

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, August 26, 2024, 7:00pm, Executive Session to immediately follow**

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

The City Council will meet in Executive Session to start immediately following the City Council meeting, in the City Manager's office, under the authority of ORS 192.660(2)(f), to consider information or records that are exempt by law from public inspection and ORS 192.660(2)(h), to consult with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

#### **A. Call to Order**

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

#### **D. Ceremonies/Appointments/Announcements**

1. Yard of the Month Award

Residential: 17250 Garvin Court, owner Steve Blasdel

#### **E. Scheduled Public Appearances**

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

1. Ron Schneirson – Committee on Public Art

#### **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 July 22, 2024 [Pg. 1]
2. Accept Parks and Recreation minutes for March 28, 2024 [Pg. 3]
3. Receive monthly financial report for July 2024 [Pg. 4]
4. Approve Liquor License for mobile vendor – Fire Bros BBQ & Grill [Pg. 10]

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

1. Municipal Pool Resurfacing Contract [Pg. 15]
  - a. Mid-America Pool Renovation Inc. Bid [Pg. 16]

#### **I. Informational Non-Action Items**

1. July 2024 Vouchers [Pg. 25]

#### **J. Remarks from Mayor, Councilors and City Manager**

#### **K. Adjournment**

### URBAN RENEWAL AGENCY

#### **A. Call to Order**

#### **B. Roll Call**

#### **C. Consent Calendar**

1. Approve Urban Renewal meeting Minutes for August 14, 2023 [Pg. 29]
2. Approve Urban Renewal meeting Minutes for December 11, 2023 [Pg. 30]
3. Approve Urban Renewal meeting Minutes for June 24, 2024 [Pg. 31]

## **D. Agency Remarks**

## **E. Adjournment**

\*Public Comment forms and the agenda packet are available on-line at [www.brookings.or.us](http://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

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

**Call to Order**

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

**Roll Call**

Council Present: Mayor Isaac Hodges, Councilors Andy Martin, and Phoebe Pereda; a quorum present

Council Absent: Councilors Kristi Fulton and Clayton Malmberg

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

Media Present: 1

Others Present: approximately 10 audience members and new City Manager Tim Rundel

**Ceremonies/Appointments/Announcements**

Mayor Hodges introduced the new City Manager, Tim Rundel, and thanked Chief McCrae, Lieutenant Donny Dotson and staff for the interim period without a permanent City Manager.

**Scheduled Public Appearances**

Nick Rail of Partnership for Performing Arts provided an update on the Performing Arts Center at Del Norte High School in Crescent City.

**Oral Requests and Communications from the Audience**

1. Angelique Ell, 1126 Robbins Road – spoke in support of requiring permits for demonstrations and protests
2. Diana Carter, 805 Paradise Lane – updated Council on CORE activities
3. Mike Frederick, 16883 Yellowbrick Road – spoke in support of Psilocybin manufacture and services
4. Amanda Whittemore, 1033 Chetco Avenue – on behalf of the Wild Rivers Film festival, welcomed new City Manager, Tim Rundel

**Consent Calendar**

1. Approve Council minutes for July 8, 2024
2. Receive monthly financial report for June 2024

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

**Staff Reports**

**1. Ballot Measure Prohibiting Psilocybin Manufacture and Service Centers**

Staff Report provided by Chief McCrae

**Councilor Martin moved, Councilor Pereda seconded, and Council, with Mayor Hodges voting against, voted to adopt Resolution 24-R-1266 placing a measure on the November 5, 2024 election ballot prohibiting psilocybin manufacture and service centers in the City of Brookings.**

**Remarks from Mayor and Councilors**

Council thanked Chief McCrae for serving as Interim City Manager in addition to his regular duties. They also thanked all the staff and community for their help in keeping the City running smoothly.

Mayor Hodges shared his thoughts on Psilocybin and desire to see more research and be able to gain from the possible positive economic impacts. He appreciated attending the recent Oregon Mayors Association conference and being from the City of Brookings.

Chief McCrae thanked council for their trust and support throughout his interim position. He learned a lot, especially how to support the council and the City and its staff and expressed that it was a team effort. Lastly, Chief welcomed Tim Rundel to the City Manager role.

**Adjournment**

Mayor Isaac Hodges adjourned the meeting at 7:56 PM.

Respectfully submitted:

ATTESTED:

this 26<sup>th</sup> day of August, 2024:

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Isaac Hodges, Mayor

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Brooklyn Osterhage, Deputy City Recorder

**MINUTES**  
**BROOKINGS PARKS AND RECREATION COMMISSION**  
**March 28, 2024**

**CALL TO ORDER**

Chair Kerr called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

**ROLL CALL**

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

*Absent:* Mike Worthey

*Also present:* PWDS Director Tony Baron

Meeting was not recorded, following is a summary of the meeting.

**APPROVAL OF MINUTES**

**Motion made by Commissioner Brattain, to approve the minutes of October 26, 2023; motion seconded and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES – None**

**COMMISSION BUSINESS – Election of Chair and Vice Chair -**

**Motion made by Commissioner Brattain to nominate Chair Kerr as Parks and Recreation Commission Chair for 2024 Proceedings; motion seconded. By a 4-0 vote the motion carried.**

**Motion made by Commissioner Brattain to nominate Commissioner Armstrong as Parks and Recreation Commission Vice Chair for 2024 Proceedings; motion seconded. By a 4-0 vote the motion carried.**

**REGULAR AGENDA –**

**A. Parks Capital Improvement Plan – Tony Baron presented the Parks Capital Improvement Plan. Motion made by Commissioner Brattain to approve the Parks Capital Improvement Plan; motion seconded. By a 4-0 vote the motion carried.**

**INFORMATION UPDATES/DISCUSSION ITEMS–** Tony Baron announced Nature's Coastal Holiday donated funds to renovate the Snack Shack.

**COMMISSIONER REPORTS/COMMENTS – None**

**ADJOURNMENT**

With no further business, meeting adjourned at 7:25 pm.

Respectfully submitted,



Steve Kerr, Chair

(Approved at July 25, 2024 meeting)

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2024

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	4,410,740.00	127,162.84	127,162.84	4,283,577.16	2.9
LICENSES AND PERMITS	307,000.00	22,356.96	22,356.96	284,643.04	7.3
INTERGOVERNMENTAL	298,500.00	17,259.92	17,259.92	281,240.08	5.8
CHARGES FOR SERVICES	1,058,500.00	91,634.13	91,634.13	966,865.87	8.7
OTHER REVENUE	140,500.00	91,515.87	91,515.87	48,984.13	65.1
TRANSFERS IN	732,236.00	.00	.00	732,236.00	.0
	6,947,476.00	349,929.72	349,929.72	6,597,546.28	5.0
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	38,866.00	3,882.86	3,882.86	34,983.14	10.0
MATERIAL AND SERVICES	12,850.00	360.60	360.60	12,489.40	2.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	51,716.00	4,243.46	4,243.46	47,472.54	8.2
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	453,018.00	31,599.06	31,599.06	421,418.94	7.0
MATERIAL AND SERVICES	241,300.00	7,936.30	7,936.30	233,363.70	3.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	694,318.00	39,535.36	39,535.36	654,782.64	5.7
POLICE:					
PERSONAL SERVICES	3,642,146.00	297,839.42	297,839.42	3,344,306.58	8.2
MATERIAL AND SERVICES	244,000.00	23,556.57	23,556.57	220,443.43	9.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	99,496.00	.00	.00	99,496.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,985,642.00	321,395.99	321,395.99	3,664,246.01	8.1
FIRE:					
PERSONAL SERVICES	266,529.00	21,942.27	21,942.27	244,586.73	8.2
MATERIAL AND SERVICES	109,500.00	9,970.41	9,970.41	99,529.59	9.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	29,990.00	.00	.00	29,990.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	406,019.00	31,912.68	31,912.68	374,106.32	7.9

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2024

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	284,123.00	18,769.78	18,769.78	265,353.22	6.6
MATERIAL AND SERVICES	94,600.00	190.11	190.11	94,409.89	.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	378,723.00	18,959.89	18,959.89	359,763.11	5.0
PARKS & RECREATION:					
PERSONAL SERVICES	319,181.00	20,291.50	20,291.50	298,889.50	6.4
MATERIAL AND SERVICES	143,500.00	4,561.35	4,561.35	138,938.65	3.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	.00	.00	9,981.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	472,662.00	24,852.85	24,852.85	447,809.15	5.3
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	900,000.00	.00	.00	900,000.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	900,000.00	.00	.00	900,000.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	90,500.00	( 2,497.28)	( 2,497.28)	92,997.28	( 2.8)
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	90,500.00	( 2,497.28)	( 2,497.28)	92,997.28	( 2.8)
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	169,300.00	5,588.28	5,588.28	163,711.72	3.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	624,000.00	.00	.00	624,000.00	.0
CONTINGENCIES AND RESERVES	774,596.00	.00	.00	774,596.00	.0
	1,567,896.00	5,588.28	5,588.28	1,562,307.72	.4
	8,547,476.00	443,991.23	443,991.23	8,103,484.77	5.2
	( 1,600,000.00)	( 94,061.51)	( 94,061.51)	( 1,505,938.49)	( 5.9)

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2024

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	525,000.00	51,350.41	51,350.41	473,649.59	9.8
OTHER REVENUE	22,000.00	.00	.00	22,000.00	.0
TRANSFER IN	100,000.00	.00	.00	100,000.00	.0
	<u>647,000.00</u>	<u>51,350.41</u>	<u>51,350.41</u>	<u>595,649.59</u>	<u>7.9</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	261,092.00	19,071.44	19,071.44	242,020.56	7.3
MATERIAL AND SERVICES	326,700.00	3,581.35	3,581.35	323,118.65	1.1
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	1,073.00	367.40	367.40	705.60	34.2
TRANSFERS OUT	243,809.00	.00	.00	243,809.00	.0
CONTINGENCIES AND RESERVES	144,326.00	.00	.00	144,326.00	.0
	<u>992,000.00</u>	<u>23,020.19</u>	<u>23,020.19</u>	<u>968,979.81</u>	<u>2.3</u>
	<u>992,000.00</u>	<u>23,020.19</u>	<u>23,020.19</u>	<u>968,979.81</u>	<u>2.3</u>
	<u>( 345,000.00)</u>	<u>28,330.22</u>	<u>28,330.22</u>	<u>( 373,330.22)</u>	<u>8.2</u>



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2024

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,025,000.00	245,443.66	245,443.66	1,779,556.34	12.1
OTHER INCOME	60,000.00	18,660.09	18,660.09	41,339.91	31.1
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>2,085,000.00</u>	<u>264,103.75</u>	<u>264,103.75</u>	<u>1,820,896.25</u>	<u>12.7</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	451,449.00	38,829.78	38,829.78	412,619.22	8.6
MATERIAL AND SERVICES	183,600.00	4,019.69	4,019.69	179,580.31	2.2
CAPITAL OUTLAY	50,000.00	.00	.00	50,000.00	.0
DEBT SERVICE	22,434.00	2,147.38	2,147.38	20,286.62	9.6
TRANSFERS OUT	35,000.00	.00	.00	35,000.00	.0
	<u>742,483.00</u>	<u>44,996.85</u>	<u>44,996.85</u>	<u>697,486.15</u>	<u>6.1</u>
WATER TREATMENT:					
PERSONAL SERVICES	37,757.00	1,592.14	1,592.14	36,164.86	4.2
MATERIAL AND SERVICES	613,523.00	97.92	97.92	613,425.08	.0
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	757,257.00	.00	.00	757,257.00	.0
CONTINGENCIES AND RESERVES	173,980.00	.00	.00	173,980.00	.0
	<u>1,592,517.00</u>	<u>1,690.06</u>	<u>1,690.06</u>	<u>1,590,826.94</u>	<u>.1</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,335,000.00</u>	<u>46,686.91</u>	<u>46,686.91</u>	<u>2,288,313.09</u>	<u>2.0</u>
	<u>( 250,000.00)</u>	<u>217,416.84</u>	<u>217,416.84</u>	<u>( 467,416.84)</u>	<u>87.0</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2024

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	( 4,500.00)	.00	.00	( 4,500.00)	.0
CHARGES FOR SERVICES	3,650,300.00	334,637.77	334,637.77	3,315,662.23	9.2
OTHER REVENUE	25,000.00	459.00	459.00	24,541.00	1.8
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,670,800.00</u>	<u>335,096.77</u>	<u>335,096.77</u>	<u>3,335,703.23</u>	<u>9.1</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	682,000.00	53,234.56	53,234.56	628,765.44	7.8
MATERIAL AND SERVICES	395,800.00	4,622.60	4,622.60	391,177.40	1.2
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	22,434.00	2,147.22	2,147.22	20,286.78	9.6
TRANSFERS OUT	264,204.00	.00	.00	264,204.00	.0
	<u>1,379,438.00</u>	<u>60,004.38</u>	<u>60,004.38</u>	<u>1,319,433.62</u>	<u>4.4</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	51,243.00	2,388.08	2,388.08	48,854.92	4.7
MATERIAL AND SERVICES	1,294,047.00	136.80	136.80	1,293,910.20	.0
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	1,382,517.00	.00	.00	1,382,517.00	.0
CONTINGENCIES AND RESERVES	393,055.00	.00	.00	393,055.00	.0
	<u>3,135,862.00</u>	<u>2,524.88</u>	<u>2,524.88</u>	<u>3,133,337.12</u>	<u>.1</u>
	<u>4,515,300.00</u>	<u>62,529.26</u>	<u>62,529.26</u>	<u>4,452,770.74</u>	<u>1.4</u>
	<u>( 844,500.00)</u>	<u>272,567.51</u>	<u>272,567.51</u>	<u>( 1,117,067.51)</u>	<u>32.3</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 1 MONTHS ENDING JULY 31, 2024

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	781,400.00	3,840.44	3,840.44	777,559.56	.5
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	25,000.00	.00	.00	25,000.00	.0
TRANSFERS IN	.00	.00	.00	.00	.0
	806,400.00	3,840.44	3,840.44	802,559.56	.5
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	185,256.00	.00	.00	185,256.00	.0
CAPITAL OUTLAY	2,021,144.00	49,265.00	49,265.00	1,971,879.00	2.4
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	2,206,400.00	49,265.00	49,265.00	2,157,135.00	2.2
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	2,206,400.00	49,265.00	49,265.00	2,157,135.00	2.2
	( 1,400,000.00)	( 45,424.56)	( 45,424.56)	( 1,354,575.44)	( 3.2)

# CITY OF BROOKINGS POLICE DEPARTMENT

Kelby McCrae, Chief of Police



**To:** Brookings City Council through City Manager Tim Rundel  
**From:** Lieutenant Donny Dotson  
**Date:** 08/22/2024  
**Subject:** Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Mario Arguilles** with the attached **Caterer** liquor license application. The business "**Fire Bros BBQ & Grill**" is to be located at 924 Easy 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 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 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: 8/19/24

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:

Mario Arguilles

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):

Fire Bros BBQ & Grill

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

924 Easy St

City:

Brookings

Zip Code:

97415

County:

Curry

Business phone number:

805 879-6061

Business email:

Mario@FishMario.com

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

924 Easy St

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:

Mario Arguilles

Phone number:

[REDACTED]

Email:

[REDACTED]



# 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.

Mario Arguilles	MA	8/13/24
Applicant name	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.*


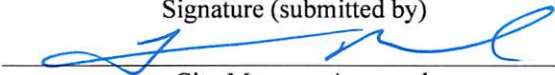


# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: August 26, 2024

Originating Dept: PW/DS

  
Signature (submitted by)  
  
City Manager Approval

---

Subject: Municipal Pool Resurfacing Contract

Motion: Authorize City Manager to execute a contract with Mid-American Pool Renovation for resurfacing work at the municipal pool in the amount of \$262,990

Financial Impact: \$262,990 is budgeted for fiscal year 2024-25 in the Capital Project Reserve Fund line item.

Background/Discussion:

Seasonal outdoor pools are a challenge to maintain a balanced chemistry due to the amount of rainwater that mixes with the pool in the fall winter and spring seasons. The surface of a plastered pool becomes pitted and porous over the course of ten years from high alkaline and calcium levels.

The pool was originally constructed in 1972 and is typically resurfaced every six to eight years.

Staff reached out to several pool resurfacing contractors to solicit bids for the project. Five responded and only two submitted bids. Mid-America Pool Renovation Inc. is the low bidder and registered with several state purchasing programs.

Bidders	Bid
Northwest Pool & Excavation	\$264,666.35
Mid-America Pool Renovation Inc.	\$262,990.00
Emerald Pool & Patio	Declined
Rogue Valley Pools	Declined
Parker Custom Pools	Declined

Attachments:

a. Mid-America Pool Renovation Inc. Bid

# Mid-America

## POOL RENOVATION, Inc.

August 21, 2024

City of Brookings  
Mr. Tony Baron  
898 Elk Dr  
Brookings, OR 97415

Re: Pool Renovation

Dear Mr. Baron,

Thank you for contacting Mid-America Pool Renovation, Inc. We specialize in swimming pool re-surfacing and repairs, and have over 40 years experience renovating swimming pools.

Our **Major Commercial Reference Lists** are included in this proposal. Feel free to contact any of these references in regards to our reputation, quality of work and warranty services.

Our reference lists include many prestigious establishments. We would be pleased to add City of Brookings - Brookings, OR.

Mid-America Pool Renovation, Inc. offers tiling, coping, deck topping, and pool interior resurfacing. In addition to re-plastering, we are the exclusive manufacturer and area applicators of the INTER-GLASS® Reinforced Polymeric System, the only authorized reinforced polymeric re-surfacing system for the Host Marriott managed Hotel Group.

Mid-America Pool Renovation, Inc. is fully insured and bondable. We are members of the International Concrete Repair Institute, the Association of Pool & Spa Professionals, the National Plasterers Council, the Waterjet Technology Association, and have an A+ Rating with the Better Business Bureau of Greater Kansas City.

Mid-America Pool Renovation, Inc. is an **Illinois Department of Public Health Pre-Qualified Illinois Swimming Facility Contractor**.

We maintain full insurance coverage and have enclosed a sample Certificate of Insurance.

We enforce a drug-free workplace.

5929 E. 154th Terrace  
Grandview, MO 64030

816.994.3300 Kansas City  
773.278.7349 Chicago  
636.537.0108 St. Louis  
800.253.7349 Other Areas

816.994.3301 FAX

poolrenovation.com

### COMPLETE SWIMMING POOL RENOVATION

- Polymeric Composite Surface Systems
  - Madewell® Mainstay®
  - Perma-Shield®
  - INTER-GLASS®
  - Hydro Ester LV Coating
- New Pool Interiors
  - INTER-GLASS®
  - Re-Plastering
  - Sunstone®
  - Diamond Brite®
  - River Rok®
  - Beadcrete®
  - Krystalkrete®
- Deck Re-Surfacing
  - Texture-Dek
  - Kool Deck®
- New Tile
  - 100s of Patterns
  - Depth & No Dive
- New Coping
  - Brick
  - Cast Stone
  - Concrete Bullnose
- Water Features
- Structural Repair & Consultation



## **PRICING SUMMARY**

*(details for each item are in quote body)*

### **Pool Interior Options**

White Plaster:	<b>\$202,060.00 – 5 Yr Warranty</b>
Exposed Aggregate Finish:	<b>\$223,360.00 – 5 Yr Warranty</b>
White INTER-GLASS®:	<b>\$256,870.00 – 25 Yr Warranty</b>

\* Price includes 6 New Tiled Racing Lanes and Targets

### **Additional Interior Items**

Waterline Tile Gutter Tile:	<b>\$40,930.00</b>
Depth Markers:	<b>Included with New Tile</b>
Step Marker Tiles:	<b>Included with New Interior</b>

### **Additional Items:**

Build Corner Steps: - Includes Handrail:	<b>\$18,000.00</b>
Texture-Dek of Pool Coping	<b>\$2,000.00</b>

Note: All construction agreements will contain an additional line item for Mobilization totaling 4% of the contract total.



## **POOL INTERIOR SURFACES - Alternatives**

For most residential and commercial swimming pools, we recommend and offer a choice of two pool interior surfaces. 1) Polymeric INTER-GLASS®, and 2) Cement-based re-plastering (with pool plaster, or exposed aggregate materials), are both at the pinnacle of their representative categories and known for their proven longevity and reliability.

Pool plaster continues to be the most popular surface used on new concrete pools and residential pools, as well as being the most economical re-surfacing option we offer. For commercial pools, heated pools and spas, pools constructed with panel walls, and pools with structure cracks, the INTER-GLASS® Reinforced Polymeric System presents important advantages over pool plaster due to its tolerance to structural cracking and movement, its resistance to pool chemical abuse, and its lengthy service life.

Both pool plaster and INTER-GLASS® come in traditional white, but for an additional charge are available in robin's egg blue, natural colors such as sand and charcoal, and special order colors. For outdoor residential pools without lights, INTER-GLASS® is also available with MoonGlow, a special surface that absorbs light during the day and glows at night.



## **REPLASTERING**

Cement-based surfaces such as traditional pool plaster or marcite, exposed aggregate (Diamond-Brite, Sunstone, etc), and pebble finishes with either quartz or dolomite aggregates are widely used for new in-ground concrete swimming pools and spas. Pool plaster uses limestone as its aggregate component while exposed aggregate finished use silica quartz as the aggregate in its mix.

Besides being economical, cement-based surfaces are good choices for swimming pools that are kept full of water and always chemically balanced, where stress or structure cracking is not prevalent or expected, and when the pool is not heated.

Some advantages of cement-based linings are:

- Following installation, the pool can be filled almost immediately without a required, dry curing period
- They come in a variety of colors and finishes

Some disadvantages are:

- They must be submerged to avoid shrinkage cracking and delamination
- Their low tensile and flexural strengths make them susceptible to cracking
- Their naturally high alkaline and porous make-up mandate that the pool water chemistry be kept perfectly balanced to avoid reactions to pool chemicals, calcium carbonate growths and metal staining. They increase the pH of the water, have greater chlorine demands, and will affect Total Alkalinity levels.

### **Re-Surfacing Specifications & Pricing for Re-Plastering**

- Clean, environmentally safe 40,000 psi Ultra High Pressure Water Jetting to remove loose, hollow or deteriorated sub-surface materials in order to insure the best possible mechanical bond
- Cutting and removing the existing plaster down at least 2" away from the waterline tiling, inlets, lights and other fixtures to achieve a flush finish with the new surface
- Placing contrasting color highlight tiles to demark the edges of all the steps and benches, and to satisfy applicable local codes
- All labor, materials and any clean-up associated with the re-surfacing work, and a 5-year warranty (see below for details)

The price to prepare and re-surface the City of Brookings - Brookings, OR **Lap Pool** with white pool plaster is **\$202,060.00.**

The price to resurface with an exposed aggregate finish is **\$223,360.00.**



\*This price reflects standard colors only. Blue, Dark, Pearl, or custom colors may be an additional charge.

### **Re-Plastering Warranty**

Mid-America Pool Renovation, Inc. has 5-year warranty from the date of installation on the new cement-based lining against any flaking, peeling, popping-off or excessive color change providing the pool is maintained chemically balanced and full of water (with proper winterization included as per National Spa & Pool Institute's BASIC POOL & SPA GUIDELINES, 4th edition, instructions for Plaster Finish pools). This warranty only applies to the labor and materials on the newly placed surface material and does not cover any DAMAGE including, but not limited to or from: Defects in the structure including structural or hairline cracking; Vandalism, intentional or accidental abuse, or neglect; Improper acid washes; Stains or discoloration due to, but not limited to, the improper use of chemicals, improperly maintained water chemistry, or any introduction of metals or metal ions into the water; Improper winterization; Hydro-static water pressure; Any acts of God; From any intruder after the plaster crew has left the job site, or from any other action outside the course of normal everyday use and care of the surface lining, or from any other action over which Mid-America Pool Renovation, Inc. has no control. Consequential damages such as, but not limited to, loss of revenue, cost of water, etc., are not covered under warranty.



## THE INTER-GLASS® REINFORCED POLYMERIC SYSTEM


Mid-America Pool Renovation, Inc.'s INTER-GLASS® Reinforced Polymeric System of surface preparation and base application is the premium of pool re-surfacing choices. Approximately 50% of our residential clients choose INTER-GLASS® over a cement-based interior. Approximately 75% of our commercial pool clients choose INTER-GLASS® and nearly 90% of our clients with indoor pools choose INTER-GLASS®.

The INTER-GLASS® system offers an excellent surface for concrete, acrylic-wall, and metal pools:

- INTER-GLASS® is an inert surface and does not interact with pool chemicals like a cement or painted surface. This is especially important for indoor pools
- The 'silky smooth' yet non-slippery surface is easy to clean and reduces pool chemical usage up to 50%
- The adhesive and sealing qualities of Epoxy Resin produces a placement venue supporting a fully bonded surface, and resulting in making the pool shell stronger
- The INTER-GLASS® surface will not be affected if the pool water chemistry periodically falls out of balance
- INTER-GLASS® is unaffected by salt chlorine generators
- The seamless, non-porous surface stops chemically treated pool water from reaching the reinforcing steel and causing carbonation, metal corrosion and concrete degradation
- INTER-GLASS® cannot shrink-crack, spall or become rough like cement based pool linings
- INTER-GLASS® cannot puncture like PVC or other soft-membrane liners, and it cannot blister like pool paint
- INTER-GLASS® eliminates the need for future sandblastings, acid washings, liner replacements and painting
- INTER-GLASS® is safe for contact with food. INTER-GLASS® meets the national specifications of 21 CFR Parts 117.1580, 117.300 and 117.1640 that cover polymeric materials intended for repeated use in contact with food.
- INTER-GLASS® is **PVC-FREE**

The INTER-GLASS® system is a combination of a hybrid preparation process incorporating sub-surface Protective Barrier System (PBS) technology and including biaxial E-Glass, roving woven, InterSteel (when needed), and a special sealing resin followed by our 6-step surface installation process.





InterSteel is a structural repair method using various aramid fabrics including Kevlar® by DuPont (when necessary) in combination with special Type IV sealing resins used extensively around the world to repair structural earthquake damage. This system yields tensile and flexural strengths in the range of 200,000 to 400,000 PSI.

#### **INTER-GLASS® Specifications & Price**

- Removal of all hollow lifted areas or blisters
- Surface sanding as needed
- Hi-pressure water blasting (5000psi) to completely clean the prepared surface
- Installation of a penetrating, sub-surface sealing Protective Barrier System
- Stress / structural crack repair as needed
- Placing contrasting color diamond tiles to demark the edges of all the steps and benches, and to satisfy applicable local codes
- All labor, materials and clean-up associated with installation of the INTER-GLASS® system
- 25-year Limited manufacturers warranty

The price to prepare and re-surface the City of Brookings - Brookings, OR **Lap Pool** with white INTER-GLASS® is: **\$256,870.00.**

#### **INTER-GLASS® Warranty Information**

The attached Sample copy of the warranty lists all conditions and limitations. Mid-America Pool Renovation, Inc. provides this warranty to the pool owner providing: a) the entire project has been paid in full, b) outdoor pools are winterized per the Association of Pool & Spa Professionals **BASIC POOL & SPA GUIDELINES**, 4th Edition, instructions for vinyl-lined, or, plaster or painted pools with covers, c) pools are not left drained with the exception of up to 5 days for necessary repairs for those pools not experiencing hydro-static underground water pressure, and d) the pool structure and sub-surface remain sound and intact.

Mid-America Pool Renovation, Inc. produces and installs the INTER-GLASS® system and warranty's both the labor and materials for the warranty period.





## WATERLINE TILE

In changing waterline perimeter tiling we offer the option of choosing from our selection of frostproof swimming pool tiles from the major tile distributors across the United States.


To remove the existing tiling, prepare a tile bed, supply and install the frostproof mosaic swimming pool tile of your choice (@ 6" depth) around the **Pool** would cost **\$40,930.00** provided it is contracted at the same time as the pool interior.

Please note that installing tile after the new interior has been installed is more difficult and more expensive.

Note: Depth tiles are placed at a minimum of 25-foot intervals around the waterline of commercial pools, and are included in the above price.

You may choose any of the standard ceramic swimming pool tile patterns for this price. **Please provide us with your first and second choices as sometimes patterns are not in stock.**

- \* Please note that some tiling in the brochures are listed as "Accent", "Trim", or "Deco" tiling and are more expensive and not generally used as perimeter waterline tiling. Please inquire with the office on pricing and information on these or any other types of specialty listed or described tiles.



Mid-America Pool Renovation, Inc. guarantees to use only the best recognized products, the most generally aesthetically appealing application techniques, and the most thorough clean-up procedures recognized by our industry in all of our services to produce a beautiful and safe desired result.

If you have filled out and returned one of our pool specification questionnaires, all above quotes are strictly conditional on the accuracy of the information that you have provided to us.

**All construction agreements will contain an additional line item for Mobilization totaling 4% of the contract total.**

The above prices are valid for a period of 60 days with payment expected upon completion of each contracted phase or as negotiated.

The quoted prices do not reflect Prevailing Wage Scales, costs of Performance Bonds or local or state sales taxes.

The quoted prices are contingent on the use of Mid-America Pool Renovation, Inc.'s modified AIA four (4) page Construction Agreement. Minor changes, additions or modifications to Mid-America Pool Renovation, Inc.'s Agreement are welcome for our review, however all other 'Independent Agreements' including longer AIA Agreements, Supplemental Conditions, Vendor, Service, or Membership required Agreements will be assessed a minimum charge of **\$ 50.00/per page fee** for legal review and legal amendment as required.

**This minimum \$ 50.00/per page fee will need to be paid in advance along with the submittal of such an Independent Agreement (s) as noted above.**

The quoted prices are contingent on the use of Mid-America Pool Renovation, Inc.'s Construction Agreement. Any and all other additional costs that might be incurred regarding independent Agreements (Contracts, Service Agreements), including membership fees with organizations are not included in the above pricing and will be billed to the Owner as an additional expense.

Thank you for giving us the opportunity to present this quote on your project and I look forward to hearing from you again soon.

Sincerely,



**Landon Cole**  
Project Manager  
**Mid-America Pool Renovation, Inc.**

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/24	07/03/2024	91912	4859	Brookings Harbor Garden Club	10-00-2005	1,500.00
07/24	07/03/2024	91913	313	Brookings Vol Firefighters	10-00-2005	2,250.00
07/24	07/03/2024	91914	715	Budge McHugh Supply	20-00-2005	333.39
07/24	07/03/2024	91915	5567	CAL/OR Insurance Agency	30-00-2005	683.33
07/24	07/03/2024	91916	5070	Canon Solutions America	10-00-2005	10.95
07/24	07/03/2024	91917	6073	Carpenter Point S	10-00-2005	135.00
07/24	07/03/2024	91918	6031	Cascade Home Center	20-00-2005	2,182.55
07/24	07/03/2024	91919	3015	Charter Communications	30-00-2005	749.96
07/24	07/03/2024	91920	5822	Chaves Consulting Inc	49-00-2005	370.20
07/24	07/03/2024	91921	5952	Chetco Auto Marine & Industrial Supply	20-00-2005	51.04
07/24	07/03/2024	91922	3834	Clean Sweep Janitorial Service	33-00-2005	2,350.00
07/24	07/03/2024	91923	5827	Coastal Investments LLC	10-00-2005	960.00
07/24	07/03/2024	91924	1745	Coastal Paper & Supply Inc	10-00-2005	1,075.78
07/24	07/03/2024	91925	1740	Code Publishing Company Inc	10-00-2005	269.50
07/24	07/03/2024	91926	182	Coos-Curry Electric	10-00-2005	11,136.45
07/24	07/03/2024	91927	284	Day Management Corp	30-00-2005	994.32
07/24	07/03/2024	91928	5333	Double D Electric	10-00-2005	1,385.66
07/24	07/03/2024	91929	6285	Fiona Bean LLC	75-00-2005	7,402.50
07/24	07/03/2024	91930	5432	First Community Credit Union	25-00-2005	4,662.00
07/24	07/03/2024	91931	298	Freeman Rock, Inc	15-00-2005	640.00
07/24	07/03/2024	91932	5004	Galls LLC	10-00-2005	16.45
07/24	07/03/2024	91933	6265	H&S Energy Group	10-00-2005	3,325.38
07/24	07/03/2024	91934	6227	Darryl Harmon	10-00-2005	827.75
07/24	07/03/2024	91935	6030	Hartwick Automotive LLC	10-00-2005	86.03
07/24	07/03/2024	91936	6284	Hopscotch Press Inc	10-00-2005	1,140.00
07/24	07/03/2024	91937	5860	Lane Council of Governments	10-00-2005	1,242.00
07/24	07/03/2024	91938	202	League of Oregon Cities	10-00-2005	6,463.70
07/24	07/03/2024	91939	4269	Gary Milliman	10-00-2005	325.00
07/24	07/03/2024	91940	4487	Net Assets Corporation	10-00-2005	105.00
07/24	07/03/2024	91941	5936	Northwest Insurance Group Inc	33-00-2005	3,257.00
07/24	07/03/2024	91942	4324	OGFOA	10-00-2005	125.00
07/24	07/03/2024	91943	279	One Call Concepts, Inc	25-00-2005	41.75
07/24	07/03/2024	91944	5008	Online Information Services	10-00-2005	112.78
07/24	07/03/2024	91945	6122	Owens Pump & Equipment	20-00-2005	593.45
07/24	07/03/2024	91946	4	Amy Beal	10-00-2005	409.00
07/24	07/03/2024	91947	4	Emily Irwin	10-00-2005	258.00
07/24	07/03/2024	91948	4	Jessica Mowry	10-00-2005	258.00
07/24	07/03/2024	91949	4	Jennifer St George	10-00-2005	238.00
07/24	07/03/2024	91950	6074	Michael Pereda	10-00-2005	5,973.50
07/24	07/03/2024	91951	6022	Philadelphia Insurance Companies	10-00-2005	301.00
07/24	07/03/2024	91952	866	Pitney Bowes Global Financial LLC	10-00-2005	165.54
07/24	07/03/2024	91953	4992	Police Legal Sciences, Inc	10-00-2005	1,280.00
07/24	07/03/2024	91954	322	Postmaster	25-00-2005	1,075.00
07/24	07/03/2024	91955	207	Quill Corporation	10-00-2005	138.06
07/24	07/03/2024	91956	6094	SAIF Corporation	10-00-2005	66,381.83
07/24	07/03/2024	91957	6229	Wayne E Sheffel Jr	10-00-2005	361.95
07/24	07/03/2024	91958	5979	LeeAnn Spring Sheffel	10-00-2005	723.90
07/24	07/03/2024	91959	2863	Verizon Wireless	10-00-2005	715.02
07/24	07/03/2024	91960	4220	Woof's Dog Bakery	61-00-2005	60.79
07/24	07/11/2024	91961	5908	Amazon Capital Services	10-00-2005	1,183.75
07/24	07/11/2024	91962	6192	Angel Armor LLC	10-00-2005	1,291.59
07/24	07/11/2024	91963	6121	AutoZone Inc	10-00-2005	4.98
07/24	07/11/2024	91964	4939	Bi - Mart Corporation	10-00-2005	60.99

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/24	07/11/2024	91965	2407	Blue Star Gas	10-00-2005	125.20
07/24	07/11/2024	91966	715	Budge McHugh Supply	20-00-2005	927.68
07/24	07/11/2024	91967	5070	Canon Solutions America	10-00-2005	58.89
07/24	07/11/2024	91968	3834	Clean Sweep Janitorial Service	10-00-2005	250.00
07/24	07/11/2024	91969	1620	Curry County Community Development	10-00-2005	423.80
07/24	07/11/2024	91970	185	Del Cur Supply	20-00-2005	67.12
07/24	07/11/2024	91971	1	Michael King	20-00-2005	185.96
07/24	07/11/2024	91972	6115	Douglas A Bergstrom, Ph.D.	10-00-2005	375.00
07/24	07/11/2024	91973	5951	Executech Utah LLC	49-00-2005	32.13
07/24	07/11/2024	91974	198	Grants Pass Water Lab	20-00-2005	110.00
07/24	07/11/2024	91975	6227	Darryl Harmon	10-00-2005	860.00
07/24	07/11/2024	91976	6030	Hartwick Automotive LLC	10-00-2005	86.03
07/24	07/11/2024	91977	6287	Isaac Hodges	10-00-2005	71.00
07/24	07/11/2024	91978	6286	Mary Hoisington LMFT LLC	10-00-2005	640.00
07/24	07/11/2024	91979	4980	iSecure Inc	10-00-2005	36.30
07/24	07/11/2024	91980	5858	Jacobs Engineering Group Inc	53-00-2005	101,826.80
07/24	07/11/2024	91981	5858	Jacobs Engineering Group Inc	25-00-2005	132,129.50
07/24	07/11/2024	91982	6221	Kittelson & Associates Inc	75-00-2005	2,007.50
07/24	07/11/2024	91983	6261	Language Line Services Inc	10-00-2005	7.84
07/24	07/11/2024	91984	328	Les Schwab Tire Center	10-00-2005	517.80
07/24	07/11/2024	91985	6065	Local Government Law Group PC	10-00-2005	16,579.50
07/24	07/11/2024	91986	6237	Miller Nash LLP	10-00-2005	262.50
07/24	07/11/2024	91987	123	Motorola Solutions Inc	50-00-2005	9,323.34
07/24	07/11/2024	91988	2	Sherrie Hiltenbrandt	10-00-2005	100.00
07/24	07/11/2024	91989	2	Gary Fenton	10-00-2005	100.00
07/24	07/11/2024	91990	3159	NorthCoast Health Screening	10-00-2005	45.00
07/24	07/11/2024	91991	4	Cal-Ore Life Flight	10-00-2005	141.00
07/24	07/11/2024	91992	6229	Wayne E Sheffel Jr	10-00-2005	733.43
07/24	07/11/2024	91993	5979	LeeAnn Spring Sheffel	10-00-2005	733.43
07/24	07/11/2024	91994	5377	Andrew Stubbs	10-00-2005	591.50
07/24	07/11/2024	91995	4542	Umpqua Bank	45-00-2005	5,322.00
07/24	07/11/2024	91996	4734	Vestis Services LLC	10-00-2005	120.00
07/24	07/11/2024	91997	861	Village Express Mail Center	20-00-2005	13.30
07/24	07/11/2024	91998	2122	Cardmember Service	10-00-2005	8,276.93
07/24	07/11/2024	91999	169	Waste Connections Inc	15-00-2005	2,971.22
07/24	07/11/2024	92000	6136	Western Display Fireworks LTD	32-00-2005	15,000.00
07/24	07/11/2024	92001	5992	Ziply Fiber	30-00-2005	138.59
07/24	07/18/2024	92002	4477	Alpine Products Inc	15-00-2005	458.90
07/24	07/18/2024	92003	2364	C & S Fire-Safe Services LLC	10-00-2005	50.00
07/24	07/18/2024	92004	5070	Canon Solutions America	10-00-2005	389.61
07/24	07/18/2024	92005	1373	Cascade Fire Equipment	10-00-2005	254.71
07/24	07/18/2024	92006	193	Central Equipment Co, Inc	10-00-2005	268.91
07/24	07/18/2024	92007	5842	Century West Engineering Corp	33-00-2005	12,000.00
07/24	07/18/2024	92008	3834	Clean Sweep Janitorial Service	10-00-2005	75.00
07/24	07/18/2024	92009	5939	Country Media Inc	10-00-2005	150.68
07/24	07/18/2024	92010	173	Curry Equipment	10-00-2005	202.95
07/24	07/18/2024	92011	259	Da-Tone Rock Products	20-00-2005	586.81
07/24	07/18/2024	92012	317	DCBS - Fiscal Services	10-00-2005	317.52
07/24	07/18/2024	92013	5004	Galls LLC	10-00-2005	35.00
07/24	07/18/2024	92014	4989	Gaylord Klinefelter Contracting Inc	75-00-2005	7,500.00
07/24	07/18/2024	92015	5301	Gunners Sport Shop	10-00-2005	1,256.97
07/24	07/18/2024	92016	6265	H&S Energy Group	10-00-2005	3,564.40
07/24	07/18/2024	92017	6227	Darryl Harmon	10-00-2005	881.50
07/24	07/18/2024	92018	6289	Colton Hill	10-00-2005	542.93
07/24	07/18/2024	92019	5754	iFocus Consulting Inc	49-00-2005	2,575.00
07/24	07/18/2024	92020	3978	KLB Enterprises	15-00-2005	110.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/24	07/18/2024	92021	5526	L.N. Curtis & Sons Inc	10-00-2005	4,735.41
07/24	07/18/2024	92022	5860	Lane Council of Governments	10-00-2005	222.75
07/24	07/18/2024	92023	5888	Lehr	10-00-2005	541.90
07/24	07/18/2024	92024	123	Motorola Solutions Inc	30-00-2005	11,240.30
07/24	07/18/2024	92025	4443	Napa Auto Parts-Golder's	10-00-2005	86.06
07/24	07/18/2024	92026	329	New Hope Plumbing	10-00-2005	560.00
07/24	07/18/2024	92027	6288	Bruce Nishioka	10-00-2005	67.50
07/24	07/18/2024	92028	5389	Pape Material Handling	10-00-2005	2,363.32
07/24	07/18/2024	92029	4	Kary Goitia	10-00-2005	258.00
07/24	07/18/2024	92030	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
07/24	07/18/2024	92031	3	Banana Belt Property Mngmnt	20-00-2005	219.18
07/24	07/18/2024	92032	3	Banana Belt Property Mngmnt	20-00-2005	102.52
07/24	07/18/2024	92033	3	Banana Belt Property Mngmnt	20-00-2005	121.59
07/24	07/18/2024	92034	3	Marlena Holden	20-00-2005	44.75
07/24	07/18/2024	92035	3	Michael King	20-00-2005	114.04
07/24	07/18/2024	92036	267	Seawestern Emergency Vehicles	10-00-2005	908.23
07/24	07/18/2024	92037	6229	Wayne E Sheffel Jr	10-00-2005	361.95
07/24	07/18/2024	92038	5979	LeeAnn Spring Sheffel	10-00-2005	723.90
07/24	07/18/2024	92039	6243	Southern Oregon Trees and Stumps LLC	15-00-2005	1,500.00
07/24	07/18/2024	92040	380	Stadelman Electric Inc	10-00-2005	765.67
07/24	07/18/2024	92041	6262	Stateline Tires LLC	10-00-2005	750.00
07/24	07/18/2024	92042	142	Tidewater Contractors Inc	15-00-2005	42,203.71
07/24	07/18/2024	92043	797	Town & Country Animal Clinic	61-00-2005	226.50
07/24	07/18/2024	92044	5174	Travel Information Council	10-00-2005	167.00
07/24	07/18/2024	92045	861	Village Express Mail Center	10-00-2005	39.75
07/24	07/18/2024	92046	169	Waste Connections Inc	61-00-2005	138.00
07/24	07/18/2024	92047	5394	Laurie Ziemer	10-00-2005	42.41
07/24	07/18/2024	92048	5992	Ziply Fiber	25-00-2005	1,467.18
07/24	07/25/2024	92049	6214	Chetco Trader Pawn Shop	10-00-2005	13,273.33
07/24	07/25/2024	92050	1	Cynthia Anderson	20-00-2005	156.67
07/24	07/25/2024	92051	1	Stephen & Yvonne Beckley	20-00-2005	256.02
07/24	07/25/2024	92052	1	Nicole Cusack	20-00-2005	138.63
07/24	07/25/2024	92053	1	James Gallagher	20-00-2005	242.66
07/24	07/25/2024	92054	1	Chloe Glossop	20-00-2005	48.68
07/24	07/25/2024	92055	1	Jonatan Zebadua	20-00-2005	274.21
07/24	07/25/2024	92056	2640	Dyer Partnership	52-00-2005	57,633.28
07/24	07/25/2024	92057	5657	Gold Form & Label Company	25-00-2005	1,893.00
07/24	07/25/2024	92058	6227	Darryl Harmon	10-00-2005	408.50
07/24	07/25/2024	92059	6043	Oregon Dept of Agriculture	10-00-2005	50.00
07/24	07/25/2024	92060	5703	PacWest Machinery	15-00-2005	989.45
07/24	07/25/2024	92061	4	Hailey Bishop	10-00-2005	258.00
07/24	07/25/2024	92062	4	Nicholas & Amy Phillips	10-00-2005	258.00
07/24	07/25/2024	92063	207	Quill Corporation	10-00-2005	1,024.65
07/24	07/25/2024	92064	3309	Roberts & Associates	50-00-2005	875.00
07/24	07/25/2024	92065	6229	Wayne E Sheffel Jr	10-00-2005	361.95
07/24	07/25/2024	92066	5979	LeeAnn Spring Sheffel	10-00-2005	685.80
Grand Totals:						619,395.45

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

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

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

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

Report Criteria:

Report type: Summary

# **City of Brookings**

## **URBAN RENEWAL AGENCY MEETING MINUTES**

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

**Monday, August 14, 2023**

### **Call to Order**

Director Schreiber called the meeting to order at 7:31 PM

### **Roll Call**

Agency Present: Chair Ron Hedenskog (by phone), Directors Ed Schrieber, Isaac Hodges, Andy Martin, and Michelle Morosky (by phone); a quorum present

Staff present: City Manager Janell Howard, PWDS Director Anthony Baron, and PWDS Deputy Director Lauri Ziemer, Deputy City Recorder Addy Pitman

Media Present: 1

Others Present: 0

### **Oral Requests and Communications from the Audience**

### **Consent Calendar**

1. Approve Urban Renewal meeting minutes for June 26, 2023.

**Director Hodges moved, Director Martin seconded, and Agency voted unanimously to approve the Consent Calendar.**

### **Staff Reports**

1. Urban Renewal 2023 Sidewalk Repair Project Award

**Director Hodges moved, Director Martin seconded and Agency voted unanimously to authorize City Manager to enter into an agreement with Klinefelter Contracting in the amount of \$80,815 for the Urban Renewal District 2023 Sidewalk Repair project.**

2. Authorize Bid for Alder Parking Lot

**Director Schreiber moved, Director Martin seconded and Agency voted unanimously to authorize City Manager to pursue bids from individual contractors for the Alder Street Parking Lot project**

### **Agency Remarks**

Director Schreiber inquired if trees or planters could be added to the Alder Parking lot design. Tony Baron advised it would be possible to add trees. Other agency directors were also in favor of adding trees.

### **Adjournment**

Director Schreiber moved and Agency voted unanimously to adjourn the meeting at 7:58 PM.

Respectfully submitted:

ATTESTED:

This 26<sup>th</sup> day of August, 2024:

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Isaac Hodges, URA Chair

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Brooklyn Osterhage, Deputy City Recorder

**City of Brookings**

# **URBAN RENEWAL AGENCY MEETING MINUTES**

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

**Monday, December 11, 2023**

## **Call to Order**

Chair Hodges called the meeting to order at 8:38 PM

## **Roll Call**

Agency Present: Chair Isaac Hodges, Directors Clayton Malmberg, Phoebe Pereda, Andy Martin, and Kristi Fulton; a quorum present

Staff present: City Manager Janell Howard, Public Works and Development Services Director Anthony Baron, Financial Director Lu Ehlers and Deputy Recorder Brooklyn Osterhage

Media Present: 2

Others Present: 0

## **Consent Calendar**

1. Approve Urban Renewal meeting minutes for October 9, 2023.

**Director Martin moved, Director Fulton seconded, and Agency voted unanimously, with Councilors Malmberg and Pereda abstaining, to approve the Consent Calendar.**

## **Staff Reports**

### **1. Downtown Decorative Light LED Retrofit**

Staff Report presented by Tony Baron

**Director Martin moved, Director Fulton seconded and Agency voted unanimously to authorize City Manager to enter into agreement with Reese Electric Inc. in the amount of \$17,218 to retrofit the downtown decorative light fixtures to LED.**

### **2. Audit Report for the fiscal year ended June 30, 2023**

Staff Report presented by Lu Ehlers

Director Fulton said keep up the good work.

**Director Fulton moved, Director Pereda seconded and Agency voted unanimously to accept the Brookings Urban Renewal Agency's Audit for the fiscal year ended June 30, 2023.**

## **Adjournment**

Chair Hodges moved and Agency voted unanimously to adjourn the meeting at 8:36 PM.

Respectfully submitted:

ATTESTED:

this 26<sup>th</sup> day of August, 2024:

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Isaac Hodges, URA Chair

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Brooklyn Osterhage, Deputy City Recorder



**City of Brookings**

**URBAN RENEWAL AGENCY MEETING MINUTES**

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

**Monday, June 24, 2024**

**Call to Order**

Chair Hodges called the meeting to order at 8:01 PM

**Roll Call**

Agency Present: Chair Isaac Hodges, Directors Clayton Malmberg, Phoebe Pereda, and Kristi Fulton; a quorum present

Agency Absent: Director Andy Martin

Staff present: Public Works and Development Services Director Tony Baron, Finance Director Lu Ehlers, and Deputy City Recorder Brooklyn Osterhage

Media Present: 0

Others Present: 2

**Consent Calendar**

1. Approve Urban Renewal meeting minutes for October 9, 2023.

**Chair Hodges moved, Director Pereda seconded, and Agency voted unanimously to approve the Consent Calendar.**

**Staff Reports**

**1. Façade Improvement Program – Revised Criteria**

Staff Report presented by Tony Baron

**Chair Hodges moved, Director Fulton seconded and Agency voted unanimously to authorize staff to revise the criteria for the Façade Improvement Program as listed in the staff report.**

**2. Hold Public Hearing and Approval of Appropriations for FY 2024-25 Budget**

Staff Report presented by Lu Ehlers

*Public hearing opened at 8:08 pm, no public speakers, public hearing closed at 8:08 pm*

**Director Pereda moved, Director Malmberg seconded and Agency voted unanimously to adopt Resolution 24-R-1260, adopting the Brookings' Urban Renewal Agency's budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2024-25 fiscal year.**

**Adjournment**

Chair Hodges moved and Agency voted unanimously to adjourn the meeting at 8:10 PM.

Respectfully submitted:

ATTESTED:

this 26<sup>th</sup> day of August, 2024:

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Isaac Hodges, URA Chair

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Brooklyn Osterhage, Deputy City Recorder