

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, October 14, 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. Ceremonies/Appointments/Announcements

1. Red Ribbon Week Proclamation [Pg. 3]
2. Appointment of Julie Retherford to Budget Committee [Pg. 4]
3. Appointment of William Dundom to Planning Commission [Pg. 8]
4. Yard of the Month – September
 - a. Best Residential – Les Barrigar, 96465 Ridgeway Street
 - b. Best Commercial – Semi Aquatic Gallery, 654 Chetco Ave

E. Scheduled Public Appearances

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

1. Virginia (Ginny) Williams, Chief Executive Officer of Curry Health Network

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 September 23, 2019 [Pg. 10]
2. Accept Parks and Recreation Committee minutes for July 25, 2019 [Pg. 14]
3. Accept Planning Commission minutes for September 3, 2019 [Pg. 16]
4. Reschedule November 11th Meeting for November 12, 2019
5. Cancel November 25, 2019 Regular Council Meeting
6. Cancel December 23, 2019 Regular Council Meeting

H. Staff Reports/Resolutions

1. Adoption of 2019-21 Strategic Plan [City Manager, Pg. 19]
 - a. Draft 2019-21 Strategic Plan [Pg. 20]
2. Appointing City Representative to the Border Coast Regional Airport Authority [City Manager, Pg. 22]
 - a. Resolution 19-R-1168 [Pg. 23]

I. Informational Non-Action Items

1. September Vouchers [Pg. 24]
2. Committee Vacancies [Pg. 27]

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 *Proclamation*

WHEREAS, Substance abuse is damaging to our children and is a contributing factor in the three leading causes of death for teenagers - accidents, homicides and suicides; and

WHEREAS, October 23rd through October 31st, 2019, has been designated **NATIONAL RED RIBBON WEEK** whereby all Americans can show their commitment to drug-free lifestyles; and

WHEREAS, Brookings Emblem Club #265 and the City of Brookings encourage everyone to participate in **RED RIBBON WEEK** to establish an atmosphere that promotes family and individual responsibilities for living drug free, without the use of illegal drugs or the illegal use of legal drugs, and

WHEREAS, the citizens of Brookings are invited to show their support for a drug-free community in which to raise happy, healthy, alcohol, tobacco and drug-free children by wearing and displaying red ribbons during this week;

NOW THEREFORE, BE IT RESOLVED that I, Jake Pieper, Mayor of the City of Brookings, do hereby proclaim the week of October 23rd through October 31st, 2019 to be

Red Ribbon Week

In Witness Whereof, I, Mayor Jake Pieper, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 14th day of October, 2019.

Mayor Jake Pieper

SEP 24 2019



City of Brookings

898 Elk Drive, Brookings, OR 97415
Phone: 541-469-2163 Fax: 541-469-3650
www.brookings.or.us

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Julie Retherford
Physical Address: 535 Chetco Ln. #7 Brookings, OR 97415
Mailing Address: same
Email Address: julie@chetcolibrary.org Phone: 440-610-2581

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- 1. Commission/Committee applying for: Composition (i) Term (ii)
[] Planning Commission/Commission for Citizen Involvement (iii) 5 Electors, 2 UGB 4 years
[x] Budget Committee 5 Electors 3 years
[] Parks and Recreation Commission 4 Residents, 1 UGB 2 years
[] Tourism Promotion Advisory Committee (TPAC) (iii) 4 Residents, 3 Curry Co. 3 years
[] Other (please specify):
2. City residents: How long have you lived in the City of Brookings? 1 years 3 months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? [x] Yes [] No
3. UGB residents: How long have you lived in the UGB?
4. What is your current occupation? Public Library Director (Chetco Library)

NOTES:

- (i) Membership requirements:
Residents must reside inside City limits; resident/UGB status determined by physical address.
Electors are registered voters of the City of Brookings (verified by County Elections Office).
UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).
(ii) Term: Appointments to fill mid-term vacancies will be for the remainder of that term.
(iii) Other restrictions:
Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

I am the Director of the Chetco Community Public Library District. In that role, I work with our elected Board and our Budget Committee to develop our annual budget. As a Special District, we are required to follow local budget law, so I am well-versed in the process. I am also aware of the political and practical implications of budgetary decisions.

2. List any unrelated work history, educational background, and volunteer experience you may have:

I have a Bachelor's in English & Communications, and a Master's in Library & Information Science. I used to serve on the Board of a non-profit homeless shelter in Ohio, and currently serve as the chair of a local non-profit created to bring an Events and Performing Arts Center to Brookings. Before becoming the director of the Chetco Library, I was an Assistant Director of a large 9-branch library system in Ohio. Prior to that I worked in Workers Compensation, managing claims and getting injured Workers back to work.

3. Briefly describe your interest in this position and what you hope to accomplish:

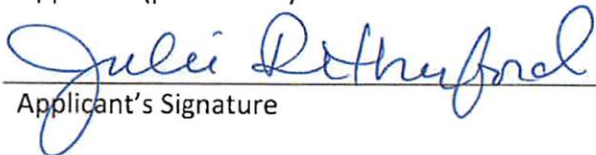
As the Director here I have grown very interested in the budgets and budgeting processes for area entities - the County, the Schools, other Special Districts, and the city. I understand the importance of having a balanced and reasonable budget committee, and I hope to provide that for the City's Budget Committee. I think the City of Brookings spends its money well, and I'd like to play a role in its continuing growth and fiscal responsibility.

PART IV Volunteer Agreement: *Please read and check off the following before signing:*

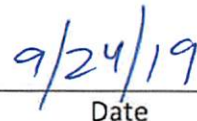
- I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Julie Retherford

Applicant (print name)



Applicant's Signature



Date

****Planning Commissioners holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGEC). You may view a sample form at http://www.oregon.gov/ogec/docs/sei/sei-11_form_sample_only_for_website.pdf. Official forms provided by OGEC.**

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 9 am to 4:30 pm, Monday – Friday.

Commission and Committee contact information:

- Planning Commission: 541-469-1103 - lziemer@brookings.or.us
 - Budget Committee: 541-469-1123 - jhoward@brookings.or.us
 - Parks and Recreation Commission: 541-469-1103 - lziemer@brookings.or.us
- Tourism Promotion Advisory Committee: 541-469-1103 - lziemer@brookings.or.us

RECEIVED

OCT 10 2019

City of Brookings

CITY OF BROOKINGS 898 Elk Drive, Brookings, OR 97415
Phone: 541-469-2163 Fax: 541-469-3650
www.brookings.or.us



APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: William J. Dandom
Physical Address: 96829 E. Harris Hts. Brookings Or
Mailing Address: P.O. Box 1502, Brookings Or 97415
Email Address: bigfootboatgrease@gmail.com Phone: 469-4379

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | 1. Commission/Committee applying for: | <u>Composition (i)</u> | <u>Term (ii)</u> |
|--|--------------------------|------------------|
| <input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 years |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii) | 4 Residents, 3 Curry Co. | 3 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? _____ years _____ months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? Yes No
3. UGB residents: How long have you lived in the UGB? 31 years _____ months
4. What is your current occupation? Retired

NOTES:

(i) *Membership requirements:*

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).

(ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) *Other restrictions:*

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

Appointed to Planning Commission 2003 by Mayor Bob Hagbom.

Served for 5 1/2 years.

Resident of Brookings/Harbor for 61 years.

2. List any unrelated work history, educational background, and volunteer experience you may have:

Graduated from S.O.C. in 1971 / degree...

BS Geography.

Worked for Civil Engineer/surveyor in Portland for 2 1/2 yrs.

U.S.F.S. for 2 years as Survey tech.

S. Coast Lmbr. as Engineers Assistant for 2 yrs.

Timber Industry for 30 years, owned Logging business and Timber Falling.

3. Briefly describe your interest in this position and what you hope to accomplish:

As a life long citizen in Brookings, I am interested in where we are going as a city. I bring some historical perspective to the process, with the hope of keeping our uniqueness while promoting growth.

Mayor Hagbom impressed me with his statement "that any city that doesn't grow, will die", I will add my previous experience on Planning Commission and seasoned reasoning to this body.

PART IV Volunteer Agreement: *Please read and check off the following before signing:*

- I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

William J. Dundome

William J. Dundome

Applicant (print name)

William J. Dundome

Applicant's Signature

10/10/19

Date

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Tourism Promotion Advisory Committee: 541-469-1103 - lziemer@brookings.or.us

City of Brookings CITY COUNCIL MEETING MINUTES

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

Monday, September 23, 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 and John McKinney and Ron Hedenskog; a quorum present

Staff present: City Manager Janell Howard, City Attorney Martha Rice, Public Safety Director Kelby McCrae, Operation Chief Jim Watson, Public Works and Development Services Director Tony Baron, Deputy Public Works and Development Services Director Jay Trost, RARE intern Erik Orta and Deputy Recorder Rita Ritz.

Media Present: Jeremy Ruark of Curry Pilot present

Others Present: Approximately 60-70 audience members

Addition to Agenda

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to add FAA grant for the Brookings Airport (KBOK) 5 year master plan as item G6.

Ceremonies

Introduction of New Employees

Deputy Public Works and Development Services Director Jay Trost introduced intern Erik Orta participant of Resource Assistance for Rural Environments (RARE).

Resignation of Cherly McMahon

Councilor Hedenskog moved, Councilor Hamilton seconded and Council voted unanimously to accept Cheryl McMahon resignation from Planning Commission.

Recognition of Cherly McMahon

Council thanked Cherly for her 12 years of service on the Planning Commission and presented her with a plaque of appreciation.

National Emblem Club Week Proclamation

- Mayor Pieper read the proclamation and presented it to the Emblem Club.
- A representative from the Emblem Club addressed Council thanking the community.

Oral Requests and Communications from the audience

1. Rob Foster of 860 Midland Way addressed Council with updates from the Curry Housing Taskforce and extended an invitation to their next meeting.

Consent Calendar

1. Approve Council minutes for September 9, 2019
2. Accept TPAC Committee minutes for August 8, 2019
3. Receive monthly financial report for August 2019

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

Staff Reports

Fire Department Training Facility

Operation Chief Watson presented the staff report.

Councilor Hodges moved, Councilor Hedenskog seconded and Council voted unanimously to approve the fire training site near the Brookings Airport.

Crosswalk Enhancements

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

Councilor Hodges moved, Councilor Hedenskog seconded and Council voted unanimously to authorize the City Manager to enter into an agreement with ODT for crosswalk light enhancements at Redwood Theater in the amount of \$8,000.

Park Fee Waiver

Deputy Public Works and Development Services Director Trost presented the staff report.

The following individuals addressed Council in support of the Park Fee Waiver

1. Mary Curtis of 99789 S. Bank Chetco River Rd
2. Teresa Lawson of 820 Brookhaven Dr
3. Les Goodrich of P.O. Box 7677
4. Karyn Johnsen-Dagenais of P.O. Box 1313

Councilors agreed about the good work Ede Viale does for our community and further discussed the pros and cons of her location.

Councilor Hedenskog moved, Councilor Hamilton seconded and Council voted unanimously to waive park use fees for Ede Viale to continue her Benevolent Meal Site, for one year. Future situations like these will be determined on a case by case basis.

KCIW Radio Request

City Manager Howard presented the staff report.

The following individuals addressed Council in support of the KCIW Radio Request

1. Bruce Ellis of 15577 HWY 101 S
2. Carl King of 33085 Nesika Rd
3. Sherley Haitt of 521 Fir St
4. Jeanne Beveridge of P.O. Box 1383
5. Ray Gary of McVay Creek Rd
6. Debra Worth of 328 S. Hazel
7. Rose Mantel of 15374 Oceanview Dr
8. Jean Soderman of 1724 Arch Ln
9. Debra Foley of 15505 Oceanview Dr
10. Karen Brown & Erick Sill of 97839 Bathiany Ln
11. Sheila Espinoza of 985 Marina Heights Rd
12. Shannon Stansberry of 16340 Lower Harbor Rd
13. Kathleen Dickson of 18821 Montbretia Ln
14. Jim Schult of 15803 HWY 101 S
15. Tom Bozack of 1334 Heather Ln
16. Judy Kaplan of P.O. Box 196
17. Ricky Pearce of Harbor Oregon
18. Les Goodrich of P.O. Box 7677
19. Howard Flood of 96180 Cape Ferrelo Rd

Councilors discussed the need for public safety communications, the amount KCIW should pay, length of agreement and to help relocate their current broadcast antenna.

Councilor Hedenskog moved, Mayor Pieper seconded and Council voted unanimously to authorize the City Manager to sign a draft MOU with KCIW with amendments to section 2.3 to \$100 dollars and section 2.7 for one year.

USGS Chetco Gage Agreement

City Manager Howard presented the staff report.

Councilor McKinney moved, Councilor Hedenskog seconded and Council voted unanimously to authorize the City Manager to execute the joint agreement with the U.S. Geological Survey for maintenance of the flow gage on the Chetco River.

Award of FAA grant for the Brookings Airport (KBOK) 5 year master plan

Deputy Public Works and Development Services Director Trost presented the staff report.

Councilor Hodges moved, Councilor Hedenskog seconded and Council voted unanimously to authorize the City Manager to sign the FAA Grant Agreement to fund the Airport Master Plan Study Update.

Remarks from Mayor and Councilors

No Remarks from Councilors

Adjournment

Councilor Hedenskog moved, Councilor McKinney seconded and with all Councilors in favor Mayor Pieper adjourned the meeting at 10:04 p.m.

Respectfully submitted:

ATTESTED:
this 14th day of October 2019:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

MINUTES
BROOKINGS PARKS AND RECREATION COMMISSION
July 25, 2019

CALL TO ORDER

Chair Patt Brown called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

ROLL CALL - Introduction of new Commissioner Lex Rau

Present: Commissioners Brad Alcorn, Lonnie Nalls, Lex Rau and Chair Patt Brown, Commissioner Trace Kather arrived after the meeting started

Also present: Deputy PWDS Director Jay Trost and PWDS Director Tony Baron

Approximately 5 audience

APPROVAL OF MINUTES

Motion made by Commissioner Nalls to approve the minutes of May 30, 2019; motion seconded by Commissioner Alcorn and Commission voted; the motion carried unanimously.

PUBLIC APPEARANCES – None

COMMISSION BUSINESS

A. Azalea Park Foundation (APF) Liason Report - Commissioner Alcorn presented a review of the two recent APF meetings he attended with concerns, observations and opinion on the pending MOU.

REGULAR AGENDA –

A. Azalea Park Foundation Memorandum of Understanding (MOU) – (This matter was referred back to the Parks and Recreation Commission by the City Council for further review of the proposed MOU).

Commissioner Alcorn stated he does not feel APF is sustainable with the current number of volunteers, they are not meeting the original objectives of the 1996 Statement of Purpose by requesting funding, and feels there is a contentious relationship between the City and APF. He does not think an MOU between the two would be a healthy working relationship.

Teresa Lawson, President, Azalea Park Foundation provided details of events that have occurred in the past with the City and APF. Currently APF has six board members, a random number of volunteers and pays a landscaper monthly to assist in the upkeep of the formal gardens. She does not feel a contentious relationship exists and believes APF contributes to the upkeep of the park and is able to work with the City to continue doing so.

Commissioner Alcorn read the two recommoneded motions before the Commission to consider:

1. Recommend to City Council to consider the APF Memorandum of Understanding as revised; OR
2. Recommend to City Council to dissolve the Memorandum of Understanding with the APF.

Motion made by Commissioner Alcorn to dissolve the Memorandum of Understanding with the Azalea Park Foundation; motion seconded by Commissioner Nalls. Commission further discussed the options, possible alternatives and dissolution of the APF MOU. Commission agreed to explore any means in the future that would be in the best interest of the park, explore all options and opportunities to make the park the best the City has.

After discussion another motion and vote was conducted. **Motion made by Commissioner Alcorn to dissolve the Memorandum of Understanding with Azalea Park Foundation, motion seconded by Commissioner Nalls. The Commission voted with Commissioners Kather, Rau, Alcorn and Nalls in favor and Commissioner Brown against; the motion carried 4-1.**

Teresa Lawson advised that without an MOU with the City the APF would have no function. It was suggested they review their foundation paperwork and the framework of their organization.

Deputy PWDS Director Jay Trost requested the vote be recorded again.

Motion made by Commissioner Alcorn to dissolve the Memorandum of Understanding with Azalea Park Foundation; motion seconded by Commissioner Nalls. Chair Brown opened for discussion; none. Chair called for a vote. **The Commission voted with Commissioners Kather, Rau, Alcorn, Nalls, and Brown in favor; the motion carried 5-0.**

INFORMATION UPDATES/DISCUSSION ITEMS

A. 2019 Project Updates - Jay advised the new Summer Rec Program has been successful with the creation of a summer softball league with seven teams and 160 players. Currently planning a fall softball season and hopes to eventually bring back coed, senior league and intercity leagues.

Jay provided updates on upcoming park projects including new Azalea Park basketball courts where the current volleyball courts are, an Azalea Park outdoor fitness area which is a co-op project with Rotary, a new Capella patio that could be used by renters of the Capella and a dog park out on Chetco Point. Believes all of these park projects will be beneficial to park users.

B. RARE Participant Update – City received approval for an 11 month RARE participant. They will start work in September and will be working on the Parks 5 year Master Plan.

C. OPRD Grant Update – Jay advised the City did not receive the OPRD grant to pave the Capella parking lot, which was in cooperation with Natures Coastal Holiday (NCH). The City and NCH are committed to the project and will keep trying to find ways to fund.

Jay also advised that the Occasion Hall at Salmon Run is in the final stages of completion.

COMMISSIONER REPORTS/COMMENTS - None

ADJOURNMENT

Next meeting scheduled for September 26, 2019. With no further business, meeting adjourned at 8:59 pm.

Respectfully submitted,



Patt Brown, Chair

(Approved at September 26, 2019 meeting)

BROOKINGS PLANNING COMMISSION MINUTES
September 3, 2019

CALL TO ORDER

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:00 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

ROLL CALL

Commissioners Present: Tim Hartzell, Skip Hunter, Cody Coons, Clayton Malmberg and Gerald Wulkowicz
Staff advised that Commissioner Cheryl McMahan had submitted her resignation August 26, 2019.
Staff Present: PWDS Director Tony Baron and Planning Tech Lauri Ziemer
Others Present: 13 audience members

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None

PUBLIC HEARINGS

4.1 In the matter of File No. CUP-6-19, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 604 Spruce Street.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:04 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant Rachel Gates was present and available for questions. She advised she will be acting as the property manager. No one spoke in opposition and the participant did not request additional time to submit materials. The public hearing was closed at 7:10 pm.

The Commission deliberated on the matter and found the application met the criteria. **Motion made by Commissioner Malmberg to approve CUP-6-19 authorizing the single family dwelling located 604 Spruce Drive to operate a short-term rental, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded by Commissioner Hartzell. By a 5-0 vote the motion carried.**

Motion made by Chair Wulkowicz to approve the Final Order as presented; motion seconded by Commissioner Hunter. By a 5-0 vote the motion carried.

4.2 In the matter of File No. CUP-7-19, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 17292 Holmes Drive.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:13 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's representative Ron Reel, Pacific Ocean Properties was present and available for questions. He advised that the property owners have recently renovated the property and will not be allowing pets. He will be available to manage any issues that arise with tenants.

Donna Nielsen, 96396 Dawson Road, Brookings spoke in opposition. She is concerned about short term rentals changing the dynamics of a residential neighborhood. She resides next to a short term rental and stated some renters are not considerate of the residents residing in the area, tending to be loud and letting dogs run loose.

No participant requested additional time to submit materials. The public hearing was closed at 7:21 pm.

The Commission deliberated on the matter and found the application met the criteria. **Motion made by Chair Wulkowicz to approve CUP-7-19 authorizing the single family dwelling located 17292 Holmes Drive to operate a short-term rental, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded by Commissioner Hartzell. By a 5-0 vote the motion carried.**

Motion made by Commissioner Hartzell to approve the Final Order as presented; motion seconded by Commissioner Malmberg. By a 5-0 vote the motion carried.

4.3 In the matter of File No. MC-2-19 (CUP-7-97), a request for approval of a Minor Change of a Conditional Use Permit changing from operating a 33 unit residential care facility to a ten bed medical facility at 503 Railroad Street.

Chair Wulkowicz declared ex parte interest and recused himself, Vice Chair Hartzell assumed roll as Chair. There was no other ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:25 pm. PWDS Director Tony Baron reviewed the staff report.

Applicant Dr. William McDougall advised that he is acquiring the property to open a medical care facility. He has had an engineer design and configure a parking lot design.

Richard Christensen, 955 Krista, Brookings – his son owns the neighboring property at 425 Railroad and they are concerned about the current drainage issues as storm water drains onto their property from 503 Railroad. They request applicant be required to capture on site storm water and direct into the city storm drain system. Also the applicant's current fence is approximately 6' to 8' inside of the actual property line, leaving bushes and weeds growing unchecked onto their adjoining property that they have cleaned up. Requests fence be moved to property line or provide maintenance of the bushes. He also advised there is an unused 12' to 15' City ROW since Railroad Street has been redone and wondered if the City would consider vacating the ROW.

Don Hodges, 96978 Park Lane, Brookings, is the current property owner and advised that the current fence is inside the actual property line approximately 6'-8'. He is willing to work with applicant and neighbor Christensen to address fence and storm water issues.

Vanessa Young, 415 Railroad, Brookings, real estate agent, also resides on Railroad Street and feels the parking that they will be required to supply will be an improvement and benefit to the street.

No participant requested additional time to submit materials. The public hearing was closed at 7:45 pm.

The Commission deliberated on the matter and discussed the storm water drainage. PWDS Director Baron advised that any development on the property will require engineering, and drainage issues will be addressed as it is not allowed to shed water off on neighboring properties and that can be added as a Condition of Approval in the Final Order. Fencing between the properties is a civil issue and the applicant is willing to discuss further with adjacent neighbor Christensen. **Motion made by Commission Malmberg to approve MC-2-19 (CUP-7-97) authorizing a Minor Change to the existing Conditional Use Permit from operating a 33 unit residential care facility to a ten bed medical facility at 503 Railroad, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval with the addition of Condition of Approval #9 addressing the drainage of the existing driveway and new parking**

lot to direct water to the City storm drain; motion seconded by Commissioner Hartzell. By a 4-0 vote (Chair Wulkowicz recused) the motion carried.

Motion made by Commissioner Hartzell to approve the Final Order with the addition of Condition of Approval #9 addressing the drainage of the existing driveway and new parking lot to direct water to the City storm drain; motion seconded by Commissioner Malmberg. By a 4-0 vote (Chair Wulkowicz recused) the motion carried.

MINUTES FOR APPROVAL

5.1 Minutes of regular Planning Commission meeting of August 6, 2019. **Motion made by Chair Wulkowicz to approve the minutes as presented; motion seconded by Commissioner Hunter. By a 5-0 vote the motion carried.**

UNSCHEDULED PUBLIC APPEARANCES - None

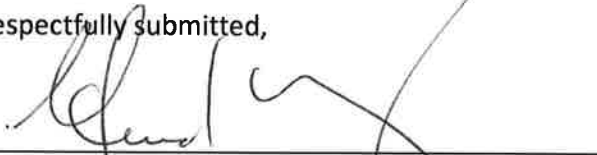
REPORT FROM THE PLANNING STAFF – None

COMMISSION FINAL COMMENTS – Commission discussed adding on Conditional Use Permits as a Condition of Approval for Short Term Rentals the requirement of applicants providing the adjacent neighbors with the property manager information for contact purposes. Also suggested contacting other coastal cities to find out if they require professional property managers to manager short term rentals.

ADJOURNMENT

Chair Wulkowicz adjourned the meeting at 8:05 pm.

Respectfully submitted,



Gerald Wulkowicz, Brookings Planning Commissioner
Approved at the October 1, 2019 meeting

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Workshop Date: October 14, 2019

Originating Dept: City Manager

Signature (submitted by)



City Manager Approval

Subject:

Adoption of 2019-2021 Strategic Plan

Recommended Motion:

Motion to adopt the 2019-2021 Strategic Plan

Financial Impact:

No immediate direct impact. Each project would be approved through the budget process and approved by future Council action if over \$25,000.

Background/Discussion:

The City adopted the 2017-2019 Strategic Plan in October 2017. A Council Workshop was held on August 5, 2019. A number of action items were identified as completed and were proposed for deletion. There were other items that were discussed as additions or updates. An additional Council Workshop was held on October 7, 2019 to discuss updates to this plan and review the proposed changes. Those are incorporated into the attached draft 2019-2021 Strategic Plan.

The Strategic Plan is utilized by staff as a part of the budget development and priority-setting process.

Attachment:

- a. Draft 2019-2021 Strategic Plan

GOAL 1: An Effective, Responsive, Ethical City Government That Is Fiscally Sustainable.			
Objectives	Action Items	Resp Party	Status/Notes
1	Sufficient revenue to sustain City services at appropriate levels.	PWD/FHD	Need Council direction—Workshop—Janell to do CWR
	1.1 Encourage new private investment in the community	CM	Working to improve community services (i.e., health care) before developing marketing strategy. Focus on housing
	1.2 Maintain General Fund reserve at 5 percent of operating budget.	BC	Included in 2017-18 2019-20 budget; In budget message
	1.3 Conduct energy conservation improvements at water and wastewater plants.	PWDS	Pump replacement needed, lighting fixtures changed to higher efficiency; \$30k/mo energy cost; VFD's at water plant
	1.4 Significantly reduce vehicle fuel consumption.	PWDS	Purchasing the most fuel efficient vehicles possible; reducing travel through combination of carpooling and on-line/in-house trainings; reduce fleet vehicles - surplus; continue to improve efficiencies and educate employees
	1.5 Balanced revenue system that recognizes demands on City services by residents, businesses and visitors.	FHD/CM	Reauthorize Fuel Tax. On ballot May 18. Info video in progress; Fuel Tax reauthorized May 2018; Expires in 5 years = 2023; Update pavement management study plan (PMS) prior to 20203 election
4-a	Assure internal consistency and efficiency.	CM	Ongoing
2	Stable, effective and accountable management. Sustain positive workplace environment and employee morale.	CM/CC	LGIP study 2019 to update 2009 study; LGIP study to update 2009 study, will complete 2021-22
	2.2 Succession planning	CM	Identify key positions; recruit for and/or train successors
	2.3 Complete infrastructure GIS project	PWDS	GIS framework complete; adding new information as it comes in
	2.4 Develop plan for recruiting and sustaining volunteers	PWDS	Assigned to Parks Supervisor On Going - Adopt a park
3		PWDS	Ongoing Public Procurement Contracting Policy
GOAL 2: A Safe Community			
Objectives	Action Items	Resp Party	Status/Notes
1	A disaster resilient community with adequately staff, equipped and housed police/fire departments and City Hall.	CM	Repair, remove or replace FC Reservoir; Reservoir grant pending; Engineering study in progress. Tank seismic valves; In progress. City Hall retrofit; To be completed in 2019 Police/Fire Station grant approved
2	Provide clean drinking water and compliant waste water treatment.	PWDS	Goal achieved
3	Improve community health care.	CM	State authorized permit/ \$1.2 million needed by CHN to open; Legislation passed in 2019
		CM	Funding needed for study
4	Maintain streets in safe/serviceable condition.	BC	Annual program. \$290,000 in fuel tax revenues; Update pavement management study plan (PMS) prior to 20203 election
	4.2 Improve pedestrian/vehicle safety; replace hazardous storm drain grate; make pedestrian facilities more accessible.	PWDS	TSP update adopted; N. Chetco sidewalk; application pending OTC approval Project schedule for 2020-21
	4.3 Develop multi-year street/sidewalk improvement plan to include developing bicycle plan & pursuing funding for improvements.	PWDS	Bicycle Plan Adopted - Harris/Dawson Project completed 2015; more grants in progress. TSP update underway; includes bike amenities.
5	Safe Parks	PWDS	Azalea Park sports field lighting grant completed; Mill Beach Hours adjusted
	5-2 Perform annual Azalea Park tree evaluation	PWD	
6	Improve pedestrian safety		

GOAL 3: Influence Economic Growth / Improve Quality of Life			
Objectives	Action Items	Resp Party	Status/Notes
1	Establish pro-growth policy	CM	Video library promoting City on website; New resident recruitment video completed August.
	Develop business retention strategy	CM	Create regional SOREDI type agency. Meet with key businesses. Expand participation in SCDC.
	Develop comprehensive plan for addressing wastewater I&I issue	PWDS	Annual program to correct I & I; Projects in progress
	Develop program to "cash out" DIA's.	PWDS/FA	Properties to be released identified. Completed.
	Adopt ordinance to implement Downtown Master Plan 2002	PMPWDS	Develop updated plan. Approved by Council June 12, 2017
2	Work with private interests to improve appearance of downtown through building & streetscape improvements	BLDPWDS	Build from 2.4
	Develop UGB transition agreements with special districts.	PWDS	Delayed by HSD; County not pursuing.
	Complete Railroad reconstruction project Wharf to 5th	PWDS	Construction scheduled for 2018
	Pursue pedestrian improvement funding: Hwy101 north of Lucky Lane	PWDS	Tentatively approved by State for 2019 2020-21
	Pursue State/Federal grants to fund economic development and infrastructure improvements	CM	Ongoing. USDA loan application in progress; currently in environmental review
5	Attract tourists to stop in downtown.	PWDS/PIS	Obtained cost; not in budget.
	Improve downtown directional/parking signs	PWDS/PIS	Need further direction - Master Plan update directed
	Incentive program for downtown shops	PWDS/BLD	Need further direction; workshop needed; façade program
	Limit retail commercial land supply to encourage retail infill & redevelopment to areas within existing UGB, especially downtown	PMPWDS	Implemented through current zoning
	Promote downtown public art	PWDS	Public Art Committee active Inactive
	Develop RV parking along Frontage Road	PWDS/PIS	Preliminary design; need workshop
6	Reconfigure Azalea Park Athletic Fields	PWDS/PIS	In progress. Completed
	Install restrooms at Chetco Point and Stout Park (revisit)	PWDS/PIS	Plan/budget developed. Restroom installation at Chetco Point completed. Completed
7	Utilize zoning ordinance to provide commercial/industrial lands for development	PMPWDS	No action. Possibly re-assign
	Work with landowners to create larger development opportunity sites	CM	Opportunities scarce
	Encourage cottage industry/professional service home occupations	PMPWDS	Code adopted for cottage industries
	Provide development opportunities for senior housing ranging from single-family detached dwellings to nursing facilities.	CM	Code revised to include workforce housing (smaller, low rent housing) and nursing/assisted living housing as CUP in all residential zones. Facilitating meetings between land owners and housing developers.
8	Complete Housing Needs Assessment	CM	Presentation at Oct 23 City Council Meeting
	Encourage development of undeveloped, annexed property north end of City	CM	
GOAL 4: Effective Intergovernmental Relations			
Objectives	Action Items	Resp Party	Status/Notes
1	Influence regional, state, national policy on issues important to achieving City goals.	CC	
2	Achieve City goals through strategic partnerships.		City participating in OCVA, SCDC, Wild Rivers Alliance, BCRAA
3	Prepare for potential County fiscal failure.	CM/FHD	Building Inspection. Airport acquisition proposed.
3	Utilize Community College to fullest extent	CM	

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: October 14, 2019

Originating Dept: City Manager

Signature (submitted by)



City Manager Approval

Subject:

Resolution 19-R-1168 appointing a representative to the Border Coast Regional Airport Authority Board of Commissioners.

Recommended Motion:

Motion to adopt Resolution 19-R-1168.

Financial Impact:

Mileage for meeting attendance in Crescent City.

Background/Discussion:

The City is a member of the Border Coast Regional Airport Authority (BCRAA), which manages the Del Norte County Regional Airport. The City has a representative on the BCRAA Board of Directors. The current Director is Gary Milliman and the alternate is City Manager Janell Howard.

This resolution would reappoint Milliman as the City's primary representative and City Manager Janell Howard as the alternate representative immediately. Milliman will provide the City Council with a written monthly report concerning BCRAA activities and seek policy direction as needed.

BCRRA Board meetings are held monthly in Crescent City during the day and Councilor members have had difficulty participating during the work day. Milliman has served as the City's alternate representative since 2007.

Milliman will serve as the City's BCRAA representative as a community service and will receive compensation for travel expense only.

Attachment(s):

- a. Resolution 19-R-1168

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 19-R-1168

A RESOLUTION OF THE CITY OF BROOKINGS APPOINTING A BROOKINGS REPRESENTATIVE TO A FOUR YEAR TERM ON THE BORDER COAST REGIONAL AIRPORT AUTHORITY BOARD OF COMMISSIONERS AND APPOINTING AN ALTERNATE.

WHEREAS, the City of Brookings (City), by authority of the Border Coast Regional Airport Authority (BCRAA) Joint Powers Agreement, holds a position on the BCRAA's Board of Commissioners; and

WHEREAS, the term of the City's present appointments to the BCRAA's Board of Commissioners has expired;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that Gary Milliman is hereby reappointed to serve a four year term ending October 3, 2023, on the Border Coast Regional Airport Authority Board of Commissioners, and that City Manager Janell Howard is reappointed to serve as alternate, effective immediately.

Passed by the City Council October 14, 2019; effective the same date.

Attest:

Mayor Jake Pieper

City Recorder Janell K Howard

Report Criteria:
 Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/05/2019	83580	5908	Amazon Capital Services	49-00-2005	530.96
09/19	09/05/2019	83581	5019	American Leak Detection	20-00-2005	1,163.75
09/19	09/05/2019	83582	4363	Black Rice & Luna LLP	10-00-2005	841.00
09/19	09/05/2019	83583	4608	BMI	20-00-2005	595.00
09/19	09/05/2019	83584	4608	BMI	20-00-2005	530.00
09/19	09/05/2019	83585	313	Brookings Vol Firefighters	10-00-2005	2,250.00
09/19	09/05/2019	83586	715	Budge McHugh Supply	20-00-2005	5,732.66
09/19	09/05/2019	83587	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
09/19	09/05/2019	83588	5949	Mark Camarillo	15-00-2005	53.00
09/19	09/05/2019	83589	3834	Clean Sweep Janitorial Service	25-00-2005	2,085.00
09/19	09/05/2019	83590	5827	Coastal Investments LLC	10-00-2005	1,130.00
09/19	09/05/2019	83591	1	Elena Bourygina	20-00-2005	103.20
09/19	09/05/2019	83592	1	Pearl Casovia	20-00-2005	23.96
09/19	09/05/2019	83593	1	Jim Matthews	20-00-2005	232.60
09/19	09/05/2019	83594	1	Pacific Coast Rentals	20-00-2005	77.07
09/19	09/05/2019	83595	1	Brian Sipe	20-00-2005	135.97
09/19	09/05/2019	83596	1	Ann Voiz	20-00-2005	45.00
09/19	09/05/2019	83597	5156	Desi's Tree Trimming	10-00-2005	2,000.00
09/19	09/05/2019	83598	3342	Fastenal	20-00-2005	153.84
09/19	09/05/2019	83599	5432	First Community Credit Union	25-00-2005	812.99
09/19	09/05/2019	83600	298	Freeman Rock, Inc	50-00-2005	6,617.79
09/19	09/05/2019	83601	5065	Gold Beach Lumber	50-00-2005	649.80
09/19	09/05/2019	83602	3961	Grizzly Fence & Construction	15-00-2005	1,586.00
09/19	09/05/2019	83603	199	Richard Harper	10-00-2005	400.00
09/19	09/05/2019	83604	162	Kerr Hardware	10-00-2005	1,191.11
09/19	09/05/2019	83605	328	Les Schwab Tire Center	10-00-2005	379.40
09/19	09/05/2019	83606	329	New Hope Plumbing	10-00-2005	1,045.00
09/19	09/05/2019	83607	5886	Office Depot Inc	10-00-2005	77.77
09/19	09/05/2019	83608	5390	O'Reilly Automotive, Inc	10-00-2005	6.58
09/19	09/05/2019	83609	4	Curry Community Health	10-00-2005	47.00
09/19	09/05/2019	83610	322	Postmaster	25-00-2005	850.00
09/19	09/05/2019	83611	5768	Proficient Auto Center Inc	20-00-2005	389.62
09/19	09/05/2019	83612	1840	Rogue Credit Union	15-00-2005	1,356.89
09/19	09/05/2019	83613	5195	Sonsray Machinery LLC	15-00-2005	215.79
09/19	09/05/2019	83614	990	UPS	20-00-2005	82.16
09/19	09/05/2019	83615	2863	Verizon Wireless	10-00-2005	498.19
09/19	09/05/2019	83616	2122	Cardmember Service	10-00-2005	4,523.15
09/19	09/05/2019	83617	5946	Lynn Wheeler	10-00-2005	84.00
09/19	09/06/2019	83618	2216	John D Rapraeger Inc	52-00-2005	33,000.00
09/19	09/06/2019	83619	5603	Oregon Assoc of Municipal Recorders	10-00-2005	500.00
09/19	09/12/2019	83620	4778	Ausland Group	50-00-2005	15,200.00
09/19	09/12/2019	83621	5941	Shaun Barbic	10-00-2005	400.00
09/19	09/12/2019	83622	4363	Black Rice & Luna LLP	10-00-2005	594.00
09/19	09/12/2019	83623	5070	Canon Solutions America	10-00-2005	119.80
09/19	09/12/2019	83624	5858	CH2M Hill OMI	25-00-2005	109,487.15
09/19	09/12/2019	83625	5822	Chaves Consulting Inc	49-00-2005	370.20
09/19	09/12/2019	83626	4977	Civic Plus	49-00-2005	7,019.68
09/19	09/12/2019	83627	183	Colvin Oil Company	10-00-2005	2,151.49
09/19	09/12/2019	83628	5939	Country Media Inc	10-00-2005	215.00
09/19	09/12/2019	83629	166	Dan's Auto & Marine Electric	10-00-2005	315.34
09/19	09/12/2019	83630	284	Day Management Corp	10-00-2005	1,859.20
09/19	09/12/2019	83631	3342	Fastenal	25-00-2005	221.26
09/19	09/12/2019	83632	4646	Frontier	30-00-2005	318.89

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/12/2019	83633	4872	G. W., Inc.	10-00-2005	440.00
09/19	09/12/2019	83634	139	Harbor Logging Supply	25-00-2005	220.00
09/19	09/12/2019	83635	5932	Harden Psychological Associates PC	10-00-2005	695.00
09/19	09/12/2019	83636	5942	Donald Hobbs	10-00-2005	350.00
09/19	09/12/2019	83637	4171	In-Motion Graphics	10-00-2005	25.00
09/19	09/12/2019	83638	4269	Gary Milliman	10-00-2005	189.37
09/19	09/12/2019	83639	4443	Napa Auto Parts-Golder's	10-00-2005	7.65
09/19	09/12/2019	83640	3159	NorthCoast Health Screening	10-00-2005	45.00
09/19	09/12/2019	83641	5886	Office Depot Inc	10-00-2005	85.11
09/19	09/12/2019	83642	3561	Oil Can Henry's	10-00-2005	601.00
09/19	09/12/2019	83643	279	One Call Concepts, Inc	20-00-2005	65.19
09/19	09/12/2019	83644	5696	Oregon Business Forms Inc	20-00-2005	223.86
09/19	09/12/2019	83645	252	Paramount Pest Control	10-00-2005	55.00
09/19	09/12/2019	83646	4	Emma Malfabon	10-00-2005	218.00
09/19	09/12/2019	83647	4	Vicki Mion	10-00-2005	185.00
09/19	09/12/2019	83648	5870	Rita Ritz	10-00-2005	271.04
09/19	09/24/2019	83649	5429	Riverhouse on the Deschutes	10-00-2005	.00 V
09/19	09/12/2019	83650	3309	Roberts & Associates	25-00-2005	1,500.00
09/19	09/12/2019	83651	5730	Spectrum Reach	32-00-2005	500.00
09/19	09/12/2019	83652	380	Stadelman Electric Inc	52-00-2005	29,694.00
09/19	09/12/2019	83653	956	Suiter's Paint & Body	10-00-2005	200.00
09/19	09/12/2019	83654	5167	Trojan Technologies	53-00-2005	77,487.21
09/19	09/12/2019	83655	4542	Umpqua Bank	10-00-2005	8,484.19
09/19	09/12/2019	83656	861	Village Express Mail Center	10-00-2005	20.50
09/19	09/12/2019	83657	169	Waste Connections Inc	10-00-2005	1,346.44
09/19	09/19/2019	83658	4058	44Mag Distributing LLC	10-00-2005	2,906.00
09/19	09/19/2019	83659	4734	Aramark Uniform Services	10-00-2005	120.00
09/19	09/19/2019	83660	2407	Blue Star Gas	10-00-2005	3,355.77
09/19	09/19/2019	83661	2364	C & S Fire-Safe Services LLC	10-00-2005	82.75
09/19	09/19/2019	83662	5070	Canon Solutions America	10-00-2005	240.86
09/19	09/19/2019	83663	3015	Charter Communications	30-00-2005	495.00
09/19	09/19/2019	83664	4928	CIS Trust	10-00-2005	23,138.22
09/19	09/19/2019	83665	4736	C-More Pipe Services Co.	53-00-2005	126,982.13
09/19	09/19/2019	83666	5874	Cumulus Global	49-00-2005	194.00
09/19	09/19/2019	83667	173	Curry Equipment	10-00-2005	1,140.97
09/19	09/19/2019	83668	1	Jennifer Gayman	20-00-2005	300.00
09/19	09/19/2019	83669	1	Nicole Keeton	20-00-2005	67.87
09/19	09/19/2019	83670	1	Randy & Stacy Tareh	20-00-2005	73.48
09/19	09/19/2019	83671	1	Teri Woods	20-00-2005	71.57
09/19	09/19/2019	83672	1	Holly Zerby	20-00-2005	90.00
09/19	09/19/2019	83673	5156	Desi's Tree Trimming	15-00-2005	600.00
09/19	09/19/2019	83674	2640	Dyer Partnership Inc., The	50-00-2005	19,324.00
09/19	09/19/2019	83675	749	Emerald Pool & Patio	10-00-2005	2,521.35
09/19	09/19/2019	83676	5951	Executech Utah LLC	49-00-2005	184.33
09/19	09/19/2019	83677	3342	Fastenal	20-00-2005	254.70
09/19	09/19/2019	83678	2186	Ferguson Waterworks #3011	20-00-2005	1,313.81
09/19	09/19/2019	83679	4646	Frontier	25-00-2005	875.52
09/19	09/19/2019	83680	5950	GLOCK Professional Inc	10-00-2005	250.00
09/19	09/19/2019	83681	5153	Brent Hodges	10-00-2005	91.00
09/19	09/19/2019	83682	4171	In-Motion Graphics	20-00-2005	10.00
09/19	09/19/2019	83683	202	League of Oregon Cities	10-00-2005	425.00
09/19	09/19/2019	83684	4487	Net Assets Corporation	10-00-2005	636.00
09/19	09/19/2019	83685	329	New Hope Plumbing	50-00-2005	1,435.00
09/19	09/19/2019	83686	5008	Online Information Services	10-00-2005	170.20
09/19	09/19/2019	83687	5791	Jake Pieper	10-00-2005	91.00
09/19	09/19/2019	83688	3	Priscilla Bradford	20-00-2005	11.87

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/19/2019	83689	3	John & Shirley Jensen	20-00-2005	34.00
09/19	09/19/2019	83690	3	David Riley	20-00-2005	625.17
09/19	09/19/2019	83691	3	Brian Sipe	20-00-2005	90.51
09/19	09/19/2019	83692	5638	Guy Smith	20-00-2005	252.00
09/19	09/19/2019	83693	5948	Super 8 - Redmond, OR	20-00-2005	630.00
09/19	09/19/2019	83694	5623	True North Equipment LTD	15-00-2005	475.65
09/19	09/19/2019	83695	861	Village Express Mail Center	20-00-2005	19.08
09/19	09/19/2019	83696	5900	Wells Fargo Equipment Finance	25-00-2005	1,291.67
09/19	09/19/2019	83697	5953	Western Collection Bureau Inc	10-00-2005	26.24
09/19	09/26/2019	83698	5908	Amazon Capital Services	49-00-2005	299.98
09/19	09/26/2019	83699	4939	BI- Mart Corporation	20-00-2005	234.64
09/19	09/26/2019	83700	5727	Blue Line K9 LLC	61-00-2005	13,900.00
09/19	09/26/2019	83701	5048	Brookings Harbor Medical Center	10-00-2005	150.00
09/19	09/26/2019	83702	193	Central Equipment Co, Inc	10-00-2005	162.06
09/19	09/26/2019	83703	5858	CH2M Hill OMI	25-00-2005	109,487.15
09/19	09/26/2019	83704	3015	Charter Communications	10-00-2005	239.96
09/19	09/26/2019	83705	822	Coast Auto Center	10-00-2005	1,999.99
09/19	09/26/2019	83706	4882	Coastal Heating & Air	10-00-2005	287.49
09/19	09/26/2019	83707	183	Colvin Oil Company	10-00-2005	1,983.56
09/19	09/26/2019	83708	4746	Curry County Treasurer	10-00-2005	246.25
09/19	09/26/2019	83709	317	DCBS - Fiscal Services	10-00-2005	2,487.72
09/19	09/26/2019	83710	185	Del Cur Supply	20-00-2005	56.06
09/19	09/26/2019	83711	5224	Department of Administrative Services	25-00-2005	900.00
09/19	09/26/2019	83712	1	Premier Community Supports LLC	20-00-2005	300.00
09/19	09/26/2019	83713	5842	Financial Pacific Leasing	30-00-2005	47,689.78
09/19	09/26/2019	83714	4646	Frontier	10-00-2005	197.58
09/19	09/26/2019	83715	5004	Galls, LLC	10-00-2005	34.61
09/19	09/26/2019	83716	5955	Greystone Tactical	10-00-2005	7,850.00
09/19	09/26/2019	83717	4357	Hemlock Street Properties LLC	10-00-2005	375.00
09/19	09/26/2019	83718	4171	In-Motion Graphics	10-00-2005	161.50
09/19	09/26/2019	83719	4980	iSecure	10-00-2005	35.00
09/19	09/26/2019	83720	5954	Morel Ink	10-00-2005	337.00
09/19	09/26/2019	83721	5886	Office Depot Inc	10-00-2005	186.06
09/19	09/26/2019	83722	4324	OGFOA	10-00-2005	330.00
09/19	09/26/2019	83723	4324	OGFOA	10-00-2005	330.00
09/19	09/26/2019	83724	3561	Oil Can Henry's	10-00-2005	91.73
09/19	09/26/2019	83725	5155	Oregon Department of Revenue	10-00-2005	612.50
09/19	09/26/2019	83726	4	Artis Steele	10-00-2005	218.00
Grand Totals:						715,940.49

Committee Vacancies

Date: October 14, 2019

Re: Vacant Volunteer Positions

Following is a list of all Commission/Committee positions and terms currently vacant:

Position	Held By	Month/ Day	Year Expires	Term/ Years
Planning Commission #2	VACANT	4/1	2020	4
Planning Commission #5	VACANT	4/1	2021	4



Brookings

Inpatient Hospital Beds

Regulatory Feasibility Analysis



CURRY
HEALTH NETWORK

CHN commissioned a Regulatory Feasibility Analysis to determine if Hospital Inpatient Beds were feasible in Brookings

Study Conducted by:

- Center for Public Service
Mark. O. Hatfield School of Government
Portland State University

Prepared by:

- Jason J. Faler, MSJ, MHA, FACHE
- Andrew Dzeguze, Ph.D., J.D.

Reviewed by:

- Phil Keisling, former CPS Director & former Oregon Secretary of State
- Masami Nishishiba, Ph.D., Interim CPS Director

Analysis focus:

- Unique benefits, restrictions, and required criteria associated with gaining and maintaining a Critical Access Hospital designation for inpatient services offered by Curry Health Network licensed facilities.

Based on:

- Federal Law
- State Law

Fundamental Conclusion

of the Regulatory Feasibility Analysis

“Any appreciable reallocation of inpatient bed capacity would imperil the designation of Curry General Hospital as a Critical Access Hospital, the Brookings facility likely would not be eligible for designation as a Critical Access Hospital regardless of its relationship to Curry General Hospital and such a facility would likely require a Certificate of Need and license from the State of Oregon as a new “low occupancy acute care hospital.”

“Any such move would likely have severe financial implications for Curry Health Network as a whole.”

“On the whole, what might seem like a simple action is fraught with potential risks for Curry Health Network as a whole.”

“Any reallocation of inpatient bed capacity to the Brookings area comes with significant regulatory costs and will likely result in a minimization or elimination of the Critical Access Hospital designation of Curry General Hospital.”





Curry Medical Center Emergency Care

Business Plan



CURRY
HEALTH NETWORK

A Community Need

- 20% of Adults need Emergency care annually
- 14,000 southern Curry County residents have no immediate access to this care
- 90% of all Emergency Department visits result in patients receiving needed care and being discharged home
- CMC EC anticipates 12,324 visits annually
 - An estimated 11,092 (90%) will receive definitive emergency care
 - An estimated 370 (3%) will receive stabilizing treatment and transfer

A Business Opportunity

- Increases Curry County market share and service
- Future expansion of services within Southern Curry becomes clinically and financially viable

Executive Summary

Curry Medical Center Emergency Care brings life-saving treatment to Curry County's largest population base.



Case Statement

Increasing services to southern Curry County

- A lack of prompt Emergency Care means the difference between life and death for southern Curry County residents each year.
- Oregon changed laws in 2015 to allow for a Satellite Emergency Department to serve Brookings.
- Weather impacts in Spring of 2019 illustrated this need by geographically isolating southern Curry County.

Strategy

CMC Emergency Care promotes the Mission and Vision of Curry Health Network

Current Walk-In Clinic Service

- Walk-In clinic-level care provided by a Physician Assistant
- True emergency situations rely on 911 and ambulance response, with transport (drive) time of 30 minutes or more to the nearest Emergency Department
- Every day, people present to the walk-in clinic with true medical emergencies for which the clinic is unable to adequately respond. Instead, staff stays with the patient until the ambulance arrives. Sadly, every year, lives are lost due to this delay in care.

Future Emergency Care Service

- Licensed, fully-operational Emergency Department care provided by a highly qualified and experienced Emergency Physicians
- Staffed by trauma- and critical care-trained Registered Nurses and Respiratory Therapists
- 24/7/365 operation – care is never denied based upon one’s ability to pay
- Stabilizing care and treatment is provided, including rapid, direct transfer to larger medical center for specialty care as necessary
- Same day office visits by appointment available for non-emergencies



Plan Specifics

How does the Service Change?

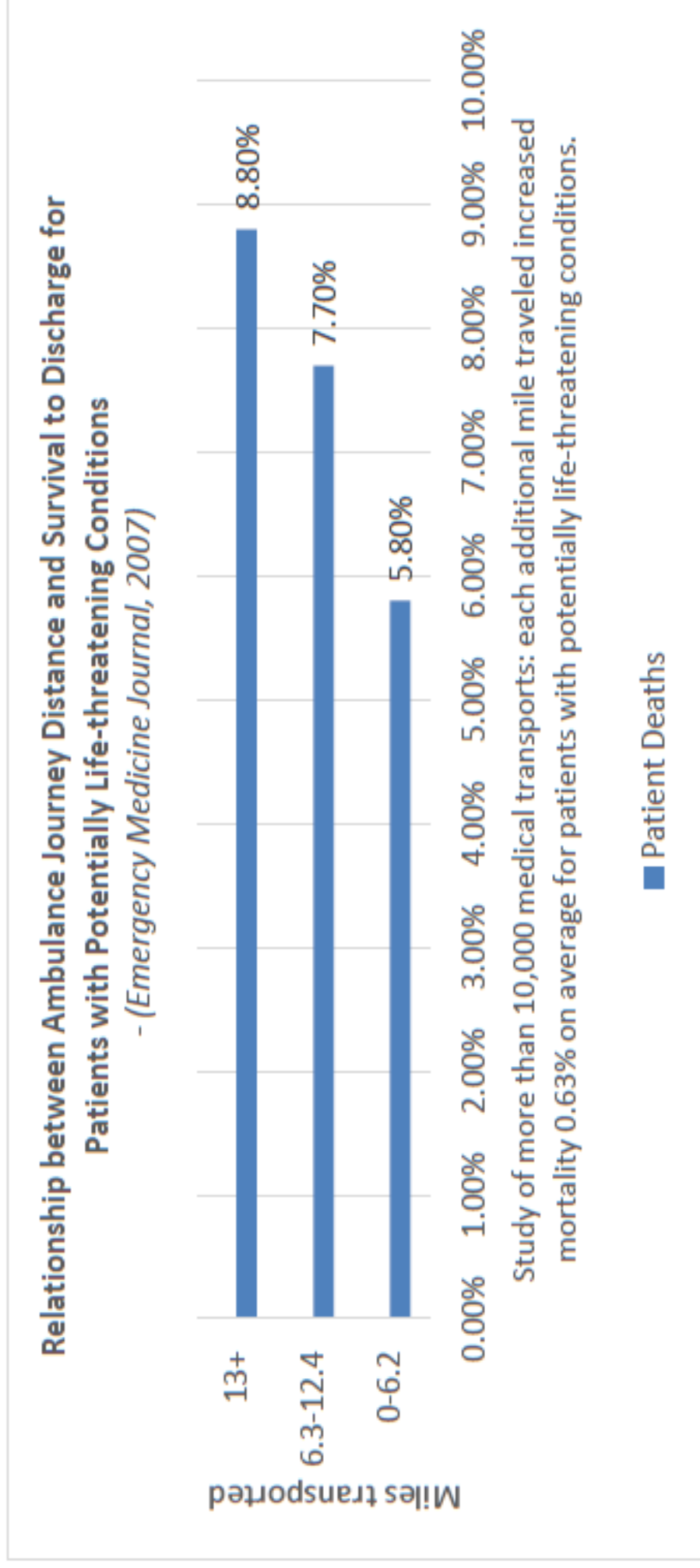
Service Needed	Current Walk-In Clinic	Future Emergency Care
Heart Attack Care	Not offered	Full stabilizing treatment is offered, including EKG, lab work, time-critical medication, and rapid direct transfer to Cardiac Cath Lab
Severe Respiratory Distress (Breathing Problems)	Not offered	Full stabilizing treatment is offered, including emergency airway management, time-critical medication, and respiratory care and support
Stroke Care	Not offered	Full stabilizing treatment is offered, including time critical CT scan, medication, and rapid direct transfer to regional Stroke Center, if indicated
Significant Fracture Care	Not offered	Fracture stabilization and reduction. Local orthopaedic surgical consult if available. Direct transfer to regional orthopaedic specialty unit if indicated
Abdominal Emergencies & Intestinal Bleeding	Not offered	Full stabilizing treatment is offered, including STAT radiology studies, emergent blood transfusion if required, local surgical consult if available. Direct transport to regional surgical specialist if indicated

How can patient outcomes improve?

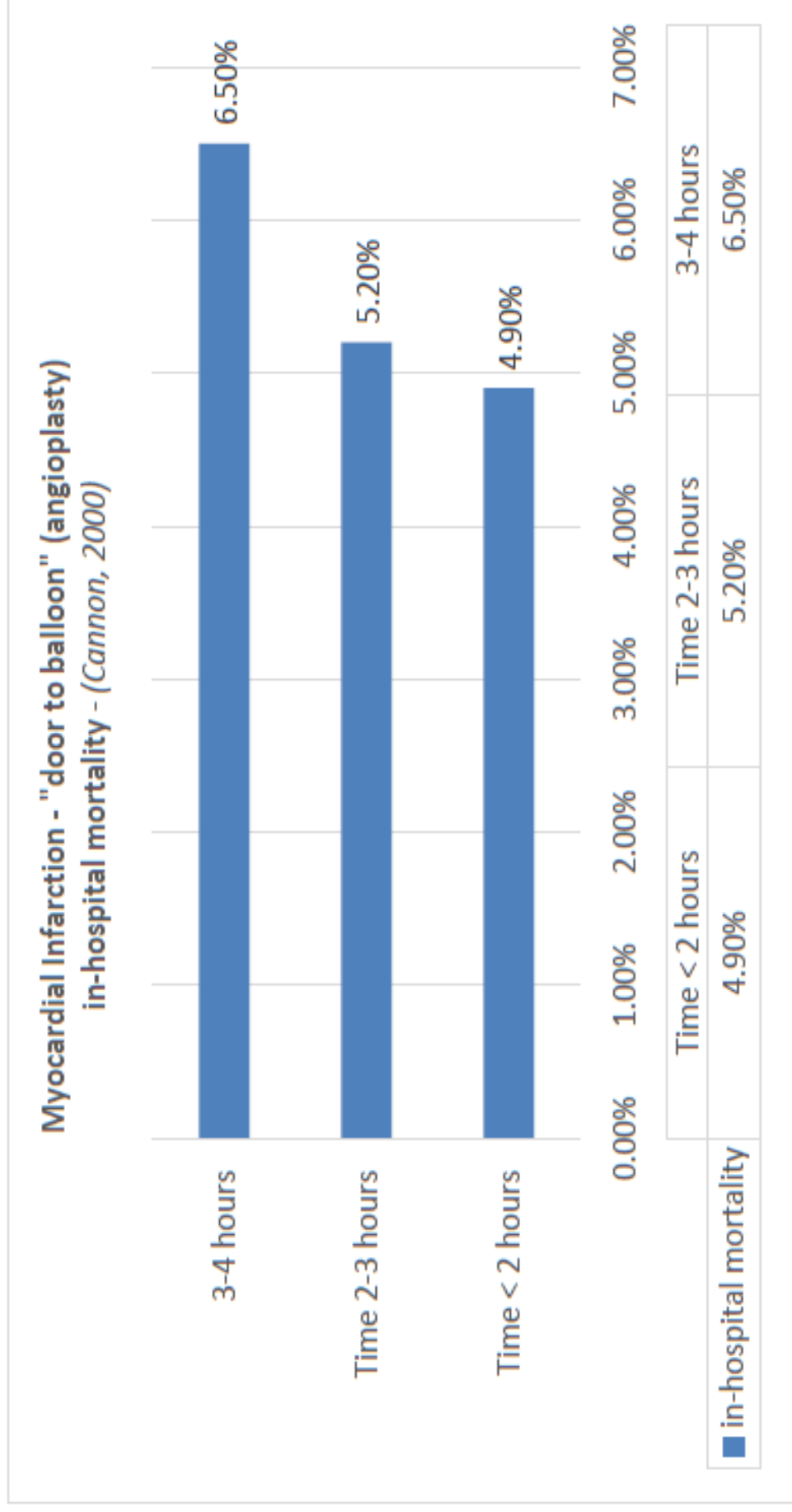
With Curry Medical Center Emergency Care in Brookings



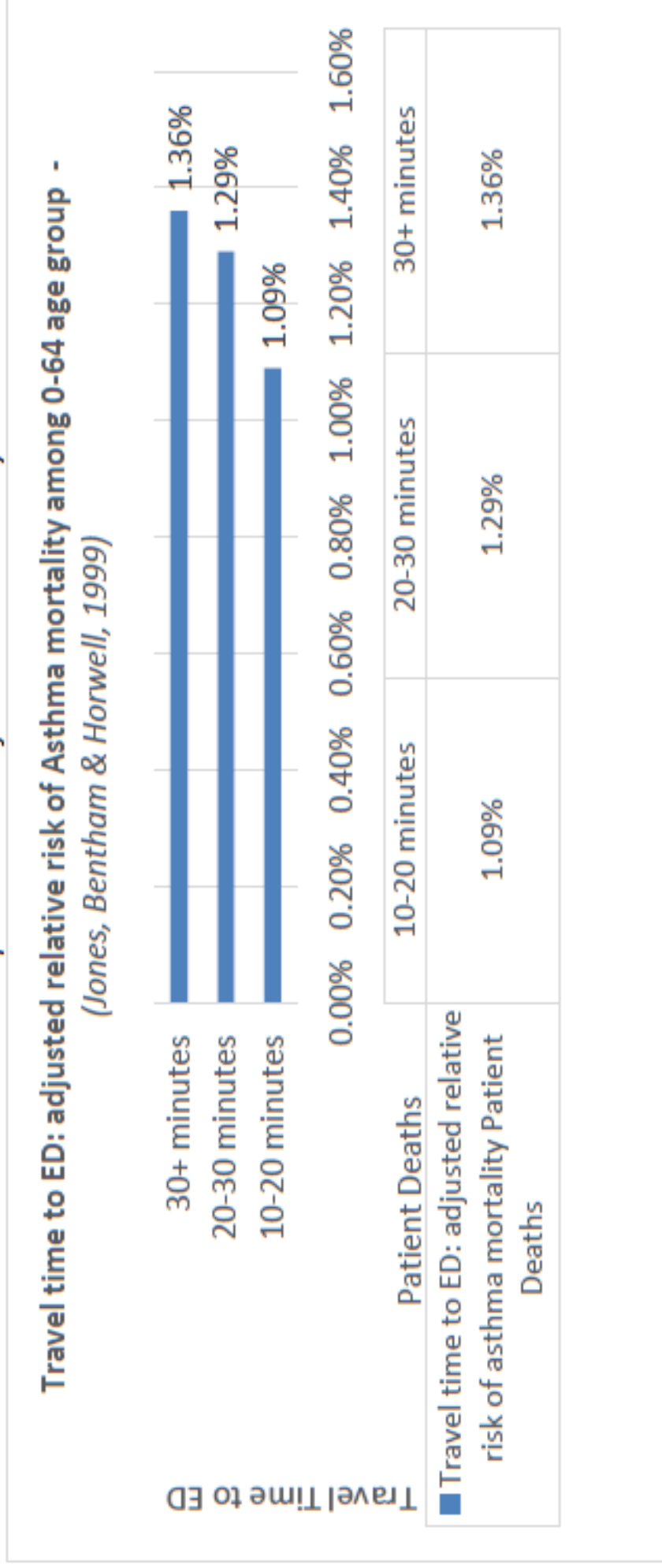
Relationship between Ambulance Journey Distance and Survival to Discharge for Patients with Potentially Life-Threatening Conditions



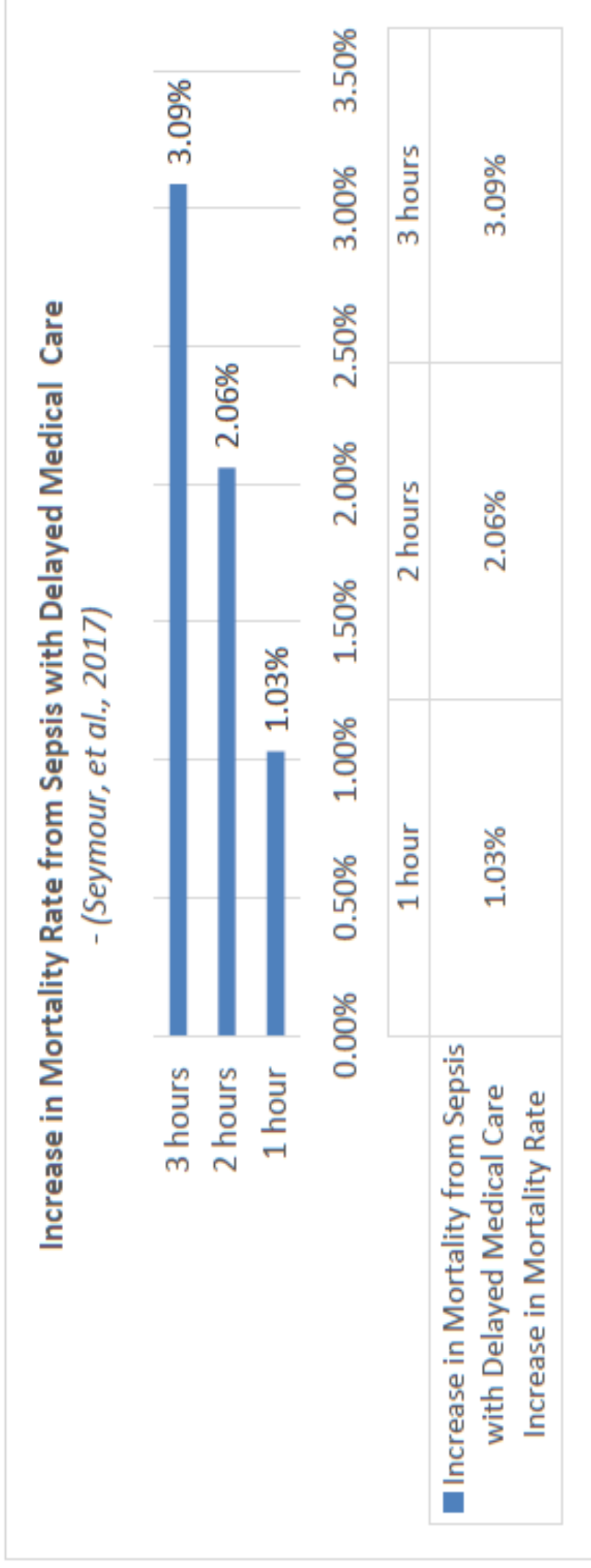
Relationship between Mortality and Time to Treatment for Heart Attack



Relationship Between Mortality and Time to Treatment for Asthma



Increase in Mortality Rate from Sepsis with Delayed Medical Care



Financial Data

Curry Medical Center Emergency Care

- Net Revenue Projections
- Staffing & Contractual Expense Projections
- Capital Expenses & Investment



Net Revenue Projections

Walk-In (Urgent Care) Clinic shift to ED (30%)	311,580
Walk-In (Urgent Care) Clinic shift to Fast Track (35%)	181,755
Gold Beach ED shift to CMC-EC	253,230
Walk-In Clinic: retention of patients transported to Sutter Coast ED	24,777
Ambulance transport of area residents to Sutter Coast	118,131
Sutter walk-in visit shift to CMC-EC walk-in	84,347
CMC-EC Monthly Net Revenue	973,820

Observation/Inpatient	38,865
Inpatient admissions	192,541
Emergency surgeries	3,569
Other Added Revenue	234,976

Loss of Walk-In (urgent care) visits	(119,636)
Shift of GB ED visits	(253,230)
Total Shifted Ancillary Revenue	(372,866)

Total Additional CMC-EC Projected Monthly Net Revenue	835,930
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Staffing & Contractual Expenses

Job Type	FTEs	Annual	Per Month
RN	8.5	1,414,400	117,867
RN Charge Differential		43,800	3,650
RN Call		43,800	3,650
PCT	2.1	109,200	9,100
Unit Secretary	2.4	124,800	10,400
Respiratory Therapist	4.2	636,681	53,057
Rad Tech	4.2	654,124	54,510
Lab Tech	4.2	619,238	51,603
Facilities		61,152	5,096
IT support	0.5	31,200	2,600
RN Manager	1	132,300	11,025
Pharmacy Tech	1	78,624	6,552
Registration	4	199,680	16,640
EmCare Physician Contract		720,000	60,000
Security Contract		60,000	5,000
Total Additional Labor	33.1	4,929,000	410,750

Staffing and contractual costs are budgeted at \$410,750 monthly, with a predominance of agency staff used initially. These costs reflect agency pricing and increased staffing required to operate CMC-EC 24/7. While some decreased staffing costs are anticipated as agency staff is replaced with permanent staff, this transition timeline is uncertain and largely depends upon the success of recruitment and retention efforts.

Capital Expenses

Expenses to Date

- In FY 2015-2016, CHN invested \$757,266 on construction to bring the existing facility up to current code, and \$491,500 on capital equipment for a total of \$1,248,766.
- In FY 2019, CHN has committed \$377,633 for capital equipment and approximately \$120,000 in operational expenses for a total of \$497,633.
- Total expenditures to date for construction, capital equipment and operation expenses are \$1,746,429.

Projected Future Capital Expenses

- In the next 24 months, CHN expects to invest approximately \$1,750,000 to include additional parking, replacement of a nuclear medicine camera, and a CT scanner.



Economic Growth

Effects on Jobs, Output, Gross State product, and State /Local Taxes

Economic Effects of Curry Medical Center Emergency Care

Curry County Job multiplier of 1.64

suggests that each 10 jobs in the hospital sector are linked to another 6.4 jobs in other sectors in Oregon. (33 new jobs at CMC-EC = 21 new jobs in other sectors)

Curry County Output multiplier of 1.39

means that for every \$1 Million in services or goods produced in the hospital sector, another \$390,000 is produced in other sectors of the economy (\$10M in CMC-EC services = another \$3.9M in other sectors)

Curry County Gross State Product

multiplier of 1.42 means that every \$10 Million in value (incomes, profits, taxes) from the hospital sector is associated with another \$4.2M in value added in other sectors of the Oregon economy.

Curry County State and local tax

multiplier of 2.00 means that every \$2 Million in state and local taxes and fees directly generated by the hospital sector is linked to another \$2M in state and local taxes and fees generated by other sectors.



Growth Potential

Serving the needs of the community is an ongoing effort

CMC Emergency Care is just the beginning...

- Expanding services in the southern Curry County region is an important “first step” toward improving other services, healthcare and otherwise

Senator Dallas Heard
Representative David Brock Smith
Curry County Commissioner Court Boice
Curry County Commissioner Chris Paasch
City of Gold Beach
City of Brookings
Cal-Ore

AllCare Health
Curry Community Health
Coos-Curry-Douglas Development Corporation
Coquille Valley Hospital
Southern Coos Hospital & Health Center
Curry Public Library
Southwestern Oregon Community College
Waterfall Community Health Center
Southwestern Oregon Workforce Investment
Board
Curry General Hospital Auxiliary
Curry Medical Center Auxiliary
Curry Health Foundation
Leslie Keating
Larry & Roseanne Ismert
and many others . . .

Thank you!

To our partners and supporters

Curry Health Network is profoundly grateful for its partnership with **AdvancedHealth** and to our many other supporters without whom this would not have been possible.

Questions?

- About Curry Medical Center
Emergency Care?

