

PORT OF BROOKINGS HARBOR
Board of Commissioners
Special Meeting Agenda
Port Office
16340 Lower Harbor Rd, Suite 103
Brookings OR 97415

Friday, September 29, 2017 • 5:00 pm

Agenda

- 1. Call to Order and Roll Call**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Agenda Related Public Comments ***
- 5. Old Business**
 - a. Bell & Whistle Proposal
 - b. Chetco Seafood (Catalyst Proposal)
 - c. Slugs N Stones N Ice Cream Cones Lease Renewal Request
- 6. New Business**
 - a. None
- 7. Non-Agenda Related Public Comments ***
- 8. Adjournment**

* Limited to a maximum of three minutes per person. A “Public Comment Request”, located near the entrance, must be completed and turned into the Chairman prior to the beginning of the meeting.

FULL MEETING PACKET AVAILABLE AT www.portofbrookingsharbor.com

OLD BUSINESS AGENDA ITEM

DATE: *September 29, 2017*
RE: *The Bell & Whistle Coffee House Proposal to Expand*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Gary Dehlinger, Port Manager*

OVERVIEW

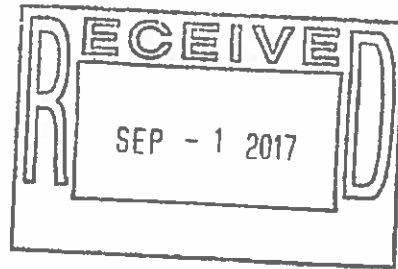
- Discussion was tabled during September 19th Commissioner Meeting, until Mainbrace provided information on relocating.
- The Bell & Whistle Coffee House current lease term is from December 1, 2016 to November 30, 2021 with 652 square feet.
- The proposed total square footage is approximately 1,618 for both suites.
- If approved, the approximate monthly lease amount for the new area is \$1,734.50 at \$1.072 per square foot.
- Port Office would require a new location. Mainbrace has notified the Port they plan to leave by Oct 16th.
- Mainbrace current monthly lease payment is \$1,155.00.

DOCUMENTS

- The Bell & Whistle Coffee House proposal, 1 page
- Map of Retail Building 1, 1 page

COMMISSIONERS ACTION

- Board review, discussion and motion to accept proposed expansion request.



September 1, 2017

Port of Brookings Harbor

ATTN: Port Manager Gary Dehlinger

16340 Lower Harbor Road Suite 103

Brookings, OR 97415

RE: Proposal to Lease

Square Footage at 16340 Lower Harbor Road Suite 102 & 103

Dear Gary:

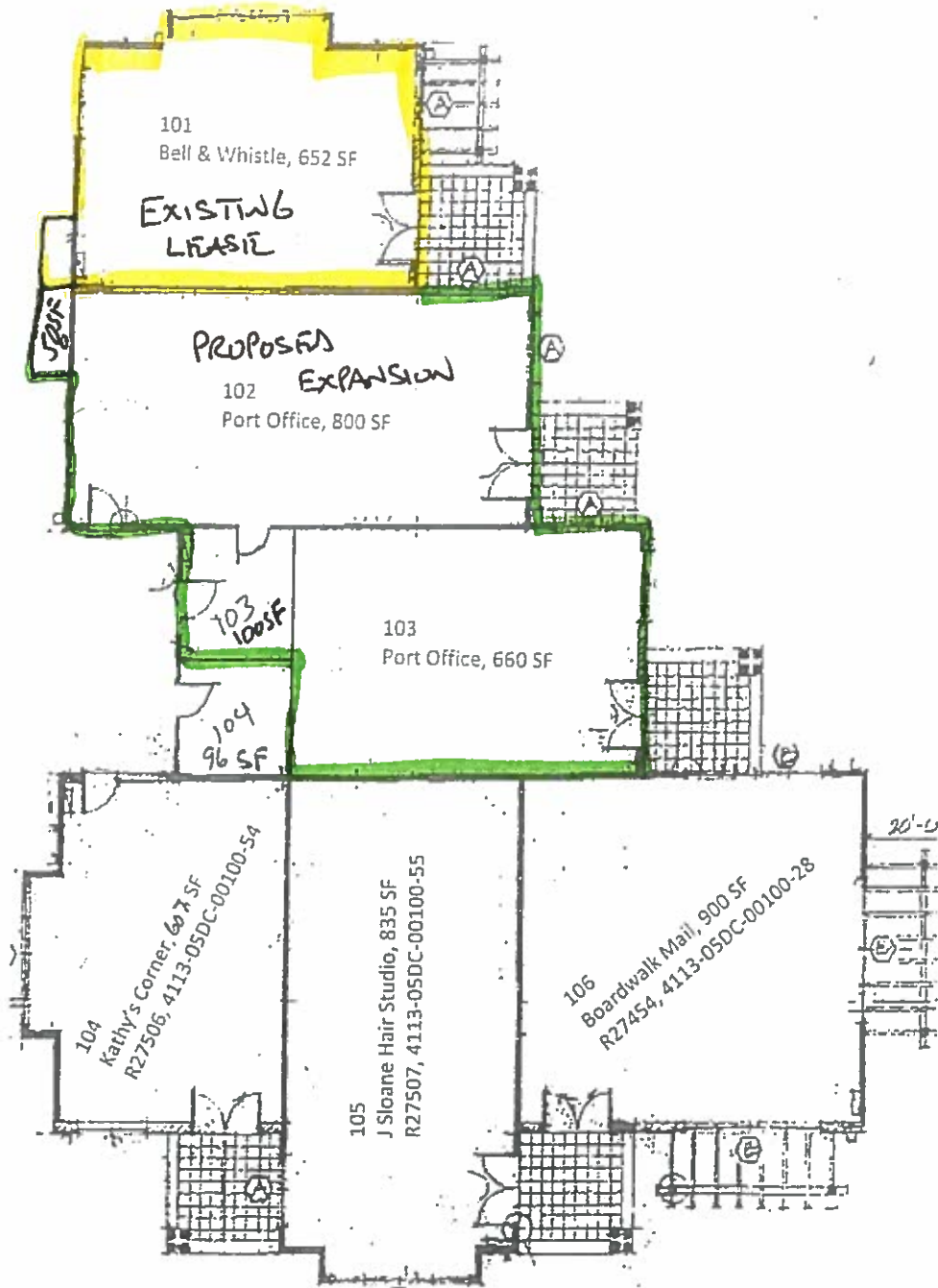
This letter is submitted as a Proposal of the general terms that I would enter into an agreement to lease. Should these terms be in line with what you are seeking in a lease of the property, we would move forward with lease agreements. These terms include the following:

1. Lessee: The Bell & Whistle Coffee House, Inc.
2. Property: Square footage at 16340 Lower Harbor Road Suite 102 & 103
3. Description: Square footage of Suite 102, 103 and the approximately 58 square feet of storage shed located directly behind Suite 102.
4. Use: Expansion of current coffee house in Suite 101; displaying merchandise for Coffee House, making and displaying assorted baked goods. Storage area behind Suite 102 to be used to store supplies for coffee house. Suite 103 to be used as retain space details available upon request.
5. Commencement: Commencement date shall be as soon as possible with ultimate completion date prior to April 1, 2018.
6. Early Occupancy: Upon execution of Lease Agreements
7. Lease Type: Landlord/Tenant Lease
8. Term: 60 months

Very truly yours,

Misty Crawford

The Bell & Whistle Coffee House, Inc.



Building 1
16340 Lower Harbor Road

OLD BUSINESS AGENDA ITEM

DATE: *September 29, 2017*
RE: *Chetco Seafood (Catalyst Seafood) Proposal*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Gary Dehlinger, Port Manager*

OVERVIEW

- Discussion was tabled during September 19th Commissioner Meeting, until new proposal received from Catalyst Seafood.
- Current monthly lease payment is \$998.25 for approximately 20,000 square feet at \$0.0499 per square foot.
- Chetco Seafood current lease ended April 30, 2017.
- Current lease, Section 15 Surrender at Expiration, stipulates the building becomes Port owned at the end of the lease term.

DOCUMENTS

- None

COMMISSIONERS ACTION

- Board review, discussion and direction on Catalyst Seafood.

OLD BUSINESS AGENDA ITEM

DATE: *September 29, 2017*
RE: *Slugs N Stones N Ice Cream Cones Lease Renewal Request*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Gary Dehlinger, Port Manager*

OVERVIEW

- Discussion was tabled during September 19th Commissioner Meeting, until square footage rate was known.
- Current monthly lease payment is \$605.94 for approximately 1,600 square feet at \$0.379 per square foot.
- Slugs N Stones current lease ends October 31, 2017.
- Current lease, Section 16 Surrender at Expiration, stipulates the building becomes Port owned at the end of the lease term.
- Slugs N Stones provided the Port a proposal for a lease renewal for consideration.

DOCUMENTS

- Slugs N Stones N Ice Cream Cone proposal, 1 page

COMMISSIONERS ACTION

- Board review, discussion and motion to accept proposal from Slugs N Stones N Ice Cream Cones.

Slugs N Stones N Ice Cream Cones

PO Box 2601

Brookings, OREGON 97415



RE: Land Lease Renewal

September 1, 2017

To The Current Board of Brookings Harbor Port Commisioners and The Current Port of Brookings Harbor Port Manager,

In the spring of 2014, over 20K went into dry rot repairs and other exterior necessities needed on our building. Since then I am thrilled to say, I have had a five year improvement plan in place and have met each goal to date. Including renovations of patio, lobby and exterior of building including semi-annual painting. During the next five years we will be replacing the roof and doing more extensive updates including flooring in lobby and kitchen.

I believe, the 23+ years that Slugs n Stones has been at this port have proven to be a valuable and productive asset to the port and town of Brookings and hope we can continue this legacy for years to come. We are an icon for this town and are very proud to be a valuable part of the business community here in Brookings-Harbor.

My current lease for the land located at 16360 Lower Harbor Road where my business/building now sits will be maturing in November of this year. (2017). I am respectfully requesting that you continue to lease this land to me for an additional 5 years. We are hopeful that the new lease amount will be modest and one that will still allow us to be who we are (an economical place for families and folks), allow us to keep on track with the future improvements we have planned for the building and "keep on doing what we do". Thank You for your consideration.

Sincerely,

Darla A. Winegarden

"The Slug Lady"