

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, March 9, 2020, 7:00pm

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

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Appointment of Doug Brand to Budget Committee [Pg. 2]
2. Reappointment of Cody Coons to Planning Commission [Pg. 6]
3. Reappointment of Michelle Morosky to Planning Commission [Pg. 10]

E. Oral Requests and Communications from the audience

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

F. Consent Calendar

1. Approve Council minutes for February 24, 2020 [Pg. 14]

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

1. 2020 Ransom Avenue Street Improvement Project [Pg. 16]
 - a. Task Order [Pg. 17]
 - b. 5 year Street Improvement Plan [Pg. 23]

H. Informational Non-Action Items

1. February Vouchers [Pg. 24]

I. Remarks from Mayor and Councilors

J. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, at Brookings City Hall and at Chetco Community Public Library. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours.

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

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 9, 2020

Signature (submitted by)

Originating Dept: City Manager

City Manager Approval

Subject: Appoint Doug Brand to the Budget Committee.

Recommended Motion: Move to appoint Doug Brand to the Budget Committee in position number 2 to expire February 1, 2022.

Financial Impact: None

Background/Discussion: Doug Brand has submitted an application to serve on the Budget Committee; The Mayor has reviewed the application for consideration of appointment.

Attachment(s):

- a. Volunteer Committee Application



City of Brookings

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

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: BRAND, Doug
Physical Address: 1717 ARCH LN BROOKINGS OR 97415
Mailing Address: P.O. Bx 1500 - PMB 249 BROOKINGS OR 97415
Email Address: DRBRANDX@GMAIL.COM Phone: 520-668-3979

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

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

NOTES:

(i) *Membership requirements:*

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

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

(iii) *Other restrictions:*

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

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

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

8 YEARS CITY COUNCIL - GOLD BEACH OR. MEMBER OF
BUDGET COMMITTEE

WASTE WATER TREATMENT PLANT - WAS CITY COUNCIL
LIAISON FROM DESIGN TO COMPLETION, ATTENDING WKLY
MEETINGS ON BUDGET AND COMPLETION DEADLINES
CITY COUNCIL LIAISON TO FAIR BOARD - CURRY CO. &
WATER TREATMENT PLANT PLANNING.

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

12 YEARS RETAIL LOSS PREVENTION / AUDITOR, STORE
MANAGER, BUDGET & PNL REVIEW WEEKLY.

15 YEARS BUSINESS OWNER OF 2 SUCCESSFUL
BUSINESSES. JUST STARTED A THIRD.

CURRY COUNTY COASTAL HOSPICE, BOARD MEMBER,
BOARD MEMBER OF HOSPICE FUNDRAISING SOCIETY,
HOSPICE MARKET PLACE VOLUNTEER

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

MOVING FROM GOLD BEACH AND LEAVING POLITICAL
LIFE, ESPECIALLY BUDGET, LEFT A VOID. I ENJOY
WORKING WITH NUMBERS, AND THE CHALLENGE OF
PROPER FORECASTING, BUDGETING, CREATIVE WAYS
TO FINANCE PROJECTS WITH GOVT RED TAPE IN THE
WAY PLAYS INTO MY OUT OF THE BOX THINKING TO GET
THINGS FUNDED.

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

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☐ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☐ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Doer Bruner
Applicant (print name)

[Signature]
Applicant's Signature

7/25/2020
Date

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

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

Commission and Committee contact information:


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

CITY OF BROOKINGS


COUNCIL AGENDA REPORT

Meeting Date: March 9, 2020

Originating Dept: PWDS



Signature (submitted by)



City Manager Approval

Subject: Reappointing Cody Coons to the Planning Commission

Recommended Motion: Move to reappoint Cody Coons to Planning Commission Position Number 3, to expire April 1, 2024.

Financial Impact: None

Background/Discussion: Cody Coons has served on the Planning Commission since June 2019 and has submitted an application for reappointment for his position that expires April 1, 2020.

Attachment(s):

a. Volunteer Committee Application



City of Brookings

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

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: CODY COONS
Physical Address: 723 2nd ST.
Mailing Address: PO BOX 605
Email Address: codyacoons@gmail.com Phone: 541-231-9877

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

- | 1. Commission/Committee applying for: | <u>Composition (i)</u> | <u>Term (ii)</u> |
|--|--------------------------|------------------|
| <input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 years |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii) | 4 Residents, 3 Curry Co. | 3 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? 7 years 1 months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☒ Yes ☐ No
3. UGB residents: How long have you lived in the UGB? _____ years _____ months
4. What is your current occupation? FORESTER

NOTES:

(i) Membership requirements:

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

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

(iii) Other restrictions:

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

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

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

CURRENTLY ON PLANNING COMMISSION

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

BACHELORS IN FOREST ENGINEERING
EAGLE SCOUT

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

I AM INTERESTED IN BRINGING AWARENESS
OF FEES, PERMITS, OR ZONING RESTRICTIONS CAN
BE BURDENSOME TO BUSINESS OR RESIDENTIAL
CONSTRUCTION.

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

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (Planning Commission applicants, see ** below)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

CODY COONS

Applicant (print name)

Cody Coons

Applicant's Signature

2/24/20

Date

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

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

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

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 9, 2020

Originating Dept: PWDS


Signature (submitted by)


City Manager Approval

Subject: Reappointing Michelle Morosky to the Planning Commission

Recommended Motion: Move to reappoint Michelle Morosky to Planning Commission Position Number 2, to expire April 1, 2024.

Financial Impact: None

Background/Discussion: Michelle Morosky has served on the Planning Commission since January 2020 and has submitted an application for reappointment for her position that expires April 1, 2020.

Attachment(s):

a. Volunteer Committee Application



City of Brookings

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

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Michelle Morosky
Physical Address: 1340 View Ct Brookings OR 97415
Mailing Address: (Same as above)
Email Address: michelle@century21agate.com Phone: 541-953-8415

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

- | 1. Commission/Committee applying for: | <u>Composition (i)</u> | <u>Term (ii)</u> |
|--|--------------------------|------------------|
| <input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 years |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Tourism Promotion Advisory Committee (TPAC) (iii) | 4 Residents, 3 Curry Co. | 3 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? 1 years 9 months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☒ Yes ☐ No
3. UGB residents: How long have you lived in the UGB? 1 years 9 months
4. What is your current occupation? Real Estate Broker

NOTES:

(i) *Membership requirements:*

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

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

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

I am a Licensed Real Estate Broker working at the Century 21 Agate Brookings office. The education required to obtain, retain and practice with that license includes many topics related to and addressed by this committee.

Site Council Member for the Eugene 4J School District. Our committee worked with the principal to develop, review and evaluate school improvement programs and school budgets.

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

Community Outreach Committee - Curry County Board of Realtors
Elks Christmas Basket Co-Chair – Brookings Elks Lodge #1934
Auction Committee – Parenting Now
Safe and Sober Committee – Brookings Harbor High School
Fundraising Chair – Sheldon High School
PTO President and Founder – Cal Young Middle School
PTO President – Gilham Elementary

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

As a local real estate broker, I feel it's my responsibility to be aware of the current policies, procedures, and regulations that govern our community and housing issues. This enables me to better assist my clients as well as contribute to the community I love. I believe by supporting my community in whatever way I am able, I can help create a better environment for all of us: my family, friends, clients, co-workers, and Brookings residents in general.

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- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Michelle Morosky
Applicant (print name)

Michelle Morosky
Applicant's Signature

2-27-20
Date

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

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, February 24, 2020

Call to Order

Mayor Pieper called the meeting to order at 7:01 PM

Roll Call

Council Present: Mayor Jake Pieper, Councilors Bill Hamilton, Brent Hodges, John McKinney, and Ron Hedenskog; a quorum present

Staff present: City Manager Janell Howard, Public Works and Development Services Director Anthony Baron, Planning Tech. Lauri Ziemer and Deputy Recorder Amber Nalls

Media Present: Brian Williams from Curry Pilot present

Others Present: Approximately 9 audience members

Ceremonies

1. Monarch Butterfly Proclamation
 - a. Mayor Pieper presented the Proclamation to Dennis Triglia
2. Leo Rainwater Project Manager for Jacobs Introduction
 - a. Public Works and Development Services Director Anthony Baron introduced Leo Rainwater as the new Project Manager for Jacobs

Consent Calendar

1. Approve Council minutes for February 10, 2020
2. Accept TPAC minutes for December 12, 2019
3. Receive monthly financial report for January 2020
4. Accept Planning Commission 2019 Annual Report
5. Approve Tropicalia Brazilian Cuisine Liquor License Application

Councilor Hedenskog moved, Councilor Hodges seconded, and Council voted unanimously to approve the Consent Calendar.

Staff Reports

1. *Permitted Uses Ordinance 20-O-785*

Public Works & Development Director Tony Baron presented the staff report.

Councilor Hedenskog moved, Councilor McKinney seconded to read Ordinance 20-O-785 the first time by title only and Council voted unanimously to approve.

Councilor Hodges moved, Councilor Hedenskog seconded to read Ordinance 20-O-785 a second time by title only and Council voted unanimously to approve.

Councilor McKinney moved, Councilor Hedenskog seconded to read Ordinance 20-O-785 and move to adopt ordinance 20-O-785. Council voted unanimously to approve.

2. *Workforce Housing Ordinance 20-O-786*

Public Works & Development Director Tony Baron presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded to read Ordinance 20-O-786 the first time by title only and Council voted unanimously to approve.

Councilor Hodges moved, Councilor Hedenskog seconded to read Ordinance 20-O-786 a second time by title only and Council voted unanimously to approve.

Councilor Hedenskog moved, Councilor Hodges seconded to read Ordinance 20-O-786 and move to adopt ordinance 20-O-786. Council voted unanimously to approve.

3. Adoption of Codes Ordinance 20-O-788

Public Works & Development Director Tony Baron presented the staff report.

Councilor Hedenskog moved, Councilor Hamilton seconded to read Ordinance 20-O-788 the first time by title only and Council voted unanimously to approve.

Councilor Hedenskog moved, Councilor Hodges seconded to read Ordinance 20-O-788 a second time by title only and Council voted unanimously to approve.

Councilor Hedenskog moved, Councilor Hodges seconded to read Ordinance 20-O-788 and move to adopt ordinance 20-O-788. Council voted unanimously to approve.

4. Transient Occupancy Tax (TOT) Fund Allocation for Earth Day 2020 event

City Manager Janell Howard presented the staff report.

Councilor Hodges moved, Councilor McKinney seconded and Council voted to approve.

5. Capella Parking Lot Paving

Public Works & Development Director Tony Baron presented the staff report.

Councilor Hedenskog moved, Councilor Hamilton seconded, and Council voted unanimously to approve.

Remarks from Mayor and Councilors

None

Adjournment

Councilor Hedenskog moved, Councilor Hamilton seconded and Council voted unanimously to adjourn the meeting at 7:35 PM.

Respectfully submitted:

ATTESTED:

this day of March, 2020:

Jake Pieper, Mayor


Janell K. Howard, City Recorder

CITY OF BROOKINGS


COUNCIL AGENDA REPORT

Meeting Date: March 9, 2020

Originating Dept: PWDS



Signature (submitted by)



City Manager Approval

Subject: 2020 Ransom Avenue Street Improvement Project

Recommended Motion: Authorize City Manager to proceed with the Dyer Partnership Task Order 90 for the design of the 2020 Ransom Avenue Street Improvement Project.

Financial Impact: The Dyer Partnership design and construction document fees are estimated at \$33,800. The total construction cost for the project is estimated at \$265,000. Funding for the project is budgeted from the City of Brookings Fuel Tax Revenues received in 2020-21.

Background/Discussion: The 2020 Street Improvement projects include full street improvements and infrastructure along Ransom Avenue from Fawn Drive to Pioneer. The project is listed on the five year street improvement plan presented to Council in 2018.

Attachment(s):

- a. Dyer Task Order 90
- b. 5 year Street Improvement Plan

TASK ORDER 90
City of Brookings
RANSOM AVENUE IMPROVEMENTS (Fawn Dr. to Pioneer Rd.)

SCOPE OF WORK: The City plans on improving Ransom Avenue from Fawn Drive to Pioneer Road) (approx. 530 lineal feet) and includes:

- Cold-plane removal of the existing pavement
- Placing a new 2" overlay plus some street subgrade stabilization in areas where the pavement has failed
- New 12" storm drain and 6" French drain to facilitate drainage in this area.

SCOPE OF ENGINEERING SERVICES

The City needs engineering services for the design of these street improvements, bidding period services and construction administration. Engineering services include:

Coordination

- Coordinate with City staff, refine the scope of work and project schedule.

Construction Documents

- Perform site survey for the proposed street improvements. Reduce survey notes and create base map.
- Prepare construction documents to include drawings and specifications.
- Provide final estimated costs for construction and an estimated time line for construction. Submit construction documents to City for review and approval.

Bidding and Contracts

- Prepare bidding documents including bidding requirements and contract documents.
- Prepare advertisement for bids and send to City-approved publications (City to pay advertising expense).
- Develop electronic copies (pdf) of final bidding documents and distribute to Quest for bidders and suppliers to purchase and download. Reproduce bidding documents and distribute to Owner, Engineer and interested bidders.
- Respond to bidder questions and prepare necessary addendums, if needed. Review bids and recommend contract award based on public contracting rules.
- Prepare construction contracts for City approval. Issue Notice of Intent to Award, Notice of Award and Notice to Proceed.

Contract Administration

- Administer construction contract. Prepare necessary pay requests and change orders. Notify City staff immediately of potential construction problems and recommend a cost effective remedy in order to not delay the construction.
- Tabulate payment quantities and recommend payments to the contractor.
- Project Manager to make periodic site inspections.
- Develop construction stakeout points and layout sheets for stakeout.
- Provide construction staking for the parking lot improvements.
- Conduct bi-monthly project meetings.

Construction Observation Services

- Project Engineer will make 3 site visits during construction to observe progress of the overall work. (City to supplement construction observation services for the majority of the construction work).

Schedule (anticipated)

- Design – February/March 2020
- Bidding Period – late spring 2020.
- Construction – July thru September 2020.

Proposed Fee

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement and fee listed herein and Attachment A. The fee for these services is not to exceed a maximum \$33,800 including all professional services and reimbursable expenses.

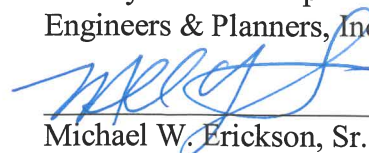
PAYMENT METHOD: Monthly Billing

City of Brookings

Janell Howard, City Manager

Date: _____

The Dyer Partnership
Engineers & Planners, Inc.



Michael W. Erickson, Sr. V.P.

Date: Jan. 21, 2020

ESTIMATE OF MAN HOURS AND COSTS									
DATE: 01-21-20		PROJECT: Ransom Avenue - Fawn to Pioneer			Phase 1: Design Period Services				
TASK		PRIN MGR	PROJ MGR	PROJ ENGR 2	MAN HOURS			2-M SUR CREW	CLER 2
					ENGR TECH 2	DESN	INSPECT		
1:	Coordination	4		4					
2:	Route survey				2			20	
3:	Reduce field survey data	4		6					
4:	Preliminary Design Plans	4		24	12				
5:	Final Design Plans	2		32	16				
6:	Technical Specifications			12					8
7:	Design Review Meetings	6		6					
8:	Cost Estimates	2		6					
9:									
10:									
TOTAL ESTIMATED HOURS		22	0	90	30	0	0	20	8
MATERIAL COSTS		DESCRIPTION OR UNIT					QUANTITY	UNIT COST	TOTAL COST
REPORT									0.00
PHOTOGRAPHS									0.00
COST ESTIMATE									0.00
PLANS AND PRINTS									0.00
SPECIFICATIONS									0.00
OTHER									0.00
TOTAL MATERIAL COSTS-----									\$0.00
TRAVEL AND PER DIEM		DETAIL							TOTAL COST
MILEAGE		220						\$0.58	127.60
COMMERCIAL									
PER DIEM		4						\$51	204.00
LOCAL TRANSPORTATION									
LODGING		2						\$90	180.00
TOTAL TRAVEL AND PER DIEM-----									\$512
OTHER SIGNIFICANT COSTS		DETAIL							TOTAL COST
1ST CONTACT TELEPHONE									
SHIPPING									
REPRODUCTION									
OTHER									
TOTAL OTHER SIGNIFICANT COSTS-----									\$0

PREPARED BY: MWE

ESTIMATE OF MAN HOURS AND COSTS									
DATE: 01-21-20		PROJECT: Ransom Avenue - Fawn to Pioneer			Phase 2: Bidding Period Services				
TASK		MAN HOURS							
		PRIN MGR	PROJ MGR	PROJ ENGR 2	ENGR TECH 2	DESN	INSPECT	SURVEY CREW	
1:	Prepare bidding documents	2		6					12
2:	Bid period questions, addendums			6					3
3:	Bid opening			6					
4:	Review bids & prepare contracts	2		6					4
TOTAL ESTIMATED HOURS		4	0	24	0	0	0	0	19
MATERIAL COSTS		DESCRIPTION OR UNIT						UNIT COST	TOTAL COST
REPORT									0.00
PHOTOGRAPHS									0.00
COST ESTIMATE									0.00
PLANS AND PRINTS									0.00
SPECIFICATIONS									0.00
OTHER									0.00
TOTAL MATERIAL COSTS-----									\$0.00
TRAVEL AND PER DIEM		DETAIL							TOTAL COST
MILEAGE								\$0.58	0.00
COMMERCIAL									
PER DIEM								\$51	0.00
LOCAL TRANSPORTATION									
LODGING								\$90	0.00
TOTAL TRAVEL AND PER DIEM-----									\$0
OTHER SIGNIFICANT COSTS		DETAIL							TOTAL COST
SHIPPING									
REPRODUCTION									
OTHER									
TOTAL OTHER SIGNIFICANT COSTS-----									\$0

PREPARED BY: MWE

ESTIMATE OF MAN HOURS AND COSTS									
DATE: 01-21-20		PROJECT: Ransom Avenue - Fawn to Pioneer				PART 3: Construction Administration			
TASK		PRIN MGR	PROJ MGR	MAN HOURS			CONSTR. OBSERV.	2-M SUR CREW	CLER 2
				PROJ ENGR 2	ENGR TECH 2	DESN			
1:	Construction management	4		16					
2:	Construction stakeout calc			6				11	
3:	Construction observation	2		27					
4:	Partial payments/change orders			4					2
5:	Project closeout	2		4					1
6:									
TOTAL ESTIMATED HOURS		8	0	57	0	0	0	11	3
MATERIAL COSTS		DESCRIPTION OR UNIT						UNIT COST	TOTAL COST
REPORT									0.00
PHOTOGRAPHS									0.00
COST ESTIMATE									0.00
PLANS AND PRINTS									0.00
SPECIFICATIONS									0.00
OTHER									0.00
TOTAL MATERIAL COSTS-----									\$0.00
TRAVEL AND PER DIEM		DETAIL							TOTAL COST
MILEAGE		1040						\$0.58	603.20
COMMERCIAL									
PER DIEM		each						\$51	0.00
LOCAL TRANSPORTATION									
LODGING		each						\$90	0.00
TOTAL TRAVEL AND PER DIEM-----									\$603
OTHER SIGNIFICANT COSTS		DETAIL							TOTAL COST
1ST CONTACT TELEPHONE									
SHIPPING									
REPRODUCTION									
OTHER									
TOTAL OTHER SIGNIFICANT COSTS-----									\$0

PREPARED BY: MWE

SUMMARY							
BREAKDOWN OF PROPOSED FEE							
DATE:	01-21-20	PROJECT:	Ransom Avenue - Fawn to Pioneer				
	LABOR			PROJECT			
	RATE	-----1-----		-----2-----		-----3-----	
	\$/HR.	HRS.	AMOUNT	HRS.	AMOUNT	HRS.	AMOUNT
DIRECT LABOR COSTS:							
PRINCIPLE MANAGER-----	135.00	22	2,970.00	4	540.00	8	1,080.00
PROJECT MANAGER-----	125.00	0	0.00	0	0.00	0	0.00
PROJECT ENGINEER 2-----	115.00	90	10,350.00	24	2,760.00	57	6,555.00
ENGINEER TECH 2-----	95.00	30	2,850.00	0	0.00	0	0.00
DESIGNER-----	85.00	0	0.00	0	0.00	0	0.00
CONSTR. OBSERVER	85.00	0	0.00	0	0.00	0	0.00
2-MAN SURVEY CREW	130.00	20	2,600.00	0	0.00	11	1,430.00
CLERICAL 2-----	52.00	8	416.00	19	988.00	3	156.00
TOTAL DIRECT LABOR COSTS:			\$19,186		\$4,288		\$9,221
DIRECT PROJECT EXPENSES							
A. MATERIAL COSTS (BREAKDOWN ATTACHED)			0.00		0.00		0.00
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)			511.60		0.00		603.20
C. OTHER SIGNIFICANT COSTS (BREAKDN ATTACHED)			0.00		0.00		0.00
D. ADMINISTRATIVE FEE \$0 % OF A,B,&C			0.00		0.00		0.00
TOTAL OF: A THROUGH D			\$511.60		\$0.00		\$603.20
TOTAL FEE (PER PHASE):			\$19,696		\$4,288		\$9,824
Phase 1:			Design Period Services				\$19,696
Phase 2:			Bidding Period Services				\$4,288
Phase 3:			Construction Administration				\$9,823
Total Tasks 1+2+3							\$33,800

PREPARED BY: MWE

Five Year Street Plan

MAJOR MAINTENANCE BUDGET REPORT

<u>Sec ID</u>	<u>Name</u>	<u>2018-19</u>		<u>Length</u>	<u>Width</u>	<u>Lanes</u>	<u>Overlay</u>	<u>2009</u>	<u>2017</u>
		<u>From</u>	<u>To</u>					<u>Cost</u>	<u>Updated Cost</u>
1161	HUB ST	ARNOLD LN	CULDESAC	890	13	2	1.5	11,308	14,167
	SPRUCE ST	ALDER ST	LINDEN						198,501
1180	LUNDEEN RD	OLD COUNTY RD	AZALEA BALL	960	20	2	0	99,775	195,525
1315	SPRUCE ST	ALDER ST	OAK ST	420	25	2	2	31,150	39,027
								142,233	<u>447,220</u>
2019-20									
1282	RANSOM AV	KEVIN PL	FAWN DR	430	32	2	1.5	85,405	165,655
1169	KEVIN PL	HASSETT ST	RANSOM AV	770	32	2	1.5	53,592	67,143
								138,997	<u>265,850</u>
2020-21									
1279	RANSOM AV	FAWN DR	PIONEER RD	580	32	2	1.5	\$ 63,615	\$240,000
1193	MECHELLE LN	KEVIN PL	FAWN DR	430	32	2	1.5	29,928	37,496
1196	MENDY ST	PACIFIC AV	CULDESAC	490	21	2	1.5	22,381	28,040
								656,003	<u>305,536</u>
2021-22									
1001	1 ST	RANSOM AV	EASY ST	850	18	2	1.5	33,278	41,692
1152	HEMLOCK ST	ALDER ST	OAK ST	400	27	2	1.75	26,381	180,000
1297	SANDY LN	MACKLYN COVE	CULDESAC	370	33	2		55,613	69,675
								771,275	<u>291,367</u>
2022-23									
1308	SEASCAPE CT	TANBARK RD	CULDESAC	430	11	2	1.5	9,697	12,148
1332	VALLEY ST	HILLSIDE DR	CHETCO AV	350	14	2	1.5	10,045	12,585
1184	MAPLE ST	OXFORD ST	ALDER ST	790	32	2	1.5	24,707	30,954
1294	ROWLAND LN	KNOLL LN	ARNOLD LN	330	33	2	0	10,965	13,738
1295	ROWLAND LN	SMITH DR	KNOLL LN	460	34	2	0	15,285	19,150
1302	SEACREST LN	GLENWOOD DR	ARCH LN	100	35	2	1.5	7,175	8,989
1071	CHETCO LN	CHETCO AV	CULDESAC	460	30	2	1.5	30,015	37,605
1095	EASY MANOR	EASY ST	EASY ST	920	21	2	1.75	47,193	59,126
1118	FRONTAGE RD	ROSS RD	ELK DR	90	30	2	1.5	12,298	15,407
1194	MEMORY LN	COVE RD	TANBARK RD	810	28	2	1.75	57,669	72,251
1189	MARINE DR	OLD COUNTY RD	MARINE DR	2190	17	2	0	14,644	18,347
								110,633	<u>300,300</u>
									<u><u>\$1,473,071</u></u>

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/19/2020	81103	1	Cindy Smith	20-00-2005	85.31- V
02/20	02/19/2020	81284	1	Caroline Capitano	20-00-2005	234.35- V
02/20	02/19/2020	81366	4	Crystal Young-Cooke	10-00-2005	64.50- V
02/20	02/19/2020	81470	147	Brookings Glass Inc	10-00-2005	13.00- V
02/20	02/19/2020	81483	1	Lashelle Molnar	20-00-2005	149.44- V
02/20	02/19/2020	81825	1	Marlene McBride	20-00-2005	300.00- V
02/20	02/19/2020	81841	3	Marlene McBride	20-00-2005	561.04- V
02/20	02/19/2020	83212	1	Kelli Ryan	20-00-2005	80.62- V
02/20	02/19/2020	83282	1	Leo Thacker	20-00-2005	91.20- V
02/20	02/06/2020	84328	5046	911 Supply LLC	10-00-2005	361.99
02/20	02/06/2020	84329	5876	Advanced Reporting LLC	10-00-2005	110.00
02/20	02/06/2020	84330	5893	Austin Electric LLC	50-00-2005	3,544.00
02/20	02/06/2020	84331	4939	BI- Mart Corporation	10-00-2005	73.72
02/20	02/06/2020	84332	5048	Brookings Harbor Medical Center	10-00-2005	329.00
02/20	02/06/2020	84333	313	Brookings Vol Firefighters	10-00-2005	2,250.00
02/20	02/06/2020	84334	715	Budge McHugh Supply	20-00-2005	1,308.00
02/20	02/06/2020	84335	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
02/20	02/06/2020	84336	5822	Chaves Consulting Inc	49-00-2005	370.20
02/20	02/06/2020	84337	5952	Chetco Auto Marine & Industrial Supply	10-00-2005	494.68
02/20	02/06/2020	84338	3834	Clean Sweep Janitorial Service	25-00-2005	1,775.00
02/20	02/06/2020	84339	5827	Coastal Investments LLC	10-00-2005	1,130.00
02/20	02/06/2020	84340	1745	Coastal Paper & Supply, Inc	10-00-2005	196.64
02/20	02/06/2020	84341	5970	Community Classifieds	10-00-2005	110.00
02/20	02/06/2020	84342	4746	Curry County Treasurer	10-00-2005	267.75
02/20	02/06/2020	84343	4534	Daily Journal of Commerce Inc.	50-00-2005	321.86
02/20	02/06/2020	84344	284	Day Management Corp	10-00-2005	909.84
02/20	02/06/2020	84345	317	DCBS - Fiscal Services	10-00-2005	144.96
02/20	02/06/2020	84346	185	Del Cur Supply	15-00-2005	295.00
02/20	02/06/2020	84347	1	Brian Walker	20-00-2005	119.16
02/20	02/06/2020	84348	3342	Fastenal	25-00-2005	266.18
02/20	02/06/2020	84349	153	Ferrellgas	25-00-2005	739.13
02/20	02/06/2020	84350	5432	First Community Credit Union	25-00-2005	793.75
02/20	02/06/2020	84351	4646	Frontier	30-00-2005	195.69
02/20	02/06/2020	84352	5004	Galls LLC	10-00-2005	25.84
02/20	02/06/2020	84353	5065	Gold Beach Lumber	50-00-2005	1,023.41
02/20	02/06/2020	84354	4978	Grants Pass Daily Courier	10-00-2005	173.26
02/20	02/06/2020	84355	5932	Harden Psychological Associates PC	10-00-2005	395.00
02/20	02/06/2020	84356	199	Richard Harper	10-00-2005	400.00
02/20	02/06/2020	84357	4171	In-Motion Graphics	10-00-2005	9.00
02/20	02/06/2020	84358	5596	Rob Johnson	10-00-2005	152.00
02/20	02/06/2020	84359	162	Kerr Hardware	20-00-2005	1,144.55
02/20	02/06/2020	84360	328	Les Schwab Tire Center	15-00-2005	22.09
02/20	02/06/2020	84361	4443	Napa Auto Parts-Golder's	20-00-2005	67.77
02/20	02/06/2020	84362	4487	Net Assets Corporation	10-00-2005	576.00
02/20	02/06/2020	84363	329	New Hope Plumbing	50-00-2005	178.50
02/20	02/06/2020	84364	5886	Office Depot Inc	10-00-2005	422.96
02/20	02/06/2020	84365	3561	Oil Can Henry's	10-00-2005	175.97
02/20	02/06/2020	84366	5008	Online Information Services	10-00-2005	117.40
02/20	02/06/2020	84367	5155	Oregon Department of Revenue	10-00-2005	822.25
02/20	02/06/2020	84368	5974	Oregon Tractor & Equipment Co Inc	25-00-2005	2,649.15
02/20	02/06/2020	84369	2089	OVFA	10-00-2005	205.00
02/20	02/06/2020	84370	322	Postmaster	25-00-2005	850.00
02/20	02/06/2020	84371	1840	Rogue Credit Union	15-00-2005	1,356.89

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/06/2020	84372	990	UPS	20-00-2005	11.55
02/20	02/06/2020	84373	2863	Verizon Wireless	10-00-2005	552.61
02/20	02/06/2020	84374	861	Village Express Mail Center	10-00-2005	15.64
02/20	02/13/2020	84375	5908	Amazon Capital Services	10-00-2005	413.81
02/20	02/13/2020	84376	1314	Bernie Bishop Mazda	10-00-2005	970.11
02/20	02/13/2020	84377	4532	Brookings Harbor School District 17c	62-00-2005	120.00
02/20	02/13/2020	84378	5858	CH2M Hill OMI	25-00-2005	109,487.15
02/20	02/13/2020	84379	183	Colvin Oil Company	10-00-2005	2,730.68
02/20	02/13/2020	84380	5939	Country Media Inc	50-00-2005	419.88
02/20	02/13/2020	84381	2384	Curry County Road Dept	15-00-2005	1,056.47
02/20	02/13/2020	84382	4746	Curry County Treasurer	10-00-2005	144.00
02/20	02/13/2020	84383	173	Curry Equipment	15-00-2005	127.96
02/20	02/13/2020	84384	259	Da-Tone Rock Products	20-00-2005	685.42
02/20	02/13/2020	84385	1	Lorrie Compton	20-00-2005	28.59
02/20	02/13/2020	84386	1	Jeremy Small	20-00-2005	286.27
02/20	02/13/2020	84387	4714	Dept of Consumer & Business Services	10-00-2005	224.00
02/20	02/13/2020	84388	4646	Frontier	50-00-2005	6,063.27
02/20	02/13/2020	84389	4980	iSecure	10-00-2005	35.00
02/20	02/13/2020	84390	5975	Lyon & Associates	20-00-2005	1,000.00
02/20	02/13/2020	84391	4269	Gary Milliman	10-00-2005	14.95
02/20	02/13/2020	84392	329	New Hope Plumbing	50-00-2005	1,167.00
02/20	02/13/2020	84393	3159	NorthCoast Health Screening	25-00-2005	880.00
02/20	02/13/2020	84394	4324	OGFOA	10-00-2005	290.00
02/20	02/13/2020	84395	5155	Oregon Department of Revenue	10-00-2005	641.50
02/20	02/13/2020	84396	207	Quill Corporation	10-00-2005	184.25
02/20	02/13/2020	84397	4542	Umpqua Bank	10-00-2005	8,484.19
02/20	02/13/2020	84398	2122	Cardmember Service	61-00-2005	4,885.40
02/20	02/13/2020	84399	169	Waste Connections Inc	25-00-2005	2,034.81
02/20	02/20/2020	84400	4734	Aramark Uniform Services	10-00-2005	150.00
02/20	02/20/2020	84401	2364	C & S Fire-Safe Services LLC	33-00-2005	52.00
02/20	02/20/2020	84402	5070	Canon Solutions America	10-00-2005	257.50
02/20	02/20/2020	84403	3015	Spectrum	30-00-2005	495.00
02/20	02/20/2020	84404	3015	Charter Communications	10-00-2005	99.98
02/20	02/20/2020	84405	3834	Clean Sweep Janitorial Service	10-00-2005	125.00
02/20	02/20/2020	84406	183	Colvin Oil Company	10-00-2005	2,455.37
02/20	02/20/2020	84407	5874	Cumulus Global	49-00-2005	71.19
02/20	02/20/2020	84408	1	Howard Croy	20-00-2005	14.60
02/20	02/20/2020	84409	2640	Dyer Partnership Inc., The	50-00-2005	11,244.31
02/20	02/20/2020	84410	2067	Enviro-Clean Equipment	25-00-2005	276.24
02/20	02/20/2020	84411	5951	Executech Utah LLC	49-00-2005	30.10
02/20	02/20/2020	84412	3342	Fastenal	20-00-2005	469.83
02/20	02/20/2020	84413	2186	Ferguson Waterworks #3011	20-00-2005	1,948.56
02/20	02/20/2020	84414	4646	Frontier	25-00-2005	1,124.06
02/20	02/20/2020	84415	139	Harbor Logging Supply	61-00-2005	212.50
02/20	02/20/2020	84416	1856	Helmets R US	61-00-2005	482.00
02/20	02/20/2020	84417	4269	Gary Milliman	10-00-2005	50.00
02/20	02/20/2020	84418	2	Sonal Patel	10-00-2005	50.00
02/20	02/20/2020	84419	5886	Office Depot Inc	10-00-2005	91.65
02/20	02/20/2020	84420	3561	Oil Can Henry's	10-00-2005	370.00
02/20	02/20/2020	84421	5294	Oregon Department of State Lands	10-00-2005	1,579.46
02/20	02/20/2020	84422	798	Dan Palicki	61-00-2005	747.45
02/20	02/20/2020	84423	4	Kelly Glazebrook	10-00-2005	1,210.00
02/20	02/20/2020	84424	3	Colvin Oil	20-00-2005	47.74
02/20	02/20/2020	84425	3	Jimmy Craig	20-00-2005	60.00
02/20	02/20/2020	84426	5457	Speer Hoyt LLC	10-00-2005	4,440.00
02/20	02/20/2020	84427	861	Village Express Mail Center	10-00-2005	31.59

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/20/2020	84428	4135	Jim Watson	10-00-2005	185.63
02/20	02/27/2020	84429	5908	Amazon Capital Services	10-00-2005	25.99
02/20	02/27/2020	84430	1314	Bernie Bishop Mazda	20-00-2005	131.70
02/20	02/27/2020	84431	147	Brookings Glass Inc	20-00-2005	38.00
02/20	02/27/2020	84432	416	Brookings Lock & Safe Inc	10-00-2005	117.00
02/20	02/27/2020	84433	5070	Canon Solutions America	10-00-2005	2.67
02/20	02/27/2020	84434	3015	Charter Communications	10-00-2005	144.98
02/20	02/27/2020	84435	4736	C-More Pipe Services Co.	53-00-2005	15,550.12
02/20	02/27/2020	84436	182	Coos-Curry Electric	10-00-2005	4,681.23
02/20	02/27/2020	84437	5118	Cruise Master Prisms INC	10-00-2005	879.90
02/20	02/27/2020	84438	1	Robert & Janet Adams	20-00-2005	300.00
02/20	02/27/2020	84439	1	Ronald Cottor	20-00-2005	232.18
02/20	02/27/2020	84440	1	Marcus Zavala	20-00-2005	106.02
02/20	02/27/2020	84441	1	John Zimmerman	20-00-2005	300.00
02/20	02/27/2020	84442	3342	Fastenal	20-00-2005	12.66
02/20	02/27/2020	84443	2186	Ferguson Waterworks #3011	20-00-2005	1,773.25
02/20	02/27/2020	84444	298	Freeman Rock, Inc	15-00-2005	834.00
02/20	02/27/2020	84445	4646	Frontier	30-00-2005	26.21
02/20	02/27/2020	84446	4171	In-Motion Graphics	10-00-2005	161.00
02/20	02/27/2020	84447	5976	Kellum's Floors & More	50-00-2005	1,256.49
02/20	02/27/2020	84448	3978	KLB Enterprises	10-00-2005	2,499.00
02/20	02/27/2020	84449	5789	Moss Adams LLP	75-00-2005	3,740.00
02/20	02/27/2020	84450	329	New Hope Plumbing	50-00-2005	2,224.50
02/20	02/27/2020	84451	442	OCCMA	10-00-2005	302.41
02/20	02/27/2020	84452	4970	Outdoor Creations Inc	10-00-2005	975.00
02/20	02/27/2020	84453	1251	Performance Promotions	10-00-2005	353.12
02/20	02/27/2020	84454	3369	Schwabe Williamson & Wyatt PC	20-00-2005	832.00
02/20	02/27/2020	84455	861	Village Express Mail Center	10-00-2005	21.66
02/20	02/27/2020	84456	4131	Zumar Industries Inc	15-00-2005	1,826.82
Grand Totals:						236,651.64

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary
