

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, July 26, 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 – July

- a) Residential – 985 Brooke Lane, Bill and Susan Rhoads
- b) Commercial – 555 Hemlock Street, Chets Garden Center

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 July 12, 2021 [Pg. 1]
- 2. Accept financials for June [Pg. 3]

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

- 1. BCRAA Appointment [Pg. 9]
 - a) Resolution 21-R-1212 [Pg. 10]

H. Remarks from Mayor and Councilors

I. 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.

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- Television – Charter Channel 181
- Internet – Go to the City of Brookings website at <http://www.brookings.or.us>

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On computers, it is possible to stream the meetings LIVE by copying and pasting the following link inside your web browser: <mms://68.185.2.46:8080>

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, July 12, 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 (via telephone), and Michelle Morosky; a quorum present

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

Media Present: 1

Others Present: 25 audience members

Oral Requests and Communications from the Audience

1. Connie Hunter, 1310 English Court, Brookings; provided information about Curry County suicide awareness
2. Diana Cooper, 805 Paradise Lane, Brookings; spoke in support of the Wild Rivers Dance Program
3. Sky Marie McDonald, 823 Pioneer Road, Brookings; asked for assistance to save the Wild Rivers Dance Program
4. Meriwether McDonald, 823 Pioneer Road, Brookings; spoke in support of the Wild Rivers Dance Program
5. Selah McDonald, 823 Pioneer Road, Brookings; spoke in support of the Wild Rivers Dance Program
6. Madilyn Sudeta, 1720 Winchuck River Road, Brookings; spoke in support of the Wild Rivers Dance Program
7. Jessica Eichlin, 17255 S Passley Road, Brookings; spoke in support of the Wild Rivers Dance Program
8. Teresa Lawson, 820 Brookhaven Drive, Brookings; spoke in support of the Wild Rivers Dance Program

Consent Calendar

1. Approve Council minutes for June 28, 2021
2. Accept Planning Commission minutes for June 1, 2021

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

Staff Reports

1. **Waive Park Rental Fees for Festival of Art in the Park**

Staff report presented by Jay Trost

Councilor Alcorn moved, Mayor Hedenskog seconded, and Council voted unanimously to waive park use and picnic table rental fees for the Pelican Bay Arts Association sponsored Festival of Art in the Park.

2. **Jacobs' Contract Amendment**

Staff Report presented by Janell Howard

Councilor Schreiber moved, Councilor Morosky seconded, and Council voted unanimously to authorize City Manager to sign Amendment No. 3 to the Agreement for the Operations, Maintenance and Management Services with Jacobs Engineering.

3. Dyer Partnership Agreement Amendment

Staff Report presented by Janell Howard

Councilor Schreiber moved, Councilor Alcorn seconded, and Council voted unanimously to authorize City Manager to sign Amendment to the Technical Services Agreement with Dyer for miscellaneous engineering services.

4. Update Master Fee Schedule

Staff Report presented by Janell Howard

Councilor Morosky moved, Mayor Hedenskog seconded, and Council voted unanimously to adopt Resolution 21-R-1211, updating the Master Fee Schedule and repealing Resolution 20-R-1194.

Informational Non-Action Items

1. June Vouchers

Remarks from Mayor and Councilors

None

Adjournment

Mayor Hedenskog moved, Councilor Schreiber seconded and Council voted unanimously to adjourn the meeting at 8:00 PM

Respectfully submitted:

ATTESTED:
this 26th day of July, 2021:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2020

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,236,390.00	182,970.90	3,359,481.81	(123,091.81)	103.8
LICENSES AND PERMITS	128,000.00	23,147.83	174,709.26	(46,709.26)	136.5
INTERGOVERNMENTAL	354,882.00	351,524.81	530,517.84	(175,635.84)	149.5
CHARGES FOR SERVICES	308,000.00	47,405.26	305,037.93	2,962.07	99.0
OTHER REVENUE	204,827.00	70,121.07	200,226.25	4,600.75	97.8
TRANSFERS IN	522,623.00	522,623.00	522,623.00	.00	100.0
	<u>4,754,722.00</u>	<u>1,197,792.87</u>	<u>5,092,596.09</u>	<u>(337,874.09)</u>	<u>107.1</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	31,872.00	14,502.55	30,474.53	1,397.47	95.6
MATERIAL AND SERVICES	12,850.00	610.06	5,905.07	6,944.93	46.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>44,722.00</u>	<u>15,112.61</u>	<u>36,379.60</u>	<u>8,342.40</u>	<u>81.4</u>
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	349,616.00	29,859.76	338,800.53	10,815.47	96.9
MATERIAL AND SERVICES	175,200.00	78,558.72	184,293.24	(9,093.24)	105.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>524,816.00</u>	<u>108,418.48</u>	<u>523,093.77</u>	<u>1,722.23</u>	<u>99.7</u>
POLICE:					
PERSONAL SERVICES	2,302,968.00	169,949.03	2,240,338.09	62,629.91	97.3
MATERIAL AND SERVICES	183,300.00	8,624.17	141,206.91	42,093.09	77.0
CAPITAL OUTLAY	13,000.00	.00	13,000.00	.00	100.0
DEBT SERVICE	67,867.00	4,452.31	67,734.65	132.35	99.8
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>2,567,135.00</u>	<u>183,025.51</u>	<u>2,462,279.65</u>	<u>104,855.35</u>	<u>95.9</u>
FIRE:					
PERSONAL SERVICES	207,351.00	15,823.28	205,527.00	1,824.00	99.1
MATERIAL AND SERVICES	100,000.00	9,777.53	91,557.97	8,442.03	91.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,579.00	.00	30,579.01	(.01)	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>337,930.00</u>	<u>25,600.81</u>	<u>327,663.98</u>	<u>10,266.02</u>	<u>97.0</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2020

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	228,662.00	15,627.92	202,548.33	26,113.67	88.6
MATERIAL AND SERVICES	90,800.00	5,399.76	24,139.18	66,660.82	26.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	319,462.00	21,027.68	226,687.51	92,774.49	71.0
PARKS & RECREATION:					
PERSONAL SERVICES	270,876.00	23,940.41	240,622.25	30,253.75	88.8
MATERIAL AND SERVICES	105,500.00	7,985.65	113,632.84	(8,132.84)	107.7
CAPITAL OUTLAY	35,000.00	11,406.00	35,474.82	(474.82)	101.4
DEBT SERVICE	74,384.00	4,031.88	48,382.56	26,001.44	65.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	485,760.00	47,363.94	438,112.47	47,647.53	90.2
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	71,087.00	5,770.02	73,155.99	(2,068.99)	102.9
MATERIAL AND SERVICES	39,000.00	9,611.69	36,005.57	2,994.43	92.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	110,087.00	15,381.71	109,161.56	925.44	99.2
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	229,682.00	43,118.51	129,877.27	99,804.73	56.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	622,239.00	622,239.00	622,239.00	.00	100.0
CONTINGENCIES AND RESERVES	632,889.00	.00	.00	632,889.00	.0
	1,484,810.00	665,357.51	752,116.27	732,693.73	50.7
	5,874,722.00	1,081,288.25	4,875,494.81	999,227.19	83.0
	(1,120,000.00)	116,504.62	217,101.28	(1,337,101.28)	19.4

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2020

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	795,000.00	54,380.49	453,995.13	341,004.87	57.1
OTHER REVENUE	14,650.00	2,529.25	21,727.50	(7,077.50)	148.3
TRANSFER IN	17,940.00	.00	.00	17,940.00	.0
	<u>827,590.00</u>	<u>56,909.74</u>	<u>475,722.63</u>	<u>351,867.37</u>	<u>57.5</u>

EXPENDITURES

EXPENDITURES:

PERSONAL SERVICES	208,899.00	16,021.62	197,044.86	11,854.14	94.3
MATERIAL AND SERVICES	208,000.00	25,700.56	122,205.22	85,794.78	58.8
CAPITAL OUTLAY	347,390.00	234,995.26	238,866.26	108,523.74	68.8
DEBT SERVICE	22,149.00	1,356.89	17,478.04	4,670.96	78.9
TRANSFERS OUT	156,747.00	156,747.00	156,747.00	.00	100.0
CONTINGENCIES AND RESERVES	119,405.00	.00	.00	119,405.00	.0
	<u>1,062,590.00</u>	<u>434,821.33</u>	<u>732,341.38</u>	<u>330,248.62</u>	<u>68.9</u>
	<u>1,062,590.00</u>	<u>434,821.33</u>	<u>732,341.38</u>	<u>330,248.62</u>	<u>68.9</u>
	<u>(235,000.00)</u>	<u>(377,911.59)</u>	<u>(256,618.75)</u>	<u>21,618.75</u>	<u>(109.2)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2020

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,725,000.00	153,373.50	1,729,514.80	(4,514.80)	100.3
OTHER INCOME	53,000.00	(87.96)	62,402.30	(9,402.30)	117.7
TRANSFERS IN	17,940.00	.00	.00	17,940.00	.0
	1,795,940.00	153,285.54	1,791,917.10	4,022.90	99.8

EXPENDITURES

WATER DISTRIBUTION:

PERSONAL SERVICES	372,792.00	33,700.35	366,093.36	6,698.64	98.2
MATERIAL AND SERVICES	173,900.00	25,749.12	180,101.65	(6,201.65)	103.6
CAPITAL OUTLAY	67,940.00	.00	35,049.38	32,890.62	51.6
DEBT SERVICE	8,378.00	.00	3,706.82	4,671.18	44.2
TRANSFERS OUT	24,000.00	24,000.00	24,000.00	.00	100.0
	647,010.00	83,449.47	608,951.21	38,058.79	94.1

WATER TREATMENT:

PERSONAL SERVICES	25,442.00	2,125.79	24,619.82	822.18	96.8
MATERIAL AND SERVICES	470,608.00	73,879.18	469,140.63	1,467.37	99.7
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	3,712.00	.00	3,706.82	5.18	99.9
TRANSFERS OUT	939,649.00	939,648.90	939,648.90	.10	100.0
CONTINGENCIES AND RESERVES	179,519.00	.00	.00	179,519.00	.0
	1,628,930.00	1,015,653.87	1,437,116.17	191,813.83	88.2

DEPARTMENT 24:

CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	2,275,940.00	1,099,103.34	2,046,067.38	229,872.62	89.9
	(480,000.00)	(945,817.80)	(254,150.28)	(225,849.72)	(53.0)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2020

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,220,300.00	268,699.53	3,177,429.34	42,870.66	98.7
OTHER REVENUE	20,000.00	(4,264.23)	32,340.79	(12,340.79)	161.7
TRANSFER IN	17,940.00	.00	.00	17,940.00	.0
	<u>3,253,740.00</u>	<u>264,435.30</u>	<u>3,209,770.13</u>	<u>43,969.87</u>	<u>98.7</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	572,588.00	40,062.10	531,439.19	41,148.81	92.8
MATERIAL AND SERVICES	218,900.00	10,982.64	150,311.53	68,588.47	68.7
CAPITAL OUTLAY	32,940.00	.00	.00	32,940.00	.0
DEBT SERVICE	8,378.00	.00	3,706.82	4,671.18	44.2
TRANSFERS OUT	189,319.00	189,319.00	189,319.00	.00	100.0
	<u>1,022,125.00</u>	<u>240,363.74</u>	<u>874,776.54</u>	<u>147,348.46</u>	<u>85.6</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	38,478.00	3,188.62	36,932.32	1,545.68	96.0
MATERIAL AND SERVICES	929,139.00	144,659.84	922,367.47	6,771.53	99.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	3,712.00	.00	3,706.82	5.18	99.9
TRANSFERS OUT	1,446,118.00	1,446,118.00	1,446,118.00	.00	100.0
CONTINGENCIES AND RESERVES	318,668.00	.00	.00	318,668.00	.0
	<u>2,736,115.00</u>	<u>1,593,966.46</u>	<u>2,409,124.61</u>	<u>326,990.39</u>	<u>88.1</u>
	<u>3,758,240.00</u>	<u>1,834,330.20</u>	<u>3,283,901.15</u>	<u>474,338.85</u>	<u>87.4</u>
	<u>(504,500.00)</u>	<u>(1,569,894.90)</u>	<u>(74,131.02)</u>	<u>(430,368.98)</u>	<u>(14.7)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2020

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	608,795.00	25,436.68	575,812.98	32,982.02	94.6
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	954.75	17,718.98	(15,718.98)	886.0
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>610,795.00</u>	<u>26,391.43</u>	<u>593,531.96</u>	<u>17,263.04</u>	<u>97.2</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	35,000.00	25,290.25	28,974.57	6,025.43	82.8
CAPITAL OUTLAY	310,056.00	220,708.18	223,658.18	86,397.82	72.1
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	450,739.00	416,407.00	416,407.00	34,332.00	92.4
CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
	<u>795,795.00</u>	<u>662,405.43</u>	<u>669,039.75</u>	<u>126,755.25</u>	<u>84.1</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>795,795.00</u>	<u>662,405.43</u>	<u>669,039.75</u>	<u>126,755.25</u>	<u>84.1</u>
	<u>(185,000.00)</u>	<u>(636,014.00)</u>	<u>(75,507.79)</u>	<u>(109,492.21)</u>	<u>(40.8)</u>

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: July 26, 2021

Originating Dept: Admin

Signature (submitted by)



City Manager Approval

Subject:

Resolution 21-R-1212 appointing City Manager Janell Howard as City Representative to the Border Coast Regional Airport Authority and appointing Councilor Ed Schreiber as alternate.

Recommended Motion:

Motion to adopt Resolution 21-R-1212.

Financial Impact:

No change. Mileage for meeting attendance in Crescent City.

Background/Discussion:

The City is a member of the Border Coast Regional Airport Authority (BCRAA), which manages the Del Norte County Regional Airport. The City has a representative on the BCRAA Board of Directors. The current Director is Gary Milliman and the alternate is City Manager Janell Howard.

This resolution would appoint Janell Howard as the City's primary representative and Ed Schreiber as the City's alternate representative.

BCRRA Board meetings are held monthly in Crescent City during the day.

Attachment:

a) Resolution 21-R-1212

**CITY OF BROOKINGS
STATE OF OREGON**

RESOLUTION 21-R-1212

A RESOLUTION OF THE CITY OF BROOKINGS APPOINTING JANELL HOWARD TO A Fulfill TERM Ending October 3, 2023 ON THE BORDER COAST REGIONAL AIRPORT AUTHORITY BOARD OF COMMISSIONERS AND APPOINTING ED SCHREIBER AS ALTERNATE.

WHEREAS, the City of Brookings, by authority of the Border Coast Regional Airport Authority (BCRAA) Joint Powers Agreement, holds a position on the BCRAA's Board of Commissioners; and

WHEREAS, the position is currently held by Gary Milliman, who has resigned; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that Janell Howard is hereby appointed to fulfill the term ending October 3, 2023, on the Border Coast Regional Airport Authority Board of Commissioners, and that Ed Schreiber is appointed to serve as alternate, effective immediately.

Passed by the City Council July 26, 2021; effective the same date.

Mayor Ron Hedenskog

City Recorder Janell K. Howard