



Agenda

City of Brookings
Common Council Meeting
Brookings City Hall Council Chamber
898 Elk Drive, Brookings Oregon
February 27, 2006 7:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Ceremonies/Appointments/Announcements**
 - A. Announcements
- V. Scheduled Public Appearances**
 - A. ODOT
 - 1. Drunk/Drugged Driving update
 - 2. Seatbelt issues
 - B. Slam'n Salmon Ocean Derby – Jim Relaford [page 5]
- VI. Oral Requests and Communications from the Audience**
 - A. Committee and Liaison reports
 - 1. Chamber of Commerce – Annual Report [page 7]
 - 2. Council Liaisons
 - B. Unscheduled
- VII. Regular Agenda**
 - A. Approval of street closure for Azalea Parade (City Manager) [page 11]
 - B. Acceptance of Phase I Engineering Standards (Public Works) [page 15]
 - C. Authorization to advertise for bid for the Westside Sewer Interceptor (Public Works) [page 17]
 - D. Authorization to advertise for bid for the parallel water pipe project (Public Works) [page 19]
 - E. Federal Budget Grant Fire engine and Bio solids – Capital Project (Community Development) [page 21]

VIII. Consent Calendar

- A. Approval of Council Meeting Minutes
 - 1. Meeting of February 13, 2006 [page 23]
- B. Termination of consulting contract – Community Visioning process (Sue Densmore) due to financial consideration [page 31]
- C. Acceptance of deed from Larry Anderson Construction [page 33]
- D. Approval of Liquor License application for Onion Grill Restaurant [page 37]

End Consent Calendar

IX. Remarks from Mayor and Councilors

- A. Council
- B. Mayor

X. Adjournment



Events Calendar

February 2006

February 2006						
S	M	T	W	T	F	S
5	6	7	1	2	3	4
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2006						
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26	27	28	29	30	31	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		February 1	2	3	4
		12:00pm CC Comnity Agencies mtg 1:00pm CC Bruce Brothers 1:30pm CM Land 3:00pm CC Goal Setting 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/EWait 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray 3:00pm CC SafetyComMtg		5
6	7	8	9	10	11
9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 7:00pm CC-Planning Commssn	1:30pm CC Land Development Code committee	8:15am FH-CmtyDevDpt Staff mtg/EWait 9:00am CC-Police Ron Plaster 10:00am CM- Site Plan Com Mtg/LauraLee Gray 3:00pm CC Urban Renewal		12
13	14	15	16	17	18
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	10:00am FH-Brookings Rural Fire District-Phil Cox-469-5729	1:30pm CC Land Development Code committee	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:00pm CC-Municipal Court	9:30am CC Saftey Committee Mtg Parker 2259	19
20	21	22	23	24	25
CITY OFFICES CLOSED-President 9:30am CC-VIPS/Volunteers in Police Service-BP 6:00pm CC-American Red Cross Mtg/Karen 7:00pm FH-FireTng/ChShrp	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 7:00pm CC Planning Commission meeting	1:30pm CC Land Development Code committee 7:00pm CC City Council ANX-3-05	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CEP Best Western 7:00pm CC-Parks & Rec	8:00am CC Helmet Instruction Doris Westoby 469-1951	CC Traffic School with Marvin 225
27	28				26
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg					

CC Council Chamber
FH Fire Hall
CM City Manager Office

Events Calendar

March 2006

March 2006						
S	M	T	W	T	F	S
5	6	7	1	2	3	4
12	13	14	15	16	17	18
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April 2006						
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Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		March 1	2	3	4
		12:00pm CC Comnity Agencies mtg 1:30pm CC Land Development Code committee 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/EWait 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com 3:00pm FH Health Fair 3:00pm CC SafetyComMtg		5
6	7	8	9	10	11
9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 7:00pm CC-Planning Commssn	1:30pm CC Land Development Code committee	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 3:00pm CC Urban Renewal 7:00pm Ed. CEP Evergreen		12
13	14	15	16	17	18
7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	10:00am FH-Brookings Rural Fire District-Phil Cox-469-5729	1:30pm CC Land Development Code committee 5:00pm CC-Victims Impact Panel-Mindy-Curry Prevention Service	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 2:00pm CC CEP Joyce 469-8817		19
20	21	22	23	24	25
9:30am CC-VIPS/Volunteers in Police Service-BP 6:00pm CC-American Red Cross Mtg/Karen 7:00pm FH-FireTng/ChShrp (Fire Hall)	8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 7:00pm CC Planning Commission meeting	1:30pm CC Land Development Code committee	8:15am CC-CmtyDevDpt Staff mtg/EWait 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:00pm CC-Municipal Court 7:00pm CC-Parks & Rec		26
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CC Council Chamber
FH Fire Hall
CM City Manager Office

City of Brookings
898 Elk Drive
Brookings, OR 97415



COUNCIL AGENDA REPORT

To: Mayor & City Council (Mtg. of 2/27/06)

From: City Manager

Date: February 22, 2006

Re: Slam'n Salmon Ocean Derby – City Sponsorship

Subject:

Request by the Slam'n Salmon Ocean Derby committee for the City to again be a sponsor for the annual event. The requested level of sponsorship is the \$500 Silver level for this year, the same as for last year.

Recommendation:

It is recommended that the City Council consent to the \$500 Silver sponsorship level as in previous years. If approved, the \$500 would be included in the City budget document for FY 2006/07.


Background /Discussion:

See attached letter from Jim Relaford, Chairman of the Slam'n Salmon Ocean Derby for background and context information.

Financial Impact(s):

The \$500, if approved would not be paid in FY 2005/06. The funds would be included in the FY 2006/07 budget (from the General Fund) and be paid after July 1, 2006.

City Manager Review and Approval for placement on Council Agenda:



Dale Shaddox, City Manager



Brookings, Oregon

February 22, 2006

Dale Shaddox
City Manager
City of Brookings
Brookings, OR 97415

Dear Dale,

As we discussed this morning, The City has been a consistent and enthusiastic supporter of the Slam'n Salmon Ocean Derby since its inception four years ago. Actually the very idea of having one happened in the city parking lot and the city was our first sponsor.

In the past four years the Derby has grown to be one of the premier events along the whole Oregon Coast. Last year we had over 600 fishermen participate and we estimate approximately 7500 people visited the event over 3 days. This year we are expecting over 800 fishermen and some 10,000 visitors

The Derby's goals are to celebrate the areas sport fishing resources and any profits are donated to organizations that enhance the fishery. You may have noticed an article in the paper a few weeks ago where we donated \$2000 to the South Coast Watershed Council to assist in their efforts to improve habitat.

The City has been a Silver sponsor (\$500) each year and we would very much appreciate your continued support.

Sincerely,

Jim Relaford
Chairman

Ps.. I'm sure the Council will want to avenge their close loss in the annual corn shucking contest..

RECEIVED

FEB 16 2006

Per DC.....



CHAMBER OF COMMERCE
"Working To Help Our Businesses Grow"

the PULSE of
America's
Wild Rivers
Coast
101 MILES OF NATURE'S BEST

To: Common Council, City of Brookings; City Manager; City Finance Director
From: Les Cohen, President & CEO *Les Cohen*
Subject: Program Report for calendar year 2005
Date: February 15, 2006

In accordance with the agreement between the Brookings-Harbor Chamber of Commerce and the City of Brookings, and as specified in Ordinance No. 80-O-342, Transient Room Tax, Paragraph 7 of said agreement, the following program report detailing performance accomplishments for calendar year 2005, under this Agreement is respectfully submitted.

Performance Accomplishments:

A. In Calendar Year (CY) 2005 the Chamber's Visitor Information Center recorded 25,442 visitors. This figure is a 22 percent increase in recorded visitors compared to calendar year 2001. For the fifth consecutive year this total represents the highest visitor count recorded at the Visitor Center since records began to be kept in 1986.

B. Statistics from the Brookings State Welcome Center showed a significant increase over the past two years, with a total of 45,518 recorded visitors in calendar year 2005. This represents a 44 percent increase over the previous year, with the month of August showing the most significant increase. This is based on an April through October season for the State Welcome Center.

C. We continue to maintain our year-round, staffed, state certified Visitor Information Center, as well as the Chamber's satellite Tourist Information areas in the Central Building, in the heart of downtown Brookings. The satellite Tourist Information brochure rack in the lobby of the Brookings Fred Meyer store was taken down during the store's remodel and we have been working with the Store Director about having it put back up. These locations are well used and provide ample parking and easy access to travelers and locals.

D. City of Brookings Transient Room Tax revenues showed a slight decline of three percent (3%) in CY2005, compared to CY 2004. Particularly significant was the Transient Room Tax revenues month of December 2005, which was forty percent below the same month in 2004. This could possibly be explained by the bad weather during that month. However, Transient Room Tax revenues in CY2005 are still nine percent (9%) higher than CY 2003, and eighteen (18%) higher than CY 2001.

Transient Room Tax revenues for the City of Brookings continue to remain at their highest levels since 1994, the first full year of the Agreement between the City and the Chamber of Commerce for promotion and marketing of our community.

E. Marketing and promotion efforts in calendar year 2005 have resulted in large amounts of written, telephone, e-mail and website activity for information about the Brookings-Harbor area. The Chamber documented 76,195 contacts in CY 2005. More accurate reporting of website visits, as well as software to screen unwanted e-mails have produced a lower but more representative total of contacts. Additionally, the Chamber's new website has already begun producing a greater number of visits due to its higher visibility search engines, its breadth of information and its ease of navigation. Additionally, the Chamber has expanded its participation as an exhibitor in outdoor sports and recreation trade shows in Oregon over the past two years from one to four. For calendar year 2005 the Chamber will have exhibited at the Eugene Boat & Sportsmen's Show; Pacific NW Sportsmen's Show in Portland; the Douglas County Sportsmen's & Outdoor Recreation Show in Roseburg, and the Jackson County Sportsmen's & Outdoor Recreation Show in Medford.

F. The Brookings-Harbor Chamber of Commerce, serving as the marketing and promotions arm of the Brookings-Harbor community, responded to a total of 147,155 information contacts in calendar year 2005.

G. The line item for the Marketing and Promotions Budget of the Brookings-Harbor Chamber of Commerce refers specifically to local, regional and national media advertising buys. It does not reflect expenditures related to the production of advertising for the annual Azalea Festival, Home Show, Southern Oregon Kite Festival, Nature's Coastal Holiday, Slamin' Salmon Ocean Derby nor other events intended to attract visitors (such as participation in travel and outdoor recreation shows); holiday lighting and Festival of Lights events; contributions for the purchase and promotion of the Fourth of July fireworks display; publication of promotional literature such as "The Coast is Clear" four-color pamphlet, or our "Lodging" and Dining" guides; printing of in-house brochures extolling local attractions; stationary; paper; 800 number charges; Internet access and hosting of our website nor the postage costs attributed to the fulfillment of visitor and relocation information requests resulting from the 147,155 contacts we received in CY2005.

Other sources of revenue, such as membership dues, fund raising activities, program services and special events subsidize the Chamber's additional marketing and promotions expenses and 100% of the Chamber's administrative expenses. Neither fixed nor variable overhead costs related to the operation of the Chamber's Visitor Information Center are paid for with City Transient Room Tax dollars, although such expenditures are permitted under the terms of the Agreement.

F. The Chamber, for the eleventh consecutive year, is proud to state that it is in full compliance with Paragraph 4 of the Agreement between the Brookings-Harbor Chamber of Commerce and the City of Brookings, which states "...no more than thirty percent (30%) of the revenues received by the Chamber under the Agreement may be used for payroll costs."

Tourism forecast for this current calendar year:

- The Chamber will continue to play an active role in the area's first comprehensive regional marketing effort, "America's Wild Rivers Coast, " informing the vacationing public of the many diverse activities available in Curry and Del Norte Counties and helping to define America's Wild Rivers Coast as a destination area.
- Through continued efforts to promote and build the Slamin' Salmon Ocean Derby, the Chamber looks toward this becoming a major event and showcase to sportsmen, resulting in greater numbers of fishermen and their families visiting the Brookings-Harbor community.
- The Chamber's expanded participation as an exhibitor in major travel and outdoor recreation shows, as well as our co-oping efforts with the Oregon Coast Visitors Association at the Puyallup Sportsmen's Show and the Sunset Magazine Travel Show in Menlo Park, CA, provides us the opportunity to inform a large population about the attractions of the Brookings-Harbor area.
- The component of the statewide 1% lodging tax that has been returned to the Oregon Coast Visitors Association, acting as the Regional Cooperative Marketing Program designee has, as the result of these funds, seen an increase of 48% in visitor requests for the Oregon Coast in calendar year 2005 compared to 2004; a 36% increase in website visits and a 45% increase in telephone calls. As of September 2005, room tax collections on the Oregon Coast, with some communities not reporting, have increased by 5.8%, representing an additional \$2,092,444 room tax revenues.
- The overall impact resulting from the increased budget of Travel Oregon, the state's Tourism Agency, resulting from the statewide 1% lodging tax, is yet to be determined. However, Travel Oregon has undertaken increased activities both nationally and internationally that should result in a positive effect on Oregon's most sought after destination...the Oregon Coast.

c: Media



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FEB 15 2006

the **PULSE** of **D.C.**
America's
Wild Rivers
Coast
101 MILES OF NATURE'S BEST

February 14, 2006

Mr. Dale Shaddox
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Dale:

In anticipation of the 67th Azalea Festival, scheduled for the Memorial Day Weekend, May 26th through the 29th, 2006, the Brookings-Harbor Chamber of Commerce asks the City to permit the following requests:

1. The closure of the Frontage Road in the area bordering Highway 101, in front of Chetco Pharmacy, Spotlight Video and Washington Mutual Bank (see attached map), from 5 p.m., Friday, May 26 to 7:00 p.m., Monday, May 29, 2006.
2. The closure of Ross Lane - the area between Mory's and the entrance to Chetco Pharmacy & Gifts (see attached map), for the same time frame as in request #1.

BOTH OF THESE CLOSURES ARE TO INSURE PEDESTRIAN SAFETY. AN ADEQUATE EMERGENCY VEHICLE LANE WILL BE MAINTAINED. BUSINESSES LOCATED IN THESE AREAS WILL BE NOTIFIED BY LETTER IN ADVANCE OF THESE CLOSURES.

3. Request for a sufficient number of city barricades for both closures.
4. The waiving of the City's Sidewalk Sale Ban during the time frame stated in request #1. We believe that by allowing merchants along Chetco Avenue to create an atmosphere of interest and festivity, more foot traffic will be generated and retail and restaurant sales will benefit.
5. Waving the fee for the use of the Azalea Park Garden Area on Friday, May 26, 2006, for the Azalea Festival Mixer, and "Stage Under The Stars" for the Park Program component of the festival on Saturday, May 27, 2006.
6. Declaring "No Parking" on Chetco Avenue during the hours of 8:00 a.m. through Noon, on Saturday, May 27, 2006, to coincide with the parade.
7. Use of parking area south of City Hall (between City Hall and the Elks Lodge). Access for emergency vehicles will be maintained.

Page Two- 2006 Azalea Festival Requests

8. Use of public right of way by fountain area adjacent to parking lot in front of Ray's #1, Hwy 101.

With the above requested assistance from the City of Brookings we are confident that this year's Azalea Festival, our community's 67th, with its theme of "Friends, Family & Freedom" will again be a big success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Les Cohen', with a long horizontal stroke extending to the right.

Les Cohen
President/CEO

enclosures

xc: Chris Wallace, Chief, Brookings Police Department

HIGHWAY 101

MORY'S

ROSS ROAD

FRONTAGE ROAD

EVERGREEN
FEDERAL

CHETCO
PHARMACY
SPOTLIGHT VIDEO
LIQUOR STORE

WASHINGTON
MUTUAL

ROSS ROAD

ACCESS

ELK DRIVE

Azalea.map.roaddocures


CITY OF BROOKINGS

City Council Agenda Report



Date: February 23, 2006

To: Mayor & City Council

From: Don Wilcox, Public Works Director 

Through: Dale Shaddox, City Manager

Subject: Infrastructure Development Guidelines (Formerly: "General Engineering Requirements and Standard Specifications for Street, Storm Drain, Sewer and Water Line Construction")

Recommendation: Adoption of revisions to the City of Brookings *Infrastructure Development Guidelines*

Background /Discussion:

Public Works Staff and HGE, Inc. Engineers have completed an initial update of several of our 1998 Standard Details and expanded and updated some areas of our General Engineering Requirements and Standard Specifications for Street, Storm Drain, Sewer and Water Line Construction and have renamed the Specifications and Details documents to "Infrastructure Development Guidelines."

All Specifications have been converted to a CSI format and are now in Microsoft Word for ease of editing and in PDF format for ease of downloading and/or emailing. One new specification that has been added is the inclusion of Class IV Backfill (Controlled Low Strength Material (CLSM)/Slurry) as required back-fill within trench excavations under all improved roadways (paved) unless approved by the Public Works Director. This CLSM requirement along with a new "T-Top" asphalt pavement patch detail will virtually eliminate failed trench patches in the future. Our Details have also mostly been converted to an Auto-Cad format. Only the recently updated Details have been included in this packet; however all remaining Details will be updated and included in a subsequent update package for your review and approval in the near future. Our new Inspector will be involved in the completion of our Specifications and Details update project.

Financial Impact(s):

None (HGE currently under general contract)

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager

CITY OF BROOKINGS

City Council Agenda Report



Date: February 23, 2006

To: Mayor & City Council

From: Don Wilcox, Public Works Director *DTW*

Through: Dale Shaddox, City Manager

Subject: Sanitary sewer system Capital Improvement Project necessary to mitigate potential overflowing and provide additional capacity for future planned development.

Recommendation: Approval to advertise for construction bids toward replacement and over-sizing of approximately 2000 linear feet of gravity sanitary sewer main.

Background /Discussion:

Public Works Staff and HGE, Inc. Engineers have completed analysis of our existing sanitary sewer system and design of improvements necessary to replace failing and undersized gravity sewer system mains to mitigate potential surcharge problems and increase capacity for future planned development. This project includes replacement of sections as small as 7.5-inch where current bottlenecking is likely to occur with new 27-inch mains to facilitate future build-out flows that will be conveyed along this alignment. Staff will advertise for construction bids and return to Council with recommendations toward award of a construction contract. This project is included in the current year Budget.

Presentation and response to questions by City Staff and Richard Nored, PE, HGE Engineers.

Financial Impact(s):

At the time of budget preparation the estimate cost of this project was \$610,000. Approximately 65% or \$400,000 was eligible for SDC funding. The remaining amount of \$210,000 is budgeted in the Waste Water Fund. The project scope and estimate has changed substantially since the initial estimate. The current estimate including engineering and contingency is \$1,300,000, of which \$845,000 is eligible for SDC funding. There is approximately \$500,000 of SDC funds available this fiscal year and approximately another \$150,000 next fiscal year for a total amount of available SDC funds of \$650,000. The remaining \$650,000 of the project cost will most likely need to be a combination of Waste Water funds (where the \$210,000 is currently budgeted) and another form of financing. We will make a recommendation to Council upon receipt and analysis of construction bids.

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager

898 Elk Drive
Brookings, OR 97415
www.brookings.or.us

Phone: (541) 469-2163
Fax: (541) 469-3650

**America's
Wild Rivers
Coast**
101 MILES OF NATURE'S BEST

CITY OF BROOKINGS

City Council Agenda Report



Date: February 23, 2006

To: Mayor & City Council

From: Don Wilcox, Public Works Director

Through: Dale Shaddox, City Manager

Subject: Water system Transmission Main Capital Improvement Project.

Recommendation: Approval to advertise for construction bids toward construction of approximately 2400 linear feet of new 16-inch water system transmission main.

Background /Discussion:

Public Works Staff and HGE, Inc. Engineers have completed analysis of our existing water system and design of potable water system improvements necessary to mitigate our current inability to fully supply adequate maximum day water supply throughout the City and to provide for future planned development water demands. This project includes construction of a parallel water line from our Water Treatment Plant to our existing 1.5 MG water reservoir. Staff will advertise for construction bids and return to Council with recommendations toward award of a construction contract. This project utilizes water system improvement funding included in the current year Budget. Initially priority was given to construction of a new 2.0 MG water reservoir as the next water system Capital Improvement Project; however this pipe line project will be necessary prior to the new reservoir project in order to maintain a new reservoir at operational levels.

Presentation and response to questions by City Staff and Richard Nored, PE, HGE Engineers.

Financial Impact(s):

The estimate cost of this project including engineering and contingency is \$575,000. Approximately 12% or \$67,850 of the total project is eligible for SDC funding. The remaining amount of \$505,150 would come from the General Reserve Fund which currently has \$600,000 earmarked for the 2.0 MG water reservoir. If we use this money now we will have to structure the financing for the reservoir project differently, possibly a combination of SDC funding and a loan.

City Manager Review and Approval for placement on Council Agenda:

Dale Shaddox, City Manager

City of Brookings
898 Elk Drive
Brookings, OR 97415



COUNCIL AGENDA REPORT

To: Mayor & City Council (Mtg. of 2/27/06)

From: City Manager

Date: February 22, 2006

Re: Applications for Funding –

- Fire Engine
- Biosolids Facility

Subject:

Approval for staff to submit applications to Sens. Smith and Wyden for potential inclusion of new Fire Engine and Biosolids Facility as part of the federal budget process.

Recommendation:

It is recommended that the City Council authorize the submittal of applications to potentially gain federal funding for a new fire engine and a biosolids facility.

Background /Discussion:

Last year under this same process the City submitted an application for a new fire engine. The initial and ongoing communication to the City regarding the fire engine funding has been positive, but no confirmation/funding commitment has been received. Anticipating that the funding will not be available during this current federal budget year, staff suggests that the City resubmit the application for the next federal fiscal year beginning in October, 2006.


In addition, there has been recent indication that submittal of a new application for the estimated \$4M Biosolids capital project might receive serious consideration. Staff therefore believes it would prudent to submit an application as well.

Since these are both high priority projects for the City, it is recommended that staff be authorized to prepare the funding applications, which are due in the Senator's offices by March 1.

Financial Impact(s):

If approved in the upcoming federal budget, these projects would be of significant benefit to the City's finances. And the case of the Biosolids project this could translate into relief for the citizens of Brookings by reducing the expected sewer rate increase associated with debt service of such a large project.

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
February 13, 2006 7:00 p.m.**

I. Call to Order

Mayor Pat Sherman called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Led by the Council.

III. Roll Call

Council Present: Mayor Pat Sherman, Council President Larry Anderson, Councilors Jan Willms, Craig Mickelson, and Dave Gordon, Ex Officio Councilor Stadelman arriving at 7:10 pm, a quorum present.

Council Absent: None

Staff Present:

City Manager Dale Shaddox,
Interdepartmental Aide Lauri Ziemer,
and Administrative Assistant Donna Colby-Hanks.

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

Two other citizens

IV. State of City Address

Mayor Sherman presented the State of the City Address attached as a part of these minutes.

V. Ceremonies/Appointments/Announcements

A. Appointments

- 1. Planning Commission Appointments*
- 2. Parks and Recreation Commission Appointments*

Mayor Sherman recommended Ron Hedenskog be reappointed to Position #5, expiring 04-01-10, and Richard Yock be appointed to Position #2 expiring 04-01-08 on the Planning Commission. Mayor Sherman recommended Frances Hartmann be reappointed to Position #7, expiring 02-01-10, and Don Vilelle be appointed to Position #1, expiring 02-01-10 on the Parks and Recreation Commission.

Councilor Gordon moved, a second followed, and the Council voted unanimously to reappoint Ron Hedenskog to Position #5, expiring 04-01-10, and to appoint Richard

Yock to Position #2, expiring 04-01-08, on the Planning Commission; reappoint Frances Hartmann to Position # 7, expiring 02-01-10, and Don Vilelle to Position #1, expiring 02-01-10 on the Parks and Recreation Commission.

B. Announcements

None

VI. Oral Requests and Communications from the Audience

A. Committee and Liaison reports

1. Chamber of Commerce

Not present.

2. Council Liaisons

Councilor Willms attended the Council Goal Setting Work Shops, Parks and Recreation/Council Joint Work Session on Bankus Park, served pizza at the Bruins Club, attended the Health Fair, and Azalea Park Foundation meeting.

Councilor Anderson attended twelve assorted meetings.

Councilor Mickelson attended the Council Goal Setting Work Shops, Planning Commissioner interviews, Parks and Recreation/Council Joint Work Session on Bankus Park, and a Planning Commission meeting.

Councilor Gordon attended an alcohol and drug planning meeting, BHYA Board meeting, Del Norte Airport meeting, an annexation meeting, a meeting with Port Manager Dave Scott, Curry County Planning Director David Pratt, Mayor Sherman, and City Manager Dale Shaddox, Parks and Recreation/Council Joint Work Session on Bankus Park, and a CCCCCF meeting.

Ex Officio Stadelman attended Azalea Princesses meetings, Chamber of Commerce meeting, and numerous basketball events.

B. Unscheduled

None.

VII. Consent Calendar

A. Approval of Council Meeting Minutes

1. Meeting of January 23, 2006

2. Meeting of January 30, 2006

B. Approval of vouchers for month of January, 2006 (\$906,367.45)

End Consent Calendar

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

VIII. Ordinances/Resolutions/Final Orders

A. Resolutions

1. Resolution No. 06-R-749

A Resolution Adopting the Redesign of Bankus Fountain Park as Part of the Highway 101 – Downtown Brookings Transportation Solutions Project
Mayor Sherman reviewed Resolution No. 06-R-749.

Councilor Mickelson moved, a second followed, and the Council voted unanimously to approve Resolution No. 06-R-749, Adopting the Redesign of Bankus Fountain Park as Part of the Highway 101 – Downtown Brookings Transportation Solutions Project.

IX. Remarks from Mayor and Councilors

A. Council

Councilor Gordon commended ODOT/Tidewater for the team effort in the sidewalk program and taking advantage of the weather. Gordon described the Basketball League and stated it was a great activity for the students.

Councilor Mickelson commended the Planning Commission for the tremendous amount of work done and advised their annual report would be before the Council.

Councilor Anderson listed the repairs and changes that have greatly improved the appearance of City Hall. Anderson commended the Public Works Staff for the odd hours they have been required to work on the Highway 101 project.

Councilor Willms and Ex Officio Stadelman discussed the youth center, The Cave, opening shortly and the remaining tasks to be completed.

B. Mayor

Mayor Sherman stated she was glad January was over.

X. Adjournment

Councilor Anderson moved and the Council voted unanimously by voice vote to adjourn at 7:30 pm.

Respectfully submitted:

Pat Sherman
Mayor

ATTEST by City Recorder this ____ day of _____, 2006.

Paul Hughes
Finance Director/City Recorder

State of the City Address

Pat Sherman

Mayor

City of Brookings

February 13, 2006

This is the 2006 State of the City message. We will talk about what's been happening and where we think the city is going. The purpose is to paint with a broad brush where the city has been over the past year. We also hope to show what direction the City will take in the upcoming and in future years. The words in the address are mine, but the address is a collaborative effort of the City Council and our City Manager.

Our form of government is what is referred to as a Council/Manager form of city government. What this means is that the Council is responsible for establishing what policies will be followed. It is the responsibility of the City Manager to administer those policies. The single most important decision that your City Council made this year was selecting a City Manager. And we got very lucky. We have selected an especially fine and highly qualified person, Dale Shaddox. He brings years of experience to the position. He has no special interest other than public service. Over a career that spans 30 years he has seen it all and done it all. He has seen what works for cities like ours and he knows how to identify and manage the pitfalls. And... he's a really nice guy. So if you haven't met him yet, stop by and introduce yourself to Dale. Hiring Dale was the Council's single most important achievement.

Beyond that, 2005 certainly was a year full of challenges. We responded to the public's demand to resolve the issue of land application of biosolids. We are in the process of designing the screw press addition to our wastewater treatment plant (WWTP). This process will bring our biosolids to a level A, meaning that the product created can be applied even to your own garden as you would any fertilizer or soil amendment. You, the citizens, should be proud of yourselves, proud that you asked us to make this improvement.

You, the citizens, settled the couplet controversy once and for all by a vote of the people. We are currently engaged in a collaborative process with ODOT to move forward on the alternative you chose.

The Council launched the Urban Renewal Agency Advisory Committee. The committee's task is to recommend priorities and projects for the Urban Renewal Agency, and the group is moving forward with enthusiasm and focus.

We have nearly completed the codification of our administrative ordinances. What this means is that our ordinances will be organized and understandable.

In what is probably our most sweeping effort, we have prepared the City to meet the challenges of the large scale development that we see headed our way. A prevailing sentiment seems to be that citizens are worried about our little town being overwhelmed

by development from projects such as Borax, HW3 and those other potential projects that we see just over the horizon. People worry about water, sewer, and a whole gamut of issues. Many people wish we could stop growth altogether. The fact is, we cannot stop growth. For one thing the State would not allow us to slam the door shut. The best we can hope to do is plan for growth. And the city is doing exactly that.

Here are some of the specific steps we have taken in the past year that will put the city in the strongest possible position when it comes to dealing with these humongous projects that we will be facing.

We have hired a Public Works Director and, as with our City Manager, we really got lucky. Don Wilcox is an engineer who is knowledgeable about all of the facets of public works- sewer, water, streets, and so forth. Not only technically competent, he is also a skilled manager, adept at working with his staff.

We are in the process of hiring a Public Works Inspector. Although the paperwork is not complete, our top candidate is well qualified. Again we are lucky.

We are in the process of updating our Land Development Code (LDC). Our LDC is the set of laws that we apply to development. It is crucial that the LDC is clear and current. Many of the sections of our LDC were ambiguous and outdated. Councilor Anderson, Planning Commissioner Hedenskog, and former Planning Commissioner Bill Smith have collaborated with the planning staff on this project beginning last October. This, I must tell you, is a totally unglamorous, tedious and thankless project, but it is an essential one. Some of the most important sections that the group is working on will assure that growth will pay its own way and not be subsidized by the General Fund.

Staff, with our engineering consultant, is in the process of updating the Engineering standards for infrastructure and development. Our old standards date back to February, 1998 and much of it is obsolete. This task is scheduled for completion by July 1.

Your Council has made essential decisions that will begin to close the fiscal gap between our revenues and our expenses. No Council wants to make politically unpopular decisions such as raising fees. In fact, for the past 18 years, Councils have avoided raising water rates. Our water fund was operating in the red. Clearly, this was unsustainable. In raising the water rate we adopted a schedule that ties the water rate to the actual use. The new fee schedule encourages water conservation.

Likewise, after reviewing a report that was methodically prepared by Dyer and Associates, we approved an ordinance to update the System Development Fees (SDCs). System Development fees are not paid by the general public. SDCs are fees paid when someone applies for a building permit. SDCs are used to build infrastructure that is needed to accommodate growth. It had been a long time since SDCs were increased and, because the previous fees were not adequate, some of the growth-related infrastructure

was being subsidized by monthly user rates and general fund dollars. We have fixed this problem.

This Council had to increase the SDC fees by more than double. As one councilor put it: "we went from A to Z; we should be going from A to B to C." In adopting the new SDC ordinance, which takes effect on March 1, we took steps to assure that future City Councils will not be faced with authorizing the large increases that this Council had to do. We have written into the SDC law that, from this point forward, the City Council will update the SDC fee schedule on an annual basis, so as to keep it current.

We are also in the process of updating user fees. This task will be complete by the beginning of the next Fiscal year on July 1. Most of the fees that we charge for services have to do with development and growth. This is another unpopular, but essential task. We were in the same situation here that we were with the water rates. Ignoring the problem wouldn't make it go away.

I commend this Council for making the kind of tough and unpopular decisions that put us well on our way to managing growth and that put the city in the strongest possible position to assure that growth pays its own way.

I wish that we had not had to do this- raise all of these fees. I wish that this city was wealthy enough so that we could afford to keep these fees low and at the same time provide essential services. After all, many of the fee increases affect the construction industry, and the construction industry provides many of the better paying jobs to the younger workers in our community.

But the City is not wealthy. We have a limited amount of resources- both financial and human resources.

Most importantly, there has been a hidden cost to the policies that allowed the city to keep its fees low, and we can no longer ignore those hidden costs. The City Council over the past year discovered and continues to discover the extent of a problem that we will broadly refer to as 'deferred maintenance.' We do not yet know the full extent of the problem, but we know it is a huge problem. Rest assured, we are not alone among cities that have to face this problem, but we can't ignore it any longer. Unsafe playgrounds, unsanitary restrooms, broken-down streets, undersized water pipes, inadequate water storage, a massive storm water management issue, and failing sewer mains are a few of the problems.

Over the next year, your city staff will take an inventory of the specific problems and will develop budget strategies for addressing the problems of deferred maintenance and repairing public infrastructure. The staff will complete long-range financial forecasting and develop budget strategies for city services, facilities and capital projects needs.

You all know that when we are developing our family budgets that we must make some hard choices. Do we buy that fancy new car? Or do we fix the leaky roof? The car is exciting! The roof? I have yet to meet a person that gets excited about a new roof. And yet... new roofs are regularly being installed.

The City is the same. The fact is that we have not been dedicating adequate resources to maintenance of our infrastructure for a long time. And we can't continue to provide the essential services without substantial investment in our infrastructure. This is our most pressing problem. We are now beginning to address the problem. The problem didn't develop in the past year and it won't be fixed in the next one. We expect that with dedicated and persistent effort you will see gradual improvement in our public facilities over a period of many years. We believe that this is a realistic and achievable goal. It is our top priority.

Although we would love to announce in the State of the City address that the City is prepared to launch a grand project such as building a covered swimming pool, or a performing arts center, or a community center, or a hospital, or a new city hall, we find that the stressed condition of our basic infrastructure, and the long list of delayed essential public projects, compels us to announce more sobering news.

The fact is that the City's core business is providing basic services and basic infrastructure. We have to do that first. The City will focus for the foreseeable future on fulfilling its core responsibility of providing those basic services, and building and rebuilding the infrastructure that we need in order to provide them. Those services are fire and police, water and sewer, parks and public works, planning and administration.

Your City Council has taken steps to stop the financial hemorrhaging from your monthly fees and from the General Fund so that we can bring your City to the place we all want it to be. We, the City Council, will make sure to keep you, the citizens, informed of our progress. We encourage you to do your part and pay attention and stay involved.



COUNCIL AGENDA REPORT

To: Mayor & City Council
From: City Manager
Date: February 22, 2006
Re: Sue Densmore Contract

Subject:

Termination of Sue Densmore Contract

Recommendation:

It is recommended that the City Council agreement with Sue Densmore be terminated with an effective date of March 22, 2006.

Background /Discussion:

In December, 2005 the City Council entered into an agreement with Sue Densmore to provide consulting services in community visioning, coordination and grant applications.

Since that time, Ms. Densmore has facilitated a joint meeting of the City Council, Planning Commission and the Urban Renewal Advisory Committee, along with members of the City staff. Also during the intervening time period the City Council and staff have conducted numerous study sessions on the status of City operations and documented a serious problem in addressing and funding substantial examples of deferred maintenance on existing public infrastructure. This deferred work, now needing top priority attention to avoid further financial and liability exposure, amount to millions of dollars.

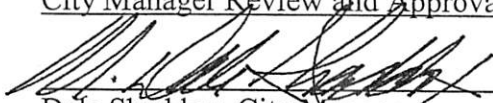
In an effort to spend our limited funds on only those efforts needing the immediate attention it is necessary to identify other, non-essential expenditure commitments that could be terminated to free up those funds.

The Sue Densmore agreement is among those commitments that should be terminated for this reason. The efforts contemplated in this consulting are important but not as important at this time as the other, more pressing issue of addressing deferred maintenance.

Financial Impact(s):

The compensation under the consulting contract is \$43,000. Considering the amount paid to date (\$3,000 for last December work) and the timing of this termination, we will be paying about \$9,000 additional (for January, February and March) by the time the termination becomes effective on March 22. The savings to the City by terminating this contract will still be about \$31,000.


City Manager Review and Approval for placement on Council Agenda:



Dale Shaddox, City Manager



COUNCIL AGENDA REPORT

To: Mayor & City Council

From: Dianne Snow 

Through: Ed Wait, Community Development Director 

Date: Feb. 14, 2006

Re: Lot Line Adjustment Deed – Larry Anderson

Subject: Lot Line Adjustment of land needed for siting of future water tank involving Tax lot 1900; Map 40-14-36AD and Tax lot 804; Map 40-14-36A.

Recommendation: Staff recommends approval.

Background /Discussion: Additional land was needed in order to have sufficient room to accommodate required setbacks from property lines and site the future 2,000,000 gallon water storage tank on the above referenced property. Tax lot 1900 is presently owned by the City. Larry Anderson owns Tax lot 804. Mr. Anderson has agreed to provide two areas of Tax lot 804 to enlarge Tax lot 1900. A lot line adjustment adding this land on the north and east sides of Tax lot 1900 has been approved (Attachment A). The attached deed conveys these areas to Tax lot 1900 (Attachment B).

Financial Impact(s): None.

City Manager Review and Approval for placement on Council Agenda:


Dale Shaddox, City Manager

PROPERTY LINE ADJUSTMENT SURVEY SEACREST PHASE 1 PC

LOCATED IN THE SE 1/4 OF THE NE 1/4
SECTION 36, T. 40 S. - R. 14 W., W.M.
CURRY COUNTY, OREGON

DATE: JAN. 20, 2006

SCALE: 1" = 30'

SURVEY FOR:

CITY OF BROOKINGS
898 ELK DRIVE
BROOKINGS, OREGON 97415

SURVEY BY:

RUSS DODGE / HGE, INC.
375 PARK AVENUE
COOS BAY, OREGON 97420

LEGEND:

- FOUND 5/8" IRON ROD
W/ YPC STAMPED PLS 1027
UNLESS NOTED OTHERWISE

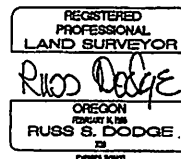
- SET 5/8" X 30" IRON ROD
W/ ORANGE PLASTIC CAP
STAMPED "LS 2028"
- CALCULATED POSITION
- () RECORD VALUE

LAND DATA:

TAX MAP: 40 14 36 AD
TAX LOT: 1300
DEED REFERENCE: 1994-00637

NARRATIVE:

- 1.) THE BASIS OF BEARING BEING BETWEEN THE TWO RECOVERED MONUMENTS LABELED "A" & "B" PER THE PLAT OF SEA CREST PHASE 1 P.C. / PLAT NO. 1997-18, THE BEARING BEING EAST, MEASURED DISTANCE IS 74.98'.
- 2.) THE BASIS OF SURVEY BEING PLAT NO 1997-18, PLAT 1997-02, PARTITION PLAT NO. 1995-8, HARRIS BEACH PC II, AND VARIOUS LEGAL DESCRIPTIONS OF RECORD.
- 3.) LEGAL DESCRIPTIONS USED IN THIS SURVEY WERE SUPPLIED BY CURRY COUNTY TITLE.
- 4.) INSTRUMENTS USED IN THIS SURVEY WERE A HEXON DTm AS, MAPPING BY ACAD, RZKZ.
- 5.) THE PURPOSE OF THIS SURVEY BEING TO MARK AND IDENTIFY THE ADJUSTED PROPERTY LINE FOR THE CLIENT, THE CITY OF BROOKINGS.



ARCHITECTS, ENGINEERS, PLANNERS & SCIENTISTS, INC.
375 PARK AVENUE, COOS BAY, OREGON 97420 (541) 289-1168
19 N.W. 5TH AVE., PORTLAND, OREGON 97209 (503) 222-1687

After Recording Return to:
City of Brookings
898 Elk Drive
Brookings, Oregon 97415

PROPERTY LINE ADJUSTMENT DEED

LARRY ANDERSON CONSTRUCTION, GRANTOR, conveys and warrants to **CITY OF BROOKINGS, GRANTEE**, the following described real property in Curry County, Oregon, free of encumbrances except as specifically set forth herein: All the Grantors right, title and interest in and to the property described as follows:

**LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 36,
TOWNSHIP 40 SOUTH - RANGE 14 WEST, W.M., CURRY COUNTY, OREGON;
DESCRIBED AS FOLLOWS:**

BEGINNING AT A POINT LOCATED SOUTH 46°31'00" EAST A DISTANCE OF 196.46 FEET, FROM THE INITIAL POINT OF GLENWOOD CONDO STAGE III, PLAT 1995-8; THENCE, NORTH 44°30'00" EAST A DISTANCE OF 70.85 FEET; THENCE, NORTH 04°39'00" EAST A DISTANCE OF 15.05 FEET; THENCE, EAST A DISTANCE OF 74.98 FEET; THENCE, SOUTH 04°38'17" WEST A DISTANCE OF 15.05 FEET; THENCE, WEST A DISTANCE OF 74.98 FEET; THENCE, SOUTH A DISTANCE OF 97.63 FEET; THENCE, NORTH 46°31'00" WEST A DISTANCE OF 68.44 FEET TO THE POINT OF BEGINNING.

CURRY County real property tax account number: R27392

The true and actual consideration for this conveyance is: \$ 0.00

This is a Property Line Adjustment Deed, in compliance with ORS. 92.190.

The following information is furnished:

- 1.) The names of the parties to this deed are as set forth above.
- 2.) The description of the adjusted line is as follows:

BEGINNING AT A POINT LOCATED SOUTH 46°31'00" EAST A DISTANCE OF 196.46 FEET, FROM THE INITIAL POINT OF GLENWOOD CONDO STAGE III, PLAT 1995-8; THENCE, NORTH 44°30'00" EAST A DISTANCE OF 70.85 FEET; THENCE, NORTH 04°39'00" EAST A DISTANCE OF 15.05 FEET; THENCE, EAST A DISTANCE OF 74.98 FEET; THENCE, SOUTH 04°38'17" WEST A DISTANCE OF 15.05 FEET TO THE TERMINUS POINT.

- 3.) The deed whereby Grantor acquired title to the transferred property is recorded as Records Number 2003-9686.
- 4.) The deed whereby Grantee acquired title to the property to which the transferred property is joined is recorded as Records Number 1994-00637.
- 5.) The Survey and monumentation as required by ORS 92.060, (9). Recorded as CS# 40-1000, Curry County Surveyor's Office.

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.

Until a change is requested, all tax statements are to be sent to the following address:

City of Brookings
898 Elk Drive
Brookings, OR 97415

Dated this _____ day of _____, 2006.

Grantor

Grantor

Grantee

Grantee

STATE OF OREGON)
)SS
County of Curry)

BEFORE ME this _____ day of _____, 2006, personally
appeared before the above named _____
and _____, and acknowledged the
foregoing instrument to be their voluntary act and deed.

NOTARY PUBLIC FOR OREGON
My Commission expires: _____

CITY OF BROOKINGS POLICE DEPARTMENT

Chris Wallace, Chief of Police



To: Brookings City Council through City Manager Dale Shaddox
From: Lt. John Bishop
Date: 02-16-2006
Subject: Liquor License Application(s)

The Brookings Police Department found no local disqualifying prohibiting information regarding George M.C. Lee and Letty C.Y. Lee with their attached individual liquor license applications. Letty's Buffet will now be called "The Onion Grill Restaurant" with the Lee's being the owners of the business. The business mentioned will be located at 835 Chetco Avenue, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicants be granted their request with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Bishop".

Lt. John Bishop
Brookings Police Department



898 ELK DRIVE
BROOKINGS, OR. 97415
www.brookings.or.us

Phone: (541) 469-3118
Fax (541) 412-0253



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION



PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES

- ☒ Full On-Premises Sales (\$402.60/yr)
☒ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club
☐ Limited On-Premises Sales (\$202.60/yr)
☐ Off-Premises Sales (\$100/yr)
☐ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☐ Change Ownership
☒ New Outlet
☐ Greater Privilege
☐ Additional Privilege
☐ Other: _____

Applying as:

- ☐ Individuals ☐ Limited Partnership ☒ Corporation ☐ Limited Liability Company

FOR CITY AND COUNTY USE ONLY

The city council or county commission:

CITY of Brookings
(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: DF

Date: 2-8-06

90-day authority: ☐ Yes ☒ No

1. Applicant(s): [See SECTION 1 of the Guide]

① LEE'S DRAGON GATE REST., INC. ③ _____

② _____ ④ _____

2. Trade Name (dba): Onion Grill Restaurant

3. Business Location: 835 Chetco Avenue, Brookings, Curry, OR 97415
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: P.O. Box 1569, Brookings, OR 97415
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-469-8818
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: N/A Type of License: N/A

8. Former Business Name: Letty's Buffet

9. Will you have a manager? ☒ Yes ☐ No Name: LETTY C. Y. LEE
(manager must fill out an individual history form)

10. What is the local governing body where your business is located? Brookings / Curry County
(name of city or county)

11. Contact person for this application: George M.C. Lee 541-469-3988
(name) (phone number(s))
P.O. Box 1569, Brookings, OR 97415
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① George M.C. Lee Date 1-19-06 ③ _____ Date _____

② Letty C.Y. Lee Date 1-19-06 ④ _____ Date _____

1-800-452-OLCC (6522)
www.olcc.state.or.us