

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, April 25 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. Ceremonies/Appointments/Announcements**

1. Foster Care Awareness Proclamation [Pg. 1]

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

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

1. Community Resource Officer and School Resource Officer

#### **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 April 11, 2022 [Pg. 2]
2. Accept financials for March, 2022 [Pg. 4]

#### **H. Staff Reports/Hearings**

1. Wild Rogue Relay Event [Pg. 10]
  - a. Park Use Application Form [Pg. 11]
2. Alternative procedure for Sale of City-owned real property [Pg. 14]
  - a. Resolution 22-R-1217 [Pg. 15]
3. Vista Ridge Tank Site – Transfer of Real Property [Pg. 16]
  - a. Hanson Letter of Request [Pg. 18]
  - b. McLennan Estimate for Reservoir Removal [Pg. 19]
  - c. Warranty Deed – Lot 46 Vista Ridge [Pg. 20]
  - d. Vista Ridge Subdivision Plat [Pg. 23]

#### **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.

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 *Proclamation*

**WHEREAS**, children are key to Oregon's future success, prosperity and quality of life; and

**WHEREAS**, children have a right to thrive, learn and grow in a safe environment; and

**WHEREAS**, resource (foster) parents provide the care, safety and stability for children and youth in foster care whose parents need time to learn new skills to become the parents their kids need them to be; and

**WHEREAS**, the COVID-19 pandemic has brought to light the importance of safety, stability and family, which resource (foster) families provide; and

**WHEREAS**, Oregon resource (foster) parents are caring for more than 7,000 children and youth in out-of-home placement today while a child's parent(s) or caregiver(s) address safety concerns in the home; and

**WHEREAS**, Oregon is experiencing a shortage of resource (foster) parents in every community and is in need of families willing to care for older youth, children with complex behavioral and mental health needs, siblings groups and youth who identify as LGBTQ+; and

**WHEREAS**, we must recognize the important role resource (foster) parents play in caring for children who have experienced abuse and neglect, supporting family reunification and building strong communities; and

**WHEREAS**, we all play a role in ensuring Oregon's children are healthy and safe, and are able to reach their full potential; and

**WHEREAS**, we all play a role in preventing child abuse and neglect by strengthening families;

**NOW, THEREFORE**, that I, Ron Hedenskog, Mayor of the City of Brookings, do hereby proclaim the month of May 2022 to be

## ***Foster Care Awareness Month***

***In Witness Whereof***, I, Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 25<sup>th</sup> day of April, 2022.

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Mayor Ron Hedenskog

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, February 11, 2022**

**Call to Order**

Mayor Hedenskog called the meeting to order at 7:00 PM

**Roll Call**

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

Staff present: City Manager Janell Howard and Deputy Recorder Natasha Tippetts

Media Present: 1

Others Present: 0 audience members

**Consent Calendar**

1. Approve Council minutes for March 28, 2022

3. Accept Planning Commission minutes for March 1, 2022

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

**Staff Reports**

**1. Yard of the Month**

*Staff report presented by Janell Howard*

**Councilor Schreiber moved, Councilor McKinney seconded, and Council voted unanimously to approve the reinstatement of the annual Yard of the Month program for five months beginning May, 2022.**

**2. USGS Gage Maintenance Agreement**

*Staff report presented by Janell Howard*

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

**3. Audit Proposal**

*Staff report presented by Janell Howard*

**Councilor Schreiber moved, Councilor McKinney seconded, and Council voted unanimously to accept the audit services proposal from Moss Adams LLP and authorize the City Manager to execute a three-year contract.**

**Remarks from Mayor and Councilors**

None

**Adjournment**

Mayor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 7:14 PM

Respectfully submitted:

ATTESTED:  
this 25th day of April, 2022:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,507,011.00	146,411.96	3,432,823.46	74,187.54	97.9
LICENSES AND PERMITS	276,500.00	26,795.47	231,162.03	45,337.97	83.6
INTERGOVERNMENTAL	295,000.00	5,962.37	133,372.70	161,627.30	45.2
CHARGES FOR SERVICES	318,500.00	13,382.04	325,166.58	( 6,666.58)	102.1
OTHER REVENUE	122,500.00	3,793.25	117,259.60	5,240.40	95.7
TRANSFERS IN	595,248.00	.00	.00	595,248.00	.0
	5,114,759.00	196,345.09	4,239,784.37	874,974.63	82.9
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	33,678.00	2,979.84	25,899.22	7,778.78	76.9
MATERIAL AND SERVICES	12,850.00	310.94	3,209.43	9,640.57	25.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	46,528.00	3,290.78	29,108.65	17,419.35	62.6
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	367,902.00	29,656.61	273,419.96	94,482.04	74.3
MATERIAL AND SERVICES	155,000.00	6,978.25	86,425.85	68,574.15	55.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	522,902.00	36,634.86	359,845.81	163,056.19	68.8
POLICE:					
PERSONAL SERVICES	2,916,160.00	222,710.93	2,118,869.90	797,290.10	72.7
MATERIAL AND SERVICES	192,000.00	15,617.07	153,888.96	38,111.04	80.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	67,867.00	4,452.31	54,377.72	13,489.28	80.1
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,176,027.00	242,780.31	2,327,136.58	848,890.42	73.3
FIRE:					
PERSONAL SERVICES	229,448.00	17,959.80	169,663.46	59,784.54	73.9
MATERIAL AND SERVICES	103,000.00	4,229.33	72,156.15	30,843.85	70.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,580.00	.00	30,579.01	.99	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	363,028.00	22,189.13	272,398.62	90,629.38	75.0

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2022

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	263,365.00	15,173.85	140,524.88	122,840.12	53.4
MATERIAL AND SERVICES	92,100.00	923.70	21,989.57	70,110.43	23.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	355,465.00	16,097.55	162,514.45	192,950.55	45.7
PARKS & RECREATION:					
PERSONAL SERVICES	282,595.00	22,441.04	195,207.90	87,387.10	69.1
MATERIAL AND SERVICES	114,600.00	9,556.75	84,818.46	29,781.54	74.0
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
	407,176.00	31,997.79	290,006.36	117,169.64	71.2
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	84,000.00	.00	122,688.00	( 38,688.00)	146.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	84,000.00	.00	122,688.00	( 38,688.00)	146.1
SWIMMING POOL:					
PERSONAL SERVICES	83,730.00	.00	67,935.72	15,794.28	81.1
MATERIAL AND SERVICES	49,100.00	712.60	42,635.14	6,464.86	86.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	132,830.00	712.60	110,570.86	22,259.14	83.2
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	168,600.00	9,509.16	66,999.35	101,600.65	39.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	555,350.00	.00	.00	555,350.00	.0
CONTINGENCIES AND RESERVES	656,853.00	.00	.00	656,853.00	.0
	1,380,803.00	9,509.16	66,999.35	1,313,803.65	4.9
	6,468,759.00	363,212.18	3,741,268.68	2,727,490.32	57.8
	( 1,354,000.00)	( 166,867.09)	498,515.69	( 1,852,515.69)	36.8

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2022

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	605,000.00	42,016.13	361,918.41	243,081.59	59.8
OTHER REVENUE	14,700.00	138.11	3,404.36	11,295.64	23.2
TRANSFER IN	.00	.00	.00	.00	.0
	<u>619,700.00</u>	<u>42,154.24</u>	<u>365,322.77</u>	<u>254,377.23</u>	<u>59.0</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	229,536.00	17,169.96	160,071.48	69,464.52	69.7
MATERIAL AND SERVICES	212,000.00	( 93.30)	123,437.63	88,562.37	58.2
CAPITAL OUTLAY	187,940.00	.00	.00	187,940.00	.0
DEBT SERVICE	12,551.00	.00	8,038.90	4,512.10	64.1
TRANSFERS OUT	65,391.00	.00	.00	65,391.00	.0
CONTINGENCIES AND RESERVES	162,282.00	.00	.00	162,282.00	.0
	<u>869,700.00</u>	<u>17,076.66</u>	<u>291,548.01</u>	<u>578,151.99</u>	<u>33.5</u>
	<u>869,700.00</u>	<u>17,076.66</u>	<u>291,548.01</u>	<u>578,151.99</u>	<u>33.5</u>
	<u>( 250,000.00)</u>	<u>25,077.58</u>	<u>73,774.76</u>	<u>( 323,774.76)</u>	<u>29.5</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2022

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,815,000.00	141,832.25	1,358,478.68	456,521.32	74.9
OTHER INCOME	48,000.00	3,079.04	37,877.86	10,122.14	78.9
TRANSFERS IN	.00	.00	.00	.00	.0
	1,863,000.00	144,911.29	1,396,356.54	466,643.46	75.0

EXPENDITURES

WATER DISTRIBUTION:

PERSONAL SERVICES	403,704.00	29,679.43	288,894.17	114,809.83	71.6
MATERIAL AND SERVICES	189,800.00	12,529.79	152,272.48	37,527.52	80.2
CAPITAL OUTLAY	50,000.00	1,245.20	16,034.57	33,965.43	32.1
DEBT SERVICE	6,793.00	551.00	7,343.76	( 550.76)	108.1
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	674,297.00	44,005.42	464,544.98	209,752.02	68.9

WATER TREATMENT:

PERSONAL SERVICES	27,603.00	2,229.16	20,572.50	7,030.50	74.5
MATERIAL AND SERVICES	511,869.00	39,628.64	348,225.36	163,643.64	68.0
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	198,352.00	.00	.00	198,352.00	.0
	1,468,703.00	41,857.80	371,182.35	1,097,520.65	25.3

DEPARTMENT 24:

CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	2,143,000.00	85,863.22	835,727.33	1,307,272.67	39.0
	( 280,000.00)	59,048.07	560,629.21	( 840,629.21)	200.2



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2022

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	( 4,500.00)	.00	.00	( 4,500.00)	.0
CHARGES FOR SERVICES	3,240,300.00	295,761.08	2,527,095.70	713,204.30	78.0
OTHER REVENUE	10,000.00	818.70	6,593.67	3,406.33	65.9
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,245,800.00</u>	<u>296,579.78</u>	<u>2,533,689.37</u>	<u>712,110.63</u>	<u>78.1</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	627,735.00	45,652.57	428,096.03	199,638.97	68.2
MATERIAL AND SERVICES	229,500.00	4,856.52	95,349.33	134,150.67	41.6
CAPITAL OUTLAY	15,000.00	.00	4,681.97	10,318.03	31.2
DEBT SERVICE	6,793.00	551.00	7,343.22	( 550.22)	108.1
TRANSFERS OUT	197,806.00	.00	.00	197,806.00	.0
	<u>1,076,834.00</u>	<u>51,060.09</u>	<u>535,470.55</u>	<u>541,363.45</u>	<u>49.7</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	41,732.00	3,343.81	30,858.70	10,873.30	73.9
MATERIAL AND SERVICES	975,833.00	81,174.90	673,563.60	302,269.40	69.0
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	315,991.00	.00	.00	315,991.00	.0
	<u>2,693,466.00</u>	<u>84,518.71</u>	<u>706,806.79</u>	<u>1,986,659.21</u>	<u>26.2</u>
	<u>3,770,300.00</u>	<u>135,578.80</u>	<u>1,242,277.34</u>	<u>2,528,022.66</u>	<u>33.0</u>
	<u>( 524,500.00)</u>	<u>161,000.98</u>	<u>1,291,412.03</u>	<u>( 1,815,912.03)</u>	<u>246.2</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 9 MONTHS ENDING MARCH 31, 2022

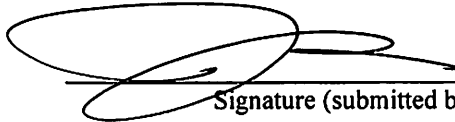
URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	660,164.00	19,827.78	624,200.92	35,963.08	94.6
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	714.15	5,048.89	( 3,048.89)	252.4
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>662,164.00</u>	<u>20,541.93</u>	<u>629,249.81</u>	<u>32,914.19</u>	<u>95.0</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	60,000.00	.00	3,839.30	56,160.70	6.4
CAPITAL OUTLAY	1,332,164.00	84,221.42	109,221.42	1,222,942.58	8.2
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>84,221.42</u>	<u>113,060.72</u>	<u>1,409,103.28</u>	<u>7.4</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>84,221.42</u>	<u>113,060.72</u>	<u>1,409,103.28</u>	<u>7.4</u>
	<u>( 860,000.00)</u>	<u>( 63,679.49)</u>	<u>516,189.09</u>	<u>( 1,376,189.09)</u>	<u>60.0</u>

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: April 25, 2022

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

Originating Dept: PWDS - Parks

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

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### Subject:

Waive Park Use and Picnic Table Rental Fees for the annual Wild Rogue Relay event scheduled June 18, 2022.

### Recommended Motion:

Move to waive park use and picnic table rental fees for the annual Wild Rogue Relay event.

### Financial Impact:

Loss of park use and picnic table rental fees in the amount of \$1,379.

### Background/Discussion:

This will be the eighth year of the Wild Rogue Relay event and the sixth year that Azalea Park has been the terminus for the event. This event starts at Applegate Reservoir and covers a 215-mile route to the coast. This event was canceled in 2020, and eventually canceled in 2021 after first being rescheduled to September. The event organizers estimate typically 85 twelve-person teams and 14 six-person teams participate in the event. Combined with family members, vendors, and other volunteers, this event brings many visitors to Brookings. Organizers report that approximately 40 percent of those participating in the event stay overnight.

Wild Rogue Relay event organizers have requested a waiver of the park use and picnic table rental fees which the City has waived in the past for this event.

### Attachment:

a) Park Use Application Form



# PARK USE APPLICATION PERMIT

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

*emailed to Sarah B.*

CITY USE ONLY		Rec'd Date:	By:
Department:	By:	Date:	Approved
Parks	<i>[Signature]</i>	4/20/22	Y / N
Public Works			Y / N
Fire			Y / N
Police			Y / N
Finance Dept.			Y / N

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

Event Date(s): 6 / 18 / 22 to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: 8 am / pm to 9:30 am / pm Day(s): M/T/W/R/F/Sat/Sun

No. of participants (each day): 1500 Nature/Name of Event: Wild Rogue Relay Finish Line

Organization: Sourwood Running LLC

Contact Person: Sydney Smedley Phone #: 541-951-9960 Cell #: \_\_\_\_\_

Mailing Address: 2812 Old Stage Road, Central Point, OR 97502

email: sarahbrendle@sourwoodrunning.com Return deposit to: No Deposit

## PARK/LOCATION: (Check all that apply)

- ☒ Azalea ☐ Bud Cross ☐ Easy Manor  
☐ Bankus ☐ Skate Park ☐ Chetco Point  
☐ Stout ☐ Tennis Courts ☐ Oasis

## AZALEA PARK AREA: (Check all that apply)

- ☒ Gazebo ☒ Bandshell/Stage ☐ Concession Stand - Bandshell  
☒ Lawn area ☐ Kidtown Picnic Area ☒ Restrooms only - Bandshell  
☐ Softball Field 1 ☐ Field 2 ☐ Multiuse Field ☐ Concession Stand - Softball  
☐ Lights ☐ Restrooms only - Softball

Other: \_\_\_\_\_

Other: \_\_\_\_\_

## Check Yes or No to each of the following:

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

## LIABILITY STATEMENT/AGREEMENT

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

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

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

Applicant Name (PRINT): Sarah B. / [Signature]

Applicant SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

City Use Only: Paid: 0 Applicant Notified: \_\_\_\_\_ Parks Notified: \_\_\_\_\_

**THIS PAGE FOR CITY USE ONLY:**

REQUESTING  
FEES/DEPOSIT  
BE WAIVED

### **Additional Information/Comments**

Department Comments:	Need insurance, site map, and OLCC licensed vendors
	Provide running route map so Public Safety can assist with runners
	Will provide Port-a-potties, key pickup Thursday to concession stand and restrooms or make other arrangements.

☐ Security Deposit refund submitted on: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

☐ Deposit not returned/reason: \_\_\_\_\_

☐ Event cancelled on: \_\_\_\_\_ Fee returned: ☐ in full ☐ partial Amount refunded: \$ \_\_\_\_\_

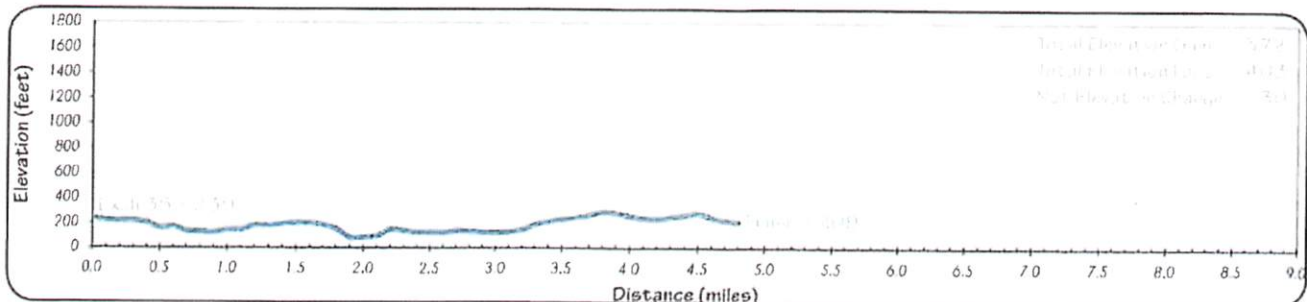
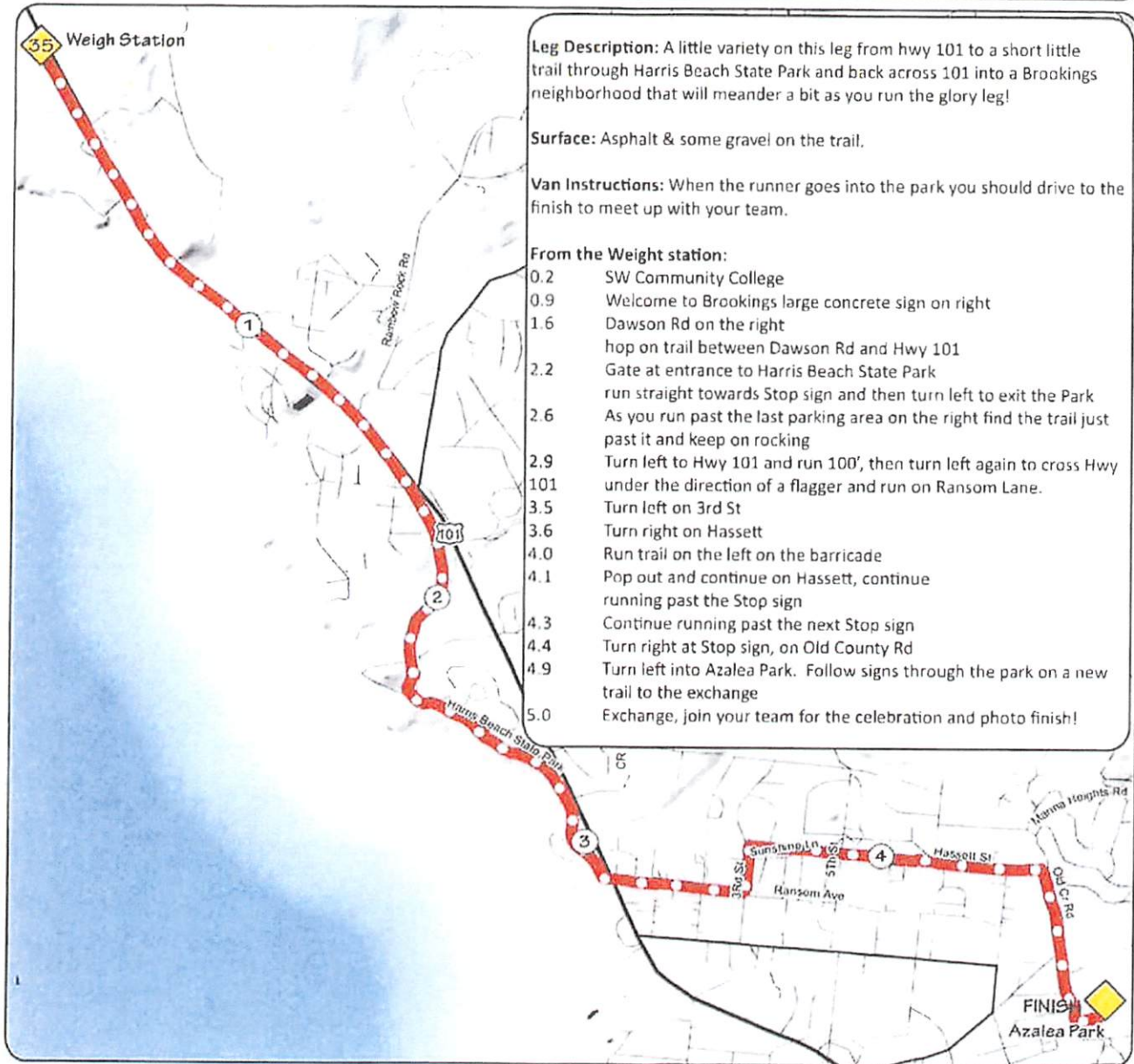


# RUN ON RIGHT FOR REMAINDER OF LEGS

## LEG 36 - 5.0 MILES - MODERATE



Good Cell Coverage



# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: April 25, 2022

Originating Dept: PW/DS

Signature (submitted by)

  
City Manager Approval

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### Subject:

Alternative procedure for sale of City-owned real property

### Recommended Motion:

- Hold Hearing
- Motion to adopt Resolution 22-R-1217, authorizing an alternative procedure for the sale of City-owned real property.

### Financial Impact:

None

### Background/Discussion:

BMC 2.85.070(D) provides for the City to develop an alternate process pursuant to ORS 221.727 for selling the property, after notice and a public hearing.

**221.727 Alternative procedure for sale of city-owned real property; public notice and hearing.** Notwithstanding ORS 221.725, a city council may adopt, after public notice and hearing, a procedure for the sale of individual parcels of a class of city-owned real properties, or any interest therein, under a single program established within the city for the sale of that class of properties. The city may thereafter sell any parcel under that adopted procedure in lieu of the procedure under ORS 221.725.

Staff reviewed the relevant BMC and ORS with the city attorney, and recommend developing a “simpler” alternative process for a specific class of properties. The class defined in the attached resolution is property less than 4,000 square feet that abut one adjoining landowner.

### Attachments:

- a. Resolution 22-R-1217, Alternative procedure for sale of City-owned real property

**CITY OF BROOKINGS**  
**State of Oregon**

**RESOLUTION 22-R-1217**

**A RESOLUTION OF THE CITY OF BROOKINGS AUTHORIZING AN ALTERNATIVE PROCEDURE FOR THE SALE OF CITY-OWNED REAL PROPERTY.**

**WHEREAS**, the City of Brookings (“City”) has adopted Brookings Municipal Code (BMC) 2.85.070(D) which provides for the City to develop an alternative process for the sale of surplus property pursuant to ORS 221.727; and

**WHEREAS**, ORS 221.727 allows an alternative procedure for the sale of city-owned real property in lieu of the procedure under ORS 221.725; and

**WHEREAS**, the city has provided public notice and a hearing regarding this process; and

**WHEREAS**, the City Council wishes to establish a class of properties to which this alternative process would apply; and

**WHEREAS**, this class of properties is defined as city-owned parcels that are less than 4,000 square feet, and are only abutted by one adjoining landowner; and

**WHEREAS**, the property is only of value to a person or entity that has adjoining property; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings authorizes the direct sale and transfer of property in this classification to an individual or entity that meets the above criteria, with approval of the City Council.

Passed by the City Council April 25, 2022, and made effective the same date.

Attest:

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Mayor Ron Hedenskog

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City Recorder Janell K. Howard



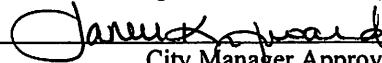
# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: April 25, 2022

Originating Dept: PW/DS

Signature (submitted by)

  
City Manager Approval

---

### Subject:

Vista Ridge Tank Site – Transfer of Real Property

### Recommended Motion:

Motion to declare the real property, defined by map number 40-13-31BA lot 500, as surplus.

Motion to approve the transfer of real property, map number 40-13-31BA lot 400, to Kellie Hanson for \$1, with the purchaser paying for all closing and recording costs.

### Financial Impact:

\$1

### Background/Discussion:

The City received a request from Kellie Hanson, a resident at 7192 Vista Ridge Drive, to transfer a small parcel of property that is owned by the City and is currently occupied by a water reservoir and pump house that was taken out of commission when the new airport reservoir was constructed in 2013. This is a discrete parcel, roughly 2200 square feet in size, and accessed through an easement placed on the lot at 7192 Vista Ridge. In addition, the resident has requested the reservoir remain onsite as they intend to use it as an accessory structure to their primary residence.

Staff has reviewed the water master plan, consulted with the Dyer Partnership (city engineer), and have determined that the reservoir is no longer necessary to supply water to the area. Additionally, staff and the Dyer Partnership evaluated the possibility of relocating the steel reservoir to another location and determined that there was no guarantee it would not leak upon reassembly at another location.

Staff reviewed three comparable bare land sales in the area which averaged between \$11 and \$15 per square foot, therefore giving it a value between \$24,200 and \$33,000. We received an estimate from McLennan Excavation to demolish the reservoir in the amount of \$36,780. The estimated cost to demolish the reservoir exceeds the estimated value of the land therefore staff recommends

the transfer of this parcel for \$1. The requesting resident has agreed to pay all closing and recording costs associated with the sale of this property.

Resolution 22-R-1127, authorizes an alternative process for the sale of surplus property pursuant to ORS 221.227. Therefore, staff recommends the transfer of this property to the adjoining landowner, Kellie Hanson. The quitclaim deed will state that the sale is for \$1 and “other good and valuable consideration” (City saving approximately \$36,000 in demolition costs).

**Attachments:**

- a. Hanson Letter of Request
- b. McLennan Estimate for Reservoir Removal
- c. Warranty Deed – Lot 46 Vista Ridge
- d. Vista Ridge Subdivision Plat

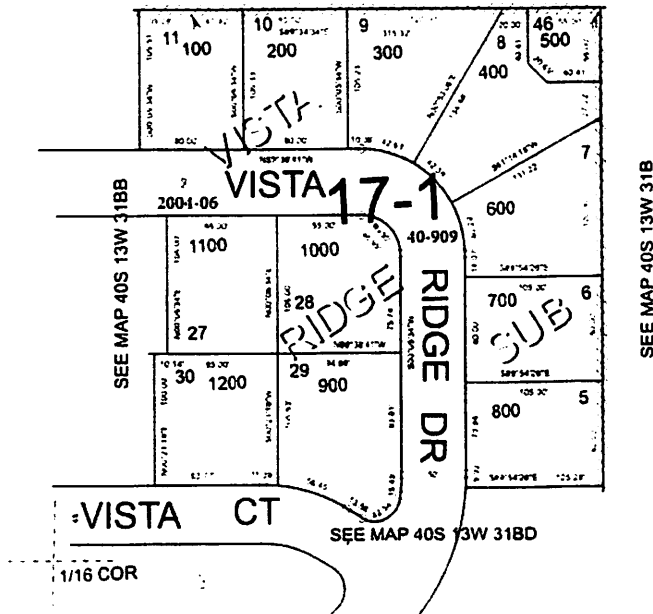
February 15, 2022

This letter is our request of the city of Brookings to vacate the property adjacent to our home. Our address is 7192 Vista Ridge Dr., lot number 8, VISTA RIDGE SUBDIVISION PLAT #2004-6. The address of the property in question is 7190 ½ Vista Ridge Dr., lot number 46 of the above subdivision (attached).

**Kellie and I look forward to hearing from you regarding the steps to move forward.**

Sincerely,

SEE MAP 40S 13W 31B



McLennan Excavation, Inc.  
Oregon CCB# 195758  
98109 N. Bank Chetco River Road, Brookings, OR 97415  
541-412-0106

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**BID PROPOSAL**

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Date: October 6, 2021  
Attention: Tony Baron  
Project: City of Brookings – Vista Ridge Pump and Tank Demo and Removal

---

**Start/Completion of the Job:**

Unless otherwise specified, starting will be deemed to occur when McLennan Excavation Inc ("McLennan") personnel or equipment commences work at the site; all scheduling is contingent upon any accidents, weather, acts of nature or delays beyond our control.

**Description of the work to be Performed:**

McLennan agrees to perform the specified construction and/or improvement work required under the work description presented to McLennan by the customer for the purposes of preparing this proposal. Any alteration or deviation from said proposal involving extra cost will be done on an as needed basis, McLennan will attempt to contact the customer and discuss additional work or materials needed before the commence of additional work, however, sometimes, time is of the essence and it will be done immediately with the best interest of the customer in mind.

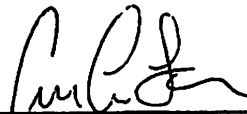
**Vista Ridge Pump and Tank Demo and Removal:**

Pump station, pump building, piping, vault, valve tank, tank foundation, fencing removal and demolition.	\$36,780.00
Estimate includes labor, materials, equipment, and mobilization	

Total Estimate	\$36,780.00
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Respectfully Submitted this 6th day of October 2021.

By:



Casey M. McLennan, President  
McLennan Excavation Inc.

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2021

By: \_\_\_\_\_  
Name: Tony Baron  
For City of Brookings



After recording return to:  
City of Brookings  
898 Elk Drive  
Brookings, OR 97415

Until a change is requested all tax statements  
shall be sent to the following address:  
City of Brookings  
898 Elk Drive  
Brookings, OR 97415

File No.: ()  
Date: October 31, 2005

THIS SPACE RESERVED FOR RECORDER'S USE

### STATUTORY WARRANTY DEED

**Mahar Kessler Properties LLC, an Oregon limited liability company**, Grantor, conveys and warrants to **City of Brookings, a municipal corporation of the State of Oregon**, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

Lot 46, VISTA RIDGE SUBDIVISION in the City of Brookings, Curry County, Oregon.

**This property is free from liens and encumbrances, EXCEPT:**

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

The true consideration for this conveyance is **NONE**. (Here comply with requirements of ORS 93.030)

Dated this 8 day of November, 2005.

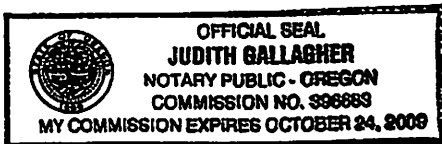
APN:

Statutory Warranty Deed  
- continued

File No.: klmaccom (KEP)  
Date: 10/31/2005

STATE OF Oregon )  
 )ss.  
County of Curry )

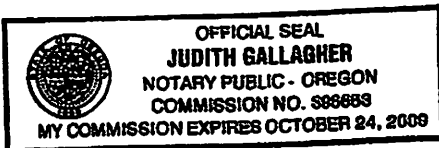
This instrument was acknowledged before me on this 8 day of November, 2005  
by Kurt R. Kessler as Member of Mahar/Kessler Properties LLC, on behalf of the Limited Liability  
Company.



Judith Gallagher  
Notary Public for Oregon  
My commission expires: 10/24/09

STATE OF Oregon )  
 )ss.  
County of Curry )

This instrument was acknowledged before me on this 23<sup>rd</sup> day of November, 2005  
by Victoria V.J. Kessler as Member of Mahar/Kessler Properties LLC, on behalf of the Limited Liability  
Company.



Judith Gallagher  
Notary Public for Oregon  
My commission expires: 10/24/09

**APPROVED BY CITY COUNCIL ON**

APN:

Statutory Warranty Deed  
- continued

File No.: kimaccomm (KEP)  
Date: 10/31/2005

12-12-05

APPROVED BY THE CITY OF BROOKINGS

BY: [Signature]

Mahar/Kessler Properties LLC, an Oregon  
Limited Liability Company

[Signature]  
By: Michael T. Mahar, Member

[Signature]  
By: Kurt R. Kessler, Member

[Signature]  
By: Victoria V.J. Kessler, Member

STATE OF Oregon )  
County of )ss.  
)

This instrument was acknowledged before me on this 3 day of NOVEMBER, 2005  
by Michael T. Mahar as Member of Mahar/Kessler Properties LLC, on behalf of the Limited Liability  
Company.



[Signature]  
Notary Public for Oregon  
My commission expires: May 29, 2009

SUBDIVISION PLAT NO. 2004-06  
SUNBURRY COUNTY INSTRUMENT NO. 2004-2647  
VISTA RIDGE SUBDIVISION

**VISTA RIDGE SUBDIVISION:**

LIVING WITHIN THE NORTHWEST QUARTER OF  
SECTION 31, TOWNSHIP 40 SOUTH, RANGE 13 WEST,  
WILLAMETTE MERIDIAN, CITY OF BROOKINGS,  
CURRY COUNTY, OREGON

**SURVEYOR'S CERTIFICATE:**

[illegible]

**DECLARATION:**

IT IS KNOWN ALL MEN BY THESE PRESENTS THAT MARGAR (MISTRESS PROPERTIES LLC, IS THE OWNER OF THE LAND REPRESENTED ON THE ATTACHED MAP AND MORE REGULARLY DESCRIBED AS THE TRAILING SUNDRIES CERTIFICATES, AND HAVE CAUSED THE SAME TO BE RECORDED, AND RETURNED WITHIN EIGHT MONTHS AS REQUIRED BY THE ATTACHED MAP, AS LIST 1, ITEM 10, 37. THE SAME ALSO HEREBY DENOTED THE STRIPES SHOWING WITH VOTER COUNT IN THE TRAILING OF BORDERS, AND ALSO DENOTED THE EIGHTHENTH PART OF THE INSTALLATION AND ADJUSTMENTS OF INDICES, INCLUDING ACCESS TO THE SAME.

MAHAR KENNEDY INVESTMENTS, LLC -  
MAHAR KENNEDY INVESTMENTS, LLC  
 MICHAEL T. MAHAR - OWNER  
 ROBERT E. KESSLER - OWNER  
 I DON'T KNOW ALL MEN AT THESE PRESENTS THAT WE PETE AND CHARLA SMART ARE THE PARTNERS OF LOT 38 THRU LOT 45 AS SHOWN ON THE ANNEHEID MAP AND DO THEREBY ANNOUNCE AND AGREE WITH THE ABOVE DECLARATION.  
 Noted and Agreed: Robert E. Kessler -  
Michael T. Mahar

Pete Smart  
PETE SMART

**9CKMWW/FX-FEMENT :**

STATE OF Oregon ss: 51  
COUNTY OF Clatsop  
I, the undersigned, a Notary Public in and for said County and State, do hereby certify that on this 5 day of July 2017 before me, at the place aforesaid, the within instrument was acknowledged to be the identical individuals named and therein designated, and who executed the within instrument and who voluntarily and lawfully in testimony whereof, I have set my hand and seal the day and year first above written.



Kathryn McCourt  
NORMAN FEDERAL CREDIT UNION

of the ...

ACKNOWLEDGEMENT:  
COPD to STATE

COUNTY OF HANCOCK  
IT IS FURTHER ORDERED THAT ON MAY 27, DAY OF JUNE  
NEXT, BEFORE ME, THE UNDERSIGNED, A NOTARY  
PUBLIC IN AND FOR SAID COUNTY AND STATE,  
APPEARED RUBY A. RUSSELL, TO ME PERSONALLY  
KNOWN TO BE THE IDENTICAL INDIVIDUAL NAMED  
AND DESCRIBED IN AND WHO EXECUTED THE WITHIN  
INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE  
CONSENTED TO THE SAME FREELY AND VOLUNTARILY  
IN TESTIMONY WHEREOF, I HAVE SET MY HAND AND  
AFFIXED THE SEAL OF SAID OFFICE FOR THE DAY AND YEAR LAST ABOVE WRITTEN.

ACKNOWLEDGEMENT:  
STATE OF Oregon

IT WAS RECORDED THAT ON THIRTY DAY OF FEBRUARY, 1968, HE REFUSED ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE. HE APPEARED NICKEL TOWERS, TO ME PERSONALLY KNOWN TO BE THE IDENTICAL INDIVIDUAL NAMED AND DESCRIBED IN AND WHO EXECUTED THE MARRIAGE INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FREELY AND VOLUNTARILY IN TESTIMONY WHEREOF, I HAVE SET MY HAND AND SEAL THE DAY AND YEAR LAST ABOVE MENTIONED.

STANLEY WHITE  
VOTER PUBLIC FOR DRIVER  
MY COMMISSION EXPIRES 2/20/04

I HEREBY CERTIFY THAT THIS IS A TRUE AND EXACT COPY OF THE ORIGINAL

PLS 186B

**OWNER**  
MARIA V. KESSLER PROPERTIES, LLC  
815 ALDER COHEN DRIVE  
MEADOWS, OR 97504

**SURVEYOR**  
D/O SURVEYS LTD.  
2165 S.E. DOLAN AVE.  
WARRENTON, OR 97146  
(503) 867-0167

**APPROVED**

**ABSENT**

**CHAIRMAN, BOARD OF COMMISSIONERS**

Qua 112

CPM/SS/NER

文

Spontaneous

7

COUNTY ASSESSOR

ALL TAXES, FEES, ASSESSMENTS AND OTHER CHARGES AS PROVIDED BY Q.R.S. 91-512 HAVE BEEN PAID AS OF 4-20-2004. Samuel Johnson, Mayor

APPROVED THIS 19<sup>th</sup> DAY OF April, 2004, BY Lyndy Floyd  
CITY CLERK

FILED FOR RECORD THIS 28<sup>th</sup> DAY OF April; 2004 AT 2:35 O'CLOCK P.M.  
CURRY COUNTY INSTRUMENT NUMBER 2004-2647 DEANER 3

10 10/10/10 10/10/10

APPROVED THIS 24<sup>th</sup> DAY OF MARCH . 2004 BY CITY OF BROOKLYN

R. B. Stone  
PLANNING COMMISSION CHAIRMAN

**NARRATIVE:**

THE PURPOSE OF THIS SURVEY WAS TO DIVIDUE THE PARCELS OF LAND OWNED BY THE STATES AND NATURAL RESOURCES ADMINISTRATION INTO EIGHTY-1 THREE (80-13) AS SHOWN ON THE ATTACHED MAP SHEET. THE BASIS OF RECORDING FOR THIS SURVEY WAS THE PERSON FROM FIELD TIES BETWEEN THE ADJACENT PARCELS AS THEY WERE RECORDED ALONG THE EAST LINE OF THE GOVERNMENT PARCEL (SEE C.S. 40-091 (A-1)). ALL OF THE EXISTING ADJACENT PARCELS WERE USED WHERE FIELD TIES ON THIS SURVEY AND THE POINTS WERE FIELD AS RECORD.

SEE NARRATIVE CONTINUED ON SHEET 2 OF 2.



