City of Brookings

MEETING AGENDAS

CITY COUNCIL

Wednesday, May 27, 2026, 5:30pm
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Oral Requests and Communications from the audience
(*Public Comments on non-agenda items – five (5) minute limit per person, please submit Public Comment Form in advance)

E. Consent Calendar
1. Approve Council minutes for May 11, 2026 [Pg. 1]
2. Receive monthly financial report for April 2026 [Pg. 3]

F. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders
1. Hold Public Hearing on State Revenue Sharing and Adopt Resolution [Pg. 9]
   a. Resolution 26-R-1292 State Revenue Sharing [Pg. 10]
2. Hold Public Hearing and Approval of Appropriations for FY 2026-27 Budget [Pg. 11]
   a. Resolution 26-R-1293 Adopt Budget [Pg. 12]
3. Approve Water and Sewer Rates, and System Replacement Fees for 2026-27 [Pg. 15]
   a. Resolution 26-R-1294 Water Rates [Pg. 16]
   b. Resolution 26-R-1295 Sewer Rates [Pg. 18]
   c. Resolution 26-R-1296 System Replacement Fees [Pg. 20]
4. Brookings Airport Runway Lighting Replacement Project [Pg. 21]
   a. Century West – Engineering Statement of Services [Pg. 23]
   b. Century West Service during Construction Fee Estimate [Pg. 27]
   c. FAA Engineering Fee Approval [Pg. 29]
5. Bud Cross Change Order #1 – Klinefelter Contracting [Pg. 31]
   a. Contractor unit price estimates [Pg. 32]

G. Informational Non-Action Items

H. Remarks from Mayor, Councilors and City Manager

I. Adjournment

URBAN RENEWAL AGENCY

Immediately following Council Meeting
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

A. Call to Order

B. Roll Call

C. Consent Calendar
1. Approve Urban Renewal meeting Minutes for May 11, 2026 [Pg. 36]

D. Staff Reports

1. Hold Public Hearing and Approval of Appropriations for FY 2026-27 Budget [Pg. 37]
    a. Resolution 26-R-1297 [Pg. 38]

E. Agency Remarks

F. 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 the City Recorder at 541-469-1102 if you have any questions regarding this notice or would like to provide public comment electronically. 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
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, May 11, 2026

Call to Order
Mayor Phoebe Pereda called the meeting to order at 5:30 PM

Roll Call
Council Present: Mayor Phoebe Pereda, Councilors Kristi Fulton, Clayton Malmberg, Andy Martin and Jim Jollota; a quorum present
Staff Present: City Manager Tim Rundel, Public Works & Development Services Director Tony Baron, Grant/Project Manager Wendy Giordano (Zoom), City Attorney Lori Cooper (Zoom) and City Recorder Brooklyn Osterhage
Media Present: None
Others Present: approximately 12 audience members

Ceremonies/Appointments/Announcements
1. Mayor Pereda presented the Safe Boating Week Proclamation to the Coast Guard Auxilary.

Oral Requests and Communications from the audience
1. Sean Rosenthal, Del Norte County Airport Director – spoke about the Border Coast Regional Airport Authority and asked for time to present to Council.
2. Ken Cunningham, resident – spoke about Social Security Bar.
3. Mike, resident – spoke about Social Security Bar.
4. Fred Simon, resident – spoke about Social Security Bar.
5. Jeff Bunnell, resident – spoke about Social Security Bar.

Consent Calendar
1. Approve Council minutes for April 27, 2026
2. Reschedule May 25, 2026 City Council Meeting to May 27, 2026

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

Staff Reports and Public Hearings
1. Brookings Airport Runway Lighting Replacement Project FAA Inspection Agreement and Fee
Staff report presented by Tony Baron and Wendy Giordano

Councilor Malmberg moved and Councilor Jollota seconded to authorize the City Manager to enter into an agreement with the FAA to perform a commissioning flight inspection of the PAPIs/REILs/MIRLs as installed. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg, Martin and Jollota voting "aye" [5:0].

2. Brookings Airport Runway Lighting Replacement Project
Staff report presented by Tony Baron and Wendy Giordano
Councilor Fulton moved and Councilor Martin seconded to authorize the City Manager to enter into an agreement with T3 Electrical & Construction in the amount of $511,194.70 for the Runway Lighting Replacement Project at the Brookings Airport. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg, Martin and Jollota voting "aye" [5:0].

Continued on next page

3. 2025-26 Street Paving Projects
Staff report presented by Tony Baron

Councilor Malmberg moved and Councilor Fulton seconded to authorize City Manager to enter into agreement with the Tidewater Contractors Inc. to pave various streets identified in the 2022 Pavement Management Plan Update. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg, Martin and Jollota voting "aye" [5:0].

4. Adoption of an updated Master Fee Schedule
Staff report presented by Tim Rundel

Councilor Jollota moved and Mayor Pereda seconded to adopt Resolution 26-R-1291, updating the Master Fee Schedule and repealing Resolution 25-R-1273, effective July 1, 2026. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg, Martin and Jollota voting "aye" [5:0].

5. First Amendment to Intergovernmental Agreement between Curry County and the City for School Resource Officer Services
Staff report presented by Tim Rundel

Councilor Fulton moved and Councilor Jollota seconded to authorize the City Manager to execute the First Amendment to the Intergovernmental Agreement between Curry County and the City of Brookings for School Resource Officer Services. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg, Martin and Jollota voting "aye" [5:0].

6. Wastewater Collections Phase One Improvements Contract
Staff report presented by Tony Baron

Leroy Blodgett, South Coast Lumber Company representative updated Council on how the Waste Water improvements will assist in the future development of Lone Ranch.

Councilor Malmberg moved and Councilor Martin seconded to authorize City Manager to execute a contract with Mclennan Excavation Inc. for the Wastewater Collections Phase One Improvement Project in the amount of $6,635,000. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg, Martin and Jollota voting "aye" [5:0].

Adjournment
Mayor Phoebe Pereda adjourned the meeting at 6:49 PM.

Respectfully submitted:

ATTESTED:
this 27th day of May, 2026:

Phoebe Pereda, Mayor

Brooklyn Osterhage, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2026

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
TAXES	4,680,220.00	133,028.30	4,372,724.55	307,495.45	93.4
LICENSES AND PERMITS	327,000.00	18,178.46	232,421.67	94,578.33	71.1
INTERGOVERNMENTAL	292,700.00	14,951.76	118,000.73	174,699.27	40.3
CHARGES FOR SERVICES	1,077,500.00	10,154.58	272,031.09	805,468.91	25.3
OTHER REVENUE	175,500.00	9,415.35	355,502.88	(180,002.88)	202.6
TRANSFERS IN	779,400.00	.00	779,400.00	.00	100.0
	7,332,320.00	185,728.45	6,130,080.92	1,202,239.08	83.6
EXPENDITURES					
JUDICIAL:					
PERSONAL SERVICES	41,083.00	4,670.51	44,282.53	(3,199.53)	107.8
MATERIAL AND SERVICES	12,850.00	650.00	4,812.73	8,037.27	37.5
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	53,933.00	5,320.51	49,095.26	4,837.74	91.0
FINANCE AND ADMINISTRATION:					
PERSONAL SERVICES	461,889.00	35,752.84	376,710.72	85,178.28	81.6
MATERIAL AND SERVICES	243,100.00	21,356.36	212,060.50	31,039.50	87.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	704,989.00	57,109.20	588,771.22	116,217.78	83.5
POLICE:					
PERSONAL SERVICES	4,020,285.00	349,210.96	3,341,304.34	678,980.66	83.1
MATERIAL AND SERVICES	268,500.00	19,914.46	217,448.60	51,051.40	81.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	104,747.00	.00	.00	104,747.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	4,393,532.00	369,125.42	3,558,752.94	834,779.06	81.0
FIRE:					
PERSONAL SERVICES	243,824.00	21,544.46	206,380.47	37,443.53	84.6
MATERIAL AND SERVICES	110,500.00	1,241.84	130,184.70	(19,684.70)	117.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	58,542.00	.00	.00	58,542.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	412,866.00	22,786.30	336,565.17	76,300.83	81.5

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2026

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	298,206.00	23,416.06	244,940.61	53,265.39	82.1
MATERIAL AND SERVICES	88,400.00	1,376.94	28,384.81	60,015.19	32.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	386,606.00	24,793.00	273,325.42	113,280.58	70.7
PARKS & RECREATION:					
PERSONAL SERVICES	366,404.00	24,403.70	290,072.12	76,331.88	79.2
MATERIAL AND SERVICES	146,000.00	8,145.53	118,464.21	27,535.79	81.1
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
	522,385.00	32,549.23	418,516.33	103,868.67	80.1
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	.00	.00	.0
MATERIAL AND SERVICES	160,500.00	522.16	70,821.93	89,678.07	44.1
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	160,500.00	522.16	70,821.93	89,678.07	44.1
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	175,100.00	5,974.05	117,578.03	57,521.97	67.2
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	533,000.00	.00	533,000.00	.00	100.0
CONTINGENCIES AND RESERVES	689,409.00	.00	.00	689,409.00	.0
	1,397,509.00	5,974.05	650,578.03	746,930.97	46.6
	8,932,320.00	518,179.87	5,946,426.30	2,985,893.70	66.6
	(1,600,000.00)	(332,451.42)	183,654.62	(1,783,654.62)	11.5

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2026

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
INTERGOVERNMENTAL	550,000.00	41,887.78	416,469.94	133,530.06	75.7
OTHER REVENUE	20,000.00	.00	4,838.01	15,161.99	24.2
TRANSFER IN	100,000.00	.00	100,000.00	.00	100.0
	670,000.00	41,887.78	521,307.95	148,692.05	77.8
EXPENDITURES					
EXPENDITURES:					
PERSONAL SERVICES	275,028.00	22,822.87	229,294.17	45,733.83	83.4
MATERIAL AND SERVICES	333,000.00	12,048.01	178,529.66	154,470.34	53.6
CAPITAL OUTLAY	15,000.00	.00	7,862.00	7,138.00	52.4
DEBT SERVICE	8,106.00	.00	.00	8,106.00	.0
TRANSFERS OUT	238,700.00	.00	238,700.00	.00	100.0
CONTINGENCIES AND RESERVES	149,166.00	.00	.00	149,166.00	.0
	1,019,000.00	34,870.88	654,385.83	364,614.17	64.2
	1,019,000.00	34,870.88	654,385.83	364,614.17	64.2
	(349,000.00)	7,016.90	(133,077.88)	(215,922.12)	(38.1)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2026

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,125,000.00	153,874.96	1,746,471.63	378,528.37	82.2
OTHER INCOME	70,000.00	3,140.00	68,854.38	1,145.62	98.4
TRANSFERS IN	.00	.00	.00	.00	.0
	2,195,000.00	157,014.96	1,815,326.01	379,673.99	82.7
EXPENDITURES					
WATER DISTRIBUTION:					
PERSONAL SERVICES	476,605.00	38,621.65	406,921.39	69,683.61	85.4
MATERIAL AND SERVICES	197,100.00	5,134.37	190,784.33	6,315.67	96.8
CAPITAL OUTLAY	40,000.00	.00	28,311.22	11,688.78	70.8
DEBT SERVICE	29,466.00	.00	17,800.04	11,665.96	60.4
TRANSFERS OUT	40,000.00	.00	40,000.00	.00	100.0
	783,171.00	43,756.02	683,816.98	99,354.02	87.3
WATER TREATMENT:					
PERSONAL SERVICES	38,382.00	3,499.40	33,731.51	4,650.49	87.9
MATERIAL AND SERVICES	677,150.00	52,193.75	519,959.43	157,190.57	76.8
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	734,829.00	.00	734,829.00	.00	100.0
CONTINGENCIES AND RESERVES	211,468.00	.00	.00	211,468.00	.0
	1,671,829.00	55,693.15	1,288,519.94	383,309.06	77.1
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	2,455,000.00	99,449.17	1,972,336.92	482,663.08	80.3
	(260,000.00)	57,565.79	(157,010.91)	(102,989.09)	(60.4)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2026

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,718,300.00	303,895.90	3,037,615.99	680,684.01	81.7
OTHER REVENUE	50,000.00	.00	62,339.39	(12,339.39)	124.7
TRANSFER IN	.00	.00	.00	.00	.0
	3,763,800.00	303,895.90	3,099,955.38	663,844.62	82.4
EXPENDITURES					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	734,557.00	57,238.12	598,535.06	136,021.94	81.5
MATERIAL AND SERVICES	465,000.00	3,074.99	137,352.73	327,647.27	29.5
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	29,466.00	.00	17,799.96	11,666.04	60.4
TRANSFERS OUT	291,000.00	.00	291,000.00	.00	100.0
	1,535,023.00	60,313.11	1,044,687.75	490,335.25	68.1
WASTEWATER TREATMENT:					
PERSONAL SERVICES	51,603.00	4,638.73	44,909.02	6,693.98	87.0
MATERIAL AND SERVICES	1,420,299.00	104,328.39	1,023,762.93	396,536.07	72.1
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	716,000.00	.00	716,000.00	.00	100.0
CONTINGENCIES AND RESERVES	590,375.00	.00	.00	590,375.00	.0
	2,793,277.00	108,967.12	1,784,671.95	1,008,605.05	63.9
	4,328,300.00	169,280.23	2,829,359.70	1,498,940.30	65.4
	(564,500.00)	134,615.67	270,595.68	(835,095.68)	47.9

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 10 MONTHS ENDING APRIL 30, 2026

URBAN RENEWAL AGENCY FUND

		BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
	REVENUE					
	TAXES	844,200.00	6,820.90	859,838.33	(15,638.33)	101.9
	INTERGOVERNMENTAL	.00	.00	.00	.00	.0
	OTHER REVENUE	50,000.00	.00	42,037.19	7,962.81	84.1
	TRANSFERS IN	.00	.00	.00	.00	.0
		894,200.00	6,820.90	901,875.52	(7,675.52)	100.9
	EXPENDITURES					
GENERAL:						
	PERSONAL SERVICES	.00	.00	.00	.00	.0
	MATERIAL AND SERVICES	185,256.00	157.50	7,405.43	177,850.57	4.0
	CAPITAL OUTLAY	2,468,944.00	.00	13,945.00	2,454,999.00	.6
	DEBT SERVICE	.00	.00	.00	.00	.0
	TRANSFERS OUT	.00	.00	.00	.00	.0
	CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
		2,654,200.00	157.50	21,350.43	2,632,849.57	.8
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
		2,654,200.00	157.50	21,350.43	2,632,849.57	.8
		(1,760,000.00)	6,663.40	880,525.09	(2,640,525.09)	50.0

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 27, 2026

Originating Dept: Finance & Admin

Signature (submitted by)

City Manager Approval

Subject:

Hold Public Hearing on State Revenue Sharing and Adopt Resolution.

Recommended Motion:

1. Hold Public Hearing.

2. Adopt Resolution 26-R-1292 declaring the City's election to receive state revenues for 2026-27 fiscal year.

Financial Impact:

Estimated State Revenue Sharing for 2026-27 is $64,000.

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 April 30, 2026. A second hearing is to be held at this City Council meeting.

Attachments:

a. Resolution 26-R-1292 State Revenue Sharing

CITY OF BROOKINGS

RESOLUTION 26-R-1292

A RESOLUTION DECLARING THE CITY OF BROOKINGS' ELECTION TO RECEIVE STATE REVENUES FOR THE 2026-27 FISCAL YEAR.

WHEREAS, Pursuant to ORS 221.770, the City of Brookings hereby elects to receive state revenues for fiscal year 2026-27, and

WHEREAS, the Budget Committee of the City of Brookings held a public hearing on April 30, 2026 and the City Council of the City of Brookings held a public hearing on May 27, 2026, 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 27th of May, 2026.

Dated and signed this _____ day of _____, 2026.

Attest:

_____
Phoebe Pereda, Mayor

_____
Brooklyn Osterhage, City Recorder

I certify that a public hearing before the Budget Committee was held on April 30, 2026 and a public hearing before the City Council was held on May 27, 2026, 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: May 27, 2026

Originating Dept: Finance & Admin

Signature (submitted by)

City Manager Approval

Subject:

Hold Public Hearing and Approval of Appropriations for FY 2026-27 Budget.

Recommended Motion:

1. Hold Public Hearing.

2. Adopt Resolution 26-R-1293, adopting the City of Brookings' budget, declaring tax levied, making appropriations for the 2026-27 fiscal year, and to categorize the levy.

Financial Impact:

The total approved fiscal year 2026-27 budget, for the City of Brookings is $69,783,479. The General Fund operating expenditures total $9,613,100 with revenues projected at $7,613,100, with the Contingency projected to be $768,419.

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 30th. Before the City can implement the 2026-27 budget and receive tax money necessary for operations, these resolutions must be adopted by the City Council.

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

Attachments:

a. Resolution 26-R-1293 Adopt Budget

CITY OF BROOKINGS

RESOLUTION 26-R-1293

A RESOLUTION ADOPTING THE CITY OF BROOKINGS BUDGET, DECLARING TAX LEVIED, and MAKING APPROPRIATIONS FOR THE 2026-27 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 2026-27 in the sum of $69,783,479 now on file at the Finance and Administration Department.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2026, and for the purposes shown below, are hereby appropriated as follows:

GENERAL FUND		
Judicial	$56,457	
Finance and Administration	762,580	
Police	4,527,024	
Fire	391,281	
Planning & Building	394,651	
Parks & Recreation	538,889	
Golf Course	900,000	
Swimming Pool	161,500	
Non-Departmental	290,500	
Special Appropriations:		
Debt Service	173,274	
Transfers	648,525	
Contingency	768,419	
TOTAL GENERAL FUND APPROPRIATION		$9,613,100
STREET FUND		
Streets Maintenance	631,247	
Special Appropriations:		
Debt Service	8,106	
Transfers	241,850	
Contingencies	118,797	
TOTAL STREET FUND APPROPRIATION		1,000,000
WATER FUND		
Water Distribution	771,478	
Water Treatment	758,693	
Special Appropriations:		
Debt Service	29,466	
Transfers	788,465	
Contingencies	251,898	
TOTAL WATER FUND APPROPRIATION		2,600,000
WASTEWATER FUND		
Wastewater Collection	1,269,878	
Wastewater Treatment	1,543,604	
Special Appropriations:		
Debt Service	29,466	
Transfers	1,011,850	
Contingencies	711,502	
TOTAL WASTEWATER FUND APPROPRIATION		4,566,300
9-1-1 FUND		
9-1-1 Division	350,100	
Special Appropriations:		
Transfers	176,425	
Contigencies	468,475	
TOTAL 9-1-1 FUND APPROPRIATION		995,000
TOURISM FUND		
Tourism Division	400,300	
Special Appropriations:		
Transfers	18,200	
Contingencies	30,000	
TOTAL TOURISM FUND APPROPRIATION		448,500

AIRPORT FUND		
Airport Division	673,187	
Special Appropriations:		
Contingencies	15,818	
TOTAL AIRPORT APPROPRIATION		689,005
GOVERNMENTAL LOAN FUND		
Debt Service		125,256
WATER LOAN FUND OECDD		
Debt Service		508,615
STORM LOAN FUND		
Debt Service		0
WASTEWATER LOAN FUND		
Debt Service		1,118,902
TECHNOLOGY RESERVE FUND		
Technology Program	190,500	
Special Appropriations:		
Transfers	68,000	
Contingencies	30,000	
TOTAL FUND APPROPRIATION		288,500
CAPITAL PROJECTS RESERVE FUND		
Capital Outlay		3,012,000
STREET SYSTEM REPLACEMENT FUND		
Street Maintenance		1,407,000
WATER SYSTEM REPLACEMENT FUND		
Water System Maintenance		3,700,000
WASTEWATER SYSTEM REPLACEMENT FUND		
Wastewater System Maintenance		28,884,000
STORMWATER SYSTEM REPLACEMENT FUND		
Stormwater System Maintenance		1,950,000
STREET SYSTEM DEVELOPMENT FUND		
Street Program		1,309,150
WATER SYSTEM DEVELOPMENT FUND		
Water System		462,000
WASTEWATER COLLECTIONS SYSTEM DEVELOPMENT FUND		
Wastewater System		3,440,000
PARKS & REC SYSTEM DEVELOPMENT FUND		
Parks and Recreation Program		420,000
STORMWATER SYSTEM DEVELOPMENT FUND		
Stormwater System		344,000
SPECIAL POLICE		
K-9	155,700	
Safety City	2,200	
Police Reserves	0	
Police VIPS	100	
Grants Program	5,000	
Range	2,500	
TOTAL FUND APPROPRIATION		165,500
SPECIAL FIRE FUND		
Fire Program		2,560
TOTAL CITY OF BROOKINGS APPROPRIATIONS		67,049,388

Res 26-R-1293, Adopt Budget

RESERVED AMOUNTS		
Water Loan Fund	499,026	
Wastewater Loan Fund	2,235,065	
		2,734,091
TOTAL ADOPTED BUDGET		$69,783,479

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 2026-27 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 27th of May, 2026.

Phoebe Pereda, Mayor

ATTEST by:

Brooklyn Osterhage, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 27, 2026

Originating Dept: Finance & Admin

Signature (submitted by)

City Manager Approval

Subject:

Approve Water and Sewer Rates, and System Replacement Fees for 2026-27

Recommended Motion:

1. Adopt Resolution 26-R-1294, adopting Water rates for 2026-27.

2. Adopt Resolution 26-R-1295, adopting Sewer rates for 2026-27.

3. Adopt Resolution 26-R-1296, adopting System Replacement Fees for 2026-27.

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 2.2% proposed for water and approved by the Budget Committee, therefore included in the attached resolution.

There was a rate increase of 2.2% 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 2.2% 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 26-R-1294 Water Rates
Resolution 26-R-1295 Sewer Rates
Resolution 26-R-1296 System Replacement Fees

CITY OF BROOKINGS

RESOLUTION 26-R-1294

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 25-R-1276.

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 2.2% is necessary to balance resources and requirements for 2026-27;

NOW THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2026, the following rates, fees and charges are hereby adopted:

Account setup/Administrative reconnect fee:		$25.00 Nonrefundable
Monthly User Charges	Inside City Limits	$15.98 Base Fee $3.46 per 100 cu ft of usage
	Outside City Limits	$31.96 Base Fee $6.92 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

(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)

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 25-R-1276 is repealed in its entirety.

Passed by the City Council May 27, 2026, and made effective July 1, 2026.

Attest:

Phoebe Pereda, Mayor

Brooklyn Osterhage, City Recorder

CITY OF BROOKINGS

RESOLUTION 26-R-1295

IN THE MATTER OF A RESOLUTION ADOPTING RATES, FEES AND CHARGES TO THE USERS OF THE CITY OF BROOKINGS SEWER SERVICES AND REPEALING RESOLUTION 25-R-1277.

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 2.2% is necessary to balance resources and requirements for 2026-27;

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:	$76.91
Multi-family residential:	$76.91
Commercial	$4.32 monthly service charge plus $8.43/ccf of water use
Restaurants:	$4.32 monthly service charge plus $9.55/ccf of water use
Schools:	$4.32 monthly service charge plus $5.00/ccf of water use

Churches	$4.32 monthly service charge plus $4.87/ccf of water use
Industrial:	$4.32 monthly service charge plus $14.94/ccf of water use
Harbor Sanitary District:	As established by agreement

BE IT FURTHER RESOLVED that Resolution 25-R-1277 is repealed in its entirety.

Passed by the City Council May 27, 2026, and made effective July 1, 2026.

Attest:

Phoebe Pereda, Mayor

Brooklyn Osterhage, City Recorder

CITY OF BROOKINGS

RESOLUTION 26-R-1296

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 25-R-1278.

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 2.2% from February 2025 to February 2026 and the budget committee approved a 2.2% increase;

NOW, THEREFORE, BE IT RESOLVED: by the Mayor and City Council of the City of Brookings, Curry County, Oregon, that effective July 1, 2026, the following Utilities System Replacement Charges are replacing the current Utilities System Replacement Charges:

CHARGE	RATE
Street System Replacement	$0.00
Water System Replacement	$3.98
Wastewater System Replacement	$5.04
Stormwater System Replacement	$5.49

BE IT FURTHER RESOLVED that Resolution 25-R-1278 is repealed in its entirety.

PASSED by the City Council May 27, 2026, and made effective July 1, 2026

Attest:

Phoebe Pereda, Mayor

Brooklyn Osterhage, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 27, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Brookings Airport Runway Lighting Replacement Project

Recommended Motion:

Authorize City Manager to execute an agreement with Century West Engineering in the amount of $173,981.00 for engineering services during construction for the Airport Runway Lighting Replacement Project at the Brookings Airport, contingent on FAA grant approval.

Financial Impact:

The estimated cost is $173,981.00. The City is finalizing FAA and Oregon Department of Aviation grant funding anticipated to reimburse 99% of this cost, leaving an estimated City matching share of $1,739.81. The match will be paid from the Airport Fund and/or Capital Project Reserve Fund.

Background/Discussion:

The Airport Runway Lighting Replacement Project was identified as a priority project in the Airport Master plan adopted by Council in 2022. The project includes a full replacement of the runway lighting and navigation system. Upon approval at tonight's meeting, and pending FAA grant approval, construction is scheduled to be completed between June and October of 2026, with final deliverables of engineering services by February 2027.

The City has requested two grants for 95% of the project from the Federal Aviation Administration (FAA) and one grant from Oregon Department of Aviation covering 4% of the cost. The scope of the project is to provide engineering during construction services for proposed improvements at Brookings Airport (BOK).

The improvements include:

1. Replace existing Runway 12-30 Medium Intensity Runway Lighting (MIRL) system;
2. Replace existing PAPis (RW 12 and RW 30);
3. Replace existing Lighted Wind cone;
4. Replace existing Airport Beacon;
5. Replace airport electrical building equipment, as necessary;
6. Install new REILs (RW 12 and RW 30);
7. Install spare conduits, as necessary.

The purpose of this project is to replace the aging airport electrical components, wiring and conduits, as well as the electrical equipment in the electrical building. The airport lighting system was installed in 1995 as part of the runway extension project. The aging system experiences frequent outages and requires attention from the City. Several of the runway edge lights and threshold lights are inoperable due to breaks in the underground wiring and the lights that do work need bulb replacements often. The PAPis are not fully operational as bulbs blow often and the concrete foundations are failing which causes the PAPis to go out of calibration during heavy rains. The right side of the airport beacon is inoperable as it frequently blows bulbs. In addition, the pilot control module only works on the highest setting, as it is not able to step down, and replacement parts are unavailable due to the age of the module. Installation of the REILs will help pilots identify the runway ends during marginal weather, such as the occasional fog that occurs in the Brookings area.

Proposed improvements include the replacement and installation of electrical equipment which will involve minor trenching and backfilling where the surface will be restored and the excavated material will be protected against erosion and run-off during construction and the environmental impact is assumed to be minimal. The FAA has determined that FAA NEPA requirements will be satisfied by the issuance of an undocumented Categorical Exclusion as the proposed project falls under the action listed in Paragraph 5-6.4(0) of FAA Order 1050.IF. Any work associated with NEPA requirements that exceed an undocumented Categorical Exclusion will be completed as an amendment to this scope or completed under a separate agreement.

Attachment(s):

a. Century West – Engineering Statement of Services
b. Century West Service During Construction Fee Estimate
c. FAA Engineering Fee Approval

ENGINEERING STATEMENT OF SERVICES
FOR
BROOKINGS AIRPORT (BOK)
RUNWAY 12-30 RUNWAY LIGHTING REPLACEMENT PROJECT
SERVICES DURING CONSTRUCTION
FAA AIP # 3-41-0008-024-2026

CITY OF BROOKINGS (OWNER)

April 10, 2026

GENERAL

The scope of the project is to provide construction management services for proposed improvements at the Brookings Airport.

The improvements include:

1. Replace existing Runway 12-30 Medium Intensity Runway Lighting (MIRL) system;
2. Replace existing PAPIs (RW 17 and RW 35);
3. Replace existing Lighted Windcone;
4. Replace existing Airport Beacon;
5. Replace airport electrical building equipment, as necessary;
6. Install new REILs (RW 12 and RW 30);

Task 1 Project Management

1. Finalize work scope, schedule, and negotiate contract with the OWNER.

2. Carry out project administration during construction including, but not limited to monitoring construction and project schedules, coordination of project with OWNER, monitoring and reporting technical and budget issues to OWNER, preparation of monthly CONSULTANT invoices for submittal to OWNER.

3. Assist the OWNER with grant reimbursements, if needed. The CONSULTANT will assemble and provide invoice back up information and cost information for OWNER use in requesting grant reimbursements. The actual reimbursement requests will be done by the OWNER.

4. Assist the OWNER in providing Quarterly Progress Reports, as needed.

Deliverables:
- **Scope of work**
- **Fee Estimate**
- **Project Schedule**
- **Quarterly Reports, if needed**

- **Monthly Invoices**

Task 1 Due: Ongoing for the duration of the project.

Task 2 Construction Inspection and Support Services

1. Facilitate and conduct a preconstruction conference at the airport. The meeting will be conducted by the project manager. The project manager and the Resident Inspector will attend the meeting (Assume 3 hours for the meeting, 12 hours round trip travel and overnight stay, per person).

2. Contractor Training Meeting. A training session will be led by the CONSULTANT to familiarize the Contractor and any Subcontractors with working on an airport. The meeting will be attended by the Project Manager and Resident Inspector. The meeting shall be conducted after the pre-construction meeting. (Assume 4 hours for the meeting)

3. Provide "For Construction" Contract Documents, Specification and Plans to the Contractor, as outlined in the bidding documents.

4. CONSULTANT shall prepare and submit FAA weekly inspection reports to the FAA and the OWNER. Daily inspection reports will be prepared, with construction progress photos, by the Resident Inspector each day that the Resident Inspector is on site. Copies of daily inspection reports will be submitted to OWNER. Assume 12 weekly submissions.

5. Provide part-time on-site observation during the project construction period. It is assumed that the construction period is 60 calendar days (10 weeks) until substantial completion and 15 calendar days (2 weeks) until final acceptance and the Resident Inspector will be onsite 2 days per week. An allowance of 20 hours a week will be made for on-site observations, which include travel to and from the site, and meals. Lodging is included, since it is assumed, on-site visits will originate from the Portland area.

   On-site activities include observing and reviewing contractor work for conformance with the contract documents, making field measurements, preparation of inspection reports, photographic documentation, addressing field questions, monitoring construction progress, conducting wage rate interviews, assembling and negotiating change orders (if required) and field verification of construction quantities for pay requests.

6. Up to 3 visits will be made to the site during construction by the project manager or other staff. An allowance of 16 hours per visit will be made per site visit, which includes travel to and from the site, and meals. Lodging is included, since it is assumed, on-site visits will originate from the Portland area.

7. The office personnel shall answer questions, provide clarifications, and prepare change orders. An allowance of 4 hours per week (over a 75 calendar day, 12 week period) will be made to cover this effort.

OWNER and CONSULTANT recognize that construction is not controlled by the CONSULTANT and that the compensation for services during construction is dependent on the actual construction time expended by the Contractor and unforeseen issues or delays that arise during the construction phase of the work, or outside the scope of this contract. OWNER and CONSULTANT agree to negotiate additional time for questions and clarifications should the allowance be expended prior to final completion of the project. Any additional time negotiated will be agreed to in writing by both parties and will be amended to this scope of work.

8. Review contractor submittals for conformance with the contract documents. An allowance of 10 hours is made for this task.

9. Coordinate required closures and Notice(s) to Airmen ("NOTAMs") with the OWNER. The OWNER will issue all NOTAMs.

10. Conduct weekly construction meetings with OWNER, Project Manager/Engineer, Construction Superintendent, Construction Foreman, any pertinent subcontractors, Resident Inspector, and any other pertinent shareholders. Construction meeting shall be conducted through a combination of in-person and a Teams meeting. Agenda shall be distributed prior to the meeting and minutes shall be distributed after the conclusion of the meeting.

11. Prepare and confirm monthly construction pay estimates and submit to OWNER. An allowance of 12 hours is made for this task (Assume up to 5 monthly pay requests and the final pay request).

12. Conduct quality assurance testing. Provide testing personnel and equipment necessary to perform quality assurance testing, including:

    Concrete testing to FAA (P-610 specifications) requirements.

    These assumptions form the basis for materials testing on the project. Actual effort may vary depending on how the construction work is phased and executed. Additional testing, if required, will be conducted as extra work under an amendment of this scope if necessary.

13. Conduct and document periodic wage rate interviews.

Deliverables:

- **Pre-Construction Sign-in Sheet, Agenda and meeting notes**
- **Pre-Construction Contractor Training and Materials**
- **Construction Management Plan**
- **Daily Field Reports**
- **Progress Photos**
- **Weekly Progress Reports**
- **Weekly Meeting Agenda and notes**
- **RFIs and responses as necessary**

- **Change Orders if required**
- **Field conversation records**
- **NOTAM coordination and confirmation**
- **Monthly Pay requests**
- **Quality Assurance Testing and documentation**
- **Schedule tracking and updates**

Task 3 Due: Ongoing with completion on October 31, 2026

Task 3 Final Inspection and Closeout

1. Conduct a final inspection. The Project Manager and the Resident Inspector will conduct the inspection with OWNER and contractor in attendance. 16 hours per employee (travel time is included) are budgeted for this task.

2. Prepare punch list items as necessary.

3. Coordinate the PAPI and REIL flight check by the FAA. The Resident Inspector will be on-site to observe the flight check (18 hours including travel time).

4. Prepare a FAA Final Closeout Report in accordance with Northwest Mountain Airport Division 620-05, *Standard Handout for Final Reports*, for FAA submittal and approval.

5. Provide record drawings and as constructed information to OWNER in hardcopy (reproducible) and electronic format (AutoCad).

6. Coordinate the update of the FAA Airport Master Record to accurately reflect the changes to the Airport.

7. Update the Airport Layout Plan with "as-constructed" information. (Utilize existing CAD drawing supplied by the Owner.) Provide hardcopy and CAD copies to OWNER. Three (3) signed copies shall be submitted to FAA for signature.

Deliverables:

- **Final Inspection**
- **Punch List**
- **Final Closeout Report**
- **Record Drawings**
- **ALP updated with as-constructed information**

Task 3 Due: February 28, 2027

City of Brookings - Brookings Airport - RW Lighting Replacement Project
Services During Construction - Fee Estimate
CENTURY WEST ENGINEERING CORPORATION
4/13/26

		Principal Engineer	*Sr. Project Manager 3*	*Sr. Project Manager*	*Project Manager 2*	*Resident Observer*	*EIT 2*	*Clerical*	Total Hours	Total Fees
		$350.00	$292.00	$240.00	$225.00	$140.00	$135.00	$110.00		
Bidding and Construction Services										
	Task 1: Project Management									
1	Finalize Work Scope, schedule and negotiations	1	2	4	0	0	0	2	9	$2,114.00
2	Construction administration	0	4	16	4	0	0	8	32	$6,788.00
3	Assist with Grant reimbursements	1	1	6	0	4	0	2	14	$2,862.00
4	Assist with Quarterly Progress Reports	0	0	1	0	2	0	2	5	$740.00
	Subtotal Task 1:	2	7	27	4	6	0	14	**60**	**$12,504.00**
	Task 2: Construction Inspection and Support Services									
1	Conduct Pre-construction Conference at Airport	1	0	15	0	15	0	2	33	$6,270.00
2	Conduct Contractor Training Meeting @ Airport (first week of construction)	0	1	4	0	4	0	2	11	$2,032.00
3	Provide "For Construction" Construction Documents	0	0	1	0	0	4	0	5	$780.00
4	Prepare Weekly Inspection Reports	0	1	4	0	0	15	0	20	$3,277.00
5	On-site Full Time Inspection	0	1	0	0	240	0	10	251	$34,992.00
6	Project Manager/Engineer Site Visits	0	0	48	0	0	0	0	48	$11,520.00
7	Questions/Change Orders/Clarifications	0	2	20	0	0	20	6	48	$8,744.00
8	Review Submittals	0	0	4	0	0	6	0	10	$1,770.00
9	Coordinate NOTAMs with OWNER	0	0	4	0	0	0	0	4	$960.00
10	Conduct Weekly Construction Meetings	0	2	16	0	4	8	0	30	$6,064.00
11	Monthly Pay Estimates	0	0	2	0	4	6	0	12	$1,850.00
12	Coordinate QA Testing and Subs	0	0	4	0	0	4	0	8	$1,500.00
13	Conduct Periodic Wage Rates Interviews	0	0	0	8	0	8	0	16	$2,880.00
	Subtotal Task 2:	1	7	122	8	267	71	20	**496**	**$82,639.00**

Task 3: Final Inspection and Closeout									
1 Conduct Final Inspection	0	0	16	0	16	0	0	32	$6,080.00
2 Prepare Punch List	0	0	1	0	2	0	0	3	$520.00
3 Coordinate FAA flight check	0	0	2	0	18	0	0	20	$3,000.00
4 Prepare Final Closeout Report	0	1	12	12	4	0	1	30	$6,542.00
5 "As-Constructed" Drawings	0	1	2	4	8	16	0	31	$4,952.00
6 Update 5320-1 Form	0	1	2	0	0	4	0	7	$1,312.00
7 Update ALP w/"As-Constructed" Info	0	1	2	0	0	4	0	7	$1,312.00
Subtotal Task 3:	0	4	37	16	48	24	1	**130**	**$23,718.00**

Century West Expenses	Unit Cost	Air Trips	Ground Trips	Days	Rnd Trip Miles	Markup		
Lodging	$110.00			20		1		$2,200.00
Mileage	$0.725		20		620	1		$8,990.00
Rental Car/Fuel	$125.00			0		1		$0.00
Meals	$68.00			40		1		$2,720.00
Copies								$250.00
Telephone								$200.00
Postage								$100.00
Printing								$250.00
Plotting								$250.00
Subconsultants		Miles	Rate	Each		Markup		
Electrical Engineering Sub				$ 25,160.00		1		$25,160.00
Material Testing Sub - Estimate				$ 15,000.00		1		$15,000.00
Subtotal Subconsultants and Expenses								**$55,120.00**
Total Hours	**3**	**18**	**186**	**28**	**321**	**95**	**35**	**686**	-
Total Fees	**$1,050.00**	**$5,256.00**	**$44,640.00**	**$6,300.00**	**$44,940.00**	**$12,825.00**	**$3,850.00**	-	**$173,981.00**

U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
Colorado · Idaho · Montana · Oregon · Utah
Washington · Wyoming

Seattle Airports District Office
2200 S. 216th St, Des Moines,
WA 98198

May 12, 2026

Wendy Giordano
Grant/Project Manager
City of Brookings
898 Elk Drive
Brookings, OR 97415

Brookings Municipal Airport (BOK)
Brookings, OR
AIP No.: 3-41-0008-024/025-2026
Runway Lighting Replacement Project
Engineering Services During Construction

Dear Ms. Giordano:

We have reviewed your scope of work, fee proposal, record of negotiations and independent fee estimate (IFE) for engineering services by Century West Engineering (CWE) for the subject project. Based on your analysis, we accept these costs as reasonable. Please maintain a copy of your analysis for future audit purposes.

The fee proposed for the engineering services has been approved, subject to the following conditions:

1. Please note that this is a maximum fee and the sponsor can only be reimbursed for actual costs incurred assuming associated construction work is completed.
2. Any amendments to this engineering agreement will require Federal Aviation Administration (FAA) approval.
3. If the amendments occur after the grant is issued, they will be subject to the availability of funds.
4. Design must conform to FAA standards and specifications.
5. Construction must conform to contract documents.

The following items are approved and appear eligible for federal participation, assuming the associated work is completed.

Project Management -	$12,504.00
Construction Inspection and Support Services -	$82,639.00
Final Inspection and Closeout -	$23,718.00
Expenses -	$14,960.00
Subconsultants –	$40,160.00
Grand Total	**$173,981.00**

We encourage all sponsors to review their engineering services and construction agreements in detail and be familiar with them. Under the AIP, the sponsor is the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues arising from the procurements entered into.

Based on the submitted record of negotiations, we concur with the listed fees established. The fees are fair, reasonable, and the result of good faith negotiations.

Please provide our office with a copy of the executed engineering agreement. If you have not done so, please submit the following certification:

- **Sponsor Certification for Selection of Consultants.** This certification indicates that you have reviewed and followed the FAA standards and guidance in the selection of your consultant and in the negotiation process, to determine fair and reasonable fees.

If you should have questions, please call me at 206-231-4137.

Respectfully,

Brian C. Alvis, P.E.
Project Manager
Seattle Airports District Office

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 27, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Bud Cross Change Order #1 – Klinefelter Contracting

Recommended Motion:

Authorize City Manager to execute a change order with Klinefelter Contracting Inc. in the amount of $33,180 for the pedestrian pathway project at Bud Cross Park.

Financial Impact:

$33,180 will come from Parks SDC's. The City was awarded a grant from Oregon Parks and Recreation and is using Parks SDC's as the match for the grant. We budgeted $65,000 for flatwork, retaining walls, and curbs. Change order #1 puts the concrete flatwork portion project total at $58,180.

Background/Discussion:

The City of Brookings was awarded an OPRD Local Government Grant for the Bud Cross Park Day Use Improvement Project. The project includes installation of a new playground, paved pathways, a day-use picnic area, landscaping, and retaining walls.

Staff reached out to local contractors for labor only unit price estimates for concrete flatwork placement and received the following estimates:

Bidders	**Unit Price for flatwork**
Klinefelter Contracting Inc.	$5.00 per square foot
Woudstra Concrete LLC	$12.50 per square foot
McLennan Excavation Inc.	$13.50 per square foot

Staff recommends Council approve Klinefelter Contracting change order #1 in the amount of $33,180 bringing the total flatwork to $58,180.

Attachment(s):

a. Contractor unit price estimates

McLennan Excavation, Inc.

Commercial & Residential Excavation Contractors
Licensed in OR & CA

Quote

OR License #195758 *CA License #982104*

P.O. Box 6837
98109 North Bank Chetco River Road
Brookings, OR 97415
Phone: 541-412-0106
Fax: 541-469-3949

Project Owner: City of Brookings

DATE April 6, 2026

Materials Only ☐	Materials & Labor ☐
Time & Materials ☐	Other ☐
Total Proposal:	**$ -**

PREPARED BY Lily McLennan

Scope	Amount
Form and finish flatwork - broom finish	$ 13.50
Form and finish curb - broom finish	$ 44.00
Form and finish retaining wall - less than 4 feet	$ 190.00
*Excluding materials - base rock, rebar, concrete, post, conduit, backfill, equipment, pumps and survey	

TOTAL

Respectfully submitted this 6th day of April, 2026

By: _____

Lily R. McLennan, Manager
McLennan Excavation Inc.

Approved By: _____

_____

Note: If you have any questions concerning this estimate, please reach out to Lily at 541-412-9333 or lily@pipeandrock.com

THANK YOU FOR YOUR BUSINESS!

19-008
TO #10

Gaylord Klinefelter Con. OR CCB 200803, CA RK Tractor
Ser. CA LIC. 974344, DIR 10000552576
97993 Olsen LN.
OR
(541)469-6068
rkbub@hotmail.com

GAYLORD KLINEFELTER
CONTRACTING

ADDRESS
City of Brookings
Bud Cross Park
Labor Only Prices

Estimate 1662

DATE 04/02/2026

ACTIVITY	QTY	RATE	AMOUNT
Concrete sidewalks Set up, Place and Finish per square Ft	1	5.00	5.00
Concrete Curb Set up, Place and Finish Per Ft	1	32.00	32.00
Concrete retaining walls Under four Ft Set up place and finish Per ft	1	75.00	75.00

SUBTOTAL	112.00
TAX	0.00
TOTAL	**$112.00**

Accepted By

Accepted Date

Woudstra Concrete LLC ***ESTIMATE #2***

17352 Blueberry Drive
Brookings, Or. 97415
woudstraconcrete@gmail.com
M-541-661-2444 O-541-469-6550
CCB#: 258904

April 9, 2026

TO:
City of Brookings
c/o Tony Baron
898 Elk Drive
Brookings, Or. 97415
Email: abaron@brookings.or.us

PROJECT:
Bud Cross Park .

PRICE INCLUDES:
Labor only to form, place and finish retaining walls, curbs, sidewalks, and ramps. Broom finish, sealed with WB150 cure and seal at prevailing wage rates.

PRICE DOES NOT INCLUDE:
Materials (base rock, concrete, rebar, posts, conduits), equipment (excavator, concrete pump), engineering, permits, plumbing, electrical, gradework, backfilling, landscaping, or sealing.

(SEE PROJECT COST ON PAGE 2.)

CONCRETE FINISHING RATES AS FOLLOWS:

1. Form, Pour & Finish Flatwork - Broom: = $ 12.50/sqft
2. Form, Pour & Finish Curbs - Broom: = $ 56.00/linft

3. Form, pour & Finish Walls (under 4ft): = $ 159.00/linft

Project Total Cost to be based on actual concrete finished at above rates.*

Please feel free to call if you have any questions, or would like more information about scheduling.

THANK YOU!

City of Brookings
URBAN RENEWAL AGENCY MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, May 11, 2026

Call to Order
Chair Pereda called the meeting to order at 6:52 PM

Roll Call
Agency Present: Chair Phoebe Pereda, Directors Clayton Malmberg, Jim Jollota, Andy Martin, and Kristi Fulton; a quorum present
Staff present: City Manager Tim Rundel, Public Works & Development Services Director Tony Baron, City Recorder Brooklyn Osterhage, Grant/Project Manager Wendy Giordano (Zoom), City Attorney Lori Cooper (Zoom)
Media Present: None
Others Present: 3

Consent Calendar
1. Approve Urban Renewal meeting minutes for April 13, 2026

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

Staff Reports
1. Urban Renewal District Projects
Staff Report provided by Tony Baron

Agency discussed possible projects and expressed interest in using Urban Renewal Agency funds for a large project like the proposed update to Bankus Park with a new Visitor Center.

2. Dog Park Equipment and Benches
Staff Report provided by Tony Baron and Wendy Giordano

Director Malmberg moved and Director Fulton seconded to pause the consideration of funding the dog park equipment purchase and benches. Motion passed; Directors Martin, Fulton, Malmberg, Jollota and Chair Pereda voting "aye" [5:0].

3. Kidtown Parking Lot Lighting Project
Staff Report provided by Tony Baron

Director Malmberg moved and Director Fulton seconded to pause the consideration of funding the Kidtown Parking Lot Light project. Motion passed; Directors Martin, Fulton, Malmberg, Jollota and Chair Pereda voting "aye" [5:0].

Adjournment
Chair Pereda adjourned the meeting at 7:32 PM.

Respectfully submitted:

ATTESTED:
this 27th day of May, 2026:

Phoebe Pereda, URA Chair

Brooklyn Osterhage, City Recorder

BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: May 27, 2026

Originating Dept: Finance & Admin

Signature (submitted by)

City Manager Approval

Subject:

Hold Public Hearing and Approval of Appropriations for FY 2026-27 Budget.

Recommended Motion:

1. Hold Public Hearing.

2. Adopt Resolution 26-R-1297, 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 2026-27 fiscal year.

Financial Impact:

The fiscal year 2026-27 approved and proposed adopted budget of the Brookings Urban Renewal Agency is in the amount of $3,300,000.

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 30th. Before the Urban Renewal Agency can implement the 2026-27 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 26-R-1297 Adopt Budget

URBAN RENEWAL AGENCY OF THE CITY OF BROOKINGS

RESOLUTION 26-R-1297

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 2026-27 FISCAL YEAR.

BE IT RESOLVED that the Board of Directors of the Urban Renewal Agency of the Ctiy of Brookings hereby adopts the budget for 2026-27 in the sum of $ 3,300,000 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, 2026, and for the

GENERAL FUND		
Urban Renewal Program	2,920,000	
Special Appropriatons:		
Transfers	0	
TOTAL GENERAL FUND APPROPRIATIONS		$2,920,000
DEBT SERVICE FUND		
Special Appropriatons:		
Debt Service	0	
TOTAL DEBT SERVICE FUND APPROPRIATONS		0
TOTAL RESERVE AMOUNTS		380,000
TOTAL ADOPTED BUDGET		$3,300,000

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 Constiutuion and ORS Chapter 457.

ADOPTED by Urban Renewal Agency for the City of Brookings this 27th day of May, 2026.

Phoebe Pereda, Chair

ATTEST by:

Brooklyn Osterhage, City Recorder