

# Agenda January

City of Brookings  
Common Council Meeting  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings Oregon  
January 13, 2003 7:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Ceremonies/Appointments/Announcements**
  - A. Appointments
    - 1. Election of Council President for Calendar Years 2003-2004
    - 2. Traffic Safety Committee [page 5]
    - 3. Urban Renewal Advisory Committee [page 7]
    - 4. Budget Calendar and appointment of Budget Officer for Fiscal Year 2003/2004 [page 9]
    - 5. Rate Committee [page 11]
  - B. Announcements
    - 1. Introduction of new Police Department employees, Officers Michael Lane and Keith Rebman
- V. Oral Requests and Communications from the Audience**
  - A. Committee and Liaison reports
    - 1. Chamber of Commerce
    - 2. Council Liaisons
  - B. Unscheduled
- VI. Staff**
  - A. City Manager
    - 1. Chinese New Year—request for closure of Cottage Street [page 13]
    - 2. Downtown Development Plan and Plan Appendix [page 17]
    - 3. Other

**VII. Consent Calendar**

- A. Approval of Council Meeting Minutes
  - 1. Minutes of December 16, 2002, Regular Council meeting [page 19]
- B. Acceptance of Planning Commission Minutes
  - 1. Minutes of December 3, 2002, regular Commission meeting [page 27]
- C. Approval of Vouchers for month of December, 2002 (\$297,672.26) [page 29]
- D. Liquor License approval for "The Snug" [page 35]

(End Consent Calendar)

**VIII. Remarks from Mayor and Councilors**

- A. Council
- B. Mayor

**IX. Adjournment**

# City of Brookings Events Calendar

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## January 2003

January 2003							February 2003						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	1	2	3	4	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			January 1, 2003	2	3	4
			New Year's Day (United States) 8:00am CITY OFFICES CLOSED - New Years Day Holiday 10:30am Dr. Hochberg's Radio Program	2:00pm CC-swearing in ceremony-Mayor, 2 Councilors	Update and Publish Web Page Update Channel 4 check notes 8:00am DON'T BOTHER LEROY FRIDAY 12:00pm Linda out of office-hair cut	
5	6	7	8	9	10	11
		8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish 7:00pm Planning Commission	10:30am Dr. Hochberg's Radio Program 12:00pm Community Agencies Meeting (Mayor, CM, Council) (C	12:00pm Chamber Forum-Leroy/May (Flying Gull) 6:30pm Downtown Development Committee m	Update and Publish Web Page Update Channel 4 check notes 8:00am DON'T BOTHER LEROY FRIDAY 3:00pm Access Class 5:30pm Nancy's going	
12	13	14	15	16	17	18
	Time Sheet to Leroy 4:00pm Set up chambers-Ck Cndrs/Clocks 7:00pm Common Council meeting (Council	8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!!	10:00am Webpage meeting-Leroy's office 10:30am Dr. Hochberg's Radio Program	12:00pm Council Packets Out! (Admin Sec Office)	Update and Publish Web Page Update Channel 4 check notes 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS! 3:00pm Access Class	
19	20	21	22	23	24	25
	Martin Luther King Day (Unit 8:00am CITY OFFICES CLOSED - Martin Luther King Day 9:00am Municipal Court (City Council Ch	8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!!	10:30am Dr. Hochberg's Radio Program 1:30pm CC-Rate Committee-City 2:00pm Fax Council Agenda by	7:00pm Parks & Rec Commission Mtg	Update and Publish Web Page Update Channel 4 check notes 8:00am DON'T BOTHER LEROY FRIDAY 8:30am Council Goal 3:00pm Access Class	
26	27	28	29	30	31	
	Time Sheet to Leroy 9:00am CC-Muni Court 2:00pm CC-Borax team re masterplan t 4:00pm Set up 6:30pm City Council	8:00am Business Outlook Conference - Ch 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish	10:30am Dr. Hochberg's Radio Program	Nikki and girls here LauraLee-Out/Covering with Update and Publish Web Page Update Channel 4 check notes 8:00am DON'T BOTHER 3:00pm Access Class		

# City of Brookings Events Calendar

## February 2003

February 2003							March 2003						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	1	2	3	4	5	6	7	1
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						February 1 Nikki and girls here
2 Nikki and girls here Groundhog Day (United State	3	4 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish 7:00pm Planning Commission	5 10:30am Dr. Hochberg's Radio Program 12:00pm Community Agencies Meeting (Mayor, CM, Council) (C	6	7 Update and Publish Web Pag Update Channel 4 check note 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS! 3:00pm Access Class	8
9	10 Time Sheet to Leroy 4:00pm Set up chambers-Ck Clntrs/Clocks 7:00pm Common Council meeting (Council	11 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!!	12 Lincoln's Birthday (United Sta 10:30am Dr. Hochberg's Radio Program	13 12:00pm Chamber Forum-Leroy/May (Flying Gull) 6:30pm Downtown Development Committee m	14 Update and Publish Web Pag Update Channel 4 check note Valentine's Day (United State 8:00am DON'T BOTHER LEROY FRIDAY 3:00pm Access Class	15
16	17 President's Day (United State 8:00am CITY OFFICES CLOSED - President's Day 9:00am Municipal Court (City Council Ch	18 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!!	19 10:30am Dr. Hochberg's Radio Program 2:00pm Fax Council Agenda by 2:00PM & add to WebPg	20 12:00pm Council Packets Out! (Admin Sec Office)	21 Leroy in Seattle Update and Publish Web Pag Update Channel 4 check note 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS!	22
23 Leroy in Seattle	24 Time Sheet to Leroy 9:00am CC-Muni Court 4:00pm Set up chambers-Ck 6:30pm City Council meeting (Council	25 8:30am Staff Meeting (CM office) 9:30am REMINDER: KURY @ 9:35'ish AM!!	26 10:30am Dr. Hochberg's Radio Program	27 7:00pm Parks & Rec Commission Mtg	28 LauraLee-Out/Covering with Update and Publish Web Pag Update Channel 4 check note 8:00am DON'T BOTHER LEROY FRIDAY MORNINGS!	



# CITY OF BROOKINGS POLICE DEPARTMENT

CHIEF CHRIS WALLACE

898 ELK DRIVE  
BROOKINGS, OREGON 97415

PHONE (541) 469-3118  
FAX (541) 412-0253

**To:** Mayor Bob Hagbom  
**From:** Chief Chris Wallace 27813/201  
**Date:** 12-23-02  
**Subject:** Traffic Safety Committee Members

Mayor Hagbom,

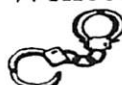
I respectfully submit the following names listing our first volunteer members assigned to the City of Brookings Traffic Safety Committee.

1. DON TILTON (Representing the Chamber of Commerce)
2. CHRIS MCKAY (Representing District 17-C School)
3. HOPE HANSEN (At large member)
4. PHIL ABBOTT (At large member)
5. JIM WATSON (At large member)
6. OFFICER MARVIN PARKER (Designee)

CC: City Manager  
Officer Parker



"Home of Winter Flowers"



# **CITY OF BROOKINGS**

*Where Flowers meet the Sea*



## **STAFF REPORT**

Date: January 7, 2003  
To: Mayor Hagbom & City Councilors  
From: Leroy Blodgett, City Manager

Subject: Urban Renewal Advisory Committee

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## **BACKGROUND**

Approximately one-year ago City Council created and appointed members to the Downtown Development Committee. The committee was responsible for preparing the downtown master plan and Urban Renewal Plan. The following individuals were appointed to the committee.

Jay Patel	Fifth Street Medical Clinic
Linda Kelly	Banana Belt
Tim Patterson	Java Java & Redwood Theater
Bryan Scott	Brian Scott Gallery
Tom Kerr	Kerr's Hardware

Even though the plans are complete there is still much work needed to implement those plans. The Urban Renewal Agency (URA) will actually be responsible for activities related to Urban Renewal. However, it may be beneficial to have an advisory committee for the URA. In order to provide recommendations to the URA and carry out other aspects of the downtown master plan staff is recommending that the Downtown Development Committee become the Urban Renewal Advisory Committee.

## **STAFF RECOMMEDATION**

Move to dissolve the Downtown Development Committee; create the Urban Renewal Advisory Committee (URAC), and; appoint Jay Patel, Linda Kelly, Tim Patterson, Bryon Scott and Tom Kerr to the URAC.



## **Staff Report**

**To:** Mayor Hagbom & City Council  
**Through:** Leroy Blodgett, City Manager  
**From:** Paul Hughes, Finance Director  
**Date:** December 20, 2002  
**Re:** **Budget Calendar and Budget Officer for Fiscal Year  
2003/04 Budget**

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### **BACKGROUND**

Each year the City Council must appoint a budget officer and approve the budget calendar. The budget officer prepares and presents the budget to the Budget Committee. The budget calendar is a timeline of the budget preparation process.

### **RECOMMENDATION**

Staff recommends approving the budget calendar as presented and appointing the City Finance Director as Budget Officer.

## **CITY OF BROOKINGS 2003 – 2004 BUDGET CALENDAR**

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January 13, 2003	.....	City Council to appoint budget officer and approve budget calendar
January 14, 2003	.....	Budget worksheets to department heads
January 25, 2003	.....	City Council Goals Session
February 10, 2003	.....	City Council Adopts Council Goals
March 3, 2003	.....	Completed department budget worksheets returned to Finance Director
April 9, 2003	.....	Publish 1 <sup>st</sup> notice of budget hearing
April 16, 2003	.....	Publish 2 <sup>nd</sup> notice of budget hearing
April 23, 2003	.....	Budget Committee meeting (dates for additional meetings, if necessary, will be set at this meeting)
May 21, 2003	.....	Publish budget summary and notice of Hearing
June 9, 2003	.....	Budget hearing
June 23, 2003	.....	Budget adoption by City Council



# **CITY OF BROOKINGS**

*Where the Flowers meet the Sea*



## **STAFF REPORT**

Date: January 7, 2003  
To: Mayor Hagbom & City Councilors  
From: Leroy Blodgett, City Manager

Subject: Rate Committee Appointment

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## **BACKGROUND**

Four years ago the City entered into a loan agreement with the Oregon Department of Revenue to borrow approximately \$13 million for improvements to the wastewater treatment facility. It is highly likely that an increase of sewer rates and System Development Charges (SDC's) will be necessary to meet the debt requirements of the loan.

The City has an agreement with Harbor Sanitary District to have a "Rate Committee" to make recommendations for rate adjustments. The City and the District each must appoint two of their members to be on the Rate Committee. Those four individuals are to review all of the information and come up with a unified recommendation to make to their respective bodies.

The individuals that represented the District on the previous Committee are no longer board members. They are expected to make their appointments at their January 14, 2003 board meeting.

I would like to schedule their first meeting for Wednesday 1/22 at 2:00 in the council chambers.

## **STAFF RECOMMENDATION**

Appoint Councilors Dentino and Mickelson to the Sewer Rate Committee.



# Memo

**To:** Mayor Hagbom and Councilors  
**From:** Leroy Blodgett, City Manager  
**Date:** January 2, 2003  
**Re:** request to close Cottage Street for Chinese New Year Celebration

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Again this year George and Letty Lee of Lee's Dragon Gate Restaurant have requested a closure of Cottage Street from Pacific Avenue to the easterly end of the Dragon Gate parking lot for their annual Chinese New Year celebration. The requested closure would be February 8 beginning at 11:30 a.m. until 2:00 p.m. They are requesting alternate dates of February 15, 22 or March 1.

They are also requesting permission to set off a controlled line of firecrackers as they have done in the past.

**Recommendation:** To grant permission to George and Letty Lee to close that portion of Cottage Street from Pacific Avenue easterly to the end of the Dragon Gate parking lot on February 8, 2003, beginning at 11:30 a.m. and to allow them to set off a controlled line of firecrackers during the Chinese New Year Celebration as permitted by the Brookings Fire Chief.

# Memorandum

**TO:** Mayor, Council  
**FROM:** William J. Sharp, Fire Chief  
**THROUGH:** Leroy Blodgett, City Manager  
**DATE:** 01-08-03



**Issue:** **Closing of Cottage St For Chinese New Year**

Once again we have been contacted by Jon Loren and his group who want to put on their Chinese New Year's Celebration on Cottage Street in front of Dragon Gate Restaurant. They have requested to close the Street for that period of time and to use Firecrackers as part of that celebration. The Fire Department has no reservations nor concerns with this and gives permission to use of Firecrackers and Street closure.

Mr. George Lee and Mrs. Letty Lee  
LEE'S DRAGON GATE RESTAURANT  
P. O. Box 1569  
Brookings, Or. 97415

**received**

12-23-02 RAB

Office of City Manager  
City of Brookings  
Elk Drive, Brookings, Or. 97415

December 16, 2002

RE: Request permission to block a portion of Cottage Street for annual celebration of Chinese New Year.

Dear Sir:

Lee's Dragon Gate Restaurant, in co-operation with Club Center's Lion Dance Team-Gung Fu/Tai Chi students- will again put on our traditional New Year Lion Dance in celebration of Chinese New Year.

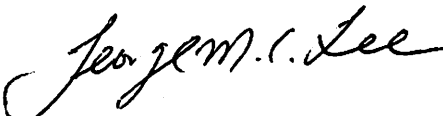
We would like to reach as many people as possible. Weather permitting, we wish to present our program on Saturday, February 8, 2003, at 12 noon. Our alternate dates would be Saturday, February 15, February 22 or March 1, 2003.

We would require the closure of Cottage street from the direct corner of the Dragon Gate Restaurant at Pacific and Cottage to the end of the Dragon Gate parking lot where it joins the Chetco Federal Credit Union driveway on Cottage Street.

Permission to close the area is required from 11:30 AM at the earliest to 2 PM at the latest. We would also request that permission to set off a controlled line of firecrackers, as we have in the past, would also be granted. The firecrackers will be in a safe spot, not posing a fire hazard to any building, environment or person, just as in the past.

We would like to thank your office for your consideration and help in the past with this celebration. If any further information is needed to help facilitate our request, please contact us.

Sincerely



George Lee

# **CITY OF BROOKINGS**

*Where the Flowers meet the Sea*



## **STAFF REPORT**

Date: January 8, 2003  
To: Mayor Hagbom & City Councilors  
From: Leroy Blodgett, City Manager

Subject: Downtown Master Plan

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## **BACKGROUND**

The Downtown Master Plan is complete. The Downtown Development Committee has reviewed the plan and they recommend that City Council approve the Master Plan.

The planning process was interesting and involved a large number of residents and business owners. The final product includes ideas, suggestions, and comments received from the public. The Downtown Development Committee has already started implementation of the plan. We are having copies of the poster made and will distribute them throughout the business district. Larger posters will be displayed at City Hall and the Library.

## **STAFF RECOMMENDATION**

Move to approve the City of Brookings Downtown Master Plan and Appendix.

**CITY OF BROOKINGS  
COMMON COUNCIL MEETING MINUTES  
City Hall Council Chambers  
898 Elk Drive, Brookings, OR 97415  
December 16, 2002 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 Paul Hughes

**III. ROLL CALL**

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

Council Absent: Lorraine Kuhn

Staff Present:

City Manager Leroy Blodgett, Community Development Director Leo Lightle, Fire Chief William Sharp, Finance Director Paul Hughes and Administrative Secretary Linda Barker

Media Present: Curry Coastal Pilot Reporter David Courtland

Other:

Brookings-Harbor Chamber of Commerce Executive Director Les Cohen  
Rob Wall, Wall and Wall CPAs

and approximately nine other citizens

**IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS**

**A. *Appointments***

**1. *Letter of resignation from Planning Commissioner, Position No. 2, Craig Mickelson***

Mayor Hagbom read a letter of resignation from the Planning Commission from Craig Mickelson who was recently elected to the City Council. The Mayor thanked Mickelson for his hard work on the Planning Commission and earlier on the Parks and Recreation Commission.

2. *Appointment of new Planning Commissioner, Position No. 2*  
Mayor Hagbom introduced Bill Smith who he appointed to the Planning Commission, Position No. 2. Smith thanked the Mayor and Council for the appointment stating he hopes to make good decisions for current residents and new comers alike.

At this point the City Manager left the meeting due to a family emergency.

**B. Announcements**

1. *League of Oregon Cities/City County Insurance Services Bronze Medal Safety Award for Fiscal Year 2001-2002*  
On behalf of all city employees, Leo Lightle accepted a Bronze Medal safety plaque awarded to the City by the League of Oregon Cities/City County Insurance Services. The award was based on number of injuries per days worked during 2001/2002.
2. *Introduction of new city employee-Kathy Dunn, Accounts Payable Clerk*  
Finance Director Hughes introduced new employee, Kathy Dunn saying he felt fortunate in finding someone with her skills and level of professionalism. Dunn said she worked most recently with Curry County so she brings a government bookkeeping background to this position.

**V. SCHEDULED PUBLIC APPEARANCES**

- A. *Rob Wall, Wall and Wall CPA—Report on Comprehensive Annual Financial Report for Fiscal Year 2001-2002*  
Hughes introduced City Auditor Rob Wall who gave a report on the Comprehensive Annual Financial Report for Fiscal Year 2001-2002. He announced the City had received the Certificate of Achievement from GFOA for the Fiscal Year ending June 30, 2001 and the City will again be submitting the annual report to determine its eligibility for another certificate. Wall outlined what is in the financial report, adding comments from his management letter.

**VI. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**

- A. *Committee and Liaison reports*
  1. *Chamber of Commerce*  
Executive Director Les Cohen wished happy holidays to all. He reported the Chamber is involved in many things right now. He will be attending a meeting with the legislative representatives of the Associated Industries to promote industry in Oregon. Three other Chamber executives representing the largest Chambers in the state will be meeting with Cohen and the legislative representatives.

Brad Hicks, Medford, will be assuming the presidency of the Oregon Chamber of Commerce for 2003.

The Business Outlook Conference agenda is set. The 6<sup>th</sup> annual conference will be held at the Elks Lodge Tuesday, January 28, with Dr. John Mitchell, US Bank, returning as the keynote speaker. The Industry Showcase will feature Tom Kerr who recently opened an expanded business in a new building and celebrated 50 years of successful business in Brookings.

The Chamber has placed some Holiday lighting along Chetco Avenue but is waiting for ODOT to finalize plans for downtown revitalization before purchasing additional displays. Judging for the Festival of Lights will be Tuesday, weather permitting.

Cohen stated he is working with Representative Wayne Krieger and Port Director Russ Crabtree to secure outside funding for the Elk River Fish Hatchery. He added the hatchery generates several million dollars in revenue to the area but is in danger with state funding being cut.

3. *Council Liaisons*

Councilor Johns Kern stated she has been attending the school site meeting each week which has revealed the project is more comprehensive than ever imagined.

Councilor Dentino attended a Pelican Bay Telecommunication Board meeting last week; judged approximately thirty theme entries in the annual Voice of America contest which takes place every winter; participated in a League of Oregon Cities cable and broadband teleconference; and attended, with the Mayor, a joint veterans get together at the VFW Hall on Sunday. He stated he will be working in Nature's Coastal Holiday this weekend.

Councilor Curry participated in the December 4 Community Agencies meeting. On December 5 he attended a Crimestoppers meeting and also a South Coast Watershed Council meeting in Gold Beach, which was one of the best attended meetings they have held for some time.

Mayor Hagbom said he, the City Manager, and Chamber Director Cohen attended an economic meeting in Portland put on by Oregon's two senators and the Governor-elect. At the meeting many opinions and solutions were expressed about improving the economy. Hagbom stated it is very obvious



that the state is in financial difficulty and business leaders at the conference felt the only solution is a sales tax, which if implemented, could reduce property taxes. Hagbom also attended a hearing on the Biscuit Fire.

**B. *Unscheduled***

1. Don Nuss, stating his address as 825 Mardon Court, Brookings, spoke to the Council regarding concerns about the hiring of the current City Manager and about the Chamber of Commerce promotion contract and promotions ledger. Mayor Hagbom said the first was a personnel matter and had no comment. Nuss requested cancellation of the Chamber contract for violation of the contract terms. He stated he had contacted the City's Finance Director and received recall papers to begin a recall against Councilors Curry and Dentino. Councilor Dentino gave a verbal response to Nuss' charges.

Mayor Hagbom said the City will be talking with legal counsel and the Finance Director to see if the Chamber's reporting is adequate.

2. Peter Spratt, 15480 South Wind Lane, Harbor, speaking on behalf of the Chamber of Commerce, stated the Chamber had bid on the promotions contract, and has proceeded with the contract in compliance with its terms.

Nuss returned to the podium to rebut statements made by Spratt. Mayor Hagbom advised this was not a public hearing and rebuttal would not be given. Nuss argued this point and left the podium only after Hagbom stated he was requesting aid from the Police Department to remove Nuss. Two police officers responded to the Council Chambers but Nuss had returned to his seat before they arrived. They were thanked, asked to remain briefly, and then left.

Giving general information, Mayor Hagbom stated that the League of Oregon Cities will be requesting a legislative change to election laws so that individuals seeking to recall an elected official will be responsible for costs of the election if the recall fails.

**VII. STAFF REPORTS**

**A. *Finance Department***

1. *Oregon Municipal Audit Review Committee: Joint Audit of Franchise Fees Oregon Cities receive from Qwest and Verizon*  
Finance Director Hughes said the City has been asked to participate in joint audit of the telecommunication providers Verizon and Qwest to ensure accurate receipt of franchise fee payments. The City has a franchise with Verizon. If all 73 interested cities participate in the audit the City's cost

allocation is \$1,449.46 of which \$437.03 is nonrefundable if the City decides not to participate after submitting payment. After hearing questions and comments from the Council, Hughes recommended the city participate in the audit

**Councilor Dentino moved, a second followed, and the Council voted unanimously to participate in the joint audit of the franchise fees Oregon Cities receive from Qwest and Verizon and to authorize signature of the intergovernmental agreement by the Mayor.**

**B. *Community Development Department***

**1. *Awarding of bid for the Mill Beach Waterline Project***

Community Development Director Lightle recommended awarding the bid for the Mill Beach Road Water Improvements Project to John D. Rapraeger, Inc. for \$22,208.00, stating three very competitive bids were received. After the waterline is completed street repairs will be made to Mill Beach Road.

**Councilor Johns Kern moved, it was seconded, and the Council voted unanimously to award the bid for the Mill Beach Road Water Improvements to John D. Rapraeger, Inc. in the amount of \$22, 208.00**

**C. *Fire Department***

**1. *Awarding of bid for Jaws of Life equipment***

Fire Chief Sharp said the City has budgeted \$10,000 for the purchase of Jaws of Life equipment. This equipment can only be purchased from Santiam Emergency Equipment, Inc., Salem Oregon. The bid they submitted was \$11,709.43. The Firefighters Association has committed \$6,000 also for the purchase of Jaws equipment leaving a cost to the city of \$5,709.43. Sharp recommended awarding the bid to Santiam Emergency Equipment, Inc.

**Councilor Dentino moved, a second followed, and the Council voted unanimously to award the bid for Jaws of Life equipment to Santiam Equipment, Inc., for the sum of \$5,709.43 with the inclusion of \$6,000 that has been donated to the Firefighters Association for a total cost of \$11,709.43.**

**D. *City Manager***

**1. *Update on 2002-2003 City Council Goals/set date for 2003-2004 Goals Setting Session***

Mayor Hagbom stated the City Manager had listed the progress on the 2002/2003 goals in the memo that was included in the agenda and asked if

any Councilors needed further clarification. There were no questions. He added the date of the work session for new 2003/2004 Council goals has been set for January 25, 2003, 9 a.m. to 2 p.m. at the Brookings Inn Conference Center. Also to be included at the work session will be Planning Commissioners, Parks and Recreation Commissioners and Downtown Development Committee members.

2. *Pelican Bay Telecommunications*

Mayor Hagbom report the Pelican Bay Telecommunications Board met and the direction of the non-profit corporation is not towards the process of putting in cable TV line which could be considered at later date if necessary. The direction is geared more toward telecommunications. The Council will be updated after future meetings.

3. *Other*

None

**VIII. CONSENT CALENDAR**

- A. Approval of Council Meeting Minutes
    - 1. Minutes of November 25, 2002, Regular Council Meeting
  - B. Acceptance of Parks and Recreation Commission Minutes
    - 1. Minutes of October 24, 2002, regular Commission Meeting
  - C. Acceptance of Planning Commission Minutes
    - 1. Minutes of November 5, 2002, Regular Commission Meeting
  - D. Approval of Vouchers for November, 2002 (\$159,157.77)
- (end Consent Calendar)

**Councilor Johns Kern moved, a second followed and the Council voted unanimously to approve the Consent Calendar as presented.**

**IX. REMARKS FROM MAYOR AND COUNCILORS**

- A. Council
- B. Mayor
  - Mayor Hagbom wished everyone a Merry Christmas.

**XI. ADJOURNMENT**

Councilor Johns Kern moved, it was seconded, and the Council voted unanimously to adjourn the meeting at 8:25 p.m.

The meeting reconvened at 8:26 p.m. as the Council had neglected to approve the audit report after its review.

**Councilor Dentino moved, a second followed, and the Council voted unanimously to approve the Report on Comprehensive Annual Financial Report for Fiscal Year 2001-2002.**

The meeting adjourned at 8:27 p.m.

Respectfully submitted:

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Bob Hagbom  
Mayor

ATTEST by City Recorder this \_\_\_\_ day of \_\_\_\_\_, 2003.

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Paul Hughes  
Finance Director/City Recorder

**MINUTES  
BROOKINGS PLANNING COMMISSION  
REGULAR MEETING  
December 3, 2002**

Chair Randy Gorman called the regular meeting of the Brookings Planning Commission to order at 7:00 p.m. in the Council Chambers at Brookings City Hall on the above date with the following Commission members and staff in attendance.

Jim Collis	Randy Gorman	John Bischoff, Planning Director
Ernest Cofrances	Craig Mickelson	Cathie Mahon, Secretary
Ted Freeman	Bruce Nishioka	

Commissioner Fritz and Student Ex Officio Michelle Carrillo were not present at the meeting.

**CHAIRPERSON ANNOUNCEMENTS**

The Chair expressed congratulations to Commissioner Mickelson who will be starting his term on City Council in January, 2003.

**MINUTES**

By a 3-0 vote, the Commission (motion: Commissioner Collis; Commissioners Freeman, Cofrances and Nishioka abstained due to absence at the November meeting) approved the minutes of the November 5, 2002, regular meeting.

**ELECTION OF OFFICERS**

Commissioner Freeman nominated, Commissioner Nishioka seconded, Commissioner Gorman for Chair. Nominations were closed (Motion: Commissioner Collis) and by unanimous vote Commissioner Gorman was re-elected for his second term as Chair. Commissioner Freeman moved, Chair Gorman seconded the nomination of Commissioner Nishioka as Vice-Chair. The new officers will commence their positions at the January 7, 2003 public hearing.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS**

1. By a 6-0 vote (Motion: Commissioner Freeman), the Planning Commission approved the final map for a 4-lot subdivision from a .73 acre parcel; located in the northwest corner of Azalea Park Drive and Old County Road; identified as Erb Court Subdivision; Assessor's Map 41-13-5 BC, Tax Lot 200; R-2 (Two-family Residential) zone; K.C. Erb, applicant; Lloyd Matlock, representative.

Planning Director Bischoff announced for the record that the two County Referrals and the Bruce Brothers final map were pulled from the agenda; the County Referrals are continued indefinitely, and the Bruce Brothers have not completed the required conditions for final map approval.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON WRITTEN REQUESTS AND COMMUNICATIONS**

None.

## THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

None.

## UNSCHEDULED PUBLIC APPEARANCES

None.

## COMMISSIONERS COMMENTS:

Chair Gorman discussed the *draft* for the Annual Report. Discussion ensued. It was determined that any additional items to add to the report be forwarded to the Secretary, who will type up the report for final approval at the January 7, 2003 meeting.

Commissioner Mickelson expressed his appreciation for serving on the commission.

Commissioner Nishioka questioned Planning Director Bischoff for a 2003 forecast of the Commission's caseload. Planning Director Bischoff responded, predicting the upcoming year will be as busy as 2002.

## REPORT OF THE PLANNING DIRECTOR

Planning Director Bischoff discussed several items:

### Requirements for side yard setback:

Side yard setback requirements are being reviewed by staff to look at reasonable requirements for houses built on hills, affected by topography. Uphill diagrams, and other examples will be included in the January packet for discussion.

### City Council:

City Council will have a *goal-setting* session in January. Council has scheduled only one meeting for the month on December 16<sup>th</sup>.

### Annual report:

He reminded the Commission about its Annual Report due to the City Council in January.

## ADJOURNMENT

With no further business before the Planning Commission, the meeting adjourned at 9:22 p.m.

Respectfully submitted,

**BROOKINGS PLANNING COMMISSION**

  
\_\_\_\_\_  
Randy J. Gorman, Chair

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
12/02	12/08/2002	45049	322	Postmaster	10-00-2005	586.00
12/02	12/09/2002	45050	167	American Sigma	10-00-2005	46.35
12/02	12/09/2002	45051	1344	Ball Janik LLP	10-00-2005	132.90
12/02	12/09/2002	45052	1233	Bart Kast Builder	10-00-2005	220.16
12/02	12/09/2002	45053	138	Becco, Inc	10-00-2005	57.90
12/02	12/09/2002	45054	148	B-H Chamber of Commerce	10-00-2005	5,306.72
12/02	12/09/2002	45055	313	Brookings Vol Firefighters	10-00-2005	2,083.33
12/02	12/09/2002	45056	2000	Butler Ford	10-00-2005	16,150.00
12/02	12/09/2002	45057	417	Cabela's	10-00-2005	2,099.70
12/02	12/09/2002	45058	1429	Carl Suhr	10-00-2005	7.74
12/02	12/09/2002	45059	384	VOID - Cashier, OR Health Division	10-00-2005	.00
12/02	12/09/2002	45060	2007	Champion Awards & Engraving	10-00-2005	50.50
12/02	12/09/2002	45061	820	CMI Business Systems	10-00-2005	107.94
12/02	12/09/2002	45062	306	Coastal Carpet Cleaning	10-00-2005	65.00
12/02	12/09/2002	45063	1745	Coastal Paper & Supply, Inc	10-00-2005	64.35
12/02	12/09/2002	45064	183	Colvin Oil Company	10-00-2005	1,332.00
12/02	12/09/2002	45065	182	Coos-Curry Electric	10-00-2005	12,489.60
12/02	12/09/2002	45066	1801	Cop Shop Etc	10-00-2005	160.00
12/02	12/09/2002	45067	151	Curry Coastal Pilot	10-00-2005	127.40
12/02	12/09/2002	45068	173	Curry Equipment Company	10-00-2005	209.14
12/02	12/09/2002	45069		Information Only Check	10-00-2005	.00 V
12/02	12/09/2002	45070	166	Dan's Auto & Marine Electric	10-00-2005	175.47
12/02	12/09/2002	45071	2050	Darrin Worman	10-00-2005	26.83
12/02	12/09/2002	45072	259	Da-Tone Rock Products	10-00-2005	482.89
12/02	12/09/2002	45073	2049	David A. Millette	10-00-2005	26.35
12/02	12/09/2002	45074	185	Del Cur Supply	10-00-2005	21.40
12/02	12/09/2002	45075	196	DHR Child Support Unit	10-00-2005	203.08
12/02	12/09/2002	45076	250	DHR Child Support Unit	10-00-2005	278.31
12/02	12/09/2002	45077	2022	Display Sales	10-00-2005	310.60
12/02	12/09/2002	45078	316	Donald & Roberta Chandler	10-00-2005	548.00
12/02	12/09/2002	45079	439	DPSST	10-00-2005	220.50
12/02	12/09/2002	45080	2044	Ed & Tamara Murdock	10-00-2005	18.17
12/02	12/09/2002	45081	153	Ferrellgas	10-00-2005	383.22
12/02	12/09/2002	45082	105	First Impressions	10-00-2005	394.49
12/02	12/09/2002	45083	297	G. Neil Companies	10-00-2005	214.95
12/02	12/09/2002	45084	862	Gerald Kessler	10-00-2005	40.00
12/02	12/09/2002	45085	1008	H.F. Scientific Inc	10-00-2005	70.50
12/02	12/09/2002	45086	154	Hagen's Dry Cleaners	10-00-2005	25.40
12/02	12/09/2002	45087	139	Harbor Logging Supply	10-00-2005	34.00
12/02	12/09/2002	45088	2046	Homer Giles	10-00-2005	34.13
12/02	12/09/2002	45089	2042	Joyce Green	10-00-2005	21.69
12/02	12/09/2002	45090	2048	Karen S. Bohm	10-00-2005	32.47
12/02	12/09/2002	45091		Information Only Check	10-00-2005	.00 V
12/02	12/09/2002	45092		Information Only Check	10-00-2005	.00 V
12/02	12/09/2002	45093		Information Only Check	10-00-2005	.00 V
12/02	12/09/2002	45094		Information Only Check	10-00-2005	.00 V
12/02	12/09/2002	45095		Information Only Check	10-00-2005	.00 V
12/02	12/09/2002	45096	162	Kerr Hardware	10-00-2005	513.03
12/02	12/09/2002	45097	271	Larry Curry	10-00-2005	57.00
12/02	12/09/2002	45098	1183	Lawrence & Deanna Hodges	10-00-2005	4.04
12/02	12/09/2002	45099	2047	Marjorie Renhard	10-00-2005	2.23
12/02	12/09/2002	45100	155	Mory's	10-00-2005	49.15
12/02	12/09/2002	45101	424	Munnel & Sherrill	10-00-2005	192.77
12/02	12/09/2002	45102	1960	National Fire Fighter Corp	10-00-2005	22.00
12/02	12/09/2002	45103	399	NENA	10-00-2005	75.00
12/02	12/09/2002	45104	2025	Nurnberg Scientific	10-00-2005	351.15
12/02	12/09/2002	45105	513	OPCA	10-00-2005	20.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
12/02	12/09/2002	45106	910	OR Department of Justice	10-00-2005	115.38
12/02	12/09/2002	45107	1132	OR Department of Justice	10-00-2005	469.94
12/02	12/09/2002	45108	1464	OR Department of Justice	10-00-2005	266.77
12/02	12/09/2002	45109	1742	OR Department of Justice	10-00-2005	119.40
12/02	12/09/2002	45110	376	OR Dept of Revenue	10-00-2005	73.00
12/02	12/09/2002	45111	177	Oregon Medical Laboratories	10-00-2005	75.00
12/02	12/09/2002	45112	427	Oregon Pacific Company	10-00-2005	138.24
12/02	12/09/2002	45113	252	Paramount Pest Control	10-00-2005	35.00
12/02	12/09/2002	45114	205	PERS Retirement	10-00-2005	12,223.16
12/02	12/09/2002	45115	1193	PRN Data Services, Inc	10-00-2005	2,500.00
12/02	12/09/2002	45116	187	Quality Fast Lube & Oil	10-00-2005	37.00
12/02	12/09/2002	45117	181	Ramcell of Oregon	10-00-2005	63.00
12/02	12/09/2002	45118	180	Ray's Food Place	10-00-2005	42.89
12/02	12/09/2002	45119	214	Regence Life & Health Ins	10-00-2005	233.20
12/02	12/09/2002	45120	199	Richard Harper	10-00-2005	300.00
12/02	12/09/2002	45121	169	Roto Rooter	10-00-2005	32,795.21
12/02	12/09/2002	45122	2043	Ruth Wilson	10-00-2005	19.16
12/02	12/09/2002	45123	380	Stadelman Electric	10-00-2005	860.00
12/02	12/09/2002	45124	213	Teamsters Local Union 223	10-00-2005	560.00
12/02	12/09/2002	45125	142	Tidewater Contractors Inc	10-00-2005	384.00
12/02	12/09/2002	45126	821	Toshiba America Info Systems	10-00-2005	310.00
12/02	12/09/2002	45127	179	Trew, Cyphers & Meynink	10-00-2005	1,890.50
12/02	12/09/2002	45128	430	TSR Corporation	10-00-2005	20,400.16
12/02	12/09/2002	45129	295	Tsunami Computer Service	10-00-2005	19.95
12/02	12/09/2002	45130	161	United Communications Inc	10-00-2005	296.76
12/02	12/09/2002	45131	990	United Parcel Service	10-00-2005	15.02
12/02	12/09/2002	45132	136	United Pipe & Supply Co Inc	10-00-2005	157.72
12/02	12/09/2002	45133	652	Wildfire Pacific, Inc	10-00-2005	470.98
12/02	12/09/2002	45134	686	Worlton Auto Body	10-00-2005	175.00
12/02	12/09/2002	45135	284	Day-Wireless Systems	10-00-2005	10.00
12/02	12/13/2002	45136	1881	AFLAC	10-00-2005	407.04
12/02	12/13/2002	45137	1284	Allied Electronics, Inc	10-00-2005	150.30
12/02	12/13/2002	45138	385	Analytical Standards Inc	10-00-2005	377.34
12/02	12/13/2002	45139	150	Any Time Coffee Service	10-00-2005	30.95
12/02	12/13/2002	45140	303	Associated Bag Company	10-00-2005	104.90
12/02	12/13/2002	45141	138	Becco, Inc	10-00-2005	64.15
12/02	12/13/2002	45142	110	Brookings Auto Parts	10-00-2005	39.00
12/02	12/13/2002	45143	416	Brookings Lock & Safe Co	10-00-2005	25.00
12/02	12/13/2002	45144	714	Brookings Signs & Graphics	10-00-2005	50.00
12/02	12/13/2002	45145	417	Cabela's	10-00-2005	676.78
12/02	12/13/2002	45146	149	Carpenter Auto Center	10-00-2005	40.04
12/02	12/13/2002	45147	384	Cashier, OR Health Division	10-00-2005	80.00
12/02	12/13/2002	45148	2053	CDM Properties	10-00-2005	100.00
12/02	12/13/2002	45149	822	Coast Auto Center	10-00-2005	261.23
12/02	12/13/2002	45150	183	Colvin Oil Company	10-00-2005	1,073.43
12/02	12/13/2002	45151	1800	Consolidated Plastics Co, Inc	10-00-2005	84.56
12/02	12/13/2002	45152	151	Curry Coastal Pilot	10-00-2005	635.20
12/02	12/13/2002	45153	1357	Curry County Clerk	10-00-2005	36.00
12/02	12/13/2002	45154	337	Curry County Health Dept	10-00-2005	314.55
12/02	12/13/2002	45155	2058	Curry General Hospital	10-00-2005	50.00
12/02	12/13/2002	45156	195	Curry Transfer & Recycling	10-00-2005	544.29
12/02	12/13/2002	45157		Information Only Check	10-00-2005	.00 V
12/02	12/13/2002	45158	259	Da-Tone Rock Products	10-00-2005	3,050.24
12/02	12/13/2002	45159	284	Day-Wireless Systems	10-00-2005	720.00
12/02	12/13/2002	45160	371	DEQ Business Office	10-00-2005	100.00
12/02	12/13/2002	45161	484	DMV	10-00-2005	50.00
12/02	12/13/2002	45162	998	Don Hodges	10-00-2005	22.81



Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
12/02	12/13/2002	45163	1129	Emporium Dept Store Brookings	10-00-2005	383.88
12/02	12/13/2002	45164	754	First Response	10-00-2005	175.00
12/02	12/13/2002	45165	113	Fred Meyer	10-00-2005	418.80
12/02	12/13/2002	45166	282	Kim Hunnicutt Court Reporting	10-00-2005	14.00
12/02	12/13/2002	45167	121	Lane County RIS	10-00-2005	870.00
12/02	12/13/2002	45168	2052	Les Brown Towing	10-00-2005	65.00
12/02	12/13/2002	45169		Information Only Check	10-00-2005	.00 V
12/02	12/13/2002	45170	328	Les Schwab Tire Company	10-00-2005	770.13
12/02	12/13/2002	45171	1127	Lyle Signs Inc	10-00-2005	768.00
12/02	12/13/2002	45172	911	Nancy Corrigan	10-00-2005	17.56
12/02	12/13/2002	45173	685	Neilson Research Corporation	10-00-2005	55.00
12/02	12/13/2002	45174	293	Petty Cash	10-00-2005	169.66
12/02	12/13/2002	45175	1193	PRN Data Services, Inc	10-00-2005	24.00
12/02	12/13/2002	45176	378	Quality Control Services	10-00-2005	245.00
12/02	12/13/2002	45177	187	Quality Fast Lube & Oil	10-00-2005	89.00
12/02	12/13/2002	45178	493	Ray Allen Manufacturing	10-00-2005	477.70
12/02	12/13/2002	45179	2057	Robin McLaughlin	10-00-2005	4.60
12/02	12/13/2002	45180	1704	Ryan Herco Products	10-00-2005	36.26
12/02	12/13/2002	45181	2055	Shirley Baker	10-00-2005	9.66
12/02	12/13/2002	45182	571	Sunriver Resort	10-00-2005	273.76
12/02	12/13/2002	45183	2054	Sybil Powers	10-00-2005	13.76
12/02	12/13/2002	45184	156	That Special Touch Florist	10-00-2005	60.00
12/02	12/13/2002	45185	2056	Todd Nestor	10-00-2005	9.33
12/02	12/13/2002	45186	1196	USF Reddaway	10-00-2005	223.76
12/02	12/13/2002	45187	1020	Valley Electrical Contractors	10-00-2005	520.00
12/02	12/13/2002	45188	991	Verizon Northwest	10-00-2005	1,534.92
12/02	12/13/2002	45189	686	Worlton Auto Body	10-00-2005	235.00
12/02	12/13/2002	45190	269	WW Grainger	10-00-2005	96.20
12/02	12/13/2002	45191	253	Xerox Corporation	10-00-2005	70.00
12/02	12/20/2002	45207	282	GFOA	10-00-2005	350.00
12/02	12/20/2002	45208	385	Analytical Standards Inc	10-00-2005	325.35
12/02	12/20/2002	45209	146	Bay West Supply, Inc	10-00-2005	177.92
12/02	12/20/2002	45210	384	Cashier, OR Health Division	10-00-2005	140.00
12/02	12/20/2002	45211	1840	Chetco Federal Credit Union	10-00-2005	3,204.01
12/02	12/20/2002	45212	183	Colvin Oil Company	10-00-2005	233.90
12/02	12/20/2002	45213	182	Coos-Curry Electric	10-00-2005	1,125.60
12/02	12/20/2002	45214	1801	Cop Shop Etc	10-00-2005	89.00
12/02	12/20/2002	45215	389	Cummins Northwest	10-00-2005	325.00
12/02	12/20/2002	45216	2065	Daryn Farmer	10-00-2005	26.38
12/02	12/20/2002	45217	284	Day-Wireless Systems	10-00-2005	36.00
12/02	12/20/2002	45218	196	DHR Child Support Unit	10-00-2005	203.08
12/02	12/20/2002	45219	250	DHR Child Support Unit	10-00-2005	278.31
12/02	12/20/2002	45220	498	Dictaphone Corp	10-00-2005	1,209.75
12/02	12/20/2002	45221	2071	Donald P Kay	10-00-2005	29.12
12/02	12/20/2002	45222	1129	Emporium Dept Store Brookings	10-00-2005	179.94
12/02	12/20/2002	45223	499	Fastenal Company	10-00-2005	62.30
12/02	12/20/2002	45224	2069	Frank & Virginia Scaglione	10-00-2005	7.57
12/02	12/20/2002	45225	1484	Governing	10-00-2005	16.00
12/02	12/20/2002	45226	198	Grants Pass Water Lab	10-00-2005	190.00
12/02	12/20/2002	45227	2062	Harbor Sanitary District	10-00-2005	3,000.00
12/02	12/20/2002	45228	131	HGE, Inc	10-00-2005	2,253.63
12/02	12/20/2002	45229	678	Interstate Supply Company Inc	10-00-2005	160.94
12/02	12/20/2002	45230	2063	Jodi Richardson	10-00-2005	26.12
12/02	12/20/2002	45231	2064	John Ballard	10-00-2005	52.16
12/02	12/20/2002	45232	2020	John C Fear	10-00-2005	36.89
12/02	12/20/2002	45233		Information Only Check	10-00-2005	.00 V
12/02	12/20/2002	45234		Information Only Check	10-00-2005	.00 V

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
12/02	12/20/2002	45235		Information Only Check	10-00-2005	.00 V
12/02	12/20/2002	45236		Information Only Check	10-00-2005	.00 V
12/02	12/20/2002	45237		Information Only Check	10-00-2005	.00 V
12/02	12/20/2002	45238		Information Only Check	10-00-2005	.00 V
12/02	12/20/2002	45239	162	Kerr Hardware	10-00-2005	2,582.99
12/02	12/20/2002	45240	2068	Laine & Jenni Hughes	10-00-2005	32.18
12/02	12/20/2002	45241	271	Larry Curry	10-00-2005	21.90
12/02	12/20/2002	45242	339	Mike Cooper	10-00-2005	53.00
12/02	12/20/2002	45243	433	NCL of Wisconsin	10-00-2005	40.27
12/02	12/20/2002	45244	2025	Numberg Scientific	10-00-2005	83.55
12/02	12/20/2002	45245	279	One Call Concepts, Inc	10-00-2005	10.80
12/02	12/20/2002	45246	910	OR Department of Justice	10-00-2005	115.38
12/02	12/20/2002	45247	1132	OR Department of Justice	10-00-2005	469.94
12/02	12/20/2002	45248	1464	OR Department of Justice	10-00-2005	266.77
12/02	12/20/2002	45249	1742	OR Department of Justice	10-00-2005	119.40
12/02	12/20/2002	45250	144	OR Teamster Employers Trust	10-00-2005	7,755.44
12/02	12/20/2002	45251	189	OR Teamster Employers Trust	10-00-2005	16,618.80
12/02	12/20/2002	45252	449	Oregon Mayors Association	10-00-2005	75.00
12/02	12/20/2002	45253	2073	Pacific Northwest PETS	10-00-2005	115.00
12/02	12/20/2002	45254	2066	Pacific Wood Laminates	10-00-2005	991.60
12/02	12/20/2002	45255	205	PERS Retirement	10-00-2005	11,050.57
12/02	12/20/2002	45256	1019	Phone Supplements, Inc	10-00-2005	16.50
12/02	12/20/2002	45257	1193	PRN Data Services, Inc	10-00-2005	1,639.00
12/02	12/20/2002	45258	1232	Public Sector Job Bulletin	10-00-2005	25.00
12/02	12/20/2002	45259	187	Quality Fast Lube & Oil	10-00-2005	27.00
12/02	12/20/2002	45260	493	Ray Allen Manufacturing	10-00-2005	1,345.00
12/02	12/20/2002	45261	1741	RBF Consulting	10-00-2005	4,461.11
12/02	12/20/2002	45262	169	Roto Rooter	10-00-2005	124.90
12/02	12/20/2002	45263	2070	Scattini Family Trust	10-00-2005	41.91
12/02	12/20/2002	45264	444	Secretary of State	10-00-2005	300.00
12/02	12/20/2002	45265	1510	Small Cities Publishing	10-00-2005	105.00
12/02	12/20/2002	45266	1626	Softchoice Corporation	10-00-2005	590.52
12/02	12/20/2002	45267	540	South Coast Lumber	10-00-2005	469.43
12/02	12/20/2002	45268	680	TMT Pathway	10-00-2005	538.80
12/02	12/20/2002	45269	136	United Pipe & Supply Co Inc	10-00-2005	132.66
12/02	12/20/2002	45270	2061	Vidal Soberon	10-00-2005	150.00
12/02	12/20/2002	45271		Information Only Check	10-00-2005	.00 V
12/02	12/20/2002	45272	157	Viking Office Products	10-00-2005	515.27
12/02	12/20/2002	45273	108	VWR Scientific	10-00-2005	261.07
12/02	12/20/2002	45274	1483	Wall & Wall, P.C., CPA's	10-00-2005	7,000.00
12/02	12/27/2002	45275	167	American Sigma	10-00-2005	192.38
12/02	12/27/2002	45276		Information Only Check	10-00-2005	.00 V
12/02	12/27/2002	45277	190	Bankcard Center	10-00-2005	1,130.40
12/02	12/27/2002	45278	138	Becco, Inc	10-00-2005	814.00
12/02	12/27/2002	45279	1480	Bruce Brothers	10-00-2005	40.82
12/02	12/27/2002	45280	822	Coast Auto Center	10-00-2005	10.48
12/02	12/27/2002	45281	183	Colvin Oil Company	10-00-2005	1,015.83
12/02	12/27/2002	45282	182	Coos-Curry Electric	10-00-2005	4,447.11
12/02	12/27/2002	45283	284	Day-Wireless Systems	10-00-2005	76.93
12/02	12/27/2002	45284	1180	Don & Myrna Klupenger	10-00-2005	29.96
12/02	12/27/2002	45285	145	ESB Trust	10-00-2005	51.00
12/02	12/27/2002	45286	298	Freeman Rock Enterprises, Inc	10-00-2005	75,495.91
12/02	12/27/2002	45287	1663	Gorski	10-00-2005	18.59
12/02	12/27/2002	45288	131	HGE, Inc	10-00-2005	537.57
12/02	12/27/2002	45289	799	Jim Hargrove	10-00-2005	45.00
12/02	12/27/2002	45290	202	League of Oregon Cities	10-00-2005	10.00
12/02	12/27/2002	45291	2025	Numberg Scientific	10-00-2005	48.80

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
12/02	12/27/2002	45292	442	OCCMA	10-00-2005	135.00
12/02	12/27/2002	45293	426	Oregon Apparatus Repair	10-00-2005	409.22
12/02	12/27/2002	45294	2075	Oregon Division of State Lands	10-00-2005	123.00
12/02	12/27/2002	45295	888	Paul's Floor Maintenance	10-00-2005	925.00
12/02	12/27/2002	45296	322	Postmaster	10-00-2005	595.00
12/02	12/27/2002	45297	2074	Robert B Ohm	10-00-2005	16.50
12/02	12/27/2002	45298	2076	So Oregon Regional Services	10-00-2005	25.00
12/02	12/27/2002	45299	770	Sonic Repair	10-00-2005	101.50
12/02	12/27/2002	45300	142	Tidewater Contractors Inc	10-00-2005	72.03
12/02	12/27/2002	45301	136	United Pipe & Supply Co Inc	10-00-2005	573.73
12/02	12/27/2002	45302	991	Verizon Northwest	10-00-2005	154.24
12/02	12/27/2002	45303	157	Viking Office Products	10-00-2005	326.89
12/02	12/27/2002	45304	1140	WearGuard	10-00-2005	83.16
12/02	12/27/2002	45305	686	Worton Auto Body	10-00-2005	234.00
12/02	12/27/2002	45306	269	WW Grainger	10-00-2005	128.70

Totals:

297,672.26

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_



# **CITY OF BROOKINGS POLICE DEPARTMENT**

**CHIEF CHRIS WALLACE**

898 ELK DRIVE  
BROOKINGS, OREGON 97415

PHONE (541) 469-3118  
FAX (541) 412-0253

**To:** Mayor and City Council through City Manager Leroy Blodgett  
**From:** Chief Chris Wallace 27813/201  
**Date:** 12-26-02  
**Subject:** Liquor License application for The Snug

The attached Liquor License Application has been reviewed by the Brookings Police Department. No local disqualifying information was located. It is my recommendation the City of Brookings approve attached application submitted by Patricia A. Pulos.

  
Chief Chris Wallace

**"Home of Winter Flowers"**



# OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION



Application is being made for:

## LICENSE TYPES

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

## ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other \_\_\_\_\_

Applying as:

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

FOR CITY AND COUNTY USE ONLY  
The city council or county commission:

(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By: \_\_\_\_\_  
(signature) (date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## OLCC USE ONLY

Application Rec'd by: MD7

Date: 12-18-02

90-day authority: ☐ Yes ☒ No

Please Print or Type

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

① PATRICIA A. PULOS ③ \_\_\_\_\_  
② \_\_\_\_\_ ④ \_\_\_\_\_

2. Trade Name (dba): THE SNUG

3. Business Location: 515 CHETCO AVE BROOKINGS Curry OR 97415  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: PO BOX 4099 BROOKINGS OR 97415  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-412-8687 541-412-8647  
(phone) (fax)

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

7. If yes to whom: \_\_\_\_\_ Type of License: \_\_\_\_\_

8. Former Business Name: \_\_\_\_\_

9. Will you have a manager? ☐ Yes ☒ No Name: \_\_\_\_\_  
(manager must fill out an individual history form)

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

11. Contact person for this application: PATRICIA PULOS 541-661-0111  
(name) (phone number(s))  
15720 OCEANVIEW DR. PATPULOS@HORMHL.COM  
(address) (city) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① Patricia A. Pulos Date 11/27/02 ③ \_\_\_\_\_ Date \_\_\_\_\_

② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_

# OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY



Please Print or Type NOTE: 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.): THE SNUG City: BROOKINGS

1. Name: PULOS (last) PATRICIA (first) ANN (middle)

2. Other Names Used: MACFARLANE (maiden)

3. Residence Address: 1542C OCEANVIEW (number and street) BROOKINGS (city) OR (state) 97415 (ZIP code)

4. Home Phone: (541) 469-9064 Business Phone: (541) 412-8687

5. \*SSN: 257-80-700 Place of Birth: ENGLAND (state/country) Date of Birth: 02/21/1947 (mm) (dd) (yyyy) Sex: M F (other)

6. Driver License or State ID #: 7634410 State: OR Spouse's name: WIDOW

7. List all states, other than Oregon, where you have lived during the past ten years:  
MASSACHUSETTS, MINNESOTA

8. Do you currently hold, or have you ever held a liquor license in this or any other state? Yes XNo  
If yes, when and where? \_\_\_\_\_

9. In the past ten years, have you ever been convicted of any violation, misdemeanor or felony? (include traffic violations, if the fine was more than \$50.00) Yes XNo  
If yes, what, when and where? \_\_\_\_\_

10. Do you have any arrests or citations that have not been resolved? Yes XNo If yes:  
Arrested/Cited for: \_\_\_\_\_ Date: \_\_\_\_\_ City/State/Country: \_\_\_\_\_

11. If you are applying for a retail liquor license:  
a. Do you have any ownership interest or financial interest, direct or indirect, in any manufacturer or distributor of alcoholic beverages? Yes XNo  
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 to which you are a part either directly or indirectly? Yes XNo  
If yes, who? \_\_\_\_\_

12. 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 XNo 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: Patricia A. Pulos Date: 11/27/02

## \*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: Patricia A. Pulos Date: 11/27/02

## BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of Dec-02

No.	Building	Permit Fee	Plan Check Fee	Surcharge	SDF's	Value Current Month	No. to Date	Total to Date	No. Last Yr	Total Last Year
5	Single Family Dwelling	\$3,280.00	\$2,132.01	\$229.60	\$22,335.00	\$944,630.00	45	\$7,182,216.00	49	\$8,967,300.00
2	Single Family Addition	\$77.00	\$50.06	\$5.39	\$0.00	\$5,346.00	33	\$708,997.64	22	\$943,002.80
0	Single Family Garage-Carport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	12	\$141,134.00	23	\$305,701.40
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	4	\$1,539,110.00	6	\$1,523,380.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	1	\$485,006.00
0	Commercial New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	11	\$17,824,979.00	4	\$1,991,481.00
1	Commercial Addition-Change	\$2,248.00	\$2,360.40	\$157.36	\$33,873.00	\$825,598.00	14	\$1,233,232.00	14	\$354,836.60
0	Churches	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$5,000.00	1	\$3,317.00
0	School Repair-Addition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$10,542,307.00	1	\$6,356.00
1	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$0.00	4	\$0.00
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2	\$12,554.00	11	\$25,697.40
9	Total Building Permits	\$5,605.00	\$4,542.47	\$392.35	\$56,208.00	\$1,775,574.00	127	\$24,234,159.84	136	\$14,606,078.20
8	Mechanical Permits	\$254.60	N/A	\$17.82	N/A	N/A	97	N/A	103	N/A
5	Plumbing Permits	\$238.00	N/A	\$16.66	\$0.00	N/A	57	N/A	69	N/A
0	Manufactured Home Permits	\$0.00	N/A	\$0.00	\$0.00	N/A	0	N/A	5	N/A
22	TOTAL PERMITS	\$6,097.60	\$4,542.47	\$426.83	\$56,208.00	\$1,775,574.00	281	\$24,234,159.84	313	\$14,606,078.20
	Total Year to Date Calculated Fees	\$81,505.60	\$62,805.44	\$5,705.40	\$220,736.00					
	2001 YTD Calculated Fees	\$58,338.55	\$35,293.76	\$4,083.68	\$323,476.00					