

# City of Brookings

## MEETING AGENDA

### **CITY COUNCIL**

**Monday, January 10, 2022, 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. 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)

#### **E. Consent Calendar**

1. Approve City Council minutes for December 13, 2021 [Pg. 1]
2. Approve Planning Commission minutes for December 7, 2021 [Pg. 3]
3. Accept November 2021 Financials [Pg. 6]

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

1. Planning Commission 2021 Annual Report [Pg. 12]
  - a. Annual Report [Pg. 13]
2. Letter to Oregon Health Authority [Pg. 14]

#### **Informational Non-Action Items**

1. December Vouchers [Pg. 15]

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

#### **H. Adjournment**

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

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

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

-Television – Charter Channel 181

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

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

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# **City of Brookings CITY COUNCIL MEETING MINUTES**

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

**Monday, December 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, John McKinney (via phone), and Michelle Morosky; a quorum present. Councilor Ed Schreiber absent.

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

Media Present: 1

Others Present: 9 audience members

## **Scheduled Public Appearances**

1. CourseCo – provided information and annual report on Salmon Run Golf Course's progress since switching management teams

## **Oral Requests and Communications from the Audience**

1. Don Bemis and Debra Salzman – provided information on Wreaths Across America
2. Bob Webb – 22 Seacrest Ct, Brookings – reminded Council on his proposed safety concern
3. Walt Dyer – 96520 Ostenburg Rd, Brookings – expressed opinion on usage of pesticides/poisons

## **Consent Calendar**

1. Approve Council minutes for November 8, 2021
2. Accept Planning Commission minutes for November 2, 2021
3. Accept October 2021 financials

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

## **Staff Reports**

1. **Speed Zone Investigation – Chetco Avenue**

*Staff report presented by Tony Baron*

*Glen and Ray from ODOT joined via telephone*

**Mayor Hedenskog moved to accept the proposed speed zone change, no second, and motion failed.**

Council discussed bringing this topic to a workshop to receive more information.

**Mayor Hedenskog moved, Councilor Alcorn seconded, and Council voted unanimously to move this topic to a Council Workshop.**

2. **Wastewater Treatment Plant DEQ – Sampling Events**

*Staff report presented by Tony Baron*

**Councilor McKinney moved, Councilor Alcorn seconded, and Council voted unanimously to authorize City Manager to enter into a special contract with Jacobs in the amount of**

**\$38,177 for out-of-scope services related to special testing at the Wastewater Treatment Plant required by DEQ.**

**3. Underground Diesel Tank Removal and Replacement Project**

*Staff report presented by Tony Baron*

**Councilor Alcorn moved, Councilor McKinney seconded, and Council voted unanimously to authorize City Manager to enter into an agreement with McLennan Excavation Inc. in the amount of \$159,977 for the underground Diesel Tank Removal Project.**

**4. Align Deadlines of BMC Enforcement and Waiver of Fees**

*Staff report presented by Janell Howard*

**Councilor Alcorn moved, Councilor McKinney seconded, and Council voted unanimously to approve extension of time to not enforce BMC related to benevolent meal services in residential zones to January 26, 2022, to align with the CUP fee waiver date.**

**5. Business Oregon's Safe Drinking Water Revolving Loan Fund**

*Staff report presented by Janell Howard*

**Mayor Hedenskog moved, Counselor Morosky seconded, and Council voted unanimously to adopt Resolution 21-R-1215 authorizing a loan from the Safe Drinking Water Revolving Loan Fund and authorizing the Mayor and City Manager to sign related documents.**

**6. Accept Audit Report for the fiscal year ended June 30, 2021**

*Staff report presented by Janell Howard*

**Councilor Morosky moved, Mayor Hedenskog seconded, and Council voted unanimously to accept the City's Audit for the fiscal year ended June 30, 2021.**

**Informational Non-Action Items**

1. November Vouchers

**Remarks from Mayor and Councilors**

None

**Adjournment**

Mayor Hedenskog moved, Councilor McKinney seconded and Council voted unanimously to adjourn the meeting at 8:27 PM

Respectfully submitted:

ATTESTED:  
this 10th day of January, 2022:

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Ron Hedenskog, Mayor

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Janell K. Howard, City Recorder

**BROOKINGS PLANNING COMMISSION MINUTES**  
**December 7, 2021**

**CALL TO ORDER**

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:01 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

**ROLL CALL**

Commissioners Present: Anthony Bond, Cody Coons (by phone), Skip Hunter (by phone), Clayton Malmberg, Skip Watwood, Chair Gerald Wulkowicz

Commissioners Absent: Bill Hamilton

Staff Present: PWDS Director Tony Baron, Planning Tech Lauri Ziemer, City Manager Janell Howard

Audience - @10

**PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS** – election of Chair and Vice-Chair

**Motion made by Commissioner Malmberg to nominate Chair Wulkowicz as Planning Commission Chairperson for 2022 proceedings; motion seconded. By a 5-0 vote with Chair Wulkowicz abstaining, the motion carried.**

**Motion made by Commissioner Bond to nominate Commissioner Coons as Planning Commission Vice Chairperson for 2022 proceedings; motion seconded. By a 6-0 vote the motion carried.**

**PUBLIC HEARINGS**

4.1 In the matter of File No. CUP-13-21, a request for approval of a Conditional Use Permit (CUP) to operate Short Term Rental facilities at 1338 Heather Lane.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:07 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's representative, Holly Hatch, Paragon Property Management was present to answer any questions.

Teresa Lawson, 821 Brookhaven Drive, Brookings spoke in opposition of the application, expressing concern over the number of residences that are being turned into short term rentals depleting the local housing supply for residents seeking long term housing.

Applicant's representative Holly Hatch advised the applicant does intend to use one of the units as a long term rental.

No participant requested additional time to submit materials. The public hearing was closed at 7:24 pm.

The Commission discussed and deliberated on the matter. **Motion made by Commissioner Watwood to approve File No. CUP-13-21, a request for a Conditional Use Permit to operate two short term rentals at 1388 Heather Lane based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-13-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

4.2 In the matter of File No. CUP-14-21, a request for approval of a Conditional Use Permit (CUP) for an existing church to operate a benevolent meal services facility at 1200 Easy Street, Trinity Lutheran Church.

Commissioner Bond declared ex parte contact and a potential conflict of interest and recused himself from the proceedings. No objections to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:26 pm. PWDS Director Tony Baron reviewed the staff report.

Representatives for the applicant, Mary Jo Delaney, 1401 View Court advised the church recently had been inspected and approved by OHA for licensing of the Benevolent Meal Kitchen. She did not believe the church had not received any complaints from neighboring property owners. Randy Loring advised the church had been offering meal services one day a week prior to COVID for the last nine years and resumed serving one day a week in October, 2021.

Danielle Byrd, 640 Mardon Court, Brookings spoke as an interested party. She appreciates all the activities the church conducts, but is concerned that the meal services could increase causing neighborhood issues that are happening near St. Tim's Church.

Kevin McCurdy, 1214 W MarVista Lane, Brookings spoke in opposition of the application and believes the meal services increase the likelihood of crime and homeless camps in the area.

No participants requested additional time to submit materials. The public hearing was closed at 7:41 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Watwood to approve File No. CUP-14-21, a request for a Conditional Use Permit to operate a benevolent meal services facility at 1200 Easy Street, Trinity Lutheran Church based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried with Commissioner Bond recusing himself.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-14-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried with Commissioner Bond recusing himself.**

4.3 In the matter of File No. CUP-15-21, a request for an existing church to operate a benevolent meal services facility at 820 Old County Road, Star of the Sea Catholic Church.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:48 pm. PWDS Director Tony Baron reviewed the staff report.

Representatives for the applicant, Sister Mary and Lynette McCallister, 818 Old County Road were present to answer any questions. Their OHA Benevolent Meal Kitchen inspection is scheduled for the upcoming week. They currently serve one day a week (Wednesday) and have no current plans to increase the number of days they serve.

No members of the public spoke in opposition and no participant requested additional time to submit materials. The public hearing was closed at 7:54 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Malmberg to approve File No. CUP-15-21, a request for a Conditional Use Permit to operate a benevolent meal services facility at 820 Old County Road, Star of the Sea Catholic Church, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-15-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

4.4 In the matter of File No. CUP-16-21, a request for approval of a Conditional Use Permit (CUP) for an existing church to operate a benevolent meal services facility at 540 Pacific Avenue, Brookings Presbyterian Church.

Commissioner Coons declared a potential conflict of interest and recused himself from the proceedings. No objections to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 7:56 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant, Brookings Presbyterian Church, was not present.

No participants requested additional time to submit materials. The public hearing was closed at 7:59 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Watwood to approve File No. CUP-14-21, a request for a Conditional Use Permit to operate a benevolent meal services facility at 540 Pacific Avenue, Brookings Presbyterian Church, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried with Commissioner Coons recusing himself.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-14-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 5-0 vote the motion carried with Commissioner Coons recusing himself.**

4.5 In the matter of File No. CUP-17-21, a request for an existing church to operate a benevolent meal services facility at 102 Park Avenue, Seventh-Day Adventist Church.

There was no ex parte contact, bias, personal interest, or conflicts of interest declared and no objection to the jurisdiction of the Planning Commission to hear the matter. The public hearing was opened at 8:01 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant, Seventh-Day Adventist Church was not present.

No participants requested additional time to submit materials. The public hearing was closed at 8:04 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Bond to approve File No. CUP-17-21, a request for a Conditional Use Permit to operate a benevolent meal services facility at 102 Park Avenue, Brookings Seventh-day Adventist Church, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

**Motion made by Chair Wulkowicz to approve the Final Order regarding file CUP-17-21, based on the findings and conclusions stated in the Staff Report and subject to the Conditions of Approval; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

#### **MINUTES FOR APPROVAL**

5.1 Minutes of regular Planning Commission meeting of November 2, 2021

**Motion made by Commissioner Malmberg to approve the Planning Commission minutes of November 2, 2021; motion seconded, with no further discussion by a 6-0 vote the motion carried.**

**UNSCHEDULED PUBLIC APPEARANCES – None**

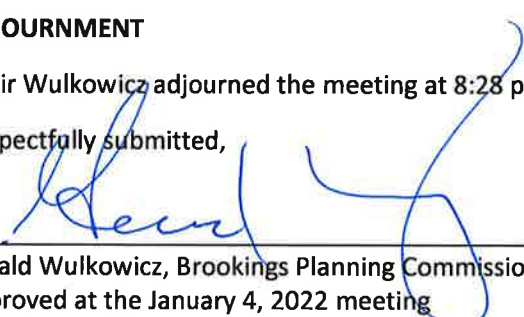
**REPORT FROM THE PLANNING STAFF – None**

**COMMISSION FINAL COMMENTS –** Commission discussed potential joint workshop with City Council on regulating Short Term Rental Conditional Use Permits. PWDS Director advised a workshop was held recently to discuss and at that time City Council did not feel percentage ratio to cap the number was necessary.

#### **ADJOURNMENT**

Chair Wulkowicz adjourned the meeting at 8:28 pm.

Respectfully submitted,



Gerald Wulkowicz, Brookings Planning Commission  
Approved at the January 4, 2022 meeting

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	3,507,011.00	2,571,536.90	2,960,311.17	546,699.83	84.4
LICENSES AND PERMITS	276,500.00	25,028.23	133,168.02	143,331.98	48.2
INTERGOVERNMENTAL	295,000.00	30,795.32	821,386.19	( 526,386.19)	278.4
CHARGES FOR SERVICES	318,500.00	39,678.83	191,708.95	126,791.05	60.2
OTHER REVENUE	122,500.00	3,362.93	43,728.82	78,771.18	35.7
TRANSFERS IN	595,248.00	.00	.00	595,248.00	.0
	<u>5,114,759.00</u>	<u>2,670,402.21</u>	<u>4,150,303.15</u>	<u>964,455.85</u>	<u>81.1</u>
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	33,678.00	2,652.07	14,308.91	19,369.09	42.5
MATERIAL AND SERVICES	12,850.00	300.00	1,873.98	10,976.02	14.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>46,528.00</u>	<u>2,952.07</u>	<u>16,182.89</u>	<u>30,345.11</u>	<u>34.8</u>
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	367,902.00	30,345.89	154,188.97	213,713.03	41.9
MATERIAL AND SERVICES	153,500.00	30,931.37	67,003.12	86,496.88	43.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>521,402.00</u>	<u>61,277.26</u>	<u>221,192.09</u>	<u>300,209.91</u>	<u>42.4</u>
POLICE:					
PERSONAL SERVICES	2,916,160.00	206,682.00	1,085,695.10	1,830,464.90	37.2
MATERIAL AND SERVICES	189,500.00	16,303.46	83,419.19	106,080.81	44.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	67,867.00	4,452.31	36,568.48	31,298.52	53.9
TRANSFERS OUT	.00	.00	.00	.00	.0
	<u>3,173,527.00</u>	<u>227,437.77</u>	<u>1,205,682.77</u>	<u>1,967,844.23</u>	<u>38.0</u>
FIRE:					
PERSONAL SERVICES	229,448.00	17,948.96	94,588.41	134,859.59	41.2
MATERIAL AND SERVICES	101,500.00	3,451.21	45,824.58	55,675.42	45.2
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>21,400.17</u>	<u>140,412.99</u>	<u>221,115.01</u>	<u>38.8</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	263,365.00	15,201.36	78,427.74	184,937.26	29.8
MATERIAL AND SERVICES	91,600.00	3,377.09	16,938.67	74,661.33	18.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	354,965.00	18,578.45	95,366.41	259,598.59	26.9
PARKS & RECREATION:					
PERSONAL SERVICES	282,595.00	18,003.38	109,286.56	173,308.44	38.7
MATERIAL AND SERVICES	114,100.00	5,283.86	48,904.29	65,195.71	42.9
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	9,980.00	9,980.00	1.00	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	406,676.00	33,267.24	168,170.85	238,505.15	41.4
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	84,000.00	38,000.00	38,000.00	46,000.00	45.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	84,000.00	38,000.00	38,000.00	46,000.00	45.2
SWIMMING POOL:					
PERSONAL SERVICES	83,730.00	.00	67,935.72	15,794.28	81.1
MATERIAL AND SERVICES	48,600.00	2,753.36	40,483.06	8,116.94	83.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	132,330.00	2,753.36	108,418.78	23,911.22	81.9
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	164,600.00	7,315.71	34,480.84	130,119.16	21.0
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	7,315.71	34,480.84	1,349,322.16	2.5
	6,464,759.00	412,982.03	2,027,907.62	4,436,851.38	31.4
	( 1,350,000.00)	2,257,420.18	2,122,395.53	( 3,472,395.53)	157.2



CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	605,000.00	45,374.74	225,013.53	379,986.47	37.2
OTHER REVENUE	14,700.00	.00	4,554.12	10,145.88	31.0
TRANSFER IN	.00	.00	.00	.00	.0
	<u>619,700.00</u>	<u>45,374.74</u>	<u>229,567.65</u>	<u>390,132.35</u>	<u>37.0</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	229,536.00	17,425.19	89,947.52	139,588.48	39.2
MATERIAL AND SERVICES	210,000.00	8,077.59	74,174.62	135,825.38	35.3
CAPITAL OUTLAY	187,940.00	.00	.00	187,940.00	.0
DEBT SERVICE	12,551.00	( 112.69)	6,784.45	5,766.55	54.1
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>25,390.09</u>	<u>170,906.59</u>	<u>698,793.41</u>	<u>19.7</u>
	<u>869,700.00</u>	<u>25,390.09</u>	<u>170,906.59</u>	<u>698,793.41</u>	<u>19.7</u>
	<u>( 250,000.00)</u>	<u>19,984.65</u>	<u>58,661.06</u>	<u>( 308,661.06)</u>	<u>23.5</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	124,835.40	819,621.61	995,378.39	45.2
OTHER INCOME	48,000.00	4,211.25	22,747.58	25,252.42	47.4
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>1,863,000.00</u>	<u>129,046.65</u>	<u>842,369.19</u>	<u>1,020,630.81</u>	<u>45.2</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	403,704.00	31,094.93	160,084.00	243,620.00	39.7
MATERIAL AND SERVICES	186,800.00	11,374.99	85,965.87	100,834.13	46.0
CAPITAL OUTLAY	50,000.00	.00	5,213.94	44,786.06	10.4
DEBT SERVICE	6,793.00	1,285.77	5,139.80	1,653.20	75.7
TRANSFERS OUT	24,000.00	.00	.00	24,000.00	.0
	<u>671,297.00</u>	<u>43,755.69</u>	<u>256,403.61</u>	<u>414,893.39</u>	<u>38.2</u>
WATER TREATMENT:					
PERSONAL SERVICES	27,603.00	2,211.51	11,591.06	16,011.94	42.0
MATERIAL AND SERVICES	508,369.00	39,628.64	189,710.80	318,658.20	37.3
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	2,385.00	.00	2,384.49	.51	100.0
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>41,840.15</u>	<u>203,686.35</u>	<u>1,268,016.65</u>	<u>13.8</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>85,595.84</u>	<u>460,089.96</u>	<u>1,682,910.04</u>	<u>21.5</u>
	<u>( 280,000.00)</u>	<u>43,450.81</u>	<u>382,279.23</u>	<u>( 662,279.23)</u>	<u>136.5</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	275,486.62	1,378,681.49	1,861,618.51	42.6
OTHER REVENUE	10,000.00	.00	785.46	9,214.54	7.9
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,245,800.00</u>	<u>275,486.62</u>	<u>1,379,466.95</u>	<u>1,866,333.05</u>	<u>42.5</u>

EXPENDITURES

WASTEWATER COLLECTION:

PERSONAL SERVICES	627,735.00	46,549.32	238,775.25	388,959.75	38.0
MATERIAL AND SERVICES	225,500.00	2,597.01	63,348.07	162,151.93	28.1
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	6,793.00	1,285.81	5,139.18	1,653.82	75.7
TRANSFERS OUT	197,806.00	.00	.00	197,806.00	.0
	<u>1,072,834.00</u>	<u>50,432.14</u>	<u>307,262.50</u>	<u>765,571.50</u>	<u>28.6</u>

WASTEWATER TREATMENT:

PERSONAL SERVICES	41,732.00	3,317.24	17,386.45	24,345.55	41.7
MATERIAL AND SERVICES	970,333.00	78,258.90	346,875.17	623,457.83	35.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	2,385.00	.00	2,384.49	.51	100.0
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>81,576.14</u>	<u>366,646.11</u>	<u>2,330,819.89</u>	<u>13.6</u>
	<u>3,770,300.00</u>	<u>132,008.28</u>	<u>673,908.61</u>	<u>3,096,391.39</u>	<u>17.9</u>
	<u>( 524,500.00)</u>	<u>143,478.34</u>	<u>705,558.34</u>	<u>( 1,230,058.34)</u>	<u>134.5</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2021

URBAN RENEWAL AGENCY FUND


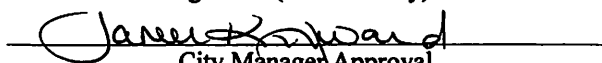
	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	660,164.00	520,454.92	534,288.46	125,875.54	80.9
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	2,000.00	.00	573.72	1,426.28	28.7
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>662,164.00</u>	<u>520,454.92</u>	<u>534,862.18</u>	<u>127,301.82</u>	<u>80.8</u>
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	60,000.00	1,735.00	1,735.00	58,265.00	2.9
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>1,735.00</u>	<u>1,735.00</u>	<u>1,520,429.00</u>	<u>.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>1,522,164.00</u>	<u>1,735.00</u>	<u>1,735.00</u>	<u>1,520,429.00</u>	<u>.1</u>
	<u>( 860,000.00)</u>	<u>518,719.92</u>	<u>533,127.18</u>	<u>( 1,393,127.18)</u>	<u>62.0</u>

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 10, 2022

Originating Dept: PWDS

  
Signature (submitted by)  
  
City Manager Approval

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Subject:

Planning Commission's 2021 Annual Report

Recommended Motion:

Motion to accept the City of Brookings Planning Commission's Annual Report for 2021.

Background/Discussion:

The Planning Commission has prepared the annual report which reviews the work accomplished by the Planning Commission in 2021.

Attachment(s):

- a) Planning Commission 2021 Annual Report


**BROOKINGS PLANNING COMMISSION  
2021 YEAR IN REVIEW**

The Brookings Planning Commission met in quorum ten times in 2021. The Commission is made up of seven members. It is chaired by Gerald Wulkowicz with Cody Coons serving as Vice Chair. The other members of the Commission include: Skip Hunter, Clayton Malmberg, Skip Watwood, Anthony Bond who replaced Tim Hartzell and Bill Hamilton who replaced Michelle Morosky following her appointment to City Council. Tony Baron serves as Public Works and Development Services Director and Lauri Ziemer as Planning Tech.

During the year the Planning Commission acted on the following matters:

- Approval of 17 Conditional Use Permits, 13 of which were for short term rentals and four of which were for Benevolent Meal Service Facilities at local churches.
- Approval of two City initiated Land Development Code Revisions including:
  1. Chapter 17.180 – changing language regarding workforce housing that would result in less restrictions for ADU development in residential zones.
  2. Chapter 17.08.020 - adding the definition of Benevolent Meal Services. Adding Benevolent Meal Services as a Conditional Use to Chapters 17.20.040, 17.24.040 and 17.28.040 and adding the specific standards for Benevolent Meal Services to Chapter 17.124.
- Approval of two Minor Partitions both of which were splitting one parcel into two parcels.
- Approval of two Subdivisions including:
  1. A 20 lot Subdivision to be known as Seacrest Estates Phase III in the East Harris Heights neighborhood.
  2. A four lot subdivision to be known as Tide Pool Estates in the Dawson Tract area.
- The Planning Commission participated in a joint City Council/Planning Commission workshop to discuss putting a cap on the number of short term rentals allowed in the City.

The Planning Commission looks forward to the upcoming year and serving the residents of Brookings with a fair and unbiased decision making process as well as advising the Brookings City Council on matters affecting its residents.

  
\_\_\_\_\_  
Gerald Wulkowicz, Planning Commission Chair  
January 4, 2022

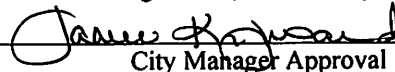
# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: January 10, 2022

Originating Dept: Finance & Admin

Signature (submitted by)

  
City Manager Approval

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Subject:

Letter to Oregon Health Authority (OHA).

Recommended Motion:

Motion to authorize the Mayor to sign a letter to OHA regarding services provided in the City of Brookings.

Financial Impact:

None.

Background/Discussion:

Curry County turned over Public Health Services to the Oregon Health Authority (OHA) effective July 1, 2021. With no remaining county representation, OHA leaned on St. Timothy's Episcopal Church to provide some services including vaccination clinics and COVID-19 rapid testing. Soon after, OHA contracted with St. Timothy's and began paying them for some of these services, and additional wrap-around services.

The City has not been contacted by OHA regarding Land Use Compatibility. This process is used to ensure that proposed projects and services are consistent with local land use requirements. I contacted both OHA and St. Timothy's in August to make sure they were aware that "medical clinic" services were not allowed in a residential zone. The City understood that the increased services were, in part, due to the pandemic. I reiterated that both the City Council and City Staff were supportive of the services, but not in the location in which they were being provided – a residential zone. We asked that a long-term solution be found in the near future, as this was negatively impacting the neighborhood. There has been no change.

The Mayor requested that this topic be brought to a Council meeting so that authorization could be given to send a letter to OHA.

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/02/2021	87715	313	Brookings Vol Firefighters	10-00-2005	2,250.00
12/21	12/02/2021	87716	715	Budge McHugh Supply	20-00-2005	5,898.57
12/21	12/02/2021	87717	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
12/21	12/02/2021	87718	6031	Cascade Home Center	25-00-2005	495.39
12/21	12/02/2021	87719	3015	Charter Communications	10-00-2005	144.98
12/21	12/02/2021	87720	5952	Chetco Auto Marine & Industrial Supply	10-00-2005	97.76
12/21	12/02/2021	87721	3834	Clean Sweep Janitorial Service	25-00-2005	1,815.00
12/21	12/02/2021	87722	5827	Coastal Investments LLC	10-00-2005	1,130.00
12/21	12/02/2021	87723	1745	Coastal Paper & Supply, Inc	10-00-2005	144.74
12/21	12/02/2021	87724	182	Coos-Curry Electric	10-00-2005	4,891.06
12/21	12/02/2021	87725	173	Curry Equipment	20-00-2005	790.26
12/21	12/02/2021	87726	317	DCBS - Fiscal Services	10-00-2005	816.96
12/21	12/02/2021	87727	1	Lloyd & Dione Alto	20-00-2005	25.14
12/21	12/02/2021	87728	1	Harold & Mary Love	20-00-2005	41.10
12/21	12/02/2021	87729	1	Patrick & Victoria Manahan	20-00-2005	203.28
12/21	12/02/2021	87730	3342	Fastenal	15-00-2005	412.83
12/21	12/02/2021	87731	2186	Ferguson Waterworks #3011	20-00-2005	3,576.48
12/21	12/02/2021	87732	5432	First Community Credit Union	25-00-2005	1,102.00
12/21	12/02/2021	87733	298	Freeman Rock, Inc	20-00-2005	99.96
12/21	12/02/2021	87734	4989	Gaylord Klinefelter Contracting Inc	51-00-2005	3,269.75
12/21	12/02/2021	87735	5065	Gold Beach Lumber	10-00-2005	18.80
12/21	12/02/2021	87736	6097	GP Energy	10-00-2005	2,911.86
12/21	12/02/2021	87737	5881	Ground Control Southern Oregon LLC	10-00-2005	3,430.00
12/21	12/02/2021	87738	167	Hach Company	52-00-2005	2,072.14
12/21	12/02/2021	87739	3978	KLB Enterprises	25-00-2005	1,143.70
12/21	12/02/2021	87740	328	Les Schwab Tire Center	10-00-2005	227.30
12/21	12/02/2021	87741	4269	Gary Milliman	10-00-2005	300.00
12/21	12/02/2021	87742	4781	Oregon Health Authority	10-00-2005	275.00
12/21	12/02/2021	87743	4	Dustin Hall	10-00-2005	259.00
12/21	12/02/2021	87744	322	Postmaster	25-00-2005	850.00
12/21	12/02/2021	87745	3	Brian Walker	20-00-2005	78.00
12/21	12/02/2021	87746	6102	South Coast Shopper	10-00-2005	128.00
12/21	12/02/2021	87747	5167	Trojan Technologies	53-00-2005	5,065.59
12/21	12/02/2021	87748	2863	Verizon Wireless	10-00-2005	675.96
12/21	12/09/2021	87749	5908	Amazon Capital Services	50-00-2005	234.99
12/21	12/09/2021	87750	4734	Aramark Uniform Services	10-00-2005	90.00
12/21	12/09/2021	87751	5871	BALCO Uniform Co Inc	10-00-2005	645.30
12/21	12/09/2021	87752	4939	BI- Mart Corporation	10-00-2005	163.31
12/21	12/09/2021	87753	5070	Canon Solutions America	10-00-2005	57.37
12/21	12/09/2021	87754	193	Central Equipment Co, Inc	10-00-2005	182.40
12/21	12/09/2021	87755	5822	Chaves Consulting Inc	49-00-2005	370.20
12/21	12/09/2021	87756	6123	Cielito Lindo	10-00-2005	550.00
12/21	12/09/2021	87757	3834	Clean Sweep Janitorial Service	10-00-2005	150.00
12/21	12/09/2021	87758	5909	CMI Software Corp	30-00-2005	22,092.00
12/21	12/09/2021	87759	4882	Coastal Heating & Air	30-00-2005	4,440.00
12/21	12/09/2021	87760	5939	Country Media Inc	10-00-2005	854.41
12/21	12/09/2021	87761	1357	Curry County Clerk	10-00-2005	450.00
12/21	12/09/2021	87762	5042	Curry Health Network	10-00-2005	48.00
12/21	12/09/2021	87763	1	Paragon Property Mgmt	20-00-2005	120.00
12/21	12/09/2021	87764	4714	Dept of Consumer & Business Services	10-00-2005	224.00
12/21	12/09/2021	87765	484	DMV	10-00-2005	10.00
12/21	12/09/2021	87766	484	DMV	10-00-2005	50.00
12/21	12/09/2021	87767	153	Ferrellgas	25-00-2005	587.75

M = Manual Check, V = Void Check



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/09/2021	87768	4518	Government Ethics Commission	75-00-2005	329.30
12/21	12/09/2021	87769	167	Hach Company	52-00-2005	2,515.76
12/21	12/09/2021	87770	6030	Hartwick Automotive LLC	10-00-2005	55.34
12/21	12/09/2021	87771	5858	Jacobs Engineering Group Inc	25-00-2005	115,525.15
12/21	12/09/2021	87772	5526	L.N. Curtis & Sons Inc	10-00-2005	650.40
12/21	12/09/2021	87773	6065	Local Government Law Group PC	10-00-2005	1,700.00
12/21	12/09/2021	87774	4443	Napa Auto Parts-Golder's	15-00-2005	53.28
12/21	12/09/2021	87775	329	New Hope Plumbing	10-00-2005	95.00
12/21	12/09/2021	87776	3159	NorthCoast Health Screening	25-00-2005	123.00
12/21	12/09/2021	87777	5584	Northwoods Overhead Door	10-00-2005	493.00
12/21	12/09/2021	87778	4781	OHA Cashier	20-00-2005	140.00
12/21	12/09/2021	87779	5008	Online Information Services	10-00-2005	121.88
12/21	12/09/2021	87780	5101	Pitney Bowes Reserve Acct	10-00-2005	500.00
12/21	12/09/2021	87781	207	Quill Corporation	10-00-2005	243.72
12/21	12/09/2021	87782	1840	Rogue Credit Union	15-00-2005	1,254.45
12/21	12/09/2021	87783	267	SeaWestern Fire Fighting Equip	10-00-2005	127.27
12/21	12/09/2021	87784	6124	Silke Communications Solutions Inc	10-00-2005	75.64
12/21	12/09/2021	87785	4542	Umpqua Bank	45-00-2005	9,774.31
12/21	12/09/2021	87786	2122	Cardmember Service	10-00-2005	2,436.05
12/21	12/09/2021	87787	169	Waste Connections Inc	10-00-2005	223.81
12/21	12/09/2021	87788	5992	Ziply Fiber	30-00-2005	332.57
12/21	12/16/2021	87789	4939	Bl- Mart Corporation	25-00-2005	11.94
12/21	12/16/2021	87790	3015	Charter Communications	30-00-2005	495.00
12/21	12/16/2021	87791	2384	Curry County Road Dept	15-00-2005	8,521.74
12/21	12/16/2021	87792	4746	Curry County Treasurer	10-00-2005	144.00
12/21	12/16/2021	87793	1	Kala Johnson	20-00-2005	77.76
12/21	12/16/2021	87794	1	Paul Rice	20-00-2005	175.39
12/21	12/16/2021	87795	1	Michael Schrum	20-00-2005	2.97
12/21	12/16/2021	87796	1	John Shiro	20-00-2005	62.53
12/21	12/16/2021	87797	1	Star of Hope Activity Center Inc	20-00-2005	415.41
12/21	12/16/2021	87798	1	Kimberly West	20-00-2005	64.13
12/21	12/16/2021	87799	5156	Desi's Tree Trimming	15-00-2005	400.00
12/21	12/16/2021	87800	2640	Dyer Partnership Inc., The	51-00-2005	25,284.30
12/21	12/16/2021	87801	6125	Epic Office Furniture Inc	50-00-2005	15,308.16
12/21	12/16/2021	87802	5951	Executech Utah LLC	49-00-2005	30.65
12/21	12/16/2021	87803	167	Hach Company	52-00-2005	439.52
12/21	12/16/2021	87804	4171	In-Motion Graphics	10-00-2005	375.00
12/21	12/16/2021	87805	4980	iSecure	10-00-2005	33.00
12/21	12/16/2021	87806	202	League of Oregon Cities	10-00-2005	40.00
12/21	12/16/2021	87807	4981	McLennan Excavation, Inc	25-00-2005	4,681.97
12/21	12/16/2021	87808	4487	Net Assets Corporation	10-00-2005	468.00
12/21	12/16/2021	87809	442	OCCMA	10-00-2005	281.47
12/21	12/16/2021	87810	5155	Oregon Department of Revenue	10-00-2005	447.75
12/21	12/16/2021	87811	6043	Oregon Dept of Agriculture	20-00-2005	50.00
12/21	12/16/2021	87812	207	Quill Corporation	10-00-2005	51.98
12/21	12/16/2021	87813	3	Kala Johnson	20-00-2005	91.86
12/21	12/16/2021	87814	3	Star of Hope Activity Center Inc	20-00-2005	125.12
12/21	12/16/2021	87815	1840	Rogue Credit Union	10-00-2005	30,579.01
12/21	12/16/2021	87816	3369	Schwabe Williamson & Wyatt PC	20-00-2005	2,997.00
12/21	12/16/2021	87817	6124	Silke Communications Solutions Inc	10-00-2005	4,053.36
12/21	12/16/2021	87818	5167	Trojan Technologies	53-00-2005	210.67
12/21	12/16/2021	87819	5992	Ziply Fiber	25-00-2005	929.80
12/21	12/23/2021	87820	993	ATCO International	10-00-2005	243.00
12/21	12/23/2021	87821	5048	Brookings Harbor Medical Center	10-00-2005	150.00
12/21	12/23/2021	87822	5070	Canon Solutions America	10-00-2005	243.41
12/21	12/23/2021	87823	3015	Charter Communications	10-00-2005	249.96

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/21	12/23/2021	87824	3834	Clean Sweep Janitorial Service	10-00-2005	50.00
12/21	12/23/2021	87825	1620	Curry County Community Development	10-00-2005	233.75
12/21	12/23/2021	87826	2384	Curry County Road Dept	15-00-2005	1,500.00
12/21	12/23/2021	87827	5042	Curry Health Network	10-00-2005	39.00
12/21	12/23/2021	87828	1	Caleb Cross	20-00-2005	144.70
12/21	12/23/2021	87829	1	Maria Des Anaya	20-00-2005	233.31
12/21	12/23/2021	87830	2067	Enviro-Clean Equipment	25-00-2005	352.08
12/21	12/23/2021	87831	6127	Ferguson Enterprises LLC #3326	20-00-2005	711.62
12/21	12/23/2021	87832	6097	GP Energy	10-00-2005	2,947.32
12/21	12/23/2021	87833	5932	Harden Psychological Associates PC	10-00-2005	17.00
12/21	12/23/2021	87834	6030	Hartwick Automotive LLC	10-00-2005	341.73
12/21	12/23/2021	87835	4357	Hemlock Street Properties LLC	10-00-2005	780.00
12/21	12/23/2021	87836	5789	Moss Adams LLP	75-00-2005	3,470.00
12/21	12/23/2021	87837	5956	Municipal Emergency Services	10-00-2005	164.95
12/21	12/23/2021	87838	6126	Optima Medical	10-00-2005	82.95
12/21	12/23/2021	87839	4	McKenna Davis-Overley	10-00-2005	234.00
12/21	12/23/2021	87840	4	Natalie Ingram	10-00-2005	234.00
12/21	12/23/2021	87841	267	SeaWestern Fire Fighting Equip	10-00-2005	3.07
12/21	12/23/2021	87842	444	Secretary of State	10-00-2005	350.00
12/21	12/23/2021	87843	444	Secretary of State	75-00-2005	40.00
12/21	12/23/2021	87844	4220	Woof's Dog Bakery	61-00-2005	51.99
12/21	12/23/2021	87845	5992	Ziply Fiber	30-00-2005	180.56
12/21	12/30/2021	87846	5567	CAL/OR Insurance Specialists Inc	25-00-2005	5,904.00
12/21	12/30/2021	87847	6031	Cascade Home Center	20-00-2005	554.51
12/21	12/30/2021	87848	193	Central Equipment Co, Inc	25-00-2005	3,781.89
12/21	12/30/2021	87849	1745	Coastal Paper & Supply, Inc	10-00-2005	1,011.30
12/21	12/30/2021	87850	1740	Code Publishing Company Inc	10-00-2005	435.75
12/21	12/30/2021	87851	182	Coos-Curry Electric	10-00-2005	4,660.90
12/21	12/30/2021	87852	1	Justin Anderson	20-00-2005	102.14
12/21	12/30/2021	87853	1	Rebecca Baker	20-00-2005	138.97
12/21	12/30/2021	87854	1	Kris Bennett	20-00-2005	300.00
12/21	12/30/2021	87855	1	Sandi Gascon	20-00-2005	125.63
12/21	12/30/2021	87856	1	Kendrick Schaben	20-00-2005	93.27
12/21	12/30/2021	87857	4261	Lexipol LLC	10-00-2005	1,725.00
12/21	12/30/2021	87858	4269	Gary Milliman	10-00-2005	50.00
12/21	12/30/2021	87859	329	New Hope Plumbing	10-00-2005	375.00
12/21	12/30/2021	87860	4754	Oregon Building Officials Association	10-00-2005	150.00
12/21	12/30/2021	87861	5237	Oregon Mayors Association	10-00-2005	139.00
12/21	12/30/2021	87862	4	Thomas Pera	10-00-2005	234.00
12/21	12/30/2021	87863	4	Brandon Silk	10-00-2005	234.00
12/21	12/30/2021	87864	207	Quill Corporation	10-00-2005	180.90
12/21	12/30/2021	87865	582	South Coast Office Supply	10-00-2005	301.42
12/21	12/30/2021	87866	2863	Verizon Wireless	10-00-2005	652.00
Grand Totals:						<u>344,461.17</u>