

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, February 12, 2024, 7:00pm

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

The City Council will meet in Executive Session to start at **6:00PM**, in the City Manager's office, under the authority of ORS 192.660(2)(d), in order to meet with the City's designated labor representative; and ORS 192.660(2)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Accept Skip Hunter's Resignation from Planning Commission [Pg. 1]
2. Appoint Blake Peters to the Planning Commission [Pg. 3]
3. Accept Clayton Malmberg's Resignation from Planning Commission [Pg. 6]
4. Appoint Nicholas Chapman to the Planning Commission [Pg. 8]
5. Accept Phoebe Pereda's Resignation from Budget Committee [Pg. 11]
6. Appoint Curtiss Lunsford to the Budget Committee [Pg. 13]
7. Reappoint Steve Kerr to the Parks and Recreation Commission [Pg. 17]
8. Reappoint Jaime Armstrong to the Parks and Recreation Commission [Pg. 20]
9. Reappoint Julie VanHoose to the Budget Committee [Pg. 23]

E. Scheduled Public Appearances

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

1. Airport Economic Impact Update – Ryan Cooley

F. 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)

G. Consent Calendar

1. Approve Council minutes for January 22, 2024 [Pg. 26]
2. Accept Planning Commission minutes for November 7, 2023 [Pg. 28]
3. Approve Liquor License for Hasco Stations, LLC [Pg. 30]
4. Approve Liquor License for Pete's Bar & Grill [Pg. 35]

H. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders

1. Love Your 4th fireworks fund management by the City [Pg. 40]
 - a. Love Your 4th Proposal [Pg. 41]
2. City Manager recruitment contract [Pg. 45]
 - a. Prothman contract to include scope of work [Pg. 46]
3. Interim City Manager Compensation [Pg. 50]

I. Informational Non-Action Items

1. January 2024 Vouchers [Pg. 51]

J. Remarks from Mayor, Councilors and City Manager

K. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, and at Brookings City Hall. Return completed Public Comment forms to the City Recorder before the 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 541-469-1102 if you have any questions regarding this notice. You can view City Council meetings LIVE on television on Charter PEG Channel 181, or stream/view on the City's YouTube Channel: <https://www.youtube.com/@cityofbrookingsoregon8039>, or search 'City of Brookings Oregon YouTube' in your browser.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2024

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject:

Accept Skip Hunter's resignation from the Planning Commission

Recommended Motion:

Move to accept Skip Hunter's resignation from the Planning Commission.

Financial Impact:

None

Background/Discussion:

Skip Hunter has submitted his resignation from the Planning Commission for health issues.

Attachment(s):

a. Resignation Email

From: Message Centre [REDACTED]
Sent: Sunday, December 10, 2023 4:44 PM
To: Lauri Ziemer
Subject: Resignation

Lauri,

Because of health issues I am going to have to resign from the planning commission. Thank you for your service and the job you have performed over the years I have been on the commission (8 or 9 years)!

I wish you a happy holiday this December and let me know if I need to fill out any paperwork with this decision.

Sincerely,

Skip Hunter

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2024

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject:

Appoint Blake Peters to the Planning Commission

Recommended Motion:

Move to appoint Blake Peters to the Planning Commission, Position 1 to expire April 1, 2027.

Financial Impact:

None

Background/Discussion:

The City has received an application for appointment to the Planning Commission from Blake Peters, the application is attached. Mayor Hodges recommends the appointment of Peters to fill the vacancy created by the resignation of Skip Hunter

Attachment(s):

a. Blake Peters Application



City of Brookings

898 Elk Drive, Brookings, OR 97415

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

www.brookings.or.us

APPLICATION TO FILL VACANT CITY COUNCIL POSITION

PART I Contact Information:

Applicant Name: **Blake Peters**

Physical Address:

Mailing Address:

Email Address:

Phone:

NOTE: City Council members must be a City of Brookings resident for at least 12 months preceding appointment and a registered elector of the State of Oregon. Voter registration will be verified with the County Elections Department.

PART II Current Status:

- How long have you been a City of Brookings resident? 34 years 3 months
- Are you registered to vote in the State of Oregon? Yes ☒ No ☐
- What is your current occupation? Journeyman Plumber

PART III Background Information: (Please attach additional pages if needed)

- Briefly describe your interest in serving on the City Council and what you hope to accomplish:

I have lived in Brookings my whole life and I am looking to get our community back to serving the community and not the people who are harming our community.

- List your position-related experience and/or background, including volunteer activities:

Student Ambassador at SWOCC, Leadership 4yrs at Brookings Harbor HS and Brookings Youth Activities Coaching youth sports.

3. List your work history and educational background, as well as any unrelated volunteer experience you may have:

Class of 2008 Graduate from BHHS, SWOCC - 2 yrs for Associates and Oregon Plumbing Apprenticeship 4 yrs, Redwood Theater and Century 21

PART IV Agreement: Please read and check off the following before signing:

- ☒ I understand and acknowledge that my status as a registered voter will be verified with the County Elections Office and my resident status will be verified by the City of Brookings.
- ☒ I understand and acknowledge that this document will become public information and be distributed to the public and news media.
- ☒ I understand and acknowledge that 1) I may be required to be respond to additional questions, in writing and/or orally as part of a formal interview during a Common Council Meeting and 2) that failure to respond or appear as required may result in my application being disqualified.
- ☒ I understand and acknowledge that, if appointed, I will be required to meet regularly on the second and fourth Monday's of each month, at least once each month in a Council workshop, and at various other times during the course of the year as City business dictates.
- ☒ I understand and acknowledge that , if appointed, I will be required to file an Annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGE) each year I hold office on April 15th.*
- ☒ I understand and acknowledge that, if appointed, I will receive no compensation other than reimbursements for travel and training expenses as may normally be incurred in conjunction with the conduct of official, City Council approved business.
- ☒ I understand and acknowledge that, as an applicant, I may be required to be respond to additional questions, in writing, or as part of a formal interview during a Common Council Meeting and that failure to respond or appear as required may result in my application being disqualified.
- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby understand and acknowledge that I have read and agree to the terms as stated above.

Blake Peters

Applicant (print name)

Blake Peters

Applicant's Signature

11/28/2023

Date

Savannah Hickman

Witness (print name)

Savannah Hickman

Witness's Signature

11/28/2023

Date

Submit completed applications by mail or in person to the Deputy City Recorder, 898 Elk Drive, Brookings, OR 97415.
Regular business hours are 8 am to 12PM and 1 pm to 5 pm, Monday – Thursday.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2024

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject:

Accept Clayton Malmberg's resignation from the Planning Commission

Recommended Motion:

Move to accept Clayton Malmberg's resignation from the Planning Commission.

Financial Impact:

None

Background/Discussion:

Clayton Malmberg was appointed to City Council Position #1 on December 5, 2023. As required, he has resigned from the Planning Commission.

Attachment(s):

a. Resignation Email

Janell Howard

From: Clayton Malmberg <[REDACTED]> on behalf of Clayton Malmberg
Sent: Monday, December 11, 2023 12:13 PM
To: Janell Howard
Subject: Resignation from the planning commission

Good morning

Please consider this email as confirmation of my resignation from the planning commission.

Thanks

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2024

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject:

Appoint Nicholas Chapman to the Planning Commission

Recommended Motion:

Move to appoint Nicholas Chapman to the Planning Commission, Position number 7 to expire April 1, 2027.

Financial Impact:

None

Background/Discussion:

The City has received an application for appointment to the Planning Commission from Nicholas Chapman, the application is attached. Mayor Hodges recommends the appointment of Chapman to fill the vacancy created by the resignation of Clayton Malmberg

Attachment(s):

a. Nicholas Chapman Application



City of Brookings

898 Elk Drive, Brookings, OR 97415

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

www.brookings.or.us

APPLICATION TO FILL VACANT CITY COUNCIL POSITION

PART I Contact Information:

Applicant Name: **Nicholas Chapman**

Physical Address:

Mailing Address:

Email Address:

Phone:

NOTE: City Council members must be a City of Brookings resident for at least 12 months preceding appointment and a registered elector of the State of Oregon. Voter registration will be verified with the County Elections Department.

PART II Current Status:

1. How long have you been a City of Brookings resident? 2 years 4 months
2. Are you registered to vote in the State of Oregon? Yes ☒ No ☐
3. What is your current occupation? Vice Principal - Kalmiopsis School

PART III Background Information: (Please attach additional pages if needed)

1. Briefly describe your interest in serving on the City Council and what you hope to accomplish:

I am interested in getting involved in the city. I am already involved in the community as a member of the Elks as well as an administrator in the school district. I have enjoyed getting more involved in the community and I enjoy meeting new people. I hope to bring fresh ideas to the City Council and collaborate with other members to do the work that makes this an excellent place to live and raise my children.

2. List your position-related experience and/or background, including volunteer activities:

I am currently the vice principal at Kalmiopsis Elementary School. I recently joined the Elks organization to become more involved with members of the community. I have also voluntarily coached children's sports in Brookings. I have two masters degrees in education and education administration. I am currently working on completing my PhD in education. I have enjoyed being a part of this community and hope to continue to help as needed.

3. List your work history and educational background, as well as any unrelated volunteer experience you may have:

I went to college to get my BA from Pacific University in 2002. I spent one year in law school in Michigan before going overseas to teach in Taiwan for seven years.

I was an elementary teacher in Lincoln City for three years. I taught in Lebanon, Oregon for two years before accepting the vice principal job at Kalmiopsis. I have a masters in education and a masters in administration and I am currently working on my PhD in education.

PART IV Agreement: Please read and check off the following before signing:

- ☒ I understand and acknowledge that my status as a registered voter will be verified with the County Elections Office and my resident status will be verified by the City of Brookings.
- ☒ I understand and acknowledge that this document will become public information and be distributed to the public and news media.
- ☒ I understand and acknowledge that 1) I may be required to be respond to additional questions, in writing and/or orally as part of a formal interview during a Common Council Meeting and 2) that failure to respond or appear as required may result in my application being disqualified.
- ☒ I understand and acknowledge that, if appointed, I will be required to meet regularly on the second and fourth Monday's of each month, at least once each month in a Council workshop, and at various other times during the course of the year as City business dictates.
- ☒ I understand and acknowledge that , if appointed, I will be required to file an Annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGE) each year I hold office on April 15th.*
- ☒ I understand and acknowledge that, if appointed, I will receive no compensation other than reimbursements for travel and training expenses as may normally be incurred in conjunction with the conduct of official, City Council approved business.
- ☒ I understand and acknowledge that, as an applicant, I may be required to be respond to additional questions, in writing, or as part of a formal interview during a Common Council Meeting and that failure to respond or appear as required may result in my application being disqualified.
- ☒ By signing this application voluntarily and in the presence of the witness listed below, I, the Applicant, do hereby understand and acknowledge that I have read and agree to the terms as stated above.

Nicholas Chapman

Applicant (print name)

[Signature]

Applicant's Signature

11/16/23

Date

Debbie Nesel

Witness (print name)

[Signature]

Witness's Signature

11-16-2023

Date

Submit completed applications by mail or in person to the Deputy City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 8 am to 12PM and 1 pm to 5 pm, Monday – Thursday.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2024

Originating Dept: Finance & Admin



Signature (submitted by)


City Manager Approval

Subject:

Accept Phoebe Pereda's resignation from the Budget Committee

Recommended Motion:

Motion to accept Phoebe Pereda's resignation from the Budget Committee position number 2 to expire February 1, 2025 and to declare the seat vacant effective immediately.

Background/Discussion:

Phoebe Pereda was appointed to City Council Position number 2 on December 4, 2023. As required, she has resigned from the Budget Committee.

Attachment:

- a. Resignation Letter

December 12, 2023

To whom it may concern,

Please allow this letter to serve as my resignation from the Brookings Budget Committee as of December 4th, 2023. As I have recently been appointed to the Brookings City Council, I am resigning my position as a Brookings Budget Committee Member.

I appreciate the time and involvement that I have been allowed to have in the Brookings City Budget meetings and the insight I have gained into the operations of the City of Brookings. I appreciate the value that is placed on the input that is garnered from members of the public and as such, appreciate that my input as a member of the committee was considered during my tenure with the committee.

I look forward to my future involvement with city operations in my current capacity as a Brookings City Councilor and look forward to working with the current and new Brookings City Budget Committee members in the future.

Respectfully,

Phoebe. A. Pereda

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2024

Originating Dept: Finance & Admin



Signature (submitted by)


City Manager Approval

Subject:

Budget Committee appointment

Recommended Motion:

Motion to appoint Curtiss Lunsford to the Budget Committee, position number 2 to expire February 1, 2025.

Background/Discussion:

The City also has received an application for appointment to the Budget Committee from Curtiss Lunsford, the application is attached. Mayor Hodges recommends the appointment of Lunsford to the Committee to fill the vacancy created by the resignation of Phoebe Pereda.

Attachment:

- a. Curtiss Lunsford Application



City of Brookings

898 Elk Drive, Brookings, OR 97415
Phone: 541-469-2163 Fax: 541-469-3650
www.brookings.or.us

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Curtis L. Lunsford
Physical Address: [REDACTED]
Mailing Address: Same
Email Address: [REDACTED] Phone: [REDACTED]

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

1. Commission/Committee applying for:
- | | <u>Composition (i)</u> | <u>Term (ii)</u> |
|---|--------------------------|------------------|
| <input type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 years |
| <input checked="" type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii) | 4 Residents, 3 Curry Co. | 3 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? 34 Approx. years _____ months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☒ Yes ☐ No
3. UGB residents: How long have you lived in the UGB? 42 Approx. years _____ months
4. What is your current occupation? Retired

NOTES:

(i) Membership requirements:

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).

(ii) Term: Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) Other restrictions:

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.
- TPAC: The three (3) Curry Co. members must own property, own a business or be employed in the City.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

2 years USMC Disbursing Clerk

1 year Travel Agency-

5 years Self employed - Budget Warehouse

5 years Fred Meyer Asst Acct. Receiving Shipping

10+ years Chetco FCU/Rogue FCU.

2. List any unrelated work history, educational background, and volunteer experience you may have:

Volunteer for Rotary, Marine Corps League, ELKS
City of Brookings.

3. Briefly describe your interest in this position and what you hope to accomplish:

I want to get more involved with the City.

PART IV Volunteer Agreement: Please read and check off the following before signing:

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, 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 the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☒ I agree to 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 the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Curtis L Lunsford

Applicant (print name)

Curtis L Lunsford

Applicant's Signature

1-24-24

Date

****Planning Commissioners holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at [http://www.oregon.gov/ogec/docs/sei/sei-11 form sample only for website.pdf](http://www.oregon.gov/ogec/docs/sei/sei-11_form_sample_only_for_website.pdf). Official forms provided by OGE.**

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 9 am to 4:30 pm, Monday – Friday.

Commission and Committee contact information:

- Planning Commission: 541-469-1103 - lziemer@brookings.or.us
- Budget Committee: 541-469-1123 - jhoward@brookings.or.us
- Parks and Recreation Commission: 541-469-1103 - lziemer@brookings.or.us

Tourism Promotion Advisory Committee: 541-469-1103 - lziemer@brookings.or.us

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2024

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject:

Reappoint Steve Kerr to the Parks and Recreation Commission

Recommended Motion:

Move to reappoint Steve Kerr to the Parks and Recreation Commission in position number 1 to expire February 1, 2026.

Financial Impact:

None

Background/Discussion:

Steve Kerr has submitted an application for reappointment to the Parks and Recreation Commission; Steve has served on the Parks and Recreation commission since November 2022. The Mayor has reviewed his application for consideration of appointment.

Attachment(s):

a. Steve Kerr Volunteer Commission Application



City of Brookings

898 Elk Drive, Brookings, OR 97415

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

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Steve Kerr
Physical Address: [REDACTED]
Mailing Address: [REDACTED]
Email Address: [REDACTED] Phone: [REDACTED]

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | 1. Commission/Committee applying for: | Composition (i) | Term (ii) |
|---|--------------------|-----------|
| <input type="checkbox"/> Planning Commission | 5 Electors, 2 UGB | 4 years |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input checked="" type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? 66 years 4 months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☐ Yes ☐ No
Urban Growth Boundary residents - How long have you lived in the
3. UGB? _____ years _____ months
4. What is your current occupation? Retired

NOTES:

- (i) *Membership requirements:*
- Residents must reside inside City limits; resident/UGB status determined by physical address.
 - Electors are registered voters of the City of Brookings (verified by County Elections Office).
 - UGB members must reside within the UGB (for assistance determining UGB status contact 541-469-1103).
- (ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.
- (iii) *Other restrictions:*
- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

Business Owner Kerr's Ace Hotel Retired
Helped Build & Rebuild KidTown
Life Time User of our parks

2. List any unrelated work history, educational background, and volunteer experience you may have:

Kerr's Acc Hdw Owner 45 Yr

Brookings Harbor Schools 12 Yr

Board of Directors Nat'l Coastal Holiday

3. Briefly describe your interest in this position and what you hope to accomplish:

Lived my whole life in Brookings

Love Growth of our parks would

like to be part of continued growth

PART IV Volunteer Agreement: Please read and check off the following before signing:

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, 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 the voluntary service described herein. (Planning Commission applicants, see ** below)
- ☒ I agree to 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 the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Steve Kerr

Applicant (print name)



Applicant's Signature

2-5-24

Date

****Planning Commissioners holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view OGE filing details at <https://www.oregon.gov/ogec/public-records/Pages/SEIS.aspx>. Official forms are provided by OGE.**

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 8 am to 4:30 pm, Monday – Thursday.

Commission and Committee contact information:

- Planning Commission: 541-469-1103 - mrobidoux@brookings.or.us
- Budget Committee: 541-469-1123 - lehlers@brookings.or.us
- Parks and Recreation Commission: 541-469-1103 - mrobidoux@brookings.or.us

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2024

Originating Dept: PW/DS



Signature (submitted by)


City Manager Approval

Subject:

Reappoint Jaime Armstrong to the Parks and Recreation Commission

Recommended Motion:

Move to reappoint Jaime Armstrong to the Parks and Recreation Commission in position number 4 to expire February 1, 2026.

Financial Impact:

None

Background/Discussion:

Jaime Armstrong has submitted an application for reappointment to the Parks and Recreation Commission; Jaime has served on the Parks and Recreation commission since February 2020. The Mayor has reviewed her application for consideration of appointment.

Attachment(s):

a. Jaime Armstrong Volunteer Commission Application



City of Brookings

898 Elk Drive, Brookings, OR 97415

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

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Jaime Armstrong

Physical Address: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED] Phone: [REDACTED]

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | 1. Commission/Committee applying for: | <u>Composition (i)</u> | <u>Term (ii)</u> |
|---|------------------------|------------------|
| <input type="checkbox"/> Planning Commission | 5 Electors, 2 UGB | 4 years |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input checked="" type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Other (please specify): _____ | | |

2. City residents: How long have you lived in the City of Brookings? 39 years _____ months

Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☒ Yes ☐ No

Urban Growth Boundary residents - How long have you lived in the

3. UGB? _____ years _____ months

4. What is your current occupation? Health Information manager at Curry Village Health & Rehab.

NOTES:

(i) *Membership requirements:*

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the UGB (for assistance determining UGB status contact 541-469-1103).

(ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) *Other restrictions:*

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

I am currently on the Parks & Recreation board.

2. List any unrelated work history, educational background, and volunteer experience you may have:

I have volunteered in the past for Relay for Life, Brookings Harbor Youth activities, OYCP mentor program, Kalmiopsis PTO.
I am currently on the board of Brookings Harbor Little League, & Brookings Harbor Community Theater

3. Briefly describe your interest in this position and what you hope to accomplish:

I would like to continue serving on the Parks & Rec committee as I find it rewarding and am proud of the work they do for the community

PART IV Volunteer Agreement: Please read and check off the following before signing:

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, 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 the voluntary service described herein. (Planning Commission applicants, see ** below)
- ☒ I agree to 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 the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Jaine Armstrong
Applicant (print name)

Jaine Armstrong
Applicant's Signature

2/1/24
Date

****Planning Commissioners holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view OGE filing details at <https://www.oregon.gov/ogec/public-records/Pages/SEIS.aspx>. Official forms are provided by OGE.**

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 8 am to 4:30 pm, Monday – Thursday.

Commission and Committee contact information:

- Planning Commission: 541-469-1103 - mrobidoux@brookings.or.us
- Budget Committee: 541-469-1123 - lehlers@brookings.or.us
- Parks and Recreation Commission: 541-469-1103 - mrobidoux@brookings.or.us

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12, 2024

Originating Dept: Finance & Admin



Signature (submitted by)


City Manager Approval

Subject:

Reappointing Julie VanHoose to the Budget Committee.

Recommended Motion:

Move to reappoint Julie VanHoose to the Budget Committee in position number 1 to expire February 1, 2027.

Financial Impact:

None

Background/Discussion:

Julie VanHoose has submitted an application for reappointment to the Budget Committee; VanHoose has served on the Budget Committee since 2019. The Mayor has reviewed application for consideration of appointment.

Attachment(s):

a. Volunteer Committee Application



City of Brookings

898 Elk Drive, Brookings, OR 97415
Phone: 541-469-2163 Fax: 541-469-3650

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Julie VanHoose

Physical Address: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Phone: [REDACTED]

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | 1. Commission/Committee applying for: | <u>Composition (i)</u> | <u>Term (ii)</u> |
|--|------------------------|------------------|
| <input type="checkbox"/> Planning Commission | 5 Electors, 2 UGB | 4 years |
| <input checked="" type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? 5 years 7 months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☒ Yes ☐ No
Urban Growth Boundary residents - How long have you lived in the
3. UGB? 5 years 0 months
4. What is your current occupation? Director of the Chetco Community Public Library District

NOTES:

(i) *Membership requirements:*

- Residents must reside inside City limits; resident/UGB status determined by physical address.
- Electors are registered voters of the City of Brookings (verified by County Elections Office).
- UGB members must reside within the UGB (for assistance determining UGB status contact 541-469-1103).

(ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.

(iii) *Other restrictions:*

- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

I have served on the City of Brookings Budget Committee since 2019.

I served on the Brookings-Harbor School District Budget Committee from 2019-2023.

I am the director of a local government district and oversee the finances under the supervision of an elected 5-member board.

2. List any unrelated work history, educational background, and volunteer experience you may have:

I have worked in libraries/government; I have a bachelor's degree in English & Communications, a master's degree in Library & Information Science; I have worked in workers compensation, retail, academia, and customer service; I have served on boards for several non-profits.

3. Briefly describe your interest in this position and what you hope to accomplish:

I'm happy to serve my community. I have several years familiarity with the City's budget process, goals, and finances and hope to help maintain some continuity in the budgeting efforts.

PART IV Volunteer Agreement: *Please read and check off the following before signing:*

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, 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 the voluntary service described herein. *(Planning Commission applicants, see ** below)*
- ☒ I agree to 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 the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Julie VanHoose

Applicant (print name)

Julie VanHoose

Digitally signed by Julie VanHoose
Date: 2024.02.07 10:54:49 -08'00'

2/7/2024

Applicant's Signature

Date

****Planning Commissioners** holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view OGE filing details at <https://www.oregon.gov/ogec/public-records/Pages/SEIS.aspx>. Official forms are provided by OGE.

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 8 am to 4:30 pm, Monday – Thursday.

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- Parks and Recreation Commission: 541-469-1103 - mrobidoux@brookings.or.us

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, January 22, 2024

Call to Order

Mayor Isaac Hodges called the meeting to order at 7:00 PM

Roll Call

Council Present: Mayor Isaac Hodges, Council President Andy Martin, Councilors Clayton Malmberg, Phoebe Pereda, and Kristi Fulton; a quorum present

Staff present: Police Chief/Interim City Manager Kelby McCrae, Public Works and Development Services Director Tony Baron, and Deputy Recorder Brooklyn Osterhage

Media Present: 1

Others Present: Approximately 20 audience members

Consent Calendar

1. Approve Council minutes for January 8, 2024
2. Approve Council minutes for January 16, 2024
3. Accept December 2023 Financials

Councilor Martin moved, Councilor Pereda seconded, and Council voted unanimously to approve the Consent Calendar.

Ceremonies/Appointments/Announcements

Council appointed Councilor Pereda as the second Harbor Sanitary District Liaison

Scheduled Public Appearances

1. David Gilmore and Laura McKeane, Coast Community Health and AllCare Health representatives provided an update on Coast Community Health's Building Plans.

Oral Requests and Communications from the Audience

1. Connie Hunter, 1310 English Court - spoke on Veterans issues and state level work.
2. Michael Frederick, 16883 Yellowbrick Road - spoke on Transient Occupancy Tax funds.
3. Thena Larteri Lyons, 96305 Spindrift Lane - spoke on the library's OSHA complaint filed.
4. Jeannie Giumarra, 96160 Cape Ferrelo - spoke on littering in Brookings-Harbor area.
5. Amanda Whittemore, 1033 Chetco Ave - spoke on a tourist funding committee.

Staff Reports

1. Support Letter – Curry County Battery and Microgrid Project

Staff Report presented by Tony Baron

Councilor Pereda moved, Councilor Malmberg seconded, and Council voted unanimously to authorize the Mayor to sign a letter of support on behalf of Coos Curry Electric, to the Oregon Office of Emergency Management for the Curry County Battery and Microgrid Project Application.

2. City Manager Pro Tem Hiring Discussion

Councilor Martin expressed wanting to advertise the City Manager position and work with a recruiting company to hire a permanent City Manager. Councilor Pereda suggested a company she had been in contact with. Chief McCrae advised three quotes were required and would reach out for additional quotes. Mayor Hodges expressed he wanted to keep Chief McCrae in this position as long as feasible, while they try to find someone permanent for the City Manager position. Councilor Malmberg suggested an Executive Session to discuss compensation for Chief McCrae as the Interim City Manager and how to hire a recruiting company.

Remarks from Mayor and Councilors

Councilor Fulton thanked City staff for their hard work during the City Manager transition and expressed the importance of choosing the right person to fill the City Manager position.

Councilor Martin suggested the Council discuss the history of the Tourism Promotion Advisory Committee (TPAC) at a workshop.

Councilor Malmberg added that Council discusses grant opportunities at a workshop.

Mayor Hodges stated he wants to be transparent with funds, while being mindful that there are some things that will not be able to be public for legal reasons.

Councilor Martin thanked Chief McCrae and department directors in this transition and said everyone at City Hall has done a great job throughout this time.

Adjournment

Mayor Isaac Hodges adjourned the meeting at 8:18 PM.

Respectfully submitted:

ATTESTED:

this 12th day of February, 2024:

Isaac Hodges, Mayor

Brooklyn Osterhage, Deputy City Recorder

BROOKINGS PLANNING COMMISSION MINUTES
November 7, 2023

CALL TO ORDER

The regular meeting of the Brookings Planning Commission was called to order by Chair Watwood at 7:00 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

ROLL CALL

Commissioners Present: Anthony Bond, Sage Bruce, Cody Coons, Skip Hunter, Clayton Malmberg, Gerry Wulkowicz, Chair Skip Watwood

Commissioners Absent: None

Staff Present: PWDS Director Tony Baron, Planning Tech Lauri Ziemer, PWDS Administrative Assistant Michelle Robidoux

Others Present: 5 audience members

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None

PUBLIC HEARINGS

- 4.1 In the matter of File No. CUP-10-23, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 830 Third St; Assessors Map & Tax Lot No. 4113-06BA-00331.

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 7:05 pm. PWDS Deputy Director Lauri Ziemer reviewed the staff report.

The applicant, Jenifer Davis, was present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:13 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Coons to approve File No. CUP-10-23 a request for a Conditional Use Permit to operate a short term rental at 830 Third St 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 7-0 vote the motion carried.**

Motion made by Commissioner Malmberg to approve the Final Order regarding file CUP-10-23, 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 7-0 vote the motion carried.

- 4.2 In the matter of File No. LDC-1-23, city initiated, revisions to the Brookings Municipal Code, Title 17 Land Development Code, to amend Chapter 17.124.050 Benevolent Meal Service revising number of days from two days per week to three days per week and the number of hours to three to two hours per day.

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 7:15 pm. PWDS Director Tony Baron presented the staff report.

Public hearing was closed at 7:20

The Commission deliberated on the matter. **Motion made by Commissioner Malmberg to approve File No. LDC-1-23; amending the Brookings Municipal Code, Chapter 17, section 17.124.050 Benevolent Meal Service by revising the number of days allowed to serve meals from two to three days per week and the number of hours from three to two hours per day; motion seconded and with no further discussion by a 7-0 vote the motion carried.**

MINUTES FOR APPROVAL

5.1 Minutes of regular Planning Commission meeting of September 5, 2023.

Motion made by Commissioner Bond to approve the Planning Commission minutes of September 5, 2023; motion seconded and with no further discussion by a 7-0 vote the motion carried.

UNSCHEDULED PUBLIC APPEARANCES - None


REPORT FROM THE PLANNING STAFF - None

COMMISSION FINAL COMMENTS – Commissioner Coons inquired about reducing SDC permit fees.

ADJOURNMENT

Chair Watwood adjourned the meeting at 7:33 pm.

Respectfully submitted,


Skip Watwood, Brookings Planning Commission Chair
Approved at the February 6, 2024 meeting

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 form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

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

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:
Hasco Stations, LLC

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):
#8030

Premises street address (The physical location of the business and where the liquor license will be posted):
1123 Chetco Ave

City:
Brookings

Zip Code:
97415

County:
Curry

Business phone number:
714-761-5426

Business email:
M.haris@hsoil.com

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[1\]](#)):
1123 Chetco Ave

City:
Brookings

State:
OR

Zip Code:
97415

Does the business address currently have an OLCC
liquor license? ☒ Yes ☐ No

Does the business address currently have an OLCC
marijuana license? ☐ Yes ☒ No

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:

Moe Harris

Phone number:

Email:

LIQUOR LICENSE APPLICATION

Page 3 of 4

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.

LIQUOR LICENSE APPLICATION

Page 4 of 4

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

- 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.

Dakota Pederson

12/27/23

Applicant name

Dakota Pederson
Signature

Date

Applicant name

Signature

Date

Applicant name

Signature

Date

Applicant name

Signature

Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the [Authorized Representative Form](#). You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

CITY OF BROOKINGS POLICE DEPARTMENT

Kelby McCrae, Chief of Police



To: Brookings City Council through Interim City Manager Kelby McCrae
From: Lieutenant Donny Dotson
Date: 01/22/24
Subject: Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Moe Harris and Dakota Pederson** their attached **Change of Ownership** liquor license application. The business "**HASCO Stations LLC #8030**" is to be located 1123 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", is written over a light blue horizontal line.

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 form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

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

Pete's Bar & Grill

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:

Phichet Srikasem

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):

Pete's Bar & Grill

Premises street address (The physical location of the business and where the liquor license will be posted):

604 Railroad St

City:

Brookings

Zip Code:

97415

County:

United States

Business phone number:

NA

Business email:

petekhunthai@gmail.com

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[1\]](#)):

PO Box 360

City:

Brookings

State:

OR

Zip Code:

97415

Does the business address currently have an OLCC liquor license? ☐ Yes ☒ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:

Phichet Srikasem

Phone number:

Email:

LIQUOR LICENSE APPLICATION

Page 3 of 4

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.
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 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.

LIQUOR LICENSE APPLICATION

Pete's Bar & Grill

Page 4 of 4


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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.

Phichet Sriaksem		1/10/2024
Applicant name	Signature	Date
	<div></div>	
Applicant name	Signature	Date
	<div></div>	
Applicant name	Signature	Date
	<div></div>	
Applicant name	Signature	Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the [Authorized Representative Form](#). You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

CITY OF BROOKINGS POLICE DEPARTMENT

Kelby McCrae, Chief of Police



To: Brookings City Council through Interim City Manager Kelby McCrae
From: Lieutenant Donny Dotson
Date: 01/22/24
Subject: Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Phichet Sriaksem** their attached **New Outlet** liquor license application. The business "**Pete's Bar & Grill**" is to be located 604 Railroad Street, 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 blue ink signature of Lieutenant Donny Dotson, written in a cursive style.

Lieutenant Donny Dotson
Brookings Police Department



CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12th, 2024

Originating Dept: Administration

Signature (submitted by)

Kelly McEae

City Manager Approval

Subject:

LoveYour4th fireworks fund management by the City.

Recommendation:

Authorize City Departments to maintain donated money, pay on contracts related to the fireworks display, and assist in the placement of roadside banners for the fireworks display.

Financial Impact:

None.

Background/Discussion:

On January 26th, 2024, Mayor Hodges, Finance Director Lu Ehlers, and I met with Henry Johnson of LoveYour4th to discuss his request that the City partner with this organization for the 4th of July fireworks display. Henry requested that the City provide the following services:

- 1) Receive donations for LoveYour4th.
- 2) Maintain the accounting of the donated money.
- 3) Sign contracts and send payments as approved by the LoveYour4th group.
- 4) Link the LoveYour4th website to the City's website for better visibility.
- 5) Install and remove roadside banners advertising the fireworks display.

As the chairperson, Henry commits to continue to manage the LoveYour4th fireworks group and will recruit additional volunteers to handle fundraising and media events to ensure they meet their fundraising goals each year to provide the fireworks display.

Attachments:

- a. LoveYour4th Proposal

Love Your 4th Proposal

Summary:

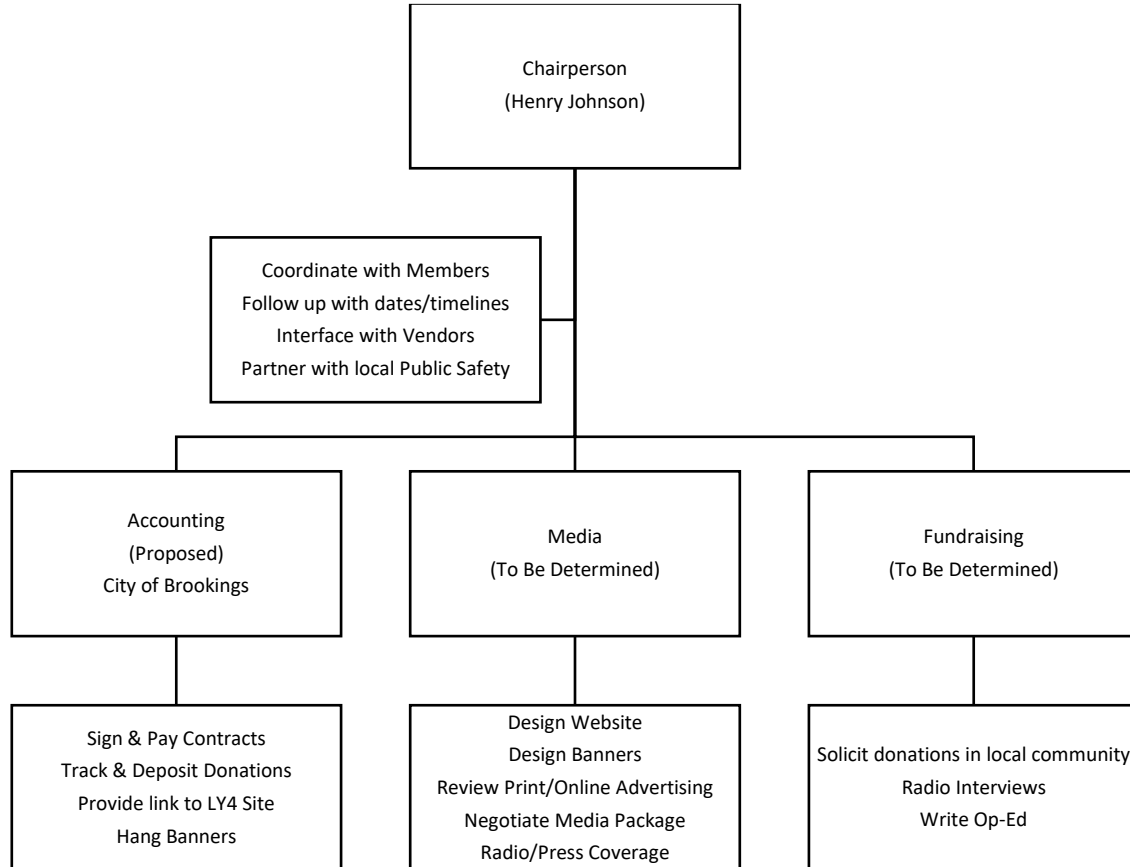
We propose that the City of Brookings partner with the Love Your 4th group (LY4) to help bring a sustainable fireworks show to the Brookings-Harbor area.

- Pg 2 Proposed City Commitments
- Pg 3 Hierarchy
- Pg 4 2024 Budget

Proposed City Commitments

- We propose that the City of Brookings partner with the Love Your 4th group (LY4) to help bring a sustainable fireworks show to the Brookings-Harbor area. This partnership would include:
- Maintaining the escrow account of donated money.
- Signing & Paying on contracts as approved by Council/LY4 Group
- Installation and removal of Roadside Banners.
- Linking the City Website to the LY4 Website.

Love Your 4th Fireworks 2024 Hierarchy



2024 \$30,000 LY4 Fireworks Budget

\$8,000 Mainstream Advertising in Rouge, Willamette & Central Valley.

(Ads focus on visiting the Brookings area, & run 6 weeks prior to 7/4/2024.)

- Spotify Ads
- Facebook/Instagram Ads
- Website Banners

\$2,000 Local Advertising

- Roadside Banners
- Radio Ads, Simulcast Audio with the show
- Newspaper Ads

\$20,000 Fireworks (Subject to increase based on donations acquired.)

- Permits
- Equipment/Materials
- Insurance
- 30-minute show
- Licensed Pyrotechnician and crew

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12th, 2024

Originating Dept: Administration

Signature (submitted by)

Kelly McCreary
City Manager Approval

Subject:

City Manager recruitment contract.

Recommendation:

Authorize the Interim City Manager to sign the City Manager recruitment contract with Prothman.

Financial Impact:

Professional Fee of \$16,500 and estimated expenses of \$5,920-\$9,380 (actual expenses based on Council decisions through the process).

Background/Discussion:

At the February 5th, 2024 Council Workshop, the Council reviewed executive recruitment company proposals from Lane Council of Governments, Prothman, WBCP, and Columbia ltd for hiring a permanent City Manager. As well as being the second lowest priced proposal, the Council was most impressed with Prothman due to their depth of experience with the numerous executive position placements they have completed for municipal and county governments in Oregon, the number of government entities in Oregon and Washington who have been repeat customers for other executive positions, and other executive placements in like-size, coastal, and nearby towns. Prothman also offers a 12 month guarantee that if the selected finalist is terminated by the City or resigns within the first year that Prothman will conduct one additional recruitment and not charge a Professional Consulting Fee.

Council directed the Interim City Manager to request Prothman provide a contract for this recruitment. Prothman provide the contract which includes the same scope of work included in their original proposal. This contract includes a fixed Professional Fee of \$16,500. It also includes expenses which, in total, can range from approximately \$7,020-\$9,190. The actual expenses vary based on Council requests throughout the process (i.e., number of in-person meetings with Prothman, advertising preferences, interview packets and shipping, and the number of finalists for background). Once Prothman receives the signed contract they will coordinate with the Council to create a schedule.

	<u>Consulting Services</u>	<u>Expenses</u>
Prothman, Issaquah, WA	\$16,500	\$5,920-\$9,380
Lane Council of Governments, Eugene, OR	\$14,500	Lodging Only
WBCP, Rogue River, OR	\$26,900	\$6,200 max
Columbia ltd, Colorado Springs, CO	\$27,000	Included

Attachments:

a. Prothman contract to include scope of work



February 6, 2024

Chief Kelby McCrae
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Chief McCrae:

We thank the City of Brookings for its confidence in Prothman to assist in providing services for the recruitment of its new City Manager. The following represents a scope of work for these services and the associated professional fee and expenses.

Scope of Work

1. Develop a Tailored Recruitment Strategy

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule

Information Gathering and Research

We will travel to Brookings or meet via Zoom and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next City Manager. We will:

- ◆ Meet with the City Council
- ◆ Meet with Department Directors
- ◆ Meet with staff, as directed
- ◆ Meet with community and other stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience and ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

2. Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy

We recognize that often the best candidates are not actively looking for a new position - *this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ♦ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ♦ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of city/county management professionals who are not actively searching for a new position.
- ♦ **Focused Candidate Outreach** via personal emails and networking from our database of city/county management professionals.
- ♦ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

3. Conduct Preliminary Screening

Candidate Screening

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses (to determine a candidate's writing skills, analytical abilities, and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 4 to 12 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will travel to Brookings and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

4. Prepare Materials and Process for Final Interviews

Final Interview Process

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
 - **Deciding on an Evening Reception**
 - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**

Background checks include the following:

 - **References**
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

We will travel to Brookings and facilitate the interviews. The interview process usually begins with a morning briefing where the schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the panel debrief, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

5. Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

6. Guarantee

Replacement Recruitment

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

FEE & EXPENSES

Professional Fee

The fee for conducting a City Manager full recruitment with a one-year guarantee is \$16,500. The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Professional fees are billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Brookings will be responsible for reimbursing expenses Prothman incurs on your behalf for each recruitment. Expenses for each recruitment include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,600 - \$2,100)
- Direct mail announcements (\$1,800)
- Consultant travel: mileage at IRS rate, travel time at \$40 per hour, lodging (approx. \$1,100 - \$1,500 per trip)
- Interview Packets and Shipping: (approx. \$150 - \$450)
- Background checks performed by Sterling (approx. \$170 per candidate)

Other Expenses

Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Accepted by:

CITY OF BROOKINGS

Date

Name

Title

PROTHMAN COMPANY

 2/6/2024
Sonja Prothman Date
Chief Executive Officer

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: February 12th, 2024



Signature (submitted by)

Originating Dept: City Attorney



City Attorney Approval

Subject:

Interim City Manager compensation.

Recommendation:

Authorize Interim City Manager Kelby McCrae's compensation of 20% more than that of his current position as Director of Public Safety, retroactive to January 16th, 2024, effective through his last day as Interim.

Financial Impact:

Approximately \$2,004 monthly.

Background/Discussion:

At the Council's January 22, 2024 meeting, Council requested that an agenda item regarding Interim City Manager Kelby McCrae's compensation be placed on the Council agenda. After speaking with the Mayor and a Councilor, compensation of 20% more than that in his current position as Director of Public Safety was proposed, retroactive to January 16th, 2024. This additional compensation would be effective through his last day as Interim.

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/24	01/04/2024	91091	5876	Advanced Reporting LLC	10-00-2005	298.70
01/24	01/04/2024	91092	5908	Amazon Capital Services	49-00-2005	268.01
01/24	01/04/2024	91093	147	Brookings Glass Inc	10-00-2005	547.00
01/24	01/04/2024	91094	6072	Salmon Run Golf Course	10-00-2005	49,270.00
01/24	01/04/2024	91095	4859	Brookings Harbor Garden Club	10-00-2005	1,500.00
01/24	01/04/2024	91096	313	Brookings Vol Firefighters	10-00-2005	2,250.00
01/24	01/04/2024	91097	715	Budge McHugh Supply	20-00-2005	3,460.00
01/24	01/04/2024	91098	5567	CAL/OR Insurance Agency	30-00-2005	683.33
01/24	01/04/2024	91099	193	Central Equipment Co, Inc	10-00-2005	46.00
01/24	01/04/2024	91100	3015	Charter Communications	30-00-2005	749.96
01/24	01/04/2024	91101	5822	Chaves Consulting Inc	49-00-2005	370.20
01/24	01/04/2024	91102	5952	Chetco Auto Marine & Industrial Supply	25-00-2005	486.67
01/24	01/04/2024	91103	6214	Chetco Trader Pawn Shop	61-00-2005	492.70
01/24	01/04/2024	91104	3834	Clean Sweep Janitorial Service	33-00-2005	2,080.00
01/24	01/04/2024	91105	4882	Coastal Heating & Air	10-00-2005	915.00
01/24	01/04/2024	91106	5827	Coastal Investments LLC	10-00-2005	960.00
01/24	01/04/2024	91107	1745	Coastal Paper & Supply, Inc	10-00-2005	348.04
01/24	01/04/2024	91108	182	Coos-Curry Electric	10-00-2005	11,527.42
01/24	01/04/2024	91109	284	Day Management Corp	30-00-2005	994.32
01/24	01/04/2024	91110	317	DCBS - Fiscal Services	10-00-2005	545.76
01/24	01/04/2024	91111	1	Cindy Vineyard	20-00-2005	157.40
01/24	01/04/2024	91112	1	Jake Pieper	20-00-2005	182.71
01/24	01/04/2024	91113	5432	First Community Credit Union	25-00-2005	4,662.00
01/24	01/04/2024	91114	298	Freeman Rock, Inc	50-00-2005	2,154.28
01/24	01/04/2024	91115	5004	Galls LLC	10-00-2005	7.43
01/24	01/04/2024	91116	6153	General Pacific Inc	10-00-2005	550.00
01/24	01/04/2024	91117	6097	GP Energy	10-00-2005	2,587.11
01/24	01/04/2024	91118	198	Grants Pass Water Lab	20-00-2005	48.00
01/24	01/04/2024	91119	6030	Hartwick Automotive LLC	10-00-2005	127.16
01/24	01/04/2024	91120	4171	In-Motion Graphics	10-00-2005	220.00
01/24	01/04/2024	91121	4980	iSecure	10-00-2005	58.00
01/24	01/04/2024	91122	6248	KRP Data Systems	10-00-2005	576.00
01/24	01/04/2024	91123	328	Les Schwab Tire Center	25-00-2005	355.99
01/24	01/04/2024	91124	4269	Gary Milliman	10-00-2005	325.00
01/24	01/04/2024	91125	4443	Napa Auto Parts-Golder's	10-00-2005	187.81
01/24	01/04/2024	91126	4487	Net Assets Corporation	10-00-2005	165.00
01/24	01/04/2024	91127	5008	Online Information Services	10-00-2005	60.91
01/24	01/31/2024	91128	699	OR Transportation Infrastructure Bank	55-00-2005	.00 V
01/24	01/04/2024	91129	4	Angela Ahrendt	10-00-2005	233.00
01/24	01/04/2024	91130	4	Sarah Gascoine	10-00-2005	258.00
01/24	01/04/2024	91131	4	Breanna Potter	10-00-2005	258.00
01/24	01/04/2024	91132	322	Postmaster	25-00-2005	1,075.00
01/24	01/04/2024	91133	207	Quill Corporation	10-00-2005	920.35
01/24	01/04/2024	91134	3	Premier Ocean Properties	20-00-2005	182.13
01/24	01/04/2024	91135	3	Christina Richendollar	20-00-2005	102.46
01/24	01/04/2024	91136	6243	Southern Oregon Trees and Stumps LLC	33-00-2005	2,450.00
01/24	01/04/2024	91137	861	Village Express Mail Center	20-00-2005	29.56
01/24	01/04/2024	91138	2122	Cardmember Service	32-00-2005	8,804.78
01/24	01/04/2024	91139	4220	Woof's Dog Bakery	61-00-2005	63.99
01/24	01/11/2024	91140	5908	Amazon Capital Services	10-00-2005	215.95
01/24	01/11/2024	91141	4734	Aramark Uniform Services	10-00-2005	120.00
01/24	01/11/2024	91142	6223	Thomas Bettlejewski	10-00-2005	58.00
01/24	01/11/2024	91143	4939	Bi - Mart Corporation	10-00-2005	69.66

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/24	01/11/2024	91144	2407	Blue Star Gas	10-00-2005	129.00
01/24	01/11/2024	91145	5070	Canon Solutions America	10-00-2005	51.59
01/24	01/11/2024	91146	5305	Carrot-Top Industries, Inc.	10-00-2005	573.31
01/24	01/11/2024	91147	1620	Curry County Community Development	10-00-2005	455.00
01/24	01/11/2024	91148	749	Emerald Pool & Patio	10-00-2005	1,293.18
01/24	01/11/2024	91149	5951	Executech Utah LLC	49-00-2005	30.70
01/24	01/11/2024	91150	153	Ferrellgas	15-00-2005	672.47
01/24	01/11/2024	91151	5491	Fire Rescue Equipment NW, LLC	10-00-2005	1,500.00
01/24	01/11/2024	91152	4518	Government Ethics Commission	75-00-2005	567.41
01/24	01/11/2024	91153	139	Harbor Logging Supply	50-00-2005	1,294.20
01/24	01/11/2024	91154	4526	Janell K. Howard	10-00-2005	220.50
01/24	01/11/2024	91155	5754	iFocus Consulting Inc	49-00-2005	2,575.00
01/24	01/11/2024	91156	5858	Jacobs Engineering Group Inc	53-00-2005	103,815.95
01/24	01/11/2024	91157	5858	Jacobs Engineering Group Inc	25-00-2005	132,129.50
01/24	01/11/2024	91158	2834	Kelby McCrae	10-00-2005	104.00
01/24	01/11/2024	91159	3159	NorthCoast Health Screening	25-00-2005	125.00
01/24	01/11/2024	91160	4794	Pacific Rim Copy Center	10-00-2005	120.00
01/24	01/11/2024	91161	6243	Southern Oregon Trees and Stumps LLC	33-00-2005	2,490.00
01/24	01/11/2024	91162	4542	Umpqua Bank	45-00-2005	5,322.00
01/24	01/11/2024	91163	861	Village Express Mail Center	10-00-2005	52.41
01/24	01/11/2024	91164	169	Waste Connections Inc	10-00-2005	715.57
01/24	01/11/2024	91165	5992	Ziply Fiber	30-00-2005	326.46
01/24	01/11/2024	91166	4131	Zumar Industries Inc	15-00-2005	805.40
01/24	01/18/2024	91167	2578	Action Trophies	10-00-2005	32.00
01/24	01/18/2024	91168	5108	Brad Kelly, PT	25-00-2005	105.00
01/24	01/18/2024	91169	259	Da-Tone Rock Products	20-00-2005	1,026.24
01/24	01/18/2024	91170	2186	Ferguson Waterworks #3011	20-00-2005	6,052.16
01/24	01/18/2024	91171	6097	GP Energy	10-00-2005	2,955.00
01/24	01/18/2024	91172	6065	Local Government Law Group PC	10-00-2005	8,577.50
01/24	01/18/2024	91173	5789	Moss Adams LLP	75-00-2005	4,320.00
01/24	01/18/2024	91174	5916	Oregon Department of Aviation	33-00-2005	50.00
01/24	01/18/2024	91175	4	Tessa Osterhage	10-00-2005	258.00
01/24	01/18/2024	91176	4	Hunter Trimm	10-00-2005	258.00
01/24	01/18/2024	91177	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
01/24	01/18/2024	91178	322	Postmaster	10-00-2005	310.00
01/24	01/18/2024	91179	142	Tidewater Contractors Inc	15-00-2005	431.63
01/24	01/18/2024	91180	5904	Travel Southern Oregon Coast	32-00-2005	200.00
01/24	01/18/2024	91181	169	Waste Connections Inc	25-00-2005	713.32
01/24	01/18/2024	91182	169	Roto Rooter of Curry County	25-00-2005	1,207.00
01/24	01/25/2024	91183	6250	7 Mile Contracting LLC	20-00-2005	2,500.00
01/24	01/25/2024	91184	6173	Airtech Mechanical LLC	10-00-2005	3,879.76
01/24	01/25/2024	91185	5908	Amazon Capital Services	10-00-2005	82.50
01/24	01/25/2024	91186	4788	BOLI	33-00-2005	324.99
01/24	01/25/2024	91187	5070	Canon Solutions America	10-00-2005	326.44
01/24	01/25/2024	91188	6180	Carahsoft Technology Corp	10-00-2005	6,450.00
01/24	01/25/2024	91189	3834	Clean Sweep Janitorial Service	10-00-2005	75.00
01/24	01/25/2024	91190	5249	Curry County Title, Inc	20-00-2005	400.00
01/24	01/25/2024	91191	4746	Curry County Treasurer	10-00-2005	210.75
01/24	01/25/2024	91192	173	Curry Equipment	10-00-2005	585.25
01/24	01/25/2024	91193	284	Day Management Corp	10-00-2005	244.78
01/24	01/25/2024	91194	371	Department of Environmental Quality	25-00-2005	12,828.00
01/24	01/25/2024	91195	2640	Dyer Partnership, The	51-00-2005	34,530.72
01/24	01/25/2024	91196	6127	Ferguson Enterprises LLC #3325	25-00-2005	161.75
01/24	01/25/2024	91197	5004	Galls LLC	10-00-2005	265.37
01/24	01/25/2024	91198	269	Grainger	20-00-2005	226.68
01/24	01/25/2024	91199	6030	Hartwick Automotive LLC	10-00-2005	277.14

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/24	01/25/2024	91200	4357	Hemlock Street Properties LLC	10-00-2005	930.00
01/24	01/25/2024	91201	6237	Miller Nash LLP	10-00-2005	13,875.00
01/24	01/25/2024	91202	5954	Morel Ink	10-00-2005	541.17
01/24	01/25/2024	91203	329	New Hope Plumbing	10-00-2005	1,112.50
01/24	01/25/2024	91204	3789	Oak Street Health Care Center	25-00-2005	150.00
01/24	01/25/2024	91205	5155	Oregon Department of Revenue	10-00-2005	617.00
01/24	01/25/2024	91206	699	OR Transportation Infrastructure Bank	55-00-2005	200,000.00
01/24	01/25/2024	91207	4	Emily Jazbutis	10-00-2005	258.00
01/24	01/25/2024	91208	5101	Pitney Bowes Reserve Acct	10-00-2005	1,000.00
01/24	01/25/2024	91209	207	Quill Corporation	10-00-2005	54.74
01/24	01/25/2024	91210	6249	Recreation Services Inc	50-00-2005	3,373.00
01/24	01/25/2024	91211	3	Charles Warren	20-00-2005	1.31
01/24	01/25/2024	91212	3752	Trace Analytics, LLC	10-00-2005	95.00
01/24	01/25/2024	91213	861	Village Express Mail Center	10-00-2005	60.55
01/24	01/25/2024	91214	4220	Woof's Dog Bakery	61-00-2005	63.99
01/24	01/25/2024	91215	5992	Ziply Fiber	25-00-2005	1,257.73
Grand Totals:						<u>674,182.41</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary