

City of Brookings

MEETING AGENDA

CITY COUNCIL/URBAN RENEWAL AGENCY

Monday, May 11, 2020, 7:00pm

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

The City Council will meet in Executive Session at 6:00 PM, in the EOC under the authority of ORS 192.660(2)(e) "To conduct deliberations with persons designated by the governing body to negotiate real property transactions" ORS 192.660 (2)(f) "To consider information or records that are exempt by law from public inspection."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Nature's Coastal Holiday Presentation

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 April 23, 2020 [Pg. 3]
2. Approve Council minutes for April 27, 2020 [Pg. 13]
3. Approve Council minutes for May 4, 2020 [Pg. 15]
4. Accept Planning Commission minutes for April 7, 2020 [Pg. 19]

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

1. Annual Yard of the Month Program [City Manager, Pg. 20]
2. Audit Services Contract Extension [F & A Pg. 21]
 - a. January 23, 2017, Council Agenda Report [Pg. 22]
3. Public Works vehicle purchase and outfitting [F & A Pg. 23]
 - a. Resolution 20-R-1178 [Pg. 24]
4. Update on Plans to reopen Public Life and Business

H. Informational Non-Action Items

1. April Vouchers [Pg. 25]
2. Vacant Committee Positions [Pg. 29]

I. Remarks from Mayor and Councilors

J. Adjournment

URBAN RENEWAL AGENCY

A. Call to Order

B. Roll Call

C. Consent Calendar

1. Approve URA minutes for February 24, 2020 [Pg. 30]

D. Public Comments

E. Staff Reports

1. Audit Services Contract Extension [F & A Pg. 31]
 - a. January 23, 2017, Council Agenda Report [Pg. 32]
2. Urban Renewal District Projects [PWDS Pg. 33]

F. Agency Remarks

G. Adjournment

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

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

Due to the COVID-19 virus, meeting participants in the council chambers will be limited and social distancing of six (6) feet will be required and maintained. If you would like to view the City Council Meeting live, you can via:

-Television – Charter Channel 181

-Internet – Go to the City of Brookings website at <http://www.brookings.or.us>

Watch Meeting Live instructions: 1. Visit the City of Brookings website home page. 2. Click on Government (top page). 3. Click on City Council (right side). 4. Under Agenda & Meetings click Watch Meeting Live. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

On computers, it is possible to stream the meetings LIVE by copying and pasting the following link inside your web browser: <mms://68.185.2.46:8080>

City of Brookings

SPECIAL CITY COUNCIL MEETING MINUTES

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

Thursday, April 23, 2020

Call to Order

Mayor Pieper called the meeting to order at 5:00 PM

Roll Call

Council Present: Mayor Jake Pieper, Councilors Brad Alcorn, Brent Hodges, John McKinney, by conference phone, and Ron Hedenskog; a quorum present.

Staff present: City Manager Janell Howard, and Deputy Recorder Amber Nalls.

Media Present: 1

Others Present: 3 audience members

Scheduled Public Appearances

1. Virginia Williams, Chief Executive Officer for Curry Health Network, by conference phone. She updated the Council of the current status of health care PPE equipment and nonemergency surgeries.

Oral Requests and Communications from the Audience

1. Ron Reel – 519 Chetco Ave, Brookings, OR addressed Council regarding the reopening of his real estate offices and vacation rentals.
2. Lisa Griffin – 821 Ransom Ave, OR addressed Council regarding reopening Brookings. Lisa Griffin is not in support of reopening Brookings at this time. This request was emailed in by Lisa Griffin who was not present at the Council Meeting. Public comment was not read out loud at the Council Meeting. Public Comment is attached.
3. Tamie Kaufman – 29592 Ellensburg Ave, Gold Beach, OR addressed Council regarding the federal and state guidelines to reopen businesses. Tamie Kaufman is not in favor of the opening of lodging on May 1, 2020, by the county. This request was emailed in by Tamie Kaufman who was not present at the Council Meeting. Public comment was not read out loud at the Council Meeting. Public Comment is attached.
4. Andy Martin – 255 S Hazel, Brookings, OR addressed Council regarding reopening businesses in Brookings. Andy Martin is in favor of reopening business along with the county's May 1 timeline. This request was emailed in by Andy Martin who was not present at the Council Meeting. Public comment was not read out loud at the Council Meeting. Public Comment is attached.
5. Maureen Ter Beek – 975 5th St, Brookings, OR addressed Council regarding reopening transient lodging. Maureen Ter Beek is not in favor of reopening transient lodging at this time. This request was emailed in by Maureen Ter Beek who was not present at the Council Meeting. Public comment was not read out loud at the Council Meeting. Public Comment is attached.

Staff Reports

1. Plan to reopen Public Life and Business
Janell Howard presented the staff report.

Council had an extensive discussion on reopening Public Life and Business in Brookings.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to extend the restriction to Transient Lodging Facilities Resolution 20-R-1176, until further notice, extend another 30 days, and to notify county commissioners of the council's decision today.

The council will be meeting every week to discuss and re-discuss the reopening process of businesses in Brookings.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to meet under this emergency situation every week. Regular Council Meetings take place on the second and fourth Monday of the month at 7:00 p.m. and the bi-weekly meetings will take place on Mondays at 5:00 p.m.

Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to assign the City Manager to be the liaison to the other jurisdictions, entities, and local businesses to get information to the council that is necessary to make decisions dealing with this emergency.

Adjournment

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adjourn the meeting at 6:24 PM.

Respectfully submitted:

ATTESTED:
this day of , 2020:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

Janell Howard

From: noreply@civicplus.com
Sent: Wednesday, April 22, 2020 6:02 PM
To: jhoward@brookings.or.us
Subject: Online Form Submittal: Contact City Staff

Contact City Staff

Name	Lisa Griffin
Email Address	Purlizard@msn.com
Phone Number	770-597-9517
Address	821 Ransom ave
City	Brookings
State	Oregon
Zip Code	97415
Staff Member You Wish to Contact	Janell Howard, City Manager
Message	<p>Hi I was just reading about the meeting 4/23 regarding reopening Brookings. Please keep in mind the out of towers flocking here. Many of locals are Battling cancers and Other immune system Issues. We only have Fred Meyers and grocery outlet for food. We need to be very careful that we do not bring the virus here. We do not have the resources medically either. Please keep this in mind and pass along to Jake Peiper.</p>

Email not displaying correctly? [View it in your browser.](#)

Janell Howard

From: Tamie Kaufman <TKaufman@goldbeachoregon.gov> on behalf of Tamie Kaufman
Sent: Wednesday, April 22, 2020 11:27 PM
To: jhoward@brookings.or.us
Cc: Jodi Fritts
Subject: Meeting tomorrow night

Dear Janell,

Could you please share this with your City Council for the meeting tomorrow?

Dear Mayor and Councilors,

There has been an effort from the three city managers to work with the County and the health district to work through the federal and state guidelines to open up businesses.

The guidelines are very similar and require tracing (county responsibility) and testing (health district under OHA guidelines). These two items are the foundation of the rest of the requirements. There are parts of the list that the cities can help with so this could get done sooner and share the burden.

The County decided to move forward and open lodging May 1 without first reviewing the list and making sure it gets done and the qualifiers are met. It would be my preference that the three cities and county do this together, but just because they are making a hasty decision doesn't mean that we have to. However, if we are not united in our decision and timing, we could adversely impact each other.

- ✓ I encourage you all to look at the guidelines of both the federal and state, then think about if you want to change your prior decision on lodging before these items on the list are complete.

If you are willing to wait and work through the lists, then I would like to encourage the city governing bodies to coordinate and do our best to use the same list and timeline. United we can keep our communities safer.

I know our supply chain is impacted, many household staple supplies are still scarce. The county decision will create a bigger drain on the stores and make less available for our citizens. Vacation Rentals seem to be in higher quantity in the county's jurisdiction which impacts the grocery supply. Normally this is a good thing as it brings cash from the outside in, but when products are scarce, it creates an even shorter supply.

I have personally been contacted by motel staff afraid we will lift the lodging ban and that they will not be safe at work. Many establishments are still accepting visitors because we all have soft enforcement (on purpose, this is all mostly the honor system). I want to rebuild our economy as much as anyone else, but we have an aged population and their needs should be our first priority?

I look forward to working with all of you should you decide to do this together. We all have fantastic management teams that can roll this out safely and cooperate with each other.

Thank you,

Tamie Kaufman
GB Council 5

Janell Howard

From: Andy Martin, Brookings Fishing Charters LLC <wilddriversfishing@yahoo.com> on behalf of Andy Martin, Brookings Fishing Charters LLC
Sent: Thursday, April 23, 2020 12:17 AM
To: Janell Howard; Jake Pieper
Subject: Public comments April 23 council meeting
Attachments: charter letter City of Brookings - governor executive orders.pdf

I'd like to submit the attached letter as public comment for the April 23 Brookings City Council meeting. Please confirm receipt.

Thank you,
Andy Martin
255 S. Hazel
Brookings, OR 97415

Capt. Andy Martin
Brookings Fishing Charters LLC
Wild Rivers Fishing
(541) 813-1082 or (206) 388-8988 cell/text
www.brookingsfishing.com
www.wilddriversfishing.com
Check us out on Facebook
<https://www.facebook.com/brookingsfishingcharters/>

April 22, 2020

Brookings City Council

898 Elk Drive

Brookings, OR 97415

Dear City Council Members,

As you know, the economic impact of the governor's stay-home order has been especially devastating to Curry County's and Brookings' small businesses. Tourism is a vital part of the local economy, and just as motels, restaurants, gift shops, fishing charters, RV parks and other local businesses geared up for the all-important Spring Break, our economy came crashing down. Some Curry County businesses will not recover from the shut down that has already extended more than a month. Adding to the financial crisis, relief from the SBA and federal government has failed to materialize for the majority of local businesses.

We represent six-pack fishing charters at the Port of Brookings Harbor. Most of our crew lives in the City of Brookings. With motels, RV parks and vacation rentals essentially shut down, and social distancing rules we must adhere to, our businesses have suffered greatly.

Many tourism-related businesses in our city and county have to deal with a long winter with little revenue, even though expenses last all year. The longer motels, restaurants, RV parks and other businesses are closed or drastically restricted, the harder it will be to make up the difference when the economy finally re-opens. We already face the potential of a lean summer as the economic impact of COVID-19 extends to communities throughout the region that produce the tourists who visit Curry County.

We urge the City Council to request the State of Oregon move quickly to re-open our economy and ease the stay-home orders to allow restaurants, motels, RV Parks and other businesses to take steps to re-open and serve customers. We agree with the county's May 1 timeline. We understand restrictions on larger gatherings, along with some other social distancing requirements, may be necessary, but we feel it is time to move toward opening our doors instead of keeping them closed.

Thank you for your time and service.

Sincerely,

Capt. Andy Martin

Capt. Mike Brouillette

Capt. Larry Brocker

Capt. Travis Sallander

Capt. Shane Brooks

Capt. Rye Phillips

Capt. Rich Signorello

Michael McGahan, deckhand



Six-Pack Charter Operators of Brookings, Oregon

April 22, 2020

Brookings City Council
898 Elk Drive
Brookings, OR 97415

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Sincerely,

Capt. Andy Martin
Capt. Shane Brooks

Capt. Mike Brouillette
Capt. Rye Phillips

Capt. Larry Broucker
Capt. Rich Signorello

Capt. Travis Sallander
Michael McGahan, deckhand

Amber Nalls

From: Janell Howard [jhoward@brookings.or.us] on behalf of Janell Howard
Sent: Friday, April 24, 2020 2:13 PM
To: Amber Nalls
Subject: FW: Reopening transient lodging to non-essential visitors

From: Maureen Ter Beek <maureen@terbeek.us>
Sent: Thursday, April 23, 2020 11:47 AM
To: Janell Howard <jhoward@brookings.or.us>
Subject: Reopening transient lodging to non-essential visitors

I've listened to 95% of the April 22nd Curry County Board of Commissioners meeting where you presented.

I have always been most appreciative of the skill and determination and effectiveness of the staff and elected members of the city.

Below is the text of a comment that I made on Facebook to I believe the mayor of Port Orford who goes by the name RV Park.

I hope you and others will take these comments under consideration. You may think it is easy for someone who is retired to advocate continuing quarantining. It is not. But I do admit that it may be easier for some like myself than others. I have formed my opinions based on history and what I think is required to win the long game.

In all of the discussions that I have read or participated in on Facebook I have not come away with a feeling that any of us have a grasp on how to handle this no matter how rationally or how thoughtfully we think we should do this.

In the post below I go on record stating that I am not in favor of reopening transient lodging for non-essential visitors. The problem that the city of Brookings faces is that the county have passed this measure meaning that transient lodging facilities in Harbor will be filled with non-essential untested visitors who will spread the virus here to Brookings and Curry County and we are not prepared in my view to deal with the consequences. if you believe that we are prepared to deal with the consequences I would love to understand what I am missing. If there is new information that I do not have please share it. I would love nothing more to be comfortable with this. I am not.

Thank you for listening

Maureen C Ter Beek
Brookings

FB post:.

RV Park I have been listening to the board of commissioners for Curry County meeting on April 22nd. Around minute 53 the five counties letter is discussed. I admit that I could be missing a thing or two here but what I'm hearing does not lead me to conclude that we have adequate testing. I would like to be wrong about this. This means we have not met that third parameter the gov requires.

So if anyone in this thread can provide information as to what exactly our testing protocol is and what exactly our contact tracing protocol is and how it is that we are meeting the governor's requirement to reopen -- I would be most interested in hearing this.

As I understand it in order to get a test a person must be symptomatic. As I understand it according to a country that has done extensive testing - Iceland-over 50% of the people tested are asymptomatic virus shedders. This means that we can't "be smart " as commissioner Paasch suggests about the person standing in the hallway 3 ft from you. It's not as if we can see this virus.

The decision to reopen transient lodging to non-essential visitors will result in untested people coming here in great numbers -- most likely from the valley and most likely from the California valley and other virus epicenters --> . So I disagree w Sheriff Ward's contention that no one will come here.

In the Board of Commissioners meeting we are heard from people who are concerned about their personal business situation. Understood and appreciated.

In my view the solution to people's financial suffering is for our state and local leaders to channel their energy to the Mitch McConnell Pelosi Donald Trump level in order to get rescue packages tailored to *grassroots businesses* and "working class people" -- i.e. the constituents of Curry County.

Instead the discussion at the April 22 meeting is entirely focused is on pressuring the citizens of Curry County to accept a conversation that the economy must start back up again, that the economic devastation will outweigh the devastation of the virus etc.

I did not hear one word ...not one about the loss of lives.

So at the risk of repeating myself, let's run some numbers because it is clear that the decision to reopen our county to non-essential visitors is in essence a decision to implement a herd immunity public health policy:

We have 23,000 people in Curry County. The assumption to establishing herd immunity is that we need a 70% infection rate. (Some models say 80-90%) --> that is 16,000 members of our community.

According to statistics in worldometer of those infected people, 3% are documented as serious and requiring intensive professional care --> that's roughly -- 485 beds.

So..... question number one. Do we have those beds????? And....do we have the support staff and equipment to support working these cases??? I have no idea.

Moving along, of the 16,000 infected the death rate at the moment in the United States is about 6%, but if you were to just assume 5%, we would be looking at 800 deaths in Curry County.

Again, in reviewing the comments and presentations at the board of commissioners meeting I did not hear one person mention nevermind quantify the fatalities that would happen should we pursue this type of herd immunity public health policy.

I would love to believe that I am missing something here and that there truly is a way to do this thoughtfully and carefully in Curry County, but, if no one is even acknowledging fatalities but only acknowledging business losses then I have to wonder how thoughtfully and how carefully we are approaching this.

The other thing I wanted to bring up here, and I am by no means a scientist, the consideration of a second wave -- the virus, as it is proliferating, has an opportunity to mutate. Recently there was an article in Reuters documenting cases in China where recovered patients were reinfected.

So if this herd immunity public policy goes forward it follows that we would need to count on a second wave -- just like in 1918 during the Spanish flu pandemic.

History has shown that social distancing and other quarantining methods implemented by towns in a disciplined way enabled those towns to come out the other side more quickly with less fatalities a quicker rate of economic recovery. Towns that did not hunker down and nations that did not hunker down saw a forestalling of economic recovery.

So we have to ask ourselves do we have the data today to really make these kinds of decisions? Do we have the testing and contact tracing infrastructure to move forward?

If someone can show me how my reopening my transient lodging business small as it is will not do harm to my neighbors I am all ears.

Until I hear otherwise I am not in favor of the county or the cities or the ports reopening transient lodging to non-essential visitors. We are not prepared for the consequences. Potential loss of human life is unacceptable.

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, April 27, 2020

Call to Order

Mayor Pieper called the meeting to order at 7:00 PM

Roll Call

Council Present: Mayor Jake Pieper, Councilors Brad Alcorn, Brent Hodges, John McKinney, and Ron Hedenskog; a quorum present.

Staff present: City Manager Janell Howard, Public Works and Development Services Director Anthony Baron, Deputy Finance & Human Resources Director Lu Ehlers, and Deputy Recorder Amber Nalls.

Media Present: No media present

Others Present: 4 audience members

Scheduled Public Appearances

Court Boice – County commissioner provided Council with COVID-19 update.

Oral Requests and Communications from the Audience

1. Ron Reel – 519 Chetco Ave #1, Brookings, OR addressed Council regarding Curry County Board of Realtors guidelines for agents showing property during COVID-19.

Consent Calendar

1. Approved Council Minutes for April 13, 2020.
2. Receive monthly financial report for March 2020

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

Staff Reports

Letter of Support to retain Countour Airlines as the air carrier at Del Norte County Regional Airport.

City Manager Janell Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to authorize the Mayor to sign a letter to the Department of Transportation supporting the Border Coast Regional Airport Authority's retention of Contour Airlines as the air carrier at Del Norte County Regional Airport.

IGA – Curry County Multi-Jurisdictional Natural Hazard Mitigation Plan Update
Public Works and Development Services Director Tony Baron presented the staff report.

Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to authorize City Manager to execute an Intergovernmental Agreement with the State of Oregon Department of Land Conservation and Development in order to participate in the Curry County Multi-Jurisdictional Natural Hazard Mitigation Plan Update.

Insurance Agent of Record Contract Extension
Deputy Finance & Human Resources Director Lu Ehlers presented the staff report.

Councilor Hodges moved, Councilor Hedenskog seconded and Council voted unanimously to authorize the City manager to execute an amendment to the contract with CAL/OR Insurance Specialist, Inc. for a one-year extension.

Banner brackets for downtown light poles
City Manager Janell Howard presented the staff report.

Councilor McKinney moved, Councilor Hodges seconded and Council voted unanimously to authorize recommendation by the Tourism Promotion Advisory Committee (TPAC) move to allocate up to \$1700 form TOT funds for banner brackets.

Update on Plans to reopen Public Life and Business
City Manager Janell Howard presented the update.

Janell Howard gave a summary of the State and Curry County reopening stipulations. The City Manager also suggested to come up with a phased plan for the re-opening process for transient lodging in Brookings.

Remarks from Mayor and Councilors

Councilor Hodges expressed his concerns about transient lodging guidelines. He would like to see Curry County in agreement with Brookings regarding transient lodging guidelines.

Councilor Hedenskong commented about a news report about the COVID -19 numbers for the United States, not looking good in comparison to Taiwan. Taiwan's numbers are extremely low.

Councilor Alcorn said that options are good and we need to see what our options are for reopening public life and business. We need to move slow and move forward.

Adjournment

Councilor Hedenskog moved, Councilor Mckinney seconded and Council voted unanimously to adjourn the meeting at 7:53 PM.

Respectfully submitted:

ATTESTED:
This day of , 2020:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

City of Brookings

SPECIAL CITY COUNCIL MEETING MINUTES

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

Monday, May 4, 2020

Call to Order

Mayor Pieper called the meeting to order at 5:00 PM

Roll Call

Council Present: Mayor Jake Pieper, Councilors Brad Alcorn, Brent Hodges, John McKinney, and Ron Hedenskog; a quorum present.

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

Media Present: None

Others Present: 6 audience members

Oral Requests and Communications from the Audience

1. Steve Johnson – 200 Winchuck River Rd, Brookings, OR addressed Council regarding how he is not in agreement with Governor Kate Brown closing businesses.
2. Bob Haas – 18835 Montbretia Lane, Brookings, OR addressed Council regarding the closure of parks. Bob Haas is not in favor of parks and tennis courts being closed.
3. Dr. Ron Reel – 519 Chetco Ave #1, Brookings, OR addressed Council regarding the reopening of business. Dr. Ron Reel is in favor of businesses opening.
4. Marianne Padilla – 928 Third St., Brookings, OR addressed Council regarding the reopening of business. Marianne Padilla is in favor of businesses opening.
5. Alan Benway – 15889 Sunset Strip Spc 46, Brookings, OR addressed Council regarding the reopening business. Alan Benway is in favor of opening businesses. This request was emailed in by Alan Benway who was not present at the Council Meeting. Public comment was not read out loud at the Council Meeting. Public Comment is attached.
6. Maureen Ter Beek – 975 5th St, Brookings, OR addressed Council regarding the reopening of transient lodging facilities. Maureen Ter Beek is not in favor of reopening transient lodging at this time. This request was emailed in by Maureen Ter Beek who was not present at the Council Meeting. Public comment was not read out loud at the Council Meeting. Public Comment is attached.

Staff Reports

Plan to reopen Public Life and Business

City Manager Janell Howard presented the staff report.

City Manager presented to Council information about the different Phases of re-opening Public Life and Business in Brookings, due to COVID-19 and Governor Kate Browns Executive order 20-12.

Remarks from Mayor and Councilors

Councilor Hodges remarked “ we are waiting on Governor Brown's announcement on May 15th” in regards to reopening with phases.

Councilor Alcorn commented that the Churches in the community are all networking to together to be prepared by having safety protocols in place for reopening.

Councilor McKinney remarked that we need to be patient and wait for Governor Kate Brown's press conference in 11 days.

Mayor Pieper remarked, the City did not close businesses and we can not reopen them. We all are under Governor Kate Brown's Executive order.

Adjournment

Councilor Hodges moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 5:54 PM.

Respectfully submitted:

ATTESTED:
this day of , 2020:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

Janell Howard

From: noreply@civicplus.com
Sent: Monday, May 4, 2020 2:11 PM
To: jhoward@brookings.or.us
Subject: Online Form Submittal: Contact City Staff

Contact City Staff

Name	Alan Benway
Email Address	awbenway@yahoo.com
Phone Number	5103667779
Address	15889 Sunset Strip Spc 46
City	Brookings
State	OR
Zip Code	97415
Staff Member You Wish to Contact	Janell Howard, City Manager

Message

I would like to see this county declare we are open for business as there is no problem (as with most Oregon counties) with COVID. The real danger is the collapse of businesses and their loss to Brookings/Harbor. The ridiculous decree by the inept governor should only apply to the Portland- Eugene region and not the rest of the state. Many businesses here depend on summer tourist revenue to carry them the rest of the year.

I request that you reach an agreement with the manager of Gold Beach to immediately reopen our county for business and end the shutdown madness.

Thank you.

Alan and Johnnie Benway (residents since 2012, retired)

Email not displaying correctly? [View it in your browser.](#)

Janell Howard

From: Maureen Ter Beek <maureen@terbeek.us> on behalf of Maureen Ter Beek
Sent: Monday, May 4, 2020 9:19 AM
To: Janell Howard
Cc: Jake Pieper
Subject: Re: re-opening

Hello Janell -- I understand that you are still at the policy formulation stage and, while I am not privy to your discussions with the County, based on the April 29 th meeting it appears to me that the BOC will vote this Wednesday to overturn the order to temporarily close transient lodging facilities to non-essential visitors.

So I have some questions I ask the City to consider:

Does it make sense to you that a thoughtful, comprehensive rollout plan would begin with relaxing limits on the transient lodging/tourism sector? (is there no opportunity to start elsewhere?)

Is it really the thinking that cleaning some surfaces at hotels will mitigate spread and we can ignore the elephant in the room -- the impact on community spread of allowing visitors from virus epicenters.

When you review the capabilities of our health care infrastructure, are we prepared for the consequences of an action like this? (Also are we equipped to handle non-COVID cases like a broken leg or will our hospitals be overwhelmed?)

Concerned,

Maureen C Ter Beek

On Sat, May 2, 2020, 7:45 PM Janell Howard <jhoward@brookings.or.us> wrote:

The last time I emailed you all it was to notify you that the council had extended the restrictions on TLF for 30 days. That IS still in place. However, there have been lots of conversations since then and we have been working

BROOKINGS PLANNING COMMISSION MINUTES

April 7, 2020

CALL TO ORDER

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

ROLL CALL

Commissioners Present: Cody Coons, Tim Hartzell, Clayton Malmberg, Michelle Morosky, Gerald Wulkowicz

Commissioners Absent: Bill Dundom, Skip Hunter

Staff Present: PWDS Director Tony Baron and Planning Tech Lauri Ziemer

Audience Present: None

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None

PUBLIC HEARINGS

- 4.1 In the matter of File No. MC-1-20 (CUP-1-10), a request for approval of a Minor Change of a Conditional Use Permit changing permit for 223 Memory Lane into new property owner's name.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:04 pm. PWDS Director Tony Baron reviewed the staff report. The public hearing was closed at 7:08 pm.

The Commission discussed criteria required for a Minor Change to a CUP and deliberated on the matter. **Motion made by Chair Wulkowicz to approve File No. MC-1-20 (CUP-1-10), a request for a Minor Change of the Conditional Use Permit changing the permit for 223 Memory Lane into the new property owner's name, Heidi and Jeff Rich based on the findings and conclusions stated in the staff report and subject to the conditions of approval; motion seconded by Commissioner Hartzell. By a 5-0 vote the motion carried.**

Motion made by Commissioner Hartzell to approve the Final Order regarding file MC-1-20 (CUP-1-10), based on the findings and conclusions stated in the staff report and subject to the conditions of approval; motion seconded by Commissioner Malmberg. By a 5-0 vote the motion carried.

MINUTES FOR APPROVAL

- 5.1 Minutes of regular Planning Commission meeting of February 4, 2020. **Motion made by Commissioner Malmberg to approve the minutes of February 4, 2020; motion seconded by Commissioner Hartzell. By a 5-0 vote the motion carried.**

UNSCHEDULED PUBLIC APPEARANCE - None

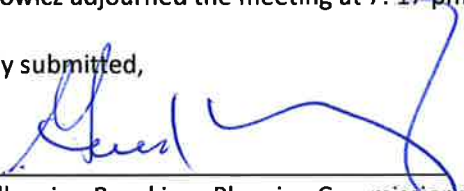
REPORT FROM THE PLANNING STAFF – Tony Baron advised that City Hall building is currently closed to the public, due to the COVID-19 virus but staff is still working. A three phase subdivision in the Seacrest area is being reviewed and scheduled to be on next months' Planning Commission agenda. LCOG is waiting for property owners to submit required application documents for the Parkview annexation. The temporary housing joint workshop with City Council has been put on hold until further notice.

COMMISSION FINAL COMMENTS – None

ADJOURNMENT

Chair Wulkowicz adjourned the meeting at 7:17 pm.

Respectfully submitted,



Gerald Wulkowicz, Brookings Planning Commissioner
Approved at the May 5, 2020 meeting

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 11, 2020

Originating Dept: City Manager

Signature (submitted by)



City Manager Approval

Subject:

Annual Yard of the Month Program

Recommended Motion:

Approve the reinstatement of the annual Yard of the Month program for five months beginning May 2020.

Financial Impact:

\$500

Background/Discussion:

This will be the City's 18th year for recognizing residents and business owners for their beautification efforts through its annual Yard of Month Program.


The program includes the presentation of awards, May through September, in two categories: Best Residential Property and Best Commercial Property. Monthly winners receive a certificate and a \$50 rebate toward their City utility bill. Winners are also recognized with signage, local media coverage, and mention at a City Council meeting.


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 11, 2020

Originating Dept: Finance & Admin



Signature (submitted by)


City Manager Approval

Subject:

Audit Services Contract Extension

Recommended Motion:

Authorize the City Manager to execute an amendment to the audit contract with Moss Adams LLP for a two-year extension.

Financial Impact:

2019-20 Audit \$28,900 (\$ 575 increase); 2020-21 Audit \$29,475 (\$575 increase).

Background/Discussion:

The City sent out Request for Proposals (RFP) for audit services in 2016, and received three responses. The City selected Moss Adams LLP at that time and entered into a three year contract, with the option to extend for an additional two years.

Moss Adams LLP has agreed to extend the contract with a less than 3% cost of living increase each year. The City and URA will still be paying less for the 2019-20 audit, than they would have for the 2017-18 audit from the next lowest responder.

	<u>City</u>	<u>URA</u>	<u>Total</u>
2019-20	\$28,900	\$ 6,800	\$35,700
2020-21	\$29,475	\$ 6,940	\$36,415

Attachment:

January 23, 2017 Council Agenda Report

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: January 23, 2017


Signature (submitted by)

Originating Dept: Finance & HR


City Manager Approval

Subject:

Audit Services Contract

Recommended Motion:

Accept the audit services proposal from Moss Adams LLP and authorize the City Manager to execute a three year contract.

Financial Impact:

Estimated savings over three-year contract of \$7,300 compared to 6/30/16 audit.

Background/Discussion:

The City sent out Request for Proposals (RFP) for audit services to 16 firms from the Oregon Municipal Auditor Roster. We received three responses. The Finance & Human Resources Director and the Accounting Supervisor reviewed proposals and contracted references. All firms responding were highly qualified and experienced, and the proposals were competitive. Variables to the cost are Single Audit and the Urban Renewal expenditure level. I estimate that we will have a single audit for 2016-17 only, due to the EDA Airport Infrastructure grant. This adds \$4,500 for that year, which is included in the cost below. In addition, Moss Adams LLP's fee would be cut in half for Urban Renewal in any year the expenditures were under \$500,000. I estimate that will be two of the three years under contract. The three-year cost for proposals are listed below:

	City	Single Audit	URA	Total
Moss Adams LLP	\$82,900	\$4,500	\$12,820	\$100,220
Pauly Rogers and Co PC	\$96,300	\$2,500	\$9,600	\$108,400
Boldt, Carlisle & Smith	\$90,471	\$4,705	\$24,109	\$119,285

The June 30, 2016 audit fees totaled \$35,840 (\$28,240 City plus \$7,600 URA). The audit fees for June 30, 2017 under Moss Adams LLP's proposal would be \$34,575 (\$26,950 City, \$4,500 Single Audit, and \$3,125 URA). This would be a savings of \$1,265 in year one, and \$7,300 over three years, without the Single Audit in year two and three.

CITY OF BROOKINGS


COUNCIL AGENDA REPORT

Meeting Date: May 11, 2020



Signature (submitted by)

Originating Dept: Finance and Admin



City Manager Approval

Subject: Public Works vehicle purchase and outfitting

Recommended Motion:

1. Motion to authorize the purchase of two public works vehicles from Coast Auto Center for \$47,820 and the outfitting of these vehicles for approx \$6,000.
2. Adopt Resolution 20-R-1178 to appropriate funds for the capital purchase estimated at \$53,820.

Financial Impact:

The total cost is estimated at \$53,820. The annual payments were budgeted from the Streets Fund, Water Fund and Wastewater Fund.

Background/Discussion:

City Strategic Plan outlines the replacement of older vehicles in the City fleet with more fuel efficient, low maintenance vehicles. We have been able to finance at a low interest rate and maintain a consistent budget for vehicle replacement to maintain a reliable fleet of vehicles. The Council has discussed during the budget process for the last several years.

Staff solicited bids to purchase and outfit two Dodge Ram 1500 4X4 trucks. Three bids were received:

Coast Auto Center	\$	23,910	\$	47,820
Withnell Dodge	\$	23,985	\$	47,970
Ron Tonkin	\$	24,256	\$	48,512

The City has purchased locally from Coast Auto Center in the past; and they were the low bidder. We will contract with local qualified vehicle equipment installers for the outfitting.

Attachment(s):

Resolution 20-R-1178

CITY OF BROOKINGS

RESOLUTION 20-R-1178

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE STREETS FUND, WATER FUND, AND THE WASTEWATER FUND.

WHEREAS, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

WHEREAS, ORS 294.338(4) allows for a transfer of appropriation if authorized by the governing body; and

WHEREAS, the City will receive loan proceeds of \$53,820 during fiscal year 2019-20, to purchase public works vehicles and anticipates that additional capital expenditure, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby authorizes a transfer of appropriation pursuant to ORS 294.338(4).

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2019 and for purposes shown below are hereby revised by the City Council as follows:

<u>Streets Fund</u>		
Resources:		
Loan Proceeds	\$	17,940
Requirements:		
Streets Maintenance	\$	17,940

<u>Water Fund</u>		
Resources:		
Loan Proceeds	\$	17,940
Requirements:		
Water Distribution	\$	17,940

<u>Wastewater Fund</u>		
Resources:		
Loan Proceeds	\$	17,940
Requirements:		
Wastewater Collection	\$	17,940

Passed by the City Council May 11, 2020, and made effective the same date.

Attest:

Mayor Jake Pieper

City Recorder Janell K Howard

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/20	04/06/2020	84370	322	Postmaster	25-00-2005	850.00- V
04/20	04/02/2020	84581	5893	Austin Electric LLC	10-00-2005	627.00
04/20	04/02/2020	84582	1314	Bernie Bishop Mazda	10-00-2005	108.51
04/20	04/02/2020	84583	313	Brookings Vol Firefighters	10-00-2005	2,250.00
04/20	04/02/2020	84584	715	Budge McHugh Supply	20-00-2005	7,720.58
04/20	04/02/2020	84585	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
04/20	04/02/2020	84586	5305	Carrot-Top Industries, Inc.	10-00-2005	264.29
04/20	04/02/2020	84587	5952	Chetco Auto Marine & Industrial Supply	20-00-2005	317.76
04/20	04/02/2020	84588	3834	Clean Sweep Janitorial Service	25-00-2005	2,115.00
04/20	04/02/2020	84589	5827	Coastal Investments LLC	10-00-2005	1,130.00
04/20	04/02/2020	84590	1745	Coastal Paper & Supply, Inc	10-00-2005	1,082.05
04/20	04/02/2020	84591	182	Coos-Curry Electric	10-00-2005	4,565.36
04/20	04/02/2020	84592	317	DCBS - Fiscal Services	10-00-2005	1,459.08
04/20	04/02/2020	84593	1	Tracy Clough	20-00-2005	300.00
04/20	04/02/2020	84594	1	Darrell Purdy	20-00-2005	192.27
04/20	04/02/2020	84595	1	Redwood Massage & Wellness	20-00-2005	237.44
04/20	04/02/2020	84596	1	Danielle Reichlin	20-00-2005	300.00
04/20	04/02/2020	84597	1	Luke Rigel	20-00-2005	205.66
04/20	04/02/2020	84598	1	Heather Smith	20-00-2005	190.97
04/20	04/02/2020	84599	1	Mica Watson	20-00-2005	100.21
04/20	04/02/2020	84600	298	Freeman Rock, Inc	50-00-2005	331.38
04/20	04/02/2020	84601	4989	Gaylord Klinefelter Contracting Inc	15-00-2005	1,890.00
04/20	04/02/2020	84602	5065	Gold Beach Lumber	50-00-2005	2,434.81
04/20	04/02/2020	84603	199	Richard Harper	10-00-2005	400.00
04/20	04/02/2020	84604	4487	Net Assets Corporation	10-00-2005	492.00
04/20	04/02/2020	84605	329	New Hope Plumbing	10-00-2005	1,960.50
04/20	04/02/2020	84606	5886	Office Depot Inc	10-00-2005	65.07
04/20	04/02/2020	84607	279	One Call Concepts, Inc	25-00-2005	64.68
04/20	04/02/2020	84608	322	Postmaster	25-00-2005	850.00
04/20	04/02/2020	84609	5691	Ritz Safety LLC	20-00-2005	220.00
04/20	04/02/2020	84610	1840	Rogue Credit Union	15-00-2005	1,356.89
04/20	04/02/2020	84611	956	Suiter's Paint & Body	10-00-2005	688.40
04/20	04/02/2020	84612	4448	United Rentals INC	50-00-2005	443.04
04/20	04/02/2020	84613	2863	Verizon Wireless	10-00-2005	529.57
04/20	04/09/2020	84614	5908	Amazon Capital Services	10-00-2005	157.94
04/20	04/09/2020	84615	5253	Anchor Lock & Key	10-00-2005	408.00
04/20	04/09/2020	84616	147	Brookings Glass Inc	10-00-2005	404.00
04/20	04/09/2020	84617	416	Brookings Lock & Safe Inc	10-00-2005	156.00
04/20	04/09/2020	84618	5858	CH2M Hill OMI	25-00-2005	109,487.15
04/20	04/09/2020	84619	5822	Chaves Consulting Inc	49-00-2005	370.20
04/20	04/09/2020	84620	183	Colvin Oil Company	20-00-2005	2,370.33
04/20	04/09/2020	84621	5939	Country Media Inc	10-00-2005	20.00
04/20	04/09/2020	84622	185	Del Cur Supply	50-00-2005	1,679.72
04/20	04/09/2020	84623	1	Joy Cathcart	20-00-2005	169.10
04/20	04/09/2020	84624	1	Debra A Kodesh	20-00-2005	27.07
04/20	04/09/2020	84625	1	Deanna James Rogers	20-00-2005	99.41
04/20	04/09/2020	84626	1	Steven Scruggs	20-00-2005	69.23
04/20	04/09/2020	84627	5986	Kathaleen Dowden	10-00-2005	100.00
04/20	04/09/2020	84628	3342	Fastenal	20-00-2005	137.28
04/20	04/09/2020	84629	153	Ferrellgas	25-00-2005	127.02
04/20	04/09/2020	84630	5321	Forrest Technical Coatings	10-00-2005	684.95
04/20	04/09/2020	84631	4646	Frontier	30-00-2005	123.07
04/20	04/09/2020	84632	139	Harbor Logging Supply	25-00-2005	47.50

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/20	04/09/2020	84633	4171	In-Motion Graphics	10-00-2005	705.10
04/20	04/09/2020	84634	4980	iSecure	10-00-2005	33.00
04/20	04/09/2020	84635	162	Kerr Hardware	15-00-2005	1,188.24
04/20	04/09/2020	84636	4443	Napa Auto Parts-Golder's	10-00-2005	155.31
04/20	04/09/2020	84637	5008	Online Information Services	10-00-2005	124.00
04/20	04/09/2020	84638	4479	Oregon Society of CPA's	10-00-2005	325.00
04/20	04/09/2020	84639	4	Sterling Junkin	10-00-2005	193.00
04/20	04/09/2020	84640	4	Tom Schoch	10-00-2005	436.00
04/20	04/09/2020	84641	866	Pitney Bowes Global Financial , LLC	10-00-2005	144.93
04/20	04/09/2020	84642	322	Postmaster	25-00-2005	850.00
04/20	04/09/2020	84643	3	Heather Smith	20-00-2005	45.00
04/20	04/09/2020	84644	570	State of Oregon	10-00-2005	40.00
04/20	04/09/2020	84645	5973	Tyree Oil Inc	10-00-2005	52.09
04/20	04/09/2020	84646	4542	Umpqua Bank	10-00-2005	8,484.19
04/20	04/09/2020	84647	990	UPS	20-00-2005	22.31
04/20	04/09/2020	84648	2122	Cardmember Service	61-00-2005	9,467.53
04/20	04/09/2020	84649	169	Waste Connections Inc	33-00-2005	813.34
04/20	04/16/2020	84650	5987	49er Communications Inc	10-00-2005	86.20
04/20	04/16/2020	84651	5908	Amazon Capital Services	49-00-2005	482.06
04/20	04/16/2020	84652	4734	Aramark Uniform Services	10-00-2005	120.00
04/20	04/16/2020	84653	4939	BI- Mart Corporation	61-00-2005	13.74
04/20	04/16/2020	84654	147	Brookings Glass Inc	10-00-2005	80.00
04/20	04/16/2020	84655	5070	Canon Solutions America	10-00-2005	77.57
04/20	04/16/2020	84656	5117	Castle Rock Countertops & Construction	50-00-2005	1,233.09
04/20	04/16/2020	84657	5842	Century West Engineering Corp	33-00-2005	28,680.84
04/20	04/16/2020	84658	1740	Code Publishing Company Inc	10-00-2005	480.00
04/20	04/16/2020	84659	5450	Complete Wireless Technologies	10-00-2005	300.00
04/20	04/16/2020	84660	5939	Country Media Inc	10-00-2005	86.00
04/20	04/16/2020	84661	4746	Curry County Treasurer	10-00-2005	176.00
04/20	04/16/2020	84662	259	Da-Tone Rock Products	50-00-2005	4,511.56
04/20	04/16/2020	84663	2640	Dyer Partnership Inc., The	51-00-2005	12,783.00
04/20	04/16/2020	84664	4642	ESRI	25-00-2005	2,500.00
04/20	04/16/2020	84665	3342	Fastenal	25-00-2005	426.44
04/20	04/16/2020	84666	2186	Ferguson Waterworks #3011	20-00-2005	3,088.64
04/20	04/16/2020	84667	4646	Frontier	25-00-2005	1,118.53
04/20	04/16/2020	84668	4646	Frontier	30-00-2005	195.69
04/20	04/16/2020	84669	5004	Galls LLC	10-00-2005	16.00
04/20	04/16/2020	84670	5657	Gold Form & Label Company	25-00-2005	1,157.88
04/20	04/16/2020	84671	5988	Greenfields Outdoor Fitness Inc	50-00-2005	7,500.00
04/20	04/16/2020	84672	4357	Hemlock Street Properties LLC	10-00-2005	405.00
04/20	04/16/2020	84673	328	Les Schwab Tire Center	10-00-2005	1,802.29
04/20	04/16/2020	84674	2	Joseph Bailey	10-00-2005	2.00
04/20	04/16/2020	84675	329	New Hope Plumbing	10-00-2005	310.50
04/20	04/16/2020	84676	5886	Office Depot Inc	10-00-2005	368.21
04/20	04/16/2020	84677	5155	Oregon Department of Revenue	10-00-2005	761.75
04/20	04/16/2020	84678	4	Kristen Bryant	10-00-2005	193.00
04/20	04/16/2020	84679	4	Megan McCurdy	10-00-2005	193.00
04/20	04/16/2020	84680	5768	Proficient Auto Center Inc	10-00-2005	595.00
04/20	04/16/2020	84681	207	Quill Corporation	10-00-2005	106.96
04/20	04/16/2020	84682	267	SeaWestern Fire Fighting Equip	10-00-2005	875.00
04/20	04/16/2020	84683	5457	Speer Hoyt LLC	10-00-2005	2,520.00
04/20	04/16/2020	84684	861	Village Express Mail Center	10-00-2005	21.92
04/20	04/23/2020	84685	5908	Amazon Capital Services	10-00-2005	29.31
04/20	04/23/2020	84686	5637	Bandon Well & Pump Co	50-00-2005	2,770.50
04/20	04/23/2020	84687	5070	Canon Solutions America	10-00-2005	180.87
04/20	04/23/2020	84688	3015	Charter Communications	10-00-2005	739.96

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/20	04/23/2020	84689	183	Colvin Oil Company	10-00-2005	2,040.45
04/20	04/23/2020	84690	4746	Curry County Treasurer	10-00-2005	208.00
04/20	04/23/2020	84691	2186	Ferguson Waterworks #3011	50-00-2005	1,986.50
04/20	04/23/2020	84692	5004	Galls LLC	10-00-2005	81.55
04/20	04/23/2020	84693	282	Gov't Finance Officers Assn	10-00-2005	160.00
04/20	04/23/2020	84694	3961	Grizzly Fence & Construction	10-00-2005	3,465.00
04/20	04/23/2020	84695	4526	Janell K. Howard	10-00-2005	150.00
04/20	04/23/2020	84696	2940	McLennan Contractors	10-00-2005	573.86
04/20	04/23/2020	84697	5954	Morel Ink	10-00-2005	318.16
04/20	04/23/2020	84698	5886	Office Depot Inc	10-00-2005	87.22
04/20	04/23/2020	84699	4332	Oregon Assoc Chiefs of Police	10-00-2005	216.00
04/20	04/23/2020	84700	5155	Oregon Department of Revenue	10-00-2005	498.75
04/20	04/23/2020	84701	5768	Proficient Auto Center Inc	10-00-2005	1,457.80
04/20	04/23/2020	84702	5691	Ritz Safety LLC	15-00-2005	376.97
04/20	04/23/2020	84703	3369	Schwabe Williamson & Wyatt PC	20-00-2005	5,618.00
04/20	04/23/2020	84704	3499	Simplot Grower Solutions	10-00-2005	2,625.00
04/20	04/23/2020	84705	5989	Stop Stick Ltd	10-00-2005	493.00
04/20	04/23/2020	84706	5990	TeleCommunication Systems Inc	30-00-2005	2,760.00
04/20	04/30/2020	84707	5908	Amazon Capital Services	49-00-2005	110.98
04/20	04/30/2020	84708	5821	City of Gold Beach	10-00-2005	225.00
04/20	04/30/2020	84709	3834	Clean Sweep Janitorial Service	25-00-2005	1,870.00
04/20	04/30/2020	84710	182	Coos-Curry Electric	10-00-2005	4,770.72
04/20	04/30/2020	84711	1	Tom & Mary Coston	20-00-2005	45.00
04/20	04/30/2020	84712	1	Elisabeth Moss	20-00-2005	222.44
04/20	04/30/2020	84713	1	Jonathan & Mary Trost	20-00-2005	176.99
04/20	04/30/2020	84714	5804	Early Management Team Inc	50-00-2005	4,816.60
04/20	04/30/2020	84715	3342	Fastenal	15-00-2005	143.09
04/20	04/30/2020	84716	2186	Ferguson Waterworks #3011	50-00-2005	345.76
04/20	04/30/2020	84717	298	Freeman Rock, Inc	50-00-2005	5,441.37
04/20	04/30/2020	84718	4646	Frontier	30-00-2005	26.21
04/20	04/30/2020	84719	5886	Office Depot Inc	10-00-2005	22.97
04/20	04/30/2020	84720	4	Bradley Kliever	32-00-2005	75.00
04/20	04/30/2020	84721	5772	PowerPhone Inc	10-00-2005	623.00
04/20	04/30/2020	84722	207	Quill Corporation	10-00-2005	366.72
04/20	04/30/2020	84723	3	Brookings Village LLC	20-00-2005	121.89
04/20	04/30/2020	84724	3	Albert & Margaret Collinet	20-00-2005	45.00
04/20	04/30/2020	84725	3	Optimum Property Management	20-00-2005	87.00
04/20	04/30/2020	84726	3	Heather Smith	20-00-2005	45.00
04/20	04/30/2020	84727	3309	Roberts & Associates	50-00-2005	2,780.00
04/20	04/30/2020	84728	2125	State of OR Water Resources Dept	50-00-2005	300.00
04/20	04/30/2020	84729	861	Village Express Mail Center	10-00-2005	14.28
04/20	04/30/2020	84730	551	Western Pacific Tree Serv Inc	10-00-2005	975.00
Grand Totals:						298,197.65

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Committee Vacancies

Date: May 11, 2020

Re: Vacant Volunteer Positions

Following is a list of all Commission/Committee positions and terms currently vacant:

Position	Held By	Month/ Day	Year Expires	Term/ Years
Budget Committee #3	VACANT	2/1	2022	3
Parks & Req Commission #2	VACANT	2/1	2021	2

City of Brookings

Urban Renewal Agency Meeting MINUTES

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

Monday, February 24, 2020

A. Call to Order

Chair Pieper called the meeting to order at 7:35 PM, immediately following the City Council meeting.

B. Roll Call

Agency present: Chair Jake Pieper, Directors Bill Hamilton, Brent Hodges, Ron Hedenskog and John McKinney; a quorum present.

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

C. Consent Calendar

Urban Renewal Agency Minutes for January 27, 2020

Director Hamilton moved, Director Hodges seconded and Council voted unanimously to approve January 27, 2020, Agency minutes as written.

D. Public Comments - None

E. Staff Reports

Capella Parking Lot Paving

Public Works and Development Services Director Tony Baron Provide staff report.

Director McKinney moved, Director Hedenskog seconded and the Agency voted unanimously to authorize the City Manager to enter into an agreement with Tidewater Contracting in the amount of \$237,415 to complete upgrades to the Capella parking lot in Azalea Park.

F. Agency Remarks

No agency comments.

Adjourn

Director Hedenskog moved, Director McKinney seconded and Council voted unanimously by voice to adjourn 7:37 PM.

Respectfully submitted:

ATTESTED:

this ____ day of _____ 2020:

Jake Pieper, Chair

Janell K Howard, City Recorder

CITY OF BROOKINGS

URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: May 11, 2020



Signature (submitted by)

Originating Dept: Finance & Admin



Executive Director Approval

Subject:

Audit Services Contract Extension

Recommended Motion:

Authorize the City Manager to execute an amendment to the audit contract with Moss Adams LLP for a two-year extension.

Financial Impact:

2019-20 Audit \$6,800 (\$ 130 increase); 2020-21 Audit \$6,940 (\$140 increase).

Background/Discussion:

The City and Urban Renewal Agency sent out Request for Proposals (RFP) for audit services in 2016, and received three responses. The City selected Moss Adams LLP at that time and entered into a three year contract, with the option to extend for an additional two years.

Moss Adams LLP has agreed to extend the contract with a less than 3% cost of living increase each year. The City and URA will still be paying less for the 2019-20 audit, than they would have for the 2017-18 audit from the next lowest responder.

	<u>City</u>	<u>URA</u>	<u>Total</u>
2019-20	\$28,900	\$ 6,800	\$ 35,700
2020-21	\$29,475	\$ 6,940	\$ 36,415

Attachment:



January 23, 2017 Council Agenda Report

BROOKINGS URBAN RENEWAL AGENCY

COUNCIL AGENDA REPORT

Meeting Date: January 23, 2017

Originating Dept: Finance & HR


Signature (submitted by)

City Manager Approval

Subject:

Audit Services Contract

Recommended Motion:

Accept the audit services proposal from Moss Adams LLP and authorize the City Manager to execute a three year contract.

Financial Impact:

Estimated savings over three-year contract of \$7,300 compared to 6/30/16 audit.

Background/Discussion:

The City sent out Request for Proposals (RFP) for audit services to 16 firms from the Oregon Municipal Auditor Roster. We received three responses. The Finance & Human Resources Director and the Accounting Supervisor reviewed proposals and contracted references. All firms responding were highly qualified and experienced, and the proposals were competitive. Variables to the cost are Single Audit and the Urban Renewal expenditure level. I estimate that we will have a single audit for 2016-17 only, due to the EDA Airport Infrastructure grant. This adds \$4,500 for that year, which is included in the cost below. In addition, Moss Adams LLP's fee would be cut in half for Urban Renewal in any year the expenditures were under \$500,000. I estimate that will be two of the three years under contract. The three-year cost for proposals are listed below:

	City	Single Audit	URA	Total
Moss Adams LLP	\$82,900	\$4,500	\$12,820	\$100,220
Pauly Rogers and Co PC	\$96,300	\$2,500	\$9,600	\$108,400
Boldt, Carlisle & Smith	\$90,471	\$4,705	\$24,109	\$119,285


The June 30, 2016 audit fees totaled \$35,840 (\$28,240 City plus \$7,600 URA). The audit fees for June 30, 2017 under Moss Adams LLP's proposal would be \$34,575 (\$26,950 City, \$4,500 Single Audit, and \$3,125 URA). This would be a savings of \$1,265 in year one, and \$7,300 over three years, without the Single Audit in year two and three.

BROOKINGS URBAN RENEWAL AGENCY


AGENDA REPORT

Meeting Date: May 11, 2020

Originating Dept: PW/DS



Signature (submitted by)



City Manager Approval

Subject: Urban Renewal District Projects

Motion: Discussion only

Background/Discussion: In anticipation of the 2008 Bond payoff in June of 2020, staff prepared a list of some projects for the Brookings Urban Renewal Agency to consider during a workshop in November of 2019. Eligible project for funding mentioned at that meeting include:

- Capella Parking Lot – Azalea Park
- Alder Street Parking Lot
- Remaining infill sidewalks within the district (Hemlock, Spruce, Railroad Street)
- Downtown Way Finding Enhancements per Downtown Master Plan Update
- Reinstatement of the Façade Program
- City Hall Renovations
- Performing Arts or Community Recreation Centers within the UR District

The Brookings Urban Renewal Agency authorized the use of urban renewal funds in the amount of \$237,415 for the Capella Parking Lot project in February of this year. Natures Coastal Holiday contributed \$50,000 of fundraising dollars to the project as well. Tidewater Contracting is currently constructing the parking lot with a completion date set for the third week of this month.

Approximately \$300,000 annually is available starting in 2020-2021.