

# City of Brookings WORKSHOP Agenda

## **CITY COUNCIL**

**Monday March 5, 2018, 3:30pm**

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

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

### **B. Roll Call**

### **C. Topics**

1. Nuisance Abatement [City Attorney]
2. Fire Department Airport Property Use [City Manager, Pg. 2]
  - a. Letter & Exhibits [Pg. 3]
3. School Resource Officers [Public Safety, Pg. 6]
  - a. Contract [Pg. 7]
4. Street Improvements [City Manager, Pg. 12]
  - a. Street Project List [Pg. 13]
5. Public Art [City Manager, Pg. 14]
  - a. Location and Contact List [Pg. 15]

### **6. Council Member Requests for Workshop Topics**

### **7. Adjournment**

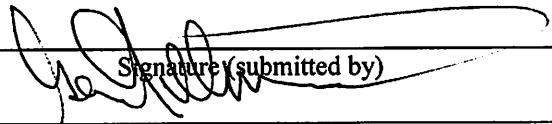
All public City meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

# CITY OF BROOKINGS

## Council WORKSHOP Report

Meeting Date: March 5, 2018

Originating Dept: Volunteer Fire  
Department Association


  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Property Adjacent to Airport for Fire Department Use

Financial Impact:

Possible staff costs associated with developing detailed plan.

Reviewed by Finance & Human Resources Director: 

Background/Discussion:

The City has received a letter from the Brookings Fire Department Association requesting that the City accept real property from South Coast Lumber Company for use as a fire training facility. The Association is also requesting City assistance in preparing the site for the proposed use.

The land in question is located adjacent to the Brookings Airport and is approximately one acre in size. The land is currently not a separate parcel, so a land division would need to occur...which would involve surveys, maps and addressing City development standards. The land is located within the City Limits and the Urban Growth Boundary and is zoned for light industrial use.

Due to the proximity to the Brookings Airport and access restrictions imposed by the Federal Aviation Administration (FAA) staff is recommending that this matter be referred to the FAA for review through the current FAA Airport sponsor: Curry County. For example, any development on this site would likely require an obstruction analysis (this was required for the City water tank and the underground water/sewer lines). Additionally, the FAA has advised that Airport Road, which is the sole access to this site, is restricted to airport-dependent vehicular traffic (with the exception of logging truck and utility service vehicles). The site in question has no access to a public road as the adjacent gravel road is located on County property and the City purchased an easement on this property for the water tank access road.

The concept of developing a fire training site is a good one. The Council should weigh this in consideration that the site would be removed from potential industrial development, which was the original intent of the Airport water and sewer infrastructure project.

If the City Council is interested in proceeding, staff recommends that a detailed site plan and development plan be prepared for the purpose of facilitating further discussion with all parties.

Attachment(s):

- a. Letter and exhibits from the Brookings Fire Department Association



# **CITY OF BROOKINGS**

## **Fire/Rescue**



1/23/2018

To: City of Brookings, Gary Milliman  
898 Elk Dr.  
Brookings, OR. 97415

This letter is a proposal to obtain property, which is being donated by South Coast Lumber company. The property is located adjacent to Cal-Ore pilot quarters next to the Brookings Airport. See attached map.

The interest of the Brookings Fire Department to have said property involves a logistical plan to build a training area, and to encourage growth of firefighter recruitment/retainment. Along with increased firefighter numbers, the ongoing training site will be an out reach for fire departments throughout the county as well.

The development of the logistical plan for training has already met its first benchmark with a Firefighter 1 Academy being accredited by DPSST. This achievement by Captain Jeff Lee has opened the door to increase firefighter education and safety to the outlining fire departments, which we rely on for auto and mutual aid to our community.

This training site project sets in motion the next phase. By introducing Class A training props and a wild land fire training area, the education and skills will enhance firefighter development and safety. The props will be highly regulated by qualified instructors, and give an opportunity to advance the Firefighter 1 Academy to a full scale didactic and skills qualified academy.

The future projections of this site will benchmark over the next five years with increased firefighter numbers to the Brookings Fire Department, state recognition of qualified instructor/training site and additional training prop development. The Brookings Fire Department Association has approved purchase of materials and training props for this project from its funding. The City of Brookings is being asked to consider the acceptance of the property and potentially have Public Works help with ground work to prep the area for the training site.

Sincerely,



President

Brookings Fire Department Association



Capt. Jeff Lee  
Brookings Fire & Rescue





# South Coast Lumber Company



Scale: 1 inch = 200 Feet

THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY

0 200 400 Feet

SECTION 31 T.40S. R.13W. W.M.  
CURRY COUNTY

1" = 400'

40S13W31  
BROOKINGS

CANCELLED:

25 30

36 31

17-3

SEE MAP 40S 13W 30

200 AC  
200311 THRU 20049  
200311 THRU 20035  
200311 THRU 20038  
200311 THRU 20041

SEE MAP  
40S 13W 31B

17-7

SEE MAP 40S 13W 32

SEE MAP 40S 13W 32C

SEE MAP

40S 13W 31D

SEE MAP

40S 13W 31CA

SEE MAP

40S 13W 31CB

SEE MAP

40S 13W 31C

SEE MAP

40S 13W 31CD

SEE MAP

40S 13W 31DC

SEE MAP

40S 13W 31DD

SEE MAP 40S 13W 32C

SEE MAP 40S 13W 31E

SEE MAP 40S 13W 31F

SEE MAP 40S 13W 31G

SEE MAP 40S 13W 31H

SEE MAP 40S 13W 31I

SEE MAP 40S 13W 31J

SEE MAP 40S 13W 31K

SEE MAP 40S 13W 31L

Revised: RA  
11/4/2010

40S13W31  
BROOKINGS

# CITY OF BROOKINGS

## COUNCIL WORKSHOP REPORT

Meeting Date: **March 5<sup>th</sup>, 2018**

Submitted by: **Chief Wallace 27813/201**

Originating Dept: **Public Safety**

City Manager: 

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### **Request:**

On February 21, 2018, I received an e-mail from City Manager Gary Milliman stating Brookings Mayor Jake Pieper had requested historic information, funding and duties assigned to past School Resource Officers that worked for the Brookings Police Department.

### **History:**

From archival information, it would appear the first School Resource Office in Brookings was established in the mid 1990's. It was a joint partnership with Brookings-Harbor School District 17-C and appeared to be a 50% split in overall costs, with the City of Brookings remaining the primary employer. The SRO program continued for several years until eventually the School District was unable pay their portion and eventually the program dissolved around 2005.

### **Duties:**

See attached document for list of duties assigned to SRO as agreed upon by the City of Brookings and the Brookings-Harbor School District in 2002.

### **Cost:**

(2018) A step 4 Police Officer cost is \$90,000  
\$50,000 wages and the remaining \$40,000 are for FICA/PERS/Insurance/Etc.

### **Attachments:**

See attached 2002 School Resource Officer agreement between the City of Brookings and the Brookings-Harbor School District 17-C outlining duties, responsibilities and financial obligations for involved entities.

### **Recommended Action:**

None by staff; Let it be noted there has been no formal request by School District representation to reinstate the SRO program at this time.



file: Police

# Brookings-Harbor School District 17-C

Administrative Office - 564 Fern Avenue

Brookings, Oregon 97415

541-469-7443 - Fax: 541-469-6599

"Good Schools Are a Wise Investment"

August 22, 2002

Leroy Blodgett, City Manager  
Brookings City Hall - 898 Elk Drive  
Brookings, OR 97415

## **RE: Copy of Signed Contract for School Resource Officer (SRO)**

Hello Leroy,

Enclosed is the City's original copy of the formal written contract with the School District for the School Resource Officer (SRO) Program for the upcoming 2002-2003 school year. As you may already know, the School Board approved this contract agreement at their regular meeting that took place this past Monday night. The enclosed document includes the necessary signatures for formal ratification on behalf of District 17-C.

We are fortunate that the overall SRO Program has been a tremendous success in the past. We are especially pleased with our new SRO Officer, and I am confident that Officer Parker will not only "hit the ground running," but will be a great source of new ideas and energy all throughout the year.

We appreciate your efforts to care of all the details in terms of getting this contract renewed and re-approved for the upcoming school year.

Sincerely,

  
Dr. Paul Prevenas, Superintendent

ENCLOSURE: Agreement for School Resource Officer (SRO) Program for 2002-2003

cc: Chris Wallace, Chief of Police  
Floyd Strandberg, High School Principal  
Mike Dillenburg, Middle School Principal  
Chris McKay, Elementary Principal  
Marvin Parker, School Resource Officer

cc: Police Chief, ~~Adrian~~ ~~Police~~

**AGREEMENT BETWEEN THE  
BROOKINGS-HARBOR SCHOOL DISTRICT 17-C  
AND THE CITY OF BROOKINGS  
FOR SCHOOL RESOURCE OFFICER**

**ORIGINAL**

THIS AGREEMENT is made and entered into by and between the City of Brookings (City) and the Brookings-Harbor School District (District).

WHEREAS, the City of Brookings and the School District desire a cooperative effort in:

1. Providing a positive image of law enforcement and law enforcement officers for students;
2. Sharing educational resources for instructional programs dealing with law enforcement, health and safety, and drug and alcohol education;
3. Creating an atmosphere of safety and security on school campuses and at school-sponsored activities;
4. Facilitating a more coordinated effort in dealing with youth problems involving school, parents, police, and other community agencies;
5. Assisting school administrators with the District's prohibition of the traffic and use of illegal substances in the District's schools; and
6. Assisting school administrators, as requested, in their work with troubled students.

WHEREAS, the City and the District desire to formalize such a cooperative effort by written agreement; and

WHEREAS, such contracts are authorized under ORS 190.010 et seq.;

NOW, THEREFORE, in consideration of the mutual promise and covenants contained herein, it is mutually agreed as follows:



1. The City shall assign one full-time sworn police officer the position of School/Community Resource Officer (SRO), assigned to the Brookings-Harbor School District during the regular school year (approximately September through mid June).
2. The City and the District shall each name a contact person who will monitor the program. The building principals will be the contact persons at each school to facilitate communication.
3. SROs are employees of the City and subject to the rules and regulations of the City. Program philosophy and general job responsibilities will be mutually determined by the City and the District. General guidance and task supervision are the responsibility of the building principal after assignments have been agreed upon by the SRO's immediate supervisor (City) and building principals and Superintendent.

As a sworn police officer, once involved in an official investigation of criminal activity, the SRO has the following responsibilities:

- 1) Abide by all Federal, State, and local laws and ordinances.
- 2) Report any conflict created by any laws, ordinances, rules, and policies and procedures to the building principal and police supervisor for resolution.
- 3) Perform a thorough investigation of the allegation. Interview and document all involved parties.
- 4) Inform the supervisor of the SRO program of criminal investigations in which the SRO is involved. Depending on the nature of the crime other law enforcement officers may also be notified.
- 5) Present the case to the District Attorney for review at the appropriate times.

Under no circumstances will investigations or referrals to the District Attorney be done without prior knowledge to the school principals and Superintendent.

4. The duties and responsibilities of the SRO shall be as defined below and mutually agreed upon by the City and the District. Such duties shall include, but not be limited to:
  - 1) The SRO will wear the prescribed City uniform of the day with all normal accessories, including a firearm.
  - 2) A marked City patrol unit will be utilized for transportation and support unless otherwise requested by school officials.

- 3) Represent the image of area law enforcement in the School District.
  - 4) Give classroom presentations on topics of mutual interest to the City and the District upon request.
  - 5) Provide information and informal counseling to students as requested by designated school personnel.
  - 6) At the request of the principal, help to establish and maintain a sense of security and order on school campuses by being a visible presence. The SRO shall not, however, act in the capacity of a private security officer.
  - 7) Know and comply with District policies and rules that govern school personnel's work with students in the areas of student confidentiality and rights.
5. The following duties may be assigned as appropriate by the building principal and upon assignment shall be undertaken:
- 1) Make appropriate contacts with parents and other community agencies on such requests.
  - 2) Assist with supervision of after-school activities as requested by the building principal. In accordance with number eight below, the District agrees to reimburse the City for overtime.
  - 3) At the direction of the building principal, conduct motorized patrol of school grounds and nearby streets, and/or direction of traffic at designated points.
  - 4) Enforce criminal laws through investigation and arrests at District schools, and other District properties and building.
  - 5) Enforce District policy as requested.
6. Scheduling of work days, vacation, and other time off during the school year will be aligned with the school calendar and mutually agreed to by the City and the District. Time off during the regular school calendar will be arranged in advance and agreed to by the City and District.
7. The District agrees to reimburse the City for any overtime expenses on specific requests, i.e., dances and athletic events and any other assignment given under Section 6 outside the SRO's normal duty hours. Any overtime expenses generated by the investigation of criminal activities shall be paid by the City.

which is not earned because of any termination.

18. IN WITNESS WHEREOF, the parties have caused this contract to be executed by the duly authorized officers on the dates hereinafter written.

**CITY OF BROOKINGS**

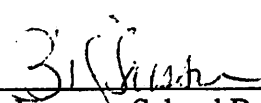
By:   
Bob Hagbom, MAYOR

Date: 8.12-02

ATTEST by City Recorder  
this 13 day of August, 2002.

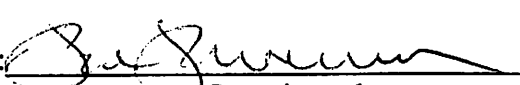
By:   
Paul Hughes, Finance Director/Recorder

**BROOKINGS-HARBOR 17C  
SCHOOL DISTRICT**

By:   
Brian Larsson, School Board Chairperson

Date: 8/19/02

ATTEST by School District Superintendent  
this 19 day of August, 2002.

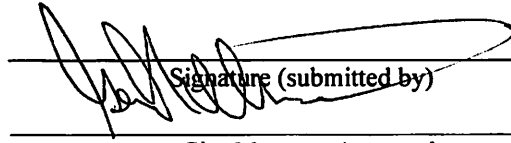
By:   
Paul Prevenas, Superintendent

# CITY OF BROOKINGS

## Council WORKSHOP Report

Meeting Date: March 5, 2018

Originating Dept: City Manager

  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Streets Project List

Background/Discussion:

Staff is working to develop a list of street improvement projects that would be funded if the Fuel Tax is reauthorized. I am putting this on the workshop agenda at this time to secure Council input. We are updating a priority list from the 2008 Pavement Management System report.

As a part of the priority list, staff is recommending a \$100,000 annual set-aside for one-inch overlays on streets that are beginning to show pavement failure, but do not need a “grind and pave” solution. This would enable us to get many more years out of these streets. Examples of streets where this less-costly treatment would be beneficial include Parkview Drive and 3<sup>rd</sup> Street.

One project that was not on the 2008 improvement list is the build-out of Lundeen Road. The City has made substantial improvements the athletic fields adjacent to Lundeen and plans to install lighting for nighttime activity, which would increase use. Improvements to the park include paving the athletic field parking lot. A local church has recently acquired the vacant land across the street from Azalea Park on Lundeen and frontage improvements (curb, gutter, sidewalk, drainage, half street) would typically be required as a part of new development. As of this writing there is no known schedule for the church project. Staff is proposing to include at least a half street reconstruction project on the street improvement project list. Tidewater has reviewed the condition of the street and believes that a complete reconstruction would be needed; staff concurs. The Tidewater estimate for construction purposes is \$125,000 for the half street with curb only on the park side, not including drainage.

Staff would also like to discuss the concept of utilizing financing to accomplish about \$700,000 in street work in the first year following the fuel tax reauthorization. We would recommend including the Lundeen half street in this project. Assuming a \$700,000 financing, we would then still have about \$160,000 annually for four years to do additional work.

Attachment(s):

- a. Streets Projects List, Preliminary, 2019-23

City of Brookings 2018 PMS Update  
**MAJOR & MINOR MAINTENANCE BUDGET REPORT**

<u>Sec ID</u>	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Length</u>	<u>Width</u>	<u>Lanes</u>	<u>Overlay</u>	<u>2009 Cost</u>	<u>2017 Upated Cost</u>
1279	RANSOM AV	FAWN DR	PIONEER RD	580	32	2	1.5	\$ 84,535	\$105,910
1118	FRONTAGE RD	ROSS RD	ELK DR	90	30	2	1.5	12,298	15,407
1196	MENDY ST	PACIFIC AV	CULDESAC	490	21	2	1.5	22,381	28,040
1315	SPRUCE ST	ALDER ST	OAK ST	420	25	2	2	31,150	39,027
	1" Overlay/Slurry						1	100,000	100,000
								<u>250,363</u>	<u>288,384</u>
1027	ALDER ST	HEMLOCK ST	SPRUCE DR	90	29	2	1.75	6,636	8,315
1014	5 ST	BARBRA LN	DI RANSOM AV	360	32	2	2	35,904	44,983
1194	MEMORY LN	RAILROAD ST	TANBARK RD	810	28	2	1.75	57,669	72,251
1152	HEMLOCK ST	ALDER ST	OAK ST	400	27	2	1.75	26,381	33,052
1023	7 ST	PIONEER LN	MEADOW LN	530	18	2	1.5	20,750	25,996
1302	SEACREST LN	GLENWOOD D	ARCH LN	100	35	2	1.5	7,175	8,989
	1" Overlay/Slurry						1	100,000	100,000
								<u>254,515</u>	<u>293,586</u>
1332	VALLEY ST	HILLSIDE DR	CHETCO AV	350	14	2	1.5	10,045	12,585
1001	1 ST	RANSOM AV	EASY ST	850	18	2	1.5	33,278	41,692
1169	KEVIN PL	HASSETT ST	RANSOM AV	770	32	2	1.5	53,592	67,143
1282	RANSOM AV	KEVIN PL	FAWN DR	430	32	2	1.5	28,208	35,341
1193	MECHELLE LN	KEVIN PL	FAWN DR	430	32	2	1.5	29,928	37,496
	1" Overlay/Slurry						1	100,000	100,000
								<u>255,051</u>	<u>294,257</u>
1095	EASY MANOR	EASY ST	EASY ST	920	21	2	1.75	47,193	59,126
1071	CHETCO LN	CHETCO AV	CULDESAC	460	30	2	1.5	30,015	37,605
1308	SEASCAPE CT	TANBARK RD	CULDESAC	430	11	2	1.5	9,697	12,148
1297	SANDY LN	MACKLYN CO\	CULDESAC	370	33	2	0	55,613	69,675
1200	MILL BEACH R	ALLEN LN	LYN COVE DR	20	33	2	0	3,006	3,766
	1" Overlay/Slurry						1	100,000	100,000
								<u>245,524</u>	<u>282,320</u>
1034	ALLEN LN	MILL BEACH R	CULDESAC	300	25	2	0	34,160	42,798
1180	LUNDEEN RD	OLD COUNTY I	CULDESAC	960	20	2	0	87,450	109,563
	1" Overlay/Slurry						1	100,000	100,000
								<u>221,610</u>	<u>252,361</u>
									<u><u>\$1,410,908</u></u>



# CITY OF BROOKINGS

## Council WORKSHOP Report

Meeting Date: March 5, 2018

Originating Dept: City Manager

  
\_\_\_\_\_  
Signature (submitted by)  
\_\_\_\_\_  
City Manager Approval

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Subject: Public Art Locations

Background/Discussion:

The City has budgeted \$1,000 for use on projects recommended by the Public Art Committee. The City Council disbanded the Public Art Committee at their meeting of December 11, 2017. The Public Art Committee was originally formed for the purpose of reviewing and approving proposals for murals.

A part of the discussion while disbanding the Public Art Committee was to reallocate funds to help pay for the installation of public art at various locations. Staff was directed to identify possible public art locations, make pre-arrangements with private property owners to accommodate public art (such as installing murals on private buildings) and to solicit proposals.

Staff would like to review the location list with the City Council.

Attachment(s):

- a. Public art location and contact list.

Business Name	Brookings Address	Art Type Recommended	Suggested Theme	Corporate Name	Comments
Dollar General	1300 Easty St.	Sculpture		DG Strategic II LLC	Concrete Pad
Chetco Community Public Library	405 Alder St.	Sculpture	Books or Elmo Williams		SW Corner of Property Adjacent to Intersection
Cielita Lindo	500 Chetco Ave.	Sculpture			Oak & Hwy. 101
ODOT South West Area	East corner Hwy 101 & North Bank Chetco	Sculpture	John E. Brookings	ODOT	Perhaps John E. Brookings
O'Reilly's wall	1201 Chetco Ave	Mural	Antique Auto	O'Reilly Auto Parts	North Wall
NAPA wall	1130 Chetco Ave.	Mural	Antique Auto	GDMI Enterprises	South Bumpout Wall
Westward Inn wall	1026 Chetco Ave.	Mural	Lewis & Clark	Chiman Patel	South Wall Adjacent to Hwy 101
Mini Pet Mart	908 Chetco Ave.	Mural	Pets/Animals		rear wall or side wall near chetco
	Hwy 101 & Fern corner	Sculpture	Robert S. Brookings		
	Northbound 101	Welcome Sculpture	Gateway		
Alder St Detention Pond	City ROW	Sculpture	Nautical		
Municipal Pool	1130 Ransom Ave.	Mural	Replace Whale (starfish, marine life)		
Ray's	906 Chetco	Mural	Historic Brookings	Browman Development Company	East wall, 5th St
Pacific Strip Mall	340 - 360 Pacific	Mural	Pets/Animals	Sernas Properties, LLC	rear wall railroad side
Kerr's Ace Hardware	711 Chetco Ave.	Mural	Building/Construction	Kerr Family Limited Partnership	wall adjacent to Railroad St
Kidz Zone	745 Railroad St.	Mural	Children at Play	Milton Gowman	
Brookings Harbor Food Bank	539 Hemlock	Mural	Harvest to Hand	Brookings Harbor Community Helpers Inc.	
Barron's Home Furnishings	410 Oak St.	Mural		Gary & Karen Kerr	
All State	605 Chetco Ave.	Mural		Mark Miller	East Wall
Walking Trail	Btw Treatment Plant & Mill Beach Access	Interpretive Signs	Walking Path with natural wonders	South Coast Lumber	