Agenda

VAULT COPY

City of Brookings Common Council Meeting Brookings City Hall Council Chambers 898 Elk Drive, Brookings Oregon June 14, 2004 7:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Ceremonies/Appointments/Announcements
 - A. Ceremonies
 - 1. Certificate of Appreciation-Thomas Moody-5 years employment [page 5]
 - 2. Proclamation-Emblem Club Supreme Americanism Week [page 7]
 - B. Announcements
 - 1. Yard of the Month/Most Improved Property of the Month
- V. Public Hearing
 - A. Fiscal Year 2004-2005 Fiscal Year Budgets [page 11]
 - 1. City of Brookings
 - 2. Brookings Urban Renewal Agency
 - B. Fiscal Year 2004-2005 State Revenue Sharing Funds [page 13]
- VI. Oral Requests and Communications from the Audience
 - A. Committee and Liaison reports
 - 1. Council Liaisons
 - B. Unscheduled
- VII. Staff Reports
 - A. Finance Department
 - 1. City Auditor Contract Renewal [page 15]
 - B. Economic Development Department
 - 1. 2004 Needs and Issues Report and Recommendations [page 23]
 - C. City Manager
 - 1. Curry County Juvenile Department request-Juvenile Accountability Incentive Block Grant Program [page 55]
 - 2. 6th Annual Community Picnic-September 26, 2004 [page 57]
 - 3. Farmer's Market request [page 61]
 - 4. Other





VIII. Consent Calendar

- A. Approval of Council Meeting Minutes
 - 1. Minutes of May 24, 2004, regular Council meeting [page 69]
- B. Acceptance of Parks and Recreation Commission Minutes
 - 1. Minutes of April 22, 2004, regular Commission meeting [page 75]
- C. Approval of Vouchers for month of May, 2004 (\$207,850.15) [page 79]
- D. Liquor License Application-Cielito Lindo Fast Food & Mini-Mart [page 83]
- E. Liquor License Application-Bella Italia Ristorante [page 87]
- F. Liquor License Application-Hank's Tavern, LLC [page 91]

End Consent Calendar

IX. Ordinances/Resolutions/Final Orders

- A. Resolutions
 - 1. Resolution No. 04-R-727, a Resolution adopting a Supplemental Budget for the 2003-2004 Fiscal Year [page 95]
 - 2. Resolution No. 04-R-731, a Resolution declaring the City's election to receive State Revenues [page 99]
 - 3. Resolution No. 04-R-732, a Resolution extending the City of Brookings' Workers' Compensation Coverage to volunteers of the City of Brookings [page 103]
- X. Remarks from Mayor and Councilors
 - A. Council
 - B. Mayor
- XI. Adjournment

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-		8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara Palicki-X217 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	12:00pm Comnity Agencies mtg (Chetco Sr.Center) 2:00pm FH-SafetyComMtg/ Kathy Dunn 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/Llightle 9:00am CC-Crm Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray	4	
	9:30am FH-Safety Consultant-Leo 9:30am CC- VIPS/Volunteers in Police Service/Marvin Parker 7:00pm FH-FireTng/ChShrp (Fire Hall)	7:00pm CC-Planning Commssn 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am CC-ODOT-Tidewater meeting on Hwy 101 paving-Jim McKiddy-541 396-1140	9 10:00am CC-Interviews-Interdepartr Aide	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC-Jim McKlddy-ODOT preconstruction meeting/Tidewater-541-39 10:00am CM Office- Site Plan Com	11	
	13 1-10:00am CC-Subdivision Committee meeting-John Bischoff 12:00pm CC-Pelican Bay	10:00am FH-subdivision committee meeting-John Bischoff 15 8:30am CC-Investigator/Patrol Information Sharing Meeting-Barbara	16 5:30pm CC-Victim's Impact Panel-Mindy Curry Prevention	7:00pm CC-Economic Development Committee-Ed Walt, Diann 17 8:15am CC-CmtyDevDpt Staff mtg/Llightle 10:00am CC- Site Plan Com	18	
	Telecommunications 7:00pm PH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	Palicki-X217 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 10:00am CC-Surburban Fire District-Phil Cox-469-5729	Services-247-2412	Mtg/LauraLee Gray		
	20 2:00am CC-Municipal Court/ JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BPalicki 6:00pm CC-American Red Cross Mtg/Karen Degenals 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:00am CC-Notary Seminar-Kristine Hume-503-986-2356 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	23	8:15am CC-CmtyDevDpt Staff mtg/Llightle 10:00am CC- Site Pian Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBiodgett	25	
	7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	30			

City of Brookings Events Calendar

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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				9:00am CC-Crm Stoppers		
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	City Hall CLOSED - 4th of July Holiday	8:30am CC-Investigator/Patrol	12:00pm Comnity Agencies mtg	8:15am CC-CmtyDevDpt Staff		
	9:30am CC- VIPS/Volunteers in	Information Sharing	(Chetco Sr.Center)	mtg/LLightle		
	Police Service/Marvin	Meeting-Barbara	2:00pm CC-SafetyComMtg/ Kathy	10:00am CC- Site Plan Com		
	Parker	Palicki-X217	Dunn	Mtg/LauraLee Gray		
	7:00pm FH-FireTng/ChShrp (Fire	9:30am KURY Radio Community	7:00pm FH-PoliceReserves	7:00pm CC-Economic Development		
	Hali)	Focus Talk Show w/City		Committee-Ed Wait,		
		Staff/Council (KURY 95.3)		Dianne Snow		
		7:00pm CC-Planning Commssn	· ·			
		7.00pm Co-Figuring Commission]		
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	11 12:00pm CC-Pelican Bay	9:30am KURY Radio Community	19	8:15am CC-CmtyDevDpt Staff	16	
	Telecommunications	Focus Talk Show w/City		mtg/LLightle		
	1	Staff/Council (KURY 95.3)		10:00am CC- Site Plan Com	į	
	7:00pm FH-FireTng/ChShrp (Fire	Stanfoundi (NORT 93.3)				
	Hall)			Mtg/LauraLee Gray		
	7:00pm CC-Council Mtg		1	2:00pm CC-CEP (Citizens for		
			İ	Emergency Preparedness):		
				MArrell-469-5731,		
				JRupert-469-78783		
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***************************************	18 19 9:00am CC-Municipal Court/	8:30am CC-Investigator/Patrol	21	8:15am CC-CmtyDevDpt Staff	23	CONTRACTOR OF COMMENT OF CONTRACTOR CONTRACTOR OF COMMENT OF CONTRACTOR CONTR
	3dgHarper	Information Sharing		mtg/Llightle		
		Meeting-Barbara		1		
	9:30am CC-VIPS/Volunteers in	Palicki-X217		10:00am CC- Site Plan Com		
	Police Service-BPalicki			Mtg/LauraLee Gray		
	6:00pm CC-American Red Cross	9:30am KURY Radio Community		7:00pm CC-Parks & Rec Comm/		
	Mtg/Karen Degenais	Focus Talk Show w/City		LBlodgett		
	7:00pm FH-FireTng/ChShrp (Fire	Staff/Council (KURY 95.3)		1		
	Hall)	10:00am CC-Surburban Fire				
		District-Phil Cox-469-5729				
	25 26	27	28		30	
	7:00pm FH-FireTng/ChShrp (Fire	9:30am KURY Radio Community		8:15am CC-CmtyDevDpt Staff		
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	7:00pm CC-Council Mtg	Staff/Council (KURY 95.3)	i	10:00am CC- Site Plan Com		
	'		l	Mtg/LauraLee Gray		
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CC-Council Chambers FH-Fire Hall

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Awarded to

Thomas Moody

for being a dedicated employee from May 27, 1999 Honored this 14th day of June, 2004

For 5 years of service

to the Citizens of the City of Brookings

Mayor Bob Hagbom

City Manager Leroy Blodgett

PROCLAMATION

Whereas, Strengthening the Unity of the United States of America is vital, and

Whereas, The Supreme Emblem Club bears true allegiance to the Constitution of the United States of America; and to the Flag which is the emblem of our Country, and

Whereas, The Supreme Emblem Club has, in fact, adopted the Flag of our Country as the Emblem of its Order and has adopted the name EMBLEM by which its organization is known throughout the land, and

Whereas, Supreme Emblem Club members are citizens dedicated to the beliefs that the United Sates of America shall be sustained, preserved and perpetuated, and

Whereas, the Supreme Emblem Club has resolved, in keeping with these principles that:

- 1. That each club create an Americanism Committee
- 2. That each club originate and participate with others in patriotic community endeavors
- 3. That each Emblem member as an individual, finish a patriotic deed each day
- 4. That each club and each member engage in assisting the Americanism Program of the Benevolent and Protective Order of Elks on every occasion when members are invited to participate
- 5. That each club and each member give determined effort to actively fulfilling the purpose to which we dedicate ourselves, to bear true allegiance to the Constitution and Flag of the United States of America.

Now, Therefore, I, Bob Hagbom, Mayor of the City of Brookings, Oregon, do hereby proclaim the week of June 13 through June 19, 2004, as

Supreme Emblem Club Americanism Week in Brookings

Bob Hagbom

Mayor



PUBLIC HEARING REPORT

Date:

June 7, 2004

To:

Mayor Hagbom and City Council

Through: City Manager, Leroy Blodgett

From:

Paul Hughes, Finance Director

Subject:

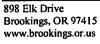
Public Hearing for the Fiscal Year 2004-2005 Budgets:

City of Brookings

Brookings Urban Renewal Agency

INFORMATION

After the Budget Committee approves the budgets, Oregon local budget law requires the governing body to hold a public hearing. The purpose of the hearing is to receive citizens' testimony on the budgets approved by the Budget Committee. A summary of the approved budgets and a notice of the budget hearing were published in the Curry Coastal Pilot on May 19, 2004. As required by law, this publication was no less than five and no more than thirty days before the hearing.



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





PUBLIC HEARING REPORT

Date:

June 7, 2004

To:

Mayor Hagbom and City Council

Through: City Manager, Leroy Blodgett

From:

Paul Hughes, Finance Director

Subject:

Public Hearing on Proposed Uses of State Revenue Sharing Funds for Fiscal Year

2004-2005.

INFORMATION

State Revenue Sharing law, ORS 221.770, requires the city to conduct two public hearings on the use of state revenue sharing funds. The first public hearing was held before the budget committee on April 28, 2004 to discuss possible uses of the funds. The second public hearing is held before the city council on the proposed uses of the funds in relation to the entire budget. We anticipate receiving approximately \$94,000 from Liquor Tax, Cigarette Tax and State Shared Revenue next fiscal year. The approved budget has these funds appropriated entirely into the contingency line of the general fund. By appropriating these funds into contingency, none of the general fund budgeted expenditures will be reliant on the receipt of these funds. Also, this helps the City get closer to its goal of having ten percent of the general fund budget in contingency. Gas Tax is estimated at \$270,000 and is budgeted entirely for general operations of the Street Fund.

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

Wild Rivers



STAFF REPORT

Date:

June 7, 2004

To:

Mayor Hagbom and City Council

Through: City Manager Leroy Blodgett

From:

Paul Hughes, Finance Director

Subject:

City Auditor Contract Renewal

BACKGROUND

The City of Brookings contract with Wall & Wall Certified Public Accountants expired with the completion of the fiscal year 2003 audit. Wall & Wall has submitted a new three year contract for our review. The contract term includes fiscal years 2004 through 2006.

We have been very pleased with the audit work performed by Wall & Wall over the last three years. There professionalism, accuracy and timeliness helped the City attain the "Certificate of Achievement for Excellence in Financial Reporting" for fiscal years 2001 and 2002, and the same is expected for fiscal year 2003. The professional advice and information provided during non-audit times has been very beneficial to the City.

The proposed audit contract fee for fiscal year 2004 is \$16,685 plus \$2,850 for GASB 34 (asset value and depreciation reporting) implementation, which is required this fiscal year. The fee for fiscal year 2003 was \$16,500. The proposed fee represents an approximate increase of 1%, not including the fee for GASB 34 implementation. The annual fee for the two following years of the contract will be increased no greater than the percentage increase of the Portland Consumer Price Index. The contract includes professional advice, research and consultations throughout the year at no extra charge.

RECOMMENDATION

Staff recommends acceptance of the contract from Wall & Wall Certified Public Accountants to provide audit services to the City of Brookings for fiscal years 2004 through 2006.



J. ROBERT WALL, C.P.A. KAREN S. WALL, C.P.A.

"EXHIBIT A"

March 22, 2004

To the Members of the City Council and Honorable Mayor City of Brookings, Oregon

We are pleased to confirm our understanding of the services we are to provide to the City of Brookings (City) for the fiscal year ending June 30, 2004 and two successive fiscal years through June 30, 2006, and annually thereafter. We will audit the Basic Financial Statements of the City for the aforementioned periods. We understand that the financial statements will be presented in accordance with the financial reporting model in effect as described in *Governmental Accounting Standards Board* (GASB) Statement No. 34. Also, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied in our audit of the basic financial statements, as applicable:

- 1. Combining and individual fund statements:
- 2. Schedule of expenditures of federal awards, if applicable;
- 3. Supplementary debt and property tax transaction schedules;
- 4. General Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting requirements, information and schedules.
- 5. All GASB Statement No. 34 required presentations and supplementary information inclusions.

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, if applicable.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities.

MEMBER • AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS • OREGON SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

Our audits will be conducted in accordance with auditing standards generally accepted in the United States of America; the minimum standards for audits of municipal corporations; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996, if applicable; and the provisions of OMB Circular A-133, if applicable; and will include tests of accounting records of the City, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such an opinion and to render the required Single Audit reports, as applicable.

If our opinion on the financial statements or the Single Audit compliance opinion, if applicable, is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

The management of the City is responsible for establishing and maintaining internal control and for compliance with the provisions of contracts, agreements, and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles, and that federal award programs are managed in compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, including the schedule of expenditures of federal awards, if applicable, but the responsibility for the financial statements remains with you. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting and compliance, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial Additionally, as required by the OMB Circular A-133, it is statements taken as a whole. management's responsibility to follow up and take corrective action on reported audit findings, if any, and to prepare a summary schedule of prior audit findings and a corrective action plan, if applicable. The summary schedule of prior audit findings, if any, should be available for our review by June 15th of each succeeding fiscal year.

An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, if applicable.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatement (whether caused by errors or fraud), illegal acts, or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, immaterial illegal acts, or illegal acts that do not have a direct effect on the financial statements or major programs, if applicable. However, we will inform you of any material errors that come to our attention and any fraud that comes to our attention. We will also inform you of any illegal acts that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit, if applicable. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinions on the City's financial statements and on its compliance with requirements applicable to major programs, if applicable.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess the risk that internal controls will be ineffective. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on these controls, and accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133, if applicable.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the City's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. We will also inform you of any nonreportable conditions or other matters involving internal control, if any, as required by OMB Circular A-133, if applicable.

Our audit will be conducted in accordance with *Government Auditing Standards*, Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, if applicable. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the City has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the *OMB Circular Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs, if applicable. The purpose of those procedures will be to express an opinion on the City's compliance with requirements applicable to major programs in our report on compliance issued pursuant to OMB Circular A-133, if applicable.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any invoices selected by us for testing.

Within a reasonably short period of time of being notified by the City Finance Director that the City is prepared and ready to have the auditors commence that portion of the audit processes' field work at the City Hall, and upon a subsequently mutually agreed upon start date, the auditor shall then guarantee the City five contiguous days within a set work week performing audit services at the Brookings, Oregon, City Hall offices, (for example, the auditors agree to arrive at the City on a Monday morning and would work at the City Hall each consecutive day of that previously agreed upon work week departing on the respective Friday afternoon). During this time period it is anticipated that the auditors would be working with City staff on the respective fiscal year's audit process.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the City; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-though entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The workpapers for this engagement are the property of Wall & Wall P.C, Certified Public Accountants and constitute confidential information. However, we may be requested to make certain workpapers available to the cognizant or oversight agency pursuant to authority given to it by law or regulation. If requested, access to such workpapers will be provided under the supervision of Wall & Wall P.C, Certified Public Accountants personnel. Furthermore, upon request, the cognizant or oversight agency may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The workpapers for this engagement will be retained for a minimum of three years after the date the auditors' report is issued or for any additional period requested by the name of the cognizant or oversight agency. If we are aware that a federal awarding agency, pass-though entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the workpapers.

THIS CONTRACT, made this twenty-second day of March, 2004 in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.555 between Wall & Wall P.C., Certified Public Accountants of Coos Bay, Oregon and the City of Brookings, Oregon, provides as follows:

- 1. It hereby is agreed that Wall & Wall P.C., Certified Public Accountants shall conduct annual audits of the accounts and fiscal affairs of the City of Brookings, Oregon for the period beginning July 1, 2003 and ending June 30, 200%, and, at the option of the City, each year annually thereafter, in accordance with the Minimum Standards of Audits of Municipal Corporations, as prescribed by law. The audits shall be undertaken in order to express an opinion upon the financial statements of the City of Brookings, Oregon, and to determine if the City of Brookings, Oregon has complied substantially with appropriate legal provisions as set forth in the terms and conditions of the Letter of Engagement from Wall & Wall P.C., Certified Public Accountants to the City, dated March 22, 2004 which is attached hereto as "Exhibit A', and incorporated herein by reference.
- 2. Wall & Wall P.C., Certified Public Accountants agree that the services they have contracted to perform under this contract shall be rendered by them or under their personal supervision and that the work will be faithfully performed with care and diligence, and that none of the work required under this contract shall be assigned or transferred without the prior written consent of the City.
- 3. It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audits whereby the services of Wall & Wall P.C., Certified Public Accountants are necessary beyond the extent of the work as set forth in Paragraph 1 and further described in "Exhibit A" which is attached hereto and incorporated herein by reference, written notification of such unusual conditions shall be delivered to the City of Brookings, Oregon. Upon receipt of such notification, the affected agency shall instruct in writing Wall & Wall P.C., Certified Public Accountants concerning such additional services, and that a signed copy of each such notification and instruction shall be delivered immediately to the Secretary of State by the Party issuing the same.
- 4. The audits shall be started as soon after this contract is executed as is agreeable to the Parties hereto and shall be completed and a written report thereon delivered within a reasonable time, but not later than six months after the close of the audit periods covered by this contract. Adequate copies of such reports shall be delivered to the City of Brookings, Oregon, and their form and content shall be in accordance with, and not less than, that required by the Minimum Standards for Audits of Oregon Municipal Corporations.
- 5. It is understood and agreed that the City of Brookings, Oregon is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the periods under audit and the financial condition at the end of those periods. Should such financial statements not be prepared and presented within a reasonable period of time, it is understood that Wall & Wall P.C., Certified Public Accountants shall draft such financial statements for the City of Brookings, Oregon. The cost of preparing such financial statements shall be included in the fees for conducting the audits as set forth in Paragraph 7 below.
- 6. This contract may be terminated by written mutual consent of the parties. In addition, either Party may terminate this contract by giving notice in writing to the other Party at least thirty days prior to January 1 of each year. For example, in order for the July 1, 2005 through June 30, 2006 fiscal year audit services not to be performed written termination notice would have to be given by December 2, 2005. Wall & Wall P.C., Certified Public Accountants' timely and accurate performance is of the essence of this contract.

The City, by delivering written notice of default may immediately terminate this contract, in whole or in part, if Wall & Wall P.C., Certified Public Accountants:

- (A) fails to perform the work required within the times specified or allowed under this contract; or
- (B) fails to perform any of the provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from the City does not correct such failures within ten calendar days, or such other period as the City may authorize.

Upon receiving a notice of termination, and except as otherwise directed in writing, Wall & Wall P.C., Certified Public Accountants shall immediately cease all activities related to the work.

As directed by the City of Brookings, Oregon, Wall & Wall P.C., Certified Public Accountants shall upon termination, deliver to the City all information, and other property that, if the contract had been completed, would be required to be furnished to the City. By Wall & Wall P.C., Certified Public Accountants' signature on this contract, Wall & Wall P.C., Certified Public Accountants allows the City to use said information and property for its intended use, without restriction.

The rights and remedies of the City of Brookings, Oregon, provided in the above clause are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

7. In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth, the maximum fee/cost for completing the June 30, 2004 fiscal year end audits for the City of Brookings, Oregon, is sixteen thousand, six hundred, eighty-five dollars (\$16,685.00). The City, hereby affirms that proper provisions for the payments of such fee has been and will be duly made and that the funds for the payments thereof are and will be made legally available. This maximum fee/cost shall include 30 copies of the City's Audit Reports. Wall & Wall P.C., Certified Public Accountants' fee for the professional auditing services for the City for the year ending June 30, 2004 will be calculated and paid, up to the maximum fee-cost set forth above, on the basis of actual time spent at the rates listed below. Such time shall be measured to the nearest quarter of an hour. Wall & Wall P.C., Certified Public Accountants will not charge for incidental consultations, research, advice or telephone calls. The hourly rate schedule is as follows:

	Hourly
Qualifications of Personnel	Rates
Certified Public Accountant - Senior Partner	\$ 95
Certified Public Accountant - Partner	85
Staff Accountant	65
Accounting Assistants	45
Secretarial/Clerical	20

For each subsequent contract year, rates for professional audit and other requested professional services shall be calculated on Wall & Wall P.C., Certified Public Accountants firm's regular current hourly rate schedule in effect at January 1 of each subsequent fiscal period, provided that such increase shall not be greater than the percentage increase of the Portland Consumer Price Index for the respective period, and utilizing the above fiscal 2001 rates as the base rates.

Wall & Wall P.C., Certified Public Accountants' fees for other professional services requested by the City of Brookings above and beyond the scope of regular annual audit services including, but not limited to, Government Accounting Standards Board (GASB) Statement No. 34's implementation requirements for the year ending June 30, 2004, and other advice, and consultations shall be charged at the hourly rates delineated above and are not expected to exceed two thousand eight hundred fifty dollars (\$2,850.00) for any individual fiscal year.

- 8. Wall & Wall P.C., Certified Public Accountants shall comply with all federal, state, and local laws, ordinances, and regulations applicable to this contract, including, but not limited to federal and state civil rights laws. Without in any manner limiting the applicability of the foregoing, Wall & Wall P.C., Certified Public Accountants agrees that the provisions of ORS 279.312, 279.314, 279.316 and 279.320, apply to this contract.
- 9. The parties agree that if any term or provision of the contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.
- 10. This contract constitutes the entire agreement between the parties. The terms of this contract shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument. Any such waiver, alteration, modification, supplementation or amendment, if made, shall be effective only in the specific instance and for the specific purpose given, and shall only be valid and binding if it is signed by the parties agreeing to such waiver, alteration, modification, supplementation or amendment. The failure of the City to enforce any provision of this contract shall not constitute a waiver by the City of that or any other provision. There are no understandings, agreements or representations, oral or written, regarding this contact except as specified or referenced herein. Wall & Wall P.C., Certified Public Accountants by its signature below hereby acknowledges that it has read this contract, understands it, and agrees to be bound by its terms and conditions.

Wall & Wall P.C., Certified Public Accountants	City of Brookings,
By J. Robert Wall, CPA	Ву
Title PARTNER	Title



STAFF REPORT

Date:

June 8, 2004

To:

Mayor Hagbom and City Councilors

From:

Ed Wait, Economic and Urban Development Director

Through: Leroy Blodgett, City Manager

Subject:

2004 Needs and Issues Report and Recommendations

REPORT

The Oregon Economic and Community Development Department (OECDD) are in the process of compiling the regional Needs and Issues information for all counties in the state. This information is utilized by state and federal funding agencies to assist them with working on the highest project priorities for each county and leveraging any available funds, when possible, for project support. The city has submitted our updated project lists and priorities to the State (see attached). The information from the city and all eligible entities in Curry County will be compiled, reviewed by the county, and prioritized for a final 2004 countywide list.

Staff utilized the projects previously submitted for the Needs and Issues process and our latest goal setting priorities to categorize the projects.

RECOMMENDATION

Approve the list as submitted to the state.

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

2004 Needs and Issues Inventory Local Priority List

3

]

¹ Tribe / County / City / Port / Other:

City of Brookings

]

²Date:

June 3, 2004

³Contact: Leroy Blodgett, City Mgr.

3

3

⁴**Phone:** (541) 469-2163

⁵ Priority	⁶ Notification Number	⁷ Sponsor Name Project Title	⁸ Total Project Cost	⁹ Need for Federal/State Assistance
1	5664	City of Brookings CF: Public Safety and Administration Facility	6,564,000	6,000,000
2	5660	City of Brookings CF: Swimming Pool surfacing	100,000	50,000
3	5662	City of Brookings CF: Performing Arts/Community Center	1,910,000	1,445,000
1	4097	City of Brookings IN: Water Storage	2,500,000	1,000,000
2	752	City of Brookings IN: Water System Upgrade	2,300,000	1,540,000
3	6536	City of Brookings IN: Construct High Level Water System	600,000	430,000
4	4096	City of Brookings IN: North City Infrastructure	5,750,000	2,750,000

5664

Needs & Issues Project Notification Form City of Brookings Public Safety and Administration Facility

Return to Index

Remove From Inventory

*Sponsor Category:	City				
*Sponsor Name:	City of Brookings			*City:	Brookings
Contact:	Leroy Blodgett, City Manager			*County:	CURRY
Address:	898 Elk Drive			*Zip:	97415
*Phone:	541-469- 2163 FAX: 541-469- 3650			E-mail:	lblodgett@brookings.or.us

Return to Index

Edit Sponsor Information

*Project Proponent:	Leroy Blodgett, City Mgr.	*City:	Brookings
Organization:		*County:	CURRY
Address:		*Zip:	97415
Phone:	FAX:	E-mail:	
Project Partner(s):			

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Return to Index

Edit Project Proponent Information

*Date Prepared/Updated:	06/03/2004	Notification #:	5664		
Community Facilities (CF):	Pub Safety Fac Fire/Emergency/Hazards				
Infrastructure (IN):					
Community Readiness (CR):					
*Project Title:	City of Brookings Public Safety and Administration Facility	Start Date:	03/01/2004		
Project Location City:	Brookings	County:	CURRY		
*Description of Problem	The city of Brookings is experiencing very rapid growth. A structure by Southern Oregon University indicates Curry County will grow the fastest of any county in the state through 2010. With increase in population the need for increased levels for Police, Fire, and administative functions is rendering the current facilities to maximum capacity.				
	Design and construct a new facility to meet future needs for the				

*Project Description:	community.	
*Expected Outcome:	Provide a facility to handle the problems with the Fire Departments ISO rating, provide an adequate training area for Police and Fire, provide an environment to handle all administrative functions through a once stop concept.	
*Service Area Impacted and/or Population Served:	The service area currently covered include a population of approx. 10,000 with anticipated future growth levels to exceed 15,000.	

Return to Index

Edit Project Description Information

CONSTRUCTION WORKSHEET

(for Community Facilities and Infrastructure Projects ONLY)

	Proposed Start Date:	Proposed End Date:	J 'J	Local Contribution:		Need for Federal / State Assistance:
Feasibility Study	//	//	0	0	0	0
Land Acquisition		//	0	0	0	0
Planning	11	//	0	0	0	0
Preliminary Design / Engineering	03/01/2004	05/30/2004	14,000	14,000	0	0
Final Design / Engineering	08/01/2004	03/01/2005	50,000	50,000	0	0
Construction	06/01/2005	06/01/2006	6,500,000	500,000	0	6,000,000
Equipment Acquisition	//	//	0	0	0	0
	Totals		6,564,000	564,000	0	6,000,000

Return to Index

Edit Construction Worksheet Information

ESTIMATED BUDGET

*TOTAL PROJECT COST:		6	5,564,000
LOCAL (CONTRIBUTION	1	
	564,000	Source:	City of Brookings
	0	Source:	
	0	Source:	
TOTAL LOCAL CONTRIBUTION:	564,000		
ADDIT	IONAL FUNDS		

TOTAL ADDITIONAL NEED FOR STATE / I	L FUNDS: FEDERAL ASSISTANCE:		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Source: Source: Source: Source: Source: Source: Source: G,000,000 dget Information	
	ADDITIONAL (OUESTIONS	Pritoria	ennenn berede (Car Ostoben 195	
	cept included on any local of isdiction or Organization A	or regional plan?			
Capital Improvement P	lan (CIP)	City of Brookings - 20	002		
Regional Investment Pl					
(CEDS)	nic Development Strategy				
Transportation System		l			
(ENTER Name of Plan AN (You may list multiple plan			<u>n)</u>		
Brookings City Council	Goals – 2002-03, 2003-2004		····		
		This project concept is local plan.	s not in	cluded on any	
	cept (a) included within or sive Plan as recognized by t Yes	he Department of Lar			
*3. Does this project	concept address any compli	iance issue(s)?			
As identified by: No		Oregon Health Division (for Safe Drinking Water)			
No	Department of Environmental Quality (for Waste Water)				
No	Environmental Protection A				
No	Tribal Environmental Qual				
No No	Other state or federal agency. You		separate	d by commas.)	
True	This project does not addre	ss any compliance issu	es.		

*4. Has any other state or federal agence Community Development Department, b	cy, in addition to the Oregon Economic and been notified about this project concept?
	Yes
If Yes Please list agency(ies):	
Senators Smith and Wydens offices as the	city's number one priority for 2004-2005.
*5. Has this project concept been subm "Multi-Region" if this is a Multi-Region	itted to any Regional Investment Board? (Choose project concept.)
No	
Return to Index	Edit Additional Questions

5660

Needs & Issues Project Notification Form City of Brookings Swimming Pool Surfacing

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CE: 2002 = 40 mm

Return to Index

Remove From Inventory

*Sponsor Category:	City				
*Sponsor Name:	City of Brookings *City: Brookings				Brookings
Contact:	Leroy Blodgett, City Manager *Cour			*County:	CURRY
Address:	898 Elk Drive			*Zip:	97415
*Phone:	541 460			lblodgett@brookings.or.us	

Return to Index

Edit Sponsor Information

*Project Proponent:	Leroy Blodgett, City Mgr.	*City:	Brookings		
Organization:		*County:	CURRY		
Address:		*Zip:	97415		
Phone:	FAX:	E-mail:			
Project Partner(s):	Brookings Park Commission; Brookings Swim All Year (SAY) Committee				

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Return to Index

Edit Project Proponent Information

*Date Prepared/Updated:	06/02/2004	Notification #:	5660	
Community Facilities (CF):				
Infrastructure (IN):				
Community Readiness (CR):	Plan/ResOTHER			
*Project Title:	City of Brookings Swimming Pool Surfacing	Start Date:	07/01/2004	
Project Location City:	Brookings	County:	CURRY	
"Description of Problem	Problem The citizens of Brookings have reuested the existing swimm pool remain operational. The pool is in need of resurfacing textend its operational abilities for an extended period of times.			
	The pool will be resurfaced and			
	The expectation is to have a pool that is open to the public for our summer recreation programs.			
	Population of the City is 5680.	The actual area of	impact includes	

*Service Area Impacted approximately 15,000. and/or Population Served: Return to Index **Edit Project Description Information**

CONSTRUCTION WORKSHEET

(for Community Facilities and Infrastructure Projects ONLY)

	Proposed Start Date:	Proposed End Date:	Project Cost:	Local Contribution:	Additional Funds:	Need for Federal / State Assistance:
Feasibility Study	//	//	0	0	0	0
Land Acquisition	//	//	0	0	0	0
Planning	//	//	0	0	0	0
Preliminary Design / Engineering	//	//	0	0	0	0
Final Design / Engineering	//	//	0	0	0	0
Construction	08/01/1904	10/01/1904	100,000	50,000	0	50,000
Equipment Acquisition		//	0	0	0	0
	Totals		100,000	50,000	0	50,000

Return to Index

Edit Construction Worksheet Information

ESTIMATED BUDGET

*TOTAL PROJECT COST:	100	0,000					
LOCAL CONTRIBUTION .							
	City	of Brookings					
	0	Source:					
	0	Source:					
TOTAL LOCAL CONTRIBUTION:	50,000						
ADDITIO	ONAL FUNDS						
			0	Source:			
			0	Source:			
			0	Source:			
			0	Source:			
			0	Source:			
		,	0	Source:			

	037.4							
TOTAL ADDITI		FUNDS: FEDERAL ASSISTANCE:		<u>0</u>				
	7 <i>L</i> /1	EDERAL ASSISTANCE:		50,000				
Return to Index			elik saketal tari seren	Edit Budget Information				
atterioridados de estado traca de escado do de desperante	ADDITIONAL QUESTIONS							
*1. Is this project (ENTER Name o	*1. Is this project concept included on any local or regional plan? (ENTER Name of Jurisdiction or Organization AND Year of Plan)							
Capital Improvem	ent Pl	an (CIP)	City of Brookings - 2	002				
Regional Investme	ent Pla	an (RIP)						
Comprehensive E (CEDS)	conom	nic Development Strategy						
Transportation Sy	stem/	Corridor Plan						
(ENTER Name of Pl	an AN	y action or strategic plan D Name of Jurisdiction or Orga s separated by commas.)	nization AND Year of Pla	<u>n)</u>				
City of Brookings	Parks	& Recreation Master Plan -	2002; City Council G	oals – 2002-03				
			This project concept i local plan.	s not included on any				
*2. Is this project Land Use Compression Development?	et con ehens	cept (a) included within or ive Plan as recognized by t	(b) consistent with and the Department of La	nd conservation and				
		1 05						
*3. Does this pro	oject c	concept address any compli	ance issue(s)?					
As identified by:	No	Oregon Health Division (fo	r Safe Drinking Wate	er)				
	No	Department of Environmen	tal Quality (for Waste	Water)				
	No	Environmental Protection A	Agency					
	No	Tribal Environmental Quali	ity					
	No	Other state or federal agence (ENTER Name of agency. You	y may list multiple agencies	separated by commas.)				
	True	This project does not addres	ss any compliance issu	es.				
*4. Has any other state or federal agency, in addition to the Oregon Economic and Community Development Department, been notified about this project concept?								
		No No						
If Yes <i>Please list a</i>	igency							

*5. Has this project concept been submitted to any Regional Investment Board? (Choose "Multi-Region" if this is a Multi-Region project concept.)

No

Return to Index

Edit Additional Questions

* = Required Field

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5602

Needs & Issues Project Notification Form City of Brookings Performing Arts/Community Center

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Return to Index

Remove From Inventory

*Sponsor Category:	City				
*Sponsor Name:	City of Broo	kings		*City:	Brookings
Contact:	Leroy Blodgett, City Manager			*County:	CURRY
Address:		898 Elk Drive			97415
*Phone:	541-469- 2163	FAX:	541-469- 3650	E-mail:	lblodgett@brookings.or.us

Return to Index

Edit Sponsor Information

*Project Proponent:	Leroy Blodgett, City Mgr.	*City:	Brookings
Organization:		*County:	CURRY
Address:		*Zip:	97415
Phone:	FAX:	E-mail:	
Project Partner(s):			

REPARTURE FARMENT CONTROL FOR A VIEW OF THE CONTROL OF THE SECOND OF THE CONTROL

Return to Index

Edit Project Proponent Information

*Date Prepared/Updated:	06/03/2004	Notification #:	5662		
Community Facilities (CF):	Other Pub FacsCombined				
Infrastructure (IN):					
Community Readiness (CR):					
*Project Title:	City of Brookings Performing Arts/Community Center	Start Date:	12/01/2004		
Project Location City:	Brookings	County:	CURRY		
*Description of Problem to Be Addressed:	Brookings is a community of approximately 15,000 that has no center for community events or performing arts. There is need in the community for cultural and community events				
*Project Description:	The finished project will have an area for performing arts, events meetings and activities				
	The expectation is to have a plan f pool facility in the community to p	or a new covered provide recreation	l swimming n and lessons.		

and/or Population Served: approximately 15,000.

*Service Area Impacted Population of the City is 5680. The actual area of impact includes

Return to Index

Edit Project Description Information

CONSTRUCTION WORKSHEET

(for Community Facilities and Infrastructure Projects ONLY)

	Proposed Start Date:	Proposed End Date:	Project Cost:	Local Contribution:	Additional Funds:	Need for Federal / State Assistance:
Feasibility Study	//	<i> </i>	0	0	0	0
Land Acquisition	02/01/2005	06/01/2005	350,000	350,000	0	0
Planning	//	//	0	0	0	0
Preliminary Design / Engineering	04/01/2005	05/01/2005	10,000	5,000	0	5,000
Final Design / Engineering	08/01/2005	04/01/2006	50,000	10,000	0	40,000
Construction	06/01/2006	03/01/2007	1,500,000	100,000	0	1,400,000
Equipment Acquisition		//	0	0	0	0
	Totals		1,910,000	465,000	0	1,445,000

Return to Index

Edit Construction Worksheet Information

THE CONTROL OF THE PROPERTY OF ESTIMATED BUDGET

*TOTAL PROJECT COST:			,910,	000
	CONTRIBUTION	V		
365,000 Source: C				of Brookings
	0	Source:		
	0	Source:		
TOTAL LOCAL CONTRIBUTION:	365,000			
ADDIT	IONAL FUNDS			
			0	Source:
		[0	Source:
		[0	Source:
			0	Source:
		ſ	0	Source:

				Sauman			
TOTAL ADDITION	ONAL	FIINDS:		0 Source:			
		FEDERAL ASSISTANCE:		1,545,000			
Return to Index	=		1	Edit Budget Information			
RELOGIS DELLA MANAGERIA SARA L'AVO.							
		ADDITIONAL (QUESTIONS				
		cept included on any local of sdiction or Organization A					
Capital Improvement	ent Pla	an (CIP)	City of Brookings	s - 2002			
Regional Investme							
Comprehensive Ed (CEDS)	onom	nic Development Strategy					
Transportation Sys	Transportation System / Corridor Plan						
(ENTER Name of Plant (You may list multip	an ANI le plans	ty action or strategic plan D Name of Jurisdiction or Organ s separated by commas.)					
City of Brookings	Parks	& Recreation Master Plan -					
			This project concellocal plan.	ept is not included on any			
		cept (a) included within or ive Plan as recognized by t	the Department of				
		1 65	,				
*3. Does this pro	ject c	concept address any compli	iance issue(s)?				
As identified by:		Oregon Health Division (fo					
		Department of Environmen		aste Water)			
		Environmental Protection A					
	No	Tribal Environmental Quali					
	No	Other state or federal agence (ENTER Name of agency. You		ncies separated by commas.)			
	T-10	lon · · · · · · · · · · · · · · · · · · ·					
	1 rue	This project does not addre	ss any comphance	issues.			
		te or federal agency, in add ent Department, been notif					
		No					
If Yes Please list a	igency	(ies):					

*5. Has this project concept been subn "Multi-Region" if this is a Multi-Region	nitted to any Regional Investment Board? (Choose project concept.)
No	
Return to Index	Edit Additional Questions

* = Required Field

IN: 2004 で #! provits

Needs & Issues Project Notification Form City of Brookings Water Storage

Return to Index

Remove From Inventory

*Sponsor Category:	City						
*Sponsor Name:	City of Broo	kings		*City:	Brookings		
Contact:	Leroy Blodgett, City Manager			*County:	CURRY		
Address:	898 Elk Drive			*Zip:	97415		
*Phone:	541-469- 2163 FAX: 541-469- 3650			E-mail:	lblodgett@brookings.or.us		

Return to Index

Edit Sponsor Information

*Project Proponent:	Leroy Blodgett, City Manager	*City:	Brookings
Organization:		*County:	CURRY
Address:		*Zip:	97415
Phone:	FAX:	E-mail:	
Project Partner(s):			

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Return to Index

Edit Project Proponent Information

*Date Prepared/Updated:	06/02/2004 Notification #		4097			
Community Facilities (CF):						
Infrastructure (IN):	Pub UtilWater					
Community Readiness (CR):						
*Project Title:	City of Brookings Water Storage	Start Date:	03/01/2005			
Project Location City:	Brookings	County:	CURRY			
"Description of Problem to Be Addressed:	The City has inadequate water storage for fire protection for expected growth in the communuty. During times of high water use and low river flow the City must limit water withdrawal from the river. Additional storage is necessary to assure adequate supply during these periods.					
*Project Description:	The project is to add two million gallons of treated water to the existing storage capacity.					
[The project provides adequa	te water storage for	fire protection			

*Expected Outcome: and domestic use. *Service Area Impacted Population of the City is 5,680. The actual area of impact and/or Population Served: includes approximately 7,000.

Return to Index

Edit Project Description Information

NACON PROPERTY AND THE PROPERTY OF THE PROPERT **CONSTRUCTION WORKSHEET**

(for Community Facilities and Infrastructure Projects ONLY)

	Proposed Start Date:	Proposed End Date:	Project Cost:	Local Contribution:	I A AAITIAN 2 I	Need for Federal / State Assistance:
Feasibility Study	//	//	0	0	0	0
Land Acquisition	1//	//	0	0	0	0
Planning	//	//	0	0	0	0
Preliminary Design / Engineering	07/01/2004	08/01/2004	10,000	10,000	0	0
Final Design / Engineering	08/01/2004	02/01/2005	290,000	290,000	0	0
Construction	03/01/2005	08/01/2005	2,200,000	200,000	0	2,000,000
Equipment Acquisition		//	0	0	0	0
	Totals		2,500,000	500,000	0	2,000,000

Return to Index

Edit Construction Worksheet Information

ESTIMATED BUDGET

*TOTAL PROJECT COST:								
LOCAL (LOCAL CONTRIBUTION							
1,000,000			Source: City of Brookings					
	0	Source:						
	0	Source:						
TOTAL LOCAL CONTRIBUTION:	1,000,000							
ADDIT	IONAL FUNDS							
			0	Source:				
		[0	Source:				
			0	Source:				
		ſ						

		0 Source:						
		0 Source:						
		0 Source:						
TOTAL ADDITION	ONAL FUNDS:	0						
NEED FOR STA	TE / FEDERAL ASSISTANCE:	1,000,000						
Return to Index		Edit Budget Information						
	ADDITIONAL (OUESTIONS						
	t concept included on any local of Jurisdiction or Organization A	or regional plan?						
Capital Improvem	ent Plan (CIP)	City of Brookings						
Regional Investme	ent Plan (RIP)							
Comprehensive Ed (CEDS)	conomic Development Strategy							
Transportation Sys	stem / Corridor Plan							
	munity action or strategic plan							
	an AND Name of Jurisdiction or Orga le plans separated by commas.)	aization AND Year of Plan)						
		System Development Charges 2004						
	<u> </u>	This project concept is not included on any local plan.						
		(b) consistent with an acknowledge local he Department of Land conservation and						
*3. Does this project concept address any compliance issue(s)?								
As identified by:	Yes Oregon Health Division (for	r Safe Drinking Water)						
	No Department of Environmental Quality (for Waste Water)							
	No Environmental Protection Agency							
	No Tribal Environmental Quali	No Tribal Environmental Quality						
	No Other state or federal agency. You	y may list multiple agencies separated by commas.)						
Í	I I							

*4. Has any other state or federal agency, in addition to the Oregon Economic and Community Development Department, been notified about this project concept?

This project does not address any compliance issues.

Yes If Yes Please list agency(ies): Senators Smith and Wyden offices as the number two project of importance for the City in 2004. *5. Has this project concept been submitted to any Regional Investment Board? (Choose "Multi-Region" if this is a Multi-Region project concept.) Coos-Curry-Douglas **Edit Additional Questions** Return to Index

* = Required Field

IN! 2002年 #2 37-7-7-1

Needs & Issues Project Notification Form City of Brookings Water System Upgrade

Return to Index

Remove From Inventory

*Sponsor Category:	City						
*Sponsor Name:	City of Broo	kings		*City:	Brookings		
Contact:	Leroy Blodg	ett, Cit	y Manager	*County:	CURRY		
Address:	898 Elk Driv	/e		*Zip:	97415		
*Phone:	541-469- 2163 FAX: 541-469- 3650			E-mail:	lblodgett@brookings.or.us		

Return to Index

Edit Sponsor Information

*Project Proponent:	Leroy Blodgett, C	ity Manag	*City:	Brookings	
Organization:			*County:	CURRY	
Address:	898 Elk Drive		*Zip:	97415	
Phone:	541-469-2163 FAX: 541-469-3650		E-mail:		
Project Partner(s):					

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Return to Index

Edit Project Proponent Information

Date Frequence opunted.	06/02/2004	Notification #:	752		
Community Facilities (CF):					
Infrastructure (IN):	Pub UtilWater				
Community Readiness (CR):					
*Project Title:	City of Brookings Water System Upgrade	Start Date:	01/01/2005		
Project Location City:	Brookings	County:	CURRY		
"Description of Problem to Be Addressed:	The City's water intake pipe and pumps for the City are undersized to provide adequate water for the current population during periods high water use. Growth in the community is dependent upon adequate water supply and may be limited if the system is not upgraded.				
*Project Description:	The project includes replacing the existing water intake and pumps with larger pipe and pumps. The upgrade will nearly double the existing capacity of the system.				

*Expected Outcome:	It is expected that the upgrade of the water system will provide safe and adequate water supply for the future growth of the community.
*Service Area Impacted and/or Population Served:	Population of the City is 5,680. The actual area of impact includes approximately 7,000.
Poturn to Indov	Edit Project Description Information

Edit Project Description Information

CONSTRUCTION WORKSHEET

(for Community Facilities and Infrastructure Projects ONLY)

	Proposed Start Date:	Proposed End Date:	Project Cost:	Local Contribution:	Additional Funds:	Need for Federal / State Assistance:
Feasibility Study	//	//	0	0	0	0
Land Acquisition	1/ /	<i> </i>	0	0	0	0
Planning	//	11	0	0	0	0
Preliminary Design / Engineering	07/01/2005	08/01/2005	10,000	10,000	0	0
Final Design / Engineering	08/01/2005	02/01/2006	250,000	250,000	0	0
Construction	03/01/2006	08/01/2006	2,040,000	500,000	0	1,540,000
Equipment Acquisition	//	//	0	0	0	0
	Totals		2,300,000	760,000	0	1,540,000

Return to Index

Edit Construction Worksheet Information

ESTIMATED BUDGET

*TOTAL PROJECT COST: 2,300,000			,000				
LOCAL CONTRIBUTION							
	760,000	Source:	City of Brookings				
	0	Source:					
	0	Source:					
TOTAL LOCAL CONTRIBUTION:	760,000						
ADDITIONAL FUNDS							
			0	Source:			
			0	Source:			
		Ī					

				0	Source:		
				0	Source:		
				0	Source:		
				0	Source:		
TOTAL ADDITION	ONAL	FUNDS:		0			
NEED FOR STATE / FEDERAL ASSISTANCE: 1,54							
Return to Index			(Edit B	udget Information		
	MCDA	ADDITIONAL	QUESTIONS		ne sis eres ser o curso es alco.		
		cept included on any local osdiction or Organization A					
Capital Improvem	ent Pl	an (CIP)	City of Brookings				
Regional Investme	nt Pla	ın (RIP)					
Comprehensive Ed (CEDS)	conom	ic Development Strategy					
Transportation Sys	stem /	Corridor Plan					
(ENTER Name of Pl	an AN	y action or strategic plan D Name of Jurisdiction or Orga s separated by commas.)	nization AND Year of	Plan)			
City of Brookings	Wate	r Master Plan					
	This project concept is not included on any local plan.						
*2. Is this project Land Use Compre Development?	et con ehens	cept (a) included within or ive Plan as recognized by t	(b) consistent with the Department of	an ackn Land coi	owledge local aservation and		
		Yes	S				
*3. Does this pro	oject o	concept address any compl	iance issue(s)?				
As identified by:	Yes	Oregon Health Division (fo	or Safe Drinking W	Vater)			
	No	Department of Environmer	ntal Quality <i>(for Wa</i>	ste Water	•)		
	No	Environmental Protection					
	No	Tribal Environmental Qual					
	No	Other state or federal agency. You		cies separa	ted by commas.)		
	True	This project does not addre	ess any compliance i	iccuec			
	Line	Trus broleet does not addre	ss any compitance	issues.			
*4. Has any other	er stat	e or federal agency, in add	lition to the Orego	n Econon	nic and		

Community Development Department, b	een notified about this project concept?				
	No				
If Yes Please list agency(ies):					
*5. Has this project concept been submitted to any Regional Investment Board? (Choose "Multi-Region" if this is a Multi-Region project concept.)					
-					
-					

^{* =} Required Field

Needs & Issues Project Notification Form Construct High Level Water System Return to Index Remove From Inventory							
Return to Index	Remove From Inventory						

*Sponsor Category:	City					
*Sponsor Name:	City of Brookings			*City:	Brookings	
Contact:	Leroy Blodgett, City Manager			*County:	CURRY	
Address:	898 Elk Drive			*Zip:	97415	
*Phone:	541-469- 2163 FAX: 541-469- 3650			E-mail:	lblodgett@brookings.or.us	

Return to Index **Edit Sponsor Information**

	nder an de er Elender felher Acharstelet er ein wellend		II di Larian de II.
*Project Proponent:	Leroy Blodgett, City Mgr.	*City:	Brookings
Organization:		*County:	CURRY
Address:		*Zip:	97415
Phone:	FAX:	E-mail:	
Project Partner(s):			

PRINCES LABOR DE UN STRUMPER DE SELECTION DE CONTRESE DE LE LA LABOR DE LABOR DE LABOR DE LA LABOR DE LA LABOR DE LA LABOR DE LA LABOR DE LABOR

Return to Index

Edit Project Proponent Information

*Date Prepared/Updated	: 06/03/2004	06/03/2004 Notification #:		
Community Facilities (CF)	:			
Infrastructure (IN)	:			
Community Readiness (CR)	:			
*Project Title	Construct High Level Water System	Start Date:	08/01/2004	
Project Location City	: Brookings	County:	CURRY	
*Description of Problem to Be Addressed	The northern UGB is developing very quickly and future development will require additional water capacity to meet these challenges. The Parkview area will require this capacity with a high level system in accordance with our proposed master plan.			
*Project Description	Directional boring of water system through difficult parts through Ranson Creek to provide an additional high level supply for development in the area.			
	The area around Parkview wi	ll be developed to it	s full potential	

*Expected Outcome	and adequate fire protection and water supply will be available for the population affected in this area.
	City of Brookings Population 5,680
Return to Index	Edit Project Description Information

ELDAVISTA BETABLES TELESTA BETABLES DE LA CALIFORNIO. NO CONTRATOR DE SANCIER EL SANCIER EL SANCIER EL SANCIER **CONSTRUCTION WORKSHEET**

(for Community Facilities and Infrastructure Projects ONLY)

	Proposed Start Date:	Proposed End Date:	,, ,	Local Contribution:	Additional Funds:	Need for Federal / State Assistance:
Feasibility Study	//	11	0	0	0	0
Land Acquisition	17 /	11	0	0	0	0
Planning	//	11	0	0	0	0
Preliminary Design / Engineering	10/01/2003	02/01/2004	5,000	5,000	0	0
Final Design / Engineering	10/01/2004	04/01/2005	50,000	15,000	0	35,000
Construction	06/01/2004	11/01/2004	545,000	150,000	0	395,000
Equipment Acquisition		//	0	0	0	0
	Totals		600,000	170,000	0	430,000

Return to Index **Edit Construction Worksheet Information**

ESTIMATED BUDGET

*TOTAL PROJECT COST:			160	0.000
	Jour	0,000		
LOCAL	CONTRIBUTION	<u>N</u>		
	170,000	Source:	City	of Brookings
	0	Source:		
	0	Source:		
TOTAL LOCAL CONTRIBUTION:	170,000	·	_	
ADDIT	TIONAL FUNDS			
1			0	Source:
			0	Source:
1			0	Source:
		Γ	0	Source:

			0 Source:
			0 Source:
TOTAL ADDITIONAL			0
NEED FOR STATE /	FEDERAL ASSISTANCE:		430,000
Return to Index			Edit Budget Information
RELIGIELT FERRE RELEGIERE FOR DE VERF	ADDITIONAL (QUESTIONS	
	cept included on any local o		
Capital Improvement P	lan (CIP)		
Regional Investment Pl	an (RIP)		
Comprehensive Econor (CEDS)	nic Development Strategy		
Transportation System	/ Corridor Plan		
	ity action or strategic plan ND Name of Jurisdiction or Organ ns separated by commas.)	nization AND Year of Pla	n)
Water Master Plan			
		This project concept i local plan.	s not included on any
	ncept (a) included within or		
Development?	sive Plan as recognized by t	ne Department of Lai	id conservation and
	sive Plan as recognized by t	ne Department of Lai	id conservation and
Development?			id conservation and
*3. Does this project	Yes	ance issue(s)?	
*3. Does this project As identified by: Yes	Yes concept address any compli	ance issue(s)? · Safe Drinking Wate	r)
*3. Does this project As identified by: Yes No	Yes concept address any compli Oregon Health Division (for	ance issue(s)? · Safe Drinking Wate al Quality (for Waste)	r)
*3. Does this project As identified by: Yes No No	Yes concept address any compli Oregon Health Division (for Department of Environment	ance issue(s)? Safe Drinking Wate al Quality (for Waste) gency	r)
*3. Does this project As identified by: Yes No No	Yes concept address any compliance Oregon Health Division (for Department of Environment Environmental Protection A Tribal Environmental Quality	ance issue(s)? Safe Drinking Wate al Quality (for Waste) gency	r) Water)
*3. Does this project As identified by: Yes No No	Yes concept address any compliance Oregon Health Division (for Department of Environment Environmental Protection A Tribal Environmental Quality Other state or federal agency	ance issue(s)? Safe Drinking Wate al Quality (for Waste) gency y nay list multiple agencies:	r) Water) separated by commas.)
*3. Does this project As identified by: No No No No No No No No No N	Yes concept address any compliance Oregon Health Division (for Department of Environment Environmental Protection A Tribal Environmental Quality Other state or federal agency (ENTER Name of agency. You in the state of agency. You in the state of agency.	ance issue(s)? Safe Drinking Wate al Quality (for Waste) gency y nay list multiple agencies s any compliance issue ition to the Oregon E	r) Water) separated by commas.) es.

If Yes Please list agency(ies):	
*5. Has this project concept been subn "Multi-Region" if this is a Multi-Region	nitted to any Regional Investment Board? (Choose project concept.)
No	
Return to Index	Edit Additional Questions

* = Required Field

INC 2002 - # 4 Walls

Needs & Issues Project Notification Form North City Infrastructure

Return to Index

Remove From Inventory

*Sponsor Category:	City					
*Sponsor Name:	City of Brookings			*City:	Brookings	
Contact:	Leroy Blodgett, City Manager			*County:	CURRY	
Address:	898 Elk Drive			*Zip:	97415	
*Phone:	541-469- 2163 FAX: 541-469- 3650			E-mail:	lblodgett@brookings.or.us	

Return to Index

Edit Sponsor Information

	ROCA VIII. PORE II NGET PROAT, AUGE ROURIESONE REISONERS		LNATE CATALOGRAPHO
*Project Proponent:	Leroy Blodgett, City Manager	*City:	Brookings
Organization:		*County:	CURRY
Address:		*Zip:	97415
Phone:	FAX:	E-mail:	
Project Partner(s):			

Return to Index

Edit Project Proponent Information

*Date Prepared/Updated	06/02/2004	2/2004 Notification #: 4096			
Community Facilities (CF)					
Infrastructure (IN)	Multi Combined Infra				
Community Readiness (CR)					
*Project Title	North City Infrastructure	Start Date:	07/01/2004		
Project Location City	Brookings	County:	CURRY		
*Description of Problem to Be Addressed	There is approximately 500 acres at the north side of the City that currently not served with water or sewer. Water and sewer lines must be extended to provide for development of a new college campus, commercial development and residential use.				
*Project Description	The project includes construction of approximately 5,000 feet of sewer and water line to serve the entire northern UGB for the City of Brookings. The new service will provide additional capacity for industry, commercial, education and residential use.				

*Expected Outcome:	The project will provide the capacity for future development for the population for industrial, commercial, education, and residential use. The introduction of the infrastructure will create jobs in construction, for suppliers, for industry, and the serviuce sector. All key components for the sustained economy of the area.
*Service Area Impacted and/or Population Served:	City of Brookings current population is 5,680. At buildout the population included in the Northern sector will increase to apprx. 3,000.
Return to Index	Edit Project Description Information

CONSTRUCTION WORKSHEET

(for Community Facilities and Infrastructure Projects ONLY)

		Proposed End Date:	Project Cost:	Local Contribution:	Additional Funds:	Need for Federal / State Assistance:
Feasibility Study	11	//	. 0	0	0	0
Land Acquisition	11//	<i> </i>	0	0	0	0
Planning	//	//	0	0	0	0
Preliminary Design / Engineering	//	//	0	0	0	0
Final Design / Engineering	07/01/2004	01/01/2005	250,000	0	0	250,000
Construction	03/01/2005	06/01/2005	5,500,000	0	0	5,500,000
Equipment Acquisition		//	0	0	0	0
	Totals		5,750,000	0	0	5,750,000

Return to Index

Edit Construction Worksheet Information

ESTIMATED BUDGET

*TOTAL PROJECT COST:		5	5,750,000			
LOCAL (CONTRIBUTION	I				
	500,000	Source:	City of Brookings			
	0	Source:				
	0	Source:				
TOTAL LOCAL CONTRIBUTION:	500,000					
ADDITIONAL FUNDS						
<u></u>						

16							
				2,500,000	Source:	Borax Corporation	
				0	Source:		
				0	Source:		
				0	Source:		
				0	Source:		
				0	Source:		
TOTAL ADDITION	ONAL	L FUNDS:	2	2,500,000			
NEED FOR STA	TE/	FEDERAL ASSISTAN	CE:			2,750,000	
Return to Index						Edit Budget Information	
	warigh.	AND THE PROPERTY OF THE PROPERTY OF THE			BELIALISTES		
		ADDITION	AL (QUESTI	ONS		
*1. Is this projec	ct con	cept included on any lo	ocal o	r regional	plan?		
(ENTER Name o	f Jur	sdiction or Organizati	on A	ND Year o	f Plan)		
Capital Improvem	ent P	lan (CIP)					
Regional Investme	ent Pl	an (RIP)					
Comprehensive E (CEDS)	conon	nic Development Strateg	gy				
Transportation System / Corridor Plan							
Other general community action or strategic plan							
(ENTER Name of Plan AND Name of Jurisdiction or Organization AND Year of Plan)							
(You may list multiple plans separated by commas.) City of Brookings Comprehensive Plan							
<u> </u>				This proje	ct concept i	s not included on any	
				local plan.			
*2 Is this project	ot oon	cont (a) included within		(h)	4!41		
Land Use Compr	et con ehens	cept (a) included withi ive Plan as recognized	д or bv tl	(D) CONSIST 1e Denartr	ent with an nent of Lai	acknowledge local	
Development?		in a programme	J (1	io Dopui di		id conservation and	
			Yes				
*3. Does this pro	oject (concept address any co	mpli	ance issue((s)?		
As identified by:	Yes	Oregon Health Division	ı (for	Safe Drin	king Wate	r)	
		Department of Environ					
		Environmental Protection					
		Tribal Environmental C					
	No	Other state or federal ag					
		(ENTER Name of agency.	You n	iay list multij	ple agencies s	eparated by commas.)	
	This project does not address any compliance issues.						

*4. Has any other state or federal agency, Community Development Department, bee	in addition to the Oregon Economic and en notified about this project concept?				
	No				
If Yes Please list agency(ies):					
*5. Has this project concept been submitted to any Regional Investment Board? (Choose "Multi-Region" if this is a Multi-Region project concept.)					
No					
Return to Index	Edit Additional Questions				

* = Required Field

Curry County Juvenile Department

Roger C. Langlie, Director



May 28, 2004

Mr. Leroy Blodgett Brookings City Manager 898 Elk Drive Brookings, OR 97415

Dear Mr. Blodgett:

We respectfully request that the City of Brookings waive to Curry County the amount of \$1500 allotted to the City of Brookings through the Juvenile Accountability Block Grants Program. The Criminal Justice Services Division of the Department of State Police is the state-administering agency for the Juvenile Accountability Block Grant. Cities receiving small awards or cities that would prefer not to utilize their allocation directly may request those funds be waived or awarded to and expanded by another larger or contiguous local jurisdiction. Jurisdictions wishing to exercise this option must submit a formal letter to the Criminal Justice Services Division, signed by the appropriate authorizing official, stating the desired course of action to be taken with the allocation.

As per last year, our collaborative efforts will enable the Juvenile Department to utilize these funds for detention purposes. This partially satisfies an unmet need identified in the High-Risk Juvenile Crime Prevention Partnership Plan.

Enclosed you will find a suggested letter to Criminal Justice Services Division, which when signed by the appropriate authorized official, would waive the funds to our jurisdiction. Please forward the letter on your letterhead to my office as soon as possible. The due date for the grant application is June 25, 2004. Your letter will be included in the application.

Thank you very much for your time and cooperation.

Sincerely

Roger C. Langlie, Director

Curry County Juvenile Department

RCL/ph Enclosure Department of State Police Criminal Justice Services Division State of Oregon 400 Public Service Building Salem, OR 97310

RE: Juvenile Accountability Incentive Block Grant Program

Dear Sirs:

This jurisdiction waives to Curry County the JAIBG allocated funds to the City of Brookings in the amount of \$1500. We are in agreement with the strategies developed in the High-Risk Juvenile Crime Prevention planning process. We expect to pool our monies for purposes consistent with this plan and implement a program consistent with the unmet needs identified in the High-Risk Juvenile Crime Prevention Partnership Plan. We are aware that as a result of this collaborative effort, cities with less than \$2,500 allocation will have their ward increased to \$2,500.

Respectfully,

City of Brookings – Administrative Office 898 Elk Drive Brookings, OR 97415 (541) 469-2163, ext. 204 Fax: 469-3650 lindab@brookings.or.us www.brookings.or.us



Memo

To:

Mayor, Councilors

From:

Leroy Blodgett, City Manager

Date:

June 9, 2004

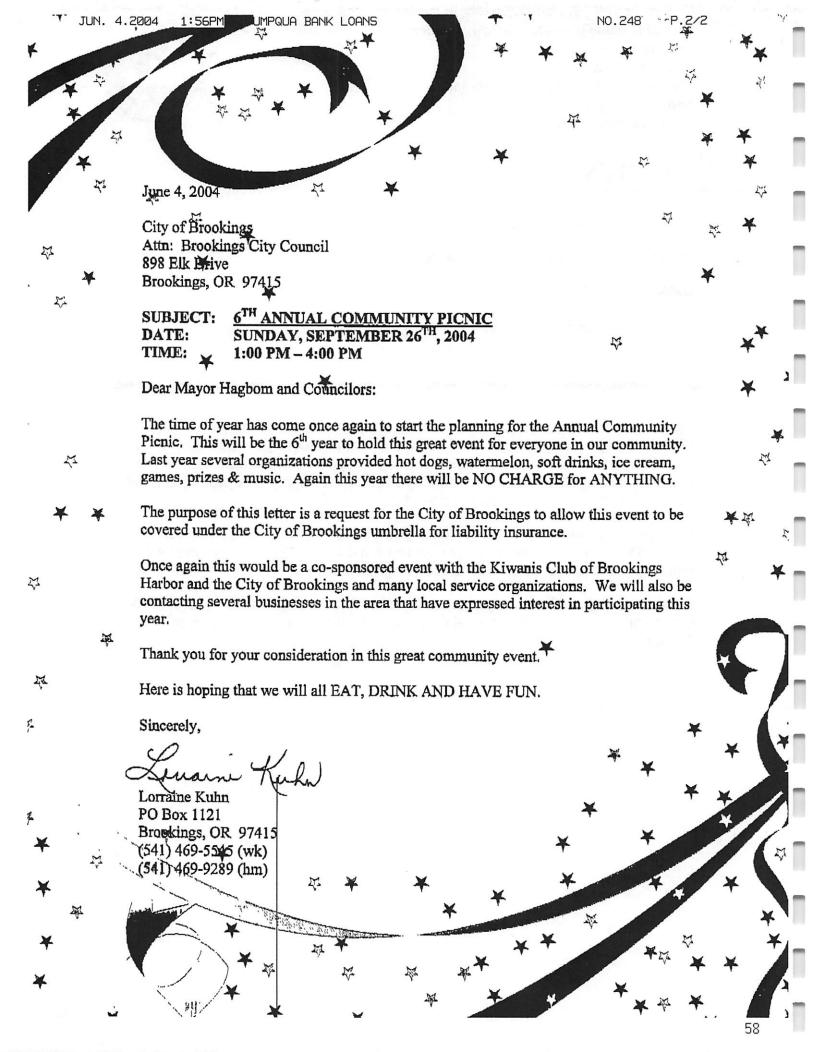
Re:

Community Picnic

Again this year we have been asked to be a co-sponsor of the Community Picnic. Sharing the sponsorship would be the Kiwanis Club of Brookings Harbor and many local service organizations and businesses. By co-sponsoring the picnic, the event would be held under the banner of the City's liability insurance. This year's picnic will be held Sunday, September 26, between 1:00 and 4:00 p.m.

Each year the event has grown and during this, the 6th annual picnic, organizers Lorraine Kuhn and Pat Oar have arranged for hot dogs, watermelon, soft drinks, ice cream, games, prizes, music and best of all, great weather!

Recommendation: To be a co-sponsor with the Kiwanis Club and other community service organizations for the annual Community Picnic to be held September 26 in Azalea Park.





MCP and and RockPartic upo to my Pongliffe Agricultural Royal Co.

PARK USE APPLICATION FORM

The City of Brookings programs, service and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

FOR CITY PER	SONNEL USE OF Received:	U. 2-04
Forwarded to:		24 to 2 Cours. Dev/PubWits
*-rrt-abifehadi en-	Date Sent 530	o/ to Chief of Police
	Date Shots	- 02/ to p-Fire Chief
	Date State	to a Ec. & Urban Dev Dept
		of to of Finance Dept
· ·	Date Sent:	to City Manager
APPROVALO	VBACKSIDE: Ple	ase consider any applicable City
ordinance requir	greents; Make notat	ions, sign & date: PC's to fallow
क्षीव्य प्रीतको स्कूपाल		, -

SPECIFIC PARK/LOCATION: (Circle One)	SPECIFIC ACTIVITY A	REANEEDED: (Circle one or ma	ore)
Azalea Park Bud Cross Park	Gazcho Bandshell/Stage	Kidtown Picnic-Area Concess	ion Stand
Chetco Point Park Stout Park	Lawn-ONLY/Area:	Little League Fle	eld(s)
Easy Manor Park Other:	Soffball/Soccer Field(s)	Tennis Courts Other:	
Event Date(s): 9/26/04 Tir	ne: F rom - 1:00	am/pm To- 4:00a	m/piii
Approximate Number expected to attend event (each day):300 - 400 People	,	
Nature of Event COMMUNITY PICNIC			
Name of Organization: BROOKINGS HARBOR KIW	ANIS		
Connect Person: LORRAINE KUHN Date	of Birth: 6-24-46	DrLic#&State: 2123823	
Mailing Address: PO Box 1121, Brookings,	OR 97415	Phone: 469-5545	ay/Night
ANSWER YES OR NO TO ALL QUESTIONS (Circle of Is this event free to the public?	Ma - 16 centrus fine	required/need City Reserve Police (THE CONTROL
Will there be dancing?	Yes No	redunctament only were to the control	Difficer(2)
Will you be using amplification equipment?	(YES) No		
Type of equipment? Stand alone on stag	e		
Will any merchandise be sold? What?	Yes (No)		
Will alcohol be sold?	Yes (No)		
Or consumed?		of use permit/application information	1
⇔ THESE ACTIVITIES may require	SPECIAL licenses/permits/appl	ications! Contact City Hall 🗢	
SPECIAL REQUESTS BY ORGANIZATION (Print or	Туре):		
LIABILIT	TY STATEMENT/AGREE	HENT	
TANIO mempo de chido faccati a custo de la constante de la con			
I/We agree to abide by all applicable federal, state, an and agree to pay for any damage to same, as a result of use	d local laws, regulations, and on	linances which pertain to the use of sa	id property
any liability resulting from use of said property.	. If we minut stree to note me	City, its onicials and employees, par	111623 110111
THE CITY OF BROOKINGS	assumes no responsibili	TY OR LIABILITY	
FOR	INCLEMENT WEATHER.		
The undersigned user agrees to pay for any and all damage	es accurring during the reserved pe	icd. User agrees that the deposit paid h	erewith
will be applied toward damages to the facility or its contents dufined to unpaid rental fact with any excess refund to user. North	uing the reserved period. Any bit is tal wear and teat as determined by	le deposit hat applied to damages will be he City of Brookings shall not be consid	geren e abbucer
damage.		ing and an electrical street to not the	10100
Sizon of comes assurbtion the state of		Date: 5-10-04	
Signature of person completing this application	eine / july	Date: 5-/0-04	
Print name of person complexing this application:	PAINE KAHN	REVIEW BACK PAGE	
MSP arts and RockParts upo forms Pong&Ppopulpup (us) Aupulpu		PAGE 3 OF 5	

APPLICANT - Review Attached Procedures and consider any requirements that might apply.

FOR CITY USE ONLY

But applicant is to review as obtaining any required permits and/or license is the responsibility of the applicant

Community Development Approval Police Department Approval Fire Department Approval Finance Department Approval City Manager Approval After approval and processing—Copy to: After event, set for, Deposit was (date)	Date: 5/1/04 Date: 5/1/2/04	
Police Department Approval Fire Department Approval Finance Department Approval City Manager Approval After approval and processing—Copy to:	Date: 5/1/04 Da	
Police Department Approval Fire Department Approval Finance Department Approval City Manager Approval	Date: 5/1/04 Date: 5/1/04 Date: 5/1/04 Date: 5/1/04 Date: 5/1/04 Date: 5/25/04 D	
Police Department Approval Fire Department Approval Finance Department Approval	Coult Date: 5/1/04 Date: 5/1/2/04 Date: 5/11/04 Date	
Police Department Approval Fire Department Approval	Date: 5/12/04 Date: 5/12/04	
Police Department Approval	Cow/201 Date: 5/11/04	
Community Development Appr	proval IC LBK Date: 510-04 5/11/04	
	1	
Deposit: \$	erk # and City Paid Receipt #	
Use Fee: S y by applicant's chec	eck # and City Paid Receipt #	
Signs—Identify quantity, location, and ty	spe: W/ discretion	
Security Officer(s) required:	Yes (No) # of officer /Reason	- reg
City Dance Licensa required:	7	elf-hed
Proof of Insurance required:	Yes No <u>Alguesting City to Ce-sor</u>	Course
OLCC Alcohol Permit required:	Yes No	
City Alcohol Permit & Ins. for same requ	purred: Yes No	
City Business License required:	Yes No	
	EQUIRED (Required for Certain Events)	
SPECIAL LICENSES OR PERMITS RE	1	
, ,	caus) Lee for this event as shown on attached Park Use Requirements information page.	
INSURANCE (Required for Certain Ever Applicant must provide proof of insurance	on on the cursite meeting a minimum of 20 days prior to the event.	

CITY OF BROOKINGS



STAFF REPORT

Date:

June 10, 2004

To:

Mayor Hagbom & City Councilors

From:

Leroy Blodgett, City Manager

Subject:

Farmers Market Request

REPORT

The City has received two requests to hold farmer markets in the City on public property. Both requests are included in the council packet.

The first request is from Joyce Tromblee. The farmers market would be held each Wednesday afternoon through the month of October and only include produce sales. Her request is to use three parking spaces within the new downtown parking lot. The proposed area is parking spaces adjacent to the parking lot entrance off Fern Street. She would also use some private property for vendors. Staff has concern about the use of parking space in the lot and interference with vehicles entering the lot. The parking spaces are in front a building which recently sold and a new business is being located. The adjoining property will be used as the Republican headquarters during the election season. With the additional use of store front property, need for parking and safety issues within the entrance way this does not seem to be good use of the parking spaces.

The second request is from Lynn Truman to hold a Saturday Market in the right-of-way directly in front of Chetco Pharmacy, Washington Mutual Bank and Evergreen Bank. This same area is used for the Azalea Festival Street Fair. Staff has contacted each of the businesses and except for the Liquor Store all of them support the activity. The Saturday Market would be open to sale of produce and crafts. The proposed location seems appropriate and will not cause reduced parking or safety issues. Ms. Truman is currently working with the Chamber of Commerce on sponsorship for insurance and business license coverage.

STAFF RECOMMENDATION

- 1. Deny the request from Joyce Tromblee to use the downtown parking lot for a farmers market.
- 2. Approve the request from Lynn Truman with the following conditions:
 - a. Access to business parking lots must be kept open at all times.



- b. A 20 foot access on the frontage street must be kept open at all times.
- c. Vendors may not use parking areas next to the adjacent businesses.
- d. Portable restrooms must be provided during the events.
- e. The area must be kept clean at all times and trash containers shall be provided by the event coordinators.
- f. The area shall be cleared by 5:00 pm the day of the events.
- g. The allowed use shall be July 17, 2004 through October 2, 2004.
- h. A blanket business license which will cover all vendors shall be purchased from the City.
- i. The event sponsor shall provide insurance to hold the City harmless of any action.
- j. City shall have the right to require the event to cease if there is interference with other businesses or any condition of approval not followed.

BROOKINGS NATURAL FOODS CO-OP 630 Chetco Avenue Brookings, OR

To: Brookings Common Council

The 2004 Downtown Farmer's Market will commence on June 30th and run through October 27th. It will be held in the parking lot adjacent to the building on the corner of Fern Ave. and the entrance to the Public Parking lot.

We are requesting the use of three parking spaces as noted on the attached photo image for use of the double sided produce wagon. The spaces on either side would be for the public to access the wagon without being out in the drive in area.

As we did in 2003, we will provide liability insurance to hold the city harmless.

Thank you for consideration of this request.

Joyce Tromblee, Manager



WILD RIVERS SATURDAY MARKET MISSION STATEMENT

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The Wild Rivers Saturday Market is to be held in Brookings every Saturday from July 17, 2004 through October 2, 2004, a total of thirteen weeks. This type of market has been done in the past in both Brookings and Harbor and was considered a great success when managed by Lynn Truman. Customers love the opportunity to chat with the farmers and other vendors about their products. The vendors appreciate the opportunity to reach new customers. The surrounding businesses reap the benefits of increased foot traffic in the local area. This market has the following stated goals.

- 1. To provide a venue for the area's small farmers, artisans, and craftsmen to sell their homegrown produce and handicrafts locally. This includes small area gardeners, both floral and vegetable, cottage industry holders, such as quilters, woodworkers, and artisans of all types. By keeping this market exclusive to homegrown or handmade items it retains the flavor of the old fashioned marketplace of years gone by and poses no threat to the retail businesses in the area.
- 2. To bring in customers as a direct benefit to the local businesses in the form of out of town dollars from the market vendors, tourists and local shoppers. Those benefiting will be restaurants, small shops, grocery stores, motels, R.V. parks and gas stations to name but a few businesses in the Brookings-Harbor area.
- 3. To work closely with Scott Jones of the Brookings-Harbor Youth Association, Teen-to-Teen and Farmer Dale, from Kirby, assisting the young people of the area in their efforts to create a garden to provide fresh vegetables, flowers and herbs for sale. Through grants and donations the kids have 35 acres and a greenhouse to grow organics (which is hard to come by in our area), tools, seeds, seedlings and other supplies needed. Farmer Dale is volunteering his time and energy to educate the young people in the business of farming. This is of great benefit to the youth and the community at large as this provides activities that are much needed for youngsters during the summer months. It also give the kids much needed exposure to business practices, working with the public, and all aspects of work.
- 4. To provide a quality product by contracting with prior vendors associated with the past Farmer's Markets. These will include, but not be limited to the following, fruits, vegetables, hand-milled soaps, eggs, plants, fresh flowers, berries, macramé, wood crafts, driftwood, handcrafted pillows, dish towels, pottery, hand crafted furniture, hand crafted jewelry, fresh fish, Reese's sausages, hand-packed teas,

books with the authors available for signings, artists and additive-free dog treats. These vendors have all committed to our Saturday Market this year. Food vendors include pizza, popcorn, fresh bread, German pastries, jams and jellies. Of course, we are still looking for other vendors, in particular, some Oregon vinters to participate as well as local charitable organizations to do fund-raisers.

5. To provide entertainment with various performers. Rapp Brush, a local well-known musician has played in the last two markets for \$25.00 plus tips, per 4 hour gig. Local youths will be encouraged to perform with weekly karaoke sessions and jam sessions and sing-alongs. There will be a make-shift stage consisting of hay bales and sound equipment for this event. This will take place between 9am and 1 pm. See problems/solutions below for noise abatement.

POSSIBLE PROBLEMS AND SOLUTIONS

- 1. <u>Sanitation facilities for the vendors.</u> While it isn't feasible to bring in portable facilities for a 4 hour period of time for the vendors, a plan is being put into affect whereby the local fast food restaurants will be asked to provide coupon packets to the vendors for food and thereby accommodating their use of the public facilities.
- 2. <u>Parking and maintaining traffic flow.</u> The Wild Rivers Saturday Market realizes the need to keep the frontage road open to accommodate the businesses in the area and will do so, with pavement markings, traffic control (if necessary) and any other means needed to guarantee access to the businesses fronting on the street. This is most important in the early hours when the vendors are setting up and unloading their goods and at closing when those same vendors are loading up their displays. Permission has been granted for parking on the west side of the business parking lots with overflow granted for the Evergreen Bank's parking as well.
- 3. <u>Noise ordinance and abatement.</u> Keeping within the parameters of the local noise ordinances is a top priority. However, the timing of the music events, taking place in the morning hours should not be a nuisance since it will be in a downtown business district. Decibel limits will be enforced.
- 4. <u>Date of Start-Up.</u> While the starting date is the same weekend as the kite festival, we feel that this will be a plus rather than a minus, in that the Wild Rivers Saturday Market will be one more venue to service the large number of tourists and visitors drawn to the area. Roughly half of our vendors are promised to the kite festival in advance so vendor attendance will be less than usual that particular weekend.

CLOSING STATEMENT

Any event that promotes the Brookings-Harbor area, the Wild Rivers Coast and the local business owners is of great benefit to the community. Add to that, a wholesome, family atmosphere, quality goods and an opportunity to create activity for the youth of the area and the event becomes a real, positive force in our community.

This is the goal and stated Mission of the Wild Rivers Saturday Market

CITY OF BROOKINGS COMMON COUNCIL MEETING MINUTES City Hall Council Chambers 898 Elk Drive, Brookings, OR 97415 May 24, 2004 7:00 p.m.

I. Call to Order

Mayor Bob Hagbom called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

Led by Scott Graves

III. Roll Call

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilors Frances Johns Kern and Larry Anderson, a quorum present.

Council Absent: Councilor Craig Mickelson, Ex Officio Commissioner Wes Enos

Staff Present:

City Manager Leroy Blodgett, Community Development Director Leo Lightle, Economic and Urban Development Director Ed Wait and Administrative Secretary Linda Barker

Media Present: Curry Coastal Pilot Editor Scott Graves

Other:

Two other citizens

IV. Ceremonies/Appointments/Announcements

A. Appointments

1. Economic Development Committee

Economic and Urban Development Director Wait presented staff's recommendations for the new economic development committee. Eighteen individuals applied and five participating organizations appointed their representatives. Those representatives are: Shelly Eaton, Curry County; John Zia, Port of Brookings-Harbor; Dave Gordon, Brookings-Harbor Chamber of Commerce; Peggy Goergen, Southwestern Oregon Community College; Chris McKay, Brookings-Harbor School District. Wait gave his recommendations for the eight other members and also said the City needs to appoint a representative.

Councilor Dentino moved, a second followed, and the Council voted unanimously to appoint the following to the new Economic Development Committee:

Jay Patel—business/City of Brookings
Rick Bishop—business/City of Brookings
Don Mitchell—business/UGB
David Freeman—business/UGB
Jeremy McVeety—at-large/City of Brookings
Elizabeth Smith—at-large/City of Brookings
Altona (Toni) Mefford—at-large/UGB
Dorothy Garvin—at-large/UGB

Mayor Hagbom recommended the Council appoint Councilor Johns Kern as the City representative to the Economic Development Committee.

Councilor Anderson moved, a second followed, and the Council voted unanimously to appoint Councilor Johns Kern as the Council's representative to the Economic Development Committee.

Mayor Hagbom thanked all who applied and Councilor Dentino added it is refreshing to see new names and faces offering their services for this committee.

Assistant Planner Dianne Snow and Wait will be working with the new committee.

B. Announcements
None

V. Oral Requests and Communications from the Audience

- A. Committee and Liaison reports
 - 1. Council Liaisons

Councilor Anderson said he went to his first meeting as liaison to the Harbor Sanitary District. He had three School Board meetings last week. The Board set three goals for next year, one of which is to continue a good relationship with the City. He had summaries of the meetings for the other Councilors.

Councilor Johns Kern participated in a League of Oregon Cities teleconference meeting titled *Hometown Voices*. LOC will send a transcript of the conversation and a web page will be set up. City Manager Blodgett explained the idea of the *Hometown Voices* program is to get Councilors, Mayors and City Administrators together to have ongoing communications without all the travel a meeting would entail. Mayor Hagbom added that LOC is the

lobbying group for all Oregon communities and it is wise to get participation from all parts of the state.

Councilor Dentino represented the City at an Eagle Scout ceremony for Kyle Reallon and Matt Wallace. He met with the Marine Corps League and twice with the Safe Schools stakeholders committee. He also attended an American Music Festival organizer's meeting and participated in a LOC General Governance Committee conference call.

B. Unscheduled None

VI. Staff Reports

- A. Finance Department
 - 1. Copier Lease Agreement

City Manager Blodgett said the copier the City presently uses was leased through State of Oregon purchasing program approximately 4 years ago. We received quotes from two companies, both with contracts with the State of Oregon that allow all Oregon municipalities to receive state bid prices. Staff recommended leasing a 55-page per minute digital copy machine from Imagistics in the amount of \$303.38 per month (\$177.68 per month plus \$.0072 per copy.)

Councilor Anderson moved, a second followed, and the Council voted unanimously to accept the bid from Imagistics to lease a 55-page per minute digital copy machine in the amount of \$303.38 per month.

- B. Community Development Department
 - 1. Award Bid—Reconstruction of Intersection, Elk Drive and Fern Street

Community Development Director Lightle said the City received two bids for the reconstruction of the intersection of Elk Drive and Fern Street and that staff recommended awarding the contract to John D. Rapraeger, Inc. in the amount of \$139,946.80. He said the bids were coming in higher than expected because of the recent increases in asphalt prices. City Manager Blodgett added the engineering is now down for the full street and will not need to be done again.

Councilor Anderson moved, a second followed, and the Council voted unanimously to award the Fern Avenue/Elk Drive Intersection Improvements Project to John D. Rapraeger, Inc. in the amount of \$139,946.80.

2. Award Bid—Sewer and Water Main Construction, Chetco Avenue—Chetco Lane to north of Arnold Lane
Community Development Director Lightle said one bid was received on this project and it is approximately 20% over the engineer's estimate. With rising asphalt costs (nearly doubling in the last month) it doesn't appear bids would be better if we advertised again. Lightle recommended awarding the contract to John D. Rapraeger, Inc. in the amount of \$419,357.

Councilor Dentino moved, a second followed, and the Council voted unanimously to award the Chetco Avenue Sewer and Water Main Improvements Project to John D. Rapraeger, Inc. in the amount of \$419,357.

C. City Manager

1. Other

City Manager Blodgett said he had a good time on his vacation last week. He was able to get in several successful fishing trips.

Blodgett announced the awarding of an Ocean Coastal Management Program grant in the amount of \$50,000 which will benefit Chetco Point Park. He congratulated Economic and Urban Development Director Wait for putting the grant application together. The grant will cover items such as improved parking, trails, interpretive signage and better handicapped access to the beach. The south coast area received two grants out of seven given to the Oregon coast. The Port of Brookings-Harbor received a \$48,000 grant from the program.

Blodgett said he will be unable to attend the Azalea Festival parade as his stepson is getting married that day. Councilor were given instructions on their roll for parade day.

VII. Consent Calendar

A. Approval of Council Meeting Minutes

1. Minutes of May 10, 2004, regular Council meeting End Consent Calendar

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to accept the Consent Calendar as published.

VIII. Remarks from Mayor and Councilors

A. Council
None

B. Mayor

Mayor Hagbom said that Ex Officio Councilor Enos was being inducted into Honor Society tonight and going on to UCLA for school this summer. He will be back here in fall and will get together with City Manager Blodgett to work on a Youth Advisory Council.

The local winner of the Elks Scholarship Program, Gold Beach teen Brittany Robbins, will receive \$4,000 more from the National Lodge, disbursed at \$1,000 each year.

There was discussion on getting addresses for young men and women who are serving overseas. The library has addresses and the Pilot will contact them to publish them in the newspaper. Councilor Johns Kern said the Emblem Club sent out 3,000 Christmas cards to persons overseas. She had just received a letter from a serviceman who received her card.

IX. Adjournment

With no further business before the Council, Councilor Dentino moved the meeting be closed at 7:40 p.m.

Respectfully submitted:	
Bob Hagbom Mayor	
ATTEST by City Recorder this _	day of, 2004.
Paul Hughes Finance Director/City Recorder	

MINUTES BROOKINGS PARKS AND RECREATION COMMISSION City of Brookings 898 Elk Drive, Brookings April 22, 2004

Call to Order

Chair Boynton called the meeting to order at 7:00 p.m. The pledge of allegiance was led by Councilor Johns-Kern.

Roll Call

Commissioners Present: Dave Gordon, Pat Sherman, Dori Blodgett, April Gothard, Bill Boynton, and Tony Parrish. Daryn Farmer arrived after the meeting had started and had to leave before the end.

Staff Present: Councilor Frances Johns Kern; Dave Lentz, Parks Foreman-Public Works; Jeanne Nelson, Pool Director; and Cathie Mahon, Secretary.

Chair Boynton welcomed newly appointed Commissioner Gothard, and asked her to tell the board a little about herself. Commissioner Gothard said her family moved here from Sacramento ten years ago, and she is manager of the Brookings Clinic on Alder Street. She stated she has been involved with several volunteer groups and is currently a member of the "Brookings-Harbor Leadership" class, and her interest in the community prompted her to apply for the commission.

Minutes

Commissioner Gordon moved, a second followed, and the Commission voted unanimously to approve the minutes for the March 25, 2004, Parks and Recreation Commission meeting.

PUBLIC APPEARANCES

Jeremy McVeety, a fan and player of Frisbee golf, gave a PowerPoint presentation of areas around Azalea Park, specifically the area under consideration for the course. He presented slides of different areas in the park and then inserted a basket icon to illustrate what a typical green would look like. He also addressed concerns about vegetation removal stating no shrubs or trees would be removed except berry bushes, ivy, poison oak, etc., and brush would be cleared around each hole.

Doug Baldwin stated he has been involved in setting up several DiscGolf courses throughout Oregon and would volunteer his assistance and experience.

Commissioner Sherman had several points of concern; one being maintenance. Her concern was who would be responsible to maintain the course once it was constructed. She discussed the situation of the park across from the triangle park, by Dot Martin bridge on Highway 101. A group from the Chamber of Commerce Leadership program planted and maintained the park for two years, then wanted to give it to the City because they had no one to continue maintaining it. Her second concern was a question of who will decide the layout of the course and who will do the work. Another question was who would be liable for any injuries should a disc hit someone. Another point was the presence of Poison Oak in the area. Her last concern was "is it something the community wants?"

Commissioner Farmer was able to address some of the concerns. He said the physical work would be done by members of the Brookings-Harbor Leadership group in conjunction with financial support from the Rotary Club. He addressed the liability concern and said it would be the same as playing baseball.

Dave Lentz, Parks Foreman, addressed some of the issues pointing out the course would be away from the main picnic area. He said once the clearing of Ivy, holly, and berry bushes, etc. is done, it would be general maintenance of tree limbs, and growth of bushes overlapping into the course.

Chair Boynton concluded that nothing is definite, it is still in the early discussion mode, and until we get input from the Azalea Foundation and the community in general, nothing can or will be decided. Their input and comments will be pivotal in the final decision. It was decided to meet at the new Azalea Park parking lot off of North Bank Road on Thursday evening, April 29th at 6:00 p.m. and have the Pilot inform and invite those interested.

Doug Baldwin said he has walked through Azalea Park to get an idea of the best areas for tee-offs, and offered to help set-up the course plus organize a Frisbee Golf club. He expressed his opinion that a small 9-hole course would be a mistake versus an 18 hole course.

COMMITTEE REPORTS

Stout Park: Commissioner Parrish discussed the Myrtle and Madrone trees encroaching into the power lines. He said the next time Coos-Curry Electric trims them, perhaps we should consider taking them out; it would let more light into the park. The bushes on the Oak Street side need to be trimmed. It was agreed the Azaleas and tall trees are assets to the park. He concluded a work party needs to be organized to do some of the trim work. Also discussed was the lack of maintenance to the landscaping of the triangle area with bench donated by the Art.

Chetco Park: Commissioner Sherman reported the wild flower tour of the park was well attended, approximately 25 people. She mentioned the Chocolate Lilies are in bloom.

Bud Cross Park and Softball Fields:

Commissioner Gordon reported the fields look good. He noticed fencing needs some repair and wood replaced behind the backstop at the Azalea Park field. There was a game going on when he visited and took the opportunity to ask some of the players what they thought of the fields. All responded they were happy with them.

Kidtown: Commissioner Dori Blodgett commented on the new bark and oiling of the playground equipment expressing "never seen anything more beautiful!!" She was ecstatic and directed kudos to Public Works for all the work that went into removing the old chips, spreading the new bark, and oiling the wood.

Dave Lentz, Parks Foreman-Public Works, discussed the project. He explained during removal of the old fabric, they found two types which was capturing moisture resulting in breaking down the bark. The new fabric will permeate moisture through and has a better backing. When the old bark was removed, a better grade of wood fiber chips was put in; it is expected to last well over 10 years. Lentz concluded it was a huge project with every Public Works worker working on it for 3 ½ days.

Azalea Park Foundation: Commissioner Sherman reported volunteers have been weeding the flower beds plus replacing railroad ties, all in anticipation of beautifying the park for the Azalea Festival. Chair Boynton added the parking lots will be re-sealed and black top put around the Snackshack before the Festival.

Chair Boynton reported he asked Chief Wallace for an update on vandalism in the park. Chief Wallace said since the lights were installed around the park last year, vandalism has dramatically decreased.

STAFF ANOUNCEMENTS/CONCERNS/FOLLOW-UP

Financial Report: Chair Boynton commented we are doing well financially.

Commissioner and Staff Comments:

Community Planning Workshop:

Chair Boynton announced the University of Oregon Community Planning Workshop has been approached to conduct a study of the best method to proceed with a new city pool, possibly a recreational facility with it. He added the CPW produced our Parks Master Plan. Commissioner Gordon commented the one thing missing in Brookings is a YMCA.

SUMMER RECREATION PROGRAM:

Commissioner Dori Blodgett reported on the summer youth program. Cathy Hafterson, administrative secretary to the Kalmiopsis principal, will direct the program. She will be assisted by Chris McKay, principal of Kalmiopsis Elementary School. She will appear at the next meeting to introduce herself and talk about the program goals. The program starts in June, after the school year, and will possibly run until the first week of August. Commissioner Blodgett spoke to Chris McKay about the lunch program available to the children during the summer program. Ms. McKay has arranged to have the kitchen open to provide reduced price lunches along with classes on nutrition. Blodgett concluded she is enthusiastic about the partnership of the city and school. Also mentioned was the possibility of raising fees but not enough to deter children from participating.

POOL:

Jeanne Nelson, Director of the Swimming Pool, discussed the new fee schedule. She reported after researching what other pools charge, talking with Paul Hughes, Director of Finance, and City Manager Blodgett, a new fee schedule was prepared raising fees 10%. Fees have not been raised since 1995. The day rate will go from \$1.75 to \$2.00 for Brookings residents and from \$2.00 to \$2.25 for out of district participants.

Commissioner Dori Blodgett moved, a second was made by Commissioner Gordon, to approve the new fee schedule. The motion was unanimously approved.

With no further business before the Commission, Commissioner Gordon moved the meeting be adjourned at 9:00 p.m.

Respectfully submitted,

Eather Makes

Cathie Mahon, Recording Secretary

Approved by the Parks and Recreation Commission

05/27/04 (date)

Check Register - Summary Report GL Posting Period(s): 05/04 - 05/04 Check Issue Date(s): 05/01/2004 - 05/31/2004

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M = Manual Check, V = Void Check

Check Register - Summary Report GL Posting Period(s): 05/04 - 05/04 Check Issue Date(s): 05/01/2004 - 05/31/2004

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05/04	05/14/2004	49074	800	American Red Cross	10-00-2005	40.00	
05/04	05/14/2004	49075	167	American Sigma	10-00-2005	227.75	
05/04	05/14/2004	49076	2728	Anderson & Scelsi	10-00-2005	22.50	
05/04	05/14/2004	49077	146	Bay West Supply, Inc	10-00-2005	177.92	
05/04	05/14/2004	49078	281	Beaver Equipment Specialty Co	10-00-2005	225.00	
05/04	05/14/2004	49079	138	Becco, Inc	10-00-2005	98.00	
05/04	05/14/2004	49080	1373	Cascade Fire Equipment	10-00-2005	39.45	
05/04	05/14/2004	49081	2733	Cathy Hafterson	10-00-2005	50.00	
05/04	05/14/2004	49082	822	Coast Auto Center	10-00-2005	25.07	
05/04	05/14/2004	49083	306	Coastal Carpet Cleaning	10-00-2005	150.00	
05/04	05/14/2004	49084	183	Colvin Oil Company	10-00-2005	1,986.55	
05/04	05/14/2004	49085	520	Comfort Suites	10-00-2005	137.02	
05/04	05/14/2004	49086	182	Coos-Curry Electric	10-00-2005	2,434.16	
05/04	05/14/2004	49087	151	Curry Coastal Pilot	10-00-2005	1,048.56	
05/04	05/14/2004	49088	173	Curry Equipment Company	10-00-2005	263.99	
05/04	05/14/2004	49089	195	Curry Transfer & Recycling	10-00-2005	548.62	
05/04	05/14/2004	49090	284	Day-Wireless Systems	10-00-2005	1,689.98	
05/04	05/14/2004	49091	371	DEQ Business Office	10-00-2005	200.00	
05/04	05/14/2004	49092	2729	DJC	10-00-2005	463.13	
05/04	05/14/2004	49093	198	Grants Pass Water Lab	10-00-2005	140.00	
05/04	05/14/2004	49094	139	Harbor Logging Supply	10-00-2005	146.70	
05/04	05/14/2004	49095	186	Hennick's Hardware	10-00-2005	343.73	
05/04	05/14/2004	49096	307	Industrial Steel & Supply Inc	10-00-2005	174.32	
05/04	05/14/2004	49097	1207	Jeanne Nelson	10-00-2005	90.00	
05/04	05/14/2004	49098	2731	Jist Publishing	10-00-2005	24.90	
05/04	05/14/2004	49099	2734	Kalmiopsis Elementary School	10-00-2005	100.00	
05/04	05/14/2004	49100		Information Only Check	10-00-2005	.00 V	
05/04	05/14/2004	49101		Information Only Check	10-00-2005	.00 V	
05/04	05/14/2004	49102		Information Only Check	10-00-2005	.00 V	
05/04	05/14/2004	49103		Information Only Check	10-00-2005	.00 V	

Check Register - Summary Report GL Posting Period(s): 05/04 - 05/04 Check Issue Date(s): 05/01/2004 - 05/31/2004

Page: 3 Jun 01, 2004 08:33am

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount	
05/04	05/14/2004	49104		Information Only Check	10-00-2005	.00 V	,
05/04	05/14/2004	49105	162	Kerr Hardware	10-00-2005	1,659.44	
05/04	05/14/2004	49106	2730	Michael & Lou Tidwell	10-00-2005	31.69	
05/04	05/14/2004	49107	155	Mory's	10-00-2005	255.95	
05/04	05/14/2004	49108	334	North Coast Electric	10-00-2005	16.00	
05/04	05/14/2004	49109	279	One Call Concepts, Inc	10-00-2005	33.30	
05/04	05/14/2004	49110	252	Paramount Pest Control	10-00-2005	35.00	
05/04	05/14/2004	49111	2696	Pelican Bay Telecommunications	10-00-2005	1,139.01	
05/04	05/14/2004	49112	2699	Public Works Supply	10-00-2005	6,843.40	
05/04	05/14/2004	49113	180	Ray's Food Place	10-00-2005	327.14	
05/04	05/14/2004	49114	169	Roto Rooter	10-00-2005	173.55	
05/04	05/14/2004	49115	612	Strahm's Sealcoat	10-00-2005	4,401.00	
05/04	05/14/2004	49116	2723	Stumps/ShindigZ.com	10-00-2005	146.72	
05/04	05/14/2004	49117	2732	Tamara Townsend	10-00-2005	723.39	
05/04	05/14/2004	49118	2640	The Dyer Partnership	10-00-2005	1,461.48	
05/04	05/14/2004	49119	135	The World	10-00-2005	421.48	
05/04	05/14/2004	49120	136	United Pipe & Supply Co Inc	10-00-2005	547.50	
05/04	05/14/2004	49121	991	Verizon Northwest	10-00-2005	1,642.47	
05/04	05/14/2004	49122	157	Viking Office Products	10-00-2005	554.36	
05/04	05/14/2004	49123	108	VWR Scientific	10-00-2005	214.80	
05/04	05/14/2004	49123	269	WW Grainger	10-00-2005	269.10	
			145	EBS Trust	10-00-2005	53.00	
05/04	05/19/2004	49125					
05/04	05/19/2004	49126	910	OR Department of Justice	10-00-2005	115.38	
05/04	05/19/2004	49127	1132	OR Department of Justice	10-00-2005	322.15	
05/04	05/19/2004	49128	1742	OR Department of Justice	10-00-2005	307.93	
05/04	05/19/2004	49129	2366	OR Department of Justice	10-00-2005	203.08	
05/04	05/19/2004	49130	214	Regence Life & Health Ins	10-00-2005	249.10	
05/04	05/20/2004	49131	174	Barbara Palicki	10-00-2005	496.75	
05/04	05/20/2004	49132	2454	Brookings Harbor Youth Assoc	10-00-2005	120.36	
05/04	05/20/2004	49133	149	Carpenter Auto Center	10-00-2005	140.20	
05/04	05/20/2004	49134	182	Coos-Curry Electric	10-00-2005	880.42	
05/04	05/20/2004	49135	173	Curry Equipment Company	10-00-2005	40.48	
05/04	05/20/2004	49136	284	Day-Wireless Systems	10-00-2005	360.00	
05/04	05/20/2004	49137	185	Del Cur Supply	10-00-2005	39.30	
05/04	05/20/2004	49138	2429	Eugene Hilton Hotel	10-00-2005	205.53	
05/04	05/20/2004	49139	754	First Response	10-00-2005	125.00	
05/04	05/20/2004	49140	154	Hagen's Dry Cleaners	10-00-2005	127.95	
05/04	05/20/2004	49141	139	Harbor Logging Supply	10-00-2005	49.95	
05/04	05/20/2004	49142	131	HGE, Inc	10-00-2005	21,125.41	
05/04	05/20/2004	49143	1082	Hilary Thompson	10-00-2005	44.00	
05/04	05/20/2004	49144	2119	Law Enforcement Systems, Inc	10-00-2005	50.00	
05/04	05/20/2004	49145	706	Madglyn Yock	10-00-2005	214.23	
05/04	05/20/2004	49146	2605	Master Industrial Supply Inc	10-00-2005	33.96	
05/04	05/20/2004	49147	877	Med-Tech Resource, Inc	10-00-2005	69.28	
05/04	05/20/2004	49148	155	Mory's	10-00-2005	305.04	
05/04	05/20/2004	49149	1330	Northwest Uniforms, Inc	10-00-2005	65.83	
05/04	05/20/2004	49150	375	OR Department of Revenue	10-00-2005	22.20	
05/04	05/20/2004	49151	2120	Oregon Fuel Injection Inc	10-00-2005	7,736.48	
05/04	05/20/2004	49152	866	Pitney Bowes	10-00-2005	402.00	
05/04	05/20/2004	49153	207	Quill Corporation	10-00-2005	227.45	
05/04	05/20/2004	49154	2443	Sirennet	10-00-2005	161.50	
05/04	05/20/2004	49155	2738	Taser International	10-00-2005	195.00	
05/04	05/20/2004	49156	136	United Pipe & Supply Co Inc	10-00-2005	210.00	
05/04	05/20/2004	49157	861	Village Express Mail Center	10-00-2005	27.28	
05/04 05/04		49158	670	Western Equipment Distributors	10-00-2005	64.19	
	05/20/2004				10-00-2005	500.00	
05/04	05/20/2004	49159	2737 2735	Wild Rivers Salmon Derby William G Robertson	10-00-2005	7.04	

M = Manual Check, V = Void Check

Check Register - Summary Report GL Posting Period(s): 05/04 - 05/04 Check Issue Date(s): 05/01/2004 - 05/31/2004

Page: 4 Jun 01, 2004 08:33am

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount	
05/04	05/20/2004	49161	686	Worlton Auto Body	10-00-2005	401.58	
05/04	05/20/2004	49162	269	WW Grainger	10-00-2005	109.98	
05/04	05/28/2004	49163	174	Barbara Palicki	10-00-2005	42.00	
05/04	05/28/2004	49164	1156	Best Western Albany Inn	10-00-2005	59.95	
05/04	05/28/2004	49165		Kathy Dunn	10-00-2005	44.00	
05/04	05/28/2004	49166	706	Madglyn Yock	10-00-2005	44.00	
To	otals:					207,850.15	
D	ated:						
M	layor:						
City Rec	order:						

CITY OF BROOKINGS POLICE DEPARTMENT



Chris Wallace, Chief of Police

To:

Brookings City Council through City Manager Leroy Blodgett

From:

Chief Chris Wallace 27813/201

Date:

05-26-04

Subject:

Liquor License Change of Ownership

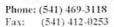
The Brookings Police Department found no local disqualifying information prohibiting ROBERTO CARRILLO and MARIA ANTONIA PONCE-ECHEUESTE with their attached liquor license change of ownership request. The former business name of Alliance Fast Mart will now be Cielito Lindo Fast Food & Mini Mart. It is 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,

Chief Chris Wallace







OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION



	7	
AÇTIONS		
	(1) Y OF (SCOOKING S
☐ New Outlet	(name or city o	r county)
	recommends that t	his license be:
	Granted [7]	Denied
SI Office 1 1/4		
	(signature)	(date)
	£ P	
	Title:	
	OLCC USE	ONLY _
	II - /	M
-		D.N.
Company	90-day authority: U Yes	LI NO
		
4 MINI-HART		
ealur Bookinles	LODAY ON	97415
(city)	(county) (state)	(ZIP code)
	city) (state)	(ZiP code)
5		
	(fax)	
sed by OLCC? (2 Yes (3 No	
Type of Licer	se:	
MART		
ame:		·
		form)
A. PONCE ELITEUR	316	
23\ 158-7683	(phone number)	s)
(fax number)	(e-mail address)	00.2001
nd complete, the OLCC	may deny my license app	lication.
2/25/04 3		Date
		<u></u>
2/2/5/0		Date
	2)	
	Change Ownership New Outlet Greater Privilege Additional Privilege Additional Privilege Frother TN Limited Liability Company Limited Liability Company A MINI MARE City Limited Liability Company Type of Licen MARE (manage business is located? MARE (manage A. PONCE FLICE (manage (manage (manage A. PONCE FLICE (manage (m	Change Ownership New Outlet Greater Privilege Additional Privilege BY Other TN By: (signature) Name: Title: OLCC USE Application Rec'd by: Date: S-()

(rev. 09/02)

CREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY



Tra	ade Name (d.b.a.): <u>CIEUTO L(NOO FOOD 4</u>	HINI-MART	_ City: BROOKIN	65, OR,
1.	Name: PONCE ECHEUESTE	MARIA	ANTOL	,
2	(last)	(first)	(middle)	
2.	Other names used (maiden, other):		<u> </u>	
3.	Residence Address: 6513 4TH, AUE (number and street)	LOS ANGELES	(state)	90043
4.	Home Phone:(323)768-7683	100 100 100 100 100 100 100 100 100 100		(ZIP code)
5.	*SSN: <u>550-43-6318</u> Place of Birth: <u>WANA</u> (Sta	HUGEO, NEXICOB: (m	9 / 15 / 61 s m) (dd) (yyyy)	Sex: M F
6.	Driver License or State ID #: N7264724	State:CASp	oouse's name: N/A	4
7.	List all states, other than Oregon, where you have	ve lived during the past te	n years: CALIFORM	JA
8.	Do you currently hold, or have you ever held a If yes, when and where? 91-98 (ALIFORNI)	liquor license in this or a	ny other state? <u>V</u> Ye 04 (チひし LIQ OOR L	sNo NCENCE)
9.	In the past twelve years, have you been convicted (include traffic violations, if the fine was more the second sec	ed of <u>any</u> violation, misde nan \$50.00)Yes <u>/</u> N	meanor or felony? o	
10.	Have you ever entered into a diversion agreeme If yes, when and where?		en energia web	1 1 1/2 to 1811
11.	Do you have any arrests or citations that have n If yes, arrested/cited for:	ot been resolved?Yes Date Coun	No ty/City/State/	
12.	If you are applying for a retail liquor license:		a real gorging in	805 To 1 1
	 a. Do you have any financial interest, direct or alcohol?YesV_No If yes, what and with the property of the pr	indirect, in any manufactunere:	rer or distributor of	
	 b. Does any person having a financial or owner or potential claim upon your business or pre Yes Y No If yes, who? 	ship interest in a manufac mises, for instance throug	turer or distributor hav h investment, a loan,	ve an interest in, lease or contract?
13.	. Have you ever had a warning, violation, suspens in Oregon or any other state?Yes _V_No_I	sion, fine, cancellation or r	efusal as a licensee or where:	service permittee,
MY	NDERSTAND THE OLCC WILL USE THE ABOVE INFO ANSWERS ARE NOT TRUE AND COMPLETE, THE OF	LCC MAY DENY MY LICENS	E APPLICATION.	• 3
Ар	plicant Signature: Marie W. f	oucl	Date: 2/25	104
66	SOCIAL SECURITY NUMBER DISCLOSURE As part of your a covide your Social Security Number (SSN) to the Oregon Liquo (S6(a)(13) & ORS 25.785). The OLCC will refuse a license to an any for child support enforcement purposes unless you sign bel	or Control Commission (OLCC) for ny applicant or licensee who fails	r child support enforcement	DUMPORO (42 LICC C
er	ased on our authority under ORS 471.311 and OAR 845-005-0 collowing administrative purposes only: to match your license appasure your identity for criminal records checks. OLCC will not consent to use of your SSN for these administrative purposes (5)	plication to your Alcohol Server E teny you any rights, benefits or n	Education records (where ap	plicable), and to
A	pplicant Signature: Maria ().	Louce	Date: 2/25	5/04



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

OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY PLEASE PRINT OR TYPE



YOU MUST ANSWER ALL QUESTIONS ON THIS FORM.	IF THE QUESTION DOES NOT	APPLY, WRITE N/A IN THE SPACE,
attach additional shĕets if Necessary.	•	

Trade	Name (d.b.a.): CIELITO LI	MDO TAST TOOD & MIDIUA	<u>et</u> city: <u>peook</u>	NBIOR
1. N	ame: CARRILLO	POBERTO)	
	(last)	(first)	(mldd	lie)
2. C	ther names used (malden, other):			
3. R	esidence Address: 6573 4TH (number and stree		(State)	90043 (ZIP code)
	ome Phone: (213) 758-76	83 Business Phone:(_		. Y
5. *	SSN: <u>567 - 43 - 2246</u> Place of Bir		11, 15, 49	Sex: MF
6. C	river License or State ID #: 300		, , , , ,,,,,	•
7. L -	ist all states, other than Oregon, whe	re you have lived during the past	ten years: CACIFO	WILLAND
	o you currently hold, or have you en f yes, when and where? <u>छिन्छि है छो।</u>			
(n the past twelve years, have you be include <u>traffic violations</u> , if the fine wa f yes , what, when and where?	as more than \$50.00)Yes 🔑		
	ave you ever entered into a diversion f yes, when and where?			
	o you have any arrests or citations to fyes, arrested/cited for:			
•	you are applying for a retail liquor line. Do you have any financial interest alcohol?Yes VNo If yes, w	, direct or indirect, in any manufa		of
į	o. Does any person having a financial or potential claim upon your businYesNo If yes, who?	ness or premises, for instance thro	ough investment, a lo	
13. H	lave you ever had a warning, vlolation or one or any other state?Yes	n, syspension, fine, cancellation o	or refusal as a license where:	e or service permittee,
	DERSTAND THE OLCC WILL USE THE A NSWERS ARE NOT TRUE AND COMPLE	TR, THE OLCC MAY DENY MY LICE	NSE APPLICATION.	
Appl	icant Signature:	rulo	Date: <u>5</u> /	17/04
provi 666(only	CIAL SECURITY NUMBER DISCLOSURE As de your Social Security Number (SSN) to the ax(13) & ORS 25,785). The OLCC will refuse a for child support enforcement purposes unless	Öregon Liquor Control Commission (OLCC I license to any applicant or licensee who is I you sign below.	c) for child support enforce (alls to provide his/her SS)	ment purposes (42 USC § 4. Your SSN will be used
folio:	ed on our authority under ORS 471.311 and OA wing administrative purposes only: to match you re your identity for criminal records checks. Of ent to use of your SSN for these administrative	our license application to your Alcohol Serv LCC will not deny you any rights, benefits on purposes (5 USC § 552(a)), If you conse	er Education records (whe or privileges otherwise pro	ere applicable), and to wided by law if you do not
App	olicant Signature:	villi)	Date:	5/17/04



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

(rev. 05/03)

CITY OF BROOKINGS POLICE DEPARTMENT



Chris Wallace, Chief of Police

To:

Brookings City Council through City Manager Leroy Blodgett

From:

Chief Chris Wallace 27813/201

Date:

06-07-04

Subject:

Liquor License Application

The Brookings Police Department found no local disqualifying information prohibiting **Michael Dean**Swigert and Lorraine Frances Swigert with their attached individual liquor license applications. The Swigert's will be opening a new business called **Bella Italia Ristorante** located at 1025 Chetco Avenue, Brookings, Or. 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,

Chief Chris Wallace



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:		FOR CITY AND COUNTY USE ONLY
LICENSE TYPES	ACTIONS	The city council or county commission:
full On-Premises Sales (\$402.60/yr)	☐ Change Ownership	(name of city or county)
☐ Commercial Establishment	☐ New Outlet	
☐ Caterer☐ Passenger Carrier☐	☐ Greater Privilege☐ Additional Privilege	recommends that this license be:
☐ Other Public Location	☐ Other	Granted 🛭 Denied 🗖
☐ Private Club		By:
☐ Limited On-Premises Sales (\$202.60/yr)		(signature) (date)
☐ Off-Premises Sales (\$100/yr)		Name:
with Fuel Pumps		Title:
☐ Brewery Public House (\$252.60)		
☐ Winery (\$250/yr) ☐ Other:		OLCC USE ONLY
		Application Rec'd by:
Applying as:		Date: 6-03-04
Individuals Limited Corporation		ll '
Partnership	Company	90-day authority: 🛘 Yes 🐧 No
1. Applicant(s): [See SECTION 1 of the Guide		
1 Michael Swigert	<u>-</u>	
@ Lorraine Swiger	/	
2. Trade Name (dba): Bella That	lia Ristoran	ye_
3. Business Location: 1025 Chetco (number, street, rural route)	Ave#1 Brook	kings Curry Or. 97415 (county) (state) (ZIP code)
4. Business Mailing Address: 301 Bira (PO box, number, str	reet, rural route)	(city) (state) (ZIP code)
5. Business Numbers: <u>541-412-</u>	164	541-469-2527
(phone		(fax)
6. Is the business at this location currently lice	ensed by OLCC?	Ú No
7. If yes to whom:	Type of Lice	nse:
· · · · · · · · · · · · · · · · · · ·	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
8. Former Business Name:		
9. Will you have a manager? ☐Yes ✓No	Name:	
	· (mana	ger must fill out an individual history form)
10. What is the local governing body where yo	ur business is located? <u>Br</u> (nar	(c.may deny my license application.
11. Contact person for this application: んぴん	RAINE Swiger	1 541-991-1054-541-412-0
Rival Strand	- 541-416-25	(phone number(s)
(address)	(fax number)	(e-mail address)
I understand that if my answers are not tru	e and complete, the OLC	C may deny my license application.
Applicant(s) Signature(s) and Date:	• •	
	ata 5/20/04 @	Date
1 Mhul Juyet D	are 3/2010 t	
Straine Lever 10	ate 5/20/01/@	Date
- was to the		200

CREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY



	WER ALL QUESTIONS ON ONAL SHEETS IF NECESS	DAKI.			
Trade Name (d.b.a.): Bella I	talia K:		City: BROOKI	'NGS Or.
1. Name:	Swigert,	micha	eL	Dean)
	(lasť)		(first)	(middle)	
2. Other name	es used (maiden, other):				
3. Residence A	ddress: 301 (number and stre	Birch St. eet)	BRODKIN (city)	195, On. (state)	97415 (ZIP code)
4. Home Phon	e:(<u>541)</u> 412-0	<i>D 164</i> Busin	ness Phone:()	
5. *SSN:562	2- <u>13-006</u> Place of B	Birth: <u>Orogon</u> (State/Country)	DOB: 09	71 23 1/958 Se	x: M_ <u>X</u> F
6. Driver Licen	nse or State ID #: 219	6401 State:	: OR. Spor	use's name: LORK	CAIN e
	es, other than Oregon, wh				
8. Do you curr If yes, whe	rently hold, or have you can and where? Flore	ever held a liquor lice	nse in this or any 1 - Mike's	other state? K Yes.	No carDeli
9. In the past include train	twelve years, have you be ffic violations, if the fine w	een convicted of any	violation, misdeme 0)Yes <u></u> No		- 1- 11-
	ver entered into a diversion and where?	on agreement?Yes			
11. Do you have If yes, arre	e any arrests or citations sted/cited for:	that have not been re	solved?Yes _ County/	べNo 'City/State/	
	pplying for a retail liquor			Wall Comment	
a. Do you	have any financial interes	st, direct or indirect, in	n any manufacture	r or distributor of	(*)
b. Does an or poter	y person having a financintial claim upon your busi	cial or ownership intere	est in a manufactur	rer or distributor have	an interest in, ase or contract?
13. Have you ev in Oregon o	ver had a warning, violation or any other state?Ye	ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, fine, out ion, suspension, susp	cancellation or refu	usal as a licensee or so	ervice permittee,
I UNDERSTAND MY ANSWERS AF Applicant Signa	THE OLCC WILL USE THE RE NOT TRUE AND COMPL	ABOVE INFORMATION LETE, THE OLCC MAY D	TO CHECK FOR CREENY MY LICENSE	RIMINAL RECORDS. 1 UAPPLICATION. Date: 5/20	INDERSTAND IF
	1 00	700		1.73	104
666(a)(13) & ORS only for child supp	ITY NUMBER DISCLOSURE As all Security Number (SSN) to the 25.785). The OLCC will refuse out enforcement purposes unles	e Oregon Liquor Control Cor e a license to any applicant o ss you sign below.	mmission (OLCC) for cl or licensee who fails to	thild support enforcement pu provide his/her SSN. Your S	urposes (42 USC § SSN will be used
ensure your identitions consent to use of y	nority under ORS 471.311 and C rative purposes only: to match y by for criminal records checks. C your SSN for these administrative	your license application to yo OLCC will not deny you any	our Alcohol Server Educ	ication records (where application records (where application records are ideal to the records a	cable), and to
Applicant Sign	nature: Thur Yu	000			0/04



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

CREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY



PI	EVCE	PRINT	OB	TVDE

A	YOU MUST ANSWER ALL QUESTIONS ON THIS FORM. IF THE QUESTION DOES NOT APPLY, WRITE N/A IN THE SPACE. ATTACH ADDITIONAL SHEETS IF NECESSARY.				
Т	rade Name (d.b.a.): Bella Italia Restonante City: Brookings Or.				
1	. Name: Swigert LORRAINE Frances				
	(first) (middle)				
2	Other names used (maiden, other): Rose Trving, Johnson				
	Residence Address: 301 Binch 54. Brookings On. 97415 (city) (state) (ZIP code)				
4	. Home Phone:(<u>541</u>) <u>412-016</u> Business Phone:()				
	. *SSN: <u>540-74-568</u> Place of Birth: <u>Mussachusetts</u> DOB: 10 17 1956 Sex: M FK (State/Country) (mm) (dd) (yyyy)				
6	. Driver License or State ID #: 20100507 State: Or Spouse's name: Michael				
	List all states, other than Oregon, where you have lived during the past ten years:				
8	Do you currently hold, or have you ever held a liquor license in this or any other state? V YesNo If yes, when and where? Florence, Oregon Mike's Place Halian Deli				
9	In the past twelve years, have you been convicted of <u>any</u> violation, misdemeanor or felony? (include <u>traffic violations</u> , if the fine was more than \$50.00)Yes <u>K</u> No If yes, what, when and where?				
•					
1	0. Have you ever entered into a diversion agreement?Yes <u>人</u> No If yes , when and where?				
1	1. Do you have any arrests or citations that have not been resolved?Yes KNo Date County/City/State/				
1	2. If you are applying for a retail liquor license:				
	 Do you have any financial interest, direct or indirect, in any manufacturer or distributor of alcohol?YesXNo If yes, what and where: 				
	 b. Does any person having a financial or ownership interest in a manufacturer or distributor have an interest in, or potential claim upon your business or premises, for instance through investment, a loan, lease or contract? Yes No No No?				
1	3. Have you ever had a warning, violation, suspension, fine, cancellation or refusal as a licensee or service permittee, in Oregon or any other state?Yes _Y_No _ If yes, when: where: where:				
I UNDERSTAND THE OLCC WILL USE THE ABOVE INFORMATION TO CHECK FOR CRIMINAL RECORDS. I UNDERSTAND IF MY ANSWERS ARE NOT TRUE AND COMPLETE, THE OLCC MAY DENY MY LICENSE APPLICATION.					
Δ	applicant Signature: Janaire Lances Sugar Date: 5/20/04				
	*SOCIAL SECURITY NUMBER DISCLOSURE As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). The OLCC will refuse a license to any applicant or licensee who fails to provide his/her SSN. Your SSN will be used only for child support enforcement purposes unless you sign below.				
	Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:				
	Applicant Signature June Prances Surget Date: 5/20/04				



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

CITY OF BROOKINGS POLICE DEPARTMENT



Chris Wallace, Chief of Police

To:

Brookings City Council through City Manager Leroy Blodgett

From:

Chief Chris Wallace 27813/201

Date:

06-07-04

Subject:

Liquor License Change of Ownership

The Brookings Police Department found no local disqualifying information prohibiting Patricia Louise Anderson and Michael Peter Anderson with their attached liquor license change of ownership request. The former business name of Ken's Tavern will now be Hank's Tavern. 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,

Chief Chris Wallace



898 ELK DRIVE Brookings, Or. 97415 www.brookings.or.us Phone: (541) 469-3118 Fax: (541) 412-0253



(341/ 4351511

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION



PLEASE PRINT OR TYPE	
Application is being made for:	FOR CITY AND COUNTY USE ONLY
LICENSE TYPES Full On-Premises Sales (\$402.60/yr) Change Ownership New Outlet Greater Privilege Additional Privilege Additional Privilege 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: Applying as:	The city council or county commission: (name of city or county) recommends that this license be: Granted Denied Denied By: (signature) (date) Name: Title: OLCC USE ONLY Application Rec'd by: Date: 5-11-04
Partnership Company	90-day authority: ☐ Yes ☐ No
1. Applicant(s): [See SECTION 1 of the Guide] ① Hank's Tavern LLC ③ ②	
2. Trade Name (dba): Ken's Tavern	
3. Business Location: 631 Chetco Avenue Brancher, street, rural route) (city)	(county) (state) (ZIP code)
4. Business Mailing Address: 86899 Cenhal Road El (PO box, number, street, rural route)	(state) (ZIP code)
5. Business Numbers: <u>541 412 7379</u> (phone)	(fax)
6. Is the business at this location currently licensed by OLCC? 7. If yes to whom: Self Ne Toucker	□No
9. Will you have a manager? Yes No Name:	
(mana 10. What is the local governing body where your business is located?	ger must fill out an individual history form) Byccompany ne of city or county)
11. Contact person for this application: PAT Auclevices (name) (address) (address) (fax number) I understand that if my answers are not true and complete, the OLC Applicant(s) Signature(s) and Date:	54/ 935-151/ (phone number(s) 54/935-15// (e-mail address)
	Date 3/7/0
1) Text Chalen member Date 5/2/04 1	Date_ <u>5/7/o</u> t
1-800-452-OLCC (652	22)

CREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY



Trade Name (d.b.a.): Ken!	s TAvern	_ City: Brookings ORegon
1. Name: <u>Anderson</u>	Patricia	Louise
Other names used (maiden, oth	er): 5mith	
3. Residence Address: 8689' (number and	9 Central Rd. Everence distreet) (city)	OR 97402 (state) (ZIP code)
4. Home Phone:(<u>541</u>) 933	5-151/ Business Phone:() N/A
5. *SSN: <u>543-66-6249</u> Place 6. Driver License or State ID #:	of Birth: <u>ORegon / U.S.A.</u> DOB: <u>O</u> (State/Country) (n	5 129 11951 Sex: M FX nm) (dd) (yyyy) spouse's name: <u>Michael Pehr And</u> e
N/A	n, where you have lived during the past to	i des
8. Do you currently hold, or have some statement of the series of the	you ever held a liquor license in this or a	any other state?Yes &No
 In the past twelve years, have y (include <u>traffic violations</u>, if the f If yes, what, when and where? 	ou been convicted of <u>any</u> violation, misdo ine was more than \$50.00)Yes <i< td=""><td>emeanor or felony? No</td></i<>	emeanor or felony? No
10. Have you ever entered into a div If yes, when and where?	version agreement?Yes _ <no< td=""><td>and the following against</td></no<>	and the following against
 Do you have any arrests or citat If yes, arrested/cited for: 	ions that have not been resolved?Yes	s XNo nty/City/State/
12. If you are applying for a retail lic	quor license:	
	terest, direct or indirect, in any manufactes, what and where:	
		cturer or distributor have an interest in, gh investment, a loan, lease or contract?
Have you ever had a warning, v in Oregon or any other state?	iolation, suspension, fine, cancellation or Yes	refusal as a licensee or service permittee, where:
I UNDERSTAND THE OLCC WILL USE MY ANSWERS ARE NOT TRUE AND CO	THE ABOVE INFORMATION TO CHECK FOR DMPLETE, THE OLCC MAY DENY MY LICENS	R CRIMINAL RECORDS. I UNDERSTAND IF SE APPLICATION.
Applicant Signature: <u>Patre</u>	ein L. and	Date: 5/2/04
provide your Social Security Number (SSN)	RE As part of your application for an initial or renew to the Oregon Liquor Control Commission (OLCC) efuse a license to any applicant or licensee who fail unless you sign below.	for child support enforcement purposes (42 USC 8
Based on our authority under ORS 471.311 following administrative purposes only: to mensure your identity for criminal records che	and OAR 845-005-0312(6), we are requesting your ach your license application to your Alcohol Server cks. OLCC will not deny you any rights, benefits or istrative purposes (5 USC § 552(a)). If you consent	Education records (where applicable), and to
Applicant Signature:	A) (L	Date: 5/2/04



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

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY



PLEASE PRINT OR TYPE YOU MUST ANSWER ALL QUESTIONS ON THIS FORM. IF THE QUESTION DOES NOT APPLY, WRITE N/A IN THE SPACE. ATTACH ADDITIONAL SHEETS IF NECESSARY. Trade Name (d.b.a.): Sen's lavern Michael Other names used (maiden, other): 86899 Central Rd Home Phone: (541) 935 | 511 Business Phone: (541) 747-1144 *SSN: 568- 80-7714 Place of Birth: WISCONSIN/USA DOB: 03 119 150 Sex: MX F (State/Country) (mm) 6. Driver License or State ID #: 1039346 State: OR Spouse's name: Patrici 7. List all states, other than Oregon, where you have lived during the past ten years: 8. Do you currently hold, or have you ever held a liquor license in this or any other state? ___Yes \(\sum_No If yes, when and where? ____ 9. In the past twelve years, have you been convicted of <u>any</u> violation, misdemeanor or felony? (include traffic violations, if the fine was more than \$50.00) ___Yes No If yes, what, when and where? 10. Have you ever entered into a diversion agreement? ___Yes \(No If yes, when and where?_ 11. Do you have any arrests or citations that have not been resolved? $\underline{\hspace{1cm}}$ Yes X No If yes, arrested/cited for: _____ Date____ County/City/State/ ____ 12. If you are applying for a retail liquor license: a. Do you have any financial interest, direct or indirect, in any manufacturer or distributor of alcohol? ___Yes X_No If yes, what and where:_____ b. Does any person having a financial or ownership interest in a manufacturer or distributor have an interest in, or potential claim upon your business or premises, for instance through investment, a loan, lease or contract? ___Yes _X No If yes, who? _ 13. Have you ever had a warning, violation, suspension, fine, cancellation or refusal as a licensee or service permittee, in Oregon or any other state? ___Yes \(\sum_N \) If yes, when: _____ where:____ I UNDERSTAND THE OLCC WILL USE THE ABOVE INFORMATION TO CHECK FOR CRIMINAL RECORDS. I UNDERSTAND IF MY ANSWERS ARE NOT TRUE AND COMPLETE, THE OLCC MAY DENY MY LICENSE APPLICATION. Applicant Signature: Brichard P. audi *SOCIAL SECURITY NUMBER DISCLOSURE As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). The OLCC will refuse a license to any applicant or licensee who fails to provide his/her SSN. Your SSN will be used only for child support enforcement purposes unless you sign below. Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here: Applicant Signature: Bushul R. A.



1-800-452-OLCC (6522)

www.olcc.state.or.us

CITY OF BROOKINGS



STAFF REPORT

Date:

June 7, 2004

To:

Mayor Hagbom and City Council

Through: City Manager, Leroy Blodgett

From:

Paul Hughes, Finance Director

Subject:

Resolution adopting a supplemental budget for fiscal year 2003/2004

BACKGROUND

As a result of unanticipated revenues and expenditures, the General Fund budget needs to be adjusted through the supplemental budget process. Also, as a result of the City issuing a new bond series, a new budget needs to be established for the Debt Service Series 2003 Fund and, related adjustments need to be made to the Water Bond Fund and Debt Service Series 1993 Fund.

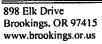
\$420,170 of General Fund revenues received included a grant from FEMA, donation from the estate of Frieda Longstreet and a carryover from the prior year that was larger than budgeted. The increase in the carryover was due to the Azalea Park snack shack not being completed by June 30, 2003 as budgeted. The majority of the work was actually completed this fiscal year. The supplemental budget will appropriate the revenues and additional carryover into the General Fund for construction of new office space at City Hall, radios and air-packs for the Fire Department, arcview software and hardware for the Community Development Department, professional services for the Community Development Department, a phone system for City Hall, and the snack shack at Azalea Park.

In October the City issued 2003 Refunding Bonds to refinance part of the 1993 Series General Obligation Bonds. The remaining portion of the 1993 bonds were paid off from water bond revenues. This resulted in an approximate savings of \$500,000 to the City. Due to this issuance, we have to set up a new debt fund, Series 2003, record a transfer of \$850,000 from the Water Bond Fund to the 1993 Debt Fund and transfer the remaining balance of the 1993 Debt Fund to the 2003 Debt Fund.

Resolution 04-R-727, adopting a supplemental budget for fiscal year 2003/04, will make the necessary appropriations to record the above changes into the 2003/04 budget.

RECOMMENDATION

Staff recommends approval of resolution 04-R-727 adopting a supplemental budget for the 2003/2004 fiscal year.



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



IN AND FOR THE CITY OF BROOKINGS STATE OF OREGON

In the Matter of a Resolution Adopting)	
A Supplemental Budget for the 2003/2004)	RESOLUTION NO. 04-R-727
Fiscal Year)	

WHEREAS, four of the General Fund departments experienced unanticipated expenditures in the 2003/2004 fiscal year; and

WHEREAS, the General Fund received unanticipated revenues in the 2003/2004 fiscal year; and

WHEREAS, the City has issued refunding bonds in fiscal year 2003/04, and this issuance created changes in the Water Bond Fund and the Debt Service Series 1993 Fund;

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that the City Finance Director/Recorder be authorized and directed to add and appropriate \$420,170 into the General Fund, transfer \$850,000 from the Water Bond Fund, add and appropriate \$849,517 into the Debt Service Series 1993 Bond Fund, add and appropriate \$517,023 into the Debt Service Series 2003 Fund for the 2003/2004 fiscal year budget.

	Adopted	Supplemental	Increase
	Budget	Budget	(Decrease)
General Fund - Revenue Networking Capital Grant Revenue Donations Total	\$338,455	\$388,455	\$ 50,000
	\$ 9,500	\$109,670	\$100,170
	<u>\$ 10,000</u>	<u>\$280,000</u>	<u>\$270,000</u>
	\$357,955	\$778,125	\$420,170
General Fund - Expenditures Fire Dept Equipment Community Development - Materials & Svc Community Development - Construction Community Development - Equipment Parks & Rec - Construction Non Dept Equipment Non Dept Contingency Total	\$ 10,000 \$ 49,250 \$ 0 \$ 0 \$ 15,000 \$100,000 \$174,250	\$110,170 \$ 66,750 \$ 30,000 \$ 7,200 \$ 50,000 \$ 35,000 \$295,300 \$594,720	\$100,170 \$ 17,500 \$ 30,000 \$ 7,200 \$ 50,000 \$ 20,000 \$195,300 \$420,170
Water Bond Fund - Expenditures Transfers Out Contingency Total	\$131,700	\$981,700	\$850,000
	<u>\$1,159,300</u>	<u>\$309,300</u>	(\$850,000)
	\$1,291,000	\$1,291,000	0

	Adopted Budget	Supplemental Budget	Increase (Decrease)
<u>Debt Service 1993 Bond Fund</u> - <u>Revenue</u> Networking Capital Transfers In Total	\$ 19,000 <u>\$474,006</u> \$493,006	\$ 18,517 <u>\$1,324,006</u> \$1,342,523	\$ (483) <u>\$850,000</u> \$849,517
Debt Service 1993 Bond Fund - Expenditures Legal & Administrative Services Debt Service Transfers Out Unappropriated Ending Balance Total	\$ 850 \$474,002 \$ 0 <u>\$ 18,154</u> \$493,006	\$ 0 \$850,000 \$492,523 \$ 0 \$1,342,523	\$ (850) \$375,998 \$492,523 (<u>\$ 18,154)</u> \$849,517
<u>Debt Service 2003 Bond Fund</u> – <u>Revenue</u> Other Revenue Transfers In Total	\$ 0 \$ 0 \$ 0	\$ 24,500 \$492,523 \$517,023	\$ 24,500 \$492,523 \$517,023
Debt Service 2003 Bond Fund – Expenditures Materials and Services Debt Service Unappropriated Ending Balance Total	\$ 0 \$ 0 \$ 0 \$ 0	\$ 26,200 \$391,350 <u>\$ 99,473</u> \$517,023	\$ 26,200 \$391,350 <u>\$ 99,473</u> \$517,023
DATED and signed this day of Jun	ne, 2004,		
ATTEST:	Bob May	Hagbom yor	
Paul Hughes City Finance Director/Recorder	-		

CITY OF BROOKINGS



STAFF REPORT

Date:

June 7, 2004

To:

Mayor Hagbom and City Council

Through: City Manager, Leroy Blodgett

From:

Paul Hughes, Finance Director

Subject:

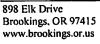
Resolution declaring the City's election to receive state revenues

BACKGROUND

State Revenue Sharing law, ORS 221.770, requires the city to pass a resolution each year stating that we elect to receive state revenue sharing money. The law also requires the City Recorder to certify that two required public hearings were held, one before the budget committee and the other before the city council.

RECOMMENDATION

Staff recommends that City Council approve resolution 04-R-731 declaring the city's election to receive state shared revenues.



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



IN AND FOR THE CITY OF BROOKINGS STATE OF OREGON

Declaring the City's election to Receive State Revenues))	Resolution No. 04-R-731
The City of Brookings ordains as follow	s:	
Section 1. Pursuant to ORS 221.7 fiscal year 2004-2005.	770, the c	city hereby elects to receive state revenues for
		Bob Hagbom, Mayor
ATTEST by City Recorder this da	y of June	e, 2004.
	y of June	e, 2004.
Paul Hughes, City Recorder I certify that a public hearing before the	budget c	ommittee was held on April 28, 2004, and a on June 14, 2004, giving citizens an opportunity



Department of Administrative Services

Office of Business Administration 155 Cottage St. NE U-90 Salem, OR 97301-3972 (503)378-2350 ext 329 FAX (503)373-1273

RETURN TO:

DEPARTMENT OF ADMINISTRATIVE SERVICES OFFICE OF BUSINESS ADMINISTRATION ATTN KEVIN HERBURGER 155 COTTAGE ST NE U-90 SALEM OR 97301-3972

AN ORDINANCE/RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

The City of	BF	ROOKIN	GS (ordains as	follows	:		
Section 1. fiscal year	Pursuan 2004-200	t to ORS 05.	3 221.770	, the city h	ereby e	elects to re	ceive state	revenues for
Passed by	the Com	mon Co	uncil the		_ day of	f		2004.
Approved i	by the Ma	ayor this		day	•		, 2004.	
Мау	or							
Atte	st	·		· · · · · · · · · · · · · · · · · · ·				
l *certify that on Council wa to commen	s held on			, 2004 a	nd a pu	ıblic hearin	g before th	e City n opportunity
-				City Reco	rder		· · · · · · · · · · · · · · · · · · ·	
			DEAD	LINE JUL	Y 31, 20	004		
* NOTE:	Please	return	certificat	ion only.	We	do not n	eed conie	s of notice

CITY OF BROOKINGS



STAFF REPORT

Date:

June 7, 2004

To:

Mayor Hagbom and City Council

Through: City Manager Leroy Blodgett

From:

Paul Hughes, Finance Director

Subject:

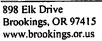
Resolution to extend workers compensation insurance coverage to city volunteers

BACKGROUND

Each year City County Insurance Services, our workers compensation carrier, requires the city council to pass a resolution specifying the city volunteers covered under the city's workers compensation plan. Our covered city volunteers have not changed from the prior year.

RECOMMENDATION

Staff recommends approval of Resolution 04-R-732 extending the City of Brookings' workers compensation coverage to city volunteers.



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



IN AND FOR THE CITY OF BROOKINGS STATE OF OREGON

In the Matter of extending the)	
City of Brookings' workers')	
compensation coverage to)	Resolution No. 04-R-732
volunteers of the City of)	
Brookings)	

WHEREAS, the City of Brookings elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the Volunteer Election Form.

- 1. An assumed monthly wage of \$800 per month, as required by Oregon statute, will be used for public safety volunteers; and
- 2. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
- 3. Court-mandated community service workers/inmates on work release may be covered for workers' compensation benefits by the sentencing court. Coverage will be determined prior to work inception and stipulated to in writing between the City of Brookings and the respective sentencing court. Court-mandated volunteers will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage; and
- 4. A roster of active volunteers (public safety, non-public safety, and community service workers/inmates on work release) will be kept monthly for reporting purposes. It is acknowledged that City/County Insurance Services may request copies of these rosters during year-end audit; and
- 5. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Brookings' coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BROOKINGS to provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

	PASSED by the	e Brookings	Common	Council ai	nd signed l	by the Mayo	or this	_
day o	of June, 2004.				-	•	.	-

	Bob Hagbom Mayor
ATTEST by City Recorder thi	is day of June, 2004.
Paul Hughes City Recorder	