

**Minutes**  
**Urban Renewal Advisory Commission**  
**Council Chambers, 898 Elk Drive**  
**Thursday, December 09, 2010**

**Call to Order:**

Commission Chair Joyce Tromblee called the meeting to order at 3:05 p.m.

**Roll Call:**

Commission present: Joyce Tromblee, Don Nuss and Dan Nachel; Rick Bishop and Kim Banfield were absent. Staff present: Building Official LauraLee Snook. Others present: Councilor Jake Pieper.

**Minutes/Last Meeting:**

Approval of November 18, 2010: minutes were approved unanimously.

**Executive Directors Report:**

Director Milliman was absent but submitted a written report, attached.

**Commissioner comments:**

- Commissioner Nuss submitted a cyclist's guide from Del Norte County to aid the planning department in further developing and marketing the City of Brookings bike plan.
- Chair Tromblee recommended that the City engage an Information Officer, possibly utilizing volunteers for the duties.
- Councilor Pieper answered Commissioners questions related to the future Bi Mart development.

**Next meeting:**

- Update on Bi-Mart
- Downtown update

**Adjournment:** adjourned at 3:35

Respectfully submitted,

*Joyce Tromblee* (Approved at 2/9/11 meeting).

JOYCE TROMBLEE (Chair or Vice Chair)

Print Name and Title.



# MEMORANDUM

*Office of the City Manager*

**GARY MILLIMAN**  
*City Manager*

Credentialed City Manager  
International City Management Association

**TO:** URAC

**DATE:** December 9, 2010

**SUBJECT:** Downtown Project Update

I am unable to attend the Urban Renewal Advisory Commission meeting today.

Following is a status report on the downtown project.

1. The first lift (layer of asphalt) of paving has been completed on all streets except Spruce Street between Willow and Oak. This block is being prepared for the installation of curb and gutter. Base work for the street construction has been completed; the first lift of paving will follow the curb installation.
2. The major focus of the contractor for the past several weeks has been to pave driveways, contour-back properties that were affected by reduced grades at the back of the sidewalk, and restore landscaping on private property. This work is reported to be within a week of completion.
3. A subcontractor for the telephone company has been installing underground cable and making service connections for the past two weeks. Once this work is done, the subcontractor will return to remove the overhead telephone lines. The utility poles will then be removed by the telephone company subcontractor, and sections of sidewalk that have not been completed because of pole locations will be installed. The subcontractor reports that they plan to have all main-line telephone wire installed underground by the end of next week, but have not provided a date for service connections.
4. One street light remains to be installed on Spruce Street between Fern and Willow Streets. This work has tentatively been scheduled for the week of December 13.
5. Three street lights have been ordered for installation on Spruce between Willow and Oak.
6. The contractor (Tidewater) has been authorized to proceed with the final lift of asphalt, weather permitting. They have equipment staged for this work, but we do not have a date for the work to commence.
7. Tidewater has requested a time extension for completion of the overall project to January 14, 2011 (current date is December 5, 2010). The City is considering this request.