

City of Brookings
MEETING AGENDA

CITY COUNCIL/URBAN RENEWAL AGENCY

Monday, March 8, 2021, 7:00pm

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

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Veterans Suicide Awareness Proclamation [Pg. 1]

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 City Council minutes for February 22, 2021 [Pg. 3]
2. Approve Planning Commission minutes for December 1, 2020 [Pg. 4]

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

1. Curry Transfer and Recycling (CTR) Rate Increase [PWDS - Pg. 6]
 - a. CTR Letter and Rate Schedule [Pg. 7]
2. Planning Commission's 2020 Annual Report [PWDS - Pg. 10]
 - a. Annual Report [Pg. 11]

Informational Non-Action Items

1. February Vouchers [Pg. 12]

H. Remarks from Mayor and Councilors

I. Adjournment

URBAN RENEWAL AGENCY

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Consent Calendar

1. Approve Urban Renewal meeting Minutes for February 22, 2021 [Pg. 15]

E. Staff Reports

1. Approve Engineering for Railroad Street Sidewalk Infill Project [PWDS - Pg. 16]
 - a. Dyer Task Order 93 [Pg. 17]
 - b. Dyer Engineer Construction Cost Estimate [Pg. 20]
2. Discuss Urban Renewal Financing [Finance & Admin - Pg. 23]

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 and at Chetco Community Public Library. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours.

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

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 *Proclamation*

WHEREAS, Veterans are a major focus of the American Community Survey (ACS), conducted by the U.S. Census Bureau, has published detailed estimates that 15.6% of Curry County's population has served on active duty in the U.S. Armed Forces, indicating that Curry County's Veterans population is at 6.6% above the State of Oregon's 9% of the total population that has served on active duty in the U.S. Armed Forces for a total Veteran population is approximated at 3,000 veterans, including over 170 female veterans;

WHEREAS, the State of Oregon's military personnel totals for active duty and reserve excluding those stationed overseas, as of September, 2017, according to Defense Department personnel data, were a total of 1,842 active-duty military and more than 9,432 reserve forces. Total active-duty personnel for the five (5) armed services in the State of Oregon were approximately 113 for the Army, 459 for the Navy, 120 for the Marine Corps, 155 for the Air Force, and 955 for the Coast Guard; and total for Oregon National Guard and Reserve forces in the State of Oregon were approximately 9,488, at 521 for the Army Reserve, 519 for the Navy Reserve, 359 for the Marine Corps Reserve, 117 for the Air Force Reserve, 77 for the Coast Guard Reserve, 5,504 for Oregon Army National Guard and 2,391 for Air National Guard; and

WHEREAS, data regarding the number of Curry County's Veterans' family members (which would include children and other relatives including grandchildren and great-grandchildren) living in Curry County has not yet been determined but estimates are as high as 7,500 citizens who are family members of Curry County's Veterans and other Service Members. As of 2020, the U.S. Census Bureau indicates that the average family consisted of 3.15. Curry County, Oregon's estimated population is 23,055 according to the most recent United States census data, Data mining efforts suggest that Veterans, Service Members and their Families comprise nearly one half of the total population of Curry County; and

WHEREAS, Curry County's Veterans and other Service Members are brave and selfless individuals who, volunteered or when duty called, willingly put themselves in harm's way to defend the lives and liberty of others and continue to do so as good citizens of Curry County; and

WHEREAS, Curry County's Veterans, Service Members and the Families including Family members of the Fallen and their abiding patriotism and enduring devotion to the ideals on which the United States is founded can never fail to inspire us; and

WHEREAS, our Veterans recognize the important task before the American Service

Men and Women now keeping watch, the ultimate sacrifice of our Fallen as well as the sacrifices that military Families make on their behalf and for the United States of America; and

WHEREAS, City of Brookings supports the Suicide Awareness and Prevention Council to bring together mental health advocates, prevention organizations, community partners and stakeholders, survivors, allies, and community members to unite to promote suicide prevention awareness among all groups and, including Curry County Veterans and our military community which has a high rate of suicide among our Veterans, and that statistic in Oregon is nearly twice the National average; and

WHEREAS, City of Brookings, humbly and proudly designates this year, 2021, to honor our Veterans, Service Members and their Families, including the Families of our Fallen Service Members, asking that Brookings citizens join in solidarity with them, and encourage all local governments and leaders, community stakeholders, community partners, and other civic groups to come together to educate, collaborate and promote actions to celebrate the strengths and address the needs of our Curry County Veterans, Service Members and their Families, including the Families of our Fallen;

THEREFORE, BE IT RESOLVED, the City of Brookings do hereby proclaim 2021 as the Honorary Year of Veterans, Service Members and their Families, and hereby encourage our citizens to adopt an open and compassionate mindset in support of Curry County's Veterans, Service Members and their Families, including the Families of our Fallen Service Members.

2021– Honorary Year – Support of and in solidarity with Curry County Veterans, Service Members and their families

In Witness Whereof, I, Mayor Jake Pieper, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 8th day of March, 2021.

Mayor Jake Pieper

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, February 22, 2021

Call to Order

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

Roll Call

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

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

Media Present: None

Others Present: 3 audience members

Ceremonies

None

Scheduled Public Appearances

None

Oral Requests and Communications from the Audience

1. Connie Hunter, 1310 English Court, Brookings – Provided information regarding a Proclamation for suicide awareness and prevention.
2. Machell Carrol, 6577 Lucky Lane #302, Brookings – Brookings Homeless Task Force, Provided information about homeless deaths.
3. Diana Cooper, 805 Paradise Lane, Brookings – Brookings Homeless Task Force, Continues information about homeless deaths.

Consent Calendar

1. Approve Council Minutes for February 8, 2021
2. Approve monthly financial report for November 2020
3. Approve monthly financial report for January 2021

Councilor McKinney moved, Councilor Alcorn seconded, and Council voted to approve the Consent Calendar. Councilor Hedenskog abstained from line item #1.

Staff Reports

None

Remarks from Mayor and Councilors

None

Adjournment

Councilor McKinney moved, Councilor Alcorn seconded and Council voted unanimously to adjourn the meeting at 7:18 PM.

Respectfully submitted:

ATTESTED:
this 8th day of March, 2021:

Jake Pieper, Mayor

Janell K. Howard, City Recorder

BROOKINGS PLANNING COMMISSION MINUTES

December 1, 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 – Introduction of new Planning Commission Skip Watwood

Commissioners Present: Cody Coons, Tim Hartzell, Skip Hunter (telephone), Clayton Malmberg, Michelle Morosky (telephone), Skip Watwood (telephone), Chair Gerald Wulkowicz

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

Audience Present: approximately 3

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS – Chair Wulkowicz noted that in December a new chair and vice chair is elected, Commission moved this item to the end of the meeting.

PUBLIC HEARINGS

4.1 In the matter of File No. **CUP-3-20**, a request for approval of a Conditional Use Permit to operate two Short Term Rental facilities at 553 Chetco Avenue, located on Assessor's Map No. 41-13-05CB Tax Lot 02100. The applicants/owners are Karl and Amy Frandsen.

There were 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 7:07 pm. PWDS Director Tony Baron reviewed the staff report.

Applicants and their representative, Ron Reel, Pacific Ocean Properties Manager were present and available for questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:30 pm.

The Commission questioned state fire ingress and egress requirements and the safety of the building. PWDS Director Baron advised that the applicant would be required to meet state requirements, have to apply for building permits and be issued a Certificate of Occupancy by the City Building Official confirming the state fire ingress and egress requirements are met before able to operate the two short term rentals in the building.

Chair Wulkowicz questioned the parking requirements and PWDS Director Baron advised that in the C-3 General Commercial Downtown area, business owners are not required to have dedicated parking and suggested deleting from the Final Order the Conditions of Approval #8, #9, and #10.

Motion made by Chair Wulkowicz to authorize a Conditional Use Permit to operate two Short Term Rental facilities at 553 Chetco Avenue, a .03 acre parcel located on Assessor's Map No. 41-13-05CB Tax Lot 02100, zoned General Commercial, based on the findings and conclusions stated in the staff report and subject to the proposed Conditions of Approval with the deletions of #8, #9, and #10 regarding parking and an additional condition stating building is required to be inspected by City Building Official for compliance with State Fire & Life Safety regulations; motion seconded and with no further discussion by a 7-0 vote the motion carried.

Motion made by Commissioner Hartzell to approve the Final Order and Conditions of Approval with the noted amendments; motion seconded and with no further discussion by a 7-0 vote the motion carried.

4.2 In the matter of File No. **CUP-4-20**, a request for approval of a Conditional Use Permit to operate a Short Term Rental facility at 555 Chetco Avenue, located on Assessor's Map No. 41-13-05CB Tax Lot 02000. The applicants/owners are Karl and Amy Frandsen.

There were 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 7:37 pm. PWDS Director Tony Baron reviewed the staff report.

Applicants and their representative, Ron Reel, Pacific Ocean Properties Manager were present and available for questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:45 pm.

Chair Wulkowicz verified with the applicant and wanted it noted in the file that there is an additional exit in the rear of the building and also that the parking requirements should be removed from the Conditions of Approval on this permit as well.

Motion made by Commissioner Malmberg to authorize a Conditional Use Permit to operate a Short Term Rental facility at 555 Chetco Avenue, a .10 acre parcel located on Assessor's Map No. 41-13-05CB Tax Lot 02000, zoned General Commercial, based on the findings and conclusions stated in the staff report and subject to the proposed Conditions of Approval with the deletions of #8, #9, and #10 regarding parking; motion seconded and with no further discussion by a 7-0 vote the motion carried.

Motion made Chair Wulkowicz to approve the Final Order and Conditions of Approval with the noted amendments; motion seconded and with no further discussion by a 7-0 vote the motion carried.

MINUTES FOR APPROVAL

5.1 Minutes of regular Planning Commission meeting of July 7, 2020. **Motion made by Chair Wulkowicz to approve the minutes of July 7, 2020; motion seconded. With no further discussion, by a 7-0 vote the motion carried unanimously.**

UNSCHEDULED

Election: Planning Commission Chair and Vice Chair

Motion made by Commissioner Hartzell to nominate Chair Wulkowicz as Planning Commission Chairperson for 2021 proceedings; motion seconded. By a 6-0 vote with Chair Wulkowicz abstaining, the motion carried.

Motion made by Commissioner Malmberg to nominate Commissioner Hartzell as Planning Commission Vice Chairperson for 2021 proceedings; motion seconded. By a 7-0 vote the motion carried.

UNSCHEDULE PUBLIC APPEARANCES - None

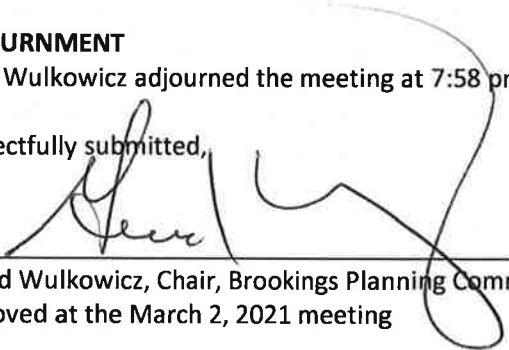
REPORT FROM THE PLANNING STAFF – None

COMMISSION FINAL COMMENTS – None

ADJOURNMENT

Chair Wulkowicz adjourned the meeting at 7:58 pm.

Respectfully submitted,




Gerald Wulkowicz, Chair, Brookings Planning Commission
Approved at the March 2, 2021 meeting

CITY OF BROOKINGS


COUNCIL AGENDA REPORT

Meeting Date: March 8, 2021

Originating Dept: Finance & Admin



Signature (submitted by)



City Manager Approval

Subject:

Curry Transfer and Recycling Rate Increase

Recommended Motions:

Motion to approve a new rate schedule to be effective April 1, 2021 for refuse collection and recycling services provided by Curry Transfer and Recycling, such schedule being as proposed in Exhibit A attached to the CTR letter dated February 16, 2021.

Financial Impact:

Nominal increase in franchise fee revenue from rate increase.

Background/Discussion:

The ordinance establishing a franchise agreement with Curry Transfer and Recycling (CTR) provides that CTR may request a rate adjustment annually based upon cost of living and related factors. CTR has requested a rate increase of 1.40% (percent) to be effective April 1, 2021. This will result in a \$0.40 per month increase in the fee for a basic 32-gallon cart service. There was no increase last year, as CTR elected not to implement an increase with the uncertainty of the State of Emergency and the pandemic. They plan to make this and future rate increases effective April 1st so that it does not coincide with their busier time of year.

CTR has an exclusive franchise with the City to provide refuse collection, disposal and recycling collection. The term of the franchise is year-to-year; the ordinance provides a 10-year termination provision.

Attachment(s):

- a. CTR letter and rate schedule, effective April 1, 2021.



17498 Carpenterville Rd, PO Box 4008, Brookings, OR 97415

(p) 800-826-9801 (f) 541-469-1048
currytransferrecycling.com

February 16, 2021

City of Brookings
Attn: Janell Howard- City Manager
898 Elk Drive
Brookings, OR 97415

RE: **2021 Rate Adjustment Request**

Dear Janell Howard:

Customarily, each year we request a rate adjustment based on the prior year's US CPI average. The CPI for **2020** was **1.4%**. This will result in a **\$0.40** per month adjustment for a basic 32 gallon cart service. Please use this notice and the other information enclosed to consider a rate adjustment effective **April 1, 2021**.

We appreciate the opportunity to serve the City of Brookings.

Sincerely,

Luke Pyke
Site Manager

Enclosures:

2021 Exhibit A Rate Comparison
2020 CPI Adjustment- Department of Labor



City of Brookings Rate Schedule

Exhibit A

Effective April 1, 2021

			Previous Adjustment 2020	Rate Adjustment		New Rate 2021
Residential Cart Service						
21	gallon	per month	21.10	1.40%	0.30	21.40
32	gallon	per month	28.36	1.40%	0.40	28.76
48	gallon	per month	40.60	1.40%	0.57	41.17
64	gallon	per month	52.81	1.40%	0.74	53.55
96	gallon	per month	77.25	1.40%	1.08	78.33
Commercial Cart Service						
32	gallon	per month	27.83	1.40%	0.39	28.22
48	gallon	per month	41.75	1.40%	0.58	42.33
64	gallon	per month	55.66	1.40%	0.78	56.44
96	gallon	per month	83.48	1.40%	1.17	84.65
Commercial/Container Rental Service						
Per Loose Yard Trash Service			30.03	1.40%	0.42	30.45
Per Loose Yard Brush Service			14.75	36%	5.25	20.00
Per Loose Yard Metal Service			14.75	1.40%	0.21	14.95
Auto Lock Charge			4.32	1.40%	0.06	4.38
Dumpster Rental			17.45	1.40%	0.24	17.70
Extra bag- on route			6.17	1.40%	0.09	6.26
Medical Waste- 1 Gallon Sharps			26.60	1.40%	0.37	26.97
Medical Waste Tub collection per gallon			3.58	1.40%	0.05	3.63
Roll- Off Daily Rent Charge			2.50	1.40%	0.04	2.55
Special Handling Charge			1.37	1.40%	0.02	1.39
Special Trip/ Off Route Trip/Delivery Charge			21.04	1.40%	0.29	21.34
Start; Stop; Resume; Seasonal Stop			7.45	1.40%	0.10	7.56
Recycling						
Residential recycle only (no solid waste service)			22.18	1.40%	0.31	22.49
Commercial Cardboard- routed			up to 25% of commercial yard rate			
Commercial Commingle			up to 50% of commercial yard rate			
Heavy Roofing or Demolition			1.5 times yard rate			
Extra Heavy Demolition or Mechanically			2.75 times yard rate			

* Effective November 2020, yard waste is transported to a composting facility in Gold Beach. Rate adjustment covers increase in disposal cost and transportation.

Chart Data


12-month percent change in the Consumer Price Index for All Urban Consumers, selected items, not seasonally adjusted

Item	Dec. 2019 to Dec. 2020	Dec. 2018 to Dec. 2019	Dec. 2017 to Dec. 2018	Dec. 2016 to Dec. 2017
All items	1.4%	2.3%	1.9%	2.1%
Used cars and trucks	10.0	-0.7	1.4	-1.0
Tobacco and smoking products	5.1	5.5	3.4	6.5
Meats, poultry, fish, and eggs	4.6	2.3	-0.4	2.8
Dairy and related products	4.4	2.4	-0.1	-0.5
Nonalcoholic beverages and beverage materials	4.4	1.0	1.4	0.0
Utility (piped) gas service	4.1	-3.5	2.3	4.7
Food away from home	3.9	3.1	2.8	2.5
Food	3.9	1.8	1.6	1.6
Food at home	3.9	0.7	0.6	0.9
Other food at home	3.9	0.3	0.2	0.5
Household furnishings and operations	3.2	1.0	2.1	-0.8
Cereals and bakery products	3.2	0.3	1.7	-0.6
Fruits and vegetables	3.2	-1.3	1.6	1.5
Hospital services	3.0	3.0	3.7	5.1
Alcoholic beverages	2.8	0.5	1.8	1.4
Communication	2.4	0.7	-1.8	-4.9
Electricity	2.2	-0.4	1.1	2.6
New vehicles	2.0	0.1	-0.3	-0.5
Medical care	1.8	4.6	2.0	1.8
Shelter	1.8	3.2	3.2	3.2
Personal care	1.8	1.5	1.8	0.9
Physicians' services	1.7	1.4	0.6	-1.8
All items less food and energy	1.6	2.3	2.2	1.8
Education	1.4	2.1	2.6	2.0
Recreation	0.9	1.5	1.2	1.5
Prescription drugs	-2.4	3.0	-0.6	2.8
Apparel	-3.9	-1.2	-0.1	-1.6
Motor vehicle insurance	-4.8	0.0	4.6	7.9
Energy	-7.0	3.4	-0.3	6.9
Gasoline	-15.2	7.9	-2.1	10.7
Airline fares	-18.4	1.7	-2.6	-4.0

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: March 8, 2021



Signature (submitted by)

Originating Dept: PWDS



City Manager Approval

Subject: Planning Commission's 2020 Annual Report

Recommended Motion: Motion to accept the City of Brookings Planning Commission's Annual Report for 2020.

Financial Impact: None

Background/Discussion: The Planning Commission has prepared the annual report which reviews the work accomplished by the Planning Commission in 2020.

Attachment:

- a. Planning Commission 2020 Annual Report

BROOKINGS PLANNING COMMISSION 2020 YEAR IN REVIEW

The Brookings Planning Commission met in quorum five times in 2020. The Commission is made up of seven members. It is chaired by Gerald Wulkowicz with Tim Hartzell serving as Vice Chair. The other members of the Commission include: Skip Hunter, Clayton Malmberg, Cody Coons, Bill Dundom, Michelle Morosky and Skip Watwood who replaced Bill Dundom following his resignation in August 2020. Tony Baron serves as Public Works and Development Services Director and Lauri Ziemer as Planning Tech.

In 2020 the City engaged the services of Lane County of Governments (LCOG) who assisted staff with the Parkview Annexation and a Conditional Use Permit for an Adult Care Facility.

During the year the Planning Commission acted on the following matters:

- Approval of two Conditional Use Permits (CUP) as short term rentals and denial of one Conditional Use Permit for an Elder Care Facility on S. Passley that was appealed to the City Council by the applicant. The City Council reversed the denial approving the Conditional Use Permit. The neighboring property owners who were not in support of the facility filed an appeal with LUBA and a decision has yet to be made.
- Approval of two city initiated Land Development Code Revisions; one to Chapter 17.52 General Commercial District and one to Chapter 17.180, Workforce Housing. Both were forwarded to City Council and approved.
- Approval of one Minor Change for change of ownership in a Conditional Use Permit of a short term rental.
- Approval of a 20 lot Subdivision to be known as Seacrest Estates in the East Harris Heights neighborhood.
- Approval of Annexation of seven tax lots in the Parkview Drive and East Harris Heights area.

Anticipated 2021 Planning Commission agenda items include a 20 lot subdivision adjoining the new Seacrest Estates subdivision, a four lot subdivision in Dawson Tract and Short Term Rental Conditional Use Permits.

The Planning Commission looks forward to the upcoming year and serving the residents of Brookings with a fair and unbiased decision making process as well as advising the Brookings City Council on matters affecting its residents.



Gerald Wulkowicz, Planning Commission Chair
March 2, 2021

Report Criteria:

Report type: Summary

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

M = Manual Check, V = Void Check

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

M = Manual Check, V = Void Check

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

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City of Brookings

URBAN RENEWAL AGENCY MEETING MINUTES

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

Monday, February 22, 2021

Call to Order

Mayor Pieper called the meeting to order at 7:18 PM

Roll Call

Council Present: Mayor Jake Pieper, Councilor Alcorn, Councilor Schreiber, Councilor McKinney, and Councilor Hedenskog; a quorum present.

Staff present: City Manager Janell Howard, Public Works and Development Services Director Anthony Baron, and Deputy Recorder Natasha Tippetts

Media Present: None

Others Present: 3

Consent Calendar

- 1) Approve URA Minutes for December 14, 2020

Director Hedenskog moved, Director McKinney seconded, and Council voted to approve the Consent Calendar. Councilor Schreiber abstained.

Staff Reports

Future Urban Renewal Projects

Tony Baron and Janell Howard presented the staff report

- 1) Façade Improvement Program

Director Hedenskog moved, Director McKinney seconded, and Council voted unanimously to reactivate the Urban Renewal District Façade Improvement Program, allocating \$125,000 per fiscal year.

- 2) Bid on Sidewalk Infill Projects

Director Hedenskog moved, Director McKinney seconded, and with a four to one vote; Councilor Schreiber voting Nay, Council approved for the City to go out for Bid on Sidewalk Infill Projects.

Adjournment

Director Hedenskog moved, Director Alcorn seconded and Council voted unanimously to adjourn the meeting at 7:54 PM.

Respectfully submitted:

ATTESTED:

this 8th day of March, 2021:

Jake Pieper, Mayor


Janell K. Howard, City Recorder

BROOKINGS URBAN RENEWAL AGENCY


AGENDA REPORT

Meeting Date: March 8, 2021

Originating Dept: PW/DS



Signature (submitted by)



City Manager Approval

Subject:

Railroad Street Sidewalk Infill

Recommended Motion:

Authorize City Manager to proceed with the Dyer Partnership Task Order 93 for the design of the Railroad Street Sidewalk Infill Project.

Financial Impact:

The Dyer Partnership design and construction document fees are estimated at \$97,000.

Background/Discussion:

The Railroad Street Sidewalk Infill project was one of several Urban Renewal projects discussed at the February 22, 2021 Urban Renewal Agency (URA) meeting. At that meeting, URA Directors approved funding for the Façade Program and the Railroad Street Sidewalk Infill project.

The project includes curb gutter and sidewalk infill, partial street paving, ADA ramps and crosswalk development at the intersections of Center Street and Mill Street as well as storm water infrastructure upgrades between Wharf Street and Pacific Avenue.

The total construction cost for the project, including engineering, is estimated at \$685,000. Funding for the project will be allocated from the City of Brookings URA. Staff recommends approval of Dyer Task Order 93 in order to move forward with design and planning for this project to start construction in the Spring of 2022

Attachments:

- a. Dyer Task Order 93
- b. Dyer Engineer Construction Cost Estimate

TASK ORDER 93
City of Brookings
RAILROAD STREET IMPROVEMENTS (Wharf to 140' East of Pacific)

SCOPE OF WORK: The City plans on improving Railroad Street from Wharf Street to 140 feet east of Pacific Avenue (approx. 1,150 lineal feet) and includes:

- Infill of new curb & gutters and sidewalks along both sides to fill in gap areas.
- New curb inlets with storm drain laterals tying to existing storm drain system running along north side of Railroad Street.
- New ac pavement infill between new curbs and existing paved roadway. Road section is based on 2" ac pavement on 12" aggregate base. No overlays or re-striping are included.
- New access ramps with thermoplastic crosswalk striping.

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.
- Conduct two design review meetings with City staff. Arrive at concurrence on limits of new sidewalks and curbs, storm drain routing, parking and utility issues.

Construction Documents

- Perform site survey for the proposed street improvements including right-of-way determination. 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.
- Recommend locally available construction materials when appropriate to decrease construction costs.
- Submit 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 Owner-approved publications (Owner to pay advertising expense).

- Reproduce or upload electronic copies (as appropriate) of bidding documents and distribute to approved plan exchanges and interested bidders.
- Respond to bidder questions and prepare necessary addendums, if needed.
- Attend bid opening.
- Review bids and recommend contract award based on public contracting rules.
- Prepare construction contracts for execution.
- Issue Notice of Intent to Award, Notice of Award and Notice to Proceed.

Contract Administration

- Conduct pre-construction conference.
- 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 new curbs and storm drain improvements.
- Conduct bi-monthly project meetings.

Construction Observation Services

- Provide resident inspector to observe construction up to 80 hours.
- Project Engineer will make 8 site visits during construction to observe progress of the overall work. (City to supplement construction observation services for the majority of the construction work).
- Provide daily observation reports to the City.

Schedule (anticipated)

- Design – March thru May 2021
- Bidding Period – June 2021.
- Construction – August thru October 2021.

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 \$97,000 including all professional services and reimbursable expenses.

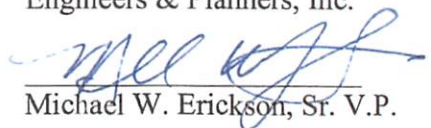
PAYMENT METHOD: Monthly Billing

City of Brookings

Janell Howard, City Manager

Date: _____

The Dyer Partnership
Engineers & Planners, Inc.



Michael W. Erickson, Sr. V.P.

Date: Feb. 24, 2021

City of Brookings
Railroad Street Improvements

May 11, 2020.

Section 1 - Wharf to Center

No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temporary Controls	1	LS	\$14,000.00	\$14,000
2	Temporary Protection and Direction of Traffic	1	LS	\$2,500.00	\$2,500
3	Temporary Signs	250	SF	\$10.00	\$2,500
4	Flaggers	300	HR	\$55.00	\$16,500
5	Demolition and Site Preparation	1	LS	\$7,000.00	\$7,000
6	Roadway Excavation	300	CY	\$20.00	\$6,000
7	AC Pavement	100	Ton	\$135.00	\$13,500
8	Aggregate Base	500	Ton	\$30.00	\$15,000
9	Minor Manhole Adjustment	1	Each	\$1,050.00	\$1,050
10	Water Valve Box Adjustment	4	Each	\$400.00	\$1,600
11	Thermoplastic Crosswalk	70	LF	\$15.00	\$1,050
12	12" Storm Drain Class III Backfill	200	LF	\$80.00	\$16,000
13	AC Pavement Removal and Replacement	50	LF	\$30.00	\$1,500
14	Extra for Driveway Approaches	3	Each	\$600.00	\$1,800
15	Curb Inlet	3	Each	\$2,250.00	\$6,750
16	Curb and Gutter	350	LF	\$35.00	\$12,250
17	Concrete Sidewalk	1,200	SF	\$10.00	\$12,000
18	Concrete Driveways	700	SF	\$12.00	\$8,400
19	Extra for Access Ramp	2	Each	\$1,500.00	\$3,000
20	Landscaping	1	LS	\$1,600.00	\$1,600
Total Construction Cost					\$144,000
Engineering					\$29,000
Contingency					\$26,000
Legal & Administration					\$4,000
Overall Total Cost - Section 1					\$203,000

City of Brookings
Railroad Street Improvements

May 11, 2020.

Section 2 - Center to Mill

No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temporary Controls	1	LS	\$16,000.00	\$16,000
2	Temporary Protection and Direction of Traffic	1	LS	\$2,500.00	\$2,500
3	Temporary Signs	250	SF	\$10.00	\$2,500
4	Flaggers	300	HR	\$55.00	\$16,500
5	Demolition and Site Preparation	1	LS	\$8,000.00	\$8,000
6	Roadway Excavation	300	CY	\$20.00	\$6,000
7	AC Pavement	100	Ton	\$135.00	\$13,500
8	Aggregate Base	500	Ton	\$30.00	\$15,000
9	Minor Manhole Adjustment	2	Each	\$1,050.00	\$2,100
10	Water Valve Box Adjustment	4	Each	\$400.00	\$1,600
11	Thermoplastic Crosswalk	300	LF	\$15.00	\$4,500
12	12" Storm Drain Class III Backfill	260	LF	\$80.00	\$20,800
13	AC Pavement Removal and Replacement	150	LF	\$30.00	\$4,500
14	Extra for Driveway Approaches	2	Each	\$600.00	\$1,200
15	Curb Inlet	4	Each	\$2,250.00	\$9,000
16	Curb and Gutter	450	LF	\$35.00	\$15,750
17	Concrete Sidewalk	1,900	SF	\$10.00	\$19,000
18	Concrete Driveways	400	SF	\$12.00	\$4,800
19	Extra for Access Ramp	4	Each	\$1,500.00	\$6,000
20	Landscaping	1	LS	\$2,750.00	\$2,750
Total Construction Cost					\$172,000
Engineering					\$34,000
Contingency					\$31,000
Legal & Administration					\$5,000
Overall Total Cost - Section 2					\$242,000

City of Brookings
Railroad Street Improvements

May 11, 2020.

Section 3 - Mill to 140' East of Pacific

No.	Description	Quantity	Unit	Unit Cost	Item Cost
1	Construction Facilities And Temporary Controls	1	LS	\$16,200.00	\$16,200
2	Temporary Protection and Direction of Traffic	1	LS	\$3,500.00	\$3,500
3	Temporary Signs	250	SF	\$10.00	\$2,500
4	Flaggers	250	HR	\$55.00	\$13,750
5	Demolition and Site Preparation	1	LS	\$8,000.00	\$8,000
6	Roadway Excavation	350	CY	\$20.00	\$7,000
7	AC Pavement	150	Ton	\$135.00	\$20,250
8	Aggregate Base	700	Ton	\$30.00	\$21,000
9	Minor Manhole Adjustment	2	Each	\$1,050.00	\$2,100
10	Water Valve Box Adjustment	4	Each	\$400.00	\$1,600
12	AC Pavement Removal and Replacement	40	LF	\$30.00	\$1,200
13	Extra for Driveway Approaches	6	Each	\$600.00	\$3,600
14	Curb Inlet	2	Each	\$2,250.00	\$4,500
15	Curb and Gutter	700	LF	\$35.00	\$24,500
16	Concrete Sidewalk	2,700	SF	\$10.00	\$27,000
17	Concrete Driveways	900	SF	\$12.00	\$10,800
18	Landscaping	1	LS	\$2,500.00	\$2,500
Total Construction Cost					\$170,000
Engineering					\$34,000
Contingency					\$30,600
Legal & Administration					\$5,400
Overall Total Cost - Section 3					\$240,000

Overall Total Cost - Sections 1 + 2 + 3

\$685,000

1. Project consists of sidewalk infill section. No overlay or new striping is planned.
2. Depth of ac pavement for infill is 2". Depth of aggregate base for widening is 10".
3. New storm drain will tie into existing storm drains along north side.
4. No water or sewer utility work is included in this estimate. City to provide new water meter boxes.
5. Limited flaggers are anticipated for each section as reroutes will be used for main traffic.

BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: March 8, 2021

Originating Dept: Finance & Admin

Signature (submitted by)


City Manager Approval

Subject:

Urban Renewal Financing Discussion

Recommended Motion:

Direction to proceed with financing options.

Financial Impact:

Interest expense, depending on terms.

Background/Discussion:

The Urban Agency discussed future projects most recently at the February 22, 2021 meeting. The Directors asked that financing options be explored. I will discuss some of those options including ranges of amounts to finance, and time periods for repayments.