

City Council Meeting Agenda

Monday, September 26, 2016, 7:00 PM

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

1. Call To Order
2. Pledge Of Allegiance
3. Roll Call
4. Resolutions
 - a. Resolution Of Commendation

Documents:

[RESOLUTION 16-R-1090 - LL COMMENDATION.PDF](#)

5. Oral Requests And Communications From The Audience
 - a. Public Comments
Public Comments on non-agenda items – 5 minute limit per person.*
6. Staff Reports
 - a. Release Of Selected Deferred Improvement Agreements (DIA)

Documents:

[DIA RELEASE. CAR.PDF](#)

[DIA RELEASE.ATT.A.PROPOSED PLAN.PDF](#)

- b. Coastal Christmas Fee Waiver Request

Documents:

[COASTAL CHRISTMAS FEE WAIVER. CAR.PDF](#)

[COASTAL CHRISTMAS FEE WAIVER.ATT.A.PARK USE APP.PDF](#)

[COASTAL CHRISTMAS FEE WAIVER.ATT.B.EVENT PERMIT REQ.PDF](#)

[COASTAL CHRISTMAS FEE WAIVER.ATT.C.REQUEST.PDF](#)

7. Consent Calendar

- Approve Council minutes for September 12, 2016
- Accept May-Lopez resignation from Public Arts Committee
- Receive monthly financial report for August 2016

Documents:

[1.9-12-16 MINUTES.PDF](#)

[2.MAY LOPEZ RESIGNATION.PDF](#)

[3.AUGUST FINANCIALS.PDF](#)

8. Remarks From Mayor And Councilors
9. Adjournment

*Obtain Public Comment Forms and view the agenda and packet information on-line at

www.brookings.or.us, at City Hall and at the local library. Return completed Public Comment Forms to the City Recorder before the start of meeting or during regular business hours.

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

CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: September 26, 2016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Resolution of Commendation for LauraLee Snook

Recommended Motion:

Motion to adopt Resolution of Commendation for LauraLee Snook.

Background/Discussion:

LauraLee Snook is retiring effective September 30, 2016, after 17 years of service with the City. A Resolution of Commendation has been prepared in recognition of her service.

Attachment(s):

- a. Resolution of Commendation

RESOLUTION OF COMMENDATION

LAURALEE SNOOK

RESOLUTION 16-R-1090 OF THE CITY COUNCIL OF THE CITY OF BROOKINGS COMMENDING LAURALEE SNOOK UPON THE OCCASION OF HER RETIREMENT

WHEREAS, LauraLee Snook has announced her retirement from public service as Director of Public Works and Development Services and as Building Official for the City of Brookings effective September 30, 2016; and

WHEREAS, said retirement will bring to a close a 26 year career of exceptional public service to the citizens of Brookings and Curry County, including 17 years with the City of Brookings and nine years with Curry County; and

WHEREAS, LauraLee Snook is highly regarded in her profession and within the building trades community; and

WHEREAS, LauraLee Snook has developed a reputation as assisting many individual homeowners and property owners in developing and processing development and improvement plans with great sensitivity to the owner-builder; and

WHEREAS, LauraLee Snook has been an integral member of the City Management Team, coordinating services with other departments and providing management support to the City Council and advisory commissions; and

WHEREAS, it is the desire of the City Council of the City of Brookings to recognize the many accomplishments and contributions to the community made by LauraLee Snook; and

WHEREAS, among those accomplishments have been managing the construction of the Emergency Operating Center and the Brookings Airport Infrastructure Project; implementing internal policies and procedures to improve service to the public; and

WHEREAS, LauraLee Snook was one of the first ten women in Oregon to earn the title Building Official, and she also served as President of the Southern Oregon Building Codes Council; and

WHEREAS, with safety as her top core value, LauraLee Snook helped people achieve what they want, correctly within the codes and rules, adding value in every way and gaining new recruits and believers in the value of those codes and standards; and

WHEREAS, LauraLee Snook never hesitated to share her skills and knowledge with others, both builders and new inspectors alike, in an open and caring way demonstrating wisdom and sound judgment at every turn; and

WHEREAS, her service to the community has included many volunteer contributions, including service on the Board of Directors of the South Coast Humane Society as well as devoted fund raising efforts.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brookings does hereby commend LauraLee Snook for her outstanding public service and wishes her well in her retirement years ahead.

Mayor Ron Hedenskog

Councilor Jake Pieper

Councilor Brent Hodges

Councilor Bill Hamilton

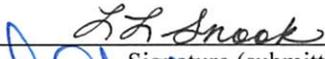
Councilor Dennis Triglia

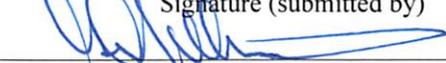
CITY OF BROOKINGS

Council Agenda Report

Workshop Date: September 26, 2016

Originating Dept: PWDS



Signature (submitted by)


City Manager Approval

Subject: Release of selected Deferred Improvement Agreements (DIAs) as a first step to discontinuing the practice of requiring/accepting DIAs for street frontage improvements.

Recommendation: Motion to direct Staff to provide notarized DIA release forms to the 190 property owners with currently recorded DIA's that are rated 1, 2 or 3.

Financial Impact: None

Approved by Finance & Human Resources Director: 

Background/Discussion: There are 396 active DIAs recorded against properties within the City. Staff rated these from one to five using the following criteria:

- 1 – DIA has been satisfied and should be released (68)
- 2 – Due to topography and or right of way width installation of sidewalks are impractical (53)
- 3 – Due to neighborhood location and/or lack of DIAs installation of sidewalks unlikely (69)
- 4 - Retain until sidewalk infrastructure plan is adopted (156)
- 5 – Retain as is likely the area will be improved (50)

At the September 06th Council Workshop Staff was directed to develop a process to release DIA's rated 1 through 3. Those rated 1 and 2 are very straight forward in that improvements have been installed or are impractical to install.

DIA's rated as 3 may warrant some discussion by Council in that it would be possible to install them, but due to the nature of the neighborhood it seems that the benefit/cost ratio would not support doing so. The following criteria were used in this determination;

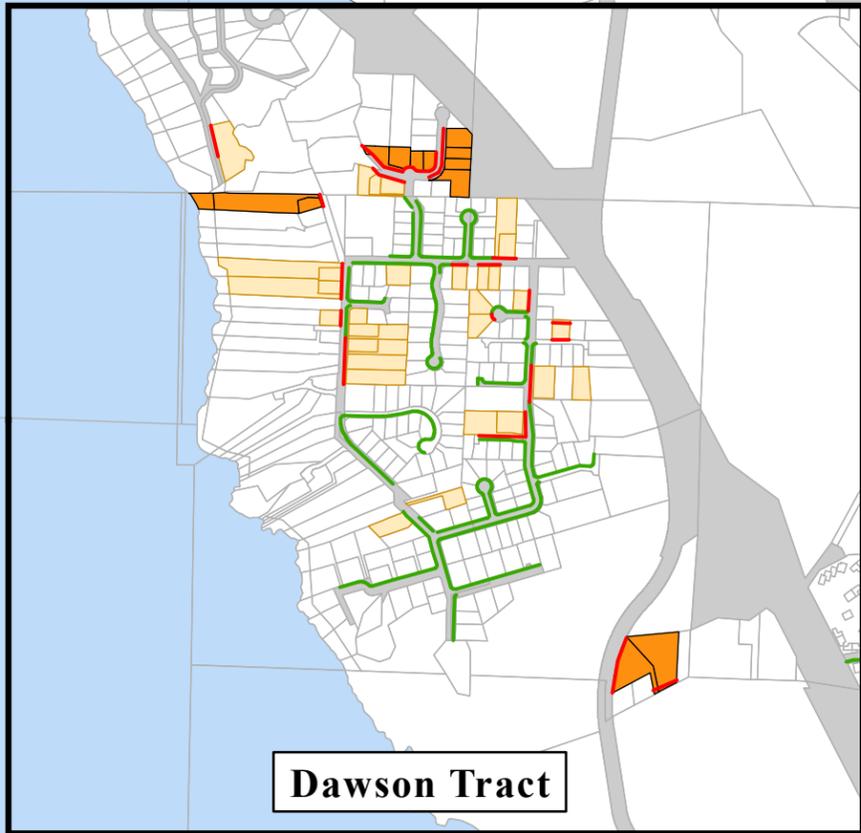
1. Neighborhood is built out and currently has no connectivity to a sidewalk system
2. Neighborhood is remote and has no connectivity to a sidewalk system

Council may want to consider releasing an additional 183 DIA's located outside the City limits. In order to facilitate this process Staff will need to research the details and locations of the DIA's. It is assumed that the majority of them were obtained as properties outside City limits were provided with water service.

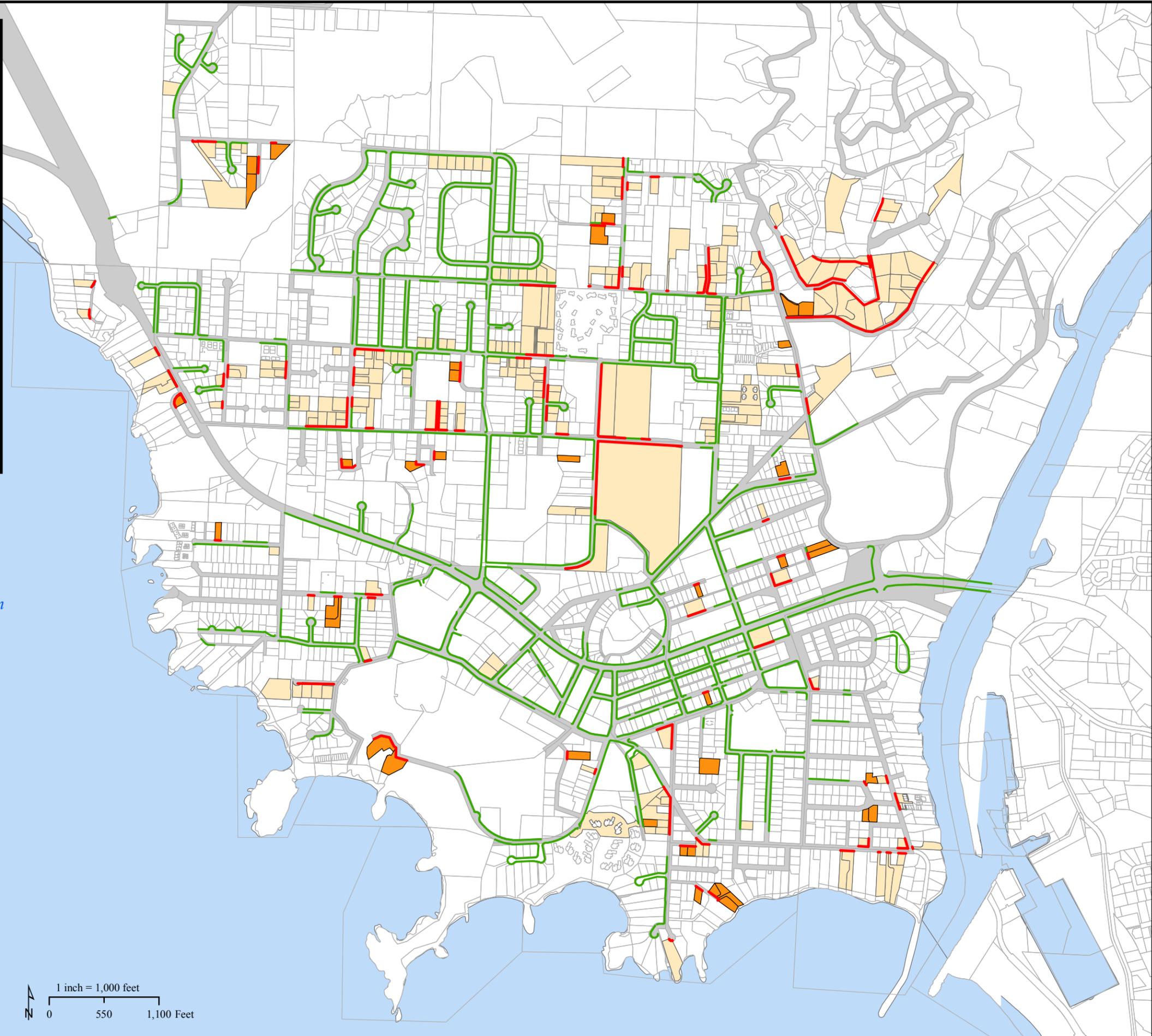
Policy Considerations: Goal 3.23 of the Short Term Strategic Plan is to develop a program to "cash out" DIAs.

Attachment(s):

- a. Proposed sidewalk infill plan



Dawson Tract



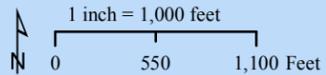
Pacific Ocean

Legend

-  DIA Parcel
-  DIA Coded - 3
-  DIA Req'd Sidewalk
-  Existing Sidewalk

Council Agenda - DIA Release

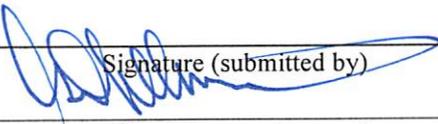
Projection: NAD83 ORSouth;Taxlots: Curry CountyGIS; Brookings GIS jf; 9/20/2016



CITY OF BROOKINGS
COUNCIL AGENDA REPORT

Meeting Date: September 26, 2016

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject: Fee Waiver Request for Coastal Christmas

Recommended Motion:

If the City Council desires to waive the fee: Motion to waive fees totaling \$59 for the Santa Claus and Christmas Tree lighting event and parade to be conducted by Coastal Christmas Committee on December 10, 2016

Financial Impact:

Loss of \$59.00 in fee revenue

Approved by Finance & Human Resources Director: _____

Background/Discussion:

The Coastal Christmas Committee is requesting a waiver of \$59.00 in fees for their December 10 Santa Claus and tree lighting event and related parade.

Attachment(s):

- a. Park Use Application
- b. Event Permit Request
- c. Handwritten waiver request



Fee Waiver Request CC

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.

Event Date(s): 12/10/16 Santa Event & Parade →
Event Date(s): 12/3/16 to 1/8/17 Time: From 3 am/pm to 7 am/pm Day(s)(circle) M/T/W/R/F(Sat/Sun)

No. of participants (each day): 50-75 Nature/Name of Event: Decorate Chetco Ave 12/3 TAKE DOWN 1/8

Organization: Coastal Christmas in Brookings Harbor | Santa Event & Parade 12/10

Contact Person: Kathy Breshears Phone #: 541-412-0674 Cell #: _____

Mailing Address: 17892 Rainbow Rock Rd. Brookings

email: BreshearsJK@Gmail.com Return deposit to: Ø

CITY USE ONLY:		Rec'd Date: <u>9-1-16</u>	By: <u>lm</u>	
Department	By	Date	Approved	Comment
Parks			Y / N	Y / N
Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Finance Dept.			Y / N	Y / N

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

PARK/LOCATION: (Check all that apply)

AZALEA PARK AREA: (Check all that apply)

- Azalea
- Bud Cross
- Easy Manor
- Gazebo
- Bandshell/Stage
- Concession Stand (CS)
- Bankus
- Skate Park
- Chetco Point
- Lawn area
- Kidtown Picnic Area
- Restrooms only (at CS)
- Stout
- Tennis Courts
- Oasis & Chetco Ave.
- Other (Please Specify): _____

Check Yes or No to each of the following:

- Will you be renting picnic tables? Yes No Qty: _____ Delivery _____
- Is this event free? Yes No If no, how will funds be secured/protected? _____
- Will amplification equipment be used? Yes No If yes, noise level must be contained within the immediate area.
Describe purpose/type: Christmas Music from Speaker on back of truck
- Will alcohol be served? Yes* No Will alcohol be sold? Yes* No If yes, must obtain Liquor License
*Additional requirements – see page 8 of application
- Will merchandise be sold? Yes No By whom/ Describe purpose/type: _____
- 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): Kathleen Breshears

Applicant SIGNATURE: Kathleen Breshears Date: 7-25-16

City Use Only: Paid: _____	Applicant Notified: _____	Parks Notified: _____
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PARK USE FEE/REQUIREMENT WORKSHEET



THIS PAGE FOR CITY USE ONLY:

Use	# of people	City Resident	Non Profit	User Fees	Deposit Fees	Restrictions/Comments
Park		<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N	\$ 21.-	\$ 21.-	
Bandshell/Stage		Y / N	Y / N	\$	\$	
Concession Stand w/restrooms - \$78.00				\$	\$	
Concession Restrooms ONLY - \$25.00				\$	\$	
Picnic Tables: Qty @ \$20 each				\$	\$	
TOTAL				\$ 21.-	\$ 21.-	
Check #						
City Receipt #						

Other Requirements Additional Information/Comments

Site Plan Map On-site visit required. Date: _____ Time: _____ am/pm
 City Business License
 Liquor License - Required to sell alcoholic beverages (Must obtain license through the Oregon Liquor Control Commission)
 Proof of Insurance
 Security No. of Officers: _____ Comments: _____
 Temporary Signs Park Supervisor Approval: Yes No
 Comments: _____

Department Comments: _____

Security Deposit refund submitted on: _____ Amount: \$ _____
 Deposit not returned/reason: _____
 Event cancelled on: _____ Fee returned: in full partial Amount refunded: \$ _____
 Reason for refund: _____



CITY OF BROOKINGS EVENT PERMIT REQUEST

CITY PERSONNEL ONLY: Rec'd: 9-1-16 By: ly

Department	By	Date	Approved	Comment
Parks			Y / N	Y / N
Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Finance Dept.			Y / N	Y / N

Please sign, date, and deliver to the next Dept. If comments apply, please note on "Comments - City Use Only."
RETURN TO LAURI Z. Distributed: _____

- Car Show
- Flea Market
- Farmer's Market
- Parade AZALEA Park - OAK -
- Block Party Cheteo Ave - Oasis Park
- Other: _____

Date(s) of event: 12/10/16 SAT. Times: Parade 4:30-5:30

Name: Coastal Christmas Kathy Breshears
 Address: 17892 Rainbow Rock Rd.
 Telephone: 541-412-0674
 Email: BreshearsJK@gmail.com

Permit Fees: Fee Waiver Request

- \$38.00 Permit Fee/\$10 per recurrence
- \$ _____ Barricade/Cone Delivery Fee
- \$312.00 Barricade/Cone & Sign Use Fee -- Refundable upon return.

Location of barricades/street(s) to be closed:

Cheteo Ave (name of street) between OAK St (name of street) and Hillside (name of street)

This is a: New Event Annual Event – held the last _____ years Canceled last year due to weather

Will alcohol be served? Yes No Will alcohol be sold? Yes No If yes, must obtain Liquor License
 If alcohol to be served/sold must provide diagram of serving area to be cordoned off and advise who is serving.

- I have spoken to and obtained permission from the neighbors who will be affected by this street closure (see reverse side for signatures, addresses & phone numbers).
- \$1.0 Million Certificate of Insurance provided. (Required to transfer liability for injury/damage from City to person or organization conducting the activity. Certificate must name the City of Brookings as an additional named insured.)

Hold City Harmless Agreement

Please fill out and return in person with permit fees to: City Manager's Office, City Hall, 898 Elk Drive, Brookings.

Once your request has been approved, you will be notified with dates the City of Brookings will deliver and pick up (during regular business hours) barricades, signs and cones for this event (\$300.00 use fee will be refunded upon return of these items). It is the permittee's responsibility to erect, maintain and remove barricades and cones and return them to location of delivery.

Note: Requests must be received NO LATER THAN ten (10) business days prior to the event.

City Use Only: Copy to: Public Works Police Fire Permit No. _____

Certification of Insurance Hold Harmless Agreement \$ _____ paid on _____ Receipt # _____

Comments: _____

Barricade/Cone/Sign drop off date: _____

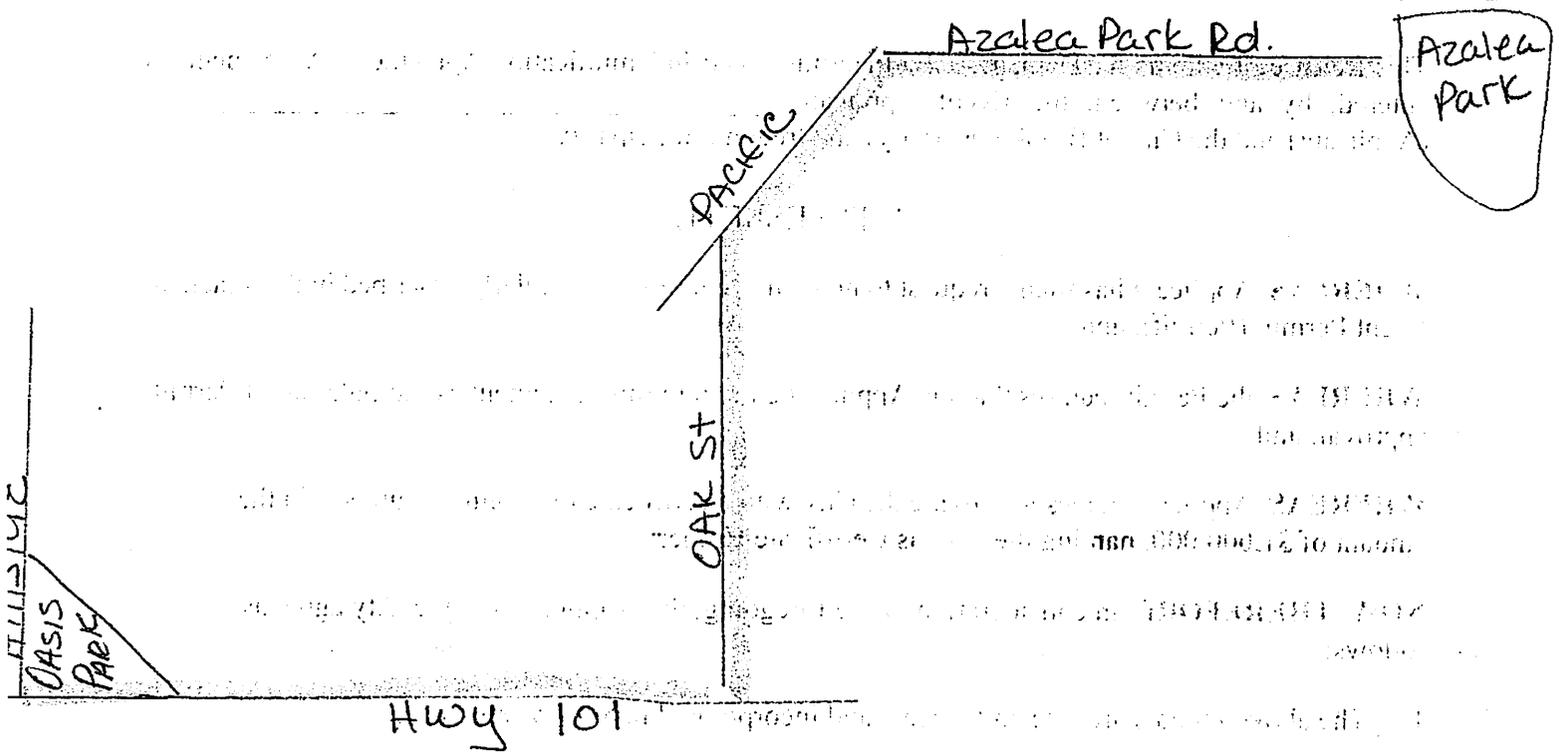
Barricade/Cone/Sign pick up date: _____ Barricade/Cone/Sign deposit returned: _____

ambloort to yolo



Parade Route

START Lundeen Lane



Hwy 101

OASIS PARK

PACIFIC

OAK ST

Azalea Park Rd.

Azalea Park



**APPLICATION AND PERMIT TO OCCUPY OR
PERFORM OPERATIONS UPON A STATE HIGHWAY**

See Oregon Administrative Rule, Chapter 734, Division 55

CLASS: **1** KEY#

GENERAL LOCATION				PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)			
HIGHWAY NAME AND ROUTE NUMBER OREGON COAST HIGHWAY				<input type="checkbox"/> POLE LINE	TYPE		MIN. VERT. CLEARANCE
HIGHWAY NUMBER 009		COUNTY CURRY		<input type="checkbox"/> BURIED CABLE	TYPE		
BETWEEN OR NEAR LANDMARKS OAK ST. AND HILLSIDE ST.				<input type="checkbox"/> PIPE LINE	TYPE		
HWY. REFERENCE MAP N/A		DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> NON-COMMERCIAL SIGN	FEE AMOUNT
APPLICANT NAME AND ADDRESS Coastal Christmas Kathleen Breshears 17892 Rainbow Rock Rd. Brookings, OR 97415				MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW <input checked="" type="checkbox"/>			
		BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		REFERENCE: OAR 734-55-036(2)		AMOUNT OF BOND	
		INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		REFERENCE: OAR 734-55-035(1)		SPECIFIED COMP. DATE	

DETAIL LOCATION OF FACILITY (For more space attach additional sheets)

MILE POINT TO	MILE POINT	ENGINEERS STATION TO	ENGINEERS STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
357.17	357.49	N/A		NORTH					

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES

*APPLICANT WILL BE HOLDING A PARADE ON THE OREGON COAST HIGHWAY BETWEEN 4:30-5:30 P.M.

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

- TRAFFIC CONTROL REQUIRED YES [OAR 734-55-025(6)] NO OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED? YES [OAR 734-55-100(2)] NO [OAR 734-55-100(1)]
- ◆ AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: **541-396-1151**
- OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: **541-396-5321** SPECIFY TIME AND DATE IN THE SPACE BELOW.
- ◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ◆ ORS 757.54 TO 757.571 REQUIRES EXCAVATORS TO LOCATE AND PROTECT ALL EXISTING UNDERGROUND UTILITIES. YOU MAY BE HELD LIABLE FOR DAMAGES. CALL FOR UTILITY LOCATES. **CALL BEFORE YOU DIG. 1-800-332-2344**

COMMENTS

- SEE ATTACHMENTS FOR ADDITIONAL PROVISIONS WHICH ARE PART OF THIS PERMIT.
- ROUTE OF THE PARADE WILL ENTER HWY 101 AT OAK ST. AND GOES NORTH TO HILLSIDE ST.

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE X		TITLE	DATE
APPLICANT SIGNATURE X Kathleen Breshears	APPLICATION DATE 7-25-16	TITLE Chairman Coastal Christmas	TELEPHONE NO. 541-412-0674
DISTRICT MANAGER OR REPRESENTATIVE Y			APPROVAL DATE

When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached: and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.

Coastal Christmas in Brookings-Harbor would like to request a waiver of fees for Oasis Park and the parade permit on Dec. 10th 2016.

Kathy Breshears
Chairperson Coastal Christmas
541-412-0674

City of Brookings CITY COUNCIL MEETING MINUTES

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

Monday, September 12, 2016

Call to Order

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

Roll Call

Council present: Mayor Ron Hedenskog, Councilors Bill Hamilton, Jake Pieper and Dennis Triglia; a quorum present; Brent Hodges was delayed and would be joining the meeting later.

Staff present: Finance and Human Resources Director Janell Howard, City Attorney Martha Rice, Public Works and Development Director LauraLee Snook, Planning Manager Donna Colby-Hanks and City Recorder Teri Davis.

Others Present: Eleven audience members.

Ceremonies/Appointments/Announcements

Mayor Hedenskog declared the week of September 12, 2015 as National Emblem Club Week

Yard of the Month

Mayor Hedenskog announced that the September Yard of the Month award recipients were Best Residential – Dale Weckesser of 716 2nd St. and Best Commercial – Ambiance by the Sea at 530 Hemlock St.

Councilor Triglia praised both properties for their efforts

Re-appoint Bryan Tillung to Planning Commission.

Mayor Hedenskog moved, a second followed and Council voted unanimously to re-appoint Bryan Tillung to Planning Commission.

Public Hearings/Ordinances/Resolutions

Legislative Public Hearing LDC-2-16 and Ordinance 16-O-762

Mayor Hedenskog moved, a second followed and Council voted unanimously to remove items E1 and E2, Legislative Hearing and Ordinance 16-O-762, from the agenda pending further investigation.

Water Sales Outside City Service Area

Director Howard presented the staff report.

Mayor Hedenskog moved, a second followed and Council voted unanimously to adopt Resolution 16-R-1091, adopting a water sales policy.

Oral Requests and Communications from the audience

- Jean Soderman of 1724 Arch Lane., Brookings addressed Council regarding her opposition to the Blue Zones Project.
- Judy Kaplen of Brookings addressed Council regarding funding for a community center/indoor swimming pool.

Staff Reports

Inflow and Infiltration Contract

Director Snook presented the staff report. Director Snook advised that the reason for rejecting the low bid was that it did not comply with the conditions of the bid process.

Councilor Pieper moved, a second followed and Council voted unanimously to reject the low bid and authorize the City Manager to execute a contract with Michel's Corporation, the lowest responsive bidder, in the amount of \$536,151 for sanitary sewer main and manhole rehabilitation.

Easy Street Sidewalk Contract

Director Snook presented the staff report.

Councilor Hodges moved, a second followed and Council voted unanimously to authorize the City Manager to execute a contract with Tidewater Construction in the amount of \$97,388 for construction of the Easy Street Sidewalk Improvement project.

Tourism Promotion Advisory Committee (TPAC) Funding for Oktoberfest

City Recorder Davis presented the staff report.

Councilor Hodges moved, a second followed and Council voted unanimously to allocate \$3,000 in Transient Occupancy Tax funds for an Oktoberfest event to be conducted at Azalea Park on September 17, 2016 and authorize the City Manager to enter into an agreement with Chetco Brewing Company providing them with \$1,000 in grant funding and \$2,000 in advance funding, with advance funding to be returned to the City if sufficient funds are available.

TPAC Funding for "101 Things to Do" Magazine Advertising

City Recorder Davis presented the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to enter into an agreement with 101 Things to Do magazine for a half-page advertisement at a cost of \$2,959.

Wild Rivers Music Festival Event Evaluation

City Recorder Davis presented the staff report.

Council deliberated some of the issues and merits with the practice of providing "loans" to events without re-payment being specified.

Council Hodges moved, a second followed and Council voted unanimously to accept Wild Rivers Music Festival Evaluation Report.

Beat the Brewers Event Evaluation

City Recorder Davis presented the staff report.

Councilor Pieper moved, a second followed and Council voted unanimously to accept Beat the Brewers Evaluation Report.

Use of Marijuana Tax Proceeds

Director Howard presented the staff report.

Council deliberated over several options regarding assigning the revenues from the marijuana tax to a particular expense fund.

Councilor Hodges preferred that the funds be flexible.

Councilors Pieper and Triglia were in favor of the funds going to park maintenance and improvement.

Councilor Hamilton preferred the funds be used for infrastructure.

No action was taken.

Consent Calendar

1. Approve Council minutes for August 22, 2016
2. Accept TPAC minutes for July 28, 2016
3. Receive monthly financial report for July 2016

Mayor Hedenskog moved, a second followed and Council voted unanimously to approve the Consent Calendar.

Remarks from Mayor and Councilors

Councilor Triglia read a piece of advice he received which was relevant to both the Suicide Prevention Month and Bullying Prevention Month proclamations for September and October.

Adjournment

Councilor Hodges moved, a second followed and Council voted unanimously by voice vote to adjourn at 8:20 PM.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2016:

Ron Hedenskog, Mayor

Teri Davis, City Recorder

September 14, 2016

To Whom It May Concern:

With the end of my term as Chair, I am also resigning from the Public Arts Committee.



Judy May-Lopez

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	2,765,595.00	72,663.27	119,590.17	2,646,004.83	4.3
LICENSES AND PERMITS	106,000.00	7,976.20	13,581.81	92,418.19	12.8
INTERGOVERNMENTAL	218,000.00	22,501.58	44,457.39	173,542.61	20.4
CHARGES FOR SERVICES	159,500.00	21,150.22	42,892.01	116,607.99	26.9
OTHER REVENUE	132,100.00	9,493.53	23,287.96	108,812.04	17.6
TRANSFERS IN	338,456.00	.00	.00	338,456.00	.0
	<u>3,719,651.00</u>	<u>133,784.80</u>	<u>243,809.34</u>	<u>3,475,841.66</u>	<u>6.6</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	22,394.00	1,730.75	3,460.73	18,933.27	15.5
MATERIAL AND SERVICES	14,000.00	557.09	989.59	13,010.41	7.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>36,394.00</u>	<u>2,287.84</u>	<u>4,450.32</u>	<u>31,943.68</u>	<u>12.2</u>
LEGISLATIVE/ADMINISTRATION:					
PERSONAL SERVICES	184,393.00	14,807.22	29,607.79	154,785.21	16.1
MATERIAL AND SERVICES	93,800.00	10,804.70	21,916.30	71,883.70	23.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>278,193.00</u>	<u>25,611.92</u>	<u>51,524.09</u>	<u>226,668.91</u>	<u>18.5</u>
POLICE:					
PERSONAL SERVICES	2,047,855.00	164,850.67	327,069.08	1,720,785.92	16.0
MATERIAL AND SERVICES	166,400.00	24,835.30	35,365.04	131,034.96	21.3
CAPITAL OUTLAY	55,150.00	.00	.00	55,150.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,269,405.00</u>	<u>189,685.97</u>	<u>362,434.12</u>	<u>1,906,970.88</u>	<u>16.0</u>
FIRE:					
PERSONAL SERVICES	174,117.00	13,851.94	27,664.37	146,452.63	15.9
MATERIAL AND SERVICES	103,500.00	14,976.34	17,994.34	85,505.66	17.4
CAPITAL OUTLAY	45,519.00	.00	.00	45,519.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>323,136.00</u>	<u>28,828.28</u>	<u>45,658.71</u>	<u>277,477.29</u>	<u>14.1</u>
PLANNING AND BUILDING:					
PERSONAL SERVICES	202,191.00	15,675.12	31,325.24	170,865.76	15.5
MATERIAL AND SERVICES	89,600.00	5,301.08	5,396.70	84,203.30	6.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>291,791.00</u>	<u>20,976.20</u>	<u>36,721.94</u>	<u>255,069.06</u>	<u>12.6</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2016

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PARKS & RECREATION:					
PERSONAL SERVICES	172,655.00	19,044.05	37,981.63	134,673.37	22.0
MATERIAL AND SERVICES	70,400.00	61,540.90	75,757.83	(5,357.83)	107.6
CAPITAL OUTLAY	650.00	365.00	8,678.76	(8,028.76)	1335.2
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>243,705.00</u>	<u>80,949.95</u>	<u>122,418.22</u>	<u>121,286.78</u>	<u>50.2</u>
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	180,610.00	14,495.23	28,894.71	151,715.29	16.0
MATERIAL AND SERVICES	33,000.00	5,581.88	6,451.55	26,548.45	19.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>213,610.00</u>	<u>20,077.11</u>	<u>35,346.26</u>	<u>178,263.74</u>	<u>16.6</u>
SWIMMING POOL:					
PERSONAL SERVICES	54,263.00	20,846.29	43,215.91	11,047.09	79.6
MATERIAL AND SERVICES	36,000.00	7,409.05	8,392.30	27,607.70	23.3
CAPITAL OUTLAY	4,300.00	.00	.00	4,300.00	.0
	<u>94,563.00</u>	<u>28,255.34</u>	<u>51,608.21</u>	<u>42,954.79</u>	<u>54.6</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	144,000.00	5,552.68	9,260.27	134,739.73	6.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	227,500.00	.00	.00	227,500.00	.0
CONTINGENCIES AND RESERVES	627,354.00	.00	.00	627,354.00	.0
	<u>998,854.00</u>	<u>5,552.68</u>	<u>9,260.27</u>	<u>989,593.73</u>	<u>.9</u>
	<u>4,749,651.00</u>	<u>402,225.29</u>	<u>719,422.14</u>	<u>4,030,228.86</u>	<u>15.2</u>
	<u>(1,030,000.00)</u>	<u>(268,440.49)</u>	<u>(475,612.80)</u>	<u>(554,387.20)</u>	<u>(46.2)</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2016

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	467,000.00	30,682.77	133,820.38	333,179.62	28.7
OTHER REVENUE	12,750.00	533.60	6,868.60	5,881.40	53.9
TRANSFER IN	.00	.00	.00	.00	.0
	<u>479,750.00</u>	<u>31,216.37</u>	<u>140,688.98</u>	<u>339,061.02</u>	<u>29.3</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	201,432.00	14,791.13	29,617.37	171,814.63	14.7
MATERIAL AND SERVICES	193,400.00	22,237.14	24,384.13	169,015.87	12.6
CAPITAL OUTLAY	101,300.00	360.15	720.30	100,579.70	.7
TRANSFERS OUT	49,954.00	.00	.00	49,954.00	.0
CONTINGENCIES AND RESERVES	118,664.00	.00	.00	118,664.00	.0
	<u>664,750.00</u>	<u>37,388.42</u>	<u>54,721.80</u>	<u>610,028.20</u>	<u>8.2</u>
	<u>664,750.00</u>	<u>37,388.42</u>	<u>54,721.80</u>	<u>610,028.20</u>	<u>8.2</u>
	<u>(185,000.00)</u>	<u>(6,172.05)</u>	<u>85,967.18</u>	<u>(270,967.18)</u>	<u>46.5</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2016

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,607,000.00	173,017.82	348,923.56	1,258,076.44	21.7
OTHER INCOME	42,000.00	2,820.00	6,125.00	35,875.00	14.6
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,649,000.00</u>	<u>175,837.82</u>	<u>355,048.56</u>	<u>1,293,951.44</u>	<u>21.5</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	369,885.00	26,562.19	53,464.56	316,420.44	14.5
MATERIAL AND SERVICES	201,900.00	29,573.50	38,429.74	163,470.26	19.0
CAPITAL OUTLAY	59,900.00	15,851.36	16,249.75	43,650.25	27.1
	<u>631,685.00</u>	<u>71,987.05</u>	<u>108,144.05</u>	<u>523,540.95</u>	<u>17.1</u>
WATER TREATMENT:					
PERSONAL SERVICES	299,564.00	24,090.22	47,891.80	251,672.20	16.0
MATERIAL AND SERVICES	195,300.00	34,335.22	42,108.40	153,191.60	21.6
CAPITAL OUTLAY	35,400.00	398.39	796.78	34,603.22	2.3
TRANSFERS OUT	417,829.00	.00	.00	417,829.00	.0
CONTINGENCIES AND RESERVES	179,222.00	.00	.00	179,222.00	.0
	<u>1,127,315.00</u>	<u>58,823.83</u>	<u>90,796.98</u>	<u>1,036,518.02</u>	<u>8.1</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>1,759,000.00</u>	<u>130,810.88</u>	<u>198,941.03</u>	<u>1,560,058.97</u>	<u>11.3</u>
	<u>(110,000.00)</u>	<u>45,026.94</u>	<u>156,107.53</u>	<u>(266,107.53)</u>	<u>141.9</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2016

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	3,004,000.00	248,858.50	502,450.38	2,501,549.62	16.7
OTHER REVENUE	5,000.00	.00	210.00	4,790.00	4.2
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,004,500.00</u>	<u>248,858.50</u>	<u>502,660.38</u>	<u>2,501,839.62</u>	<u>16.7</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	522,442.00	43,604.27	86,779.48	435,662.52	16.6
MATERIAL AND SERVICES	227,700.00	28,397.42	32,125.70	195,574.30	14.1
CAPITAL OUTLAY	40,900.00	398.39	796.78	40,103.22	2.0
	<u>791,042.00</u>	<u>72,400.08</u>	<u>119,701.96</u>	<u>671,340.04</u>	<u>15.1</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	511,268.00	40,149.74	79,838.03	431,429.97	15.6
MATERIAL AND SERVICES	583,400.00	46,424.46	70,910.30	512,489.70	12.2
CAPITAL OUTLAY	24,900.00	398.39	796.78	24,103.22	3.2
TRANSFERS OUT	1,591,503.00	.00	.00	1,591,503.00	.0
CONTINGENCIES AND RESERVES	306,887.00	.00	.00	306,887.00	.0
	<u>3,017,958.00</u>	<u>86,972.59</u>	<u>151,545.11</u>	<u>2,866,412.89</u>	<u>5.0</u>
	<u>3,809,000.00</u>	<u>159,372.67</u>	<u>271,247.07</u>	<u>3,537,752.93</u>	<u>7.1</u>
	<u>(804,500.00)</u>	<u>89,485.83</u>	<u>231,413.31</u>	<u>(1,035,913.31)</u>	<u>28.8</u>

CITY OF BROOKINGS
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2016

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	478,671.00	4,058.49	7,455.97	471,215.03	1.6
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	500.00	.41	.81	499.19	.2
	<u>479,171.00</u>	<u>4,058.90</u>	<u>7,456.78</u>	<u>471,714.22</u>	<u>1.6</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	35,000.00	.00	.00	35,000.00	.0
CAPITAL OUTLAY	198,632.00	.00	.00	198,632.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	435,539.00	.00	.00	435,539.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>669,171.00</u>	<u>.00</u>	<u>.00</u>	<u>669,171.00</u>	<u>.0</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>669,171.00</u>	<u>.00</u>	<u>.00</u>	<u>669,171.00</u>	<u>.0</u>
	<u>(190,000.00)</u>	<u>4,058.90</u>	<u>7,456.78</u>	<u>(197,456.78)</u>	<u>3.9</u>