

City of Brookings MEETING AGENDA

CITY COUNCIL

Monday, July 8, 2019, 7:00pm

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

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Announcements

E. Scheduled Public Appearances

(Informational presentations to Council on non-agenda items – 10 minute limit per person)

1. Jay Trost – School Board Update

F. Oral Requests and Communications from the audience

(Public Comments on non-agenda items – 5 minute limit per person*)

G. Consent Calendar

1. Approve Council minutes for June 24, 2019 [Pg. 3]
2. Approve Council minutes for June 26, 2019 [Pg. 7]
3. Approve Urban Renewal Agency minutes for June 26, 2019 [Pg. 8]
4. Accept TPAC minutes for May 9, 2019 [Pg. 9]

H. Staff Reports Public Hearings/Ordinances/Resolutions/Final Orders

1. Park Use Waiver Request - First Baptist Church [Parks Jay Trost, Pg. 11]
 - a. First Baptist Church Waiver Request [Pg. 12]
 - b. First Baptist Church Park Use Application [Pg. 13]
2. Memorandum of Understanding with Azalea Park Foundation [Parks, Jay Trost Pg. 14]
 - a. Letter from Azalea Park Foundation requesting funding [Pg. 15]
 - b. Azalea Park Foundation Memorandum of Understanding 2013 [Pg. 16]
 - c. Revised Memorandum of Understanding – 2019 [Pg. 18]
 - d. City Council Workshop Report – May 6, 2019 [Pg. 20]
3. Memorandum of Understanding with Brookings Harbor Garden Club [Parks, Jay Trost Pg. 21]
 - a. 2019-20 BHGC Memorandum of Understanding [Pg. 22]
4. Live Culture Coast TPAC Grant [City Manager Janell Howard, Pg. 24]
 - a. Event Funding Application [Pg 25]
5. Award of Contract for Reservoir Seismic Improvement Project [PWDS, Tony Baron, Pg. 37]
6. Award of Contract for 2019 Street Improvement Project [PWDS, Tony Baron Pg. 38]
7. Chetco Avenue Crosswalk Enhancements [PWDS, Tony Baron Pg. 39]

I. Informational Non-Action Items

1. Elmo Williams Day Event Evaluation [Pg. 40]
 - a. Event Evaluation [Pg. 41]
2. June Vouchers [Pg. 42]

J. Remarks from Mayor and Councilors

K. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at www.brookings.or.us, at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

City of Brookings CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, June 24, 2019

Call to Order

Mayor Pieper called the meeting to order at 7:00 PM.

Roll Call

Council Present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges, Ron Hedenskog, and John McKinney; a quorum present.

Staff present: City Manager Janell Howard, City Attorney Martha Rice, Public Works and Development Services Director Tony Baron, Finance and Human Service Deputy Director Lu Ehlers and Planning Tech Lauri Ziemer.

Media Present: Boyd Allen of Curry Pilot

Others Present: Approximately fifty audience members

Announcements

Introduction of Efrain Rodriguez of Jacobs, NW Operations Director to be done during the Staff Report for the Jacobs Contract.

Appointments

Appointment of Cody Coons to Planning Commission

Councilor Hedenskog moved, Councilor Hamilton seconded and Council voted unanimously to appoint Cody Coons to Planning Commission.

Ceremonies

Brookings-Harbor High School Boy's Baseball Team

Councilor McKinney moved, Councilor Hedenskog seconded and Council voted unanimously to adopt Resolution 19-R-1162 commending the Brookings-Harbor High School Boys' Baseball team upon the occasion of a successful 2019 season.

Mayor Pieper read Resolution 19-R-1162 and presented it to coaches and members of the Brookings-Harbor High School Boy's Baseball Team.

Oral Requests and Communications from the audience - None

Consent Calendar

1. Approve Council minutes for June 10, 2019.
2. Accept monthly financial report for May 2019.

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to approve the Consent Calendar.

Staff Reports/Public Hearings/Ordinances

Changes to Jacobs Contract

City Manager Howard presented the staff report.

Brian Helliwell, Jacobs Manager introduced new NW Operations Director Efrain Rodriguez and Council welcomed him to the Brookings WWT/WWTP operations. Also introduced Jacobs retiring manager Gary Young. Council congratulated him on his retirement.

Councilor Hodges moved, Councilor McKinney seconded and council voted unanimously to move to authorize the City Manager to sign Amendment No. 1 to the Agreement for the Operations, Maintenance and Management Services with Jacobs Engineering.

Ordinance 19-O-780, an Ordinance Amending Various Subsections of Brookings Municipal Code Chapter 1.15 Citizen Citations and Chapter 8.15 Nuisances

Public Works and Development Services Director (PWDS) Baron presented the staff report.

Council discussed need for citizens to be able to issue citizen citations and be able to follow through on them rather than going thru the abatement process.

PWDS Director Baron advised there is one change to be made to the proposed ordinance being changing Amend 8.15.100 1.) to unmistakably exists *OR* which imminently endangers human life or property. Replacing the word *and* to *or*.

Councilor Hamilton moved, Councilor Hedenskog seconded and Council voted unanimously to read Ordinance 19-O-780 first time by title only including the change as referenced by PWDS Director Baron of Section 8.15.100 subsection 1 to: unmistakably exists or which imminently endangers human life or property.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to read Ordinance 19-O-780 an ordinance amending various subsections of Brookings Municipal Code Chapter 1.15 Citizen Citations and Chapter 8.15 Nuisances a second time by title only including the change as referenced by PWDS Director Baron of Section 8.15.100 subsection 1 to: unmistakably exists or which imminently endangers human life or property.

Councilor Hodges moved, Councilor Hedenskog seconded and Council voted unanimously to adopt Ordinance 19-O-780 an ordinance amending various subsections of Brookings Municipal Code Chapter 1.15 Citizen Citations and Chapter 8.15 Nuisances a second time by title only including the change as referenced by PWDS Director Baron of Section 8.15.100 subsection 1 to: unmistakably exists or which imminently endangers human life or property.

Quasi-Judicial public hearing on VAC-2-19, Ordinance 19-O-782, Uncodified Ordinance Vacating a Portion of Wharf and Railroad Street Right of Way

The public hearing was opened at 7:35 PM, no council members declared ex parte contact, personal bias or conflict of interest or objected to Council's jurisdiction to hear this matter.

PWDS Director Baron presented the staff report and reported that no written objection or remonstrance was received.

The hearing was closed at 7:44 PM.

Councilor Hedenskog moved, Councilor Hamilton seconded and Council voted unanimously to approve the vacation as described in File VAC-2-19 adopt the final order and proceed with ordinance.

Councilor Hodges moved, Councilor Hamilton seconded and Council voted unanimously to do a first reading of Ordinance 19-O-782 by title only.

Mayor Pieper read the title.

Councilor Hodges moved, Councilor Hedenskog seconded and Council voted unanimously to do a second reading of Ordinance 19-O-782 by title only.

Mayor Pieper read the title.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adopt Ordinance 19-O-782, an uncodified ordinance vacation of right of way at the corner of Wharf Street and Railroad Street.

Ordinance 19-O-781, an Ordinance Amending Chapter 5.05, Business License, of the Brookings Municipal Code

Finance and Human Service Deputy Director Lu Ehlers presented the staff report.

Councilor Hedenskog questioned if this was included in the recently updated fee schedule and asked what businesses receive when obtaining a business license. Manager Howard advised that it was not included and the intent is to revise several outdated items within the ordinance. Obtaining business licenses establishes a data base of businesses for the police and finance department but does not provide a direct service for businesses. Business license fees have increased minimally in the past several years.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to do a first reading of Ordinance 19-O-781 by title only.

Mayor Pieper read the title.

Councilor Hodges moved, Councilor Hedenskog seconded and Council voted unanimously to do a second reading of Ordinance 19-O-781 by title only.

Mayor Pieper read the title.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adopt Ordinance 19-O-781, amending Chapter 5.05, Business Licenses, of the Brookings Municipal Code.

Capella Parking Lot Design Contract

PWDS Director Baron presented the staff report.

Councilors commended Natures Coastal Holiday for raising the parking lot funds and partnering with the City on this project and the others they have done. Council Hedenskog commended PWDS Director Baron all on the planning and work he has put into Azalea Park over the past twelve years.

Councilor Hodges moved, Councilor Hamilton seconded and council voted unanimously to authorize City Manager to proceed with the Dyer Partnership Task Order #88 for the design of the Capella Parking Lot in the amount of \$54,502.

Remarks from Mayor and Councilors

Councilor Hamilton invited everyone to stop by Safety City in its 20th year of teaching kindergartners traffic, bike and gun safety at K-School. Also commended the City staff and council's work ethic.

Councilor Hedenskog and Mayor Pieper both commented on the number of people utilizing Azalea Park attending the recent AMF Sunday concert and the Movie in the Park night. Recognizing that the park improvements continue to increase the number of people using and visiting the park.

Adjournment

Councilor Hedenskog moved, Council Hodges seconded and all Councilors in favor.

Mayor Pieper adjourned the meeting at 8:12 p.m.

Respectfully submitted:

ATTESTED:
this 8th day of July 2019:

Jake Pieper, Mayor

Janel K Howard, City Recorder

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Wednesday, June 26, 2019

Call to Order

Mayor Pieper called the meeting to order at 5:00 PM

Roll Call

Council Present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges, Ron Hedenskog, and John McKinney; a quorum present

Staff present: City Manager Janell Howard, Finance & Human Service Deputy Director Lu Ehlers and Planning Tech Lauri Ziemer

Media Present: None

Others Present: None

Public Hearings/Resolutions

Transfer of Appropriations for FY 2018-19 Budget

City Manager Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to approve Resolution 19-R-1162.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to approve Resolution 19-R-1163.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to approve Resolution 19-R-1164.

Oral Requests and Communications from the audience

None

Remarks from Mayor and Councilors

None

Adjournment

Councilor Hedenskog moved, Council Hamilton seconded and all Councilors in favor. Mayor Pieper adjourned the meeting at 5:10 pm.

Respectfully submitted:

ATTESTED:
this 8th day of July 2019:

Jake Pieper, Mayor

Janell K Howard, City Recorder

City of Brookings

Urban Renewal Agency Meeting MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Wednesday, June 26, 2019

Call to Order

Chair Pieper called the meeting to order at 5:10 PM, immediately following the City Council meeting.

Roll Call

Agency present: Chair Jake Pieper, Directors Bill Hamilton, Brent Hodges, Ron Hedenskog and John McKinney; a quorum present.

Staff present: City Manager Janell Howard, Finance & Human Service Deputy Director Lu Ehlers and Planning Tech Lauri Ziemer.

Public Comments

None

Staff Reports

Transfer of Appropriations for FY 2018-19 Budget

City Manager Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to approve Resolution 19-R-1165.

Agency Remarks

None

Adjourn

Director Hedenskog moved, Director McKinney seconded and Council voted unanimously by voice to adjourn at 5:15 PM.

Respectfully submitted:

ATTESTED:
this ____th day of ____ 2019:

Jake Pieper, Chair

Janell K Howard, City Recorder

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – May 9, 2019

CALL TO ORDER

Meeting called to order at 4:00 PM

1. ROLL CALL

Present: Committee members Barbara Ciaramella, Matt Honeycutt, Tim Kennedy, Bob Pieper, Skip Watwood

Absent: Sonya Billington, Dane Tippman

Also present: Staff Committee Liaison Lauri Ziemer

Motion made by Skip Watwood to add KTVL Marketing to agenda as item #4c; motion seconded by Tim Kennedy. Committee voted and the motion carried unanimously.

2. APPROVAL OF MINUTES –

Motion made by Barbara Ciaramella to approve the minutes of April 11, 2019; motion seconded by Tim Kennedy. Committee voted and the motion carried unanimously.

- 3. Public Comment –** Mike Fredericks-Carr of Chetco Brewery commented that he did not believe TPAC funding should go to groups limiting event attendance to people belonging only to specific organizations; that TPAC funding should be considered for more out of season events; and spoke in support of the proposed Live Culture event.

Leslie Wilkinson commented that she was in support of the upcoming agenda item for KTVL marketing that promotes tourism marketing.

Jim Newman commented that he was also in support of the proposed Live Culture event.

4. ACTION ITEMS

- a. Live Culture Coast Event Proposal –** Kathleen Dickson provided update information. They did not receive Wine Country grant funding but have solidified funding from other sources. They will be marketing the event throughout Oregon, northern California and the Bay area and are estimating attendance at 1000 people for the first year. They have several local businesses and organizations willing to participate and provide "experiences" for the event and are encouraged by the support they are receiving. Committee wondered if the event would draw the number of people projected to attend over the ten day event and how many people would continue on down the coast. Also discussed the \$5000 requested being a large amount of money for TPAC to give to one event. Committee wanted to discuss the TPAC budget and goals at a TPAC workshop before committing to fund. **Motion made by Skip Watwood to table item until the June meeting for further consideration; motion seconded by Barbara Ciaramella. Committee voted and the motion carried unanimously.**
- b. TPAC Letter to City Council to support Annual Budget Line Items –** item tabled.
- c. KTVL Marketing Presentation –** KTVL reviewed information they previously presented on marketing events year round and their ability to reach audiences through television, streaming and social media. They can adjust services to fit budget and target reach areas. It is also possible to allow private businesses the opportunity to buy in at a reduced rate to tag onto an event ad if TPAC would be the major supporter. Committee interested in

discussing further at the workshop. **Motion made by Matt Honeycutt to table item for further consideration; motion seconded by Tim Kennedy. Committee voted and the motion carried unanimously.**

5. INFORMATIONAL ITEMS

- a. Schedule TPAC Workshop** – Committee scheduled TPAC workshop for May 20th at 4pm. Workshop agenda items to include: TPAC functions, duties and responsibilities; ORS Tourism definitions; TPAC budgeting; and frequency of TPAC meetings.
- b. Recent Council Actions** - Lauri Ziemer advised that City Council approved the Fun'd the 4th event funding in the amount of \$5000.
- c. TPAC Budget** – Committee reviewed the remaining budget amounts.

6. Committee Comments on Non-Agenda Items - None

7. SCHEDULE NEXT MEETING – Next meeting scheduled for June 13, 2019.

8. ADJOURNMENT – with no further business the meeting adjourned at 5:30 pm.

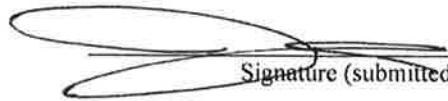
Respectfully submitted,



Skip Watwood, Chair
(approved at June 13, 2019 meeting)

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: July 8, 2019



Signature (submitted by)

Originating Dept: Parks

City Manager Approval

Subject: Park Use Fee waiver for the First Baptist Church for the Master's Voice Concert in Azalea Park on August 16, 2019.

Recommended Motion: Move to waive the park use fees totaling \$88.50 for the First Baptist Church Master's Voice Concert.

Financial Impact: Loss of park use fees in the amount of \$88.50.

Background/Discussion: The First Baptist Church is requesting a Park Use Fee waiver for use of the Azalea Park bandshell stage, lawn area and restrooms to hold the Master's Voice Concert, a performing gospel group on Friday, August 16, 2019. This is a free event open to the entire community.

Attachment(s):

- a. First Baptist Park Waiver Request
- b. First Baptist Park Use Application



607 Pacific Avenue
PO Box 4159
Brookings, Oregon 97415
541-469-2014
brookingsfbcc.org
brookingsbaptist@yahoo.com

June 24, 2019

City of Brookings
Mayor Jake Pieper and Council
898 Elk Dr.
Brookings, Oregon 97415

Dear Mayor Pieper and Council Members,

First Baptist Community Church is one of the oldest Churches in Brookings and we are a nonprofit organization supported by donations from our congregation and others. We have been given the opportunity to bring the Master's Voice to Brookings, a gospel group who has been performing nationwide since 1995. This will be a three-day event and we will be hosting two days of the event at our small location, but August 16, 2019, we would like to open the event up to the entire community. Azalea Park offers a large venue and would enable us to invite all who would like to attend and enjoy the music of this amazing group.

It is our understanding that as a nonprofit we may request a waiver of the fees of \$30.50 for the use of the Park. We would respectfully ask the Council to please consider our request for a waiver.

Thank you for your consideration.

Sincerely,

Pastor Isaac Hoard
Youth Pastor
First Community Baptist Church

~~Pat~~ Nancy 541-469-2014 - CC date



PARK USE APPLICATION PERMIT

The City of Brookings programs, services, and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

CITY USE ONLY		Rec'd Date: 6/24/19	By: [Signature]	
Department:	By:	Date:	Approved	Comment
Parks			Y / N	Y / N
Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Finance Dept.			Y / N	Y / N

Please sign, date and deliver to the next Dept. Please note comments on pg. 4 under "Comments" and RETURN TO LAURI Distributed: _____

Event Date(s): 8/16/19 to 8/16/19 Time: 2 am/pm to 9 am/pm Day(s): M/T/W/R/Sat/Sun

No. of participants (each day): 200/400 +/- Nature/Name of Event: Masters Voice Concert

Organization: First Baptist Community Church

Contact Person: Isaac Hoard Phone #: 541-469-2014 Cell #: 541-254-3177

Mailing Address: P.O. Box 4159 Brookings OR 97415

email: brookingsbaptist@yahoo.com Return deposit to: _____

PARK/LOCATION: (Check all that apply)

- Azalea
 - Bud Cross
 - Easy Manor
 - Bankus
 - Skate Park
 - Chetco Point
 - Stout
 - Tennis Courts
 - Oasis
- Other: _____

AZALEA PARK AREA: (Check all that apply)

- Gazebo
 - Bandshell/Stage
 - Concession Stand - Bandshell
 - Lawn area
 - Kidtown Picnic Area
 - Restrooms only - Bandshell
 - Softball Field 1
 - Field 2
 - Multiuse Field
 - Concession Stand - Softball
 - Restrooms only - Softball
- Other: _____

Check Yes or No to each of the following:

- Will you be renting picnic tables? Yes No Qty: _____ Delivery: _____
- Is this event free? Yes No If no, how will funds be secured/protected? _____
- Will amplification equipment be used? Yes No If yes, noise level must be contained within the immediate area. Describe purpose/type: _____
- Will alcohol be served? Yes* No Will alcohol be sold? Yes* No If yes, must obtain Liquor License *Additional requirements - see page 8 of application
- Will merchandise be sold? Yes No By whom/ Describe purpose/type: Band will sell CDs.
- Do you want to place temporary signs? Yes No (Requires prior Park Supervisor approval - see page 1) Describe quantity, location, type: _____

LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property and to obtain any and all required permits and/or business licenses required by the City.

THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER

The undersigned agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage. User also acknowledges that he/she has read and understands the Rules and Regulations for Brookings City Parks and has reviewed all pages of the application. APPLICANT: It is the applicant's responsibility to obtain required insurance, permits and/or licenses prior to the event and provide proof to the City.

Applicant Name (PRINT): Isaac Hoard

Applicant SIGNATURE: [Signature] Date: 6-24-19


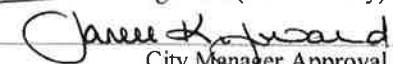
City Use Only: Paid: _____ Applicant Notified: _____ Parks Notified: _____

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 8, 2019

Originating Dept: Parks


Signature (submitted by)

City Manager Approval

Subject:

Memorandum of Understanding (MOU) with the Azalea Park Foundation (APF).

Recommended Motion:

Authorize City Manager to sign the attached Azalea Park Foundation Memorandum of Understanding with revisions.

Financial Impact:

Estimated cost of \$5000 annually due to transferring of primary infrastructure in the Formal Gardens from the APF to the City, including benches, walking paths, and irrigation.

Background/Discussion:

On January 15, 2019, we received a letter requesting that the City provide \$3000 per year to the APF for plants, materials and supplies.

This request was brought before the City Council at a workshop on May 6, 2019. We looked at historical documents, including the APF Statement of Purpose, that said this project would not have a financial impact on the City, but would be funded through private donations and grants; and that all labor would be done by volunteers. At the workshop it was requested that the MOU be taken to the Parks Commission.

On May 30, 2019 a draft Azalea Park Foundation MOU was brought before the Parks Commission. Staff recommendations are included in red along with the Parks Commission's draft MOU.

Attachment(s):

- a. Letter from Azalea Park Foundation requesting funding.
- b. Azalea Park Foundation Memorandum of understanding (2013)
- c. Revised Memorandum of Understanding (2019)
- d. City Council Workshop report May 6, 2019

January 15, 2019

Attachment A
APF Ltr Req Funding

To: City of Brookings and the Parks and Recreation Committee

From: Azalea Park Foundation

Re: MOU between APF and The City of Brookings, and projects in the park for the upcoming budget year 2019-2020.

In reviewing the MOU that APF has with the city, several items in the MOU have not been followed for years. There are two items that APF is asking the City to honor per the MOU.

- 1) City Obligations: 2.01. Provide and maintain all irrigation systems and water service in Azalea Park and with the Formal Gardens.
- 2) City Obligations: 2.05. Provide new plants, fertilizer, mulch, sprays and collection bags.

In a meeting recently with Jay Trost, Tony Baron and Azalea Park Foundation members, Teresa Lawson, Dave Paoli and Susan Shampo; the following items were discussed. Tony Baron stated that years ago APF had said they wanted control of the irrigation in the Formal Gardens. Irrigation systems are complex and it is not practical or reasonable that volunteers manage such a system, when city staff has the expertise in this area and manages the irrigation for the rest of the park. In the next month or two, Jay Trost will meet with APF in the park to review what is and isn't working. The City will repair/replace the irrigation systems in the Formal Garden in a timely manner, and if needed cost to do this will be included in the 2019-2020 budget.

The second MOU item above providing plants/supplies also has not been followed for years. APF manages and maintains the Formal Gardens for the City. APF spent over \$15,000 in the last year for plants, supplies and landscapers. APF is asking that going forward the City pays a set amount per year of the plant and supply cost per our MOU. In our meeting it was suggested that \$3,000 would be a reasonable amount, considering the amount of area that APF manages. This is the same amount the City provides The Garden Club for the areas that they maintain. There was discussion about a flat amount verses actual expenses. The flat amount was agreed to because it would be easier to administrate for the City and APF. Any additional cost for plants/supplies for the Formal Gardens will be paid by APF.

New sod was also discussed for two areas around the old concrete fountain, close to KidTown. These areas have been mostly dead grass for several years now. Per Tony Baron new sod for this area will be part of the 2019-2020 budget for the park, with planting no later than the fall of 2019.

The final item was Replacing Park Benches: Both sides agreed the current blue benches should be replaced as soon as possible. The wood is old and very warped. Tony said there was an extra bench the city has and it could replace one bench soon. Tony also said there is a family exploring the idea of purchasing a memorial bench and he suggested the garden. APF is considering the purchase one new bench for the existing names from the old benches. The cost of the new benches is 4 to 6 times more than the old blue benches that were purchased by families, which would justify combining the names onto one bench, while still honoring the memorials. It was also discussed that the city might be able to pre purchase a bench or two and then when a family wanted a memorial the plaque would be added, reimbursing the city for the cost. If the City could do this, it would allow for most of the benches to be replaced in the next year. The discussion consensus was to work together to update the benches as soon as fiscally possible.

The Azalea Park Foundation Board is available to discuss any of the above projects with City Staff or Parks and Recreation Committee members.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF BROOKINGS
AND
AZALEA PARK FOUNDATION**

The parties to this Memorandum of Understanding (MOU) are the City of Brookings (CITY), an Oregon municipal corporation, and the Azalea Park Foundation (FOUNDATION), an Oregon non-profit corporation.

WHEREAS, CITY owns that certain area known as Azalea Park, inclusive of the areas bordered by Lundeen Lane, Old County Road & North Bank Road.

WHEREAS, FOUNDATION currently cares for, and maintains an area within Azalea Park known as the "Formal Gardens", boundary of which is described on a map called Exhibit A.

WHEREAS, FOUNDATION has demonstrated ability to maintain public landscape areas;

WHEREAS, CITY is restructuring the manner in which it maintains its public landscape areas and desires to work with non-profit groups in the maintenance of these areas;

WHEREAS, FOUNDATION has expressed interest in partnering with the CITY in this regard.

NOW, THEREFORE, the parties agree as follows:

1.0 FOUNDATION OBLIGATIONS

- 1.01. Provide pruning, trimming, weed removal, mulching and general maintenance within the Azalea Park Formal Gardens identified in Exhibit A,
- 1.02. Manage planted areas by dividing existing and/or installing new plants as determined by FOUNDATION.
- 1.03. Perform general litter clean-up in Formal Gardens as needed.
- 1.04. Remove all vegetation debris and place at a location provided by City within the park.
- 1.05. Provide consultation services as needed, to City and volunteer organizations during yearly maintenance and service projects undertaken outside the Formal Gardens.

2.0 CITY OBLIGATIONS

- 2.01. Provide and maintain all irrigation systems and water service in Azalea Park and within the Formal Gardens.
- 2.02. Mow all grass areas in the Formal Gardens
- 2.03. Perform general litter and animal feces clean up in grassy areas.
- 2.04. Coordinate its maintenance activities with those of the FOUNDATION.
- 2.05. Provide new plants, fertilizer, mulch, sprays and collection bags

3.0 INSURANCE REQUIREMENTS

FOUNDATION will provide CITY with proof of an insurance policy covering general commercial liability on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence of bodily injury, personal injury and property damage.

4.0 MEETINGS

Duly appointed representatives of the parties shall meet as needed to address mutual maintenance concerns and review the respective parties' responsibilities under this Memorandum. Further, the parties agree to consider jointly undertaking improvement projects or major cleanup projects when resources beyond those normally available for maintenance become available to either party.

5.0 HOLD HARMLESS CLAUSE

FOUNDATION shall defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatever nature resulting from or arising out of the activities of FOUNDATION or its officers, employees, subcontractors, or agents under this MOU.

WHEREFORE, the parties have caused this MOU to be executed by their authorized representatives on this 15th day of January, 2013.

CITY OF BROOKINGS
An Oregon Municipal Corporation

Ron Hedenskog
Ron Hedenskog, Mayor

ATTEST:
Joyce Heffington
Joyce Heffington, City Recorder

AZALEA PARK FOUNDATION
An Oregon Non-profit Corporation

Shirley Gold
Name:
Title: President

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF BROOKINGS AND
AZALEA PARK FOUNDATION**

The parties to this Memorandum of Understanding (MOU) are the City of Brookings (CITY), an Oregon municipal corporation, and the Azalea Park Foundation (FOUNDATION), an Oregon non-profit corporation.

WHEREAS, CITY owns that certain area known as Azalea Park, inclusive of the areas bordered by Lundeen Lane, Old County Road & North Bank Road.

WHEREAS, FOUNDATION currently cares for, and maintains an area within Azalea Park known as the "Formal Gardens", boundary of which is described on a map called Exhibit A;

WHEREAS, FOUNDATION has demonstrated ability to maintain public landscape areas;

WHEREAS, CITY is restructuring the manner in which it maintains its public landscape areas and desires to work with non-profit groups in the maintenance of these areas;

WHEREAS, FOUNDATION has expressed interest in partnering with the CITY in this regard.

NOW, THEREFORE, the parties agree as follows:

1.0 FOUNDATION OBLIGATIONS

- 1.01. Provide pruning, trimming, weed removal, mulching and general maintenance within the Azalea Park Formal Gardens identified in Exhibit A.
- 1.02. Manage planted areas by dividing existing and/or installing new plants as determined by FOUNDATION.
- 1.03. Perform general litter clean-up in Formal Gardens as needed.
- 1.04. Remove all vegetation debris and place at a location provided by City within the park.
- 1.05. Provide consultation services as needed, to City and volunteer organizations during yearly maintenance and service projects undertaken within the Formal Gardens.
- 1.06. Provide the CITY with quarterly reports on volunteer hours and annual fiscal reports.

2.0 CITY OBLIGATIONS

- 2.01. Provide and maintain all irrigation systems and water service in Azalea Park and within the Formal Gardens.
- 2.02. Mow all grass areas in the Formal Gardens
- 2.03. Perform general litter and animal feces clean up in grassy areas.
- 2.04. Coordinate its maintenance activities with those of the FOUNDATION.
- 2.05. Manage and maintain walking paths.
- 2.06. Manage and maintain all seating areas within the formal gardens.
- ~~2.07. CITY will provide the FOUNDATION \$1,500 per year for supplies. CITY labor and material costs will be deducted from this amount.~~

3.0 INSURANCE REQUIREMENTS

FOUNDATION will provide CITY with proof of an insurance policy covering general commercial liability on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence of bodily injury, personal injury and property damage.

4.0 MEETINGS

Duly appointed representatives of the parties shall meet as needed to address mutual maintenance concerns and review the respective parties' responsibilities under this Memorandum. Further, the parties agree to consider jointly undertaking improvement projects or major cleanup projects when resources beyond those normally available for maintenance become available to either party.

5.0 HOLD HARMLESS CLAUSE

FOUNDATION shall defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatever nature resulting from or arising out of the activities of FOUNDATION or its officers, employees, subcontractors, or agents under this MOU.

6.0 NEW IMPROVEMENTS OR ENHANCEMENTS

All new improvements or enhancements in the Formal Garden area shall be approved by the Parks and Recreation Commission.

7.0 RENEWAL

The MOU shall be reviewed and renewed by June 1st of every year ending in an odd number.

8.0 TERMINATION

The CITY and or the FOUNDATION have the right to terminate the MOU at anytime.

WHEREFORE, the parties have caused this MOU to be executed by their authorized representatives on this ____ day of _____, 2019.

CITY OF BROOKINGS

An Oregon Municipal Corporation

Janell K. Howard, City Manager

AZALEA PARK FOUNDATION

An Oregon Non-profit Corporation

Name:

Title:

COUNCIL WORKSHOP REPORT

Meeting Date: May 6, 2019

Signature (submitted by)

Originating Dept: Parks

City Manager Approval

Subject: Azalea Park Foundation Memorandum of Understanding

Background/Discussion:

The Azalea Park Foundation (APF) has been instrumental in the development of the Formal Gardens in Azalea Park. Founded November 29, 1995 they have volunteered thousands of hours and raised money to build and maintain the formal garden area of the park.

On Jan 15th of 2019, we received a letter requesting that the City provide \$3000.00 per year to APF for plants, materials and supplies.

Staff drafted an Memorandum of Understanding (MOU) revision that included the City to provide \$3000.00 to APF, along with updates to several categories including taking over maintenance and operational control of the water system.

APF submitted to staff a revised MOU requesting additional adjustments. Upon researching prior interaction with APF to obtain a history of the relationship, it was realized that the intent of APF as documented in their Statement of Purpose, dated June 23, 1996, was that "Funding for this project again will not impact on either city not tax monies but will be obtained through private donations and grants. All labor will be done by volunteers." This has been reiterated in several APF letters for grant support.

The MOU dated January 15, 2013 transferred several areas of maintenance of the Formal Gardens to the City. Now there is a request to assist with funding in addition to taking responsibility for more areas of the Formal Gardens. Staff would like direction on how to proceed with APF.

Financial Impact:

Attachments:

- a. Azalea Park Foundation Statement of Purpose
- b. APF grant letter 3.28.96
- c. APF grant letter 7.23.96
- d. Azalea Park Foundation 1.15.13 MOU
- e. 1.14.13 Counsel Report
- f. 2/12/19 revised draft MOU
- g. APF revisions to draft 2/12/19 MOU

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 8, 2019

Originating Dept: Parks


Signature (submitted by)

City Manager Approval

Subject:

Memorandum of Understanding (MOU) with Brookings Harbor Garden Club (BHGC)

Recommended Motion:

Authorize City Manager to sign the attached Memorandum of Understanding with the Brookings Harbor Garden Club with respect to City property landscape maintenance.

Financial Impact:

The \$3,000 annual cost of maintaining the landscape areas is budgeted from Parks contract services.

Background/Discussion:

For the past 6 years, the BHGC has been maintaining the City-owned landscaped area along Chetco Avenue between Ross Road and the Ray's Market driveway, and the landscaped area in the quad area of City Hall. These areas were previously maintained by City park staff.

The BHGC currently maintains the Botanical Garden located on ODOT property at the intersection of Chetco and North Bank Chetco River Road.

Under the terms of the proposed MOU, the BHGC membership will continue the responsibility for maintaining these areas for the next year and the City will provide the BHGC with a \$3,000 annual stipend. The City would continue to maintain grass.

The BHGC has performed over 140 hours of community service weeding and maintaining the Frontage Road and City Hall Courtyard landscaping during the 2018-19 fiscal year.

Attachment(s):

- a. 2019-20 MOU with Brookings Harbor Garden Club.

**MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF BROOKINGS AND
BROOKINGS HARBOR GARDEN CLUB**

The parties to this Memorandum of Understanding (MOU) are the City of Brookings (CITY), an Oregon municipal corporation, and the Brookings Harbor Garden Club (CLUB), an Oregon non-profit corporation.

WHEREAS, CITY owns the landscaped area along the north side of Chetco Avenue between Ross Road and 5th Street;

WHEREAS, CLUB currently cares for and maintains that area located on Oregon Department of Transportation property known as the Botanical Garden;

WHEREAS, CLUB had demonstrated ability to maintain public landscape areas;

WHEREAS, CITY is restructuring the manner in which it maintains its public landscape areas and desires to work with non-profit groups in the maintenance of these areas;

WHEREAS, CLUB has expressed interest in partnering with the CITY in this regard.

NOW, THEREFORE, the parties agree as follows:

1.0 CLUB OBLIGATIONS

- 1.01. Provide pruning, trimming, weed removal, mulching and general maintenance for:
 - a. Brookings City Hall landscaped areas (south parking lot landscape areas, courtyard, north entry and landscape areas)
 - b. The landscaped area along the north side of Chetco Avenue between Ross Road and 5th Street.
- 1.02. Maintain plants, shrubs ground cover and trees
- 1.03. Perform general litter clean-up as needed.
- 1.04. Remove all vegetation debris and haul to the Public Works upper yard located at 715 Railroad Street.

2.0 CITY OBLIGATIONS

- 2.01. Provide and maintain all irrigation systems and water service.
- 2.02. Mow all grass areas
- 2.03. Prune and/or remove large plants and trees deemed unsafe and remove invasive noxious weeds as specified by CLUB
- 2.04. Perform general litter and animal feces clean up in grassy areas.
- 2.05. Coordinate its maintenance activities with those of CLUB.
- 2.06. Provide new plants, fertilizer, and mulch.

3.0 INSURANCE REQUIREMENT

CLUB will provide CITY with proof of an insurance policy covering general commercial liability on an occurrence basis, with a combined single limit of not less than \$1,000,000 for each occurrence of bodily injury, personal injury and property damage. City to be listed as additionally insured on the policy.

4.0 TERM

This agreement shall take effect upon the execution of this agreement, and shall remain in effect for a period of 1 year ending June 30, 2020 or until terminated as described in this agreement.

5.0 TERMINATION

Either party for any reason may terminate this agreement provided that written notice of termination is given no less than thirty (30) days prior to next six month scheduled payment.

6.0 STIPENDS

CITY will provide CLUB with an annual stipend of \$3,000 payable in increments of \$1,500 upon execution of this Agreement and \$1,500 on or around January 1, 2020.

7.0 MEETINGS

Duly appointed representatives of the parties shall meet as needed to address mutual maintenance concerns and review the respective parties' responsibilities under this Memorandum. Further, the parties agree to consider jointly undertaking improvement projects or major cleanup projects when resources beyond those normally available for maintenance become available to either party.

8.0 HOLD HARMLESS CLAUSE

CLUB shall defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatever nature resulting from or arising out of the activities of CLUB or its officers, employees, subcontractors, or agents under this MOU.

WHEREFORE, the parties have caused this MOU to be executed by their authorized representatives on this _____ day of July, 2019.

CITY OF BROOKINGS
An Oregon Municipal Corporation

Janell K. Howard, City Manager

BROOKINGS HARBOR GARDEN CLUB
An Oregon Non-profit Corporation

Patricia Brown
BHGC President

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 8, 2019

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

Transient Occupancy Tax (TOT) Fund Allocation for the Live Culture Coast event.

Recommended Motion:

As recommended by the Tourism Promotion Advisory Committee (TPAC), move to allocate \$3,000 to Oregon Coast Visitors Association for the Live Culture Coast event.

Financial Impact:

\$3,000 allocated from TOT revenues set aside for tourism promotion.

Background/Discussion:

Amber Peoples of the Oregon Coast Visitor Association (OCVA) and Kathleen Dickson of Brookings presented a request for TPAC funding assistance in the amount of \$5,000 for the Live Culture Coast event scheduled October 18-27, 2019, at the beginning of the off-peak season. This is a new event that is being modeled after a very successful event in Wisconsin. The event will begin in Coos Bay on October 18 and work its way down the coast with activities and "Experiences" on the way in Reedsport, Bandon, Port Orford and Gold Beach. The event will end in Brookings on the weekend of October 26 & 27. Funds are to be used to schedule, plan, market and conduct a ten day festival style event from Coos Bay to Brookings.

This matter was considered by TPAC at their April 11, May 9, and June 20, 2019 meetings. TPAC members discussed the type of tourists the event would draw, the areas they would be from, participating sponsors, grants that have been solicited and received from other organizations, the activities being conducted and event costs. The event has garnered support from at least seven local businesses that will be hosting "Experiences" over the weekend.

TPAC recommended by a vote of 4 to 2 to grant \$3,000 from TOT funding for the event.

Attachment:

- a. Event Funding Application

Hi Lauri,

First, can you confirm that TPAC is definitely meeting next Thursday, 6/20, at 4pm? That's what was said at the workshop, but I don't see it noticed that way on the city's website, so just want to confirm...

Second, I'm attaching some updated info about Live Culture Coast for the TPAC group to go in their packet for the June meeting, including new budget numbers and our "branding" board. (note: the branding board file is huge - 13 pages - so if you want to just print out the first couple of pages, to give the committee a feel for the look we're going after, that would be cool!)

We currently have what's known as a "splash page" - basically, the website with minimal content - and the link is: <https://www.liveculturecoast.org/>. Viewing this could be helpful to the committee, so I thought I'd include it here. Note: it will be going live in late July, at which time all the content will be available...

Finally, I expect to have some news soon concerning two more grants that are in the works, and which I may decide to put into a handout for the meeting, if that's okay.

I'll see you on the 20th at 4pm, unless I hear otherwise.

Thanks, Lauri!

Kathleen Dickson
representing Live Culture Coast

REVENUE

Government

--Region	54,000
--Local	8,250

OCVA 59,750

Sponsors 8,000

In-Kind 20,000

Earned Income

--experiences	20,000
--Bus	2,000
--ad & map placement	2,000
--maps	2,000
--merch sales	2,000

TOTAL REVENUE 178,000

EXPENSE

Staff

--Event Coordinator	24,000
--Communication/media	10,000
--graphic artist/event guide	9,000
--photographer/videographer	5,000
--Volunteer Coordinator(s)	3,000
--Experience Coordinator(s)	3,000
--experience providers	10,000
--Registrar(s)	3,000
--Evaluation/Analysis	2,000
--Culture Stand & Merch Coordinator(s)	2,000
--volunteer staff/in-kind	8,000

Artist

--commissioned installations (2)	10,000
--Conversation Projects	100
--performers/poets	2,000
--headliners (2-5)	5,000
--juror honorarium & expenses	500

Route Keystones

--Passwords (2-3)	500
--Field Notes (5)	1,500
--Culture Stands (1) (5x10 trailer)	7,000

Travel

--staff mileage/travel	7,500
--artist travel	2,000
--meals/entertain	2,000

Rentals

	--venues/space	1,000
	--in-kind space usage	5,000
	--AV/equipment	2,000
	--vehicle	3,000
	--charter bus	2,000
Operations		
	--permits	2,000
	--insurance	3,000
	--office and postage	2,000
Marketing		
	--merch	4,000
	--print (maps and event guide)	10,000
	--sandwich boards	1,000
	--website, social media	5,000
	--photos/documentation	0
	--ads/PR/promotions	5,000
	--GeoTour	0
Program		
	--access services	1,000
	--evaluation	2,000
	--set up, de-stall, store, ship	5,000
	--supplies/equipment	5,000
	--orientation	2,000
TOTAL EXPENSES		177100

From: Amber Peoples [<mailto:amber.m.peoples@gmail.com>]
Sent: Tuesday, April 30, 2019 1:10 PM
To: Lauri Ziemer
Cc: Kathleen Dickson; Dave Lacey
Subject: Re: Live Cultures Coast Event

Thank you, Lauri, for the follow up email and your patience as I complete my response.

Due to the Wine Country grant's sole focus on culinary tourism, Live Culture Coast (which is a complex, whole system based project!) was not one of the awardees.

However, we have solidified \$55k from OCVA as well as \$3k Coos Bay - North Bend Visitor Center Bureau. Plus, we are in conversation with 2 regional financial supporters as well as Travel Oregon about support that will range somewhere from \$50k to \$75k. Thus, we invite TPAC to contribute the original \$5k request to Live Culture Coast.

Strong support from TPAC will be key in demonstrating to these larger supporters that we are working with the community to create a fantastic event that supports a wide range of businesses and continues to unify the south coast. Also, support from TPAC will help guarantee that the festival extends all the way to Brookings and thus becomes a hub where people stay overnight, contributing to the TOT and purchasing goods and services from Brookings businesses.

Kathleen Dickson will be presenting on behalf of Live Culture Coast at the May 9th meeting, and business owners will also attend as public support.

If a motion passes to support Live Culture Coast, when would be the next council meeting that Live Culture Coast would be presented so I can get it on my calendar?

Thank you for all that you do!

Amber Peoples
Organizing Creative Energy
E: amber.m.peoples@gmail.com
C: [503-757-2182](tel:503-757-2182)
S: amber.peoples
LI: www.linkedin.com/in/ambermpeoples/

On Mon, Apr 15, 2019 at 2:04 PM Lauri Ziemer <lziemer@brookings.or.us> wrote:

Hi Amber – Thanks for presenting your Live Culture Coast event request last week. Just let me know how the grant funding turns out and I will be glad to update the committee next month.

Take care!

Lauri Ziemer
Public Works | Dev. Services
City of Brookings
898 Elk Drive | Brookings, OR 97415
(541) 469-1103
lziemer@brookings.or.us

Event Title: Live Culture Coast

Amount Requested \$5000

Organization: Oregon Coast Visitor Association

Event Description: Live Culture Coast is a social probiotic that invites both residents and travelers to more deeply experience Oregon’s south coast. We will weave together trails and outdoor recreation initiatives for a 10 day festival celebrating art, food, and placemaking at the beginning of off-peak season.

Starting on a Friday night, Coos Bay will showcase a weekend of fermentation workshops, pairings, discussions, and performances. The week will continue with choose-your-own-adventure activities along a curated route following highway 101 such as restaurants & farms, art installations & galleries, guide services & boats, and other entrepreneurial services that we develop with partners. The route is developing around where various trails intersect, off shoots that highlight excursions, and placements of both temporary and permanent art installations. Live Culture Coast will conclude with another weekend hub of activity in Brookings.

Event Date/s: October 18-27, 2019

Location various venues from Reedsport to Brookings including Chetco Activity Center, Chetco Grange, Chetco Brewery, Azalea Park, First Rise Bakery, and more. The goal is to get visitors to move between various businesses through workshop experiences while exploring the beauty of the area.

Location: secured? Ongoing

Event Goals: A successful pilot festival that attracts 1000+ visitors and satisfies businesses in order to develop into an annual off-peak season event that introduces far reaching visitors to Oregon’s south coast, creates a fun experience for residents, and supports integrated tourism enterprises.

How will this event be sustained after the first year?

We have seed money from OCVA for two years, and our goal at the end of that timeframe is to have developed an earned income stream, grant stability, and local/county/regional support to continue an annual festival. The event this is modeled after has been operating for 8 years in rural Wisconsin and had 4200 attendees during its sixth year. It was highlighted in the January 2019 National Governors Association report as a model of rural prosperity through the arts & culture sector. https://www.nga.org/wp-content/uploads/2019/01/NGA_RuralArtsReport.pdf

Sponsors/Investors: Our sponsorship structure will be developed once the results from grant applications are determined in April and May.

Income			Expenses		
Government			Staff		
--Federal	\$0		--Event Coordinator	\$24,000	
--State	\$50,000		--Communication/media	\$9,000	
--Region	\$20,000		--graphic artist/event guide	\$9,000	
--Local	\$8,000		--photographer/videographer	\$5,000	
OCVA	\$50,000		--Volunteer Coordinator(s)	\$2,000	

Foundations	\$7,000		--Classes/Events Coordinator(s)	\$4,000	
Sponsors	\$5,000		--Speakers/class instructors	\$10,000	
Donors	\$0		--Registrar(s)	\$3,000	
In-Kind	\$13,000		--Evaluation/Analysis	\$4,000	
Earned Income			--Culture Stand Coordinator(s)	\$2,000	
--classes	\$20,000		--volunteer staff/in-kind	\$8,000	
--packages	\$1,000		Artist		
--experiences	\$1,000		--commissioned installations (2)	\$10,000	
--ad placement	\$4,000		--performers/poets	\$4,000	
--passports/maps	\$2,000		--headliners (2-5)	\$10,000	
--merch sales	\$4,000		--juror honorarium & expenses	\$1,000	
			Route Keystones		
			--Passwords (2-3)	\$1,000	
			--Field Notes (5)	\$1,000	
			--Culture Stand (1) (5x10 trailers)	\$10,000	
			Travel		
			--staff mileage/travel	\$3,500	
			--artist travel	\$3,500	
			--meals/entertain	\$2,000	
			Rentals		
			--venues/space	\$2,000	
			--in-kind space usage	\$5,000	
			--AV/equipment	\$2,000	
			--vehicle	\$3,000	
			Operations		
			--permits	\$2,000	
			--insurance	\$3,000	
			--office and postage	\$2,000	
			Marketing		
			--merch	\$4,000	
			--print (maps and programs)	\$10,000	
			--GPS markers	\$2,000	
			--website, social media	\$5,000	
			--photos/documentation	\$0	
			--ads/PR/promotions	\$5,000	

			Program		
			--access services	\$1,000	
			--evaluation	\$1,000	
			--set up, de-stall, store, ship	\$5,000	
			--supplies/equipment	\$5,000	
			--orientation	\$2,000	
TOTAL	\$185,000		TOTAL	\$185,000	

How do you intend to evaluate the success of your event and determine the number of out of town visitors?

Quantitatively, we will track the Google Analytics on the website and Facebook Insights on social media with the goal of 3000 page visits on the site and 500 likes on the Facebook page. We will closely monitor earned income goals, especially our goal of \$20,000 in class registrations which equates to 800 purchases. We will increase the amount of public art with one art installation as a permanent addition and a Roadside Culture Stand that is used year round by small businesses. In addition, we will begin to build a stock of temporary art assets with five Field Notes and three Password Poems.

Qualitatively, we will solicit feedback from visitors and participating businesses about the program through travel logs and surveys. At key points in the route, we will post travel logs similar to how hiking trails and geocache boxes have books for adventurers to write in which both locates them and provides reflection on the experience. Through these logs, we will see which areas are frequented and people’s in-the-moment reactions. Also, lists of questions to ask visitors will be drafted for both in-person questions and an online form. These questions will be dispersed onsite through classes and visitor hubs. Online questions will be accessed through the website, social media, and follow up email to class attendees. A formal survey will be done with participating businesses and partners before the end of 2019 to capture insights, areas for improvement, and perceived program effectiveness of the festival. Emphasis will be placed on the six highest scoring areas on the 2018 Oregon Tourism Engagement Survey. 1) develop/improve infrastructure for visitors to experience outdoor recreation and nature-based tourism 2) increase visitation to the region during off-peak season 3) Increase engagement with local and regional policymakers to ensure the value of tourism is clearly communicated 4) manage tourism growth in order to preserve local assets (natural and cultural), 5) create positive interaction between tourists and residents, and 6) provide more opportunities for visitors to experience locally grown and produced foods.

Contact Person: Amber Peoples

Phone: 503-757-2182

Email: amber.m.peoples@gmail.com

Mailing Address: 443 7th Ave, Coos Bay, OR

If more space is required please attach additional pages — Please see attached event prospectus

Live Culture Coast

October 18-27, 2019

Oregon's South Coast: Reedsport to Brookings



Live Culture Coast is a social probiotic that invites both residents and travelers to more deeply experience Oregon's south coast. We will weave together the Wild Rivers Coast Farm Trail, OCVA's Public Art Trail, The Oregon Coast Trail, Whiskey Run & Wild Rivers Coast Scenic Bikeway, and more outdoor recreation initiatives for a 10 day festival at the beginning of off-peak season.

Starting on a Friday night, Coos Bay will showcase a weekend of fermentation workshops, pairings, discussions, and performances. The weekdays will be filled with choose-your-own-adventure activities along a curated route following highway 101 such as restaurants & farms, art installations & galleries, guide services & boats, and other entrepreneurial services that we develop with partners.

The exact route will be chosen based on where the various trails intersect, off shoots that highlight excursions, and placements of both temporary and permanent installations. Live Culture Coast will conclude with another weekend of workshops and performances in Brookings.



Contacts

Amber Peoples, Event Coordinator

503-757-2182 amber.m.peoples@gmail.com

Dave Lacey, OCVA Destination Coordinator

541-373-7227 dave@thepeoplescoast.com

**Fallow fields
Lie in wait
For dormant seed
Like artful minds
To germinate**

-Password poem
by Brenda Axt



Tangible Creative Goals

#	Product	Process
10 day	festival	programmed workshops, experiences, and performances in 12 towns along the South Coast's Hwy 101 with weekend hubs in Coos Bay and Brookings and stops in "Coos County Loop," Bandon, Langlois, Port Orford, and Gold Beach
40+	workshop/tasting/performance	work with local entrepreneurs and knowledge holders to offer residents and tourists experiential learning that target curiosity and senses (such as the mescal tasting above and bitters tonic below)
40+	highlight preexisting art/culture/venue/business/scenery	create a route by selecting sites from the Wild Rivers Coast Farm Trail, OCVA Public Art Trail, The Oregon Coast Trail and more between Reedsport and Brookings
5	Field Notes	working in conjunction with a conservation and/or historic organization to place along route (see "soil" image above)
3	Password Poems	work with SpotLines to select short poems to post along route (read PP by Axt above)
2	art installations	RFP process to select interactive art pieces that connect with the land and can be built on the route (see upper right photo above and stereoscope below)
1	Roadside Culture Stand	design charrettes and RFP process to select designers/builders to create a 5x10 traveling stand that will become a traveling visitor center to the 7 locations during the 10 days as a guidepost of movement along the route (see cover photo & lower right pic above)
1	Route	"choose your own adventure" route itinerary highlighting tourism industries such as food, art, trails, and guiding services along Hwy101
??	rogue installations	measure of success is early adopters doing something creative on their own

Incubator & Container

In the NEA's 2017 report "How to Do Creative Placemaking," Chris Beck and Tracy Taft's essay "Can Arts Drive Rural Economic Development?" states that "Supporting affordable incubator spaces on Main Street will give a chance for entrepreneurs to test their ideas and build new businesses." With Live Culture Coast, the south coast trails are our main street. Incubator ideas include:

- ❖ Strengthen the network of tourism entrepreneurs throughout the region across sectors
 - ◆ Food, art, guide services, lodging, etc
- ❖ Test community practices that could gain more traction
 - ◆ Example: banning plastic straws
- ❖ Offer classes and value added products that could develop into partnerships and enterprises
 - ❖ Example: Extension creates value added program for festival products
 - ❖ Example: Create a traveling seafood cooking kitchen for tourists to eat fresh catch
- ❖ Develop national and international travel packages that blend the festival and tourism enterprises
 - ◆ Examples: Girltime Getaways, sea food tour with Jennifer Burns Bright, hiking guide with Adam Sawyer, photography with Jennifer James-Long, and local guides develop a full week of activities



Current Network — And Growing!



MARKETING

THEMES

Place Making
Diversity
Preserved
Intersections
Edge Environment

Integrated marketing will be key to Live Culture Coast. With a focus on weaving together industries, we will expand cooperative marketing opportunities and create a network of messages, media, and communication for new products available during the off-peak season.

FEELINGS

Sensual
Abundance
Transformation
Healthy
Curiosity

1. Target Audience: Focus on fly/drive markets — especially San Francisco and Denver with direct flights to Southwest Oregon Regional Airport and Del Norte County Regional Airport
2. Blogger Support: Identify & solicit 2 culinary bloggers and 2 arts & culture bloggers to write about Live Culture Coast
3. Earned Media: Identify and solicit 6 publications for earned media stories
4. Jefferson Public Radio: Solicit and create both earned and paid media
5. South Coast DMO's: Coordinate marketing efforts with all south coast DMO's
6. Flyers & Route Maps: Share materials with local partners adjacent to Hwy 101 to share with visitors and train staff to make a personalized pitch — especially the Brookings Welcome Center
7. OCVA and Travel Oregon: Engage owned media channels and FAM tour connections
8. Wild Rivers Coast Farm Trail Media: Review all stories WRCFT has secured and follow up on all media outlets for follow up stories
9. Wild Rivers Mushroom Festival: Discuss lessons learned about how this OCVA funded festival brought 1000 people to the region in November
10. GPS Coordinates: Utilize GPS coordinates of assets to develop route using an app such as Geocaching

PHRASES

Puzzle as many as Please Provoke as many as Enchant
Invitation to Go Deeper Live Culture Social Probiotic

2018 Oregon Tourism Engagement Survey

Key Findings the Festival can Leverage

- * South Coast's Desire for More
- * High Satisfaction with Tourism in both Region and State
- * High Levels of Engagement with Oregon Tourism

Entire Oregon Coast (611 responses)

South Coast (159 responses)

High Priority Tactics	Coast	South	Festival Tactics
Destination Dev – Product Dev: Develop/improve infrastructure for visitors to experience outdoor recreation and nature-based tourism	71%	84%	Identify where trails intersect and improve infrastructure by placing public art in empty spots while also developing tour packages
Destination Dev – Planning and Mgmt: Increase visitation to the region during off-peak seasons	74%	83%	Goal to draw 1000+ visitors October 18-27, 2019
Public Affairs & Com - Increase engagement with local and regional policymakers to ensure the value of tourism is clearly communicated	66%	79%	Working with 3 counties and the Coquille tribe, engage policymakers around land use laws to install art and host agritourism activities
Destination Dev – Product Dev: Develop/expand trail systems important for outdoor recreation or multi-modal transport	66%	75%	Identify where trails intersect and improve infrastructure by placing public art in empty spots while also developing tour packages
Destination Dev – Product Dev: Provide more opportunities for visitors to experience locally grown and produced foods	64%	68%	Highlight local food through fermentation workshops and stops along the route
Destination Dev– Planning and Mgmt: Manage tourism growth in order to preserve local assets (natural and cultural)	72%	67%	Incubate conservation projects, occur off season, and create routes that disperse tourists across various local assets
Destination Dev – Planning and Mgmt: ID and foster partnerships to address the current demand on outdoor/natural resources and ID plans to mitigate its impact	68%	67%	Foster relationships among tourism sectors in the South Coast during off season and highlight natural resource health
Destination Dev – Planning and Mgmt: Create positive interaction between tourists and residents	69%	62%	During the entire 10 days, residents and tourists are encouraged to attend, eat, play, and learn together



CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 8, 2019

Originating Dept: PW/DS


Signature (submitted by)

City Manager Approval

Subject: Reservoir Seismic Improvement Project

Recommended Motion: to accept the bid of \$687,350 and to award the contract to McLennan Excavation Inc. for the Reservoir Seismic Improvement Project.

Financial Impact: Funding for the project is budgeted from the City of Brookings Water System Replacement Funds (SRF) and from the Oregon Military Department Office of Emergency Management Hazard Mitigation Grant Program. The project cost during the grant application process was estimated at \$543,750 of which the City match portion (25%) is to be \$135,937. The additional \$143,600 will come from the Water System Replacement Fund.

Background/Discussion: The City's existing water reservoirs currently do not have seismic valves. In the event of a major seismic event, the stored water is at risk of being lost thru major breaks in the City's existing distribution system and possibly disruption of the City's raw waterlines, which in turn will limit the ability to produce more domestic water. By replacing the existing inlet/outlet valves with seismic valves, this will allow for retention of the stored water in each of the tanks which will provide a valuable backup water source until the City's distribution system and water treatment systems are repaired and brought back into service.

Bidders	Bid
Clackamas Construction	\$998,493
McLennan Excavation Inc.	\$687,350

The project was first bid in 2018 and came in at \$700,000, well over what was available for matching funds from the water SRF in the 2018-19 fiscal year budget. The bid was rejected. Dyer restructured the bid documents to create add alternates and we rebid the project this year anticipating the bids would come in lower. The project under the grant terms must be completed by May 2020.

McLennan provided a responsible, complete bid and has a good reputation of successfully completing this type of work in a timely, professional manner.

Staff recommends accepting McLennan bid of \$687,350 for the Reservoir Seismic Improvement Project

Attachment(s): none

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 8, 2018

Originating Dept: PWDS


Signature (submitted by)

City Manager Approval

Subject: 2019 Street Improvement Projects

Recommended Motion: to accept the bid of \$361,180 and to award the contract to Tidewater Contracting Inc. for the 2019 Street Improvement projects.

Financial Impact: Funding for the projects is budgeted from the City of Brookings Fuel Tax Revenues received in 2019 and Oregon Department of Transportation Fund Exchange Revenues.

The City receives approximately \$300,000 per year in fuel tax revenues and approximately \$80,000 per year in ODOT fund exchange revenues.

Background/Discussion: The 2019 Street Improvement projects include full street improvements and infrastructure along Ransom Avenue from Kevin Place to Fawn and three quarter street improvements to Lundeen Road from Old County Road to the entrance of the new parking lot at Azalea Park ball fields. Both projects were listed on the five year street improvement plan presented to Council in 2018.

Bidders	Bid
Tidewater Contracting Inc.	\$361,180
McLennan Excavation Inc.	\$518,775

Tidewater provided a responsible, complete bid and has a good reputation of successfully completing this type of work in a timely, professional manner.


Staff recommends accepting Tidewaters bid of \$361,180 for the 2019 Street Improvement projects.

Attachment(s): none

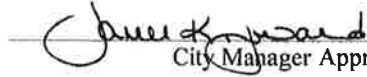
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 8, 2019


Signature (submitted by)

Originating Dept: PW/DS


City Manager Approval

Subject: Chetco Avenue Crosswalk Enhancements

Motion: To authorize staff to pursue a request through Oregon Department of Transportation for pedestrian safety enhancements to the crosswalk on Chetco Avenue at the Redwood Theater.

Financial Impact: None at this time

Background/Discussion: At the request of Councilor McKinney, the Public Work & Development Services Department researched the feasibility of installing crosswalk “in pavement” warning light systems at Chetco Avenue pedestrian crossings. In pavement light systems are not allowed on Oregon State Highways.

Additional information was requested by Councilor McKinney regarding “Pedestrian Hybrid Beacons” (PHB) which is a special type of beacon used to warn and control traffic at an un-signalized location to assist pedestrians in crossing a street. Hybrid beacons also include multi-colored light combinations. Per Oregon Department of Transportation (ODOT) the cost of a PHB starts around \$100k per crossing, require meeting traffic signal warrants and/or specific pedestrian volumes and have specific site requirements similar to a mid-block. A study performed by ODOT traffic engineers would be required in order to determine if a specific pedestrian crossing (to be determined) meets the requirements for placing a PHB.

During the Council Workshop meetings on April 1, and July 1, 2019, discussion specific to the crosswalk on Chetco Avenue at the Redwood Theater resulted in a closer look at the issues of pedestrian safety at this location. Council consensus was that additional flashing lights at the sidewalk on each side of the crosswalk at the Redwood Theater would enhance visibility for motorists as the flashing lights above the sidewalk are difficult to see certain times of the day depending on angle of the sun. Any additional enhancements would require ODOT to tie into the existing flashing beacon and add to the existing crosswalk lighting system. More research would be required to see if this can be accomplished.

Staff believes a formal request from City Council to ODOT would help ODOT prioritize the requested crosswalk enhancements among local projects.

Attachments: none


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 8, 2019

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

Elmo Williams Day Event Evaluation

Recommended Motion:

Motion to accept the Elmo Williams Day Event Evaluation report.

Financial Impact:

Funding was already allocated for this event.

Background/Discussion:

At the January 28, 2019 City Council meeting, Council authorized a grant to the Elmo Williams Day organizers in the amount of \$1,500 in Transient Occupancy Tax (TOT) funding for event costs and advertising.

The event organizers provided an event evaluation form to the Tourism Promotion Advisory Committee.

The organizers estimate that 90 people attended the event and estimate 12 participants were from outside the area.

Attachment:

Event Evaluation



City of Brookings

898 Elk Drive, Brookings, OR 97415
(541) 469-1137 Fax (541) 469-3650

Event Evaluation Form

Please complete and return to the City Recorder's Office within three (3) months of event, failure to do so may eliminate your organization from future consideration for funding.

Event: <u>Elmo Williams Day Celebration</u> Completion Date: <u>May 24 2019</u>	
Contact Person: <u>Carolyn Mullenbar</u>	
Amount Awarded <u>\$1,500.⁰⁰/₁₀₀</u>	
1. How was the funding used? <u>The funding of \$1,500^{no} was used for insurance, publicity, banners, posters, ads in local paper + other incidentals</u>	
2. Please provide a budget report that includes event expenses and revenue. Include In-Kind services. Use the form below or attach your own. Detailed receipts are not required.	
Revenue Collected	Amount
	\$ <u>0</u>
	\$
	\$
	\$
	\$
	\$
Total	\$ <u>0</u>
Expenses Paid	Amount
<u>Banners</u>	\$ <u>138.80</u>
<u>Insurance (Liability)</u>	\$ <u>104.47</u>
<u>Signs, hand cards, magnets</u>	\$ <u>149.76</u>
<u>Theatre Fee</u>	\$ <u>200.00</u>
<u>Rope, post, post digger</u>	\$ <u>35.00</u>
<u>ads in the paper + other incidentals</u>	\$ <u>971.97</u>
Total	\$ <u>1500.⁰⁰</u>
3. Estimate how many people attended the event: <u>90</u>	
4. Estimate how many people attended from outside Curry County: <u>12</u>	
To estimate attendance have a sign in sheet or event surveys so that you may determine where people have traveled from and so you have a contact sheet for your next event.	
Signed: <u>Carolyn Mullenbar</u>	Date: <u>May 24, 2019</u>
Organization: <u>Elmo Williams Day Celebration</u>	

If more room is needed for any information please attach a second sheet

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/19	06/11/2019	82794	484	DMV	10-00-2005	234.00- V
06/19	06/11/2019	82827	4559	Oregon Assoc of Clean Water Agencies	25-00-2005	740.00- V
06/19	06/11/2019	83030	193	Central Equipment Co, Inc	50-00-2005	8,000.00- V
06/19	06/04/2019	83082	5926	Barbara Ciaramella	32-00-2005	2,500.00- V
06/19	06/06/2019	83156	5908	Amazon Capital Services	10-00-2005	105.90
06/19	06/06/2019	83157	313	Brookings Vol Firefighters	10-00-2005	2,250.00
06/19	06/06/2019	83158	715	Budge McHugh Supply	20-00-2005	1,693.33
06/19	06/06/2019	83159	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
06/19	06/06/2019	83160	5822	Chaves Consulting Inc	49-00-2005	370.20
06/19	06/06/2019	83161	3834	Clean Sweep Janitorial Service	10-00-2005	1,165.00
06/19	06/06/2019	83162	5827	Coastal Investments LLC	10-00-2005	1,130.00
06/19	06/06/2019	83163	1745	Coastal Paper & Supply, Inc	10-00-2005	347.29
06/19	06/06/2019	83164	166	Dan's Auto & Marine Electric	25-00-2005	223.75
06/19	06/06/2019	83165	1	Eva Baker	20-00-2005	205.03
06/19	06/06/2019	83166	1	Curt Johnson	20-00-2005	251.67
06/19	06/06/2019	83167	5930	Nancy Erb	10-00-2005	260.00
06/19	06/06/2019	83168	3342	Fastenal	20-00-2005	275.33
06/19	06/06/2019	83169	5432	First Community Credit Union	25-00-2005	812.99
06/19	06/06/2019	83170	4646	Frontier	30-00-2005	445.69
06/19	06/06/2019	83171	199	Richard Harper	10-00-2005	400.00
06/19	06/06/2019	83172	4171	In-Motion Graphics	10-00-2005	30.00
06/19	06/06/2019	83173	4954	John Deere Financial	20-00-2005	383.51
06/19	06/06/2019	83174	5596	Rob Johnson	10-00-2005	320.00
06/19	06/06/2019	83175	162	Kerr Hardware	20-00-2005	1,361.93
06/19	06/06/2019	83176	679	McCourt Floor Coverings	10-00-2005	250.00
06/19	06/06/2019	83177	283	Muffler & More	25-00-2005	309.90
06/19	06/06/2019	83178	4443	Napa Auto Parts-Golder's	25-00-2005	18.95
06/19	06/06/2019	83179	4487	Net Assets Corporation	10-00-2005	300.00
06/19	06/06/2019	83180	329	New Hope Plumbing	10-00-2005	2,251.00
06/19	06/06/2019	83181	5886	Office Depot Inc	10-00-2005	139.84
06/19	06/06/2019	83182	279	One Call Concepts, Inc	20-00-2005	31.68
06/19	06/06/2019	83183	5008	Online Information Services	10-00-2005	131.26
06/19	06/06/2019	83184	5237	Oregon Mayors Association	10-00-2005	325.00
06/19	06/06/2019	83185	252	Paramount Pest Control	10-00-2005	55.00
06/19	06/06/2019	83186	322	Postmaster	25-00-2005	850.00
06/19	06/06/2019	83187	3	Lorraine Reynolds	20-00-2005	5.11
06/19	06/06/2019	83188	5923	Mavis Reynolds	10-00-2005	20.00
06/19	06/06/2019	83189	1840	Rogue Credit Union	15-00-2005	1,356.89
06/19	06/06/2019	83190	380	Stadelman Electric Inc	52-00-2005	18,432.00
06/19	06/06/2019	83191	142	Tidewater Contractors Inc	51-00-2005	56,209.92
06/19	06/06/2019	83192	4542	Umpqua Bank	10-00-2005	8,484.19
06/19	06/06/2019	83193	2863	Verizon Wireless	10-00-2005	497.69
06/19	06/06/2019	83194	861	Village Express Mail Center	10-00-2005	10.28
06/19	06/06/2019	83195	2122	Cardmember Service	10-00-2005	2,706.44
06/19	06/06/2019	83196	4220	Woof's Dog Bakery	61-00-2005	21.80
06/19	06/13/2019	83197	5871	BALCO Uniform Co Inc	10-00-2005	144.00
06/19	06/13/2019	83198	2407	Blue Star Gas	10-00-2005	1,663.65
06/19	06/13/2019	83199	5070	Canon Solutions America	10-00-2005	101.01
06/19	06/13/2019	83200	193	Central Equipment Co, Inc	10-00-2005	2,500.00
06/19	06/13/2019	83201	5858	CH2M Hill OMI	25-00-2005	107,604.13
06/19	06/13/2019	83202	822	Coast Auto Center	10-00-2005	1,280.50
06/19	06/13/2019	83203	4882	Coastal Heating & Air	10-00-2005	190.00
06/19	06/13/2019	83204	183	Colvin Oil Company	10-00-2005	3,053.63

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/19	06/13/2019	83205	1357	Curry County Clerk	10-00-2005	450.00
06/19	06/13/2019	83206	4746	Curry County Treasurer	10-00-2005	226.75
06/19	06/13/2019	83207	173	Curry Equipment	20-00-2005	717.78
06/19	06/13/2019	83208	1	Dan & Michelle Carroll	20-00-2005	300.00
06/19	06/13/2019	83209	1	Patricia Curry	20-00-2005	39.91
06/19	06/13/2019	83210	1	R Michael Harris	20-00-2005	289.00
06/19	06/13/2019	83211	1	Michael Matheson	20-00-2005	275.41
06/19	06/13/2019	83212	1	Kelli Ryan	20-00-2005	80.62
06/19	06/13/2019	83213	5333	Double D Electric	10-00-2005	1,102.23
06/19	06/13/2019	83214	4894	Anella Ehlers	10-00-2005	787.17
06/19	06/13/2019	83215	2067	Enviro-Clean Equipment	25-00-2005	360.52
06/19	06/13/2019	83216	153	Ferrellgas	15-00-2005	212.35
06/19	06/13/2019	83217	4646	Frontier	10-00-2005	140.85
06/19	06/13/2019	83218	5452	Pamela Ganey	10-00-2005	25.99
06/19	06/13/2019	83219	4978	Grants Pass Daily Courier	10-00-2005	124.66
06/19	06/13/2019	83220	139	Harbor Logging Supply	25-00-2005	198.00
06/19	06/13/2019	83221	5932	Harden Psychological Associates PC	10-00-2005	121.00
06/19	06/13/2019	83222	4357	Hemlock Street Properties LLC	10-00-2005	125.00
06/19	06/13/2019	83223	4526	Janell K. Howard	10-00-2005	460.60
06/19	06/13/2019	83224	4269	Gary Milliman	10-00-2005	30.74
06/19	06/13/2019	83225	123	Motorola Solutions Inc	10-00-2005	4,519.42
06/19	06/13/2019	83226	5931	Nations Medical	20-00-2005	599.90
06/19	06/13/2019	83227	5886	Office Depot Inc	10-00-2005	81.59
06/19	06/13/2019	83228	3561	Oil Can Henry's	10-00-2005	44.99
06/19	06/13/2019	83229	5155	Oregon Department of Revenue	10-00-2005	615.25
06/19	06/13/2019	83230	4	Ken Olsen	10-00-2005	87.00
06/19	06/13/2019	83231	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
06/19	06/13/2019	83232	3	Dan & Michelle Carroll	20-00-2005	73.04
06/19	06/13/2019	83233	5730	Spectrum Reach	32-00-2005	1,000.00
06/19	06/13/2019	83234	956	Suiter's Paint & Body	10-00-2005	150.00
06/19	06/24/2019	83235	5934	Airside Solutions Inc	50-00-2005	367.48
06/19	06/24/2019	83236	5908	Amazon Capital Services	49-00-2005	782.60
06/19	06/24/2019	83237	5792	Aquatic Technology Inc	10-00-2005	779.04
06/19	06/24/2019	83238	4734	Aramark Uniform Services	10-00-2005	150.00
06/19	06/24/2019	83239	4363	Black Rice & Luna LLP	10-00-2005	1,302.00
06/19	06/24/2019	83240	1169	Brookings Electronic Svs Inc	50-00-2005	1,796.65
06/19	06/24/2019	83241	5070	Canon Solutions America	10-00-2005	310.25
06/19	06/24/2019	83242	3015	Charter Communications	10-00-2005	724.96
06/19	06/24/2019	83243	1740	Code Publishing Company Inc	10-00-2005	283.50
06/19	06/24/2019	83244	5042	Curry Health Network	10-00-2005	168.00
06/19	06/24/2019	83245	4534	Daily Journal of Commerce Inc.	51-00-2005	1,586.70
06/19	06/24/2019	83246	317	DCBS - Fiscal Services	10-00-2005	481.76
06/19	06/24/2019	83247	1	Sheena Chandler	20-00-2005	202.21
06/19	06/24/2019	83248	1	Michelle Hicks	20-00-2005	246.14
06/19	06/24/2019	83249	1	Angela Hofmaster	20-00-2005	58.82
06/19	06/24/2019	83250	1	Kevin Kelly	20-00-2005	132.67
06/19	06/24/2019	83251	5672	Dept of Public Safety Standards & Train	10-00-2005	40.00
06/19	06/24/2019	83252	484	DMV	10-00-2005	10.00
06/19	06/24/2019	83253	2640	Dyer Partnership Inc., The	51-00-2005	10,207.00
06/19	06/24/2019	83254	2186	Ferguson Waterworks #3011	50-00-2005	2,949.38
06/19	06/24/2019	83255	5491	Fire Rescue Equipment NW, LLC	10-00-2005	1,938.00
06/19	06/24/2019	83256	4646	Frontier	25-00-2005	1,039.37
06/19	06/24/2019	83257	4872	G. W., Inc.	61-00-2005	102.05
06/19	06/24/2019	83258	4357	Hemlock Street Properties LLC	10-00-2005	135.00
06/19	06/24/2019	83259	4526	Janell K. Howard	10-00-2005	494.78
06/19	06/24/2019	83260	5933	Kickstart Guides	10-00-2005	22.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/19	06/24/2019	83261	4901	Mountain View Paving, Inc	25-00-2005	1,320.90
06/19	06/24/2019	83262	329	New Hope Plumbing	10-00-2005	244.00
06/19	06/24/2019	83263	3159	NorthCoast Health Screening	10-00-2005	855.00
06/19	06/24/2019	83264	442	OCCMA	10-00-2005	390.00
06/19	06/24/2019	83265	5886	Office Depot Inc	10-00-2005	154.79
06/19	06/24/2019	83266	4781	OHA Drinking Water Services	20-00-2005	7,200.00
06/19	06/24/2019	83267	4	Kami Alshaer	10-00-2005	218.00
06/19	06/24/2019	83268	4	Brookings Harbor Comm Theatre	10-00-2005	126.00
06/19	06/24/2019	83269	5849	PR Diamond Products Inc	15-00-2005	827.00
06/19	06/24/2019	83270	3	Annette & Michael Davis	20-00-2005	45.00
06/19	06/24/2019	83271	5935	Supply Cache Inc, The	10-00-2005	102.70
06/19	06/24/2019	83272	861	Village Express Mail Center	10-00-2005	5.12
06/19	06/24/2019	83273	169	Waste Connections Inc	25-00-2005	1,115.65
06/19	06/24/2019	83274	5900	Wells Fargo Equipment Finance	25-00-2005	1,291.67
06/19	06/24/2019	83275	151	Western Communications, Inc.	10-00-2005	1,267.31
06/19	06/27/2019	83276	3834	Clean Sweep Janitorial Service	33-00-2005	940.00
06/19	06/27/2019	83277	183	Colvin Oil Company	10-00-2005	2,696.68
06/19	06/27/2019	83278	185	Del Cur Supply	10-00-2005	71.92
06/19	06/27/2019	83279	1	Edward August Jr	20-00-2005	173.83
06/19	06/27/2019	83280	1	Marie Cantrell	20-00-2005	217.19
06/19	06/27/2019	83281	1	Angela Gardner	20-00-2005	300.00
06/19	06/27/2019	83282	1	Leo Thacker	20-00-2005	91.20
06/19	06/27/2019	83283	749	Emerald Pool & Patio	10-00-2005	1,385.50
06/19	06/27/2019	83284	298	Freeman Rock, Inc	20-00-2005	398.43
06/19	06/27/2019	83285	4646	Frontier	10-00-2005	95.11
06/19	06/27/2019	83286	4526	Janell K. Howard	10-00-2005	240.30
06/19	06/27/2019	83287	4269	Gary Milliman	10-00-2005	62.50
06/19	06/27/2019	83288	5886	Office Depot Inc	10-00-2005	83.46
06/19	06/27/2019	83289	3309	Roberts & Associates	51-00-2005	290.00
06/19	06/27/2019	83290	5195	Sonsray Machinery LLC	20-00-2005	106.05

Grand Totals:

272,550.32

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary
