

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, September 27, 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. Bob Schaefer – recognition years of service
2. Yard of the Month
 - a) Residential – 310 Oxford Street
 - b) Commercial – 509 Pine Street, Manely Art Center
3. Bully Prevention Month Proclamation [Pg. 1]

E. Oral Requests and Communications from the audience

(*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

F. Consent Calendar

1. Approve Council minutes for September 13, 2021 [Pg. 2]
2. Accept Financials for August 2021 [Pg. 4]

G. Remarks from Mayor and Councilors

H. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, at Brookings City Hall and at Chetco Community Public Library. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours.

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

Due to the COVID-19 virus, meeting participants in the council chambers will be limited and social distancing of six (6) feet will be required and maintained. If you would like to view the City Council Meeting live, you can via:

-Television – Charter Channel 181

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

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

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

City of Brookings *Proclamation*

WHEREAS, bullying is physical, verbal, sexual or emotional intimidation or harm intentionally directed at a person or group of people and occurs in neighborhoods, playgrounds, schools, on the job and through technology, and

WHEREAS, school bullying has become an increasingly significant problem in the United States and Oregon and

WHEREAS, research indicates that bullying is the most common form of violence, annually affecting hundreds of Curry County children and adolescents; and

WHEREAS, 30% of Curry County 8th graders and 19.8% of 11th graders experienced bullying in the 30 days before the 2019 Oregon Healthy Teen survey, and 9.9% of 8th graders and 7.6% of 11th graders did not go to school on one or more days because they felt they would be unsafe at school, or on their way to or from school, and

WHEREAS, targets of bullying are more likely to acquire physical, emotional and learning problems and are at increased risk for depression, anxiety, sleep difficulties, lower academic achievement, and dropping out of school and students who are repeatedly bullied often fear such activities as riding the bus, going to school, interacting online, and attending community activities; and

WHEREAS, children who bully are at greater risk of engaging in more serious violent behaviors while children who witness bullying often feel less secure, more fearful, and intimidated and helpless to stop it.

NOW, THEREFORE, BE IT RESOLVED that the Brookings City Council hereby proclaims the month of October, 2021 as

BULLY PREVENTION MONTH

BE IT FURTHER RESOLVED, that all Curry County schools, students, parents, recreational programs, religious institutions and community organizations be encouraged to engage in a variety of awareness and prevention activities designed to make our communities safer for all children and adolescents.

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 27th day of September, 2021.

Mayor Ron Hedenskog

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, September 13, 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 (via phone); a quorum present

Staff present: City Manager Janell Howard and Deputy Recorder Natasha Tippetts

Media Present: 1

Others Present: 7 audience members

Ceremonies/Appointments/Announcements

1. National Emblem Week Proclamation

Oral Requests and Communications from the Audience

None

Consent Calendar

1. Approve Council minutes for August 23, 2021
2. Approve Station 1949 Liquor License Application
3. Accept Planning Commission minutes for August 3, 2021

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

Staff Reports

1. **Da-Tone Bulk Water Purchase Agreement**

Staff report presented by Janell Howard

Councilor Schreiber moved, Councilor McKinney seconded, and Council voted unanimously to authorize City Manager to finalize a temporary bulk water purchase agreement with DaTone Rock Products Inc.

2. **Vacuum Truck Purchase**

Staff report presented by Janell Howard

Councilor Alcorn moved, Councilor McKinney seconded, and Council voted unanimously to authorize City Manager to purchase a vacuum truck from Owen Equipment for \$399,937, and authorize the City Manager to sign documents to finance up to \$200,000.

3. **Support Letter for Coast Community Health Center**

Staff report presented by Janell Howard

Councilor Schreiber moved, Councilor McKinney seconded, and Council voted unanimously to authorize the Mayor to sign a support letter for Coast Community Health Center.

Remarks from Mayor and Councilors

Councilor Alcorn gave a brief update as County Liaison.

Adjournment

Mayor Hedenskog moved, Councilor Mckinney seconded and Council voted unanimously to adjourn the meeting at 7:38 PM

Respectfully submitted:

ATTESTED:
this 27th day of September, 2021:

Ron Hedenskog, Mayor

Janell K. Howard, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2021

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,507,011.00	110,194.02	211,237.67	3,295,773.33	6.0
LICENSES AND PERMITS	276,500.00	30,939.09	64,860.26	211,639.74	23.5
INTERGOVERNMENTAL	295,000.00	748,951.21	761,162.55	(466,162.55)	258.0
CHARGES FOR SERVICES	318,500.00	86,641.84	126,871.89	191,628.11	39.8
OTHER REVENUE	122,500.00	19,480.77	22,534.30	99,965.70	18.4
TRANSFERS IN	595,248.00	.00	.00	595,248.00	.0
	5,114,759.00	996,206.93	1,186,666.67	3,928,092.33	23.2
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	33,678.00	2,871.88	6,052.91	27,625.09	18.0
MATERIAL AND SERVICES	12,850.00	333.30	649.31	12,200.69	5.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	46,528.00	3,205.18	6,702.22	39,825.78	14.4
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	367,902.00	28,999.15	61,847.06	306,054.94	16.8
MATERIAL AND SERVICES	153,500.00	15,726.37	30,475.71	123,024.29	19.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	521,402.00	44,725.52	92,322.77	429,079.23	17.7
POLICE:					
PERSONAL SERVICES	2,916,160.00	224,033.93	447,983.65	2,468,176.35	15.4
MATERIAL AND SERVICES	189,500.00	28,191.94	39,742.28	149,757.72	21.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	67,867.00	4,452.31	8,904.62	58,962.38	13.1
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,173,527.00	256,678.18	496,630.55	2,676,896.45	15.7
FIRE:					
PERSONAL SERVICES	229,448.00	17,926.70	39,158.71	190,289.29	17.1
MATERIAL AND SERVICES	101,500.00	16,252.19	19,752.50	81,747.50	19.5
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
	361,528.00	34,178.89	58,911.21	302,616.79	16.3

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2021

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	263,365.00	15,069.36	31,646.59	231,718.41	12.0
MATERIAL AND SERVICES	91,600.00	5,997.38	6,117.59	85,482.41	6.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	354,965.00	21,066.74	37,764.18	317,200.82	10.6
PARKS & RECREATION:					
PERSONAL SERVICES	282,595.00	24,961.30	51,914.14	230,680.86	18.4
MATERIAL AND SERVICES	114,100.00	13,263.02	26,184.48	87,915.52	23.0
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
	406,676.00	38,224.32	78,098.62	328,577.38	19.2
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
	84,000.00	.00	.00	84,000.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	83,730.00	25,703.08	54,950.78	28,779.22	65.6
MATERIAL AND SERVICES	48,600.00	8,320.09	11,567.84	37,032.16	23.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	132,330.00	34,023.17	66,518.62	65,811.38	50.3
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	164,600.00	4,408.22	8,528.56	156,071.44	5.2
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
	1,383,803.00	4,408.22	8,528.56	1,375,274.44	.6
	6,464,759.00	436,510.22	845,476.73	5,619,282.27	13.1
	(1,350,000.00)	559,696.71	341,189.94	(1,691,189.94)	25.3

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2021

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	605,000.00	36,855.91	80,982.94	524,017.06	13.4
OTHER REVENUE	14,700.00	635.70	4,278.12	10,421.88	29.1
TRANSFER IN	.00	.00	.00	.00	.0
	<u>619,700.00</u>	<u>37,491.61</u>	<u>85,261.06</u>	<u>534,438.94</u>	<u>13.8</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	229,536.00	17,396.54	36,646.59	192,889.41	16.0
MATERIAL AND SERVICES	210,000.00	29,064.65	34,434.14	175,565.86	16.4
CAPITAL OUTLAY	187,940.00	.00	.00	187,940.00	.0
DEBT SERVICE	12,551.00	1,724.29	3,448.58	9,102.42	27.5
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>48,185.48</u>	<u>74,529.31</u>	<u>795,170.69</u>	<u>8.6</u>
	<u>869,700.00</u>	<u>48,185.48</u>	<u>74,529.31</u>	<u>795,170.69</u>	<u>8.6</u>
	<u>(250,000.00)</u>	<u>(10,693.87)</u>	<u>10,731.75</u>	<u>(260,731.75)</u>	<u>4.3</u>

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2021

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	1,815,000.00	183,431.60	375,411.84	1,439,588.16	20.7
OTHER INCOME	48,000.00	2,989.70	5,800.08	42,199.92	12.1
TRANSFERS IN	.00	.00	.00	.00	.0
	1,863,000.00	186,421.30	381,211.92	1,481,788.08	20.5

EXPENDITURES

WATER DISTRIBUTION:

PERSONAL SERVICES	403,704.00	30,900.27	65,878.22	337,825.78	16.3
MATERIAL AND SERVICES	186,800.00	31,177.12	38,195.69	148,604.31	20.5
CAPITAL OUTLAY	50,000.00	2,436.00	2,436.00	47,564.00	4.9
DEBT SERVICE	6,793.00	367.38	734.76	6,058.24	10.8
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	671,297.00	64,880.77	107,244.67	564,052.33	16.0

WATER TREATMENT:

PERSONAL SERVICES	27,603.00	2,198.77	4,689.77	22,913.23	17.0
MATERIAL AND SERVICES	508,369.00	66,726.96	70,824.88	437,544.12	13.9
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
	1,471,703.00	68,925.73	75,514.65	1,396,188.35	5.1

DEPARTMENT 24:

CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	2,143,000.00	133,806.50	182,759.32	1,960,240.68	8.5
	(280,000.00)	52,614.80	198,452.60	(478,452.60)	70.9

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2021

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,240,300.00	267,261.11	539,161.84	2,701,138.16	16.6
OTHER REVENUE	10,000.00	.00	785.46	9,214.54	7.9
TRANSFER IN	.00	.00	.00	.00	.0
	3,245,800.00	267,261.11	539,947.30	2,705,852.70	16.6

EXPENDITURES

WASTEWATER COLLECTION:

PERSONAL SERVICES	627,735.00	48,089.33	99,499.97	528,235.03	15.9
MATERIAL AND SERVICES	225,500.00	40,893.31	48,286.54	177,213.46	21.4
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	6,793.00	367.22	734.44	6,058.56	10.8
TRANSFERS OUT	197,806.00	.00	.00	197,806.00	.0
	1,072,834.00	89,349.86	148,520.95	924,313.05	13.8

WASTEWATER TREATMENT:

PERSONAL SERVICES	41,732.00	3,298.15	7,034.63	34,697.37	16.9
MATERIAL AND SERVICES	970,333.00	114,733.67	114,870.47	855,462.53	11.8
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
	2,697,466.00	118,031.82	121,905.10	2,575,560.90	4.5
	3,770,300.00	207,381.68	270,426.05	3,499,873.95	7.2
	(524,500.00)	59,879.43	269,521.25	(794,021.25)	51.4

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 2 MONTHS ENDING AUGUST 31, 2021

URBAN RENEWAL AGENCY FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	660,164.00	3,356.31	8,589.11	651,574.89	1.3
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	573.72	1,426.28	28.7
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>662,164.00</u>	<u>3,356.31</u>	<u>9,162.83</u>	<u>653,001.17</u>	<u>1.4</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>3,356.31</u>	<u>9,162.83</u>	<u>(869,162.83)</u>	<u>1.1</u>