

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, August 23, 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. Suicide Prevention Proclamation [Pg. 1]
2. August Yard of the Month
 - a) 575 Memory Lane – Sandra Schoppert
 - b) 777 Cottage Street – Tropicalia Brazilian Cuisine
3. Planning Commission Appointment – Bill Hamilton [Pg. 2]
 - a) Volunteer Committee Application [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 August 9, 2021 [Pg. 6]
2. Accept Financials for July, 2021 [Pg. 8]

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

1. Approve Street 2021-22 Street Paving Projects [Pg. 14]
 - a) Tidewater Task Order #10, contract #16-037 [Pg. 15]
 - b) Five-year Street Improvement Plan [Pg. 16]
2. Waive Park Use fees for Wild Rogue Relay [Pg. 17]
 - a) Park Use Application Fee [Pg. 18]
3. USGS Agreement [Pg. 20]
 - a) Letter and Agreement [Pg. 21]

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.

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.

If you would like to view the City Council Meeting live, you can via:

-Television – Charter Channel 181

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

Watch Meeting Live instructions: 1. Visit the City of Brookings website home page. 2. Click on Government (top page). 3. Click on City Council (right side). 4. Under Agenda & Meetings click Watch Meeting Live. 5. You will need to download the VLC Media Player. Follow directions and links for your device.

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

City of Brookings

Proclamation

WHEREAS; suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and suicide is a major public health issue that requires vigilant attention and preventative action, especially during times of a pandemic, and

WHEREAS, 44,834 people lost their lives to suicide in 2020 including 897 Oregonians, and

WHEREAS, in 2019 suicide was the leading cause of death for 15-54 year-old Oregonians, and

WHEREAS, 20% of Curry County 11th graders reported seriously considering attempting suicide and 9% actually attempted suicide in 2019, and

WHEREAS, each death by suicide directly impacts numerous family members, friends, loved ones, and by extension the entire community; and

WHEREAS, research shows that 95% of adults would do something if someone close to them was thinking about suicide if they only knew what to say or do.

NOW, THEREFORE, the Brookings City Council hereby proclaims September 2021 as

Suicide Awareness, Prevention, & action Month

BE IT FURTHER RESOLVED, that the Councilors encourage all citizens to learn the warning signs, trust their gut and use that information to ask a troubled friend, colleague or family member "R U OK?"

In Witness Whereof, I, Mayor Ron Hedenskog, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 23rd day of August, 2021.

Mayor Ron Hedenskog

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 23, 2021

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

Appoint Bill Hamilton to the Planning Commission.

Recommended Motion:

Motion to appoint Bill Hamilton to the Planning Commission Position #2 to expire April 1, 2024.

Financial Impact:

None

Background/Discussion:

Bill Hamilton has submitted an application for appointment to the Planning Commission. The Mayor has reviewed his application for consideration of appointment

Attachment(s):

a. Volunteer Committee Application



City of Brookings

898 Elk Drive, Brookings, OR 97415
Phone: 541-469-2163 Fax: 541-469-3650
www.brookings.or.us

APPLICATION TO SERVE ON A COMMISSION OR COMMITTEE

PART I Contact Information:

Applicant Name: Bill Hamilton
Physical Address: 1 Park Avenue Brookings OR 97415
Mailing Address: same
Email Address: hamiltonb401@gmail.com Phone: 541-698-6683

PART II Position Selection, Requirements and Restrictions: (Please answer all that apply)

- | 1. Commission/Committee applying for: | <u>Composition (i)</u> | <u>Term (ii)</u> |
|--|------------------------|------------------|
| <input checked="" type="checkbox"/> Planning Commission/Commission for Citizen Involvement (iii) | 5 Electors, 2 UGB | 4 years |
| <input type="checkbox"/> Budget Committee | 5 Electors | 3 years |
| <input type="checkbox"/> Parks and Recreation Commission | 4 Residents, 1 UGB | 2 years |
| <input type="checkbox"/> Other (please specify): _____ | | |
2. City residents: How long have you lived in the City of Brookings? 20 years _____ months
Planning & Budget Applicants Only: Are you a City elector (registered voter)? ☒ Yes ☐ No
3. UGB residents: How long have you lived in the UGB? _____ years _____ months
4. What is your current occupation? Retired

NOTES:

- (i) *Membership requirements:*
- Residents must reside inside City limits; resident/UGB status determined by physical address.
 - Electors are registered voters of the City of Brookings (verified by County Elections Office).
 - UGB members must reside within the Brookings Urban Growth Boundary (contact the Planning Department at 541-469-1137 for assistance in determining UGB status).
- (ii) *Term:* Appointments to fill mid-term vacancies will be for the remainder of that term.
- (iii) *Other restrictions:*
- Planning Commission: No more than two (2) Commissioners may be principally involved, as individuals, members or partners, in the buying, selling or development of real estate for profit. No two (2) members shall be involved in the same kind of business or profession.

PART III Background Information: (Attach additional pages if needed)

PART III Background Information: (Attach additional pages if needed)

1. List your related experience and/or background to the position you are applying for:

Was a city counselor for the city of Brookings.
am on the Curry Transit board and SDF board.

2. List any unrelated work history, educational background, and volunteer experience you may have:

Officer of the Elks lodge for many years- Not currently
holding a position.
Lions club, Boy scouts of America,

3. Briefly describe your interest in this position and what you hope to accomplish:

I have had prior experience as a city counselor with
the city budget, and I feel that it is a good community
responsibility to help with the budget process.

PART IV Volunteer Agreement: Please read and check off the following before signing:

- ☒ I acknowledge that I will not be under the direct supervision and control of the City in connection with the voluntary services for which I have applied.
- ☒ I acknowledge that I will receive no compensation or expense reimbursement from the City in connection with any volunteer services for which I have applied.
- ☒ I understand and agree that my volunteer service will be donated to the City at times other than my regular work hours.
- ☒ I understand that if the position I applied for requires me to be an elector of the City of Brookings, that the City has permission to verify my status as a registered voter.
- ☒ I agree to release the City from all matters relating to the voluntary service for which I have applied, including compliance, if any is required, with social security, withholdings, insurance and all other regulations and reportings governing such matters. I assume full responsibility for any injuries or damages suffered by or arising from the voluntary service described herein. (*Planning Commission applicants, see ** below*)
- ☒ I agree to release, indemnify and hold the City harmless from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including attorney fees, which City may sustain or incur as a result of errors or omissions in the performance of the voluntary service set forth herein.
- ☒ By signing this application voluntarily, I, the Applicant, do hereby acknowledge that I have read and agree to the terms stated above and that I understand and acknowledge that this document will become public information and may be distributed to the public and news media as part of a City Council Agenda Packet.

Bill Hamilton
Applicant (print name)

Bill Hamilton
Applicant's Signature

4/28/21
Date

**Planning Commissioners holding office on April 1st of each year are required to file an Annual Statement of Economic Interest with the Oregon Government Ethics Commission (OGE). You may view a sample form at http://www.oregon.gov/ogec/docs/sei/sei-11_form_sample_only_for_website.pdf. Official forms provided by OGE.

Submit completed applications by mail or in person to the City Recorder, 898 Elk Drive, Brookings, OR 97415. Regular business hours are 9 am to 4:30 pm, Monday – Friday.

Commission and Committee contact information:

- Planning Commission: 541-469-1103 - lziemer@brookings.or.us
- Budget Committee: 541-469-1123 - jhoward@brookings.or.us
- Parks and Recreation Commission: 541-469-1103 - lziemer@brookings.or.us

Tourism Promotion Advisory Committee: 541-469-1103 - lziemer@brookings.or.us

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, August 9, 2021

Call to Order

Mayor Hedenskog called the meeting to order at 7:02 PM

Roll Call

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

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

Media Present: 2

Others Present: 10 audience members

Consent Calendar

1. Approve Council minutes for July 26, 2021
2. Accept Planning Commission minutes for July 6, 2021

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

Staff Reports

1. Fern Drive Improvement Project

Staff report presented by Tony Baron

Councilor Alcorn moved, Councilor McKinney seconded, and Council voted unanimously to authorize City Manager to sign Dyer Partnership Task Order 97 for \$88,100, to provide engineering services for the Safe Routes to School Grant funded Fern Drive Improvement Project.

2. Update on Neighborhood Petition

Staff report presented by Janell Howard

Blake Peters, 501 Old County Road, Brookings; gave opinions about the usage of St. Timothy's church.

Council agreed on having a joint Workshop with the Planning Commission to discuss possible changes to the BMC and CUP's.

Council also remarked to waive fees regarding the commercial kitchens in residential zones for 120 days.

Mayor Hedenskog moved, Councilor McKinney seconded, and Council voted unanimously to waive fees for 120 days for the usage of commercial kitchens in residential zones.

Remarks from Mayor and Councilors

None

Adjournment

Councilor McKinney moved, Councilor Schreiber seconded and Council voted unanimously to adjourn the meeting at 8:06 PM

Respectfully submitted:

ATTESTED:
this 23rd day of August, 2021:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	3,507,011.00	101,043.65	101,043.65	3,405,967.35	2.9
LICENSES AND PERMITS	276,500.00	33,921.17	33,921.17	242,578.83	12.3
INTERGOVERNMENTAL	295,000.00	12,211.34	12,211.34	282,788.66	4.1
CHARGES FOR SERVICES	318,500.00	40,230.05	40,230.05	278,269.95	12.6
OTHER REVENUE	122,500.00	7,875.62	7,875.62	114,624.38	6.4
TRANSFERS IN	595,248.00	.00	.00	595,248.00	.0
	<u>5,114,759.00</u>	<u>195,281.83</u>	<u>195,281.83</u>	<u>4,919,477.17</u>	<u>3.8</u>
EXPENDITURES					
JUDICIAL:					
PERSONAL SERVICES	33,678.00	3,181.03	3,181.03	30,496.97	9.5
MATERIAL AND SERVICES	12,850.00	316.01	316.01	12,533.99	2.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>46,528.00</u>	<u>3,497.04</u>	<u>3,497.04</u>	<u>43,030.96</u>	<u>7.5</u>
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	367,902.00	32,847.91	32,847.91	335,054.09	8.9
MATERIAL AND SERVICES	153,500.00	14,749.34	14,749.34	138,750.66	9.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>521,402.00</u>	<u>47,597.25</u>	<u>47,597.25</u>	<u>473,804.75</u>	<u>9.1</u>
POLICE:					
PERSONAL SERVICES	2,916,160.00	223,949.72	223,949.72	2,692,210.28	7.7
MATERIAL AND SERVICES	189,500.00	11,550.34	11,550.34	177,949.66	6.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	67,867.00	4,452.31	4,452.31	63,414.69	6.6
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>3,173,527.00</u>	<u>239,952.37</u>	<u>239,952.37</u>	<u>2,933,574.63</u>	<u>7.6</u>
FIRE:					
PERSONAL SERVICES	229,448.00	21,232.01	21,232.01	208,215.99	9.3
MATERIAL AND SERVICES	101,500.00	3,500.31	3,500.31	97,999.69	3.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	30,580.00	.00	.00	30,580.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>361,528.00</u>	<u>24,732.32</u>	<u>24,732.32</u>	<u>336,795.68</u>	<u>6.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	263,365.00	16,577.23	16,577.23	246,787.77	6.3
MATERIAL AND SERVICES	91,600.00	120.21	120.21	91,479.79	.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>354,965.00</u>	<u>16,697.44</u>	<u>16,697.44</u>	<u>338,267.56</u>	<u>4.7</u>
PARKS & RECREATION:					
PERSONAL SERVICES	282,595.00	26,952.84	26,952.84	255,642.16	9.5
MATERIAL AND SERVICES	114,100.00	12,921.46	12,921.46	101,178.54	11.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	.00	.00	9,981.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>406,676.00</u>	<u>39,874.30</u>	<u>39,874.30</u>	<u>366,801.70</u>	<u>9.8</u>
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	84,000.00	.00	.00	84,000.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>84,000.00</u>	<u>.00</u>	<u>.00</u>	<u>84,000.00</u>	<u>.0</u>
SWIMMING POOL:					
PERSONAL SERVICES	83,730.00	29,247.70	29,247.70	54,482.30	34.9
MATERIAL AND SERVICES	48,600.00	3,247.75	3,247.75	45,352.25	6.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>132,330.00</u>	<u>32,495.45</u>	<u>32,495.45</u>	<u>99,834.55</u>	<u>24.6</u>
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	164,600.00	4,120.34	4,120.34	160,479.66	2.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	555,350.00	.00	.00	555,350.00	.0
CONTINGENCIES AND RESERVES	663,853.00	.00	.00	663,853.00	.0
	<u>1,383,803.00</u>	<u>4,120.34</u>	<u>4,120.34</u>	<u>1,379,682.66</u>	<u>.3</u>
	<u>6,464,759.00</u>	<u>408,966.51</u>	<u>408,966.51</u>	<u>6,055,792.49</u>	<u>6.3</u>
	<u>(1,350,000.00)</u>	<u>(213,684.68)</u>	<u>(213,684.68)</u>	<u>(1,136,315.32)</u>	<u>(15.8)</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2021

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	605,000.00	143,815.34	143,815.34	461,184.66	23.8
OTHER REVENUE	14,700.00	3,513.00	3,513.00	11,187.00	23.9
TRANSFER IN	.00	.00	.00	.00	.0
	<u>619,700.00</u>	<u>147,328.34</u>	<u>147,328.34</u>	<u>472,371.66</u>	<u>23.8</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	229,536.00	19,250.05	19,250.05	210,285.95	8.4
MATERIAL AND SERVICES	210,000.00	5,369.49	5,369.49	204,630.51	2.6
CAPITAL OUTLAY	187,940.00	.00	.00	187,940.00	.0
DEBT SERVICE	12,551.00	1,724.29	1,724.29	10,826.71	13.7
TRANSFERS OUT	65,391.00	.00	.00	65,391.00	.0
CONTINGENCIES AND RESERVES	164,282.00	.00	.00	164,282.00	.0
	<u>869,700.00</u>	<u>26,343.83</u>	<u>26,343.83</u>	<u>843,356.17</u>	<u>3.0</u>
	<u>869,700.00</u>	<u>26,343.83</u>	<u>26,343.83</u>	<u>843,356.17</u>	<u>3.0</u>
	<u>(250,000.00)</u>	<u>120,984.51</u>	<u>120,984.51</u>	<u>(370,984.51)</u>	<u>48.4</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 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	1,815,000.00	191,980.24	191,980.24	1,623,019.76	10.6
OTHER INCOME	48,000.00	2,525.00	2,525.00	45,475.00	5.3
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,863,000.00</u>	<u>194,505.24</u>	<u>194,505.24</u>	<u>1,668,494.76</u>	<u>10.4</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	403,704.00	34,977.95	34,977.95	368,726.05	8.7
MATERIAL AND SERVICES	186,800.00	7,018.57	7,018.57	179,781.43	3.8
CAPITAL OUTLAY	50,000.00	.00	.00	50,000.00	.0
DEBT SERVICE	6,793.00	367.38	367.38	6,425.62	5.4
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>671,297.00</u>	<u>42,363.90</u>	<u>42,363.90</u>	<u>628,933.10</u>	<u>6.3</u>
WATER TREATMENT:					
PERSONAL SERVICES	27,603.00	2,491.00	2,491.00	25,112.00	9.0
MATERIAL AND SERVICES	508,369.00	4,097.92	4,097.92	504,271.08	.8
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	2,385.00	.00	.00	2,385.00	.0
TRANSFERS OUT	718,494.00	.00	.00	718,494.00	.0
CONTINGENCIES AND RESERVES	204,852.00	.00	.00	204,852.00	.0
	<u>1,471,703.00</u>	<u>6,588.92</u>	<u>6,588.92</u>	<u>1,465,114.08</u>	<u>.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>2,143,000.00</u>	<u>48,952.82</u>	<u>48,952.82</u>	<u>2,094,047.18</u>	<u>2.3</u>
	<u>(280,000.00)</u>	<u>145,552.42</u>	<u>145,552.42</u>	<u>(425,552.42)</u>	<u>52.0</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 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	3,240,300.00	271,900.73	271,900.73	2,968,399.27	8.4
OTHER REVENUE	10,000.00	.00	.00	10,000.00	.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,245,800.00</u>	<u>271,900.73</u>	<u>271,900.73</u>	<u>2,973,899.27</u>	<u>8.4</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	627,735.00	51,410.64	51,410.64	576,324.36	8.2
MATERIAL AND SERVICES	225,500.00	7,393.23	7,393.23	218,106.77	3.3
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	6,793.00	367.22	367.22	6,425.78	5.4
TRANSFERS OUT	197,806.00	.00	.00	197,806.00	.0
	<u>1,072,834.00</u>	<u>59,171.09</u>	<u>59,171.09</u>	<u>1,013,662.91</u>	<u>5.5</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	41,732.00	3,736.48	3,736.48	37,995.52	9.0
MATERIAL AND SERVICES	970,333.00	136.80	136.80	970,196.20	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	2,385.00	.00	.00	2,385.00	.0
TRANSFERS OUT	1,357,525.00	.00	.00	1,357,525.00	.0
CONTINGENCIES AND RESERVES	325,491.00	.00	.00	325,491.00	.0
	<u>2,697,466.00</u>	<u>3,873.28</u>	<u>3,873.28</u>	<u>2,693,592.72</u>	<u>.1</u>
	<u>3,770,300.00</u>	<u>63,044.37</u>	<u>63,044.37</u>	<u>3,707,255.63</u>	<u>1.7</u>
	<u>(524,500.00)</u>	<u>208,856.36</u>	<u>208,856.36</u>	<u>(733,356.36)</u>	<u>39.8</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2021

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	660,164.00	5,232.80	5,232.80	654,931.20	.8
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	.00	2,000.00	.0
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>662,164.00</u>	<u>5,232.80</u>	<u>5,232.80</u>	<u>656,931.20</u>	<u>.8</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	60,000.00	.00	.00	60,000.00	.0
CAPITAL OUTLAY	1,332,164.00	.00	.00	1,332,164.00	.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>1,522,164.00</u>	<u>.00</u>	<u>.00</u>	<u>1,522,164.00</u>	<u>.0</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>1,522,164.00</u>	<u>.00</u>	<u>.00</u>	<u>1,522,164.00</u>	<u>.0</u>
	<u>(860,000.00)</u>	<u>5,232.80</u>	<u>5,232.80</u>	<u>(865,232.80)</u>	<u>.6</u>


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 23, 2021

Originating Dept: PWDS

Signature (submitted by)


City Manager Approval

Subject:

Approve 2021-22 Street Paving Projects

Recommended Motion:

Motion to award bid to Tidewater Contractors for 2021-22 Street Paving Projects and authorize the City Manager to sign Task Order #10 with Tidewater Contractors.

Financial Impact:

\$266,500 from the City of Brookings Local Fuel Tax Revenues in the Streets SRF Fund.

Background/Discussion:

The five-year paving plan was updated at the time voters renewed the Local Gas Tax in 2018. The 2021-22 Street Paving Projects include grind and overlay paving on Ransom Avenue between Pioneer and Fawn, Michelle Lane from Kevin Place to Fawn Drive, Maple Street from Railroad To Alder Street, Ransom Avenue from Fawn Drive to Pioneer Lane, Sandy Lane from Macklyn Cove Drive to the Culdesac, and First Street from Ransom Avenue to Easy Street. The work is estimated to be complete by the end of October 2021.

Tidewater Contractors was the lone respondent to a request for bids on the project.

Attachment(s):

- a. Tidewater Task Order # 10, contract # 16-037
- b. Five-year Street Improvement Plan

City of Brookings – Contract Task Order

Contract Title: As Needed Contract Services

Contractor: Tidewater Contractors, Inc.

Contract #: 16-037 TO # 10 Project Manager: Tony Baron

This Contract Task Order, described under the terms below, is made and entered into this
24th day of August, 2021 by and between the City of Brookings,

hereinafter referred to as "City," and Tidewater Contractors, Inc.

hereinafter referred to as "Contractor," with an effective date of August 23, 2021

**The terms of this Task Order are for the 2021-22 street paving project. Project to include
paving of Mendy and Sandy Lane and portions of First Street, Michelle Lane, Maple Street,
and Ransom Ave.**

Total fees not to exceed \$266,500

Completion Date (if applicable) : _____

TIDEWATER CONTRACTORS, INC.

CITY OF BROOKINGS

By: _____

By: _____

Name: Cassie Fitzhugh

Name: Janell K. Howard

Title: Contract Admin

Title: City Manager

Address: PO Box 1956

Address: 898 Elk Drive

Brookings. OR 97415

Brookings, OR 97415

MAJOR MAINTENANCE BUDGET REPORT

<u>Sec ID</u>	<u>Name</u>	2018-19						2009	2017
		<u>From</u>	<u>To</u>	<u>Length</u>	<u>Width</u>	<u>Lanes</u>	<u>Overlay</u>	<u>Cost</u>	<u>Upated Cost</u>
1161	HUB ST	ARNOLD LN	CULDESAC	890	13	2	1.5	11,308	14,167
	SPRUCE ST	ALDER ST	LINDEN						198,501
1180	LUNDEEN RD	OLD COUNTY RD	AZALEA BALL	960	20	2	0	99,775	195,525
1315	SPRUCE ST	ALDER ST	OAK ST	420	25	2	2	31,150	39,027
								142,233	447,220
2019-20									
1282	RANSOM AV	KEVIN PL	FAWN DR	430	32	2	1.5	85,405	165,655
1169	KEVIN PL	HASSETT ST	RANSOM AV	770	32	2	1.5	53,592	67,143
								138,997	265,850
2020-21									
1152	HEMLOCK ST	ALDER ST	OAK ST	400	27	2	1.75	26,381	180,000
									180,000
2021-22									
1001	1 ST	RANSOM AV	EASY ST	850	18	2	1.5	33,278	39,500
1193	MECHELLE LN	KEVIN PL	FAWN DR	430	32	2	1.5	29,928	25,500
1184	MAPLE ST	RAILROAD	ALDER ST	1000	32	2	1.5	24,707	63,000
1196	MENDY ST	PACIFIC AV	CULDESAC	490	21	2	1.5	22,381	22,000
1279	RANSOM AV	FAWN DR	PIONEER RD	580	32	2	1.5	63,615	65,000
1297	SANDY LN	MACK. COVE DR	CULDESAC	370	33	2	1.5	55,613	51,500
								229,521	266,500
2022-23									
1308	SEASCAPE CT	TANBARK RD	CULDESAC	430	11	2	1.5	9,697	12,148
1332	VALLEY ST	HILLSIDE DR	CHETCO AV	350	14	2	1.5	10,045	12,585
1294	ROWLAND LN	KNOLL LN	ARNOLD LN	330	33	2	0	10,965	13,738
1295	ROWLAND LN	SMITH DR	KNOLL LN	460	34	2	0	15,285	19,150
1302	SEACREST LN	GLENWOOD DR	ARCH LN	100	35	2	1.5	7,175	8,989
1071	CHETCO LN	CHETCO AV	CULDESAC	460	30	2	1.5	30,015	37,605
1095	EASY MANOR	EASY ST	EASY ST	920	21	2	1.75	47,193	59,126
1118	FRONTAGE RD	ROSS RD	ELK DR	90	30	2	1.5	12,298	15,407
1194	MEMORY LN	COVE RD	TANBARK RD	810	28	2	1.75	57,669	72,251
1189	MARINE DR	OLD COUNTY RD	MARINE DR	2190	17	2	0	14,644	18,347
								110,633	269,346
									\$1,473,071

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 23, 2021

Originating Dept: Finance & Admin

Signature (submitted by)


City Manager Approval

Subject:

Waive Park Use and Picnic Table Rental Fees for the annual Wild Rogue Relay event scheduled September 18, 2021.

Recommended Motion:

Move to waive park use and picnic table rental fees for the annual Wild Rogue Relay event.

Financial Impact:

Loss of park use and picnic table rental fees in the amount of \$1,337.

Background/Discussion:

This will be the eighth year of the Wild Rogue Relay event and the sixth year that Azalea Park has been the terminus for the event. This event starts at Applegate Reservoir and covers a 215 mile route to the coast. This event was canceled last year due to COVID and rescheduled this year to September 18-19, 2021. The event organizers estimate typically 85 twelve person teams and 14 six person teams participate in the event. This year the numbers may vary due to COVID. Combined with family members, vendors, and other volunteers, this event brings many visitors to Brookings. Organizers report that approximately 40 percent of those participating in the event stay overnight.

Wild Rogue Relay event organizers have requested a waiver of the park use and picnic table rental fees which the City has waived in the past for this event.

Attachment:

a) Park Use Application Form



PARK USE APPLICATION PERMIT

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

CITY USE ONLY		Rec'd Date:	By:	
Department:	By:	Date:	Approved	Comment
Parks			Y / N	Y / N
Public Works			Y / N	Y / N
Fire			Y / N	Y / N
Police			Y / N	Y / N
Finance Dept.			Y / N	Y / N

Please sign, date and deliver to the next Dept. Please note comments on pg. 4 under "Comments" and **RETURN TO LAURI** Distributed: _____

Event Date(s): 9 / 18 / 21 to / / Time: 8 am/pm to 9:30 am/pm Day(s): M/T/W/R/F/Sat/Sun

No. of participants (each day): 1500 Nature/Name of Event: Wild Rogue Relay Finish Line

Organization: Sourwood Running LLC

Contact Person: Sydney Smedley Phone #: 541-951-9960 Cell #:

Mailing Address: 2812 Old Stage Road, Central Point, OR 97502

email: sarahbrendle@sourwoodrunning.com Return deposit to: No Deposit

PARK/LOCATION: (Check all that apply)

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

Other:

AZALEA PARK AREA: (Check all that apply)

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

Other:

Check Yes or No to each of the following:

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

LIABILITY STATEMENT/AGREEMENT

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

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

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

Applicant Name (PRINT):

Applicant SIGNATURE: Date:

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

PARK USE FEE/REQUIREMENT WORKSHEET



THIS PAGE FOR CITY USE ONLY: REQUESTING CITY COUNCIL WAIVE FEES/DEPOSIT

Use	# of people	City Resident	Non Profit	User Fees	Deposit Fees	Restrictions/Comments
Park	@1500	Y/ <input checked="" type="checkbox"/> N	Y/ <input checked="" type="checkbox"/> N	\$ 798.00	\$ 798.00	
Bandshell/Stage		Y/ N	Y/ N	\$ 72.00	\$ 72.00	
Concession Stand w/restrooms - \$83.00				\$ 89.00	\$ 89.00	
Concession Restrooms ONLY - \$25.00				\$	\$	
Picnic Tables: Qty <u>18</u> @ \$20 each				\$ 378.00	\$ 378.00	
Fields - Softball, Kickball, Soccer \$25 per game/per team				\$	\$	
Softball Field Lights _____ hrs @ \$60 per hour				\$	\$	
TOTAL				\$ 1337.00	\$ 1337.00	
Check #						
City Receipt #						

REQUESTING
FEES/DEPOSIT
BE WAIVED

Other Requirements Additional Information/Comments

☒ Site Plan
 ☐ Map
 ☐ On-site visit required. Date: _____ Time: _____ am/pm

☐ City Business License

☒ Liquor License - Required to sell alcoholic beverages (Must obtain license through the Oregon Liquor Control Commission)

☒ Proof of Insurance

☐ Security No. of Officers: _____ Comments: _____

☐ Temporary Signs Park Supervisor Approval: ☐ Yes ☐ No

Comments: _____

Department Comments: Need insurance, site map, and OLCC licensed vendors

Provide running route map so Public Safety can assist with runners.

Will provide Port-a-potties. key pick up Thursday to snack shack

and restrooms or make other arrangements.

☐ Security Deposit refund submitted on: _____ Amount: \$ _____

☐ Deposit not returned/reason: _____

☐ Event cancelled on: _____ Fee returned: ☐ in full ☐ partial Amount refunded: \$ _____

Reason for refund: _____

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: August 23, 2021

Originating Dept: City Manager

Signature (submitted by)


City Manager Approval

Subject:

USGS Gage Maintenance Agreement

Recommended Motion:

Motion to authorize the City Manager to sign the joint funding agreement with the U.S. Geological Survey for maintenance of the flow gage on the Chetco River.

Financial Impact:

\$2,812.50 annual cost; an increase of 1.12% from prior year.

Background/Discussion:

The City has had an agreement with the U.S. Department of the Interior, U.S. Geological Survey (USGS) for many years to share the cost of maintaining the river flow gage on the Chetco River. The City share is \$11,250, and the City bills a portion of this cost to the following agencies:

U.S. Forest Service (12.5%)
Cal-Ore Enhancement (12.5%)
Harbor Water PUD (25%)
Port of Brookings, Harbor (25%)

Thus, the City's "out of pocket" cost would be the remaining 25%, \$2,900. The City uses stream gage information to determine the appropriate conservation response needed when flows drop below certain statutory levels.

USGS usually sends this to us in October, but inadvertently did not in 2020. We will be receiving a new agreement from USGS for the 2021 federal fiscal year soon.

Attachment(s):

- a. Letter and agreement



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
Oregon Water Science Center
2130 SW 5th Avenue
Portland, OR 97201

August 12, 2021

Ms. Janell Howard
City Manager
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Ms. Howard:

Enclosed are two signed originals of our standard joint-funding agreement for there to maintained in cooperation the operation and maintenance of the Chetco River near Brookings (14400000) streamgage, during the period October 1, 2020 through September 30, 2021 in the amount of ~~\$11,600~~ from your agency. The USGS will be providing \$11,600 in Federal Priority Streamgage funds. Please sign and return one fully-executed original to Peter Koestner at the address above.

\$11,250

Please return the signed agreement by **as soon as possible**. If, for any reason, the agreement cannot be signed and returned promptly, please contact Keith Overton by phone number (503) 251-3246 or email koverton@usgs.gov to make alternative arrangements.

This is a fixed cost agreement to be billed annually via Down Payment Request (automated Form DI-1040). Please allow 30-days from the end of the billing period for issuance of the bill. If you experience any problems with your invoice(s), please contact Andrew Kerslake at phone number (503) 251-3253 or email at kerslake@usgs.gov.

The results of all work performed under this agreement will be available for publication by the U.S. Geological Survey. We look forward to continuing this and future cooperative efforts in these mutually beneficial water resources studies.

Sincerely,

James D. Crammond
Center Director

Enclosure
21YFJFA028

Form 9-1366
(May 2018)

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Customer #: 6000001712
Agreement #: 21YFJFA028
Project #: YF00TJE
TIN #: 93-6002703

Fixed Cost Agreement YES[X] NO[]

THIS AGREEMENT is entered into as of October 1, 2020, by the U.S. GEOLOGICAL SURVEY, Oregon Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the City of Brookings party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation the operation and maintenance of the Chetco River near Brookings (14400000) streamgage, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

(a) \$0 by the party of the first part during the period
October 1, 2020 to September 30, 2021

(b) \$11,600 by the party of the second part during the period
October 1, 2020 to September 30, 2021

(c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

(d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.

(e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR
Water Resource Investigations

Customer #: 6000001712
Agreement #: 21YFJFA028
Project #: YF00TJE
TIN #: 93-6002703

9. Billing for this agreement will be rendered annually. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Keith Overton
Supv. Hydrologist Data Chief
Address: 2130 SW 5th Avenue
Portland, OR 97201
Telephone: (503) 251-3246
Fax: (503) 251-3470
Email: koverton@usgs.gov

Customer Technical Point of Contact

Name: Janell Howard
City Manager
Address: 898 Elk Drive
Brookings, OR 97415
Telephone: (541) 469-1102
Fax:
Email: jhoward@brookings.or.us

USGS Billing Point of Contact

Name: Andrew Kerslake
Administrative Officer
Address: 2130 SW 5th Avenue
Portland, OR 97201
Telephone: (503) 251-3253
Fax:
Email: kerslake@usgs.gov

Customer Billing Point of Contact

Name: Janell Howard
City Manager
Address: 898 Elk Drive
Brookings, OR 97415
Telephone: (541) 469-1102
Fax:
Email: jhoward@brookings.or.us

U.S. Geological Survey
United States
Department of Interior

City of Brookings

Signature

By _____ Date: _____
Name: James D. Crammond
Title: Center Director

Signatures

By _____ Date: _____
Name:
Title:

By _____ Date: _____
Name:
Title:

By _____ Date: _____
Name:
Title: