

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, June 27 2022, 7:00pm**

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

The City Council will meet in Executive Session at **6:30 PM**, in the City Manager's office, under the authority of ORS 192.660(2)(d) "To conduct deliberations with persons designated by the governing body to carry on labor negotiations" and ORS 192.660(2)(e) "To conduct deliberations with persons designated by the governing body to negotiate real property transactions".

### CITY COUNCIL

#### A. Call to Order

#### B. Pledge of Allegiance

#### C. Roll Call

#### D. Announcements

1. Yard of the Month – June
  - a. Residential – 935 3<sup>rd</sup> Street – Keith and Julie Frye
  - b. Commercial – 625 Chetco Avenue #210 – Compass Rose Cafe

#### E. Scheduled Public Appearances

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

1. Oregon Trawl Commission – Yelena Nowak

#### 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 June 13, 2022 [Pg. 1]
2. Accept monthly financial reports for May, 2022 [Pg. 3]

#### H. Staff Reports/Hearings

1. Create a Government Loan Fund [Pg. 9]
  - a. Resolution 22-R-1226 [Pg. 10]
2. Hold Hearing and Approve Supplemental Budget [Pg. 11]
  - a. Resolution 22-R-1227 [Pg. 12]
3. Accept Grants and Donations and Appropriate Funds for FY 2021-22 Budget [Pg. 14]
  - a. Resolution 22-R-1228 [Pg. 15]
4. Accept Insurance Proceeds and Appropriate Funds for FY 2021-22 Budget [Pg. 16]
  - a. Resolution 22-R-1229 [Pg. 17]
5. Transfer of Appropriations from Contingency for FY 2021-22 Budget [Pg. 18]
  - a. Resolution 22-R-1230 [Pg. 19]
6. Transfer of Appropriations for FY 2021-22 Budget [Pg. 20]
  - a. Resolution 22-R-1231 [Pg. 21]
7. Alternative procedure for Sale of City-Owned real property [Pg. 22]
  - a. Resolution 22-R-1217 [Pg. 23]

8. Sale of Vista Ridge Property [Pg. 24]
  - a. Hanson Bid-Offer [Pg. 25]
  - b. Hanson Letter of Request [Pg. 26]
  - c. Warranty Deed – Lot 46 Vista Ridge [Pg. 27]
  - d. Vista Ridge Subdivision Plat [Pg. 30]
9. Award City Hall Painting [Pg. 32]
10. Local Gas Tax Renewal Discussion [Pg. 33]
  - a. Draft Resolution 22-R-1225 [Pg. 34]
  - b. Draft Ordinance 22-O-799 [Pg. 36]

## **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**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, June 13, 2022**

**Call to Order**

Mayor Hedenskog called the meeting to order at 7:04 PM

**Roll Call**

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

Staff present: City Manager Janell Howard, Public Works Director Tony Baron, and Planning Tech Lauri Ziemer

Media Present: 0

Others Present: 5 audience members

**Proclamations**

1. Americanism Week Proclamation presented to Brookings Emblem Club.

**Public Comments**

Connie Hunter, 1310 English Court, Brookings provided council information on the Veterans Task Group and PTSP awareness month.

Scott Larson, 920 Helen Lane, Brookings, new owner of Redwood Theater and Pancho's restaurant introduced himself and family.

**Consent Calendar**

1. Approve Council minutes for May 23, 2022

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

**Staff Reports**

**1. Award Railroad Street Sidewalk Infill Project**

*Staff report presented by Tony Baron*

**Council McKinney moved and Councilor Morosky seconded to authorize City Manager to enter into an agreement with McLennan Excavation Inc. in the amount of \$527,000 for the Railroad Street Sidewalk Infill Project. Council voted; motion carried 5-1 with Councilor Schreiber voting against.**

**2. Adopt Streets Improvement Plan Update**

*Staff report presented by Tony Baron*

**Councilor Schreiber moved, Councilor Alcorn seconded, and Council voted unanimously to adopt the May 2022 Pavement Management Plan Update prepared by Dyer Engineering.**

**3. Discussion of Renewal of Local Fuel Tax**

*Staff report presented by Janell Howard*

Council discussed the fuel tax ballot measure benefits and agreed it should be renewed at five cents per gallon for five years. City Manager Janell Howard to prepare draft ordinance and resolution to present to City Council.

#### **4. Extend Insurance Agent of Record Contract**

*Staff report presented by Janell Howard*

**Councilor Alcorn moved, Councilor McKinney seconded, and Council voted unanimously to authorize the City Manager to sign an addendum to the contract with CAL/OR Insurance Specialist, Inc. for a three year extension.**

#### **Remarks from Mayor and Councilors**

Mayor Hedenskog commented on the recent successful Open House for Home Health & Hospice.

Councilor Alcorn commented he would like to see a Town Hall type discussion scheduled on Project Turnkey.

Councilor Schreiber commented on the positive downtown improvements and the library.

Councilor Morosky commented that she had citizens request resurfacing of the tennis courts.

#### **Adjournment**

Mayor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to adjourn the meeting at 8:17 PM.

Respectfully submitted:

ATTESTED:  
this 27th day of June, 2022:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 31, 2022

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,507,011.00	121,339.00	3,605,435.47	( 98,424.47)	102.8
LICENSES AND PERMITS	276,500.00	38,335.05	299,034.46	( 22,534.46)	108.2
INTERGOVERNMENTAL	295,000.00	25,819.70	891,716.88	( 596,716.88)	302.3
CHARGES FOR SERVICES	318,500.00	22,009.89	367,417.50	( 48,917.50)	115.4
OTHER REVENUE	122,500.00	6,102.03	132,994.96	( 10,494.96)	108.6
TRANSFERS IN	595,248.00	.00	.00	595,248.00	.0
	5,114,759.00	213,605.67	5,296,599.27	( 181,840.27)	103.6
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	33,678.00	2,999.40	32,107.80	1,570.20	95.3
MATERIAL AND SERVICES	12,850.00	300.00	3,947.62	8,902.38	30.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	46,528.00	3,299.40	36,055.42	10,472.58	77.5
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	367,902.00	29,445.65	334,333.86	33,568.14	90.9
MATERIAL AND SERVICES	155,000.00	25,006.98	114,443.65	40,556.35	73.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	522,902.00	54,452.63	448,777.51	74,124.49	85.8
POLICE:					
PERSONAL SERVICES	2,916,160.00	220,912.22	2,572,756.99	343,403.01	88.2
MATERIAL AND SERVICES	192,000.00	21,496.85	186,751.10	5,248.90	97.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	67,867.00	4,452.31	63,282.34	4,584.66	93.2
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,176,027.00	246,861.38	2,822,790.43	353,236.57	88.9
FIRE:					
PERSONAL SERVICES	229,448.00	17,944.73	207,113.84	22,334.16	90.3
MATERIAL AND SERVICES	103,000.00	4,987.56	83,816.43	19,183.57	81.4
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	22,932.29	321,509.28	41,518.72	88.6

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 31, 2022

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	263,365.00	15,174.15	172,292.53	91,072.47	65.4
MATERIAL AND SERVICES	92,100.00	1,667.78	24,055.01	68,044.99	26.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	355,465.00	16,841.93	196,347.54	159,117.46	55.2
PARKS & RECREATION:					
PERSONAL SERVICES	282,595.00	24,448.27	245,680.46	36,914.54	86.9
MATERIAL AND SERVICES	114,600.00	8,780.85	105,644.70	8,955.30	92.2
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	33,229.12	361,305.16	45,870.84	88.7
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	965.13	68,900.85	14,829.15	82.3
MATERIAL AND SERVICES	49,100.00	817.52	43,737.72	5,362.28	89.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	132,830.00	1,782.65	112,638.57	20,191.43	84.8
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	168,600.00	5,756.29	78,787.74	89,812.26	46.7
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	5,756.29	78,787.74	1,302,015.26	5.7
	6,468,759.00	385,155.69	4,500,899.65	1,967,859.35	69.6
	( 1,354,000.00)	( 171,550.02)	795,699.62	( 2,149,699.62)	58.8

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 31, 2022

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	605,000.00	43,606.65	446,819.21	158,180.79	73.9
OTHER REVENUE	14,700.00	276.00	4,318.85	10,381.15	29.4
TRANSFER IN	.00	.00	.00	.00	.0
	<u>619,700.00</u>	<u>43,882.65</u>	<u>451,138.06</u>	<u>168,561.94</u>	<u>72.8</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	229,536.00	17,365.82	195,997.53	33,538.47	85.4
MATERIAL AND SERVICES	212,000.00	10,797.95	143,806.32	68,193.68	67.8
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>28,163.77</u>	<u>347,842.75</u>	<u>521,857.25</u>	<u>40.0</u>
	<u>869,700.00</u>	<u>28,163.77</u>	<u>347,842.75</u>	<u>521,857.25</u>	<u>40.0</u>
	<u>( 250,000.00)</u>	<u>15,718.88</u>	<u>103,295.31</u>	<u>( 353,295.31)</u>	<u>41.3</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 31, 2022

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	144,484.92	1,640,743.37	174,256.63	90.4
OTHER INCOME	48,000.00	2,690.00	44,391.68	3,608.32	92.5
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,863,000.00</u>	<u>147,174.92</u>	<u>1,685,135.05</u>	<u>177,864.95</u>	<u>90.5</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	403,704.00	31,182.79	352,985.75	50,718.25	87.4
MATERIAL AND SERVICES	189,800.00	13,721.02	177,559.05	12,240.95	93.6
CAPITAL OUTLAY	50,000.00	1,105.04	20,325.88	29,674.12	40.7
DEBT SERVICE	6,793.00	551.00	8,445.76	( 1,652.76)	124.3
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>674,297.00</u>	<u>46,559.85</u>	<u>559,316.44</u>	<u>114,980.56</u>	<u>83.0</u>
WATER TREATMENT:					
PERSONAL SERVICES	27,603.00	2,210.70	25,128.98	2,474.02	91.0
MATERIAL AND SERVICES	511,869.00	40,415.64	428,269.64	83,599.36	83.7
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
	<u>1,468,703.00</u>	<u>42,626.34</u>	<u>455,783.11</u>	<u>1,012,919.89</u>	<u>31.0</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>89,186.19</u>	<u>1,015,099.55</u>	<u>1,127,900.45</u>	<u>47.4</u>
	<u>( 280,000.00)</u>	<u>57,988.73</u>	<u>670,035.50</u>	<u>( 950,035.50)</u>	<u>239.3</u>



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 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	301,356.31	3,108,381.75	131,918.25	95.9
OTHER REVENUE	10,000.00	.00	7,656.30	2,343.70	76.6
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,245,800.00</u>	<u>301,356.31</u>	<u>3,116,038.05</u>	<u>129,761.95</u>	<u>96.0</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	627,735.00	46,849.00	524,563.15	103,171.85	83.6
MATERIAL AND SERVICES	229,500.00	5,184.17	109,074.00	120,426.00	47.5
CAPITAL OUTLAY	15,000.00	.00	4,681.97	10,318.03	31.2
DEBT SERVICE	6,793.00	551.00	8,445.22	( 1,652.22)	124.3
TRANSFERS OUT	197,806.00	.00	.00	197,806.00	.0
	<u>1,076,834.00</u>	<u>52,584.17</u>	<u>646,764.34</u>	<u>430,069.66</u>	<u>60.1</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	41,732.00	3,316.13	37,693.58	4,038.42	90.3
MATERIAL AND SERVICES	975,833.00	76,872.90	829,959.90	145,873.10	85.1
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>80,189.03</u>	<u>870,037.97</u>	<u>1,823,428.03</u>	<u>32.3</u>
	<u>3,770,300.00</u>	<u>132,773.20</u>	<u>1,516,802.31</u>	<u>2,253,497.69</u>	<u>40.2</u>
	<u>( 524,500.00)</u>	<u>168,583.11</u>	<u>1,599,235.74</u>	<u>( 2,123,735.74)</u>	<u>304.9</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 11 MONTHS ENDING MAY 31, 2022

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	660,164.00	5,324.10	631,465.75	28,698.25	95.7
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	5,881.54	( 3,881.54)	294.1
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>662,164.00</u>	<u>5,324.10</u>	<u>637,347.29</u>	<u>24,816.71</u>	<u>96.3</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	60,000.00	291.04	4,184.34	55,815.66	7.0
CAPITAL OUTLAY	1,332,164.00	7,514.30	122,520.48	1,209,643.52	9.2
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>7,805.34</u>	<u>126,704.82</u>	<u>1,395,459.18</u>	<u>8.3</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>7,805.34</u>	<u>126,704.82</u>	<u>1,395,459.18</u>	<u>8.3</u>
	<u>( 860,000.00)</u>	<u>( 2,481.24)</u>	<u>510,642.47</u>	<u>( 1,370,642.47)</u>	<u>59.4</u>


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 27, 2022

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

Originating Dept: Finance and Admin

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

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Subject: Create the Governmental Loan Fund.

Recommended Motion:

Adopt Resolution 22-R-1226 approving new Governmental Loan Fund.

Financial Impact:

There is no net impact to the 2021-22 budget; additional revenues equaled additional expenditures.

Background /Discussion:

Oregon local budget law allows municipalities to create new funds through a resolution adopted by the governing body.

There is currently no government type loan funds included in the City budget. We have business-type loan funds, but not governmental. The City received loan proceeds from ODOT under the OTIA program and this fund will be used to account for those debt payments.

Attachments:

Resolution 22-R-1226 Creating the Governmental Loan Fund

**CITY OF BROOKINGS**

**RESOLUTION 22-R-1226**

**A RESOLUTION OF THE CITY OF BROOKINGS ESTABLISHING A NEW GOVERNMENTAL LOAN FUND.**

**WHEREAS**, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

**WHEREAS**, the City adopted a budget and appropriated funds for fiscal year 2021-22 by Resolution 21-R-1199; and

**WHEREAS**, there are not currently any government type loan funds in the City budget; and

**WHEREAS**, Loan proceeds were received from ODOT under the Oregon Transportation Infrastructure Fund (OTIA) and it is necessary to establish a new Governmental Loan Fund to record the debt service payments for the loan; and

**WHEREAS**, This resolution proposes establishing a Governmental Loan Fund; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings hereby authorizes a new Governmental Loan Fund.

Passed by the City Council June 27, 2022, and made effective the same date.

Attest:

\_\_\_\_\_  
Ron Hedenskog, Mayor

\_\_\_\_\_  
Janell K. Howard, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 27, 2022

  
Signature (submitted by)

Originating Dept: Finance and Admin

  
City Manager Approval

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**Subject:** Increase appropriations for FY 2021-22 budget for the General Fund, Capital Projects Reserve Fund and the Governmental Loan Fund.

**Recommended Motion:**

- Hold Public Hearing.
- Adopt Resolution 22-R-1227 approving supplemental Budget and appropriating funds in the General Fund, Capital Projects Reserve Fund and the Governmental Loan Fund.

**Financial Impact:**

There is no net impact to the 2021-22 budget; additional revenues equaled additional expenditures.

**Background /Discussion:**

**General Fund**

*Golf Course* - The City entered into a contract with CourseCo, Inc. for management of Salmon Run Golf Course on January 1, 2021 and it is necessary to appropriate funds to the Golf Course in the General Fund for the revenue and expenditures.

**Capital Projects Reserve Fund**

It is necessary to appropriate funds to the Capital Projects Reserve Fund from the General Fund for the unanticipated revenue in excess of expenditures due to the receipt of American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (CSLFRF).

**Governmental Loan Fund**

It is necessary to appropriate funds to the Governmental Loan Fund for the unanticipated debt service payments for the Oregon Transportation Infrastructure Loan.

Oregon local budget law requires a supplemental budget to increase appropriations by more than 10% and to adopt through a resolution by the governing body, after holding a public hearing.

**Attachments:**

Resolution 22-R-1227 Supplemental Budget

# **CITY OF BROOKINGS**

## **RESOLUTION 22-R-1227**

### **A RESOLUTION OF THE CITY OF BROOKINGS ADOPTING A SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS IN THE GENERAL FUND, GOVERNMENTAL LOAN FUND AND CAPITAL PROJECTS RESERVE FUND.**

**WHEREAS**, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

**WHEREAS**, the City adopted a budget and appropriated funds for fiscal year 2021-22 by Resolution 21-R-1199; and

**WHEREAS**, ORS 294.471 provides that a municipality may amend the current year adopted budget through the supplemental budget process when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning; and

**WHEREAS**, it is necessary to appropriate funds to the Golf Course in the General Fund for the unanticipated revenue and expenditures; and

**WHEREAS**, it is necessary to appropriate funds to the Governmental Loan Fund for the unanticipated debt service payments for the ODOT Oregon Transportation Infrastructure Loan(OTIA); and

**WHEREAS**, it is necessary to appropriate funds to the Capital Projects Reserve Fund from the General Fund for the unanticipated revenue in excess of expenditures due to the receipt of American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (CSLFRF); and

**WHEREAS**, publication requirements have been met as outlined by ORS 294.471 for a supplemental budget; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings hereby authorizes a supplemental budget and transfer of appropriation pursuant to ORS 294.471.

**BE IT FURTHER RESOLVED THAT** that for the fiscal year beginning July 1, 2021 and for purposes shown below are hereby revised by the City Council as follows:

#### **General Fund**

##### **Resources:**

Golf Course Revenue	\$ 800,000
Grants	\$ 1,500,000

##### **Requirements:**

Golf Course Expenditures	\$ 800,000
Transfers Out	\$ 1,500,000

Capital Projects Reserve Fund

Resources:	
Transfers In	\$ 1,500,000
Requirements:	
Capital Outlay	\$ 1,500,000

Governmental Loan Fund

Resources:	
Other Revenue	\$ 92,723
Requirements:	
Debt Service	\$ 92,723

Passed by the City Council June 27, 2022, and made effective the same date.

Attest:

\_\_\_\_\_  
Ron Hedenskog, Mayor


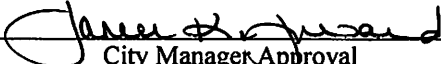
\_\_\_\_\_  
Janell K. Howard, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 27, 2022

Originating Dept: Finance and Admin

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

---

Subject: Increase appropriations due to grants and donations for FY 2021-22 budget.

Recommended Motion:

Adopt Resolution 22-R-1228 accepting specific purpose grants and donations in the General Fund and Special Police Fund and appropriating those funds.

Financial Impact:

There is no net impact to the 2021-22 budget; additional revenues equaled additional expenditures.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body, and accept donations and grants, and appropriate through a resolution. Appropriation increases are being made for donations and grants as detailed below.

General Fund

*Parks* - Accept donation of \$2,000 from Mike McDougall for a memorial bench in memory of Bill Hamilton.

*Parks* - Accept grant of \$2,080 from City County Insurance for security cameras at Azalea Park.

Special Police Fund

*K-9* - Accept donations of \$15,000 from Judy Shafer for the purchase of a new K-9.

*Grant Program* - Accept donations of \$100 from Richard Mahanay and a grant of \$406 from the Department of Justice for police safety equipment, and

Attachments:

Resolution 22-R-1228 Accept grants and donations and make appropriations



**CITY OF BROOKINGS**

**RESOLUTION 22-R-1228**

**A RESOLUTION OF THE CITY OF BROOKINGS ACCEPTING SPECIFIC PURPOSE GRANTS AND DONATIONS AND APPROPRIATING THOSE FUNDS**

**WHEREAS**, the City of Brookings ("City") is a municipal corporation which is subject to Oregon Budget Law; and

**WHEREAS**, ORS 294.338 allows the governing body to accept and appropriate specific purpose donations in the year of receipt, and

**WHEREAS**, the City Council accepts donations of \$2,000 from Mike McDougall for a memorial bench in memory of Bill Hamilton, and

**WHEREAS**, the City Council accepts grant of \$2,080 from City County Insurance for security cameras at Azalea Park, and

**WHEREAS**, the City Council accepts a donation of \$15,000 from Judy Shafer for the purchase of a new K-9, and a donations of \$100 from Richard Mahanay and a grant of \$406 from the Department of Justice for police safety equipment, and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings hereby accepts grants and appropriates funds pursuant to ORS 294.338.

**BE IT FURTHER RESOLVED THAT** that for the fiscal year beginning July 1, 2021, and for purposes shown below are hereby revised by the City Council as follows:

**General Fund**

Resources:	
Donations	\$ 2,000
Grants	\$ 2,080
Requirements:	
Parks	\$ 4,080

**Special Police Fund**

Resources:	
Donations	\$ 15,506
Requirements:	
K-9	\$ 15,000
Grants	\$ 506

Passed by the City Council June 27, 2022, and made effective the same date.

Attest:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

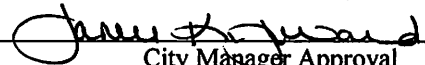
# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 27, 2022

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

Originating Dept: Finance and Admin

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

---

Subject: Increase appropriations from insurance proceeds for FY 2021-22 budget.

Recommended Motion:

Adopt Resolution 22-R-1229 accepting insurance proceeds in the General Fund and appropriating those funds.

Financial Impact:

There is no net impact to the 2021-22 budget; additional revenues equaled additional expenditures.

Background /Discussion:

Oregon local budget law allows municipalities to accept and appropriate insurance proceeds through a resolution adopted by the governing body. Appropriation increases are being made due to insurance proceeds as detailed below.

General Fund - Accept \$1,500 in insurance proceeds for repairs to a fire vehicle.

Attachments:

Resolution 22-R-1229 Accept insurance proceeds and make appropriations

**CITY OF BROOKINGS**

**RESOLUTION 22-R-1229**

**A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE GENERAL FUND FOR INSURANCE PROCEEDS RECEIVED .**

**WHEREAS**, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

**WHEREAS**, ORS 294.338 allows the governing body to accept and appropriate insurance proceeds in the year of receipt, and

**WHEREAS**, the City accepts \$1,500 of insurance proceeds in the General Fund for damages to a Dodge Durango fire vehicle accident, and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings hereby accepts insurance proceeds and appropriates funds pursuant to ORS 294.338.

**BE IT FURTHER RESOLVED THAT** that for the fiscal year beginning July 1, 2021, and for purposes shown below are hereby revised by the City Council as follows:

**General Fund**

Resources:	
Other Revenue	\$ 1,500
Requirements:	
Public Safety	\$ 1,500

Passed by the City Council June 27, 2022, and made effective the same date.

Attest:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

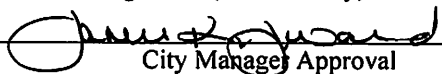
# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 27, 2022

Originating Dept: Finance and Admin

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

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

---

Subject: Transfer of appropriations from contingency for FY 2021-22 budget.

Recommended Motion:

Adopt Resolution 22-R-1230 approving appropriation transfers from contingency in the General Fund and Wastewater Treatment Fund.

Financial Impact:

There is a total estimated increased cost of \$30,000 in the General Fund and \$32,000 in the Wastewater Treatment Fund.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body and transfer up to 15% of fund expenditures from contingency. Appropriation transfers are for the following funds:

General Fund

*Swimming Pool* – The City had unforeseen increases in utilities, chemicals and supplies.

*Parks* – The City had unforeseen increases in maintenance and contract services.

Wastewater Treatment Fund

The City had unforeseen increase in costs of required sampling, testing and technical oversight to meet the new requirements for DEQ permit renewal.

Attachments:

Resolution 22-R-1230 Appropriation transfers

**CITY OF BROOKINGS**

**RESOLUTION 22-R-1230**

**A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS FROM CONTINGENCY IN THE GENERAL FUND AND THE WASTEWATER TREATMENT FUND.**

**WHEREAS**, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

**WHEREAS**, ORS 294.463 allows the governing body to transfer from Contingency to other appropriations category, up to 15% of the total appropriations of the fund, and

**WHEREAS**, the operating costs in the General Fund for swimming pool and parks operations was higher than anticipated, and

**WHEREAS**, the operating costs in the Wastewater Treatment Fund were higher than anticipated due to additional testing required by DEQ, and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings hereby authorizes a transfer of appropriation from contingency pursuant to ORS 294.463.

**BE IT FURTHER RESOLVED THAT** that for the fiscal year beginning July 1, 2021 and for purposes shown below are hereby revised by the City Council as follows:

**General Fund**

**Requirements:**

Contingency	\$ (30,000)
Swimming Pool	\$ 20,000
Parks	\$ 10,000

**Wastewater Treatment Fund**

**Requirements:**

Contingency	\$ (32,000)
Contract Services -Other	\$ 32,000

Passed by the City Council June 27, 2022, and made effective the same date.

Attest:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

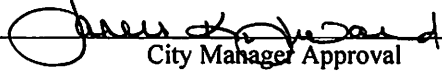
# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 27, 2022

Originating Dept: Finance and Admin

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

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

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Subject: Transfer of appropriations for FY 2021-22 budget.

Recommended Motion:

Adopt Resolution 22-R-1231 approving appropriation transfers in the Capital Projects Reserve Fund.

Financial Impact:

There is no net impact to the 2021-22 budget; net expenditures are zero.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body.

Appropriations for capital purchases in Public Safety and Parks to be combined with all Capital Outlay in the Capital Projects Reserve Fund.

Attachments:

Resolution 22-R-1231 Appropriation transfers

**CITY OF BROOKINGS**

**RESOLUTION 22-R-1231**

**A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE CAPITAL PROJECTS RESERVE FUND.**

**WHEREAS**, the City of Brookings ("City") is a municipal corporation which is subject to Oregon Budget Law; and

**WHEREAS**, ORS 294.463 allows for a transfer of appropriation if authorized by the governing body; and

**WHEREAS**, the appropriations in the Capital Projects Reserve Fund were made reflecting non-capital expenditures in the categories of Public Safety and Parks when the appropriations in the Capital Projects Reserve Fund should be combined to reflect all Capital Outlay, and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings hereby authorizes a transfer of appropriation pursuant to ORS 294.463.

**BE IT FURTHER RESOLVED THAT** that for the fiscal year beginning July 1, 2021 and for purposes shown below are hereby revised by the City Council as follows:

**Capital Projects Reserve Fund**

**Requirements:**

Capital Outlay	\$ 190,000
Public Safety	\$ (150,000)
Parks Projects	\$ ( 40,000)

Passed by the City Council June 27, 2022, and made effective the same date.

Attest:

\_\_\_\_\_  
Ron Hedenskog, Mayor

\_\_\_\_\_  
Janell K. Howard, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 27, 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 on June 27, 2022, and made effective on 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: June 27, 2022

Originating Dept: PW/DS

Signature (submitted by)

  
City Manager Approval

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### Subject:

Vista Ridge Tank Site – Sale of Real Property

### Recommended Motion:

Motion to authorize the City Manager to enter into a purchase and sale-related documents, including a quick claim deed for the property located at map number 40-13-31BA lot 500 to Kellie Hanson in the amount of \$2,601.

### Background/Discussion:

The City received a request from a resident at 7192 Vista Ridge Drive to vacate a small parcel of land 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. 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 has 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.

Council reviewed Hanson's request to vacate the property at the April 25, 2022 meeting and directed staff to offer the property through a bid process to the three adjacent parcel owners. We only received one bid. It was from Kellie Hanson in the amount of \$2,601. Staff is recommending Council accept the bid and move forward with the sale of the property to Hanson.

### Attachments:

- a. Hanson Bid-Offer
- b. Hanson Letter of Request
- c. Warranty Deed – Lot 46 Vista Ridge
- d. Vista Ridge Subdivision Plat

OFFER TO PURCHASE SURPLUS CITY OF BROOKINGS OWNED REAL PROPERTY

Name of Offerer (print): KELLIE E. HANSON  
(As wanted to appear on Deed)

Address of Offerer: 7192 VISTA RIDGE DR  
(For tax statement purposes)

Offer to purchase County owned real property described as follows, to wit:

MAP# 40S-13W-31BA LOT # 500  
(Identify by Assessor's map and tax lot number)

Amount of Offer: \$ 2601.00

Receipt of CASH OR CERTIFIED CHECK is attached to offer: \$ \_\_\_\_\_

Final balance due of: \$ 0

to be paid in cash, or in installments where ORS 275.190 applies, if offer is accepted.

Payable as follows: \_\_\_\_\_  
\_\_\_\_\_

**NOTE:** The City of Brookings reserves the right to accept or reject any and all offers.

The undersigned as offerer agrees to the terms set forth in the "Terms of Sale" (attached hereto), which are incorporated herein by reference and made a part hereof and agrees to pay the City the sum indicated above as the "Amount of Offer."

The deposit shall be applied to the purchase price for the item on which the undersigned is the successful offerer. In the event the successful offerer fails to pay the balance due in the time specified, all rights of the offerer in said real property shall cease and all right, title, and interest in said real property shall continue to remain vested in the City of Brookings, free of any claims or equity in the undersigned offerer or those claiming through him/her, and the City of Brookings shall retain the deposit as liquidated damages for failure of offerer to complete purchase.

I hereby agree to purchase the above property and to pay the price of \$ 2601.00 as specified above.

Kellie Hanson  
Signature of Offerer

KELLIE E HANSON  
Print Name of Offerer

7192 VISTA RIDGE DR  
Address of Offerer BROOKINGS

360.509.5744  
Phone

6.15.22  
Date

KELLIEHANSON@OUTLOOK.COM  
Email

To:  
City of Brookings

February 15, 2022

To Whom it may Concern,

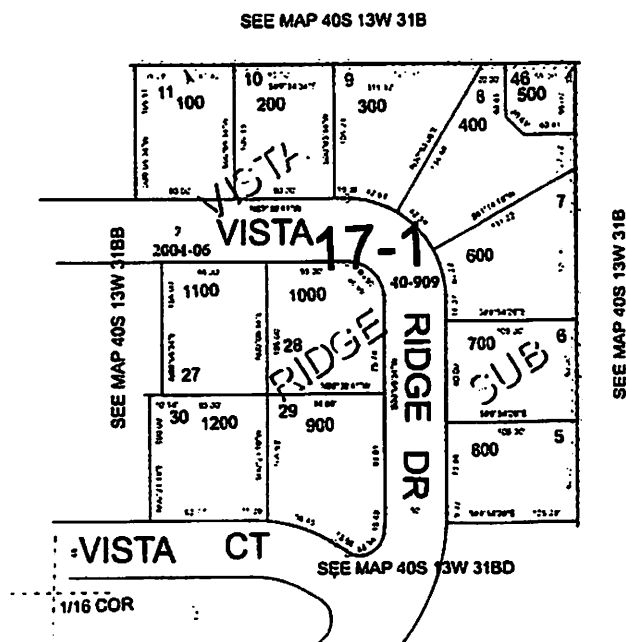
This letter is our request of the city of Brookings to vacate the property adjacent to our home. Our address is 7192 Vista Ridge Dr., lot number 8, VISTA RIDGE SUBDIVISION PLAT #2004-6. The address of the property in question is 7190 1/2 Vista Ridge Dr., lot number 46 of the above subdivision (attached).

We're prepared to pay the fees associated with filing the required vacancy documents.

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

Thank you.  
Sincerely,

Doug, and Kellie Hanson





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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

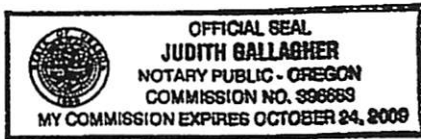
APN:

Statutory Warranty Deed  
- continued

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

STATE OF Oregon )  
 )ss.  
County of Curry )

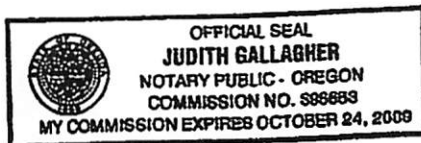
This instrument was acknowledged before me on this 8 day of November, 2005  
by Kurt R. Kessler as Member of Mahar/Kessler Properties LLC, on behalf of the Limited Liability  
Company.



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

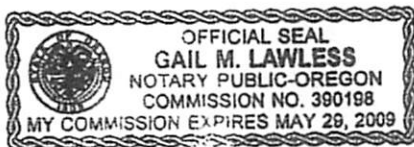
[Signature]  
By: Michael T. Mahar, Member

[Signature]  
By: Kurt R. Kessler, Member

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

STATE OF Oregon )  
 )ss.  
County of )

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

**VISTA RIDGE SUBDIVISION**

SACKETT 31, TOWNSHIP 40 SOUTH, RANGE 13 WEST,  
WILLAMETTE MERIDIAN, CITY OF ASTORIA, CLATSOP  
COUNTY, OREGON

REGISTERED  
PROFESSIONAL  
LAWYER-SUPERVISOR

*Wally Pittman*

ORANGE  
JANET A. PITTMAN  
DENTIST  
DMD

ADDITIONAL AS-21-095

~~Acquired by the State  
overly 1. from 1925 1928~~

MARNE/KINGSTON PROPERTY LLC

Wesley  
DEFE 5000

2

[illegible]

REVIEW OF PROSECUTION  
 AS IT RELATES TO THIS CASE AT MY 37<sup>th</sup> OR 38<sup>th</sup>  
 BIRTH ANNIVERSARY. THE INFORMATION I WOULD

[illegible]

INTERVIEW FOR DRYDEN  
IN COMMISSION EXHIBIT D.B. 9

ACKNOWLEDGEMENT:  
STATE OF OREGON  
COUNTY OF CLATSOP

[illegible]

NOTAR PUBLIC FOR CHINA  
 MY COMMISSION EXPIRES 2004

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

AS 1068

**OWNER**  
NATHAN/KEITHA FRYMOUTH, LLC  
815 ALABAMA COAST DRIVE  
MOBILE, AL 36604

**SURVEYOR**  
D/O SURVEYS LTA  
265 S.E. OAKMAN AVE  
WILMINGTON, DE 19106  
(301)627-0467

**APPROVED**

**CHAIRMAN, BOARD OF COMMISSIONERS**

COMMISSIONER

Combs, J. W.

COUNTRY 1958-59

ALL TAKES, FEES, ASSISTANTS AND OTHER CHARGES AS PROVIDED BY LAR. 3. 31-318 HAVE BEEN PAID AS OF 4-30-2004. Small House Deputy

APPROVED THIS 19<sup>TH</sup> DAY OF April, 2008, BY 247/2008  
 Mayor Pauline Swindleme

FILED FOR RECORD THIS 28<sup>th</sup> DAY OF April; 2004 AT 2:35 O'CLOCK P.M.

or Deborah A. Kana  
CREDIT COUNTY CLERK

APPROVED THIS 24<sup>th</sup> DAY OF MARCH, 1904 BY CITY OF ALABAMA.

~~CONFIDENTIAL~~  
PLANNING COMMISSION CHAIRMAN

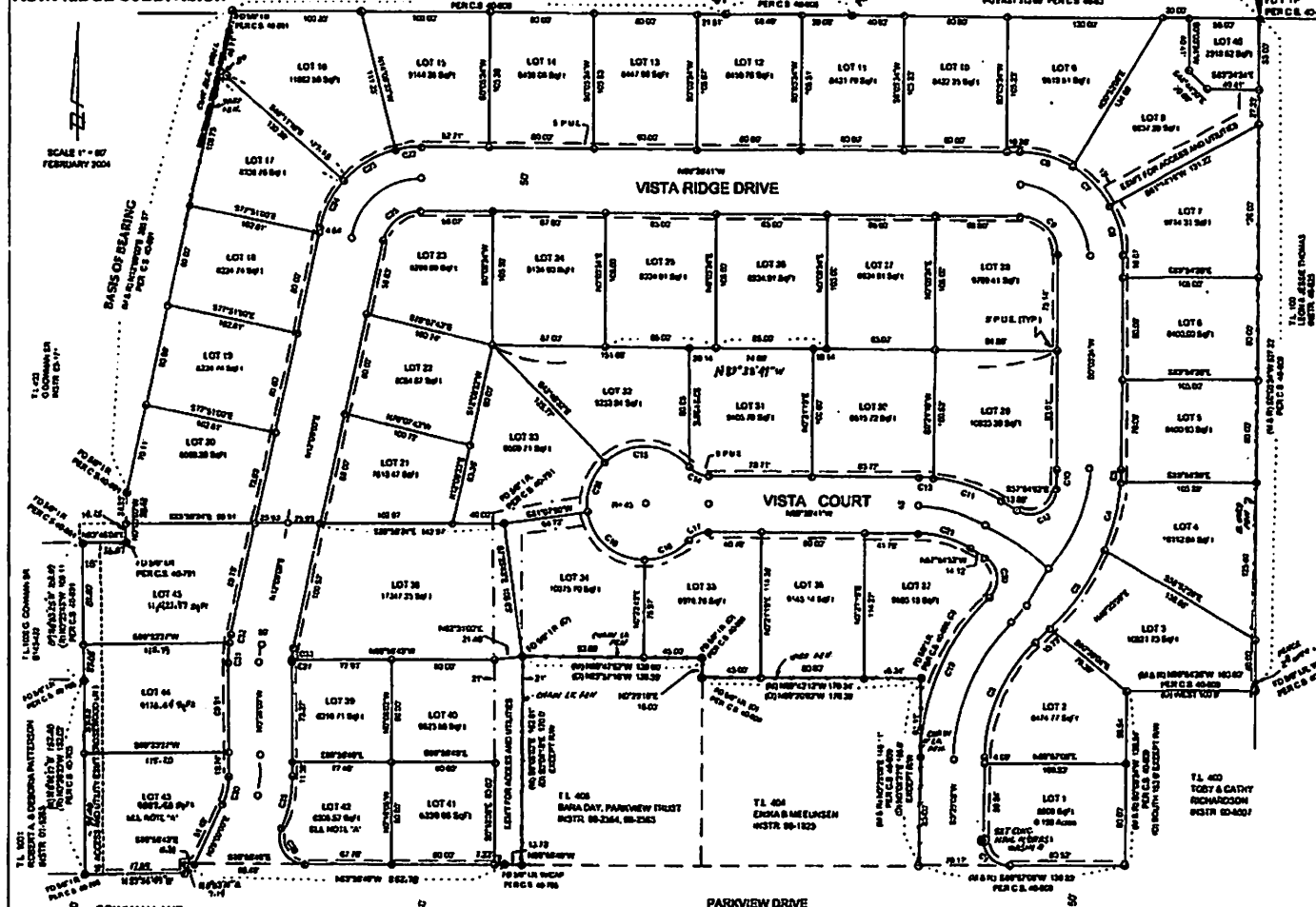
~~CONFIDENTIAL~~  
PLANNING DIRECTOR

**NARRATIVE:**

THE RESULTS OF THIS SURVEY WERE TO DISCLOSE THE PRESENCE OF LAND OWNED BY THE SPANISH AND MEXICAN/CHILEAN DESCENDANTS, AND ALSO, THAT 46% OF THE OWNERS OF THE MEXICAN/CHILEAN DESCENDANTS, WHOSE LANDS WERE NOT SURVEYED, WERE NOT SPANISH. THE DATA OF DESCENDANTS WHOSE SURVEYED LANDS WERE OWNED BY THIS DESCENDANT THE GOVERNMENT FOUND AS DISCLOSED ABOUT THE LAST LINE OF THE GOVERNMENT MAPS, AND AS AN EXAMPLE, ALL OF THE EXTENSIVE MOVING/STAYING AT HOME WERE FOUND TO BE IN THE SAME AREA, AND THE SURVEYING FIELD IS CHECKED.



PLAT NO. 2004-06  
CURRY CO. INST. NO. 2004-2647  
VISTA RIDGE SUBDIVISION



CURVE	BEARING	CHORD DIST	RADIUS	ARC	DELTA	TANGENT
C1	N44°42'30\"	23.40	30.00	31.95	67°22'00\"	20.18
C2	N23°22'00\"	67.00	120.00	100.38	40°00'00\"	59.08
C3	N44°42'30\"	75.00	175.00	175.00	34°40'00\"	123.38
C4	N12°52'22\"	54.75	175.00	56.98	1°17'31\"	23.24
C5	N1°42'00\"	8.62	175.00	8.62	3°44'30\"	4.96
C6	N1°42'00\"	26.86	80.00	40.29	3°44'30\"	20.18
C7	N1°42'00\"	41.86	80.00	40.29	3°44'30\"	20.18
C8	N1°42'00\"	42.12	80.00	40.29	3°44'30\"	20.18
C9	N1°42'00\"	42.30	30.00	46.99	87°44'10\"	29.98
C10	N1°42'00\"	13.43	120.00	120.00	3°44'30\"	7.25
C11	N1°42'00\"	56.85	120.00	120.00	3°44'30\"	29.74
C12	N1°42'00\"	34.98	30.00	47.46	121°36'34\"	36.08
C13	N1°42'00\"	11.38	120.00	120.00	3°44'30\"	9.70
C14	N1°42'00\"	18.84	30.00	17.16	49°10'00\"	9.15
C15	N1°42'00\"	65.48	45.00	73.30	87°19'54\"	47.70
C16	N1°42'00\"	58.29	45.00	63.41	87°19'54\"	38.25
C17	N1°42'00\"	56.84	30.00	17.16	49°10'00\"	9.15
C18	N1°42'00\"	37.47	45.00	38.25	49°19'54\"	20.61
C19	N1°42'00\"	138.47	175.00	130.32	40°00'00\"	73.89
C20	N1°42'00\"	31.51	30.00	38.33	103°36'30\"	23.37
C21	N1°42'00\"	42.37	77.86	42.82	37°43'42\"	22.63
C22	N1°42'00\"	26.14	80.00	23.25	14°27'57\"	10.15
C23	N1°42'00\"	46.99	80.00	47.86	34°40'00\"	34.50
C24	N1°42'00\"	46.80	80.00	41.43	29°23'42\"	21.18
C25	N1°42'00\"	37.84	30.00	40.86	78°12'00\"	24.28
C26	N1°42'00\"	41.80	30.00	40.86	78°12'00\"	24.28
C27	N1°42'00\"	1.74	30.00	1.74	1°42'00\"	0.67
C28	N1°42'00\"	41.48	100.00	41.80	27°16'00\"	21.21
C29	N1°42'00\"	30.46	30.00	30.46	103°27'00\"	30.53
C30	N1°42'00\"	22.91	30.00	22.91	27°16'00\"	11.28
C31	N1°42'00\"	15.14	100.00	15.15	87°40'00\"	7.68
C32	N1°42'00\"	6.81	100.00	6.81	1°42'00\"	2.48
C33	N1°42'00\"	9.73	30.00	9.73	12°22'40\"	4.04

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF THE ORIGINAL.  
*T.L. 1100/1101*  
T.L. 1100/1101

NARRATIVE CONTINUED FROM SHEET 1 OF 2  
GENERAL NOTES

- 1) NORTH LINE BETWEEN LOTS 12 THRU 18: C.S. 40-691, A CALC. DISTANCE OF 331.44'. C.S. 40-690 HAS A DISTANCE OF 381.0' FIELD TIES TO THE NW CORNER SHOW AN ERROR IN SETTING OF SAID MONUMENT PER C.S. 40-690 AND WILL BE CORRECTED BY FILING AN AFFIDAVIT OF CORRECTION WITH THE COUNTY SURVEYOR. THE CORRECT DISTANCE IS REFLECTED ABOVE.
- 2) THE EAST BOUNDARY OF LOT 1 & 2 ARE ADJ. TO TAX LOT 400 AS DESCRIBED IN C.C. DIST. NO. 80-2474. THE POSITION OF SAID TAX LOT WAS COMPUTED FROM DEED INFORMATION WHICH EXCEPTS THAT PORTION LYING WITHIN THE LIMITS OF PUBLIC ROAD WAYS. NE CORNER FALLS AT FENCE CORNER RUNNING N-S AND WEST. HELD AS OCCUPATION LINE. C.S. 40-693.
- 3) THE BOUNDARY OF TAX LOT 404 AND 405 HELD FOUND 86' IRON RODS AS CALLED FOR IN THE DEEDS, TOGETHER WITH EXISTING FENCES SET TO SAID MONUMENTS (OCCUPATION) HOLDING THE DEED CALLS TO TAX LOT 400 AND THE EXISTING MONUMENT IT SHOWS A REMAINDER PARCEL BETWEEN 400 AND 1100 THIS GAP SHOWS AS BELONGING THE ORIGINAL PARCEL 401 AND THIS INCLUDED IN THE SUBDIVISION BOUNDARY.
- 4) SURVEYS C.S. 40-705 AND C.S. 40-791 BOTH SHOW THE PARCELS 1100 AND 1101 ARE NOW COMBINED IN THIS SUBDIVISION BY HOLDING THESE SURVEYS AS A PORTION OF OUR WEST BOUNDARY IT STILL LEAVES A 13' PLUS GAP BETWEEN 1100 AND 405 AGAIN ACCEPTED AS PART OF ORIGINAL PARCEL 401. C.S. 40-693 SHOWS WHAT I FEEL IS INTENDED TO BE A FLAG TO THE MAGNUSSON PARCEL. THUS IT NOW BECOMES A PART OF THE PLAT.
- 5) SURVEY C.S. 40-705 SHOW MONUMENTS SET ALONG THE SOUTH BOUNDARY OF TAX LOT 1121 AT A 7.25' FOOT JOG IN THE R/W, WITH A DISTANCE FROM WEST TO EAST OF 81.34' FEET AND A DEED CALL OF 77.97' FEET. THE TWO MONUMENTS SHOWN ON C.S. 40-705 AND 40-791 WERE DESTROYED BY CONSTRUCTION. THE NEW MONUMENTS WERE SET BACK TO THE DEED CALL OF 77.97' PER BR 32, PG 750.
- 6) CONTROLLING ELEMENTS FOR THE SURVEY WERE AS FOLLOWS:
  - A) NORTH BOUNDARY, MONUMENTS FOUND AND HELD PER C.S. 40-690, 40-699
  - B) WEST BOUNDARY, MONUMENTS FOUND AND HELD PER C.S. 40-691, 40-693, 40-791
  - C) SOUTH BOUNDARY, MONUMENTS FOUND AND HELD PER C.S. 40-791, 40-705, 40-693, AND DEED RECORDS PER CURRY CO. DIST. 96-2563 C.C. DIST. 96-1917 AND C.C. DIST. 90-0874.
  - D) EAST BOUNDARY HOLD 1' IRON PIPE AT NE CORNER OF PLAT RUN 80°05'34\" PER SECTION BREAKDOWN C.S. 40-693

OWNER T.L. 1100/1101  
PETE SMART  
17163 PARKVIEW AVE.  
BROOKINGS, OR 97415  
(541) 459-3551

OWNER T.L. 40/402  
MAHAR KESSLER PROPERTIES LLC  
815 ALDER CREEK ROAD  
MEDFORD, OR 97504

**MAP REFERENCE:**  
C.S. 40-693  
C.S. 40-690  
C.S. 40-700  
C.S. 40-791  
C.S. 40-698  
C.S. 40-691  
C.S. 40-690

**LEGEND:**  
① FOUND B/W WITH RED CAP MARKED "MAGNUSSON" PER C.S. 40-690  
② FOUND MONUMENTS AS SHOWN  
③ SET 48.30' IRON ROD W/ YELLOW PLASTIC CAP MARKED PLS 1888  
④ RECORDED DATA PER SURVEYS  
⑤ MEASURED DATA  
⑥ CENTERLINE POSITIONS (CALC.)  
⑦ DEED

**DEED REFERENCE:**  
BR. 48 PG 325 DIST. 96-629  
DIST. 96-0171  
DIST. 96-0233  
DIST. 96-4428  
DIST. 96-6607  
DIST. 91-4876  
DIST. 96-1828  
DIST. 96-2364  
DIST. 96-2365  
DIST. 96-2366  
DIST. 96-2367

**NOTE:**  
ALL LOTS IN VISTA RIDGE SUBDIVISION WITH AVERAGE SLOPED OF GREATER THAN 1% SHALL HAVE A GEOLOGICAL STUDY PREPARED AND ALL SETS PREPARATION INCLUDING DRAINAGE, SHALL BE PURSUANT TO SECTION 100, HAZARDOUS BUILDING SITE PROTECTION/HAZARDOUS DEVELOPMENT STANDARDS, PRIOR TO ANY CONSTRUCTION ON THE LOT.

**NOTES "A"**  
LOTS 42 AND 43 WILL TAKE ACCESS FROM VISTA RIDGE DRIVE



REGISTERED PROFESSIONAL LAND SURVEYOR  
*T.L. 1100/1101*  
T.L. 1100/1101  
DATE: 11-11-04  
BY: T.L. 1100/1101

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 27, 2022

Originating Dept: PWDS

  
Signature (submitted by)  
  
City Manager Approval

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Subject: Award City Hall Painting

Recommended Motion:

Authorize City Manager to enter into an agreement with Mark Rogers Painting in the amount of \$41,000 for the City Hall and EOC Painting Project.

Financial Impact:

\$41,000 from the Capital Projects Reserve Fund.

Background/Discussion:

City Hall is ready for a new exterior paint job. There have been several building projects over the years at City Hall that included replacing windows, siding, seismic upgrades, and new lighting just to name a few. A top to bottom paint job has non been completed in over 15 years.

The Emergency Operations Center (EOC) was constructed in 2012, is also due for a new coat of paint on the exterior and will be included in this project.

I solicited bids from three local contractors, only two responded. Staff recommends awarding to the lowest qualified bidder, Mark Rogers Painting in the amount of \$41,000.

Bidders	Bid
Mark Rogers Painting	\$41,000.00
West Coast Empire Homes (Serna)	\$50,300.00

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 27, 2022

Originating Dept: Finance & Admin

Signature (submitted by)

  
City Manager Approval

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### Subject:

Discussion on Renewal of Local Fuel Tax

### Background/Discussion:

In May 2015, City of Brookings voters passed a Local Fuel Tax measure for the first time. The initial tax was four cents (\$0.04) per gallon and was for a three-year period. The Streets System Replacement Fee (SRF) was repealed at the same time the Local Fuel Tax was implemented, decreasing utility bills by \$2.98 per month. The SRF would be \$3.50 for 2022-23 if not repealed.

A similar measure was put on the May 2018 ballot; to renew the current Local Fuel Tax of four cents (\$0.04) per gallon. This time it was for a five-year period and passed by 82%. This is set to sunset June 2023.

In anticipation of the sunset date approaching, we asked Dyer to update the Pavement Management Plan, look at future projects and costs, and develop a long-term Capital Improvement Plan for Streets.

Council discussed the draft Pavement Management Plan (PMP) at the June 6, 2022 workshop, along with the next steps to renew the local fuel tax measure.

On June 13, 2022, the consensus was to put forward a ballot measure on the November 8, 2022 ballot that would be for 5 years and \$0.05 per gallon. There was also a discussion for a longer period of time (i.e. 10 years) and \$0.06 per gallon.

Staff is looking for confirmation on the draft resolution and ordinance prior to publishing and bringing back the final for adoption.

### Attachments:

- a. Resolution 22-R-1225 DRAFT
- b. Ordinance 22-O-799 DRAFT

**CITY OF BROOKINGS  
STATE OF OREGON**

**RESOLUTION 22-R-1225**

**A RESOLUTION OF THE CITY OF BROOKINGS, OREGON, (CITY) DIRECTING THE CITY ATTORNEY TO DRAFT A BALLOT TITLE FOR PLACEMENT ON THE NOVEMBER 8, 2022 ELECTION, REAUTHORIZING A MOTOR VEHICLE FUEL TAX**

**WHEREAS**, Oregon Revised Statute 319.950 authorizes a City to enact a local tax on fuel for motor vehicles by voter approval; and

**WHEREAS**, on January 8, 2018, the City adopted Ordinance 18-O-771, attached herein as Exhibit A, imposing a four-cent (\$0.04) per-gallon-sold tax on the sale of motor vehicle fuel in the area subject to the City's jurisdiction; and

**WHEREAS**, the qualified electors of the City approved the motor vehicle fuel tax by a vote of 82.09 percent in favor and 17.91 percent opposed; and

**WHEREAS**, the approved motor vehicle tax had a sunset clause limiting its duration to five years; therefore, setting it to expire on June 30, 2023; and

**WHEREAS**, the City desires to continue generating revenues funds through this source, which has yielded approximately \$300,000 each year since implemented, by reauthorizing the fuel tax, imposing a five-cent (\$0.05) per-gallon-sold tax, estimated to yield \$375,000 each year, and placing it before the qualified electors at the November 8, 2022 Election.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Brookings, Curry County, Oregon, as follows:

1. **MEASURE:** A measure election is hereby called for the purpose of submitting to the electors of the City of Brookings a measure authorizing a five cents (\$0.05) per-gallon-sold tax on the sale of fuel in the area subject to the jurisdiction of the city for an additional five (5) years, to expire June 30, 2028.
2. **ELECTION CONDUCTED BY MAIL:** The measure election will be held at the next primary election to be held on Tuesday, November 8, 2022. As required by ORS 254.465, the measure election will be conducted by mail by the Elections Official of Curry County, according to the procedures adopted by the Oregon Secretary of State.
3. **DELEGATION:** The City authorizes the City Manager, or the City Manager's designee, to act on behalf of the City and to take such further action necessary to carry out the intent and purposes set forth herein, in compliance with the applicable provisions of law.
4. **PREPARATION OF BALLOT TITLE:** The City Attorney is hereby directed to prepare the ballot title for the measure, and deposit the ballot title with the City Elections Officer

within the time set forth by Oregon State law.

5. NOTICE OF BALLOT TITLE AND RIGHT TO APPEAL: Upon receiving the ballot title for this measure, the City Elections Officer shall publish in the next available edition of a newspaper of general circulation in the City a notice of receipt of the ballot title, including notice that an elector may file a petition for review of the ballot title.
6. FILING WITH COUNTY ELECTIONS OFFICE: The City Elections Officer shall deliver the Notice of Measure Election to the Curry County Elections Office and the ballot title for inclusion on the primary election ballot to be held on Tuesday, November 8, 2022.

Passed by the City Council \_\_\_\_\_, 2022; effective \_\_\_\_\_.

\_\_\_\_\_  
Mayor Ron Hedenskog

Attest:

\_\_\_\_\_  
City Recorder Janell K. Howard

**IN AND FOR THE CITY OF BROOKINGS**

**STATE OF OREGON**

**ORDINANCE 22-O-799**

**IN THE MATTER OF ORDINANCE 22-O-799, AN ORDINANCE AMENDING CHAPTER 3.25, MOTOR VEHICLE FUEL SALES TAX, OF BROOKINGS MUNICIPAL CODE TITLE 3, REVENUE AND FINANCE, OPERATIVE JULY 1, 2023, ONLY UPON VOTER APPROVAL OF THE CITY'S MEASURE TO AUTHORIZE THE \$0.05 PER GALLON MOTOR VEHICLE FUEL SALES TAX FOR 5 YEARS TO BE PLACED ON THE NOVEMBER 8, 2022 GENERAL ELECTION BALLOT.**

Sections:

- Section 1. Ordinance identified.
- Section 2. Amend Chapter 3.25, Motor Vehicle Fuel Sales Tax.
- Section 3. Effective Date.

**The City of Brookings ordains as follows:**

Section 1. Ordinance Identified. This ordinance amends Chapter 3.25. Motor Vehicle Fuel Sales Tax of Brookings, Municipal Code, Title 3, Revenue and Finance, Operative July 1, 2023, only upon voter approval of the City's Measure to Authorize the \$0.05 per gallon motor vehicle fuel sales tax for 5 years to be placed on the November 8, 2022 ballot.

Section 2. Amend Chapter 3.25 Sections 3.25.010, Purpose, and 3.25.290, Effective Date and Expiration of Fuel Tax, Chapter 3.25, Motor Vehicle Fuel Sales Tax, are hereby amended to read as follows:

**3.25.010 Purpose**

The purpose of the motor vehicle fuel tax is to raise revenues necessary for the construction, reconstruction, improvement, repair, maintenance, operation and use of the public streets system in the City. The City's annual revenue target from the fuel tax is \$375,000 adjusted annually by the Engineering News Record Construction Cost Index for the preceding May to May (12) month period.

**3.25.290 Effective Date and Expiration of Fuel Tax**

The Motor Vehicle Fuel Sales Tax will become effective July 1, 2023 and will expire at 11:59PM on June 30, 2028.

First Reading: \_\_\_\_\_ Passage: \_\_\_\_\_  
Second Reading: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2022

ATTEST:

\_\_\_\_\_  
Mayor Ron Hedenskog

\_\_\_\_\_  
City Recorder Janell K Howard