

City of Brookings

MEETING AGENDA

CITY COUNCIL

Tuesday, May 26, 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." ORS 192.660 (2)(h) "To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. 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)

E. Consent Calendar

1. Approve Council minutes for March 23, 2020 [Pg. 3]
2. Approve Special Council minutes for May 6, 2020 [Pg. 6]
3. Approve Council minutes for May 11, 2020 [Pg. 12]
4. Approve Special Council minutes for May 18, 2020 [Pg. 14]
5. Receive monthly financial report for April 2020 [Pg. 16]

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

1. Hemlock Street Improvement Project [PWDS, Pg. 22]
 - a. Dyer Task Order 91 [Pg. 23]
 - b. 5 year Street Improvement Plan [Pg. 25]
2. Update on Plans to reopen Public Life and Business [City Manager]

G. Remarks from Mayor and Councilors

H. 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

CITY COUNCIL MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, March 23, 2020

Call to Order

Mayor Pieper called the meeting to order at 7:00 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 Deputy Director Jay Trost, and Deputy Recorder Amber Nalls, Visitor Center Averil Carroll, Public Safety Lieutenant Donny Dotson.

Media Present: Pilot Reprehensive Brian Williams

Others Present: Approximately 4 audience members

Ceremonies

1. Brookings-Harbor High School Wrestling Team
 - a. Resolution 20-R-1173 Mayor Pieper presented the resolution and introduced one team member and Coach Alonzo Nalls.

Councilor Hedenskog moved, Councilor McKinney seconded, and Council voted unanimously to adopt Resolution 20-R-1173 commending the 2019/2020 BHHS Wrestling Team.

Councilor Hodges moved, Councilor Hedenskong seconded, and Council voted unanimously to add Resolution 20-R-1175 as an item in the agenda under G. 1b. A Resolution of the City of Brookings, Requesting Governor Kate Brown's Immediate Assistance to Protect the Health, Life, and Safety of the Residents of Brookings, Oregon.

Public Appearances

State Representative David Brock-Smith appeared to discuss a Resolution 20-R-1175 of the City of Brookings, Requesting Governor Kate Brown's Immediate Assistance to Protect the Health, Life, and Safety of the Residents of Brookings, Oregon.

Consent Calendar

Approve Council minutes for March 9, 2020

Accept TPAC minutes for February 13, 2020

Receive monthly financial report for February 2020

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

Staff Reports

Temporary Emergency Declaration, Resolution 20-R-1174

City Manager Janell Howard presented the staff report.

Councilor Hodges moved, Councilor McKinney seconded and Council voted unanimously to adopt Resolution 20-R-1174, declaring a Temporary State of Emergency for the City of Brookings.

A Resolution of the City of Brookings, Requesting Governor Kate Brown's Immediate Assistance to Protect the Health, Life, and Safty of the Residents of Brookings, Oregon, Resolution 20-R-1175.

City Manager Janell Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to adopt Resolution 20-R-1175.

Social Security Bar Access lease Agreement

Development Services Deputy Director Jay Trost presented the staff report.

Councilor Hendenskog moved, Councilor McKinney seconded and Council voted unanimously to authorize the City Manager to enter into a lease agreement with Curry County for Social Security Bar.

Oasis Park Lease

Development Services Deputy Director Jay Trost presented the staff report.

Councilor Hodges moved, Councilor Hedenskog seconded and Council voted unanimously to authorize the City Manager to enter into a lease agreement with Curry County for Oasis Park.

Waive Picnic Table Use Fees for the Festival of Art in Stout Park

Development Services Deputy Director Jay Trost presented the staff report.

Councilor Hodges moved, Councilor McKinney seconded and Council voted unanimously to waive picnic table use fees for the Pelican Bay Arts Association (PBAA) sponsored Festival of Art in Stout Park.

Remarks from Mayor and Councilors

Councilor Hamilton apologized for not being able to attend the City Council Meeting in person due to the COVID-19 Virus. He was appreciative of the accommodations of the conference phone call so he could participate in the City Council Meeting.

Councilor McKinney expressed the need to be safe, smart and patient during this time in our City and Country

Councilor Hodges shared his concerns about washing your hands often and remembering not to touch your face. Being mindful of not spreading or contracting the COVID-19 Virus.

Mayor Pieper encouraged the residents of Brookings not to inundate our Police Department with unnecessary calls. The Mayor commented that we need to show how Brookings is a caring community, that shows grace in tough times. Mayor Pieper reminded the residents also to be safe.

Adjournment

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 8:05 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 6, 2020

Call to Order

Mayor Pieper called the meeting to order at 5:01 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 Recorder Amber Nalls.

Media Present: None

Others Present: 3 audience members

Oral Requests and Communications from the Audience

1. 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.
2. Kate Davis – 427 Hillside Ave, Brookings, OR addressed Council regarding the reopening of transient lodging facilities. Kate Davis is not in favor of transient lodging facilities reopening in Brookings.
3. Ellen Babin – 514 Myrtle, Brookings, OR address Council regarding the reopening of Brookings. Ellen Babin is not in favor of reopening business and transient lodging facilities.
4. 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. 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.
5. Paul M. LeFebvre – 96499 Duley Creek Rd, Brookings, OR addressed Council regarding the reopening of transient lodging facilities. Paul M. Lefebvre is not in favor of reopening transient lodging. This request was emailed in by Paul LeFebvre 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

Potential Modification on Restrictions on Transient Lodging Facilities

City Manager Janell Howard presented the staff report.

City Manager Janell Howard gave an update on the status of transient lodging facilities being reopened in the surrounding areas. Gold Beach will open its transient lodging facilities at 100% occupancy with no restrictions and with recommendations to follow the CDC, OHA, and BMP guidelines, on May 6, 2020. Curry County will also open up all transient lodging facilities Friday, May 8, 2020, at 100% occupancy with no restrictions, along with recommendations to follow the CDC, OHA, and BMP guidelines.

City Manager Janell Howard gave updated information on PPE supplies within our County. Curry County Public Health Administrator and the Emergency Operations Manager informed her that there is a 30-day supply of PPE in place and on hand for Curry County.

City Manager Janell Howard informed the Council that Curry County met the entire requirements of the Governor to open into Phase 1 on May 15, 2020. The request letter was sent to the Governor's office for approval of the Phase 1 opening.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted 3-2 with Councilors McKinney and Mayor Pieper voting "Nay" for the City of Brookings to lift the restrictions on 20-R1176 to 50% occupancy with the effective date of Friday, May 8th at 12:00 p.m. Business will follow the agreement of the DCD, OHA and BMP (best management practices) produced by the City Manager.

Remarks from Mayor and Councilors

Councilor McKinney remarked that we need to support and open up local businesses before opening up transient lodging.

Councilor Hedenskong commented that by having hotels open at 50% occupancy and hotel rooms staying empty for 48 hours after a guest, meets the criteria for a soft opening.

Councilor Alcorn remarked that this is a very difficult decision to reopen transient lodging. He also commented that the City Council has done a very good job of risk containment regarding COVID-19.

Councilor Hodges remarked that the City Council has the ability to shut back down the closing of transient lodging if COVID-19 cases spike up.

Mayor Pieper commented, " We can not hang the welcome sign up for tourism".

Adjournment

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 6:05 PM.

Respectfully submitted:

ATTESTED:
this day of , 2020:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

Janell Howard

From: Maureen Ter Beek <maureen@terbeek.us> on behalf of Maureen Ter Beek
Sent: Wednesday, May 6, 2020 2:28 PM
To: Janell Howard
Subject: Re: Transient Lodging update.
Attachments: FB_IMG_1588797483343.jpg; FB_IMG_1588797255597.jpg

Hello Janell --

Per my email to you last night with a spreadsheet forecasting visitors I ask that you please ask the council if they are prepared to deal with the ramifications of opening up transient lodging to tourism in Curry County and the city of Brookings. Please ask them if they understand what the ramifications would be of letting in 25,000 people from hot spots and areas that have greater infection rates? Please ask the council if we are prepared to deal with a spike of infections? Do we have the healthcare staff beds and equipment to deal with this?

Recently the city of Gold Beach did a COVID 19 survey. Attached is a picture of each page of a report analyzing the results.

In the survey most of the respondents were not in favor of reopening transient lodging to tourists. In fact that subject dominated the responses.

The County and the City of Gold Beachand soon the Brookings City Council....are making a decision that most people do not agree with.

I'm asking one last time please do not do this. Please extend for another month. Please put together a plan that involves opening businesses and parks to locals first before phasing in dining in and bars. Once you've got a handle on that then move on to slowly opening up transient lodging.

There has been no leadership regarding masks. So many people have commented about maskless customers in large grocery stores. The county of indicated they wish to request not ask. Can you please discuss this as well at your meeting?

I am very concerned regarding the risks you are taking with this decision.

Maureen

On Wed, May 6, 2020, 11:35 AM Janell Howard <jhoward@brookings.or.us> wrote:

Just a quick update...

The County Commissioners voted this morning to repeal their order to restrict TLF. Their order makes this effective at 5p today. There were no restrictions or requirements; only a recommendation to follow CDC and OHA guidelines for protocol.

Also, the City of Gold Beach voted Monday night to repeal their resolution restricting lodging, effective Friday, May 8th at noon, along with a recommendation to follow the Best Management Practices and CDC guidelines that I emailed you last week.

The City of Brookings City Council meets today at 5p, specifically to discuss this topic. I will send you an email this evening to give you an update.

Janell

Janell Howard

City of Brookings
City Manager

Finance and Human Resources Director

898 Elk Drive

Brookings, OR 97415

Janell Howard

From: paullefe@charter.net
Sent: Wednesday, May 6, 2020 11:06 AM
To: 'Sue Gold'; 'Court Boice'; 'Chris Paasch'
Cc: jfitts@goldbeachoregon.gov; mattesons@co.curry.or.us; 'Janell Howard'; 'Maureen Ter Beek'; jpieper@brookings.or.us
Subject: RE: re-opening and transient lodging

Dear Commissioners and other interested parties;

I am a resident of Brookings having moved here some 16 years ago.

I have been following the commissioner meetings and understand that you will be considering opening our county to transient lodging.

I would like this memo to be a matter of record for today's meeting.

Because I am a scientist and engineer of 45 years by training, I understand the mathematics associated with rapid (exponential) spreading of a virus as it proliferates a virgin population. For the purpose of this discussion, let's consider Curry County as a virgin population of about 25,000 people comprised of a high percentage of high risk individuals.

Currently our case count is zero... and presumably, this is because we have isolated ourselves and observed the recommendations of the CDC.

It is my observation that most are compliant but the economic worry is beginning to soften our discipline.

I know that others have put forth analysis to you that attempts to model the impact of the virus in Curry county given an influx of some 20,000 transient visitors – a situation that we will not be able to handle should the virus arrive here from others that are from infected areas.

Why then.... does it make any sense at all to open the county to transient lodging where the UNTESTED population from outside our county can mix with our population at this time?

If you would like to rehash the models and scientific analysis in this regard, please let me know and we can put together a credible analysis for your review.

However, common sense can prevail in this decision. You have enough information to know you are risking the lives of those of us who live here....particularly with the demographics that associate with this county.

This thought process must lead you to a conclusion that opening the county to transient lodging must be delayed. Please act accordingly and minimize our risk rather than inviting infection through cross pollination of infected populations.

I do not now who is providing the scientific leadership on this board....

Sue, I understand you have a mathematics background. Please educate your colleagues on what can happen here.

Do Not Open Curry County to transient lodging at this time.

More information is becoming available daily indicating that the states that are opening early are seeing an increase in cases.

Use common sense and study these states to allow better data that can serve as a basis for further consideration of this matter.

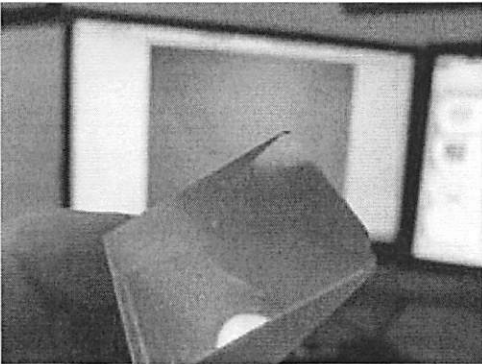
Personally I have a person I love that is a high risk. This decision will be about lives and not politics.
If my wife loses her life, because of your decisions made here, you will hear further from me in a way that will be aggressive and personal.

I believe that you are currently informed of the impact of bringing infected individuals into a older virgin population.
Please know that I consider the opening of our county at this time to be negligent.

Best Regards,
Paul M. LeFebvre

LeFebvre Services

Thin Film Design, Processing, Manufacturing



96499 Duley Ck Road
Brookings, Ore 97415
707-508-5383 Cell
541-412-2723 Office

This message may contain the confidential information of LeFebvre Services, a thin film consulting service. If you are not the intended recipient and have received this message in error, then any use or distribution is prohibited. Accordingly, please notify me immediately by e-mail and delete this message. Thank you.

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, May 11, 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 Director Lu Ehlers and Deputy Recorder Amber Nalls

Media Present: None

Others Present: Approximately 4 audience members

Ceremonies

Nature's Coastal Holiday Presentation

Leslie Wilkinson from Nature's Coastal Holiday presented Mayor Pieper and the City of Brookings a donation of \$50,000.00 for the Capella Parking lot at Azalea Park.

Oral Requests and Communications from the Audience

Connie Hunter – 1310 English Ct., Brookings, OR addressed Council regarding Mental Health Awareness month.

Consent Calendar

1. Approve Council minutes for April 23, 2020
2. Approve Council minutes for April 27, 2020
3. Approve Council minutes for May 4, 2020
4. Accept Planning Commission minutes for April 7, 2020

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

Staff Reports

Annual Yard of the Month Program

City Manager Janell Howard presented the staff report.

Councilor Hedenskog moved, Councilor Hodges seconded and Council voted unanimously to approve the reinstatement of the annual Yard of the Month program for five months beginning May 2020.

Audit Services Contract Extension

Deputy Finance Director Lu Ehlers presented the staff report.

Councilor McKinney moved, Councilor Hedenskog seconded and Council voted unanimously to authorize the City Manager to execute an amendment to the audit contract with Moss Adams LLP for a two-year extension

Public Works vehicle purchase and outfitting

Deputy Finance Director Lu Ehlers presented the staff report

Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to authorize the purchase of two public works vehicles from Coast Auto Center for \$47,820 and the outfitting of these vehicles for approx \$6000.

Public Works vehicle purchase and outfitting

Deputy Finance Director Lu Ehlers presented the staff report

Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to adopt Resolution 20-R-1178 to appropriate funds for the capital purchase estimated at \$53,820.

Update on Plans to reopen Public Life and Business

City Manager Janell Howard presented the staff report.

City Manager Janell Howard presented to Council information on COVID-19 updates. Curry County's transient lodging is opened at 100%. Brookings transient lodging is opened at 50% with restrictions. Port Offord transient lodging is still closed at this time. Curry County submitted to the Governor, a request letter to open businesses under phase one on May 15, 2020, The Governor's office received the request letter and Curry County is waiting on approval.

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

Adjournment

Councilor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 7:32 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 18, 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, and Deputy Recorder Amber Nalls.

Media Present: None

Others Present: 1 audience members

Oral Requests and Communications from the Audience

Dr. Ron Reel – 519 Chetco Ave Suite 1, Brookings, OR addressed Council regarding the representation of the Curry County Board of Realtors. He gave an update on pending sales, rented vacation rentals, and unemployment of realtors.

Staff Reports

Update on reopening Public Life and Business

City Manager Janell Howard presented the staff report.

Janell Howard gave an update on the Brookings hotels and RV parks in regards to their day to day operations, room reservations, rehiring employees, and if they had enough PPE to open back up at 100%.

Councilor John McKinney asked the council to consider opening up Brookings Hotels at 100% before Memorial Day weekend.

Councilor Brent Hodges commended that he would like to see the hotels opened back up at 100% so they can recover some of their losses from a holiday weekend.

Councilor Brad Alcorn remarked that the Court decision in Baker County supersedes everything at this time right now.

Councilor Hodges moved, Councilor McKinney seconded and Council voted unanimously to lift restrictions on 20-R-1176 effective at 6:00 PM on May 18, 2020.

Adjournment

Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to adjourn the meeting at 5:38 PM.

Respectfully submitted:

ATTESTED:
this day of , 2020:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,236,390.00	52,197.06	3,100,552.70	135,837.30	95.8
LICENSES AND PERMITS	128,000.00	10,630.00	140,654.26	(12,654.26)	109.9
INTERGOVERNMENTAL	286,800.00	9,340.41	152,554.33	134,245.67	53.2
CHARGES FOR SERVICES	246,000.00	7,722.00	248,800.47	(2,800.47)	101.1
OTHER REVENUE	197,383.00	19,337.19	137,923.23	59,459.77	69.9
TRANSFERS IN	517,067.00	.00	.00	517,067.00	.0
	<u>4,611,640.00</u>	<u>99,226.66</u>	<u>3,780,484.99</u>	<u>831,155.01</u>	<u>82.0</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	31,872.00	.00	15,971.98	15,900.02	50.1
MATERIAL AND SERVICES	12,850.00	413.93	4,873.43	7,976.57	37.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>44,722.00</u>	<u>413.93</u>	<u>20,845.41</u>	<u>23,876.59</u>	<u>46.6</u>
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	349,616.00	29,119.13	281,557.62	68,058.38	80.5
MATERIAL AND SERVICES	175,200.00	5,257.69	103,967.74	71,232.26	59.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>524,816.00</u>	<u>34,376.82</u>	<u>385,525.36</u>	<u>139,290.64</u>	<u>73.5</u>
POLICE:					
PERSONAL SERVICES	2,240,968.00	201,542.62	1,880,902.85	360,065.15	83.9
MATERIAL AND SERVICES	183,300.00	12,899.42	116,151.14	67,148.86	63.4
CAPITAL OUTLAY	.00	.00	13,000.00	(13,000.00)	.0
DEBT SERVICE	67,867.00	4,452.31	58,830.03	9,036.97	86.7
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,492,135.00</u>	<u>218,894.35</u>	<u>2,068,884.02</u>	<u>423,250.98</u>	<u>83.0</u>
FIRE:					
PERSONAL SERVICES	207,351.00	18,561.59	172,657.89	34,693.11	83.3
MATERIAL AND SERVICES	100,000.00	6,876.04	75,856.98	24,143.02	75.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,579.00	.00	30,579.01	(.01)	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>337,930.00</u>	<u>25,437.63</u>	<u>279,093.88</u>	<u>58,836.12</u>	<u>82.6</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	228,662.00	17,945.22	170,795.33	57,866.67	74.7
MATERIAL AND SERVICES	90,800.00	335.28	16,006.89	74,793.11	17.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	319,462.00	18,280.50	186,802.22	132,659.78	58.5
PARKS & RECREATION:					
PERSONAL SERVICES	270,876.00	19,877.92	197,642.17	73,233.83	73.0
MATERIAL AND SERVICES	105,500.00	16,029.73	101,447.34	4,052.66	96.2
CAPITAL OUTLAY	35,000.00	.00	24,068.82	10,931.18	68.8
DEBT SERVICE	74,384.00	4,031.88	40,318.80	34,065.20	54.2
TRANSFERS OUT	.00	.00	.00	.00	.0
	485,760.00	39,939.53	363,477.13	122,282.87	74.8
FINANCE AND HUMAN RESOURCES:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	71,087.00	.00	67,385.97	3,701.03	94.8
MATERIAL AND SERVICES	39,000.00	1,631.70	25,126.01	13,873.99	64.4
CAPITAL OUTLAY	.00	.00	919.97	(919.97)	.0
	110,087.00	1,631.70	93,431.95	16,655.05	84.9
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	161,600.00	15,137.68	80,167.54	81,432.46	49.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	622,239.00	.00	.00	622,239.00	.0
CONTINGENCIES AND RESERVES	632,889.00	.00	.00	632,889.00	.0
	1,416,728.00	15,137.68	80,167.54	1,336,560.46	5.7
	5,731,640.00	354,112.14	3,478,227.51	2,253,412.49	60.7
	(1,120,000.00)	(254,885.48)	302,257.48	(1,422,257.48)	27.0

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2020

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	795,000.00	36,032.00	357,935.52	437,064.48	45.0
OTHER REVENUE	14,650.00	.00	13,029.99	1,620.01	88.9
TRANSFER IN	.00	.00	.00	.00	.0
	<u>809,650.00</u>	<u>36,032.00</u>	<u>370,965.51</u>	<u>438,684.49</u>	<u>45.8</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	208,899.00	17,409.52	165,160.64	43,738.36	79.1
MATERIAL AND SERVICES	208,000.00	3,162.23	92,755.50	115,244.50	44.6
CAPITAL OUTLAY	329,450.00	1,890.00	3,476.00	325,974.00	1.1
DEBT SERVICE	22,149.00	1,356.89	14,764.26	7,384.74	66.7
TRANSFERS OUT	156,747.00	.00	.00	156,747.00	.0
CONTINGENCIES AND RESERVES	119,405.00	.00	.00	119,405.00	.0
	<u>1,044,650.00</u>	<u>23,818.64</u>	<u>276,156.40</u>	<u>768,493.60</u>	<u>26.4</u>
	<u>1,044,650.00</u>	<u>23,818.64</u>	<u>276,156.40</u>	<u>768,493.60</u>	<u>26.4</u>
	<u>(235,000.00)</u>	<u>12,213.36</u>	<u>94,809.11</u>	<u>(329,809.11)</u>	<u>40.3</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2020

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,725,000.00	150,785.62	1,438,701.20	286,298.80	83.4
OTHER INCOME	53,000.00	3,195.00	56,405.90	(3,405.90)	106.4
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,778,000.00</u>	<u>153,980.62</u>	<u>1,495,107.10</u>	<u>282,892.90</u>	<u>84.1</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	372,792.00	32,982.42	302,131.45	70,660.55	81.1
MATERIAL AND SERVICES	173,900.00	20,167.77	134,903.99	38,996.01	77.6
CAPITAL OUTLAY	50,000.00	.00	35,214.72	14,785.28	70.4
DEBT SERVICE	8,378.00	.00	3,706.82	4,671.18	44.2
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>629,070.00</u>	<u>53,150.19</u>	<u>475,956.98</u>	<u>153,113.02</u>	<u>75.7</u>
WATER TREATMENT:					
PERSONAL SERVICES	25,442.00	2,142.81	20,500.50	4,941.50	80.6
MATERIAL AND SERVICES	470,608.00	37,323.55	357,304.90	113,303.10	75.9
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	3,712.00	.00	3,706.82	5.18	99.9
TRANSFERS OUT	939,649.00	.00	.00	939,649.00	.0
CONTINGENCIES AND RESERVES	179,519.00	.00	.00	179,519.00	.0
	<u>1,628,930.00</u>	<u>39,466.36</u>	<u>381,512.22</u>	<u>1,247,417.78</u>	<u>23.4</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,258,000.00</u>	<u>92,616.55</u>	<u>857,469.20</u>	<u>1,400,530.80</u>	<u>38.0</u>
	<u>(480,000.00)</u>	<u>61,364.07</u>	<u>637,637.90</u>	<u>(1,117,637.90)</u>	<u>132.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2020

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,220,300.00	272,138.20	2,632,081.31	588,218.69	81.7
OTHER REVENUE	20,000.00	.00	27,090.43	(7,090.43)	135.5
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,235,800.00</u>	<u>272,138.20</u>	<u>2,659,171.74</u>	<u>576,628.26</u>	<u>82.2</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	572,588.00	46,554.73	449,400.35	123,187.65	78.5
MATERIAL AND SERVICES	218,900.00	6,246.25	85,908.75	132,991.25	39.3
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	8,378.00	.00	3,706.82	4,671.18	44.2
TRANSFERS OUT	189,319.00	.00	.00	189,319.00	.0
	<u>1,004,185.00</u>	<u>52,800.98</u>	<u>539,015.92</u>	<u>465,169.08</u>	<u>53.7</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	38,478.00	3,214.30	30,753.19	7,724.81	79.9
MATERIAL AND SERVICES	929,139.00	72,398.32	704,949.31	224,189.69	75.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	3,712.00	.00	3,706.82	5.18	99.9
TRANSFERS OUT	1,446,118.00	.00	.00	1,446,118.00	.0
CONTINGENCIES AND RESERVES	318,668.00	.00	.00	318,668.00	.0
	<u>2,736,115.00</u>	<u>75,612.62</u>	<u>739,409.32</u>	<u>1,996,705.68</u>	<u>27.0</u>
	<u>3,740,300.00</u>	<u>128,413.60</u>	<u>1,278,425.24</u>	<u>2,461,874.76</u>	<u>34.2</u>
	<u>(504,500.00)</u>	<u>143,724.60</u>	<u>1,380,746.50</u>	<u>(1,885,246.50)</u>	<u>273.7</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2020

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	608,795.00	3,525.58	547,199.82	61,595.18	89.9
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.10	8,500.36	(6,500.36)	425.0
TRANSFERS IN	.00	.00	.00	.00	.0
	610,795.00	3,525.68	555,700.18	55,094.82	91.0
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	35,000.00	.00	3,684.32	31,315.68	10.5
CAPITAL OUTLAY	310,056.00	.00	.00	310,056.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	450,739.00	.00	.00	450,739.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	795,795.00	.00	3,684.32	792,110.68	.5
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	795,795.00	.00	3,684.32	792,110.68	.5
	(185,000.00)	3,525.68	552,015.86	(737,015.86)	298.4

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 26, 2020

Originating Dept: PWDS


Signature (submitted by)

City Manager Approval

Subject: Hemlock Street Improvement Project

Recommended Motion: Authorize City Manager to proceed with the Dyer Partnership Task Order 91 for the design of the Hemlock Street Improvement Project.

Financial Impact: The Dyer Partnership design and construction document fees are estimated at \$33,000. The total construction cost for the project is estimated at \$253,970. Funding for the project is budgeted from the City of Brookings Fuel Tax Revenues received in 2020-21.

Background/Discussion: The Hemlock Street Improvement project includes full street improvements along Hemlock Street between Oak and Alder. The project is listed on the five year street improvement plan presented to Council in 2018. The City replaced the waterline under this section of Hemlock Street in September of 2019.

Council approved Dyer task order 90 for the design of improvements on Ransom Avenue between Kevin and Pioneer at the March 9th 2020 Council meeting. During the initial site review it was discovered that additional sub-grade removal and replacement would be required resulting in an overall project cost that exceeded the amount available for fiscal year 20-21. Staff is recommending tabling Task Order 90 and moving the Hemlock Street project forward in its place.

Attachment(s):

- a. Dyer Task Order 91
- b. 5 year Street Improvement Plan

TASK ORDER 91
City of Brookings
HEMLOCK STREET IMPROVEMENTS (Oak to Alder)

SCOPE OF WORK: The City plans on improving Hemlock Street from Oak Street to Alder Street (approx. 400 lineal feet) and includes:

- Street reconstruction including street subgrade stabilization in areas where the pavement has failed
- New valley gutter along the north side.
- New access ramps at both intersection (4 total)

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 – June 2020
- Bidding Period – July 2020.
- Construction – September /October 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 \$33,000 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: 5-15-2020

Five Year Street Plan

MAJOR MAINTENANCE BUDGET REPORT

Sec ID	Name	2018-19						2009 Cost	2017 Upated Cost
		From	To	Length	Width	Lanes	Overlay		
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	447,220
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	265,850
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	305,536
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 I	CULDESAC	370	33	2		55,613	69,675
								771,275	291,367
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	300,300
									<u>\$1,473,071</u>