

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, June 28, 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. Yard of the Month – May
 - a) Residential – 17324 Blueberry Drive, Jack & Josephine Sowerwine
 - b) Commercial – 500 5th Street, Curry Medical Center
2. Yard of the Month – June
 - a) Residential – 880 Crestwood Place, Mark & Jennifer Irwin
 - b) Commercial – 937 Chetco Avenue – A, Premier Ocean Properties

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 June 14, 2021 [Pg. 1]
2. Accept monthly financial reports for May, 2021 [Pg. 3]

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

1. Transfer of Appropriations, accepting Grants and Donations for FY 2020-21 Budget [Pg. 9]
 - a) Resolution 21-R-1205 [Pg.10]
2. Transfer of Appropriations from Insurance Proceeds for FY 2020-21 Budget [Pg. 12]
 - a) Resolution 21-R-1206 [Pg. 13]
3. Transfer of Appropriations for FY 2020-21 Budget from Carryover [Pg. 15]
 - a) Resolution 21-R-1207 [Pg. 17]
4. Transfer of Appropriations for FY 2020-21 Budget for the Golf Course Department [Pg. 19]
 - a) Resolution 21-R-1208 [Pg. 20]
5. Transfer of Appropriations for FY 2020-21 Budget for Wastewater Fund [Pg. 21]
 - a) Resolution 21-R-1209 [Pg. 22]
6. Safe Drinking Water Revolving Loan from Business Oregon [Pg. 23]
 - a) Resolution 21-R-1210 [Pg. 24]
7. 2021 Water Line Replacement Project [Pg. 25]
 - a) Dyer Task Order 96 [Pg. 26]
 - b) Preliminary Engineer's Estimate [Pg. 29]

H. Informational Non-Action Items

1. May Vouchers [Pg. 32]

I. Remarks from Mayor and Councilors

J. Adjournment

URBAN RENEWAL AGENCY

A. Call to Order

C. Roll Call

D. Consent Calendar

1. Approve Urban Renewal meeting Minutes for May 24, 2021 [Pg. 36]

E. Staff Reports

1. Hemlock Street Sidewalk Project [Pg. 37]
 - a. Klinefelter Estimate [Pg. 38]

F. Agency Remarks

G. Adjournment

*The agenda packet is 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>

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City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, June 14, 2021

Call to Order

Mayor Hedenskog called the meeting to order at 7:00 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, Public Works Director Tony Baron, and Deputy Recorder Natasha Tippetts

Media Present: 1

Others Present: 22 audience members

Oral Requests and Communications from the Audience

1. Connie Hunter, 1310 English Court, Brookings; provided information about Woman Veterans and June PTSD Awareness Month
2. Diana Cooper, 805 Paradise Lane, Brookings; provided information about House Bill 3124 concerning homeless and their personal belongings/property
3. Maig Tinnin, Medford; provided information on Fair Housing in Oregon
4. Teresa Lawson, 820 Brookhaven Drive, Brookings; expressed opinions on housing issues

Ceremonies/Appointments/Announcements

1. Resolution 21-R-1204 – Brookings Harbor Baseball Team

Mayor Hedenskog moved and Council voted unanimously to adopt Resolution 21-R-1204, a Resolution commending the Brookings Harbor High School boy's baseball team upon the occasion of a successful 2021 season.

Consent Calendar

1. Approve Council minutes for May 24, 2021
2. Approve Planning Commission minutes for May 4, 2021

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

Staff Reports

1. **Marine Drive Reservoir Interior Painting Project**

Staff report presented by Tony Baron

Mayor McKinney moved, Councilor Morosky seconded, and Council voted unanimously to authorize City Manager proceed with the Dyer Partnership Task Order 95 to provide engineering services for the Marine Drive Reservoir Interior Painting Project.

2. **Tidewater Reservoir Improvements**

Staff Report presented by Tony Baron

Councilor Schreiber moved, Councilor McKinney seconded, and Council voted unanimously to authorize City Manager to proceed with the Dyer Partnership Task

Order 89 to provide engineering services for the Tidewater Reservoir Improvement Project.

3. Memorandum of Understanding with Curry County for Building Services

Staff Report presented by Janell Howard

Councilor Alcorn moved, Councilor McKinney seconded, and Council voted unanimously to authorize City Manager to sign MOU with Curry County to provide building services.

Remarks from Mayor and Councilors

None

Adjournment

Councilor Alcorn moved, Councilor Schreiber seconded and Council voted unanimously to adjourn the meeting at 7:55 PM

Respectfully submitted:

ATTESTED:
this 28th day of June, 2021:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2021

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,367,786.00	104,130.45	3,401,610.83	(33,824.83)	101.0
LICENSES AND PERMITS	265,000.00	43,867.10	308,943.38	(43,943.38)	116.6
INTERGOVERNMENTAL	291,800.00	23,998.62	192,901.60	98,898.40	66.1
CHARGES FOR SERVICES	317,000.00	19,137.28	318,960.42	(1,960.42)	100.6
OTHER REVENUE	163,883.00	14,881.28	164,760.10	(877.10)	100.5
TRANSFERS IN	579,943.00	.00	.00	579,943.00	.0
	4,985,412.00	206,014.73	4,387,176.33	598,235.67	88.0
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	32,738.00	2,970.50	33,169.92	(431.92)	101.3
MATERIAL AND SERVICES	12,850.00	322.83	4,188.11	8,661.89	32.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	45,588.00	3,293.33	37,358.03	8,229.97	82.0
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	367,668.00	28,282.03	321,280.53	46,387.47	87.4
MATERIAL AND SERVICES	153,000.00	3,115.20	84,965.53	68,034.47	55.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	520,668.00	31,397.23	406,246.06	114,421.94	78.0
POLICE:					
PERSONAL SERVICES	2,614,605.00	202,637.72	2,291,660.61	322,944.39	87.7
MATERIAL AND SERVICES	184,000.00	18,991.23	151,796.38	32,203.62	82.5
CAPITAL OUTLAY	.00	.00	16,000.00	(16,000.00)	.0
DEBT SERVICE	67,867.00	4,452.31	63,282.34	4,584.66	93.2
TRANSFERS OUT	.00	.00	.00	.00	.0
	2,866,472.00	226,081.26	2,522,739.33	343,732.67	88.0
FIRE:					
PERSONAL SERVICES	218,421.00	17,322.52	200,444.39	17,976.61	91.8
MATERIAL AND SERVICES	101,000.00	5,027.75	63,265.82	37,734.18	62.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,580.00	.00	30,579.01	.99	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	350,001.00	22,350.27	294,289.22	55,711.78	84.1

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2021

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	248,233.00	21,967.44	231,762.49	16,470.51	93.4
MATERIAL AND SERVICES	91,100.00	260.54	36,537.92	54,562.08	40.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	339,333.00	22,227.98	268,300.41	71,032.59	79.1
PARKS & RECREATION:					
PERSONAL SERVICES	272,611.00	21,664.04	226,910.01	45,700.99	83.2
MATERIAL AND SERVICES	110,600.00	6,984.59	122,124.34	(11,524.34)	110.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	58,330.00	.00	58,134.77	195.23	99.7
TRANSFERS OUT	.00	.00	.00	.00	.0
	441,541.00	28,648.63	407,169.12	34,371.88	92.2
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	72,764.00	1,434.52	62,475.60	10,288.40	85.9
MATERIAL AND SERVICES	40,300.00	563.41	29,680.93	10,619.07	73.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	113,064.00	1,997.93	92,156.53	20,907.47	81.5
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	162,600.00	8,234.66	88,270.02	74,329.98	54.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	555,500.00	.00	.00	555,500.00	.0
CONTINGENCIES AND RESERVES	640,645.00	.00	.00	640,645.00	.0
	1,358,745.00	8,234.66	88,270.02	1,270,474.98	6.5
	6,035,412.00	344,231.29	4,116,528.72	1,918,883.28	68.2
	(1,050,000.00)	(138,216.56)	270,647.61	(1,320,647.61)	25.8

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2021

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	636,000.00	47,026.73	628,353.22	7,646.78	98.8
OTHER REVENUE	14,450.00	1,175.00	13,365.45	1,084.55	92.5
TRANSFER IN	17,940.00	.00	9,119.30	8,820.70	50.8
	<u>668,390.00</u>	<u>48,201.73</u>	<u>650,837.97</u>	<u>17,552.03</u>	<u>97.4</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	214,589.00	17,188.54	191,606.43	22,982.57	89.3
MATERIAL AND SERVICES	209,000.00	20,488.91	130,038.54	78,961.46	62.2
CAPITAL OUTLAY	178,940.00	.00	24,677.43	154,262.57	13.8
DEBT SERVICE	21,084.00	1,724.29	17,864.93	3,219.07	84.7
TRANSFERS OUT	61,775.00	.00	.00	61,775.00	.0
CONTINGENCIES AND RESERVES	158,002.00	.00	.00	158,002.00	.0
	<u>843,390.00</u>	<u>39,401.74</u>	<u>364,187.33</u>	<u>479,202.67</u>	<u>43.2</u>
	<u>843,390.00</u>	<u>39,401.74</u>	<u>364,187.33</u>	<u>479,202.67</u>	<u>43.2</u>
	<u>(175,000.00)</u>	<u>8,799.99</u>	<u>286,650.64</u>	<u>(461,650.64)</u>	<u>163.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2021

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,765,000.00	171,147.24	1,659,176.58	105,823.42	94.0
OTHER INCOME	53,000.00	5,134.43	52,377.79	622.21	98.8
TRANSFERS IN	17,940.00	.00	9,119.30	8,820.70	50.8
	<u>1,835,940.00</u>	<u>176,281.67</u>	<u>1,720,673.67</u>	<u>115,266.33</u>	<u>93.7</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	378,604.00	31,192.25	338,722.09	39,881.91	89.5
MATERIAL AND SERVICES	186,300.00	14,930.48	184,883.50	1,416.50	99.2
CAPITAL OUTLAY	67,940.00	.00	50,711.51	17,228.49	74.6
DEBT SERVICE	7,186.00	367.38	5,323.59	1,862.41	74.1
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>664,030.00</u>	<u>46,490.11</u>	<u>579,640.69</u>	<u>84,389.31</u>	<u>87.3</u>
WATER TREATMENT:					
PERSONAL SERVICES	26,182.00	2,107.89	23,739.93	2,442.07	90.7
MATERIAL AND SERVICES	491,562.00	76,546.58	410,849.70	80,712.30	83.6
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	2,386.00	.00	2,384.49	1.51	99.9
TRANSFERS OUT	814,903.00	.00	.00	814,903.00	.0
CONTINGENCIES AND RESERVES	186,877.00	.00	.00	186,877.00	.0
	<u>1,531,910.00</u>	<u>78,654.47</u>	<u>436,974.12</u>	<u>1,094,935.88</u>	<u>28.5</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,195,940.00</u>	<u>125,144.58</u>	<u>1,016,614.81</u>	<u>1,179,325.19</u>	<u>46.3</u>
	<u>(360,000.00)</u>	<u>51,137.09</u>	<u>704,058.86</u>	<u>(1,064,058.86)</u>	<u>195.6</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2021

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,219,300.00	313,749.69	3,021,057.37	198,242.63	93.8
OTHER REVENUE	20,000.00	.00	11,976.61	8,023.39	59.9
TRANSFER IN	17,940.00	.00	9,119.29	8,820.71	50.8
	<u>3,252,740.00</u>	<u>313,749.69</u>	<u>3,042,153.27</u>	<u>210,586.73</u>	<u>93.5</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	581,033.00	46,395.76	510,207.81	70,825.19	87.8
MATERIAL AND SERVICES	224,500.00	13,007.00	92,548.54	131,951.46	41.2
CAPITAL OUTLAY	32,940.00	.00	27,960.25	4,979.75	84.9
DEBT SERVICE	7,186.00	367.22	5,322.25	1,863.75	74.1
TRANSFERS OUT	193,811.00	.00	.00	193,811.00	.0
	<u>1,039,470.00</u>	<u>59,769.98</u>	<u>636,038.85</u>	<u>403,431.15</u>	<u>61.2</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	39,578.00	3,161.72	35,609.36	3,968.64	90.0
MATERIAL AND SERVICES	938,591.00	149,178.64	789,281.10	149,309.90	84.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	2,386.00	.00	2,384.49	1.51	99.9
TRANSFERS OUT	1,357,636.00	.00	.00	1,357,636.00	.0
CONTINGENCIES AND RESERVES	324,579.00	.00	.00	324,579.00	.0
	<u>2,662,770.00</u>	<u>152,340.36</u>	<u>827,274.95</u>	<u>1,835,495.05</u>	<u>31.1</u>
	<u>3,702,240.00</u>	<u>212,110.34</u>	<u>1,463,313.80</u>	<u>2,238,926.20</u>	<u>39.5</u>
	<u>(449,500.00)</u>	<u>101,639.35</u>	<u>1,578,839.47</u>	<u>(2,028,339.47)</u>	<u>351.2</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 11 MONTHS ENDING MAY 31, 2021

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	582,539.00	6,676.04	636,103.01	(53,564.01)	109.2
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	4,970.29	(2,970.29)	248.5
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>584,539.00</u>	<u>6,676.04</u>	<u>641,073.30</u>	<u>(56,534.30)</u>	<u>109.7</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	60,000.00	216.00	4,203.32	55,796.68	7.0
CAPITAL OUTLAY	864,539.00	.00	.00	864,539.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	130,000.00	.00	.00	130,000.00	.0
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>1,054,539.00</u>	<u>216.00</u>	<u>4,203.32</u>	<u>1,050,335.68</u>	<u>.4</u>
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 22:					
MATERIAL AND SERVICES	.00	.00	.00	.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
DEPARTMENT 24:					
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>1,054,539.00</u>	<u>216.00</u>	<u>4,203.32</u>	<u>1,050,335.68</u>	<u>.4</u>
	<u>(470,000.00)</u>	<u>6,460.04</u>	<u>636,869.98</u>	<u>(1,106,869.98)</u>	<u>135.5</u>

CITY OF BROOKINGS

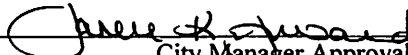
COUNCIL AGENDA REPORT

Meeting Date: June 28, 2021



Signature (submitted by)

Originating Dept: Finance and Admin



City Manager Approval

Subject: Transfer of appropriations from grants and donations for FY 2020-21 budget.

Recommended Motion:

Adopt Resolution 21-R-1205 accepting specific purpose grants and donations in the General Fund, Tourism Fund, and Special Police Fund.

Financial Impact:

There is no net impact to the 2020-21 budget; additional revenues equaled additional expenditures.

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. Appropriation transfers are for the following funds:

General Fund

Parks - Accept donations of \$5,350 from Legacy Sports for Azalea Park ball field improvements and \$2,000 from Hank and Gina Halverson for a memorial bench at Chetco Point Park.

Swimming Pool - Accept donation of \$12,000 from Brookings Harbor School District for free swimming lesson program and \$3,000 from Advanced Health for pool equipment.

Tourism Fund - Accept \$20,000 from Curry County, \$6,000 from SW Oregon Workforce and \$5,000 from Travel Southern Oregon for the Dine to Stay program.

Special Police Fund - Accept donations of \$2,000 from Jack and Paula McGahey and \$16,385 from the John G. Atkins Foundation for police equipment and employee recognition.

Attachments:

Resolution 21-R-1205 Accept grants and donations and make appropriations

CITY OF BROOKINGS

RESOLUTION 21-R-1205

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 donation of \$5,350 from Legacy Sports for ball field improvements at Azalea Park, and

WHEREAS, the City Council accepts donations of \$2,000 from Hank and Gina Halverson for a memorial bench at Chetco Point trail, and

WHEREAS, the City Council accepts donations of \$12,000 from Brookings Harbor School District and \$3,000 from Advanced Health for the Swimming Pool, and

WHEREAS, the City Council accepts a donation of \$20,000 from Curry County, and Grants of \$6,000 from SW Oregon Workforce Investment Board and \$5,000 from Travel Southern Oregon for the Dine to Stay program, and

WHEREAS, the City Council accepts a donation of \$2,000 from Jack & Paula McGahey and a donation of \$16,385 from the John G. Atkins Foundation for police equipment and employee recognition, 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, 2020, and for purposes shown below are hereby revised by the City Council as follows:

General Fund

Resources:	
Donations	\$ 22,350
Requirements:	
Parks	\$ 7,350
Swimming Pool	\$ 15,000

Tourism Fund

Resources:

Grants \$ 11,000

Donations \$ 20,000

Requirements:

Tourism Program \$ 31,000

Special Police Fund

Resources:

Grants \$ 18,385

Requirements:

Grants Program \$ 18,385

Passed by the City Council June 28, 2021, and made effective the same date.

Attest:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS

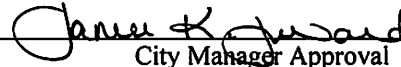
COUNCIL AGENDA REPORT

Meeting Date: June 28, 2021

Originating Dept: Finance and Admin



Signature (submitted by)



City Manager Approval

Subject: Transfer of appropriations from insurance proceeds for FY 2020-21 budget.

Recommended Motion:

Adopt Resolution 21-R-1206 approving appropriation transfers in the General Fund, Streets Fund, Water Fund and Wastewater Fund for insurance proceeds received.

Financial Impact:

There is no net impact to the 2020-21 budget; additional revenues equaled additional expenditures.

Background /Discussion:

Oregon local budget law allows municipalities to accept and appropriate insurance proceeds through a resolution adopted by the governing body. Appropriation transfers are for the following funds:

General Fund - Accept \$7,838 in insurance proceeds for repairs to City Hall and \$12,871 for repairs to a police vehicle.

Streets, Water and Wastewater Funds - Accept \$1,215 in insurance proceeds for repairs to a Public Works truck.

Attachments:

Resolution 21-R-1206 Accept insurance proceeds and make appropriations

CITY OF BROOKINGS

RESOLUTION 21-R-1206

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE GENERAL FUND, STREETS FUND, WATER FUND, AND WASTEWATER 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 \$7,838 of insurance proceeds in the General Fund for damages to City Hall from a vehicle accident, and

WHEREAS, the City accepts \$12,871 of insurance proceeds in the General Fund for damages to a 2013 Dodge Charger police vehicle, and

WHEREAS, the City accepts \$1,215 of insurance proceeds in the Streets Fund, Water Fund and Wastewater Fund for damages to a 2020 RAM 1500 Public Works truck, 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, 2020, and for purposes shown below are hereby revised by the City Council as follows:

General Fund

Resources:	
Other Revenue	\$20,709
Requirements:	
Non-Departmental	\$ 7,838
Public Safety	\$12,871

Street Fund

Resources:	
Other Revenue	\$ 405
Requirements:	
Streets	\$ 405

Water Fund

Resources:	
Other Revenue	\$ 405
Requirements:	
Distribution	\$ 405

Wastewater Fund

Resources:	
Other Revenue	\$ 405
Requirements:	
Collection	\$ 405

Passed by the City Council June 28, 2021, and made effective the same date.

Attest:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS


COUNCIL AGENDA REPORT

Meeting Date: June 28, 2021



Signature (submitted by)

Originating Dept: Finance and Admin



City Manager Approval

Subject: Transfer of appropriations for FY 2020-21 budget.

Recommended Motion:

Adopt Resolution 21-R-1207 approving appropriation transfers in the General Fund, Capital Projects Reserve Fund and Technology Fund from carryover.

Financial Impact:

There is no net impact to the 2020-21 budget; additional revenues equaled additional expenditures, expenditure increases netted against expenditure decreases.

Background /Discussion:

The carryover balance was higher than anticipated in the General Fund for fiscal year 2020-21, from unanticipated CRF Funds received in July and August 2020. In 2020-21 the City utilized these funds as required by the US Department of Treasury in response to the Coronavirus Pandemic as outlined in the CARES Act.

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body. Appropriation transfers are for the following funds:

General Fund

Public Safety – Make appropriations for purchases of police equipment and vehicles.

Parks – Make appropriations for increased operating costs.

Swimming Pool – Make appropriations for increased operating costs.

Non-Departmental – Make appropriations for City Hall improvements and increased cost of operating supplies.

Capital Projects Reserve Fund

Make appropriations for capital purchases for the EOC, police training equipment, emergency broadcasting equipment and swimming pool improvements.

Technology Fund

Make appropriations for the purchase of new technology.

Attachments:

Resolution 21-R-1207 Appropriation transfers

CITY OF BROOKINGS

RESOLUTION 21-R-1207

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE GENERAL FUND, CAPITAL PROJECTS RESERVE FUND AND TECHNOLOGY 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 carryover balance was higher than anticipated in the General Fund during fiscal year 2020-21, from unanticipated CRF Funds received in July and August 2020, and

WHEREAS, the City utilized these funds as required by the US Department of Treasury in response to the Coronavirus Pandemic as outlined in the CARES Act, 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, 2020 and for purposes shown below are hereby revised by the City Council as follows:

General Fund

Resources:	
Carryover	\$ 159,520
Requirements:	
Public Safety	\$ 21,476
Parks	\$ 20,000
Swimming Pool	\$ 20,000
Non-Departmental	\$ 19,000
Transfers Out	\$ 79,044

Capital Projects Reserve Fund

Resources:	
Transfers In	\$ 77,537
Requirements:	
Public Safety	\$ 57,537
Parks and Rec Program	\$ 5,000
Capital Outlay	\$ 15,000

Technology Fund

Resources:

Transfers In

\$ 1,507

Requirements:

Technology Program

\$ 1,507

Passed by the City Council June 28, 2021, and made effective the same date.

Attest:

Ron Hedenskog, Mayor

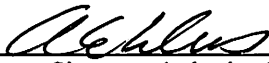
Janell K. Howard, City Recorder

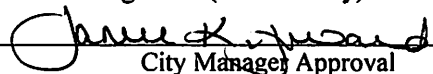
CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 28, 2021

Originating Dept: Finance and Admin



Signature (submitted by)


City Manager Approval

Subject: Transfer of appropriations for FY 2020-21 budget for the golf course.

Recommended Motion:

Adopt Resolution 20-R-1208 approving supplemental Budget and appropriating funds in the General Fund.

Financial Impact:

There is no net impact to the 2020-21 budget; additional revenues equaled additional expenditures.

Background /Discussion:

The City entered into a contract with CourseCo, Inc. for management of Salmon Run Golf Course on January 1, 2021 and it is necessary to appropriate funds to the Golf Course in the General Fund for the unanticipated revenue and expenditures.

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body. Appropriation transfers are for the following funds:

General Fund

Golf Course – Appropriate golf Course expenditures of \$400,000 and record the corresponding revenue.

Attachments:

Resolution 21-R-1208 Supplemental Budget

CITY OF BROOKINGS

RESOLUTION 21-R-1208

A RESOLUTION OF THE CITY OF BROOKINGS ADOPTING A SUPPLEMENTAL BUDGET AND APPROPRIATING TRANSFERS IN THE GENERAL FUND.

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

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2020-21 by Resolution 20-R-1185; and

WHEREAS, ORS 294.471 provides that a municipality may amend the current year adopted budget through the supplemental budget process when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning; and

WHEREAS, the City entered into a contract with CourseCo, Inc. for management of Salmon Run Golf Course effective January 1, 2021; and

WHEREAS, it is necessary to appropriate funds to the Golf Course in the General Fund for the unanticipated revenue and expenditures; and

WHEREAS, publication requirements have been met as outlined by ORS 294.471 for a supplemental budget; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brookings hereby authorizes a supplemental budget and transfer of appropriation pursuant to ORS 294.471.

BE IT FURTHER RESOLVED THAT that for the fiscal year beginning July 1, 2020 and for purposes shown below are hereby revised by the City Council as follows:

General Fund

Resources:

Golf Course Revenue \$ 400,000

Requirements:

Golf Course Expenditures \$ 400,000

Passed by the City Council June 28, 2021, and made effective the same date.

Attest:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 28, 2021



Signature (submitted by)

Originating Dept: Finance and Admin



City Manager Approval

Subject: Transfer of appropriations for FY 2020-21 budget.

Recommended Motion:

Adopt Resolution 21-R-1209 approving appropriation transfers in the Wastewater Fund.

Financial Impact:

There is no net impact to the 2020-21 budget; additional revenues equaled additional expenditures.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body.

Carryover was higher than anticipated in the Wastewater Fund and increasing transfers to other funds, balances total transfers.

Attachments:

Resolution 21-R-1209 Appropriation transfers

CITY OF BROOKINGS

RESOLUTION 21-R-1209

A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS IN THE WASTERWATER 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 carryover balance was higher than anticipated in the Wastewater Fund; and

WHEREAS, the City must balance total transfers to the other funds with total transfers from other funds; 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, 2020 and for purposes shown below are hereby revised by the City Council as follows:

	<u>Wastewater Fund</u>
Resources:	
Carryover	\$ 75,000
Requirements:	
Transfer Out	\$ 75,000

Passed by the City Council June 28, 2021, and made effective the same date.

Attest:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 28, 2021

Originating Dept: Finance & Admin

Signature (submitted by)


City Manager Approval

Subject:

Authorization to apply for Safe Drinking Water Revolving Loan from Business Oregon and delegate the Mayor and City Manager to sign.

Recommended Motion:

Adopt Resolution 21-R-1210 authorizing the Mayor and City Manager to sign the Safe Drinking Water Revolving Loan Fund Application.

Financial Impact:

None

Background/Discussion:

The City Council has recently authorized engineering task orders for water infrastructure projects including the Tidewater Reservoir replacement and Marine Drive Reservoir interior painting. In Water line replacement projects prioritized in the master plan are included in a separate task order on this agenda. At these meetings, staff has discussed the Safe Drinking Water Revolving Loan Fund and the ability to proceed with these projects when engineering is complete.

Actual capital projects will be bid, and brought back to Council at a future date, once engineering is complete, and financing is secured.

Attachment

- a. Resolution 21-R-1210

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 21-R-1210

A RESOLUTION AUTHORIZING THE CITY OF BROOKINGS TO APPLY FOR A SAFE DRINKING WATER REVOLVING LOAN FROM BUSINESS OREGON AND DELEGATING AUTHORITY TO THE MAYOR AND CITY MANAGER TO SIGN THE APPLICATION.

WHEREAS, Business Oregon is accepting applications for the Safe Drinking Water Revolving Loan Fund; and

WHEREAS, the City of Brookings desires to participate in this loan program to the greatest extent possible as a means to complete water infrastructure projects included in the City's Water Master Plan, including The Tidewater Reservoir Replacement, the Marine Drive Reservoir Interior Repaint, and several water line replacements; and

WHEREAS, there is a great need for completing water infrastructure projects prioritized on the City's Water Master Plan; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that the Mayor and City Manager are hereby authorized to apply on the City's behalf for a Safe Drinking Water Revolving Loan from Business Oregon.

Passed by the City Council on June 28, 2021, effective the same date.

Ron Hedenskog, Mayor

Attest:

Janell K. Howard, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: June 28, 2021

Originating Dept: PWDS

Signature (submitted by)


City Manager Approval

Subject: 2021 Water Line Replacement Project

Recommended Motion:

Authorize City Manager to sign Dyer Partnership Task Order 96 for \$237,500, to provide engineering services for the 2021 Water Line Replacement Project.

Financial Impact:

\$237,500 from Water System Replacement Funds (SRF)

Background/Discussion:

The Dyer Partnership design and construction document fees for the 2021 Water Line Replacement Project are estimated at \$237,500. The estimated total cost for the water line replacement project is \$1,690,000. Engineering services for this project will be funded from the Water SRF Fund. Staff has submitted an application to Business Oregon for a Safe Drinking Water Revolving Loan with the potential funding award in August of this year. Staff is working to have projects included in this loan package shovel ready which includes the design work ahead of August of this year. If approved pre award cost including engineering would be cover up to 20%.

The project includes the replacement of 6250 lineal feet of 8" diameter water line and related appurtenances on Alder Street, 7th Street, Dodge Avenue, Memory Lane, Eastwood Lane and Pacific View area.

Attachment(s):

- a. Dyer Task Order 96
- b. Preliminary Engineer's Estimates

TASK ORDER 96
City of Brookings
2021 Water Line Replacement Project

SCOPE OF WORK: The City plans on replacing existing water lines in several locations throughout the City. The Alder Street and Memory Lane water line replacements are based on recommendations in the City's 2014 Water Master Plan Update. The 7th Street water line has been added to the overall replacement project due to the existing 6" AC water line continuing to deteriorate which requires frequent repairs by City staff. The section on Dodge Avenue between Hilltop Drive and Parkview Drive is being replaced to enhance fire flows in this residential area. Each of these locations entails replacing existing 4"/6" AC water lines with new 8" PVC water lines. The following provides a brief summary of the location and length of water line being replaced:

- Alder Street from Railroad Street to Memory Lane (approximately 1,600 lineal feet).
- Memory Lane from Alder Street to Cove Road (approximately 2,100 lineal feet).
- 7th Street from Hassett Street to Meadow Lane (approximately 1,300 lineal feet).
- Dodge Avenue from Hilltop Drive to Parkview Drive (approximately 1,250 lineal feet).

SCOPE OF ENGINEERING SERVICES

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

Coordination

- Coordinate with City staff and affected utilities.
- Conduct design review meeting with City staff. Arrive at concurrence on water line routing. 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.
- Topographic route survey will be completed for the proposed water lines. These surveys will be based on a 40-foot wide strip and include underground utilities. Survey will include tying out existing right-of-way and property corner monuments along the route for determining existing rights-of-ways.

Design

Design for the water system components for approximately 6,250 lineal feet of 8-inch diameter water line and related appurtenances.

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.

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 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 February 2022.
- Bidding Period – Spring 2022.
- Construction – Summer/Fall 2022.

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 \$237,500 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 21, 2021

PRELIMINARY COST ESTIMATE

7th Street Water Line Improvements

City of Brookings

Project No. 145.00D

May, 2021

No.	Item	Quantity	Unit	Unit Price (\$)	Total Price (\$)
1	Constr. Facilities & Temp. Controls	1	LS	\$42,000	\$ 42,000
2	Demolition & Site Preparation	1	LS	\$14,000	\$ 14,000
3	Foundation Stabilization	20	CY	\$50	\$ 1,000
4	6" Waterline - Class III Backfill	40	LF	\$65	\$ 2,600
5	8" Waterline - Class III Backfill	1300	LF	\$70	\$ 91,000
6	8" x 6" Tee	2	Each	\$1,000	\$ 2,000
7	8" Tee	1	Each	\$1,100	\$ 1,100
8	8" Elbows	6	Each	\$550	\$ 3,300
9	6" Elbows	2	Each	\$500	\$ 1,000
10	6" Foster Adapters	2	Each	\$450	\$ 900
11	8" Foster Adapters	5	Each	\$500	\$ 2,500
12	6" Gate Valve	2	Each	\$1,400	\$ 2,800
13	8" Gate Valve	5	Each	\$1,800	\$ 9,000
14	6" Transition Couplings	1	Each	\$600	\$ 600
15	8" Transition Couplings	2	Each	\$650	\$ 1,300
16	1" Service Connection	30	Each	\$400	\$ 12,000
17	1" Service Line - Standard (Trench)	600	LF	\$45	\$ 27,000
18	3/4" Meter Assembly (meter provided by City)	30	Each	\$650	\$ 19,500
19	2" Service Connection	1	Each	\$2,500	\$ 2,500
20	2" Service Line - Standard (Trench)	40	LF	\$50	\$ 2,000
21	2" Meter Assembly (meter provided by City)	1	Each	\$800	\$ 800
22	2" Blowoff Assembly	1	Each	\$3,000	\$ 3,000
23	Fire Hydrant Assembly	1	Each	\$4,600	\$ 4,600
24	AC Pavement R & R	1800	LF	\$20	\$ 36,000
25	Curb Removal and Replacement	50	LF	\$30	\$ 1,500
26	Sidewalk Removal and Replacement	300	SF	\$20	\$ 6,000
27	Landscaping	1	LS	\$2,000	\$ 2,000
Total Construction					\$ 290,000
Engineering					\$ 58,500
Contingency					\$ 52,700
Admin / Legal					\$ 8,800
TOTAL PROJECT COST					\$ 410,000

1. The proposed water line on 7th Street runs from Hassett Street to approximately 150 feet north of Meadow Lane

2. Concrete driveways were included in the estimate for Sidewalk R&R

PRELIMINARY COST ESTIMATE					
Alder and Memory Lane Waterline Replacement					
City of Brookings					
Project No. 145.00D				Feb. 2020.	
No.	Item	Quantity	Unit	Unit Price (\$)	Total Price (\$)
1	Constr. Facilities & Temp. Controls	1	LS	\$85,000	\$ 85,000
2	Demolition & Site Preparation	1	LS	\$15,000	\$ 15,000
3	Foundation Stabilization	50	CY	\$50	\$ 2,500
4a	4" Waterline - Class III Backfill	40	LF	\$60	\$ 2,400
4b	6" Waterline - Class III Backfill	100	LF	\$65	\$ 6,500
4c	8" Waterline - Class III Backfill	3670	LF	\$70	\$ 256,900
5a	8" x 4" Tee	6	Each	\$900	\$ 5,400
5b	8" x 6" Tee	4	Each	\$1,000	\$ 4,000
5c	8" Tee	2	Each	\$1,100	\$ 2,200
5d	8" Elbows	8	Each	\$550	\$ 4,400
5e	6" Foster Adapters	6	Each	\$400	\$ 2,400
5f	8" Foster Adapters	8	Each	\$500	\$ 4,000
6a	4" Gate Valve	6	Each	\$1,000	\$ 6,000
6b	6" Gate Valve	6	Each	\$1,400	\$ 8,400
6c	8" Gate Valve	18	Each	\$1,800	\$ 32,400
7	4" Transition Couplings	6	Each	\$450	\$ 2,700
8	6" Transition Couplings	2	Each	\$550	\$ 1,100
9	8" Transition Couplings	2	Each	\$650	\$ 1,300
10	1" Service Connection	2	Each	\$400	\$ 800
11	1" Service Line - Standard (Trench)	1500	LF	\$45	\$ 67,500
12	3/4" Meter Assembly (meter provided by City)	50	Each	\$650	\$ 32,500
13	Fire Hydrant Assembly	6	Each	\$5,000	\$ 30,000
14	AC Pavement R & R	4800	LF	\$20	\$ 96,000
15	AC Pavement Overlay	440	Ton	\$130	\$ 57,200
16	Landscaping	1	LS	\$5,000	\$ 5,000
17	Curb Removal and Replacement	100	LF	\$30	\$ 3,000
18	Sidewalk Removal and Replacement	520	SF	\$20	\$ 10,400
Total Construction				\$	745,000
Engineering				\$	149,000
Contingency				\$	134,000
Admin / Legal				\$	22,000
TOTAL PROJECT COST				\$	1,050,000

1. Project involves replacing the existing 4" AC waterline with a new 8" PVC waterline on Alder Street from Railroad Street to Memory Lane and then west along Memory Lane to Cove Road.
2. Due to poor ac pavement condition on Alder Street, the anticipated waterline construction including services will necessitate an ac pavement overlay (2").

PRELIMINARY COST ESTIMATE**Dodge Avenue Waterline Replacement****City of Brookings**

Project No. 145.00D

Feb. 2020.

No.	Item	Quantity	Unit	Unit Price (\$)	Total Price (\$)
1	Constr. Facilities & Temp. Controls	1	LS	\$16,000	\$ 16,000
2	Demolition & Site Preparation	1	LS	\$3,300	\$ 3,300
3	Asphalt Concrete Pavement R & R	1350	LF	\$20.00	\$ 27,000
4a	8" Waterline - Class III Backfill	1250	LF	\$70.00	\$ 87,500
4b	6" Waterline - Class III Backfill	50	LF	\$50.00	\$ 2,500
4c	4" Waterline - Class III Backfill	10	LF	\$50.00	\$ 500
5a	8" x 6" Tee	2	Each	\$1,100.00	\$ 2,200
5b	8" Elbows	6	Each	\$550.00	\$ 3,300
5c	6" Foster Adapters	2	Each	\$400.00	\$ 800
5d	8" Transition Coupling	1	Each	\$1,000.00	\$ 1,000
5e	4" Transition Coupling	1	Each	\$500.00	\$ 500
6	6" Gate Valve	2	Each	\$1,400.00	\$ 2,800
7	1" Service Connection	4	Each	\$400.00	\$ 1,600
8	1" Service Line - Standard (Trench)	120	LF	\$45.00	\$ 5,400
9	3/4" Meter Assembly (meter provided by City)	4	Each	\$650.00	\$ 2,600
10	Fire Hydrant Assembly	2	Each	\$5,000.00	\$ 10,000
Total Construction					\$ 167,000
Engineering					\$ 30,000
Contingency					\$ 29,500
Admin / Legal					\$ 3,500
TOTAL PROJECT COST					\$ 230,000

1. Project involves replacing the existing 4" AC waterline with a new 8" PVC waterline from Parkview Drive down to Dodge PS #2.

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/05/2021	86704	3	Don Swenson	20-00-2005	89.89- V
05/21	05/06/2021	86711	4477	Alpine Products, Inc	15-00-2005	1,123.54
05/21	05/06/2021	86712	5908	Amazon Capital Services	49-00-2005	1,203.33
05/21	05/06/2021	86713	5767	Axon Enterprise Inc	10-00-2005	5,652.00
05/21	05/06/2021	86714	6069	Barnacle Bistro	32-00-2005	30.00
05/21	05/06/2021	86715	6023	Beachcombers Deli	32-00-2005	30.00
05/21	05/06/2021	86716	4506	Blue Water Cafe	32-00-2005	30.00
05/21	05/06/2021	86717	5048	Brookings Harbor Medical Center	10-00-2005	200.00
05/21	05/06/2021	86718	313	Brookings Vol Firefighters	10-00-2005	2,250.00
05/21	05/06/2021	86719	715	Budge McHugh Supply	20-00-2005	6,808.28
05/21	05/06/2021	86720	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
05/21	05/06/2021	86721	5070	Canon Solutions America	10-00-2005	53.83
05/21	05/06/2021	86722	5455	Cellebrite Inc.	10-00-2005	4,300.00
05/21	05/06/2021	86723	5858	CH2M Hill OMI	25-00-2005	112,637.75
05/21	05/06/2021	86724	5822	Chaves Consulting Inc	49-00-2005	370.20
05/21	05/06/2021	86725	5952	Chetco Auto Marine & Industrial Supply	10-00-2005	140.73
05/21	05/06/2021	86726	5500	Chetco Brewing Company	32-00-2005	30.00
05/21	05/06/2021	86727	3834	Clean Sweep Janitorial Service	10-00-2005	2,135.00
05/21	05/06/2021	86728	5827	Coastal Investments LLC	10-00-2005	1,130.00
05/21	05/06/2021	86729	1745	Coastal Paper & Supply, Inc	10-00-2005	1,533.42
05/21	05/06/2021	86730	183	Colvin Oil Company	10-00-2005	2,770.71
05/21	05/06/2021	86731	5939	Country Media Inc	10-00-2005	75.50
05/21	05/06/2021	86732	185	Del Cur Supply	10-00-2005	103.60
05/21	05/06/2021	86733	371	Dept. of Environmental Quality	25-00-2005	160.00
05/21	05/06/2021	86734	3342	Fastenal	25-00-2005	441.39
05/21	05/06/2021	86735	6021	Fely's Cafe	32-00-2005	30.00
05/21	05/06/2021	86736	5432	First Community Credit Union	25-00-2005	1,102.00
05/21	05/06/2021	86737	6080	George Petty Inc	10-00-2005	1,155.95
05/21	05/06/2021	86738	5065	Gold Beach Lumber	10-00-2005	1,733.36
05/21	05/06/2021	86739	4357	Hemlock Street Properties LLC	10-00-2005	375.00
05/21	05/06/2021	86740	6079	Highland Products Group LLC	50-00-2005	2,373.00
05/21	05/06/2021	86741	4980	iSecure	10-00-2005	33.00
05/21	05/06/2021	86742	328	Les Schwab Tire Center	10-00-2005	644.22
05/21	05/06/2021	86743	6014	Mattie's Pancake House	32-00-2005	60.00
05/21	05/06/2021	86744	4269	Gary Milliman	10-00-2005	300.00
05/21	05/06/2021	86745	6046	Misty Mountain Brewing	32-00-2005	30.00
05/21	05/06/2021	86746	123	Motorola Solutions Inc	50-00-2005	4,695.42
05/21	05/06/2021	86747	4443	Napa Auto Parts-Golder's	10-00-2005	16.99
05/21	05/06/2021	86748	4487	Net Assets Corporation	10-00-2005	540.00
05/21	05/06/2021	86749	3561	Oil Can Henry's	10-00-2005	100.96
05/21	05/06/2021	86750	279	One Call Concepts, Inc	25-00-2005	48.51
05/21	05/06/2021	86751	5008	Online Information Services	10-00-2005	119.64
05/21	05/06/2021	86752	252	Paramount Pest Control	10-00-2005	215.00
05/21	05/12/2021	86753	4	Parks/Pool Refund	32-00-2005	.00 V
05/21	05/06/2021	86754	322	Postmaster	25-00-2005	850.00
05/21	05/06/2021	86755	5768	Proficient Auto Center Inc	20-00-2005	58.50
05/21	05/06/2021	86756	1840	Rogue Credit Union	15-00-2005	1,356.89
05/21	05/06/2021	86757	3499	Simplot Grower Solutions	15-00-2005	956.22
05/21	05/06/2021	86758	5195	Sonsray Machinery LLC	15-00-2005	59.52
05/21	05/06/2021	86759	6057	Sunset Family Pizza	32-00-2005	30.00
05/21	05/06/2021	86760	6062	The Crazy Norwegian	32-00-2005	30.00
05/21	05/06/2021	86761	5623	True North Equipment LTD	15-00-2005	1,258.55
05/21	05/06/2021	86762	5973	Tyree Oil Inc	15-00-2005	37.22

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/06/2021	86763	4542	Umpqua Bank	45-00-2005	9,774.31
05/21	05/06/2021	86764	2863	Verizon Wireless	10-00-2005	597.73
05/21	05/06/2021	86765	861	Village Express Mail Center	10-00-2005	33.70
05/21	05/06/2021	86766	2122	Cardmember Service	25-00-2005	5,456.29
05/21	05/06/2021	86767	4220	Woof's Dog Bakery	61-00-2005	50.99
05/21	05/06/2021	86768	5992	Ziply Fiber	30-00-2005	189.55
05/21	05/13/2021	86769	5908	Amazon Capital Services	10-00-2005	35.43
05/21	05/13/2021	86770	4734	Aramark Uniform Services	10-00-2005	120.00
05/21	05/13/2021	86771	6069	Barnacle Bistro	32-00-2005	30.00
05/21	05/13/2021	86772	2407	Blue Star Gas	10-00-2005	258.65
05/21	05/13/2021	86773	4506	Blue Water Cafe	32-00-2005	30.00
05/21	05/13/2021	86774	5858	CH2M Hill OMI	25-00-2005	112,637.75
05/21	05/13/2021	86775	5939	Country Media Inc	10-00-2005	142.00
05/21	05/13/2021	86776	5874	Cumulus Global	49-00-2005	122.00
05/21	05/13/2021	86777	4746	Curry County Treasurer	10-00-2005	416.00
05/21	05/13/2021	86778	173	Curry Equipment	10-00-2005	684.38
05/21	05/13/2021	86779	317	DCBS - Fiscal Services	10-00-2005	1,126.68
05/21	05/13/2021	86780	371	Dept. of Environmental Quality	25-00-2005	1,125.00
05/21	05/13/2021	86781	2640	Dyer Partnership Inc., The	53-00-2005	16,645.18
05/21	05/13/2021	86782	5951	Executech Utah LLC	49-00-2005	30.46
05/21	05/13/2021	86783	153	Ferrellgas	20-00-2005	818.97
05/21	05/13/2021	86784	1346	Gail's Graphics	61-00-2005	1,147.00
05/21	05/13/2021	86785	198	Grants Pass Water Lab	20-00-2005	84.00
05/21	05/13/2021	86786	6052	Hunger Paynes	32-00-2005	60.00
05/21	05/13/2021	86787	4171	In-Motion Graphics	32-00-2005	408.00
05/21	05/13/2021	86788	6065	Local Government Law Group PC	10-00-2005	1,300.00
05/21	05/13/2021	86789	6014	Mattie's Pancake House	32-00-2005	30.00
05/21	05/13/2021	86790	3159	NorthCoast Health Screening	10-00-2005	45.00
05/21	05/13/2021	86791	5155	Oregon Department of Revenue	10-00-2005	1,278.67
05/21	05/13/2021	86792	4	Bob Adams	32-00-2005	75.00
05/21	05/13/2021	86793	4	Madeline Bentley	10-00-2005	224.00
05/21	05/13/2021	86794	4	Megan Blankenship	10-00-2005	411.00
05/21	05/13/2021	86795	4	Sal Corrao	10-00-2005	218.00
05/21	05/13/2021	86796	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
05/21	05/13/2021	86797	6055	Portside Market & Deli	32-00-2005	30.00
05/21	05/13/2021	86798	4105	Precision Eyecare PC	10-00-2005	150.00
05/21	05/13/2021	86799	207	Quill Corporation	10-00-2005	19.99
05/21	05/13/2021	86800	6062	The Crazy Norwegian	32-00-2005	30.00
05/21	05/13/2021	86801	169	Waste Connections Inc	10-00-2005	1,569.28
05/21	05/19/2021	86802	6081	Russell Wedmore	10-00-2005	.00 V
05/21	05/13/2021	86803	5992	Ziply Fiber	30-00-2005	121.53
05/21	05/20/2021	86804	5908	Amazon Capital Services	10-00-2005	1,791.12
05/21	05/20/2021	86805	5637	Bandon Well & Pump Co	50-00-2005	19,023.00
05/21	05/20/2021	86806	5070	Canon Solutions America	10-00-2005	277.96
05/21	05/20/2021	86807	6073	Carpenter Point S	10-00-2005	2,123.22
05/21	05/20/2021	86808	5305	Carrot-Top Industries, Inc.	10-00-2005	319.04
05/21	05/20/2021	86809	5842	Century West Engineering Corp	33-00-2005	44,022.00
05/21	05/20/2021	86810	3015	Charter Communications	30-00-2005	599.98
05/21	05/20/2021	86811	6082	City of Crescent City	20-00-2005	1,890.00
05/21	05/20/2021	86812	1740	Code Publishing Company Inc	10-00-2005	480.00
05/21	05/20/2021	86813	183	Colvin Oil Company	10-00-2005	2,509.33
05/21	05/20/2021	86814	6078	Curry County Reporter	75-00-2005	486.00
05/21	05/20/2021	86815	1	Ben & Kate Cannon	20-00-2005	200.22
05/21	05/20/2021	86816	1	Lisa Parker	20-00-2005	51.13
05/21	05/20/2021	86817	1	Shana Richmond	20-00-2005	168.04
05/21	05/20/2021	86818	1	Thomas Sheets	20-00-2005	282.09

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/21	05/20/2021	86819	1	Amanda Wigelsworth	20-00-2005	36.38
05/21	05/20/2021	86820	749	Emerald Pool & Patio	10-00-2005	2,500.00
05/21	05/20/2021	86821	3342	Fastenal	15-00-2005	75.89
05/21	05/20/2021	86822	6021	Fely's Cafe	32-00-2005	30.00
05/21	05/20/2021	86823	282	Gov't Finance Officers Assn	10-00-2005	160.00
05/21	05/20/2021	86824	6067	Griff's on the Dock	32-00-2005	30.00
05/21	05/20/2021	86825	4980	iSecure	10-00-2005	35.00
05/21	05/20/2021	86826	4954	John Deere Financial	20-00-2005	416.90
05/21	05/20/2021	86827	4	Tresse Re Mills	10-00-2005	448.00
05/21	05/20/2021	86828	5901	Mike Pundyk	15-00-2005	115.00
05/21	05/20/2021	86829	207	Quill Corporation	10-00-2005	119.04
05/21	05/20/2021	86830	3	Amanda Wigelsworth	20-00-2005	80.74
05/21	05/20/2021	86831	3369	Schwabe Williamson & Wyatt PC	20-00-2005	1,917.00
05/21	05/20/2021	86832	5298	Sea Clear Window Cleaning	10-00-2005	950.00
05/21	05/20/2021	86833	380	Stadelman Electric Inc	25-00-2005	16,351.41
05/21	05/20/2021	86834	6083	The Plaster Shop	20-00-2005	44.00
05/21	05/20/2021	86835	4525	Ribbons & More	32-00-2005	339.60
05/21	05/20/2021	86836	6081	Russell Wedmore	10-00-2005	33.00
05/21	05/20/2021	86837	5992	Ziply Fiber	25-00-2005	1,045.92
05/21	05/27/2021	86838	5908	Amazon Capital Services	10-00-2005	51.99
05/21	05/27/2021	86839	6023	Beachcombers Deli	32-00-2005	60.00
05/21	05/27/2021	86840	3015	Charter Communications	10-00-2005	144.98
05/21	05/27/2021	86841	1	Michael Clemenson	20-00-2005	222.14
05/21	05/27/2021	86842	1	Alan Dobrowolski	20-00-2005	35.84
05/21	05/27/2021	86843	3342	Fastenal	50-00-2005	28.43
05/21	05/27/2021	86844	298	Freeman Rock, Inc	20-00-2005	652.94
05/21	05/27/2021	86845	198	Grants Pass Water Lab	20-00-2005	42.00
05/21	05/27/2021	86846	6052	Hunger Paynes	32-00-2005	30.00
05/21	05/27/2021	86847	4269	Gary Milliman	10-00-2005	91.28
05/21	05/27/2021	86848	4	Scott Graves	32-00-2005	850.00
05/21	05/27/2021	86849	4	Jonathan Trost	10-00-2005	163.00
05/21	05/27/2021	86850	207	Quill Corporation	10-00-2005	97.14
05/21	05/27/2021	86851	6084	REMAX Coast & Country	32-00-2005	2,000.00
05/21	05/27/2021	86852	6028	The Bite's On!	32-00-2005	30.00
05/21	05/27/2021	86853	6062	The Crazy Norwegian	32-00-2005	30.00
05/21	05/27/2021	86854	6063	The Crow's Nest	32-00-2005	30.00
05/21	05/27/2021	86855	990	UPS	20-00-2005	28.96
Grand Totals:						<u><u>423,578.92</u></u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

City of Brookings

URBAN RENEWAL AGENCY 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 7:47 PM

Roll Call

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

Staff present: City Manager Janell Howard, Deputy Financial Director Lu Ehlers, and Deputy Recorder Natasha Tippetts

Media Present: None

Others Present: 3

Consent Calendar

1) Approve URA Minutes for April 26, 2021

Director Schreiber moved, Director Alcorn seconded, and Council voted unanimously to approve the Consent Calendar.

Staff Reports

1. Public Hearing and approval of appropriations for FY 2021-22 Budget and adoption of Resolution 21-R-1203

Staff Report presented by Lu Ehlers

Public Hearing opened at 7:49 PM

No public comments

Public Hearing closed at 7:49 PM

Director Schreiber moved, Director Alcorn seconded, and Council voted unanimously to adopt Resolution 21-R-1203, adopting the Brookings' Urban Renewal Agency's budget, declaring tax increment funding as provided under section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2021-22 fiscal year.

Oral Requests and Communications from the Audience

1. Rick Bishop, PO Box 269, Brookings; expressed opinions regarding various City procedures

Adjournment

Director Schreiber moved, Director Alcorn seconded and Council voted unanimously to adjourn the meeting at 8:03 PM.

Respectfully submitted:

ATTESTED:
this 28th day of June, 2021:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: June 28, 2021

Originating Dept: PW/DS

Signature (submitted by)


City Manager Approval

Subject:

Hemlock Street Sidewalk Infill.

Recommended Motion:

Authorize City Manager to sign agreement with Klinefelter Contracting for \$72,125 for curb gutter and sidewalk infill on Hemlock Street from Oak to Fern.

Financial Impact:

\$72,125 to be funded from City of Brookings Urban Renewal Agency funds.

Background/Discussion:

The Hemlock Street sidewalk infill project includes curb, gutter and sidewalk infill between Oak and Fern. The City reached out to several local contractors for bids and Klinefelter was the lone bidder. The project was discussed and approved among other projects at the Urban Renewal Agency meeting on February 22, 2021.

Attachments:

- a. Klinefelter estimate.



Gaylord Klinefelter Con. OR CCB 200803, CA RK Tractor Ser. CA
LIC. 974344, DIR 10000552576
97993 Olsen LN.
OR
(541)469-6068
rkubub@hotmail.com

ADDRESS

City of Brookings
Hemlock Oak and Fern

Estimate 1385

DATE 01/18/2021

ACTIVITY	QTY	RATE	AMOUNT
Curb And Gutter	1,100	28.00	30,800.00
Concrete sidewalks	3,800	6.50	24,700.00
Concrete Driveway	2,100	7.25	15,225.00
Valley Gutter	40	35.00	1,400.00

TOTAL \$72,125.00

Accepted By

Accepted Date