

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, September 10, 2012, 7:00pm

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

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcement

1. Proclamation - National Emblem Club Week [pg. 4]
2. New Employee Introductions:
 - Tony Baron, Parks & Technical Services Supervisor
 - Julian Savedra, Treatment Plant Operator Assistant
3. Yard of the Month Awards
 - Residential – 96515 Ocean Park Drive; owners, Ron & Susanne Griswold
 - Commercial – Wild Rivers Motor Lodge; owners, Ken & Connie Bryan

E. Public Hearings/Ordinances/Resolutions/Final Orders

1. Public Hearing and authorization to submit Community Development Block Grant application to fund the acquisition and remodeling of the former SWOCC building on Alder Street. [City Manager, pg. 5]
 - a. Application and budget [pg. 7]

F. Oral Requests and Communications from the audience

1. Public Comments on non-agenda items – 5 minute limit per person.*

G. Consent Calendar

1. Approve City Council minutes for August 27, 2012. [pg. 13]
2. Accept August 2012, Vouchers in the amount of \$375,986.30. [pg. 17]

H. Remarks from Mayor and Councilors

- I. Adjournment into Executive Session:** The City Council will adjourn from the regular meeting into Executive Session under the authority of ORS 192.660 (2)(e), "to conduct deliberations with persons designated by the governing body to negotiate real property transactions," in the City Manager's office and adjourn from there.

*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 advance notification. Please contact 469-1102 if you have any questions regarding this notice.

September 2012

September 2012							October 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

	Monday	Tuesday	Wednesday	Thursday	Friday
Sep 3 - 7	Sep 3 LABOR DAY - Closed 11:00am CC - VIPS 7:00pm FH-FireTrng	4 4:00pm CC - Council Wkshp	5 10:00am CC - Site Plan 12:00pm CC - Stout Park 1:00pm CC - Staff 7:00pm FH-PoliceResrvs	6 3:00pm CC - Staff	7
Sep 10 - 14	10 7:00pm FH-FireTrng 7:00pm CC-Council	11 10:30am CC - Staff	12 10:00am FH-BRFD 10:00am CC - Site Plan 2:00pm CC - Staff 5:30pm CC - Victims Impact	13 9:00am CC - Court Stoppers 1:00pm CC - Court	14
Sep 17 - 21	17 11:00am CC-VIPS 7:00pm FH-FireTrng	18 7:00pm CC - PC (TENTATIVE)	19 10:00am CC - Site Plan	20 11:00am CC - Public Art Committee	21
Sep 24 - 28	24 7:00pm CC-Council 7:00pm FH-FireTrng	25 2:00pm CC - Staff	26 10:00am CC - Site Plan	27 7:00pm CC - Parks & Rec	28

October 2012

October 2012							November 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

	Monday	Tuesday	Wednesday	Thursday	Friday
Oct 1 - 5	Oct 1 11:00am CC - VIPS 4:00pm CC - Council Wkshp 7:00pm FH-FireTrng	2 7:00pm CC-Planning Comm	3 10:00am CC- Site Plan 12:00pm CC- Stout Park 7:00pm FH-PoliceResrvs	4 3:00pm CC - Staff	5
Oct 8 - 12	8 7:00pm FH-FireTrng 7:00pm CC-Council	9	10 10:00am FH-BRFD 10:00am CC- Site Plan	11 9:00am CC-Crm Stoppers 1:00pm CC - Court	12
Oct 15 - 19	15 11:00am CC-VIPS 7:00pm FH-FireTrng	16 7:00pm CC - PC (TENTATIVE)	17 10:00am CC-Site Plan	18 11:00am CC - Public Art Committee	19
Oct 22 - 26	22 7:00pm CC-Council 7:00pm FH-FireTrng	23	24 10:00am CC- Site Plan	25	26
Oct 29 - Nov 2	29 7:00pm FH-FireTrng	30 8:30am CC - Staff	31 10:00am CC- Site Plan	Nov 1	2

City of Brookings *Proclamation*

WHEREAS, the members of the Supreme Emblem Club of the United States of America, in promulgating community service, have actively engaged in seeking out the worthy and the needy in every community; and

WHEREAS, their assistance and guidance to young men and women is evidenced by great numbers of scholarships, assuring the advanced education of the deserving; and

WHEREAS, the requirements of those who have special needs are considered and fulfilled insofar as can be; and

WHEREAS, the members are vitally concerned with the immediate and permanent needs of those placed in stress by reason of flood, quake, hurricane, and other disasters of nature; and

WHEREAS, these are dedicated to the principle of philanthropic endeavor; and

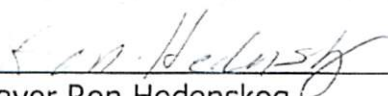
WHEREAS, be it resolved that the deeds of dedicated, charitable members of the Supreme Emblem Club of the United States of America be recognized;

NOW, THEREFORE, I, Ron Hedenskog, Mayor of the City of Brookings, Oregon, do hereby proclaim the week of September 9th 2012, as

National *Emblem Club Week*

In Witness Whereof,

I, Mayor Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 10th day of September, 2012.



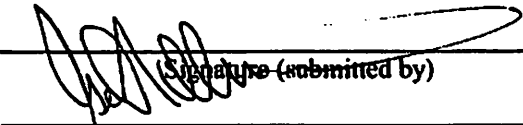
Mayor Ron Hedenskog

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: September 10, 2012

Originating Dept: City Manager


(Signature submitted by)

City Manager Approval

Subject: Community Development Block Grant

Recommended Motion:

Following the public hearing, motion to authorize staff to submit a Community Development Block Grant application to fund the acquisition and remodel of the former SWOCC building on Alder Street for use as a Head Start facility.

Financial Impact: The City will serve as the "pass through" agency for the grant funding and will recover associated administrative costs through the grant award.

Background/Discussion:

Note: the following exact working must be used by the Mayor in introducing this item and must appear in the minutes of this meeting:

"The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about community development and housing needs, especially the needs of low and moderate income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project and the proposed project."

Oregon Coast Community Action (ORCCA) and Southwestern Oregon Community College (SWOCC) have requested that the City apply for funding on their behalf under the Community Development Block Grant (CDBG) program to fund the acquisition and remodeling of the former SWOCC building on Alder Street for use as a Head Start program facility.

CDBG is a federally-funded program administered by the Oregon Infrastructure Financing Authority (IFA). CDBG funding can be used for public facilities and housing improvements, primarily for persons with low and moderate incomes. While the City of Brookings is, generally, not eligible for CDBG funding due to the overall median income of residents of the City, certain projects can meet eligibility requirements when the income of a majority of their clients fall within the CDBG low/moderate income guidelines. In this case, ORCCA has estimated that 100 per cent of the program beneficiaries would be of low or moderate income. ORCCA estimates that the project will serve 175 people annually, including at least 52 children and their families.

The application being contemplated would request \$1,500,000 in CDBG funding for the project. There is no local match required.

The City is required to conduct a public hearing prior to submission of an application for CDBG funding. A public hearing has been noticed for the September 10, 2012, City Council meeting.

The Planning Commission approved a Conditional Use Permit for the Head Start project in May.

Attachment(s):

- a. Project Notification and Intake Form and Budget



Project Notification & Intake Form

Prepared by: Becky Bryant
Regional Coordinator

Phone: 503-986-0096

This Project Notification & Intake Form (PNIF) has been prepared by the above named Regional Coordinator with information gathered from the Potential Applicant and with advice from other IFA staff.

Date PNIF Circulated for IFA Review:

Project Category: ☐ TA ☐ Const ☐ Other

County:

Population of potential applicant's jurisdiction:

Low/Mod Income: %

Median Household Income: \$

Distressed Area: ☐ Yes ☐ No ☐ Mixed

Rural: ☐ Yes ☐ No ☐ Mixed

SDWRLF Letter of Interest Number: SD- -

PORTFOL Numbers:

Client Number:

Deal Number:

CTS Concept Number:

Project Name: Early Head Start Building Acquisition and Renovation

Project Location: 420 Alder Street, Brookings, OR

Potential Applicant: City of Brookings, Oregon

If potential applicant is an entity other than city or county, specify the type of entity (special district, authority, association, etc.) and identify the ORS under which the entity is formed.

Not Applicable: Applicant entity is a city.

Local Contact Name: Gary Milliman

Phone: 541-469-1100

Fax: 541-469-3650

Title: City of Brookings City Manager

Email: gmilliman@brookings.or.us

Street Address: 898 Elk Drive

Mailing Address : 898 Elk Drive

Brookings OR 97415

Brookings OR 97415

City, State & Zip code:

City, State & Zip code:

Estimated Funding Request

	Amount	Status of Funding
Funding Assistance from IFA	\$ 1,500,000	n/a
Funds from potential applicant +	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Available
Other Funds (identify source) +	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Available
Other Funds (identify source) +	\$	<input type="checkbox"/> Pending <input type="checkbox"/> Available
Estimated Total Project Cost =	\$ 1,500,000	

Date of Project Cost Estimate: August 17, 2012 **Estimate Prepared by:** Sid Scott, Architect

If funding assistance from IFA includes a loan, how will a loan be repaid? No loan is necessary

Estimated Project Start Date: January 2013

Estimated Project Completion Date: December 2013

Estimated Date First Cash Reimbursement is needed: January, 2013

Readiness to Proceed for Construction Projects

For construction projects, the proposed project is (select one):

- ☐ Budgeted or will be budgeted within the potential applicant's FY2010-2011 budget.
- ☐ Planned to be budgeted within FY2011-2012.
- ☒ Planned to be budgeted within FY2012-2013.
- ☐ Planned to be budgeted later in: FY

For construction projects, has a licensed engineer or architect certified in a Master Plan, Facilities Plan or other technical report that the project is feasible and cost effective? ☐ Yes ☒ No

Date of Plan or Report:

If No, when will an engineering or architectural report be completed? **The project will include final design, and an architectural report will be completed as part of the design portion of project following project award.**

For construction projects, has the governing body of the potential applicant conducted a public meeting (Council or Board meeting, public hearing, workshop, etc.) to identify and discuss the proposed project, including such items as nature and need for project, starting date, financing requirements that may involve taking on additional debt, and consistency with+ the local comprehensive land use plan?

☐ Yes ☒ No

Type of public meeting:

Date of public meeting:

If No, when will a public meeting be held? Public meeting will be held on **September 10, 2012**

If Other Funds are identified as a pending or committed source of funding for the proposed project, identify when these funds are expected to be available and the actions needed to secure these funds. **No other funds are necessary for this project.**

If USDA Rural Development Funds are being identified as a source of permanent financing, what source of funding has been identified for interim construction financing? **USDA RD funds will not be used in the financing package for this project.**

Have interim construction funds been applied for?

☐ Yes ☐ No

If Yes:

Has there been approval?

☐ Yes ☐ No

If Yes, provide detailed information.

When will these interim funds be available?

Are there any limitations on the use of these interim funds?

☐ Yes ☐ No

Explain:

Project Description

Brief statement describing the problem or the opportunity:

South Coast Head Start, a program of Oregon Coast Community Action, has been working with Southwestern Oregon Community College to lease the facility previously used by the college before their new facility was completed. The Head Start program in Brookings has never owned a facility, and has therefore been

Project Description

susceptible to rent increases, changing landlords, and expensive renovations each time the program has moved in order to meet Federal and State Head Start requirements for each location they have occupied. In discussing lease terms with the College, it quickly became apparent that it was not financially feasible for the College to invest as much as was necessary into the building to meet Head Start building requirements. This Community Development Block Grant program would allow the City of Brookings to purchase the building and make the necessary renovations, providing the Head Start program with a permanent facility that meets the needs of the children attending the program and their families.

Brief statement describing the proposed solution to the identified problem or opportunity *(Include identification of whether the proposed solution is a planning (feasibility, preliminary engineering, etc.) only, final design only, construction only, or combined final design/construction project):*

This project will include final design and construction. The project will include the purchase of the building from Southwestern Oregon Community College for its appraised value, and renovation of that property to meet Head Start building requirements. This will provide a permanent facility in a central location with no lease or mortgage cost to the Head Start Program. This project will also provide Curry County families with a high quality building designed to serve the needs of their children. This facility will serve over 175 people annually in the Brookings area, including at least 52 children and their families.

Is the project consistent with the local acknowledged comprehensive plan? ☒ Yes ☐ No

Is the project listed on any local countywide or regional plan (e.g., adopted capital improvement plan, Master or Facility Plan, local inventory of planned projects, etc) ☐ Yes ☒ No

Will the project result in locating or expanding industrial or major commercial firm(s)? ☐ Yes ☒ No
If yes, firm's name and estimated number of jobs that will be created and/or retained.

For Water or Wastewater Projects Only

Current Monthly Residential User Charge
(assume 7,500 gallons per month water consumption):

\$_____/month Water \$_____/month Wastewater

Planned Monthly Residential User Charge at Construction Completion (Complete for Final Design Only, Construction Only, or combined Final Design & Construction)(must adequately cover operation, maintenance, replacement and debt financing):

\$_____/month Water \$_____/month Wastewater

What is the existing annual debt service for the existing system? \$____

What amount, if any, of the existing annual debt service for the system is paid by property taxes?

\$_____/year Water \$_____/year Wastewater

What is the annual cost of material & services and personal services to maintain the existing system?
\$

What is the estimated cost of material & services and personal services for the new system?
\$

Does an Operation, Maintenance & Replacement (OM&R) Manual exist? ☐ Yes ☐ No

Does the potential applicant annually budget for both Maintenance and Replacement expenditures? ☐ Yes ☐ No

For Water or Wastewater Projects Only

COMPLIANCE

Is the utility now, or soon to be, out of compliance with State or Federal standards? ☐ Yes ☐ No

What regulatory agency has been contacted and when?

Is there written documentation or confirmation of the compliance issue? *If yes, attach.* ☐ Yes ☐ No

Will the proposed project bring the utility into compliance? *If no, attach explanation.* ☐ Yes ☐ No

USE	Current / Existing System		Future / At Completion of Construction	
	EDUs	Flow	EDUs	Flow
Residential				
Commercial & Business				
Industrial				
Other				
Total Uses				
Of Residential, Number occupied by Permanent Residents				
Percent Permanent Residential	%	%	%	%
Number of connections				
Number of Service Meters (for water)				

Are all current service connections required to be metered? ☐ Yes ☐ No

For Potential Water Projects Based on Safe Drinking Water Letters of Interest (LOIs)

Does the referenced LOI(s) include Green Project Reserve (GPR) Activity? ☐ Yes ☐ No

Has GPR Activity been identified since submittal of the referenced LOI(s)? ☐ Yes ☐ No

If No to both questions, skip the remainder of this section.

Does the entire potential project qualify for GPR designation? ☐ Yes ☐ No

If No, skip to the next question. If Yes, using the Green Project Reserve (GPR) Project Eligibility Guidance (EPA) Guidance dated April 20, 2010 describe what the GPR activity(ies) are and specify whether these activities qualify as "green infrastructure, water efficiency improvements, energy efficient improvements, or environmentally innovative" GPR Types.

If the potential project is not entirely a GPR project, do any component activities qualify as GPR? ☐ Yes ☐ No

If Yes, using the Green Project Reserve (GPR) Project Eligibility Guidance (EPA) Guidance dated April 20, 2010 describe what the GPR activity(ies) are and specify whether these activities qualify as "green infrastructure, water efficiency improvements, energy efficient improvements, or environmentally innovative" GPR Types.

What are the estimated costs for the identified GPR activities? Complete the table below.

Green Project Reserve (GPR) Activity	Type of GPR	Estimated Cost
<i>(Example: Install AMR Meter System)</i>	<i>(Water Efficiency Improvement)</i>	<i>(\$500,000)</i>

GPR Component Cost Total:

(If entire potential project is GPR, the total of GPR component estimated costs should equal total project cost from Estimated Funding Request Section.)

Current Project Activity with IFA

1. List each open CDBG grant award by project name, project number, grant award amount (\$) and describe the status of each.

The City of Brookings does not have any open CDBG Grants.

2. Does potential applicant have more than three open CDBG grants? ☐ Yes ☒ No
If "Yes," explain.

3. Is potential applicant meeting the age and expenditure requirements for all open CDBG grants funded by Oregon Housing and Community Services and IFA? (See requirements below.) ☐ Yes ☐ No

NA: The City of Brookings does not have any open CDBG grants.

Requirements for open ONE YEAR grants are:

- Any Regional Housing Center (RHC) grant that is one or two years old must be meeting contract requirements.
- Any Microenterprise grant that is one year old must be 70% drawn
- Any Microenterprise grant that is two years old must be administratively closed
- Any RHC grant that is three years old must be administratively closed

Requirements for open MULTI YEAR grants are:

- Any grant that is two years old must be 60% drawn
- Any grant that is three years old must be 100% drawn
- Any grant that is four years old must be administratively closed

If "No," explain.

4. Does the potential applicant have other open grant and loan awards from IFA? ☐ Yes ☒ No

If Yes, identify each award by project name, project number, award amount (\$) and describe the status of each project.

Brookings Head Start Budget

Construction Costs	\$650,000
Hazardous Material Removal	\$50,000
Dry Rot Repair	\$10,000
Grant Administration	\$25,000
Environmental Review	\$10,000
Soft Costs	\$150,000
Legal Costs	\$10,000
Construction Contingency	\$50,000
Property Purchase (est.)	\$540,000
TOTAL	\$1,495,000

City of Brookings

CITY COUNCIL MEETING Minutes

Monday, August 27, 2012

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

Call to Order

Mayor Hedenskog called the meeting to order at 7:03 pm, due to technical issues.

Roll Call

Council Present: Mayor Ron Hedenskog, Councilors Jake Pieper, Brent Hodges and Kelly McClain; a quorum present. Councilor Dave Gordon was absent.

Staff Present: City Manager Gary Milliman, Public Works/Development Director Loree Pryce, City Attorney Martha Rice and City Recorder Joyce Heffington.

Others Present: Curry Pilot Reporter Jane Stebbin and approximately 10 others.

Councilor Pieper moved, a second followed, and the Item F-4 (regarding a CDBG grant for a Head Start Facility), was moved to F-1 (first under staff reports).

Ceremonies/Appointments/Announcements

Employee Introduction

Mayor Hedenskog introduced new employee, Jordan Fanning, GIS Technician/Public Works & Development Services Assistant.

Appointment of Janet Richey to Public Arts Committee Position #1.

Councilor Hodges moved, a second followed and Council voted unanimously to appoint Janet Richey to Public Arts Committee Position#1.

Oral Requests and Communications from the audience

Public Comments on non-agenda items – 5 minute limit per person.*

Staff Reports

Authorization for staff to work with Oregon Coast Community Action (ORCCA) and Southwestern Oregon Community College (SWOCC) in the preparation of a Community Development Block Grant application for Head Start facility.

City Manager Milliman provided the staff report.

Councilor McClain stated that he had been working with ORCCA on the property acquisition but did not think that this would affect his ability to deliberate on this matter.

Mary Clark, North Bend, Oregon, representing ORCCA, spoke in support of the application.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize staff to work with Oregon Coast Community Action and Southwestern Oregon Community College in the preparation of a Community Development Block Grant application to fund the acquisition and remodel of the former SWOCC building on Alder Street for use as a Head Start facility.

Award Hassett Street Improvement Project to McLennan Excavation, Inc.

Director Pryce provided the staff report.

Councilor McClain asked when the DIA's are paid and Pryce said they were paid after the work was completed.

Councilor Hodges moved, a second followed and Council voted unanimously to award the contract for the Hassett Street Improvement Project to McLennan Excavation, Inc, the lowest responsible bidder, in an amount not to exceed \$426,777, and authorize the City Manager to execute all related documents.

Authorization for the City Manager to execute contracts for professional legal and survey services with Gleaves, Swearingen, Potter & Scott, L.L.P., and Rich Roberts, L.S., respectively, for as needed staff support.

Director Pryce gave the staff report.

Mayor Hedenskog asked if the contract would bind the firms to the fee schedules and Pryce said it would.

Councilor McClain asked where Spickerman was located and Milliman said he thought he was from the greater Salem area. McClain then asked if there was no one closer the City could use for these services due to the travel expense and staff responded that the legal firm had successfully handled a LUBA appeal for the City and that most of their expertise was provided via email or phone; they had made only one visit to the City that could be recalled.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize the City Manager to execute Professional Legal Services Contract with Gleaves, Swearingen, Potter & Scott, L.L.P., and to execute a Professional Services Survey Services Contract with Rich Roberts, L.S., for as needed support.

Direction to staff to regarding items related to the Brookings Airport and adjacent County and City-owned lands.

City Manager Milliman provided the staff report.

Councilor McClain asked if the cost of running the airport would fall to the City if ownership changed hands and Milliman said that it would, adding that some of the costs might be reduced if provided locally. Additional revenue, he said, would likely be generated from utilities and fees and it was anticipated that the City might be able to break even.

Councilor Hodges said the opportunity might go to someone else and that he would like to see where this goes.

Mayor Hedenskog said that he was ready to let the City step in and give the airport the management it needs. He also said that if annexation is entertained, it should take into consideration others that might also be interested.

Milliman pointed out that there was not a lot of time; the County deadline was the end of the year.

Councilor McClain said he hated to see a lot of time spent on this if the point was simply to break even. The situation, he said, made him "nervous" from a business standpoint.

Councilor Pieper said that industrial property in the area was scare and thought the options worth exploring.

Councilor McClain said he would like to see the City "really push the dollars and cents part of this."

Councilor Pieper moved, a second followed and Council voted unanimously to direct the City Manager and the City Attorney to work with County Commissioner George Rhodes and County Counsel in the development of purchase and sale agreement for the Brookings Airport and adjacent County lands, initiate annexation proceedings for the Brookings Airport and adjacent County and City-owned lands, explore the formation of a new Urban Renewal Area consisting of the Brookings Airport and adjacent County and City owned lands and request a proposal from the Border Coast Regional Airport Authority for management of the Brookings Airport.

Authorize staff to initiate vacation proceedings on two properties on Memory Lane designated as park land to the Twohy land division dated October 6, 1953.

City Manager Milliman provided the staff report.

Mayor Hedenskog mentioned that the Traffic Safety Committee had entertained the idea of realigning Tanbark and Memory which might involve part of this park land.

City Attorney Rice said that , because the property was dedicated for park use, the City would not be able to use this property unless it was first vacated and an easement deeded to the City by the new owners.

Councilor Pieper moved, a second followed and Council voted unanimously to authorize staff to initiate vacation proceedings on two properties on Memory Lane designated as park land in the Twohy land division dated October 6, 1953.

City Manager Compensation.

City Manager Milliman provided the staff report.

Councilor McClain moved, a second followed and Council voted unanimously to adjust the base salary for the City Manger to \$104,928, effective July 1, 2012, to require the City Manager to contribute 7.0 percent of the cost of the health insurance premium for coverage offered through City County Insurance Services, and to allocate a \$5,000 stipend for the City Manager's discretionary use as compensation for professional development.

Public Hearings/Ordinances/Resolutions/Final Orders

Resolution 12-R-991 adopting model rules for public contracting, public procurement and contracting policy, and designating the City Council as the Local Contract Review Board.

City Manager Milliman provided the staff report.

Council agreed that the changes were sufficient to meet their requests from the previous Council meeting.

Councilor Hodges moved, a second followed and Council voted unanimously to adopt Resolution 12-R-991 adopting model rules for public contracting, public procurement and contracting policy, and designating the City Council as the Local Contract Review Board.

Resolution 12-R-993 adopting revisions to the Brookings Master Fee Schedule.

City Manager Milliman provided the staff report.

Councilor McClain expressed concern about some of the fees and wondered if some were becoming punitive to the point of acting as a deterrent to behaviors the Council wanted to encourage.

Councilor Pieper moved, a second followed and Council voted unanimously to adopt Resolution 12-R-993 adopting revisions to the Brookings Master Fee Schedule.

Consent Calendar

1. Approve Special Council Meeting minutes for August 6, 2012
2. Approve Council meeting minutes for August 13, 2012.
3. Receive monthly financial report for July, 2012.

Councilor Pieper moved, a second followed and Council voted unanimously to approve the Consent Calendar as written.

Adjournment

Councilor Pieper moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:10pm.

Respectfully submitted:

ATTESTED:
this _____ day of _____ 2012:

Ron Hedenskog, Mayor

Joyce Heffington, City Recorder

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/12	08/16/2012	67896	817	Auto Additons, Inc	10002005	2,437.78- V
08/12	08/10/2012	68867	3	Refund Overpayment	10002005	71.81- V
08/12	08/10/2012	68750	484	DMV	10002005	34.50- V
08/12	08/10/2012	68775	252	Paramount Pest Control	10002005	135.00- V
08/12	08/03/2012	68812	4058	44Mag Distributing LLC	10002005	2,374.00
08/12	08/03/2012	68813	4508	AICPA Institute	10002005	220.00
08/12	08/03/2012	68814	682	Al's Radio Shack	10002005	39.88
08/12	08/03/2012	68815	4828	American Press, Inc	10002005	540.00
08/12	08/03/2012	68816	3759	Apple Time Inc	10002005	758.05
08/12	08/03/2012	68817	1233	Bart Kast Builder	10002005	2,987.00
08/12	08/03/2012	68818	2407	Blue Star Gas	10002005	1,793.43
08/12	08/03/2012	68819	313	Brookings Vol Firefighters	10002005	2,250.00
08/12	08/03/2012	68820	4594	C & M Equipment, Inc.	10002005	66.50
08/12	08/03/2012	68821	588	Cardinal Services Inc	10002005	1,414.14
08/12	08/03/2012	68822	4988	Challenger Sports Corp	10002005	200.00
08/12	08/03/2012	68823	3015	Charter Communications	10002005	990.00
08/12	08/03/2012	68824	1840	Chetco Federal Credit Union	10002005	3,053.00
08/12	08/03/2012	68825	4928	CIS	10002005	76,975.90
08/12	08/03/2012	68826	182	Coos-Curry Electric	10002005	21,837.79
08/12	08/03/2012	68827	1	J.L. Burden	10002005	3.84
08/12	08/03/2012	68828	1	Clint Chapman	10002005	36.87
08/12	08/03/2012	68829	1	Ryan Lewis	10002005	40.08
08/12	08/03/2012	68830	1	Vicki Woods	10002005	28.29
08/12	08/03/2012	68831	1	Wymer, Rosemarie	10002005	54.16
08/12	08/03/2012	68832	3342	Fastenal	10002005	1,336.67
08/12	08/03/2012	68833	4646	Frontier	10002005	17.77
08/12	08/03/2012	68834	4989	Gaylord Klinefelter Contracting	10002005	1,653.84
08/12	08/03/2012	68835	269	Grainger	10002005	223.80
08/12	08/03/2012	68836	4990	Guest Services	10002005	167.32
08/12	08/03/2012	68837	199	Harper, Richard	10002005	300.00
08/12	08/03/2012	68838	4526	Janell K. Howard	10002005	850.50
08/12	08/03/2012	68839	4954	John Deere Financial	10002005	85.85
08/12	08/03/2012	68840	4261	Lexipol LLC	10002005	2,450.00
08/12	08/03/2012	68841	4498	Mauldin Electric	10002005	986.00
08/12	08/03/2012	68842	4991	MCI	10002005	25.56
08/12	08/03/2012	68843	4269	Gary Milliman	10002005	55.00
08/12	08/03/2012	68844	4269	Milliman, Gary	10002005	67.50
08/12	08/03/2012	68845	433	NCL of Wisconsin	10002005	73.16
08/12	08/03/2012	68846	4487	Net Assets Corporation	10002005	360.00
08/12	08/03/2012	68847	4748	Northstar Chemical, Inc	10002005	3,240.00
08/12	08/03/2012	68848	279	One Call Concepts, Inc	10002005	38.28
08/12	08/03/2012	68849	699	Oregon Dept of Transportation	10002005	10,500.00
08/12	08/03/2012	68850	687	Owen Equipment Company	10002005	388.59
08/12	08/10/2012	68851	1359	Pacific Coast Audio	10002005	.00 V
08/12	08/03/2012	68852	4992	Police Legal Sciences, Inc	10002005	840.00
08/12	08/03/2012	68853	322	Postmaster	10002005	820.00
08/12	08/10/2012	68854	207	Quill Corporation	10002005	.00 V
08/12	08/03/2012	68855	3	Cassandra Anderson	10002005	6.85
08/12	08/03/2012	68856	3	Gardner, Angela	10002005	35.75
08/12	08/03/2012	68857	3	Shirley Hogben	10002005	78.97
08/12	08/03/2012	68858	3	Ashley Holloway	10002005	22.93
08/12	08/03/2012	68859	3	Karl Morgan	10002005	21.47
08/12	08/03/2012	68860	3	Ken Parnel	10002005	59.89

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/12	08/03/2012	68861	3	Garth & Alberta Sovey	10002005	3.63
08/12	08/03/2012	68862	3	Cher Titus	10002005	35.35
08/12	08/03/2012	68863	3	Jack Westphall	10002005	37.55
08/12	08/03/2012	68864	3954	Riverside Manufacturing Co	10002005	448.49
08/12	08/03/2012	68865	3369	Schwabe Williamson & Wyatt PC	10002005	1,560.00
08/12	08/03/2012	68866	4993	Mary Simino	10002005	30.00
08/12	08/03/2012	68867	3475	SIS-Q Communications	10002005	103.00
08/12	08/03/2012	68868	316	South Coast Storage & Industry	10002005	150.00
08/12	08/03/2012	68869	380	Stadelman Electric Inc	10002005	742.60
08/12	08/03/2012	68870	2586	TMG Services Inc	10002005	431.46
08/12	08/03/2012	68871	944	Verizon	10002005	211.10
08/12	08/03/2012	68872	2863	Verizon Wireless	10002005	252.24
08/12	08/03/2012	68873	2122	Cardmember Service	10002005	2,389.45
08/12	08/09/2012	68874	2505	Aramark	10002005	84.84
08/12	08/09/2012	68875	4939	BI- Mart Corporation	10002005	248.65
08/12	08/09/2012	68876	416	Brookings Lock & Safe Co	10002005	165.00
08/12	08/09/2012	68877	715	Budge McHugh Supply	10002005	357.98
08/12	08/09/2012	68878	588	Cardinal Services Inc	10002005	2,176.37
08/12	08/09/2012	68879	173	Curry Equipment Company	10002005	14.34
08/12	08/09/2012	68880	4994	Curtis Restaurant Equipment	10002005	72.24
08/12	08/09/2012	68881	166	Dan's Auto & Marine Electric	10002005	351.06
08/12	08/09/2012	68882	2067	Enviro-Clean Equipment	10002005	339.14
08/12	08/09/2012	68883	153	Ferrellgas	10002005	619.26
08/12	08/09/2012	68884	4646	Frontier	10002005	543.25
08/12	08/09/2012	68885	167	Hach Company	10002005	1,041.18
08/12	08/09/2012	68886	3915	Harrang/Long/Gary/Rudnick PC	10002005	261.00
08/12	08/09/2012	68887	4857	Huntco Supply, LLC	10002005	908.00
08/12	08/09/2012	68888	3678	Kenneth Manuele	10002005	75.00
08/12	08/09/2012	68889	2283	Northwest Technical, Inc	10002005	3,048.00
08/12	08/09/2012	68890	3561	Oil Can Henry's	10002005	101.67
08/12	08/09/2012	68891	1561	Pacific Coast Hearing Center	10002005	30.00
08/12	08/09/2012	68892	4995	Public Treasury Institute	10002005	75.00
08/12	08/09/2012	68893	187	Quality Fast Lube & Oil	10002005	84.00
08/12	08/09/2012	68894	207	Quill Corporation	10002005	848.51
08/12	08/09/2012	68895	4996	RCAC	10002005	30.00
08/12	08/09/2012	68896	4363	Robert N. Black, Attorney	10002005	5,748.50
08/12	08/09/2012	68897	3309	Roberts & Associates	10002005	180.00
08/12	08/09/2012	68898	2863	Verizon Wireless	10002005	40.01
08/12	08/09/2012	68899	861	Village Express Mail Center	10002005	50.37
08/12	08/09/2012	68900	4997	Waterson, Johnie	10002005	65.00
08/12	08/17/2012	68901	4828	American Press, Inc	10002005	100.00
08/12	08/17/2012	68902	342	Applied Industrial Technology	10002005	182.51
08/12	08/27/2012	68903	3236	AT&T Mobile	10002005	.00 V
08/12	08/17/2012	68904	817	Auto Additons, Inc	10002005	2,437.78
08/12	08/17/2012	68905	2407	Blue Star Gas	10002005	113.25
08/12	08/17/2012	68906	3622	Boardwalk Mail Services	10002005	106.53
08/12	08/17/2012	68907	4752	Border Coast Regional Airport Authority	10002005	158.21
08/12	08/17/2012	68908	416	Brookings Lock & Safe Co	10002005	12.00
08/12	08/17/2012	68909	4859	Brookings-Harbor Garden Club	10002005	1,500.00
08/12	08/17/2012	68910	588	Cardinal Services Inc	10002005	2,480.72
08/12	08/17/2012	68911	3015	Charter Communications	10002005	84.90
08/12	08/17/2012	68912	4998	CUES	10002005	185.65
08/12	08/17/2012	68913	4845	Curry County CASA	10002005	40.00
08/12	08/17/2012	68914	173	Curry Equipment Company	10002005	467.86
08/12	08/17/2012	68915	1	Douglas Buttorff	10002005	30.84
08/12	08/17/2012	68916	1	James & Felicia Caraway	10002005	25.42

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/12	08/17/2012	68917	1	Jay & Erin Henderson	10002005	21.59
08/12	08/17/2012	68918	1	Debbie Jones	10002005	3.93
08/12	08/17/2012	68919	1	Denise Lopez	10002005	93.38
08/12	08/17/2012	68920	1	Chris Mankey	10002005	41.40
08/12	08/17/2012	68921	1	Dave Plant	10002005	40.09
08/12	08/17/2012	68922	1	Lisa Price	10002005	18.37
08/12	08/17/2012	68923	1	Randy Probasco	10002005	17.05
08/12	08/27/2012	68924	4357	Downtown Commerical Center	10002005	.00 V
08/12	08/17/2012	68925	2640	Dyer Partnership Inc., The	10002005	41,027.46
08/12	08/17/2012	68926	2067	Enviro-Clean Equipment	10002005	67.87
08/12	08/17/2012	68927	3342	Fastenal	10002005	1,303.85
08/12	08/17/2012	68928	529	Flora Pacifica Inc	10002005	63.00
08/12	08/17/2012	68929	4846	Frontier	10002005	1,001.75
08/12	08/17/2012	68930	198	Grants Pass Water Lab	10002005	256.00
08/12	08/17/2012	68931	139	Harbor Logging Supply	10002005	660.30
08/12	08/17/2012	68932	3408	IDEXX Distribution Inc	10002005	700.45
08/12	08/17/2012	68933	4980	iSecure	10002005	39.00
08/12	08/17/2012	68934	2216	John D Rapraeger Inc	10002005	27,410.39
08/12	08/17/2012	68935	1397	L N Curtis & Sons	10002005	719.88
08/12	08/17/2012	68936	679	McCourt Floor Coverings	10002005	648.00
08/12	08/17/2012	68937	4955	McDowell NW Pile King Inc	10002005	2,257.00
08/12	08/27/2012	68938	2940	McLennan Contractors LLC	10002005	.00 V
08/12	08/17/2012	68939	283	Mufflers & More	10002005	418.00
08/12	08/17/2012	68940	2484	Nat'l Hose Testing Spec Inc	10002005	3,264.30
08/12	08/17/2012	68941	433	NCL of Wisconsin	10002005	339.02
08/12	08/17/2012	68942	3159	Northcoast Health Screening	10002005	555.00
08/12	08/17/2012	68943	1920	Pitney Bowes, Inc	10002005	122.38
08/12	08/17/2012	68944	4999	Pregnancy Care Center	10002005	65.00
08/12	08/17/2012	68945	207	Quill Corporation	10002005	10.99
08/12	08/17/2012	68946	582	South Coast Office Supply	10002005	60.64
08/12	08/17/2012	68947	142	Tidewater Contractors Inc	10002005	54,850.77
08/12	08/17/2012	68948	2863	Verizon Wireless	10002005	80.02
08/12	08/17/2012	68949	861	Village Express Mail Center	10002005	17.70
08/12	08/23/2012	68950	1821	10-10 Express Tow & Recycle	10002005	109.00
08/12	08/23/2012	68951	342	Applied Industrial Technology	10002005	244.12
08/12	08/23/2012	68952	3236	AT&T Mobile	10002005	83.02
08/12	08/23/2012	68953	2407	Blue Star Gas	10002005	1,975.39
08/12	08/23/2012	68954	715	Budge McHugh Supply	10002005	1,389.78
08/12	08/23/2012	68955	4193	C & K Markets, Inc	10002005	101.04
08/12	08/23/2012	68956	3015	Charter Communications	10002005	990.00
08/12	08/23/2012	68957	212	Chem Quip Inc	10002005	1,622.29
08/12	08/23/2012	68958	3844	Donna Colby-Hanks	10002005	163.00
08/12	08/23/2012	68959	183	Colvin Oil Company	10002005	3,871.43
08/12	08/23/2012	68960	151	Curry Coastal Pilot	10002005	1,155.65
08/12	08/23/2012	68961	2384	Curry County Road Dept	10002005	4,886.42
08/12	08/23/2012	68962	4534	Daily Journal of Commerce Inc.	10002005	616.00
08/12	08/23/2012	68963	186	Dan's Auto & Marine Electric	10002005	218.63
08/12	08/23/2012	68964	4357	Downtown Commerical Center	10002005	500.00
08/12	08/23/2012	68965	2640	Dyer Partnership Inc., The	10002005	8,260.35
08/12	08/23/2012	68966	773	Environmental Resource Associates	10002005	450.04
08/12	08/23/2012	68967	2186	Ferguson	10002005	462.75
08/12	08/23/2012	68968	4846	Frontier	10002005	174.68
08/12	08/23/2012	68969	269	Grainger	10002005	130.40
08/12	08/23/2012	68970	1130	H.D. Fowler	10002005	3,211.90
08/12	08/23/2012	68971	525	Mark Haglund	10002005	127.15
08/12	08/23/2012	68972	139	Harbor Logging Supply	10002005	309.07

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/12	08/23/2012	68973	994	Hughes Fire Equipment	10002005	1,025.76
08/12	08/23/2012	68974	2216	John D Rapraeger Inc	10002005	184.00
08/12	08/23/2012	68975	162	Kerr Hardware	10002005	1,116.99
08/12	08/23/2012	68976	4498	Mauldin Electric	10002005	547.00
08/12	08/23/2012	68977	2940	McLennan Builders Inc	10002005	8,430.00
08/12	08/23/2012	68978	3935	Northern California Glove	10002005	170.00
08/12	08/23/2012	68979	1573	Northwest Business Systems	10002005	326.25
08/12	08/23/2012	68980	1330	Northwest Uniforms, Inc	10002005	624.97
08/12	08/23/2012	68981	252	Paramount Pest Control	10002005	45.00
08/12	08/23/2012	68982	311	Paramount Supply Company	10002005	416.53
08/12	08/23/2012	68983	4934	Phoenix Inn Suites- Eugene	10002005	291.00
08/12	08/23/2012	68984	322	Postmaster	10002005	25.00
08/12	08/23/2012	68985	3751	Proficient Automotive	10002005	254.36
08/12	08/23/2012	68986	187	Quality Fast Lube & Oil	10002005	40.00
08/12	08/23/2012	68987	5000	Quality Inn and Suites Airport	10002005	82.50
08/12	08/23/2012	68988	207	Quill Corporation	10002005	305.09
08/12	08/23/2012	68989	5001	Jeanette Richardson	10002005	155.00
08/12	08/23/2012	68990	5002	Seven Feathers Casino Resort	10002005	154.00
08/12	08/23/2012	68991	380	Stadelman Electric Inc	10002005	515.15
08/12	08/23/2012	68992	990	UPS	10002005	98.17
08/12	08/23/2012	68993	169	Waste Connections Inc	10002005	7,492.37
08/12	08/23/2012	68994	4135	Jim Watson	10002005	108.00
08/12	08/23/2012	68995	5003	Wild River Pizza	10002005	242.35
08/12	08/23/2012	68996	4131	Zumar Industries Inc	10002005	158.29
08/12	08/23/2012	68997	4357	Downtown Commerical Center	10002005	360.00
08/12	08/30/2012	68998	4058	44Mag Distributing LLC	10002005	557.85
08/12	08/30/2012	68999	993	ATCO International	10002005	115.00
08/12	08/30/2012	69000	5004	Blumenthal Uniforms & Equipment	10002005	102.45
08/12	08/30/2012	69001	416	Brookings Lock & Safe Co	10002005	85.00
08/12	08/30/2012	69002	1373	Cascade Fire Equipment	10002005	875.77
08/12	08/30/2012	69003	3834	Clean Sweep Janitorial Service	10002005	745.00
08/12	08/30/2012	69004	1740	Code Publishing Company Inc	10002005	642.60
08/12	08/30/2012	69005	173	Curry Equipment Company	10002005	194.95
08/12	08/30/2012	69006	284	Day Management Corp	10002005	886.50
08/12	08/30/2012	69007	185	Del Cur Supply	10002005	53.50
08/12	08/30/2012	69008	1	Kelly Beem	10002005	7.62
08/12	08/30/2012	69009	1	Kristina Cristee	10002005	272.56
08/12	08/30/2012	69010	1	Charles Dunagan	10002005	64.37
08/12	08/30/2012	69011	1	Nick Gonnell	10002005	57.76
08/12	08/30/2012	69012	1	Scott & Sonja Hunter	10002005	7.52
08/12	08/30/2012	69013	1	Kala & Bobby Johnson	10002005	9.18
08/12	08/30/2012	69014	1	Victoria Kessler	10002005	71.02
08/12	08/30/2012	69015	1	Yvonne Peterson	10002005	4.56
08/12	08/30/2012	69016	1	Premier Property Management	10002005	21.24
08/12	08/30/2012	69017	4872	G. W., Inc.	10002005	537.00
08/12	08/30/2012	69018	269	Grainger	10002005	148.08
08/12	08/30/2012	69019	167	Hach Company	10002005	387.02
08/12	08/30/2012	69020	139	Harbor Logging Supply	10002005	197.20
08/12	08/30/2012	69021	4913	Innovate Your Office Products, Inc	10002005	377.32
08/12	08/30/2012	69022	5005	iPromoteau	10002005	542.12
08/12	08/30/2012	69023	4493	Kyle Kennedy	10002005	1,524.00
08/12	08/30/2012	69024	202	League of Oregon Cities	10002005	57.50
08/12	08/30/2012	69025	3678	Kenneth Manuele	10002005	778.00
08/12	08/30/2012	69026	5006	Mentor Oregon	10002005	90.00
08/12	08/30/2012	69027	5009	National Judges Association	10002005	30.00
08/12	08/30/2012	69028	442	OCCMA	10002005	195.33

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/12	08/30/2012	69029	5008	Online Information Services	10002005	5.70
08/12	08/30/2012	69030	584	Oregon Municipal Judges Assoc	10002005	95.00
08/12	08/30/2012	69031	1359	Pacific Coast Audio	10002005	30.00
08/12	08/30/2012	69032	5010	Paul's Tractor Service	10002005	425.00
08/12	08/30/2012	69033	207	Quill Corporation	10002005	712.79
08/12	08/30/2012	69034	3954	Riverside Manufacturing Co	10002005	575.58
08/12	08/30/2012	69035	3369	Schwabe Williamson & Wyatt PC	10002005	351.00
08/12	08/30/2012	69036	4662	Sig Sauer Inc	10002005	575.00
08/12	08/30/2012	69037	4203	Ultramax	10002005	1,134.60
08/12	08/30/2012	69038	881	Village Express Mail Center	10002005	27.36
08/12	08/30/2012	69039	169	Waste Connections Inc	10002005	2,321.05
08/12	08/30/2012	69040	4131	Zumar Industries Inc	10002005	154.50
Grand Totals:						375,988.30

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For the Month of: **August 2012**

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDC's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
1	Single Family Dwelling (SFD)	\$601.90	\$391.24	\$72.23	\$0.00	\$90,804.00	2	\$255,684.00	5	\$1,357,866.65
0	Single Family Addition (SFA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$41,568.00	13	\$537,372.39
0	Single Family Garage-Carport (SFG)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			1	\$24,464.00
0	Two Family Residential (TFR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Multi-Family Residential Apts (MFR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Commercial New (C)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$253,894.00	1	\$3,272,658.24
0	Commercial Addition-Change (CA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$388,638.00	1	\$155,536.00
0	Churches (C)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	School Repair-Addition (S)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
0	Building Removal (B)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			1	
1	Misc.-Retaining Wall-Fence (M,RW,F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	16	\$163,401.00	22	\$400,034.96
2	Total Building Permits	\$601.90	\$391.24	\$72.23	\$0.00	\$90,804.00	22	\$1,103,185.00	44	\$5,747,932.24

1	Mechanical Permits	\$25.00	\$0.00	\$3.00	N/A	N/A		N/A		N/A
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3	Plumbing Permits	\$142.80	N/A	\$17.14		N/A		N/A		N/A
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0	Mfg Home Install - Permit Fee	\$0.00	N/A	\$0.00	N/A	N/A		N/A		N/A
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0	Mfg Home Install - Administrative Fee	\$0.00	N/A	\$0.00	N/A	N/A		N/A		N/A
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2	TOTAL PERMITS	\$769.70	\$391.24	\$92.37	\$0.00	\$90,804.00	22	\$1,103,185.00	44	\$5,747,932.24
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	Total Year to Date Calculated Fees									

For the month of: August 2012

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