City of Brookings

MEETING AGENDAS

CITY COUNCIL

Monday, May 11, 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. Ceremonies/Appointments/Announcements
1. Safe Boating Week Proclamation – U.S. Coast Guard [Pg. 1]

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 April 27, 2026 [Pg. 2]
2. Cancel May 25, 2026 City Council Meeting

G. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders
1. Brookings Airport Runway Lighting Replacement Project FAA Inspection Agreement and Fee [Pg. 4]
   a. Agreement No. AJF-ON-AAC-26-AC-007632 [Pg. 5]
2. Brookings Airport Runway Lighting Replacement Project [Pg. 13]
   a. Century West Recommendation to Award [Pg. 14]
   b. Brookings Runway Lighting Replacement Bid Tabs [Pg. 15]
3. 2025-26 Street Paving Projects [Pg. 16]
   a. Tidewater Contractors Inc. 2025-26 Street Pavement Program Bid [Pg. 17]
4. Adoption of an updated Master Fee Schedule [Pg. 25]
   a. Resolution 26-R-1291 [Pg. 26]
   b. Master Fee Schedule with proposed 2026 revisions [Pg. 27]
5. First Amendment to Intergovernmental Agreement between Curry County and the City for School Resource Officer Services [Pg. 33]
   a. First Amendment to IGA for SRO services [Pg. 34]
6. Wastewater Collections Phase One Improvements Contract [Pg. 36]
   a. Dyer Recommendation to Award Letter [Pg. 38]

H. Informational Non-Action Items
1. April 2026 Vouchers [Pg. 39]

I. Remarks from Mayor, Councilors and City Manager

J. Adjournment

URBAN RENEWAL AGENCY

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

A. Call to Order

Continued on Next Page

B. Roll Call

C. Consent Calendar

1. Approve Urban Renewal meeting Minutes for April 13, 2026 [Pg. 42]

D. Staff Reports

1. Dog Park Equipment and Benches [Pg. 43]
   a. Dog-On-It quote [Pg. 44]
   b. Equipment Photos [Pg. 45]
2. Kidtown Parking Lot Lighting Project [Pg. 46]
   a. NCH Request Email for Lighting Project at Kidtown [Pg. 47]
   b. Kidtown Parking Lot Lighting Plan [Pg. 49]
   c. Kidtown Parking Lot Lighting Preliminary Estimate [Pg. 50]
3. Urban Renewal District Projects [Pg. 51]

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
Proclamation

For over 100 million Americans, boating continues to be a popular recreational activity. From coast to coast, and everywhere in between, people are taking to the water and enjoying time together boating, sailing, paddling and fishing. During National Safe Boating Week, the U.S. Coast Guard and its federal, state, and local safe boating partners encourage all boaters to explore and enjoy America's beautiful waters responsibly.

Safe boating begins with preparation. The Coast Guard estimates that human error accounts for most boating accidents and that a life jacket could prevent nearly 75 percent of boating fatalities. Through basic boating safety procedures – carrying lifesaving emergency distress and communications equipment, wearing life jackets, attending safe boating courses, participating in free boat safety checks, and staying sober when navigating – we can help ensure boaters on America's coastal, inland, and offshore waters stay safe throughout the season.

National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year.

WHEREAS, on average, 650 people die each year in boating-related accidents in the U.S.; 75 percent of these are fatalities caused by drowning; and

WHEREAS, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment or environmental factors; and

WHEREAS, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets.

NOW, THEREFORE, that I, Phoebe Pereda, Mayor of the City of Brookings, do hereby proclaim the week of May 16 to 23, 2026 to be

Safe Boating Week

BE IT FURTHER RESOLVED

In Witness Whereof, I, Phoebe Pereda, do hereto set my hand and cause the official seal of the City of Brookings, Oregon, to be affixed this 11th day of May, 2026.

_____

Mayor Phoebe Pereda

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, April 27, 2026

Call to Order

Mayor Phoebe Pereda called the meeting to order at 5:31 PM

Roll Call

Council Present: Mayor Phoebe Pereda, Councilors Kristi Fulton, Clayton Malmberg and Jim Jollota; a quorum present
Council Absent: Councilor Andy Martin
Staff Present: City Manager Tim Rundel, Public Works & Development Services Director Tony Baron, Grant/Project Manager Wendy Giordano, Public Safety Director Kelby McCrae, Fire Chief Jeff Lee, Fire Captain Neil Watson, City Attorney Lori Cooper (Zoom) and City Recorder Brooklyn Osterhage
Media Present: None
Others Present: approximately 5 audience members

Oral Requests and Communications from the audience

1. Jamie Batte, truHOME Building & Developement – spoke about his company's SDC waiver requests.

Consent Calendar

1. Approve Council minutes for April 13, 2026
2. Receive monthly financial report for March 2026

Councilor Malmberg moved and Councilor Jollota seconded to approve the Consent Calendar as presented. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg and Jollota voting "aye" [4:0].

Staff Reports and Public Hearings

1. 2002 E-One Engine #6201 refurbishment
Staff report presented by Kelby McCrae, Jeff Lee and Neil Watson

Councilor Fulton moved and Councilor Malmberg seconded to authorize the Fire Department to have the 2002 E-One Engine #6201 refurbished by Fire Trucks Unlimited, for $312,228.00, and to authorize the Finance Director to enter into a financing agreement for this vehicle refurbishment. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg and Jollota voting "aye" [4:0].

2. South Coast Community Aquatics Pool Management Agreement Extension
Staff report presented by Tony Baron

Val Early, President of SCCA, answered Council questions.

Continued on next page

Councilor Jollota moved and Councilor Fulton seconded to authorize the City Manager to extend the management agreement with South Coast Community Aquatics to operate the Brookings Municipal Pool during the 2026 season for a total of $150,000. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg and Jollota voting "aye" [4:0].

3. Public Meeting for USDA Rural Development Grant Application – Easy Street Water Line Replacement Project
Staff report presented by Wendy Giordano

Staff answered questions from Council. There were no public comments.

4. Tidewater Reservoir Land Purchase
Staff report presented by Tony Baron

Councilor Malmberg moved and Mayor Pereda seconded to adopt Resolution 26-R-1290 and authorize City Manager to execute a real estate purchase agreement with George and Cassie Fitzhugh in the amount of $22,000 for the purchase of a small parcel of land for the construction of two new 74,000 gallon drinking water reservoirs. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg and Jollota voting "aye" [4:0].

5. ODOT Safe Routes to Schools – Chetco Avenue Improvements Project
Staff report presented by Tony Baron

Councilor Fulton moved and Councilor Malmberg seconded to authorize City Manager to enter into an agreement with Tidewater Contractors Inc. in the amount of $752,151 for the Safe Routes to Schools Segment Three Chetco Avenue Improvement Project. Motion passed; Mayor Pereda, Councilors Fulton, Malmberg and Jollota voting "aye" [4:0].

Adjournment
Mayor Phoebe Pereda adjourned the meeting at 6:19 PM.

Respectfully submitted:

ATTESTED:
this 11th day of May, 2026:

Phoebe Pereda, Mayor

Brooklyn Osterhage, City Recorder

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 11, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Brookings Airport Runway Lighting Replacement Project FAA Inspection Agreement and Fee

Recommended Motion: 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.

Financial Impact:

The estimated FAA inspection cost is $38,892.93. The City is finalizing FAA and Oregon Department of Aviation grant funding anticipated to reimburse 99% of this cost, leaving an estimated City share of $388.93.

Background/Discussion:

The City is completing runway lighting and electrical improvements identified in the Airport Master Plan. Once the new lighting is installed, the FAA must perform a commissioning flight inspection of the PAPIs, REILs, and MIRLs on Runways 12/30 before the system can be placed into service. The agreement requires advance payment before the inspection can be scheduled. Authorization will allow the City to proceed with the required inspection when the project is ready.

Attachment(s):

a. Agreement No. AJF-ON-AAC-26-AC-007632

NON-FEDERAL REIMBURSABLE AGREEMENT

BETWEEN

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AND

CITY OF BROOKINGS
BROOKINGS, OR

WHEREAS, the Federal Aviation Administration (FAA) can furnish directly or by contract, material, supplies, equipment, and services which the **City of Brookings** (Sponsor) requires, has funds available for, and has determined should be obtained from the FAA;

WHEREAS, it has been determined that competition with the private sector for provision of such material, supplies, equipment, and services is minimal; the proposed activity will advance the FAA's mission; and the FAA has a unique capability that will be of benefit to the Sponsor while helping to advance the FAA's mission;

NOW THEREFORE, the FAA and the Sponsor mutually agree as follows:

ARTICLE 1. Parties

The Parties to this Agreement are the FAA - Flight Program Operations and **City of Brookings**.

ARTICLE 2. Type of Agreement

This Agreement is an "other transaction" authorized under 49 U.S.C. § 106(l)(6). It is not intended to be, nor will it be construed as, a partnership, corporation, joint venture or other business organization.

ARTICLE 3. Scope

A. The purpose of this Agreement between the FAA and the Sponsor is to **provide a commissioning flight inspection of the PAPIs/REILs/MIRLs on Rwys 12/30, at Brookings Airport (KBOK) Brookings, Oregon.** This Agreement provides funding for the FAA to establish these services. Therefore, this Agreement is titled:

City of Brookings, Brookings, OR

B. The FAA will **perform a commissioning flight inspection of the PAPIs/REILs/MIRLs on Rwys 12/30, at Brookings Airport (KBOK) Brookings, Oregon.**

C. The Sponsor will perform the following activities:

1. Provide funding as estimated in Article 7.

2. Upon signature and payment of agreement, contact Richard Montgomery at 405-954-0792 or Richard.Montgomery@faa.gov once the site is ready for inspection. You may also call the Oklahoma City Service Center if you have any questions at 405-954-9780.

D. This agreement is in whole or in part funded with funding from an AIP grant [X] Yes [ ] No. If Yes, the grant date is: 09/15/2025 and the grant number is: 3-53-0034-028-2025. If the grant information is not available at the time of agreement execution, the Sponsor will provide the grant information to the FAA when it becomes available.

ARTICLE 4. Points of Contact

A. FAA:

1. The FAA**, Flight Program Operations, Program Support Group** will provide administrative oversight of this Agreement. **Joseph Culpepper** is the **Agreement Coordinator** and liaison with the Sponsor and can be reached at 678-284-8741 or via email at joseph.m.culpepper@faa.gov. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.

2. The FAA, **Flight Program Operations, Flight Operations Group** will perform the scope of work included in this Agreement. **Richard Montgomery is** the **Lead Scheduler**, Flight Program Operations, and liaison with the Sponsor for any Flight Inspection issues and can be reached at 405-954-9780 or via email at richard.montgomery@faa.gov. These liaisons are not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.

3. The execution, amendment, and administration of this Agreement must be authorized and accomplished by the FAA's Contracting Officer, **Joe Oglesby** who can be reached at 405-954-7835 or via email at **joe.oglesby@faa.gov**.

B. Sponsor:

Sponsor: City of Brookings
ATTN: Anthony Baron, Public Works & Development Services
Address: 898 Elk Drive
Brookings, OR 97415-9699
Phone: 541-469-1159
E-mail: abaron@brookings.or.us

ARTICLE 5. Non-Interference with Operations [RESERVED]

ARTICLE 6. Property Transfer [RESERVED]

ARTICLE 7. Estimated Costs

A. The estimated FAA costs associated with this Agreement are as follows:

DESCRIPTION OF REIMBURSABLE ITEM	ESTIMATED COST
LABOR	
NON-LABOR	
RA Administration	$1,313.25
Technical Review	$2,826.72
Flight Inspection	$31,872.00
Non-Labor Subtotal	$36,011.97
Non-Labor Overhead (8%)	$2,880.96
Total Non-Labor	**$38,892.93**
TOTAL ESTIMATED COST	**$38,892.93**

Detailed Estimate:

Flight Inspection Estimated Cost

Beech Rate $3,518/hr. ***Challenger Rate $5,312/hr.***	**Type**	**Hours**	**Events**
PAPIs/REILs/MIRLs on Rwys 12/30 at KBOK	Commissioning	**6**	**6**

B. FAA reserves the right to determine which aircraft will be used for inspections. Flight hour rates will be adjusted annually. Application of Flight Hour Rates or as approved by the Flight Program Executive. The **estimates** are based on rates in effect at the time this Agreement is signed.

C. Estimated costs contained herein are for planning purposes only and can vary depending on the actual aircraft used, and actual flight hours expended to reach the facility and to accomplish the inspection. As required by regulation, the final bill submitted to the customer will reflect **actual** hours and costs to the FAA.

D. FAA flight inspection aircraft may be delayed from scheduled itineraries for unanticipated reasons such as a National Airspace System priority, weather, or unscheduled aircraft maintenance. FAA is not responsible for any additional cost the Sponsor may incur if an inspection must be rescheduled.

E. Any modification, upgrade, configuration change, or substitution to the technology, system, or equipment subject to inspection that occurs after execution of this Agreement shall be promptly communicated to the FAA. Such changes may require additional coordination, evaluation, documentation, or flight inspections, and may result in adjustments to scope, schedule, and reimbursable costs under this Agreement.

F. The sponsor is responsible for all flight hours associated with positioning the aircraft to the inspection location and/or returning the aircraft to its home base.

ARTICLE 8. Period of Agreement and Effective Date

The effective date of this Agreement is the date of the last signature. This Agreement is considered complete when the final invoice is provided to the Sponsor and a refund is sent or payment is received as provided for in Article 9 of this Agreement. This Agreement will not extend more than five years beyond its effective date.

ARTICLE 9. Reimbursement and Accounting Arrangements

A. The Sponsor agrees to prepay the entire estimated cost of the Agreement. The Sponsor will send an electronic copy of the Agreement to the FAA Agreement Coordinator for FAA signature. The Sponsor will also send a copy of the executed Agreement and submit full advance payment in the amount stated in Article 7 to the Reimbursable Receipts Team listed in Section C of this Article. The advance payment will be held as a non-interest bearing deposit. Such advance payment by the Sponsor must be received before the FAA incurs any obligation to implement this Agreement. Upon completion of this Agreement, the final costs will be netted against the advance payment and, as appropriate, a refund or final bill will be sent to the sponsor, except as described in section D of this Article. Per U.S. Treasury guidelines, refunds under $1.00 will not be processed. Additionally, FAA will not bill the sponsor for amounts less than $1.00.

B. The Sponsor certifies that arrangements for sufficient funding have been made to cover the estimated costs of the Agreement.

C. The Reimbursable Receipts team is identified by the FAA as the billing office for this Agreement. The preferred method of payment for this agreement is via Pay.Gov. The sponsor can use a check or credit card to provide funding in this manner and receipt-processing time is typically within 3 working days. Alternatively, the sponsor can mail the payment to the address shown below. When submitting funding by mail, the Sponsor must include a copy of the executed Agreement and the full advance payment. All payments mailed to the FAA must include the Agreement number, Agreement name, Sponsor name, and project location. Payments submitted by mail are subject to receipt-processing delay of up to 10 working days.

FAA payment remittance address using USPS is:

DOT/FAA/ESC
P.O. Box 25770
AMK-322 – MPB 328
Oklahoma City, OK 73125

FAA payment remittance address using Fed Ex (overnight) is:

DOT/FAA/ESC
AMK-322 – MPB328
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169

The Sponsor hereby identifies the office to which the FAA will render bills for the project costs incurred as:

Sponsor:	**City of Brookings**
ATTN:	**Anthony Baron, Public Works & Development Services**
Address:	**898 Elk Drive**
	Brookings, OR 97415-9699
Phone:	**541-469-1159**
E-mail:	**abaron@brookings.or.us**

D. The FAA will accept payments under this Article from only one of two sources: either (1) the Sponsor or (2) a Third Party on behalf of the Sponsor, and the same source must make all required payments. If a Third Party makes the payments, then any refund due from FAA upon completion of the Agreement will be returned to that Third Party.

E. The cost estimates contained in Article 7 are expected to be the maximum costs associated with this Agreement, but may be amended to recover the FAA's actual costs. If during the course of this Agreement actual costs are expected to exceed the estimated costs, the FAA will notify the Sponsor immediately. The FAA will also provide the Sponsor an amendment to the Agreement which includes the FAA's additional costs. The Sponsor agrees to prepay the entire estimated cost of the amendment. The Sponsor will send a copy of the executed amendment to the Agreement to the Reimbursable Receipts Team with the additional advance payment. Work identified in the amendment cannot start until receipt of the additional advance payment. In addition, in the event that a contractor performing work pursuant to the scope of this Agreement brings a claim against the FAA and the FAA incurs additional costs as a result of the claim, the Sponsor agrees to reimburse the FAA for the additional costs incurred whether or not a final bill or a refund has been sent.

ARTICLE 10. Changes and Amendments

Changes and/or amendments to this Agreement will be formalized by a written amendment that will outline in detail the exact nature of the change. Any amendment to this Agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this Agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person will be interpreted as amending or otherwise affecting the terms of the Agreement. Any party to this Agreement may request that it be amended, whereupon the parties will consult to consider such amendments.

ARTICLE 11. Termination

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date, by giving the other party at least thirty (30) days prior written notice of termination. Payment of amounts due and owing may include all costs reimbursable under this Agreement, not previously paid, for the performance of this Agreement before the effective date of the termination; the total cost of terminating and settling contracts entered into by the FAA for the purpose of this Agreement; and any other costs necessary to terminate this Agreement. Upon receipt of a notice of termination, the receiving party will take immediate steps to stop the accrual of any additional obligations which might require payment. All funds due after termination will be netted against the advance payment and, as appropriate, a refund or bill will be issued.

ARTICLE 12. Order of Precedence [RESERVED]

ARTICLE 13. Legal Authority

This Agreement is entered into under one or more of the following authorities: 49 U.S.C. § 106(l), 31 U.S. Code 6505 Intergovernmental Cooperation Act. Nothing in this Agreement will be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

ARTICLE 14. Disputes

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, the dispute will be resolved by alternative dispute resolution using a method to be agreed upon by the parties. The outcome of the alternative dispute resolution will be final unless it is timely appealed to the Administrator, whose decision is not subject to further administrative review and, to the extent permitted by law, is final and binding (see 49 U.S.C. § 46110).

ARTICLE 15. Warranties

The FAA makes no express or implied warranties as to any matter arising under this Agreement, or as to the ownership, merchantability, or fitness for a particular purpose of any property, including any equipment, device, or software that may be provided under this Agreement.

ARTICLE 16. Insurance

The Sponsor will arrange by insurance or otherwise for the full protection of itself from and against all liability to third parties arising out of, or related to, its performance of this Agreement. The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf.

ARTICLE 17. Limitation of Liability

To the extent permitted by law, the Sponsor agrees to indemnify and hold harmless the FAA, its officers, agents and employees from all causes of action, suits or claims arising out of the work performed under this Agreement. However, to the extent that such claim is determined to have arisen from the act or omission by an officer, agent, or employee of the FAA acting within the scope of his or her employment, this hold harmless obligation will not apply and the provisions of the Federal Tort Claims Act, 28 U.S.C. § 2671, et seq., will control. The FAA assumes no liability for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf. In no event will the FAA be liable for claims for consequential, punitive, special and incidental damages, claims for lost profits, or other indirect damages.

ARTICLE 18. Civil Rights Act

The Sponsor will comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs.

ARTICLE 19. Protection of Information

The parties agree that they will take appropriate measures to identify and protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

ARTICLE 20. Security

In the event that the security office determines that the security requirements under FAA Order 1600.1F applies to work under this Agreement, the FAA is responsible for ensuring that security requirements, including compliance with AMS clause 3.14.2, Contractor Personnel Suitability Requirements are met.

ARTICLE 21. Entire Agreement

This document is the entire Agreement of the parties, who accept the terms of this Agreement as shown by their signatures below. In the event the parties duly execute any amendment to this Agreement, the terms of such amendment will supersede the terms of this Agreement to the extent of any inconsistency. Each party acknowledges participation in the negotiations and drafting of this Agreement and any amendments thereto, and, accordingly that this Agreement will not be construed more stringently against one party than against the other. If this Agreement is not executed by the Sponsor within 120 calendar days after the FAA transmits it to the Sponsor, the terms contained and set forth in this Agreement shall be null and void. Additionally, the FAA expects this agreement to be funded within 120 days of execution, if funding is not received by that date; the FAA may exercise the right to renegotiate estimated costs.

AGREED:

FEDERAL AVIATION ADMINISTRATION		**CITY OF BROOKINGS**	
SIGNATURE		SIGNATURE	
NAME	Joe Oglesby	NAME	Tim Rundel
TITLE	Contracting Officer	TITLE	City Manager
DATE		DATE	

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 11, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Brookings Airport Runway Lighting Replacement Project

Recommended Motion: 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.

Financial Impact: The City is receiving two grants from the Federal Aviation Administration (FAA) that will cover 95% of the project cost, and a grant from the Oregon Department of Aviation (ODAV) that will cover 4% of the project cost. The remaining 1%, or $511.19, will be funded from Capital Reserve.

Background/Discussion: The design has been completed for the Runway Lighting Replacement Project and we are ready to proceed with the construction phase. This work includes replacing the runway Medium Intensity Runway Lighting (MIRL) system; replacing the existing Precision Approach Path Indicators (PAPIs), lighted wind cone, airport rotating beacon, and airport electrical equipment; and installing new Runway End Identifier Lights (REILs) at each runway end. Upon approval at tonight's meeting, and pending final FAA and ODAV grant approval, the work is scheduled to be completed by December 30th, 2026.

The Engineer's estimate for the Bid was $715,640.00.

Three bids were received. The bid packages were examined by our consulting firm, Century West. Lantz and T3 were found to submit a complete bid package. Colvico submitted a bid package that did not address Addendum 1 and is determined to be a non-responsive bid. Century West and City Staff are recommending awarding the contract to T3 Electrical & Construction on the basis of lowest cost bid and contractor qualifications provided in the bid documents.

Bidders	**Bid**
Lantz Electric	$668,265.00
Colvico, Inc.	$760,688.00
T3 Electrical & Construction	$511,194.70

Attachments:

a. Century West Recommendation to Award
b. Brookings Runway Lighting Replacement Bid Tabs

April 10, 2026

Anthony Baron
Public Works & Development Services Director
City of Brookings
898 Elk Drive
Brookings, OR 97415

RE: Brookings Airport Runway Lighting Replacement Project
A.I.P. No. 3-41-0008-022 & 023-2025
Recommendation to Award

Dear Tony,

On March 31, 2026, the City of Brookings received bid submittals for the Runway Lighting Replacement Project from 3 contractors; Camp Creek Electric, LLC dba Lantz Electric, Colvico, Inc., and T3 Electrical & Construction, Inc. All bids were opened by the City and provided to CWE for review.

The total bids received are shown in the table below.

Bidder	Bid Submitted
Lantz Electric	$ 668,265.00
Colvico, Inc.	$ 760,688.00
T3 Electrical & Construction, Inc.	$ 511,194.70

The Engineer's estimate for the Bid was $715,640.00.

The bid packages were examined and Lantz and T3 were found to submit a complete bid package. However, Colvico submitted a bid package that did not address Addendum 1 and is determined to be a non-responsive bid.

It is our recommendation that the City of Brookings accepts the Bid from T3 Electrical & Construction, Inc. for a total project cost of $511,194.70.

Sincerely,

Peter Murphy, PE
Project Manager
Century West Engineering

Brookings Runway Lighting Replacement

Bid Tabs

4/10/2026

			Engineer's Estimate		Lantz Electric		Colvico, Inc.		T3 Electrical & Construction	
Work Item	**Unit**	**Quantity**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
Mobilization (Item C-105)	LS	1	$ 63,240.00	$ 63,240.00	$ 66,000.00	$ 66,000.00	$ 69,680.00	$ 69,680.00	$ 50,869.90	$ 50,869.90
Temporary Flagging, Marking and Signing (Section 01300)	LS	1	$ 40,000.00	$ 40,000.00	$ 11,650.00	$ 11,650.00	$ 6,778.00	$ 6,778.00	$ 18,907.90	$ 18,907.90
Construction Staking (Section 01406)	LS	1	$ 60,000.00	$ 60,000.00	$ 8,125.00	$ 8,125.00	$ 17,500.00	$ 17,500.00	$ 6,638.40	$ 6,638.40
Installation and Removal of Silt Fence (Item C-102)	LF	2000	$ 6.00	$ 12,000.00	$ 4.49	$ 8,980.00	$ 12.00	$ 24,000.00	$ 5.80	$ 11,600.00
Temporary Erosion Control Measures (Item C-102)	LS	1	$ 25,000.00	$ 25,000.00	$ 12,255.00	$ 12,255.00	$ 5,795.00	$ 5,795.00	$ 2,824.30	$ 2,824.30
Seeding (Item T-901)	KSF	13	$ 300.00	$ 3,900.00	$ 281.00	$ 3,653.00	$ 250.00	$ 3,250.00	$ 557.80	$ 7,251.40
Existing Elevated Taxiway and Runway Edge Lights Demolition (Item L-125)	EA	54	$ 200.00	$ 10,800.00	$ 272.00	$ 14,688.00	$ 425.00	$ 22,950.00	$ 82.70	$ 4,465.80
L-807(L), Style I-B, Size 2, 2.8 to 6.6 Amp Primary Wind Cone and Foundation, in Place (L-107)	EA	1	$ 15,000.00	$ 15,000.00	$ 29,026.00	$ 29,026.00	$ 24,200.00	$ 24,200.00	$ 21,436.70	$ 21,436.70
General Electrical Removal (Item L-109)	LS	2	$ 3,000.00	$ 6,000.00	$ 3,250.00	$ 6,500.00	$ 6,006.00	$ 12,012.00	$ 3,622.20	$ 7,244.40
Existing PAPI and Foundation Demolition (Item L-125)	EA	2	$ 7,000.00	$ 14,000.00	$ 5,050.00	$ 10,100.00	$ 3,165.00	$ 6,330.00	$ 1,045.40	$ 2,090.80
L-828 4 kW (RW 12-30) Constant Current Regulator (Item L-109)	EA	2	$ 17,000.00	$ 34,000.00	$ 12,022.00	$ 24,044.00	$ 12,990.00	$ 25,980.00	$ 7,265.60	$ 14,531.20
Regulator Vault/Building Modifications (Item L-109)	LS	1	$ 30,000.00	$ 30,000.00	$ 42,727.00	$ 42,727.00	$ 38,880.00	$ 38,880.00	$ 25,979.80	$ 25,979.80
Electrical Handhole (Item L-115)	EA	6	$ 5,000.00	$ 30,000.00	$ 6,653.00	$ 39,918.00	$ 9,760.00	$ 58,560.00	$ 7,286.30	$ 43,717.80
L-867 Juction Base Can (Item L-115)	EA	2	$ 600.00	$ 1,200.00	$ 1,376.00	$ 2,752.00	$ 1,550.00	$ 3,100.00	$ 1,674.70	$ 3,349.40
L-861 New Elevated Runway Edge Lights (MIRL) w/ White/White Lens (Item L-125)	EA	28	$ 1,400.00	$ 39,200.00	$ 1,843.00	$ 51,604.00	$ 2,296.00	$ 64,288.00	$ 1,679.60	$ 47,028.80
L-861SE New Elevated Threshold Lights w/ Green/Red Lens (Item L-125)	EA	12	$ 1,400.00	$ 16,800.00	$ 2,016.00	$ 24,192.00	$ 2,498.00	$ 29,976.00	$ 1,597.80	$ 19,173.60
L-861T New Elevated Taxiway Edge Lights (MITL) w/ Blue Lens (Item L-125)	EA	8	$ 1,400.00	$ 11,200.00	$ 1,729.00	$ 13,832.00	$ 2,166.00	$ 17,328.00	$ 1,532.40	$ 12,259.20
L-849(L), Style A, REIL Unit Pair (Item L-125)	EA	2	$ 15,000.00	$ 30,000.00	$ 19,650.00	$ 39,300.00	$ 22,860.00	$ 45,720.00	$ 20,289.20	$ 40,578.40
L-881, Style B, Class I PAPI (Item L-125)	EA	2	$ 50,000.00	$ 100,000.00	$ 28,411.00	$ 56,822.00	$ 48,868.00	$ 97,736.00	$ 29,097.30	$ 58,194.60
Non-Encased, 1-way 2" PVC Electrical Conduit (Item L-110)	LF	6200	$ 14.50	$ 89,900.00	$ 19.72	$ 122,264.00	$ 23.95	$ 148,490.00	$ 9.20	$ 57,040.00
No. 8 AWG, 5kV, L-824, Type C Cable, Installed in Conduit (Item L-108)	LF	8100	$ 4.00	$ 32,400.00	$ 2.95	$ 23,895.00	$ 2.45	$ 19,845.00	$ 2.20	$ 17,820.00
No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed in Trench/Above the Conduit Including Connections/Terminations (Item L-108)	LF	6200	$ 5.00	$ 31,000.00	$ 4.95	$ 30,690.00	$ 2.95	$ 18,290.00	$ 3.30	$ 20,460.00
L-801A, Class I, Airport Rotating Beacon, in place	EA	1	$ 20,000.00	$ 20,000.00	$ 25,248.00	$ 25,248.00	$ -	$ -	$ 17,732.30	$ 17,732.30
			Total	**$ 715,640.00**	Total	**$ 668,265.00**	Total	**$ 760,688.00**	Total	**$ 511,194.70**

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 11, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: 2025-26 Street Paving Projects

Recommended Motion:

Authorize City Manager to enter into agreement with the Tidewater Contractors Inc. to pave various streets identified in the 2022 Pavement Management Plan Update.

Financial Impact:

Tidewater Contractors Inc. submitted a bid of $392,065 for the 2025-26 Street Pavement Program projects. Funding for the projects are budgeted from the City of Brookings Streets System Replacement Fund (SRF) which is funded through fuel tax revenues.

Background/Discussion:

The 2025-26 Street Pavement Program Projects include street paving on Pioneer Road, Seacrest Lane, Glenwood Drive and Fern Avenue. Alternative paving projects included in the bid received from Tidewater are the patching of utility cuts in various locations.

Tidewater Contractors Inc. were the lone respondent to a request for bids on the project.

Bidders	**Bid**
Tidewater Contractors Inc.	$392,065

Attachment(s):

a. Tidewater Contractors Inc. 2025-26 Street Pavement Program Bid

RECEIVED
1:55 pm
APR 23 2026
CITY OF BROOKINGS

SECTION 00400
BID FORM

1.1 PROJECT

A. Project Title: **Street Pavement Project Fiscal Year 2026-27**

1. The project consists of excavation, pavement preparation, cold plane removal, (including taper grinding) asphalt concrete patch repair and hot mix asphalt concrete (HMAC) pavement overlay.
2. The project locations include:
    a. Seacrest Lane
    b. Fern Avenue
    c. Glenwood Drive
    d. Pioneer Road
3. Work includes traffic control, materials and workmanship to complete the project in accordance with the language contained herein and City of Brookings Standards and Engineering Specifications.
4. All work shall comply with the City of Brookings "Engineering Requirements and Standard Specifications for Public Works Infrastructure," adopted April 2017.

B. Bid Submission Location: Finance Payment Window, 898 Elk Drive, Brookings, OR

C. Bid Submission Deadline: **Thursday, April 23, 2026 - 2:00 pm**

D. Bid Opening Time & Date: **Thursday, April 23, 2026 - 2:00 pm**

Bidder's Name: Tidewater Contractors, Inc

Bidder's Address: PO Box 1956 / 16156 Hwy 101 So. Brookings, OR

Bidder's Telephone Number: 541-469-5341

1.2 BASE BID

A. The Undersigned is: (check one of the following and insert information requested)

1. X A corporation organized and existing under the laws of the State of Oregon; or
2. ____ A partnership registered under the laws of the State of _____; or
3. ____ An individual doing business under an assumed name registered under the laws of the State of_____; or
4. ____ An individual doing business under his or her own name.

B. The Undersigned agrees to be bound by the following documents:

1. Invitation to Bid
2. Summary of Work
3. Instructions to Bidders
4. Bid Form
5. First Tier Subcontractor Bid Disclosure Form
6. Non Collusion Affidavit

7. Responsibility Affidavit
8. Payment Procedure
9. Change Order Procedure
10. Special Provisions
11. Public Improvement Contract
12. Engineering Requirements and Standard Specifications for Public Works Infrastructure
13. Addenda # 0 through 0 inclusive

1.3 OVERHEAD & PROFIT

The Bid Price includes all fees, taxes, profit, overhead, and similar items.

1.4 TIME OF COMPLETION

_____ (initial) The Undersigned agrees, if awarded Contract, to fully complete it in accordance with the timeframes specified.

1.5 BIDDER'S RESIDENCY

A. ___X___ The Bidder is a resident of the State of Oregon.
B. _____ The Bidder is a non-resident of the State of Oregon as defined below.
C. A non-resident of Oregon is one who has neither paid Unemployment Taxes nor Income Taxes in Oregon during the 12 calendar months immediately preceding submission of this Bid, nor has a Business Address in Oregon.
D. Bidder's State of Residence: _____. If a non-resident, the Bidder shall indicate the State in which the Bidder resides and the Preference Discount, if any, given by that State.

1.6 BID SECURITY

Accompanying herewith is Bid Security; which is not less than ten (10) percent of the total amount of the Base Bid.

1.7 BID SECURITY FORFEITURE

The Undersigned (Bidder/Contractor) further agrees that the Bid Security accompanying this Bid is left in escrow with the Owner; that the amount thereof is the measure of liquidated damages which the Owner will sustain by the failure of the Undersigned to execute and deliver the above-named Agreement and that if the Undersigned defaults in executing the Agreement then the full value of the Bid Security may, at the Owner's option, become the property of the Owner. If the Bid is not accepted within sixty (60) calendar days after the time set for the opening of the Bids or if the Undersigned executes and delivers the said Agreement within the sixty (60) day time frame the Security will be returned.

1.8 CONTRACT

The Undersigned agrees, if awarded the Contract, to deliver an executed Public Improvement Contract to the Owner within ten (10) calendar days after receiving the Contract Forms an executed Agreement.

1.9 NONCOLLUSION

The Undersigned certifies that (1) this Bid has been arrived at independently and is being submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Vendor of materials, supplies, equipment, or services to limit independent bidding or competition, and (2) the contents of this Bid have not been communicated by the Undersigned or its Employees or Agents to any Person not an Employee or Agent of the Undersigned or its Surety on any Bond furnished with the Bid and will not be communicated to such Person prior to the official opening of the Bid.

1.10 WAGE RATES

The Undersigned agrees, if awarded a Contract, that he will comply with the provisions of ORS 279C.800 - 279C.870 pertaining to the payment of prevailing rates of wage.

1.11 CONTRACTORS' REGISTRATION

As a condition to submitting this Bid, a Contractor must be registered with the Oregon Construction Contractors Board in accordance with ORS 701.035 to 701.050, and the Contractor must disclose the Registration Number.

1.12 WORKER'S COMPENSATION INSURANCE

The successful Bidder hereby certifies that, in compliance with the Worker's Compensation Law of the State of Oregon, Worker's Compensation Insurance will be provided by:

1. Name of Carrier (Not local Agent): SAIF
2. Policy Number: 969377

1.13 BID SCHEDULE

No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL BID PRICE ($)
Seacrest Lane - Length = 702 LF					
1	Mobilization	All	LS	5,000.00	5,000.00
2	Construction Facilities And Temporary Controls*	All	LS	3,000.00	3,000.00
3	Cold Plane Pavement Removal	22,500	SF	0.75	16,875.00
4	AC Pavement	365	Tons	156.00	56,940.00
5	Reconstruction Area	500	SF	4.00	2,000.00
6	Manhole Frame Adjustment	6	Each	1,000.00	6,000.00
7	Water Valve Box Adjustment	7	Each	900.00	6,300.00
8	Thermal Stop Bar	1	Each	750.00	750.00
Total					96,865.00

No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL BID PRICE ($)
Fern Avenue – Length = 582 LF					
1	Mobilization	All	LS	2,500.00	2,500.00
2	Construction Facilities And Temporary Controls*	All	LS	2,500.00	2,500.00
3	Cold Plane Pavement Removal	19,200	SF	0.90	17,280.00
4	AC Pavement	350	Tons	156.00	54,600.00
5	Reconstruction Area	1700	SF	4.00	6,800.00
6	Manhole Adjustments	3	Each	1,000.00	3,000.00
6	Water Valve Box Adjustment	10	Each	900.00	9,000.00
7	Traffic Control	All	LS	3,000.00	3,000.00
8	Thermal Stop Bar	1	Each	750.00	750.00
Total					99,430.00

No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL BID PRICE ($)
Glenwood Drive – Length = 275 LF					
1	Mobilization	All	LS	2,500.00	2,500.00
2	Construction Facilities And Temporary Controls*	All	LS	2,500.00	2,500.00
3	Cold Plane Pavement Removal	9,700	SF	1.00	9,700.00
4	AC Pavement	145	Tons	156.00	22,620.00
5	Reconstruction Area	500	SF	4.00	2,000.00
6	Manhole Frame Adjustment	2	Each	1,000.00	2,000.00
7	Water Valve Box Adjustment	3	Each	900.00	2,700.00
8	Traffic Control	All	LS	3,000.00	3,000.00
9	Thermal Stop Bar	1	LS	750.00	750.00
Total					47,770.00

No.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL BID PRICE ($)
Pioneer Road - Length = 1480 LF					
1	Mobilization	All	LS	2,500.00	2,500.00
2	Construction Facilities And Temporary Controls*	All	LS	2,500.00	2,500.00
3	Cold Plane Pavement Removal	37,000	SF	0.50	18,500.00
4	AC Pavement	575	Tons	156.00	89,700.00
5	Reconstruction Area	800	SF	4.00	3,200.00
6	Manhole Frame Adjustment	10		1,000.00	10,000.00
6	Water Valve Adjustment	4	LS	900.00	3,600.00
7	Traffic Control	All	LS	5,000.00	5,000.00
8	Thermal Stop Bar	2	LS	750.00	1,500.00
Total					136,500.00

TOTALS	
Seacrest Lane	$ 96,865.00
Fern Avenue	$ 99,430.00
Glenwood Drive	$ 47,770.00
Pioneer Road	$ 136,500.00
*Includes all signs and Traffic Control **TOTAL BID =**	$380,565.00

Three hundred eighty thousand five hundred sixty five 00/100
TOTAL BID AMOUNT(in writing)

Tidewater Contractors, Inc
Contractors Name

1	Quantities shown on the Bid Form are estimates. Contractor shall provide and be paid for actual, verified, quantities at the Bid Unit Prices.
2	Change Orders shall be the actual number of units at the Bid Unit Price.
3	Errors in the Bid Amount shall be reconciled by multiplying the Bid Unit Price times the number of units.

Additive Alternate 1 - Street Patching and Utility Cut Repair List
Cold Plane Removal and Pave 3" deep lift items listed below

Additive alternative bid items will be awarded individually. Each line item shall include all traffic control, signage and all materials, labor and equipment needed to produce a complete function product in conformance with applicable project drawings and specifications.

	Location	Cold Plane Removal Depth	SF	Est. Tons AC	Cost
1	2nd Street	3"	200	4	2,500 00
2	Ransom Avenue	3"	600	12	4,500 00
3	Marina Heights	3"	100	2	2,000 00
4	Homestead Road	3"	200	4	2,500 00

1.14 COMPLETED ATTACHMENT(S) TO RETURN WITH THIS BID

A. Bid Security
B. First Tier Subcontractor Disclosure form
C. Non Collusion Affidavit
D. Responsibility Affidavit

1.15 SIGNATURES

Name of Firm: Tidewater Contractors, Inc

By: _____
(Sole Individual)
or

By: _____
(Partner)
or

By: _____
(Authorized Officer of Corporation)

Attested By: Cassie Fitzhugh Attest witness to Firm
(Secretary of Corporation)

Phone number: 541-469-5341 Registered Classification: RGC + CGC Level 2

Contractor's Registration Number: 29995 Expiration date: 01/31/28

Employer's Tax ID: 93-0705433 Submitted on 4-23, 2026

END OF BID FORM

Section 00435
Street Pavement Program FY 25-26

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

Bid Closing Date April 23, 2026 **Time:** 2:00 pm

1. This form must be submitted at the location specified in the Invitation to Bid on the advertised bid closing date and within two (2) hours after the advertised bid closing time.

2. As specified in the Instructions to Bidders, Section 0200, ¶1.6, B, the Bidder shall list below the name of each subcontractor that will be furnishing labor or labor and materials, and that is required to be disclosed, construction contractors board number (CCB#), the category of work that the subcontractor will be performing and the dollar value of the subcontract. Enter "NONE" if there are no subcontractors that need to be disclosed. (ATTACH ADDITIONAL SHEETS IF NEEDED.)

Name	CCB#	Description of Work	$ Value of Subcontract
None			

3. Total value of work provided by all subcontractors including those listed above is $_____.

Failure to submit this form by the disclosure deadline will result in a non-responsive bid. A non-responsive bid will not be considered for award.

Tidewater Contractors, Inc
Form Submitted By

Contractor/Signature/Title
George Fitzhugh/President

541-469-5341
Phone Number

STATE OF Oregon Contract Bid No. FY 25-26

Section 00461
NON-COLLUSION AFFIDAVIT

County of Curry

I state that I am President of Tidewater Contractors, Inc.
(Title) (Name of Firm)
and that I am authorized to make this Affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder, except as disclosed on the attached appendix.

(2) That neither the prices(s) nor the amount of this bid, and neither the approximate price(s) nor the approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a higher than this bid, or to submit any high or non competitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any form or person to submit a complementary or other non-competitive bid.

(5) Tidewater Contractors, Inc., its affiliates, subsidiaries, officers,
(Name of Firm)
directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State and Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described on the attached appendix.

I state that Tidewater Contractors, Inc., understands and acknowledges that
(Name of Firm)
the above Representations are material and important, and will be relied on by the Owner in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Owner of the true facts relating to the submission of bids for this Contract.

Name George Fitzhugh

President
Position

OFFICIAL STAMP
STEFANIE MARIE ARLANDSON
NOTARY PUBLIC - OREGON
COMMISSION NO. 1056512
MY COMMISSION EXPIRES MARCH 03, 2029

Subscribed and sworn to before me this 23rd day of April, 2026

Stefanie Marie Arlandson

Notary Public for Oregon

My Commission Expires: 3/03/29

Section 00462
RESPONSIBILITY OF AFFIDAVIT

STATE OF Oregon) Contract Bid No. FY 25-26

County of Curry)

I state that I am President of Tidewater Contractors, Inc
(Title) (Name of Firm)

and that I am authorized to make this Affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that my firm meets the following criteria as defined in ORS 279C.375 (3)(a) and (b):

(1) Is not on the list of non-responsible bidders created by the Construction Contractors Board under ORS 701.227.

(2) Meets the standard of responsibility as defined in ORS 279C.375 (3)(a) and (b).

(3) Has available the appropriate financial, material equipment, facility and personnel resources and expertise, or the ability to obtain the resources and expertise, necessary to meet all the contractual responsibilities.

(4) Holds current licenses that businesses or service professionals operating in this state must hold in order to undertake or perform the work specified in the contract.

(5) Is covered by liability insurance and other insurance in the amounts required in the solicitation documents.

(6) Qualifies as a carrier-insured employer or a self-insured employer under ORS 656.407 or has elected coverage under ORS 656.128.

(7) Has disclosed the bidder's first-tier subcontractors in accordance with ORS 279C.370.

(8) Has a satisfactory record of performance and integrity.

(9) Is qualified legally to contract with the Owner, a public agency.

I state that Tidewater Contractors, Inc, understands and acknowledges that
(Name of Firm)

the above Representations are material and important, and will be relied on by the Owner in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the Owner of the true facts relating to the submission of bids for this Contract.

Name George Fitzhugh

President
Position

OFFICIAL STAMP
STEFANIE MARIE ARLANDSON
NOTARY PUBLIC - OREGON
COMMISSION NO. 1056512
MY COMMISSION EXPIRES MARCH 03, 2029

Subscribed and sworn to before me this 23rd day of April, 2026

Stefanie Marie Arlandson

Notary Public for Oregon

My Commission Expires: 3/03/29

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 11, 2026

Originating Dept: Administration

Signature (submitted by)

City Manager Approval

Subject:

Adoption of an updated Master Fee Schedule

Recommended Motion:

Adopt Resolution 26-R-1291, updating the Master Fee Schedule and repealing Resolution 25-R-1273, effective July 1, 2026.

Financial Impact:

Approximately 2.2% increase in revenues of specific fee categories per occurrence.

Background/Discussion:

The Master Fee Schedule is reviewed by staff annually to determine where changes are appropriate. The most recent 2025 Master Fee Schedule was adopted by Council on April 28, 2025, pursuant to Resolution 25-R-1273.

The 2026 Master Fee Schedule is attached as "Exhibit A". It includes a cost-of-living increase (CPI-W February) of 2.2% rounded to the nearest dollar on most items, and an increase in park use fees. There are some costs that are not increased annually because of the amount (i.e. increase of less than $0.50) and might be increased every few years.

Council discussed the Master Fee Schedule in a workshop on April 27, 2026. The consensus was to bring forward the updated schedule to a regular Council meeting with a 2.2% increase.

Attachment(s):

a. Resolution 26-R-1291
b. Master Fee Schedule with proposed 2026 revisions

CITY OF BROOKINGS
STATE OF OREGON

RESOLUTION 26-R-1291

A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE REPEALING 25-R-1273.

WHEREAS, the City of Brookings adopted the Brookings Master Fee Schedule under Resolution 09-R-910; and

WHEREAS, Resolution 09-R-910 established the method of updating the Brookings Master Fee Schedule (Fee Schedule) by Resolution, recognizing that the establishment of certain fees from time to time is necessary to recover the true cost of providing services; and

WHEREAS, Resolution 09-R-910 also provides that the City Council may apply an annual CPI adjustment to the Fee Schedule; and

WHEREAS, the last update to the Fee Schedule was July 2025;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that the 2026 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 25-R-1273 is repealed.

BE IT FURTHER RESOLVED that the 2026 Brookings Master Fee Schedule will become effective on July 1, 2026.

Passed by the City Council May 11, 2026; effective July 1, 2026.

Attest:

Mayor Phoebe Pereda

City Recorder Brooklyn Osterhage

ADMINISTRATIVE - GENERAL		2026 FEE
Building Code Violation Appeal Fee (16)		208.00
Business Licenses		
Annual fee based on total number of employees reported on Form 132		
0-10		86.00
11-25		142.00
26-50		211.00
51-75		420.00
76-100		834.00
101-200		1,388.00
>200		2,115.00
Annual fee for businesses located outside City limits		110.00
Late Fee		10.00
Temporary 90-Day		$50.00 or 1/4 annual fee, whichever is greater
Public Safety Fee per connection/unit/month		4.00
Copying of City Records < 200 pages (based on 8-1/2 x 11 side) (1)		B&W $0.35 /Color $0.45
Copying City Records using off-site services (when necessary)		Actual costs + staff time
Certified copies of City records (for notarized copies – see Notary fee)		
First page + copy costs		B&W $1.30/Color $1.40
Each additional page (per side) + copy costs		B&W $0.70/Color $0.80
Duplication of City audio/video recordings to CD or DVD		
Personal Copy		20.00
Certified Copy		26.00
Electronic document preparation (10)		
Electronic documents or files copied to CD or DVD		18.00
Electronic documents, <10MB and 10 files, sent electronically		No additional cost
Electronic documents, ≥10MB and/or 10 files, sent electronically		16.00
Paper to electronic conversion (per side) to PDF format, ≤ 11” x 17”		$0.20 per side
Fax - per page (single sided – 8-1/2 x 14 max)		$1.40
Legal review of public records for exempt determination (2)		Actual legal costs
Lien Search		30.00
Liquor License Application – New/Annual Renewal		30.00
Liquor License Application – Temporary/Annual		30.00
Meeting Room Rental – Council Chambers	Per Hour	26.00
Meeting Room Rental – Fire Hall	Per Hour	15.00
Monitoring of public review of City files		47.00
Payment Agreement- Set-up		
Set-Up Fee		142.00
Late Fee		46.00
Loan Rate		9%
Records Search	Per Hour	60.00
Returned (NSF) Check		35.00
Taxicab Driver’s Permit/ Bi-Annual		36.00
Taxicab License/ Per Vehicle/Annual		93.00
Taxicab Photo Update		14.00

		2026 FEE
Transportation Network Company		93.00
Transportation Network Company Driver's Permit/Bi-Annual		38.00
Vacation – General (12)		1,698.00
GIS		
8-1/2 x 11 Curry County Print (per single sided page)		B&W $0.35; Color $0.45
11 x 17 Curry County Print (per single sided page)		B&W $3.30; Color $3.40
Large Format Print (> 11x17)		BW $4/sq ft Color $12/sq ft
Large Format Scanning (> 11 x 17, per single	Per Sheet	26.00
Custom Map	Per Hour	60.00
COURT		
Community Service Sign Up Fee		66.00
Court Fee (Generally)		66.00
Driver's License Sanctions		33.00
Failure to Appear		65.00
Collections Fee		33.00
Payment Plan Fee (balance less than $250)		33.00
Payment Plan Fee (balance greater than $250)		64.00
Appeal Filing Motion		80.00
FIRE		
Burn Permits		15.00
Burn to Learn		2,058.00
Insurance Company Report		33.00
Copies of County Road Directory		20.00
Roadway Wash Down		142.00
PARK FACILITY FEES (4)		
Capella Use Fees (3)	Per hour w/2 hour minimum	250.00
Booking fee (3) - nonrefundable		1/2 of hourly costs total
Musical Event Fee (minimum 3 event series)	Per hour w/2 hour minimum	75.00
Park Use/Standard		
Booking fee (3) - nonrefundable		1/2 of daily use fees
City Residents; *non-resident add 50%, non-profit subtract 50%*		
	0-200	80.00
	201-400	160.00
	401-600	260.00
	601-1000	410.00
	> Each additional 100	80.00
Park Use/Commercial		
City Resident	1-100	80.00
	>Each additional 100	80.00
Non-City Resident	1-5	210.00
	6-30	310.00
	31-60	460.00
	61-100	610.00
	>Each additional 100	100.00

		2026 FEE
Other Park Facilities: n*on-resident add 50%, non-profit subtract 50%*		
Bandshell/Stage Use		80.00
Concession Stand w/restrooms		160.00
Concession Restrooms Only		60.00
Folding Picnic Table / each, per event (8)		25.00
Tournaments	per field/per day	100.00
Soft Ball Field Lights	per hour/per field	20.00
Recreational Sports (Soft Ball, Kick Ball, Soccer)	per game/per team	30.00
Recreational Sports Courts/ Field Reservation	per hour	30.00
Scoreboard Use/Remote Deposit		200.00
Tournament Cancellation fee		45 days or more $25; 45 days or less 1/2 of deposit excluding light fees
Key replacement		35.00
Expedited Plan Review for Special Events (20)		660.00
Use Cancellation Fee		55.00
Event Permit Request		
Event Permit (18)		55.00
Barricade and Cone Delivery (19)		115.00
Refundable Barricade/Cone Use		425.00
PLANNING		
Annexation (5)		7,003.00
Appeal to City Council (9)		Equal to Application Fee
Appeal to Planning Commission		211.00
Combined Preliminary/Final Plat Approval		1,125.00
Comprehensive Plan Amendment (5)		5,058.00
Conditional Use Permit (Generally)		3,586.00
Detailed Development Plan (5)		10,041.00
Extension of Time SUB/CUP		71.00
Home Occupation		55.00
Home Occupation Permit for Non-profit		No Fee
Lot Line Adjustment/Lot Line Vacation		198.00
LU Compatibility Statements/Zoning Verifications		61.00
Master Plan Development (5)		11,836.00
Minor Change		1,382.00
Partition		2,760.00
Mural Application		106.00
Permit Clearance Review		234.00
Minor Additions & Repairs		78.00
Planned Unit Development (5)		6,170.00
Pre-Application Services (6)		726.00
Re-Notification		189.00
Sign Approval		182.00
Street Naming		137.00
Subdivision (5)		2,855.00
Subdivision Final Approval		211.00
Subdivision Replat (5)		2,818.00

		2026 FEE
Variance		3,359.00
Vacation – Land Use (12)		3,396.00
Workforce Housing Accessory Dwelling Registration Fee		34.00
Zone Change (without Comp Plan Amendment)		3,790.00
POLICE		
Fingerprinting – per card		15.00
Intoxilizer		5.00
Police Reports/per report		11.00
Incident Reports		5.00
Digital Media Redact		Actual costs + staff time
Digital Media Duplication		38.00
Urinalysis		10.00
PUBLIC WORKS		
Building Inspection Fees		Pursuant to OR State Building
Vacant Property Registration Fees		
Compliant Commercial Property		
1st year Registration Fee		25.00
Subsequent Years		25.00
Maximum Annual Registration Fee		25.00
Non-Compliant Commercial Property		
1st year Registration Fee		250.00
Subsequent Years		Increases 50.00
Maximum Annual Registration Fee		750.00
Public Works / Right-of-Way Plan Review (5) (13)	Per plan sheet	102.00
Public Works / Right-of-Way Permit and Inspection (7)(17)		$100.00 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit (17)		61.00
Hydrology report review (5)		274.00
TV Inspection Fee	2 hour minimum	234.00
SEWER & WATER		
Sewer		
4” Sewer Tap-in (14)		Actual time & materials with minimum of $4,617
6” Sewer Tap-in (w/o existing lateral to property line) (14)		Actual time & materials with minimum of $6,242
BOD/SS Compiler (15)		205.00
Flow Meter Data Logger (15)		205.00
Food, Oil & Grease (FOG) Trap Inspection - stand alone		64.00
Food, Oil & Grease (FOG) Trap Inspection w backflow inspection		33.00
Water		
Annual Backflow Inspection		138.00
Meter Drop-in Connection Fee		
5/8 x 3/4”		539.00

	2026 FEE
3/4"	584.00
1”	752.00
1-1/2"	2,370.00
2"	2,781.00
4" (14)	Actual time & materials with estimated deposit
Hydrant Meter Installation (includes uninstall)	137.00
Service Extension inside City limits	
1 inch single service	5,127.00
2 inch single service	6,953.00
2 inch dual service	8,131.00
4” Service and larger	Contractor only
Service Extension Outside City Limits	Add 20% to inside City limit
4” Service and larger	Contractor only
SWIMMING POOL USE	Established annually by City Manager or designee

(1) All copy charges are calculated based on a single-sided 8 ½ x 11 page. An 8-1/2 x 14 page will be charged at one and one-half (1-1/2) the cost of singled sided page, and 11 x 17 pages will be charged as two (2) single sided pages. Large copying projects (>200 single sided pages or >100 double sided) will be charged actual copying and labor costs, with prior notification to, and acknowledgement of the requestor.

(2) Determination of need for legal review must be made by the City Manager.

(3) Capella rentals - 2 hour minimum. Capella Booking fees equal to ½ of total hourly use fees, Park Booking fees equal to ½ of total daily use fees due within ten days of application submission. Booking fees are nonrefundable and applied towards total hourly costs. Remaining use fees are due 30 days before event. 50% refund of total use fees paid for cancellations received 60 days or more before event; 25% refund of total use fees paid for cancellations received 30-59 days before event and 0% refund for cancellations less than 30 days before event.

(4) Park Use Fees will be waived for the Azalea Festival, American Music Festival, and Natures Coastal Holiday. The City Manager may waive Parks Use Fees for non-profit events when the total is less than $100.

(5) Base fee. If the City cost for processing the application exceeds the base fee, the applicant will be liable for, and billed monthly, for staff and/or consultant’s time and other associated costs incurred with processing the application (including but not limited to planning, public works, engineering, City administration, legal and inspection services).

(6) Pre-application meeting fee will be applied to the application fee if the application is submitted within one (1) year of the pre-application meeting. Each pre-application meeting increases the application fee by the same amount.

(7) Fee is collected at time of permit issuance.

(8) Tables may be rented at a reduced 50% rate with a minimum of 5 tables when both pick-up and delivery are handled by the applicant.

(9) Appeal fee will be equal to the applicable application fee and adjusted, up or down, based on final cost recovery.

(10) Fees noted are in addition to applicable records search fees. Any request requiring more than 1 hour of staff time for conversion, copying to disc, etc., will be charged the records search rate, in addition to standard fees, with prior notification to, and acknowledgement of the requestor. Sending and receiving of electronic files, and conversion of paper documents to PDF format, is limited to current available in-house technology.

	2026 FEE

(11) Fee to be determined per event; based on staff requirements for pick-up, delivery and placement of barricades and cones.

(12) Vacations requiring an additional hearing before the Planning Commission will be charged at twice the standard fee. (Standard fee includes a hearing before the City Council).

(13) One-time fee. Incomplete submittals will not be accepted.

(14) Deposit based on estimate to be applied to actual cost of time and materials. Any deposit amount exceeding actual costs will be refunded upon project completion. Amounts in excess of the deposit will be billed at the earliest known stage in the project, or upon project completion.

(15) Subject to availability.

(16) If appellant prevails, appeal fee will be refunded.

(17) Fee will be doubled for failure to obtain permit in advance of performing work.

(18) Non-contiguous recurring events will be charged the base fee for the first event and $10 for each recurrence during a calendar year.

(19) Barricade/cone fee for non-contiguous recurring events will be applied only once.

(20) For event application forms submitted less than 14 days from date of event.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 11, 2026

Originating Dept: Administration

Signature (submitted by)

City Manager Approval

Subject: First Amendment to Intergovernmental Agreement between Curry County and the City for School Resource Officer Services

Recommended Motion: 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.

Financial Impact: The amendment does not increase the overall cost of the program but clarifies Curry County's contribution at 12.5% of total program costs and improves budget predictability for both agencies.

Background/Discussion: The City and Curry County entered into an Intergovernmental Agreement (IGA) on April 15, 2025 to fund School Resource Officer (SRO) services within local schools.

The SRO program has been an important partnership that enhances school safety, strengthens relationships between law enforcement and students, and provides a proactive presence focused on prevention and response.

The proposed First Amendment provides targeted updates to improve the long-term efficiency, clarity, and sustainability of the agreement. The core service delivery of the SRO program remains unchanged.

Key provisions of the amendment include:

- **Funding Clarification:** Establishes Curry County's annual contribution at 12.5% of the total program cost and requires the City to provide cost figures to the County prior to June 1 each year to assist with budget planning.
- **Term Adjustment:** Transitions the agreement from a fixed one-year term to an automatic year-to-year renewal unless terminated, providing greater continuity and reducing the need for annual renewals.
- **Termination Timeline Update:** Adjusts the County's termination notice deadline from January 31 to January 1, maintaining a June 30 effective date, which better aligns with budget cycles and provides additional planning time.

These changes are administrative in nature but are important to ensure predictable funding, operational stability, and continued partnership between the City and Curry County.

Attachment(s):

a. First Amendment to IGA for SRO Services

FIRST AMENDMENT

TO THE

INTERGOVERNMENTAL AGREEMENT

BETWEEN

CURRY COUNTY AND THE CITY OF BROOKINGS

FOR

SCHOOL RESOURCE OFFICER SERVICES

This First Amendment to the Intergovernmental Agreement ("IGA") between CURRY COUNTY ("County") and the CITY OF BROOKINGS ("City"), is effective as of the 30th day of April, 2026.

RECITALS

1. The County and the City entered into an Intergovernmental Agreement for School Resource Officer Services on April 15, 2025 ("Original IGA"), a copy of which is attached hereto for reference.

2. Certain revisions to the Original IGA have been proposed in order to increase efficiency and ensure long-term sustainability of the arrangement.

3. Only the terms specifically listed herein are subject to change; the remainder of the provisions of the Original IGA, including all recitals, shall remain in force and effect.

NOW, THEREFORE, both parties agree to the following amendments:

1. FUNDING

Section 3.2, which currently reads as follows:

3.2 Subsequent Payments – Second and Following Years.

The County and City shall coordinate regarding the funding requirements of the program prior to the adoption of a fiscal year budget. All changes to funding amounts shall be made in the form of written amendments to this Agreement.

Shall be amended to read:

3.2 Subsequent Payments – Second and Following Years.

The County agrees to pay a sum equal to 12.5% of the total program cost to the City annually to support the School Resource Officer Services described in the IGA. City's Finance Department shall provide a dollar amount to the County prior to June 1 of each year so that the County is able to update the Annual Budget accordingly.

//

2. TERM

Section 4, which currently reads as follows:

4. TERM.

This Agreement shall commence on the Effective Date, and unless terminated pursuant to Section 5, shall continue in full force and effect for one (1) years, with a term ending June 30, 2026.

Shall be amended to read:

4. TERM.

This Agreement shall commence on the Effective Date, and unless terminated pursuant to Section 5, shall renew automatically from year to year unless otherwise terminated pursuant to Section 5 of this Agreement.

3. TERMINATION

Section 5.2, which currently reads as follows:

5.2 Termination by County.

Should the County terminate this IGA without the mutual agreement of the City, the notice of termination must be sent by the County to the City on or before January 31st, with such termination becoming effective on June 30th of the same year.

Shall be amended to read:

5.2 Termination by County.

Should the County terminate this IGA without the mutual agreement of the City, the notice of termination must be sent by the County to the City on or before January 1st, with such termination becoming effective on June 30th of the same year.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Intergovernmental Agreement between Curry County and the City of Brookings for School Resource Officer Services as of the Effective Date.

CITY OF BROOKINGS

Tim Rundel
City Manager
City of Brookings
898 Elk Drive
Brookings, OR 97415
(541) 469-1102

CURRY COUNTY

Michael E. "Ted" Fitzgerald
Director of County Operations
Curry County
94235 Moore Street, Suite 123
Gold Beach, OR 97444
(541) 247-3218

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: May 11, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Wastewater Collections Phase One Improvements Contract

Motion: 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

Financial Impact: $6,635,000 will be funded through a loan from the United States Department of Agriculture (USDA) Rural Development (RD).

Background/Discussion:

In April 2022, the U.S. Department of Agriculture – Rural Development (USDA-RD) approved a $24,996,000 loan and a $2,569,000 grant to the City for wastewater system improvements. The City is contributing another $2,648,120 to this project, bringing the project total to $30,213,120. This may be the largest combined loan/grant in the City's history. The proceeds will be used to complete various upgrades to the City's wastewater treatment plant, sewer collection system, connect the Brookings campus of Southwestern Oregon Community College to the sewer system, and extend sewer service to the Lone Ranch project area. The City originally applied for the funding almost ten years ago.

The terms of the USDA-RD loan are 40 years at 2.0 per cent interest. However, USDA-RD does not directly fund the work. Interim financing is required. City staff explored alternatives for, and completed an interim funding application, to the Oregon Department of Environmental Quality (DEQ). Our application for interim financing through DEQ for the entire project was approved in September 2022.

In December of 2022, Council approved Dyer Partnership task order #104 that provides the Design, Bidding, and Construction Management for the Preliminary Engineering Report Waste Water Collections Improvements Projects. The collections projects are separated into two phases. The tasks for phase one of the improvement project includes:

1. Rowland Lane to Mill Beach 24" sewer main
2. Chrissy Circle to Moore Street 24" sewer main
3. Taylor Creek Pump Station to serve the Lone Ranch Development Area
4. Hwy 101 8" Force Main from Carpenterville Road to Parkview Drive
5. Mill Beach Road to WWTP 30" Sewer Main
6. Replace/Rehabilitation of existing 8" gravity sewer along Moore Street
7. Replace/Rehabilitation of existing 8" gravity sewer along Collis Lane

Continued on Next Page

The City of Brookings solicited cost proposals for the Collections Phase One Improvements through a formal Request for Proposal (RFP) process in March 2026 and had one respondent; Mclennan Excavation Inc. Mclennan participated in a mandatory pre-bid meeting. Dyer reviewed the bid received on April 30, 2026 and summarized it in the bid tabulation below.

Dyer and City Staff recommend awarding the contract to Mclennan Excavation Inc. on the basis of the bid and contractor qualifications provided with the bid documents.

Bidders	**Bid**
Mclennan Excavation Inc.	$6,635,000

Attachment(s):

a. Dyer Recommendation to Award Letter

THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

May 1, 2026

Tony Baron, Public Works Director
City of Brookings
898 Elk Drive
Brookings, Oregon 97415

RE: City of Brookings
Wastewater Collection System Improvements – Phase 1
Project No. 145.104

Dear Mr. Baron:

This letter is to recommend action by the City of Brookings in response to the bid received on April 30, 2026 at 2:00 PM for the above referenced project. One bid was received. There were minor bid irregularities with addendum dates and contact information missing from the Bid Form. The bid was responsive and responsible. The bid was in the following amount:

1. $6,635,000.00 by McLennan Excavation, Inc.

We recommend that the City of Brookings take the following action:

1. Accept the bid.
2. Submit the necessary documents to both funding agencies.
3. Award a contract to McLennan Excavation, Inc. in the amount of $6,635,000.00.

It is our opinion that McLennan Excavation, Inc. has sufficient experience and qualifications to satisfactorily construct the project.

Assuming the City of Brookings and Council concurs with our recommendation; we have enclosed three copies of the Notice of Award. A representative for the City needs to sign all three copies after which they should be returned to our Coos Bay office. (***Please do not date the Notice of Award.***) We will date the Award following notification that the City of Brookings accepts the bid and is determined to award the project.

Pursuant to ORS279C.835, the Oregon Bureau of Labor and Industries requires that Form WH-81 be filled out by the contracting agency and sent to them with a copy of the first-tier subcontractor form, if applicable (ORS 279C.370), within 30 days of issuing the Notice of Award.

The Owner is also responsible for payment of a Public Works fee to the Bureau of Labor & Industries. This payment is accompanied by Form WH-39.

The WH-81 and WH-39 forms are available at:
https://www.oregon.gov/boli/employers/Documents/WH-81_WH39_linked%20(Rev%203-24).xlsx

Sincerely,

Joseph Goette, PE
Project Manager

1330 TEAKWOOD AVENUE
COOS BAY, OREGON 97420
TELEPHONE: (541) 269-0732

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
04/26	04/09/2026	95016	4788	Bureau of Labor and Industries	250.00	58-56-7025	Construction
04/26	04/09/2026	95017	5567	CAL/OR Insurance Agency	683.33	30-10-6115	Insurance/Bonds
04/26	04/09/2026	95018	5070	Canon U.S.A. Inc	1,255.87	10-13-6030	Operating Supplies
04/26	04/09/2026	95019	6328	Canopy Wellbeing	66.00	10-19-6090	Contract Services
04/26	04/09/2026	95020	6146	CCD Business Development Corp	750.00	52-42-7025	Construction
04/26	04/09/2026	95021	193	Central Equipment Co Inc	726.16	10-16-6015	Equipment Maintenance
04/26	04/09/2026	95022	5842	Century West Engineering Corp	10,407.50	33-10-7025	Construction
04/26	04/09/2026	95023	5822	Chaves Consulting Inc	388.70	49-10-7030	Computer Hardware
04/26	04/09/2026	95024	5827	Coastal Investments LLC	960.00	10-19-6090	Contract Services
04/26	04/09/2026	95025	5939	Country Media Inc	254.71	51-41-7025	Construction
04/26	04/09/2026	95026	4534	Daily Journal of Commerce Oregon	164.58	51-41-7025	Construction
04/26	04/09/2026	95027	284	Day Management Corp	994.32	30-10-6090	Contract Services
04/26	04/09/2026	95028	185	Del Cur Supply	27.04	10-18-6030	Operating Supplies
04/26	04/09/2026	95029	1	Ethan Harrah	259.24	20-00-2070	Deposits
04/26	04/09/2026	95030	1	Seacrest Home Estates	170.51	20-00-2070	Deposits
04/26	04/09/2026	95031	1	Donna Nielsen	84.51	20-00-2070	Deposits
04/26	04/09/2026	95032	1	Daniel Smith	109.61	20-00-2070	Deposits
04/26	04/09/2026	95033	1	Deana White	164.94	20-00-2070	Deposits
04/26	04/09/2026	95034	1	Jason Williamson	95.90	20-00-2070	Deposits
04/26	04/09/2026	95035	153	Ferrellgas	725.38	15-10-6130	Utilities
04/26	04/09/2026	95036	198	Grants Pass Water Lab	55.00	20-21-6030	Operating Supplies
04/26	04/09/2026	95037	6030	Hartwick Automotive LLC	88.38	10-13-6015	Equipment Maintenance
04/26	04/09/2026	95038	5754	iFocus Consulting Inc	2,575.00	49-10-6090	Contract Services
04/26	04/09/2026	95039	5858	Jacobs Engineering Group Inc	156,287.42	25-32-6090	Contract Services
04/26	04/09/2026	95040	6065	Local Government Law Group PC	13,927.25	10-12-6065	Legal/Administration Services
04/26	04/09/2026	95041	4269	Gary Milliman	325.00	10-11-6090	Contract Services
04/26	04/09/2026	95042	3561	Oil Can Henry's	240.00	10-13-6015	Equipment Maintenance
04/26	04/09/2026	95043	6381	OR Chapter of the American Planning As	75.00	10-15-6090	Contract Services
04/26	04/09/2026	95044	5390	O'Reilly Automotive Inc	13.99	10-16-6030	Operating Supplies
04/26	04/09/2026	95045	5703	PacWest Machinery	1,991.80	15-10-6030	Operating Supplies
04/26	04/09/2026	95046	4	Felicity Artigas	266.00	10-00-2070	Deposits
04/26	04/09/2026	95047	322	Postmaster	1,300.00	25-31-6005	Office Supplies
04/26	04/09/2026	95048	207	Quill Corporation	12.40	10-19-6005	Office Supplies
04/26	04/09/2026	95049	3	Grant & Robin Boswell	160.53	20-04-4160	Utility User Fees
04/26	04/09/2026	95050	380	Stadelman Electric Inc	1,339.40	10-16-6090	Contract Services
04/26	04/09/2026	95051	6330	Tango Tango Inc	2,500.00	10-13-6135	Communications
04/26	04/09/2026	95052	4734	Vestis Services LLC	120.00	10-19-6030	Operating Supplies
04/26	04/09/2026	95053	2122	Cardmember Service	7,198.21	10-14-6035	Safety Equipment
04/26	04/09/2026	95054	169	Waste Connections Inc	306.20	61-41-6038	Range Maintenance
04/26	04/09/2026	95055	5992	Ziply Fiber	202.77	30-10-6135	Communications
04/26	04/16/2026	95056	6173	Airtech Mechanical LLC	352.50	10-18-6040	Building Maintenance
04/26	04/16/2026	95057	5908	Amazon Capital Services	125.97	10-19-6005	Office Supplies
04/26	04/16/2026	95058	5640	American Music Festival	2,500.00	10-06-4140	Other Revenue
04/26	04/16/2026	95059	5832	Asante Physician Partners	270.00	10-13-6030	Operating Supplies
04/26	04/16/2026	95060	6326	Beacon Broadband Inc	401.00	30-10-6135	Communications
04/26	04/16/2026	95061	4939	Bi - Mart Corporation	120.50	10-13-6030	Operating Supplies
04/26	04/16/2026	95062	6373	CarsonMchugh Marketing	1,503.50	58-56-7025	Construction
04/26	04/16/2026	95063	4534	Daily Journal of Commerce Oregon	1,287.10	53-43-7026	Construction-USDA
04/26	04/16/2026	95064	4714	Dept of Consumer & Business Services	125.00	10-15-6125	Dues
04/26	04/16/2026	95065	5753	James M Fallman Jr	325.00	10-11-6090	Contract Services
04/26	04/16/2026	95066	6339	Garrett Hemann Robertson PC	4,390.00	10-12-6065	Legal/Administration Services
04/26	04/16/2026	95067	6030	Hartwick Automotive LLC	594.18	10-13-6015	Equipment Maintenance
04/26	04/16/2026	95068	4357	Hemlock Street Properties LLC	570.00	10-13-6090	Contract Services

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
04/26	04/16/2026	95069	4980	iSecure Inc	40.00	10-12-6090	Contract Services
04/26	04/16/2026	95070	329	New Hope Plumbing	477.00	10-16-6090	Contract Services
04/26	04/16/2026	95071	5008	Online Information Services	125.56	10-12-6090	Contract Services
04/26	04/16/2026	95072	4	Larissa Alarcon	300.00	10-00-2070	Deposits
04/26	04/16/2026	95073	4	Meghan Elsdon	250.00	10-06-4150	Capella Revenue
04/26	04/16/2026	95074	4	Dayna Goshen	300.00	10-00-2070	Deposits
04/26	04/16/2026	95075	4	Gabrielle Nichols	300.00	10-00-2070	Deposits
04/26	04/16/2026	95076	4	Jefferson Cook	550.00	10-06-4150	Capella Revenue
04/26	04/16/2026	95077	6263	Phoebe Pereda	554.60	10-12-6120	Training/Travel
04/26	04/16/2026	95078	432	USA BlueBook	599.50	15-10-6030	Operating Supplies
04/26	04/16/2026	95079	861	Village Express Mail Center	29.91	10-13-6030	Operating Supplies
04/26	04/16/2026	95080	169	Waste Connections Inc	1,827.58	10-16-6090	Contract Services
04/26	04/16/2026	95081	5992	Ziply Fiber	119.66	30-10-6135	Communications
04/26	04/16/2026	95082	4131	Zumar Industries Inc	129.99	15-10-6030	Operating Supplies
04/26	04/23/2026	95083	5908	Amazon Capital Services	39.78	32-10-6125	Azalea Festival Expenditures
04/26	04/23/2026	95084	5070	Canon U.S.A. Inc	537.49	10-15-6030	Operating Supplies
04/26	04/23/2026	95085	193	Central Equipment Co Inc	495.20	10-16-6015	Equipment Maintenance
04/26	04/23/2026	95086	4534	Daily Journal of Commerce Oregon	1,555.32	51-41-7025	Construction
04/26	04/23/2026	95087	259	Da-Tone Rock Products	1,017.24	58-56-7025	Construction
04/26	04/23/2026	95088	1	Teal Mace	16.86	20-00-2070	Deposits
04/26	04/23/2026	95089	2640	Dyer Partnership	35,916.13	52-42-7025	Construction
04/26	04/23/2026	95090	6265	H&S Energy Group	5,228.92	10-13-6030	Operating Supplies
04/26	04/23/2026	95091	1130	H.D. Fowler	781.66	20-21-6030	Operating Supplies
04/26	04/23/2026	95092	202	League of Oregon Cities	436.00	10-12-6120	Training/Travel
04/26	04/23/2026	95093	4	Whitney Danielson	300.00	10-00-2070	Deposits
04/26	04/23/2026	95094	207	Quill Corporation	73.24	10-19-6005	Office Supplies
04/26	04/23/2026	95095	3369	Schwabe Williamson & Wyatt PC	462.00	10-12-6065	Legal/Administration Services
04/26	04/23/2026	95096	6264	Tradewind Signs LLC	450.00	10-16-6030	Operating Supplies
04/26	04/23/2026	95097	5992	Ziply Fiber	2,072.52	25-31-6135	Communications
04/26	04/23/2026	95098	4131	Zumar Industries Inc	594.07	15-10-6030	Operating Supplies
04/26	04/30/2026	95099	5767	Axon Enterprise Inc	3,120.00	10-13-6135	Communications
04/26	04/30/2026	95100	3834	Clean Sweep Janitorial Service	2,345.00	10-16-6060	Capella Expense
04/26	04/30/2026	95101	1740	Code Publishing Company Inc	830.00	10-12-6090	Contract Services
04/26	04/30/2026	95102	182	Coos-Curry Electric	11,422.00	10-16-6130	Utilities
04/26	04/30/2026	95103	6078	Curry County Reporter	498.75	75-10-6090	Contract Services
04/26	04/30/2026	95104	1	Magali Smith	200.00	20-00-2070	Deposits
04/26	04/30/2026	95105	1	Alondra Cruz Mendoza	198.20	20-00-2070	Deposits
04/26	04/30/2026	95106	6349	Christopher Donovan	371.00	10-13-6120	Training/Travel
04/26	04/30/2026	95107	298	Freeman Rock Inc	943.92	58-56-7025	Construction
04/26	04/30/2026	95108	5078	Geotechnical Resources Inc	2,658.75	54-42-7025	Construction
04/26	04/30/2026	95109	5955	Greystone Tactical	4,692.00	10-13-6025	Uniform Allowance
04/26	04/30/2026	95110	1130	H.D. Fowler	1,513.15	20-21-6030	Operating Supplies
04/26	04/30/2026	95111	6030	Hartwick Automotive LLC	73.84	10-13-6015	Equipment Maintenance
04/26	04/30/2026	95112	5858	Jacobs Engineering Group Inc	28,310.80	53-43-7026	Construction-USDA
04/26	04/30/2026	95113	202	League of Oregon Cities	177.00	10-12-6120	Training/Travel
04/26	04/30/2026	95114	4	Shade Fish	450.00	10-04-4113	Park Revenue
04/26	04/30/2026	95115	4	Graysen Dawson	250.00	10-06-4150	Capella Revenue
04/26	04/30/2026	95116	4	Chris Martin	266.00	10-00-2070	Deposits
04/26	04/30/2026	95117	4	Devan Meinert	300.00	10-00-2070	Deposits
04/26	04/30/2026	95118	4	Brittney Rice	300.00	10-00-2070	Deposits
04/26	04/30/2026	95119	207	Quill Corporation	118.26	10-19-6005	Office Supplies
04/26	04/30/2026	95120	3	Lynn Simms	173.33	20-04-4160	Utility User Fees
04/26	04/30/2026	95121	6264	Tradewind Signs LLC	73.00	10-13-6030	Operating Supplies
04/26	04/30/2026	95122	2863	Verizon Wireless	1,110.27	10-13-6135	Communications

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	Invoice GL Account	Invoice GL Account Title
Grand Totals:					336,062.90		

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary

M = Manual Check, V = Void Check

City of Brookings
URBAN RENEWAL AGENCY MEETING MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, April 13, 2026

Call to Order
Chair Hodges called the meeting to order at 6:39 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, Finance & HR Director Lu Ehlers, and City Recorder Brooklyn Osterhage
Media Present: None
Others Present: 2

Consent Calendar
1. Approve Urban Renewal meeting minutes for December 8, 2025

Director Martin moved and Chair Pereda 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. Resolution 26-R-1289 – Adopting Plan of Action for FY 2024-2025 Audit Finding
Staff Report provided by Lu Ehlers

Director Martin moved and Director Fulton seconded to adopt Resolution 26-R-1289, adopting the Plan of Action for the Fiscal Year 2024-2025 audit finding. Motion passed; Directors Martin, Fulton, Malmberg, Jollota and Chair Pereda voting "aye" [5:0].

2. Intergovernmental Agreement with the City of Brookings for Administrative Services
Staff Report provided by Lu Ehlers

Director Malmberg moved and Director Martin seconded to authorize the Chair to exevcute the Intergovernmental Agreement with the City of Brookings for administrative, financial, and project support services. Motion passed; Directors Martin, Fulton, Malmberg, Jollota and Chair Pereda voting "aye" [5:0].

Adjournment
Chair Pereda adjourned the meeting at 6:58 PM.

Respectfully submitted:

ATTESTED:
this 11th day of May, 2026:

Phoebe Pereda, URA Chair

Brooklyn Osterhage, City Recorder

BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: May 11, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Dog Park Equipment and Benches

Motion: Approve the use of Urban Renewal Agency funds in the amount of $24,954.16 for the purchase of dog park equipment and benches for Chetco Point Dog Park and Stout Park.

Financial Impact: $24,954.16 from Urban Renewal Agency Funds.

Background/Discussion:

The Parks & Recreation Commission and City Council approved a Capital Improvement Plan for Parks that included dog park amenities during the 2025-26 budget cycle.

The dog park amenities were originally anticipated to be funded using Parks System Development Charges (SDC). However, Parks SDC funds are more restrictive and are needed for park improvements outside of the Urban Renewal Area, including future improvements at Bud Cross Park.

Chetco Point Dog Park and Stout Park are both located within the Urban Renewal Area. Because these improvements will benefit parks within the Urban Renewal Area, staff is requesting authorization to use Urban Renewal Agency (URA) funds for the dog park amenities. This funding shift would preserve Parks SDC funds for eligible park improvements outside of the Urban Renewal Area, where Urban Renewal funds cannot be used.

The proposed improvements include dog park equipment from Dog-Gone-It and two benches. These amenities will enhance park usability, support recreation opportunities for residents and visitors, and improve public facilities within the Urban Renewal Area.

Staff recommends approval of URA funding in the amount of $24,954.16 for the purchase of dog park equipment and benches for Chetco Point Dog Park and Stout Park.

Attachments:

a. Dog-Gone-It quote
b. Equipment Photos

QUOTE

2211 37th Street
Everett, WA 98201

Sourcewell Contract #: 101625-DOG

Date	Estimate #
3/30/2026	155802

Name / Address	Ship To
City of Brookings Account #141214 898 Elk Dr Brookings, OR 97415	City of Brookings Public Works 715 Railroad Ave Brookings, OR 97415

Quotes valid for 30 days

Terms	Rep
Net 30	NV

Item	Description	Qty	U/M	Rate	Total
NAT7101-DS	NatureDog Terrier Tunnel	1	ea	1,375.00	1,375.00T
NAT7102-DS	NatureDog Dog Through the Log	1	ea	2,875.00	2,875.00T
NAT7128-DS	NatureDog Boulder Run Set: One Each Large and Small Boulder, and Boulder Run Tunnel (Includes 5% Set Discount)	2	ea	6,935.00	13,870.00T
NAT7126-DS	NatureDog Canine Crossing: Bridge and Two Support Boulders	1	ea	3,200.00	3,200.00T
NAT7103-DS	NatureDog Dog Leg Walk - Set of Two	1	ea	2,250.00	2,250.00T
R7002-DS	Deluxe Eco Bench, 6' Base Color: Black Seat Color: Charcoal	2	ea	790.00	1,580.00T
R7002-SM-DS	Anchoring Kit (Set of 4, Hard Surface Mount)	2	ea	85.00	170.00T
	*** Subtotal ***				25,320.00
Discount - Sour...				-5.00%	-1,266.00
Discount - DS	Addt'l Courtesy			-6.20%	-1,569.84
Freight Charges ...	Shipping and Handling: Address changes, storage, etc may result in addt'l fees: Southeastern Freight	1	ea	2,470.00	2,470.00T
	Total sales tax calculated by AvaTax			0.00	0.00
	Delivery Contact: Anthony Baron Phone: 541-661-4085 Delivery Hours: M-Thu, 7-6 Pls M/F: Chetco Dog Park				

Sales tax is only required for orders shipping into states where we have an established presence under applicable laws. Please consult your local tax agency to determine what your obligation may be.

Acceptance of this quote is subject to DOIP's order cancellation policy. Any items cancelled, returned or refused are subject to a 25% restocking fee, along with any product specific fees, and customer is responsible for any and all freight costs. Customized products cannot be exchanged, returned or refunded.

Please also keep in mind we are NOT Amazon - most of our products are made to order and lead times are approximate.

Thank you for your business - woof!

Subtotal	$24,954.16
Sales Tax (0.0%)	$0.00
Total	$24,954.16

NatureDog® Nature-Inspired Dog Park









BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: May 11, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Kidtown Parking Lot Lighting Project

Motion: Authorize City Manager to pursue the Kidtown Parking Lot Light Project not to exceed $25,000 funded from Urban Renewal.

Financial Impact:

Preliminary estimates indicate the cost to install the parking lot lighting will be approximately $18,300. Nature's Coastal Holiday (NCH) is considering making a $5000 contribution to the project.

Background/Discussion:

NCH has requested the City consider installing new lighting at the Kidtown Parking Lot in order to enhance visibility and improve safety. This request is in consideration of families and children during evening events at Azalea Park. The holiday light event continues to grow every year putting a strain on organized parking and safety. The project would include retrofitting three existing utility poles with new LED light fixtures and adding two new light poles.

Azalea Park is within the Urban Renewal District and the Urban Renewal Agency has funded projects at Azalea Park in the past. This included the Capella Parking Lot, new parking lot lighting at the lower parking lot across from St. Timothy's, and renovation of the snack shack at the band shell.

Staff is seeking direction from the Urban Renewal Agency if they would like to pursue the proposed Kidtown Parking Lot Lighting Project.

Attachments:

a. NCH Request Email for Lighting Project at Kidtown
b. Kidtown Parking Lot Lighting Plan
c. Kidtown Parking Lot Lighting Preliminary Estimate

Tony Baron

From: ERICK SILL <sillfam@sbcglobal.net> on behalf of ERICK SILL
Sent: Thursday, April 2, 2026 11:54 AM
To: abaron@brookings.or.us; Lauri Ziemer
Subject: Improvements proposal

Proposal to the City of Brookings Parks & Recreation Department

Submitted by: Erick Sill **Board member for Nature's Coastal Holiday**
Date: April 1, 2026

Subject: Request for Electrical and Lighting Improvements at Azalea Park

1. Purpose of Proposal

This proposal outlines two recommended infrastructure improvements within **Azalea Park** to enhance safety, accessibility, and event support. These upgrades focus on the area surrounding the **Capella by the Sea** and the **Kids Town** parking lot and driveway.

2. Requested Improvements

A. Dedicated Electrical Outlet Near or Attached to the Capella

I am requesting the installation of a permanent outdoor electrical outlet either **attached to** or **immediately adjacent to** the Capella church building in Azalea Park:

Justification:

- Supports weddings, concerts, ceremonies, and community events.
- Eliminates the need for long extension cords, reducing tripping hazards and electrical risks.
- Provides a reliable power source for lighting, audio equipment, and seasonal displays.

B. New Lighting at Kids Town Parking Lot and Driveway Entrance

1. Kids Town Parking Lot Lighting

Requesting installation of additional lighting fixtures throughout the Kids Town parking area.

Justification:

- Current lighting is insufficient after dusk.
- Increased visibility improves safety for families and children.
- Enhances security for vehicles and pedestrians during evening events.

2. Driveway Entrance Lighting

Requesting lighting along the driveway entrance that connects the Kids Town parking lot to the main Azalea Park roadway.

Justification:

- The entrance is currently very dark at night.

- Additional lighting will reduce collision risks and improve pedestrian safety.
- Creates a safer, more welcoming entry point for park visitors.

3. Community Benefits

These improvements will:

- Increase safety for families, children, and event attendees.
- Improve accessibility for evening activities and gatherings.
- Support community events by providing reliable electrical access.
- Reduce liability concerns related to poor lighting and temporary power setups.
- Enhance the overall usability and appeal of Azalea Park.

4. Request for Review

I respectfully request that the Parks & Recreation Department review this proposal and consider scheduling a site assessment to determine feasibility, cost, and next steps. I am available for walkthroughs or additional information as needed.

Thank You,
Erick Sill

Sent from AT&T Yahoo Mail on Android

Kidtown Parking Lot



4/30/2026, 7:51:22 AM

1:564

0 0 0.01 0.01 mi

0 0.01 0.01 0.02 km

World Imagery	High Resolution 30cm Imagery	Parcel Labels	City Limits
Low Resolution 15m Imagery	Citations	All Roads	Urban Growth Boundary
High Resolution 60cm Imagery	Parcels	Townships	Counties

Microsoft, Vantor, Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin,

Created by LCOG for Curry County

The information on this map was derived from digital databases from the Curry County regional geographic information system by LCOG. Care was taken in the creation of this map, but is provided "as-is". Curry County and LCOG cannot accept any responsibility for

City of Brookings
Azalea Park - Kidtown Parking Lot Lighting

April 30 2026

Description	*Quantity*	*Unit*	*Unit Cost*	*Item Cost*
Fiberglass Direct Burry Pole & New Hardware	2		$3,300.00	$6,600
Retrofit Existing Poles - New Hardware	4		$1,100.00	$4,400
Electrician- Materials & Labor	1		$5,800.00	$5,800
Trenching and Conduit	1		$1,500.00	$1,500
				$18,300

BROOKINGS URBAN RENEWAL AGENCY

AGENDA REPORT

Meeting Date: May 11, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Urban Renewal District Projects

Motion: Discussion only

Background/Discussion:

The Urban Renewal Plan was established in 2002 and amended in 2010. The Brookings Urban Renewal Plan sunsets in 2028-29 and has a maximum indebtedness of $15,825,000 million dollars.

The City paid off the 2008 Bond debt in June of 2020 and since then the agency has collected over $4.4 million to fund Urban Renewal District projects. Since 2020 the Urban Renewal Agency (URA) has allocated over $2 million to various projects in the Urban Renewal Area.

Staff has prepared a list of projects for the Brookings Urban Renewal Agency to consider for future budget cycles. Eligible projects that can be funded through Urban Renewal and fall within the URA boundary include:

- Kidtown Parking Lot Lighting– Azalea Park
- Pet Unleashed Area Amenities – Chetco Point Park & Stout Park
- Bankus Park Fountain Rehabilitation & Visitors Center
- Sidewalk Repairs at Tree Wells on Chetco Avenue
- Downtown Way Finding Enhancements – Kiosks and Themed Street Signs
- Façade Improvement Program
- City Hall Renovations
- Performing Arts or Community Recreation and/or Conference Center

Staff is seeking direction from the Urban Renewal Agency on projects they would like to see pursued in future fiscal year budget cycles.