City of Brookings

MEETING AGENDA

CITY COUNCIL

Monday, October 28, 2024, 7:00pm

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

- A. Call to Order
- **B. Pledge of Allegiance**
- C. Roll Call

D. Ceremonies/Appointments/Announcements

Red Ribbon Week Proclamation – Brookings Emblem Club #265 [Pg. 1]

E. Scheduled Public Appearances

(Informational presentations to Council on non-agenda items – 10 minute limit per person.)

1. Val Early – South Coast Community Aquatics 2024 Season Pool Update

F. 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)

G. Consent Calendar

- 1. Approve Council minutes for October 14, 2024 [Pg. 2]
- 2. Receive monthly financial report for September 2024 [Pg. 4]

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

- 1. Fire Department Self-Contained Breathing Apparatus Purchase [Pg. 10]
 - a. Quote SeaWestern Fire Fighting Equipment [Pg. 11]
 - b. Quote Municipal Emergency Services [Pg. 12]

I. Remarks from Mayor, Councilors and City Manager

J. Adjournment

* Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, and at Brookings City Hall. 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 541-469-1102 if you have any questions regarding this notice. You can view City Council meetings LIVE on television on Charter PEG Channel 181, or stream on the City's YouTube Channel https://www.youtube.com/@cityofbrookingsoreqon8039.



WHEREAS, Substance abuse is damaging to our children and is a contributing factor in the three leading causes of death for teenagers - accidents, homicides and suicides; and

WHEREAS, October 23rd through October 31st, 2024, has been designated NATIONAL RED RIBBON WEEK whereby all Americans can show their commitment to drug-free lifestyles; and

WHEREAS, Brookings Emblem Club #265 and the City of Brookings encourage everyone to participate in **RED RIBBON WEEK** to establish an atmosphere that promotes family and individual responsibilities for living drug free, without the use of illegal drugs or the illegal use of legal drugs, and

WHEREAS, the citizens of Brookings are invited to show their support for a drug-free community in which to raise happy, healthy, alcohol, tobacco and drug-free children by wearing and displaying red ribbons during this week;

NOW, THEREFORE, I, Isaac Hodges, Mayor of the City of Brookings, do hereby proclaim the week of October 23rd through October 31st, 2024 to be

RED RIBBON WEEK

In Witness Whereof,

I, Mayor Isaac Hodges, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 28th day of October, 2024.

Mayor Isaac Hodges

City of Brookings CITY COUNCIL MEETING MINUTES

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

Monday, October 14, 2024

Call to Order

Mayor Isaac Hodges called the meeting to order at 7:00 PM

Roll Call

Council Present: Mayor Isaac Hodges, Councilors Andy Martin, Kristi Fulton, Phoebe Pereda, and Clayton Malmberg; a quorum present

Staff present: City Manager Tim Rundel, Public Works and Development Services Director Tony Baron, Lieutenant Donny Dotson, Public Works and Development Services Administrative Assistant Michelle Robidoux and City Recorder Brooklyn Osterhage

Media Present: None

Others Present: approximately 10 audience members

Ceremonies/Appointments/Announcements

Mayor Hodges presented proclamations to: the SAFE Project for Domestic Violence Awareness Month and the Curry County Cruisers Car Club for Curry Cruisers Appreciation Day.

Scheduled Public Appearances

1. Kathryn Bernhardt spoke about Curry Public Transit

Oral Requests and Communications from the Audience

1. Don Bemis & Debra Salzman, Braynard Lane – spoke on behalf of Wreaths Across America and invited everyone to attend the ceremony on December 14, 2024 at 9am

Consent Calendar

1. Approve Council minutes for September 23, 2024

Councilor Martin moved, Councilor Pereda seconded, and Council voted unanimously to approve the Consent Calendar.

Staff Reports

1. Community Resource Officer pickup truck purchase

Staff Report provided by Lieutenant Donny Dotson

Mayor Hodges moved, Councilor Malmberg seconded, and Council voted unanimously to authorize the Police Department to purchase one pickup truck from Roberson Motors, Inc., for \$45,281.23, and to authorize the Finance Director to enter into a financing agreement for this vehicle.

2. Prohibit Beach Camping In Brookings City Limits

Staff Report provided by Tony Baron

Councilor Malmberg moved, Councilor Martin seconded, and Council voted unanimously to authorize the Mayor to sign a letter to the Oregon Parks and Recreation Department in support of prohibiting overnight camping on beaches in the City of Brookings.

3. Valley Street Water Line Replacement

Staff Report provided by Tony Baron

Councilor Martin moved, Councilor Fulton seconded, and Council voted unanimously to authorize City Manager to execute a contract with Tidewater Contractors Inc. for the installation of a new water main line on Valley Street in the amount of \$63,800.

4. Ransom Street Water Line Replacement

Staff Report provided by Tony Baron

Councilor Pereda moved, Councilor Malmberg seconded, and Council voted unanimously to authorize City Manager to execute a contract with McLennan Excavation Inc. for the installation of a new water main line on a private drive off Ransom Avenue in the amount of \$31,662.

Remarks from Mayor and Councilors

Mayor Isaac Hodges adjourned the meeting at 7:41 PM.

Councilor Pereda and City Manager Rundel thanked everyone who came to the City Manager welcome event.

City Manager Rundel advised that he and Councilors Pereda and Malmberg will attend the upcoming Annual League of Oregon Cities conference.

Adjournment

Respectfully submitted:	ATTESTED: this 28 th day of October, 2024:
Isaac Hodges, Mayor	Brooklyn Osterhage, City Recorder

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	4,410,740.00	138,453.53	441,239.44	3,969,500.56	10.0
LICENSES AND PERMITS	307,000.00	26,402.92	81,833.28	225,166.72	26.7
INTERGOVERNMENTAL	298,500.00	18,760.81	67,388.42	231,111.58	22.6
CHARGES FOR SERVICES	1,058,500.00	7,801.66	107,753.54	950,746.46	10.2
OTHER REVENUE	140,500.00	6,076.14	185,575.84	(45,075.84)	132.1
TRANSFERS IN	732,236.00		732,236.00	.00	100.0
	6,947,476.00	197,495.06	1,616,026.52	5,331,449.48	23.3
EXPENDITURES					
JUDICIAL: PERSONAL SERVICES	38,866.00	3,437.59	10,991.48	27,874.52	28.3
MATERIAL AND SERVICES	12,850.00	391.67	1,454.43	11,395.57	11.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	51,716.00	3,829.26	12,445.91	39,270.09	24.1
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	453,018.00	32,925.74	96,830.26	356,187.74	21.4
MATERIAL AND SERVICES	241,300.00	19,527.03	61,461.16	179,838.84	25.5
CAPITAL OUTLAY	.00		.00	.00	.0
	694,318.00	52,452.77	158,291.42	536,026.58	22.8
POLICE:					
PERSONAL SERVICES	3,642,146.00	291,689.41	877,595.70	2,764,550.30	24.1
MATERIAL AND SERVICES	244,000.00	18,120.89	95,184.05	148,815.95	39.0
CAPITAL OUTLAY DEBT SERVICE	.00	.00	.00	.00 99,496.00	.0
TRANSFERS OUT	99,496.00	.00 .00	.00	.00	.0 .0
	3,985,642.00	309,810.30	972,779.75	3,012,862.25	24.4
FIRE:					
PERSONAL SERVICES	266,529.00	20,379.56	62,716.95	203,812.05	23.5
MATERIAL AND SERVICES	109,500.00	8,912.53	51,995.59	57,504.41	47.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE TRANSFERS OUT	29,990.00	.00 .00	.00	29,990.00 .00	.0 .0
	406,019.00	29,292.09	114,712.54	291,306.46	28.3

GENERAL FUND

		BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BU	JILDING:					
	PERSONAL SERVICES	284,123.00	23,721.55	60,161.94	223,961.06	21.2
	MATERIAL AND SERVICES	94,600.00	504.00	10,330.12	84,269.88	10.9
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
	TRANSFERS OUT	.00	.00	.00	.00	.0
		378,723.00	24,225.55	70,492.06	308,230.94	18.6
PARKS & RECREA	TION:					
	PERSONAL SERVICES	319,181.00	26,061.67	65,632.52	253,548.48	20.6
	MATERIAL AND SERVICES	143,500.00	7,041.78	29,028.36	114,471.64	20.2
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
	DEBT SERVICE	9,981.00	.00	.00	9,981.00	.0
	TRANSFERS OUT	.00	.00	.00	.00	
		472,662.00	33,103.45	94,660.88	378,001.12	20.0
GOLF COURSE:						
	PERSONAL SERVICES	.00	.00	.00	.00	.0
	MATERIAL AND SERVICES	900,000.00	.00	.00	900,000.00	.0
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
		900,000.00	.00	.00	900,000.00	.0
SWIMMING POOL:						
	PERSONAL SERVICES	.00	.00	.02	(.02)	.0
	MATERIAL AND SERVICES	90,500.00	814.52	28,449.08	62,050.92	31.4
	CAPITAL OUTLAY	.00	.00	.00.	.00	.0
		90,500.00	814.52	28,449.10	62,050.90	31.4
NON-DEPARTMEN	TAL:					
	MATERIAL AND SERVICES	169,300.00	10,426.30	30,104.46	139,195.54	17.8
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
	TRANSFERS OUT	624,000.00	.00	624,000.00	.00	100.0
	CONTINGENCIES AND RESERVES	774,596.00	.00	.00	774,596.00	.0
		1,567,896.00	10,426.30	654,104.46	913,791.54	41.7
		8,547,476.00	463,954.24	2,105,936.12	6,441,539.88	24.6
		(1,600,000.00)	(266,459.18)	(489,909.60)	(1,110,090.40)	(30.6)

STREET FUND

		BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
	REVENUE					
	INTERGOVERNMENTAL	525,000.00	41,839.52	138,038.20	386,961.80	26.3
	OTHER REVENUE	22,000.00	1,570.00	3,591.55	18,408.45	16.3
	TRANSFER IN	100,000.00	.00	100,000.00	.00	100.0
		647,000.00	43,409.52	241,629.75	405,370.25	37.4
	EXPENDITURES					
EXPENDITURES:						
	PERSONAL SERVICES	261,092.00	19,868.03	58,129.76	202,962.24	22.3
	MATERIAL AND SERVICES	326,700.00	2,087.11	53,358.28	273,341.72	16.3
	CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
	DEBT SERVICE	1,073.00	333.24	1,068.02	4.98	99.5
	TRANSFERS OUT	243,809.00	.00	243,809.00	.00	100.0
	CONTINGENCIES AND RESERVES	144,326.00	.00	.00	144,326.00	.0
		992,000.00	22,288.38	356,365.06	635,634.94	35.9
		992,000.00	22,288.38	356,365.06	635,634.94	35.9
		(345,000.00)	21,121.14	(114,735.31)	(230,264.69)	(33.3)

WATER FUND

		BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
	REVENUE					
	SOURCE 03	.00	.00	.00	.00	.0
	CHARGES FOR SERVICES	2,025,000.00	192,632.40	633,471.46	1,391,528.54	31.3
	OTHER INCOME	60,000.00	3,035.00	26,485.09	33,514.91	44.1
	TRANSFERS IN	.00	.00	.00	.00	.0
		2,085,000.00	195,667.40	659,956.55	1,425,043.45	31.7
	EXPENDITURES					
WATER DISTRIBUT	TION:					
	PERSONAL SERVICES	451,449.00	37,453.35	110,239.75	341,209.25	24.4
	MATERIAL AND SERVICES	183,600.00	5,915.98	56,656.10	126,943.90	30.9
	CAPITAL OUTLAY	50,000.00	2,176.78	9,922.45	40,077.55	19.8
	DEBT SERVICE	22,434.00	2,113.20	6,407.98	16,026.02	28.6
	TRANSFERS OUT	35,000.00	.00	35,000.00	.00	100.0
		742,483.00	47,659.31	218,226.28	524,256.72	29.4
WATER TREATMEN	NT:					
	PERSONAL SERVICES	37,757.00	2,131.65	5,562.52	32,194.48	14.7
	MATERIAL AND SERVICES	613,523.00	47,058.17	133,880.97	479,642.03	21.8
	CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
	DEBT SERVICE	.00	.00	.00	.00	.0
	TRANSFERS OUT	757,257.00	.00	757,257.00	.00	100.0
	CONTINGENCIES AND RESERVES	173,980.00	.00	.00	173,980.00	.0
		1,592,517.00	49,189.82	896,700.49	695,816.51	56.3
DEPARTMENT 24:						
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
		2,335,000.00	96,849.13	1,114,926.77	1,220,073.23	47.8
		(250,000.00)	98,818.27	(454,970.22)	204,970.22	(182.0)
					204,010.22	

WASTEWATER FUND

		BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVE	ENUE					
SOUI	RCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHAI	RGES FOR SERVICES	3,650,300.00	325,187.57	986,049.14	2,664,250.86	27.0
OTH	ER REVENUE	25,000.00	.00	459.00	24,541.00	1.8
TRAN	ISFER IN	.00	.00	.00	.00.	.0
		3,670,800.00	325,187.57	986,508.14	2,684,291.86	26.9
EXPE	NDITURES					
WASTEWATER COLLECT	ION:					
PERS	SONAL SERVICES	682,000.00	53,486.76	159,224.58	522,775.42	23.4
MATE	ERIAL AND SERVICES	395,800.00	3,928.11	61,130.42	334,669.58	15.4
	TAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
	SERVICE	22,434.00	2,113.04	6,407.48	16,026.52	28.6
TRAN	ISFERS OUT	264,204.00	.00	264,204.00	.00	100.0
		1,379,438.00	59,527.91	490,966.48	888,471.52	35.6
WASTEWATER TREATME	NT:					
	SONAL SERVICES	51,243.00	3,064.44	8,210.50	43,032.50	16.0
	ERIAL AND SERVICES	1,294,047.00	94,057.38	243,700.55	1,050,346.45	18.8
	TAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
	SERVICE ISFERS OUT	.00	.00 .00	.00 1,382,517.00	.00	.0 100.0
	TINGENCIES AND RESERVES	1,382,517.00 393,055.00	.00	1,362,517.00	393,055.00	.0
0014	TINGENOISO TIND RECEIVED					
		3,135,862.00	97,121.82	1,634,428.05	1,501,433.95	52.1
		4,515,300.00	156,649.73	2,125,394.53	2,389,905.47	47.1
		(844,500.00)	168,537.84	(1,138,886.39)	294,386.39	(134.9)

URBAN RENEWAL AGENCY FUND

		BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
	REVENUE					
	TAXES	781,400.00	.00	6,547.63	774,852.37	.8
	INTERGOVERNMENTAL	.00	.00	.00	.00	.0
	OTHER REVENUE	25,000.00	.00	.00	25,000.00	.0
	TRANSFERS IN	.00	.00	.00	.00	.0
		806,400.00	.00	6,547.63	799,852.37	.8
	EXPENDITURES					
GENERAL:						
GENERAL.	PERSONAL SERVICES	.00	.00	.00	.00	.0
	MATERIAL AND SERVICES	185,256.00	.00	.00	185,256.00	.0
	CAPITAL OUTLAY	2,021,144.00	800.00	50,065.00	1,971,079.00	2.5
	DEBT SERVICE	.00	.00	.00	.00	.0
	TRANSFERS OUT	.00	.00	.00	.00	.0
	CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
		2,206,400.00	800.00	50,065.00	2,156,335.00	2.3
DEPARTMENT 20:						
	CAPITAL OUTLAY	.00	.00	.00	.00	
		.00	.00	.00	.00	.0
DEPARTMENT 22:						
	MATERIAL AND SERVICES	.00	.00	.00	.00	.0
	DEBT SERVICE	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
DEPARTMENT 24:						
	CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
		2,206,400.00	800.00	50,065.00	2,156,335.00	2.3
		/	/ 2225	/ 10 = 1 = 5 = 1	4 050 100 55	
		(1,400,000.00)	(800.00)	(43,517.37)	(1,356,482.63)	(3.1)

CITY OF BROOKINGS

Council AGENDA Report

Meeting Date: October 28, 2024

Originating Dept: Fire Department

Signature (submitted by

City Manager Approval

Subject:

Fire Department Self-Contained Breathing Apparatus Purchase

Recommendation:

Motion to authorize the Fire Department to purchase four (4) Self-Contained Breathing Apparatus (SCBAs) from SeaWestern Fire Fighting Equipment.

Financial Impact:

The cost for these four (4) SCBAs is \$36,200.

Background/Discussion:

The Brookings Fire Department (BFD) is a signatory to the Countywide Fire Department Mutual Aid Agreement, which states we will come to the aid of the other Curry County agencies when requested and that they will do the same for us. Earlier this year, seven (7) county fire agencies joined in submitting a grant application to the Federal Emergency Management Agency (FEMA) as part of the Assistance to Firefighters Grant (AFG) for everyone to purchase the same SCBAs to enhance interoperability. Currently, agencies operate several different types of SCBAs. The current ones our Brookings firefighters wear are now 20 years old and repair parts are no longer available causing us to take parts from other SCBAs to keep as many of ours serviceable as possible.

On October 16, 2024, we were notified that our AFG grant application was not chosen for funding. The purchase of these four (4) SCBAs, in the event the grant was not received, was discussed during the budget process and the Council approved it as part of the current budget. SeaWestern and Municipal Emergency Services (MES) are the only two distributors in the state authorized to sell the Scott models that the county agencies are updating to.

SeaWestern Municipal Emergency Services \$9,050 each

\$36,200 total

\$10,370 each

\$41,480 total

Staff recommends purchasing from SeaWestern, which is the low bidder and has been easy to work with in past purchases.

Attachment:

- a. Quote SeaWestern
- b. Quote Municipal Emergency Services

P.O. Box 51, Kirkland, WA 98083



Phone: (425) 821-5858 Email: info@seawestern.com www.seawestern.com

Bill To:		
BROOKINGS F	RTMENT	7
898 ELK DRIV		
United States		
ł		

Ship To:
 BROOKINGS FIRE DEPARTMENT 898 ELK DRIVE BROOKINGS OR 97415 United States

Date	09/18/2024
Customer No.	10072
Quote No.	QUO25869
Sales Rep	okie bujorja, usipere s
Steve Quackenbush	

Expires	Attention	Delivery	FOR	
12/27/2024				. 1

Pricing valid for listed quantities
Returns accepted within 30 days of receipt
Restocking fee up to 25% will apply on any non-stock merchandise
Custom orders are non-cancellable, non-returnable
Unless otherwise noted, pricing does not include shipping

OXby	000	Part Number	Description	Unit Price	
4	EA	SCOTT X3 Pro	3M Scott Air-Pak X3 Pro SCBA	7,150.00	28,600.00
			NFPA 1981/1982, 2018 Edition		
			Ordering Part Number: X8914025005304		
			4500 PSI EZ-FLO+ Quick Disconnect Regulator		
8	EA	SCOTT 200129-01A - USED	4500 psi, 45 minute cylinder with snap change valve, Stubby version	950.00	7,600.00
			USED CYLINDERS RETURNED FROM BOISE, MFG DATE OCT/NOV 2023		
			7.2		
			- F		
-					

Total

\$36,200.00



(877) 637-3473

Bill To

Attn: Jim Watson Brookings Fire & Rescue 898 Elk Dr Brookings OR 97415 United States

Quote

Quote #

QT1855489

Date

09/09/2024

Expires

11/15/2024

Sales Rep

Lewellen, Kenneth

Shipping Method

FedEx Ground

Customer

Brookings Fire & Rescue (OR) - ON HOLD

Customer #

C225114

Ship To

Attn: Jim Watson

Brookings Fire & Rescue

898 Elk Dr

Brookings OR 97415

United States

X8914025305303	Air-Pak X3 Pro SCBA (2018 Edition) with Snap- Change, Parachute Buckles, 4.5. Standard, No Accessory Pouch, E-Z Flo+ Regulator with Quick Disconnect Hose (Reclus-type filtings), Universal EBSS, None, No, Pak-Tracker, No Case, 1 SCBA Per Box	4	\$7,650.00	\$30,600.00
200129-01	Snap-Change Cylinder, Carbon-Wrapped, Pressure 4500, 45 Minutes (at 40 lpm)	8	\$1,360.00	\$10,880.00
20 1215-22 -	AV3000 HT with Keylar-lining and 4-strap harness-Red, Medium	4	\$350.00	\$ 1,400:0 0

Subtotal

\$42,880.00

Shipping Cost

\$0.00

Tax Total

\$0.00

Total

\$42,880.00-41,480.00

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.

OT1855489

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