Inc	10-00-2005	43.86
10/05	10/14/2005	52883	977	Best Western Brookings Inn	10-00-2005	550.00
10/05	10/14/2005	52884	3250	BNT Promotional Products	10-00-2005	28.41
10/05	10/14/2005	52885	3332	Boise Cascade Paper	10-00-2005	359.50
10/05	10/14/2005	52886	988	Brookings Harbor Ford	10-00-2005	826.02
10/05	10/14/2005	52887	714	Brookings Signs & Graphics	10-00-2005	33.00
10/05	10/14/2005	52888	528	Caselle, Inc	10-00-2005	1,843.00
10/05	10/14/2005	52889		Information Only Check	10-00-2005	.00 V
10/05	10/14/2005	52890	183	Colvin Oil Company	10-00-2005	6,381.18
10/05	10/14/2005	52891	182	Coos-Curry Electric	10-00-2005	1,633.28
10/05	10/14/2005	52892	2394	Craig Mickelson	10-00-2005	84.39
10/05	10/14/2005	52893	2542	Crystal Fresh Bottled Water	10-00-2005	260.00
10/05	10/14/2005	52894	151	Curry Coastal Pilot	10-00-2005	676.59
10/05	10/14/2005	52895	566	Curry County Assessor	10-00-2005	10,000.00
10/05	10/14/2005	52896	1357	Curry County Clerk	10-00-2005	5.00
10/05	10/14/2005	52897	195	Curry Transfer & Recycling	10-00-2005	678.47
10/05	10/14/2005	52898		Information Only Check	10-00-2005	.00 V
10/05	10/14/2005	52899		Information Only Check	10-00-2005	.00 V
10/05	10/14/2005	52900	166	Dan's Auto & Marine Electric	10-00-2005	794.50
10/05	10/14/2005	52901	284	Day-Wireless Systems	10-00-2005	5,648.00
10/05	10/14/2005	52902	958	Delaney's Bakery	10-00-2005	28.00
10/05	10/14/2005	52903	3333	Dirt Hog Excavation Inc	10-00-2005	3,555.00
10/05	10/14/2005	52904	3334	E&S Wood Construction Inc	10-00-2005	3,382.50
10/05	10/14/2005	52905	2491	Ed Wait	10-00-2005	317.12
10/05	10/14/2005	52906	3340	Frank Haviger	10-00-2005	25.48
10/05	10/14/2005	52907	198	Grants Pass Water Lab	10-00-2005	140.00
10/05	10/14/2005	52908	3335	Hansen Concrete	10-00-2005	25.00
10/05	10/14/2005	52909	1082	Hilary Thompson	10-00-2005	31.91
10/05	10/14/2005	52910	1699	Imagistics	10-00-2005	361.30
10/05	10/14/2005	52911	2416	ITT Flygt Corp	10-00-2005	451.55
10/05	10/14/2005	52912	126	John Bischoff	10-00-2005	148.36
10/05	10/14/2005	52913	2216	John D Rapraeger Inc	10-00-2005	200.00
10/05	10/14/2005	52914	2734	Kalmiopsis Elementary School	10-00-2005	100.00

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Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/05	10/14/2005	52915	3207	Kesselrings Guns	10-00-2005	518.00
10/05	10/14/2005	52916	155	Mory's	10-00-2005	5.95
10/05	10/14/2005	52917	2051	National Waterworks, Inc	10-00-2005	769.88
10/05	10/14/2005	52918	279	One Call Concepts, Inc	10-00-2005	45.15
10/05	10/14/2005	52919	426	Oregon Apparatus Repair Inc	10-00-2005	2,049.41
10/05	10/14/2005	52920	695	P & S Construction Co, Inc	10-00-2005	4,017.50
10/05	10/14/2005	52921	3080	Paragon Property	10-00-2005	25.30
10/05	10/14/2005	52922	252	Paramount Pest Control	10-00-2005	38.00
10/05	10/14/2005	52923	3298	Paul Nolte	10-00-2005	232.50
10/05	10/14/2005	52924	293	Petty Cash	10-00-2005	170.50
10/05	10/14/2005	52925	1193	PRN Data Services, Inc	10-00-2005	6,699.89
10/05	10/14/2005	52926	169	Roto Rooter	10-00-2005	178.70
10/05	10/14/2005	52927	3338	Sarah Eason	10-00-2005	40.17
10/05	10/14/2005	52928	2254	Sunny Wheatley	10-00-2005	164.00
10/05	10/14/2005	52929	1197	Teledyne Isco Inc	10-00-2005	176.43
10/05	10/14/2005	52930	161	United Communications Inc	10-00-2005	1,453.26
10/05	10/14/2005	52931	136	United Pipe & Supply Co Inc	10-00-2005	1,264.76
10/05	10/14/2005	52932	1523	United Rentals Northwest Inc	10-00-2005	20.10
10/05	10/14/2005	52933	991	Verizon Northwest	10-00-2005	537.32
10/05	10/14/2005	52934	861	Village Express Mail Center	10-00-2005	32.80
10/05	10/14/2005	52935	1483	Wall & Wall, P.C., CPA's	10-00-2005	11,995.00
10/05	10/14/2005	52936	1253	Western Burner Co Inc	10-00-2005	236.58
10/05	10/14/2005	52937	3337	William & Beth Moody	10-00-2005	35.45
10/05	10/18/2005	52938	1881	AFLAC	10-00-2005	332.86
10/05	10/18/2005	52939	910	OR Department of Justice	10-00-2005	115.38
10/05	10/18/2005	52940	1132	OR Department of Justice	10-00-2005	322.15
10/05	10/18/2005	52941	1742	OR Department of Justice	10-00-2005	307.93
10/05	10/18/2005	52942	2366	OR Department of Justice	10-00-2005	203.08
10/05	10/18/2005	52943	205	PERS Retirement	10-00-2005	15,230.27
10/05	10/21/2005	52944	3341	American Acad of Env Engineers	10-00-2005	160.00
10/05	10/21/2005	52945		Information Only Check	10-00-2005	.00 V
10/05	10/21/2005	52946	167	American Sigma	10-00-2005	2,831.00
10/05	10/21/2005	52947	2407	Blue Star Gas	10-00-2005	846.93
10/05	10/21/2005	52948	714	Brookings Signs & Graphics	10-00-2005	59.60
10/05	10/21/2005	52949	192	Brown & Caldwell	10-00-2005	9,496.25
10/05	10/21/2005	52950	149	Carpenter Auto Center	10-00-2005	722.58
10/05	10/21/2005	52951	193	Central Equipment Co, Inc	10-00-2005	69,449.49
10/05	10/21/2005	52952	3015	Charter Communications	10-00-2005	990.00
10/05	10/21/2005	52953	182	Coos-Curry Electric	10-00-2005	3,323.92
10/05	10/21/2005	52954	497	Curry County Computer Services	10-00-2005	70.00
10/05	10/21/2005	52955	173	Curry Equipment Company	10-00-2005	31.95
10/05	10/21/2005	52956	3315	Dale Shaddox	10-00-2005	228.34
10/05	10/21/2005	52957	2729	DJC	10-00-2005	511.88
10/05	10/21/2005	52958	356	Eldon Gossett	10-00-2005	19.45
10/05	10/21/2005	52959	2429	Eugene Hilton Hotel	10-00-2005	2,222.20
10/05	10/21/2005	52960	3342	Fastenal	10-00-2005	46.17
10/05	10/21/2005	52961	3339	Fernbridge Tractor & Equipment	10-00-2005	800.00
10/05	10/21/2005	52962	153	Ferrellgas	10-00-2005	586.26
10/05	10/21/2005	52963	338	GC Systems Inc	10-00-2005	146.96
10/05	10/21/2005	52964	139	Harbor Logging Supply	10-00-2005	650.68
10/05	10/21/2005	52965	137	LauraLee Gray	10-00-2005	97.00
10/05	10/21/2005	52966	328	Les Schwab Tire Company	10-00-2005	12.50
10/05	10/21/2005	52967	1127	Lyle Signs Inc	10-00-2005	914.99
10/05	10/21/2005	52968	3343	MEDIAmerica Inc	10-00-2005	22.59
10/05	10/21/2005	52969	155	Mory's	10-00-2005	10.00
10/05	10/21/2005	52970	1193	PRN Data Services, Inc	10-00-2005	520.85
10/05	10/21/2005	52971	2699	Public Works Supply	10-00-2005	30.00

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Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/05	10/21/2005	52972	3344	Richard & Barbara Samples		
10/05	10/21/2005	52973	380	Stadelman Electric	10-00-2005	17.81
10/05	10/21/2005	52974	3238	The Supply Cache	10-00-2005	3,791.50
10/05	10/21/2005	52975	430	TSR Corporation	10-00-2005	122.25
10/05	10/21/2005	52976	136	United Pipe & Supply Co Inc	10-00-2005	150.00
10/05	10/21/2005	52977	1523	United Rentals Northwest Inc	10-00-2005	2,699.35
10/05	10/21/2005	52978	157	Viking Office Products	10-00-2005	2,208.00
10/05	10/21/2005	52979	1253	Western Burner Co Inc	10-00-2005	247.98
10/05	10/21/2005	52980	269	WW Grainger	10-00-2005	1,232.50
10/05	10/27/2005	52981		Void Check	10-00-2005	627.95
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10/05	10/27/2005	52984		Void Check	10-00-2005	.00 V
10/05	10/27/2005	52985		Void Check	10-00-2005	.00 V
10/05	10/27/2005	52986		Void Check	10-00-2005	.00 V
10/05	10/27/2005	52987		Void Check	10-00-2005	.00 V
10/05	10/27/2005	52988		Void Check	10-00-2005	.00 V
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10/05	10/27/2005	52994		Void Check	10-00-2005	.00 V
10/05	10/27/2005	52995		Void Check	10-00-2005	.00 V
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10/05	10/27/2005	53004		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53005		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53006		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53007		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53008		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53009		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53010		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53011		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53012		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53013		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53014		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53015		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53016		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53017		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53018		Information Only Check	10-00-2005	.00 V
10/05	10/27/2005	53019		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53020		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53021		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53022		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53023		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53024		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53025		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53026		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53027		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53028		Information Only Check	10-00-2005	.00 V

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Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
10/05	10/27/2005	53029		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53030		Void Check	10-00-2005	.00 V
10/05	10/27/2005	53032	167	American Sigma	10-00-2005	183.90
10/05	10/27/2005	53033	150	Any Time Coffee Service	10-00-2005	50.50
10/05	10/27/2005	53034	390	APCO International	10-00-2005	108.00
10/05	10/27/2005	53035	3236	AT&T	10-00-2005	7.43
10/05	10/27/2005	53036	2975	BatteryZone Inc	10-00-2005	66.89
10/05	10/27/2005	53037	1522	Blumenthal Uniforms	10-00-2005	28.50
10/05	10/27/2005	53038	3347	Britt Miller	10-00-2005	31.08
10/05	10/27/2005	53039	3348	Budget Blinds	10-00-2005	86.00
10/05	10/27/2005	53040	149	Carpenter Auto Center	10-00-2005	245.97
10/05	10/27/2005	53041	183	Colvin Oil Company	10-00-2005	3,294.85
10/05	10/27/2005	53042	182	Coos-Curry Electric	10-00-2005	14,101.10
10/05	10/27/2005	53043	173	Curry Equipment Company	10-00-2005	221.80
10/05	10/27/2005	53044	195	Curry Transfer & Recycling	10-00-2005	11.05
10/05	10/27/2005	53045	888	Custodial Related Services	10-00-2005	925.00
10/05	10/27/2005	53046	3349	Dale Woodward	10-00-2005	4.66
10/05	10/27/2005	53047	3135	David Gordon	10-00-2005	96.39
10/05	10/27/2005	53048	3351	Dawna LaLonde	10-00-2005	3.58
10/05	10/27/2005	53049	284	Day-Wireless Systems	10-00-2005	899.08
10/05	10/27/2005	53050	317	DCBS - Fiscal Services	10-00-2005	1,119.74
10/05	10/27/2005	53051	3313	Dennis Ferguson	10-00-2005	1,157.51
10/05	10/27/2005	53052	2117	Edge Wireless	10-00-2005	146.03
10/05	10/27/2005	53053	3342	Fastenal	10-00-2005	147.02
10/05	10/27/2005	53054	754	First Response	10-00-2005	50.00
10/05	10/27/2005	53055	338	GC Systems Inc	10-00-2005	123.96
10/05	10/27/2005	53056	3350	Geraldine Combis	10-00-2005	2.75
10/05	10/27/2005	53057	3206	Good Guys Guns	10-00-2005	499.00
10/05	10/27/2005	53058	139	Harbor Logging Supply	10-00-2005	53.57
10/05	10/27/2005	53059	3345	Hughes Commercial Real Estate	10-00-2005	217.00
10/05	10/27/2005	53060	438	John Bishop	10-00-2005	120.00
10/05	10/27/2005	53061	2396	M&M Repair And Welding	10-00-2005	1,347.50
10/05	10/27/2005	53062	155	Mory's	10-00-2005	48.92
10/05	10/27/2005	53063	340	NFPA	10-00-2005	350.00
10/05	10/27/2005	53064	3235	Nice Shot Law Enforcement	10-00-2005	615.00
10/05	10/27/2005	53085	2025	Nurnberg Scientific	10-00-2005	156.87
10/05	10/27/2005	53066	400	Oregon APCO	10-00-2005	70.00
10/05	10/27/2005	53067	2075	Oregon Division of State Lands	10-00-2005	128.62
10/05	10/27/2005	53068	860	Oregon Fire Chiefs Assn	10-00-2005	65.00
10/05	10/27/2005	53069		Information Only Check	10-00-2005	.00 V
10/05	10/27/2005	53070	207	Quill Corporation	10-00-2005	627.69
10/05	10/27/2005	53071	3309	Roberts & Associates	10-00-2005	1,000.00
10/05	10/27/2005	53072	3346	Ross Roofing	10-00-2005	75.00
10/05	10/27/2005	53073	3336	Safety & Supply Co	10-00-2005	72.92
10/05	10/27/2005	53074	380	Stadelman Electric	10-00-2005	130.50
10/05	10/27/2005	53075	161	United Communications Inc	10-00-2005	397.00
10/05	10/27/2005	53076	990	United Parcel Service	10-00-2005	46.90
10/05	10/27/2005	53077	136	United Pipe & Supply Co Inc	10-00-2005	39,051.34
10/05	10/27/2005	53078	861	Village Express Mail Center	10-00-2005	7.04
10/05	10/27/2005	53079		Information Only Check	10-00-2005	.00 V
10/05	10/27/2005	53080	2122	VISA	10-00-2005	448.49
10/05	10/27/2005	53081	3104	West Coast Lines & Graphics	10-00-2005	66.00
Totals:						<u>358,144.21</u>

# CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



To: Brookings City Council through City Manager Dale Shaddox 

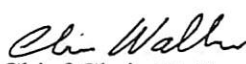
From: Chief Chris Wallace 27813/201

Date: 11-03-2005

Subject: Liquor License Application

The Brookings Police Department found no local disqualifying information prohibiting **Efren Guitron-Mora, Faustino Navarro-Pena and Gregorio Pelayo** with their attached individual liquor license applications. The applicant's restaurant (**El Rancho Viejo**) is located at 1025 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,

  
Chief Chris Wallace  
Brookings Police Department



898 ELK DRIVE  
Brookings, Or. 97415  
[www.brookings.or.us](http://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:

<b>LICENSE TYPES</b> <input checked="" type="checkbox"/> Full On-Premises Sales (\$402.60/yr) <input checked="" type="checkbox"/> Commercial Establishment <input type="checkbox"/> Caterer <input type="checkbox"/> Passenger Carrier <input type="checkbox"/> Other Public Location <input type="checkbox"/> Private Club <input type="checkbox"/> Limited On-Premises Sales (\$202.60/yr) <input type="checkbox"/> Off-Premises Sales (\$100/yr) <input type="checkbox"/> with Fuel Pumps <input type="checkbox"/> Brewery Public House (\$252.60) <input type="checkbox"/> Winery (\$250/yr) <input type="checkbox"/> Other: _____	<b>ACTIONS</b> <input type="checkbox"/> Change Ownership <input type="checkbox"/> New Outlet <input type="checkbox"/> Greater Privilege <input type="checkbox"/> Additional Privilege <input checked="" type="checkbox"/> Other <u>TN Change</u>
--	---

Applying as:

<input type="checkbox"/> Individuals	<input type="checkbox"/> Limited Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company
--------------------------------------	--	---	--

**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: MOF

Date: 10-25-05

90-day authority: ☐ Yes ☐ No

- Applicant(s): [See SECTION 1 of the Guide]  
 ① QUITRON NAVARRO P, INC ③ \_\_\_\_\_  
 ② \_\_\_\_\_ ④ \_\_\_\_\_
- Trade Name (dba): El Rancho Viejo
- Business Location: 1025 Chetco Ave. Brookings OR 97415  
(number, street, rural route) (city) (county) (state) (ZIP code)
- Business Mailing Address: 725 NE 102nd Ave. STE C Portland OR 97220  
(PO box, number, street, rural route) (city) (state) (ZIP code)
- Business Numbers: \_\_\_\_\_  
(phone) (fax)
- Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No
- If yes to whom: Rancho Viejo, Inc. Type of License: F-com
- Former Business Name: Rancho Viejo
- Will you have a manager? ☒ Yes ☐ No Name: Gregorio Pelayo  
(manager must fill out an individual history form)
- What is the local governing body where your business is located? Brookings  
(name of city or county)
- Contact person for this application: Kevin R. Minkoff CPA 503-252-3988  
(name) (phone number(s))  
725 NE 102nd AVE STE C 503-255-2247 kminkoff@minkoffcpa.com  
(address) (Portland OR 97220) (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 Kevin Minkoff Date 09.13.05 Date \_\_\_\_\_  
 ② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_

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

# OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY



PLEASE PRINT OR TYPE

YOU MUST ANSWER ALL QUESTIONS ON THIS FORM. IF THE QUESTION DOES NOT APPLY, WRITE N/A IN THE SPACE.  
ATTACH ADDITIONAL SHEETS IF NECESSARY.

Trade Name (d.b.a.): El Rancho Viejo

City: Brookings

1. Name: Guitron-Mora (last) Efren (first) \_\_\_\_\_ (middle)

2. Other names used (maiden, other): \_\_\_\_\_

3. Residence Address: 14560 SE Wildrose Ln (number and street) Milwaukie (city) OR (state) 97267 (ZIP code)

4. Home Phone: (503) 653-1866 Business Phone: (503) 774-6316

5. \*SSN: 542-13-9024 Place of Birth: \_\_\_\_\_ DOB: 06 / 18 / 57 Sex: M ☒ F ☐  
(State/Country) (mm) (dd) (yyyy)

6. Driver License or State ID #: 4274487 State: OR Spouse's name: Rosalina Galvan

7. List all states, other than Oregon, where you have lived during the past ten years:  
None

8. Do you currently hold, or have you ever held a liquor license in this or any other state? ☒ Yes ☐ No  
If yes, when and where? Washington

9. In the past twelve years, have you been convicted of any violation, misdemeanor or felony?  
(include traffic violations, if the fine was more than \$50.00) ☐ Yes ☒ No  
If yes, what, when and where? \_\_\_\_\_

10. Have you ever entered into a diversion agreement? ☐ Yes ☒ No  
If yes, when and where? \_\_\_\_\_

11. Do you have any arrests or citations that have not been resolved? ☐ Yes ☒ No  
If yes, arrested/cited for: \_\_\_\_\_ Date: \_\_\_\_\_ County/City/State/ \_\_\_\_\_

12. If you are applying for a retail liquor license:

a. Do you have any financial interest, direct or indirect, in any manufacturer or distributor of alcohol? ☐ Yes ☒ No If yes, what and where: \_\_\_\_\_

b. Does any person having a financial or ownership interest in a manufacturer or distributor have an interest in, or potential claim upon your business or premises, for instance through investment, a loan, lease or contract? ☐ Yes ☒ No If yes, who? \_\_\_\_\_

13. Have you ever had a warning, violation, suspension, fine, cancellation or refusal as a licensee or service permittee, in Oregon or any other state? ☐ Yes ☒ No If yes, when: \_\_\_\_\_ where: \_\_\_\_\_

I UNDERSTAND THE OLCC WILL USE THE ABOVE INFORMATION TO CHECK FOR CRIMINAL RECORDS. I UNDERSTAND IF MY ANSWERS ARE NOT TRUE AND COMPLETE, THE OLCC MAY DENY MY LICENSE APPLICATION.

Applicant Signature: Efren Guitron Mora

Date: 09-13-05

\*SOCIAL SECURITY NUMBER DISCLOSURE As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). The OLCC will refuse a license to any applicant or licensee who fails to provide his/her SSN. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:

Applicant Signature: Efren Guitron Mora

Date: 09-13-05

OSP/DMV  
Search Completed



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

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(rev. 05/03)

INITIALS: X



# OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY



PLEASE PRINT OR TYPE

YOU MUST ANSWER ALL QUESTIONS ON THIS FORM. IF THE QUESTION DOES NOT APPLY, WRITE N/A IN THE SPACE.  
ATTACH ADDITIONAL SHEETS IF NECESSARY.

Trade Name (d.b.a.): El Rancho Viejo

City: Brookings

1. Name: Navarro-Pena Faustino  
(last) (first) (middle)
2. Other names used (maiden, other): —
3. Residence Address: 318 7th Street Washougal WA 98671  
(number and street) (city) (state) (ZIP code)
4. Home Phone: (360) 335-1378 Business Phone: (360) 335-1706
5. \*SSN: 619-26-4160 Place of Birth: JALISCO/MEXICO DOB: 02/15/63 Sex: M X F  
(State/Country) (mm) (dd) (yyyy)
6. Driver License or State ID #: NAVARO\*371CN State: WA Spouse's name: ELISA NAVARRO
7. List all states, other than Oregon, where you have lived during the past ten years:  
WA - 7 YEARS
8. Do you currently hold, or have you ever held a liquor license in this or any other state? X Yes — No  
If yes, when and where? WA - 601889164 (1999) OR - 04/24/03
9. In the past twelve years, have you been convicted of any violation, misdemeanor or felony?  
(Include traffic violations, if the fine was more than \$50.00) — Yes X No  
If yes, what, when and where? N/A
10. Have you ever entered into a diversion agreement? — Yes X No  
If yes, when and where? —
11. Do you have any arrests or citations that have not been resolved? — Yes X No  
If yes, arrested/cited for: — N/A Date — County/City/State/ —
12. If you are applying for a retail liquor license:
- a. Do you have any financial interest, direct or indirect, in any manufacturer or distributor of alcohol? — Yes X No If yes, what and where: — N/A
- b. Does any person having a financial or ownership interest in a manufacturer or distributor have an interest in, or potential claim upon your business or premises, for instance through investment, a loan, lease or contract? — Yes X No If yes, who? N/A
13. Have you ever had a warning, violation, suspension, fine, cancellation or refusal as a licensee or service permittee, in Oregon or any other state? — Yes X No If yes, when: N/A where: —

I UNDERSTAND THE OLCC WILL USE THE ABOVE INFORMATION TO CHECK FOR CRIMINAL RECORDS. I UNDERSTAND IF MY ANSWERS ARE NOT TRUE AND COMPLETE, THE OLCC MAY DENY MY LICENSE APPLICATION.

Applicant Signature: Faustino Navarro Date: 09-14-05

**\*SOCIAL SECURITY NUMBER DISCLOSURE** As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). The OLCC will refuse a license to any applicant or licensee who fails to provide his/her SSN. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:

Applicant Signature: Faustino Navarro Date: 09-14-05



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OSP/DMV  
Search Completed  
(rev. 05/03)  
UL1 03 2005

INITIALS: fa

# OREGON LIQUOR CONTROL COMMISSION

## INDIVIDUAL HISTORY

PLEASE PRINT OR TYPE

YOU MUST ANSWER ALL QUESTIONS ON THIS FORM. IF THE QUESTION DOES NOT APPLY, WRITE N/A IN THE SPACE.

Trade Name (d.b.a.): El Rancho Viejo

City: Brookings

Gregorio

1. Name: Pelayo

(last)

(first)

(middle)

2. Other names used (maiden, other):

318 7th ST. WASHINGTON WA 98671

(number and street)

(city)

(state)

(ZIP code)

4. Home Phone: (360) 335-1378

Business Phone: (360) 335-1706

5. \*SSN: 520-43-6515 Place of Birth: JALISCO, MEXICO

DOB: 11/18/59

Sex: M X F

(State/Country)

(dd) (yyyy)

Spouse's name: BELIA PELAYO

7. List all states, other than Oregon, where you have lived during the past ten years: WY - 6 YEARS CO - 1 YEAR

8. Do you currently hold, or have you ever held a liquor license in this or any other state? Yes ☒ No ☐

9. In the past twelve years, have you been convicted of any violation, misdemeanor or felony? (include traffic violations, if the fine was more than \$50.00) Yes ☒ No ☐ If yes, what, when and where? N/A

10. Have you ever entered into a diversion agreement? Yes ☒ No ☐ If yes, when and where?

11. Do you have any arrests or citations that have not been resolved? Yes ☒ No ☐ If yes, arrested/cited for: N/A Date: County/City/State/

12. If you are applying for a retail liquor license:

a. Do you have any financial interest, direct or indirect, in any manufacturer or distributor of alcohol? Yes ☒ No ☐ If yes, what and where: N/A

b. Does any person having a financial or ownership interest in a manufacturer or distributor have an interest in, or potential claim upon your business or premises, for instance through investment, a loan, lease or contract? Yes ☒ No ☐ If yes, who? N/A

13. Have you ever had a warning, violation, suspension, fine, cancellation or refusal as a licensee or service permittee, in Oregon or any other state? Yes ☒ No ☐ If yes, when: N/A where:

I UNDERSTAND THE OLCC WILL USE THE ABOVE INFORMATION TO CHECK FOR CRIMINAL RECORDS. I UNDERSTAND IF MY ANSWERS ARE NOT TRUE AND COMPLETE, THE OLCC MAY DENY MY LICENSE APPLICATION.

Applicant Signature: X Gregorio Pelayo

Date: 09/14/05

\*SOCIAL SECURITY NUMBER DISCLOSURE As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). The OLCC will refuse a license to any applicant or licensee who fails to provide his/her SSN. Your SSN will be used only for child support enforcement purposes unless you sign below. Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:

Date: 09/14/05

OSP/DMV

Search Completed

UCI 03 (Rev. 05/03)

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INITIALS: 9



# CITY OF BROOKINGS



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## STAFF REPORT

Date: November 10, 2005  
To: Mayor Sherman and City Councilors  
From: City Manager's Office  
Subject: Sue Densmore Proposal

## REPORT

At the October 24, 2005 City Council meeting the Council voted unanimously to transfer \$36,000 from general fund contingencies to contract services and directed the City Manager to work with Sue Densmore to compose a letter of agreement and a contract.

The letter of agreement clarifies the travel expenses and gives a detailed scope of work and a suggested work plan.

## STAFF RECOMMENDATION

Approve the consulting contract of \$36,000, plus expenses, not to exceed \$7,200 and \$1,000 for travel to meet with funders, for a total of \$44,200 for the final contract with Sue Densmore

**DATE:** November 1, 2005

**PROJECT:** Agreement for Professional Services to be provided in Brookings, Oregon for Vision Planning, Sustainability Road Map and Resource Development

**CLIENT:** The City of Brookings, Oregon

1. **AUTHORIZATION TO PROCEED:** CITY OF BROOKINGS, OREGON, hereinafter referred to as "Client", hereby requests and authorizes SUE DENSMORE COMMUNICATION STRATEGIES, hereinafter referred to as "Consultant", to perform those services described in the scope of work attached hereto as Exhibit "A" and incorporated herein by reference. Consultant is authorized to begin work under the terms of this Agreement effective November 15, 2005.
2. **COMPENSATION:** Compensation will be made in accordance with the Cost and Price Analysis submitted with the proposal attached hereto as Exhibit "B". The total cost of this consulting contract shall be \$36,000, plus expenses, not to exceed, \$7,200 and \$1,000 for travel to meet with funders, for a total of \$44,200.
3. **EMPLOYMENT OF PROFESSIONALS:** In the event it is necessary for Consultant to hire additional professional staff for the completion of this project, Consultant shall have the authority to hire such staff. The Client and the Consultant will agree upon this service if needed. The Client will have the responsibility of paying all fees and expenses of the professional staff, if it is anticipated that additional staff will be necessary, Consultant will advise the Client of that potential need and anticipated cost and receive approval prior to hiring of such professional assistance.
4. **TERM:** The term of the Agreement shall be for a period of twelve (12) months, commencing on November 15, 2005. Either party may terminate this Agreement upon not less than thirty (30) days written notice to the other. This agreement may be extended in October of 2006.
5. **INDEPENDENT CONTRACTOR:** Consultant is an independent contractor. Consultant shall not be under the supervision or control of Client and may employ any lawful methods in the practice of Consultant's employment, which Consultant deems appropriate. Consultant shall be free to schedule Consultant's own work hours and shall bear all expenses associated with Consultant's work activities, except as specified in Section 2. Consultant is responsible for obtaining all professional licenses or permits required in order for consultant to conduct the business described in the Agreement. Consultant shall also furnish all tools and equipment necessary for the performance of this Agreement, except for those office facilities furnished in

accordance with this Agreement. Consultant retains the authority to hire and fire her own employees to perform services under this Agreement; PROVIDED, that all such employees shall be bound by the terms of this Agreement. Consultant shall file her own tax returns as a self-employed person and independent contractor. Client shall not pay any salary to Consultant and Client shall not be responsible for the payment of any state or federal taxes or other obligations owing on account of income earned by Consultant, including payments for unemployment insurance, worker's compensation coverage, or other employee benefits.

6. **AVAILABILITY:** Consultant is normally available from 7:30 AM to 5:00 PM, Monday through Friday at (541) 779-0097, or may be reached by cell phone at (541) 944-1139.

The Client may request priority availability be given to certain issues that may arise due to the emergency nature of the Client's business. If that situation occurs, the Consultant agrees to be prepared and willing to devote additional time, services and resources as requested by Client and compensated as stated in Section 2..

7. **NON-ASSIGNMENT:** This Agreement is personal to the parties described herein and neither party may assign their rights under this Agreement without the express written consent of the other parties, and any attempted assignment without such consent shall be void.
8. **CONFIDENTIALITY:** Whereas the Consultant has access to confidential information during the course of the consulting agreement, the Consultant will not use any confidential information for her own benefit or use, nor disseminate or publish this confidential information without prior consent of the Client. All records or other material, including any copies thereof, pertaining to confidential information as defined in this agreement, and all other records or materials generated by the Consultant during the course of the agreement will remain the property of the Client and upon termination of the agreement, will be returned to the Client. The developer's confidentiality obligations will survive the termination of this agreement.
9. **ATTORNEY FEES:** In the event any of the parties shall institute any suit, action or other proceeding to enforce any of their rights hereunder, the prevailing party shall recover and the losing party hereby agrees to pay, in addition to the costs and disbursements provided by law, such sum as attorney fees as the court may adjudge reasonable in any suit, action or other proceeding or any appeal thereof, and such sums shall be secured by this Agreement or collected as any other money judgement.
10. **NOTICES:** All notices required by this Agreement shall be in written form and shall be delivered in person or in the alternative by registered or certified

United States Mail, return receipt requested. Any notice required under this Agreement shall be deemed to be delivered by deposit thereof in a proper United States Mail depository, postage prepaid, to the address of the Client or Consultant as set forth below, unless and until written notice of a change of address is received by the parties.

**Clients:**

Dale Shaddox  
City of Brookings  
898 Elk Drive  
Brookings, Oregon 97415

**Consultant:**

Sue Densmore  
Sue Densmore Communication Strategies  
7 Glen Oak Ct.  
Medford, OR 97504

11. **SPECIAL REQUESTS:** Due to the sensitive nature of this project, Consultant requires that she be kept abreast of who is authorized to direct and review her work. Consultant also required that a schedule of weekly conference calls be scheduled as needed. Unusual requests, rush work, or work that requires weekend deadlines would need to be discussed.
12. **GOVERNING LAW:** This Agreement shall be governed by the laws of the State of Oregon.
13. **BINDING EFFECT:** It is further understood and agreed that this Agreement shall bind and inure to the benefit of the heirs, personal representatives and successors in interest of each of the parties hereto.

THIS AGREEMENT is made and executed by and between the parties and shall become effective on the date set forth above.

**CLIENT:**

CITY OF BROOKINGS

**CONSULTANT:**

SUE DENSMORE COMMUNICATION  
STRATEGIES

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

\_\_\_\_\_  
Sue Densmore

## **EXHIBIT A:**

### **Scope of Work:**

Specific services and deliverable products that Sue Densmore Communication Strategies will provide to the City of Brookings:

- Coordinate the process to develop a Vision for the region. Work directly with the Mayor, City Council, city staff and develop a steering committee of 10 – 20 individuals that represent the community.
- Develop a "Sustainability Road Map" of potential projects and funding for review and approval. Facilitate discussions and to define the priorities and match them to potential funding.
- Review grants and resources currently in place and research resources that match the priorities that have been developed by the community. Contact possible funding sources, evaluate interest and potential, and coordinate meetings and applications.
- Facilitate discussions with potential partners and research and develop joint opportunities.
- Facilitate or develop press coverage of projects and successful grants.

These would primarily be provided by Sue Densmore. I have several individuals that I would use for specific technical assistance in historic preservation and urban renewal agency projects.

### **Suggested Work Plan:**

The following work plan would be for one year. It would be broken into two phases: Phase One, covering November 15, 2005 - April 2006 and Phase Two, covering May 2006 – November 15, 2006.

#### **Phase One - November 15, 2005 – April 2006**

1. Meet with Mayor and small planning/steering committee to review current opportunities, programs that are in place and areas of concern.  
The Planning/Steering Committee will be enlarged after the interviews described below.
2. Review existing list of stakeholders, organizations and individuals who are participating in community discussions around sustainability, growth and community development.
3. Develop a list of 20 – 30 people who would be interviewed by Sue Densmore. Create a series of questions to be asked to these individuals and organizations
  - a. 1/3 who have been actively involved and supportive of the City activities
  - b. 1/3 who have expressed concerned about the direction the city is going

- c. 1/3 businesses, community college, schools, the Chamber , Rotary and other organizations active in the community
4. Review plans in place for funding opportunities, analyze obvious opportunities for the city, organizations and the business community.
5. Prepare a draft report outlining the top three concerns and top three opportunities from the interview and review of plans. This report would also include additional areas of opportunity and concern.
6. Present results to the steering committee in a daylong retreat/ planning session, complete SWOT analysis which looks at strengths, weaknesses, opportunities and threats, a "Bulls Eye Process" that sets goals and priorities for immediate, near future and long term goals in four areas which could be:
  - A Community Vision - new partnerships
  - New economic opportunities
  - New Cultural opportunities
  - Financial support for needed services
7. Share and test the Vision and "Sustainability Road Map" with three community focus groups for further refinement.

**Specific Outcomes from Phase 1:**

1. A Vision plan for community and resource development including a "Sustainability Road Map"
2. Business development clusters and plans for the development of the Brookings Urban Renewal Agency
3. A broad timeline for projects including an overview of what would be needed to develop a Community Center and a Performing Arts Center
4. Prioritize Grant opportunities – Government, Private Foundations
5. Identify partners for integrated and thoughtful growth
6. Identify technical assistance opportunities and community training, internships, workforce development and in-kind resources.

**Phase Two: May 2006 – November 15, 2006**

1. Establish a Community Development Steering Committee for implementation of the "Sustainability Road Map" .
2. Complete application for grants and develop resources outlined in the "Road Map".
3. Develop partnerships to implement possible new projects i.e. the Community Center and the Performing Arts Center

**Statement of Qualifications:**

Community development can take a variety of forms. As a community resource developer, I help identify and promote a unique community vision as well as prepare a "Sustainability Road Map" so everyone can focus on the community's strengths and unique opportunities. By promoting the vision in a systematic way, Brookings can use the Urban Renewal Agency, and the Community Development Department and other resources to develop additional funding. I work well in a team approach and can insure that new connections and partnerships are identified and developed to meet the community priorities and overall vision.



**EXHIBIT B:**

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Sue Densmore Communication Strategies

Compensation for Vision, Sustainability Road Map and Resource Development for the City of Brookings

Schedule of rates and fees

\$3,000.00 per month retainer  
\$ 600.00 per month expenses

Hourly basis at \$100.00 per hour.  
Daily rate of \$650.00 per day.  
Retainer set by the contract.

Description of labor and material costs

We prefer to handle this type of contract on a retainer basis. A \$3,000 retainer will be billed monthly. That allows the flexibility needed to complete the research, meet deadlines and attend day and evening meetings as needed. This would include a minimum of 5 days devoted to Brookings each month for the duration of the 12 month contract. Most of the work would be done in Brookings, although some research and writing may be done in our Medford offices. A regular meeting time would be set with the steering committee, to review status of projects, discuss new opportunities, and evaluate progress. This would also include attendance at Brookings City Council once a month.

Expenses would be billed monthly not to exceed \$600 and would not exceed \$7,200.00 for the entire contract. This would include lodging at \$60.00 per night - \$300.00 per month; Mileage \$150.00 per month, and Meals \$30.00 per day - \$150.00 per month.

If travel is required out of Jackson or Curry Counties that would benefit the City or this contract, to arrange for grant meetings, agency meetings, or attendance at a conference would be billed at cost. This would not exceed \$1,000 for the 12 month period. Economic development and government grants often require attending pre-proposal meetings or workshops.

The total cost of the contract would not exceed \$44,200.00.

Payment

Invoices will be sent on the 25<sup>th</sup> of each month and will be payable upon receipt. A report of work accomplished will be attached to the invoice.

7 Glen Oak, Medford, Oregon 97504 541-779-0097 Cell 541-944-1139  
sue@suedensmore.com

**received**  
11-01-05 DC

April M. Gothard  
314 South Hazel Street  
Brookings, Oregon 97415

October 31, 2005

Daryn Farmer, Chairman-City of Brookings Parks and Recreation Commission

I regret to inform you that I am no longer able to volunteer on a regular basis as Vice Chair or as commissioner on the Parks and Recreation Commission. Due to personal circumstances, I believe I am not able to give enough of the time and effort that is required of such an important position.

I am happy to assist on future or ongoing projects on a day to day basis. Please call me if I can be of assistance. I have enjoyed my time on the council and have learned so much. I appreciate all of the staff that have welcomed me and made me feel like part of a team.

I hope that in the future I will be able to commit to the time needed to be an active and productive member of our city government. Until then, I thank you for the opportunity to serve and wish you all well.

Sincerely,



April Gothard

Cc: Pat Sherman, Mayor-City of Brookings