

# City of Brookings

## MEETING AGENDA

### CITY COUNCIL

**Monday, June 9, 2025, 7:00pm**

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

The City Council will meet in Executive Session at **6:30PM**, in the City Manager's office, under the authority of ORS 192.660 (2)(p), to consider matters relating to cyber security infrastructure and responses to cyber security threats, and ORS 192.660 (2)(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.

#### **A. Call to Order**

#### **B. Pledge of Allegiance**

#### **C. Roll Call**

#### **D. Ceremonies/Appointments/Announcements**

1. Americanism Proclamation – The Emblem Club [Pg. 1]
2. Yard of the Month Awards

Commercial: Pancho's Restaurant & Bar

Residential: 96301 Spindrift Lane, owner Barbara Price

#### **E. Oral Requests and Communications from the audience**

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

#### **F. Consent Calendar**

1. Approve Council minutes for May 12, 2025 [Pg. 2]
2. Receive monthly financial report for April 2025 [Pg. 3]

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

1. Shorewood Terrace Repair [Pg. 9]
  - a. Dyer Task Order 110 [Pg. 10]
4. Hold Public Hearing on State Revenue Sharing and Adopt Resolution [Pg. 14]
  - a. Resolution 25-R-1274 State Revenue Sharing [Pg. 15]
5. Hold Public Hearing and Approval of Appropriations for FY 2025-26 Budget [Pg. 16]
  - a. Resolution 25-R-1275 Adopt Budget [Pg. 17]
6. Approve Water and Sewer Rates, and System Replacement Fees for 2025-26 [Pg. 20]
  - a. Resolution 25-R-1276 Water Rates [Pg. 21]
  - b. Resolution 25-R-1277 Sewer Rates [Pg. 23]
  - c. Resolution 25-R-1278 System Replacement Fees [Pg. 25]
7. Increase appropriations due to grants and donations for FY 2024-25 budget [Pg. 26]
  - a. Resolution 25-R-1280 Accept grants and donations and make appropriations [Pg. 27]
8. Increase appropriations from insurance proceeds for FY 2024-25 budget [Pg. 29]
  - a. Resolution 25-R-1281 Accept insurance proceeds and make appropriations [Pg.30]
9. Transfer of appropriations from contingency for FY 2024-25 budget [Pg. 31]
  - a. Resolution 25-R-1282 Appropriation transfers [Pg. 32]

## **H. Informational Non-Action Items**

1. May 2025 Vouchers [Pg. 33]

## **I. Remarks from Mayor, Councilors and City Manager**

## **J. Adjournment**

# **URBAN RENEWAL AGENCY**

## **A. Call to Order**

## **C. Roll Call**

## **D. Consent Calendar**

1. Approve Urban Renewal meeting Minutes for April 28, 2025 [Pg. 36]

## **E. Staff Reports**

1. Hold Public Hearing and Approval of Appropriations for FY 2025-26 Budget [Pg. 37]
  - a. Resolution 25-R-1279 Adopt Budget [Pg. 38]

## **F. Agency Remarks**

## **G. Adjournment**

\*Public Comment forms and the agenda packet are available on-line at [www.brookings.or.us](http://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/view on the City's YouTube Channel: <https://www.youtube.com/@cityofbrookingsoregon8039> clicking on "Live" or search 'City of Brookings Oregon YouTube' in your browser.

# City of Brookings *Proclamation*

**Whereas**, strengthening the Unity of the United States of America is vital and there is a need to strengthen the American Heart of Emblem, the beliefs of each individual and each Club; and

**Whereas**, in these interests, it seems appropriate at this time to restate our Citizen Principles by pledging to bear true allegiance to the Constitution of the United States of America, and to the Flag which is the Emblem of our Country; and

**Whereas**, in keeping with our pledge, the Supreme Emblem Club of the United States of America has adopted the Flag of our Country as our Order's Emblem and the name "Emblem" by which our organization is known throughout the land; and

**Whereas**, we are Citizens dedicated to the belief that the United States shall be sustained, preserved and perpetuated; and

**Whereas**, in keeping with our principles, it seems obligatory that we act to more forcefully display these beliefs; that each club create an Americanism Committee and originate and participate with others in patriotic community endeavors; that each Emblem member complete a patriotic deed each day and engage in assisting the Americanism Program of the Benevolent and Protective Order of Elks on every occasion we are invited to participate; and that each club and club member actively work to fulfill our dedicated purpose of bearing true allegiance to the Constitution and Flag of the United States of America.

**Now, Therefore, Be it Resolved**, I, Isaac Hodges, Mayor of the City of Brookings, do hereby proclaim the week of June 9 through June 16, 2025, as

## **SUPREME AMERICANISM 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 9th day of June, 2025.

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Mayor Isaac Hodges

**City of Brookings**  
**CITY COUNCIL MEETING MINUTES**  
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415  
**Monday, May 12, 2025**

**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, Clayton Malmberg and Phoebe Pereda; a quorum present

Staff present: City Manager Tim Rundel, Fire Chief Jeff Lee and City Recorder Brooklyn Osterhage

Media Present: None

Others Present: approximately 5 audience members

**Oral Requests and Communications from the Audience**

1. Adele Kurtz, Brookings – warned of a phishing scam email she received presumed to be a City staff member.
2. Larry O'Lexey, Brookings – spoke in regards to public safety concerns.

**Consent Calendar**

1. Approve Council minutes for April 28, 2025
2. Accept Planning Commission minutes for April 1, 2025
3. Liquor License – Bro Mart
4. Cancel May 26, 2025 City Council Meeting

**Councilor Martin moved and Councilor Pereda seconded to approve the Consent Calendar as presented. Motion passed; Councilors Martin, Fulton, Malmberg, Pereda and Mayor Hodges voting "aye" [5:0].**

**Staff Reports and Public Hearings**

**1. Intergovernmental Agreement between City of Brookings and the Harbor Rural Fire Protection District**

Staff Report provided by Tim Rundel with Jeff Lee available for questions

**Councilor Martin moved and Councilor Fulton seconded to authorize the City Manager to enter into an Intergovernmental Agreement between City of Brookings and the Harbor Rural Fire Protection District. Motion passed; Councilors Martin, Fulton, Malmberg, Pereda and Mayor Hodges voting "aye" [5:0].**

**Adjournment**

Mayor Isaac Hodges adjourned the meeting at 7:36 PM.

Respectfully submitted:

ATTESTED:

this 9<sup>th</sup> day of June, 2025:

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Isaac Hodges, Mayor

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Brooklyn Osterhage, City Recorder

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2025

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	4,410,740.00	192,015.42	4,270,601.55	140,138.45	96.8
LICENSES AND PERMITS	307,000.00	33,172.21	303,939.01	3,060.99	99.0
INTERGOVERNMENTAL	298,500.00	9,743.89	129,688.73	168,811.27	43.5
CHARGES FOR SERVICES	1,058,500.00	13,611.54	294,513.44	763,986.56	27.8
OTHER REVENUE	140,500.00	17,954.44	183,946.66	( 43,446.66)	130.9
TRANSFERS IN	732,236.00	.00	732,236.00	.00	100.0
	6,947,476.00	266,497.50	5,914,925.39	1,032,550.61	85.1
<u>EXPENDITURES</u>					
JUDICIAL:					
PERSONAL SERVICES	38,866.00	4,263.14	38,575.09	290.91	99.3
MATERIAL AND SERVICES	12,850.00	357.44	4,325.00	8,525.00	33.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	51,716.00	4,620.58	42,900.09	8,815.91	83.0
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	453,018.00	37,431.27	342,812.50	110,205.50	75.7
MATERIAL AND SERVICES	241,300.00	5,777.67	123,300.03	117,999.97	51.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	694,318.00	43,208.94	466,112.53	228,205.47	67.1
POLICE:					
PERSONAL SERVICES	3,642,146.00	321,448.56	3,021,812.56	620,333.44	83.0
MATERIAL AND SERVICES	244,000.00	10,399.52	201,726.84	42,273.16	82.7
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	99,496.00	.00	.00	99,496.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	3,985,642.00	331,848.08	3,223,539.40	762,102.60	80.9
FIRE:					
PERSONAL SERVICES	266,529.00	17,862.10	196,447.30	70,081.70	73.7
MATERIAL AND SERVICES	109,500.00	6,487.89	104,573.76	4,926.24	95.5
CAPITAL OUTLAY	.00	20.30	20.30	( 20.30)	.0
DEBT SERVICE	29,990.00	.00	29,678.72	311.28	99.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	406,019.00	24,370.29	330,720.08	75,298.92	81.5

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2025

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	284,123.00	22,931.36	217,405.46	66,717.54	76.5
MATERIAL AND SERVICES	94,600.00	601.59	17,168.41	77,431.59	18.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	378,723.00	23,532.95	234,573.87	144,149.13	61.9
PARKS & RECREATION:					
PERSONAL SERVICES	319,181.00	28,724.87	257,133.39	62,047.61	80.6
MATERIAL AND SERVICES	143,500.00	7,135.64	96,287.62	47,212.38	67.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	.00	9,980.00	1.00	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	472,662.00	35,860.51	363,401.01	109,260.99	76.9
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	138.52	41,883.20	48,616.80	46.3
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	90,500.00	138.52	41,883.22	48,616.78	46.3
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	169,300.00	5,328.71	96,737.25	72,562.75	57.1
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	5,328.71	720,737.25	847,158.75	46.0
	8,547,476.00	468,908.58	5,423,867.45	3,123,608.55	63.5
	( 1,600,000.00)	( 202,411.08)	491,057.94	( 2,091,057.94)	30.7

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2025

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL	525,000.00	39,418.15	423,224.87	101,775.13	80.6
OTHER REVENUE	22,000.00	1,323.30	17,866.73	4,133.27	81.2
TRANSFER IN	100,000.00	.00	100,000.00	.00	100.0
	<u>647,000.00</u>	<u>40,741.45</u>	<u>541,091.60</u>	<u>105,908.40</u>	<u>83.6</u>
<u>EXPENDITURES</u>					
EXPENDITURES:					
PERSONAL SERVICES	261,092.00	22,040.59	206,763.02	54,328.98	79.2
MATERIAL AND SERVICES	326,700.00	8,919.73	178,019.97	148,680.03	54.5
CAPITAL OUTLAY	15,000.00	.00	438.75	14,561.25	2.9
DEBT SERVICE	1,073.00	.00	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
	<u>992,000.00</u>	<u>30,960.32</u>	<u>630,098.76</u>	<u>361,901.24</u>	<u>63.5</u>
	<u>992,000.00</u>	<u>30,960.32</u>	<u>630,098.76</u>	<u>361,901.24</u>	<u>63.5</u>
	<u>( 345,000.00)</u>	<u>9,781.13</u>	<u>( 89,007.16)</u>	<u>( 255,992.84)</u>	<u>( 25.8)</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2025

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,025,000.00	150,205.88	1,733,757.05	291,242.95	85.6
OTHER INCOME	60,000.00	7,834.40	91,224.51	( 31,224.51)	152.0
TRANSFERS IN	.00	.00	.00	.00	.0
	<u>2,085,000.00</u>	<u>158,040.28</u>	<u>1,824,981.56</u>	<u>260,018.44</u>	<u>87.5</u>
<u>EXPENDITURES</u>					
WATER DISTRIBUTION:					
PERSONAL SERVICES	451,449.00	39,983.64	375,355.97	76,093.03	83.1
MATERIAL AND SERVICES	183,600.00	8,146.58	163,883.56	19,716.44	89.3
CAPITAL OUTLAY	50,000.00	1,692.79	45,721.91	4,278.09	91.4
DEBT SERVICE	22,434.00	1,780.01	18,868.03	3,565.97	84.1
TRANSFERS OUT	35,000.00	.00	35,000.00	.00	100.0
	<u>742,483.00</u>	<u>51,603.02</u>	<u>638,829.47</u>	<u>103,653.53</u>	<u>86.0</u>
WATER TREATMENT:					
PERSONAL SERVICES	37,757.00	3,012.12	25,936.44	11,820.56	68.7
MATERIAL AND SERVICES	613,523.00	47,058.17	463,288.16	150,234.84	75.5
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
	<u>1,592,517.00</u>	<u>50,070.29</u>	<u>1,246,481.60</u>	<u>346,035.40</u>	<u>78.3</u>
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>2,335,000.00</u>	<u>101,673.31</u>	<u>1,885,311.07</u>	<u>449,688.93</u>	<u>80.7</u>
	<u>( 250,000.00)</u>	<u>56,366.97</u>	<u>( 60,329.51)</u>	<u>( 189,670.49)</u>	<u>( 24.1)</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2025

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
SOURCE 03	( 4,500.00)	.00	.00	( 4,500.00)	.0
CHARGES FOR SERVICES	3,650,300.00	285,005.25	2,985,025.81	665,274.19	81.8
OTHER REVENUE	25,000.00	13,117.79	125,121.42	( 100,121.42)	500.5
TRANSFER IN	.00	.00	.00	.00	.0
	<u>3,670,800.00</u>	<u>298,123.04</u>	<u>3,110,147.23</u>	<u>560,652.77</u>	<u>84.7</u>
<u>EXPENDITURES</u>					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	682,000.00	58,720.36	551,207.73	130,792.27	80.8
MATERIAL AND SERVICES	395,800.00	9,986.78	139,785.67	256,014.33	35.3
CAPITAL OUTLAY	15,000.00	.00	630.85	14,369.15	4.2
DEBT SERVICE	22,434.00	1,779.99	18,867.43	3,566.57	84.1
TRANSFERS OUT	264,204.00	.00	264,204.00	.00	100.0
	<u>1,379,438.00</u>	<u>70,487.13</u>	<u>974,695.68</u>	<u>404,742.32</u>	<u>70.7</u>
WASTEWATER TREATMENT:					
PERSONAL SERVICES	51,243.00	4,033.04	35,375.40	15,867.60	69.0
MATERIAL AND SERVICES	1,294,047.00	94,057.38	915,757.53	378,289.47	70.8
CAPITAL OUTLAY	15,000.00	.00	7,531.77	7,468.23	50.2
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	1,382,517.00	.00	1,382,517.00	.00	100.0
CONTINGENCIES AND RESERVES	393,055.00	.00	.00	393,055.00	.0
	<u>3,135,862.00</u>	<u>98,090.42</u>	<u>2,341,181.70</u>	<u>794,680.30</u>	<u>74.7</u>
	<u>4,515,300.00</u>	<u>168,577.55</u>	<u>3,315,877.38</u>	<u>1,199,422.62</u>	<u>73.4</u>
	<u>( 844,500.00)</u>	<u>129,545.49</u>	<u>( 205,730.15)</u>	<u>( 638,769.85)</u>	<u>( 24.4)</u>

CITY OF BROOKINGS  
FUND SUMMARY  
FOR THE 10 MONTHS ENDING APRIL 30, 2025

URBAN RENEWAL AGENCY FUND

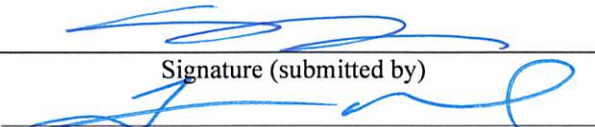
	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
<u>REVENUE</u>					
TAXES	781,400.00	17,920.02	804,562.54	( 23,162.54)	103.0
INTERGOVERNMENTAL	.00	.00	.00	.00	.0
OTHER REVENUE	25,000.00	8,751.76	78,856.86	( 53,856.86)	315.4
TRANSFERS IN	.00	.00	.00	.00	.0
	806,400.00	26,671.78	883,419.40	( 77,019.40)	109.6
<u>EXPENDITURES</u>					
GENERAL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	185,256.00	.00	12,046.16	173,209.84	6.5
CAPITAL OUTLAY	2,021,144.00	5,324.00	60,145.93	1,960,998.07	3.0
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	5,324.00	72,192.09	2,134,207.91	3.3
DEPARTMENT 20:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.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	5,324.00	72,192.09	2,134,207.91	3.3
	( 1,400,000.00)	21,347.78	811,227.31	( 2,211,227.31)	57.9

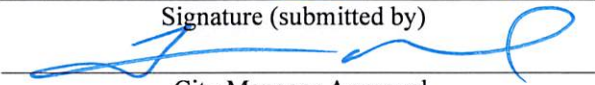
# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 9, 2025

Originating Dept: PWDS

  
Signature (submitted by)

  
City Manager Approval

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Subject: Shorewood Terrace Repair

Recommended Motion:

Authorize City Manager to proceed with the Dyer Partnership Task Order 110, for \$96,800, to develop plans for the repair of Shorewood Terrace.

Financial Impact:

\$96,800 from the Streets System Replacement Fund.

Background/Discussion:

Excavation by a general contractor for a home site on Shorewood Terrace has caused a landslide in the public right-of-way, resulting in major damage to City facilities, including major road failures which have caused severing of a water main, sanitary sewer force main and a stormwater main.

Staff briefed Council of the Shorewood Terrace roadway failure issue at the April 14 Council executive session. The City has hired an attorney to help recover the costs associated with repairs to Shorewood Terrace caused by the contractor's work on the private property where the excavation occurred.

Dyer estimates the engineering work at \$96,800 and the roadway construction repair at \$680,025. The project will be funded from the City of Brookings Streets System Replacement Fund with the anticipation that re-imbursement from the contractor's insurance company will be received at a later date.

Staff is recommending approval to proceed with the Dyer Task Order 110.

Attachment(s):

- a. Dyer Task Order 110

**TASK ORDER 110**  
**City of Brookings**  
**SHOREWOOD TERRACE SLIDE STREET RECONSTRUCTION**

**SCOPE OF WORK:** The City plans on reconstructing a section of street along Shorewood Terrace that has settled and was damaged by earth movement. The repair is estimated to include a 14-foot depth excavation to remove slide material, sections of curbs, gutters, sidewalks, driveways, and asphalt pavement. The improvements will also replace and repair utilities that were damaged or utilities that require removal and replacement for the construction, including storm drain lines, catch basins, pressure sewer lines, water lines, water appurtenances, and other miscellaneous items that are within the slide repair area.

**SCOPE OF ENGINEERING SERVICES**

The City needs engineering services for the design of these improvements, bidding period services, and construction administration. Engineering services include the following:

**Design Period Services**

- Project setup and management
- Coordinate with City staff, affected utilities, and conduct design review meeting with City staff. Arrive at concurrence on storm drain routing. Provide monthly progress reports to staff throughout the process.
- Route survey includes establishing project control with vertical datum based on 1988 NAVD and horizontal datum will be based on NAD83 based on Oregon Coordinate Reference System – Oregon Coast Zone. Topographic route survey will be completed for all proposed improvements. These surveys will concentrate along Shorewood Terrace and incorporate the slide area within the City of Brookings Rights-of-Way. Survey will include underground utilities as located by the utility companies.
- Reduce field survey data including development of base map.
- Provide final construction documents including drawings. Final design plans will be developed in Auto-CAD Civil 3D, version 2022. The design will use City Standards wherever applicable.
- Provide final construction documents including technical specifications.
- Design review meetings will be conducted at 60 percent complete with plans and specifications. Comments received from Staff will be incorporated into the documents.
- Provide final estimated costs for construction and an estimated time line for construction. Submit construction documents to City for review and approval.

## **Bidding Period Services**

- Prepare bidding documents including bidding requirements and contract documents. Prepare advertisement for bids and send to City-approved publications (City to pay advertising expense). Develop electronic copies (pdf) of final bidding documents and distribute to QuestCDN for bidders and suppliers to purchase and download. Reproduce bidding documents and distribute to Owner, Engineer, and interested bidders.
- Respond to bidder questions and prepare necessary addendums, if needed.
- Attend and perform bid opening at Dyer's Coos Bay office location.
- Review bids and recommend contract award based on public contracting rules. Prepare construction contracts for City approval. Issue Notice of Intent to Award, Notice of Award, and Notice to Proceed.

## **Construction Administration Services**

- Provide construction management and administer construction contract. Notify City staff immediately of potential construction problems and recommend a cost-effective remedy in order to not delay the construction. Project Manager to make periodic site visits and review submittals. Attend and administer a Pre-Construction job meeting. Conduct project meetings with Contractor and Owner, as needed.
- Develop construction stakeout points and layout sheets for stakeout.
- Provide construction staking for the new improvements.
- Project Representative will provide up to 160 hours of construction observation services during construction to observe progress of the overall work. (City to supplement construction observation services, if required).
- Review and process pay requests, change orders, and requests for information.
- Provide project closeout documents.

## **Schedule (anticipated)**

- Preliminary site survey – Complete
- Design
  - Secondary site survey and utility tie out – June 1, 2025.
  - Receipt of Geotechnical recommendations from City hired Geotechnical Engineer – June 13, 2025. (Estimated design timeline is based on receiving the information by this date and is subject to change if recommendations are received at a later date).

- Preliminary Plans (60% design) – July 11, 2025.
- Final Plans and Bidding Documents – July 31, 2025.
- Bidding Period – August 2025.
- Construction (anticipated) – September/October 2025.

### **Assumptions and Exclusions**

- All potholing of utilities (if needed) is to be performed by Owner.
- It is assumed easements (if required) are being performed by City staff. Should any easements be identified as needing assistance by Dyer, they will be addressed in a task order amendment. Easements (if required) will not be stamped by a professional surveyor.
- Landscaping shall only include provisions for topsoil and seeding of disturbed areas from construction activities. Landscaping Plans and landscaping features including bushes, shrubs, plants, and trees are excluded from this task order. Should additional requirements be identified as needed, they will be addressed in a task order amendment.
- Environmental Engineering is excluded from this task order. If the item is identified as needed, it will be addressed in a task order amendment.
- Geotechnical Engineering is excluded from this task order. Dyer will coordinate with the City hired Geotechnical Engineer regarding the written recommended repairs for road reconstruction and/or the stamped Geotechnical Report.
- It is assumed that piles and retaining walls will not be required and the excavation within the roadway prism is limited to 14-foot depth. Should retaining walls, piles, or excavation be required, they will be addressed in a task order amendment.
- Tribal Coordination and additional requirements that may arise from submission of SHPO Clearance Form are excluded. Should additional requirements be identified as needed, they will be addressed in a task order amendment.
- Utility infrastructure (sanitary sewer lines and laterals, manholes, catch basins, storm drains, water lines, electrical, phone, gas, etc.) are assumed to be in fair condition and will be protected in place beyond the limits of the reconstruction area. It is assumed they will not require engineering review or correction beyond removal and replacement within the slide area. If these items are identified as replacement by the City, they will be addressed in a task order amendment.
- Utility Contractors are required to provide their own engineering and coordination for any utility modifications. The City shall be responsible for coordination with utilities.
- City to pay advertising expense.
- City to coordinate with private property owners and any work required on private property.
- Engineer shall not be responsible for the construction Contractor's means and methods of construction or their means of safety.
- Construction claim support is excluded from this task order. If this item is identified as needed, it will be addressed in a task order amendment.
- Project is funded by the City of Brookings.

**Proposed Fee**

Services will be performed and billed on a time and materials basis, in accordance with the conditions of the Professional Services Agreement dated October 1, 2022. The estimated fee for the above-described scope of work is not to exceed a maximum of \$96,800 including all professional services and reimbursable expenses, unless approved by the Owner by amendment.

**PAYMENT METHOD:** Monthly Billing

City of Brookings

The Dyer Partnership  
Engineers & Planners, Inc.

\_\_\_\_\_  
Tim Rundel, City Manager

\_\_\_\_\_  
Aaron Speakman, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 9, 2025

Originating Dept: Finance & Admin

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject:

Hold Public Hearing on State Revenue Sharing and Adopt Resolution.

Recommended Motion:

1. Hold Public Hearing.
2. Adopt Resolution 25-R-1274 declaring the City's election to receive state revenues for 2025-26 fiscal year.

Financial Impact:

Estimated State Revenue Sharing for 2025-26 is \$65,000.

Background /Discussion:

The State of Oregon requires an opportunity for the public to comment on the use of State Revenue Sharing funds before the Budget Committee and City Council. The hearing before the Budget Committee was held on May 1, 2025. A second hearing is to be held at this City Council meeting.

Attachments:

- a. Resolution 25-R-1274 State Revenue Sharing

**CITY OF BROOKINGS**

**RESOLUTION 25-R-1274**

**A RESOLUTION DECLARING THE CITY OF BROOKINGS' ELECTION TO RECEIVE STATE REVENUES FOR THE 2025-26 FISCAL YEAR.**

**WHEREAS,** Pursuant to ORS 221.770, the City of Brookings hereby elects to receive state revenues for fiscal year 2025-26, and

**WHEREAS,** the Budget Committee of the City of Brookings held a public hearing on May 1, 2025 and the City Council of the City of Brookings held a public hearing on June 9, 2025, giving citizens an opportunity to comment on the use of State Revenue Sharing;

**NOW, THEREFORE BE IT RESOLVED,** that the Mayor and City Council of the City of Brookings, Curry County, Oregon, do hereby approve this resolution.

Adopted by Council and made effective on the 9<sup>th</sup> of June, 2025.

Dated and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Attest:

\_\_\_\_\_  
Isaac Hodges, Mayor

\_\_\_\_\_  
Brooklyn Osterhage, City Recorder

I certify that a public hearing before the Budget Committee was held on May 1, 2025 and a public hearing before the City Council was held on June 9, 2025, giving citizens an opportunity to comment on the use of State Revenue Sharing.


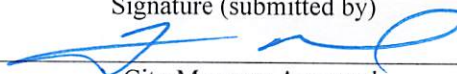
\_\_\_\_\_  
Anella Ehlers, Finance Director

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 9, 2025

Originating Dept: Finance & Admin

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject:

Hold Public Hearing and Approval of Appropriations for FY 2025-26 Budget.

Recommended Motion:

1. Hold Public Hearing.
2. Adopt Resolution 25-R-1275, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2025-26 fiscal year, and to categorize the levy.

Financial Impact:

The total approved fiscal year 2025-26 budget, for the City of Brookings is \$71,548,987. The General Fund operating expenditures total \$8,242,911 with revenues projected at \$7,332,320, with the Contingency projected to be \$689,409.

Background /Discussion:

Oregon local budget law requires the City's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30<sup>th</sup>. Before the City can implement the 2025-26 budget and receive tax money necessary for operations, these resolutions must be adopted by the City Council.

Budget highlights include:

- \$37.5 million in capital expenditures in water, sewer, storm drain, street, and parks improvements.
- 2.7% increase in the water utility rate and 2.7% increase in the sewer utility rate.
- USDA-RD loan proceeds to complete \$30.2 million of wastewater projects in the next few years.

No changes are proposed by staff from the Budget Committees' approved budget.

Attachments:

- a. Resolution 25-R-1275 Adopt Budget

**CITY OF BROOKINGS**

**RESOLUTION 25-R-1275**

A RESOLUTION ADOPTING THE CITY OF BROOKINGS BUDGET, DECLARING TAX LEVIED, and MAKING APPROPRIATIONS FOR THE 2025-26 FISCAL YEAR AND TO CATEGORIZE THE LEVY.

BE IT RESOLVED that the City Council of the City of Brookings hereby adopts the budget for fiscal year 2025-26 in the sum of \$71,548,987 now on file at the Finance and Administration Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2025, and for the purposes shown below, are hereby appropriated as follows:

<b>GENERAL FUND</b>		
Judicial	\$53,933	
Finance and Administration	704,989	
Police	4,288,785	
Fire	354,324	
Planning & Building	386,606	
Parks & Recreation	512,404	
Golf Course	900,000	
Swimming Pool	160,500	
Non-Departmental	175,100	
Special Appropriations:		
Debt Service	173,270	
Transfers	533,000	
Contingency	689,409	
TOTAL GENERAL FUND APPROPRIATION		\$8,932,320
<b>STREET FUND</b>		
Streets Maintenance	623,028	
Special Appropriations:		
Debt Service	8,106	
Transfers	238,700	
Contingencies	149,166	
TOTAL STREET FUND APPROPRIATION		1,019,000
<b>WATER FUND</b>		
Water Distribution	713,705	
Water Treatment	725,532	
Special Appropriations:		
Debt Service	29,466	
Transfers	774,829	
Contingencies	211,468	
TOTAL WATER FUND APPROPRIATION		2,455,000
<b>WASTEWATER FUND</b>		
Wastewater Collection	1,214,557	
Wastewater Treatment	1,486,902	
Special Appropriations:		
Debt Service	29,466	
Transfers	1,007,000	
Contingencies	590,375	
TOTAL WASTEWATER FUND APPROPRIATION		4,328,300
<b>9-1-1 FUND</b>		
9-1-1 Division	263,700	
Special Appropriations:		
Transfers	170,000	
Contingencies	461,300	
TOTAL 9-1-1 FUND APPROPRIATION		895,000
<b>TOURISM FUND</b>		
Tourism Division	382,300	
Special Appropriations:		
Transfers	18,200	
Contingencies	30,000	
TOTAL TOURISM FUND APPROPRIATION		430,500

<b>AIRPORT FUND</b>		
Airport Division	273,297	
Special Appropriations:		
Contingencies	<u>131,003</u>	
<b>TOTAL AIRPORT APPROPRIATION</b>		404,300
<b>GOVERNMENTAL LOAN FUND</b>		
Debt Service		125,256
<b>WATER LOAN FUND OECDD</b>		
Debt Service		509,829
<b>STORM LOAN FUND</b>		
Debt Service		0
<b>WASTEWATER LOAN FUND</b>		
Debt Service		1,118,902
<b>TECHNOLOGY RESERVE FUND</b>		
Technology Program	132,500	
Special Appropriations:		
Transfers	65,500	
Contingencies	<u>30,000</u>	
<b>TOTAL FUND APPROPRIATION</b>		228,000
<b>CAPITAL PROJECTS RESERVE FUND</b>		
Capital Outlay		3,387,000
<b>STREET SYSTEM REPLACEMENT FUND</b>		
Street Maintenance		1,337,000
<b>WATER SYSTEM REPLACEMENT FUND</b>		
Water System Maintenance		2,330,000
<b>WASTEWATER SYSTEM REPLACEMENT FUND</b>		
Wastewater System Maintenance		29,375,000
<b>STORMWATER SYSTEM REPLACEMENT FUND</b>		
Stormwater System Maintenance		1,587,000
<b>STREET SYSTEM DEVELOPMENT FUND</b>		
Street Program		5,615,032
<b>WATER SYSTEM DEVELOPMENT FUND</b>		
Water System		426,000
<b>WASTEWATER COLLECTIONS SYSTEM DEVELOPMENT FUND</b>		
Wastewater System		3,240,000
<b>PARKS &amp; REC SYSTEM DEVELOPMENT FUND</b>		
Parks and Recreation Program		587,550
<b>STORMWATER SYSTEM DEVELOPMENT FUND</b>		
Stormwater System		337,000
<b>SPECIAL POLICE</b>		
K-9	102,500	
Safety City	7,400	
Police Reserves	16,800	
Police VIPS	100	
Grants Program	5,500	
Range	7,500	
<b>TOTAL FUND APPROPRIATION</b>		139,800
<b>HEALTH FAIR FUND</b>		
Health Fair Program		1,307
<b>SPECIAL FIRE FUND</b>		
Fire Program		5,800

TOTAL CITY OF BROOKINGS APPROPRIATIONS 68,814,896

RESERVED AMOUNTS

Water Loan Fund	499,026	
Wastewater Loan Fund	<u>2,235,065</u>	
		<u>2,734,091</u>

TOTAL ADOPTED BUDGET \$71,548,987

BE IT FURTHER RESOLVED that the City Council of the City of Brookings hereby imposes the taxes provided for in the adopted budget at the rate of \$3.7630 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2025-26 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

	General Government	Excluded from Limitation
General Fund	\$3.7630/1000	

ADOPTED by the City Council for the City of Brookings this 9th of June, 2025.

\_\_\_\_\_  
Isaac Hodges, Mayor

ATTEST by:

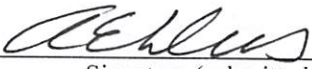
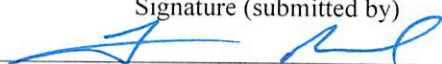
\_\_\_\_\_  
Brooklyn Osterhage, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 9, 2025

Originating Dept: Finance & Admin

  
Signature (submitted by)  
  
City Manager Approval

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Subject:

Approve Water and Sewer Rates, and System Replacement Fees for 2025-26

Recommended Motion:

1. Adopt Resolution 25-R-1276, adopting Water rates for 2025-26.
2. Adopt Resolution 25-R-1277, adopting Sewer rates for 2025-26.
3. Adopt Resolution 25-R-1278, adopting System Replacement Fees for 2025-26.

Financial Impact:

The above rates are necessary to balance the budget as approved by the Budget Committee.

Background /Discussion:

The rate increases included in the attached resolutions are as approved by the Budget Committee.

There was a rate increase of 2.7% proposed for water and approved by the Budget Committee, therefore included in the attached resolution.

There was a rate increase of 2.7% proposed for sewer and approved by the Budget Committee, therefore included in the attached resolution.

System Replacement Fees (SRF) are adjusted by the CPI annually, which increased 2.7% and approved by the budget committee. As a reminder, there is currently no Streets SRF, as it was eliminated due to voters approving a local fuel tax, effective July 1, 2015 and renewed by voters in 2018 and 2022.

Attachment(s):

Resolution 25-R-1276 Water Rates  
Resolution 25-R-1277 Sewer Rates  
Resolution 25-R-1278 System Replacement Fees

**CITY OF BROOKINGS**

**RESOLUTION 25-R-1276**

**IN THE MATTER OF A RESOLUTION ADOPTING RATES, FEES AND CHARGES TO THE USERS OF THE CITY OF BROOKINGS WATER SUPPLY SERVICES AND REPEALING RESOLUTION 24-R-1257.**

**WHEREAS**, Ordinance No 88-O-432 provides for adoption of rates, fees and charges to the users of the City of Brookings water supply services; *and*

**WHEREAS**, the collection of reasonable rates, fees and charges are necessary to sustain the water system and water service;

**WHEREAS**, the City Council desires to have the monthly user charges for City of Brookings water supply services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI);

**WHEREAS**, the City Council and Budget Committee understand that an increase of 2.7% is necessary to balance resources and requirements for 2025-26;

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2025, the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee:		\$25.00 Nonrefundable
Monthly User Charges	Inside City Limits	\$15.64 Base Fee \$3.38 per 100 cu ft of usage
	Outside City Limits	\$31.28 Base Fee \$6.76 per 100 cu ft of usage
Service Deposit		
	High risk	\$ 300.00
	Medium risk	\$ 200.00
	Low Risk	\$ 0.00
Temporary Construction Service		\$ 120.00
<i>(Up to six month service. Service terminates upon receipt of certificate of occupancy or the end of the six month term, whichever occurs first. May apply for additional six months for additional \$120)</i>		

Non-occupant water usage (14 calendar day maximum)	\$ 50.00
Vacation Turn – On	\$ 35.00
-Outside City Limits	\$ 45.00
Vacation Turn – Off	\$ 35.00
-Outside City Limits	\$ 45.00
Late Fee	\$ 20.00
Shut off Fee	\$ 45.00
After Hours Call Out Fee	\$ 170.00
Meter Test	\$ 60.00

**BE IT FURTHER RESOLVED** that Resolution 24-R-1257 is repealed in its entirety.

Passed by the City Council June 9, 2025, and made effective July 1, 2025.

Attest:

\_\_\_\_\_  
Isaac Hodges, Mayor

\_\_\_\_\_  
Brooklyn Osterhage, City Recorder

**CITY OF BROOKINGS**

**RESOLUTION 25-R-1277**

**IN THE MATTER OF A RESOLUTION ADOPTING RATES, FEES AND CHARGES TO THE USERS OF THE CITY OF BROOKINGS SEWER SERVICES AND REPEALING RESOLUTION 24-R-1258.**

WHEREAS, Ordinance No. 91-O-477 provides for adoption of rates, fees and charges to the users of the City of Brookings sewer services;

WHEREAS, the collection of reasonable rates, fees and charges are necessary to sustain the sewer system and sewer service;

WHEREAS, the City Council desires to have the monthly user charges for City of Brookings Sewer Services increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI);

WHEREAS, the City Council and Budget Committee understand that an increase of 2.7% is necessary to balance resources and requirements for 2025-26;

*NOW THEREFORE BE IT RESOLVED* by the City Council of the City of Brookings, Oregon, a municipal corporation, that the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee:      Included with water fee

Service deposit      Included with water deposit

Monthly user charges for:

Single family residential:      \$75.26

Multi-family residential:      \$75.26

Commercial      \$4.23 monthly service charge  
plus \$8.25/ccf of water use

Restaurants:      \$4.23 monthly service charge  
plus \$9.35/ccf of water use

Schools:      \$4.23 monthly service charge  
plus \$4.90/ccf of water use

Churches	\$4.23 monthly service charge plus \$4.77/ccf of water use
Industrial:	\$4.23 monthly service charge plus \$14.62/ccf of water use
Harbor Sanitary District:	As established by agreement

BE IT FURTHER RESOLVED that Resolution 24-R-1258 is repealed in its entirety.

Passed by the City Council June 9, 2025, and made effective July 1, 2025.

Attest:

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Isaac Hodges, Mayor

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Brooklyn Osterhage, City Recorder

**CITY OF BROOKINGS**

**RESOLUTION 25-R-1278**

**A RESOLUTION ADOPTING FEES AND CHARGES FOR SYSTEM REPLACEMENT FOR THE WATER SYSTEM, WASTEWATER SYSTEM, AND STORM WATER SYSTEM, AND ESTABLISHING AN ANNUAL INFLATIONARY ADJUSTMENT FOR REPLACEMENT CHARGES, REPEALING RESOLUTION 24-R-1259.**

**WHEREAS**, Ordinance 87-O-419 provides for adoption of System Replacement Charges and Ordinance 06-O-574 provides for all future revisions to System Replacement Charges to be adopted by resolution of the City Council; and

**WHEREAS**, the collection of reasonable charges are necessary to finance capital replacement, non-capacity increasing extension, and non-capacity increasing expansion of municipal utility facilities, including the acquisition of land or rights-of-way thereto; and

**WHEREAS**, the City Council desires to have the monthly user charges for City of Brookings Utilities System Replacement be increased or decreased annually at July 1, in accordance with the Consumer Price Index for all urban consumers (CPI); and

**WHEREAS**, the CPI increased 2.7% from February 2024 to February 2025 and the budget committee approved a 2.7% increase;

**NOW, THEREFORE, BE IT RESOLVED:** by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2025, the following Utilities System Replacement Charges are replacing the current Utilities System Replacement Charges:

<b><u>CHARGE</u></b>	<b><u>RATE</u></b>
Street System Replacement	\$0.00
Water System Replacement	\$3.84
Wastewater System Replacement	\$4.93
Stormwater System Replacement	\$5.37

**BE IT FURTHER RESOLVED** that Resolution 24-R-1259 is repealed in its entirety.

**PASSED** by the City Council June 9, 2025, and made effective July 1, 2025

Attest:

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Isaac Hodges, Mayor

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Brooklyn Osterhage, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 9, 2025

Originating Dept: Finance and Admin

  
Signature (submitted by)  
  
City Manager Approval

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Subject: Increase appropriations due to grants and donations for FY 2024-25 budget.

Recommended Motion:

Adopt Resolution 25-R-1280 accepting specific purpose grants and donations in the General Fund, Technology Fund, Capital Projects Reserve Fund, Special Police Fund and Water System Replacement Fund, and appropriating those funds.

Financial Impact:

There is no net impact to the 2024-25 budget; additional revenues equaled additional expenditures.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body, and accept donations and grants, and appropriate through a resolution. Appropriation increases are being made for donations and grants as detailed below.

General Fund

*Fire* - Accept a grant of \$35,000 from the Oregon State Fire Marshall for wildfire season.

*Parks* - Accept donations of \$5,000 from Chetco Community Public Library and \$3,500 from Bob and Diane Weir for walking path improvements and benches.

Technology Fund

*Technology Program* – Accept a grant of \$4,965 from City County Insurance for cyber security training and awareness.

Capital Projects Reserve Fund

*Parks Projects* - Accept a donation of \$19,700 from Nature's Coastal Holiday for snack shack improvements, a grant of \$55,000 from Oregon Parks and Recreation for picnic shelters at Kidtown, and a donation of \$250,000 from the John G. Atkins Foundation for a police storage/training building and equipment.

Special Police Fund

*K-9* - Accept a donation of \$13,502 from Judy Shafer for the purchase and training of a police K-9.

Water System Replacement Fund

*Construction* – Accept a grant of \$10,000 from City County Insurance for fire-resistant upgrades to three pump stations.

Attachments:

Resolution 25-R-1280 Accept grants and donations and make appropriations

**CITY OF BROOKINGS**

**RESOLUTION 25-R-1280**

**A RESOLUTION OF THE CITY OF BROOKINGS ACCEPTING SPECIFIC PURPOSE GRANTS AND DONATIONS AND APPROPRIATING THOSE FUNDS**

**WHEREAS**, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

**WHEREAS**, ORS 294.338 allows the governing body to accept and appropriate specific purpose grants and donations in the year of receipt, and

**WHEREAS**, the City Council accepts a grant of \$35,000 from the Oregon State Fire Marshall for wildfire season staffing, and

**WHEREAS**, the City Council accepts a donation of \$5,000 from Chetco Community Public Library through their participation in a Change Club Community Engagement Project for walking path improvements and a bench in Azalea Park, and

**WHEREAS**, the City Council accepts a donation of \$3,500 from Bob and Diane Weir for a memorial bench, and

**WHEREAS**, the City Council accepts a donation of \$19,700 from Nature’s Coastal Holiday for snack shack improvements at Azalea Park, and

**WHEREAS**, the City Council accepts a grant of \$55,000 from Oregon Parks and Rec for picnic shelters at Azalea Park, and

**WHEREAS**, the City Council accepts a grant of \$4,965 from City County Insurance for cyber security training and awareness, and

**WHEREAS**, the City Council accepts a grant of \$10,000 from City County Insurance for fire-resistant upgrades to three pump stations, and

**WHEREAS**, the City Council accepts a donation of \$250,000 from the John G. Atkins Foundation for a police storage/training building and equipment, and

**WHEREAS**, the City Council accepts donations of \$13,502 from Judy Shafer for the purchase and training of a police K-9, and

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Brookings hereby accepts grants and donations and appropriates funds pursuant to ORS 294.338.

**BE IT FURTHER RESOLVED** that for the fiscal year beginning July 1, 2024, and for purposes shown below are hereby revised by the City Council as follows:

**General Fund**

Resources:  
Grants

\$ 35,000

Donations	\$ 8,500
Requirements:	
Fire	\$ 35,000
Parks	\$ 8,500

Technology Fund

Resources:	
Grants	\$ 4,965
Requirements:	
Technology Program	\$ 4,965

Capital Projects Reserve Fund

Resources:	
Grants	\$ 55,000
Donations	\$ 269,700
Requirements:	
Capital Outlay	\$ 324,700

Special Police Fund

Resources:	
Donations	\$ 13,502
Requirements:	
K-9	\$ 13,502

Water System Replacement Fund

Resources:	
Grants	\$ 10,000
Requirements:	
Construction	\$ 10,000

Passed by the City Council June 9, 2025, and made effective the same date.

Attest:

\_\_\_\_\_  
Isaac Hodges, Mayor

\_\_\_\_\_  
Brooklyn Osterhage, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 9, 2025

Originating Dept: Finance and Admin

  
Signature (submitted by)  
  
City Manager Approval

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Subject: Increase appropriations from insurance proceeds for FY 2024-25 budget.

Recommended Motion:

Adopt Resolution 25-R-1281 accepting insurance proceeds in the General Fund and appropriating those funds.

Financial Impact:

There is no net impact to the 2024-25 budget; additional revenues equaled additional expenditures.

Background /Discussion:

Oregon local budget law allows municipalities to accept and appropriate insurance proceeds through a resolution adopted by the governing body. Appropriation increases are being made due to insurance proceeds as detailed below.

General Fund

*Public Safety* - Accept \$14,746 in insurance proceeds for wage reimbursements and repairs.

Attachments:

Resolution 25-R-1281 Accept insurance proceeds and make appropriations

**CITY OF BROOKINGS**

**RESOLUTION 25-R-1281**

**A RESOLUTION OF THE CITY OF BROOKINGS ACCEPTING INSURANCE PROCEEDS AND APPROPRIATING THOSE FUNDS.**

**WHEREAS**, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

**WHEREAS**, ORS 294.338 allows the governing body to accept and appropriate insurance proceeds in the year of receipt, and

**WHEREAS**, the City accepts \$14,746 of insurance proceeds in the General Fund for wage reimbursements and other damages, and

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Brookings hereby accepts insurance proceeds and appropriates funds pursuant to ORS 294.338.

**BE IT FURTHER RESOLVED** that for the fiscal year beginning July 1, 2024, and for purposes shown below are hereby revised by the City Council as follows:

**General Fund**

Resources:	
Other Revenue	\$ 14,746
Requirements:	
Public Safety	\$ 14,746

Passed by the City Council June 9, 2025, and made effective the same date.

Attest:

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Isaac Hodges, Mayor

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Brooklyn Osterhage, City Recorder

# CITY OF BROOKINGS

## COUNCIL AGENDA REPORT

Meeting Date: June 9, 2025

Originating Dept: Finance and Admin

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject: Transfer of appropriations from contingency for FY 2024-25 budget.

Recommended Motion:

Adopt Resolution 25-R-1282 approving appropriation transfers from contingency in the Technology Reserve Fund.

Financial Impact:

There is a total estimated increased cost of \$10,000 in the Technology Reserve Fund.

Background /Discussion:

Oregon local budget law allows municipalities to make transfers of appropriations through a resolution adopted by the governing body and transfer up to 15% of fund expenditures from contingency. Appropriation transfers are for the following funds:

Technology Reserve Fund

*Technology Program* – The City had unforeseen increases in computer hardware.

Attachments:

Resolution 25-R-1282 Appropriation transfers

**CITY OF BROOKINGS**

**RESOLUTION 25-R-1282**

**A RESOLUTION OF THE CITY OF BROOKINGS APPROVING APPROPRIATION TRANSFERS FROM CONTINGENCY IN THE GENERAL FUND AND WATER FUND.**

**WHEREAS**, the City of Brookings (“City”) is a municipal corporation which is subject to Oregon Budget Law; and

**WHEREAS**, ORS 294.463 allows the governing body to transfer from Contingency to other appropriations category, up to 15% of the total appropriations of the fund, and

**WHEREAS**, the operating costs in the Technology Reserve Fund for Technology Program was higher than anticipated, and

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Brookings hereby authorizes a transfer of appropriation from contingency pursuant to ORS 294.463.

**BE IT FURTHER RESOLVED** that for the fiscal year beginning July 1, 2024 and for purposes shown below are hereby revised by the City Council as follows:

**Technology Reserve Fund**

Requirements:

Contingency	\$ (10,000)
Technology Program	\$ 10,000

Passed by the City Council June 9, 2025, and made effective the same date.

Attest:

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Isaac Hodges, Mayor

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Brooklyn Osterhage, City Recorder

## Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
05/25	05/12/2025	93294	6218	Andrew Yock	324.00-	V 10-13-6120	Training/Travel
05/25	05/01/2025	93296	5908	Amazon Capital Services	779.54	49-10-7030	Computer Hardware
05/25	05/01/2025	93297	5048	Brookings Harbor Medical Center	150.00	25-31-6030	Operating Supplies
05/25	05/01/2025	93298	313	Brookings Vol Firefighters	2,250.00	10-14-6165	B.F.A. Services
05/25	05/01/2025	93299	715	Budge McHugh Supply	112.95	15-10-6030	Operating Supplies
05/25	05/01/2025	93300	5567	CAL/OR Insurance Agency	683.33	30-10-6115	Insurance/Bonds
05/25	05/01/2025	93301	6031	Cascade Home Center	1,736.73	15-10-6030	Operating Supplies
05/25	05/01/2025	93302	5952	Chetco Auto Marine & Industrial Supply	360.14	25-31-6090	Contract Services
05/25	05/01/2025	93303	3834	Clean Sweep Janitorial Service	2,345.00	10-16-6060	Capella Expense
05/25	05/01/2025	93304	5827	Coastal Investments LLC	960.00	10-19-6090	Contract Services
05/25	05/01/2025	93305	1745	Coastal Paper & Supply Inc	1,177.38	10-16-6030	Operating Supplies
05/25	05/01/2025	93306	182	Coos-Curry Electric	11,519.45	10-16-6060	Capella Expense
05/25	05/01/2025	93307	6078	Curry County Reporter	315.00	75-10-6090	Contract Services
05/25	05/01/2025	93308	4746	Curry County Treasurer	1,296.00	10-00-2076	County Assessment
05/25	05/01/2025	93309	317	DCBS - Fiscal Services	730.20	10-00-2075	Sur Tax Payable
05/25	05/01/2025	93310	2186	Ferguson Waterworks #3011	2,098.56	20-21-7020	Equipment
05/25	05/01/2025	93311	6127	Ferguson Enterprises LLC #3325	577.27	20-21-6030	Operating Supplies
05/25	05/01/2025	93312	5432	First Community Credit Union	3,560.00	25-31-8010	Interest
05/25	05/01/2025	93313	298	Freeman Rock Inc	693.98	15-10-6030	Operating Supplies
05/25	05/01/2025	93314	6265	H&S Energy Group	3,869.90	10-13-6030	Operating Supplies
05/25	05/01/2025	93315	1130	H.D. Fowler	283.00	25-31-6030	Operating Supplies
05/25	05/01/2025	93316	5858	Jacobs Engineering Group Inc	125,001.37	53-43-7026	Construction-USDA
05/25	05/01/2025	93317	328	Les Schwab Tire Center	2,387.14	15-10-6030	Operating Supplies
05/25	05/01/2025	93318	4269	Gary Milliman	325.00	10-11-6090	Contract Services
05/25	05/01/2025	93319	4487	Net Assets Corporation	465.00	10-12-6090	Contract Services
05/25	05/01/2025	93320	329	New Hope Plumbing	1,715.50	10-16-6030	Operating Supplies
05/25	05/01/2025	93321	5155	Oregon Department of Revenue	4,500.00	10-00-2079	State Unitary Assessment
05/25	05/01/2025	93322	252	Paramount Pest Control	225.00	10-19-6090	Contract Services
05/25	05/01/2025	93323	4	Kirsten Henson	266.00	10-00-2070	Deposits
05/25	05/01/2025	93324	4	Vanessa Moerschbacher	266.00	10-00-2070	Deposits
05/25	05/01/2025	93325	4	Elizabeth Smith	266.00	10-00-2070	Deposits
05/25	05/01/2025	93326	6316	Perfect Pack Dog Training LLC	585.00	61-41-6030	Supplies - K9
05/25	05/01/2025	93327	1251	Performance Promotions	764.69	10-14-6030	Operating Supplies
05/25	05/01/2025	93328	322	Postmaster	1,200.00	25-31-6005	Office Supplies
05/25	05/01/2025	93329	207	Quill Corporation	157.99	10-19-6005	Office Supplies
05/25	05/01/2025	93330	2863	Verizon Wireless	717.39	10-13-6135	Communications
05/25	05/01/2025	93331	861	Village Express Mail Center	31.47	10-13-6030	Operating Supplies
05/25	05/01/2025	93332	5394	Laurie Ziemer	17.99	10-16-6060	Capella Expense
05/25	05/01/2025	93333	5992	Ziply Fiber	4,019.31	25-31-6135	Communications
05/25	05/01/2025	93334	5992	Ziply Fiber	1,320.45	25-31-6135	Communications
05/25	05/08/2025	93335	4939	Bi - Mart Corporation	182.81	10-13-6030	Operating Supplies
05/25	05/08/2025	93336	4788	Bureau of Labor & Industries	250.00	52-42-7025	Construction
05/25	05/08/2025	93337	5070	Canon U.S.A. Inc	75.40	10-13-6030	Operating Supplies
05/25	05/08/2025	93338	6328	Canopy Wellbeing	66.00	10-19-6090	Contract Services
05/25	05/08/2025	93339	1373	Cascade Fire Equipment	17,075.00	10-13-6015	Equipment Maintenance
05/25	05/08/2025	93340	3015	Charter Communications	759.98	30-10-6135	Communications
05/25	05/08/2025	93341	5822	Chaves Consulting Inc	370.20	49-10-7030	Computer Hardware
05/25	05/08/2025	93342	4882	Coastal Heating & Air	14,283.50	50-10-7025	Construction
05/25	05/08/2025	93343	5939	Country Media Inc	204.49	75-10-6090	Contract Services
05/25	05/08/2025	93344	4746	Curry County Treasurer	1,024.00	10-00-2076	County Assessment
05/25	05/08/2025	93345	317	DCBS - Fiscal Services	1,105.32	10-00-2075	Sur Tax Payable
05/25	05/08/2025	93346	185	Del Cur Supply	55.74	10-14-6030	Operating Supplies
05/25	05/08/2025	93347	371	Dept of Environmental Quality	384.80	25-32-6010	Permits

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
05/25	05/08/2025	93348	6320	Donovan Enterprises Inc	1,050.00	59-57-7025	Construction
05/25	05/08/2025	93349	4980	iSecure Inc	72.60	10-12-6090	Contract Services
05/25	05/08/2025	93350	5858	Jacobs Engineering Group Inc	140,880.83	25-32-6090	Contract Services
05/25	05/08/2025	93351	5858	Jacobs Engineering Group Inc	58,224.71	53-43-7026	Construction-USDA
05/25	05/08/2025	93352	5860	Lane Council of Governments	368.00	10-15-6090	Contract Services
05/25	05/08/2025	93353	6065	Local Government Law Group PC	8,117.00	10-12-6065	Legal/Administration Services
05/25	05/08/2025	93354	279	One Call Concepts Inc	55.44	25-31-6090	Contract Services
05/25	05/08/2025	93355	5008	Online Information Services	114.98	10-12-6090	Contract Services
05/25	05/08/2025	93356	5155	Oregon Department of Revenue	3,166.25	10-00-2079	State Unitary Assessment
05/25	05/08/2025	93357	5294	Oregon Department of State Lands	575.00	53-43-7026	Construction-USDA
05/25	05/08/2025	93358	5390	O'Reilly Automotive Inc	110.93	10-16-6015	Equipment Maintenance
05/25	05/08/2025	93359	4	Trent Davis	266.00	10-00-2070	Deposits
05/25	05/08/2025	93360	4	Tabatha Hoge	266.00	10-00-2070	Deposits
05/25	05/08/2025	93361	4	Naomi Imel	241.00	10-06-4150	Capella Revenue
05/25	05/08/2025	93362	4	Isabelle Johnson	266.00	10-00-2070	Deposits
05/25	05/08/2025	93363	4	Bryce Lucas	266.00	10-00-2070	Deposits
05/25	05/08/2025	93364	4	Kamryn Wade	241.00	10-06-4150	Capella Revenue
05/25	05/08/2025	93365	5101	Pitney Bowes Reserve Acct	500.00	10-19-6030	Operating Supplies
05/25	05/08/2025	93366	207	Quill Corporation	120.43	10-19-6005	Office Supplies
05/25	05/08/2025	93367	3220	Radar Shop, The	1,839.00	10-13-6015	Equipment Maintenance
05/25	05/08/2025	93368	6323	Rain for Rent	3,473.23	25-31-6015	Equipment Maintenance
05/25	05/08/2025	93369	3	Norman Creighton	2.85	20-04-4160	Utility User Fees
05/25	05/08/2025	93370	5638	Guy Smith	52.00	15-10-6120	Training/Travel
05/25	05/08/2025	93371	6260	South Coast Community Aquatics Inc	10,000.00	10-18-6090	Contract Services
05/25	05/08/2025	93372	6262	Stateline Tires LLC	340.00	15-10-6030	Operating Supplies
05/25	05/08/2025	93373	6264	Tradewind Signs LLC	405.00	61-41-6031	Supplies - Safety City
05/25	05/08/2025	93374	4734	Vestis Services LLC	150.00	10-19-6030	Operating Supplies
05/25	05/08/2025	93375	861	Village Express Mail Center	13.93	10-13-6030	Operating Supplies
05/25	05/08/2025	93376	2122	Cardmember Service	11,324.30	10-14-6030	Operating Supplies
05/25	05/08/2025	93377	169	Waste Connections Inc	154.20	10-19-6030	Operating Supplies
05/25	05/08/2025	93378	169	Curry Transfer & Recycling Inc	13.44	15-10-6060	Street Maintenance
05/25	05/08/2025	93379	6218	Andrew Yock	340.00	10-13-6120	Training/Travel
05/25	05/15/2025	93380	6272	Edwin Ajimine	1,600.00	32-10-6125	Azalea Festival Expenditures
05/25	05/15/2025	93381	5908	Amazon Capital Services	614.37	10-19-6005	Office Supplies
05/25	05/15/2025	93382	6334	Aramco Inc	1,373.44	15-10-6060	Street Maintenance
05/25	05/15/2025	93383	6121	AutoZone Inc	175.56	10-14-6020	Vehicle Maintenance
05/25	05/15/2025	93384	6326	Beacon Broadband Inc	268.00	10-16-6130	Utilities
05/25	05/15/2025	93385	5048	Brookings Harbor Medical Center	150.00	10-14-6085	Pre-employment screening
05/25	05/15/2025	93386	5070	Canon U.S.A. Inc	97.41	10-13-6030	Operating Supplies
05/25	05/15/2025	93387	5118	Cruise Master Prisms Inc	656.70	10-14-6030	Operating Supplies
05/25	05/15/2025	93388	4746	Curry County Treasurer	1,001.00	10-00-2076	County Assessment
05/25	05/15/2025	93389	1	Rick Gonzales	3.87	20-00-2070	Deposits
05/25	05/15/2025	93390	1	Chad & Lisa Anderson	300.00	20-00-2070	Deposits
05/25	05/15/2025	93391	1	Alison Durkee	288.19	20-00-2070	Deposits
05/25	05/15/2025	93392	5073	Edwards Roofing	11,610.00	52-42-7025	Construction
05/25	05/15/2025	93393	153	Ferrellgas	12.00	20-21-6130	Utilities
05/25	05/15/2025	93394	6339	Garrett Hemann Robertson PC	150.00	10-12-6065	Legal/Administration Services
05/25	05/15/2025	93395	6195	Scott Graves	1,200.00	32-10-6125	Azalea Festival Expenditures
05/25	05/15/2025	93396	6030	Hartwick Automotive LLC	227.66	20-21-6015	Equipment Maintenance
05/25	05/15/2025	93397	5754	iFocus Consulting Inc	3,075.00	49-10-6090	Contract Services
05/25	05/15/2025	93398	4980	iSecure Inc	36.30	10-12-6090	Contract Services
05/25	05/15/2025	93399	6335	Rin Lennon	500.00	32-10-6125	Azalea Festival Expenditures
05/25	05/15/2025	93400	5155	Oregon Department of Revenue	2,573.75	10-00-2079	State Unitary Assessment
05/25	05/15/2025	93401	4	Edward Garnica	266.00	10-00-2070	Deposits
05/25	05/15/2025	93402	4	Ariana Kohler	266.00	10-00-2070	Deposits
05/25	05/15/2025	93403	4	Rosa Medina	266.00	10-00-2070	Deposits

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
05/25	05/15/2025	93404	4	Jan Tucker	258.00	10-00-2070	Deposits
05/25	05/15/2025	93405	4	Autumn Pincock	507.00	10-06-4150	Capella Revenue
05/25	05/15/2025	93406	6336	Brian R Pelky	4,000.00	32-10-6125	Azalea Festival Expenditures
05/25	05/15/2025	93407	6337	Zach Pieren	1,000.00	32-10-6125	Azalea Festival Expenditures
05/25	05/15/2025	93408	207	Quill Corporation	99.10	10-19-6005	Office Supplies
05/25	05/15/2025	93409	5326	Randy J Gorman Inc	17,480.24	53-43-7025	Construction
05/25	05/15/2025	93410	6338	Surf Side Security	750.00	32-10-6125	Azalea Festival Expenditures
05/25	05/15/2025	93411	797	Town & Country Animal Clinic	71.00	61-41-6030	Supplies - K9
05/25	05/15/2025	93412	5752	Washington St Univ - Conf Management	1,400.00	10-12-6120	Training/Travel
05/25	05/15/2025	93413	169	Waste Connections Inc	892.58	61-41-6038	Range Maintenance
05/25	05/15/2025	93414	6218	Andrew Yock	324.00	10-13-6120	Training/Travel
05/25	05/15/2025	93415	5992	Ziply Fiber	309.58	30-10-6135	Communications
Grand Totals:					512,055.84		

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:

Report type: Summary

**City of Brookings**

**URBAN RENEWAL AGENCY MEETING MINUTES**

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

**Monday, April 28, 2025**

**Call to Order**

Chair Hodges called the meeting to order at 7:36 PM

**Roll Call**

Agency Present: Chair Isaac Hodges, Directors Clayton Malmberg, Phoebe Pereda, Andy Martin, and Kristi Fulton; a quorum present

Staff present: City Manager Tim Rundel, Finance & HR Director Lu Ehlers, and City Recorder Brooklyn Osterhage

Media Present: 0

Others Present: 0

**Consent Calendar**

1. Approve Urban Renewal Meeting minutes for December 9, 2024

**Director Martin moved and Director Pereda seconded to approve the Consent Calendar as presented. Motion passed; Directors Martin, Fulton, Malmberg, Pereda and Chair Hodges voting "aye" [5:0].**

**Staff Reports**

**1. Independent Audit Services Contract**

Staff Report provided by Lu Ehlers

**Director Malmberg moved and Director Fulton seconded to accept the audit services proposal from Sensiba LLP and authorize the City Manager to execute a three year contract. Motion passed; Directors Martin, Fulton, Malmberg, Pereda and Chair Hodges voting "aye" [5:0].**

**Adjournment**

Chair Hodges moved and Agency voted unanimously to adjourn the meeting at 7:46 PM.

Respectfully submitted:

ATTESTED:

this 9<sup>th</sup> day of June, 2025:

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Isaac Hodges, URA Chair

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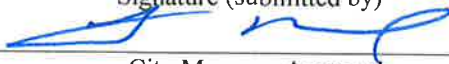
Brooklyn Osterhage, City Recorder

# BROOKINGS URBAN RENEWAL AGENCY

## AGENDA REPORT

Meeting Date: June 9, 2025

Originating Dept: Finance & Admin

  
\_\_\_\_\_  
Signature (submitted by)  
  
\_\_\_\_\_  
City Manager Approval

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Subject:

Hold Public Hearing and Approval of Appropriations for FY 2025-26 Budget.

Recommended Motion:

1. Hold Public Hearing.
2. Adopt Resolution 25-R-1279, adopting the Brookings' Urban Renewal Agency's budget, declaring tax increment funding as provided under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457, and making appropriations for the 2025-26 fiscal year.

Financial Impact:

The fiscal year 2025-26 approved and proposed adopted budget of the Brookings Urban Renewal Agency is in the amount of \$3,034,200.

Background /Discussion:

Oregon local budget law requires the Agency's governing body to enact a resolution adopting the budget for the next fiscal year, prior to June 30<sup>th</sup>. Before the Urban Renewal Agency can implement the 2025-26 budget and receive tax money necessary for operations, this resolution must be adopted by the Board of Directors.

No changes are proposed by staff from the Budget Committees' approved budget.

Attachment:

Resolution 25-R-1279 Adopt Budget

**URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS**

**RESOLUTION 25-R-1279**

A RESOLUTION ADOPTING THE BUDGET FOR THE URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS, DECLARING TAX INCREMENT FUNDING AS PROVIDED UNDER SECTION 1C, Article IX OF THE OREGON CONSTITUTION AND ORS CHAPTER 457, AND MAKING APPROPRIATIONS FOR THE 2025-26 FISCAL YEAR.

BE IT RESOLVED that the Board of Directors of the Urban Renewal Agency of the City of Brookings hereby adopts the budget for 2025-26 in the sum of \$ 3,034,200 now on file in the Office of the City Finance and Administration Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2025, and for the

**GENERAL FUND**

Urban Renewal Program	2,654,200	
Special Appropriations:		
Transfers	0	
TOTAL GENERAL FUND APPROPRIATIONS		\$2,654,200

**DEBT SERVICE FUND**

Special Appropriations:		
Debt Service	0	
TOTAL DEBT SERVICE FUND APPROPRIATIONS		0

TOTAL RESERVE AMOUNTS		380,000
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TOTAL ADOPTED BUDGET		<u>\$3,034,200</u>
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BE IT FURTHER RESOLVED that the Board of Directors of the Brookings Urban Renewal Agency hereby resolves to certify to the county assessor a request for the Downtown Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

ADOPTED by Urban Renewal Agency for the City of Brookings this 9th day of June, 2025.

\_\_\_\_\_  
Isaac Hodges, Chair

ATTEST by:

\_\_\_\_\_  
Brooklyn Osterhage, City Recorder