

# **BANDON CITY COUNCIL**

## **REGULAR MEETING**

**May 1, 2017 - 7:00 P.M.**

**CITY COUNCIL CHAMBERS, 555 HIGHWAY 101, BANDON**

### **AGENDA**

- 1. CALL TO ORDER - INVOCATION - PLEDGE OF ALLEGIANCE**  
Rev. Robin Haruna, Unity Church
- 2. PUBLIC REQUEST(S)**  
2.1 Emergency Medical Services Week Proclamation
- 3. PRESENTATIONS**  
3.1 Volunteer of the Month
- 4. HEARINGS**  
None
- 5. PROCEEDINGS**
  - 5.1 ACTION & DISCUSSION**
    - 5.1.1 Planning Fees (Presentation and Discussion)
    - 5.1.2 Legislative and Initiative Update
    - 5.1.3 Council Goals and Priorities
  - 5.2 RESOLUTION**  
None
  - 5.3 ORDINANCE**
    - 5.3.1 Ordinance 1614: Amending the Comprehensive Plan to Include Amendments to the Parks Master Plan
    - 5.3.2 Ordinance 1622: Charter Franchise Agreement
- 6. CONSENT AGENDA**
  - 6.1 APPROVAL OF COUNCIL MINUTES**
    - 6.1.1 City Council Regular Meeting – April 10, 2017
  - 6.2 REVIEWING OF COMMISSION & COMMITTEE MINUTES**  
*(These have not necessarily been approved by the commission or committee they belong to)*
    - 6.2.1 Parks and Recreation Commission
      - April 20, 2017
  - 6.3 INFORMATION ONLY: DEPARTMENT REPORTS**
    - 6.3.1 A/P Report for March 2017
    - 6.3.2 Library Report for March 2017
    - 6.3.3 Waste Water Treatment Plant Report for March 2017

- 6.3.4 Public Works Report for April 2017
- 6.3.5 Water Treatment Plant Report for April 2017
- 6.3.6 The Barn Report for March 2017
- 6.3.7 Planning Department Report for April 2017

**6.4 INFORMATION ONLY: OTHER ITEMS**

- 6.4.1 Liquor Licenses
  - A. Bandon Bait and Tackle
  - B. Bandon Inn, Inc.

- 7. **PUBLIC COMMENT** - The City of Bandon offers this time for citizens to comment on municipal issues not already on the agenda. After the Mayor asks for comments, rise or raise your hand for the Mayor to acknowledge you. Come to the podium and state your name and address. Please be sure to speak into the microphone. Comments should be limited to 3 minutes. Please supply 16 copies of the material brought to the meeting for distribution.
- 8. **OTHER: COUNCIL/MAYOR/STAFF REMARKS**
- 9. **ADJOURN TO WORK SESSION**

THIS IS A WORK SESSION AND NO PUBLIC COMMENTS WILL BE  
TAKEN AT THIS MEETING.

**AGENDA**

- 1. **CALL TO ORDER**
- 2. **WORK SESSION**
  - 2.1 Council Goals for FY 17-18 & FY 18-19
- 3. **OTHER: COUNCIL/MAYOR/STAFF REMARKS**
- 4. **ADJOURN**



# Proclamation

## EMERGENCY MEDICAL SERVICES WEEK

**Whereas**, emergency medical services is a vital public service; and

**Whereas**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**Whereas**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**Whereas**, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, first responders, educators, administrators and others; and

**Whereas**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**Whereas**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

**Therefore**, I Mary Schamehorn, Mayor of the City of Bandon, Oregon, in recognition of this event do hereby proclaim the week of May 21-27, 2017 as

### **Emergency Medical Services Week**

With the theme, "**EMS Strong: Always in Service**", I encourage the community to observe this week with appropriate programs, ceremonies and activities.

In witness thereof; I hereunto set my hand and cause the seal of the City of Bandon to be affixed on this 1st day of May 2017.

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Mary Schamehorn, Mayor

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> Proposed Planning Fee Schedule	<b>ITEM NO:</b> 5.1.1

## BACKGROUND:

The City Council and Planning Commission identified updating the Planning Department fee schedule as a priority during a joint meeting in October, 2016, and the Planning Commission had discussed the item at an earlier study session. The last update to the fee schedule is thought to have occurred in 2003. At the November, 2016 Planning Commission, a presentation was provided which outlined part of the process for updating the fee schedule, and provided discussion items. From that presentation came the following:

The Planning Department carries out planning application reviews primarily at the request, and ultimate benefit, of the applicant. The review is to ensure that city ordinances are followed and the project does have a general public benefit consistent with the Comprehensive Plan.

The Planning Department conducts studies, plan amendments, and ordinance updates for the greater community benefit.

Fees for application reviews should cover the primary cost of staff, resources, etc... needed to process the permit.

The community, through the overall budget, is responsible for long range planning.

Review of the past eight years indicates that the City recovers approximately 7-11% of the Planning Department budget through fees. The remaining 89-93% is covered by the general tax payers.

A new fee schedule should be developed that would initially result in an approximately 50% cost recovery of the overall Planning Department budget.

A new fee schedule should be in line with other cities in the region and state.

Following these points, we have developed a draft fee schedule that we believe will accomplish a 50% recovery of the annual Planning Department budget. We have reviewed the staffing levels of the department and the expenditures, and determined an average hourly rate (including staff salaries, overhead, administrative support, legal services, etc...) of approximately \$125. To be clear, this study is based on an analysis of the most recent years of departmental activity, using a reasoned and informed approach involving past budgets, staffing levels, expenditures, and local staff experience.

This hourly rate was then applied to the variety of planning application types utilizing previous experience in determining the length of review times to determine individual fees. These fees were then also compared to other communities to ensure that the overall schedule was neither significantly higher nor lower than other identified cities.

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The proposed fee schedule and previous presentation are attached.

Additionally, there is a “Community Planning Fee” proposed that would be calculated and applied at the time of application, but not collected until a zoning clearance is issued – similar in timing to payment of System Development Charges. This fee would be used to provide a portion of the costs associated with long-range planning. It is proposed at 0.5% of the construction value of the project.

Comprehensive Plan updates, area plans, new ordinances, etc... are generally related to overall changes in the community due to development. The purpose of waiting to collect the Community Planning Fee until the time of permit issuance is to tie the payment of the fee to the actual change in the community approved through the planning application. If the project does not move forward, the fee is not due.

**At this time, we have recommended, and the Planning Commission concurred, to NOT implement the Community Planning Fee subject to further research and discussion.**

### **PROPOSED FEE SCHEDULE:**

The proposed fee schedule was presented to the Planning Commission is a workshop on January 26, 2017 and additional guidance was provided. Staff also presented the new fees to the Bandon Chamber of Commerce Board of Directors. An article was also published by the Bandon Western World regarding the fee increase. Staff has also spoken with several community members on an individual basis. In having these discussions, the fees have been modified based upon input from the public. The fee schedule presented here was updated utilizing the information gained from those discussions.

The fee schedule is based upon the format of the existing fee schedule and application types. A few new items were added to improve clarity and equity.

Pre-Application Conference: Prior to major planning projects being formally submitted, it is always beneficial for an applicant to meet with the Planning Staff to outline the proposal, and get feedback regarding the application. The use of a pre-application process - allowing adequate time for discussion and staff review, with a written response to the project – is a useful tool for both the City and the applicant. It is proposed that a \$250 fee be collected for such a conference, with the fee credited to the formal application fee should the project move forward within the next six months.

The Planning Department will continue to assist community members at the counter with general zoning and development questions without a fee. The Pre-Application conference is a tool for responding to more complex and time-intensive requests.

Research Request - \$125/hour: Similar to the Pre-Application conference fee, the research request fee would kick in when a request is made for a large amount of information that requires as significant dedication of staff time. General questions over the counter, or requests for a copy of a permit history for a parcel would continue to be part of the free services at the counter. However, requests for larger amounts of information (i.e. “all zoning clearances for single family homes for the past seven years”) would be subject to the research fee. The purpose of the

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fee is distinguish between general questions of citizens versus larger requests responding to legal or real estate interests.

Zoning Compliance: This is the most common land use application processed in Bandon. It involves everything from fences and small additions to more complex construction such as Single Family Homes. Today, sheds and fences are free, even though they take a couple of hours of overall staff time (Utility and Public Works in addition to Planning) – they are proposed to be \$75 to recover a portion of the costs. Commercial developments would have three categories, dependent on the size of the project. The fees would range from \$75 for the smaller projects, up to \$3000 for the larger commercial projects. Single Family Homes, the most common new construction permit, would be increased from \$300 to \$1200.

A Zoning Compliance – Recheck fee has been added to the schedule. In discussions in the community, it became clear that people were concerned that projects “designed on the back of a napkin” would be treated the same as those with complete applications. While a key component of the Planning Department is customer service, some applications (and applicants) tend to take more time than others to get to the approval level, and in the sense of equity, an additional fee has been proposed for those projects needed plan checks beyond the usual levels. The staff will continue to work with applicants on plan updates and corrections, but should that cycle continue beyond three rechecks or so, the new fee would be applied. The goal is not to penalize, but encourage well prepared plans at the outset of the process.

Home Occupation: This permit is to ensure that a person conducting a business out of a home is conforming with all requirements of the zone, including parking, employees, hours of operation, traffic impacts, etc... It will provide approval to the property owner to ease neighborhood concerns.

Sign Permits: Currently, sign permits are a free permit. There are numerous regulations associated with signs (size, placement, lighting, etc...) and the new fee will assist in covering these costs. After meeting with the community, the Temporary Sign/Banner permits were decreased to \$25.

## **IMPLEMENTATION:**

Unlike utility rate increases, this fee increase will not impact all citizens of Bandon. Rather, it is designed to offset the general tax support to the Planning Department by charging those directly obtaining the permits and services. Staff recommends that the fee schedule be implemented at the full rates at a date certain, subject to City Council approval. That will result in the greatest positive financial impact to the remainder of the community, while also allowing adequate notice to anyone involved with development projects..

There are, of course, options to implement the increase incrementally – perhaps 50% of the fee increase for the first six months, then the full fee schedule after. Or other options are also available.

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**RECOMMENDATION:**

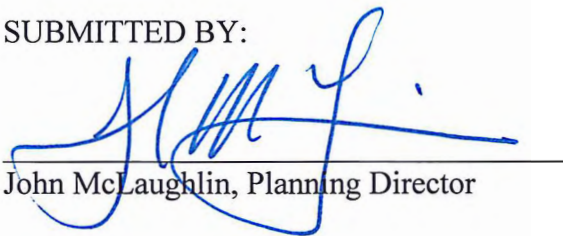
The basis for this fee update is the recognition that those involved with development activity should be paying a fair share of the costs to operate a planning program in Bandon. Historically, fees have recovered approximately 10% operating costs for the department, with the remaining 90% falling on the shoulders of the general citizenry. And it should be stated that the vast majority of Bandon residents will likely never need a permit through the Planning Department. Therefore this schedule is initially designed to recover approximately 50% of the operating costs of the department, sharing the cost burden with the general public.

The Planning Commission held a public in March, 2017 as a recommending body to the City Council on this item. They accepted comments and testimony. They recommended that the fee schedule as proposed, without the Community Planning Fee, be adopted and implemented at date approximately 90 days after adoption by the City Council. The vote was unanimous.

**Staff recommends that the City Council accept testimony and discuss the proposed fee schedule, then provide direction to the Staff regarding any potential changes to the schedule or implementation plan. Such changes will be incorporated into the schedule and brought back at the June 5, 2017 City Council meeting.**

Overall, we believe that the revised fee schedule will result in a more equitable approach to covering the costs of providing planning services for the citizens of Bandon, while creating savings in the City's budget which could be beneficial for other uses.

SUBMITTED BY:



John McLaughlin, Planning Director

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# City of Bandon

## Planning Department

### FEE SCHEDULE

Draft – March 15, 2017

APPLICATION TYPE	FILING FEE (current)	PROPOSED NEW FILING FEE
Pre-Application Conference	No Charge	\$250.00* (credit)
<b>Research Request</b>		<b>\$125/hour</b>
Zoning Compliance - Simple Addition	\$50.00	\$200.00
Zoning Compliance - Complex	\$300.00	\$1,200.00
Zoning Compliance - Fences, sheds	No Charge	\$75.00
<b>Zoning Compliance - SFR</b>	n/a	<b>\$1,200.00</b>
<b>Zoning Comp - Comm. - &lt; 5000 sq. ft.</b>		<b>\$2,000.00</b>
<b>Zoning Comp - Comm. &gt; 5000 &lt; 10,000</b>		<b>\$2,500.00</b>
<b>Zoning Comp - Comm. &gt; 10,000</b>		<b>\$3,000.00</b>
<b>Zoning Compliance – Recheck</b>		<b>\$250.00</b>
<b>Permit Extension Request - admin</b>	n/a	<b>\$200.00</b>
<b>Home Occupation</b>	n/a	<b>\$150.00</b>
<b>Sign Permit</b>	n/a	<b>\$100.00</b>
<b>Temporary Sign/Banner Permit</b>	n/a	<b>\$25.00</b>
Plan Review (CD Zones)	\$100.00	\$2,000.00
<b>Hourly Rate</b>		<b>\$125.00</b>
Architectural Review Board	\$50.00	
<b>Major Remodel/New Construction</b>		<b>\$500.00</b>
<b>Minor Remodel/Paint Color</b>		<b>\$75.00</b>
<b>Land Divisions</b>		
Lot Line Adjustment	\$150.00	\$250.00
Partition	\$500.00	\$2000 plus \$100/lot
Subdivision Tentative Plan	\$800 plus \$40/lot	\$2750 plus \$200/lot
Subdivision/PUD Final Plat Review	\$300 plus \$30/lot	\$1250 plus \$200/lot
Planned Unit Development	\$800 plus \$30/unit	\$2750 plus \$200/unit
Variance	\$500.00	\$2,250.00
Conditional Use Permit	\$750.00	\$2,250.00
<b>CUP - Vacation Rental</b>		<b>\$2,250.00</b>
Multi-Family Review	\$300 plus \$10/unit or \$200 in combo with CUP	\$1500 plus \$100/unit \$750 plus \$100/unit w/CUP fee



APPLICATION TYPE	FILING FEE (current)	PROPOSED NEW FILING FEE
RV/Manufactured Dwelling Park	\$300 plus \$10/space or \$200 in combo with CUP	\$1500 plus \$100/unit \$750 plus \$100/unit w/CUP fee
Non-Admin Amendments	\$100 or 1/2 the original app fee (>)	\$900.00
Admin Amendments	\$50.00	\$300.00
Zoning Code Amendment (text/map)	\$1700 or \$2200 in combo with Plan Amendment	\$3,000.00 \$3500 in combo with Plan Amendment
Comprehensive Plan Amendment	\$1,700.00	\$3,000.00
Annexation	\$2,700.00	\$3,750.00
Vacations	\$300.00	\$2,250.00
Street Opening	\$300.00	\$2,000.00
Appeals	\$100 or 1/2 original app fee (>)	\$250.00
<b>Re-Notification for hearing</b>	n/a	<b>\$250.00</b>
<b>Enforcement Action</b>	n/a	<b>\$125/hour</b>
<b>Re-inspection Fee (bldg. permit)</b>	n/a	<b>\$75.00</b>
<b>Community Planning Fee</b>	n/a	<b>0.5% of construction value calculated at application and due at time of Zoning Clearance/ Building Permit Issuance</b>
-(additional study required)	-	
-	-	
-	-	

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> Legislative & Initiative Update	<b>ITEM #:</b> 5.1.2

## BACKGROUND

### Bills:

At the time of this writing, only 14 Senate & House bills have been enacted. Following is a brief summary of each. SB319 and HB2327 have direct or limited connection to local government activities.

SB 55	Increases General Fund appropriation to Higher Education Coordinating Commission for 2015-2017 biennium for creation and implementation of Oregon Promise program.
SB 146	Designates the third Saturday in March, of each year, Cherry Blossom Day.
SB 319	Authorizes local governments to allow medical marijuana dispensaries and marijuana retailers licensed by Oregon Liquor Control Commission to be located closer than 1000 feet to a school if certain geographical conditions exist.
SB 5508	Increases and decreases certain biennial appropriations made from the General Fund to specified state agencies and Emergency Board.
HB 2254	Exempts horticultural commodities and commodity packs from labeling requirements, if certain exporting conditions are met.
HB 2255	Authorized State Department of Agriculture to adopt recommended or required practices for ensuring safety of milk, fluid milk or dairy products.
HB 2257	Allows Department of Education to waive fee for publisher or supplier who submits textbook title or item of instructional material for review by the State Board of Education, under limited circumstances.
HB 2267	Provides exemption from requirement to obtain medical imaging license if person uses sonographic equipment for sole purpose of ophthalmic sonography, etc.
HB 2327	Addresses a number of issues related to the Oregon Watershed Enhancement Board, including expansion of the Board to include a representative of the US Fish and Wildlife Service and requiring that local watershed councils report. Multiple other changes.
HB 2328	Renames State Board of Psychologist Examiners to Oregon Board of Psychology.
HB 2601	Revises statutes to maintain accuracy, corrects punctuation and grammatical errors, removes obsolete references, and so forth.
HB 2746	Raises refund value to 10 cents for certain beverage containers and clarifies application of the law.
HB 5020	Modifies projections for certain general obligation bonds and revenue bonds authorized for 2015-2017 biennium.
HB 5043	Limits biennial expenditures from fees, moneys or other revenues, including Miscellaneous Receipts and reimbursements from federal service agreements, but excluding lottery funds and other federal funds, collected or received by Higher Education Coordinating Commission.

A few items of note, from the Oregon League of Cities updates, will be mentioned during the meeting. I want to provide the most recent information available.

### Initiatives:

Coos County Ballot Measure 6-162, also known as the "Community Bill of Rights", will appear on the May 16, 2017 election ballot. As directed by Council during the February 6, 2017 meeting, this proposed ballot measure was taken to the Utilities Commission for discussion and recommendation during their

February 15, 2017 meeting. Several comments were made concerning the content and language of the Initiative but no formal recommendation to address specifics of the measure was issued. The Commission did suggest that the City follow the measure closely to determine if and when a position on the Initiative may be appropriate, as there were several areas of the proposal that could be problematic now and in the future. The Initiative has also been reviewed by the City Attorney.

At the March meeting the Council approved a motion to have the City Manager and Utilities Commission Chairman prepare a fact sheet noting how the proposed measure would affect the City of Bandon and its ability to conduct business as a Municipal Utility Provider.

The fact sheet was presented to the Mayor & Council for discussion and direction during the April 10<sup>th</sup> meeting, where they directed staff to include the fact sheet as an insert with the monthly utility bill mailing on April 28, 2017, which was done.

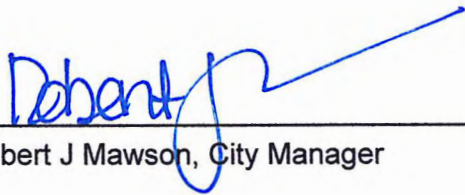
**FISCAL IMPACT**

None

**RECOMMENDATION**

Information only. No specific motion is being requested by staff.

**SUBMITTED BY**



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Robert J Mawson, City Manager

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> Council Goals & Priorities for FY2018 & FY2019	<b>ITEM NO:</b> 5.1.3

## **BACKGROUND:**

In an attempt to expedite the process of establishing Council Goals & Priorities for inclusion with the FY18 Municipal Business Plan & Budget process, I have developed a recommended set of priorities categorized by the seven municipal focus areas previously provided.

These recommended priorities were developed by reviewing past Council Goals, the list of Projects & Priorities provided to me when hired, which included projects & priorities developed during the joint Council/Planning Commission work session, Issues and Priorities that have come up during my short time with the City of Bandon, and various discussions with Elected Officials, Appointed Commissioners, City Staff, and Community Residents. Results of the Citizen Satisfaction Survey were also considered

The recommended list of priorities is only a starting point for Council discussion. I felt it might be easier to discuss and amend a pre-prepared document than to start the discussion and create the document from scratch.

This establishment of Council Goals and Priorities can be discussed and formally adopted under this agenda item, or if the Council prefers, a work session has been scheduled following the regular Council meeting to address this time. If the work session path is preferable it would require action during the May Council meeting to formally adopt the priorities.

## **FISCAL IMPACT:**

None

## **RECOMMENDATION:**

**MOTION:** To approve and adopt the Council Goals & Priorities for Fiscal Years 2018 and 2019, as amended (if amended).

## **SUBMITTED BY:**

  
\_\_\_\_\_  
Robert Mawson, *City Manager*

# City of Bandon

## Council Goals & Priorities

### FY2018 & FY2019

The purpose of setting City Council Goals and Priorities is to provide direction for our community to make positive change and serve as the policy direction for City administration. These goals and priorities also provide a framework for developing & implementing the City's FY2018 & FY2019 Municipal Business Plan and associated Budgets, which includes the allocation of operating, capital, enterprise, and grant revenues.

Goals & Priorities have been categorized into the following seven Municipal Focus Areas:

- Business Expansion, Economic Development & Tourism
- Governance
- Municipal Utilities
- Public Safety
- Quality of Life
- Sustainability & Environmental Stewardship
- Transportation & Facilities Infrastructure

#### **Business Expansion, Economic Development & Tourism**

- The City of Bandon shall improve its economic & community development capabilities and provide leadership & strategic guidance in matters related to economic & community development - including greater involvement and coordination with local, regional and national stakeholders
- The City of Bandon shall improve business recognition, business retention and expansion strategies, complementary business attraction strategies, community marketing, loan programs, and so forth
- The City of Bandon shall promote an attractive image, to include a positive message about doing business in the City and leverage existing competitive advantages such as location, access, ocean views, festivals, golf courses, civic & community involvement
- The City of Bandon shall strategically focus and strengthen urban renewal activities to accomplish goals and objectives identified in the urban renewal plans.
- The City of Bandon shall support and improve the tourism experience in and around the City, while ensuring minimal or no negative impact to the quality of life for Bandon residents

#### **Governance**

- The City of Bandon shall design a responsive and sustainable municipal business plan for that allows for the efficient and effective management of municipal services and the responsible allocation of operating, capital, enterprise and grant revenues.
- The City of Bandon shall continuously evaluate city revenues & expenditures with the goal of providing a valuable service return on citizen investment by delivering the highest

possible customer service, responsibly managing growth, nurturing a culture of continuous improvement, promoting transparent and accountable government, and working with its residents & customers to refine the strategic vision

- The City of Bandon shall develop & implement a coordinated communication and engagement plan to share information about the good work the City is doing, as well as obtain feedback about community priorities and public services from those the City serves
- The City of Bandon shall attract, develop, and retain quality city employees who are committed to maintaining an ethical, professional, qualified, well-trained, service-oriented workforce.
- The City of Bandon shall promote and defend the interests and needs of Bandon in local, state, and national affairs by strengthening intergovernmental relations and regional coordination
- The City of Bandon shall work to elevate the quality of current neighborhoods and future developments by collaborating with citizens and businesses, maintaining high standards, and sharing responsibility for achieving greater neighborhood quality and vibrancy through long-range planning, ordinance application and code compliance
- The City of Bandon shall uniformly administer the policies presented in the Comprehensive Plan for land use decision making

### **Municipal Utilities**

- The City of Bandon shall continue to ensure a reliable, effective, efficient, economic and environmentally safe water, wastewater and electrical energy supply by improving system maintenance, long-term service and infrastructure planning
- The City of Bandon shall promote public awareness of renewable resources and conservation through informative and educational material made available to students and residential, business & industrial customers

### **Public Safety**

- The City of Bandon shall ensure that adequate resources are available to maintain the general health, welfare and safety of all members of the community
- The City of Bandon shall enhance community safety through expanded public awareness & educational programs and prepare to respond to all emergencies, natural disasters, catastrophic acts, and other events that may threaten the health and safety of the public
- The City of Bandon shall exercise every effort to ensure that community residents and visitors feel safe in their neighborhoods, schools and other areas of the community
- The City of Bandon shall work on its own, and with regional partners, to identify & reduce as many hazardous conditions as possible in and around the community

## **Quality of Life**

- The City of Bandon shall encourage a more diverse local economy that includes a qualified workforce and thriving business community
- The City of Bandon shall work to ensure an adequate supply of housing opportunities, for all persons, in neighborhoods that are safe, livable and sustainable
- The City of Bandon shall develop & implement a vision for parks and public spaces to improve quality of life and support a healthy lifestyle for all Bandon residents
- The City of Bandon shall seek to improve access to arts, culture and entertainment of all types
- The City of Bandon shall continue its efforts to beautify the community by reducing blight and enhancing public spaces
- The City of Bandon shall continue its efforts to create a greater sense of community for all Bandon residents

## **Sustainability/Environmental Stewardship**

- The City of Bandon shall participate in providing sustainable educational opportunities to all levels of the community, including students in grades K-12, the public, businesses, and staff through programs, workshops, presentations, training and web resources.
- The City of Bandon shall improve efforts to preserve & protect its natural resources & exercise greater environmental stewardship
- The City of Bandon shall promote & integrate conservation and renewable energy education and programs, where feasible
- The City of Bandon shall explore the feasibility of retrofitting existing municipal buildings & facilities to minimize the use of electrical energy & water to serve as an example of environmental sustainability.
- The City of Bandon shall explore the feasibility of integrating renewable energy projects and programs into the municipal utility companies to support and promote environmental and economic sustainability

## **Transportation & Facilities Infrastructure**

- The City of Bandon shall develop and implement a capital improvement & maintenance program that reduces replacement costs and provides safe, sanitary and well-maintained infrastructure for the use and enjoyment of all residents and visitors
- The City of Bandon shall identify and develop long-term funding strategies for the maintenance of the city's infrastructure and facilities
- The City of Bandon shall continue to plan and develop a diverse network of vehicular, bicycle and pedestrian transportation options that provide multiple options to circulate

throughout the community, reduce vehicular congestion, provide safe & efficient travel and encourage healthy transportation

- The City of Bandon shall protect public investment in municipal buildings & facilities by actively maintaining a working environment that is suitable for its intended purpose and protects the health and safety of the public and city staff





## CITY COUNCIL GOALS 2015–2016

- GOAL #1** Promote education and communication with the community regarding the return of utility rate setting responsibilities to the City Council. Engage the Citizen Involvement Committee to assist in this endeavor.
- GOAL #2** Continue to properly maintain public buildings and basic infrastructure through vigilance and planning. Specific emphasis will be the water reservoir. Incorporate renewable energy into new projects and retrofit existing infrastructure to achieve this goal when feasible.
- GOAL #3** Pursue development of a pedestrian/bike trail from Riverside Drive to the Jetty. City staff will continue to identify rights of way, and possible grant funding sources.
- GOAL #4** Proceed with planning to improve drainage in the Woolen Mill area to facilitate future development. Encourage the flow of traffic from the Creamery to Old Town.
- GOAL #5** Promote “Community Appeal” through the support of public art and beautification; including an emphasis on reducing litter through education, enforcement of litter related ordinances and “Clean-up Days.”
- GOAL #6** Monitor the Emergency Plan and Warning System. Encourage community education and neighborhood meetings through continued reminders and education in the City Newsletter and the media. Continue to support preparedness efforts through BandonPrepares.
- GOAL #7** Review the Animal Control ordinance. Enforce the leash law and waste pick-up ordinance. Address problems with unrestrained dogs and other nuisance animals through citations and warnings.
- GOAL #8** Ensure and support adequate Police and Fire services.

CITY OF BANDON  
CITY COUNCIL GOALS  
2013-2014

GOAL # 1 Pursue development of a pedestrian/bike trail, with special emphasis on development of the Ocean Bluff Trail (Madison Avenue to Beach Loop).

GOAL # 2 Continue to monitor the Emergency Plan and Warning System and include community education and neighborhood meetings.

GOAL # 3 Establish a community-wide fixed-route bus service.

GOAL # 4 Address and resolve problems with unrestrained dogs, feral cats and other nuisance animals.

GOAL # 5 Encourage the flow of traffic between the Face Rock Creamery cheese factory and Old Town.

GOAL # 6 Promote "Community Appeal" through the support of Beautification and Quality of life issues, including emphasis on reducing litter through education, enforcement and clean-up days.

GOAL # 7 Continue to monitor and control basic infrastructure, with special emphasis on maintenance of streets, water, sewer and electric systems. Ensure adequate Police and Fire Services.

GOAL # 8 Ensure adequate Police and Fire Services.

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*City Council Goals are revised every two years after new members are appointed.*

## **COUNCIL GOALS 2011-2012**

- GOAL # 1 Continue to monitor and control basic infrastructure, with special emphasis on maintenance of streets, water, sewer and electric systems.
- GOAL # 2 Ensure adequate Police and Fire Services.
- GOAL # 3 Pursue development of a pedestrian/bike trail, with special emphasis on development of the Ocean Bluff Trail (Madison Avenue to Beach Loop).
- GOAL # 4 Continue to monitor the Emergency Plan and Warning system and include community education and neighborhood meetings.
- GOAL # 5 Establish a community-wide fixed-route bus service.
- GOAL # 6 Address and resolve problems with unrestrained dogs, feral cats and other nuisance animals.
- GOAL # 7 Promote "Community Appeal" through the support of Beautification and Quality of life issues, including emphasis on reducing litter through education, enforcement and clean-up days.
- GOAL # 8 Complete the Business Registry.

## **COUNCIL GOALS 2009-2010**

- GOAL #1      Ensure adequate Police and Fire Services
  
- GOAL #2      Continue to monitor and control basic infrastructure with special emphasis on putting settling tubes in the clarifier.
  
- GOAL #3      Continue to monitor the Emergency Plan and Warning System and include community education and neighborhood meetings.
  
- GOAL #4      Promote “Community Appeal” through the support of Beautification and Quality of Life issues including emphasis on reducing litter through education, enforcement and clean-up days.
  
- GOAL #5      Pursue development of a pedestrian/bike trail with special emphasis on development of the Ocean Bluff Trail (Madison Avenue to Beach Loop) and the Table Rock Pathway.
  
- GOAL #6      Preserve and protect the riparian and wetland areas of our city, our watershed, and our future potential water sources.
  
- GOAL #7      Secure the remaining property to develop an east-side park.
  
- GOAL #8      Promote the completion of the Business Registry.
  
- GOAL #9      Work toward a coordinated, community-wide shuttle service.

**CITY OF BANDON  
COUNCIL GOALS  
JULY1, 2007 - JUNE 30, 2009**

- GOAL #1** Support the restoration of the Coquille River Lighthouse.
- GOAL #2** Support the renovation of the Community Center
- GOAL #3** Pursue the development of a pedestrian/bike trail from Beach Loop to Riverside Drive.
- GOAL #4** Work toward a coordinated, community-wide shuttle service.
- GOAL #5** Promote "Community Appeal" through the support of Beautification and Quality of Life issues. Create a plan to address a systematic and incremental process of undergrounding wiring.
- GOAL #6** Preserve and protect the riparian and wetland areas of our city, our watershed, and our future potential water source areas.
- GOAL #7** Secure the property and develop an east-side park.
- GOAL #8** Continue to monitor the Emergency Plan and Warning System.
- GOAL #9** Promote the Chamber of Commerce completion of the Business Registry Program.
- GOAL #10** Continue to monitor and control basic infrastructure.

# City of Bandon

## CITY COUNCIL DOCUMENTATION

DATE: 05-01-2017

SUBJECT: Comprehensive Plan Amendment – Parks Master Plan

ITEM NO:  
5.3.1

### **BACKGROUND:**

The City Council adopted the Parks Master Plan (Plan) in February 2009. The Parks and Recreation Commission began to review the Plan after the City received ownership of the South Jetty Park. It was noted the Plan needed to be updated and revisions were proposed by members of the Commission.

The Planning Commission held a Public Hearing on March 23, 2017, and recommended approval of the proposed changes.

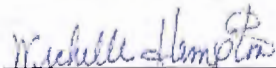
The City Council held a Public Hearing on April 10, 2017 to consider the proposed amendments. The City Council directed staff to prepare an ordinance for adoption at the May 1, 2017 City Council meeting.

### **RECOMMENDATION:**

To adopt Ordinance 1614 amending the Comprehensive Plan to include amendments to the Parks master Plan.

**MOTION:** I move to adopt Ordinance 1614 amending the Comprehensive Plan to include amendments to the Parks Master Plan as presented.

### **SUBMITTED BY:**



Michelle Hampton, City Planner

**ORDINANCE 1614**

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF BANDON  
AMENDING THE COMPREHENSIVE PLAN TO INCLUDE AMENDMENTS TO THE PARKS  
MASTER PLAN**

WHEREAS, the City of Bandon Comprehensive Plan contains Goals and Policies, and other information relating to parks and recreation facilities, with specific references to the Parks Master Plan; and

WHEREAS, the Parks Master Plan (Plan), adopted in February 2009, requires annual review by the Parks and Recreation Commission, to determine if changes and/or additions are deemed desirable or necessary; and

WHEREAS, after reviewing the Parks Master Plan, the Commission determined changes were desirable and necessary and recommended changes to the Parks Master Plan; and

WHEREAS, after reviewing the recommended changes and providing proper public notice and holding a public hearing, the Planning Commission determined the proposed changes were in the best interest of the City of Bandon, and recommended that the Bandon Comprehensive Plan be amended as proposed by the Parks and Recreation Commission, and

WHEREAS, after reviewing the proposed changes and holding a public hearing, the City Council made changes to the Parks Master Plan which it feels are in the best interest of the City of Bandon, and has determined that it is appropriate to amend the Bandon Comprehensive Plan to reflect those changes made to the Parks Master Plan;

NOW, THEREFORE BE IT ORDAINED by the Mayor and City Council that the Bandon Comprehensive Plan is hereby amended to include changes to the Parks Master Plan as presented.

PASSED to a Second Reading this 1<sup>st</sup> day of May, 2017 on a roll call vote.

ADOPTED by the City Council this 1st day of May, 2017, on a roll call vote.

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Mary Schamehorn, Mayor

ATTEST:

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Denise Russell, City Recorder

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> Ordinance #1622 - Franchise Agreement w/ Falcon Cable Systems Company II, L.P., d/b/a Charter Communications	<b>ITEM #:</b> 5.3.2

## BACKGROUND

Several years ago, the City of Bandon became part of a group-negotiation, which included other municipalities, who were working on a new franchise agreement with Charter Communications. It became apparent during these negotiations that the City of Bandon had some unique issues that required discussion beyond the group effort. To date, all other municipalities have approved the re-negotiated agreement with Charter.

The City's last Franchise Agreement with Charter expired in 2011. The City and Charter have been operating under an expired Agreement ever since.

After several discussions, a new Franchise Agreement has been worked out between the City of Bandon and Falcon Cable Systems Company II, L.P., d/b/a Charter Communications. Last minute clarifications require a final review by our legal team and then the document will be issued in its final form. The Agreement is in the process of finalization by the City's legal counsel (Beery Elsner & Hammond, LLP) and will be made available at the Council meeting.

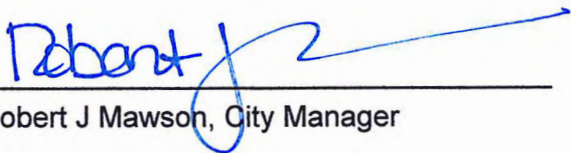
## FISCAL IMPACT

Per Agreement, Charter Communications shall pay the City of Bandon an annual Franchise Fee in an amount equal to five percent (5%) of Charter Communications' annual Gross Revenues.

## RECOMMENDATION

Motion to approve Ordinance #1622 – A ten (10) year Franchise Agreement between the City of Bandon and Falcon Cable Systems Company II, L.P., d/b/a Charter Communications, to construct, operate and maintain a Cable System within the City of Bandon, Oregon and repealing all previously adopted Franchise Agreements with Falcon Cable Systems Company II, L.P., d/b/a Charter Communications.

## SUBMITTED BY



Robert J Mawson, City Manager



# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> City Council Regular Meeting	<b>ITEM NO:</b> 6.1.1

**BACKGROUND:**

Meeting Minutes of the City Council as submitted by Blythe Tiffany, *Minutes Clerk*  
Regular Meeting – April 10, 2017

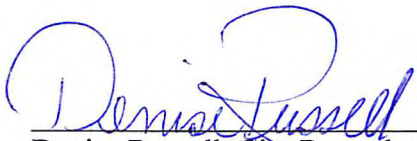
**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Motion to approve the minutes.

**SUBMITTED BY:**

  
\_\_\_\_\_  
Denise Russell, City Recorder

**REGULAR CITY COUNCIL MEETING  
BANDON CITY HALL  
April 10, 2017**

**Present:** Mayor Mary Schamehorn, Council President Madeline Seymour, Councilors Claudine Hundhausen, Chris Powell, Geri Procetto, Brian Vick

**Staff:** City Manager Robert Mawson, City Attorney Fred Carleton, City Planning Director John McLaughlin, Minutes Clerk Blythe Tiffany

**Absent:** Councilor Peter Braun

**1. Call to Order/Invocation/Pledge of Allegiance**

Schamehorn called the meeting to order at 7:00 p.m. Roll Call was taken as indicated above. The Invocation was Offered by Pastor Dan Wilson, Restoration Worship Center. The Pledge of Allegiance was led by Seymour.

**2. Public Request(s) – None**

**3. Presentation(s)**

**3.1 Volunteer of the Month**

Greater Bandon Association (GBA) Executive Director Harv Schubothe explained that, as the March Volunteer of the Month, Steve Buck (“Mongo”), had not been present at the March meeting, two presentations would be made at this time. He introduced Buck (Bandon TV) and presented him with a plaque and a certificate from a local merchant. He then asked Dana Nichols to introduce the April Volunteer of the Month, and she introduced Rushel Reed, and noted her involvement with the Chamber and GBA, as well as other community organizations. She also noted that Reed had been primarily responsible for the recent Gorse Blossom Festival. Nichols stated that Reed’s plaque was not yet ready, and presented her with a thank you card and a certificate from a local merchant.

**4. Hearing**

**4.1 Comprehensive Plan Amendment – Parks Master Plan, Ordinance No. 1614**

The Council had been provided with copies of a report from City Planner Michelle Hampton, which stated:

The City Council adopted the Parks Master Plan (Plan) in February 2009. The Parks and Recreation Commission began to review the Plan after the City received ownership of the South Jetty Park. It was noted the Plan needed to be updated and revisions were proposed by members of the Commission.

Notable changes include:

- Census updates
- The removal of the South Jetty Park from County ownership to the Special Use Park category.
- The removal of the City Hall Gazebo Park.
- Inclusion of the Go Native Project within the Other Recreational Opportunities category.
- Inclusion of the Na-So-Mah Memorial within the Historic and Cultural Sites.

Minor typographical and grammatical errors have also been made, as well as minor additions and deletions throughout the Plan.

Chapters 1, 4, and 6 did not warrant any amendments.

The Planning Commission held a Public Hearing on March 23, 2017, and recommended approval of the proposed changes.

McLaughlin gave a brief review of the report, and noted that the ordinance enacting the proposed changes had not yet been prepared. If the Council wishes to approve the changes, the ordinance can be ready for the May 1 meeting.

Procetto inquired regarding the listing of the Go Native Project, and McLaughlin explained that the listing does not commit the City to any action.

Schamehorn opened the hearing at 7:08 p.m., and read from the Rules of Hearing. She called for testimony, and none was offered. Schamehorn then closed the hearing.

Hundhausen moved to direct staff to prepare the necessary ordinance to adopt the proposed changes to the Comprehensive Plan. Powell seconded the motion, which was passed by a vote of 5:0:1 absent (Braun).

## **5. Proceedings**

### **5.1 Action & Discussion**

#### **5.1.1 Legislative and Initiative Update**

Councilors had been provided with copies of a report from Mawson and a proposed Fact Sheet regarding County Ballot Measure 6-162 [See City Council Minutes of 03/06.2017]. Mawson's report stated:

#### **Bills:**

As of March 24th, the Oregon Index of Bills for 2017 is up to one hundred and forty-nine (149) pages. An electronic version has been sent to you via email for your reference and use during discussions. A copy of the Selected Bills Summary from the LOC has also been sent. So far there has been much discussion, but not much movement on most of the Bills. April, May and June will bring deadlines to move Bills, so more action is expected very soon.

A few items of note, from the League of Cities:

The Senate General Government and Accountability Committee, chaired by Senator Chuck Riley (DHillsboro), heard testimony last week on several bills that would make public meetings and the information presented in them more accessible. The bills are: • SB 637 and SB 638, which would require a public official presiding over a meeting that is being audio recorded to cause each participant to say their name before speaking; • SB 639, requiring that documents presented at a public meeting be posted on a website within three business days; • SB 640, which would require that the recording of any public meeting be of sufficient quality as to be understood by an average person; and • SB 210, introduced at the request of a coalition of local government associations, which would allow for an electronic posting of public notices modeled after the system developed in Utah. The chair is encouraging parties impacted by these bills to meet, discuss concerns and develop potential amendments.

HB 2470 - Representative Ann Lininger (D-Lake Oswego), chair of the House Economic Development and Trade Committee, confirmed that the bill will not advance this session due to insufficient support. The League and officials from several cities provided compelling testimony last week during a public hearing and worked with the Association of Oregon Redevelopment Agencies (AORA) and the Oregon Economic Development Association (OEDA) to oppose the urban renewal legislation. HB 2470 would have hampered city authority to manage urban renewal districts and reduced the utility of urban renewal as a key economic development tool.

The Senate Committee on Workforce, chaired by Senator Kathleen Taylor (D-Portland), continued its consideration and analysis of reform concepts for the Public Employee Retirement System (PERS) on Wednesday. Several amendments were introduced for SB 560, sponsored by Senator Tim Knopp (RBend). The amendments included the following:

- Reducing the multipliers used for calculating full-formula benefits from 1.67 percent for general service members to 1 percent for Tiers I and II, and reducing the multiplier for police and fire members from 2 percent to 1.2 percent. A retiree's benefit is calculated by multiplying their final average salary by the multiplier for each year of creditable service (-2 amendment);
- Severing the link between the assumed earnings rate and the annuity rate, and reduce it to 3.5 percent. This amendment addresses the "money-match" requirements that remain in the system. Currently, retirees eligible for the money-match are guaranteed a rate of return of 7.5 percent regardless of PERS investment earnings (-3 amendment);
- Prohibiting the use of accrued sick and vacation time that would accumulate as part of an employee's final average salary calculation, effective on passage (-4 amendment);
- Increasing the retirement age for general service employees in the Oregon Public Service Retirement Plan (OPSRP) from 65 to 67 years of age regardless of years of service (-5 amendment);
- Requiring a public employer to pay a percentage of an employee's salary into PERS when they hire a retiree (-6 amendment); and
- Increasing the amount of time it takes a newly-hired employee to establish membership in OPSRP (-8 and -9 amendments).

The committee only heard testimony from an invited panel that consisted of PERS staff, legislative counsel and the state's chief human resources officer. The panel examined the constitutionality, systems savings and human resources aspects of each of the proposals.

We are watching the progress of SB 560 very closely as it has the potential to affect the City in multiple ways.

#### **Initiatives:**

Coos County Ballot Measure 6-162, also known as the "Community Bill of Rights", will appear on the May 16, 2017 election ballot. As directed by Council during the February 6, 2017 meeting, this proposed ballot measure was taken to the Utilities Commission for discussion and recommendation during their February 15, 2017 meeting. Several comments were made concerning the content and language of the Initiative but no formal recommendation to address specifics of the measure was issued. The Commission did suggest that the City follow the measure closely to determine if and when a position on the Initiative may be appropriate, as there were several areas of the proposal that could be problematic now and in the future. The Initiative has also been reviewed by the City Attorney.

At the March meeting the Council approved a motion to have the City Manager and Utilities Commission Chairman prepare a fact sheet noting how the proposed measure would affect the City of Bandon and its ability to conduct business as a Municipal Utility Provider.

The fact sheet has been prepared and will be provided to the Mayor & Council for discussion and/or direction.

In discussing his report, Mawson noted that the proposed legislation regarding PERS has caused employees to consider their retirement options; this could affect several City employees

With regard to County Ballot Measure 6-162, it was agreed that it should be put in the utility mailing.

#### **5.1.2 Authorization of Accounts to be Written Off**

The Council had been provided with a listing of bad debt accounts to be written off, along with a report from Linda Eikoff, Account Clerk, stating:

The attached list details utility accounts that are considered "Bad Debts" and need to be written off the computer's current account listing.

These uncollected accounts have been turned over to Western Mercantile, the City's collection agency.

**FISCAL IMPACT:**

FOR THE QUARTER ENDING: March 31, 2017

Total Write-offs	(\$ 5,639.28)
Total Deposits applied ( w/interest)	\$1,845 .39
Net accounts to be written off	(\$3, 793 .89)
Total collections on Bad Debts from January 1, 2017 thru March 31, 2017	\$3,521.56
Net System Loss	(\$272. 33)

Schamehorn wondered how a person could be owing a back bill of \$628, and then get back on City utilities and end up owing another \$136. This led to a general discussion, during which Hundhausen noted that the net loss for the quarter was only \$272.33, and Mawson pointed out that the Council should see some collections on these accounts within the next quarter. Carleton commented that the net loss was probably a third of what it used to be some years ago. Powell pointed out that people can end up with large debts because the City tries to arrange for them to make payments on their back bills, and Carleton added that the Council has encouraged the concept of trying to work with people.

Vick moved to approve the accounts to be written off. Powell seconded the motion, and it passed by a vote of 5:0:1 absent (Braun).

**5.2 Resolution(s) – None****5.3 Ordinance(s) – None****6. Consent Agenda**

The Council considered the following items on the Consent Agenda:

**6.1 Approval of Council Minutes****6.1.1 Regular Meeting – March 6, 2017****6.2 Information Only: Department Reports****6.2.1 Police – March 2017****6.2.2 Accounts Payable – February 2017****6.2.3 Library – February 2017****6.2.4 Waste Water Treatment Plant – February 2017****6.2.5 Public Works – March 2017****6.2.6 Water Treatment Plant – February 2017****6.2.7 The Barn – February 2017****6.2.8 Planning Department – March 2017****6.3 Information Only: Other Items****6.4.1 Utilities Commission Appointment – Don Starbuck****6.4.2 Parks & Recreation Commission Appointment – Jacob Thompson**

With regard to item 6.2.2 Accounts Payable, Seymour inquired regarding the Moss-Adams LLP billing for accounting services, asking if it was for the 2015 or 2016 audit, and Mawson replied that it was for both—the end of 2015 and the beginning of 2016.

Mawson called the Council's attention to item 6.2.8 Planning Department, noting that this report is a new item, prepared by the Planning Director as a summary of the Department's recent activity, including the Bill Clark appeal, new single family home permits and overall building activity, planning fees update, parks master plan update, Old Town parking study and parklet presentation, discussion of zoning ordinance definition of "grade," and application for the re-plat of the Seabird Village Subdivision.

Vick stated that he found it amazing that Bandon is almost twice as busy as Coos Bay.

Mawson noted the following information provided in the report:

<u>City</u>	<u>2015</u>	<u>2016</u>	<u>Total</u>
Coquille	3	3	6
Myrtle Point	3	7	10
Coos Bay	7	17	24
North Bend	11	18	29
<b>Bandon</b>	18	28	46

Seymour moved to approve the Consent Agenda. Hundhausen seconded the motion, and it was adopted by a vote of 5:0:1 absent (Braun).

## 7. Public Comment

**David Hayes** – who provided Councilors with copies of a handout, which he then read – (Alloro Wine Bar and Restaurant), **Cody Carney** (Speakeasy 33), and **Margaret Johnson** spoke about their concerns about the Dollar General store being built in Bandon. Some of the concerns cited were that Dollar General provides minimum wage jobs for people who cannot afford housing in the area; there are lawsuits against Dollar General every year, and OSHA inspections resulting in citations; it is a multi-billion-dollar company out of Tennessee which undercuts local small businesses.

There was some discussion of the issue, during which it was explained that the property on which Dollar General is building is in a commercial zone, and as long as all the requirements of the zone are met, the City cannot deny a building permit. It was noted that Bandon has a large low-income population, and perhaps having a Dollar General in Bandon will keep people from going to Coos Bay to shop.

## 8. Other: Council/Mayor/Staff Remarks

Mawson introduced Beth Hager, the City's new Administrative Assistant, who began work within the last two weeks.

With regard to the reservoir project, he reported that he had met with the State Water Resources Department in Salem on March 14 and went over three water rights applications, as well as a permit to store water, and the Department was supportive of everything; arrangements were made to submit all the permit applications at the same time. He met that same day with the grant department. The applications were submitted on April 4, and they will take some time to go through the process. On April 11 (tomorrow), he will be going back to Salem to seek out other, additional funding sources.

Mawson reported that the pre-construction meeting on the 11<sup>th</sup> Street drainage project will take place on April 19.

There were several wind-caused outages early Friday morning – most of them individuals. Mawson noted that the fact that the City has so much of its distribution system underground has reduced the potential for major outages.

On April 5, there was a meeting with BPA representatives and their Energy Efficiency program people, during which a power point presentation was made. He had provided the Council with copies of two of the slides from that presentation: one showing average retail electricity rates by state, shown in cents per kilowatt-hour, ranging from 8.54 to 18.79 (with Oregon at 9.90); the other dealt with BPA's resources, showing that the mix is approximately 95% non-carbon based.

Vick extended an attaboy to the City's electric crew, and thanks to Don Starbuck to agreeing to serve on the Utilities Commission.

Procetto also commended the electric and public works crews.

Seymour also welcomed Don Starbuck to the Utilities Commission, and stated that she looked forward to working with him again (as she had on the former Water Resources Committee).

She referenced a sever dog attack that had occurred in March in the post office parking lot, and noted that people often insist that their dogs do not need to be on-leash, as they would never attack anyone, and pointed out that the attacking dog in this case was a fourteen year-old Labrador Retriever with three legs. She applauded the police department's animal control efforts, noting that the dog's owner was issued a citation with a substantial fine.

Seymour stated that the first person she had met at City Hall was former Administrative Assistant Beverly Lanier, who was quite knowledgeable and extremely helpful to her. She asked that people remember Lanier in prayer, as she had recently lost her husband and then even more recently, suffered a stroke. She is currently in Eugene, and may be moved to Portland.

Schamehorn stated that the recent storm was a "mid-winter-type storm."

She stated that she had recently been down by the Bandon Coffee Café and noticed that the Port garbage can had been stuffed with what appeared to be someone's household garbage, which was overflowing and being spread around by sea gulls. She wondered if there were any way to cite people for this, and Carleton stated that, though the police have looked into the issue over the years, there are problems in proving responsibility; there is a limited ability to cite without witnesses.

Hundhausen noted that there has been a lot of rainfall over the last few months, leading people to ask why, with all this water, a reservoir is needed. She pointed out that the City presently has no way to store it. She thanked the Utilities Commission and staff for their efforts on the reservoir project.

She stated that she wished to acknowledge the family of the young girl who was recently killed on the beach when a log rolled over her. She stated that people need to be warned about the dangers in being on the beach, especially at certain times of the year.

She pointed out that it is spring, and she hopes that people will spruce up their properties; this is good for tourism, for attracting businesses to the area, and will improve property values.

Powell extended kudos to the Public Works department and its work on the Old Town street paving project, which he stated is just about done.

Vick mentioned there are very bad potholes at the entrance to Old Town (before the McNair building).

## **9. Adjournment**

Schamehorn adjourned the meeting at 8:06 p.m.

Blythe Tiffany  
Minutes Clerk

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> April 20, 2017
<b>SUBJECT:</b> Parks and Rec. Commission Meeting Minutes	<b>ITEM NO:</b> 6.2.1

**BACKGROUND:**

The regular Parks and Recreation Commission meeting minutes for April 20, 2017, as submitted by Blythe Tiffany, *Minutes Clerk*.

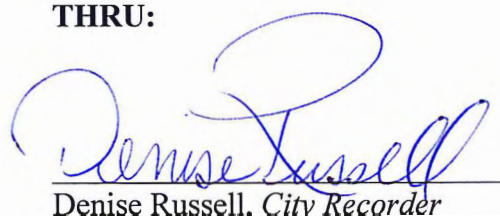
**FISCAL IMPACT:**

None

**RECOMMENDATION:**

For information only.

**THRU:**



Denise Russell, *City Recorder*



**PARKS AND RECREATION COMMISSION MEETING  
BANDON CITY HALL  
April 20, 2017**

**Present:** Chair Harv Schubothe (0-0), Commissioners Troy Russell (0-1), Jacob Thompson (0/0), Esther Williams (0-0)

**Staff:** City Planning Director John McLaughlin, Intern Dana Nichols, Minutes Clerk Blythe Tiffany

**Absent:** Commissioners Donny Goddard, Brad Owens

**1. Call to Order**

The meeting was called to order at 5:30 p.m. by Schubothe.

**2. Roll Call**

Roll Call was taken as indicated above, with Commissioners reporting meeting time (listed first), as well as outside work time.

Schubothe welcomed new Commissioner Jacob Thompson.

[Note: Commissioner Ollie Jones passed away; Commissioner Zac Pounder resigned. There is still one open seat on the Commission.]

**3. Approval of Minutes**

It was noted that Commissioners had received copies of the Minutes of the February 15, 2017 Work Session and Regular Meeting by email.

Russell moved for approval. Williams seconded the motion, which was passed by a vote of 4:0:2 absent (Goddard, Owens)

**4. New Business**

**4.1 Tree Removals: Dollar General – Monterey Cypress – 1035 2<sup>nd</sup> Street NE;  
Trees located to the north of property and within 3<sup>rd</sup> Street NE right-of-way**

Commissioners had been provided with copies of a report from Planner Michelle Hampton, an email from Public Works Director Richard Anderson, the application for pruning, including pictures of the subject property/trees.

Hampton's report stated, in part:

Merit Construction has applied for a tree pruning permit for trees located within the 3<sup>rd</sup> Street NE right-of-way, north of the proposed construction site for Dollar General.

The original request was for trimming a small number of branches as well as removal of all dead limbs. Public Works Director Anderson met with contractors on site to discuss the proposed removal. After the inspection it was Anderson's opinion the request was more involved than originally anticipated and he recommends an arborist evaluate the trees and the proposal and make a recommendation to the Commission for consideration.

Anderson's email indicated that he had met with the contractor on-site, and was suggesting that the trees be evaluated by an arborist, that "a plan be generated for the proposed work, and an ongoing maintenance plan for the trees that would impact the project @Dollar General's expense." He also suggested that there be a "written agreement that Dollar General is responsible for the ongoing maintenance to the trees that will be impacted by the project at this time and forever, or a time that the building is removed or the trees removed."

McLaughlin reviewed the request, referring to pictures on the screen, and recommended entering into an agreement with Dollar General, as suggested. He noted, during discussion, that the agreement would be recorded on the property, so that any future owner would also be bound by the agreement. It confirmed that an arborist had looked at the trees and indicated agreement with the recommendation.

Williams moved that the Parks & Recreation Commission recommends that the City enter into an agreement with Dollar General, making Dollar General responsible for ongoing maintenance for the trees that will be impacted by the project, both now and in the future; holding the City harmless for any liability; and that the agreement be recorded so that future property owner/s will be bound by it, as well. Thompson seconded the motion, and it was passed, 4:0:2 absent (Goddard, Owens).

Schuboth explained, for new Commissioner Thompson, that there is a Tree Sub-committee, but that its membership had dwindled so that presently the only members are Russell and Jim Proehl. Additional members are needed. Thompson stated that he would be willing to serve.

#### **4.2 Disc Golf – Completion of Tee Boxes**

Commissioners had been provided copies of a report from Planner Michelle Hampton, stating:

The City was contacted by Jaime McCloud and Jon Doss regarding the back 9 tee boxes planned for the disc golf course. Staff has been notified Martial Disc Golf Supply will host the 2017 Trilogy challenge at Bandon on May 28, 2017. To ensure the tournament is a success Jaime and Jon have requested the City install the back 9 tee boxes.

In the past the Commission has agreed to continue installing the tee boxes when time and funding allowed. Staff can confirm there is funding to purchase the needed materials and Jaime and Jon have committed to having volunteers available to install.

The dates chosen for the installation are April 28<sup>th</sup> and 29<sup>th</sup>, May 6<sup>th</sup> and 7<sup>th</sup>, and May 20<sup>th</sup> and 21<sup>st</sup>. Commissioner Goddard has been working with staff and the volunteers and has marked out the appropriate locations for installation. Public Works has committed to helping with the preparation.

McLaughlin noted that, with the recent rains, it has been difficult for Public Works to do the necessary preliminary work.

Having previously installed tee boxes, Russell stated that it is done in a series of operations, and the work goes quickly.

Russell moved for approval to move forward, as outlined. Williams seconded the motion, and it was passed, 4:0:2 absent (Goddard, Owens).

## **5. Old Business**

### **5.1 2017-2018 FY Budget Update**

Commissioners had been provided with copies of three pages of the proposed 2017-2018 City Budget, relative to parks expenditures: General Fund, Parks Department; Special Revenue Funds, Beautification Fund; Capital Improvement Fund, Park & Rec Development. Also provided were copies of a map and previous application for grant funding for Bandon Scenic Walk.

McLaughlin stated that the City Budget Committee has approved the proposed 2017-2018 Budget, which must now go to the City Council for adoption. He pointed out that the proposal envisions, in the General Fund, Parks Department, increasing Park Repair & Maintenance from last year's amount of \$12,000 to \$40,000 for the coming year; in the Special Revenue Fund, Beautification Fund, a slight increase in the allocation for tree trimming; and in the Capital Improvement Fund, Parks & Rec Development, continued funding for park projects, in anticipation of grant and other monies being available.

He stated that it was the sense of the Budget Committee that the City should move ahead with the Jetty walkway project, utilizing currently-available Urban Renewal funds, rather than continuing to wait for grants.

Schuboth stated that he likes the concept of moving forward, as there have been multiple efforts to get grants; he is also happy to see some movement on the Harvard Street Park.

McLaughlin stated that the Commission needs to identify the key components of the Harvard Street Park, and then get something on the ground. In order to do that, the Commission needs to do some community outreach in order to determine what the needs are in that area, and how to proceed.

Russell suggested that, with regard to the Jetty walkway, it should not be too difficult or expensive to build the proposed parklet, as it is a small area and a simple project. Other Commissioners expressed agreement.

Williams inquired regarding the gift of \$20,000 which the City had received within the last few years, dedicated to parks. McLaughlin was unaware of that, but stated that he would look into it.

Thompson asked about money being available to do work in City Park, as the chain link fence is deteriorating to the point of being hazardous, and the gorse is encroaching. He stated that volunteers have been spending their own time and money to try to deal with urgent issues.

McLaughlin stated that he had taken the message he heard from the Commission to the City Manager, and that message has been clearly heard. It is agreed that the City must "get a handle" on park maintenance before it develops into a large capital project.

Russell stated that he felt Thompson's frustration, that this new budget is a good first step, as it provides for some additional funds.

It was noted that park maintenance is done through the Public Works department, so any requests for maintenance should be addressed to Public Works Director Richard Anderson.

There was some brief discussion of the size of the east side park (Harvard Street Park), and Russell stated that there might be room there for a soccer field.

## **5.2 Recreational Immunity – Update**

Commissioners had been provided with copies of a brief report from Planner Michelle Hampton, noting that the Commission had, in February, unanimously voted to recommend that the Council adopt Resolution No. 17-03, urging the restoration of recreational immunity; the Council subsequently adopted the Resolution at its March meeting and forwarded a signed copy to the Oregon Legislature and the League of Oregon Cities (LOC). Also provided to the Commissioners were copies of an LOC Bulletin, stating:

By a vote of 30-0, the Senate passed legislation Tuesday that would restore recreational immunity. SB327 now heads to the House for further consideration. ...the bill extends immunity from tort liability to city employees, agents and volunteers for injuries resulting from recreational activities. Currently, land owners who allow recreation on their property free of charge are immune from tort liability, but their employees or volunteers who work on the property are not. SB 327 treats the people who work on the property with the same consideration as the owner.

There was a brief discussion/explanation of the issue for the benefit of new commissioner Thompson. It was noted that it is expected that the bill will pass, as there has been no opposition.

## **5.3 SOLVE and Park Clean Up Day – Update**

The Commission had been provided with copies of a report from Planner Michelle Hampton, which stated:

Staff had proposed an event to be held on April 22, 2017 to include weeding and cleanup around the stage and on the north berm. Another project that was considered was the screening around the park host area.

Staff has proposed postponing this event and rescheduling for April 29, 2017, or a more preferable date of May 6, 2017.

Prior to scheduling the event, staff is requesting a consensus of the plan for the screening around the park host. It has been suggested that lattice work, much like the screening provided for the men's bathroom, be constructed or shrubs and landscaping be planted, or a combination of both.

As a result of discussion, it was agreed to set May 6 as the work day. Thompson suggested, as a way to get the word out, posting a copy of the work schedule in the concession stand.

## **5.4 City Park – Update Concession Stand**

There was discussion of various aspects of the concession stand. Thompson explained that the ramp cannot be put in as originally envisioned, as it would be a tripping hazard. He stated that the stand is a "huge focal point," and is very busy. He suggested encircling the small area next to it to alleviate the hazard and allow for the building of the ramp. Russell suggested that perhaps Go Native might plant something there as a demonstration.

Thompson stated that there are other groups wanting to use the concession stand, and pointed out that Bandon Youth Baseball had purchased several items of equipment; he suggested that, perhaps the City could buy the equipment and then create some sort of agreement for use by others. Perhaps there could even be some sort of deposit charged. He noted that the stand is fully stocked through the baseball season.

There was mention of the plan to reconfigure the baseball fields and the plaza concept, and some discussion of whether the reconfiguration could be done at the close of the season at the end of May.

Another option mentioned with regard to the use of the concession stand was that, perhaps the baseball people could operate it for other events, though this would require volunteers willing to man it. Thompson stated that, for larger events, it might be worthwhile.

### **Crosswalk and Restroom Signage**

Referring to pictures on the screen, McLaughlin reported that the restroom sign had been moved so that it is now across the street from the trail to the restroom, pointing to it. There was discussion of a crosswalk at that location, and the problem of children and traffic.

### **Park Host Screening**

There was some discussion of the type of screening to be used, and Russell explained that it could be a lattice, like the screening at the men's restroom. He stated that it would be a simple construction, essentially two 8'x8' walls, one on the street side of the park host, and one on the back side. He stated that, for ease of moving the park host's vehicle in and out, it could be built on hinges.

It was agreed that it could be built on the SOLV work day on May 6; McLaughlin will work on getting the materials together.

## **6. Staff Update**

McLaughlin reported that Planner Michelle Hampton will be retiring on May 1; the goal is to have her continue a few more months to help with the transition. Administrative support will be hired, and Dana Nichols will become the new Planner. There is the possibility of engaging a new Code Compliance Officer, thus enabling the current one to retire (again).

## **7. Commission Liaison Reports**

### **7.1 Tree Sub-committee**

Schuboth noted that there are now three members on the sub-committee.

## **8. Public Input – None**

## **9. Open Discussion**

Russell noted that the City Park's 105<sup>th</sup> birthday is July 3, and stated that this should be on the City calendar and there should be a party every year.

Schubothe stated that the Greater Bandon Association (GBA) is moving forward with plans for Music in the Park, noting that concerts had been held throughout August last year, and it might be longer this year. There was a brief discussion of vendors, and an opportunity for the baseball group to man the concession stand. Schubothe also stated that the GBA will be continuing with Alive After Five on the fourth Friday of the month, starting in June.

Williams stated that she had noticed “pretty blue flowers” on the north berm, which she had not planted. She also extended a welcome to new Commissioner Jacob Thompson.

Thompson stated that he is often asked about the play structure, as he has been told that the younger children have some difficulty getting up onto the first level. McLaughlin stated that he would look into the matter, but that the structure had been installed per the manufacturer’s specifications.

There was some discussion of recruiting another Commission member; perhaps someone affiliated with the youth soccer group.

Williams asked if the RC car people had been working on the track, and Nichols confirmed that some work has been done.

#### **10. Other**

McLaughlin asked if the Commission felt that a joint annual session with the City Council regarding roles and priorities might be useful, and Schubothe stated that he felt it would be beneficial. It was agreed that such a meeting should be scheduled prior to the formulation of the City budget.

Thompson inquired about more picnic tables for City Park, and McLaughlin stated that Public Works Director Anderson is looking at ordering some.

#### **11. Adjournment**

Schubothe adjourned the meeting at 6:54 p.m.

Blythe Tiffany  
Minutes Clerk

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> Accounts Payable Report – Finance Department	<b>ITEM NO:</b> 6.3.1

**BACKGROUND:**

The list of bills paid for February 2017 is attached.

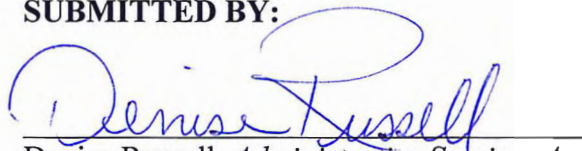
**FISCAL IMPACT:**

Cash Disbursements February Mid-Month Bills	\$ 44,675.03
Cash Disbursed, Payroll (Net Employee Payroll)	\$ 129,335.63
Cash Disbursed 03/16/2017	\$ 261,624.11
Cash Disbursed to BPA for Utility Billings/ACH transfer	<u>\$ 300,255.00</u>
	\$ 735,889.77

**RECOMMENDATION:**

Motion to approve as part of the Consent Agenda.

**SUBMITTED BY:**



Denise Russell, *Administrative Services Assistant Manager*

## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>2750</b>							
2750	ANDERSON, DAN	032217	REIM. MILEAGE/MEALS/ROOM -	03/22/2017	326.94	.00	
2750	ANDERSON, DAN	032217	REIM. MILEAGE/MEALS/ROOM -	03/22/2017	326.94	.00	
Total 2750:					653.88	.00	
<b>5766</b>							
5766	BANDON KEY WORKS	66336	REYKEY LOCK/SERVICE CALL -	03/14/2017	105.00	.00	
Total 5766:					105.00	.00	
<b>10820</b>							
10820	CARDINAL EMPLOYMENT SERV	1128505	CUSTOMER #784526 - FRASER	03/24/2017	26.80	.00	
Total 10820:					26.80	.00	
<b>10850</b>							
10850	CARLETON, FREDERICK J	032217	LEGAL COST	03/22/2017	3,320.67	.00	
Total 10850:					3,320.67	.00	
<b>11500</b>							
11500	CHAMBERS PLUMBING INC	78462	REPLACED BLOWER MOTOR -	03/07/2017	843.24	.00	
11500	CHAMBERS PLUMBING INC	78601	REPAIRED HEAT PUMP	03/24/2017	1,663.31	.00	
Total 11500:					2,506.55	.00	
<b>12012</b>							
12012	CITY OF BANDON	1.10400.04 - 3/	LIEAP - HARRIS	03/14/2017	345.00	.00	
12012	CITY OF BANDON	3.15250.11	LIEAP - SERVANTES-ROMERO	03/23/2017	275.00	.00	
12012	CITY OF BANDON	3.15250.11 - W	WATER LIEAP - SERVANTES-R	03/23/2017	18.00	.00	
12012	CITY OF BANDON	4.04852.11	LIEAP - WASHBURN	03/22/2017	480.00	.00	
12012	CITY OF BANDON	4.06200.12 - 3/	LIEAP - WHORTON	03/02/2017	420.00	.00	
12012	CITY OF BANDON	4.11350.21	LIEAP - FAGAN	03/06/2017	399.00	.00	
12012	CITY OF BANDON	5.05820.05	LIEAP - BLANKENSHIP	03/21/2017	399.00	.00	
12012	CITY OF BANDON	6.04800.01	LIEAP - BOUHER	03/28/2017	345.00	.00	
12012	CITY OF BANDON	6.04800.01 - W	WATER LIEAP - BOUHER	03/28/2017	27.00	.00	
Total 12012:					2,708.00	.00	
<b>12250</b>							
12250	CITY OF BANDON	033017	MARCH 2017 PAYROLL	03/30/2017	129,335.63	.00	
Total 12250:					129,335.63	.00	
<b>13050</b>							
13050	COASTAL PAPER & SUPP INC	521773	HAND SOAP	03/03/2017	70.24	.00	
13050	COASTAL PAPER & SUPP INC	522083	WIPES	03/10/2017	166.04	.00	
13050	COASTAL PAPER & SUPP INC	522096	CLEANING SUPPLIES	03/10/2017	244.72	.00	
Total 13050:					481.00	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
18850							
18850	CIS TRUST	032917	ADJ TO HEALTH & LIFE - RUSS	03/29/2017	20.71	.00	
	Total 18850:				20.71	.00	
20050							
20050	EVERGREEN JOB & SAFETY TR	614	SAFETY MEETING	03/20/2017	3,041.40	.00	
	Total 20050:				3,041.40	.00	
21250							
21250	FLINT TRADING INC	208631	STREET MARKING MATERIALS	03/22/2017	1,569.60	.00	
	Total 21250:				1,569.60	.00	
22450							
22450	GEMPLER'S	SI03168877	BOOTS	02/13/2017	202.90	.00	
22450	GEMPLER'S	SI03192309	BOOTS	02/24/2017	119.99	.00	
	Total 22450:				322.89	.00	
22550							
22550	GENERAL PACIFIC	1277868	METER SEALS	03/13/2017	232.20	.00	
	Total 22550:				232.20	.00	
23710							
23710	GREATER BANDON ASSOCIATI	032217	3RD QTRLY BILLING FOR DANA	03/22/2017	1,375.00	.00	
	Total 23710:				1,375.00	.00	
26170							
26170	HIMMELRICK ENTERPRISES	1042	PORTA POTTY RENTAL	03/11/2017	145.00	.00	
	Total 26170:				145.00	.00	
26800							
26800	HPS TOOLING & MACHINE SAL	88744	FREIGHT CHARGES	03/15/2017	42.95	.00	
	Total 26800:				42.95	.00	
26880							
26880	HUGHES NETWORK SYSTEMS,	B1-308607967	FIRE HALL INTRNET-EMERG M	03/14/2017	75.73	.00	
	Total 26880:				75.73	.00	
28060							
28060	INTERSTATE AUTO PARTS	625106	SUPER HC V BELT	03/20/2017	228.46	.00	
	Total 28060:				228.46	.00	
28300							
28300	JACO ANALYTICAL INC	E7CG38	OIL SAMPLES	03/16/2017	198.00	.00	
	Total 28300:				198.00	.00	
28750							
28750	JENSEN'S TREE SERVICE INC	TWO MI LN - 3/	TWO MILE LANE	03/10/2017	4,466.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
28750	JENSEN'S TREE SERVICE INC	TWO MI LN/KE	TWO MILE LANE/KERBER LN	03/17/2017	6,498.00	.00	
Total 28750:					10,964.00	.00	
<b>33925</b>							
33925	MAST BROS. TOWING	660928	DODGE RAM TOW	03/01/2017	205.00	.00	
Total 33925:					205.00	.00	
<b>34185</b>							
34185	MCCOWAN MEDICAL LABORAT	35492	WATER TESTING	03/23/2017	120.00	.00	
Total 34185:					120.00	.00	
<b>34300</b>							
34300	MCKAYS	022517	GROCERY	02/25/2017	17.98	.00	
Total 34300:					17.98	.00	
<b>34975</b>							
34975	MIDAMERICA BOOKS	412438	BOOKS	02/22/2017	147.60	.00	
Total 34975:					147.60	.00	
<b>38410</b>							
38410	NORRIS, JEFF	032217	MARCH MGT OF THE BARN & S	03/22/2017	1,500.00	.00	
38410	NORRIS, JEFF	032217	MARCH MGT OF THE BARN & S	03/22/2017	500.00	.00	
Total 38410:					2,000.00	.00	
<b>41677</b>							
41677	OREGON WATER RESOURCES	032217	WATER RIGHT APPLICATION	03/22/2017	1,300.00	.00	
41677	OREGON WATER RESOURCES	032217-1	WATER RIGHT APPLICATION	03/22/2017	125.00	.00	
41677	OREGON WATER RESOURCES	032217-2	WATER RIGHT APPLICATION	03/22/2017	1,930.00	.00	
41677	OREGON WATER RESOURCES	032217-3	WATER RIGHT APPLICATION	03/22/2017	2,530.00	.00	
Total 41677:					5,885.00	.00	
<b>46300</b>							
46300	REESE ELECTRIC, INC.	1700697	RELOCATED FIRE ALARM & PO	03/17/2017	1,695.90	.00	
46300	REESE ELECTRIC, INC.	1700838	CLEAN EXHAUST FAN	03/24/2017	50.00	.00	
Total 46300:					1,745.90	.00	
<b>49990</b>							
49990	SIEBER-BENSON, VICKI	031417	MUNI COURT JUDGE	03/14/2017	250.00	.00	
Total 49990:					250.00	.00	
<b>50800</b>							
50800	KAPPA, SAM	03081747985	SOCKET	03/08/2017	61.75	.00	
Total 50800:					61.75	.00	
<b>52601</b>							
52601	STAPLES BUSINESS ADVANTA	3333316183	FILING JACKETS	03/11/2017	39.81	.00	
52601	STAPLES BUSINESS ADVANTA	3333490288	NAME PLATE	03/14/2017	4.62	.00	
52601	STAPLES BUSINESS ADVANTA	3333736738	STAMP	03/17/2017	16.17	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 52601:					60.60	.00	
<b>58200</b>							
58200	UMPQUA BANK	MARCH STMT	NEWEGG/NEUSTAR/NORTON	03/16/2017	176.97	.00	
58200	UMPQUA BANK	MARCH STMT	NEWEGG/NORTON	03/16/2017	78.59	.00	
58200	UMPQUA BANK	MARCH STMT	MICROSOFT	03/16/2017	198.00	.00	
58200	UMPQUA BANK	MARCH STMT	NORTON	03/16/2017	11.99	.00	
58200	UMPQUA BANK	MARCH STMT	NORTON	03/16/2017	36.03	.00	
58200	UMPQUA BANK	MARCH STMT	NORTON	03/16/2017	11.99	.00	
58200	UMPQUA BANK	MARCH STMT	CONFERENCE	03/16/2017	300.00	.00	
58200	UMPQUA BANK	MARCH STMT	POS SUPPLY SOLUTIONS	03/16/2017	274.20	.00	
58200	UMPQUA BANK	MARCH STMT	AMAZON	03/16/2017	171.29	.00	
58200	UMPQUA BANK	MARCH STMT	NORTON	03/16/2017	11.99	.00	
58200	UMPQUA BANK	MARCH STMT	UPS	03/16/2017	20.17	.00	
Total 58200:					1,291.22	.00	
<b>59750</b>							
59750	VERIZON	9781920947	CELL PHONE SERVICE-WTP	03/10/2017	50.16	.00	
Total 59750:					50.16	.00	
<b>61000</b>							
61000	WESCO DISTRIBUTION INC	758390	DEAD END	03/21/2017	3,397.00	.00	
Total 61000:					3,397.00	.00	
<b>63202</b>							
63202	WORLD, THE	20308078	NOTICE OF PUBLIC HEARING	03/23/2017	74.49	.00	
Total 63202:					74.49	.00	
<b>63500</b>							
63500	XEROX CORPORATION	088434171	BASE CHARGE & BILLABLE PRI	03/11/2017	92.80	.00	
Total 63500:					92.80	.00	
<b>64699</b>							
64699	THE PENWORTHY COMPANY	34236	BOOKS	03/20/2017	251.63	.00	
Total 64699:					251.63	.00	
<b>64808</b>							
64808	OWENS, BRAD	63	MONITOR TROUBLESHOOTING	03/27/2017	27.50	.00	
64808	OWENS, BRAD	64	PRINTER SETUP & ISSUES/EM	03/27/2017	82.50	.00	
64808	OWENS, BRAD	65	PRINTER & CASELLE ISSUE/SE	03/27/2017	137.50	.00	
64808	OWENS, BRAD	65	SERVER REBOOT/FLOPPY SET	03/27/2017	192.50	.00	
64808	OWENS, BRAD	65	PRINTER SETUP	03/27/2017	27.50	.00	
64808	OWENS, BRAD	65	COMP TROUBLESHOOTING	03/27/2017	27.50	.00	
64808	OWENS, BRAD	65	TAB ISSUES/PRINTER SETUP	03/27/2017	82.50	.00	
64808	OWENS, BRAD	65	SWAP OUT RAM & BACKUP DRI	03/27/2017	27.50	.00	
Total 64808:					605.00	.00	
<b>64825</b>							
64825	KIMES, DAVID	030117	REIMB MILEAGE-CODE COMPLI	03/01/2017	64.74	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 64825:					64.74	.00	
<b>64840</b>							
64840	ANIXTER INC.	3435719-02	ALLEN RATCHET SOCKET	02/17/2017	457.16	.00	
Total 64840:					457.16	.00	
<b>64923</b>							
64923	COAST TO COAST COMPUTER	A1623398	TONER	03/17/2017	139.00	.00	
Total 64923:					139.00	.00	
<b>64958</b>							
64958	NORRIS THE TAYLOR	031517	SEW ON PATCH	03/15/2017	10.00	.00	
Total 64958:					10.00	.00	
<b>64968</b>							
64968	MAWSON, ROBERT	031617	REIMB: MILEAGE/MEALS/HOTE	03/16/2017	344.18	.00	
Total 64968:					344.18	.00	
<b>65036</b>							
65036	SEK-WET-SE CORP	032117	CREDIT BALANCE REFUND	03/21/2017	20.43	.00	
Total 65036:					20.43	.00	
<b>65050</b>							
65050	PROBUILD COMPANY LLC	1035233	COLUMN CAP	03/20/2017	1,120.00	.00	
Total 65050:					1,120.00	.00	
<b>65053</b>							
65053	TARGET SUPPLIES	T8274	CLEANER	12/29/2016	133.80	.00	
Total 65053:					133.80	.00	
<b>65054</b>							
65054	LODGE, VALERIE	032117	DEPOSIT REFUND	03/21/2017	84.04	.00	
Total 65054:					84.04	.00	
Grand Totals:					175,982.95	.00	

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: \_\_\_\_\_

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

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

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\_\_\_\_\_

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

City Treasurer: \_\_\_\_\_

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Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>3965</b>							
3965	AT & T MOBILITY	878007460X03	CELL PHONE BILLING-PD	03/06/2017	382.87	.00	
3965	AT & T MOBILITY	878530873X03	CELL PHONE BILLING-PW	03/06/2017	52.16	.00	
3965	AT & T MOBILITY	878530873X03	CELL PHONE BILLING-ELECT	03/06/2017	326.21	.00	
3965	AT & T MOBILITY	878530873X03	CELL PHONE BILLING-WTP	03/06/2017	52.16	.00	
3965	AT & T MOBILITY	878530873X03	CELL PHONE BILLING-WWTP	03/06/2017	11.32	.00	
Total 3965:					824.72	.00	
<b>7348</b>							
7348	BIO-MED TESTING SVCS., INC.	49784	DRUG TESTING SUMMER REC -	04/30/2016	60.00	.00	
Total 7348:					60.00	.00	
<b>8720</b>							
8720	BRENTAG PACIFIC, INC.	BPI706832	SUPERFLOC/FLOCCULANT	02/22/2017	1,833.18	.00	
Total 8720:					1,833.18	.00	
<b>10820</b>							
10820	CARDINAL EMPLOYMENT SERV	1127853	CUSTOMER #784526 - FRASER	03/10/2017	53.60	.00	
10820	CARDINAL EMPLOYMENT SERV	1128144	CUSTOMER #784526 - FRASER	03/17/2017	53.60	.00	
Total 10820:					107.20	.00	
<b>12012</b>							
12012	CITY OF BANDON	9.02900.04 - 3/	LIEAP - SCHIRMER	03/17/2017	295.00	.00	
Total 12012:					295.00	.00	
<b>13050</b>							
13050	COASTAL PAPER & SUPP INC	521432	TP/TOWELS	02/24/2017	134.91	.00	
13050	COASTAL PAPER & SUPP INC	521441	TP	02/24/2017	58.45	.00	
Total 13050:					193.36	.00	
<b>15230</b>							
15230	COVANTA ENERGY, LLC	096037MARIO	RECORDS DESTRUCTION	02/10/2017	39.40	.00	
15230	COVANTA ENERGY, LLC	096037MARIO	RECORDS DESTRUCTION	02/10/2017	78.82	.00	
Total 15230:					118.22	.00	
<b>17065</b>							
17065	DC ENTERPRISES, LLC	DC1703018	SAMPLING ACCESSORY KIT	03/03/2017	414.43	.00	
Total 17065:					414.43	.00	
<b>18650</b>							
18650	DYER PARTNERSHIP, INC.	23886	URBAN RENEWAL MAPS	02/28/2017	80.00	.00	
18650	DYER PARTNERSHIP, INC.	23887	MISC ENGINEERING - STREET	02/28/2017	742.50	.00	
18650	DYER PARTNERSHIP, INC.	23888	MISC ENGINEERING - WASTE	02/28/2017	1,060.00	.00	
18650	DYER PARTNERSHIP, INC.	23889	MISC ENGINEERING-WATER SY	02/28/2017	425.00	.00	
18650	DYER PARTNERSHIP, INC.	23890	MISC ENGINEERING - SUBDIVI	02/28/2017	187.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
18650	DYER PARTNERSHIP, INC.	23891	CITY HALL DRAINAGE REROUT	02/28/2017	2,440.50	.00	
18650	DYER PARTNERSHIP, INC.	23892	OFF CHANNEL STORAGE	02/28/2017	7,793.50	.00	
18650	DYER PARTNERSHIP, INC.	23893	INFLOW & INFILTRATION ID PR	02/28/2017	4,447.50	.00	
Total 18650:					17,176.50	.00	
<b>18895</b>							
18895	E C POWER SYSTEMS OF ORE	182976	GENERATOR LOAD BANK TEST	01/30/2017	501.90	.00	
Total 18895:					501.90	.00	
<b>21780</b>							
21780	FRONTIER	BPW - 3/01/17	TELEPHONE EXPENSE-PW	03/01/2017	39.32	.00	
21780	FRONTIER	PD - 3/01/17	TELEPHONE EXPENSE-PD	03/01/2017	225.68	.00	
Total 21780:					265.00	.00	
<b>23125</b>							
23125	GOLDERS BANDON NAPA AUT	547241 - WWWT	TAPE/SAND PAD	11/01/2016	21.52	.00	
23125	GOLDERS BANDON NAPA AUT	556496	MEGUIARS/TOWELS	02/01/2017	22.38	.00	
23125	GOLDERS BANDON NAPA AUT	556537	LOCKNUT/SCREW	02/01/2017	9.21	.00	
23125	GOLDERS BANDON NAPA AUT	556600	DRILL	02/02/2017	26.99	.00	
23125	GOLDERS BANDON NAPA AUT	556614	BATTERY/CORE DEPOSIT/TER	02/02/2017	267.86	.00	
23125	GOLDERS BANDON NAPA AUT	556654	FUSE KIT	02/02/2017	24.99	.00	
23125	GOLDERS BANDON NAPA AUT	556918	LOCKNUT/SCREW	02/06/2017	12.90	.00	
23125	GOLDERS BANDON NAPA AUT	556973	OIL GUN	02/06/2017	11.99	.00	
23125	GOLDERS BANDON NAPA AUT	557113	FITTING/FACE NIP/PNEUMATIC	02/07/2017	79.07	.00	
23125	GOLDERS BANDON NAPA AUT	557263	INTERLCK TRAILER	02/08/2017	12.58	.00	
23125	GOLDERS BANDON NAPA AUT	557790	OIL GUN	02/13/2017	11.99	.00	
23125	GOLDERS BANDON NAPA AUT	558660	BATTERY/CORE DEPOSIT/HI P	02/21/2017	185.69	.00	
23125	GOLDERS BANDON NAPA AUT	558921	BRAKLEEN/SOLENOID	02/23/2017	24.99	.00	
23125	GOLDERS BANDON NAPA AUT	559282	SOAPSTONE	02/27/2017	6.34	.00	
23125	GOLDERS BANDON NAPA AUT	559408	ALTERNATOR/CORE DEPOSIT	02/28/2017	213.97	.00	
Total 23125:					932.47	.00	
<b>26800</b>							
26800	HPS TOOLING & MACHINE SAL	29543	AURORA SEAL/BEARING KIT	02/17/2017	2,300.00	.00	
Total 26800:					2,300.00	.00	
<b>28060</b>							
28060	INTERSTATE AUTO PARTS	906-623881	SUPER HC V BELT	02/23/2017	280.86	.00	
Total 28060:					280.86	.00	
<b>31209</b>							
31209	LAKEY, SARAH	031517	REIMB: GYM MEMBERSHIP	03/15/2017	30.00	.00	
Total 31209:					30.00	.00	
<b>34975</b>							
34975	MIDAMERICA BOOKS	403870	BOOKS	11/28/2016	321.30	.00	
Total 34975:					321.30	.00	
<b>36250</b>							
36250	MPH INDUSTRIES INC	674209	RADAR EQUIPMENT	03/03/2017	1,899.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 36250:					1,899.00	.00	
<b>38940</b>							
38940	NURNBERG SCIENTIFIC	0168593-IN	ALCOHOL	03/09/2017	182.98	.00	
Total 38940:					182.98	.00	
<b>39250</b>							
39250	OLA	1668	CONF REGISTRATION - R.MCG	03/06/2017	155.00	.00	
Total 39250:					155.00	.00	
<b>39650</b>							
39650	ONE O ONE-101 PLANTS & THI	255873	PLANTS - B.SEARER 87206 CR	03/01/2017	150.00	.00	
Total 39650:					150.00	.00	
<b>46300</b>							
46300	REESE ELECTRIC, INC.	49365	MISC PARTS	02/14/2017	400.00	.00	
Total 46300:					400.00	.00	
<b>47600</b>							
47600	RON'S OIL CO.	100902	PROPANE	02/03/2017	103.97	.00	
47600	RON'S OIL CO.	110979	PROPANE	02/03/2017	64.29	.00	
Total 47600:					168.26	.00	
<b>52601</b>							
52601	STAPLES BUSINESS ADVANTA	3332171970	INK	02/28/2017	574.71	.00	
52601	STAPLES BUSINESS ADVANTA	3332407364	TOWELS	03/01/2017	61.94	.00	
52601	STAPLES BUSINESS ADVANTA	3332407364	CANNED AIR/GLUESTICK	03/01/2017	16.59	.00	
52601	STAPLES BUSINESS ADVANTA	3332407365	TOWELS	03/01/2017	61.94	.00	
52601	STAPLES BUSINESS ADVANTA	3332748568	DELL TONER	03/04/2017	182.19	.00	
Total 52601:					897.37	.00	
<b>58225</b>							
58225	UMPQUA VALLEY FIRE SERVIC	71716	SEMI-ANNUAL SYS. SVC./PART	02/22/2017	95.00	.00	
Total 58225:					95.00	.00	
<b>58500</b>							
58500	UNITED STATES POST OFFICE	030117	POSTAGE-UTILITY BILLS-PERM	03/01/2017	1,432.15	.00	
Total 58500:					1,432.15	.00	
<b>60650</b>							
60650	WATERMAN AUTOMOTIVE, INC.	45237	'16 FORD EXPLORER/OIL CHAN	01/05/2017	69.59	.00	
60650	WATERMAN AUTOMOTIVE, INC.	45267	'10 CHARGER SXT/OIL CHANGE	01/09/2017	52.23	.00	
60650	WATERMAN AUTOMOTIVE, INC.	45320	'15 EXPLORER/OIL CHANGE	01/17/2017	69.59	.00	
60650	WATERMAN AUTOMOTIVE, INC.	45378 - REVIS	'10 CHARGER SXT/OIL CHANGE	01/25/2017	96.93	.00	
Total 60650:					288.34	.00	
<b>61000</b>							
61000	WESCO DISTRIBUTION INC	754761	SPLICES	03/03/2017	2,795.60	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
61000	WESCO DISTRIBUTION INC	754762	WIRE	03/03/2017	4,120.00	.00	
Total 61000:					6,915.60	.00	
<b>63201</b>							
63201	WORLD, THE	231-00002295	SUBSCRIPTION-LIBRARY	02/28/2017	52.00	.00	
Total 63201:					52.00	.00	
<b>63202</b>							
63202	WORLD, THE	20306061	NOTICE PLANNING COMMISIO	02/09/2017	76.13	.00	
63202	WORLD, THE	20307327	NOTICE OF BUDGET COMMITT	03/09/2017	92.35	.00	
Total 63202:					168.48	.00	
<b>64858</b>							
64858	BMI	29541169	ROYALTIES	03/02/2017	171.00	.00	
Total 64858:					171.00	.00	
<b>64906</b>							
64906	BANNER BANK	FEBRUARY 20	GRAND HOTEL	02/28/2017	20.00	.00	
64906	BANNER BANK	FEBRUARY 20	COPS PLUS	02/28/2017	85.53	.00	
64906	BANNER BANK	FEBRUARY 20	UPS	02/28/2017	23.24	.00	
64906	BANNER BANK	FEBRUARY 20	TRAINING MEALS	02/28/2017	152.66	.00	
64906	BANNER BANK	FEBRUARY 20	OUTAGE MEAL	02/28/2017	46.50	.00	
64906	BANNER BANK	FEBRUARY 20	TRAINING	02/28/2017	745.00	.00	
64906	BANNER BANK	FEBRUARY 20	NEWEGG	02/28/2017	907.96	.00	
Total 64906:					1,980.89	.00	
<b>64938</b>							
64938	WADDINGTON, JORDAN	031517	REIMB GYM MBRSH: JAN/FEB/	03/15/2017	120.00	.00	
Total 64938:					120.00	.00	
<b>64941</b>							
64941	BANDON FITNESS CENTER	031517	MBRSH:(DEC/JAN/FEB/MARC	03/15/2017	372.00	.00	
Total 64941:					372.00	.00	
<b>64963</b>							
64963	CREATIVE PRODUCT SOURCE,	CPI063648	COLORING BOOKS	02/27/2017	204.44	.00	
Total 64963:					204.44	.00	
<b>64975</b>							
64975	SUNRISE CARPET CLEANING	030717 - BARN	JANITORIAL SVC - THE BARN	03/07/2017	795.00	.00	
64975	SUNRISE CARPET CLEANING	030717 - CITY	JANITORIAL SVC - CITY HALL	03/07/2017	1,200.00	.00	
64975	SUNRISE CARPET CLEANING	030717 - LIBR	JANITORIAL SVC - LIBRARY	03/07/2017	825.00	.00	
Total 64975:					2,820.00	.00	
<b>64989</b>							
64989	BEERY ELSNER & HAMMOND, L	113597	TELECOMMUNICATIONS	03/01/2017	225.00	.00	
Total 64989:					225.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
65051							
65051	CERTIFIED LABORATORIES	2629792	HAND CLEANER	02/23/2017	218.82	.00	
Total 65051:					218.82	.00	
65052							
65052	PAISON, JENNIFER	031417	DEPOSIT REFUND	03/14/2017	104.56	.00	
Total 65052:					104.56	.00	
Grand Totals:					44,675.03	.00	

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

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

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

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

City Treasurer: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>1210</b>							
1210	ACOUSTIC TECHNOLOGY, INC.	ATI-P17015	EMERGENCY SYSTEM CABINE	03/21/2017	516.66	.00	
1210	ACOUSTIC TECHNOLOGY, INC.	ATI-P17015	EMERGENCY SYSTEM CABINE	03/21/2017	516.66	.00	
1210	ACOUSTIC TECHNOLOGY, INC.	ATI-P17015	EMERGENCY SYSTEM CABINE	03/21/2017	516.68	.00	
Total 1210:					1,550.00	.00	
<b>4265</b>							
4265	AUTOMATION GROUP, INC. THE	1832	WONDERWARE ERRORS SERV	03/16/2017	1,457.70	.00	
Total 4265:					1,457.70	.00	
<b>4930</b>							
4930	BALTIMORE CENTRE MAIL & S	42618	MAIL & SHIP	03/07/2017	9.00	.00	
4930	BALTIMORE CENTRE MAIL & S	42742	MAIL & SHIP	03/16/2017	23.72	.00	
4930	BALTIMORE CENTRE MAIL & S	42905	MAIL & SHIP	03/27/2017	18.03	.00	
Total 4930:					50.75	.00	
<b>5100</b>							
5100	BANDON CHAMBER OF COMM	040117	QUARTERLY PAYMENT	04/01/2017	23,257.75	.00	
Total 5100:					23,257.75	.00	
<b>6050</b>							
6050	BANDON SUPPLY	10261930	LUMBER	03/01/2017	461.48	.00	
6050	BANDON SUPPLY	10261993	LUMBER	03/02/2017	29.64	.00	
6050	BANDON SUPPLY	10262071	LUMBER	03/06/2017	333.34	.00	
6050	BANDON SUPPLY	10262074	PENCIL/TAPE MEASURE	03/06/2017	19.43	.00	
6050	BANDON SUPPLY	10262078	BEARING PLATE	03/06/2017	26.74	.00	
6050	BANDON SUPPLY	10262116	LUMBER	03/06/2017	11.33	.00	
6050	BANDON SUPPLY	10262120	LUMBER	03/06/2017	11.08	.00	
6050	BANDON SUPPLY	10262175	LUMBER	03/07/2017	32.08	.00	
6050	BANDON SUPPLY	10262461	GLBOES/EYEWEAR	03/14/2017	48.95	.00	
6050	BANDON SUPPLY	10262783	WINDOW AND DOOR FLASHIN	03/21/2017	34.19	.00	
6050	BANDON SUPPLY	10262805	EPOXY	03/21/2017	17.99	.00	
6050	BANDON SUPPLY	10262836	LUMBER	03/22/2017	1,379.53	.00	
6050	BANDON SUPPLY	10262849	CREDIT FOR LUMBER	03/22/2017	78.47-	.00	
6050	BANDON SUPPLY	10262900	NAILS/LUBMER	03/23/2017	191.11	.00	
6050	BANDON SUPPLY	10263017	LUMBER	03/27/2017	57.48	.00	
6050	BANDON SUPPLY	10263093	JOIST HANGER NAILS	03/28/2017	8.29	.00	
6050	BANDON SUPPLY	10263177	JOIST HANGER NAILS	03/29/2017	8.29	.00	
Total 6050:					2,592.48	.00	
<b>6100</b>							
6100	BANDON ACE HARDWARE	639143	CHARGE CABLE/RADIO	03/02/2017	78.98	.00	
6100	BANDON ACE HARDWARE	639146	RETURN CREDIT	03/02/2017	59.99-	.00	
6100	BANDON ACE HARDWARE	639305	NUTS & BOLTS	03/07/2017	34.99	.00	
6100	BANDON ACE HARDWARE	639381	SPRAY PAINT	03/08/2017	4.59	.00	
6100	BANDON ACE HARDWARE	639499	BATTERY/ROLLER COVERS	03/11/2017	24.58	.00	
6100	BANDON ACE HARDWARE	639546	PAINT	03/13/2017	59.98	.00	
6100	BANDON ACE HARDWARE	639551	NUTS & BOLTS	03/13/2017	2.58	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6100	BANDON ACE HARDWARE	639553	NUTS & BOLTS	03/13/2017	2.34	.00	
6100	BANDON ACE HARDWARE	639574	KEYS/CLAMP/ELBOW/STRAP	03/14/2017	4.36	.00	
6100	BANDON ACE HARDWARE	639578	KEYS	03/14/2017	1.29	.00	
6100	BANDON ACE HARDWARE	639594	GARBAGE BAGS	03/14/2017	12.99	.00	
6100	BANDON ACE HARDWARE	639754	BULBS	03/18/2017	33.97	.00	
6100	BANDON ACE HARDWARE	639814	FUEL INJ CLEANER	03/20/2017	4.99	.00	
6100	BANDON ACE HARDWARE	639841	TAPE	03/21/2017	4.49	.00	
6100	BANDON ACE HARDWARE	639886	VELCRO/NUTS & BOLTS	03/21/2017	4.77	.00	
6100	BANDON ACE HARDWARE	640125	BUNGEE CORD	03/28/2017	11.96	.00	
Total 6100:					226.87	.00	
<b>6179</b>							
6179	BANNER BANK	94707001 - 04/	2000 STREET & SEWER LID	04/02/2017	1,962.55	.00	
6179	BANNER BANK	94707001 - 04/	2000 STREET & SEWER LID	04/02/2017	711.15	.00	
Total 6179:					2,673.70	.00	
<b>7606</b>							
7606	BLUE SKY TREE SERVICE	032517	TREE REMOVAL - 1ST ST NE	03/25/2017	350.00	.00	
Total 7606:					350.00	.00	
<b>7615</b>							
7615	BLUMENTHAL UNIFORMS & EQ	007186609	BLANK ROCKER	03/17/2017	64.00	.00	
Total 7615:					64.00	.00	
<b>8613</b>							
8613	BRAUN, PETER A	040317	COUNCIL STIPEND	04/03/2017	100.00	.00	
Total 8613:					100.00	.00	
<b>9395</b>							
9395	BUDWYN'S CUSTOM SHOP	474611	MAINT ON COOLER & RANGE	03/29/2017	641.00	.00	
Total 9395:					641.00	.00	
<b>9950</b>							
9950	BY THE SEA GARDENS, LLC.	7196	LANDSCAPE MAINT.	03/31/2017	2,200.00	.00	
Total 9950:					2,200.00	.00	
<b>10820</b>							
10820	CARDINAL EMPLOYMENT SERV	1128854	CUSTOMER #784526 - FRASER	03/31/2017	201.00	.00	
10820	CARDINAL EMPLOYMENT SERV	1129144	CUSTOMER #784526 - FRASER	04/07/2017	187.60	.00	
Total 10820:					388.60	.00	
<b>11150</b>							
11150	CASELLE INC.	040417	SOFTWARE SUPPORT CHARGE	04/04/2017	1,065.00	.00	
Total 11150:					1,065.00	.00	
<b>12000</b>							
12000	CITY OF BANDON	040117	UTILITIES	04/01/2017	140.08	.00	
12000	CITY OF BANDON	040117	UTILITIES	04/01/2017	222.59	.00	
12000	CITY OF BANDON	040117	UTILITIES	04/01/2017	725.33	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
12000	CITY OF BANDON	040117	UTILITIES	04/01/2017	408.37	.00	
12000	CITY OF BANDON	040117	UTILITIES	04/01/2017	2,650.73	.00	
12000	CITY OF BANDON	040117	UTILITIES	04/01/2017	190.92	.00	
12000	CITY OF BANDON	040117	UTILITIES	04/01/2017	1,726.76	.00	
12000	CITY OF BANDON	040117	UTILITIES	04/01/2017	1,459.58	.00	
12000	CITY OF BANDON	040117	UTILITIES	04/01/2017	690.63	.00	
12000	CITY OF BANDON	040117	UTILITIES	04/01/2017	2,992.91	.00	
12000	CITY OF BANDON	040117	UTILITIES	04/01/2017	9,518.67	.00	
Total 12000:					20,726.57	.00	
<b>12012</b>							
12012	CITY OF BANDON	032917	WATER LIEAP - YOST	03/29/2017	27.00	.00	
12012	CITY OF BANDON	040317	LIEAP - VERNON	04/03/2017	505.00	.00	
12012	CITY OF BANDON	040417	LIEAP - HOLDEN	04/04/2017	399.00	.00	
12012	CITY OF BANDON	4.10000.03 - 4/	WATER LIEAP - VERNON	04/03/2017	50.00	.00	
12012	CITY OF BANDON	7.09900.13 - 4/	WATER LIEAP - HOLDEN	04/04/2017	33.00	.00	
12012	CITY OF BANDON	7.13200.01	LIEAP - YOST	03/29/2017	331.00	.00	
Total 12012:					1,345.00	.00	
<b>13050</b>							
13050	COASTAL PAPER & SUPP INC	522723	TRASH LINERS/SPARCLEAN	03/24/2017	164.49	.00	
13050	COASTAL PAPER & SUPP INC	523045	TOWELS	03/31/2017	80.46	.00	
13050	COASTAL PAPER & SUPP INC	523046	TOWELS	03/31/2017	80.46	.00	
Total 13050:					325.41	.00	
<b>13457</b>							
13457	COMSPAN COMMUNICATIONS I	88299	SPRAGUE THEATER PHONE SE	04/01/2017	147.93	.00	
13457	COMSPAN COMMUNICATIONS I	88304	FINANCE PHONE SERVICE	04/01/2017	162.33	.00	
13457	COMSPAN COMMUNICATIONS I	88304	PD PHONE SERVICE	04/01/2017	189.53	.00	
13457	COMSPAN COMMUNICATIONS I	88304	PW PHONE SERVICE	04/01/2017	87.21	.00	
13457	COMSPAN COMMUNICATIONS I	88304	PARKS PHONE SERVICE	04/01/2017	108.86	.00	
13457	COMSPAN COMMUNICATIONS I	88304	COMM CTR PHONE SERVICE	04/01/2017	101.68	.00	
13457	COMSPAN COMMUNICATIONS I	88304	LIBRARY PHONE SERVICE	04/01/2017	160.44	.00	
13457	COMSPAN COMMUNICATIONS I	88304	ELECT PHONE SERVICE	04/01/2017	207.32	.00	
13457	COMSPAN COMMUNICATIONS I	88304	WTP PHONE SERVICE	04/01/2017	82.30	.00	
13457	COMSPAN COMMUNICATIONS I	88304	WWTP PHONE SERVICE	04/01/2017	346.30	.00	
13457	COMSPAN COMMUNICATIONS I	88304	ADMIN PHONE SERVICE	04/01/2017	77.16	.00	
13457	COMSPAN COMMUNICATIONS I	88304	PLANNING PHONE SERVICE	04/01/2017	77.14	.00	
Total 13457:					1,748.20	.00	
<b>14300</b>							
14300	COOS COUNTY CLERK	040417	FILING FEE	04/04/2017	51.00	.00	
Total 14300:					51.00	.00	
<b>14550</b>							
14550	COOS COUNTY SHERIFF'S OFF	1716120	DISPATCHING FEE - APRIL 2017	04/01/2017	4,683.77	.00	
Total 14550:					4,683.77	.00	
<b>17450</b>							
17450	DEMCO	6095515	LIBRARY SUPPLIES	03/24/2017	132.53	.00	
17450	DEMCO	6096501	LIBRARY SUPPLIES	03/27/2017	201.69	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 17450:					334.22	.00	
<b>18930</b>							
18930	EFFICIENCY SERVICES GROUP	1411	BPA PROGRAM SERVICES	03/31/2017	1,415.00	.00	
Total 18930:					1,415.00	.00	
<b>21780</b>							
21780	FRONTIER	032517	TELEPHONE EXPENSE	03/25/2017	113.64	.00	
Total 21780:					113.64	.00	
<b>22850</b>							
22850	GODDARD ENERGY COMPANY	32048	VEHICLE FUEL-PD	03/30/2017	1,453.82	.00	
22850	GODDARD ENERGY COMPANY	32048	VEHICLE FUEL-PW	03/30/2017	589.91	.00	
22850	GODDARD ENERGY COMPANY	32048	VEHICLE FUEL-ELECT	03/30/2017	1,060.46	.00	
22850	GODDARD ENERGY COMPANY	32048	VEHICLE FUEL-WTP	03/30/2017	219.34	.00	
22850	GODDARD ENERGY COMPANY	32048	VEHICLE FUEL-WTP	03/30/2017	113.32	.00	
22850	GODDARD ENERGY COMPANY	32048	VEHICLE FUEL-WWTP	03/30/2017	43.93	.00	
22850	GODDARD ENERGY COMPANY	32048	VEHICLE FUEL-WWTP	03/30/2017	369.40	.00	
Total 22850:					3,850.18	.00	
<b>23125</b>							
23125	GOLDERS BANDON NAPA AUT	559514	CORE DEPOSIT	03/01/2017	44.44	.00	
23125	GOLDERS BANDON NAPA AUT	560135	BRAKLEEN	03/06/2017	8.07	.00	
23125	GOLDERS BANDON NAPA AUT	560912	ADAPTER F/AIR RATCHET	03/13/2017	1.28	.00	
23125	GOLDERS BANDON NAPA AUT	561657	PLUG TAP	03/20/2017	26.93	.00	
23125	GOLDERS BANDON NAPA AUT	561783	TERRY RAG/BRAKLEEN	03/21/2017	16.63	.00	
23125	GOLDERS BANDON NAPA AUT	561808	CAP SCREW	03/21/2017	8.32	.00	
23125	GOLDERS BANDON NAPA AUT	561854	GREASE GUN/BRAKLEEN/HITC	03/21/2017	35.91	.00	
23125	GOLDERS BANDON NAPA AUT	561914	MINI LAMP	03/22/2017	4.70	.00	
23125	GOLDERS BANDON NAPA AUT	562601	FITTING/FLUSH FACE COUP	03/28/2017	67.10	.00	
23125	GOLDERS BANDON NAPA AUT	562611	OIL CHANGE	03/28/2017	18.29	.00	
23125	GOLDERS BANDON NAPA AUT	562930	TIE ROD END/TRACK BAR BUS	03/30/2017	129.43	.00	
Total 23125:					272.22	.00	
<b>25800</b>							
25800	HENNICK'S HOME CENTER	10326661	LUMBER	03/01/2017	344.47	.00	
25800	HENNICK'S HOME CENTER	10326662	LUMBER	03/01/2017	60.60	.00	
25800	HENNICK'S HOME CENTER	10326666	ANCHOR	03/01/2017	77.96	.00	
25800	HENNICK'S HOME CENTER	10326701	NAILS	03/01/2017	4.27	.00	
25800	HENNICK'S HOME CENTER	10326736	DOOR HASP	03/02/2017	16.49	.00	
25800	HENNICK'S HOME CENTER	10326743	REBAR	03/02/2017	37.40	.00	
25800	HENNICK'S HOME CENTER	10326759	PLYWOOD	03/02/2017	239.88	.00	
25800	HENNICK'S HOME CENTER	10326787	LUMBER	03/02/2017	221.10	.00	
25800	HENNICK'S HOME CENTER	10326836	FILTER CARTRIDGE	03/03/2017	20.97	.00	
25800	HENNICK'S HOME CENTER	10326852	SET CONNECTOR	03/03/2017	10.29	.00	
25800	HENNICK'S HOME CENTER	10326959	ANCHOR/LUMBER	03/06/2017	185.43	.00	
25800	HENNICK'S HOME CENTER	10327024	PLYWOOD	03/07/2017	256.90	.00	
25800	HENNICK'S HOME CENTER	10327103	SCREWS	03/13/2017	119.95	.00	
25800	HENNICK'S HOME CENTER	10327353	CHALK/PLYWOOD	03/13/2017	1,114.75	.00	
25800	HENNICK'S HOME CENTER	10327391	MARKING PAINT/LANDSCAPE F	03/13/2017	28.77	.00	
25800	HENNICK'S HOME CENTER	10327416	SCREWS	03/20/2017	119.95	.00	
25800	HENNICK'S HOME CENTER	10327429	CONCRETE MIX	03/14/2017	7.76	.00	
25800	HENNICK'S HOME CENTER	10327444	CAULKING KIT/STAKES	03/14/2017	37.97	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
25800	HENNICK'S HOME CENTER	10327491	LUMBER	03/15/2017	106.36	.00	
25800	HENNICK'S HOME CENTER	10327784	ANCHOR	03/20/2017	155.92	.00	
25800	HENNICK'S HOME CENTER	10327796	SHELVING BLADE/RAZORBACK	03/21/2017	105.98	.00	
25800	HENNICK'S HOME CENTER	10327851	SNAP 7/16	03/21/2017	5.97	.00	
25800	HENNICK'S HOME CENTER	10327900	VERSALAM	03/29/2017	288.80	.00	
25800	HENNICK'S HOME CENTER	10327901	SIMPSON	03/29/2017	110.72	.00	
25800	HENNICK'S HOME CENTER	10328048	BURN BARREL SCREEN/LUMBE	03/24/2017	72.77	.00	
25800	HENNICK'S HOME CENTER	10328180	ANCHOR/LUMBER	03/27/2017	197.32	.00	
25800	HENNICK'S HOME CENTER	10328242	LUMBER	03/28/2017	276.25	.00	
25800	HENNICK'S HOME CENTER	10328247	STEP LADDER	03/28/2017	154.99	.00	
25800	HENNICK'S HOME CENTER	10328264	SCREWS	03/28/2017	17.96	.00	
25800	HENNICK'S HOME CENTER	10328270	NAIL JOIST HANGER	03/28/2017	15.56	.00	
Total 25800:					4,413.51	.00	
<b>26872</b>							
26872	HUNDHAUSEN, CLAUDINE	040317	COUNCIL STIPEND	04/03/2017	100.00	.00	
Total 26872:					100.00	.00	
<b>27300</b>							
27300	INDUSTRIAL RESOURCES	64999	SWEEPER PART	03/02/2017	34.36	.00	
27300	INDUSTRIAL RESOURCES	65021	AIR COMPRESSOR PART	03/07/2017	11.44	.00	
27300	INDUSTRIAL RESOURCES	65022	AIR COMPRESSOR PART	03/08/2017	83.53	.00	
27300	INDUSTRIAL RESOURCES	65038	EXCAVATOR MOWER PART	03/15/2017	69.46	.00	
Total 27300:					198.79	.00	
<b>27650</b>							
27650	INGRAM LIBRARY SERVICES	MARCH 17 ST	MARCH STATEMENT - BOOKS	04/01/2017	869.34	.00	
Total 27650:					869.34	.00	
<b>30470</b>							
30470	KNIFE RIVER MATERIALS	16174309	OHIO AVE EMERGENCY REPAI	03/17/2017	17,379.70	.00	
Total 30470:					17,379.70	.00	
<b>31350</b>							
31350	LARRY'S EXPRESS LUBE	02260530	'10 DODGE CHARGER - OIL CH	03/29/2017	41.92	.00	
31350	LARRY'S EXPRESS LUBE	02263306	'09 FORD F250-OIL CHANGE/SV	03/09/2017	122.58	.00	
Total 31350:					164.50	.00	
<b>34300</b>							
34300	MCKAYS	31717	GROCERY	03/18/2017	20.13	.00	
34300	MCKAYS	32417	GROCERY	03/24/2017	32.04	.00	
Total 34300:					52.17	.00	
<b>37600</b>							
37600	NEILSON RESEARCH CORP	201017	TTHM/HAA PACKAGE	03/27/2017	337.50	.00	
37600	NEILSON RESEARCH CORP	201018	TOTAL ORGANIC CARBON	03/27/2017	210.00	.00	
Total 37600:					547.50	.00	
<b>38300</b>							
38300	NIELSON, WILLIAM	040317	REIMB MILEAGE - SHORT SCH	04/03/2017	279.81	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 38300:					279.81	.00	
<b>39180</b>							
39180	OFFICE DEPOT	915975745001	LIBRARY SUPPLIES	03/24/2017	434.11	.00	
39180	OFFICE DEPOT	915975747001	CANDY	03/24/2017	13.99	.00	
Total 39180:					448.10	.00	
<b>39550</b>							
39550	ONE CALL CONCEPTS INC	7030334	LOCATES	03/31/2017	40.65	.00	
Total 39550:					40.65	.00	
<b>41100</b>							
41100	OREGON LINEN	489684	SHOP TOWEL CLEANING	03/24/2017	8.00	.00	
Total 41100:					8.00	.00	
<b>44723</b>							
44723	POWELL, CHRISTOPHER A.	040317	COUNCIL STIPEND	04/03/2017	100.00	.00	
Total 44723:					100.00	.00	
<b>44740</b>							
44740	PRAETORIAN DIGITAL	010133-3509	ANNUAL SUBSCRIPTION	04/01/2017	600.00	.00	
Total 44740:					600.00	.00	
<b>45150</b>							
45150	PROCETTO, GERI	040317	COUNCIL STIPEND	04/03/2017	100.00	.00	
Total 45150:					100.00	.00	
<b>47600</b>							
47600	RON'S OIL CO.	100287	PROPANE	03/24/2017	43.74	.00	
47600	RON'S OIL CO.	100764	PROPANE	03/17/2017	56.11	.00	
47600	RON'S OIL CO.	100811	PROPANE	03/03/2017	72.59	.00	
Total 47600:					172.44	.00	
<b>48925</b>							
48925	SCHAMEHORN, MARY	040317	MAYOR STIPEND	04/03/2017	200.00	.00	
Total 48925:					200.00	.00	
<b>49205</b>							
49205	SCHWABE, WILLIAMSON & WYA	1463423	LEGAL SVCS-WATER RESOUR	03/24/2017	450.00	.00	
Total 49205:					450.00	.00	
<b>51200</b>							
51200	SOUTH COAST OFFICE SUPPL	407473-0	COPIES	03/30/2017	150.69	.00	
51200	SOUTH COAST OFFICE SUPPL	407473-0	COPIES	03/30/2017	90.41	.00	
51200	SOUTH COAST OFFICE SUPPL	407473-0	COPIES	03/30/2017	60.27	.00	
Total 51200:					301.37	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>52601</b>							
52601	STAPLES BUSINESS ADVANTA	3334109277	TONER/SHARPIES	03/21/2017	362.90	.00	
52601	STAPLES BUSINESS ADVANTA	3334166329	CHAIR	03/22/2017	112.50	.00	
52601	STAPLES BUSINESS ADVANTA	3334239219	GARBAGE BAGS	03/23/2017	8.62	.00	
52601	STAPLES BUSINESS ADVANTA	3334239219	COPY PAPER	03/23/2017	266.40	.00	
52601	STAPLES BUSINESS ADVANTA	3334239219	FILE FOLDER LABELS	03/23/2017	57.58	.00	
52601	STAPLES BUSINESS ADVANTA	3334565098	STAMP	03/26/2017	46.90	.00	
52601	STAPLES BUSINESS ADVANTA	3334751437	TONER	03/28/2017	278.07	.00	
52601	STAPLES BUSINESS ADVANTA	3334751438	PAPER	03/28/2017	33.20	.00	
52601	STAPLES BUSINESS ADVANTA	3334751440	TP/TRASH BAGS	03/28/2017	67.50	.00	
52601	STAPLES BUSINESS ADVANTA	3335151441	ORGANIZER/HANGING FOLDER	03/31/2017	62.72	.00	
52601	STAPLES BUSINESS ADVANTA	3335151441	ADDING MACH ROLLS/POST-IT	03/31/2017	20.70	.00	
52601	STAPLES BUSINESS ADVANTA	3335151441	TONER	03/31/2017	172.70	.00	
Total 52601:					1,489.79	.00	
<b>56351</b>							
56351	TIFFANY, BLYTHE	033117	MINUTES	03/31/2017	140.00	.00	
Total 56351:					140.00	.00	
<b>58508</b>							
58508	UNIVAR USA INC.	PO581666	ALUMINUM SULFATE/FREIGHT	03/29/2017	2,832.21	.00	
Total 58508:					2,832.21	.00	
<b>59725</b>							
59725	VEND WEST SERVICES, INC.	001465360	WATER	03/08/2017	15.25	.00	
59725	VEND WEST SERVICES, INC.	001468689	WATER	03/15/2017	14.25	.00	
59725	VEND WEST SERVICES, INC.	001476597	RENTAL - PD	03/15/2017	10.00	.00	
Total 59725:					39.50	.00	
<b>59900</b>							
59900	VICK, BRIAN	040317	COUNCIL STIPEND	04/03/2017	100.00	.00	
Total 59900:					100.00	.00	
<b>60230</b>							
60230	WATCH GUARD VIDEO	4ELXINV00035	CAMER SYSTEM	03/24/2017	5,020.00	.00	
60230	WATCH GUARD VIDEO	ACCINV00106	DVDS/SLEEVES/RED EVID LAB	03/20/2017	426.00	.00	
Total 60230:					5,446.00	.00	
<b>60575</b>							
60575	WARDROBE CLEANERS, LLC	022817	TABLECLOTH LAUNDERING	02/28/2017	205.30	.00	
Total 60575:					205.30	.00	
<b>60650</b>							
60650	WATERMAN AUTOMOTIVE, INC.	45703	'10 CHARGER SXT/REPLACE C	03/08/2017	773.99	.00	
60650	WATERMAN AUTOMOTIVE, INC.	45771	'10 CHARGER SE/OIL CHANGE	03/15/2017	52.23	.00	
60650	WATERMAN AUTOMOTIVE, INC.	45782	'99 FORD F250/BATTERY	03/15/2017	140.00	.00	
60650	WATERMAN AUTOMOTIVE, INC.	45903	'10 CHARGER SXT/OIL CHANGE	03/29/2017	25.00	.00	
Total 60650:					991.22	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
63202							
63202	WORLD, THE	20308583	NOTICE OF STATE REV COMM	03/30/2017	66.69	.00	
	Total 63202:				66.69	.00	
63500							
63500	XEROX CORPORATION	088714870	BASE CHARGE & BILLABLE PRI	04/01/2017	80.24	.00	
	Total 63500:				80.24	.00	
63680							
63680	YOURAVISH, JIM	040717	REIMB MILEAGE/SCHOOLING	04/07/2017	509.32	.00	
	Total 63680:				509.32	.00	
64317							
64317	VERGER CHRYSLER DODGE J	CHCS115842	REPROGRAM KEY FOB	04/04/2017	165.70	.00	
	Total 64317:				165.70	.00	
64699							
64699	THE PENWORTHY COMPANY	0527078-IN	BOOKS	03/27/2017	229.67	.00	
	Total 64699:				229.67	.00	
64733							
64733	SEYMOUR, MADELINE J	040317	COUNCIL STIPEND	04/03/2017	100.00	.00	
	Total 64733:				100.00	.00	
64840							
64840	ANIXTER INC.	3518538-00	BATTERY	03/24/2017	400.00	.00	
	Total 64840:				400.00	.00	
64975							
64975	SUNRISE CARPET CLEANING	040117 - BARN	JANITORIAL SVC - THE BARN	04/01/2017	795.00	.00	
64975	SUNRISE CARPET CLEANING	040117 - CITY	JANITORIAL SVC - CITY HALL	04/01/2017	1,200.00	.00	
64975	SUNRISE CARPET CLEANING	040117 - LIBR	JANITORIAL SVC - LIBRARY	04/01/2017	825.00	.00	
	Total 64975:				2,820.00	.00	
	Grand Totals:				113,524.58	.00	

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

City Treasurer: \_\_\_\_\_

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Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> Library Report	<b>ITEM NO:</b> 6.3.2

## **BACKGROUND:**

Attached you will find:

1. Monthly statistics for March 2017
2. Library Board Minutes for March 2017

## **Items of Interest:**

1. The Children have had a wonderful March making leprechauns, herding sheep, driving cars and enjoying Dr. Seuss. Julie participated in Battle of the Books at Ocean Crest Elementary and celebrated Dr. Seuss with all.
2. The Friends of the Library are running their art shows, travel night & film night, and book discussion group. The Library Coloring program for Adults continues to be a big hit.
3. Everyone, staff, volunteers, Friends of the Library and patron are eagerly awaiting Craig Johnson's visit on Monday April 24 at 2:00 p.m. The famous author of the Longmire series will be in Bandon, Coos Bay, North Bend and Coquille.
4. The Library Director attended a Coos County Library Directors meeting, Library Board meeting, Friends of the Library meeting, and Bandon City Council meeting.

## **FISCAL IMPACT:**

None

## **RECOMMENDATION:**

Motion to approve as part of the Consent Agenda.

## **SUBMITTED BY:**

Rosalyn McGarva

Rosalyn McGarva, *Library Director*



## **Bandon Library Board Meeting – Thursday March 30, 2017, 10a.m. ,Logan Room**

1. Attendance: Tracy Hodson, Cathy Johnston, Merle Logan, Karen Thomas, Syd Wiesel, City Manager-Robert Mawson, and Secretary/Library Director-Rosalyn McGarva.
2. Minutes of previous meeting were approved as read.
3. Visitors: None
4. Action items: Rosalyn was directed to contact Greg of Ken Butler Remodel & Construction and have him varnish the new children's half door. Greg is to contact Robert to make sure he uses a varnish you can paint over. Merle will instruct the Friends group and the "Door Committee" on their roles.
5. Reports:
  - a. Bandon Library Friends and Foundation: Most of the meeting concerned the Children's Door and what to do about it.
  - b. Art Committee: Reception for bronze artist Sunday April 2, from 2:00-4:00 in the Sprague Room. Tracy has created a facebook page – "Bandon Library Art Gallery". High School students show in May, Robert suggested they be recognized at a City Council meeting. The popular Mosiacs show will be held in June & July.
  - c. Library

Circulation statistics and expenses were handed out and the library is doing great. The only problem may be in staffing. Joan's husband has cancer and she will need to be off for his procedures, etc. Now another staff member has a medical issue and will need to be off a minimum of 4 weeks. In order to keep the Library open we need to find funds to pay for extra staff, while still paying staff who is off for medical. Rosalyn mentioned the need for people to contact their Congressmen about keeping Library funding; and if it goes down we will lose the \$1,000 we get each year from the State, and we will be hurting. Rosalyn mentioned a small problem with DHS running their parenting program from the Library. The problem is the parent/guardian does not keep an eye on the children, nor does DHS, and they use the Logan room longer and without supervision. Rosalyn will be speaking with DHS on Wednesday.
6. New Business: Rosalyn mentioned the Library is teaming up with the Bandon Hospital on Saturday, June 3 for a Health Fair. We have coloring books and medals for the kids.

We also have an Origami class on April 14 from 3:00-5:00, it will be taught by a volunteer.
7. Announcements: Rosalyn mentioned the great success the North Bend Library is having with their *Adulting 101* program.
8. Next Meeting Date: April 27, 2017.

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> Staff Report – Wastewater Plant	<b>ITEM NO:</b> 6.3.3

## **BACKGROUND:**

Find attached the monthly Wastewater Plant activity report for March 2017.

The City's Wastewater facility treated 22,652,000 gallons of wastewater during the month of March.

Based on DEQ permit requirements, the fecal coliform bacteria shall not exceed a monthly median of 14 organisms per 100mls.

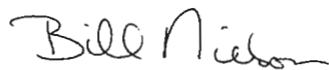
The facility's average bacteria count for the month of March was 6.

## **FISCAL IMPACT:**

## **RECOMMENDATION:**

Motion to approve as part of the Consent Agenda.

## **SUBMITTED BY:**



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Bill Nielson, Treatment Plant Operator

## WASTEWATER PLANT ACTIVITY REPORT FOR MARCH 2017

TSS	Total suspended solids	PPM	Parts per million
INF	Influent - incoming untreated wastewater	MG/L	Milligrams per liter (same as PPM)
EFF	Effluent - outgoing treated wastewater	MLS	Milliliters of water
BOD	Biochemical oxygen demand (strength of wastewater)		

**Table 1: Treatment Plant Operations**

PARAMETERS AND UNITS	MAXIMUM SUMMER DEQ PERMIT	MAXIMUM WINTER DEQ PERMIT	AVERAGE MONTHLY OPERATIONS
<b>EFF BOD AVERAGE</b>			
MG/L or PPM	20	30	6
POUNDS/DAY	75	110	39
<b>EFF TSS AVERAGE</b>			
MG/L or PPM	20	30	8
POUNDS/DAY	75	110	56
<b>FECAL COLIFORM</b>			
COLONIES/100 MLS	14	14	6
<b>INF FLOW AVERAGE</b>			
GALLONS/DAY			729,000
<b>INF SOLIDS AVERAGE</b>		<b>DESIGN</b>	<b>RECEIVED</b>
BOD POUNDS/DAY		1150	727
TSS POUNDS/DAY		1350	1312

\*SUMMER MAY 1 - OCTOBER 31

\*\* WINTER NOVEMBER 1 - APRIL 30

**1. TREATMENT PLANT OPERATIONAL SYNOPSES**

The Wastewater Plant has met all DEQ permits for the month of March 2017.



# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> Staff Report – Public Works	<b>ITEM NO:</b> 6.3.4

## **BACKGROUND:**

Attached is the Public Works Monthly Report for April 2017.

## **FISCAL IMPACT:**

None.

## **RECOMMENDATION:**

Motion to approve as part of the Consent Agenda.

## **SUBMITTED BY:**



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Richard Anderson, Public Works Supervisor

**PUBLIC WORKS  
MONTHLY REPORT  
APRIL 2017**

The public works department is responsible for city streets, wastewater collection, water distribution and parks. Duties include maintaining the parks, playgrounds, restrooms, equipment, vehicles and city buildings. The crew also performs tree trimming, mowing, spraying for weed control, installing water meters, monthly meter reading, sweeping streets and locating sewer and water mainlines. Public works also assists the wastewater and water treatment plants on various projects.

Additional duties undertaken this month:

- Continued flushing distribution and collection lines
- Continued construction of new city shop building
- Old Town - 2<sup>nd</sup> St & Chicago Ave street improvements
- Torched down parking stripes in old town
- Crew had hearing tests
- Upgrading fire service line for Farmer's Market building
- Grade and rock Ohio Ave SE from 13<sup>th</sup> St SE to Mallory Lane
- Pick up and haul storm debris and clean catch basins

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> April 10, 2017
<b>SUBJECT:</b> Staff Report – Water Treatment Plant	<b>ITEM NO:</b> 6.3.5

## **BACKGROUND:**

## **FISCAL IMPACT:**

## **RECOMMENDATION:**

Public Works and Water Department employees are actively looking for and repairing leaks in the system. At the time of this report, Public Works is repairing a broken main on Harlem Avenue S.E.

## **SUBMITTED BY:**

Jim Youravish

Jim Youravish, Water Plant Operator

## WATER TREATMENT PLANT ACTIVITY REPORT FOR MARCH 2017

	WATER PLANT OPERATIONS	EPA ALLOWABLE LIMIT
WATER TREATED (GALLONS)	16,629,190	
DAILY AVERAGE (GALLONS)	536,425	
TREATED WATER LEAVING PLANT	13,407,293	
AVG. TURBIDITY (NTU'S)	.037	MAX. .30
AVG. P.H. (7.00 IS NEUTRAL)	7.55	MIN. 7.1 LEAVING PLANT
AVG. CHLORINE RESIDUAL LEAVING PLANT (PPM)	.560	MIN .2 LEAVING PLANT. TRACE AT LAST CONNECTION
		MAX 4.0
WEEKLY FECAL COLIFORM AND E. COLI TEST	0 POSITIVE	0 POSITIVE FOR FECAL COLIFORM AND E. COLI TAKEN IN DISTRIBUTION SYSTEM

THE WATER TREATMENT PLANT MET ALL EPA REQUIREMENTS FOR THE MONTH OF MARCH 2017

Mar-17 ANNUAL WATER USEAGE			
	GALLONS OF WATER LEAVING PLANT	GALLONS OF WATER SOLD	% LOSS
April-2016	12,255,603	9,193,000	-24.98
May-2016	12,562,750	8,310,000	-33.80
June-2016	13,772,754	13,028,000	-5.40
July-2016	17,593,898	16,193,000	-7.96
August-2016	20,695,494	12,821,000	-38.04
September-2016	20,246,074	17,638,000	-12.88
October-2016	15,127,138	14,027,000	-7.27
November-2016	12,439,545	10,774,000	-13.38
December-2016	9,885,085	9,847,000	-3.86
January-2017	12,450,929	8,136,000	-34.56
February-2017	13,005,926	7,955,000	-38.83
March-2017	10,696,268	8,584,000	-19.74
TOTAL	170,731,464	136,506,000	-20.04

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> Conference and Community Center Report	<b>ITEM NO:</b> 6.3.6

**BACKGROUND:**

Attached are the Conference and Community Center (The Barn) monthly finance report for March 2017, and the contact log and calendar for April, 2017.

As submitted by: Denise Russell and Jeff Norris

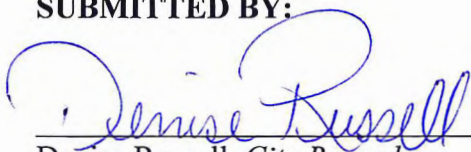
**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Motion to approve as part of the Consent Agenda.

**SUBMITTED BY:**

  
Denise Russell, *City Recorder*

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Page and Total by Fund
- All Segments Tested for Total Breaks

[Report].Account Number =

"10044801","10078611","10078620","10078623","10078624","10078631","10078632","10078633","10078634","10078635","10078636","10078637","10078640","10078657","10078661","10078665","10078749","10044802","10047310","10047804","10078685","10078687","10078757","10078505","10078550","10078551","10078552","10078555","10078663"

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
COMMUNITY CENTER RENT REVENUE			02/28/2017 (02/17) Balance	100-448-01			14,934.85-
03/03/2017	CR	9023398	COMMUNITY CENTER REVENUE - ELIZABET			415.00-	
03/07/2017	CR	9023599	COMMUNITY CENTER REVENUE - EAT			112.00-	
03/15/2017	CR	9024442	COMMUNITY CENTER REVENUE - GREATER			75.00-	
03/15/2017	CR	9024442	TABLE CLOTHS - GREATER BANDON BY TH			50.00-	
03/15/2017	CR	9024443	COMMUNITY CENTER REVENUE - BANDON			75.00-	
03/15/2017	CR	9024443	TABLE CLOTHS - BANDON CARES			50.00-	
03/15/2017	CR	9024444	COMMUNITY CENTER REVENUE - CAPE AR			75.00-	
03/16/2017	CR	9024655	COMMUNITY CENTER REVENUE - HARVEY,			300.00-	
03/27/2017	CR	9025048	COMMUNITY CENTER REVENUE - SOUTH C			560.00-	
03/27/2017	CR	9025060	COMMUNITY CENTER REVENUE - SOUTH C			630.00-	
03/27/2017	CR	9025063	COMMUNITY CENTER REVENUE - COQUILL			150.00-	
03/28/2017	CR	9025082	COMMUNITY CENTER REVENUE - ODOT			150.00-	
03/28/2017	CR	9025086	COMMUNITY CENTER REVENUE - LIFE LINE			75.00-	
03/31/2017 (03/17) Period Totals and Balance					.00 *	2,717.00- *	17,651.85-
YTD Encumbrance		.00 YTD Actual	-17,651.85 Total	-17,651.85 YTD Budget	-15,000.00 Unearned	(2,651.85)	
COM CTR NEW YEAR'S PARTY			02/28/2017 (02/17) Balance	100-448-02			.00
03/31/2017 (03/17) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
REIMB. BARN-BEVERAGES			02/28/2017 (02/17) Balance	100-473-10			.00
03/31/2017 (03/17) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
COMMUNITY CENTER DONATIONS			02/28/2017 (02/17) Balance	100-478-04			2,000.00-
03/31/2017 (03/17) Period Totals and Balance					.00 *	.00 *	2,000.00-
YTD Encumbrance		.00 YTD Actual	-2,000.00 Total	-2,000.00 YTD Budget	-100.00 Unearned	(1,900.00)	
REGULAR EMPLY SALARIES & WAGES			02/28/2017 (02/17) Balance	100-78-505			3,327.92
03/21/2017	PC	1	PAYROLL TRANS FOR 3/21/2017 PAY PERIO		415.99		
03/31/2017 (03/17) Period Totals and Balance					415.99 *	.00 *	3,743.91
YTD Encumbrance		.00 YTD Actual	3,743.91 Total	3,743.91 YTD Budget	.00 Unexpended	(3,743.91)	
SOCIAL SECURITY			02/28/2017 (02/17) Balance	100-78-550			239.94
03/21/2017	PB	4	PAYROLL TRANS FOR 3/21/2017 PAY PERIO		29.79		
03/31/2017 (03/17) Period Totals and Balance					29.79 *	.00 *	269.73
YTD Encumbrance		.00 YTD Actual	269.73 Total	269.73 YTD Budget	.00 Unexpended	(269.73)	

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
<hr/>							
RETIREMENT			02/28/2017 (02/17) Balance	100-78-551			648.48
03/21/2017	PB	11	PAYROLL TRANS FOR 3/21/2017 PAY PERIO		81.06		
			03/31/2017 (03/17) Period Totals and Balance		81.06 *	.00 *	729.54
YTD Encumbrance	.00	YTD Actual	729.54 Total	729.54 YTD Budget	.00 Unexpended	(729.54)	
<hr/>							
HEALTH & LIFE INSURANCE			02/28/2017 (02/17) Balance	100-78-552			1,318.12
03/21/2017	PB	19	PAYROLL TRANS FOR 3/21/2017 PAY PERIO		186.04		
			03/31/2017 (03/17) Period Totals and Balance		186.04 *	.00 *	1,504.16
YTD Encumbrance	.00	YTD Actual	1,504.16 Total	1,504.16 YTD Budget	.00 Unexpended	(1,504.16)	
<hr/>							
W/C INSURANCE			02/28/2017 (02/17) Balance	100-78-555			114.43
03/21/2017	PB	33	PAYROLL TRANS FOR 3/21/2017 PAY PERIO		15.43		
			03/31/2017 (03/17) Period Totals and Balance		15.43 *	.00 *	129.86
YTD Encumbrance	.00	YTD Actual	129.86 Total	129.86 YTD Budget	.00 Unexpended	(129.86)	
<hr/>							
OFFICE EQUIPMENT			02/28/2017 (02/17) Balance	100-78-611			.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
<hr/>							
OFFICE SUPPLIES			02/28/2017 (02/17) Balance	100-78-620			.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	250.00 Unexpended	250.00	
<hr/>							
POSTAGE			02/28/2017 (02/17) Balance	100-78-623			.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	250.00 Unexpended	250.00	
<hr/>							
PRINTING/PRINTED MATERIAL			02/28/2017 (02/17) Balance	100-78-624			.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,000.00 Unexpended	1,000.00	
<hr/>							
UTILITIES			02/28/2017 (02/17) Balance	100-78-631			9,829.65
04/01/2017	AP	76	CITY OF BANDON		1,726.76		
03/24/2017	AP	274	RON'S OIL CO.		43.74		
03/17/2017	AP	275	RON'S OIL CO.		56.11		
03/03/2017	AP	276	RON'S OIL CO.		72.59		
02/03/2017	AP	277	RON'S OIL CO.		103.97		
02/03/2017	AP	278	RON'S OIL CO.		64.29		
			03/31/2017 (03/17) Period Totals and Balance		2,067.46 *	.00 *	11,897.11
YTD Encumbrance	.00	YTD Actual	11,897.11 Total	11,897.11 YTD Budget	9,000.00 Unexpended	(2,897.11)	
<hr/>							
TELEPHONE			02/28/2017 (02/17) Balance	100-78-632			829.89
04/01/2017	AP	111	COMPAN COMMUNICATIONS INC		101.68		
			03/31/2017 (03/17) Period Totals and Balance		101.68 *	.00 *	931.57
YTD Encumbrance	.00	YTD Actual	931.57 Total	931.57 YTD Budget	1,000.00 Unexpended	68.43	
<hr/>							
CONTRACTED SERVERS			02/28/2017 (02/17) Balance	100-78-633			.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	.00



Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
BAR SUPPLIES			02/28/2017 (02/17) Balance	100-78-634			.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
LINEN RENTAL			02/28/2017 (02/17) Balance	100-78-635			728.70
02/28/2017	AP	332	WARDROBE CLEANERS, LLC		205.30		
			03/31/2017 (03/17) Period Totals and Balance		205.30 *	.00 *	934.00
YTD Encumbrance		.00 YTD Actual	934.00 Total	934.00 YTD Budget	2,500.00 Unexpended	1,566.00	
EVENT - FOOD & MISC			02/28/2017 (02/17) Balance	100-78-636			.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,500.00 Unexpended	3,500.00	
MISC EQUIPMENT			02/28/2017 (02/17) Balance	100-78-640			428.05
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	428.05
YTD Encumbrance		.00 YTD Actual	428.05 Total	428.05 YTD Budget	3,500.00 Unexpended	3,071.95	
CONTRACTUAL SERVICES - JANITOR			02/28/2017 (02/17) Balance	100-78-657			7,899.99
02/24/2017	AP	98	COASTAL PAPER & SUPP INC		134.91		
03/10/2017	AP	102	COASTAL PAPER & SUPP INC		244.72		
03/24/2017	AP	103	COASTAL PAPER & SUPP INC		164.49		
03/31/2017	AP	104	COASTAL PAPER & SUPP INC		80.46		
03/07/2017	AP	381	SUNRISE CARPET CLEANING		795.00		
04/01/2017	AP	384	SUNRISE CARPET CLEANING		795.00		
			03/31/2017 (03/17) Period Totals and Balance		2,214.58 *	.00 *	10,114.57
YTD Encumbrance		.00 YTD Actual	10,114.57 Total	10,114.57 YTD Budget	10,000.00 Unexpended	(114.57)	
CONTRACTUAL SERVICES			02/28/2017 (02/17) Balance	100-78-661			14,358.99
03/29/2017	AP	59	BUDWYN'S CUSTOM SHOP		641.00		
03/22/2017	AP	255	NORRIS, JEFF		1,500.00		
			03/31/2017 (03/17) Period Totals and Balance		2,141.00 *	.00 *	16,499.99
YTD Encumbrance		.00 YTD Actual	16,499.99 Total	16,499.99 YTD Budget	18,000.00 Unexpended	1,500.01	
WEB & MARKETING			02/28/2017 (02/17) Balance	100-78-663			.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
DEPOSIT REFUNDS			02/28/2017 (02/17) Balance	100-78-665			.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
DUCT CLEANING			02/28/2017 (02/17) Balance	100-78-685			425.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	425.00
YTD Encumbrance		.00 YTD Actual	425.00 Total	425.00 YTD Budget	3,500.00 Unexpended	3,075.00	
ACOUSTICS/DINING & SR			02/28/2017 (02/17) Balance	100-78-687			.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
OTHER			02/28/2017 (02/17) Balance	100-78-749			1,092.76
03/24/2017	AP	69	CHAMBERS PLUMBING INC		1,663.31		
02/22/2017	AP	321	UMPQUA VALLEY FIRE SERVICES, INC.		95.00		
			03/31/2017 (03/17) Period Totals and Balance		1,758.31 *	.00 *	2,851.07
YTD Encumbrance		.00 YTD Actual	2,851.07 Total	2,851.07 YTD Budget	5,000.00 Unexpended	2,148.93	
DINING RM W/DOORS			02/28/2017 (02/17) Balance	100-78-757			.00
			03/31/2017 (03/17) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 36		Number of Accounts: 28			Debit	Credit	Proof
Total GENERAL FUND (100):					9,216.64	2,717.00-	6,499.64
Number of Transactions: 36		Number of Accounts: 28			Debit	Credit	Proof
Grand Totals:					9,216.64	2,717.00-	6,499.64

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Page and Total by Fund
- All Segments Tested for Total Breaks

[Report].Account Number =

"10044801","10078611","10078620","10078623","10078624","10078631","10078632","10078633","10078634","10078635","10078636","10078640","10078657","10078661","10078665","10078749","10044802","10047310","10047804","10078685","10078687","10078757","10078505","10078550","10078551","10078552","10078555","10078663"

### CONTACT LOG FOR "THE BARN"

MONTH: April 2017

DATE	WHO	ORGANIZATION	TYPE OF EVENT	HOW THEY HEARD ABOUT US	HOW WAS CONTACT MADE	REPEAT CALL? Y/N	\$ QUOTED	EXEMPT FOR FEES Y/N	COMMENTS
	Any Body	ABC Organization	Wedding	Internet	Phone	N	\$1,500.	N	Example
3/28	Michelle Shoemaker	OODT		X			\$150.00		@Sept 21 + 22
4/4	City of Bandan	Meeting			X				April 24
4/5	Dennis	Circles in the Sand			in person	Y	\$75.00	N	June 10 <sup>th</sup>
4/7	Rosie Brookshier	use of Kitchen	Wednesdays				\$200.00 deposit + \$750 an hour		
4/11	Cheyenne Westwood	Functions for 80 people							Very dates
4/13	Amanda	von dates for wedding							Aug 8 <sup>th</sup> - already Taken!
4/17	Joseph Casbury	Hot Sticks Tournament			in person	Y	\$100.00	N	San 26 + 27
4/20	Bandan Booster Club								Oct 21st ?

2018

# April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						Shoreline Education Meeting 1
	2 Senior meals Karate Boy Scouts	3 Senior meals Eat Program	4 Senior meals Eat Program Cape Arago Audubon meetings	5 Lions Karate	6 Senior meals	7 Coastal Harvest Sale
9 Coastal Harvest Sale	10 Senior meals Karate Boy Scouts	11 Senior meals Eat Program O.D.O.T. meeting	12 Lions Karate O.D.O.T. Meeting	13 Senior meals Oregon Coastal Management Meeting	14 Senior meals	15 Project Graduation
16	17 Senior meals Karate Boy Scouts	18 Senior meals Eat Program	19 Lions Karate	20 Senior meals Brian Kitchen for Farmers market	21 Senior meals	22 50 anniversary Party 541 404 1495
23	24 Senior meals Karate Boy Scouts City Meeting	25 Senior meals Eat Program	26 Lions Karate	27 Senior meals Brian Kitchen	28 Senior meals Wedding Elizabeth	29
30						

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> Planning Department Report	<b>ITEM NO:</b> 6.3.7

**BACKGROUND:** The Planning Department continues to work on a variety of projects and applications and this report provides a summary of those efforts.

**New Single Family Home Permits and Overall Building Activity:**

The table below was presented in last month's report. We have added a column for 2017, but currently only have information for Bandon. The construction activity continues to be brisk in Bandon.

City	2015	2016	Total	2017
Coquille	3	3	6	
Myrtle Point	3	7	10	
Coos Bay	7	17	24	
North Bend	11	18	29	
<b>Bandon</b>	18	28	46	18

The total number of building permits for all requests (new homes, fences, sheds, additions, etc...) is 53 since January 1, 2017.

**Planning Department Staffing Changes:** As many of you are aware, City Planner Michelle Hampton is retiring after almost eleven years of exemplary service to the citizens of Bandon. While difficult to replace Michelle, Dana Nichols has accepted the position of City Planner and will be starting full time in August, 2017. In addition, we have just hired Megan Worton as Planning Assistant. Megan brings a very strong skill set to the team and we're very excited to have her join us.

**Updated Planning Fee Schedule:** This item is scheduled for discussion by the City Council at the May 1, 2017 meeting. The Planning Commission unanimously recommended approval at their March meeting.

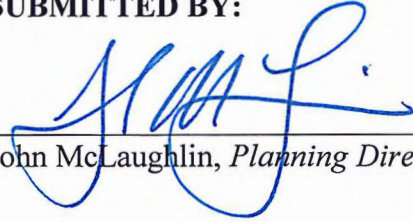
**Old Town Parklet:** As discussed previously, the City is working cooperatively with the Greater Bandon Association on the establishment of two parklets in Old Town. GBA has obtained a grant and is currently conducting an online funding campaign for matching dollars through a crowdfunding effort. These parklets came about as a result of a parking study that has been done by the Planning Department.

**Major Applications:** The Planning Department has received an application for the re-plot of the Seabird Village subdivision. We are currently working with the applicant team on the application materials. This item will be scheduled for a public hearing with the Planning Commission in the near future.

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**Parks and Recreation:** At the recent Parks and Recreation Commission meeting, the Commission identified several projects in City Park for work, including new tee boxes for the disc golf course, and cleanup work around the gazebo/band stand. They are excited at the prospects for working on the Jetty Trail and East Side Park – both identified in the budget recommended by the Budget Committee.

**SUBMITTED BY:**



---

John McLaughlin, *Planning Director*

# City of Bandon

<b>CITY COUNCIL AGENDA DOCUMENTATION</b>	<b>DATE:</b> May 1, 2017
<b>SUBJECT:</b> Liquor Licenses	<b>ITEM NO:</b> 6.4.1

**BACKGROUND:**

Attached are applications from Bandon Bait & Tackle and Bandon Inn, Inc. for the Oregon Liquor Control Commission for a liquor license. This requires the City Council to recommend that either the license be granted or denied.

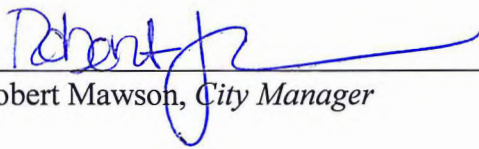
**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

MOTION: To on the consent agenda.

**SUBMITTED BY:**



Robert Mawson, *City Manager*



# OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

**LICENSE TYPES**

- Full On-Premises Sales (\$402.60/yr)
  - Commercial Establishment
  - Caterer
  - Passenger Carrier
  - Other Public Location
  - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
  - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: \_\_\_\_\_

**ACTIONS**

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other \_\_\_\_\_

**90-DAY AUTHORITY**

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

**APPLYING AS:**

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

**CITY AND COUNTY USE ONLY**

Date application received: \_\_\_\_\_

The City Council or County Commission:

(name of city or county)

recommends that this license be:

Granted  Denied  
By: Bob Webb 04-18-17  
(signature) (date)

Name: Bob Webb

Title: Chief of Police

**OLCC USE ONLY**

Application Rec'd by: [Signature]

Date: 4/17/17

90-day authority:  Yes  No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Dianne Williams ③ \_\_\_\_\_  
② \_\_\_\_\_ ④ \_\_\_\_\_

2. Trade Name (dba): Bandon Bait & Tackle

3. Business Location: 110 1st St Bandon Coos OR 97411  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 110 1st St Bandon OR 97411  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-347-3905  
(phone) (fax)

6. Is the business at this location currently licensed by OLCC?  Yes  No

7. If yes to whom: \_\_\_\_\_ Type of License: \_\_\_\_\_

8. Former Business Name: \_\_\_\_\_

9. Will you have a manager?  Yes  No Name: \_\_\_\_\_  
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Bandon Coos  
(name of city or county)

11. Contact person for this application: Dianne Williams 541-347-3905  
(name) (phone number(s))  
110 1st St Bandon OR 97411 bandonbait@yahoo.com  
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① Dianne Williams Date 4/17/17 ③ \_\_\_\_\_ Date \_\_\_\_\_  
② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_





OREGON LIQUOR CONTROL COMMISSION  
INDIVIDUAL HISTORY

1. Trade Name Bandon Bait & Tackle 2. City Bandon  
3. Name Williams Dianna Lee  
(Last) (First) (Middle)  
4. Other names used (maiden, other) \_\_\_\_\_  
5. \* [redacted] 6. Place of Birth [redacted] 7. DOB [redacted] 8. Sex  M  F  O  
(State or Country) (mm) (dd) (yyyy)

\*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here:

Applicant Signature: Dianna L Williams

9. Driver License or State ID # [redacted] 10. State OR  
11. Residence Address [redacted]  
(number and street) (city) (state) (zip code)

12. Mailing Address (if different) [redacted]  
(number and street) (city) (state) (zip code)

13. Contact Phone 541-347-3905 14. E-Mail address (optional) bandonbait@yahoo.com

15. Do you have a spouse or domestic partner?  Yes  No  
If yes, list his/her full name: \_\_\_\_\_

16. If yes to #15, will this person work at or be involved in the operation or management of the business?  
 Yes  No

17. List all states, other than Oregon, where you have lived during the past ten years:  
\_\_\_\_\_

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony?  Yes  No  Unsure  
If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name \_\_\_\_\_ 21. City \_\_\_\_\_

22. Do you have any arrests or citations that have not been resolved?  Yes  No  Unsure  
If yes or unsure, explain here or include the information on a separate sheet.

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23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.)  Yes  No  Unsure  
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

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24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.)  Yes  No  Unsure  
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

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25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

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**Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.**

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol?  N/A  Yes  No  Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

---

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?  
 N/A  Yes  No  Unsure If yes or unsure, explain:

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**Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.**

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon?  N/A  Yes  No  Unsure If yes or unsure, explain:

---

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Dianne L Williams Date: 4/17/17



OREGON LIQUOR CONTROL COMMISSION  
LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
- Commercial Establishment
- Caterer
- Passenger Carrier
- Other Public Location
- Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
  - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: \_\_\_\_\_

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other \_\_\_\_\_

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: \_\_\_\_\_

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: Bob Webb 04-19-17  
(signature) (date)

Name: Bob Webb

Title: Chief of Police

OLCC USE ONLY

Application Rec'd by: See

Date: 4/17/17

90-day authority:  Yes  No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① BANDON INN, INC ③ \_\_\_\_\_

② \_\_\_\_\_ ④ \_\_\_\_\_

2. Trade Name (dba): BANDON INN, INC

3. Business Location: 355 Hwy 101 Bandon Or. Coos Or. 97411  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: Same  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-347-4417 541-347-3616  
(phone) (fax)

6. Is the business at this location currently licensed by OLCC?  Yes  No

7. If yes to whom: \_\_\_\_\_ Type of License: \_\_\_\_\_

8. Former Business Name: \_\_\_\_\_

9. Will you have a manager?  Yes  No Name: Peggy Buchhelm  
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Bandon Or.  
(name of city or county)

11. Contact person for this application: Peggy Buchhelm 541-347-4417  
(name) (phone number(s))

355 - Hwy 101, Bandon Or. 541-347-3616 BANDONINN@MSN.COM  
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

Peggy Buchhelm Date 4-12-17 Date \_\_\_\_\_  
② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_



OREGON LIQUOR CONTROL COMMISSION  
INDIVIDUAL HISTORY

1. Trade Name Bandon Inc Inc 2. City Bandon Or.

3. Name Backholm Peggy Joanne  
(Last) (First) (Middle)

4. Other names used (maiden, [redacted]  
[redacted] Bandon [redacted]  
(State or Country) (mm) (dd) (yyyy)

8. Sex M  F

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Applicant Signature: Peggy Backholm

9. Driver License or State ID # [redacted] 10. SSN [redacted]

11. Residence Address [redacted] [redacted] [redacted]  
(number and street) (city) (state) (zip code)

12. Mailing Address (if different) Same  
(number and street) (city) (state) (zip code)

13. Contact Phone [redacted] 14. E-Mail address (optional) [redacted]

15. Do you have a spouse or domestic partner?  Yes  No  
If yes, list his/her full name: \_\_\_\_\_

16. If yes to #15, will this person work at or be involved in the operation or management of the business?  
 Yes  No

17. List all states, other than Oregon, where you have lived during the past ten years:  
\_\_\_\_\_

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?  
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If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name Bandon Inn 21. City Bandon, Or.

22. Do you have any arrests or citations that have not been resolved?  Yes  No  Unsure  
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.)  Yes  No  Unsure  
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If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

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27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?  
 N/A  Yes  No  Unsure If yes or unsure, explain:

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You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: *Peggy J. Beckholm* Date: 4-12-17



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Bandon Inn, Inc. Phone: 541-347-4417

Trade Name (dba): Bandon Inn, Inc

Business Location Address: 355 Hwy 101

City: Bandon, Or. ZIP Code: 97411

DAYS AND HOURS OF OPERATION

Table with 2 columns: Day, Business Hours. Sunday: 7A to 2:30A

Table with 2 columns: Day, Outdoor Area Hours. All cells are empty.

The outdoor area is used for: N/A
Food service, Alcohol service, Enclosed, how
The exterior area is adequately viewed and/or supervised by Service Permittees.
(Investigator's Initials)

Seasonal Variations: [ ] Yes [X] No If yes, explain:

ENTERTAINMENT

Check all that apply: N/A
Karaoke, Coin-operated Games, Video Lottery Machines, Social Gaming, Pool Tables, Other:

- Live Music, Recorded Music, DJ Music, Dancing, Nude Entertainers

DAYS & HOURS OF LIVE OR DJ MUSIC

Table with 2 columns: Day, Hours. All cells are empty.

SEATING COUNT

Restaurant: Outdoor: Lounge: Other (explain): Lobby - 20 Banquet: Total Seating:

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date:

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

Applicant Signature: Peggy Spachalm Date: 4-12-17