

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, June 14, 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. Commend BHHS Baseball Team [Pg. 1]
  - a) 2021 Bruin Baseball Achievements [Pg. 2]
  - b) Resolution 21-R-1204 [Pg. 3]

#### **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 24, 2021 [Pg. 4]
2. Approve Planning Commission minutes for May 4, 2021 [Pg. 6]

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

1. Marine Drive Reservoir Interior Painting Project [PWDS, Pg. 9]
  - a) Dyer Task Order 95 [Pg. 10]
  - b) Dyer Engineers Estimate – Marine Drive Reservoir Interior Painting [Pg. 12]
2. Tidewater Reservoir Improvements [PWDS, Pg. 13]
  - a) Dyer Task Order 89 [Pg. 14]
  - b) Dyer Engineers Estimate – Tidewater Reservoir Improvements [Pg. 20]
3. Memorandum of Understanding with Curry County for Building Services [Pg. 21]
  - a) Draft MOU with Curry County for Building Services [Pg. 22]

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

#### **I. Adjournment**

\*The agenda packet is available on-line at [www.brookings.or.us](http://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

## COUNCIL AGENDA REPORT

Meeting Date: June 14, 2021

\_\_\_\_\_  
Signature (submitted by)

Originating Dept: Admin

\_\_\_\_\_  
City Manager Approval

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Subject:

Recognition of 2021 Brookings Harbor High School Baseball Team

Recommended Motion:

Motion to adopt Resolution 21-R-1204, commending the Brookings Harbor High School Baseball team for their exceptional season.

Background/Discussion:

The Brookings Harbor High School baseball team recently won the 2021 3A State Championships. Many of the players received awards and were recognized for their consistent high grade point averages. These achievements include the League MVP, 3A Player of the Year, All State Champions and being the 1<sup>st</sup> baseball team for Brookings Harbor High to be titled 3A State Champions. We would like to congratulate them on their hard work and dedication throughout the year. Attached is a detailed list of all the achievements each player received.

Attachment(s):

- a) 2021 Bruin Baseball Achievements
- b) Resolution 21-R-1204

## **2021 Bruin Baseball Achievements**

- 3 Players, Jacob McCollum, Hunter Howell, Kayson Christensen recognized as Academic Athletes with grade point average of 3.00-3.49
- 5 Players, Kyle Burger, Ethan Orman, Kallen Christensen, Kyler Christensen, Adam Shew recognized as Scholar Athletes with grade point average of 3.5 or higher
- Undefeated 13-0 League Season  
(Back to Back Far West league Champions)
- Undefeated 16-0 Final Record
- 6 Players - 1<sup>st</sup> team All-League selections  
Pitcher - Adam Shew,  
Pitcher - Jason DeShon,  
Catcher - Jacob McCollum,  
Infielder - Andrew Burger,  
Infielder - Peyton Armentrout
- 2 Players - 2<sup>nd</sup> team All-League selections  
1<sup>st</sup> Base - Kallen Christensen,  
Utility - Kyle Burger
- League MVP - Adam Shew
- 2 Players - 1<sup>st</sup> Team All- State selections  
Pitcher- Adam Shew,  
Pitcher- Jason DeShon
- 2 Players - 2<sup>nd</sup> Team All- State selections  
Infielder - Andrew Burger,  
Catcher - Jacob McCollum
- 2 Players - 3<sup>rd</sup> Team All- State selections  
Infielder - Peyton Armentrout,  
Outfield - Kayson Christensen
- 3A Oregon Player of the Year - Adam Shew
- 3A Oregon State Champions<sub>2</sub>  
(only 3<sup>rd</sup> team title in school history, 1<sup>st</sup> baseball)

# RESOLUTION OF COMMENDATION BROOKINGS-HARBOR HIGH SCHOOL BOYS' BASEBALL TEAM

RESOLUTION 21-R-1204 OF THE CITY COUNCIL OF THE CITY OF BROOKINGS  
COMMENDING THE BROOKINGS-HARBOR HIGH SCHOOL BOYS' BASEBALL TEAM UPON THE  
OCCASION OF A SUCCESSFUL 2021 SEASON

WHEREAS, the Brookings-Harbor High School Boys' Baseball Team who had an exceptional season in 2021 and earned the title of 3A State Champions; and

WHEREAS, the team was undefeated with a 16-0 final record; and

WHEREAS, eight members of the team received all-league selections; and

WHEREAS, six members of the team received all-state selections; and

WHEREAS, Adam Shew was selected as 3A State Player of the Year; and

WHEREAS, 8 members of the team were recognized for their consistently high grade point averages; and

WHEREAS, the team is led by Coach Keith Wallin who received the title State 3A Coach of the Year and selected to coach the 2021 All-Star team; and

WHEREAS, the coaches have focused on team unity and cohesiveness to spur on team success; 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 Keith Wallin and all the team members of the Brookings-Harbor High School Boys' Baseball Team and wishes to recognize them for their accomplishment, and moreover, encourages all the citizens of Brookings to join in congratulating the team.

\_\_\_\_\_  
Mayor Ron Hedenskog

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Councilor John McKinney

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

\_\_\_\_\_  
Councilor Ed Schreiber

\_\_\_\_\_  
Councilor Michelle Morosky

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, May 24, 2021**

**Call to Order**

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

**Roll Call**

Council Present: Mayor Ron Hedenskog, Councilors Brad Alcorn, Ed Schreiber, John McKinney, and Michelle Morosky; a quorum present

Staff present: City Manager Janell Howard, Deputy Public Works Director Jay Trost, Deputy Finance Director Lu Ehlers, and Deputy Recorder Natasha Tippetts

Media Present: 1

Others Present: 8 audience members

**Oral Requests and Communications from the Audience**

1. David Barnes, N/A; provided information about an upcoming County Budget Meeting
2. Bruce Wood, 840 Chetco Point Terrace, Brookings; spoke about the homeless
3. Pamela French, 846 Chetco Point Terrace, Brookings; spoke about the homeless
4. Mary Wood, 840 Chetco Point Terrace, Brookings; spoke about the homeless

**Consent Calendar**

1. Approve Council minutes for May 10, 2021
2. Accept monthly financial reports for April 2021

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

**Staff Reports**

1. **Memorandum of Understanding with Brookings Harbor Garden Club**

*Staff report presented by Jay Trost*

**Mayor Hedenskog moved, Councilor Alcorn seconded, and Council voted unanimously to authorize City Manager to execute a Memorandum of Understanding with the Brookings Harbor Garden Club for landscape and maintenance at the Formal Gardens with the condition of approval from Parks and Recreation Committee at their next meeting.**

2. **Insurance Agent of Record Contract Extension**

*Staff Report presented by Lu Ehlers*

**Councilor Schreiber moved, Councilor McKinney seconded, and Council voted unanimously to authorize City Manager to execute an amendment to the Contract with CAL/OR Insurance Specialist, Inc. for a one-year extension.**

3. **Public Hearing on State Revenue Sharing and Adopt Resolution 21-R-1198**

*Staff Report presented by Lu Ehlers*

Public Hearing opened at 7:29 PM

No public comments

Public Hearing closed at 7:29 PM

**Councilor McKinney moved, Councilor Morosky seconded, and Council voted unanimously to adopt Resolution 21-R-1198 declaring the City's election to receive state revenues for 2021-22 fiscal year.**

**4. Hold Public Hearing and Approval of Appropriations for FY 2021-22 Budget and Adoption of Resolution 21-R-1199**

*Staff Report presented by Lu Ehlers*

Public Hearing opened at 7:33

No public comments

Public Hearing closed at 7:33

**Councilor McKinney moved, Councilor Alcorn seconded, and Council voted unanimously to adopt Resolution 21-R-1199, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2021-22 fiscal year, and to categorize the levy.**

**5. Approve Water and Sewer Rates, and System Replacement Fees for 2021-22 and Adoption of Resolution 21-R-1200, 21-R-1201, 21-R-1202**

*Staff Report presented by Lu Ehlers*

**Councilor Schreiber moved, Councilor Mckinney seconded, and Council voted unanimously to adopt Resolution 21-R-1200, adopting Water rates for 2021-22.**

**Councilor McKinney moved, Mayor Hedenskog seconded, and Council voted unanimously to adopt Resolution 21-R-1201, adopting Sewer rates for 2021-22.**

**Councilor McKinney moved, Mayor Hedenskog seconded, and Council voted unanimously to adopt Resolution 21-R-1202, adopting System Replacement Fees for 2021-22.**

**Remarks from Mayor and Councilors**

Councilor Alcorn congratulated the BHHS Varsity Baseball team on winning the State Championship.

He also praised the Budget Committee for their hard work and pro-activeness in the adding of new law enforcement positions.

Councilor McKinney commended the City Manager and staff in creating a seamless process with the budgets and would like to discuss creating "neighborhood watch" programs.

Councilor Schreiber recognized Garrett Thomson for his hard work the previous five years as the City Building Official.

He would like to add an agenda item to the next Work Shop reviewing what to do with Covid-19 money.

**Adjournment**

Councilor Alcorn moved, Councilor Schreiber seconded and Council voted unanimously to adjourn the meeting at 7:47 PM

Respectfully submitted:

ATTESTED:  
this 14th day of June, 2021:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

## **BROOKINGS PLANNING COMMISSION MINUTES**

**May 4, 2021**

### **CALL TO ORDER**

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:02 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

**ROLL CALL** – Commission welcomed new Planning Commissioner Anthony Bond

Commissioners Present: Anthony Bond, Cody Coons, Skip Hunter (telephone), Clayton Malmberg, Skip Watwood, Chair Gerry Wulkowicz

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

Others Present: @18 audience members

**PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS** – Michelle Morosky has been appointed to City Council and Planning Commission Position #2 is now vacant. Anthony Bond has been appointed to Position #6.

### **PUBLIC HEARINGS**

#### **4.1 In the matter of the File No. CUP- 3-21, a request for approval of a Conditional Use Permit to operate two Short Term Rental facilities at 1214 Moore Street.**

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:06 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant was not present. No participants requested additional time to submit materials. The public hearing was closed at 7:10 pm.

The Commission deliberated on the matter. The Commission did address concerns residents had submitted in writing and agreed to add an additional Condition of Approval requiring the applicant/owner to post a sign in each unit advising there is no beach access on Moore Street and trespassing on the Moore Street Condo property is a trespassable offense. **Motion made by Chair Wulkowicz to approve File No. CUP-3-21 a request for a Conditional Use Permit to operate two short term rentals at 1214 Moore Street based on the findings and conclusions stated in the Staff Report, subject to the Conditions of Approval presented and with an additional Condition of Approval requiring the applicant/owner to post a notice in each rental unit stating there is no public beach access on Moore Street and it is a trespassable offense; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made Chair Wulkowicz to approve the Final Order regarding file CUP-3-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

#### **4.2 In the matter of File No. M3-1-21, a request for a partition to divide a 5.06 acre parcel into two (2) parcels; located in the 1000 block of Hassett Street.**

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:18 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant was present to answer any questions. No participants requested additional time to submit materials. The public hearing was closed at 7:24 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Coons to approve File No. M3-1-21 a request for a partition to divide a 5.06 acre parcel into two (2) parcels; located in the 1000 block of Hassett Street, based on the findings and conclusions stated in the staff report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made Chair Wulkowicz to approve the Final Order regarding file M3-1-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**4.3 In the matter of File No. SUB-1-21, a request for approval of a four lot subdivision to be known as Tide Pool Estates, located in the 96000 block of Dawson Road.**

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:29 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant was present to answer any questions.

Julie Lyons, 96378 Dawson Road, Brookings questioned if parking on the proposed private street. Advised that no parking will be allowed on the 20' wide private street, only on residents property.

No participants requested additional time to submit materials. The public hearing was closed at 7:39 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Malmberg to approve File No. SUB-1-21 a request for approval of a four lot subdivision to be known as Tide Pool Estates, located in the 96000 block of Dawson Road, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made Chair Wulkowicz to approve the Final Order regarding file SUB-1-21 based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**4.4 In the matter of File No. SUB-2-21, a request for approval of a 22 lot subdivision to be known as Seacrest Estates Phase III, located north of the end of Seacrest Lane.**

**Motion made by Chair Wulkowicz for a five minute recess, motion seconded and with no further discussion by a 6-0 vote the motion carried.**

The applicant's representative, Todd Powell, Powell Engineering and Consulting LLC, 221 N Central Ave, Medford joined the meeting by telephone.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:45 pm. PWDS Director Tony Baron reviewed the staff report.

Briana Francisco, 17150 Stafford Road, Brookings spoke in opposition and voiced concern for the elk herd in the area and asked if for their protection any wildlife agencies had been contacted.

James Lindsey, 1484 Seacrest Lane, Brookings questioned the neighborhood density having only one access in and out of the area and the safety of residents in emergency situations. Suggested with the addition of 41 new residences in Seacrest Estates a traffic safety impact study and future adjacent street connectivity.

No participants requested additional time to submit materials. The public hearing was closed at 8:10 pm.

The Commission deliberated on the matter. PWDS Director Tony Baron noted that a former development plan for the Harris Heights PUD was approved for the addition of 33 footprint lots on the parcel Seacrest Phase I/II is currently being developed which would have been of greater density than the combined proposed Seacrest I/II/III Estates parcels. He also advised the developer did submit an amended preliminary subdivision plat map



eliminating one building lot for the purpose of adding a street stub out to Gowman Lane addressing future street connectivity and development.

**Motion made by Commissioner Coons to correct the Staff Report with correct lot acreage and amend number of parcels to be developed in Seacrest Estates III to 22 lots with 21 building lots; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made by Commissioner Coons to approve File No. SUB-2-21 a request for approval of a 22 lot subdivision with 21 building lots to be known as Seacrest Estates Phase III, located north of the end of Seacrest Lane, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made Chair Wulkowicz to approve the Final Order regarding file SUB-2-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

#### **MINUTES FOR APPROVAL**

5.1 Minutes of regular Planning Commission meeting of April 6, 2021.

**Motion made by Commissioner Malmberg to approve the Planning Commission minutes of April 6, 2021; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**UNSCHEDULED PUBLIC APPEARANCES - None**

**REPORT FROM THE PLANNING STAFF - None**

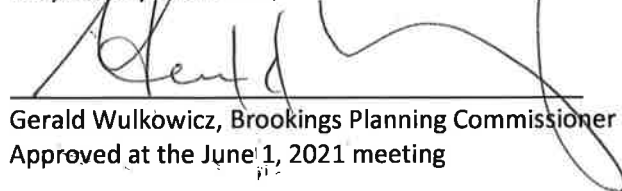
**COMMISSION FINAL COMMENTS** – Chair Wulkowicz welcomed new Commissioner Bond. He also noted that while being concerned about the elk herd being displaced, the Planning Commission is unable to take that into consideration for denial of the subdivision request.

Commissioner Watwood commented on the abundance and positive community support that is provided during evacuation situations.

#### **ADJOURNMENT**

Chair Wulkowicz adjourned the meeting at 8:18 pm.

Respectfully submitted,




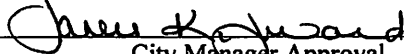
Gerald Wulkowicz, Brookings Planning Commissioner  
Approved at the June 1, 2021 meeting

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 14, 2021

Originating Dept: PWDS

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

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Subject:

Marine Drive Reservoir Interior Painting Project

Recommended Motion:

Authorize City Manager to proceed with the Dyer Partnership Task Order 95 to provide engineering services for the Marine Drive Reservoir Interior Painting project.

Financial Impact:

The Dyer Partnership design and construction document fees are estimated at \$30,100. The total construction cost for the project identified in the Wastewater Master Plan is estimated at \$515,000. Funding for the project is budgeted from the City of Brookings Water System Replacement Fund (SRF).

Background/Discussion:

The City's existing Marine Drive Reservoir coating on the inside surfaces of the 1.5 MG tank need to be repainted. The reservoir has not been recoated within the last 20 years. Due to higher water demands in the summer months, the City would like to schedule this work for the fall months when demand is lower.

Attachment(s):

- a. Dyer Task Order 95
- b. Dyer Engineers Estimate – Marine Drive Reservoir Interior Painting

**TASK ORDER 95**  
**City of Brookings**  
**1.5 MG Marine Drive Reservoir Coating Improvements**

**SCOPE OF WORK:** The City plans on repainting the interior walls and interior roof of the existing 1.5 million gallon (MG) water reservoir.

**FOUNDATION:** The City's existing Marine Drive Reservoir coating on the inside surfaces of the 1.5 MG tank need to be repainted. The reservoir has not been recoated within the last twenty years. Due to higher water demands in the summer months, the City would like to schedule this work for the fall months when demand is lower.

**SCOPE OF ENGINEERING SERVICES**

The City needs engineering services for the design, bidding and construction management of the recoating of the interior of their 1.5 MG reservoir. The following is a summary of the Tasks to be performed:

- A. Design Period Services
  - Coordinate with City Staff.
  - Prepare technical specifications for the tank surface preparation and coating of the interior tank surface.
  - Conduct 90 percent design review meeting with City staff.
  - Prepare construction documents to include drawings and specifications as required by regulatory agencies for approval of documents.
  - Provide final estimated costs for construction and an estimated time line for construction.
- B. Bidding Period Services
  - Prepare bidding documents including bidding requirements and contract documents. Due to the estimated cost of the project, a formal solicitation of bids will be required.
  - Prepare solicitation for bids.
  - Reproduce bidding documents and develop electronic copies (pdf) of final bidding documents and distribute to QuestCDN 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.
- C. Construction Period Services
  - Project Manager to make periodic site visits.
  - Administer construction contract. Prepare necessary pay requests and change orders. Notify City Staff immediately of potential coating problems and recommend a cost-effective remedy in order to not delay the construction.
  - Tabulate payment quantities and recommend payments to the Contractor.
  - Final pay request and review City.
  - Final review, punch list and back check of corrective work.

### **Schedule (anticipated)**

- Design –July/August 2021.
- Bidding Period – September 2021.
- Construction – Fall 2021.

### **Excluded Services**

- Advertisement fees.
- Resident observation of constructed improvements.
- OHA review fees.
- NACE observation fees.

### **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. The fee for these services is not to exceed a maximum \$30,100 including all professional services and reimbursable expenses.

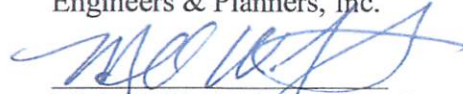
**PAYMENT METHOD:** Monthly Billing

City of Brookings

\_\_\_\_\_  
Janell Howard, City Manager

Date: \_\_\_\_\_

The Dyer Partnership  
Engineers & Planners, Inc.

  
\_\_\_\_\_  
Michael W. Erickson, Sr. V.P.

Date: June 1, 2021

**PRELIMINARY COST ESTIMATE**

**1.5 MG Marine Drive Tank - Interior Painting**

**City of Brookings**

Project No. 145.00D

June 2021.

No.	Item	Quantity	Unit	Unit Price (\$)	Total Price (\$)
1	Constr. Facilities & Temp. Controls	1	LS	\$45,000	\$ 45,000
2	Blast clean interior	24700	SF	\$4.50	\$ 111,150
3	Prime coat interior	24700	SF	\$4.50	\$ 111,150
4	Finish coat interior	24700	SF	\$4.50	\$ 111,150
5	Tank Disinfection	1	LS	\$4,000	\$ 4,000
6	Misc. Welding Repair (including vent)	1	LS	\$7,550	\$ 7,550
				<b>Construction</b>	<b>\$ 390,000</b>
				<b>Engineering</b>	<b>\$ 30,100</b>
				<b>Contingency</b>	<b>\$ 42,000</b>
				<b>NACE Inspection</b>	<b>\$ 44,000</b>
				<b>Admin / Legal</b>	<b>\$ 8,900</b>
				<b>TOTAL PROJECT COST</b>	<b>\$ 515,000</b>

**NOTES**


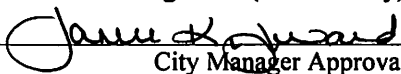
1. Costs are based on existing tank having non-lead paint.
2. Miscellaneous repair costs are based on review of 2015 inspection report.
3. Certified painting inspector is recommended for this type of repainting.

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 14, 2021

Originating Dept: PWDS

  
Signature (submitted by)  
  
City Manager Approval

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Subject:

Tidewater Reservoir Improvements

Recommended Motion:

Authorize City Manager to proceed with the Dyer Partnership Task Order 89 to provide engineering services for the Tidewater Reservoir Improvement project.

Financial Impact:

The Dyer Partnership design and construction document fees are estimated at \$272,000. The estimated construction cost for the project is \$1,952,000. Engineering services for this project will be funded from the System Replacement Funds (SRF). Staff prepared a Letter of Interest (LOI) to Business Oregon in March of this year. The LOI includes not only the Tidewater Reservoir Improvement project but other much needed water line replacement projects identified in the City's Water Master Plan. Staff received notice from Business Oregon that we have moved on to the next phase of the application process requiring an application submittal this month. If approved, funding will be available in August of 2021. Pre award cost coverage includes up to 20% of engineering services and there is the potential of up to \$500,000 principal forgiveness. The total project cost included in the loan request is \$3,640,000.

Background/Discussion:

The City's existing Tidewater Reservoir is old and has a small capacity. In addition, the associated water lines do not provide recognized fire protection to the neighborhoods the reservoir serves. The City's Fire Department relies on tankers for supplying the needed water for fire protection in this area. In order to address the issues, the City plans on constructing two new 74,000 gallon reservoirs and install a new 8" water line in order to provide sufficient fire flow capacity for the residential areas the reservoirs serve.

Attachment(s):

- a. Dyer Task Order 89
- b. Dyer Engineers Estimate – Tidewater Reservoir Improvements

**TASK ORDER 89**  
**City of Brookings**  
**Tidewater Reservoir Improvements**

**SCOPE OF WORK:** The City plans on replacing the existing Tidewater Reservoir and water lines that currently feed this tank. The overall improvements are based on the preliminary engineering plan dated February 2011 and the 2014 Water Master Plan Update. This project includes the following improvements:

- Construction of two (2) new 74,000 glass-fused-to-steel tanks (22' dia. x 28.43' height).
- Demolition and removal of the existing concrete tank.
- Construction of new hilfiker retaining wall along the west side of the new reservoir. Construction of new retaining wall along north and east side to provide clearance to Coos-Curry Electric transmission lines to new reservoir.
- New 8" drain line, 8" water lines, paved access road and gravel parking area, SCADA system and related appurtenances for a complete reservoir site.
- Constructing 5,000 lineal feet of new 8" water line to provide fire flows between the new storage tanks and existing residences along Eastwood Lane to where it intersects with Marina Heights Loop.
- Construction of new booster pump station which utilizes the Vista Ridge skid mounted pump station to serve the new water storage reservoirs.

**FOUNDATION:** The City's existing Tidewater reservoir is old and has small capacity. In addition, the associated water lines do not provide recognized fire protection. The City's Fire Department relies on tankers for supplying the needed water for fire protection in this area. To address these deficiencies, the City plans on constructing two new 74,000 gallon reservoirs and new 8" water line which will provide sufficient fire flow capacity for this residential area.

**SCOPE OF ENGINEERING SERVICES**

Full period services will be provided for this project and will include the following:

**Coordination**

- Coordinate with City staff, Coos-Curry Electric and Curry County Road Department.
- Conduct design review meeting with City staff. Arrive at concurrence on location of booster pump station, water line routing and tank color. Provide monthly progress reports to staff throughout the process.

## Design Surveys

Design surveys will be included as part of the overall scope. This will include the following main items:

- Project Control: Vertical datum will be based on 1988 NAVD and horizontal datum will be based on NAD83 based on Oregon Coordinate Reference System – Oregon Coast Zone. Control monuments will be placed at the Tidewater reservoir site as well as at various locations along the proposed water line route.
- Topographic route survey will be completed for the proposed water lines from the Tidewater Reservoir along the existing water line route including Eastwood Lane. These surveys will be based on a 40-foot wide strip and include underground utilities. Tie-out available right-of-way and property corner monuments along the route for determining existing rights-of-ways.
- Proposed Tank Site – provide updated topographic survey for the proposed tank site. This will include routing of the proposed access road to the tank site as well as the tank drain line. City will be responsible for securing necessary parcel / easement from George and Cassie Fitzhugh for this site.
- Booster Pump Station and PRV Sites – provide topographic survey of these two sites.

## Design

Design for the water system components include two new water storage reservoirs (74,000 gallons each), approximately 5,000 lineal feet of 8-inch diameter water line, water booster pump station and one new pressure reducing valve.

The following major tasks will be completed during the design phase:

- Design review meetings will be conducted at City Hall at 30, 90 and 100 percent complete with plans and specifications. Comments received from Staff will be incorporated into the documents.
- The design will use City Standards wherever applicable.
- All plans will be developed in Auto-CAD Civil 3D, version 2021.
- Final documents will be sent to the regulatory agencies for review and comment.
- 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.



## **Easements and Property Acquisition**

The reservoir site will require a property acquisition and will entail a partition plat process to create this parcel. The City is responsible for preparing the legal documents and securing the necessary parcel from the affected property owner. The Dyer Partnership will assist the City by providing a preliminary parcel layout.

Portions of the new waterline will likely require new easements where they cross private properties. Engineer will provide descriptions for necessary easements that are needed for the anticipated waterline routes as well as for the booster pump station site.

## **Geotechnical Report**

The existing geotechnical report prepared by GeoDesign Inc. was completed in 2012 and was based on construction of one reservoir. Due to the time lapse involved and the proposed project involving two reservoirs, it is recommended that this report be updated to provide a current geotechnical report that addresses the revised overall project. Recommendations from the report will be incorporated into the design documents. Report will also include the site specific seismic hazard evaluation. The City is responsible for the costs related to updating this geotechnical report.

## **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 QuestCDN 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. 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 reservoir and waterline improvements.
- Conduct bi-monthly project meetings as needed.
- Attend and administer a Pre-Construction job meeting.
- Review submittals. Review and process requests for information, change orders, and pay requests.
- Attend meetings with Owner and Contractor as required.

### **Construction Observation Services**

- Project Representative will provide 400 hours construction observation during construction to observe progress of the overall work. (City to supplement construction observation services).

### **Schedule (anticipated)**

- Design –July 2021 through January 2022.
- Bidding Period – Spring 2022.
- Construction – Summer/Fall 2022.

### **Excluded Services**

- Land Partition Survey and Acquisition.
- Updated Geotechnical Report for Reservoir Site

### **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. The fee for these services is not to exceed a maximum \$272,000 including all professional services and reimbursable expenses.

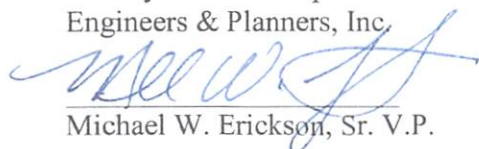
**PAYMENT METHOD:** Monthly Billing

City of Brookings

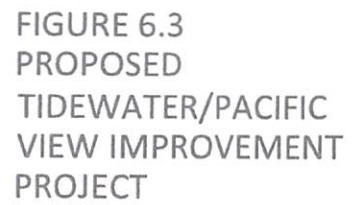
\_\_\_\_\_  
Janell Howard, City Manager

Date: \_\_\_\_\_

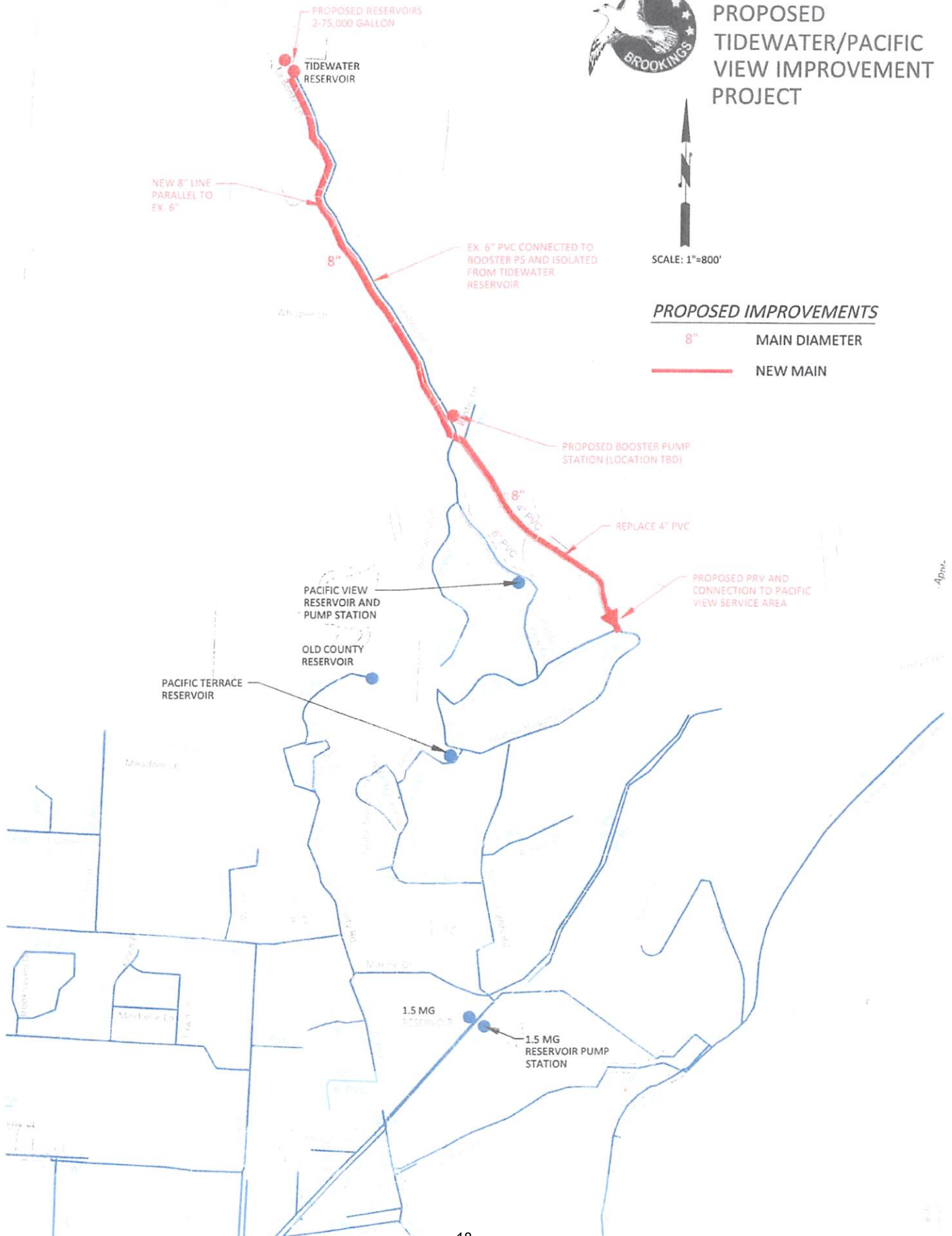
The Dyer Partnership  
Engineers & Planners, Inc.

  
Michael W. Erickson, Sr. V.P.

Date: May 26, 2021



## NEW MAIN









**PRELIMINARY COST ESTIMATE**

**Tidewater Reservoir Improvements**

**City of Brookings**

Project No. 145.00D

Feb. 2020.

No.	Item	Quantity	Unit	Unit Price (\$)	Total Price (\$)
1	Constr. Facilities & Temp. Controls	1	LS	\$125,000	\$ 125,000
2	Demolition & Site Preparation	1	LS	\$40,000	\$ 40,000
3	Foundation Stabilization	120	CY	\$50	\$ 6,000
4	8-inch Waterline	5000	LF	\$70	\$ 350,000
5	8-inch Gate Valves	7	Each	\$1,800	\$ 12,600
6	Misc. fittings, elbows	1	LS	\$25,000	\$ 25,000
7a	1" Water Service Connections	15	Each	\$400	\$ 6,000
7b	1" Water Service Line	300	LF	\$45	\$ 13,500
7c	3/4" Meter Assembly (meter provided by City)	15	Each	\$650	\$ 9,750
8	8-inch Drain Line	200	LF	\$60	\$ 12,000
9	Flap Valves	2	Each	\$1,100	\$ 2,200
10	Catch Basin / Drain Inlet	2	Each	\$3,000	\$ 6,000
11	75,000 Gal. Reservoir	2	Each	\$175,000	\$ 350,000
12	Aggregate Base	500	Ton	\$30	\$ 15,000
13	AC Pavement	440	Ton	\$130	\$ 57,200
14	AC Pavement R & R	5000	LF	\$20	\$ 100,000
15	PRV Vault	1	LS	\$50,000	\$ 50,000
16	Booster Pump Station	1	LS	\$60,000	\$ 60,000
17	6' Security Fencing	160	LF	\$30	\$ 4,800
18	20' Double Swing Gate	1	Each	\$1,500	\$ 1,500
19	Site Excavation & Embankment	1	LS	\$30,000	\$ 30,000
20	Retaining Wall	900	SF	\$55	\$ 49,500
20	Electrical / SCADA System	1	LS	\$25,000	\$ 25,000
21	Landscaping	1	LS	\$8,950	\$ 8,950
<b>Total Construction</b>					<b>\$ 1,360,000</b>
<b>Engineering</b>					<b>\$ 272,000</b>
<b>Contingency</b>					<b>\$ 244,800</b>
<b>Geotechnical</b>					<b>\$ 20,000</b>
<b>Land Acquisition</b>					<b>\$ 40,000</b>
<b>Admin / Legal</b>					<b>\$ 15,200</b>
<b>TOTAL PROJECT COST</b>					<b>\$ 1,952,000</b>

**NOTES**

1. Costs are based on using two (2) glass fused to steel bolted steel tank.
2. Retaining wall is needed on both fill section (west side) and cut section (east side).
3. For alternate option of using green color on glass coating will run around \$5,000 add'l.
4. Land acquisition costs include survey costs (partition).
5. Costs are based on drain line being daylighted onto same slope where current drain line daylight.
6. Initial Geotech Report has been completed. Need some involvement during construction.
7. Booster Pump Station cost assumes use of relocated Vista Ridge pump station.

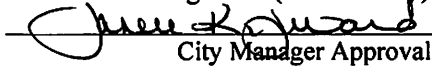
# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 14, 2021

Originating Dept: Finance & Admin

Signature (submitted by)

  
City Manager Approval

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Subject:

Approve Memorandum of Understanding (MOU) with Curry County for Building Services.

Recommended Motion:

Motion to authorized the City Manager to sign MOU with Curry County to provide building inspection services.

Background/Discussion:

The City's previous building official went to work for Curry County on June 1<sup>st</sup>. We have a building inspector with some certifications, but not all. During the time he is obtaining the rest of his certifications, it is necessary to have another party provide those. Curry County has agreed to provide those services under the attached draft MOU, as the City has provided to the County for several years.

Attachment(s):

- a. Draft MOU with Curry County for Building Services

**MEMORANDUM OF UNDERSTANDING**  
**By and between Curry County and City of Brookings**

This Memorandum of Understanding is made by and between Curry County ("County"), and the City of Brookings ("City"). The parties agree as follows:

1. **TERM:** This Contract shall commence on June 1, 2021, and shall continue until this agreement is cancelled by either party as described in Section 6.
2. **SERVICES:** Curry County shall provide professional building inspection services to the City. Inspection services shall include residential plumbing, commercial structural, conventional framed residential, manufactured and residential mechanical inspection services upon a 48 hour notice from the City. The service area is within the city limits of the City of Brookings.
  - 2.1 The City Building Official shall prioritize inspections but shall have requested inspections completed within 48 hours of receipt barring time out of office.
  - 2.2 The City will provide the County Building Inspector with a copy of all application forms, report forms, and other related materials to be used in the conduct of city inspections.
  - 2.3 Except as otherwise provided, all original files and records related to the City's Building Permit applications shall be retained in files at the City offices for the term of the agreement.
3. **PAYMENT:** The billing rate for services provided by the County Building Inspector is \$55.00/ hour for services described in Section 2. Payment shall be made upon completion of the work and receipt of invoice.
4. **INDEMNIFICATION:** Each party shall defend, indemnify and hold harmless the other party, its officers, agents and employees, from any and all claims, liabilities, demands, damages, actions or proceedings arising from or relating to the negligence, wrongful acts, or omissions in connection with the performance of any services under this contract.
5. **LIABILITY FOR DAMAGE OR INJURY:** City of Brookings understands and agrees that Curry County assumes no responsibility or liability for any damage, injury, or loss resulting from or arising under this agreement at any time. City of Brookings hereby waives, releases, and discharges Curry County, its officers agents, and employees from any and all claims, losses, suits, damages, liabilities, and proceedings of any kind and whatsoever nature which may arise at any time for any damages or injuries to persons or property arising or resulting from activities under this contract. City of Brookings covenants not to sue or initiate any type of proceeding or claim against Curry County, its officers, agents and employees for any damages, injuries, claims, or losses of any kind resulting from the activities under this contract.
6. **TERMINATION:** Either party may terminate this agreement at any time upon written notice to the other party.
7. **THIRD PARTY BENEFICIARY:** Curry County and City of Brookings are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

8. **NOTICES:** Any notice required by this contract must be given by email or in writing by personal delivery or by certified mail return receipt requested to the following addresses. Any notice so mailed shall be deemed to be given three (3) days after mailing. Any notice by personal delivery shall be deemed to be given when actually delivered.

9.1 Curry County's address for notices is: Brad Rueckert, 94235 Moore Street, Gold Beach, OR. 97444. rueckertb@co.curry.or.us

9.2 City of Brookings address for notices is: Janell Howard, 898 Elk Dr. Brookings, OR. 97415. jhoward@brookings.or.us

9. **AMENDMENT:** This contract may be amended or modified at any time upon the written agreement of both parties, signed and executed in the same manner as below.

10. **ENTIRE CONTRACT:** This Memorandum of Understanding constitutes the entire agreement between the parties. There are no promises, agreements, conditions or understandings, either oral or written, between the parties other than those set forth in this contract. This Memorandum of Understanding supersedes and cancels any prior written or verbal agreement between the parties for similar services.

**CURRY COUNTY  
BOARD OF COMMISSIONERS**

**CITY OF BROOKINGS**

\_\_\_\_\_  
Court Boice, Chair

\_\_\_\_\_  
Janell Howard  
City Administrator

\_\_\_\_\_  
John Herzog, Vice-Chair

\_\_\_\_\_  
Christopher Paasch, Commissioner

Date: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Anthony Pope  
County Legal Counsel