

City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, November 14, 2022, 7:00pm

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

The City Council will meet in Executive Session at **6:00 PM**, in the City Manager's office, under the authority of ORS 192.660(f), "To consider information or records that are exempt by law from public inspection" and ORS 192.660(h), "To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed."

CITY COUNCIL

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Ceremonies/Appointments/Announcements

1. Purple Heart Proclamation [Pg. 1]
2. Declare Parks and Recreation seat vacant [Pg. 2]
3. Appoint Steve Kerr to Parks and Recreation Commission [Pg. 3]
4. City Manager Announcements

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 meeting minutes for October 24, 2022 [Pg. 7]
2. Accept Planning Commission meeting minutes for October 4, 2022 [Pg. 10]
3. Approve Liquor License for new ownership – Kaya Sushi Noodle House [Pg. 12]

G. Staff Reports/Hearings

1. Marine Drive Reservoir Interior Painting Change Order [Pg. 16]
 - a. HCI Change Order #2 [Pg. 18]
2. Harbor Sanitary District Rate Committee [Pg. 26]
3. Water Project Cost Overages [Pg. 27]
4. Request for Support: Homeless Funding in 2023 State Budget [Pg. 31]
 - a. Email from LOC Project and Affiliates Manager [Pg. 32]
5. City Manager Compensation [Pg. 34]
 - a. Employment Agreement [Pg. 36]
6. Recruitment of City Manager Pro Tem [Pg. 41]

H. Informational/Non-Action Items

1. October Vouchers [Pg. 42]

I. Remarks from Mayor and Councilors

J. 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.

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.

City of Brookings *Proclamation*

WHEREAS; the City of Brookings, Oregon and our community have a great admiration and the utmost gratitude for all the men and women who have, and are, selflessly serving their country and this community in the Armed forces, and

WHEREAS, Veterans have paid the high price of freedom by leaving their families and communities and placing themselves in harm's way for the good of all, and

WHEREAS, the contributions and sacrifices of the men and women who served the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our local citizens, and

WHEREAS, many men and women in uniform have given their lives while serving in the Armed Forces and for the cause of freedom, and

WHEREAS, the City of Brookings seeks to remember and recognize Veterans who are recipients of the Purple Heart Medal this Veterans Day and throughout the year, and

WHEREAS, I proclaim the City of Brookings, Oregon to be a Purple Heart City, honoring the service and sacrifice of our nation's men and women in uniform, wounded or killed by the enemy while serving to protect our freedoms

NOW, THEREFORE, I, Ron Hedenskog, Mayor of the City of Brookings supports the City of Brookings becoming a Purple Heart City in recognition of our communities' Purple Heart Medal recipients.

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 14th day of November, 2022.

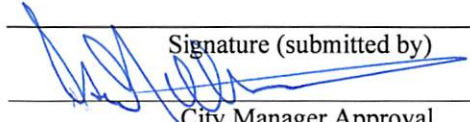
Mayor Ron Hedenskog

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 14, 2022

Originating Dept: PWDS


Signature (submitted by)

City Manager Approval

Subject:

Declare a Parks and Recreation Commission seat vacant

Recommended Motion:

1. Motion to declare the Parks and Recreation Commission position vacant effective immediately.

Background/Discussion:

Staff has advised Mayor Hedenskog that Parks and Recreation Commissioner Lex Rau has missed three of the five since his reappointment in February of 2022. Brookings Municipal Code (BMC) 2.50.050 Removal/vacancies provides as follows:

"A member may be removed by majority vote of the city council. A member who is absent from two consecutive meetings without the permission of the commission chair, or chair when absent without permission from the vice chair, is rebuttably presumed to be in nonperformance of duty, and the city council shall declare the position vacant unless finding otherwise. All vacancies on the commission shall be filled by appointment by the mayor, with the approval of the city council, for the unexpired term."

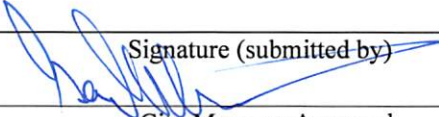
Staff has discussed the code provision with Mr. Rau and he understands the recommendation presented in this staff report. Staff is recommending council declare the Parks and Recreation Commission seat vacant.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 14, 2022

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject:

Parks and Recreation Commissioner appointment

Recommended Motion:

1. Motion to appoint Steve Kerr to the Parks and Recreation Commission.

Background/Discussion:

The City has received an application for appointment to the Commission from Steve Kerr. Kerr's application is attached. Mayor Hedenskog recommends the appointment of Kerr to the Commission to fill the vacancy.

Attachment:

- a) Steve Kerr 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: Steve Kerr
Physical Address: 865 Midland Way Brookings Or 97415
Mailing Address: P.O. Box 1675 Brookings Or 97415
Email Address: SKerr1212@yahoo.com Phone: 541-661-2121

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 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 checked="" 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? 65 years 0 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)

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

Business Owner Kerr's Ace Hardware Retired
Life Time User of our parks
Helped Build KidTown

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

Kerr's Ace Hardware Owner 45Yr
Brookings Harbor Schools 12 Years
Board of Director Naturs Coastal Holiday

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

Lived my whole life in Brookings
my whole life have seen our parks
grow and would like to be part
of their continued growth

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.

Steve Kerr
Applicant (print name)

[Signature]
Applicant's Signature

10-4-22
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

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, October 10, 2022

Call to Order

Mayor Hedenskog called the meeting to order at 7:00 PM

Roll Call

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

Staff present: City Manager Pro Tem Gary Milliman, Public Works Director Tony Baron, and Deputy City Recorder Natasha Tippetts

Media Present: 2

Others Present: 10

Ceremonies/Announcements

1. Donny Dotson – 25 Years of Service
2. City Manager Announcements – Halloween celebration at the Fire Station.

Councilor Morosky proposed to reconsider the agenda item that was on the Special City Council Meeting on October 17, 2022 and add it to this agenda as Item "G5".

Mayor Hedenskog moved, Councilor Morosky seconded, and with a three to two vote, Councilor McKinney and Councilor Alcorn voting Nay, motion carried to add item "G5".

Consent Calendar

1. Approve Council meeting minutes for October 10, 2022
2. Approve Special Council meeting minutes for October 17, 2022
3. Cancel November 28, 2022 City Council Meeting
4. Cancel December 26, 2022 City Council Meeting
5. Accept September Vouchers

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

Staff Reports

1. Natures Coastal Holiday

Staff report presented by Gary Milliman

Councilor Schreiber moved, Councilor Alcorn seconded, and Council voted unanimously to authorize City Manager to proceed with a Tourism Event Fund Assistance Agreement with Natures Coastal Holiday for \$5,000.

2.2022-23 Streets Paving Project

Staff report presented by Tony Baron

Councilor McKinney moved, Councilor Morosky seconded, and Council voted unanimously to authorize the City Manager to proceed with the Tidewater Contractors change order #1 in the amount of \$102,660 and continue the 2022-23 streets paving projects.

3. Land Development Code Revisions

Staff report presented by Tony Baron

Councilor Schreiber moved, Mayor Hedenskog seconded, and Council voted unanimously to read Ordinance 22-O-802 for the first time by title only.

Councilor Morosky moved, Mayor Hedenskog seconded, and Council voted unanimously to read Ordinance 22-O-802 for the second time by title only.

Councilor Schreiber moved, Mayor Hedenskog seconded, and Council voted unanimously to adopt Ordinance 22-O-802, an Ordinance amending the Brookings Municipal Code Chapters 17.24.040, 17.28.040, 17.52.040, 17.56.040 Conditional Uses and 17.124.170 Short Term Rentals.

4. Management Compensation Plan

Staff report presented by Gary Milliman

Mayor Hedenskog moved, Councilor McKinney seconded, and Council voted unanimously to approve Management Compensation Plan dated October 24, 2022.

Council exited regular session City Council Meeting to meet in Executive Session with City Attorney Lori Cooper via telephone at 7:56PM.

Council returned to regular session City Council Meeting at 9:07PM.

Councilor Morosky moved, Mayor Hedenskog seconded, and with a three to two vote, Councilor McKinney and Councilor Alcorn voting Nay, motion carried to re-add the agenda item "to authorize the City Attorney to initiate a conversation with Janell Howard about a separation agreement".

Councilor Morosky moved, Mayor Hedenskog seconded, and with a three to two vote, Councilor McKinney and Councilor Alcorn voting Nay, motion carried to not authorize the City Attorney to initiate a conversation with Janell Howard about a separation agreement.

Remarks from Mayor and Councilors

None.

Adjournment

Mayor Hedenskog moved, Councilor Schreiber seconded and Council voted unanimously to adjourn the meeting at 9:14 PM.

Respectfully submitted:

ATTESTED:
this 14th day of November, 2022:

Ron Hedenskog, Mayor

Gary Milliman, City Recorder Pro Tem

BROOKINGS PLANNING COMMISSION MINUTES

October 4, 2022

CALL TO ORDER

The regular meeting of the Brookings Planning Commission was called to order by Chair Wulkowicz at 7:00 pm in the Council Chambers at Brookings City Hall followed by the Pledge of Allegiance.

ROLL CALL

Commissioners Present: Anthony Bond, Cody Coons, Clayton Malmberg, Skip Watwood, Jon Weaver, Chair Gerry Wulkowicz

Absent: Skip Hunter

Staff Present: PWDS Director Tony Baron, Planning Tech Lauri Ziemer

Others Present: 3 audience members

PLANNING COMMISSION CHAIR PERSON ANNOUNCEMENTS - None

PUBLIC HEARINGS

- 4.1 In the matter of File No. LDC-3-22, revisions to the BMC Chapter amending Chapters 17.124.170 Specific Standards Applying to Conditional Uses - Short Term Rentals; 17.24.040, 17.28.040 and 17.52.040 Conditional Uses. City Initiated.

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 7:05 pm. PWDS Director Tony Baron reviewed the staff report. Commission discussed proposed changes and suggested adding the wording short-term rentals in existing *"single family"* dwellings to the Condition Uses description 17.52 (J) and 17.56 (I). Discussed removing the requirement that short term rentals not be allowed within 1,000 feet of public or private schools and add the requirement that property owners/managers vet their tenants in the short term rental registration process, so the city is indemnified. Other items were agreed upon as presented.

Michael Lange, 1310 Easy Street #A & B, Brookings, spoke in opposition of limiting short term rentals to R-1 zone.

No participant requested additional time to submit materials.

The public hearing was closed at 7:45 pm.

Commission discussed the merits of the matter. **Motion made by Commissioner Bond to remove Item H – "Short term rentals shall not be allowed within 1,000 feet of any school, public or private" and add requirement to Short Term Rental Registry requirements; motion seconded and with no further discussion by a 6-0 vote the motion carried.**

Motion made by Commissioner Malmberg to amend 17.52.040 (J) to read: Short-term rentals in existing single family dwellings pursuant to BMC 17.124.170 and also amend 17.56.040 (I) to read: Short-term rentals in existing single family dwellings pursuant to BMC 17.124.170: motion seconded and with no further discussion by a 6-0 vote the motion carried.

Motion made by Commissioner Malmberg that Planning Commission recommend to City Council approval of File No. LDC-3-22; revising the Brookings Municipal Code, Chapters 17.24.040, 17.28.040, 17.52.040 and 17.56.040 Conditional Uses and 17.124.170 Specific Standards Applying to Conditional Uses based on the Staff Report recommendation and including the amendments that were added tonite; motion seconded and with no further discussion by a 6-0 vote the motion carried.

4.2 In the matter of File No. MC-2-22/CUP-5-19, a request for approval of a Minor Change of a Conditional Use Permit changing property owner name of 96335 Dawson Road, Assessor's Map No. 4014-36BC, Tax Lot 00200.

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 7:51 pm. PWDS Director Tony Baron reviewed the staff report.

The applicant's property manager, Holly Hatch of Paragon Property Management, was present to answer any questions. No members of the public spoke in opposition and no participant requested additional time to submit materials. Public hearing was closed at 7:55 pm.

The Commission deliberated on the matter. **Motion made by Commissioner Watwood to approve File No. MC-2-22/CUP-5-19 a request for a Minor Change of the Conditional Use Permit changing the permit for 96335 Dawson Road into the new property owner's name, Michael & Marguerite Sybert, 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 MC-2-22/CUP-5-19, 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 September 6, 2022.

Motion made by Commissioner Bond to approve the Planning Commission minutes of September 6, 2022; motion seconded and with no further discussion by a 6-0 vote the motion carried.

UNSCHEDULED PUBLIC APPEARANCES - None

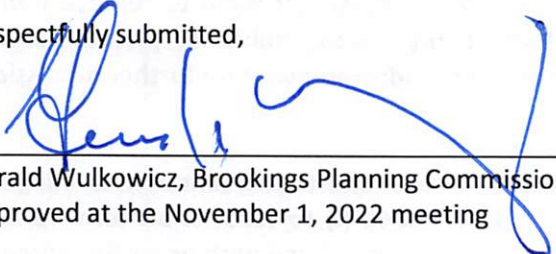
REPORT FROM THE PLANNING STAFF – None

COMMISSION FINAL COMMENTS - None

ADJOURNMENT

Chair Wulkowicz adjourned the meeting at 7:57 pm.

Respectfully submitted,



Gerald Wulkowicz, Brookings Planning Commissioner
Approved at the November 1, 2022 meeting

CITY OF BROOKINGS POLICE DEPARTMENT

Kelby McCrae, Chief of Police



To: Brookings City Council through City Manager Pro Tem Gary Milliman
From: Lieutenant Donny Dotson
Date: 11/01/2022
Subject: Liquor License Application

The Brookings Police Department found no **local** disqualifying information prohibiting **Michael Anderson** with the attached **Change of Ownership/Limited On-Premises** liquor license application. The business "**Kaya Sushi & Noodle House**" is located at 777 Cottage Street, Brookings, Oregon. It is the recommendation of the Brookings Police Department the above mentioned applicant be granted their request with final approval coming from the **Oregon Liquor Control Commission**.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Donny Dotson".

Lieutenant Donny Dotson
Brookings Police Department



LIQUOR LICENSE APPLICATION

Page 1 of 3

Check the appropriate license request option:

☐ [New Outlet](#) | ☒ [Change of Ownership](#) | ☐ [Greater Privilege](#) | ☐ [Lesser Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location
- Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

☒ Limited On-Premises

- ☐ Off Premises
- ☐ Warehouse
- ☐ Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Application received:

08/04/2022

Minimum documents acquired:

08/04/2022

LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp

☐ Recommend this license be granted

☐ Recommend this license be denied

Printed Name

Date

Return this form to:

Investigator name:

Zoë Blumenshine

Email:

zoe.blumenshine@oregon.gov

KAYA SUSHI & NOODLE HOUSE

LIQUOR LICENSE APPLICATION

Page 2 of 3

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1: KAYA RAYA SUSHI & NOODLE LLC	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

KAYA SUSHI & NOODLE HOUSE

Business phone number:
541-813-2888

Business email:
kayarayasushi@hotmail.com

Premises street address (The physical location of the business and where the liquor license will be posted):

777 COTTAGE ST STE A

City:
BROOKINGS

Zip Code:
97415

County:
CURRY

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[1\]](#)):

PO BOX 4958

City:
BROOKINGS

State:
OR

Zip Code:
97415

Does the business address currently have an OLCC liquor license? ☒ Yes ☐ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

APPLICATION CONTACT INFORMATION

Contact Name:
SHANSHAN WU

Phone number:
503-432-8839

Email:
unitedcpaspdx@united-cpas.com

Mailing address:
8839 SE DIVISION ST, STE 207

City:
PORTLAND

Zip Code:
97266

County:
Multnomah

Please note: liquor license applications are public records.

LIQUOR LICENSE APPLICATION

Page 3 of 3

ATTESTATIONS

By signing this form, you attest that each of the following statements are true. I understand the Commission may require a licensee to provide proof of any of the below or below referenced documents at any time.

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read [OAR 845-005-0311](#) and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an un-waivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Michael Anderson

Michael Anderson

08/03/2022

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

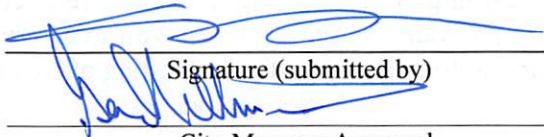
Atty. Bar Info (if applicable)

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 14, 2022

Originating Dept: PWDS



Signature (submitted by)

City Manager Approval

Subject:

Marine Drive Reservoir Interior Painting Change Order

Recommended Motion:

Authorize City Manager to proceed with the HCI change order #2 in the amount of \$296,758 for the Marine Drive Reservoir Interior Painting Project and authorize staff to proceed with completion of the four currently contracted projects funded under the SDWRLF and advertise for bid for the Tidewater Reservoir Replacement Project; and seek additional SDWRLF funding to complete all 2021 Water System Improvement Projects.

Financial Impact:

Contractor HCI estimates the change order for the Marine Drive Reservoir Interior Painting project at \$296,758.

Background/Discussion:

The city's engineer, The Dyer Partnership, and the contractor, HCI Industrial and Marine Coatings, has informed the city that the condition of the roof structure in Marine Drive Reservoir is far worse than previously known.

HCI completed a pre-construction review of the structure, which revealed two major items of concern:

1. Portions of the steel structure near the roof of the tank are excessively corroded.
2. Laboratory testing of the existing interior paint and coatings revealed the presence of Lead, Chromium and PCB's (Polychlorinated Biphenyl's)...all considered to be hazardous materials.

HCI performed one interior coatings sample of the reservoir and submitted the sample to NVL Labs in Seattle, Washington. After a positive initial result for Lead and Chromium, HCI performed additional testing to get a baseline on the actual total concentrations of Lead and other hazardous materials within the existing coating systems to fully understand the conditions and requirements to perform the work following all local, state and federal Guidelines.

While taking samples of the interior lining, HCI recognized the existing coating system appeared to be original coal tar enamel from the mid 1970's and subsequently took an additional sample for testing for Polychlorinated Biphenyl's (PCB's). The test was positive.

Upon learning of the above findings with respect to the interior coating of the tank, Jacobs performed tests on the water stored in the reservoir to determine levels, if any, of Lead, Chromium or PCB in the drinking water. Jacobs performed testing of the outfall water from the reservoir for lead and chromium and the results came back negative. As of this writing, we have not received results for the PCB test.

According to a construction cost summary prepared by The Dyer Partnership concerning the 2021 water system improvement projects, four of the five projects have experienced, or are expected to experience, substantial cost over-runs...by more than \$1.5 million. The only project that has not been awarded is the Tidewater Reservoir replacement project...originally estimated at \$1,970,000 and now estimated \$2,556,000.

Much of this overage is attributable to supply chain and materials cost increases that have occurred since the original estimates were prepared in June 2021 and because the funding agency has now implemented a "buy American" policy...when several of the components are not manufactured in the United States.

The funding agency Business Oregon has indicated it will consider a request to increase the funding amount in order to cover the cost of overages that have occurred on the SDWRLF projects. The additional loan funding would likely be at a higher rate than the original loan as interest rates have changed. The funding amount authorized currently will get us through four of the projects and would partially fund the fifth project. Business Oregon recommends waiting until the entire amount of overage is known before requesting the funding adjustment.

Repainting the interior and the replacement of the cathodic system in the Marine Drive reservoir was recommended in the 2014 Water Master Plan but not as a high priority as it was not even listed in the capital projects list. In 2018 variable frequency drives were installed at the water treatment facility which gave the ability to drain the reservoir without disruption to the distribution system. In 2019 the reservoir was emptied in order to install the seismic valves. While empty, further inspection of the roof and walls brought a renewed interest in the painting project. Also, funding was an issue until the SDWRLF approved the project for funding in 2021. The painting project was originally scheduled for December 2021; due to scheduling issues with the lone contractor to bid on the project we lost our window of opportunity and pushed it to this year.

The cathodic protection system at the Marine Drive Reservoir is in fair condition but is antiquated and replacement should be considered at the same time the cathodic system at the Seacrest Reservoir is replaced.

Attachments:

- a. HCI Change Order #2 – Marine Drive Reservoir Painting Project

HCI INC.
Change Request Breakdown

VERSA SST/ALUM ACCESS HATCHES	0%	1.0	\$4,500.00	EA	2	INSTALLED	\$9,000.00
SUBCONTRACTOR WORK		0.0	\$0.00	MM	1		\$0.00
		0.0	\$0.00	MM	1		\$0.00
		0.0	\$0.00	MM	1		\$0.00
		0.0	\$0.00	MM	1		\$0.00
		0.0	\$0.00	MM	1		\$0.00
		0.0	\$0.00	MM	1		\$0.00
		0.0	\$0.00	MM	1		\$0.00
		0.0	\$0.00	MM	1		\$0.00
		0.0	\$0.00	MM	1		\$0.00
SUBTOTAL							\$54,800.00
							TOTAL \$102,890.75
Overhead Material, Equipment, Rental & Subs						OH 5%	\$3,840.34
Profit Material, Equipment, Rental, Subs						PR 10%	\$7,680.68
LEAD POLL. LIABILITY & BNDS						1%	\$1,716.00
Sales Tax						WSST 0.0%	\$0.00
							\$0.00
R THIS CHANGE REQUEST							\$116,127.76

ADDED CORROSION BLAST WILL REQUIRE APROXIMATELY ONE EXTRA WEEK IN THE SCHEDULE
WELD SUBCONT. NOT ADDED IN THIS COP-IF SELECTED PLEASE ADD 5 & 10 WITH 1% BONDS

OWNERS AUTHORIZATION

DATE:

HCI INC. AUTHORIZATION

DATE:

9/30/2021

RANDY CORNELIUS

HCI INC.
Change Request Breakdown

MATERIALS: Itemize Materials Used

Description	Comments	Cost Code	QTY	Unit	Unit Cost		Total
BLAST CONSUMABLES	ADDED HOURS FOR INSP.BLST		264	HR	\$6.50		\$1,716.00
FUEL CONSUMPTION	150 GAL PER DAY	44HRS	264	HRS	\$14.00		\$3,696.00
ADDITIONAL SAND	CORROSION 7LB PER FOOT	25%	25	TON	\$163.50	BLST OX IN COP2	\$4,087.50
ADDITIONAL SAND FREIGHT IN	RIDDEL OR-BROOKING	IN/OUT	25	TON	\$81.09	ONE TRUCK	\$2,027.25
FREIGHT & SAND DISPOSAL AND	DUMP FEE-WASTE CONNECT.		25	TON	\$175.00	MEDFORD/WC/WM	\$4,375.00
	0		0		\$0.00		\$0.00
FREIGHT	PREPAID		\$0.00		\$0.00		0
SUBTOTAL							\$15,901.75

HCI OWNED EQUIPMENT

m Description	Item #	Qty	Rate	Month)	Total Time	Comments	Total
8 ton blast pot		1.0	1,650.00	W	0	0.33	\$544.50
1600 cfm air drier		1.0	1,850.00	W	0	0.33	\$610.50
1600 cfm compressor		1.0	5,500.00	W	0		\$1,815.00
12500 cfm dust collector		1.0	4,000.00	W	0		\$1,320.00
550 hp industrial vacume		1.0	5,500.00	W	0	0.33	\$1,815.00
		0.0	0.00	W	0		\$0.00
		0.0	0.00	W	0		\$0.00
					0		\$0.00
		0.0	0.00	W	0		\$0.00
		0.0	0.00	W	0		\$0.00
		0.0	0.00	W	0		\$0.00
		0.0	0.00	W	0		\$0.00
SUBTOTAL							\$6,105.00

RENTALS/SERVICES/SUBS

endor/Desc.	Cost Code	Qty	Rate	(Day-Wk-Month)	Total Time	Comments	Total
8000 lb reach fork lift	SUNBELT	1.0	\$2,500.00	MM	1	1 WEEK	\$1,250.00
		0.0	\$0.00	MM	1		\$0.00
HIGH REACH EQUIPMENT	SCISSOR LIFTS	5.0	\$1,150.00	WEEK	1	SUNBELT RENTS	\$5,750.00
		0.0	\$0.00	MM	1		\$0.00
NEW VENT/FLANGE/GASKET/HARDWARE-FREIGHT		1.0	\$22,000.00	EA	1	INSTALLED	\$22,000.00
MISC WELDING PER HOUR	TWO WEEKS	80.0	\$210.00	HOUR	1	T & M	\$16,800.00

TO: CITY OF BROOKINGS
PROJECT: MARINE DRIVE RESERVOIR
HCI JOB # 021012

DATE: 0/30/2022
PCO 3 (Add to Change Order Log)

[illegible]

HCI INC.
Change Request Breakdown

	0.0	\$0.00	MM	1		\$0.00
PCB PUMP PUMP RENTAL	4.0	\$350.00	MM	1		\$700.00
	0.0	\$0.00	MM	1		\$0.00
	0.0	\$0.00	MM	1		\$0.00
	0.0	\$0.00	MM	1		\$0.00
	0.0	\$0.00	MM	1		\$0.00
	0.0	\$0.00	MM	1		\$0.00
	0.0	\$0.00	MM	1		\$0.00
	0.0	\$0.00	MM	1		\$0.00
	0.0	\$0.00	MM	1		\$0.00
SUBTOTAL						\$24,812.50
TOTAL						\$161,974.50
Overhead Material, Equipment, Rental & Subs			OH	5%		\$5,328.93
Profit Material, Equipment, Rental, Subs			PR	10%		\$10,657.85
LEAD		POLL. LIABILITY &	BNDS	2%		\$2,669.42
Sales Tax			WSST	0.0%		\$0.00
						\$0.00
R THIS CHANGE REQUEST						\$180,630.70

***** THE ENVIRONMENTAL HEALTH AND SAFETY REQUIREMENTS WILL ADD 2 WEEKS TO THE CURRENT SCHEDULE
LEAD/CHROMIUM/PCB'S

OWNERS AUTHORIZATION _____ DATE: _____

HCI INC. AUTHORIZATION _____ DATE: 9/30/2022
RANDY CORNELIUS

HCI INC.
Change Request Breakdown

MATERIALS: Itemize Materials Used

Description	Comments	Cost Code	QTY	Unit	Unit Cost		Total
LEAD/PCB HAZARD CONSUMABLES	tyvec, resp, wipes, tape	SAFETY	2500	HR	\$5.50	includes, decon rm.	\$13,750.00
LEAD/CHR TOTAL METAL TESTING	Initial Paint Samples-	NVL LABS	4	EA	\$400.00		\$1,600.00
LEAD/CHR RCRA 8 TCLP TESTS	Waste Stream Disposal	NVL LABS	8	EA	\$400.00		\$3,200.00
LEAD PERSONAL AIR MONITORING	Air Sample Tests	NVL LABS	8	EA	\$400.00		\$3,200.00
PCB CONCENTRATION TESTING	WASTE STREAM TESTING	NVL LABS	8	EA	\$400.00		\$3,200.00
PCB PERSONAL AIR MONITORING	PCB AIR SAMPLE TESTING	NVL LABS	8	EA	\$400.00		\$3,200.00
			0		\$0.00		\$0.00
DUST COLLECTOR FILTERS	REPLACEMENT	LEAD/PCB	16		\$300.00		\$4,800.00
VACUUM FILTERS	HEPA	LEAD/PCB	4		\$700.00		\$2,800.00
VACUUM PREFILTERS	PREFILTER	LEAD/PCB	4		\$22.00		\$88.00
			0		\$0.00		\$0.00
BLAST OX ADDITIVE-LEAD	\$160 per ton to \$ 348 ton	\$ 188 diff.	156	TON	\$188.00	LEAD STABILIZER	\$29,328.00
ADDITIONAL SAND	50 PLUS MILS THICK	25%	0	TON	\$348.00	50 mils thick 2 cts	\$0.00
ADDITIONAL SAND FREIGHT	RIDDEL OR-BROOKING		0		\$83.20	MEDFORD OR	\$0.00
ADDED SAND DISPOSAL/PCB	\$ 107 tip/ship to \$ 150	lead/PCB	157	TON	\$50.00	TO MEDFORD WM	\$7,850.00
from dry creek to WM Medford or.	regulated facility		0		\$0.00	WASTE MANAGEM	\$0.00
FREIGHT	PREPAID		\$0.00		\$0.00		0
SUBTOTAL							\$73,016.00

HCI OWNED EQUIPMENT

Description	Item #	Qty	Rate	Month)	Total Time	Comments	Total
8 ton blast pot	NC	0.0	1,650.00	1 week	0	33% of a month	\$0.00
1600 cfm air drier	NC	0.0	1,850.00	1 week	0	33	\$0.00
1600 cfm compressor	NC	0.0	5,500.00	1 week	0	33	\$0.00
12500 cfm dust collector	NC	0.0	4,000.00	1 week	0	33	\$0.00
550 hp industrial vacuume	NC	0.0	5,500.00	1 week	0	33	\$0.00
		0.0	0.00	M	1		\$0.00
		0.0	0.00	W	1		\$0.00
DECON SHOWER TRAILER		1.0	3,500.00	M	3	2.5 MONTHS	\$8,750.00
		0.0	0.00	M	1		\$0.00
		0.0	0.00	M	1		\$0.00
		0.0	0.00		1		\$0.00
		0.0	0.00	M	1		\$0.00
SUBTOTAL							\$8,750.00

RENTALS/SERVICES/SUBS

endor/Desc.	Cost Code	Qty	Rate	(Day-Wk-Month)	Total Time	Comments	Total
6 BLOOD LEAD TESTS	CONCENTRA	6.0	\$220.00	MM	1	BIOLOGICAL MON.	\$1,320.00
6 BLOOD LEAD TESTS OUT	CONCENTRA	6.0	\$220.00	MM	1	BIO. MONITOING	\$1,320.00
6 PCB TESTS -IN	CONCENTRA	6.0	\$220.00	MM	1	BIO MONITORING	\$1,320.00
6 PCB TESTS -OUT	CONCENTRA	6.0	\$220.00	MM	1	TORING	\$1,320.00
HAZMAT DISPOSAL PCB/LEAD	PPE.CONTAINMENT	8.0	\$750.00	ea	1	PPE DRUMS	\$6,000.00
HAZMAT DISPOSAL PCB LEAD	H2O-shower water	1,000.0	\$6.00	GL	1	WATER DRUMS	\$6,000.00
		0.0	\$0.00	MM	1		\$0.00
8000 lb reach fork lift	SUNBELT	1.0	\$2,500.00	MM 1 WEEK	1	PCB/LEAD EXTENSIO	\$1,250.00
ONE WEEK EXTENSION ON RENTAL		0.0	\$0.00	MM	1		\$0.00
HIGH REACH EQUIPMENT	50'SCISSORS	5.0	\$1,100.00	WEEK	1		\$5,500.00
ONE WEEK EXTENSION ON RENTAL		0.0	\$0.00	MM	1	PCB/LEAD EXTENSIO	\$0.00
		0.0	\$0.00	MM	1		\$0.00
RESTROOM 1 WEEK EXTENSION		1.0	\$250.00	MM	0		\$82.50

HCI INC.
Change Request Breakdown

TO: CITY OF BROOKINGS
PROJECT: MARINE DRIVE RESERVOIR
HCI JOB #: 021012

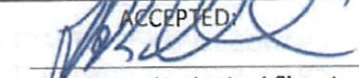
DATE: 9/29/2022
PCO: 2 (Add to Change Order Log)
PCB HANDLING AND DISPOSAL WITH LEAD

CHANGE REQUEST DESCRIPTION					FIXED	XXX
UNFORSEEN LEAD, CHROMIUM AND PCB'S IN COATINGS DISCOVERED - COAL TAR ENAMEL					T&M	
ASSOC. COSTS FOR REMOVAL AND DISPOSAL OF LEAD PCB AND CHROMIUM HAZARDS INCLUDING					ROM	
SAFETY PLANS, BIOLOGICAL MONITORING, PERS. AIR MONITORING, TCLP TESTING, STORAGE AND DISPOSAL						
DIRECT LABOR COSTS With Markups						
Description		HRS	Rate	Extension	Comments	
6 men lead/chromium PCB training	ST	48	\$75.00	\$3,600.00	SITE SPECIFIC LEAD/PCB TRAINING 8 HOUR REFRESHER	
6 men lead zcp/PCB testing IN	ST	36	\$75.00	\$2,700.00	BLOOD TESTING IN CLINIC CONCENTRA	
6 men lead zcp/PCB testing OUT	ST	36	\$75.00	\$2,700.00	BLOOD TESTING OUT CLINIC CONCENTRA	
	ST	0	\$0.00	\$0.00		
Haul Shower/Decon Trailer	ST	16	\$165.00	\$2,640.00	transport shower trailer from Vancouver to Brookings and Return	
Tom Tapscotts time for lead testing	ST	16	\$100.00	\$1,600.00	2 trips includes travel, fuel and his time	
	ST	0	\$0.00	\$0.00		
	ST	0	\$0.00	\$0.00		
replace contaminated filters	ST	16	\$87.16	\$1,395.00	removal and disposal of all contaminated Filters DUST COLLECTOR & VACUUM FILTERS	
See Material section below -filters	ST	0	\$0.00	\$0.00		
	ST	0	\$0.00	\$0.00		
Added labor for ppe/decon-	ST	180	\$87.16	\$15,689.00	Personal Protective Equipment setup/removal and decon. Process 40 HOUR REG. 20 HR OT=50% OT 1 hour per day per man INCLUDES \$ 12:00 PER HOUR SUBSISTENCE 6 MEN 1 HOUR, 6 DAYS A WEEK FOR 10 WEEKS showering at end of day required	
Added labor for ppe/decon-	OT	180	\$100.55	\$18,099.00		
lost daily productivity/PCB/LEAD	ST	0	\$0.00	\$0.00		
	ST	0	\$0.00	\$0.00		
	ST	0	\$0.00	\$0.00		
	ST	0	\$0.00	\$0.00		
airlock chamber LEAD/PCB	ST	80	\$87.16	\$6,973.00	decontamination room build/airlock/hazmat storage	
LEAD CHROMIUM PCB'S	ST	0	\$0.00	\$0.00	includes tear down and disposal-ADDED MEASURES FOR PCB	
	ST	0	\$0.00	\$0.00		
LABOR IMPACT FOR THICK/CORR.	ST	0	\$0.00	\$0.00	ADDED LABOR FOR CORROSION AND THICKNESS OF COATING NIC	
6 men, 6 days, 10 hours per day	hrs	0	\$0.00	\$0.00	normal modern coating thicknesses are between 12 and 20 mils	
360 hours-40% is overtime	Reg	0	\$87.16	\$0.00	old coal tar systems are usually thicker and can range from	
over time rate with subs.	OT	0	\$100.55	\$0.00	20 mils to 1/2" in some cases. We did not have this information	
Added Fuel-150 gallons per day	ST	0	\$15.00	\$0.00	prior to bid date and in addition, An additional coat	
Added BLAST Consumables	ST	0	\$10.00	\$0.00	of epoxy has been applied. Until the reservoir has been drained	
	ST	0	\$0.00	\$0.00	we do not know what the actual film thickness is however	
	ST	0	\$0.00	\$0.00	we anticipate between 50 and 100 mils in thickness	
	ST	0	\$0.00	\$0.00	SECTIONS WITH THIS BACKGROUND COLOR REPRESENT ADDED	
HCI OWNED AND RENTAL BELOW	ST	0	\$0.00	\$0.00	FILM THICKNESS AND CORROSION AND HAVE NOT BEEN INCLUDED	
	ST	0	\$0.00	\$0.00		
	ST	0	\$0.00	\$0.00		
	ST	0	\$0.00	\$0.00		
	ST	0	\$0.00	\$0.00		
	ST	0	\$0.00	\$0.00		
	TT	0	\$0.00	\$0.00		
	OT	0	\$28.00	\$0.00		
	Day	0	\$0.00	\$0.00		
SUBTOTAL				\$55,396.00		

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ 515,880.00	Original Contract Times: Substantial Completion: 60 (4/30/22) Ready for Final Payment: 90 (5/30/22) days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ 0	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 1: Substantial Completion: 245 Ready for Final Payment: 245 days
Contract Price prior to this Change Order: \$ 515,880.00	Contract Times prior to this Change Order: Substantial Completion: 305 (12/31/22) Ready for Final Payment: 335 (1/30/23) days or dates
[Increase] [Decrease] of this Change Order: \$ 296,758.46	[Increase] [Decrease] of this Change Order: Substantial Completion: 60 Ready for Final Payment: 60 days or dates
Contract Price incorporating this Change Order: \$ 812,638.46	Contract Times with all approved Change Orders: Substantial Completion: 365 (3/1/23) Ready for Final Payment: 395 (3/31/23) days or dates

RECOMMENDED:
By: 
Engineer (if required)
Title: Project Manager
Date: 10/28/22

ACCEPTED:
By: _____
Owner (Authorized Signature)
Title _____
Date _____

ACCEPTED:
By: 
Contractor (Authorized Signature)
Title VICE PRESIDENT
Date 10/28/2022

Approved by Funding Agency (if applicable)
By: _____
Title: _____

Date: _____

Date of Issuance:	10/26/22	Effective Date:	
Owner:	City of Brookings	Owner's Contract No.:	
Contractor:	HCI Industrial & Marine Coatings Inc.	Contractor's Project No.:	
Engineer:	The Dyer Partnership	Engineer's Project No.:	145.95
Project:	Marine Drive Reservoir Interior Coating	Contract Name:	Marine Drive Reservoir Interior Coating

The Contract is modified as follows upon execution of this Change Order:

Description:

ITEM 1: Lead, Chromium, and PCB Removal and Disposal

CHANGE DESCRIPTION:

Specific procedures are required to be followed for removal and disposal of hazardous materials. Lead and chromium are both D-Listed Metals and are regulated under the Resource Conservation and Recover Act. The PCB handling, removal, and disposal are specifically regulated by the United States Federal Government through the Environmental Protection Agency under the Toxic Substances Control Act. The lump sum cost is all inclusive for a complete removal and disposal of lead, chromium, and PCB materials and includes all compensation for labor, equipment, and materials.

REASON FOR CHANGE:

HCI took and submitted paint samples to NVL Labs in Seattle, Washington. Final results of the samples include high concentrations of lead, chromium, and PCBs, which require specific procedures for removal and disposal.

CHANGE TO THE CONTRACT AMOUNT:

\$180,630.70

CHANGE TO THE CONTRACT TIME:

Increase 30 days

Attachments: *Change Order Proposal No. 002.*

ITEM 2: Roof Structure Repairs

CHANGE DESCRIPTION:

This change is for inspection blasting of the roof structure, 80 hours of roof structure repairs (This includes repair of roof plates, structural members, hardware, and structural supports). This change order also removes and replaces the roof vent and access hatches in the same location as existing. The Lump sum cost includes all compensation for labor, equipment, and materials for the inspection blasting of roof structure, roof structure repairs, roof vent removal and replacement, and access hatch removal and replacement.

REASON FOR CHANGE:

Visual observations show the reservoir roof structure has significantly deteriorated since initially inspected prior to bidding the project. Excessive corrosion that needs addressed include holes in the roof plates, signs of bird nests in the structural members, corrosion of hardware (nuts and bolts), and structural supports. These items shall be repaired by patching with epoxy materials, puddle welding, steel repair patches, or removal and replacement of specific items. The vent and access hatch are also corroded and need replaced.

CHANGE TO THE CONTRACT AMOUNT:

\$116,127.76

CHANGE TO THE CONTRACT TIME:

Increase 30 days

Attachments: *Change Order Proposal No. 003.*

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 14, 2022

Originating Dept: City Manager

Signature (submitted by)

City Manager Approval

Subject:

Harbor Sanitary District Rate Committee

Recommended Motion:

Motion to appoint two members to the City of Brookings/Harbor Sanitary District Rate Committee. It is recommended that Acting Finance Director Lu Ehlers be appointed as one of the City members.

Background/Discussion:

The City provides wastewater treatment and disposal services for the Harbor Sanitary District through an agreement dated July 1, 2017. The City Manager Pro Tem recently learned that the subject agreement expired July 1, 2022, and that agreement on some final points of the proposed new agreement had not been reached as of the date the City Manager was placed on Administrative Leave. The Acting Finance Director was recently contacted by the HSD General Manager seeking the status of negotiations.

The City Manager Pro Tem directed the Acting Finance Director to contact the HSD General Manager to propose a one year extension to the prior agreement (through June 30, 2023) to provide time for finalizing the new agreement.

The HSD General Manager has requested a meeting of the joint City/District Rate Committee to discuss this matter. This Rate Committee is provided for in the past agreement as a committee to review proposed agreements and disputes before bringing the matters to the respective elected boards. The City Council appoints two members to the Rate Committee. The current members of the Rate Committee are Jake Pieper and Janell Howard.

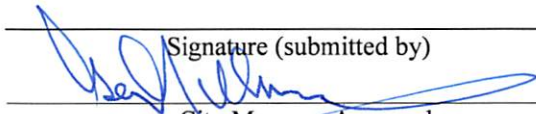
The Administration recommends the appointment of Acting Finance Director Lu Ehlers and one Council member to the subject Rate Committee. Thereafter a Rate Committee meeting will be scheduled as requested by HSD.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 14, 2022

Originating Dept: City Manager


Signature (submitted by)
City Manager Approval

Subject:

Water Project Cost Overages

Recommended Motion:

Motion to authorize staff to proceed with completion of four currently contracted projects funded under the Safe Drinking Water Revolving Loan Fund; advertise for bid for the Tidewater Water Storage Reservoir Replacement Project; and seek additional SDWRLF funding to complete all 2021 Water System Improvement Projects.

Background/Discussion:

According to a construction cost summary prepared by The Dyer Partnership concerning the 2021 water system improvement projects, four out of the five projects have experienced, or are expected to experience, substantial cost over-runs...by more than \$1.5 million. The only project that has not been awarded is the Tidewater Reservoir replacement project...originally estimated at \$1,970,000 and now estimated \$2,556,000.

Much of this overage is attributable to supply chain and materials cost increases that have occurred since the original estimates were prepared in June 2021 and because the funding agency has now implemented a "buy American" policy...when several of the components are not manufactured in the United States.

Funding for these projects was provided through a combination of loan and grant funding through the state Safe Drinking Water Revolving Loan Fund (SDWRLF) administered by Business Oregon. The funding shortfall for all of these projects was discussed with Business Oregon staff and it was their recommendation that we proceed with all projects for which contracts have been awarded, and that we also secure bids on the Tidewater Reservoir project...but that we then submit a request for additional funding prior to awarding the Tidewater Reservoir contract. Business Oregon staff advised that a priority for SDWRLF funding is to make projects whole so that they can fund complete projects, especially those already awarded. Additionally, as the final project will not be constructed until 2023, the SDWRLF will be receiving a new infusion of funding by then, making additional award money likely.

Business Oregon representatives recommended that, once the amounts of all of the construction cost overages are known, we would then request additional SDWRLF funding, most likely in the form of additional loan funding. The additional loan funding would likely be at a higher rate that

the original loan as interest rates have changed. The funding amount authorized currently will get us through four of the projects and would partially fund the fifth project, which is why Business Oregon recommends waiting until the entire amount of overage is known before requesting the funding adjustment.

CONSTRUCTION COST SUMMARY					
City of Brookings					
2021 WATER SYSTEM IMPROVEMENTS					
	June 2021	Estimated Constr.	Actual Contract	Engineering	Funding Shortfall
Tidewater Reservoir Improvements	\$ 1,970,000	\$ 1,360,000	\$ 2,130,000	\$ 426,000	
Alder & Memory Lane Water Line Replac.	\$ 1,050,000	\$ 745,000	\$ 783,716	\$ 237,500	
Marino Drive Tank Interior Repainting	\$ 515,000	\$ 434,000	\$ 812,838	\$ 31,000	
Dodge Avenue Water Line Replacement	\$ 230,000	\$ 187,000	\$ 330,284	\$ -	
7th Street Water Line Replacement	\$ 410,000	\$ 290,000	\$ 309,994	\$ -	
Total Overall Cost	\$ 4,175,000	\$ 2,996,000	\$ 4,366,832	\$ 694,500	\$ 1,370,632

Updated estimate for 2023 construction
2 bids
1 bid
2 bids
2 bids
46%

Note that the Engineering shown for Alder and Memory also include 7th Street Engineering and Dodge Avenue Engineering
Note that funding shortfall reflects that overall difference between the estimated construction and the actual contracts and does not include the additional engineering

PRELIMINARY COST ESTIMATE					
Tidewater Reservoir Improvements					
City of Brookings					
Project No. 145.00D					
June 2021.					
No.	Item	Quantity	Unit	Unit Price (\$)	Total Price (\$)
1	Constr. Facilities & Temp. Controls	1	LS	\$125,000	\$ 125,000
2	Demolition & Site Preparation	1	LS	\$40,000	\$ 40,000
3	Foundation Stabilization	120	CY	\$50	\$ 6,000
4	8-inch Waterline	5000	LF	\$70	\$ 350,000
5	8-inch Gate Valves	7	Each	\$1,800	\$ 12,600
6	Misc. fittings, elbows	1	LS	\$25,000	\$ 25,000
7a	1" Water Service Connections	15	Each	\$400	\$ 6,000
7b	1" Water Service Line	300	LF	\$45	\$ 13,500
7c	3/4" Meter Assembly (meter provided by City)	15	Each	\$650	\$ 9,750
8	8-inch Drain Line	200	LF	\$60	\$ 12,000
9	Flap Valves	2	Each	\$1,100	\$ 2,200
10	Catch Basin / Drain Inlet	2	Each	\$3,000	\$ 6,000
11	75,000 Gal. Reservoir	2	Each	\$175,000	\$ 350,000
12	Aggregate Base	500	Ton	\$30	\$ 15,000
13	AC Pavement	440	Ton	\$130	\$ 57,200
14	AC Pavement R & R	5000	LF	\$20	\$ 100,000
15	PRV Vault	1	LS	\$50,000	\$ 50,000
16	Booster Pump Station	1	LS	\$60,000	\$ 60,000
17	6" Security Fencing	160	LF	\$30	\$ 4,800
18	20' Double Swing Gate	1	Each	\$1,500	\$ 1,500
19	Site Excavation & Embankment	1	LS	\$30,000	\$ 30,000
20	Retaining Wall	900	SF	\$55	\$ 49,500
20	Electrical / SCADA System	1	LS	\$25,000	\$ 25,000
21	Landscaping	1	LS	\$8,950	\$ 8,950
Total Construction				\$	1,360,000
Engineering				\$	272,000
Contingency				\$	244,800
Geotechnical				\$	35,000
Land Acquisition				\$	43,000
Admin / Legal				\$	15,200
TOTAL PROJECT COST				\$	1,970,000

NOTES

- Costs are based on using two (2) glass fused to steel bolted steel tank.
- Retaining wall is needed on both fill section (west side) and cut section (east side).
- For alternate option of using green color on glass coating will run around \$5,000 add'l.
- Land acquisition costs include survey costs (partition).
- Costs are based on drain line being daylighted onto same slope where current drain line daylight.
- Need to update Geotechnical Report and also provide geotechnical review during construction.
- Booster Pump Station cost assumes use of relocated Vista Ridge pump station.

\$ 148,200.00

Updated Costs	May 2022.
\$ 270,000	\$ 270,000
\$ 90,000	\$ 90,000
\$ 60	\$ 7,200
\$ 80	\$ 400,000
\$ 2,000	\$ 14,000
\$ 40,000	\$ 40,000
\$ 450	\$ 6,750
\$ 45	\$ 13,500
\$ 1,200	\$ 18,000
\$ 80	\$ 16,000
\$ 1,600	\$ 3,200
\$ 3,500	\$ 7,000
\$ 370,000	\$ 740,000
\$ 40	\$ 20,000
\$ 140	\$ 61,600
\$ 20	\$ 100,000
\$ 80,000	\$ 80,000
\$ 80,000	\$ 80,000
\$ 50	\$ 8,000
\$ 2,500	\$ 2,500
\$ 40,000	\$ 40,000
\$ 80	\$ 72,000
\$ 30,000	\$ 30,000
\$ 10,250	\$ 10,250


Factor for Constr. 2023 1.05
Updated Total Project Cost \$ 3,185,000

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 14, 2022

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject:

Request for Support: Homeless Funding in 2023 State Budget

Recommended Motion:

If the Council supports the proposal: Motion to support the League of Oregon Cities and Oregon Mayors Association initiative for State funding to assist cities in homeless response and prevention.

Background/Discussion:

The League of Oregon Cities has requested that all 241 Oregon Cities support a proposal by the Oregon Mayors Association for an appropriation of up to \$175 million that would be distributed to cities for the purpose of homeless response and prevention services.

The concept proposal would allocate an amount equal to \$40.00 per capita to every city in Oregon, with a minimum of \$50,000, to pay for homeless related services. Under this formula, Brookings would receive about \$273,000 (based upon population of 6,837). Please see the attached email from LOC Project and Affiliates Manager Angela Speier.

The LOC is also seeking City input on special capital needs the City has with respect to preventing homelessness. These projects may be included in the comprehensive funding package. Brookings has not identified any specific capital needs in this regard.

The LOC has established a response deadline of November 23.

Attached:

- a) Email from LOC Project and Affiliates Manager

Gary Milliman

From: Angela Speier [aspeier@orcities.org] on behalf of Angela Speier
Sent: Monday, November 07, 2022 10:05 AM
To: Angela Speier
Subject: Partnership Needed to Solve Statewide Homelessness Emergency

Good afternoon,

On Tuesday, October 18 I sent you an email asking if you would like to partner with the LOC and the Oregon Mayors Association (OMA) in support of two separate, yet parallel, budget proposals during the 2023 Legislative Session: (1) a budget package which provides direct allocation to cities for homelessness response and prevention services; and (2) a budget package that provides capital improvement funding for cities.

OMA is proposing a direct allocation of funding from the state to each incorporated city in Oregon for cities to use in their homelessness response and prevention services.

- It is proposed that each city will be allocated funds in an amount equal to \$40 per resident, in accordance with the latest official population estimates from Portland State University.
- The proposal requires that in no instance will an incorporated city receive less than \$50,000 in direct funding.
- OMA's proposal provides cities the ability to elect to use the funds for their own homelessness response and prevention services, or to redirect their funds to community partners who are required to use the funds for homelessness response and prevention services.

OMA's proposal states that funds must be used for homelessness response and prevention services, which may include:

- Abatement/clean-up
- Environmental mitigation
- Affordable housing
- Capital construction or improvement costs related to homelessness or affordable housing measures
- Community resource officers
- Education and outreach
- Food bank assistance
- Shelter and/or transitional housing
- Hygiene stations
- Operation costs
- Outreach workers
- Prevention

With a \$50,000 guarantee for all cities, and a \$40.00 per resident multiplier in place, based on the April 19, 2022, PSU population estimates, the total amount requested would equal \$123,575,800.00 annually.

In addition to the direct allocations, the proposal requires a meaningful allocation from the state for coordinated capital construction investments for specific shelter and transitional housing projects, statewide. It is expected that a final dollar amount for needed capital construction investments will equal between \$125 to \$175 million. The OMA is seeking information from Oregon cities about any needs they may have for capital construction investments from the state in their local responses to addressing the homelessness crisis.

The OMA Homelessness Taskforce and the OMA Board of Directors seek the support of Oregon's 241 cities for the above-described proposal. In an effort to present the legislature and Oregon's next governor with a truly coordinated and collaborative proposal, the OMA hopes to submit its legislative request with as many city partners as possible. To explain the statewide nature of this crisis, the League of Oregon Cities (LOC), in partnership with the OMA, has secured the services of a communications specialist to work directly with cities interested in supporting the OMA proposal. The communications specialist will work directly with interested cities to develop a one-page document that outlines a city's unique experience with homelessness, and how the funding proposed by the OMA would help the city respond to, or even prevent, homelessness in their community. Work performed by the consultant in support of the OMA proposal will be paid for by the LOC.

If your city is interested in supporting this proposal, please let me know and provide me with a list of any capital project funding your city needs to address or prevent homelessness. We are compiling a list of all capital project needs to submit as part of one comprehensive funding package. Some cities have submitted things like "\$250,000 for portable showers/toilets" or "\$2.5 million to build a navigation center."

We know this will likely require city council approval, but we would greatly appreciate a response by November 23, 2022.

Sincerely,

Angela



Angela Speier, *Project & Affiliates Manager*

503-588-6550 direct: 503-540-6599

1201 Court St. NE, Suite 200, Salem, OR 97301-4194

www.oregancities.org

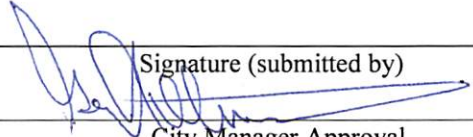


CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 14, 2022

Originating Dept: City Manager



Signature (submitted by)

City Manager Approval

Subject:

City Manager Compensation

Recommended Motion:

Motion to direct the Finance and HR Department to apply the same COLA received by non-police management employees, the amount being 5.0 per cent of salary, to the salary of City Manager Janell Howard retroactive to July 1, 2022.

Or

Take no action at this time.

Background/Discussion:

The Employment Agreement with Janell Howard provides, in part, as follows

“Section 2. Compensation and Review

D. The City Council shall review Employees salary annually, make cost of living increases on the same basis as other city management employees, and make such adjustments as the City Council deems appropriate based upon employee performance.”

The City Council adopted the 2022-23 Management Compensation Plan at its meeting of October 24. That plan includes a Cost of Living salary increase for police management employees of 5.0 per cent retroactive to July 1, 2022, and a 1.0 per cent increase for police management employees effective January 1, 2023; the non-police management employees received a 5.0 per cent COLA retroactive to July 1, 2022. The Management Compensation Plan excludes the City Manager position, but the Employment Agreement with the City Manager appears to tie the compensation to the Management Compensation Plan.

The Finance and Administrative staff has requested guidance as to whether the 5.0 or the 5.0+1.0 COLA increases should be applied to the City Manager retroactive to July 1, 2022 and/or prospectively to January 1, 2023.

The current base compensation for this position, exclusive of benefits such as health insurance, is as follows:

Base salary is \$144,156 + \$2,162 in longevity pay = \$146,318

The City also contributes \$ 3,000 annually to a deferred compensation account in lieu of salary.

Other compensation treated as salary for tax purposes: \$4,000 auto allowance and \$960 cell allowance; both are included in the paycheck.

The base pay plus longevity would increase by \$7,316 annually if the 5.0 per cent COLA is applied.

Attached:

- a) Employment Agreement

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement"), is made and entered into this 29th day of May, 2018, by and between the **CITY OF BROOKINGS**, a municipal corporation, ("City"), and **JANELL K. HOWARD**, ("Employee"). The parties to this Agreement do hereby enter into the terms, conditions, covenants, duties and responsibilities as follows:

RECITALS

WHEREAS, City is municipal corporation providing a wide range of public services to the community; and

WHEREAS, for City to insure that its responsibilities to the health and safety of the public are met at all times, the City must attract and retain in its employment a City Manager who exhibits the knowledge, experience, technical ability, professionalism and qualities of leadership necessary to meet the City's objectives; and

WHEREAS, it is the desire of the City Council to provide certain benefits, establish certain conditions of employment and set working conditions for the position of City Manager; and

WHEREAS, it is the desire of the City Council to: (1) retain the services of Employee and to provide inducement for her to remain in such employment; (2) establish a clear and mutually understood system of compensating Employee; (3) provide a just means for terminating the services of Employee at such time as she may be unable to discharge fully her duties due to disability or retirement or when the City Council may desire to otherwise terminate her employment; and

WHEREAS, in contemplation of and subject to the approval of the City Council, Employee agrees to commence providing services to the City as of July 1, 2018.

NOW THEREFORE, in consideration of the mutual covenants herein contained and as authorized by the Brookings City Charter and Municipal Code, applicable City Personnel Rules and Regulations, and in accordance with Oregon Revised Statutes, the parties hereto agree as follows:

Section 1 Term and Duties

- A. City hereby employs Employee as City Manager, and Employee hereby accepts this employment, commencing on the 1st day of July, 2018 and continuing until Employee resigns or until Employee is terminated, whichever occurs first. Employee will perform those duties and functions as specified in the Brookings City Charter and Municipal Code, and to perform such other legally permissible duties as the City Council shall from time to time assign.
- B. In addition to the duties outlined in paragraph A above, Employee will assume, as City Manager, the following duties currently assigned to the Finance and Human Resources Director: direct the overall budgeting and finance functions of the City, oversee work relating to the maintenance of official City records and elections, and function as the Personnel Director for the City.

- C. In addition to the duties and responsibilities defined herein, during the term of this Agreement, and any extensions thereto, Employee shall also serve as Executive Director for the Urban Renewal Agency.
- D. The Employee and City Council shall mutually establish performance goals and objectives to be met by Employee for each year of this Agreement. Said objectives shall be established as part of an annual evaluation process.
- E. Employee shall not spend more than ten (10) hours per week in teaching, consulting or other non-Employee connected business without the prior written approval of the City Council.

Section 2 Compensation and Review

- A. City will pay Employee an annual salary of One Hundred Twenty-Five Thousand Dollars (\$125,000.00), commencing July 1, 2018, payable in installments at the same time as other City employees are paid.
- B. On January 1, 2019, and upon successful completion of six month probation and a positive performance evaluation, Employee's salary shall increase by five percent (5%).
- C. City shall conduct an annual performance evaluation of Employee using such criteria as City may establish with input from the Employee.
- D. The City Council shall review Employees salary annually, make cost of living increase on the same basis as other city management employees, and make such adjustments as the City Council deems appropriate based upon Employee performance.

Section 3 Schedule and Severance

- A. The employee's schedule of work each day and week shall vary in accordance with the work required to be performed. It is recognized that employee must devote a great deal of her time outside of normal office hours to business of the City and, to that end, will be allowed to take reasonable amount of compensatory time off during normal business hours. Employee must use accrued vacation leave, sick leave or other allowed leave if absence from work extends to more than two consecutive work days.
- B. Employee will serve at the pleasure of the City Council and may be removed by the City Council at any time and without notice. In the event Employee is terminated by the City Council without cause, she shall be entitled to a lump sum payment equal to her total salary and benefits, for six (6) months increasing by one month for each additional year of employment, up to a maximum of twelve (12) months. Severance pay shall include the cost of continued group health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) for the same period of time. In the event Employee is terminated for cause, City shall have no obligation to pay the aforementioned aggregate severance sum. A "for cause" termination is defined as: (a) the conviction of a felony or misdemeanor crime involving acts of moral turpitude; (b) any willful act of dishonesty or misconduct in the performance of job duties; or (c) the willful and repeated neglect of duty. In the event Employee is terminated for cause, she shall not be entitled to any severance pay.
- C. In the event Employee voluntarily resigns her position with City, Employee shall give City 30 day's written notice in advance, unless the parties agree in writing otherwise. In the event Employee resigns, she will not be entitled to any severance pay.

Section 4 Automobile

- A. As Employee will be required to use her personal automobile in the conduct of City business, City shall pay to employee a monthly automobile stipend of \$350. In addition, Employee shall receive payment at rate provided in IRS guidelines for all miles driven on official business outside of Curry and Del Norte counties.
- B. Employee shall not use a City-owned vehicle, except as a passenger or in the event of an emergency.
- C. Employee shall name City as an "additional named insured" on Employee's personal automobile liability insurance policy.

Section 5 Other Benefits

- A. Employee shall be entitled to observe holidays on the same basis as other City management employees. Employee shall earn vacation leave at a rate of 200 hours annually, shall be allowed to accrue unused vacation leave with no maximum, and the full value of any such unused vacation leave shall be paid to Employee upon termination, resignation or retirement. The rate of accrual of vacation leave shall be increased to 240 hours annually, upon Employee's completion of fifteen years of service with the City. Employee shall earn sick leave at a rate of 96 hours annually, shall be allowed to accrue unused sick leave to a maximum of 960 hours, and 25 per cent (25%) of the value of any such unused sick leave shall be paid to employee upon termination, resignation or retirement.
- B. City shall reimburse Employee for the cost of maintaining in force a policy of term life insurance for the benefit of Employee's survivors in the amount of \$250,000.
- C. City shall pay both the Employer and Employee contribution on behalf of Employee for her membership in the Public Employees Retirement System.
- D. City will contribute \$3,000 annually to Employee's deferred compensation account, commencing July 1, 2018, payable in installments at the same time as other City employees are paid.
- E. City shall contribute a maximum of 90 per cent (90%) per month toward the premium for health, dental and vision care insurance for City and her family. City shall also continue to make Health Savings Account (HSA) contribution to Employee's account, equal to the family deductible, as allowed by law.
- F. Employee shall be provided with all other benefits as are provided to a majority of Department Directors.
- G. In the event of Employee's death while still employed with City, the heirs at law and executors of Employee shall be entitled to the value of accrued benefits as prescribed in this Section to which Employee would have been entitled.
- H. Diminutive use of City telecommunications resources, such as occasional use of City telephone for personal use, shall be considered a part of Employee's compensation.

Section 6 Other Terms and Conditions

- A. City agrees to budget for and pay for professional dues and subscriptions of Employee necessary for her continuation and participation in national, regional, state and local

- associations and organizations necessary and desirable for her continued professional participation, growth and advancement, and the good of the City.
- B. City hereby agrees to budget for and to pay for attendance, travel and reasonable subsistence expenses of Employee for official travel and professional development including, but not limited to, the ICMA Annual Conference, League of Oregon Cities Annual Conference, the Oregon City Management Association Conference, Oregon Society of Certified Public Accountants Governmental Conference, and Oregon Government Finance Officers Association Conferences.
 - C. City recognizes that certain expenses of a non-personal and generally job-affiliated nature are incurred by Employee, and hereby agrees to reimburse or pay said general expenses and the Finance Department is hereby authorized to disburse such money upon receipt of duly executed expenses receipts, statements or personal affidavits.
 - D. At Employee's option, Employee may use accumulated vacation and sick leave, for which she is eligible to receive payment upon retirement, to extend her retirement date beyond her actual last day of work for a maximum period of six months.

Section 7 Indemnification

City shall defend, save harmless and indemnify Employee against any tort, professional liability claim, or demand or other legal action, whether groundless or otherwise, arising out of an alleged act of omission occurring in the performance of Employee's duties as defined the Agreement. City will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered for Employee's activities performed within the course and scope of her employment.

Section 8 Bonding

City shall bear the full costs of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 9 Modifications.

Any modification to this Agreement must be in writing and signed by both parties executing this Agreement to be effective.

Section 10 Effect of Waiver

The failure of either party to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

Section 11 Entire Agreement

- A. Each of the Recitals stated above is incorporated by reference as is fully set forth herein.
- B. Each party agrees that this Agreement is valid and shall be binding upon said party. Each party to this Agreement acknowledges that no representation, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein and that no other agreement, statement or promise not contained or referenced in the Agreement shall be valid or binding on either parties.

IN WITNESS WHEREOF, of the City of Brookings has approved and caused this Agreement to be signed and executed on its behalf by the Mayor and duly attested by the City Recorder, and the Employee has signed and executed three (3) copies of this Agreement.

Executed this 27th day of May, 2018 at Brookings, Oregon.

CITY

By: _____

Mayor Jake Pieper

EMPLOYEE

Janell K. Howard

ATTEST:

City Recorder Teri Davis

APPROVED AS TO FORM:

City Attorney Martha D. Rice

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: November 14, 2022

Originating Dept: City Manager


Signature (submitted by)

City Manager Approval

Subject:

Recruitment of City Manager Pro Tem

Recommended Motion:

Motion to authorize current City Manager Pro Tem to seek candidates for serving as successor City Manager Pro Tem

Background/Discussion:

Section 22 of the Brookings City Charter provides as follows:

*(6) When the city manager is absent from the city or disabled from acting as city manager, or when the office of city manager becomes vacant, the council shall appoint a city manager pro tem, who has the powers and duties of city manager, except that the city manager pro tem may appoint or remove personnel only with approval of the council. **No person may be city manager pro tem more than six consecutive months.***

Thus, the term of the current City Manager Pro Tem must conclude by January 11, 2023. The City Manager Pro Tem is seeking authority from the City Council to initiate recruitment for a successor City Manager Pro Tem in the event the current City Manager administrative leave is not resolved by that time. The City Manager Pro Tem reports that he has already reached out to city management professionals who perform interim assignments and has had some positive response. Upon approval of the proposed motion, the City Manager Pro Tem will begin securing proposals for providing this service and scheduling interviews.

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/07/2021	87464	4734	Aramark Uniform Services	10-00-2005	150.00
10/21	10/07/2021	87465	5941	Shaun Barbic	10-00-2005	875.00
10/21	10/07/2021	87466	6116	Brookings Chrysler Dodge Jeep Ram	10-00-2005	369.81
10/21	10/07/2021	87467	313	Brookings Vol Firefighters	10-00-2005	2,250.00
10/21	10/07/2021	87468	715	Budge McHugh Supply	25-00-2005	4,283.93
10/21	10/07/2021	87469	5567	CAL/OR Insurance Specialists Inc	30-00-2005	683.33
10/21	10/07/2021	87470	5822	Chaves Consulting Inc	49-00-2005	370.20
10/21	10/07/2021	87471	3834	Clean Sweep Janitorial Service	25-00-2005	2,225.00
10/21	10/07/2021	87472	5827	Coastal Investments LLC	10-00-2005	1,130.00
10/21	10/07/2021	87473	4746	Curry County Treasurer	10-00-2005	192.00
10/21	10/07/2021	87474	317	DCBS - Fiscal Services	10-00-2005	697.92
10/21	10/07/2021	87475	1	Desiree Casano	20-00-2005	153.25
10/21	10/07/2021	87476	1	Ibrahim & Love Mesanovic	20-00-2005	204.73
10/21	10/07/2021	87477	3342	Fastenal	25-00-2005	114.09
10/21	10/07/2021	87478	5432	First Community Credit Union	25-00-2005	1,102.00
10/21	10/07/2021	87479	6097	GP Energy	10-00-2005	2,554.13
10/21	10/07/2021	87480	6099	Guardian Alliance Technologies Inc	10-00-2005	90.00
10/21	10/07/2021	87481	5942	Donald Hobbs	10-00-2005	300.00
10/21	10/07/2021	87482	4171	In-Motion Graphics	10-00-2005	4.50
10/21	10/07/2021	87483	6098	Insituform Technologies LLC	53-00-2005	6,055.33
10/21	10/07/2021	87484	4980	iSecure	10-00-2005	33.00
10/21	10/07/2021	87485	202	League of Oregon Cities	10-00-2005	40.00
10/21	10/07/2021	87486	6065	Local Government Law Group PC	10-00-2005	910.00
10/21	10/07/2021	87487	4269	Gary Milliman	10-00-2005	300.00
10/21	10/07/2021	87488	6035	Frank Mowery	10-00-2005	400.00
10/21	10/07/2021	87489	4487	Net Assets Corporation	10-00-2005	504.00
10/21	10/07/2021	87490	3159	NorthCoast Health Screening	25-00-2005	208.00
10/21	10/07/2021	87491	3561	Oil Can Henry's	10-00-2005	54.48
10/21	10/07/2021	87492	5008	Online Information Services	10-00-2005	139.18
10/21	10/07/2021	87493	5155	Oregon Department of Revenue	10-00-2005	1,141.25
10/21	10/07/2021	87494	4	Angie Meeker	10-00-2005	234.00
10/21	10/07/2021	87495	866	Pitney Bowes Global Financial , LLC	10-00-2005	144.93
10/21	10/07/2021	87496	322	Postmaster	25-00-2005	850.00
10/21	10/07/2021	87497	207	Quill Corporation	10-00-2005	271.59
10/21	10/07/2021	87498	3	Doug Brand	20-00-2005	180.88
10/21	10/07/2021	87499	1840	Rogue Credit Union	15-00-2005	1,356.89
10/21	10/07/2021	87500	4542	Umpqua Bank	45-00-2005	9,774.31
10/21	10/07/2021	87501	169	Waste Connections Inc	33-00-2005	188.81
10/21	10/07/2021	87502	5407	Wildwood Playgrounds NW	10-00-2005	745.30
10/21	10/07/2021	87503	5943	Jesus Zamora	10-00-2005	350.00
10/21	10/14/2021	87504	2578	Action Trophies	10-00-2005	17.00
10/21	10/14/2021	87505	5908	Amazon Capital Services	50-00-2005	119.55
10/21	10/14/2021	87506	4939	BI- Mart Corporation	10-00-2005	20.75
10/21	10/14/2021	87507	2407	Blue Star Gas	10-00-2005	9,069.37
10/21	10/14/2021	87508	2121	Bound Tree Medical LLC	10-00-2005	521.98
10/21	10/14/2021	87509	5952	Chetco Auto Marine & Industrial Supply	10-00-2005	17.00
10/21	10/14/2021	87510	5939	Country Media Inc	10-00-2005	344.93
10/21	10/14/2021	87511	1620	Curry County Community Development	10-00-2005	247.50
10/21	10/14/2021	87512	6078	Curry County Reporter	52-00-2005	396.00
10/21	10/14/2021	87513	173	Curry Equipment	15-00-2005	199.94
10/21	10/14/2021	87514	259	Da-Tone Rock Products	15-00-2005	510.86
10/21	10/14/2021	87515	185	Del Cur Supply	10-00-2005	350.02
10/21	10/14/2021	87516	1	Michael Humphrey	20-00-2005	261.42

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/14/2021	87517	5951	Executech Utah LLC	49-00-2005	30.90
10/21	10/14/2021	87518	139	Harbor Logging Supply	50-00-2005	2,188.38
10/21	10/14/2021	87519	6030	Hartwick Automotive LLC	10-00-2005	55.34
10/21	10/14/2021	87520	4357	Hemlock Street Properties LLC	10-00-2005	405.00
10/21	10/14/2021	87521	994	Hughes Fire Equipment	10-00-2005	9,057.36
10/21	10/14/2021	87522	5858	Jacobs Engineering Group Inc	25-00-2005	116,266.82
10/21	10/14/2021	87523	5526	L.N. Curtis & Sons Inc	10-00-2005	223.33
10/21	10/14/2021	87524	4443	Napa Auto Parts-Golder's	20-00-2005	51.08
10/21	10/14/2021	87525	5162	National Hose Testing Specialties Inc	10-00-2005	3,598.50
10/21	10/14/2021	87526	5886	Office Depot Inc	10-00-2005	143.36
10/21	10/14/2021	87527	279	One Call Concepts, Inc	25-00-2005	36.95
10/21	10/14/2021	87528	4754	Oregon Building Officials Association	10-00-2005	1,950.00
10/21	10/14/2021	87529	4	Azalea Middle School	10-00-2005	24.00
10/21	10/14/2021	87530	4	Patty Labart	10-00-2005	234.00
10/21	10/14/2021	87531	5983	Aaron Pettis	10-00-2005	35.00
10/21	10/14/2021	87532	207	Quill Corporation	10-00-2005	285.69
10/21	10/14/2021	87533	3	John Wimberley	20-00-2005	14.32
10/21	10/14/2021	87534	3369	Schwabe Williamson & Wyatt PC	20-00-2005	3,483.00
10/21	10/14/2021	87535	4820	Unites States Geological Survey	20-00-2005	11,250.00
10/21	10/14/2021	87536	2122	Cardmember Service	10-00-2005	6,958.01
10/21	10/14/2021	87537	5992	Ziply Fiber	25-00-2005	1,049.30
10/21	10/21/2021	87538	2364	C & S Fire-Safe Services LLC	25-00-2005	523.75
10/21	10/21/2021	87539	5070	Canon Solutions America	10-00-2005	325.20
10/21	10/21/2021	87540	3015	Charter Communications	30-00-2005	599.98
10/21	10/21/2021	87541	1	Mallisa Bates	20-00-2005	18.37
10/21	10/21/2021	87542	1	Bernardo Herrera	20-00-2005	249.02
10/21	10/21/2021	87543	1	Amanda Kruschke	20-00-2005	160.58
10/21	10/21/2021	87544	1	McKenzie Cascade Excavation	20-00-2005	300.00
10/21	10/21/2021	87545	1	Brian Walker	20-00-2005	68.66
10/21	10/21/2021	87546	2640	Dyer Partnership Inc., The	51-00-2005	22,846.06
10/21	10/21/2021	87547	6117	ESP Water Products	50-00-2005	1,309.66
10/21	10/21/2021	87548	6097	GP Energy	10-00-2005	2,775.79
10/21	10/21/2021	87549	4171	In-Motion Graphics	10-00-2005	60.00
10/21	10/21/2021	87550	4980	iSecure	10-00-2005	33.00
10/21	10/21/2021	87551	4	Nicole Gosser	10-00-2005	224.00
10/21	10/21/2021	87552	4	Elizabeth Ward	10-00-2005	234.00
10/21	10/21/2021	87553	3	Dreiszus Loving Trust	20-00-2005	300.00
10/21	10/21/2021	87554	3	James Freeman	20-00-2005	360.24
10/21	10/28/2021	87555	5908	Amazon Capital Services	49-00-2005	1,178.75
10/21	10/28/2021	87556	4788	BOLI	51-00-2005	250.00
10/21	10/28/2021	87557	2364	C & S Fire-Safe Services LLC	10-00-2005	451.75
10/21	10/28/2021	87558	5070	Canon Solutions America	10-00-2005	49.98
10/21	10/28/2021	87559	6031	Cascade Home Center	15-00-2005	511.97
10/21	10/28/2021	87560	3015	Charter Communications	10-00-2005	144.98
10/21	10/28/2021	87561	5450	Complete Wireless Technologies	10-00-2005	225.00
10/21	10/28/2021	87562	182	Coos-Curry Electric	10-00-2005	4,599.31
10/21	10/28/2021	87563	284	Day Management Corp	10-00-2005	2,070.00
10/21	10/28/2021	87564	1	Mario Castro	20-00-2005	112.40
10/21	10/28/2021	87565	1	Guy Oliphant	20-00-2005	35.45
10/21	10/28/2021	87566	3342	Fastenal	25-00-2005	506.17
10/21	10/28/2021	87567	6080	George Petty Inc	10-00-2005	1,312.64
10/21	10/28/2021	87568	4171	In-Motion Graphics	61-00-2005	201.75
10/21	10/28/2021	87569	5860	Lane Council of Governments	10-00-2005	874.76
10/21	10/28/2021	87570	6119	Lynette McAllister	32-00-2005	20.00
10/21	10/28/2021	87571	6118	Metroquip Inc	25-00-2005	3,093.09
10/21	10/28/2021	87572	5501	Natures Coastal Holiday	32-00-2005	2,000.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/21	10/28/2021	87573	340	NFPA	10-00-2005	175.00
10/21	10/28/2021	87574	3561	Oil Can Henry's	10-00-2005	77.38
10/21	10/28/2021	87575	4	Whitney Pincombe	10-00-2005	250.00
10/21	10/28/2021	87576	4	Amber Powell	10-00-2005	234.00
10/21	10/28/2021	87577	4	Rotary Club of Brookings-Harbor	10-00-2005	24.00
10/21	10/28/2021	87578	5772	PowerPhone Inc	10-00-2005	109.00
10/21	10/28/2021	87579	3	Amanda Kruschke	20-00-2005	96.61
10/21	10/28/2021	87580	380	Stadelman Electric Inc	10-00-2005	1,444.71
10/21	10/28/2021	87581	142	Tidewater Contractors Inc	51-00-2005	9,500.00
10/21	10/28/2021	87582	2863	Verizon Wireless	10-00-2005	677.80
10/21	10/28/2021	87583	861	Village Express Mail Center	10-00-2005	10.49
10/21	10/28/2021	87584	169	Waste Connections Inc	15-00-2005	768.97
10/21	10/28/2021	87585	5071	Wes' Towing	10-00-2005	812.00
10/21	10/28/2021	87586	5992	Ziply Fiber	30-00-2005	394.81
Grand Totals:						<u>273,649.58</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary