

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

Monday, November 13 2023, 7:00pm

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

### CITY COUNCIL

#### A. Call to Order

#### B. Pledge of Allegiance

#### C. Roll Call

#### D. Scheduled Public Appearances

(Informational presentations to Council on non-agenda items – 10 minute limit per person.)

1. County Aquatic Safety Presentation – Luke Martinez

#### E. Oral Requests and Communications from the audience

(\*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

#### F. Consent Calendar

1. Approve Council minutes for October 23, 2023 [Pg. 1]
2. Accept Planning Commission minutes for September 5, 2023 [Pg. 3]
3. Accept Parks and Recreation minutes for September 28, 2023 [Pg. 5]
4. Liquor License Application [Pg. 6]

#### G. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders

1. Benevolent Meal Services Code Amendment [Pg. 12]
  - a. Draft Ordinance 23-O-809 [Pg. 14]
  - b. Exhibit A [Pg. 15]
  - c. Bernie Lindley Letter [Pg. 16]
2. Grant submission for up to 16 Self-Contained Breathing Apparatuses (SCBAs) [Pg. 17]
  - a. Assistance to Firefighters Grants 2022 Narrative Get Ready Guide [Pg. 19]
  - b. Department of Homeland Security Notice of Funding Opportunity Program Overview, Objectives, and Priorities [Pg. 21]
3. Approve Memorandum of Understanding (MOU) with Curry County for Building Services [Pg. 25]
  - a. Draft MOU with Curry County for Building Services [Pg. 26]
4. Award contract for bond counsel services for the USDA Bonds [Pg. 28]

#### H. Informational Non-Action Items

1. October 2023 Vouchers [Pg. 29]

#### I. Remarks from Mayor, Councilors and City Manager

#### J. Adjournment

\*Public Comment forms and the agenda packet are available on-line at [www.Brookings.or.us/PublicCommentForm](http://www.Brookings.or.us/PublicCommentForm). Public Brookings City Hall and Chetco Community Public Library. Return completed Public Comment forms to the City Recorder before start of the meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

View the City Council meeting LIVE at the time of the meeting on:

- Television – Charter Channel 181

- Internet – 1. Visit the City of Brookings website at [www.brookings.or.us](http://www.brookings.or.us). 2. Click on Government (top tab). 3. Click on City Council (right side). 4. Under Agenda & Meetings click “Watch Meeting Live”. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, October 23, 2023**

**Call to Order**

Mayor Hedenskog called the meeting to order at 7:03 PM

**Roll Call**

Council Present: Mayor Ron Hedenskog, Council President Ed Schreiber, and Councilors Isaac Hodges, Andy Martin, and Michelle Morosky; a quorum present

Staff present: City Manager Janell Howard, Public Works and Development Services Director Anthony Baron, Public Works and Development Services Deputy Director Lauri Ziemer, City Attorney Lori Cooper (by phone) and Deputy Recorder Brooklyn Osterhage

Media Present: 1

Others Present: Approximately 45 audience members and APP-1-23 - Applicant's Attorney Allison Reynolds (by phone)

**Consent Calendar**

1. Approve Council minutes for October 9, 2023
2. Receive monthly financial report for September 2023

**Mayor Hedenskog moved, Councilor Schreiber seconded, and Council voted unanimously to approve the Consent Calendar.**

**Oral Requests and Communications from the Audience**

1. Cheryl Kelmar – 914 Marina Heights, Brookings spoke on light pollution.
2. Don Bemis & Debra Salzman – Braynard Lane, Brookings spoke on behalf of Wreaths Across America, and invited everyone to attend the ceremony on December 16, 2023 at 9am.
3. Connie Hunter – 1310 English Court, Brookings spoke on Nonprofit Ethics Awareness month.

**Public Hearings**

Review of Planning Commission decision on File APP-1-23 denying the appeal of a Notice of Abatement issued April 14, 2023 to St. Timothy's Episcopal Church, at 401 Fir Street, Assessor's Map & Tax Lot No. 4113-05BC-07300.

In this matter, Councilor Andy Martin watched a portion of the last Planning Commission meeting. Mayor Hedenskog had been involved with St. Timothy's Church as a volunteer and manager of the kitchen from approximately 2009 to 2018. Both stated they could make an unbiased decision on this matter.

There were no bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the City Council to hear the matter.

The public hearing was opened at 7:19 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's attorney, Allison Reynolds, presented applicants statement.

Members of the public that spoke at hearing:

1. Dave Carlson – 1123 Barclay Lane, Brookings spoke in opposition of St. Timothy's abatement.
2. Robert O'Sullivan – 96734 Demoss Road, Brookings spoke in opposition of St. Timothy's abatement.
3. Blake Peters – 501 Old County Road, Brookings, neighbor of St. Timothy's, spoke in support of St. Timothy's abatement.
4. Mikaya & Chris Mayo – 414 Fir Street, Brookings, neighbors of St. Timothy's, spoke in support of St. Timothy's abatement.
5. Sister Cora Rose – 551 Spruce, Brookings spoke on behalf of St. Timothy's church.

Applicant's attorney, Allison Reynolds, requested additional time to submit materials and to leave the record open for an additional seven days. Parties agreed.

The public hearing was closed at 8:35 pm.

### **Remarks from Mayor and Councilors**

Councilor Martin encouraged everyone to attend the "Salmon Rodeo" scheduled on 10/24/23 for the fish acclamation program.

Councilor Schreiber addressed Mr. Carlson's comment, stating that the abatement is not about the services, it's about where the services are being provided, and that's why it's seen by the Planning Commission; because it's a land use issue in a residential neighborhood. He recognized Anthony Baron, the Public Works and Parks Departments, Janell Howard, and the community for their hard work and the successful reconstruction of Kidtown.

### **Adjournment**

Mayor Hedenskog adjourned the meeting at 8:41 PM.

Respectfully submitted:

ATTESTED:

this 13<sup>th</sup> day of November, 2023:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

**BROOKINGS PLANNING COMMISSION MINUTES**  
**September 5, 2023**

**CALL TO ORDER**

The regular meeting of the Brookings Planning Commission was called to order by Chair Watwood at 7:02 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

**ROLL CALL**

Commissioners Present: Anthony Bond, Cody Coons, Skip Hunter, Gerry Wulkowicz, Sage Bruce (by phone), Chair Skip Watwood

Commissioners Absent: Clayton Malmberg

Staff Present: PWDS Director Tony Baron, Deputy Director PWDS Lauri Ziemer, PWDS Administrative Assistant Michelle Robidoux, City Attorney Lori Cooper (by phone)

Others Present: 2 audience members, APP-1-23 - Applicant's Attorney Allison Reynolds (by phone)

**PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS** – Introduction of Michelle Robidoux as PWDS Administrative Assistant

**PUBLIC HEARINGS**

4.1 In the matter of File No. CUP-9-23, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 17336 West Blueberry Drive; Assessors Map & Tax Lot No. 4014-25CC-02405.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:09 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's representative, Ron Reel, was present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:14 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Coons to approve File No. CUP-9-23 a request for a Conditional Use Permit to operate a short term rental at 17336 West Blueberry Drive based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made by Commissioner Bond to approve the Final Order regarding file CUP-9-23, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

4.2 In the matter of File No. APP-1-23, an appeal to the Planning Commission of a Notice of Abatement issued April 14, 2023 to St. Timothy's Episcopal Church, at 401 Fir Street, Assessor's Map & Tax Lot No. 4113-05BC-07300.

Commissioner Hunter was excluded from voting on this application previously at the August 1, 2023 Planning Commission Meeting.

The Commission reviewed the Final Order, City Attorney Lori Cooper, clarified motion language.

**Motion made by Commissioner Bond to approve the Final Order regarding File No. APP-1-23, an appeal to the Planning Commission of a Notice of Abatement issued April 14, 2023 to St. Timothy's Episcopal Church at 401 Fir Street, Assessor's Map & Tax Lot No. 4113-05BC-07300 based on the findings and conclusions stated in the staff report; motion seconded. With no further discussion by a vote of 3-2, with Commissioners Wulkowicz and Coons voting nay, the motion carried.**

**MINUTES FOR APPROVAL**

5.1 Minutes of regular Planning Commission meeting of August 1, 2023.

**Motion made by Commissioner Wulkowicz to approve the Planning Commission minutes of August 1, 2023; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**UNSCHEDULED PUBLIC APPEARANCES - None**

**REPORT FROM THE PLANNING STAFF - None**

**COMMISSION FINAL COMMENTS - None**

**ADJOURNMENT**

Chair Watwood adjourned the meeting at 7:29 pm.

Respectfully submitted,



Skip Watwood, Brookings Planning Commission Chair

Approved at the November 7, 2023 meeting

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
September 28, 2023

**CALL TO ORDER**

Chair Kerr called the meeting to order at 7:02, pm followed by the Pledge of Allegiance.

**ROLL CALL**

*Present:* Commissioners Dan Brattain, Jaime Armstrong, Mike Worthey, Teresa Mercurio and Chair Steve Kerr.

*Also present:* PWDS Director Tony Baron

**APPROVAL OF MINUTES**

**Motion made by Commissioner Dan Brattain, to approve the minutes of July 27, 2023; motion seconded and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES** – Mary Scaran & Sue Ryan – provided a Pickleball update, requested that the city allow the installation of a lock box to store nets and miscellaneous items, and expressed concerns regarding the courts.

**COMMISSION BUSINESS** - None

**REGULAR AGENDA –**

- A. **Kidtown Rebuild Project Update** - Tony Baron provided update on Kidtown. Leather and Associates to leave October 6, 2023. If there are items uncompleted the city crews will complete. Two thirds of the parks and public works crew, along with Tony have been working to complete the project. Soft pour flooring scheduled to be installed October 9<sup>th</sup>, weather permitting. Tony commended frequent volunteers such as Coos Forest Patrol, Nature's Coastal Holiday members and various others. Second volunteer day scheduled for Saturday September 30, 2023.
- B. **Park Updates** – At Chetco Point Park seeking bid requests for fencing the dog area and the pathways are being repaired. Swimming pool is closed for the year. The partnership with South Coast Community Aquatics was beneficial and may allow the pool to stay open longer in the future. At Azalea Park rebuild of the bandshell snack shack is put on hold until after Nature's Coastal Holiday light show is completed.

**COMMISSIONER REPORTS/COMMENTS** – Chetco Town Center's new pocket park attributes were discussed. Wild Rivers Film Festival recently rented the park for their film festival. Alcohol is permitted provided a permit is obtained and the OLCC requirements are met.

**ADJOURNMENT**

Next meeting scheduled for October 26, 2023. With no further business, meeting adjourned at 7:29 pm.

Respectfully submitted,



Steve Kerr, Chair

(Approved at October 26, 2023 meeting)



# CITY OF BROOKINGS POLICE DEPARTMENT

Kelby McCrae, Chief of Police



**To:** Brookings City Council through City Manager Janell Howard  
**From:** Lieutenant Donny Dotson  
**Date:** 10/26/2023  
**Subject:** Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Natalie and Peter Crino** with the attached **Limited On-Premises/Location Change** liquor license application. The business "**Compass Rose Cafe**" is to be located at 555 Chetco Avenue, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicants be granted their request with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Donny Dotson".

Lieutenant Donny Dotson  
Brookings Police Department



# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

New Outlet |  Change of Ownership |  Greater Privilege |  Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

## Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

## Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

## Brewery

- Primary location
- Additional locations:  2nd  3rd

## Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

## Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

## Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

## Limited On-Premises

- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

## LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

**After providing your recommendation, return this application to the applicant WITH the recommendation marked below**

City **OR** County name: (not both)

(Please specify city **OR** county)

Date application received:

Optional: Date Stamp Received Below

- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Compass Rose Cafe**

Trade Name



# LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: <b>Crino Ventures, LLC</b>	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): <b>Compass Rose Cafe</b>		
Premises street address (The physical location of the business and where the liquor license will be posted): <b>555 Chetco Avenue</b>		
City: <b>Brookings</b>	Zip Code: <b>97415</b>	County: <b>Curry</b>
Business phone number: <b>5416617772</b>	Business email: <b>crinoventures@gmail.com</b>	
Business mailing address (where we will send any items by mail as described in <u>OAR 845-004-0065[1]</u> ): [REDACTED]		
City: [REDACTED]	State: [REDACTED]	Zip Code: [REDACTED]
Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.		
I give permission for the below named representative to: <input type="checkbox"/> Make changes regarding this license/application on my behalf. <input type="checkbox"/> Sign application forms regarding this license/application on my behalf. <input type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.		
Representative Name:		
Phone number:	Email:	
Mailing address:		
City:	State:	Zip Code:

# LIQUOR LICENSE APPLICATION

Page 3 of 4

**APPLICATION CONTACT INFORMATION** – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

**Application Contact Name:**

Natalie Crino

**Phone number:**

**Email:**

## TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

## ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
  1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
  2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
  3. The licensed premises at the premises street address proposed to be licensed either:
    - a. Does not include any common areas; or
    - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
  4. The licensed premises at the premises street address either:
    - a. Has no area on property controlled by a public entity (like a city, county, or state); or
    - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

Compass Rose Cafe

# LIQUOR LICENSE APPLICATION

# Compass Rose Cafe

Page 4 of 4

• Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Natalie Crino



10/24/23

Print name

Signature

Date

Atty. Bar Info (if applicable)

Peter Crino



10/24/23

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

# COMPASS ROSE CAFE SITE PLAN

CHETCO AVE.

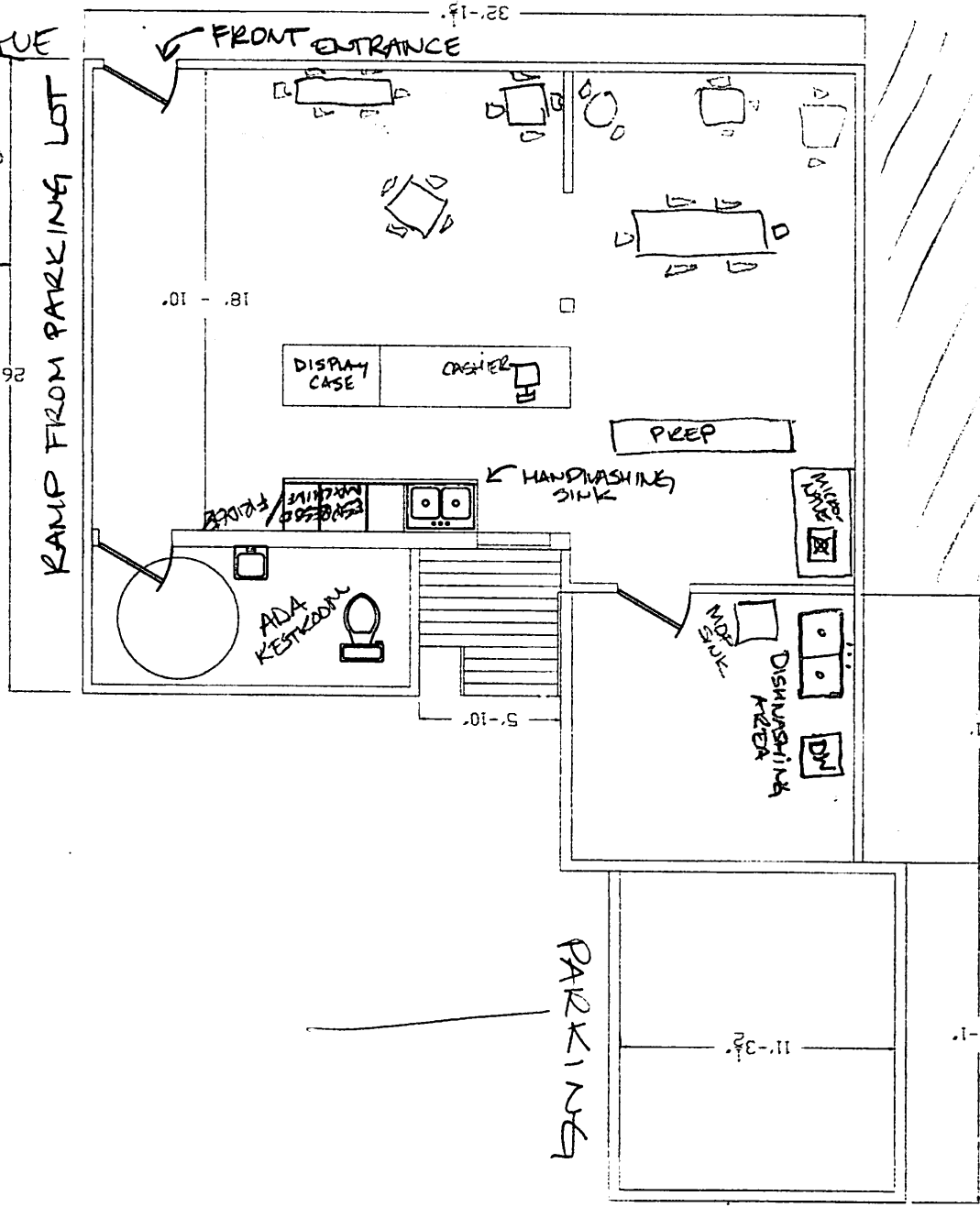
RAMP FROM  
CHETCO AVE

FRONT ENTRANCE

PARKING

RAMP FROM PARKING LOT

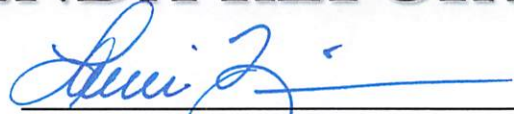
FORECASTLE BOOKS



FRONT AVE

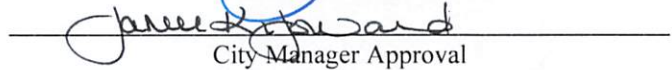
**CITY OF BROOKINGS**  
**COUNCIL AGENDA REPORT**

Meeting Date: November 13, 2023



Signature (submitted by)

Originating Dept: PW/DS



City Manager Approval

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Subject: Benevolent Meal Services Code Amendment

Recommended Motion:

1. Motion to adopt Ordinance #23-O-809 amending the Brookings Municipal Code, Title 17 Land Development Code, amending Chapter 17.124.050 Benevolent Meal Services as described in Exhibit A.
2. Motion to waiver fees for entities that apply for CUP under BMC 17.124.050 Benevolent Meal Services for 90 days from adoption of Ordinance 23-O-809.

Financial Impact:

None

Background/Discussion:

October 25, 2021 the City Council approved a revision to the BMC providing that organizations and individuals may provide benevolent meal services to the public up to two days per week between 9:00 am and 5:00 pm, additionally, no benevolent meal service shall last more than three hours per day.

On November 7, 2023 the Planning Commission voted to approve amending the BMC to revise the number of days per week that benevolent meal services are allowed from two days to three days per week and changing the hours benevolent meal services shall last from no more than three hours per day to no more than two hours per day.

Reasons for considered change:

1. One unpermitted benevolent meal provider has expressed that the existing ordinance doesn't allow them enough days to provide meals on their existing schedule, which is three days per week.
2. This change will allow benevolent meal providers to provide meals every day of the week collectively, as was the initial desire of the benevolent meal providers; with all current benevolent meal providers being permitted (if unpermitted provider applies for permit).
3. The change can provide even more flexibility for emergency situations, e.g. if one provider has a situation forcing closure, then other permitted providers can pick up an additional day or two without City needing to adopt an emergency resolution.

4. This change retains the existing requirements for permits, including hour restrictions between 9am to 5pm, to minimize impact on residential neighborhoods.

Staff recommends adoption of Ordinance #23-O-809 amending the Brookings Municipal Code, Title 17 Land Development Code, amending Chapter 17.124.050 Benevolent Meal Service as described in Exhibit A.

Attachments:

- a. Ordinance 23-O-809
- b. Exhibit A
- c. Bernie Lindley Letter



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

**ORDINANCE 23-O-809**

**IN THE MATTER OF ORDINANCE 23-O-809, AN ORDINANCE AMENDING A SUBSECTION OF  
BROOKINGS MUNICIPAL CODE IN CHAPTER 17 LAND DEVELOPMENT CODE**

**Sections:**

Section 1. Ordinances Identified.

Section 2. Amends Section 17.124.050(A) Benevolent meal services

The City of Brookings ordains as follows:

Section 1. Ordinance Identified. This ordinance amends the Brookings Municipal Code Chapter 17 Land Development Code.

Section 2. Amends Chapter 17, Sections 17.124.050 Benevolent meal services as presented in Exhibit A attached hereto with additions designated in bold and underlined and deletions being bold and struck out.

First Reading: \_\_\_\_\_ Passage: \_\_\_\_\_

Second Reading: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Signed by me in authentication of its passage this \_\_\_\_\_, day of November, 2023.

ATTEST:

\_\_\_\_\_  
Mayor Ron Hedenskog

\_\_\_\_\_  
City Recorder Janell K Howard

Exhibit A

Conditional Uses - Benevolent Meal Services

Changes to BMC:

(additions are **bold and underlined**, deletions are ~~**bold and strikeout**~~)

**Chapter 17**

**LAND DEVELOPMENT CODE**

**Chapter 17.124**

**SPECIFIC STANDARDS APPLYING TO CONDITIONAL USES**

17.124.050 Benevolent meal service

A. Organizations or individuals providing benevolent meal services may serve meals to the public up to ~~two~~ **three** days per week between the hours of 9am and 5pm. No benevolent meal service shall last more than ~~three~~ **two** hours per day.

B. Benevolent meal services shall comply with all applicable state and county public health requirements and shall maintain any permits, licenses, or certifications required to provide such services at all times.

C. Benevolent meal services must utilize off-street parking facilities that comply with all applicable requirements of the Brookings Municipal Code. Off-street parking facilities shall include screening measures to reduce noise and other impacts to abutting properties.

D. Any structures used to provide benevolent meal services shall comply with all applicable city, county, and state requirements related to building, fire, and public works standards.

E. An organization providing benevolent meal services must meet the requirements of a charitable organization under Section 501(c)(3) of the Internal Revenue Code. [Ord. 21-O-795 § 2 (Exh. A).]

Planning Commission  
Attn: Lauri Ziemer  
City of Brookings  
898 Elk Drive,  
Brookings, OR 97415

*Via email:* lziemer@brookings.or.us  
cmadminassistant@brookings.or.us

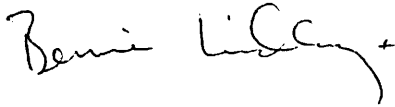
**Re: November 7, 2023 Planning Commission Agenda, Item 4.2**

Dear Ms. Ziemer and Planning Commission Members:

I reviewed Item 4.2 on the Agenda for the November 7, 2023 Planning Commission meeting.

I want to be clear that neither I nor my church, St. Timothy's Episcopal Church, has requested a change to the benevolent meal service ordinance. We continue to maintain that the ordinance is unlawful regardless of whether it limits meal service to two days a week or three.

Thank you,

A handwritten signature in cursive script that reads "Bernie Lindley".

Rev. Bernie Lindley

**TY OF BROOKINGS**  
**COUNCIL AGENDA REPORT**

Meeting Date: November 13, 2023

Originating Dept: Fire

\_\_\_\_\_  
Signature (submitted by)

  
\_\_\_\_\_  
City Manager Approval

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Subject:

Grant submission for up to 16 Self-Contained Breathing Apparatuses (SCBAs).

Recommended Motion:

Motion to authorize staff to participate in the regional Assistance to Firefighters Grant process for the purchase of up to 16 Self-Contained Breathing Apparatuses.

Financial Impact:

A match may be required.

Background/Discussion:

Since 2001, FEMA/Department of Homeland Security's Assistance to Firefighters Grant (AFG) has helped firefighters and other first responders obtain critically needed resources necessary for protecting the public and emergency personnel from fire and related hazards. In 2003, the Brookings Fire Department was awarded an AFG grant to purchase 20 Self Contained Breathing Apparatuses (SCBAs) and 40 air bottles.

The SCBAs, while still in NFPA compliance, are at the end of their lives. The ability to remain in service is difficult, as the manufacturer is not making parts for this model anymore and repair costs are increasing when we can get parts. Last budget cycle, the Fire Department was authorized to purchase four (4) new SCBAs, for \$40,000, as we had some that were nonrepairable. These four have been ordered, and will be delivered later this year.

The Brookings Fire Department and several other fire departments in the county are collaborating to apply for an AFG grant to purchase the same type, make and manufacturer of SCBAs to better meet the interoperability within the county. The Brookings Fire Department is looking to purchase up to 16 more SCBAs with the grant funds.

Staff is requesting Council support and approval to participate with other fire departments in our county in a regional Assistance for Firefighters Grant (AFG), for the purchase of up to 16 SCBAs,

including agreeing to comply with any and/or applicable State and/or Federal Laws, rules and regulations with regard to procurements, reporting and accountability.

At this time, we do not know the match percentage; that should be disclosed in the 2023 Grant Guide, expected to come out in December. However, last years' match was 5%.

Attachment(s):

- a. Assistance to Firefighters Grants 2022 Narrative Get Ready Guide
- b. Department of Homeland Security Notice of Funding Opportunity Program Overview, Objectives, and Priorities.

# FY 2022 Assistance to Firefighters Grants Narrative Get Ready Guide

This guide will give you a kick-start in prepping your Fiscal Year 2022 AFG application. It will also better prepare you to thoroughly answer application questions.

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## AFG's Goal

AFG purpose is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The Program provides direct financial assistance to eligible fire departments, nonaffiliated emergency medical service organizations, and state fire training academies. The funds provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience.

Be prepared to thoroughly explain, document and provide background information on the following areas:

- Organization (and the community you serve);
- Financial Need;
- Project Description and Budget Justification;
- Operations and Safety/Cost-Benefit; and
- Statement of Effect/Impact on Daily Operations.

The following questions can help you formulate comprehensive answers on your application. Begin your discussion with a brief (no more than three sentences) opening statement as to what you are requesting and why. Then discuss the following:

### Organization and the Community Served

- In your own words, describe your organization.
- Describe any unique community needs.
- Describe any special hazards in your community.
- What are the demands of your organization based on the needs of the community?

### Financial Need

- Why do you need federal assistance and is it consistent with AFG's intent?
- Describe your financial distress, including budget constraints.
- Describe attempts you have made to secure funding elsewhere and why your financial distress is out of your control.

### Project Description and Budget Justification

- Clearly discuss project objectives and their relationship to the budget and risk analysis.
- Explain how the proposed expenses are linked to completion of the project.



- Describe how the various activities applied for are consistent with project objectives, your mission, and local requirements.
- For the most competitive application, select the need(s) that most closely align with the highest AFG Program priorities.

Example: Organization “X” has local needs for a Fire Boat, advanced Maritime Firefighter training, and new personal protective equipment (PPE) turnout gear to replace their entire 20-year-old inventory.

1. Fire Boats are Low (L) priority for all organizations.
2. Marine Firefighter training is a Medium (M) priority for all organizations.
3. Replacing unusable/unreparable PPE turnout gear is a High (H) priority for all organizations.

Organization “X” is eligible to apply for all three activities, but among these local needs, the PPE request (which matches the High AFG Program priority) will be the more *competitive application* with the best chance of being funded.

### **Operations and Safety/Cost-Benefit**

- What is the benefit to your department if the grant is awarded?
- How will you address the operations and personal safety needs of your organization, including cost effectiveness and sharing assets?
- Include details about gaining the maximum benefits by citing required costs.
- Will the requested items lower or increase your department's operating costs?
- Is the request consistent with your mission?

### **Statement of Effect/Impact on Daily Operations**

- What effect will your request, if funded, have on overall effectiveness, daily operations, and the reduction of common risks?
- How frequently will the item(s) be used and in what capacity?
- What impact will this project have on your community and the saving of lives and property?

Questions? Call AFG Program staff at (866) 274-0960 or e-mail [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov).

**The Department of Homeland Security  
Notice of Funding Opportunity  
Fiscal Year 2022 Assistance to Firefighters Grant Program**

Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System or DUNS number, to a new, non-proprietary identifier known as a Unique Entity Identifier or UEI. For entities that had an active registration in in the System for Award Management (SAM) prior to this date, the UEI has automatically been assigned and no action is necessary. For all entities filing a new registration in SAM.gov after April 4, 2022, the UEI will be assigned to that entity as part of the SAM.gov registration process.

UEI registration information is available on GSA.gov at [Unique Entity Identifier Update | GSA](#).

Grants.gov registration information can be found at: <https://www.grants.gov/web/grants/register.html>. Detailed information regarding UEI and SAM is also provided in [Section D](#) of this NOFO.

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## **A. Program Description**

### **1. Issued By**

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

### **2. Assistance Listings Number**

97.044

### **3. Assistance Listings Title**

Assistance to Firefighters Grant (AFG)

### **4. Funding Opportunity Title**

Fiscal Year 2022 Assistance to Firefighters Grant (AFG)

### **5. Funding Opportunity Number**

DHS-22-GPD-044-00-98

### **6. Authorizing Authority for Program**

Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C § 2229)

### **7. Appropriation Authority for Program**

Title III, Division F of the *Department of Homeland Security Appropriations Act, 2022* (Pub. L. No. 117-103)

### **8. Announcement Type**

Initial

### **9. Program Category**

Preparedness: Fire and Life Safety

## **10. Program Overview, Objectives, and Priorities**

### **a. Overview**

The Fiscal Year (FY) 2022 Assistance to Firefighters Grant (AFG) Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG Program provides financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, and State Fire Training Academies (SFTAs) for critical training and equipment. The AFG Program has awarded approximately \$8.1 billion in grant funding to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. Since FY 2018, the AFG Program has awarded more than 600 fire apparatuses, 102,000 personal protective equipment items, and 124,000 other fire equipment to over 3,800 unique recipients. During the same period, the AFG Program awarded 588 recipients approximately \$90 million to modify department facilities or implement wellness and fitness



priorities to protect firefighter health. Information about success stories for this program can be found at [Assistance to Firefighters Grants Program | FEMA.gov](#).

The AFG Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the [DHS Strategic Plan for Fiscal Years 2020-2024](#), the AFG Program supports the goal to Strengthen Preparedness and Resilience. In awarding grants, the FEMA Administrator is required to consider:

- The findings and recommendations of the Technical Evaluation Panel (TEP);
- The degree to which an award will reduce deaths, injuries and property damage by reducing the risks associated with fire related and other hazards;
- The extent of an applicant's need for an AFG Program grant and the need to protect the United States as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

The [2022-2026 FEMA Strategic Plan](#) creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The AFG Program directly supports Goal 3 to Promote and Sustain a Ready FEMA and Prepared Nation. We invite all our stakeholders and partners to join us in building a more prepared and resilient nation.

In 2021, the National Fire Protection Association (NFPA) published a needs assessment survey, highlighting challenges that departments across the nation faced with a lack of equipment, training, and health programs. The results revealed nearly two-thirds of departments have firefighters wearing personal protective clothing that is 10 years old or older; 21% of department personnel who perform emergency medical services have no certifications; 72% of fire departments do not have programs to maintain basic firefighter fitness and health; and nearly three-quarters (73%) of all fire departments in the U.S. do not have a behavioral health program. The needs assessment underscores the widespread lack of equipment, training, and health programs required for the life and safety of emergency personnel. The AFG Program seeks to meet those needs and bring such entities into compliance with industry standards.

**b. Objectives**

The objectives of the AFG Program are to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience.

**c. Priorities**

Information on program priorities and objectives for the FY 2022 AFG Program can be found in [Appendix B – Programmatic Information and Priorities](#).

**11. Performance Measures**

The grant recipient is required to collect data to allow FEMA to measure performance of the

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: November 13, 2023

Originating Dept: Finance & Admin

Signature (submitted by)

  
City Manager Approval

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Subject:

Approve Memorandum of Understanding (MOU) with Curry County for Building Services.

Recommended Motion:

Motion to authorize the City Manager to sign an MOU with Curry County to provide building inspection services.

Background/Discussion:

The City and County have had an agreement for building inspector services for many years. Historically, the City provided the County some of those services. In June 2021, the City entered into an MOU with Curry County for building inspection services, as the City building inspector did not have all of his certifications. At this time, the City's building inspector has all except commercial certification, so this agreement is still needed. Curry County has agreed to continue to provide those services under the attached draft MOU; increasing the rate from \$55/hour to \$65/hour.

Attachment(s):

- a. Draft MOU with Curry County for Building Services



**MEMORANDUM OF UNDERSTANDING**  
**By and between Curry County and City of Brookings**

This Memorandum of Understanding is made by and between Curry County ("County"), and the City of Brookings ("City"). The parties agree as follows:

1. **TERM:** This Contract shall commence on October 1, 2023, and shall continue until this agreement is cancelled by either party as described in Section 6.
2. **SERVICES:** The County shall provide professional residential and commercial building inspection and plan review services to the City. Services shall include residential structural and mechanical, residential plumbing, manufactured dwellings, commercial structural, commercial mechanical, commercial plumbing, and plan review. Inspection services require a 48 hour notice from the City. The service area is within the city limits of the City of Brookings.
  - 2.1. The County Building Official shall set priority for inspections but shall have requested inspections completed within 48 business hours of receipt barring time out of office.
  - 2.2. The City will provide the County Building Official with a copy of all application forms, report forms, and other related materials to be used in the conduct of City services.
  - 2.3. Except as otherwise specified, all original files and records related to the City's building permit applications shall be retained at the City offices for the term of the agreement.

Acceptance of plan review and/or inspection service requests will be based on availability and determination of any conflicts of interest. Plan review shall be done in order once received.
3. **PAYMENT:** The billing rate for services provided by the County Building Official is \$65.00/ hour for services described in section 2. Plan Review fees shall consist of the entirety of the plan review fees collected by the City but at minimum but shall not be less than \$65.00/ hour. Payments shall be made monthly upon completion of the work and receipt of invoice.
4. **INDEMNIFICATION:** Each party shall defend, indemnify and hold harmless the other party, it's officers, agents and employees, from any and all claims, liabilities, demands, damages, actions or proceedings arising from or related to the negligence, wrongful acts, or omissions in connection with the performance of any services under this contract.
5. **LIABILITY FOR DAMAGE OR INJURY:** The City understands and agrees that the County assumes no responsibility or liability for any damage, injury, or loss resulting from or arising under this agreement at any time. The City hereby waives, releases and discharges the County, its officer agents, and employees from any and all claims, losses, suites, damages, liabilities, and proceedings of any kind or nature which may arise at any time for any damages or injuries to persons or property arising or resulting from activities under this contract. The City of Brookings covenants not to sue or initiate any type of proceeding or claim against Curry County, its officers, agents and employees for any damages, injuries, claims, or losses of any kind resulting from the activities under this contract.
6. **TERMINATION:** Either party may terminate this agreement at any time upon written notice to the other party.

7. **THIRD PARTY BENEFICIARY:** Curry County and the City of Brookings are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.
8. **NOTICES:** Any notice required by this contract must be given by email or in writing by personal delivery or by certified mail return receipt requested to the following address. Any notice so mailed shall be deemed to be given three (3) days after mailing. Any notice by personal delivery shall be deemed to be given when actually delivered.
  - 8.1. Curry County's address for notice is: Ted Fitzgerald, 94235 Moore Street, Suite 123, Gold Beach, OR 97444. [CountyCounsel@co.curry.or.us](mailto:CountyCounsel@co.curry.or.us)
  - 8.2. City of Brookings address for notice is: Janell Howard, 898 Elk Drive, Brookings, OR 97415. [jhoward@brookings.or.us](mailto:jhoward@brookings.or.us)
9. **AMENDMENT:** This contract may be amended or modified at any time upon the written agreement of both parties, signed and executed in the same manner as below.
10. **ENTIRE CONTRACT:** This Memorandum of Understanding constitutes the entire agreement between the parties. There are no promises, agreements, conditions or understandings, either oral or written, between the parties other than those set forth in this contract. This Memorandum of Understanding Supersedes and cancels any prior written or verbal agreement between the parties for similar services.

**CURRY COUNTY  
BOARD OF COMMISSIONERS**

**CITY OF BROOKINGS**

\_\_\_\_\_  
John Herzog, Chair

\_\_\_\_\_  
Janell Howard, City Manager

\_\_\_\_\_  
Brad Alcorn, Vice Chair

\_\_\_\_\_  
Jay Trost, Commissioner

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Ted Fitzgerald  
County Legal Counsel

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: November 13, 2023

Originating Dept: Finance & Admin

Signature (submitted by)

  
City Manager Approval

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Subject: Award contract for bond counsel services for the USDA Bonds

Recommended Motion:

Authorize City Manager to sign agreement with Hawkins Delafield & Wood in the amount of \$25,000 for bond counsel services for the USDA Bonds.

Financial Impact:

\$25,000 from the Wastewater System Replacement Fund budget.

Background/Discussion:

In April 2022, USDA-RD approved loan funds of \$24,996,000 and grant funds of \$2,569,000 for the Wastewater Treatment and Sewer Line Improvement Project.

In March 2023, Council adopted a resolution and USDA RUS Bulletin 1780-27 Loan Resolution form for each loan/grant.

Staff requested proposals from three legal firms that work on USDA financing projects. We received three quotes. All three are reputable firms with offices in Oregon. Hawkins Delafield & Wood does the majority of municipal utility revenue bond transactions in Oregon. We believe their experience, expertise, and good relationships with USDA staff, will allow the smoothest process for the City. Staff recommends awarding contract for bond counsel services to Hawkins Delafield Wood.

Bidders	Bid
Hawkins Delafield Wood, LLP	\$25,000
Orrick, Herrington & Sutcliffe, LLP	\$28,000
Mersereau & Shannon, LLP	\$24,500

Report Criteria:  
 Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/23	10/31/2023	90435	6165	Stephanie Herzog	15-00-2005	17.00- V
10/23	10/31/2023	90437	6187	Richard Kolb Jr	15-00-2005	17.00- V
10/23	10/31/2023	90446	5829	Transport Wisdom LTD	15-00-2005	260.00- V
10/23	10/05/2023	90669	5876	Advanced Reporting LLC	10-00-2005	70.00
10/23	10/05/2023	90670	5908	Amazon Capital Services	10-00-2005	65.45
10/23	10/05/2023	90671	6116	Brookings Chrysler Dodge Jeep Ram	10-00-2005	369.40
10/23	10/05/2023	90672	313	Brookings Vol Firefighters	10-00-2005	2,250.00
10/23	10/05/2023	90673	715	Budge McHugh Supply	20-00-2005	4,126.60
10/23	10/05/2023	90674	5567	CAL/OR Insurance Agency	30-00-2005	683.33
10/23	10/05/2023	90675	588	Cardinal Services Inc	10-00-2005	988.00
10/23	10/05/2023	90676	1373	Cascade Fire Equipment	10-00-2005	370.64
10/23	10/05/2023	90677	193	Central Equipment Co, Inc	10-00-2005	738.95
10/23	10/05/2023	90678	3015	Charter Communications	30-00-2005	749.96
10/23	10/05/2023	90679	5822	Chaves Consulting Inc	49-00-2005	370.20
10/23	10/05/2023	90680	5952	Chetco Auto Marine & Industrial Supply	50-00-2005	117.91
10/23	10/05/2023	90681	3834	Clean Sweep Janitorial Service	33-00-2005	2,075.00
10/23	10/05/2023	90682	5827	Coastal Investments LLC	10-00-2005	960.00
10/23	10/05/2023	90683	1745	Coastal Paper & Supply, Inc	20-00-2005	480.44
10/23	10/05/2023	90684	5734	Jose Contreras	10-00-2005	747.75
10/23	10/05/2023	90685	1620	Curry County Community Development	10-00-2005	660.00
10/23	10/05/2023	90686	4746	Curry County Treasurer	10-00-2005	144.00
10/23	10/05/2023	90687	259	Da-Tone Rock Products	50-00-2005	968.19
10/23	10/05/2023	90688	284	Day Management Corp	30-00-2005	994.32
10/23	10/05/2023	90689	317	DCBS - Fiscal Services	10-00-2005	163.08
10/23	10/05/2023	90690	575	Dell Marketing L.P.	49-00-2005	1,700.15
10/23	10/05/2023	90691	1	Susan Lantello	20-00-2005	300.00
10/23	10/05/2023	90692	1	John Buchnoff	20-00-2005	153.92
10/23	10/05/2023	90693	1	Maria Ponce	20-00-2005	34.53
10/23	10/05/2023	90694	1	Scott Vanwesterhuyzen	20-00-2005	282.91
10/23	10/05/2023	90695	5804	Early Management Team Inc	50-00-2005	2,000.00
10/23	10/05/2023	90696	5432	First Community Credit Union	25-00-2005	4,662.00
10/23	10/05/2023	90697	6097	GP Energy	10-00-2005	3,071.80
10/23	10/05/2023	90698	3961	Grizzly Fence & Construction	50-00-2005	880.00
10/23	10/05/2023	90699	6226	Jose Gutierrez	10-00-2005	33.42
10/23	10/05/2023	90700	6227	Darryl Harmon	10-00-2005	311.19
10/23	10/05/2023	90701	4980	iSecure	10-00-2005	33.00
10/23	10/05/2023	90702	5660	Leathers & Associates Inc	50-00-2005	146,629.52
10/23	10/05/2023	90703	328	Les Schwab Tire Center	10-00-2005	2,111.41
10/23	10/05/2023	90704	4269	Gary Milliman	10-00-2005	325.00
10/23	10/05/2023	90705	5956	Municipal Emergency Services	65-00-2005	1,380.00
10/23	10/05/2023	90706	5008	Online Information Services	10-00-2005	144.70
10/23	10/05/2023	90707	5155	Oregon Department of Revenue	10-00-2005	592.79
10/23	10/05/2023	90708	4	Monarch Gardens Memory Care	10-00-2005	342.00
10/23	10/05/2023	90709	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
10/23	10/05/2023	90710	322	Postmaster	25-00-2005	1,075.00
10/23	10/05/2023	90711	5768	Proficient Auto Center Inc	20-00-2005	543.00
10/23	10/05/2023	90712	207	Quill Corporation	10-00-2005	624.02
10/23	10/05/2023	90713	6229	Wayne E Sheffel Jr	10-00-2005	200.52
10/23	10/05/2023	90714	5979	LeeAnn Spring Sheffel	10-00-2005	497.13
10/23	10/05/2023	90715	4542	Umpqua Bank	45-00-2005	5,322.00
10/23	10/05/2023	90716	861	Village Express Mail Center	10-00-2005	12.50
10/23	10/12/2023	90717	5367	APCO International	30-00-2005	1,056.00
10/23	10/12/2023	90718	4734	Aramark Uniform Services	10-00-2005	120.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/23	10/12/2023	90719	6121	AutoZone Inc	10-00-2005	100.92
10/23	10/12/2023	90720	4939	Bi - Mart Corporation	10-00-2005	168.09
10/23	10/12/2023	90721	565	Brookings Elks Lodge	25-00-2005	600.00
10/23	10/12/2023	90722	5598	Brookings Harbor Veterinary Hospital	61-00-2005	110.00
10/23	10/12/2023	90723	5070	Canon Solutions America	10-00-2005	49.14
10/23	10/12/2023	90724	588	Cardinal Services Inc	10-00-2005	988.00
10/23	10/12/2023	90725	5734	Jose Contreras	10-00-2005	458.62
10/23	10/12/2023	90726	173	Curry Equipment	25-00-2005	1,742.55
10/23	10/12/2023	90727	185	Del Cur Supply	20-00-2005	321.86
10/23	10/12/2023	90728	5663	Engineering News-Record	10-00-2005	99.99
10/23	10/12/2023	90729	5951	Executech Utah LLC	49-00-2005	30.50
10/23	10/12/2023	90730	6235	Firecom	10-00-2005	125.00
10/23	10/12/2023	90731	1130	H.D. Fowler	20-00-2005	3,249.72
10/23	10/12/2023	90732	139	Harbor Logging Supply	10-00-2005	175.50
10/23	10/12/2023	90733	6030	Hartwick Automotive LLC	61-00-2005	589.49
10/23	10/12/2023	90734	2814	Ron Hedenskog	10-00-2005	37.47
10/23	10/12/2023	90735	4357	Hemlock Street Properties LLC	10-00-2005	1,860.00
10/23	10/12/2023	90736	5754	iFocus Consulting Inc	49-00-2005	2,575.00
10/23	10/12/2023	90737	5858	Jacobs Engineering Group Inc	25-00-2005	132,129.50
10/23	10/12/2023	90738	5660	Leathers & Associates Inc	50-00-2005	19,033.00
10/23	10/12/2023	90739	6065	Local Government Law Group PC	10-00-2005	6,612.50
10/23	10/12/2023	90740	4741	M & J Glazebrook Construction	53-00-2005	14,674.79
10/23	10/12/2023	90741	5954	Morel Ink	10-00-2005	361.05
10/23	10/12/2023	90742	3159	NorthCoast Health Screening	10-00-2005	90.00
10/23	10/12/2023	90743	252	Paramount Pest Control	10-00-2005	140.00
10/23	10/12/2023	90744	4	Sara Fisher	10-00-2005	258.00
10/23	10/12/2023	90745	4	Katie Wampler	10-00-2005	244.00
10/23	10/12/2023	90746	866	Pitney Bowes Global Financial , LLC	10-00-2005	144.93
10/23	10/12/2023	90747	207	Quill Corporation	10-00-2005	168.85
10/23	10/12/2023	90748	3	Jeff & Kandi Legg	20-00-2005	1,000.00
10/23	10/12/2023	90749	3309	Roberts & Associates	50-00-2005	2,490.00
10/23	10/12/2023	90750	6229	Wayne E Sheffel Jr	10-00-2005	158.75
10/23	10/12/2023	90751	5979	LeeAnn Spring Sheffel	10-00-2005	438.64
10/23	10/12/2023	90752	570	State of Oregon	10-00-2005	40.00
10/23	10/12/2023	90753	4975	VFW Post # 966	10-00-2005	2,500.00
10/23	10/12/2023	90754	861	Village Express Mail Center	10-00-2005	25.05
10/23	10/12/2023	90755	2122	Cardmember Service	10-00-2005	3,714.46
10/23	10/12/2023	90756	169	Waste Connections Inc	10-00-2005	723.60
10/23	10/12/2023	90757	5992	Ziply Fiber	30-00-2005	323.36
10/23	10/23/2023	90758	6173	Airtech Mechanical LLC	10-00-2005	520.00
10/23	10/23/2023	90759	993	ATCO International	10-00-2005	990.00
10/23	10/23/2023	90760	5966	BNT Promotional Products	10-00-2005	727.02
10/23	10/23/2023	90761	193	Central Equipment Co, Inc	15-00-2005	583.89
10/23	10/23/2023	90762	1740	Code Publishing Company Inc	10-00-2005	95.00
10/23	10/23/2023	90763	5734	Jose Contreras	10-00-2005	797.60
10/23	10/23/2023	90764	749	Emerald Pool & Patio	10-00-2005	678.50
10/23	10/23/2023	90765	6127	Ferguson Enterprises LLC #3325	25-00-2005	381.27
10/23	10/23/2023	90766	4171	In-Motion Graphics	10-00-2005	111.00
10/23	10/23/2023	90767	5858	Jacobs Engineering Group Inc	53-00-2005	42,070.37
10/23	10/23/2023	90768	5660	Leathers & Associates Inc	50-00-2005	24,438.25
10/23	10/23/2023	90769	5789	Moss Adams LLP	10-00-2005	17,268.75
10/23	10/23/2023	90770	4487	Net Assets Corporation	10-00-2005	255.00
10/23	10/23/2023	90771	4	Luke Conrad	10-00-2005	258.00
10/23	10/23/2023	90772	4	Evan Henson	10-00-2005	258.00
10/23	10/23/2023	90773	4	Cory Lizio	10-00-2005	258.00
10/23	10/23/2023	90774	207	Quill Corporation	10-00-2005	218.30

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/23	10/23/2023	90775	6236	Roberson Motors Inc	10-00-2005	294,941.08
10/23	10/23/2023	90776	6094	SAIF Corporation	10-00-2005	1,293.00
10/23	10/23/2023	90777	6229	Wayne E Sheffel Jr	10-00-2005	50.13
10/23	10/23/2023	90778	5979	LeeAnn Spring Sheffel	10-00-2005	518.01
10/23	10/23/2023	90779	3752	Trace Analytics, LLC	10-00-2005	89.00
10/23	10/23/2023	90780	861	Village Express Mail Center	10-00-2005	8.22
10/23	10/23/2023	90781	169	Waste Connections Inc	50-00-2005	845.25
10/23	10/26/2023	90782	5598	Brookings Harbor Veterinary Hospital	61-00-2005	786.91
10/23	10/26/2023	90783	6238	C.R. Contracting LLC	33-00-2005	308,744.25
10/23	10/26/2023	90784	5070	Canon Solutions America	10-00-2005	1,035.37
10/23	10/26/2023	90785	588	Cardinal Services Inc	10-00-2005	1,976.00
10/23	10/26/2023	90786	5734	Jose Contreras	10-00-2005	578.26
10/23	10/26/2023	90787	259	Da-Tone Rock Products	20-00-2005	1,239.22
10/23	10/26/2023	90788	575	Dell Marketing L.P.	49-00-2005	1,700.15
10/23	10/26/2023	90789	1	Doris Doelker	20-00-2005	300.00
10/23	10/26/2023	90790	2640	Dyer Partnership, The	51-00-2005	41,079.08
10/23	10/26/2023	90791	6097	GP Energy	10-00-2005	3,073.95
10/23	10/26/2023	90792	6030	Hartwick Automotive LLC	10-00-2005	113.99
10/23	10/26/2023	90793	4171	In-Motion Graphics	10-00-2005	24.00
10/23	10/26/2023	90794	6234	iPlay Safety Surfacing LLC	50-00-2005	113,639.00
10/23	10/26/2023	90795	6237	Miller Nash LLP	10-00-2005	412.50
10/23	10/26/2023	90796	4781	OHA Cashier	20-00-2005	305.00
10/23	10/26/2023	90797	4781	OHA Drinking Water Services	20-00-2005	140.00
10/23	10/26/2023	90798	4	Sam Jones	10-00-2005	179.50
10/23	10/26/2023	90799	4	Sydney Knight	10-00-2005	244.00
10/23	10/26/2023	90800	4	Lance Scribner	10-00-2005	258.00
10/23	10/26/2023	90801	4	Rebecca Simpson	10-00-2005	244.00
10/23	10/26/2023	90802	1920	Pitney Bowes, Inc.	10-00-2005	182.58
10/23	10/26/2023	90803	4105	Precision Eyecare PC	10-00-2005	50.00
10/23	10/26/2023	90804	207	Quill Corporation	10-00-2005	357.42
10/23	10/26/2023	90805	6236	Roberson Motors Inc	10-00-2005	311.15
10/23	10/26/2023	90806	6229	Wayne E Sheffel Jr	10-00-2005	104.44
10/23	10/26/2023	90807	5979	LeeAnn Spring Sheffel	10-00-2005	455.35
10/23	10/26/2023	90808	380	Stadelman Electric Inc	20-00-2005	914.56
10/23	10/26/2023	90809	4820	Unites States Geological Survey	20-00-2005	11,700.00
10/23	10/26/2023	90810	4220	Woof's Dog Bakery	61-00-2005	63.99
10/23	10/26/2023	90811	5992	Ziply Fiber	25-00-2005	1,172.96
Grand Totals:						<u><u>1,270,329.33</u></u>



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

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

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

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\_\_\_\_\_

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

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Report Criteria:

Report type: Summary

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