

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, January 24, 2022, 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. Appointments**

1. Reappoint Jaime Armstrong – Parks and Recreation Commission [Pg. 1]
2. Reappoint Lowell (Lex) Rau – Parks and Recreation Commission [Pg. 5]
3. Reappoint Staci Barr – Budget Committee [Pg. 10]
4. Accept Resignation – Doug Brand – Budget Committee [Pg. 14]
5. Appoint Phoebe Pereda – Budget Committee [Pg. 16]

#### **E. Scheduled Public Appearances**

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

1. Coast Community Health – Linda Maxon
2. Curry Homeless Coalition – Beth Barker-Hidalgo

#### **F. Oral Requests and Communications from the audience**

(\*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

#### **G. Consent Calendar**

1. Approve City Council minutes for January 10, 2022 [Pg. 20]
2. Accept December 2021 Financials [Pg. 22]
3. Redwood Theater – Liquor License Application [Pg. 28]

#### **H. Staff Reports**

1. Chetco Town Center Lease Agreement [Pg. 32]
  - a. Draft Lease Agreement with Pacific Coast Properties [Pg. 33]
  - b. Map of Location – 623 Chetco Avenue [Pg. 37]
  - c. Chetco Town Center – Schematic Plan [Pg. 38]

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

#### **J. Adjournment**

\*Public Comment forms and the agenda packet are available on-line at [www.brookings.or.us](http://www.brookings.or.us), at Brookings City Hall and at Chetco Community Public Library. Return completed Public Comment forms to the City Recorder before the start of the 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.

Due to the COVID-19 virus, meeting participants in the council chambers will be limited and social distancing of six (6) feet will be required and maintained. If you would like to view the City Council Meeting live, you can via:

- Television – Charter Channel 181
- Internet – Go to the City of Brookings website at <http://www.brookings.or.us>

Watch Meeting Live instructions: 1. Visit the City of Brookings website home page. 2. Click on Government (top page). 3. Click on City Council (right side). 4. Under Agenda & Meetings click Watch Meeting Live. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 24, 2022

Originating Dept: City Manager

\_\_\_\_\_  
Signature (submitted by)

  
\_\_\_\_\_  
City Manager Approval

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Subject:

Reappointing Jaime Armstrong to the Parks and Recreation Commission.

Recommended Motion:

Motion to reappoint Jaime Armstrong to the Parks and Recreation Commission in position number 4, with a term expiring February 1, 2024.

Financial Impact:

None

Background:

Jaime Armstrong has submitted an application for reappointment to the Parks and Recreation Commission. The Mayor has reviewed application for consideration of appointment.

Attachment(s):

a. Volunteer Committee Application



## City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: 541-469-2163 Fax: 541-469-3650

[www.brookings.or.us](http://www.brookings.or.us)

### APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

#### PART I Contact Information:

Applicant Name: Jaime Armstrong  
Physical Address: 452 Mendy St., Brookings, OR 97415  
Mailing Address: PO box 8124, Brookings, OR 97415  
Email Address: jaime.dotson@gmail.com Phone: 541-254-0074

#### 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 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 checked="" 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? Total approx - 37 years. \_\_\_\_\_ 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? \_\_\_\_\_ years \_\_\_\_\_ months
4. What is your current occupation? Social Services Director at Curry Good Samaritan.

#### 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:

currently on the Parks and Recreation Commission

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

Volunteer with many organizations - Little League, Youth Basketball and Soccer, Brookings Harbor Community Theater, Relay for Life, Oregon Youth National Guard program, PTO

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

I would like to continue helping with Parks and Recs because I believe that they do good things that help to improve our community, and I enjoy being part of it



**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.

Jaime Armstrong  
Applicant (print name)

  
Applicant's Signature

12/9/21  
Date

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

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](mailto:lziemer@brookings.or.us)
- Budget Committee: 541-469-1123 - [jhoward@brookings.or.us](mailto:jhoward@brookings.or.us)
- Parks and Recreation Commission: 541-469-1103 - [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)
- Tourism Promotion Advisory Committee: 541-469-1102 – [tdavis@brookings.or.us](mailto:tdavis@brookings.or.us)

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 24, 2022

Originating Dept: City Manager

\_\_\_\_\_  
Signature (submitted by)

  
\_\_\_\_\_  
City Manager Approval

---

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Subject:

Reappointing Lowell (Lex) Rau to the Parks and Recreation Commission.

Recommended Motion:

Motion to reappoint Lowell (Lex) Rau to the Parks and Recreation Commission in position number 1, with a term expiring February 1, 2024.

Financial Impact:

None

Background:

Lowell (Lex) Rau has submitted an application for reappointment to the Parks and Recreation Commission. The Mayor has reviewed application for consideration of appointment.

Attachment(s):

a. Volunteer Committee Application



## City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: 541-469-2163 Fax: 541-469-3650

[www.brookings.or.us](http://www.brookings.or.us)

### APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

#### PART I Contact Information:

Applicant Name: LOWELL (LEX) A. RAY  
Physical Address: 113 SEA CLIFF TERRACE, BROOKINGS, OR 97415  
Mailing Address: 113 SEA CLIFF TERRACE, BROOKINGS, OR, 97415  
Email Address: LEXRAY@SBCGLOBAL.NET Phone: 831 419 1817

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

- | 1. Commission/Committee applying for:   | Composition (i)          | Term (ii) |
|---|--------------------------|-----------|
| <input 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 checked="" 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? 4 years 3 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? \_\_\_\_\_ years \_\_\_\_\_ months

4. What is your current occupation? RETIRED PUBLIC HEALTH ADMIN.  
VECTOR Borne DISEASES SANTA CRUZ CO.

#### 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:

A) TRANSPORTATION COMMITTEE, BICYCLE COMMITTEE FOR THE CITY OF SCOTTS VALLEY CA. REF SCOTT HAMBY SCOTTS VALLEY CITY PUBLIC WORKS DIRECTOR 831 588 3818 CREATING BIKE TRAIL & COMPLETE STREETS IN S.V. 2011 TO 2016

B) SEYMOUR DISCOVERY CENTER (UCSC) GUIDED TOURS OF FACILITY. SANTA CRUZ 2011-2017 MARINE BIOLOGY & OCEANOGRAPHY

C) STERLING FOUNDATION, MANAGED VOLUNTEERS & FUNDRAISING AND REMODELING PROJECTS FOR ① SOQUEL ELEMENTARY SCHOOL S.C. COUNTY ② BAY VIEW ELEMENTARY SCHOOL AND SEVERAL OTHERS

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

COUNTY OF SANTA CRUZ PUBLIC HEALTH 34 YEARS VECTOR BIOLOGIST, VECTORBORNE DISEASES RE-U.S. WORKED w/ STATE HEALTH DEPT (DHS) PROJECTS w/ C.D.C. ATLANTA. ALSO STATE INFECTION CONTROL PROGRAM.

CONCURRENT w/ MY PUBLIC HEALTH WORK FOR YEARS I OPERATED & MANAGED A "FAMILY PROGRAM" FOR FAMILY MEMBERS OF PERSONS IN TREATMENT FOR DRUG & ALCOHOL ADDICTION AT JANUS DRUG & ALCOHOL RECOVERY PROGRAM IN SANTA CRUZ CA. I EARNED A BA. ENTOMOLOGY SJSU AND MA. PSYCHOLOGY USF. I CONDUCTED THERAPY FOR COUPLES INDIVIDUALS & GROUPS FOR 15 YEARS AS I SAID & CONCURRENTLY w/ MY PUBLIC HEALTH CAREER.

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

AS YOU CAN SEE I HAVE A BROAD BACKGROUND OF EXPERIENCE IN MANY AREAS. I AM INTERESTED IN PROJECTS & AREAS OF HEALTHY GROWTH TO ENRICH LIVES OF OUR RESIDENTS. I AM PLEASED TO SEE THE PROJECTS COMPLETED THIS YEAR. I AM AN ACTIVE MEMBER OF COAST GUARD AUX HEREIN BROOKINGS AS WELL AS SOUTHERN JR. FISHING CLUB. I ACTIVELY PARTICIPATE IN NATCHERY PROJECTS FOR STEEL HEAD & SALMON WORKING w/ UDFW JOHN WEBER.

(CONT.)



# \* MARINE BIOLOGY PRESENTATIONS

FROM 2011 TO CURRENT (SOMETIMES WHEN I AM IN SANTA CRUZ CA.)  
I LEAD TOUR GROUPS AT SEAMOUR DISCOVERY  
CENTER, LONG MARINE LAB UNIVERSITY OF  
CALIFORNIA SANTA CRUZ CA. THIS ACTIVITY  
INCLUDED FROM 2011 TO PRESENT (LESS SINCE I LIVE IN BROOKINGS LAST 2 YEARS)  
I DO LECTURES & PRESENTATIONS ABOUT  
MARINE BIOLOGY AND OCEANOGRAPHY,  
ALSO ABOUT GLOBAL CLIMATE CHANGE,  
TRAINING FROM UNDERGRADUATE YEARS &  
2011 TO PRESENT FREQUENT TRAININGS UCSC SANTA  
CRUZ MARINE BIOLOGY DEPARTMENT,  
(ON GOING TRAININGS & UPDATES)

I NEGLECTED TO MENTION EARLIER, ~~ON~~ PART  
OF MY PUBLIC HEALTH CAREER, I SURVEYED  
AND COLLECTED IXODES PACIFICUS, TICKS.  
I DEVELOPED A PROGRAM THROUGH CALIF. DHS  
SACRAMENTO, TO HAVE MY COLLECTED TICKS  
ANALYSED FOR LYME BORRELIOSIS AND OTHER  
ZOO NOTIC DISEASES THAT INFECT MAN.  
THE ARMY CORE OF ENGINEERS TESTED MY  
COLLECTED TICKS FOR THESE DISEASES. I CHARTED  
THE OCCURANCE OF THESE DISEASES <sup>IN TICKS</sup> IN SANTA CRUZ  
CO. & MAY CONTINUE THESE ACTIVITIES IN  
CURRY CO. I THANK YOU FOR YOUR CONSIDERATION 1-9-22

LOWELL A. RAY  
831 419 1817

Lowell (Mindy) R. Lowell (Mindy) R.

**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.

LOWELL ALEXIS RAO

Applicant (print name)

Lowell Alexis Rao

Applicant's Signature

10/9/2022

Date

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

**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](mailto:lziemer@brookings.or.us)
- Budget Committee: 541-469-1123 - [jhoward@brookings.or.us](mailto:jhoward@brookings.or.us)
- Parks and Recreation Commission: 541-469-1103 - [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)
- Tourism Promotion Advisory Committee: 541-469-1102 - [tdavis@brookings.or.us](mailto:tdavis@brookings.or.us)

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 24, 2022

Originating Dept: City Manager

\_\_\_\_\_  
Signature (submitted by)

  
\_\_\_\_\_  
City Manager Approval

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Subject:

Reappointing Staci Barr to the Budget Committee.

Recommended Motion:

Motion to reappoint Staci Barr to the Budget Committee in position number 3, with a term expiring February 1, 2025.

Financial Impact:

None

Background:

Staci Barr has submitted an application for reappointment to the Budget Committee. The Mayor has reviewed application for consideration of appointment.

Attachment(s):

a. Volunteer Committee Application



## City of Brookings

898 Elk Drive, Brookings, OR 97415  
Phone: 541-469-2163 Fax: 541-469-3650  
[www.brookings.or.us](http://www.brookings.or.us)

### APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

#### PART I Contact Information:

Applicant Name: Staci Barr

Physical Address: 907 Barbra Lane

Mailing Address: PO Box 790 Brookings, OR. 97415

Email Address: staci.barr@usbank.com Phone: 5414695353

#### 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 type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB      | 4 years          |
| <input checked="" type="checkbox"/> Budget Committee                                  | 5 Electors             | 3 years          |
| <input type="checkbox"/> Parks and Recreation Commission                              | 4 Residents, 1 UGB     | 2 years          |
| <input type="checkbox"/> Other (please specify): _____                                |                        |                  |
2. City residents: How long have you lived in the City of Brookings? 17 years 6 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? \_\_\_\_\_ years \_\_\_\_\_ months
4. What is your current occupation? US Bank Branch Manager

#### 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.

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

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

For over eight years I have been in management at a financial institution. I continually work with finances, lending, budgeting and cash flow. Prior to being at a local financial institution, I was a mortgage loan officer. I understand financing and budgeting on a large scale perspective.

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

I am part of the local Rotary and am the advisor for the High School club of Interact. Through this affiliation and a number of volunteer hours, I enjoy educating our local teens on how to manage their finances and bank accounts. I am on the board for the chamber. I also work closely with the Bruins High School Band and am President for one of their music organizations. I believe in the youth of Brookings and strive to help them achieve a great future.

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

My family and I have lived in Brookings since 2004. My husband, Robert Warren, has been managing Barron's Furniture Warehouse for over 20 years. Our son, Colby, is a senior this year and has decided to join the Marine's. He swore in the 6th of January and will be attending bootcamp in June of 2022. I am very proud of living in Brookings. I want to make sure the people of Brookings have the best that our area can provide for us. We live in such a majestic place that I want myself, my family, our residents and our visitors to obtain the most out of what is Brookings.

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

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- 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.

Staci Barr

Applicant (print name)

Applicant's Signature

1/20/22  
Date

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# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 24, 2022

Originating Dept: City Manager

\_\_\_\_\_  
Signature (submitted by)

  
\_\_\_\_\_  
City Manager Approval

---

Subject:

Accept Doug Brand's resignation from the Budget Committee.

Recommended Motion:

Motion to accept Doug Brand's resignation from the Budget Committee position number 2, with a term expiring February 1, 2022.

Financial Impact:

None

Discussion:

Doug Brand has served on the Budget Committee since March 2020. Doug emailed his resignation due to moving out of the area.

Attachment(s):

a. Resignation email

**From:** Doug Brand [drbrandx@gmail.com] on behalf of Doug Brand  
**Sent:** Thursday, September 16, 2021 4:00 PM  
**To:** Lu Ehlers  
**Subject:** Brookings Oregon Budget Committee Resignation

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

We are moving out of state very soon, and it is with regret that I must resign my position with the Brookings Budget Committee. Thank you for the opportunity to serve.

Respectfully,  
Doug Brand  
Sept. 16, 2021

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 24, 2022

Originating Dept: City Manager

\_\_\_\_\_  
Signature (submitted by)

\_\_\_\_\_  
City Manager Approval

---

Subject:

Appoint Phoebe Pereda to the Budget Committee.

Recommended Motion:

Motion to appoint Phoebe Pereda to the Budget Committee in position number 2, with a term expiring February 1, 2025.

Financial Impact:

None

Background:

Phoebe Pereda has submitted an application to serve on the Budget Committee. The Mayor has reviewed the application for consideration of appointment.

Attachment(s):

- a. Volunteer Committee Application



## City of Brookings

898 Elk Drive, Brookings, OR 97415

Phone: 541-469-2163 Fax: 541-469-3650

[www.brookings.or.us](http://www.brookings.or.us)

### APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

#### PART I Contact Information:

Applicant Name: Phoebe Pereda

Physical Address: 1386 Glenwood Dr Brookings, OR 97415

Mailing Address: Same

Email Address: peredas22@yahoo.com Phone: 928-710-4995

#### 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 type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB      | 4 years          |
| <input checked="" type="checkbox"/> Budget Committee                                  | 5 Electors             | 3 years          |
| <input type="checkbox"/> Parks and Recreation Commission                              | 4 Residents, 1 UGB     | 2 years          |
| <input type="checkbox"/> Other (please specify): _____                                |                        |                  |
2. City residents: How long have you lived in the City of Brookings? \_\_\_\_\_ years 11 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? \_\_\_\_\_ years \_\_\_\_\_ months
4. What is your current occupation? Bookkeeper for the Chetco Community Public 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.

#### 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 filled the positions of bookkeeper and office administrator at a law office in Prescott, Arizona for about 7 years.

I was responsible for day to day operations as well as all financials within the law office.

I served as an office administrator for four separate institutions ranging from law offices to mid size churches where I handled daily operational and financial responsibilities. Currently I am employed by the Chetco Community Public Library, handling all financials to include budgets, payables, payroll, and receivables etc.

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

I am a high school graduate with other informal financial training. I was a founding member/volunteer for the Prescott Valley Youth Football League, bringing youth tackle football to the community of Prescott Valley Arizona. This volunteer position included organizing meetings, taking care of financials, creating bylaws, and recording legal documents for naming and creation of the organization with the appropriate government entities. I volunteered heavily in ladies ministry, mission trips, jail ministry and church organization as a member of Canyon Bible Church in Prescott Valley, AZ.

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

I have an interest in seeing the community of Brookings thrive for the residents. I also believe that Brookings has a lot of potential to grow in tourism which could benefit the residents and city as a whole as well. My second interest lies in the fact that I have a husband who is employed by the City of Brookings. I have an internal perspective on the needs of specific city employees and insight from his perspective. I hope to see fair, equitable and accountable use of city monies.

**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.

Phoebe Pereda

Applicant (print name)

\*SUBMITTED ELECTRONICALLY

Applicant's Signature

1/20/2022

Date

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

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](mailto:lziemer@brookings.or.us)
- Budget Committee: 541-469-1123 - [jhoward@brookings.or.us](mailto:jhoward@brookings.or.us)
- Parks and Recreation Commission: 541-469-1103 - [lziemer@brookings.or.us](mailto:lziemer@brookings.or.us)

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, January 10, 2022**

**Call to Order**

Mayor Hedenskog called the meeting to order at 7:02 PM

**Roll Call**

Council Present: Mayor Ron Hedenskog, Councilors Brad Alcorn (via phone), Councilor Ed Schreiber, John McKinney, and Michelle Morosky; a quorum present.

Staff present: City Manager Janell Howard, Public Works Director Tony Baron, and Deputy Recorder Natasha Tippetts

Media Present: 1

Others Present: 5 audience members

**Oral Requests and Communications from the Audience**

1. Diana Cooper, 805 Paradise Lane, Brookings; Provided information on current COVID-19 testing

**Consent Calendar**

1. Approve Council minutes for December 13, 2021
2. Accept Planning Commission minutes for December 7 2021
3. Accept November 2021 financials

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

**Staff Reports**

1. **Planning Commission Annual Report**

*Staff report presented by Tony Baron*

**Mayor Hedenskog moved, Councilor McKinney seconded, and Council voted unanimously to accept the City of Brookings Planning Commission's Annual Report for 2021.**

2. **Letter to Oregon Health Authority**

*Staff report presented by Janell Howard*

**Councilor McKinney moved, Councilor Schreiber seconded, and Council voted unanimously to authorize the Mayor to sign a letter to OHA regarding services provided in the City of Brookings.**

**Informational Non-Action Items**

1. December Vouchers

**Remarks from Mayor and Councilors**

None

**Adjournment**

Mayor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 7:17 PM

Respectfully submitted:

ATTESTED:  
this 24th day of January, 2022:

---

Ron Hedenskog, Mayor

---

Janell K. Howard, City Recorder

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,507,011.00	159,708.34	3,019,737.52	487,273.48	86.1
LICENSES AND PERMITS	276,500.00	15,923.54	149,091.56	127,408.44	53.9
INTERGOVERNMENTAL	295,000.00	12,515.60	781,249.43	( 486,249.43)	264.8
CHARGES FOR SERVICES	318,500.00	62,228.79	249,896.94	68,603.06	78.5
OTHER REVENUE	122,500.00	56,734.13	90,670.22	31,829.78	74.0
TRANSFERS IN	595,248.00	.00	.00	595,248.00	.0
	5,114,759.00	307,110.40	4,290,645.67	824,113.33	83.9
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	33,678.00	2,691.06	16,999.97	16,678.03	50.5
MATERIAL AND SERVICES	12,850.00	350.00	2,243.49	10,606.51	17.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	46,528.00	3,041.06	19,243.46	27,284.54	41.4
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	367,902.00	28,783.52	182,972.49	184,929.51	49.7
MATERIAL AND SERVICES	153,500.00	5,350.38	72,353.50	81,146.50	47.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	521,402.00	34,133.90	255,325.99	266,076.01	49.0
POLICE:					
PERSONAL SERVICES	2,916,160.00	345,774.76	1,431,487.95	1,484,672.05	49.1
MATERIAL AND SERVICES	189,500.00	26,042.02	109,461.21	80,038.79	57.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	67,867.00	4,452.31	41,020.79	26,846.21	60.4
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,173,527.00	376,269.09	1,581,969.95	1,591,557.05	49.9
FIRE:					
PERSONAL SERVICES	229,448.00	19,616.90	114,220.05	115,227.95	49.8
MATERIAL AND SERVICES	101,500.00	9,783.53	55,608.11	45,891.89	54.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,580.00	30,579.01	30,579.01	.99	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	361,528.00	59,979.44	200,407.17	161,120.83	55.4



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	263,365.00	15,155.57	93,583.31	169,781.69	35.5
MATERIAL AND SERVICES	91,600.00	1,642.70	18,622.05	72,977.95	20.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	354,965.00	16,798.27	112,205.36	242,759.64	31.6
PARKS & RECREATION:					
PERSONAL SERVICES	282,595.00	18,176.09	127,462.65	155,132.35	45.1
MATERIAL AND SERVICES	114,100.00	10,743.66	59,647.95	54,452.05	52.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	.00	9,980.00	1.00	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	406,676.00	28,919.75	197,090.60	209,585.40	48.5
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	84,000.00	.00	38,000.00	46,000.00	45.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	84,000.00	.00	38,000.00	46,000.00	45.2
SWIMMING POOL:					
PERSONAL SERVICES	83,730.00	.00	67,935.72	15,794.28	81.1
MATERIAL AND SERVICES	48,600.00	1,078.50	41,561.56	7,038.44	85.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	132,330.00	1,078.50	109,497.28	22,832.72	82.8
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	164,600.00	8,617.45	43,115.99	121,484.01	26.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	555,350.00	.00	.00	555,350.00	.0
CONTINGENCIES AND RESERVES	663,853.00	.00	.00	663,853.00	.0
	1,383,803.00	8,617.45	43,115.99	1,340,687.01	3.1
	6,464,759.00	528,837.46	2,556,855.80	3,907,903.20	39.6
	( 1,350,000.00)	( 221,727.06)	1,733,789.87	( 3,083,789.87)	128.4

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	605,000.00	36,458.51	217,345.01	387,654.99	35.9
OTHER REVENUE	14,700.00	184.00	1,313.12	13,386.88	8.9
TRANSFER IN	.00	.00	.00	.00	.0
	<u>619,700.00</u>	<u>36,642.51</u>	<u>218,658.13</u>	<u>401,041.87</u>	<u>35.3</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	229,536.00	17,127.74	107,075.26	122,460.74	46.7
MATERIAL AND SERVICES	210,000.00	17,051.09	91,225.71	118,774.29	43.4
CAPITAL OUTLAY	187,940.00	.00	.00	187,940.00	.0
DEBT SERVICE	12,551.00	1,254.45	8,038.90	4,512.10	64.1
TRANSFERS OUT	65,391.00	.00	.00	65,391.00	.0
CONTINGENCIES AND RESERVES	164,282.00	.00	.00	164,282.00	.0
	<u>869,700.00</u>	<u>35,433.28</u>	<u>206,339.87</u>	<u>663,360.13</u>	<u>23.7</u>
	<u>869,700.00</u>	<u>35,433.28</u>	<u>206,339.87</u>	<u>663,360.13</u>	<u>23.7</u>
	<u>( 250,000.00)</u>	<u>1,209.23</u>	<u>12,318.26</u>	<u>( 262,318.26)</u>	<u>4.9</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,815,000.00	135,244.62	954,866.23	860,133.77	52.6
OTHER INCOME	48,000.00	2,830.00	25,577.58	22,422.42	53.3
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,863,000.00</u>	<u>138,074.62</u>	<u>980,443.81</u>	<u>882,556.19</u>	<u>52.6</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	403,704.00	30,580.56	190,664.56	213,039.44	47.2
MATERIAL AND SERVICES	186,800.00	12,862.07	99,542.47	87,257.53	53.3
CAPITAL OUTLAY	50,000.00	3,576.48	8,790.42	41,209.58	17.6
DEBT SERVICE	6,793.00	550.98	5,690.78	1,102.22	83.8
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>671,297.00</u>	<u>47,570.09</u>	<u>304,688.23</u>	<u>366,608.77</u>	<u>45.4</u>
WATER TREATMENT:					
PERSONAL SERVICES	27,603.00	2,184.87	13,775.93	13,827.07	49.9
MATERIAL AND SERVICES	508,369.00	39,628.64	229,339.44	279,029.56	45.1
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	2,385.00	.00	2,384.49	.51	100.0
TRANSFERS OUT	718,494.00	.00	.00	718,494.00	.0
CONTINGENCIES AND RESERVES	204,852.00	.00	.00	204,852.00	.0
	<u>1,471,703.00</u>	<u>41,813.51</u>	<u>245,499.86</u>	<u>1,226,203.14</u>	<u>16.7</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,143,000.00</u>	<u>89,383.60</u>	<u>550,188.09</u>	<u>1,592,811.91</u>	<u>25.7</u>
	<u>( 280,000.00)</u>	<u>48,691.02</u>	<u>430,255.72</u>	<u>( 710,255.72)</u>	<u>153.7</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	( 4,500.00)	.00	.00	( 4,500.00)	.0
CHARGES FOR SERVICES	3,240,300.00	291,031.94	1,669,272.18	1,571,027.82	51.5
OTHER REVENUE	10,000.00	.00	785.46	9,214.54	7.9
TRANSFER IN	.00	.00	.00	.00	.0
	3,245,800.00	291,031.94	1,670,057.64	1,575,742.36	51.5

EXPENDITURES

WASTEWATER COLLECTION:

PERSONAL SERVICES	627,735.00	46,704.27	285,479.52	342,255.48	45.5
MATERIAL AND SERVICES	225,500.00	10,079.42	75,206.09	150,293.91	33.4
CAPITAL OUTLAY	15,000.00	4,681.97	4,681.97	10,318.03	31.2
DEBT SERVICE	6,793.00	551.02	5,690.20	1,102.80	83.8
TRANSFERS OUT	197,806.00	.00	.00	197,806.00	.0
	1,072,834.00	62,016.68	371,057.78	701,776.22	34.6

WASTEWATER TREATMENT:

PERSONAL SERVICES	41,732.00	3,277.36	20,663.81	21,068.19	49.5
MATERIAL AND SERVICES	970,333.00	76,176.03	423,051.20	547,281.80	43.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	2,385.00	.00	2,384.49	.51	100.0
TRANSFERS OUT	1,357,525.00	.00	.00	1,357,525.00	.0
CONTINGENCIES AND RESERVES	325,491.00	.00	.00	325,491.00	.0
	2,697,466.00	79,453.39	446,099.50	2,251,366.50	16.5
	3,770,300.00	141,470.07	817,157.28	2,953,142.72	21.7
	( 524,500.00)	149,561.87	852,900.36	( 1,377,400.36)	162.6

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	660,164.00	22,303.17	556,591.63	103,572.37	84.3
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	573.72	1,426.28	28.7
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>662,164.00</u>	<u>22,303.17</u>	<u>557,165.35</u>	<u>104,998.65</u>	<u>84.1</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	60,000.00	2,104.30	3,839.30	56,160.70	6.4
CAPITAL OUTLAY	1,332,164.00	.00	.00	1,332,164.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	130,000.00	.00	.00	130,000.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>1,522,164.00</u>	<u>2,104.30</u>	<u>3,839.30</u>	<u>1,518,324.70</u>	<u>.3</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,522,164.00</u>	<u>2,104.30</u>	<u>3,839.30</u>	<u>1,518,324.70</u>	<u>.3</u>
	<u>( 860,000.00)</u>	<u>20,198.87</u>	<u>553,326.05</u>	<u>( 1,413,326.05)</u>	<u>64.3</u>



# CITY OF BROOKINGS POLICE DEPARTMENT

Kelby McCrae, Chief of Police



**To:** Brookings City Council through City Manager Janell Howard  
**From:** Lieutenant Donny Dotson  
**Date:** 01/10/2022  
**Subject:** Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Scott A. Larson** with the attached **Limited On-Premises** liquor license application. The business "**Redwood Theater and Cafe**" is located at 621 Chetco Avenue, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicant be granted their request with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Donny Dotson", is written over a horizontal line.

Lieutenant Donny Dotson  
Brookings Police Department





OREGON LIQUOR CONTROL COMMISSION

## LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 <sup>st</sup> Location	Date application received and/or date stamp:
<input type="checkbox"/> Brewery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	Name of City or County:
<input type="checkbox"/> Brewery-Public House (BPH) 1 <sup>st</sup> location	Recommends this license be:
<input type="checkbox"/> BPH Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 <sup>st</sup> location	
<input type="checkbox"/> GSP Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input checked="" type="checkbox"/> Limited On-Premises	OLCC USE ONLY
<input type="checkbox"/> Off-Premises	Date application received: 12-10-22
<input type="checkbox"/> Warehouse	Date application accepted: 12-10-22
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	License Action(s): C/O, C/TN
<input type="checkbox"/> Winery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input type="checkbox"/> (4 <sup>th</sup> ) <input type="checkbox"/> (5 <sup>th</sup> ) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY** (example: corporation or LLC) or **INDIVIDUAL(S)**<sup>1</sup> applying for the license(s):

REDWOOD THEATER AND CAFE LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See) REDWOOD THEATER AND CAFE		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 621 CHETCO AVENUE		
City BROOKINGS	County CURRY	Zip Code 97415

<sup>1</sup> Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



## OREGON LIQUOR CONTROL COMMISSION

## LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) REDWOOD THEATER AND CAFE			
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in <a href="#">OAR 845-004-0065[1]</a> .) 621 CHETCO AVENUE			
City BROOKINGS	State OREGON	Zip Code 97415	
9. Phone Number of the Business Location 541 412 7575		10. Email Contact for this Application and for the Business slarson62@icloud.com	
11. Contact Person for this Application Scott Larson		Phone Number 650 203 3057	
Contact Person's Mailing Address (if different) 230 Grandview Drive	City Woodside	State CA	Zip Code 94062

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

**ATTESTATION: \*\*READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM\*\***

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read [OAR 845-005-0311](#) and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per [OAR 845-005-0311\[6\]](#)) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

- Each individual (sole proprietor) listed as an applicant must sign the application below.
- If an applicant is an entity, such as a corporation or LLC, at least one **INDIVIDUAL who is authorized to sign for the entity** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

SCOTT LARSON

DEC 9 2021

App. #1: (PRINT NAME)

App. #1: (SIGNATURE)

App. #1: Signature Date

Atty. Bar Information (if applicable)

App. #2: (PRINT NAME)

App. #2: (SIGNATURE)

App. #2: Signature Date

Atty. Bar Information (if applicable)

App. #3: (PRINT NAME)

App. #3: (SIGNATURE)

App. #3: Signature Date

Atty. Bar Information (if applicable)

App. #4: (PRINT NAME)

App. #4: (SIGNATURE)

App. #4: Signature Date

Atty. Bar Information (if applicable)

OLCC Liquor License Application (Rev. 9.28.20)



## OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Redwood Theater and Café LLC 1-6-22 RE

541-412-7575 1-6-22 RE

Applicant Name: SCOTT LARSON

Phone: 650 203 3057

Trade Name (dba): REDWOOD THEATER AND CAFE

Business Location Address: 621 CHETCO AVENUE

City: BROOKINGS, OREGON

ZIP Code: 97415

### DAYS AND HOURS OF OPERATION

#### Business Hours:

Sunday 2 PM to 10 PM  
Monday CLOSED to \_\_\_\_\_  
Tuesday CLOSED to \_\_\_\_\_  
Wednesday 2 PM to 10 PM  
Thursday 2 PM to 10 PM  
Friday 2 PM to 10 PM  
Saturday NOON to 10 PM

#### Outdoor Area Hours:

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

The outdoor area is used for:

☐ Food service Hours: \_\_\_\_\_ to \_\_\_\_\_  
☐ Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_  
☐ Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations: ☒ Yes ☐ No If yes, explain: DEPENDING ON BUSINESS DURING TOURIST

SUMMER SEASON WE MIGHT OPEN MONDAY AND TUESDAYS 2 PM TO 10 PM

### ENTERTAINMENT

Check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Live Music                              | <input type="checkbox"/> Karaoke                |
| <input type="checkbox"/> Recorded Music                          | <input type="checkbox"/> Coin-operated Games    |
| <input type="checkbox"/> DJ Music                                | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing                                 | <input type="checkbox"/> Social Gaming          |
| <input type="checkbox"/> Nude Entertainers                       | <input type="checkbox"/> Pool Tables            |
| <input checked="" type="checkbox"/> Other: <u>SHOWING MOVIES</u> |   |

### DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

### SEATING COUNT

Restaurant: \_\_\_\_\_

Outdoor: \_\_\_\_\_

Lounge: \_\_\_\_\_

Other (explain): MOVIE SEATING

Banquet: \_\_\_\_\_

Total Seating: 258

#### OLCC USE ONLY

Investigator Verified Seating: \_\_\_\_\_ (Y) \_\_\_\_\_ (N)

Investigator Initials: RE

Date: 1-6-22

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: \_\_\_\_\_

Date: DEC 9, 2021

**1-800-452-OLCC (6522)**

[www.oregon.gov/olcc](http://www.oregon.gov/olcc)

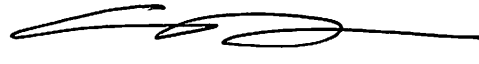
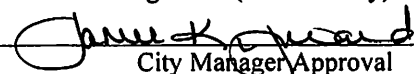
(rev. 12/07)

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 24, 2022

Originating Dept: PW/DS

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject: Lease Agreement – 623 Chetco Avenue

Recommended Motion:

Motion to authorize the City Manager to enter into a lease agreement with Pacific Coast Properties LLC for the development of a pocket park on an undeveloped lot at 623 Chetco Avenue.

Background/Discussion:

In February 2021, the Brookings Urban Renewal Agency finalized a list of Urban Renewal eligible projects. The list of projects included the development of a vacant lot at 623 Chetco Avenue into a pocket park maintained by the City of Brookings. The project includes the construction of an outdoor, open-aired (with some covered area) elevated patio space with amenities to be used by local downtown restaurants and pedestrians for outdoor seating as well as small events. The park would be constructed of heavy timber on a sloped lot and accessed at street level between Compass Rose Café (625) and the Redwood Theater (621).

Pacific Coast Properties LLC (Mike Horgan, owner) has agreed to enter into a long-term lease agreement with the City of Brookings in order to facilitate the development of the pocket park.

We have attached a draft lease agreement, a map of the location, and a schematic plan of the pocket park for your review. City Staff estimates that improvements will be made by Summer 2022.

Attachments:

- a. Draft Lease Agreement with Pacific Coast Properties LLC
- b. Map of location – 623 Chetco Avenue
- c. Chetco Town Center – Schematic Plan

## **LEASE AGREEMENT WITH RIGHT OF FIRST OFFER TO PURCHASE**

### **Pocket Park – Chetco Town Center**

**DATE:** February 1, 2022

**PARTIES:** Pacific Coast Properties LLC, Lessor and City of Brookings, Oregon, a Municipal Corporation, Lessee

**RECITALS:**

- 1) Lessor is the owner of land described on the attached Exhibit “A”. This land shall hereinafter be referred to as “the Premises”.
- 2) Lessee wishes to utilize the premises as a small community park herein referred to as the “pocket park”.

#### **Section 1. Agreement to Lease**

Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the premises on the terms and conditions set forth below.

#### **Section 2. Term**

The term of this lease shall begin on February 1, 2022 and shall continue until January 31, 2031, unless it is terminated sooner as provided in this lease. The lease can be renewed for a term of 5 years, up to 10 renewals (50 years), with 60 days advance notification, if both parties agree.

Upon receiving notice from the Lessor of the Lessor’s desire to sell the property, after the initial 10-year term, the Lessee will have first right of refusal, and 60 days to give written notice of intent to purchase. The parties will then agree on an independent, third-party appraiser to provide a Certified Market Analysis (CMA) of the land only. The Lessee would pay the appraised value of the land only, as the improvements will be paid for by the Lessee.

#### **Section 3. Rent**

Basic rent shall be the sum of \$1.00 per year. Lessee shall pay this amount on or before February 1 of each year the lease is in effect beginning in 2022.

#### **Section 4. Use of the Premises**

Lessee may use the premises only as a “pocket park”, and for no other purposes.



Section 5.      Taxes and Assessments

Lessor shall pay before delinquency any and all real and personal property taxes until the property is eligible for tax exemption. Lessee commits to file for tax exemption status, at the earliest possible date, but no later than 60 days after this agreement is executed.

Section 6.      Costs of Development – Maintenance

- a) Lessee shall be responsible for all costs associated with the maintenance of the Premises.
- b) Lessee shall maintain the premises in good condition and repair during the duration of this lease.

Section 7.      Improvements; Ownership of the Improvements

Lessee shall not make any improvements, unless similar to those attached, to the premises without the express written consent of Lessor. All improvements constructed on the Premises by Lessee shall be owned by Lessee until expiration or sooner termination of this lease. All improvements located on the Premises at the expiration or sooner termination of this lease shall become the property of Lessor, free and clear of all claims of Lessee or anyone claiming under Lessee, and Lessee shall indemnify and defend Lessor against all liability and loss arising from such claims. Nothing in this paragraph shall alter other provisions of this lease.

A general description of improvements includes the construction of an elevated patio with amenities for outdoor seating and events.

Section 8.      Assignment; Subletting; Financing

- a) Lessee shall not assign or otherwise transfer Lessees' interest in the lease or the estate created by this lease.
- b) Lessee shall not sublet all or any part of the Premises or other improvements on the premises.
- c) The parties understand that the Premises shall be used as a "pocket park" and that Lessee is entitled to allow the use of the Premises by the public.
- d) Lessee may not subject the leasehold estate and the improvements, if any, to one or more mortgages or other liens as security for a loan or loans or other obligations of Lessee.

Section 9.      Insurance

Lessee shall procure at its own expense and continuously maintain during the term of this lease a comprehensive general liability policy with a minimum coverage of \$2,000,000 per occurrence, and \$4,000,000 in the aggregate, or such large amount as to

ensure total coverage for potential liability should the limits under the Tort Claims Act be amended. The insurance shall be in a form sufficient to protect Lessor and Lessee against claims from third persons for personal injury, death, or property damage arising from the use, occupancy, or condition of the premises or improvements on the premises. Lessee shall name Lessor as an additional insured. Certificates of Insurance will be proved to Lessor upon request.

**Section 10.**      **Indemnification**

Lessee agrees to defend, indemnify, and save Lessor, its agents, and employees harmless from any and all losses, claims, actions, costs, expenses, judgments, subrogations, or other damage resulting from injury or death to any person or from property damage arising during the terms of this lease from the use, occupancy, or conditions of the premises or improvements on the premises.

**Section 11.**      **Remedies on Default**

Should Lessee default on its obligations under the Lease, Lessor may give Lessee written notice of the default. Should Lessee fail to cure the stated default within 30 days, Lessor may terminate the Lease.

**Section 12.**      **Surrender and Termination**

- a) Upon expiration of the Lease term, Lessee shall surrender possession of the Premises to Lessor, including all improvements located on the Premises, in good condition. All property that Lessee is required to surrender shall all become Lessor's property at the date of the expiration of the lease.
- b) Failure by Lessee to vacate the Premises at the time specified in this lease shall not constitute a renewal or extension or give Lessee any rights in or to the Premises or any improvements. Upon such a holdover, Lessee shall defend and indemnify Lessor from all liability and expense resulting from the failure or delay of Lessee to timely surrender the Premises including, without limitation, claims made by any succeeding tenant founded on or resulting from Lessee's failure to so surrender.
- c) Lessee may surrender the Premises to Lessor, and except as provided in paragraphs 10, shall have no further obligation under this lease by giving Lessor 30 days' notice of Lessee's intent to terminate the lease and vacate the Premises.

**Section 13.**      **Utilities**

Lessee agrees that it will pay all charges and expenses for utilities, if any, used on the Premises during the term of the lease. It further agrees that it will not permit liens to be incurred or placed upon the Premises because of the non-payment of any such utility charges.



**Section 14. Compliance with Laws**

**Lessee agrees to observe and obey all pertinent laws, ordinances, and regulations pertinent to the occupancy of the premises during the term of the lease.**

## Section 15. Miscellaneous Provisions

- a) Waiver by either party of strict performance of any provision or term of this lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision or any other provision.
- b) All notices under this lease shall be effective on the earlier of actual receipt or two days after deposit as registered or certified mail, return receipt requested, postage prepaid and addressed to Lessor or Lessee at the addresses stated below, or to such other address as either party may specify by notice to the other party:

**LESSOR:** Pacific Coast Properties LLC  
P.O. Box 2591  
Brookings, Oregon 97415

**LESSEE:** City of Brookings  
898 Elk Drive  
Brookings, Oregon 97415

- c) If suit or action is instituted in connection with any claim or controversy under this lease, each side shall be responsible for their own attorney fees and costs.
- d) The invalidity or illegality of any provision of this lease shall not affect the remainder of the lease.
- e) This lease and the party's rights under it shall be construed and regulated by the laws of the State of Oregon.

**LESSOR: Pacific Coast Properties LLC**

Owner	Date
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**LESSEE: City of Brookings**

City Manager \_\_\_\_\_ Date \_\_\_\_\_

# Curry County Web Map



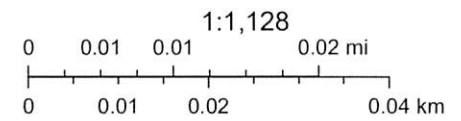
1/19/2022, 4:52:48 PM

- |               |                         |                       |
|---------------|-------------------------|-----------------------|
| Parcels       | Highways (1)            | City Limits           |
| Parcel Labels | Situs Address (Current) | Urban Growth Boundary |
| All Roads     | Townships               | Counties              |

2018 State Imagery (1ft)

- |  |               |
|--|---------------|
|  | Red: Band_1   |
|  | Green: Band_2 |
|  | Blue: Band_3  |

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Oregon Statewide Imagery Program (OSIP) - Oregon Imagery Implementation Team, Bureau of Land Management, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Google, EPA, USDA

Created by LCOG for

The information on this map was derived from digital databases from the Curry County regional geographic information system by LCOG. Care was taken in the creation of this map, but is provided "as-is". Curry County and LCOG cannot accept any responsibility for errors, omission

