

Agenda

City of Brookings
Common Council Meeting
City Hall Council Chambers
898 Elk Drive
Brookings OR 97415
July 22, 2002 7:00 p.m.



Sail boats gliding,

Kites a flutter

All where the Flowers
meet the Sea

Here in Brookings,
the Home of Winter Flowers

agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
July 22, 2002 7:00 p.m.

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. PUBLIC HEARING**
- V. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**
 - A. Committee and Liaison reports
 - 1. Chamber of Commerce
 - 2. Council Liaisons
 - B. Unscheduled
- VI. STAFF REPORTS**
 - A. City Manager
 - 1. Acceptance of proposal from Planners Training Team to hold one-day training session in Brookings for Planning Commissioners and interested persons.
 - 2. Schedule special Common Council meeting for awarding of contracts on public parking lot and Pioneer Road improvements.
 - 3. Other
 - B. Community Development Department
 - 1. Amendment to the agreement for engineering services between the City of Brookings and Brown and Caldwell
 - 2.
- VII. CONSENT CALENDAR**
 - A. Approval of Council Meeting Minutes
 - 1. Minutes of July 8, 2002, Regular Council Meeting
 - B. Acceptance of Planning Commission Minutes
 - 1. Minutes of June 4, 2002, Regular Commission Meeting
 - C. Approval of liquor license request for The Tea Room, Ron and Frances Alden applicants
(end Consent Calendar)

VII. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Resolutions

1. No. 02-R-705, in the matter of a resolution authorizing transfer of appropriations within the General Reserve Fund for 2001-2002 Fiscal Year.
2. No. 02-R-706, in the matter of a resolution extending the City of Brookings' workers' compensation coverage to volunteers of the City of Brookings.
- 3.

IX. REMARKS FROM MAYOR AND COUNCILORS

- A. Council
- B. Mayor

X. ADJOURNMENT

August 2002

August 2002							September 2002						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				August 1 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crime Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray	2	3
4	5	6	7	8	9	10
1:00pm AMF Free Summer Concert 2002: Buzzard Brothers at Azalea Park	9:30am CC- VIPS/Volunteers in Police Service/BPalicki 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn	12:00pm Comnity Agencies mtg (Chetco Sr.Center) 7:00pm FH-PoliceReserves	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray		
11	12	13	14	15	16	17
	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) 3:00pm CC-HOPE Mtg/ Councilor Lorraine Kuhn	2:30pm FH-SafetyComMtg/ HThmpson	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray	Summer Rec Program "End of Year"	
18	19	20	21	22	23	24
1:00pm AMF Free Summer Concert 2002: at Azalea Park - ThunderRose (western band)	9:00am CC-Municipal Court/ JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BP 6:00pm CC-American Red Cross 7:00pm FH-FireTng/ChShrp (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	6:00pm FH-Subrbn Fire Dist Mtg/RexAtwell	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 1:15pm CC-ODOT meeting-John 7:00pm CC-Parks & Rec Comm/ LBlodgett		12:00pm City Volunteer & Employee Annual Picnic (Azalea Park)
25	26	27	28	29	30	31
	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)		8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray		

September 2002

September 2002

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2002

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 1 1:00pm AMF Free Summer Concert 2002: Sans Prophet Band at Azalea Park	2 City Hall CLOSED - Labor Day Holiday 9:30am CC- VIPS/Volunteers in Police Service/BPalicki 7:00pm FH-FireTng/ChShrp (Fire Hall)	3 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 7:00pm CC-Planning Commssn	4 12:00pm Comnity Agencies mtg (Chetco Sr.Center) 7:00pm FH-PoliceReserves	5 8:15am CC-CmtyDevDpt Staff mtg/LLightle 9:00am CC-Crime Stoppers 10:00am CC- Site Plan Com Mtg/LauraLee Gray	6	7
8	9 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	10 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3) 3:00pm CC-HOPE Mtg/ Councilor Lorraine Kuhn	11 2:30pm FH-SafetyComMtg/ HThmpson	12 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray	13	14
15 1:00pm AMF Free Summer Concert 2002: Humboldt State Lumberjacks Band at Azalea Park	16 9:00am CC-Municipal Court/ JdgHarper 9:30am CC-VIPS/Volunteers in Police Service-BP 6:00pm CC-American Red Cross 7:00pm FH-FireTng/ChShrp (Fire Hall)	17 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	18 6:00pm FH-Subrbrn Fire Dist Mtg/RexAtwell	19 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 6:30pm CC-Seatbelt Class-PD/BPalicki	20	21
22	23 7:00pm FH-FireTng/ChShrp (Fire Hall) 7:00pm CC-Council Mtg	24 9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)	25 6:00pm CC-Victim's Impact Panel (247-2412) Curry Prevention Services/MLaird	26 8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee Gray 7:00pm CC-Parks & Rec Comm/ LBlodgett	27	28
29	30 7:00pm FH-FireTng/ChShrp (Fire Hall)					



Memo

To: Mayor, City Council
From: Linda Barker, Administrative Secretary
CC: City Manager Leroy Blodgett
Date: July 11, 2002
Re: Planning Commission Training Session-September 20, 2002

The City received a grant from the Department of Land Conservation and Development for \$3,500 to hold a training session for Planning Commissioners. We feel fortunate to receive this grant and be able to offer this training to interested people in southwestern Oregon. So often training sessions are held in large metropolitan areas that are hard for our Commissioners to attend.

We received a proposal from Planners Training Team who conducts training sessions throughout Oregon and tentatively set September 21 for the training session. We will be sending invitations to other jurisdictions including the cities of Gold Beach, Port Orford, Bandon, Coquille and Cave Junction; and Curry County. The session will be at no cost to the participants except for a small luncheon fee for those wishing to eat at the session. The City of Brookings will cover the cost of the luncheon for our Planning Commissioners.

Recommendation: Acceptance of the \$2,900 proposal from Planners Training Team to hold a one-day training session in Brookings for Planning Commissioners and interested persons.



Planners Training Team

John Andersen
Carole Connell
Ardis Stevenson

5755 SW Windfield Loop, Lake Oswego
Oregon USA 97035 (503) 620-2265

March 27, 2002

Linda Barker
City of Brookings
809 Elk Drive
Brookings, OR 97415

Re: Land Use Training for Elected and Appointed Officials & Staff

The Planners Training Team looks forward to presenting Basic Training for Planning Officials at a date to be determined. Our experience in training more than 2,000 officials throughout the state indicates a huge need for information. Thanks to the DLCD grant program and your ability to reach local decision makers, we feel that a session in Brookings can be especially beneficial. We propose the following agreement:

Date & Length of Session: 8:30 - 3:00 on a Saturday

Agenda:

- Introduction & Expectations
- Overview of Oregon Planning Program
- Roles & Responsibilities
- Making Good Land Use Decisions
- Findings, Conditions of Approval, Enforcement
- Legal & Ethical Issues (ex parte contacts, bias, conflicts of interest, open meeting law)
- "Fair" Meetings & Public Involvement
- Wrap Up

Services Provided by PTT: two trainers, up to 25 copies* of our *Planning Commission Training Manual*, LCDC Goals, copies of selected DLCD materials (*Main Street when a Highway Runs through It*, *Model Development Code for Small Cities*, etc.), Evaluation Questionnaire, and, if we receive participants' names no later than ten days in advance, Certificates of Completion and name tags. We also will tabulate the returned evaluation questionnaires and send the City the results.

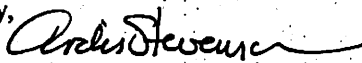
*Additional cost, if more than 25 manuals are needed, is \$10/manual.

Services to be Provided by the City: Training site, overhead projector, morning coffee/snack, lunch, afternoon beverage. Note: Since DLCD grants do NOT include food, we recommend that each participant pay \$10 or so for food. The financial commitment increases participation, which often drops off when the entire program is free.

Costs: Professional fee for two trainers \$2,800 plus \$.30/mile round trip from Portland and lodging the night prior to the training.

The agenda can be modified to meet any particular local needs. (The "expectations" segment of the agenda usually raises issues, but of course we'd be glad to incorporate ideas in advance.) When you are certain about a grant and have ideas about appropriate dates, please let me know. Signatures by the City and by PTT can serve as our agreement, please sign and return one copy together with the information on the location of the training and expected number of participants.

Sincerely,



Ardis Stevenson, Partner

Cc: John Andersen, Carole Connell

July 10, 2002

Sample

The City of Brookings invites Planning Commissioners, elected officials, and others in your jurisdiction to participate in a *free* one-day training session covering land use basics. Funding for this training is made possible by a grant from the Department of Land Conservation and Development.

The training session will be held Saturday, September 21, 2002, at the Best Western Brookings Inn. The Brookings Inn is located on the west side of Highway 101 just as you enter Brookings from the north (see map on back). The session will run from 8:30 a.m. to 3:00 p.m. and cover the following topics:

- Introduction and Expectations
- Overview of Oregon Planning Program
- Roles and Responsibilities
- Making Good Land Use Decisions
- Findings, Conditions of Approval, Enforcement
- Legal and Ethical Issues (ex parte contracts, bias, conflicts of interest, open meeting laws
- "Fair" Meetings and Public Involvement

The Planners Training Team from Lake Oswego will conduct the training. They have conducted training sessions for more than 2,000 officials throughout the state. Each participant will receive a copy of their *Planning Commission Training Manual*, as well as other pertinent materials.

A sandwich lunch will be provided, at a small fee, on site. There will also be morning coffee and snack and afternoon beverages. The total for the lunch is \$10.00 per individual. Please enclose a check for the total lunches desired with your registration form.

We hope your jurisdiction will be represented at this training session. Please return the registration below to me by September 9. If you have any questions, give me a call, (541) 469-2163, ext. 204. See you there!

Sincerely,

Linda Barker
Administrative Secretary



Name of jurisdiction _____ No. attending from jurisdiction: _____

Contact Person and Phone: _____ No. of lunches: _____

Names of attendees and title (if you need more room please list on reverse of this form:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Memo

To: Mayor, Council
From: Leo Lightle, Community Development Department *LBL*
Through: Leroy Blodgett, City Manager
Date: July 17, 2002
Re: Amendment to Agreement for Engineering Services between the City of Brookings and Brown and Caldwell for Engineering Services.

Recommendation: That the City Council authorize the Mayor to sign the amendment No. 7 to the Agreement for Engineering Services between the City of Brookings and Brown and Caldwell for Engineering Services.

Background: The City of Brookings has an agreement with Brown and Caldwell for the Wastewater Treatment Plant, Pump Station Rehab and line repair projects recently completed. They have continued with the Oregon Department of Environmental Quality (DEQ) required monitoring and Performance Certification Reports.

The Wastewater Treatment Plant construction included some equipment that would support a Supervisory Control And Data Acquisition (SCADA) system. The SCADA system will control the pumping, telemeter, controls, alarm and monitoring systems for our water and wastewater system.

We have budgeted to begin installation of the SCADA system and received verbal quotes from three firms who have expertise with SCADA systems. Brown & Caldwell was the lowest quote. Brown & Caldwell, due to familiarity with our system, their demonstrated expertise and complete quotes, were clearly in staff's opinion the best choice to do the project. We need to amend our contract with Brown and Caldwell to include this project.

The amendment also includes a task for on-call Engineering Services to cover basically housekeeping issues such as warranty work, DEQ required engineering comment on small system changes, or process changes.

**AMENDMENT NO. 7 TO
AGREEMENT FOR ENGINEERING SERVICES
BETWEEN CITY OF BROOKINGS
AND BROWN AND CALDWELL
FOR WASTEWATER SYSTEM ENGINEERING**

The AGREEMENT, made and entered into on the 23rd day of June 1997, by and between the City of Brookings, hereinafter referred to as "Owner," and Brown and Caldwell, Inc., hereinafter referred to as "Engineer" is hereby amended as follows:

1. Amend Exhibit A, Project Description, dated October 9, 1997, as follows:

"Task 15. Radio Telemetry System. Design a new radio-based, fixed data SCADA system interconnecting the City's remote water pumping stations, water reservoirs, and water treatment plant with the wastewater treatment plant. Transmit all existing and new status and alarm points from those remote sites to the wastewater treatment plant and display them on the new SCADA system.

The system will include one Master Station radio receiver/transmitter at the Wastewater Treatment Plant to communicate with the remote sites and interconnect with the new SCADA System. The Master Station shall be located in the new Operations Building, in Control Room 113, beside Area Control Panel 1.

A Remote Terminal Unit (RTU) at each of 10 sites around the City of Brookings will be included in the design. The sites are summarized as follows:

- 5 - Fresh water booster pumping stations, including reservoir tanks
- 3 - Reservoir tanks
- 1 - Water Treatment Plant
- 1 - Wastewater Treatment Plant

Inputs and outputs required for each RTU shall be developed for each site and published in an I/O List in the Contract Documents. Analog input provisions shall be provided in the RTU for reservoir level and water pressure.

The Bid Documents will include a provision that the Construction Contractor shall provide the necessary programming to acquire and record all remote points and show them on the operators terminal in the new SCADA System at the Wastewater Treatment Plant. It is anticipated that the graphics screen will show a full map of the City of Brookings with all pumping stations shown, similar to the city map developed. Selecting any of the stations shall bring up the specific pumping station with detailed, animated graphics on the SCADA system.

Assumptions:

The City of Brookings will provide the following:

1. The wireless radio telemetry system shall be provided by the City's computer and communications contractor, Mr. Jim Releford, including an antenna and mast at each site
2. A map of the City locating each station/reservoir.
3. Updated City standard details, bid and contract documents
4. Coordination with the City's technical services consultant (Jim Releford)
5. Bid administration including advertisement, printing and distribution
6. Construction administration

The Consultant will provide the following:

1. Technical design services consisting primarily of specification preparation incorporating the City map.
2. Front-end bid documents including CSI Sections 00020 through 00710. It is assumed that the documents will be similar in format to those previously used on the WWTP project.
3. Answer technical bid questions during the bid phase and provide a written response to the City for incorporation into addenda.
4. Office engineering services during construction include responding to technical requests for information from the Construction Contractor, submittal review and two site visits, as necessary.

Deliverables:

1. The Consultant will provide the City with (completed technical specifications and engineered drawings) or (a bid ready set of documents including bidding and contract documents, technical specifications and engineered drawings) to the City in hardcopy and electronic format.
2. Final site inspection report.

Task 16. On-call Engineering Services – At the request of the City, the Consultant shall provide specifically requested engineering services as needed. The Consultant shall provide the City with a scope and estimated cost before beginning work. The Consultant will not initiate work prior to receiving approval by the City.”

- Delete Table 1 on page 2 of 2 of Exhibit C, Compensation, and replace with the attached Table 1 dated July 3, 2002.

Table 1. Wastewater System Engineering Compensation Schedule

Task Description	Cost, dollars							
	Orig Agree	Amd. 1	Amd. 2	Amd. 3	Amd. 4	Amd. 5	Amd. 6	Amd. 7
1 Phase I-I/I Services , Task 1 - 5	62,936	0	0	0	15,800	0	0	0
2 Phase 2 I/I Design, Bid and Office Engineering	0	0	81,650	0	0	0	0	0
3 Phase 3 Follow-on Facilities Planning Assistance	0	3,740	0	0	0	0	0	0
4 Phase 3 Project Management	0	78,160	0	0	0	0	0	0
5 Phase 3 Preliminary Design	0	117,600	0	0	0	0	0	0
6 Phase 3 Geotechnical Investigation	0	19,840	0	0	0	0	0	0
7 Phase 3 Grant and Loan Assistance	0	9,820	0	0	0	0	0	0
8 Phase 3 Treatment Plant Design	0	929,240	183,481	156,012	0	0	0	0
9 Phase 3 Bid Period Services	0	37,440	0	0	0	0	0	0
10 Phase 3 Office Engineering	0	247,520	1,352	2,231	0	5,000	43,100	0
11 Construction Management and Inspection	0	305,722	0	0	0	0	11,650	0
12 O&M Manual, Operations Plan	0	38,100	1,059	2,616	0	0	2,000	0
13 Startup and Training	0	26,160	540	164	0	0	0	0
14 Performance Certification	0	26,680	0	0	0	0	2,500	0
15 Telemetry	0	0	0	0	0	0	0	17,983
16 On-call Services	0	0	0	0	0	0	0	0
	62,936	1,840,022	268,082	161,024	15,800	5,000	59,250	17,983

The parties hereby reaffirm all other terms and conditions of the Agreement.

BROWN AND CALDWELL, INC.

CITY OF BROOKINGS

By: Terry C. Gould

By: _____

Name: Terry C. Gould

Name: _____

Title: Senior Vice President

Title: _____

Date: 7/3/02

Date: _____

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
July 8, 2002 7:00 p.m.**

I. Call to Order

Mayor Bob Hagbom called the meeting to order at 7:02 p.m.

II. Pledge of Allegiance

Led by Community Development Director Leo Lightle

III. Roll Call

Council Present: Mayor Bob Hagbom, Council President Larry Curry, and Councilor Rick Dentino, a quorum present.

Council Absent: Councilors Frances Johns Kern, Lorraine Kuhn

Staff Present:

City Manager, Leroy Blodgett, Community Development Director Leo Lightle, Public Works Supervisor Dennis Barlow, Building Official LauraLee Gray, and Administrative Secretary Linda Barker

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

approximately 3 other citizens

IV. Ceremonies/Appointments/Announcements

A. Announcements

1. Recognition of Dennis Barlow, Public Works Supervisor—twenty year work anniversary, July 1, 1982

Mayor Hagbom presented a certificate to Dennis Barlow, thanking him for 20 years of dedicated service to the City of Brookings

2. Recognition of Jim Collis—one year and 10 months on the Planning Commission

Mayor Hagbom presented Jim Collis with a certificate recognizing his service to the City of Brookings while on the Planning Commission. Mayor Hagbom also noted Collis was on the Systems Development Committee for several years and appreciated the time that was given to the City.

3. Proclamation—American Cancer Society's Relay for Life Weekend, July 12 and 13
On behalf of the Relay for Life Steering Committee, Administrative Secretary Linda Barker accepted the proclamation declaring the weekend of July 12 and 13, Relay for Life Weekend, and urge participation in the drive to fight cancer.
4. Yard of the Month/Most Improved Property of the Month
Mayor Hagbom recognized Una Barbour, 901 Barbra Lane, as July Yard of Month recipient. Wade and Danette Christie were recognized as owners of the Most Improved Property of the Month for their efforts at 410 Arnold Lane.

V. Oral Requests And Communications From The Audience

A. Committee and Liaison reports

1. Chamber of Commerce-None
2. Council Liaisons
 - a. Councilor Dentino attended a review of the Urban Renewal Plan, a Community Agencies meeting, a Harbor Sanitary District board meeting and the board meeting for Pelican Bay Telecommunications.
 - b. Councilor Curry attended a meeting of the South Coast Watershed Council on July 3 where he heard a presentation by Matt Swanson and Cindy Meyers on restoration projects on south coast rivers and streams. Mayor Hagbom added that applications for federal grants could be made by watershed councils to improve the stream habitat. Some of these are small grants but by utilizing volunteer labor many trees can be purchased and planted.
 - c. Mayor Hagbom said there would be a League of Women Voters informational meeting on the Borax project, Wednesday, July 10. The same topic will be discussed at the Chamber of Commerce Forum on Thursday. He added that City Manager Blodgett and he would be meeting with Curry County officials to set the date of the public hearing on the finalization of Periodic Review. That date will be announced as soon as it is set.

B. Unscheduled
None

VI. Staff Reports

A. City Manager

1. Staff is reviewing the draft Urban Renewal Plan that will be presented during the first Council meeting in August.
2. Staff is also working with Pelican Bay Telecommunications on cable television service for the area and the downtown master plan.
3. The Parks and Recreation Commission voted for a favorable recommendation on the Parks Master Plan.
4. All Councilors now have a printed copy of the final budget for Fiscal Year 2002-2003.
5. Projects for Pioneer Road and the downtown parking lot are in the engineering stages. These will be taken to bid shortly and the bids will be presented to the Council for acceptance of low bid.

VII. Consent Calendar

- A. Approval of Council Meeting Minutes—Minutes of June 24, 2002, Regular Council Meeting
 - B. Acceptance of Parks and Recreation Commission Minutes—Minutes of May 23, 2002 Regular Commission Meeting
 - C. Approval of Vouchers (\$181,750.10)
- (end Consent Calendar)

Councilor Dentino moved, it was seconded, and the Council unanimously voted to approve the Consent Calendar as printed.

VIII. Remarks From Mayor And Councilors

A. Council

There were no additional remarks from Council.

B. Mayor

There were no additional comments from Council President Larry Curry, on behalf of Mayor.

IX. Adjournment

Councilor Dentino moved, it was seconded, and the Council voted unanimously to adjourn the meeting at 7:20 p.m.

Respectfully submitted:

Bob Hagbom
Mayor

ATTEST by City Recorder this ____ day of _____, 2002.

Paul Hughes
Finance Director/City Recorder

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
June 4, 2002**

The regular meeting of the Brookings Planning Commission was called to order by Chair Randy Gorman 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.

Russ Fritz	Craig Mickelson	Ted Freeman
Randy Gorman	Tom Davis	John Bischoff, Planning Director
Ernie Cofrances	Bruce Nishioka	Cathie Mahon, Secretary

CHAIRPERSON ANNOUNCEMENTS

None.

MINUTES

By a 6-0 vote (motion: Commissioner Davis; Commissioner Freeman abstaining as he was not present at the May 7, 2002, meeting) the Planning Commission approved the minutes of the May 7, 2002, regular meeting as written.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL

None

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

None.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS

1. By a 7-0 vote (motion: Commissioner Davis) the Planning Commission approved a conditional use permit to operate a restaurant from an existing building, located at 623 Memory Lane, File No. CUP-6-02; zoned I-P (Industrial Park), Monte and Colleen Harrison, applicants; located on the west side of Cypress Street; more specifically 213 applicants.

All Commissioners present declared ex parte contact due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear this request.

The action was taken following questions or comments regarding the requests from the following:

Monte Harrison

P. O. Box 765

Port Orford, OR 97465

The applicants waived their right to seven (7) additional days in which to submit written argument.

2. By a 7-0 voted (motion: Commissioner Davis), the Planning Commission approved the Final ORDER and Findings of Fact for File No. CUP-6-02.
3. By a 7-0 vote (motion: Commissioner Davis) the Planning Commission approved Case CUP-9-97/MC-2; a minor change to add 10, 824 square feet to the existing Alzheimer Residential Care Facility; located at 984 Parkview Drive, zoned R-1-6 (Single-family Residential) Dr. Jitendra Patel, applicant; Richard Turi, representative.

A condition was placed on the motion that the encroachment issue between Brookings Church of the Nazarene and Dr. Patel would be resolved prior to occupancy.

All Commissioners present declared ex parte contact due to the site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear this request.

The action was taken following questions or comments regarding the requests from the following:

Richard Turi, architect P. O. Box 1107 North Bend, OR 97459
Mr. Burkhalter (Church of the Nazarene) 913 Third Street Brookings, OR Brookings,
OR Brookings, OR 97415

The applicants waived their right to seven (7) additional days in which to submit written argument.

4. By a 7-0 vote (motion: Commissioner Davis) the Planning Commission approved the FINAL ORDER and Findings of Fact for File No. CUP-9-97/MC 2 as amended.
5. By a 7-0 vote (motion Davis) the Planning Commission approved File No. CUP 5-02, a request to construct a fueling facility within the existing Fred Meyer parking lot; located at 324 Fifth Street; zoned C-3 (General Commercial); Fred Meyer, applicant; Chris Ferko, representative; Barghausen Consulting Engineers.

The motion was amended (Davis approved) to included several conditions: additional parking spaces shall be removed (if necessary) for maneuverability of vehicles (traffic flow), and landscaping within the parking lot.

All Commissioners present declared ex parte contact due to a site visit. There was no challenge from the audience as to the jurisdiction of the Commission to hear this request.

This action was taken following questions and comments regarding the request from the following:

Chris Ferko, Project Planner; Barghausen Consulting Engineers Kent, WA
James Coombs, Fred Meyer 3800 SE 22nd. Avenue Portland, Oregon

REPORT OF THE CITIZENS ADVISORY COMMITTEE

None

MESSAGES AND PAPERS FROM THE CITY MANAGER

None

MESSAGES AND PAPERS FROM THE MAYOR

None

REPORT OF THE PLANNING DIRECTOR

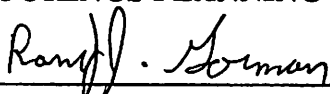
Planning Director Bischoff explained the Commission was invited to a presentation of the draft *urban renewal plan* on June 24th. Further information will be provided by the secretary as to time and place.

ADJOURNMENT

There being no further business before the Planning Commission, the meeting adjourned at 9.45 p.m.

Respectfully submitted,

BROOKINGS PLANNING COMMISSION



Randy J. Gorman, Chair



CITY OF BROOKINGS POLICE DEPARTMENT

CHIEF CHRIS WALLACE

898 ELK DRIVE
BROOKINGS, OREGON 97415

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

July 10, 2002

To: Leroy Blodgett

From: Lt. John Bishop

Re: Tea Room

Sir,

The Brookings Police Department, did a background check on Ron Alden of the Tea Room, and found nothing from a law enforcement opinion that prohibit him from getting a license to sell alcohol.

If you have any further questions or concerns please contact me.

A handwritten signature in black ink, appearing to be 'J. Bishop'.

Brookings Police Department
Lt. John Bishop



“Home of Winter Flowers”



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY



Please Print or Type

NOTE: YOU MUST ANSWER ALL QUESTIONS ON BOTH SIDES OF THIS FORM. IF THE QUESTION DOES NOT APPLY, WRITE N/A IN THE SPACE.

Business Name: THE TEA ROOM
 Business Location Address: 434 REDWOOD ST #6 City: BROOKINGS ZIP Code: 97415

PART A - PERSONAL INFORMATION

1. Name: ALDEN KON _____
(last) (first) (middle)

2. Other Names Used: _____

3. Residence Address: 18668 RANCH RD BROOKINGS OR 97415
(number and street) (city) (state) (ZIP code)

4. Home Phone: (541) 469-4688 Business Phone: (541) 469-7240

5. *SSN: 533-70-4797 Place of Birth: CA. ALAMEN A Date of Birth: 07 10 5 1943
(state/country) (mm) (dd) (yyyy)

6. Sex: MALE Height: 5'11" Weight: 190 Hair Color: BROWN Eye Color: BLUE

7. Driver License #: 1286150 State: OR Spouse's name: FRANCES

PART B - EMPLOYMENT/RESIDENCE INFORMATION Attach additional sheets if necessary.

8. Do you currently hold or have you ever held a liquor license in this state? Yes No (If yes, when and where? THE TEA ROOM 434 REDWOOD ST BROOKINGS OR, 1985, 1986, 1987?)

9. List former and current employers or occupations during the past 10 years:

Date by Month/Year	Employer or Business	Occupation	City & State
From: <u>NOV 1984</u> To: <u>PRESENT</u>	<u>THE TEA ROOM</u>	<u>OWNER</u>	<u>BROOKINGS, OR</u>
From: _____ To: _____	_____	_____	_____
From: _____ To: _____	_____	_____	_____

10. List other cities and states where you have lived in the past 10 years other than that noted above:

From:	To:	City	State
From: _____ To: _____	_____	<u>N/A</u>	_____
From: _____ To: _____	_____	_____	_____
From: _____ To: _____	_____	_____	_____

PART C - ARREST AND CONVICTION INFORMATION

If you answer YES to any of the following questions, you must complete PART D on reverse of this form.

11. Have you **EVER** been convicted of **ANY** violation, misdemeanor or felony?
 Include **traffic violations** if the fine was more than \$50.00 Yes No

12. Do you have **any** arrests or citations pending? Yes No

13. Have you **ever** entered into a diversion agreement? Yes No

14. Have you **ever** been treated, or been in a treatment program for alcohol or other drug use or abuse? Yes No

15. 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 No

INDIVIDUAL HISTORY - CONTINUED

PART D - ARREST AND CONVICTION HISTORY

If you answered yes to any of questions 11-15, you must complete this section of the application. Attach additional sheets if necessary.

Have you ever been convicted of any offense?

Convicted of: SEAT BELT Conviction Date: 7-3-97 City/State/County: EUGENE, OR. LANE
Convicted of: SPEEDING Conviction Date: 1-21-99 City/State/County: OR. LANE
Convicted of: _____ Conviction Date: _____ City/State/County: _____

Do you have any arrests or citations that have not been resolved? NO

Arrested/Cited for: _____ Date: _____ City/State/Country: _____
Arrested/Cited for: _____ Date: _____ City/State/Country: _____
Arrested/Cited for: _____ Date: _____ City/State/Country: _____

Have you ever entered into a diversion agreement? NO

When: _____ Where: _____
When: _____ Where: _____

Have you ever been treated, or been in a treatment program for alcohol or other drug use or abuse? NO

When: _____ Where: _____
When: _____ Where: _____

Have you ever had a warning, violation, suspension, fine or cancellation as a licensee or service permittee? NO

When: _____ Where: _____
When: _____ Where: _____

PART E - APPLICANT SIGNATURE

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

Applicant Signature: Ron Alder Date: _____

*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 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 Social Security Number. Your Social Security Number 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 Social Security Number 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 Social Security Number for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:

Applicant Signature: _____ Date: _____

(rev. 12/01)

OREGON LIQUOR CONTROL COMMISSION INDIVIDUAL HISTORY



Please Print or Type

NOTE: YOU MUST ANSWER ALL QUESTIONS ON BOTH SIDES OF THIS FORM. IF THE QUESTION DOES NOT APPLY, WRITE N/A IN THE SPACE.

Business Name: THE TEA ROOM
 Business Location Address: 434 REDWOOD ST #6 City: BROOKINGS ZIP Code: 97415

PART A - PERSONAL INFORMATION

1. Name: ALDEN FRANCE H
(last) (first) (middle)

2. Other Names Used: HALSEY
(maiden) (other)

3. Residence Address: 18668 RANCH RD. BROOKINGS OR. 97415
(number and street) (city) (state) (ZIP code)

4. Home Phone: (541) 769-7240 Business Phone: (541) 469-7240

5. *SSN: 241-90-0982 Place of Birth: NC WASHINGTON Date of Birth: 05 / 17 / 1942
(state/country) (mm) (dd) (yyyy)

6. Sex: FEMALE Height: 5'2" Weight: 145 Hair Color: BLACK Eye Color: BLUE

7. Driver License #: 4996545 State: OR. Spouse's name: RON ALDEN

PART B - EMPLOYMENT/RESIDENCE INFORMATION Attach additional sheets if necessary.

8. Do you currently hold or have you ever held a liquor license in this state? Yes No (If yes, when and where? 1985, 1986, 1987, 434 REDWOOD ST BROOKINGS, OR 97415)

9. List former and current employers or occupations during the past 10 years:

Date by Month/Year	Employer or Business	Occupation	City & State
From: <u>NOV 1984</u> To: <u>PRESENT</u>	<u>THE TEA ROOM</u>	<u>OWNER</u>	<u>BROOKINGS, OR.</u>
From: _____ To: _____	_____	_____	_____
From: _____ To: _____	_____	_____	_____

10. List other cities and states where you have lived in the past 10 years other than that noted above:

From	To	City	State
From: _____ To: _____	_____	<u>N/A</u>	_____
From: _____ To: _____	_____	_____	_____
From: _____ To: _____	_____	_____	_____

PART C - ARREST AND CONVICTION INFORMATION

If you answer YES to any of the following questions, you must complete PART D on reverse of this form.

- Have you **EVER** been convicted of **ANY** violation, misdemeanor or felony?
 Include **traffic violations** if the fine was more than \$50.00 Yes No
- Do you have **any** arrests or citations pending? Yes No
- Have you **ever** entered into a diversion agreement? Yes No
- Have you **ever** been treated, or been in a treatment program for alcohol or other drug use or abuse? Yes No
- 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 No

INDIVIDUAL HISTORY - CONTINUED

PART D - ARREST AND CONVICTION HISTORY

If you answered yes to any of questions 11-15, you must complete this section of the application. Attach additional sheets if necessary.

Have you ever been convicted of any offense?

Convicted of: _____ Conviction Date: _____ City/State/County: _____

Convicted of: _____ Conviction Date: _____ City/State/County: _____

Convicted of: _____ Conviction Date: _____ City/State/County: _____

Do you have any arrests or citations that have not been resolved?

Arrested/Cited for: _____ Date: _____ City/State/Country: _____

Arrested/Cited for: _____ Date: _____ City/State/Country: _____

Arrested/Cited for: _____ Date: _____ City/State/Country: _____

Have you ever entered into a diversion agreement?

When: _____ Where: _____

When: _____ Where: _____

Have you ever been treated, or been in a treatment program for alcohol or other drug use or abuse?

When: _____ Where: _____

When: _____ Where: _____

Have you ever had a warning, violation, suspension, fine or cancellation as a licensee or service permittee?

When: _____ Where: _____

When: _____ Where: _____

PART E - APPLICANT SIGNATURE

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

Applicant Signature: Frances H. Alder Date: _____

*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 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 Social Security Number. Your Social Security Number 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 Social Security Number 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 Social Security Number for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:

Applicant Signature: _____ Date: _____

(rev. 12/01)

BUILDING DEPARTMENT ACTIVITIES SUMMARY For Month of Jun-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
3	Single Family Dwelling	\$1,871.50	\$1,216.48	\$0.00	\$9,731.00	\$527,831.00	21	\$3,659,684.00	23	\$4,410,080.00
4	Single Family Addition	\$161.50	\$104.99	\$11.31	\$0.00	\$12,556.99	11	\$108,585.00	12	\$363,413.00
4	Single Family Garage-Carport	\$370.00	\$240.52	\$25.90	\$0.00	\$45,600.80	10	\$107,386.20	12	\$133,080.80
0	Two Family Residential	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	3	\$1,263,965.00	6	\$1,523,380.00
0	Multi-Family Residential Apts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00
1	Commercial New	\$233.50	\$154.70	\$16.35	\$0.00	\$38,880.00	5	\$1,065,725.00	2	\$572,484.00
6	Commercial Addition-Change	\$1,053.00	\$969.66	\$73.71	\$0.00	\$207,400.00	8	\$309,454.00	10	\$301,710.00
1	Churches	\$50.50	\$0.00	\$3.54	\$0.00	\$5,000.00	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
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00	0	\$0.00
0	Misc.-Retaining Wall-Fence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$10,900.00	3	\$6,214.00
19	Total Building Permits	\$3,740.00	\$2,686.35	\$261.80	\$9,731.00	\$837,268.80	64	\$17,073,006.20	70	\$7,320,034.80
7	Mechanical Permits	\$233.55	\$17.23	\$16.35	N/A	N/A	48	N/A	51	N/A
4	Plumbing Permits	\$190.40	N/A	\$13.33	\$0.00	N/A	28	N/A	37	N/A
0	Manufactured Home Permits	\$0.00	N/A	\$0.00	\$0.00	N/A	0	N/A	4	N/A
30	TOTAL PERMITS	\$4,163.95	\$2,703.58	\$291.48	\$9,731.00	\$837,268.80	140	\$17,073,006.20	162	\$7,320,034.80
	Total Year to Date Calculated Fees	\$53,767.75	\$45,198.32	\$3,763.75	\$58,553.00					
	2001 YTD Calculated Fees	\$34,864.95	\$20,416.54	\$2,440.54	\$194,324.00					



Staff Report

To: Mayor Hagbom & City Council
Through: Leroy Blodgett, City Manager
From: Paul Hughes, Finance Director
Date: July 10, 2002
Issue: **Resolution Authorizing Transfer of Appropriations within the General Reserve Fund**

BACKGROUND

As a result of unanticipated expenditures, the General Reserve Fund will exceed its appropriation for capital outlay for fiscal year 2001/2002. It is necessary therefore to increase the appropriation to capital outlay through a transfer from the contingency line item within the General Reserve budget. ORS 294.450 allows the transfer of appropriations within a fund by resolution. Resolution 02-R-705 authorizes the transfer of \$80,000 from the contingency line item to the capital outlay category. The expenditures were due to the City completing or beginning more of the projects in the Reserve Fund than anticipated.

RECOMMENDATION

Staff recommends approval by the council of Resolution 02-R-705 authorizing transfer of appropriations within the General Reserve Fund.

**IN AND FOR THE CITY OF BROOKINGS
STATE OF OREGON**

**In the Matter of a Resolution authorizing a)
transfer of appropriations within the) **RESOLUTION NO. 02-R-705**
General Reserve Fund for 2001/2002 fiscal year)**

WHEREAS, the General Reserve Fund experienced unanticipated expenditures in the 2001/2002 fiscal year; and

WHEREAS, the contingency line of the General Reserve Fund budget can be used to cover unanticipated expenditures within the 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 transfer and appropriate funds in the General Reserve Fund totaling \$80,000 for the 2001/2002 fiscal year budget as follows:**

<u>General Reserve Fund</u>	
Capital Outlay	\$ 80,000
Contingency	(80,000)

DATED and signed this _____ day of July, 2002,

**Bob Hagbom
MAYOR**

ATTEST:

**Paul Hughes
City Finance Director/Recorder**



Staff Report

To: Mayor Hagbom & City Council
Through: Leroy Blodgett, City Manager
From: Paul Hughes, Finance Director
Date: July 10, 2002
Re: **Volunteer Resolution as required by CIS**

BACKGROUND

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

RECOMMENDATION

Staff recommends approval by the council of Resolution 02-R-705 extending the City of Brookings' workers compensation coverage to volunteers of the City of Brookings.

**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. 02-R-706**
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 attached 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 Brookings Common Council and signed by the Mayor this 22nd day of July, 2002.

Bob Hagbom
Mayor

ATTEST by City Recorder this ____ day of July, 2002.

Paul Hughes
City Recorder

VOLUNTEER ELECTION FORM

CIS' ability to provide workers' compensation coverage for volunteers is directly related to each entity's ability to keep verifiable records of the names and hours worked by participants. Claims adjusters will require copies of rosters to verify coverage at the time of a claim.

Public Safety Volunteers

The following volunteer positions are reported in NCCI Classification Code 8411, using an assumed monthly wage of no less than \$800 per volunteer per month (regardless if one day or 30 are worked) for premium payment and calculation of benefits. This assumed monthly wage may be increased at the employer's discretion in increments of \$100. *Please refer to your entity's volunteer resolution for the amount to use in filling out Column No. 2 below.*

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2002 to 6/30/2003				
Multiply (1) x (2) = Estimated Assumed Payroll				
Volunteer Category	NCCI Code	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage	(3) 2002-03 Estimated Assumed Payroll
Ambulance Driver	8411			
Ambulance Technician	8411			
Crime Prevention Unit	8411			
Sheriff	8411			
Emergency Medical Technician	8411			
Explorer Scout	8411			
Fire Chief/Asst. Fire Chief	8411			
Firefighter (25)	8411	300	800	240,000
Police Officer	8411			
Police Reserve (15)	8411	180	800	144,000
Probation Officer	8411			
Search and Rescue	8411			
Sheriff's Posse	8411			
Quick Response	8411			
Other (please specify)	8411			

*Using last year's rosters, estimate the number of volunteer months for each position and enter the total on the appropriate line in Column (1). Some volunteers are not active every month, i.e., one volunteer firefighter may be active five months out of the year, two volunteer firefighters may be active 12 months out of the year, and five volunteer firefighters may be active only one month out of the year. Thus, the number of volunteer firefighter months would be 34.

Inmates/Community Service Workers: If your entity uses workers from the correctional system (i.e., community service workers, inmates on work release, peer review crews, etc.), it is important to clarify in writing who will provide workers' compensation coverage for these workers prior to work inception. CIS recommends you obtain a Certificate of Coverage for Workers' Compensation from the sentencing court or make arrangements to provide coverage through your own entity. If you are responsible for providing the workers' compensation coverage, be sure to keep monthly time records for these workers and report them using Oregon minimum wage. CIS has designated Class Code 7720V for this type of exposure.

Miscellaneous: Assumed payroll for all other volunteer elections should be computed at Oregon minimum wage using actual hours worked and reported in the appropriate NCCI classification code with a "V" added to the end. Unanticipated volunteer projects or exposure can be added throughout the coverage year (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. *Coverage of this type cannot be backdated.*

City County Insurance Services						
Volunteer Election Form for Coverage Year 7/1/2002 to 6/30/2003						
Multiply (1) x (2) x (3) x (4) = Estimated Assumed Payroll						
Volunteer Category	NCCI Code	(1) Est. No. of Volunteers per month	(2) No. of Hours per month	(3) No. of Months per year	(4) Oregon Minimum Wage (\$6.50)	(5) 2001-02 Estimated Assumed Payroll
Building Maintenance	9015V					
Clerical	8810V					
Community Center	9102V					
Court-Mandated Community Service Workers	7720V					
Emergency Telecommunicators	8810V					
Garbage/Refuse	9403V					
Interpreters	8810V					
Janitorial	9015V					
Library	8810V					
Lifeguards (pools)	9015V					
Lifeguards (beaches & rivers)	9102V					
Mealsite Volunteers	9079V					
Parks & Drivers	9102V	3	15	12	6.50	1,170
Public Health <i>(please call CIS for proper class code)</i>						

Non-Public Safety Volunteers--Assumed wage must be at least \$6.50 per hour or \$800 per person per month minimum.

Unpaid boards, commissions, and councils: CIS has designated Class Code 8742V for this type of exposure. If they are only reimbursed for expenses, receive no remuneration and you wish to provide workers' compensation benefits, you may do so using an aggregate \$2,500 assumed annual payroll amount for each board, commission, and council you elect to cover. Please call if you have questions or need advice.

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2002 to 6/30/2003	
Unpaid Boards, Commissions and Councils	
Type (City Council or Planning Commission or Budget Committee, etc.) If additional space is needed, please attach another sheet.	2002-03 Estimated Assumed Payroll (\$2,500 each)
<i>City Council</i>	<i>2,500</i>
<i>Planning Commission</i>	<i>2,500</i>
<i>Parks and Recreation Commission</i>	<i>2,500</i>
TOTAL:	<i>7,500</i>

Public officials: CIS has designated Class Code 8742V for this type of exposure as well. Coverage for this exposure is available based on an assumed monthly wage of \$800 per month per public official.

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2002 to 6/30/2003			
Multiply (1) x (2) = Estimated Assumed Payroll			
Position (Mayor, etc.) If additional space is needed, please attach another sheet.	(1) No. of Months per year	(2) Assumed Monthly Wage (\$800)	(3) 2002-03 Estimated Assumed Payroll
TOTAL:			