

Agenda

City of Brookings
Common Council Meeting
City Hall Council Chambers
898 Elk Drive
Brookings, OR 97415
December 16, 2002 7:00 p.m.



*The Merriest of Holidays
to You and Yours*

Agenda

CITY OF BROOKINGS
COMMON COUNCIL MEETING
Brookings City Hall Council Chambers
898 Elk Drive, Brookings, Oregon
December 16, 2002 7:00 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Appointments

1. Letter of resignation from Planning Commissioner, Position No. 2, Craig Mickelson [page 5]
2. Appointment of new Planning Commissioner, Position No. 2 [page 7]

B. Announcements

1. League of Oregon Cities/City County Insurance Services Bronze Medal Safety Award for Fiscal Year 2001-2002 [page 13]
2. Introduction of new city employee-Kathy Dunn, Accounts Payable Clerk

V. SCHEDULED PUBLIC APPEARANCES

- ### **A.**
1. Rob Wall, Wall and Wall CPA—Report on Comprehensive Annual Financial Report for Fiscal Year 2001-2002

VI. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison reports

1. Chamber of Commerce
2. Council Liaisons

B. Unscheduled

VII. STAFF REPORTS

A. Finance Department

1. Oregon Municipal Audit Review Committee: Joint Audit of Franchise Fees Oregon Cities receive from Qwest and Verizon [page 15]

- B. Community Development Department
 - 1. Awarding of bid for the Mill Beach Waterline Project [page 27]
- C. Fire Department
 - 1. Awarding of bid for Jaws of Life equipment [page 29]
- D. City Manager
 - 1. Update on 2002-2003 City Council Goals/set date for 2003-2004 Goals Setting Session [page 31]
 - 2. Pelican Bay Telecommunications
 - 3. Other

VIII. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
 - 1. Minutes of November 25, 2002, Regular Council Meeting [page 35]
 - B. Acceptance of Parks and Recreation Commission Minutes
 - 1. Minutes of October 24, 2002, regular Commission Meeting [page 45]
 - C. Acceptance of Planning Commission Minutes
 - 1. Minutes of November 5, 2002, Regular Commission Meeting [page 49]
 - D. Approval of Vouchers for November, 2002 (\$159,157.77) [page 53]
- (end Consent Calendar)

IX. REMARKS FROM MAYOR AND COUNCILORS

- A. Council
- B. Mayor

X. ADJOURNMENT

City of Brookings Events Calendar

3

December 2002

December 2002							January 2003						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 1	2	3	4	5	6	7
Azalea Park-Set up for Nature's Coastal Holidays						Azalea Park-Nature's Coastal
	9:00am CC-Swearing in of new police officer-Michael 7:00pm FH-FireTng/ChSh (Fire Hall)	9:30am KURY Radio Community Focus Talk Show 7:00pm CC-Planning Commssn	12:00pm Comnity Agencies mtg (Chetco Sr.Center) 7:00pm FH-PoliceReserve	8:15am CC-CmtyDevDpt Staff mtg/LLightl 9:00am CC-Crime Stoppers 10:00am CC- Site Plan		
8	9	10	11	12	13	14
Azalea Park-Nature's Coastal Holidays						
	9:30am CC-VIPS/Volunteers in Police Service 7:00pm FH-FireTng/ChSh (Fire Hall)	9:30am KURY Radio Community Focus Talk Show 2:00pm CC-Bid Opening for Mill Beach	2:30pm FH-SafetyComMb HThmpson	8:15am CC-CmtyDevDpt Staff mtg/LLightl 10:00am CC- Site Plan Com Mtg/Lau 7:00pm CC-Downtown	8:00am FH-Wildlife training-Cal-Ore Lifeflight-Jim Watson-469-791 or Joe	8:00am FH-Wildlife training-Cal-Ore Lifeflight-Jim Watson-469-791 or Joe
15	16	17	18	19	20	21
Azalea Park-Nature's Coastal Holidays						
8:00am FH-Wildlife training-Cal-Ore Lifeflight-Jim Watson-469-791 or Joe	9:00am CC-Municipal Court/ JdgHa 7:00pm FH-FireTng/ChSh (Fire Hall) 7:00pm CC-Council Mtg	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (K	1:30pm CC-ODOT meeting re 6:00pm CC-Victim's Impact 6:00pm FH-Subrbn Fire	8:15am CC-CmtyDevDpt Staff mtg/LLightl 10:00am CC- Site Plan Com Mtg/Lau	10:00am CC-subdivision Committee meeting-John Bischoff	
22	23	24	25	26	27	28
Azalea Park-Nature's Coastal Holidays						
	9:30am CC-VIPS/Volunteer in Police Service-BPalicki 7:00pm FH-FireTng/ChSh (Fire Hall)	Christmas Eve (United States) 9:30am KURY Radio Community Focus Talk Show w/City Staff/Cou	Christmas Day-office Closed City Hall Closed- Christmas D	8:15am CC-CmtyDevDpt Staff mtg/LLightl 10:00am CC- Site Plan Com Mtg/Lau		
29	30	31				
Azalea Park-Nature's Coastal	7:00pm FH-FireTng/ChSh (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (KURY 95.3)				

City of Brookings Events Calendar

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
			City Hall CLOSED - New Year 12:00pm Comnity Agencies mtg (Chetco Sr.Center) 7:00pm FH-PoliceReserve	8:15am CC-CmtyDevDpt Staff mtg/LLightl 9:00am CC-Crime Stoppers 10:00am CC- Site Plan Com Mtg/Lau		
5	6	7	8	9	10	11
	9:30am CC- VIPS/Volunteers in Police Service/BPalicki 7:00pm FH-FireTng/ChSh (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Cou 7:00pm CC-Planning Commssn	2:30pm FH-SafetyComMtb HThmpson	8:15am CC-CmtyDevDpt Staff mtg/LLightle 10:00am CC- Site Plan Com Mtg/LauraLee		
12	13	14	15	16	17	18
	7:00pm FH-FireTng/ChSh (Fire Hall) 7:00pm CC-Council Mtg	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/LLightl 10:00am CC- Site Plan Com Mtg/Lau 2:00pm CC-CEP (Citizens for Emergency		
19	20	21	22	23	24	25
	9:30am CC-VIPS/Volunteer in Police 6:00pm CC-American Red Cross Mt 7:00pm FH-FireTng/ChSh (Fire Hall)	9:30am KURY Radio Community Focus Talk Show w/City Staff/Council (K	CC-Election Drop site-Shelly 247-3297			
				8:15am CC-CmtyDevDpt Staff mtg/LLightl 10:00am CC- Site Plan Com Mtg/Lau 7:00pm CC-Parks & Rec		
26	27	28	29	30	31	
	9:00am CC-election drop 9:00am CC-Muni Court 2:00pm CC-meeting with 7:00pm FH-FireTng/ChSh 7:00pm CC-Council Mtg	7:00am CC-election drop site-shelly-247-3; 9:30am KURY Radio Community Focus Talk Show w/City Staff/Cou		8:15am CC-CmtyDevDpt Staff mtg/LLightl 10:00am CC- Site Plan Com Mtg/Lau 6:30pm CC-Seat Belt Class-Det. P		

CC-Council Chambers
FH-Fire Hall

Mr. Bob Hagbom, Mayor
City of Brookings

Subject: Resignation

11/14/02

With this letter, please accept my resignation from the Brookings City Planning Commission, effective December 31, 2002.

I appreciate the opportunity to have served on this important commission and thank the council for the appointment.

Sincerely

A handwritten signature in cursive script, reading "Craig L. Mickelson", followed by a horizontal flourish line.

Craig L. Mickelson



City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - www.brookings.or.us

898 Elk Drive ♦ Brookings, OR 97415

APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: WILLIAM A. SMITH Date: DEC. 6, 2002

Physical Address: 820 HIGHLAND AVE, BROOKINGS

Mailing Address: _____ Phone: 469-2920 (H)
3314 (W)

This is my application to serve on the following board or committee. Check one or more:

☐ City Council (4 year term, appointed by Council)

☒ Planning Commission (4 year term, appointed by Council)

☐ Parks and Recreation Commission..... (4 year term, appointed by Council)

☐ Systems Development Charge Review Board..... (4 year term, appointed by Council)

☐ Budget Committee..... (3 year term, appointed by Council)

☐ Other (Please list): _____

1. Resident of City of Brookings since: Month: SEPT. Year: 1995

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.) _____

(Continued on back)

2. Continued: _____

3. Biographical Sketch: (Education, employment, volunteer activities, etc.) (Attach additional sheets if needed.)

4. Please list no less than three references:

NAME:

A. JOSEPH WILSON

B. BERNIE LINDLEY

C. LEANN MC CURLEY

William C. Smith

Signature—My signature confirms my knowledge
this document will be presented to the City Council
and news media and become public information.

December 6, 2002
Date

1. I intend to donate voluntary services for the City of Brookings (hereinafter "City") as follows:

2. I acknowledge that I will not be under the direct supervision and control of the City in connection with voluntary services described above.

3. I acknowledge that no compensation or expense reimbursement will be paid by the City in connection with the services described above.

4. I agree that such volunteer services will be donated to the City at times other than my regular work hours.

5. I release the City from all matters relating to voluntary service by the undersigned, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from this voluntary service.

6. I release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of voluntary services set forth above.

Signed voluntarily in the presence of the witnesses whose signatures are shown below mine.

William A. Smith

December 6, 2002
Date

[Signature]
Witness

12/6/2002
Date

Clare B. Bruce
Witness

Dec. 6, 2002
Date

December 5, 2002

Leroy Blodgett, City Manager
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Mr. Blodgett,

I would like to apply for the unpaid, volunteer position No 2 on the Planning Commission of the City of Brookings. I have been a resident of Brookings since September 1995 living first on Limbaugh Way and now at 820 Highland Avenue.

Brookings is the first town in 46 years of marriage that Janet, my wife, and I have lived in that we chose. Other cities, from New Jersey to California, were moves for professional reasons. We both love Brookings and its people. We also realistically see its future and its limitations.

I have gotten to know many of the people of Brookings through my service as the minister of St. Timothy's Episcopal Church and my work with the Chetco Pelican Players. It has been a great mix of wonderful people. I wish to do what I can to make sure Brookings can provide housing for a great mix of wonderful people. I wish to offer my engineering and management skills to make this our last stop.

I am not a member of, nor do I receive any income from Real Estate activities, building material sales or engineering or surveying services. Nor do I intend to enter any of these in the future.

EDUCATION:

1948-1951 Ridgewood High School
 Ridgewood, New Jersey

1951-1956 Northeastern University
 Boston, Massachusetts
 B. S. Civil Engineering

1964 University of Vermont
 Burlington, Vermont
 M. S. Civil Engineering

1964-1967 Professional Engineer - Vermont
 State of Vermont
 I dropped this when I moved west.

I studied for a Masters Degree in Psychology and completed my academic requirements but didn't try for the M. A. because of time limitations.

EXPERIENCE:

1951-1958 Wright Aeronautical Corporation Structural
 Engineer

1958-1978 General electric Company Aircraft Nuclear
 Production Dept. - Cincinnati Ohio
 Missile and Armament Dept. - Burlington, VT
 Vallecitos Nuclear Center - Sunol, CA

1978 I left G.E. as Manager of Nuclear Safety,
 Quality Assurance and Plant Protection

I left G. E. to enter the ministry of the Episcopal Church in 1978. I had started a church as a part-time priest and acted as a construction project engineer to build a church and education center (\$500,000) in Pleasanton, CA.

I then served St. John's Indio in the Coachella Valley in California. That was largely a Hispanic Ministry.

In 1988 I was called to San Diego to build a church in Rancho Penasquitos. This involved constant interface with City

and Community Planning Commission and Fire Commissioners. The result was a large church and a 100 child daycare center.

In 1995 friends said they needed a priest at St. Timothy's in Brookings. So I retired early and joined St. Timothy's as a ¼ time priest.

VOLUNTEER ACTIVITIES:

As the Vicar of St. Timothy's one of my major jobs is organizing and participating in volunteer services for the community. We generously supported Oasis House, the Food Bank, Hospice, Relay for Life, Litter Patrol on North Bank Road and others. All of these are as a participant and a leader.

Sincerely,

A handwritten signature in cursive script that reads "William A. Smith".

William A. Smith

League of Oregon Cities & City County Insurance Services

proudly present this

Bronze Medal Safety Award

to the

City of Brookings

Injury frequency rate: 3.90 in FY 01-02 with 45 full-time employees

Ken Strobeck

Ken Strobeck, Executive Director
League of Oregon Cities

Noel Klein

Noel Klein, Executive Director
City County Insurance Services



Staff Report

To: Mayor Hagbom & City Council
Through: Leroy Blodgett, City Manager
From: Paul Hughes, Finance Director
Date: December 10, 2002
Re: **Oregon Municipal Audit Review Committee: Joint Audit of Franchise Fees Oregon Cities Receive From Quest and Verizon.**

BACKGROUND

The City of Brookings has been asked by the Oregon Municipal Audit Review Committee (OMARC) to participate in a joint audit of Quest and Verizon telecommunications companies to ensure accurate receipt of franchise fee payments. According to the OMARC, many Oregon cities have seen their telecommunications franchise fees fluctuate from year to year with no clear explanation from the utility and no obvious change in circumstances in the city. This has not been the case for Brookings. Over the past 17 years there has only been one year in which our telecommunications fees were less than the previous year. However, OMARC also pointed out that city boundaries, and therefore utility subscribers, change with annexations and sometimes utilities do not routinely or accurately update their customer lists in response to these annexations.

The OMARC Steering Committee has selected a consultant, Maximus, to perform the audit. The cost of the audit is \$500,000, which will be distributed to the participating cities based on population and annual franchise fees collected. As of November 22, 2002 there were 73 cities that had expressed interest in participating in the audit. Brookings' cost allocation at this time is \$1,449.46 of which \$437.03 is considered a fixed portion and nonrefundable if the City decides not to participate after submitting payment. This amount could change depending on the final number of participating cities. In order for us to participate, the City Council must approve and return the attached Intergovernmental agreement by December 31, 2002.



MEMORANDUM

DATE: November 22, 2002

TO: Qwest and Verizon Telecommunication Cities

FROM: Steering Committee¹ for OMARC (Oregon Municipal Audit Review Committee)

SUBJECT Qwest and Verizon Audit

Since our initial letter of interest to cities in August 2002, members of the OMARC Steering Committee have made significant progress in coordinating the joint audit of the franchise fees Oregon cities receive from Qwest and Verizon. The Steering Committee needs cities that have expressed interest in participating in the audit, to make a final financial commitment so the project can move ahead.

Currently, a total of 73 cities have expressed interest in participating in the joint audit. Of the 73 cities, Qwest serves 52, Verizon serves 26, and 5 cities are served by both Qwest and Verizon. At this point in time, each city's interest in the joint audit has been considered tentative. All Cities wishing to formalize their commitment must have the attached Intergovernmental Agreement (IGA) approved by their respective City Council and returned to the City of Hillsboro by **December 31, 2002**.

The OMARC Steering Committee's organizational structure is similar to the one developed when 24 cities entered an IGA for the joint audit of Portland General Electric (PGE) with some slight structural differences. Since Qwest and Verizon will be audited separately, there will be two Joint Lead Agencies, one for the cities served by Qwest (Portland – Mary Beth Henry), and one for the cities served by Verizon (Hillsboro – Sarah Jo Chaplen). In addition, once the participating cities have been identified, they will be divided into several teams. Each member of the Steering Committee will serve as a contact person for one of the teams. Similar to the PGE audit, the City of Hillsboro (Mary Gruss) will again serve as the Managing Agency (Business Manager) for all the participating cities.

¹ The OMARC Steering Committee includes staff from Corvallis, Hillsboro, Newberg, Portland, Salem, Tigard, and Troutdale. The League of Oregon Cities and the Metropolitan Communications Commission have also been providing assistance.

The Steering Committee issued the Request for Proposal (RFP) and selected a consultant, Maximus, to perform the audit. The magnitude of a project joining 73 cities to simultaneously audit two telecommunications companies is more costly than 24 cities auditing one utility company. Telecommunications company's records and account structures are more complex and access historically *much* more difficult. After a great deal of deliberation, the Steering Committee selected Maximus, the same consultant retained in the PGE audit, to perform this audit of Qwest and Verizon. Maximus clearly had the most experience in working with multiple cities and performing franchise audits. The enclosed worksheet, also referenced as Exhibit A in the IGA, allocates the \$500,000 total audit cost to each interested city.

Similar to the PGE audit, project costs are allocated among all participating cities. However, this formula is slightly more complex since some cities will only be auditing Qwest, some cities will only be auditing Verizon and some cities will be auditing both. The total project costs are split between fixed and variable costs. In the event one of the cities chooses to withdraw from the project after the city has approved the IGA, **the fixed cost portion is non-refundable.**

Throughout this initial planning phase, the Steering Committee has maintained the goal of developing a framework to enable the greatest number of cities to participate. A highly reputable and experienced consulting firm has been selected – Maximus. This firm recently completed the successful joint audit of franchise fees received from PGE for 24 Oregon cities. In addition, the formula proposed to allocate project costs among participating cities has been carefully scrutinized and “tested” on non-Steering Committee cities. The concern with the individual cost to each city is that no city is priced out of this project – large or small. Accordingly, we have selected a cost allocation formula based on a combination of pro-rata share of population and franchise fees received. A cap of \$55,000 was established for the City of Portland. The Steering Committee feels that this is appropriate not only because Portland's participation in this project is crucial, but because Portland has already incurred costs of almost \$500,000 in the *Qwest v. City of Portland* lawsuit, which benefits all Oregon cities. Portland will also be providing in-kind services including staffing and legal advice on this project. The remaining project cost allocated to participating cities, after subtracting out the maximum audit cost for the City of Portland, is as follows:

	<u>Total Audit</u>	<u>Portland</u>	<u>Remaining Cities</u>
Audit cost	\$ 500,000	\$ 55,000	\$ 445,000
Percentage of audit considered fixed	<u>x 25%</u>	<u>x 25%</u>	<u>x 25%</u>
Fixed Cost	\$ <u>125,000</u>	\$ <u>13,750</u>	\$ <u>111,250</u>
Audit cost	\$ 500,000	\$ 55,000	\$ 445,000
less fixed cost	<u>(125,000)</u>	<u>(13,750)</u>	<u>(111,250)</u>
Variable cost	\$ <u>375,000</u>	\$ <u>41,250</u>	\$ <u>333,750</u>

In addition, staff in each participating city will have the task of comparing Qwest and Verizon customer database lists to actual city address databases. Alternatively, Maximus can provide this service, referred to as Jurisdictional Coding, to your individual city. Using the pricing included in the Maximus proposal, each city will be required to contract with Maximus separately to perform this additional work. Coordination for the Jurisdictional Coding work will be done through the OMARC Steering Committee. Maximus included the cost of the Jurisdictional Coding work in their proposal as follows:

Cities < 10,000	\$4,750
Cities > 10,000<40,000	\$6,000
Cities > 40,000	\$7,500

The Steering Committee continues to pursue an aggressive timeline in light of the ever-changing telecommunications environment. We are hoping all cities that have expressed interest in the audit will have their City Council approve entering into the attached IGA by **December 31, 2002**.

We recognize you may have questions about this project, IGA or cost allocation. Please do not hesitate to contact the persons named below for further information. Please note, cities that did not express an initial interest in the audit are still welcome to participate.

The following are the key dates requiring action by cities that want to participate in this joint telecommunications franchise fee audit:

<u>ACTION ITEM</u>	<u>DUE DATE</u>
• Signed IGA due to City of Hillsboro ATTN: Mary Gruss	December 31, 2002
• Kick-off meeting – OMARC, Maximus, Qwest Verizon in Salem from 10:00am – 12:00pm	January 30, 2003
• Payment of Fixed Cost due to City of Hillsboro	January 31, 2003

JOINT LEAD AGENCIES –

For Qwest cities please contact either:

PRIMARY –

Mary Beth Henry, City of Portland OR
1120 SW 5th Avenue, Room 1305
Portland, OR 97204
mbhenry@ci.portland.or.us
Phone 503 823-5414
Fax 503 823-5370

ALTERNATE –

Beth Vargas Duncan, City of Salem
555 Liberty Street SE
Salem OR 97301-3503
bduncan@open.org
Phone 503-588-6130
Fax 503-588-6251

For Verizon cities please contact either:

PRIMARY –

Sarah Jo Chaplen, City of Hillsboro OR
123 W. Main Street, Room 150
Hillsboro, OR 97123
sarahc@ci.hillsboro.or.us
Phone 503-681-6447
Fax 503-681-6232

ALTERNATE –

Kathy Tri, City of Newberg
401 E. Third Street
Newberg, OR 97123
trik@ci.newberg.or.us
Phone 503 537-1216
Fax 503-538-5393

MANAGING AGENCY –

(for cost allocation, billing, IGA, or contract questions)

Mary Gruss, City of Hillsboro
123 W. Main Street, Room 160
Hillsboro, OR 97123
maryg@ci.hillsboro.or.us
Phone 503-681-6222
Fax 503-681-6213

Population & Franchise Fees

List by Population			Pro-Rata share based on Pop		Qwest			Verizon			Total		
C ity	Co.	Pop	% of Total Population	Cost Allocation	FY 01-02 Franchise Fees	% of Total Franchise Fees	Cost Allocation	FY 01-02 Franchise Fees	% of Total Franchise Fees	Cost Allocation	Qwest	Verizon	Combined
Adair Village	Q	600	0.04%	\$ 46.17			\$ -			\$ -	\$ 46.17	\$ -	\$ 46.17
Durham	V	1,390	0.10%	106.95			-	5,511.00	0.22%	218.28	-	325.23	325.23
Clatskanie	V	1,530	0.11%	117.72			-	19,000.00	0.76%	752.56	-	870.28	870.28
Columbia City	Q	1,620	0.11%	124.65	3,889.53	0.06%	131.00			-	255.65	-	255.65
North Plains	Q	1,660	0.11%	127.72	4,138.00	0.06%	139.37			-	267.10	-	267.10
Rogue River	Q	1,860	0.13%	143.11	9,795.70	0.14%	329.93			-	473.04	-	473.04
Gold Beach	V	1,920	0.13%	147.73			-	30,747.00	1.23%	1,217.84	-	1,365.57	1,365.57
Union	V	1,960	0.14%	150.81			-	11,664.00	0.47%	461.99	-	612.80	612.80
Vernonia	V	2,220	0.15%	170.81			-	12,132.00	0.48%	480.53	-	651.34	651.34
Hubbard	Q	2,510	0.17%	193.12	15,210.00	0.22%	512.29			-	705.42	-	705.42
Jefferson	Q	2,540	0.18%	195.43	8,703.21	0.13%	293.14			-	488.57	-	488.57
Veneta	Q	2,840	0.20%	218.51	4,363.42	0.06%	146.97			-	365.48	-	365.48
Harrisburg	Q	2,850	0.20%	219.28	16,500.00	0.24%	555.74			-	775.02	-	775.02
Bandon	V	2,880	0.20%	221.59			-	12,699.00	0.51%	502.99	-	724.58	724.58
Oakridge	Q	3,150	0.22%	242.37	2,167.24	0.03%	73.00			-	315.36	-	315.36
Toledo	Q	3,540	0.24%	272.37	12,576.57	0.18%	423.59			-	695.97	-	695.97
Coquille	V	4,190	0.29%	322.39			-	27,792.00	1.11%	1,100.80	-	1,423.19	1,423.19
Warrenton	Q	4,230	0.29%	325.46	24,264.27	0.35%	817.25			-	1,142.71	-	1,142.71
Phoenix	Q	4,270	0.30%	328.54	23,420.44	0.34%	788.83			-	1,117.37	-	1,117.37
Reedsport	V	4,370	0.30%	336.24			-	18,691.00	0.75%	740.32	-	1,076.56	1,076.56
Happy Valley	Q	4,930	0.34%	379.32	15,496.30	0.22%	521.94			-	901.26	-	901.26
Madras	Q	5,200	0.36%	400.10	27,313.00	0.39%	919.94			-	1,320.03	-	1,320.03
Sandy	V	5,380	0.37%	413.95			-	40,854.00	1.63%	1,618.17	-	2,032.11	2,032.11
Talent	Q	5,580	0.39%	429.33	19,193.04	0.28%	646.45			-	1,075.78	-	1,075.78
Brookings	V	5,680	0.39%	437.03			-	25,561.00	1.02%	1,012.43	-	1,449.46	1,449.46
Seaside	Q	5,950	0.41%	457.80	62,955.00	0.90%	2,120.40			-	2,578.21	-	2,578.21
Independence	Q	6,400	0.44%	492.43	21,282.00	0.31%	716.80			-	1,209.23	-	1,209.23
Milton-Freewater	Q	6,560	0.45%	504.74	22,000.00	0.32%	740.99			-	1,245.73	-	1,245.73
Sutherlin	Q	6,990	0.48%	537.82	44,511.58	0.64%	1,499.21			-	2,037.03	-	2,037.03
Silverton	V	7,420	0.51%	570.91			-	14,167.00	0.56%	561.13	-	1,132.04	1,132.04
Florence	Q	7,460	0.52%	573.99	25,561.31	0.37%	860.94			-	1,434.92	-	1,434.92
Prineville	Q	7,750	0.54%	596.30	26,065.08	0.37%	877.91			-	1,474.20	-	1,474.20
Fairview	V	8,070	0.56%	620.92			-	8,585.00	0.34%	340.04	-	960.96	960.96
Cottage Grove	Q	8,670	0.60%	667.08	62,293.00	0.90%	2,098.11			-	2,765.19	-	2,765.19
Newport	Q	9,660	0.67%	743.26	40,869.00	0.59%	1,376.52			-	2,119.78	-	2,119.78
Cornelius	V	9,710	0.67%	747.10			-	45,482.00	1.81%	1,801.47	-	2,548.58	2,548.58
Baker City	Q	9,840	0.68%	757.11	80,000.00	1.15%	2,694.50			-	3,451.61	-	3,451.61

Population & Franchise Fees

List by Population			Pro-Rata share based on Pop		Qwest			Verizon			Total		
City	Co.	Pop	% of Total Population	Cost Allocation	FY 01-02 Franchise Fees	% of Total Franchise Fees	Cost Allocation	FY 01-02 Franchise Fees	% of Total Franchise Fees	Cost Allocation	Qwest	Verizon	Combined
St. Helens	Q	10,380	0.72%	798.65	78,590.00	1.13%	2,647.01			-	3,445.67	-	3,445.67
Gladstone	Q	11,450	0.79%	880.98	44,671.00	0.64%	1,504.58			-	2,385.56	-	2,385.56
La Grande	V	12,420	0.86%	955.62			-	85,000.00	3.39%	3,366.72	-	4,322.34	4,322.34
Dallas	Q	12,650	0.87%	973.31	76,895.44	1.10%	2,589.94			-	3,563.25	-	3,563.25
Dayton	Q	12,650	0.87%	973.31	2,023.00	0.03%	68.14			-	1,041.45	-	1,041.45
Sherwood	V	12,840	0.89%	987.93			-	40,640.00	1.62%	1,609.69	-	2,597.62	2,597.62
Central Point	Q	13,460	0.93%	1,035.64			-			-	1,035.64	-	1,035.64
Hermiston	Q	13,560	0.94%	1,043.33	72,756.57	1.05%	2,450.53			-	3,493.86	-	3,493.86
Troutdale	V	13,980	0.97%	1,075.64			-	39,892.00	1.59%	1,580.06	-	2,655.71	2,655.71
Redmond	Q	14,960	1.03%	1,151.05	119,715.00	1.72%	4,032.15			-	5,183.20	-	5,183.20
Pendleton	Q	16,600	1.15%	1,277.23	127,000.00	1.82%	4,277.52			-	5,554.75	-	5,554.75
Newberg	V	18,280	1.26%	1,406.49			-	127,073.00	5.07%	5,033.17	-	6,439.67	6,439.67
Forest Grove	V	18,380	1.27%	1,414.19			-	59,069.74	2.36%	2,339.66	-	3,753.85	3,753.85
Klamath Falls	Q	19,540	1.35%	1,503.44	106,627.00	1.53%	3,591.33			-	5,094.77	-	5,094.77
Ashland	Q	19,770	1.37%	1,521.14	120,055.00	1.73%	4,043.61			-	5,564.74	-	5,564.74
Roseburg	Q	20,200	1.40%	1,554.22	184,346.16	2.65%	6,209.01			-	7,763.24	-	7,763.24
Woodburn	Q	20,410	1.41%	1,570.38	130,000.00	1.87%	4,378.57			-	5,948.95	-	5,948.95
Milwaukie	Q	20,550	1.42%	1,581.15	256,594.00	3.69%	8,642.41			-	10,223.56	-	10,223.56
West Linn	Q	23,090	1.60%	1,776.58	100,318.00	1.44%	3,378.84			-	5,155.42	-	5,155.42
Tualatin	Q & V	23,270	1.61%	1,790.43	1,705.79	0.02%	57.45	148,504.41	5.92%	5,882.04	952.67	6,777.25	7,729.92
Grants Pass	Q	23,670	1.64%	1,821.21	175,453.00	2.52%	5,909.48			-	7,730.69	-	7,730.69
Oregon City	Q	26,680	1.85%	2,052.80	124,907.18	1.79%	4,207.03			-	6,259.84	-	6,259.84
McMinnville	Q	27,500	1.90%	2,115.90	160,743.71	2.31%	5,414.05			-	7,529.95	-	7,529.95
Lake Oswego	Q & V	35,580	2.46%	2,737.59	140,622.00	2.02%	4,736.33	38,117.00	1.52%	1,509.76	6,105.12	2,878.55	8,983.67
Albany	Q	41,650	2.88%	3,204.62	298,785.00	4.29%	10,063.46			-	13,268.08	-	13,268.08
Tigard	Q & V	43,040	2.98%	3,311.57	31,726.00	0.46%	1,068.57	328,944.00	13.11%	13,028.98	2,724.36	14,684.77	17,409.12
Corvallis	Q	51,040	3.53%	3,927.10	385,855.00	5.54%	12,996.09			-	16,923.19	-	16,923.19
Springfield	Q	53,450	3.70%	4,112.53	328,007.94	4.71%	11,047.73			-	15,160.26	-	15,160.26
Bend	Q	55,080	3.81%	4,237.95	525,000.00	7.54%	17,682.67			-	21,920.62	-	21,920.62
Medford	Q	64,730	4.48%	4,980.44	546,849.00	7.86%	18,418.57			-	23,399.01	-	23,399.01
Hillsboro	V	73,200	5.06%	5,632.13			-	520,967.69	20.77%	20,634.75	-	26,266.89	26,266.89
Beaverton	Q & V	77,170	5.34%	5,937.59	8,874.92	0.13%	298.92	366,168.00	14.60%	14,503.37	3,267.71	17,472.16	20,739.88
Gresham	Q & V	91,420	6.32%	7,034.01	80,000.00	1.15%	2,694.50	481,000.00	19.18%	19,051.69	6,211.51	22,568.70	28,780.20
Salem	Q	139,320	9.64%	10,719.52	906,493.52	13.03%	30,531.86			-	41,251.37	-	41,251.37
Eugene	Q	140,550	9.72%	10,814.16	1,252,220.00	17.99%	42,176.37			-	52,990.52	-	52,990.52
Portland	Q	536,240		13,750.00	5,137,300.42		41,250.00			-	55,000.00	-	55,000.00

Population & Franchise Fees

List by Population			Pro-Rata share based on Pop		Qwest			Verizon			Total		
City	Co.	Pop	% of Total Population	Cost Allocation	FY 01-02 Franchise Fees	% of Total Franchise Fees	Cost Allocation	FY 01-02 Franchise Fees	% of Total Franchise Fees	Cost Allocation	Qwest	Verizon	Combined
		1,445,900											
		1,982,140	100.00%	\$ 125,000.00	\$ 6,959,401.92	100.00%	\$ 275,651.53	\$ 2,508,260.84	100.00%	\$ 99,348.47	\$ 374,410	\$ 125,590	\$ 500,000
				\$ 111,250.00	OK			OK			\$ 500,000		

		Franchise Fees				Franchise Cities			
<u>V</u>	<u>26</u>	Total contract cost	\$ 500,000.00	<u>100.00%</u>	\$ 6,959,401.92	73.51%	Qwest	52	66.67%
		Less fixed costs	<u>(125,000.00)</u>	<u>25.00%</u>	2,508,260.84	26.49%	Verizon	26	33.33%
<u>Q</u>	<u>52</u>	Remaining variable costs to allocate	<u>375,000.00</u>	<u>75.00%</u>			est and Verizon		
		Qwest	234,401.53						
<u>Q & V</u>	<u>5</u>	Verizon	99,348.47		<u>9,467,662.76</u>	<u>100.00%</u>	Total	<u>78</u>	<u>100.00%</u>
		Portland	<u>41,250.00</u>						
<u>Total</u>	<u>73</u>		<u>375,000.00</u>						

V = Verizon
Q = Qwest
Q & V = Qwest & Verizon

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement ("Agreement") is entered into no later than December 20, 2002 ("Effective Date") between all of the municipalities listed in Exhibit A. Each of the municipalities listed in Exhibit A may be referred to individually herein as a "Party" and collectively as the "Parties".

Recitals

- A. The incumbent local exchange company(s) ("Franchisee"), which is the subject of this "Telecommunications Financial Review Services" for the City of _____ is _____.
- B. The Parties desire to hire a consultant ("Consultant") to review and analyze revenues received from incumbent local exchange carriers as compensation for the rights and privileges to operate in the public right-of-way. The specific incumbent local exchange carriers, and the mechanisms under which these payments are made, may vary as between the Parties, however, the revenue base is uniform throughout and consistent with state statute.
- C. There are savings available to the Parties by aggregating the review and analysis, retaining a Consultant to assist them in such review and jointly providing funds to pay such Consultant.
- D. This Agreement is made under the provisions of Oregon Revised Statutes (ORS) 190.003 to 190.030. ORS 190.010 authorizes municipalities to enter into intergovernmental agreements for the performance of any or all functions and activities that a Party to this agreement has the authority to perform.

Agreement

The Parties agree to the following:

- 1. The Parties desire to retain a Consultant to work with the Parties in reviewing and analyzing franchise fees paid by Franchisee to the Parties, including but not limited to an evaluation of gross revenue calculations, and developing procedures to be used by member Parties in comparing customer database lists received from Franchisee with internal databases ("Consultant Services"). In performing the services, the Consultant shall analyze franchise, utility license, permit or other fees paid to the Parties by Franchisee, pursuant to the Parties' respective telecommunications franchises, permits or licenses, for up to ten (10) calendar years. In addition, the Consultant shall obtain Franchisee customer lists to assist the Parties in the database comparison portion of the Consultant Services.

2. The Parties hereby delegate authority to the City of Hillsboro to enter into a personal services contract with the Consultant on behalf of all of the Parties. The Parties acknowledge and agree that the City of Hillsboro's standard personal services contract will be used for the procurement of the Consultant Services.

The Parties further delegate to the City of Portland and the City of Hillsboro ("Joint Lead Agencies") and the City of Hillsboro ("Managing Agency") the authority to make administrative decisions on behalf of the Parties. The Joint Lead Agencies and the Managing Agency shall make reasonable efforts to keep the Parties informed of any decisions made on behalf of the Parties.

3. Each Party shall share in the cost of paying the Consultant to perform the work as outlined in the RFP.
4. The amount in Exhibit A labeled *Total Contract Cost* for the Consultant Services may only be modified through separate written agreement signed by authorized representatives for each of the Parties to this Agreement.
5. The percentage used in Exhibit A to determine the amount of the Consultant contract that is considered fixed may only be modified through separate written agreement signed by authorized representatives for each of the Parties to this Agreement.
6. Each Party shall be responsible for paying a share of the Fixed Costs relating to the Consultant Services, as shown in Exhibit A. The Fixed Cost allocation is non-refundable in the event a Party should withdraw from this Agreement.
7. Each Party shall be responsible for paying a share of the Variable Costs, defined as the Total Cost of the Consultant Services less the Fixed Costs, which shall be apportioned as shown in Exhibit A.
8. Each Party shall remit its share of the Fixed Cost to the Managing Agency within thirty (30) days after executing this Agreement. Upon finalization of the cost allocation for the Consultant Services, each Party shall remit any remaining unpaid share of the total Fixed Cost to the Managing Agency. The City of Hillsboro shall prepare and submit invoices to each Party immediately after the Agreement is executed and the cost allocation is finalized.
9. The Managing Agency shall prepare and submit Variable Cost invoices to each Party as soon as reasonably possible. The Managing Agency will include, with each invoice, all back-up information reasonably related to the invoice. Each Party shall pay its pro-rata share of the Variable Costs within thirty (30) days of the date of the invoice.

10. The Parties acknowledge and agree that in the event a Party withdraws from this Agreement, Exhibit A, shall automatically be updated and revised to reapportion the Variable Cost among the remaining Parties.
11. Any Party may terminate their participation in this Agreement so long as the terminating Party meet all of the following requirements (a) the terminating Party must provide seven (7) days prior written notice to both the Managing Agency and the Joint Lead Agencies; (b) such notice must actually be received by both the Managing Agency and the Joint Lead Agencies prior to the inception of any Variable Costs; and (c) the terminating Party must submit full payment to the Managing Agency of any Fixed Costs owed to date by the terminating Party.
12. This Agreement shall terminate upon the earlier of five (5) years from the Effective Date or until completion of the Franchisee Telecommunications Financial Review. This Agreement may be terminated earlier upon mutual written consent of the majority of the Parties.
15. The parties shall comply with all applicable laws and regulations regarding the handling and expenditure of public funds. This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon, even if Oregon's choice of law rules otherwise would require application of the law of a different jurisdiction.
16. Time is of the essence in the performance of this Agreement.
17. This Agreement is for the benefit of the Parties only. Each Party agrees to indemnify and hold harmless each other Party and its officers, officials, employees, agents and volunteers, from and against all claims, demands and causes of actions and suits of any kind or nature for personal injury, death or damage to property on account of or rising out of services performed, the omission of services or in any way resulting from the negligent or wrongful acts or omissions of the indemnifying Party and its officers, officials, employees, agents and volunteers. In addition, each Party shall be solely responsible for any contract claims, delay damages or similar items arising from or caused by the action or inaction of that Party under this Agreement.
18. No waiver, consent, modification or change of terms of this Agreement shall be binding unless in writing and signed by authorized representatives for each of the Parties.
19. Any Party may institute legal action to enforce any covenant or agreement herein, or to enjoin any threatened or attempted violation of this Agreement. All legal actions shall be initiated in Washington County Circuit Court. The Parties, by signature below of their authorized representatives, consent to the *in personam* jurisdiction of that court.

20. Performance by any Party shall not be in default where delays or default is due to war, insurrection, strikes, walkouts, riots, floods, drought, earthquakes, fires, casualties, acts of God, governmental restrictions imposed or mandated by governmental entities other than the Parties, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation or similar bases for excused performance that are not within the reasonable control of the Party to be excused.
21. If any one or more of the provisions contained in this Agreement is invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of this Agreement will not be affected or impaired in any way.
22. This Agreement is the entire agreement of the Parties on its subject and supersedes any prior discussions or agreements, oral or written, regarding the same subject.
23. This Agreement may be executed in any number of counterparts by any one or more of the Parties hereto, and all of these counterparts will be one Agreement. To facilitate execution of this Agreement, the Parties may execute by facsimile transmission the counterparts of the signature pages.

***Signature Section for Intergovernmental Agreement for Consultant
Telecommunication Financial Review Services:***

Name: _____

By: _____

Date: _____

Franchisee subject to Telecommunication Financial Review Services:

_____ Qwest

_____ Verizon

_____ Both – Qwest and Verizon

City of Brookings

898 Elk Drive
Brookings Oregon 9741
Phone (503)469-2163

Community Development Department



Building Planning Public Works
Wastewater Water

MEMO

TO: Mayor and City Council
FROM: Leo Lightle, Community Development Director
Through Leroy Blodgett, City Manager
DATE: December 11, 2002
RE: Mill Beach Road Water Improvements

Leo Lightle

Project #02.62 was advertised by HGE, Inc., and the City received three bid.

The bid is: John D Rapraeger, Inc at \$ 22,208.00

Recommendation:

The City Council awards the contract to John D Rapraeger, Inc in the amount of \$ 22,208.00 for the Mill Beach Road Water Improvements.

Background:

Staff reviewed the bid and recommends awarding of the Contract to John D Rapraeger, Inc.

We received three bids. The lowest bid had irregularities in the extension of their unit prices. The written amount did not match the amount stated in the figures. The contract document specifies the written amount shall govern in the case of discrepancy between the written amount stated in writing and the amount stated in the figures. The extension of quantities increased the low bidder so that they weren't the low bidder. There was \$246 between the lowest bid to the next lowest bid.

Example:

Waterline Pipe Installation

4. 1 8" C900 PVC Pipe 462 linear feet at the unit price of

<u>Six</u> and <u>twenty five</u> per linear foot.	Dollars Cents (\$ <u>6.25</u>)
Written amount	

\$ <u>2887.50</u>
figures amount

Should match

If as in the example the written amount doesn't match the amount in the figures ; the written amount take precedence . Quantities estimated and actual at the end of construction will not exactly match due to unknown items located during construction .

Example 2

Waterline Pipe Installation

4. 1 8" C900 PVC Pipe 462 linear feet at the unit price of

<p>Six _____ Dollars and <u>twenty five</u> _____ Cents (\$ 6.25) per linear foot:</p> <p>$6.25 \times 462 = \underline{\underline{2887.50}}$</p> <p style="text-align: center;">Written amount</p>	<p style="text-align: center;">\$ <u>1897.50</u></p> <p style="text-align: center;">figures amount</p>
---	--

Should match *doesn't*

Bid would be raised by + \$ 1000.00

When they don't match the written takes precedence. In this second example , the final bid would be raised to reflect the actual amount , and would raise the lower bid to a higher bid.

City of Brookings
898 Elk Drive
Brookings, OR 97415
(541) 469-2163 ~ Fax: 469-3650



Memo

To: Mayor, Council
From: Fire Chief William Sharp
Date: 12/11/02
Re: Awarding Bid For Jaws Of Life Purchase

Recently the Fire Department solicited bids for the purchase of new "Jaws Of Life" equipment to add to our existing rescue tools. We use a specific type of Jaws equipment that, in the Pacific Northwest, can only be purchased from one company. The "Jaws Of Life" equipment we use is made by Holmatro Rescue Equipment. This equipment is sold by Santiam Emergency Equipment Inc. We received one bid for this purchase from Santiam Emergency Equipment Inc. of Salem, Oregon.

The bid is as follows:

1 Holmatro Duo Pump-Honda	\$6,722.88
1 Holmatro 3350 Mid-Range Telescopic Ram	\$3,799.48
1 Pair 32' Hose	\$ 679.62
1 Holmatro HO-HRS-22 Ram Support	\$ 211.50
Shipping	<u>\$ 295.95</u>
Total	<u>\$11,709.43</u>

The Fire Department has budgeted \$10,000 for the purchase of Jaws equipment. The Firefighters Association has committed \$6000 also for the purchase of Jaws equipment. With the amount committed by the Firefighters Assoc. the cost to the Fire Dept budget would be \$5,709.43.

Staff recommends awarding the bid for the purchase of Jaws equipment to Santiam Emergency Equipment Inc.

CITY OF BROOKINGS

Where the Flowers meet the Sea



STAFF REPORT

Date: December 12, 2002
To: Mayor Hagbom & City Councilors
From: Leroy Blodgett, City Manager

Subject: Council Goals

Below is a brief mid-year progress report on each of the Council Goals for 2002-2003 fiscal-year. Staff takes these goals very serious when scheduling work and preparing budgets. Even though it may be impossible to reach all the goals, staff works hard to do so.

1. Complete Engineering Study for Dawson/Carpenter Roads and U.S. Highway 101

We have made request of ODOT to consider this intersection in their planning for improvement of Highway 101. By having ODOT complete the study there will be no cost to the City, however, it may be spring of 2004 before it is completed.

2. Complete preliminary design, select site location(s), and identify funding sources for:

- Community Center
- Covered Swimming Pool
- City Hall
- Fire Hall

***Community Center:** The Brookings-Harbor Rotary Club has approved building a Community Center & Performing Arts Theater as their Centennial Project for next year. The Pelican Players Association would like a new home for their theater productions and are excited about the possibility of a partnership. A potential location is the County Road Department site on Railroad Avenue. We have had some discussion with the County and the possibility of obtaining that site is good. We expect to have significant progress on this project by the end of the fiscal year.*

***Covered Swimming Pool:** The problem with moving forward with this goal is the cost of operating and maintaining a covered swimming pool. The City currently subsidizes the outdoor pool operations with about \$30,000 of General Fund dollars each year. Most communities with year-round swimming pools subsidize the operation with \$80,000 - \$200,000 annually. In the survey done for the Parks Master Plan, there was a strong desire for a covered pool, but there was little support for any additional tax to support operation. Even if we funded and built a facility it is unlikely that we could afford the operations without creating a Park District or a significant enlargement of the city limits. Unfortunately, until such time as a Park District is formed or Harbor becomes part of the City this project may need to be put on hold.*

City Hall/Fire Hall: *Finding a site in town large enough for a new fire station is difficult and would be very expensive. We have identified some potential sites a new city hall, leaving the existing site for police and fire. The existing site would be adequate for only emergency services, if all other departments were able to move. We expect to have a site recommendation before the end of the fiscal year.*

3. Downtown Revitalization/Couplet

- Complete Master Plan
- Support and begin implementation of the Master Plan
- Lobby to have Phase II of the Couplet on the STIP

Complete Master Plan: *The Downtown Master Plan is complete.*

Support & begin implementation of Master Plan:: *The downtown parking lot is complete. The Downtown Development Committee is meeting and will begin implementation of the plan. Even though there is much on-going work in downtown revitalization, we can consider this goal accomplished.*

Lobby to have Phase II of the Couplet on the STIP: *The outcome of this will be determined during the reconstruction of Chetco Avenue. ODOT will be the deciding if, how and when the couplet will be constructed. City staff is working with ODOT through the planning and decision making process.*

4. Explore the possibility of a second bridge on Chetco River for Emergency Preparedness

Our discussion with ODOT and Curry County Road Department has led no where. It is unrealistic that this goal can be reached anytime in the near future.

5. Improve Cable TV Service

The City joined with the Port to form the Pelican Bay Telecommunications (PBT) Corporation. A business plan was prepared and the project expanded to include broadband service. However, it has been determined by the PBT Board that providing cable TV service was not in our best interest at this time. City Council seems to concur with this decision. However, the efforts of PBT may have caused Charter Communications to improve their level of service.

6. Parks:

- Complete new concession/restrooms at Azalea Park
- Remodel or improve ALL park restrooms
- Complete Parks Master Plan
- Upgrade ALL play equipment
- Fund Recreational Programs

Complete new concession/restroom at Azalea Park: This project is well underway and should be complete by early spring. The project was made possible with assistance from Brookings Harbor Rotary and the Azalea Foundation.

Remodel or improve ALL park restrooms: Remodel of the upper Azalea Park restroom is scheduled for this spring. Other park restrooms have been repaired and/or maintained, but no improvements have been made. Staff will evaluate the need for improvements and attempt to make those improvements this year.

Complete Parks Master Plan: The Parks Master Plan is complete. The project was completed with the assistance of the University of Oregon.

Upgrade of ALL play equipment: Some mechanical equipment has been changed at Kidtown to improve safety. The Park Commission will be asked to consider other improvements.

Fund Recreational Programs: Last summer the "Summer Recreation" program was the most successful we have had. We expect funding to continue for the upcoming fiscal year.

7. Public Works Shop:

- Begin Construction Phase

Crews have worked on site preparation. Actual construction of a building has not begun.

8. Wastewater:

- Reduce Infiltration and Inflow

We continue to televise sewer lines to identify areas needed to be repaired or replaced. This year the main line through the Elks Lodge parking lot is scheduled to be replaced. That project should be completed by June 2003.

9. Water:

- Begin implementation of the Water Management Plan
- Secure funding for increased water storage and system upgrade

Begin implementation of the Water Management Plan: The Water Management Plan has been approved by City Council and is waiting final approval from the Department of Land Conservation & Development (DLCD). We have adopted an ordinance and implemented the water conservation portion of the plan.

Secure funding for increased water storage and system upgrade: Increased water storage and system upgrade was submitted to the State in the "Needs & Issues" process. Locations for water storage are identified in the Water Management Plan. Once we know how much water and storage Borax will provide for their project we will have a better idea of the need for the rest of the community. We still expect to secure funding this year for system upgrade.

2003-04 COUNCIL GOALS WORK SESSION

It is time to consider goals for the 2003-04 fiscal-year. Setting the goals in January will allow us to budget for them next year. Last year we invited members of the Parks Commission, Planning Commission and Department Heads.

I recommend that City Council invite the Parks Commissioners, Planning Commissioners, and Department Heads to Goals Work Session on January 25, 2003, 9:00 am to 2:00 at the Brookings Inn Conference Center.

Staff will prepare a report prior to the work session outlining some recommended goals.

**CITY OF BROOKINGS
COMMON COUNCIL MEETING MINUTES
City Hall Council Chambers
898 Elk Drive, Brookings, OR 97415
November 25, 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, Lorraine Kuhn, and Rick Dentino, a quorum present.

Council Absent: none

Staff Present: City Manager Leroy Blodgett, Community Development Director Leo Lightle, City Planner John Bischoff, Finance Director Paul Hughes, Public Works Mechanic/Utility Worker, and Administrative Secretary Linda Barker

Media Present: Curry Coastal Pilot Reporter David Courtland

Other:
approximately 10 other citizens

IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

A. Ceremonies

1. *Five Year Certificate of Employment-Chuck Gage, Public Works Department*
Mayor Hagbom presented a five-year employment certificate to Chuck Gage. Gage cordially accepted the certificate, offering to shake hands later as he currently is in a cast while broken hand bones are healing.

V. PUBLIC HEARING

- A. *In the matter of Planning Commission File No. ANX-4-02, an application to annex an 11.5 acre parcel of land consisting of four tax lots into the city and rezone the property to the city's R-1-6 (Single-family Residential, 6,000 square feet minimum lots size) Zone. The annexation also includes approximately 1.87 acres of the Parkview Drive right-of-way, which makes the connection to the existing city limits of Brookings; Assessor's Map 40-13-31 B, Tax Lots 401,402, 1100, and 1101; Michael Mahar and Petty Smart, applicants; Jim Capp of Western Land Use Services, representative*

Mayor Hagbom opened the public hearing on ANX-4-02 at 7:04 p.m. He read into the record a procedural statement for the hearing and asked the Councilors if they had

ex parte contact or a site visit to declare or if any of them had bias. All Councilors answered negatively.

No one in the audience objected to the Council's jurisdiction to hear this matter.

City Planning Director Bischoff gave the staff report and stated staff's and the Planning Commission's recommendation to approve this annexation.

The applicant's representative, Jim Capp, PO Box 2937, Harbor, Oregon, gave his presentation.

Testimony was given by proponents:

Kurt Kessler	17400 West Ocean Drive	Brookings
Rex Atwell	17169 Parkview Drive	Brookings

Testimony was given by opponents:

Susan Wimberly	PO Box 329	Brookings
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No interested parties or public agency representatives spoke.

No one requested additional time to submit written testimony.

The hearing was closed to public participation and open to Council discussion at 8:30 p.m.

Councilor Curry moved, a second was made, and the Council voted unanimously to approve ANX-4-02.

The meeting was recessed at 8:37 p.m. until 8:40 p.m.

VI. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE

A. Committee and Liaison Reports

1. Council Liaisons

Councilor Kuhn attended the League of Oregon Cities (LOC) Annual Conference in Portland. While there she took participated in sessions on homeland security and water resources.

Councilor Johns Kern also attended the LOC conference and learned a great deal by talking with attendees from other areas and learned what they are doing in their cities. Kern also attended a school site committee meeting and the school board meeting.

Councilor Dentino attended a Rural Resources Alliance meeting with the City Manager in Smith River. He accompanied Mayor Hagbom to distribute participation awards to members of Mrs. Kroy's sixth grade class. Those

students entered posters into the LOC's "If I Were Mayor, I Would..." poster contest. Dentino said he was part of the city team who attended the LOC conference. He participated in a Veteran's Day observance and chaired a Curry Commission on Children and Families meeting in Gold Beach. He helped celebrate Patrol Officer Gerald Kessler's retirement and going away at a gathering in Kessler's honor.

Councilor Curry attended a Coos Curry Douglas Corporation loan committee meeting on November, 7, stopping off for the meeting as he traveled to Portland for the LOC conference.

Mayor Hagbom attended many of the same functions as Councilor Dentino. He added that since 1993 all City Councilors have gone to the LOC conference. The City feels strongly about the importance of education on issues and meeting with those from other communities about mutual problems, opportunities, solutions.

B. *Unscheduled*

Don Nuss (stated his address as 625 Mardon Court), 750 Mardon Court, Brookings, said he had two items he wanted to speak on. He asked if could listen to the Finance Director's report on the Bed Tax Audit or if he should make comments at this time. He will give those comments after the agenda item is presented.

Nuss said that on November 3, 2002, he was protesting the policy of the Brookings-Harbor Chamber of Commerce which was holding a funding raising auction next door to his business, stating he had been denied access to the Chamber for years. On that day he decided to maintain the sidewalk in front of his business as he stated he has done for the last six years, putting on a coat of concrete stain to cover cracks. He stated that the ticket he was issued for this action is unfair and he has been singled out.

Councilor Johns Kern asked if he was a member of the Chamber. Nuss answered that yes he had been a member and was denied membership into the Chamber Ambassadors because he wanted to change city managers. He said the next year his check was denied for chamber membership. Councilor Johns Kern stated he willingly resigned from the Chamber and Nuss disputed this. Mayor Hagbom thanked Nuss for his comments.

At this point the agenda was changed and the Community Development Director presented items VII.C.1, 2 and 3, starting with No. 3. They are reported under their correct heading below.

VII. STAFF REPORTS

A. Finance Department

1. *Fiscal Year 2002 Chamber of Commerce Transient Room Tax Audit*
Reading from his staff report, Finance Director Hughes reported the procedures he used to perform an audit on the Promotions Ledger of the

Chamber of Commerce as called for in the contract between the City and Chamber, dated July 1, 2001. Based on his examination he concluded the Chamber is disbursing and accounting for the transient room tax revenue received from the City, according to the agreement dated July 1, 2001. There were no questions from the Council.

Don Nuss (stating his address as 625 Mardon Court), 750 Mardon Court, Brookings, asked the Finance Director if he were a CPA. Hughes answered no. After answering several other questions posed by Nuss, Hughes stated he had performed an audit of the Chamber promotions ledger as required by the agreement with the Chamber of Commerce. Nuss called this audit a fraud.

Councilor Kuhn moved, a second followed, and the Council voted unanimously to accept the audit performed by Finance Director Hughes of the Chamber of Commerce Promotions Ledger.

2. *Janitorial Services RFP*

Finance Director Hughes reported the City was notified by its janitorial service provider (Custodial Related Services of Oregon-CRS) that they could no longer provide services for \$800 per month. The City sent out a RFP with no responders by closing date. CRS submitted a proposal on September 1, 2002, which would increase their rate to \$925 per month. Normally the City would not consider a proposal after the closing date but since we received no other proposals Hughes recommended awarding the contract to CRS. City Manager Blodgett added the City looked at other options such as hiring an employee and had sent the RFP to all janitorial services that have business licenses in the city. CRS was substantially less than we could hire an employee for.

Councilor Kuhn moved, a second followed, and the Council voted unanimously to award the contract for janitorial services to Custodial Related Services of Oregon and to authorize Mayor Hagbom to sign the contract.

B. **City Manager**

1. *Pelican Bay Telecommunications*

City Manager Blodgett reported that Pelican Bay Telecommunications (PBT) now has corporation papers filed with the State of Oregon. They need to obtain IRS status before they can transact any type of business. His suggestion was to continue the partnership with the organization in only providing wireless internet services and not to proceed with cable TV and broadband services. Discussion centered on the resolution passed by the council at their October 8, 2002, meeting in support of a loan application by PBT to Coos Curry Douglas Business Development Corporation and whether it should be rescinded.

In response to questions from Tim Patterson, 658 Chetco Avenue, Brookings, City Manager Blodgett will provide him with the staff report on this issue. Patterson stated he fully supports going to fiber optics, which jumps you a generation ahead of what is provided by Charter Communications. He continued that the unlicensed wireless in Brookings currently is clogged and virtually unusable; providing licensed wireless would be a very positive step.

Councilor Dentino moved to continue being involved with PBT but with the provision of only providing broadband services not cable TV, and to rescind Resolution No. 709. After continued discussion he withdrew this motion.

Councilor Kuhn moved, a second followed, and the Council voted unanimously to table the matter until after the Pelican Bay Telecommunications meeting December 5.

2. *December Council Meetings Schedule*

City Manager Blodgett reported packets would have to be out next Thursday for the December 9 meeting. With City Hall being closed Thursday and Friday of this week for Thanksgiving and several staff members being out of the office it left little time to prepare the packet. He suggested moving the December 9 meeting to the 16th and canceling the December 23 meeting.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to reschedule the December 9 meeting to December 16 and cancel the December 23 meeting.

3. *Other*

City Manager Blodgett said City Hall will be closed this Thursday and Friday and he would be out of town beginning in the afternoon of November 26 until December 2. He said the Mayor and he would be going to Portland December 8 for a leadership summit titled Shaping Oregon's Economic Future. The summit is being chaired by Senators Ron Wyden and Gordon Smith and Governor-elect Ted Kulongoski.

In December Blodgett will have an update on 2002-2003 Council goals and set a January date for a goals setting session for 2003-2004. He reported Rotary has adopted a centennial project to build a community center/performing arts center in downtown Brookings and hopes the Council will, as part of their 2003-2004 goals, support their effort. The Pelican Bay Players are very interested in this project which should receive community wide support. He said some funding is available from grants with matching dollars.

B. Community Development Department

These items were considered earlier in the agenda as noted above.

1. *Acceptance of deed for easement across property belonging to Elks Lodge*
Community Development Director Lightle stated the City requested and received an easement over a sewer main extending through the Elks Lodge property and gave a recommendation that the easement be accepted by the City Council.

Councilor Johns Kern moved, a second followed, and the Council voted unanimously to accept the easement across property belonging to the Brookings Elks Lodge.

2. *Acceptance of bid for Elk Sewer Line Replacement*
Community Development Director Lightle reported the sewer line across the Brookings Elks Lodge property has high infiltration and is probably in the same condition as the line on Fern Avenue that had to have emergency repairs last year. The City went out to bid for the Elks line replacement project and received one bid, B & B Excavation in the amount of \$85,859.64. Since originally it was thought the job would be done earlier in the year he was recommending extending the length of the contract to 120 days as we are now entering the raining period.

Councilor Kuhn moved, a second followed, and the Councilor voted unanimously to award the contract for the Elks Lodge Sewerline Relocation to B & B Excavation in the amount of \$85,859.64 and to allow 120 days for completion of the project.

3. *Approval of main water line extension for Coho Drive, Ernie and Carol Turner*
Community Development Director Lightle stated staff's recommendation to approve the extension of a water line to serve properties on Coho Drive with an amendment to also include a fire hydrant installation as part of the project. He received information after the packet was distributed that the Fire Chief was recommending a fire hydrant also be installed. In a memo distributed to the Council at the beginning of this meeting, Chief Sharp stated he "was somehow left out of the loop as to all the knowledge about the project and thus did not have a chance to comment," continuing that the nearest fire hydrant to this area was 2 ½ miles downriver at Mountain Drive and North Bank Chetco Road and the City would be missing out on an opportunity to greatly enhance its fire protection capability by not requiring a hydrant to be installed as part of the project.

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve the extension of a water main to serve Coho

Drive, including the installation of a fire hydrant at the intersection of Coho Drive and North Bank Chetco River Road.

VIII. CONSENT

- A. *Approval of Council Meeting Minutes*
 - 1. Minutes of October 28, 2002, regular Council Meeting
- B. *Acceptance of Parks and Recreation Commission Minutes*
 - 1. Minutes of September 26, 2002, regular Commission Meeting
- C. *Acceptance of Planning Commission Minutes*
 - 1. Minutes of October 1, 2002, regular Commission Meeting
- D. *Approval of Vouchers for October 2002 (\$277,717.22)*
(end Consent Calendar)

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

IX. ORDINANCES/RESOLUTIONS/FINAL ORDERS

A. Ordinances

- 1. *In the matter of Ordinance No. 02-O-554, an ordinance amending the city limits and zoning map of the City of Brookings by annexing an 11.50 acre parcel of land and 1.87 acres of the Parkview Drive including a small portion of Airport Road rights-of-way between the existing city limits and the subject property and rezoning the parcel R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size)*
City Manager Blodgett read the proposed ordinance in its entirety.

Councilor Kuhn moved, it was seconded, and Councilor voted unanimously to have the second reading of 02-O-554 by title only.

City Manager Blodgett read the proposed ordinance by title only.

Councilor Johns Kern moved, it was seconded, and the Council voted unanimously to adopt Ordinance No. 02-O-554, an ordinance amending the city limits and zoning map of the City of Brookings by annexing an 11.50 acre parcel of land and 1.87 acres of the Parkview Drive including a small portion of Airport Road rights-of-way between the existing city limits and the subject property and rezoning the parcel R-1-6 (Single Family Residential, 6,000 sq. ft. minimum lot size).

- 2. *In the matter of Ordinance No. 02-O-555, an ordinance granting a 20-year franchise to Coos-Curry Electric Cooperative, Inc., for the operation of an electric power transmission distribution system within the City of Brookings;*

3. *prescribing the terms, conditions and manner of acceptance of such franchise; repealing Ordinance No. 82-O-368*

City Manager Blodgett stated franchises are the second largest revenue source to cities. The electric franchise we have with Coos Curry Electric Cooperative does not show revenue as we exchange services. The franchise allows Coos Curry Electric Cooperative to use city right of ways for installation, operation and maintenance of their system. In exchange the Cooperative provides a certain number of street lights without charge to the city. The proposed ordinance increases the number of street lights provided and decreases the additional population required for additional street lights. The city will realize a financial benefit of \$1,103 per month.

City Manager Blodgett read Ordinance No. 02-O-555 in its entirety.

Councilor Kuhn moved, it was seconded, and the Council voted unanimously to have the second reading of Ordinance No. 02-O-555 by title only.

Tim Patterson, 658 Chetco Avenue, Brookings asked if this franchise was typical to cities of our size. He added that the electric company is the easiest person to put fiber optics to homes and he did not believe the proposed franchise had provided for this in any way. Also he noted that no undergrounding of utilities in the downtown area was mentioned in the proposed ordinance and for 20 years the franchise would take away all competition. Lastly he asked if the franchise could be renegotiated by simply giving notice.

City Manager Blodgett answered that renegotiation can begin by written notice and that would not stop the contract. He added that state law does not allow an exclusive contract. Undergrounding of utilities is not addressed in the proposed ordinance but under the Land Development Code regulations all new subdivisions must have underground utilities. The proposed franchise does not require existing cables to be buried. Blodgett stated the terms are comparable to what other cities are getting.

Blodgett read by Ordinance No. 02-O-555 title only.

Councilor Johns Kern moved, it was seconded and the Council voted unanimously to adopt Ordinance No. 02-O-555, an ordinance granting a 20-year franchise to Coos-Curry Electric Cooperative, Inc., for the operation of an electric power transmission distribution system within the City of Brookings; prescribing the terms, conditions and manner of acceptance of such franchise; repealing Ordinance No. 82-O-368.

B. Resolutions

1. *In the matter of Resolution No. 02-R-710, a resolution accepting real and personal properties from the Frieda Longstreet Trust*

City Manager Blodgett explained that in her estate, Frieda Longstreet left the City of Brookings real property and stocks. Provisions have been made to sell the property, a house located on North Hazel Street. As stated in her will, Eldon Gossett will be the selling agent. Proceeds from the sale of the real property must be used for Azalea Park. Other funds may be used for a community project.

Councilor Dentino moved, a second followed, and the Council voted unanimously to approve Resolution No. 02-R-710, accepting real and personal properties from the Frieda Longstreet Trust.

C. Final Orders

1. *In the matter of Planning Commission File No. ANX-4-02; application for approval of an annexation, Michael Mahar and Petty smart, applicant*

Councilor Kuhn moved, a second followed, and the Council voted unanimously to approve the Final ORDER and Findings of Fact for Planning Commission File No. ANX-4-02.

X. REMARKS FROM MAYOR AND COUNCILORS

- A. *Council-None*
- B. *Mayor-None*

XI. ADJOURNMENT

Councilor Johns Kern moved, it was seconded, and the Council voted unanimously to adjourn the meeting at 10:20 p.m.

Respectfully submitted:

Bob Hagbom
Mayor

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

Paul Hughes
Finance Director/City Recorder

PARKS AND RECREATION COMMISSION MEETING MINUTES

City of Brookings
898 Elk Drive, Brookings, Oregon
October 24, 2002 7:00 p.m.

Call To Order

Chair Boynton called the meeting to order with the pledge of allegiance led by Councilor Johns Kern.

Roll Call

Commissioners Present: Dori Blodgett, Nina Canfield, Pat Sherman, Lorraine Williams, Bill Boynton, Tony Parrish, and Paul Prevenas.

Councilor Liaison Present: Councilor Frances Johns Kern.

Staff Present: City Manager Leroy Blodgett; Dennis Barlow, Supervisor of Public Works; Dave Lentz, Park Maintenance-Public Works; and Community Development Secretary, Cathie Mahon.

Minutes

A motion was made, seconded and carried for approval of the September 26, 2002 minutes.

Public Appearances

Commissioner Sherman gave a presentation on "*Beautification of Brookings*". She has been involved with coordinating a group of people to clean up the litter in the city and wanted to present the dimensions of the litter problem, and possible solutions. Areas highlighted and discussed were:

Causes:

- Is it "other people"? Tourists?
- Is it a lack of education about littering?
- Is it thinking that someone else will take care of it-like the city maintenance or highway worker will pick up the trash?
- Is it a lack of ownership-thinking city maintenance or the highway worker will

Commitment:

- Have dedicated volunteers/groups of people to pick up litter in our city
- Involve service groups, businesses, youth groups-try to reach every age level
- Enforcement: signs posted with fines, or have an Enforcement Officer

She pointed out that the solutions could be done with little or no cost. Some of the solutions discussed:

School Projects:

- Have classroom projects like "Adopt-a-Spot"
- Organize litter patrols, tree planting,
- Sponsor "litter" days

Signage:

- Signs can be informative in the form of what the fine is if you litter.
- They can be amusing while making a point to "clean up your trash".
- They need to be inspiring-have the message to clean up your litter

She has researched the fines, ordinances and enforcement regulations in eight cities along the Oregon coast. Fines for littering range from \$10.00 (first offense) to a maximum of \$750.00. She spoke to the Coos Bay ~~was the only city with a~~ Code Enforcement Officer, who said she issues about 400 citations (a year), 100 are *litter* related. Her presentation concluded with a request of partnering with the city and the commission for some sort of "Beautifying Brookings" program.

- Could there be more trash cans placed throughout the city?
- Can the city provide trash bags and a receptacle for depositing trash bags?
- Establish a new norm by coordinating a 4 to 5 year *Beautify Brookings* program
- Have the city adopt the "*Adopt a Spot*"

City Manager Blodgett responded stating he favored trash receptacles and signs rather than fines.

Commissioner Parrish discussed the trash problem at Stout Park. He suggested the senior class might want to get involved with a clean up day.

Commissioner Dori Blodgett suggested the Commissioner Sherman's "litter" presentation be shown to groups like the Girls Scouts, service clubs, and possibly on local television.

Commissioner Prevenas stated "anti-litter" is a topic discussed at the schools. The campus is clean because of student involvement with picking up litter. He explained the schools are already doing "anti-litter" education; it's only common sense not to litter.

Committee Reports Commissioner

Stout Park: Commission Parrish reported the lower area of the park has a dead grass area that could be remedied with a minimal amount of money. He added he would like to get started with the re-seeding before the rain starts. It was agreed to coordinate with Dennis Barlow, Public Works Supervisor.

Chetco Point Park: Commissioner Canfield stated her concern about the spread of *morning glories* when the Bruce Brothers development begins. Chair Boynton will speak with Noah Bruce on that.

Kid Town: Commission Dori Blodgett stated she goes to the park every Thursday and it looks good. She reported one of the tire swings needs to be repaired.

Skate Park: City Manager Blodgett reported Coos Bay officials contacted him to discuss our skate park. They are considering building a skate park and would visit our city to look at ours.

Discussion ensued on helmets. City Manager Blodgett stated the City has a requirement to wear helmets at the skate park. Commissioner Dori Blodgett responded when other skate parks were surveyed for helmet requirements, we found it was about fifty-fifty; half had helmet requirements, others did not. A suggestion was made to have a program similar to the "Bike Helmet" program; it could be an effort to entice the kids to wear helmets while skate boarding.

Softball/Soccer Fields: No report.

Volleyball Court. No report.

Parks Master Plan: Chairman Boynton stated there are a lot of ideas being discussed. The big factor is finding funding for maintenance of new projects.

Liaison Reports

Azalea Park: Buzz Hanson submitted a plan for a new tool shed, replacing the one burned down this summer. Commissioner Williams read a letter from Mr. Elmo Williams with the following Azalea Park Foundation proposals:

- A two-rail fence will connect to the existing County Road fence.
- It will border the Kid Town parking lot
- Barberry plants are going to be planted on one side of the fence and perennial shrubs on the other.
- A new tool shed to replace the one burned by vandals.
- The shed will be located parallel to Lundeen Lane near Kid Town.
- It will be 18 feet wide by 36 feet long
- It will be constructed using concrete blocks

The Commission expressed their appreciation to Buzz Hanson and Elmo Williams for their work on the tool shed project plans.

Commissioner Dori Blodgett made a motion, it was seconded and approved to move forward with the project. Discussion ensued on funding the new shed. It was noted that \$10,000 is expected from the insurance company, and Commissioner Williams stated the foundation would make up the difference.

STAFF ANNOUNCEMENTS/CONCERNS/FOLLOWUPS

Meeting Schedule:

Chair Boynton discussed the meeting date for the November Meeting, which falls on *Thanksgiving Day* and if and when to have a December meeting. It was decided to meet November 21, 2002, and December 12, 2002.

Financial Report: No discussion. (September 30, 2002 financial statements for *Stout Park* and *Parks and Rec* were included in the packet). Chairman Boynton responded we are well within the acceptable percentage ranges.

City Manager:

City Manager Blodgett reported each Rotary Club will have a "centennial project" next year and the Brookings-Harbor Rotary Club would like to take on a work project of building a Community and Performing Arts Center. The club members want to partnership with other organizations, and the City, for this center. The initial thinking is to lease the center for community events, like the Chetco Pelican Players for their plays. Organizations paying for the use of the center would defray some of the finances. Researching grants would be one of the avenues for funding.

Azalea Park: Commissioner Parrish reported he had done some research on security cameras. City Manager Blodgett informed the Commission that discussions have taken place with Chief Wallace, and Jim Relaford. Research is continuing and the results and costs will be presented before the Commission.

Chetco Point: Commission Sherman reported she walked around the area of the proposed new entrance to the park and said it will be very nice.

BHYA(Brookings-Harbor Youth) Commissioner Dori Blodgett reported she attended the recent Association meeting. She discussed the probable departure of the vice-president and president and concern for the future of the organization. One of the positive items discussed was a grant obtained to hire someone to research the resources of the community, and develop a database with the needs of the young people in our community. She expressed her delight that Pam Callaway is applying for the position. Although it is a 6-month position, the positive aspect is that it could possibly include the City's 2003-summer program (Pam successfully organized the 2002 program).

With no further business to come before the Commission, the meeting was adjourned at 8:22 p.m.

Respectfully submitted,



Cathie Mahon
Recording Secretary

Approved by the Parks and Recreation Commission

11/21/02 (date)

**MINUTES
BROOKINGS PLANNING COMMISSION
REGULAR MEETING
November 5, 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	John Bischoff, Planning Director
Russ Fritz	Cathie Mahon, Secretary
Randy Gorman	Michael Carrillo, Ex Officio Commissioner
Craig Mickelson	

Commissioners Cofrances, and Nishioka, were not present at the meeting.

CHAIRPERSON ANNOUNCEMENTS

The Chairman announced the meeting could proceed with a quorum of 4 commissioners. The Chair welcomed Jim Collis back on the board (he resigned the beginning of 2002 to help his son-in law run for governor in Virginia).

MINUTES

By a 3-1 vote, the Commission (motion: Commissioner Mickelson, Commissioner Collis abstained) approved the minutes of the October 1, 2002, regular meeting.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS

1. By a 3-1 vote (Commissioners Fritz, Mickelson, and Gorman voted in the affirmative, with Commissioner Collis abstaining due to absence from the public hearing), the Planning Commission approved the application for a subdivision to divide a 1.99 acre parcel into 10 lots; located on Hassett Street and Pioneer Road; Assessor's Map 40-13-32 CC; Tax Lot 1104; R-1-6 (Single Family Residence) zone; Noah and Joshua Bruce, applicants.

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

None.

THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS

2. By a 4-0 vote (motion: Commissioner Mickelson) the Planning Commission will send a favorable recommendation to the county on File No. **CR-P-0206**; a request for a minor partition of a 49.8 acre parcel into 3 parcels; Assessor's Map 40-13-9 C, Tax Lot 100; a 4-acre parcel zoned C-1 (light commercial), a 19-acre parcel zoned R-2 (Residential), and a 26.8-acre parcel zoned AFD (agricultural farm district), located at 98126 West Benham Lane; Itzen Enterprises, applicants.

3. By a 4-0 vote (motion: Commissioner Mickelson) the Planning Commission will send a favorable recommendation to the county on File No. **CR-AD-0223**; a conditional use permit for a mobile home park on 19 acres, R-2 (Residential) zone; and 4 acres for commercial use, C-1 (Commercial) zone; Assessor's Map 40-13-9 C, Tax Lot 100; located at 98126 West Benham Lane; Itzen Enterprises.
4. By a 4-0 vote (motion: Chair Gorman) the Planning Commission will send a favorable recommendation to the county (a condition was placed on the motion), File No. **CR-CPZ-0202**; a zone change from R-2 (Residential) zone to C-1 (Commercial) zone; Assessor's Map 40-13-32-C, Tax Lot 208; located at 16920 Old County Road; Patrick and Teresita Wong, applicants.
The condition is:
 - To notify the City if additional commercial buildings are added to the existing business.
5. By a 4-0 vote (motion: Commission Mickelson) the Planning Commission will send a "no comment" to the county; File No. **CR-0224**, a variance to allow the construction of a garage which would encroach into the back yard setback by 1.5 feet; Assessor's Map 41-13-5 AA, Tax Lot 1800; located at 97869 Harbor View Circle; R-2 (Residential) zone; Raymond and Laretta Newman, applicants.

UNSCHEDULED PUBLIC APPEARANCES

None.

COMMISSIONERS COMMENTS:

Chair Gorman introduced Michelle Carrillo, the new ex officio commissioner to the Planning Commission. Michelle is a sophomore student at Brookings-Harbor High School, who is active in school and community affairs. While it was explained ex officio members can vote on items before the Commission, their votes are non-binding.

The Chair welcomed the new media representative, David Courtland, Curry Coastal Pilot's reporter.

REPORT OF THE PLANNING DIRECTOR

Planning Director Bischoff discussed several items:

Update on File No. CUP 4-02(daycare/preschool):

He reported he spoke with Anne Marie Brouillette (the applicant) advising her of the consequences of failing to abide by the conditions of the approved condition use. He informed the commission she submitted a parking plan, and has contracted to have the fence in place.

Election of Officers:

He reminded the Commission to be thinking about the election of new officers for next month.

Annual report:

He reminded the Commission about its Annual Report due to the City Council in January. Chair Gorman asked the members to bring suggestions for the report to the December meeting.

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
11/02	11/01/2002	44846	2015	Adrianne Thompson	10-00-2005	16.32
11/02	11/01/2002	44847	993	ATCO International	10-00-2005	200.00
11/02	11/01/2002	44848	630	AWWA	10-00-2005	166.00
11/02	11/01/2002	44849	256	B & B Excavation	10-00-2005	5,560.00
11/02	11/01/2002	44850	313	Brookings Vol Firefighters	10-00-2005	10,551.00
11/02	11/01/2002	44851	2007	Champion Awards & Engraving	10-00-2005	218.30
11/02	11/01/2002	44852	2012	Cindy Prince	10-00-2005	24.77
11/02	11/01/2002	44853	182	Coos-Curry Electric	10-00-2005	2,584.21
11/02	11/01/2002	44854	284	Day-Wireless Systems	10-00-2005	1,536.50
11/02	11/01/2002	44855	2013	Eddie Morf	10-00-2005	8.61
11/02	11/01/2002	44856	356	Eldon Gossett	10-00-2005	10.21
11/02	11/01/2002	44857	2010	Lee & Vicki Greene	10-00-2005	8.11
11/02	11/01/2002	44858	328	Les Schwab Tire Company	10-00-2005	476.24
11/02	11/01/2002	44859	424	Munnel & Sherrill	10-00-2005	712.92
11/02	11/01/2002	44860	266	Northern Tool & Equipment Co	10-00-2005	12.87
11/02	11/01/2002	44861	252	Paramount Pest Control	10-00-2005	35.00
11/02	11/01/2002	44862	2008	Paul Sherman	10-00-2005	55.00
11/02	11/01/2002	44863	293	Petty Cash	10-00-2005	173.13
11/02	11/01/2002	44864	187	Quality Fast Lube & Oil	10-00-2005	60.00
11/02	11/01/2002	44865	181	Ramcell of Oregon	10-00-2005	63.12
11/02	11/01/2002	44866	214	Regence Life & Health Ins	10-00-2005	233.20
11/02	11/01/2002	44867	2014	Steve & Laura Salisbury	10-00-2005	19.72
11/02	11/01/2002	44868	2009	Tim & Tifini Bottoms	10-00-2005	6.62
11/02	11/01/2002	44869	136	United Pipe & Supply Co Inc	10-00-2005	268.42
11/02	11/01/2002	44870		Information Only Check	10-00-2005	.00 V
11/02	11/01/2002	44871	269	WW Grainger	10-00-2005	1,079.44
11/02	11/05/2002	44872	150	Any Time Coffee Service	10-00-2005	21.75
11/02	11/05/2002	44873	2019	Barbara Kennedy	10-00-2005	8.00
11/02	11/05/2002	44874	148	B-H Chamber of Commerce	10-00-2005	2,645.17
11/02	11/05/2002	44875	110	Brookings Auto Parts	10-00-2005	27.82
11/02	11/05/2002	44876	313	Brookings Vol Firefighters	10-00-2005	2,083.33
11/02	11/05/2002	44877	159	CAL/OR Insurance Specialist	10-00-2005	123.00
11/02	11/05/2002	44878	820	CMI Business Systems	10-00-2005	93.00
11/02	11/05/2002	44879	1745	Coastal Paper & Supply, Inc	10-00-2005	101.40
11/02	11/05/2002	44880	183	Colvin Oil Company	10-00-2005	1,480.30
11/02	11/05/2002	44881	182	Coos-Curry Electric	10-00-2005	10,491.83
11/02	11/05/2002	44882	1801	Cop Shop Etc	10-00-2005	189.00
11/02	11/05/2002	44883	259	Da-Tone Rock Products	10-00-2005	192.24
11/02	11/05/2002	44884	371	DEQ Business Office	10-00-2005	225.00
11/02	11/05/2002	44885	196	DHR Child Support Unit	10-00-2005	203.08
11/02	11/05/2002	44886	250	DHR Child Support Unit	10-00-2005	278.31
11/02	11/05/2002	44887	316	Donald & Roberta Chandler	10-00-2005	548.00
11/02	11/05/2002	44888	153	Ferrellgas	10-00-2005	255.19
11/02	11/05/2002	44889	139	Harbor Logging Supply	10-00-2005	159.85
11/02	11/05/2002	44890	1997	Heather Smith	10-00-2005	4.88
11/02	11/05/2002	44891	1995	James R & Barbara L Walker	10-00-2005	26.61
11/02	11/05/2002	44892	126	John Bischoff	10-00-2005	45.78
11/02	11/05/2002	44893	2020	John C Fear	10-00-2005	43.06
11/02	11/05/2002	44894	1127	Lyle Signs Inc	10-00-2005	496.79
11/02	11/05/2002	44895	2018	Marty & Theresa Wiggins	10-00-2005	30.44
11/02	11/05/2002	44896		Information Only Check	10-00-2005	.00 V
11/02	11/05/2002	44897	155	Mory's	10-00-2005	156.93
11/02	11/05/2002	44898	911	Nancy Corrigan	10-00-2005	28.36
11/02	11/05/2002	44899	2011	Nash Elmo Industries, llc	10-00-2005	223.76
11/02	11/05/2002	44900	140	Newman Traffic Signs	10-00-2005	436.00
11/02	11/05/2002	44901	910	OR Department of Justice	10-00-2005	115.38
11/02	11/05/2002	44902	1132	OR Department of Justice	10-00-2005	469.94

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
11/02	11/05/2002	44903	1464	OR Department of Justice	10-00-2005	266.77
11/02	11/05/2002	44904	1742	OR Department of Justice	10-00-2005	119.40
11/02	11/05/2002	44905	144	OR Teamster Employers Trust	10-00-2005	8,309.40
11/02	11/05/2002	44906	189	OR Teamster Employers Trust	10-00-2005	17,172.76
11/02	11/07/2002	44907	205	VOID - PERS Retirement	10-00-2005	.00 M
11/02	11/05/2002	44908	1257	Portland Marriott Downtown	10-00-2005	3,839.00
11/02	11/05/2002	44909	322	Postmaster	10-00-2005	586.00
11/02	11/05/2002	44910		Information Only Check	10-00-2005	.00 V
11/02	11/05/2002	44911	1193	PRN Data Services, Inc	10-00-2005	2,610.50
11/02	11/05/2002	44912	1029	Purchase Power	10-00-2005	1,548.00
11/02	11/05/2002	44913	207	Quill Corporation	10-00-2005	447.97
11/02	11/05/2002	44914	199	Richard Harper	10-00-2005	300.00
11/02	11/05/2002	44915	1300	Richard Wilson	10-00-2005	39.28
11/02	11/05/2002	44916	2016	Rural Resources Alliance, Inc	10-00-2005	150.00
11/02	11/05/2002	44917	213	Teamsters Local Union 223	10-00-2005	600.00
11/02	11/05/2002	44918	2017	Terry & Nancy Sargis	10-00-2005	14.32
11/02	11/05/2002	44919	821	Toshiba America Info Systems	10-00-2005	310.00
11/02	11/05/2002	44920	295	Tsunami Computer Service	10-00-2005	19.95
11/02	11/05/2002	44921	161	United Communications Inc	10-00-2005	376.33
11/02	11/05/2002	44922	990	United Parcel Service	10-00-2005	14.13
11/02	11/05/2002	44923	268	US Filter Company	10-00-2005	283.86
11/02	11/19/2002	44924	1881	AFLAC	10-00-2005	423.20
11/02	11/19/2002	44925	167	American Sigma	10-00-2005	124.15
11/02	11/19/2002	44926	138	Becco, Inc	10-00-2005	57.90
11/02	11/19/2002	44927	2021	Bob Rose Ceramic Tile	10-00-2005	226.90
11/02	11/19/2002	44928	2029	Bruce/Gorski	10-00-2005	49.95
11/02	11/19/2002	44929	325	Business Systems Group	10-00-2005	73.76
11/02	11/19/2002	44930	149	Carpenter Auto Center	10-00-2005	116.88
11/02	11/19/2002	44931	1373	Cascade Fire Equipment	10-00-2005	575.03
11/02	11/19/2002	44932	528	Caselle, Inc	10-00-2005	1,607.00
11/02	11/19/2002	44933	1840	Chetco Federal Credit Union	10-00-2005	3,204.01
11/02	11/19/2002	44934	178	Chetco Pharmacy & Gift	10-00-2005	19.29
11/02	11/19/2002	44935	2023	Christine Hogan	10-00-2005	8.69
11/02	11/19/2002	44936	183	Colvin Oil Company	10-00-2005	1,448.95
11/02	11/19/2002	44937	1801	Cop Shop Etc	10-00-2005	109.50
11/02	11/19/2002	44938	151	Curry Coastal Pilot	10-00-2005	329.70
11/02	11/19/2002	44939	173	Curry Equipment Company	10-00-2005	649.40
11/02	11/19/2002	44940	195	Curry Transfer & Recycling	10-00-2005	2,164.49
11/02	11/19/2002	44941		Information Only Check	10-00-2005	.00 V
11/02	11/19/2002	44942		Information Only Check	10-00-2005	.00 V
11/02	11/19/2002	44943	166	Dan's Auto & Marine Electric	10-00-2005	435.06
11/02	11/19/2002	44944	284	Day-Wireless Systems	10-00-2005	1,063.50
11/02	11/19/2002	44945	185	Del Cur Supply	10-00-2005	167.65
11/02	11/19/2002	44946	152	FedEx	10-00-2005	13.43
11/02	11/19/2002	44947	113	Fred Meyer	10-00-2005	899.70
11/02	11/19/2002	44948	2028	Gilbert Batty	10-00-2005	25.78
11/02	11/19/2002	44949	272	Glock, Inc	10-00-2005	1,023.20
11/02	11/19/2002	44950	186	Hennick's Hardware	10-00-2005	943.35
11/02	11/19/2002	44951	2027	Julie Sprague	10-00-2005	41.29
11/02	11/19/2002	44952	1038	Julie Watson	10-00-2005	220.00
11/02	11/19/2002	44953		Information Only Check	10-00-2005	.00 V
11/02	11/19/2002	44954		Information Only Check	10-00-2005	.00 V
11/02	11/19/2002	44955		Information Only Check	10-00-2005	.00 V
11/02	11/19/2002	44956		Information Only Check	10-00-2005	.00 V
11/02	11/19/2002	44957	162	Kerr Hardware	10-00-2005	560.02
11/02	11/19/2002	44958	121	Lane County RIS	10-00-2005	870.00
11/02	11/19/2002	44959	202	League of Oregon Cities	10-00-2005	2,294.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
11/02	11/19/2002	44960	328	Les Schwab Tire Company	10-00-2005	174.95
11/02	11/19/2002	44961	1478	Maurice Cupp	10-00-2005	24.71
11/02	11/19/2002	44962	247	Mike Mahar	10-00-2005	66.77
11/02	11/19/2002	44963	433	NCL of Wisconsin	10-00-2005	168.73
11/02	11/19/2002	44964	1573	Northwest Business Systems	10-00-2005	162.85
11/02	11/19/2002	44965	375	OR Department of Revenue	10-00-2005	22.05
11/02	11/19/2002	44966	205	PERS Retirement	10-00-2005	11,051.56
11/02	11/19/2002	44967	187	Quality Fast Lube & Oil	10-00-2005	27.00
11/02	11/19/2002	44968	180	Ray's Food Place	10-00-2005	95.08
11/02	11/19/2002	44969	1218	Rick Dentino	10-00-2005	23.00
11/02	11/19/2002	44970	169	Roto Rooter	10-00-2005	176.79
11/02	11/19/2002	44971	1115	Terry Murray	10-00-2005	6.62
11/02	11/19/2002	44972	179	Trew, Cyphers & Meynink	10-00-2005	3,512.50
11/02	11/19/2002	44973	170	Umpqua Research Co	10-00-2005	37.80
11/02	11/19/2002	44974	991	Verizon Northwest	10-00-2005	1,534.64
11/02	11/19/2002	44975		Information Only Check	10-00-2005	.00 V
11/02	11/19/2002	44976	157	Viking Office Products	10-00-2005	435.93
11/02	11/19/2002	44977	269	WW Grainger	10-00-2005	76.08
11/02	11/26/2002	44978	2037	A Les Purves	10-00-2005	1.71
11/02	11/26/2002	44979	167	American Sigma	10-00-2005	98.55
11/02	11/26/2002	44980	150	Any Time Coffee Service	10-00-2005	28.05
11/02	11/26/2002	44981	1160	APCO International	10-00-2005	85.00
11/02	11/26/2002	44982		Information Only Check	10-00-2005	.00 V
11/02	11/26/2002	44983	190	Bankcard Center	10-00-2005	1,506.17
11/02	11/26/2002	44984	1515	Bill & Kathryn Rucker	10-00-2005	14.60
11/02	11/26/2002	44985	200	Bob Hagbom	10-00-2005	475.24
11/02	11/26/2002	44986	1120	Caf's Custom Boots	10-00-2005	45.41
11/02	11/26/2002	44987	2030	Charles R Wilkinson	10-00-2005	24.89
11/02	11/26/2002	44988	2023	Christine Hogan	10-00-2005	19.30
11/02	11/26/2002	44989	2032	Clifford E Petrick	10-00-2005	14.76
11/02	11/26/2002	44990	822	Coast Auto Center	10-00-2005	144.05
11/02	11/26/2002	44991	183	Colvin Oil Company	10-00-2005	1,069.24
11/02	11/26/2002	44992	182	Coos-Curry Electric	10-00-2005	4,413.00
11/02	11/26/2002	44993	2024	Dakota Ammo, Inc	10-00-2005	256.25
11/02	11/26/2002	44994	259	Da-Tone Rock Products	10-00-2005	1,360.00
11/02	11/26/2002	44995	284	Day-Wireless Systems	10-00-2005	10.00
11/02	11/26/2002	44996	2036	Dena M Wright	10-00-2005	14.65
11/02	11/26/2002	44997	196	DHR Child Support Unit	10-00-2005	203.08
11/02	11/26/2002	44998	250	DHR Child Support Unit	10-00-2005	278.31
11/02	11/26/2002	44999	1990	Digital E-Tailer, Inc	10-00-2005	483.94
11/02	11/26/2002	45000	2039	DPSST Regional Training	10-00-2005	100.00
11/02	11/26/2002	45001	145	EBS Trust	10-00-2005	48.00
11/02	11/26/2002	45002	1129	Emporium Dept Store Brookings	10-00-2005	1,259.64
11/02	11/26/2002	45003	2035	F. Arrell	10-00-2005	23.30
11/02	11/26/2002	45004		Information Only Check	10-00-2005	.00 V
11/02	11/26/2002	45005	499	Fastenal Company	10-00-2005	140.09
11/02	11/26/2002	45006	113	Fred Meyer	10-00-2005	118.80
11/02	11/26/2002	45007	1820	Global Computer Supplies	10-00-2005	92.79
11/02	11/26/2002	45008	1749	Granich Engineering, Inc	10-00-2005	3,412.98
11/02	11/26/2002	45009	198	Grants Pass Water Lab	10-00-2005	171.00
11/02	11/26/2002	45010	131	HGE, Inc	10-00-2005	2,484.48
11/02	11/26/2002	45011	2034	Int'l Assn of Fire Chiefs	10-00-2005	240.00
11/02	11/26/2002	45012	1093	John Tomanovich	10-00-2005	11.71
11/02	11/26/2002	45013	834	Jon Loren	10-00-2005	300.00
11/02	11/27/2002	45014	1953	VOID - Kelly Sevey	10-00-2005	.00 M
11/02	11/26/2002	45015	2031	Kevin L Norman	10-00-2005	31.54
11/02	11/26/2002	45016	271	Larry Curry	10-00-2005	279.62

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
11/02	11/26/2002	45017	202	League of Oregon Cities	10-00-2005	307.00
11/02	11/26/2002	45018	328	Les Schwab Tire Company	10-00-2005	818.84
11/02	11/26/2002	45019	1096	Lorraine Kuhn	10-00-2005	347.69
11/02	11/26/2002	45020	2033	M Hess	10-00-2005	16.55
11/02	11/26/2002	45021	1890	Marvin Parker	10-00-2005	37.18
11/02	11/26/2002	45022	2038	Michael & Laura Cremarosa	10-00-2005	13.31
11/02	11/26/2002	45023	102	MicroWarehouse	10-00-2005	752.91
11/02	11/26/2002	45024	283	Muffler & More	10-00-2005	159.00
11/02	11/26/2002	45025	433	NCL of Wisconsin	10-00-2005	174.57
11/02	11/26/2002	45026	1330	Northwest Uniforms, Inc	10-00-2005	49.15
11/02	11/26/2002	45027	279	One Call Concepts, Inc	10-00-2005	29.70
11/02	11/26/2002	45028	910	OR Department of Justice	10-00-2005	115.38
11/02	11/26/2002	45029	1132	OR Department of Justice	10-00-2005	469.94
11/02	11/26/2002	45030	1464	OR Department of Justice	10-00-2005	266.77
11/02	11/26/2002	45031	1742	OR Department of Justice	10-00-2005	119.40
11/02	11/26/2002	45032	1832	Oregon Stage Lighting & Sound	10-00-2005	301.77
11/02	11/26/2002	45033	401	Oregon State Police	10-00-2005	270.00
11/02	11/26/2002	45034	888	Paul's Floor Maintenance	10-00-2005	1,055.00
11/02	11/26/2002	45035	205	PERS Retirement	10-00-2005	11,202.00
11/02	11/26/2002	45036	866	Pitney Bowes	10-00-2005	402.00
11/02	11/26/2002	45037	207	Quill Corporation	10-00-2005	152.57
11/02	11/26/2002	45038	838	Redwood Theater	10-00-2005	100.00
11/02	11/26/2002	45039	2041	State Court	10-00-2005	33.00
11/02	11/26/2002	45040	486	State Forester	10-00-2005	345.90
11/02	11/26/2002	45041	570	State of Oregon-Corp Div	10-00-2005	20.00
11/02	11/26/2002	45042	136	United Pipe & Supply Co Inc	10-00-2005	47.60
11/02	11/26/2002	45043	268	US Filter Company	10-00-2005	1,757.85
11/02	11/26/2002	45044	991	Verizon Northwest	10-00-2005	154.24
11/02	11/26/2002	45045		Information Only Check	10-00-2005	.00 V
11/02	11/26/2002	45046	1140	WearGuard	10-00-2005	528.96
11/02	11/26/2002	45047		Information Only Check	10-00-2005	.00 V
11/02	11/26/2002	45048	269	WW Grainger	10-00-2005	214.92
Totals:						<u>159,157.77</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

BUILDING DEPARTMENT ACTIVITIES SUMMARY

For Month of Nov-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
2	Single Family Dwelling	\$1,271.00	\$826.16	\$0.00	\$8,934.00	\$360,933.00	40	\$7,182,216.00	45	\$7,895,406.00
2	Single Family Addition	\$329.00	\$122.53	\$23.03	\$0.00	\$48,358.00	31	\$703,651.64	22	\$943,002.80
1	Single Family Garage-Carport	\$146.50	\$95.23	\$10.26	\$0.00	\$20,040.00	12	\$141,134.00	22	\$288,993.80
1	Two Family Residential	\$873.00	\$567.45	\$61.11	\$7,340.00	\$275,145.00	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
1	Commercial New	\$505.50	\$328.58	\$35.39	\$0.00	\$128,304.00	11	\$17,824,979.00	3	\$1,008,681.00
0	Commercial Addition-Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	13	\$407,634.00	14	\$345,836.60
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
0	Building Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00	4	\$0.00
1	Misc.-Retaining Wall-Fence	\$28.00	\$18.20	\$1.96	\$0.00	\$1,654.00	2	\$12,554.00	8	\$23,397.40
8	Total Building Permits	\$3,153.00	\$1,958.15	\$220.71	\$16,274.00	\$834,434.00	118	\$22,458,585.84	127	\$12,532,376.60
13	Mechanical Permits	\$304.10	N/A	\$21.29	N/A	N/A	89	N/A	95	N/A
4	Plumbing Permits	\$238.00	N/A	\$16.66	\$0.00	N/A	52	N/A	62	N/A
0	Manufactured Home Permits	\$0.00	N/A	\$0.00	\$0.00	N/A	0	N/A	5	N/A
25	TOTAL PERMITS	\$3,695.10	\$1,958.15	\$258.66	\$16,274.00	\$834,434.00	259	\$22,458,585.84	289	\$12,532,376.60
	Total Year to Date Calculated Fees	\$75,408.00	\$58,262.97	\$5,278.57	\$164,528.00					
	2001 YTD Calculated Fees	\$51,578.35	\$30,300.17	\$3,610.47	\$305,608.00					

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