

# City of Brookings

## MEETING AGENDA

### **CITY COUNCIL**

**Monday, June 8, 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 192.600(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. Ceremonies/Appointments/Announcements**

1. Brookings-Harbor High School Girls' Basketball Team [Pg. 3]
  - a. Resolution 20-R-1183

#### **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 May 26, 2020 [Pg. 4]
2. Accept Parks and Recreation minutes for January 23, 2020 [Pg. 6]

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

1. Park Use Fee waiver for Brookings Harbor High School Class of 2020 Safe & Sober event. [Parks, Pg. 7]
  - a. BHHS Safe & Sober Park Use Application [Pg. 8]
2. Transfer of Appropriations for FY 2019-20 Budget [F & A, Pg. 10]
  - a. Resolution 20-R-1179 Accept grants and donations and make appropriations [Pg.12]
  - b. Resolution 20-R-1180 Accept insurance proceeds and make appropriations [Pg. 14]
  - c. Resolution 20-R-1181 Appropriation transfers [Pg. 15]
  - d. Resolution 20-R-1182 Appropriation transfers [Pg. 16]
3. Dine & Stay Brookings gift card pilot program and new picnic tables for event use [City Manager, Pg. 17]
  - a. Dine & Stay Brookings Gift Card Proposal [Pg. 19]
  - b. Picnic Table Photo & Price Estimate [Pg. 21]
4. Update on Plans to reopen Public Life and Business [City Manager]

## **H. Informational Non-Action Items**

1. May Vouchers [Pg. 22]
2. Committee Vacancies [Pg. 25]

## **I. Remarks from Mayor and Councilors**

## **J. Adjournment**

\*Public Comment forms and the agenda packet are available on-line at [www.brookings.or.us](http://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>

**RESOLUTION OF COMMENDATION**  
**BROOKINGS-HARBOR HIGH SCHOOL GIRLS' BASKETBALL TEAM**

RESOLUTION 20-R-1183 OF THE CITY COUNCIL OF THE CITY OF BROOKINGS  
COMMENDING THE BROOKINGS-HARBOR HIGH SCHOOL GIRLS' BASKETBALL TEAM UPON  
THE OCCASION OF A SUCCESSFUL 2019 - 2020 SEASON

WHEREAS, the Brookings-Harbor High School Girls' Basketball Team who had an exceptional season this year and earned the rank of No. 5 during the season on the OSAA 3A ranking; and

WHEREAS, the 2019-2020 team placed 2nd in the Far West League; and

WHEREAS, the team overall record 20-8; and

WHEREAS, the team is led by Head Coach Chris Schofield, Assistant Coaches Kara Miller, and Kyla Siri; and

WHEREAS, the team maintained a 3.15 overall grade point averages; and

WHEREAS, the team took home the Sportsmanship Trophy from the OSAA State Championship for the second year in a row; and

WHEREAS, the coaches focused on team culture, being good citizens, support for one another on the court, in school and in the community; and

WHEREAS, the coaches and team have brought great esteem upon themselves, their school, and our entire community.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brookings does hereby commend Coach Chris Schofield, Coach Kara Miller, Coach Kyla Siri and team members of the Brookings-Harbor High School Girls' Basketball Team and wishes to recognize them for their accomplishment, and moreover, encourages all the citizens of Brookings to join in congratulating the team.

\_\_\_\_\_  
Mayor Jake Pieper

\_\_\_\_\_  
Councilor Brad Alcorn

\_\_\_\_\_  
Councilor Brent Hodges

\_\_\_\_\_  
Councilor Ron Hedenskog

\_\_\_\_\_  
Councilor John McKinney

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Tuesday, May 26, 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, 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: 1 audience members

**Consent Calendar**

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

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

**Staff Reports**

*Hemlock Street Improvement Project*

Anthony Baron presented the staff report.

**Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to authorize City Manager to proceed with the Dyer Partnership Task Order 91 for the design of the Hemlock Street Improvement Project.**

*Update on Plans to reopen Public Life and Business*

Janell Howard presented the staff report.

City Manager gave updates on COVID-19 Phase 1 opening and on the Hotels who opened up at 100% for Memorial Day Weekend. All hotels were full during the holiday weekend and reservations picked up during the weekdays. Hotel guests have been respectful of COVID-19 rules and guidelines that are in place.

City Manager Janell Howard ask the Council if we should continue the Special Monday Council Meetings that are in place due to COVID-19, at this time.

Councilor Hedenskog remarked to withdrawal from meeting every Monday for Special Council Meetings at this time.

Councilor Mckinney agreed to withdrawal from meeting every Monday for Special Council Meetings at this time.

Mayor Pieper remarked that we could go back to the normal City Council Meetings.

**Adjournment**

Councilor Hedenskog moved, Councilor Alcorn seconded and Council voted unanimously to adjourn the meeting at 7:11 PM.

Respectfully submitted:

ATTESTED:  
this                    day of                    , 2020:

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Jake Pieper, Mayor

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Janell K. Howard, City Recorder

MINUTES  
BROOKINGS PARKS AND RECREATION COMMISSION  
January 23, 2020

**CALL TO ORDER**

Chair Patt Brown called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

**ROLL CALL**

*Present:* Commissioners Brad Alcorn, Lex Rau and Chair Patt Brown

*Absent:* Commissioners Trace Kather, Lonnie Nalls

*Also present:* PWDS Director Tony Baron, RARE participant Erik Orta

**Audio recording was not functioning, following is a summary of the meeting**

**APPROVAL OF MINUTES**

**Motion made to approve the minutes of November 21, 2019; motion seconded and Commission voted; the motion carried unanimously.**

**PUBLIC APPEARANCES** – None

**COMMISSION BUSINESS**

**A. Resignation of Chair Patt Brown** – Commission accepted Patt's resignation effective February 1, 2020 and thanked her for her many years on the Commission and her service to the community.

**B. Election of Officers** – Brad Alcorn nominated as Commission Chair. **Motion made by Lex Rau to appoint Brad Alcorn as Commission Chair; motion seconded by Patt Bown and Commission voted; the motion carried unanimously.** Commission postponed election of Vice Chair as the full Commission was not in attendance.

**REGULAR AGENDA**

**A. Capella Parking Lot Paving Project** – Tony Baron presented staff report and project information, commission discussed. **Motion made by Brad Alcorn to recommend Council approve the use of urban renewal funds for the development of the Capella parking lot at Azalea Park; motion seconded by Lex Rau and Commission voted; the motion carried unanimously.**

**INFORMATION UPDATES/DISCUSSION ITEMS**

**A. Mill Beach Update** – Erik Orta provided update advising that the restrooms have been reopened and cameras installed. Cameras will be monitored for illegal or disruptive behavior.

**B. Parks Update** – Erik Orta provided an update on the progress of the Parks Master Plan and on the Outdoor fitness area. The location for the fitness area in the park has been identified and bids obtained. Also applying for an All Care grant to increase project funding. Forecasted completion date is April.

**C. OPRD Opening Grant Opportunities** – Updating Kidtown falls within the ORPD Statewide Comprehensive Oregon Recreation and are considering a few options to present in a grant opportunity including as a community building project and an installed project.

**ADJOURNMENT**

Next meeting scheduled for March 26, 2020. With no further business, meeting adjourned.

Respectfully submitted,



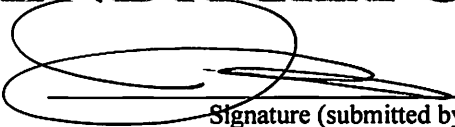

Chair

(Approved at May 28, 2020 meeting)

**CITY OF BROOKINGS**  
**COUNCIL AGENDA REPORT**

Meeting Date: June 8, 2020

Originating Dept: Parks

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

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**Subject:** Park Use Fee waiver for Brookings Harbor High School Class of 2020 Safe & Sober event.

**Recommended Motion:** Move to waive park use fees totaling \$403 for the Brookings Harbor High School Class of 2020 Safe & Sober event.

**Financial Impact:** Loss of park use fees in the amount of \$403.

**Background/Discussion:** This year the Brookings Harbor High School Class of 2020 Safe & Sober event organizers are planning to hold their event outside at the Azalea Park Softball fields on June 13/14, 2020 from 10 pm to 2 pm to adhere to the COVID19 mandated social distancing requirements and provide the graduating seniors with an event to celebrate their high school graduation. Request is being made to waive the Park Use Fees for use of the Azalea Park softball fields 1 & 2, field lights, snack shack and restrooms for their event.

**Attachment(s):**

- a. BHHS Safe & Sober Park Use Application



# PARK USE APPLICATION PERMIT

The City of Brookings programs, services, and activities are open to all persons without regard to race, age, sex, disability, religion, or national origin.

CITY USE ONLY		Rec'd Date:	6-1-2020 By: <i>my</i>	
Department:	By:	Date:	Approved:	Comment:
Parks			Y / N	Y / N
Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Finance Dept.			Y / N	Y / N

Please sign, date and deliver to the next Dept. Please note comments on pg. 4 under "Comments" and RETURN TO LAL. Distributed: \_\_\_\_\_

Event Date(s): 6/13/20 - 6/14/20 Time: 10 am @ 3 pm Day(s): M/T/W/R/F/Sat/Sun

No. of participants (each day): 100 Nature/Name of Event: Safe & Sober BHHS

Organization: Safe & Sober BHHS

Contact Person: Lana Walker Phone #: 541-412-8223 Cell #: 541-661-2812

Mailing Address: P.O. Box 988 Brkgs

email: lwhitewalker@hotmail.com Return deposit to: Safe & Sober 2020

**PARK/LOCATION:** (Check all that apply)

- Azalea
- Bud Cross
- Easy Manor
- Bankus
- Skate Park
- Chetco Point
- Stout
- Tennis Courts
- Oasis

Other: \_\_\_\_\_

**AZALEA PARK AREA:** (Check all that apply)

- Gazebo
- Bandshell/Stage
- Concession Stand - Bandshell
- Lawn area
- Kidtown Picnic Area
- Restrooms only - Bandshell
- Softball Field 1
- Field 2
- Multiuse Field
- Concession Stand - Softball
- Restrooms only - Softball

Other: \_\_\_\_\_

Check Yes or No to each of the following:

- Will you be renting picnic tables?  Yes  No Qty: \_\_\_\_\_ Delivery: \_\_\_\_\_
- Is this event free?  Yes  No If no, how will funds be secured/protected? \_\_\_\_\_
- Will amplification equipment be used?  Yes  No If yes, noise level must be contained within the immediate area.  
Describe purpose/type: music
- Will alcohol be served?  Yes\*  No Will alcohol be sold?  Yes\*  No If yes, must obtain Liquor license  
\*Additional requirements - see page 8 of application
- Will merchandise be sold?  Yes  No By whom/ Describe purpose/type: \_\_\_\_\_
- Do you want to place temporary signs?  Yes  No (Requires prior Park Supervisor approval - see page 1)  
Describe quantity, location, type: \_\_\_\_\_

## LIABILITY STATEMENT/AGREEMENT

I/We agree to abide by all applicable federal, state, and local laws, regulations, and ordinances which pertain to the use of said property and agree to pay for any damage to same, as a result of use. I/We agree to hold the City, its officials and employees, harmless from any liability resulting from use of said property and to obtain any and all required permits and/or business licenses required by the City.

**THE CITY OF BROOKINGS ASSUMES NO RESPONSIBILITY OR LIABILITY FOR INCLEMENT WEATHER**

The undersigned agrees to pay for any and all damages occurring during the reserved period. User agrees that the deposit paid herewith will be applied toward damages to the facility or its contents during the reserved period. Any of the deposit not applied to damages will be applied first to unpaid rental fees with any excess refund to user. Normal wear and tear as determined by the City of Brookings shall not be considered damage. User also acknowledges that he/she has read and understands the Rules and Regulations for Brookings City Parks and has reviewed all pages of the application. APPLICANT: It is the applicant's responsibility to obtain required insurance, permits and/or licenses prior to the event and provide proof to the City.

Applicant Name (PRINT): Lana Walker on behalf of Safe & Sober 2020

Applicant SIGNATURE: [Signature] Date: 6/1/20

City Use Only: Paid: \_\_\_\_\_ Applicant Notified: \_\_\_\_\_ Parks Notified: \_\_\_\_\_

**Req. CC waive fees \$403.  
Still pay deposit \$403.-**



# PARK USE FEE/REQUIREMENT WORKSHEET



THIS PAGE FOR CITY USE ONLY:

Use	# of people	City Resident	Non Profit	User Fees	Deposit Fees	Restrictions/Comments
Park	@ 100	Y/N	Y/N	\$	\$	
Bandshell/Stage		Y/N	Y/N	\$	\$	
Concession Stand w/restrooms - \$83.00		Y	Y	\$ 83	\$ 83	
Concession Restrooms ONLY - \$25.00				\$	\$	
Picnic Tables: Qty _____ @ \$20 each				\$	\$	
Fields (Softball) \$85. per field x 2 =				\$ 170	\$ 170	
Softball Field Lights 5 hrs @ \$15 per hour x 2 = \$				\$ 150	\$ 150	
<b>TOTAL</b>				<b>\$ 403</b>	<b>\$ 403</b>	
Check #				✓		
City Receipt #				CC waiver?		

## Other Requirements

## Additional Information/Comments

Site Plan                       Map                       On-site visit required.    Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
 City Business License  
 Liquor License - Required to sell alcoholic beverages    (Must obtain license through the Oregon Liquor Control Commission)  
 Proof of Insurance  
 Security                      No. of Officers: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Temporary Signs                      Park Supervisor Approval:     Yes     No  
 Comments: \_\_\_\_\_

Department Comments: Speakers / volume under control

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Security Deposit refund submitted on: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 Deposit not returned/reason: \_\_\_\_\_  
 Event cancelled on: \_\_\_\_\_ Fee returned:  in full     partial    Amount refunded: \$ \_\_\_\_\_  
 Reason for refund: \_\_\_\_\_

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 8, 2020



Signature (submitted by)

Originating Dept: Finance and Admin



City Manager Approval

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Subject: Transfer of Appropriations for FY 2019-20 Budget

Recommended Motion:

- Adopt Resolution 20-R-1179 accepting specific purpose grants and donations in the General Fund, Capital Projects Reserve Fund, Parks SDC Fund, and Special Police Fund.
- Adopt Resolution 20-R-1180 approving appropriation transfers in the General Fund for insurance proceeds received.
- Adopt Resolution 20-R-1181 approving appropriation transfers in the Water Loan Fund and Water SRF Fund.
- Adopt Resolution 20-R-1182 approving appropriation transfers in the General Fund.

Financial Impact:

There is no net impact to the 2019-20 budget; additional revenues equaled additional expenditures, expenditure increases netted against expenditure decreases.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body, and accept donations and grants, and appropriate through a resolution; accept and appropriate insurance proceeds; appropriate loan proceeds, and transfer up to 15% of fund expenditures from contingency. Appropriation transfers are for the following funds:

General Fund

*Non-departmental* - Accept grant of \$68,082 from the State of Oregon for the Coronavirus Relief Fund.

*Public Safety* – Make appropriations of \$62,000 for increased costs of police services due to contract with Curry Health Network.

Capital Projects Reserve Fund - Accept \$50,000 from Nature’s Coastal Holiday and \$6,800 from City County Insurance Services for the Return to Work Program.

Parks SDC Fund

Accept \$5,000 from AllCare Health and \$4,000 from the Rotary Club of Brookings-Harbor, and \$2,000 from Lela Wagner.

Water SRF Fund - Transfer \$11,000 to Water Loan Fund for increase in debt service costs.

Water Loan Fund - Transfer \$11,000 from Water SRF Fund for increase in debt service costs.

Special Police Fund - Accept a grant of \$3,925 from Oregon Department of Justice for police safety vests.

Attachments:

Resolution 20-R-1179 Accept grants and donations and make appropriations

Resolution 20-R-1180 Accept insurance proceeds and make appropriations

Resolution 20-R-1181 Appropriation transfers

Resolution 20-R-1182 Appropriation transfers

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1179**

**A RESOLUTION OF THE CITY OF BROOKINGS ACCEPTING SPECIFIC PURPOSE GRANTS AND DONATIONS AND APPROPRIATING THOSE FUNDS**

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

**WHEREAS**, ORS 294.338 allows the governing body to accept and appropriate specific purpose donations in the year of receipt, and

**WHEREAS**, the City Council accepts a grant of \$68,082 from the State of Oregon, Department of Administrative Services, Coronavirus Relief Fund for reimbursement of costs related to the pandemic, and

**WHEREAS**, the City Council accepts a donation of \$50,000 from Nature’s Coastal Holiday for a portion of the Capella parking lot at Azalea Park, and

**WHEREAS**, the City Council accepts a grant of \$6,800 from City County Insurance Services for the Return to Work Program, for the purchase of a new mower and

**WHEREAS**, the City Council accepts donations of \$5,000 from AllCare Health and \$4,000 from Rotary Club of Brookings-Harbor for a portion of the outdoor fitness area at Azalea Park, and

**WHEREAS**, the City Council accepts donations of \$2,000 from Lela Wagner for a memorial plaque at Chetco Point trail, and

**WHEREAS**, the City Council accepts a grant of \$3,925 from Oregon Department of Justice for police safety vests, and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings hereby accepts grants and appropriates funds pursuant to ORS 294.338.

**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>General Fund</u>	
Resources:	
Grants	\$ 68,082
Requirements:	
Non-Departmental	\$ 68,082

<u>Capital Projects Reserve Fund</u>	
Resources:	
Donations	\$ 50,000
Grants	\$ 6,800
Requirements:	
Capital Outlay	\$ 56,800

Parks SDC Fund

Resources:		
Grants	\$	11,000
Requirements:		
Construction	\$	11,000

Special Police Fund

Resources:		
Grants	\$	3,925
Requirements:		
Grants Program	\$	3,925

passed by the City Council June 8, 2020, and made effective the same date.

Attest:

\_\_\_\_\_  
Jake Pieper, Mayor

\_\_\_\_\_  
Janell K. Howard, City Recorder

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1180**

**A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE CAPITAL PROJECTS RESERVE FUND FOR INSURANCE PROCEEDS RECEIVED .**

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

**WHEREAS**, ORS 294.338 allows the governing body to accept and appropriate insurance proceeds in the year of receipt, and

**WHEREAS**, the City accepts \$1,599 of insurance proceeds in the Capital Projects Reserve Fund for damages to the EOC audio/video equipment, and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings hereby accepts insurance proceeds and appropriates funds pursuant to ORS 294.338.

**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:

Capital Projects Reserve Fund

Resources:		
Other Revenue		\$ 1,599
Requirements:		
Capital Outlay-EOC Equipment		\$ 1,599

Passed by the City Council June 8, 2020, and made effective the same date.

Attest:

\_\_\_\_\_  
Jake Pieper, Mayor

\_\_\_\_\_  
Janell K. Howard, City Recorder

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1181**

**A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE WATER LOAN FUND AND WATER SRF FUND.**

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

**WHEREAS**, ORS 294.463 allows for a transfer of appropriation if authorized by the governing body; and

**WHEREAS**, the City received loan proceeds of \$300,000 during fiscal year 2019-20, for the purchase of Smart Water Meters, and

**WHEREAS**, the carryover balance was higher than anticipated in the Water Fund due to a decrease in personal costs, and was used for increased debt service costs of \$11,000 to make the loan payments,

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings hereby authorizes a transfer of appropriation pursuant to ORS 294.463.

**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>Water Loan Fund</u>	
Resources:		
Transfer In	\$	11,000
Requirements:		
Debt Service	\$	11,000
	<u>Water SRF Fund</u>	
Resources:		
Capital Outlay	\$	(11,000)
Requirements:		
Transfer Out	\$	11,000

Passed by the City Council June 8, 2020, and made effective the same date.

Attest:

\_\_\_\_\_  
Jake Pieper, Mayor

\_\_\_\_\_  
Janell K. Howard, City Recorder

**CITY OF BROOKINGS**

**RESOLUTION 20-R-1182**

**A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE GENERAL FUND.**

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

**WHEREAS**, ORS 294.463 allows for a transfer of appropriation if authorized by the governing body; and

**WHEREAS**, the City received reimbursement of \$62,000 during fiscal year 2019-20, from Curry Health Network for police services, and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Brookings hereby authorizes a transfer of appropriation pursuant to ORS 294.463.

**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>General Fund</u>	
Resources:		
Other Revenue	\$	62,000
Requirements:		
Public Safety	\$	62,000

Passed by the City Council June 8, 2020, and made effective the same date.

Attest:

\_\_\_\_\_  
Jake Pieper, Mayor

\_\_\_\_\_  
Janell K. Howard, City Recorder



# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 8, 2020

Originating Dept: City Manager

Signature (submitted by)

  
City Manager Approval

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Subject:

Dine & Stay Brookings gift card pilot program and new picnic tables for event use

Recommended Motion:

Authorize the City Manager to allocate \$5,000 to the Dine & Stay Brookings gift card pilot program and purchase picnic tables for \$4,000, from Transient Occupancy Tax (TOT) Funds.

Financial Impact:

\$9,000 from TOT funds

Background/Discussion:

The Dine & Stay Brookings gift card pilot program is an effort to support and promote local restaurants by establishing a gift certificate program wherein gift certificates purchased in \$20 increments can be redeemed in the amount of \$30. The \$10 difference in value will come from TOT funds and 100% of funds generated will be returned to restaurants. The initial investment would be \$5,000 from the city. Approximately \$1,000 would go to bank/card fees and marketing, the remaining \$4,000 would be invested with \$8,000 from people purchasing the gift cards to get \$12,000 directly to our restaurants, who have suffered financially from the COVID19 pandemic. We are working with County Economic Development and Tourism to participate in this project with us so that we can offer for Brookings and Harbor restaurants. With marketing being similar, \$9,000 from the City/County and \$18,000 from the gift card purchases, for a total of \$27,000, would go to our area restaurants.

In 2005, the City purchased approximately 28 folding picnic tables to be used and rented out for organized events. The tables are rented out at \$20 per table for events like the Kite Festival, Slammin' Salmon and weddings. Some event sponsors such as Azalea Festival, Wild Rogue Relay and Art in Stout Park request the table fees be waived to keep their non-profit event costs down. Over the years the tables have been used for many events and because of wear and tear, many are not useable. With TPAC marketing and event costs down this year, funds are available to invest in new tables and continue to make them available for rental and events that TPAC supports. Picnic tables costs are estimated at \$3,090 plus shipping (approximately \$1,000). Staff recommends the purchasing the picnic tables for use at future events and rental use.

TPAC members were contacted and 6 of the seven members supported the use of TOT funds for the Dine & Stay Brookings gift card program and all supported the use of TOT funds for new picnic tables.

Attachment(s):

- a. Dine & Stay Brookings Gift Card Proposal
- b. Picnic Table Photo & Price Estimate

## Centralized Gift Card Purchasing to Support and Promote Brookings

In an effort to immediately support and promote local restaurants, we are proposing a program of advertising and selling Dine Brookings Gift Certificates. The purpose of this program is to generate public awareness regarding the importance of supporting our local businesses while offering incentives for tourists to visit our community.

*We are at a very important point in time regarding the future of our community*

*No matter your views regarding Covid-19, closures of businesses, beaches and lodging have affected us all*

*However, we can take this time to formulate a way to say "Yes, We Are Open" when our world begins to shift back*

***It's time to rally for Brookings!***

### Overview

Several individuals, cities and tourism groups from all over the country understand local restaurants play an important part in their economy and have stepped in to help. Instagram co-founder Mike Krieger funded and launched a site for gift cards at San Francisco restaurants. Giles County Virginia has a program much like the one we are proposing and has raised over \$90,000. Locally, the Klamath Falls Chamber of Commerce sold \$25,000 in certificates in just 2 days to help support local businesses.

This gift certificate program will generate revenue quickly for business owners to support their operations during our economic recovery. The gift certificates available will be in \$20 increments, and redeemable immediately, or at any time in the future, at full face value of \$30. The \$10 difference in value will come from TPAC funds.

100% of the funds generated will be sent to the restaurants after purchase. Customers will receive an email after purchase with order details and will print the 'gift voucher'. They then simply take it to the restaurant to redeem.

*This program is proposed by Leslie Wilkinson and Kathleen Dickson. Please contact us via email at [lawsrod1@sbcglobal.net](mailto:lawsrod1@sbcglobal.net) or [otterbeesfarmandfungi@yahoo.com](mailto:otterbeesfarmandfungi@yahoo.com)*



## What else could this program do for the City of Brookings and TPAC?

- Replace other forms of advertising and event promotion offering a direct and traceable impact for every dollar spent by TPAC
- No need to measure shares, likes and clicks from a social media campaign
- No demographic reports to review which don't offer trackable results
- Establishes a grass-roots promotional campaign owned and controlled by TPAC
- Fills the gap created by the lack of a centralized business promotional organization
- This program can easily be expanded to include local lodging properties-

*Dine and Stay Brookings Gift Certificates*

## The Nuts and Bolts:

### *Website-*

Certificates are sold via a website. At this time, we are in contact with Paul & Elle Ambrose, creators of South Coast Menu website. Paul and Elle created their website on their own time and at their own expense. We may be able to launch off of this site with an e-commerce platform or link to a website we create that can become a website for TPAC to use to promote Brookings in the future.

### *Gift Up Platform-*

1. No monthly fee, charges 3.49 % (\$1.08) per \$30 card sold can be handled through a PayPal account opened by TPAC/City. Buyer gets printed certificate. Money in program's bank account in 2 working days.
2. Restaurants can use a mobile app or a website from any Internet connected device to validate the gift cards/certificates received at the point of honoring them.
3. We set up a \$20/30 dollar card for each restaurant in a directory format then handle a fund transfer on a bi-weekly basis from generated reports from Gift-Up. This allows restaurants and businesses with no or limited web presence a way to participate.

Note: This is one platform we are exploring. We will finalize the best platform to go forward with upon investment.

### *Advertising and Promotion-*

Using existing Facebook area groups and non-profit groups. Links to certificate website for all participants, City of Brookings and tourism sites including Travel Curry Coast. Boosted posts through a new Facebook page or the City of Brookings page.

### *Cost-*

We are asking for \$5000 to be invested. \$4000 goes directly for certificates (that's 400 certificates/\$12,000 in revenue to our community) and \$1000 for the costs of online sales and marketing. No money will be paid to compensate our time.

### *The Future Vision-*

This program can continue to be funded and develop into a marketing program housed by the City of Brookings/TPAC. In addition, Travel Oregon, TSOC and others are offering grants for this type of grass-roots promotion. "There will be funding options for Covid related recovery and marketing..." per Travel Oregon. There can be an incorporated program with Curry County, Gold Beach and Port Orford finally bringing unity to Curry County and benefiting us all.

***TPAC and the City of Brookings can be leaders in our economic recovery!***



Only  
**\$154.49**

1

**Add to Cart**

[Wish List](#)

[Repld Reorder](#)

Other Available Colors:




- ✓ Provides guests with a comfortable place to sit
- ✓ Withstands aggressive handling and constant use in institutional and commercial settings

Customer Solutions Open, 8AM-8PM EST

# WebstaurantStore plus Free Shipping & Net 30! [Learn More >](#)

## Cart

ITEM	QTY:	QTY	PRICE
 <b>Lifetime 22123 30" x 72" Rectangular Hunter Green Plastic Folding Picnic Table with Attached Benches</b> #38422123 - EACH <i>Usually Ships in 3-4 Bus. Days</i> <a href="#">Ships Common Carrier</a>		20	

**Subtotal** **\$3,089.80**

Ship To: **97415**

Common Carrier **\$487.59**

Common Carrier W/ Liftgate **\$532.59**

[Ships via Common Carrier](#) | [Questions about shipping.](#)

Report Criteria:  
 Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/20	05/11/2020	84458	1314	Bernie Bishop Mazda	20-00-2005	1,613.40- V
05/20	05/11/2020	84582	1314	Bernie Bishop Mazda	10-00-2005	108.51- V
05/20	05/07/2020	84731	5767	Axon Enterprise Inc	10-00-2005	5,922.00
05/20	05/07/2020	84732	313	Brookings Vol Firefighters	10-00-2005	2,250.00
05/20	05/07/2020	84733	715	Budge McHugh Supply	20-00-2005	6,506.91
05/20	05/07/2020	84734	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
05/20	05/07/2020	84735	5070	Canon Solutions America	10-00-2005	58.67
05/20	05/07/2020	84736	5822	Chaves Consulting Inc	49-00-2005	370.20
05/20	05/07/2020	84737	822	Coast Auto Center	20-00-2005	245.40
05/20	05/07/2020	84738	5827	Coastal Investments LLC	10-00-2005	1,130.00
05/20	05/07/2020	84739	1745	Coastal Paper & Supply, Inc	10-00-2005	537.06
05/20	05/07/2020	84740	1740	Code Publishing Company Inc	10-00-2005	229.50
05/20	05/07/2020	84741	183	Colvin Oil Company	10-00-2005	2,260.52
05/20	05/07/2020	84742	5939	Country Media Inc	10-00-2005	127.88
05/20	05/07/2020	84743	4746	Curry County Treasurer	10-00-2005	256.00
05/20	05/07/2020	84744	317	DCBS - Fiscal Services	10-00-2005	512.98
05/20	05/07/2020	84745	1	Jason Gutierrez	20-00-2005	192.28
05/20	05/07/2020	84746	2186	Ferguson Waterworks #3011	50-00-2005	361.90
05/20	05/07/2020	84747	153	Ferrellgas	15-00-2005	289.11
05/20	05/07/2020	84748	4646	Frontier	30-00-2005	195.69
05/20	05/07/2020	84749	5004	Galls LLC	10-00-2005	72.29
05/20	05/07/2020	84750	139	Harbor Logging Supply	10-00-2005	1,222.00
05/20	05/07/2020	84751	199	Richard Harper	10-00-2005	400.00
05/20	05/07/2020	84752	4980	iSecure	10-00-2005	40.00
05/20	05/07/2020	84753	162	Kerr Hardware	15-00-2005	801.97
05/20	05/07/2020	84754	328	Les Schwab Tire Center	10-00-2005	2,327.02
05/20	05/07/2020	84755	5368	Marineau and Associates	75-00-2005	2,950.00
05/20	05/07/2020	84756	4443	Napa Auto Parts-Golder's	20-00-2005	16.32
05/20	05/07/2020	84757	4487	Net Assets Corporation	10-00-2005	456.00
05/20	05/07/2020	84758	3159	NorthCoast Health Screening	10-00-2005	45.00
05/20	05/07/2020	84759	5886	Office Depot Inc	10-00-2005	33.99
05/20	05/07/2020	84760	3561	Oil Can Henry's	10-00-2005	303.00
05/20	05/07/2020	84761	279	One Call Concepts, Inc	25-00-2005	44.10
05/20	05/07/2020	84762	5008	Online Information Services	10-00-2005	74.50
05/20	05/07/2020	84763	5155	Oregon Department of Revenue	10-00-2005	823.75
05/20	05/07/2020	84764	252	Paramount Pest Control	10-00-2005	110.00
05/20	05/07/2020	84765	5991	Eugene Peay	10-00-2005	416.56
05/20	05/07/2020	84766	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
05/20	05/07/2020	84767	322	Postmaster	25-00-2005	850.00
05/20	05/07/2020	84768	322	Postmaster	10-00-2005	25.00
05/20	05/07/2020	84769	207	Quill Corporation	10-00-2005	101.54
05/20	05/07/2020	84770	3	Wendy Foley	20-00-2005	16.35
05/20	05/07/2020	84771	1840	Rogue Credit Union	15-00-2005	1,356.89
05/20	05/07/2020	84772	5989	Stop Stick Ltd	10-00-2005	493.00
05/20	05/07/2020	84773	4542	Umpqua Bank	45-00-2005	13,806.19
05/20	05/07/2020	84774	2863	Verizon Wireless	10-00-2005	529.42
05/20	05/07/2020	84775	861	Village Express Mail Center	10-00-2005	28.06
05/20	05/07/2020	84776	2122	Cardmember Service	10-00-2005	5,575.09
05/20	05/07/2020	84777	169	Waste Connections Inc	33-00-2005	186.29
05/20	05/07/2020	84778	4220	Woof's Dog Bakery	61-00-2005	38.99
05/20	05/14/2020	84779	2578	Action Trophies	10-00-2005	9.00
05/20	05/14/2020	84780	5908	Amazon Capital Services	49-00-2005	556.84
05/20	05/14/2020	84781	4734	Aramark Uniform Services	10-00-2005	120.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/20	05/14/2020	84782	1314	Bernie Bishop Mazda	20-00-2005	1,379.35
05/20	05/14/2020	84783	2121	Bound Tree Medical LLC	10-00-2005	109.29
05/20	05/14/2020	84784	5842	Century West Engineering Corp	33-00-2005	23,561.14
05/20	05/14/2020	84785	5858	CH2M Hill OMI	25-00-2005	109,487.15
05/20	05/14/2020	84786	371	Dept. of Environmental Quality	25-00-2005	360.00
05/20	05/14/2020	84787	3342	Fastenal	15-00-2005	10.02
05/20	05/14/2020	84788	2186	Ferguson Waterworks #3011	50-00-2005	3,722.86
05/20	05/14/2020	84789	3961	Grizzly Fence & Construction	58-00-2005	3,465.00
05/20	05/14/2020	84790	329	New Hope Plumbing	10-00-2005	954.50
05/20	05/14/2020	84791	5584	Northwoods Overhead Door	10-00-2005	1,810.00
05/20	05/14/2020	84792	4	Janna Clemons	10-00-2005	218.00
05/20	05/14/2020	84793	4	Frankie H Pearson	32-00-2005	75.00
05/20	05/14/2020	84794	4	Pelican Bay Arts Association	10-00-2005	296.50
05/20	05/14/2020	84795	207	Quill Corporation	10-00-2005	158.77
05/20	05/14/2020	84796	3	Josh Hopkins	20-00-2005	101.27
05/20	05/14/2020	84797	5457	Speer Hoyt LLC	10-00-2005	860.00
05/20	05/14/2020	84798	169	Waste Connections Inc	10-00-2005	1,016.34
05/20	05/14/2020	84799	5992	Ziply Fiber	30-00-2005	123.07
05/20	05/21/2020	84800	5070	Canon Solutions America	10-00-2005	306.77
05/20	05/21/2020	84801	3015	Charter Communications	30-00-2005	594.98
05/20	05/21/2020	84802	5821	City of Gold Beach	10-00-2005	225.00
05/20	05/21/2020	84803	183	Colvin Oil Company	10-00-2005	1,147.20
05/20	05/21/2020	84804	173	Curry Equipment	10-00-2005	139.94
05/20	05/21/2020	84805	1	Carol Hungerford	20-00-2005	300.00
05/20	05/21/2020	84806	1	Michael Mavris	20-00-2005	203.19
05/20	05/21/2020	84807	1	David McMasters	20-00-2005	268.71
05/20	05/21/2020	84808	371	Dept. of Environmental Quality	20-00-2005	633.00
05/20	05/21/2020	84809	2640	Dyer Partnership Inc., The	51-00-2005	11,932.00
05/20	05/21/2020	84810	5951	Executech Utah LLC	49-00-2005	30.59
05/20	05/21/2020	84811	3342	Fastenal	10-00-2005	29.85
05/20	05/21/2020	84812	2186	Ferguson Waterworks #3011	20-00-2005	570.04
05/20	05/21/2020	84813	198	Grants Pass Water Lab	20-00-2005	126.00
05/20	05/21/2020	84814	5994	Jeffrey McMoran	10-00-2005	153.00
05/20	05/21/2020	84815	3789	Oak Street Health Care Center	10-00-2005	150.00
05/20	05/21/2020	84816	4781	OHA Drinking Water Services	50-00-2005	825.00
05/20	05/21/2020	84817	4332	Oregon Assoc Chiefs of Police	10-00-2005	220.50
05/20	05/21/2020	84818	207	Quill Corporation	10-00-2005	149.98
05/20	05/21/2020	84819	5993	Temple Display Ltd	32-00-2005	1,659.90
05/20	05/21/2020	84820	670	Western Equipment Distributors Inc	10-00-2005	1,042.00
05/20	05/21/2020	84821	5992	Ziply Fiber	25-00-2005	1,118.53
05/20	05/22/2020	84822	173	Curry Equipment	50-00-2005	6,799.99
05/20	05/22/2020	84823	2125	State of OR Water Resources Dept	20-00-2005	200.00
05/20	05/22/2020	84824	2125	State of OR Water Resources Dept	20-00-2005	810.00
05/20	05/28/2020	84825	5908	Amazon Capital Services	49-00-2005	109.94
05/20	05/28/2020	84826	5767	Axon Enterprise Inc	10-00-2005	994.00
05/20	05/28/2020	84827	5048	Brookings Harbor Medical Center	10-00-2005	150.00
05/20	05/28/2020	84828	1373	Cascade Fire Equipment	10-00-2005	30.67
05/20	05/28/2020	84829	3015	Charter Communications	10-00-2005	144.98
05/20	05/28/2020	84830	3834	Clean Sweep Janitorial Service	10-00-2005	225.00
05/20	05/28/2020	84831	182	Coos-Curry Electric	10-00-2005	3,929.50
05/20	05/28/2020	84832	1	Shelbi Northrup	20-00-2005	17.47
05/20	05/28/2020	84833	5344	Dooley Enterprises, Inc	10-00-2005	942.22
05/20	05/28/2020	84834	2186	Ferguson Waterworks #3011	20-00-2005	325.00
05/20	05/28/2020	84835	298	Freeman Rock, Inc	15-00-2005	3,119.11
05/20	05/28/2020	84836	5988	Greenfields Outdoor Fitness Inc	58-00-2005	7,500.00
05/20	05/28/2020	84837	5860	Lane Council of Governments	10-00-2005	2,385.87

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/20	05/28/2020	84838	4741	M & J Glazebrook Construction	10-00-2005	114.99
05/20	05/28/2020	84839	5584	Northwoods Overhead Door	10-00-2005	580.00
05/20	05/28/2020	84840	5886	Office Depot Inc	10-00-2005	97.50
05/20	05/28/2020	84841	3561	Oil Can Henry's	10-00-2005	168.11
05/20	05/28/2020	84842	4	Rachael McCluskey	10-00-2005	218.00
05/20	05/28/2020	84843	4	Dennis Triglia	10-00-2005	293.00
05/20	05/28/2020	84844	207	Quill Corporation	10-00-2005	102.86
05/20	05/28/2020	84845	3	James Walker Jr	20-00-2005	700.00
05/20	05/28/2020	84846	3369	Schwabe Williamson & Wyatt PC	20-00-2005	4,518.50
05/20	05/28/2020	84847	142	Tidewater Contractors Inc	15-00-2005	500.00
05/20	05/28/2020	84848	861	Village Express Mail Center	20-00-2005	38.00
Grand Totals:						<u>259,285.83</u>

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Report Criteria:

Report type: Summary





# City of Brookings

898 Elk Drive, Brookings, OR 97415  
(541) 469-1102 Fax (541) 469-3650  
[analls@brookings.or.us](mailto:analls@brookings.or.us)

## Committee Vacancies

Date: June 8, 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