City of Brookings

MEETING AGENDA

CITY COUNCIL

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

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

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

E. Consent Calendar
1. Approve Council minutes for April 13, 2026 [Pg. 1]
2. Receive monthly financial report for March 2026 [Pg. 3]

F. Staff Reports/Public Hearings/Ordinances/Resolutions/Final Orders
1. 2002 E-One Engine #6201 refurbishment [Pg. 9]
   a. Quote – Fire Trucks Unlimited [Pg. 11]
   b. Quote – US Fire Equipment [Pg. 21]
2. South Coast Community Aquatics Pool Management Agreement Extension [Pg. 32]
   a. SCCA letter of request for contract extension [Pg. 33]
   b. Management Agreement Extension [Pg. 36]
3. Public Meeting for USDA Rural Development Grant Application – Easy Street Water Line Replacement Project [Pg. 37]
   a. Streamlined Preliminary Engineering Report – Design Memorandum [Pg. 38]
   b. USDA Grant Recipient Letter [Pg. 45]
4. Tidewater Reservoir Land Purchase [Pg. 46]
   a. Draft Resolution 26-R-1290 [Pg. 47]
   b. Draft Real Estate Purchase Agreement [Pg. 48]
5. ODOT Safe Routes to Schools – Chetco Avenue Improvement Project [Pg. 55]
   a. Dyer Award Recommendation Letter [Pg. 57]

G. Remarks from Mayor, Councilors and City Manager

H. Adjournment

WORKSHOP

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

A. Call to Order

B. Roll Call

C. Topics
1. Master Fee Schedule [Pg. 58]
   a. Master Fee Schedule with 2025 actual and draft 2026 revisions [Pg. 59]
   b. Resolution 25-R-1273 [Pg. 66]

Continued on Next Page

2. System Development Charges Discussion [Pg. 67]
3. Discussion regarding upcoming Councilor vacancy

D. Council Member Requests for Workshop Topics

E. Adjournment

*Public Comment forms and the agenda packet are available on-line at www.brookings.or.us, and at Brookings City Hall. Return completed Public Comment forms to the City Recorder before the start of the meeting or during regular business hours. All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with at least 72 hours advance notification. Please contact the City Recorder at 541-469-1102 if you have any questions regarding this notice or would like to provide public comment electronically. You can view City Council meetings LIVE on television on Charter PEG Channel 181, or stream/view on the City's YouTube Channel: https://www.youtube.com/@cityofbrookingsoregon8039 clicking on "Live" or search 'City of Brookings Oregon YouTube' in your browser.

City of Brookings
CITY COUNCIL MEETING MINUTES
City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415
Monday, April 13, 2026

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

Roll Call
Council Present: Mayor Phoebe Pereda, Councilors Andy Martin, Kristi Fulton, Clayton Malmberg and Jim Jollota; a quorum present
Staff Present: City Manager Tim Rundel, Public Works & Development Services Director Tony Baron, Finance Director Lu Ehlers, City Attorney Lori Cooper (Zoom) and City Recorder Brooklyn Osterhage
Media Present: None
Others Present: approximately 5 audience members

Ceremonies/Appointments/Announcements
1. Mayor Pereda read a statement in remembrance of former Councilman Ed Schreiber. Family and friends in attendance shared thanks and memories.
2. Mayor Pereda presented the 10th Anniversary of Elmo Williams Day Proclamation to Marilyn Hart.

Oral Requests and Communications from the audience
1. Michael Frederick, non-resident – spoke about recent City Council topics including the Tourism Promotion Advisory Committee.

Scheduled Appearance
Val Early of South Coast Community Aquatics gave a Brookings Municipal Pool update.

Consent Calendar
1. Approve Council minutes for March 9, 2026
2. Approve Council minutes for March 30, 2026
3. Accept Parks and Recreation Commission minutes for January 22, 2026
4. Receive monthly financial report for February 2026
5. New Liquor License – Rancho Viejo Restaurant

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

Staff Reports and Public Hearings
1. Wharf Street Crossing – Opposition Letter
Staff report presented by Tony Baron

Councilor Jollota moved and Councilor Fulton seconded to authorize the Mayor to sign a letter to the Oregon Department of Transportation in opposition of the plan to develop a crosswalk for pedestrians to cross Chetco

Continued on next page

Avenue at Wharf Street. Motion passed; Mayor Pereda, Councilors Martin, Fulton, Malmberg and Jollota voting "aye" [5:0].

2. Resolution 26-R-1288 – Adopting Plan of Action for FY 2024-2025 Audit Finding
Staff report presented by Lu Ehlers

Councilor Fulton moved and Councilor Malmberg seconded to adopt Resolution 26-R-1288, adopting the Plan of Action for the Fiscal Year 2024-2025 audit finding. Motion passed; Mayor Pereda, Councilors Martin, Fulton, Malmberg and Jollota voting "aye" [5:0].

3. Intergovernmental Agreement with the Brookings Urban Renewal Agency for Administrative Services
Staff report presented by Lu Ehlers

Councilor Malmberg moved and Councilor Jollota seconded to authorize the City Manager to execute the Intergovernmental Agreement with the Brookings Urban Renewal Agency for administrative, financial, and project support services. Motion passed; Mayor Pereda, Councilors Martin, Fulton, Malmberg and Jollota voting "aye" [5:0].

Adjournment
Mayor Phoebe Pereda adjourned the meeting at 6:36 PM.

Respectfully submitted:

ATTESTED:
this 27th day of April, 2026:

Phoebe Pereda, Mayor

Brooklyn Osterhage, City Recorder

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2026

GENERAL FUND

		BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
	REVENUE					
	TAXES	4,680,220.00	186,921.47	4,239,696.25	440,523.75	90.6
	LICENSES AND PERMITS	327,000.00	38,693.51	214,327.21	112,672.79	65.5
	INTERGOVERNMENTAL	292,700.00	4,378.87	103,048.97	189,651.03	35.2
	CHARGES FOR SERVICES	1,077,500.00	13,519.49	261,876.51	815,623.49	24.3
	OTHER REVENUE	175,500.00	7,898.47	334,553.84	(159,053.84)	190.6
	TRANSFERS IN	779,400.00	.00	779,400.00	.00	100.0
		7,332,320.00	251,411.81	5,932,902.78	1,399,417.22	80.9
	EXPENDITURES					
JUDICIAL:						
	PERSONAL SERVICES	41,083.00	4,359.89	39,612.02	1,470.98	96.4
	MATERIAL AND SERVICES	12,850.00	325.00	4,022.86	8,827.14	31.3
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
		53,933.00	4,684.89	43,634.88	10,298.12	80.9
FINANCE AND ADMINISTRATION:						
	PERSONAL SERVICES	461,889.00	35,580.97	340,957.88	120,931.12	73.8
	MATERIAL AND SERVICES	243,100.00	9,290.62	190,704.14	52,395.86	78.5
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
		704,989.00	44,871.59	531,662.02	173,326.98	75.4
POLICE:						
	PERSONAL SERVICES	4,020,285.00	315,556.05	2,992,043.46	1,028,241.54	74.4
	MATERIAL AND SERVICES	268,500.00	34,308.04	197,534.14	70,965.86	73.6
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
	DEBT SERVICE	104,747.00	.00	.00	104,747.00	.0
	TRANSFERS OUT	.00	.00	.00	.00	.0
		4,393,532.00	349,864.09	3,189,577.60	1,203,954.40	72.6
FIRE:						
	PERSONAL SERVICES	243,824.00	20,779.75	184,792.33	59,031.67	75.8
	MATERIAL AND SERVICES	110,500.00	6,653.47	128,942.86	(18,442.86)	116.7
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
	DEBT SERVICE	58,542.00	.00	.00	58,542.00	.0
	TRANSFERS OUT	.00	.00	.00	.00	.0
		412,866.00	27,433.22	313,735.19	99,130.81	76.0

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2026

GENERAL FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
PLANNING AND BUILDING:					
PERSONAL SERVICES	298,206.00	24,031.19	221,524.55	76,681.45	74.3
MATERIAL AND SERVICES	88,400.00	620.61	26,882.69	61,517.31	30.4
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	386,606.00	24,651.80	248,407.24	138,198.76	64.3
PARKS & RECREATION:					
PERSONAL SERVICES	366,404.00	26,836.12	265,668.42	100,735.58	72.5
MATERIAL AND SERVICES	146,000.00	13,964.41	110,318.68	35,681.32	75.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
DEBT SERVICE	9,981.00	.00	9,980.00	1.00	100.0
TRANSFERS OUT	.00	.00	.00	.00	.0
	522,385.00	40,800.53	385,967.10	136,417.90	73.9
GOLF COURSE:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	900,000.00	.00	.00	900,000.00	.0
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	900,000.00	.00	.00	900,000.00	.0
SWIMMING POOL:					
PERSONAL SERVICES	.00	.00	.00	.00	.0
MATERIAL AND SERVICES	160,500.00	1,759.63	70,299.77	90,200.23	43.8
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	160,500.00	1,759.63	70,299.77	90,200.23	43.8
NON-DEPARTMENTAL:					
MATERIAL AND SERVICES	175,100.00	14,386.80	109,565.45	65,534.55	62.6
CAPITAL OUTLAY	.00	.00	.00	.00	.0
TRANSFERS OUT	533,000.00	.00	533,000.00	.00	100.0
CONTINGENCIES AND RESERVES	689,409.00	.00	.00	689,409.00	.0
	1,397,509.00	14,386.80	642,565.45	754,943.55	46.0
	8,932,320.00	508,452.55	5,425,849.25	3,506,470.75	60.7
	(1,600,000.00)	(257,040.74)	507,053.53	(2,107,053.53)	31.7

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2026

STREET FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
INTERGOVERNMENTAL	550,000.00	44,575.72	374,582.16	175,417.84	68.1
OTHER REVENUE	20,000.00	.00	1,561.79	18,438.21	7.8
TRANSFER IN	100,000.00	.00	100,000.00	.00	100.0
	670,000.00	44,575.72	476,143.95	193,856.05	71.1
EXPENDITURES					
EXPENDITURES:					
PERSONAL SERVICES	275,028.00	22,082.81	206,471.30	68,556.70	75.1
MATERIAL AND SERVICES	333,000.00	21,070.04	166,481.65	166,518.35	50.0
CAPITAL OUTLAY	15,000.00	.00	7,862.00	7,138.00	52.4
DEBT SERVICE	8,106.00	.00	.00	8,106.00	.0
TRANSFERS OUT	238,700.00	.00	238,700.00	.00	100.0
CONTINGENCIES AND RESERVES	149,166.00	.00	.00	149,166.00	.0
	1,019,000.00	43,152.85	619,514.95	399,485.05	60.8
	1,019,000.00	43,152.85	619,514.95	399,485.05	60.8
	(349,000.00)	1,422.87	(143,371.00)	(205,629.00)	(41.1)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2026

WATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	2,125,000.00	154,960.35	1,592,596.67	532,403.33	75.0
OTHER INCOME	70,000.00	9,640.00	48,469.85	21,530.15	69.2
TRANSFERS IN	.00	.00	.00	.00	.0
	2,195,000.00	164,600.35	1,641,066.52	553,933.48	74.8
EXPENDITURES					
WATER DISTRIBUTION:					
PERSONAL SERVICES	476,605.00	37,306.50	368,299.74	108,305.26	77.3
MATERIAL AND SERVICES	197,100.00	7,975.53	180,822.95	16,277.05	91.7
CAPITAL OUTLAY	40,000.00	4,171.20	28,311.22	11,688.78	70.8
DEBT SERVICE	29,466.00	3,560.01	17,800.04	11,665.96	60.4
TRANSFERS OUT	40,000.00	.00	40,000.00	.00	100.0
	783,171.00	53,013.24	635,233.95	147,937.05	81.1
WATER TREATMENT:					
PERSONAL SERVICES	38,382.00	3,389.37	30,232.11	8,149.89	78.8
MATERIAL AND SERVICES	677,150.00	52,193.75	467,765.68	209,384.32	69.1
CAPITAL OUTLAY	10,000.00	.00	.00	10,000.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	734,829.00	.00	734,829.00	.00	100.0
CONTINGENCIES AND RESERVES	211,468.00	.00	.00	211,468.00	.0
	1,671,829.00	55,583.12	1,232,826.79	439,002.21	73.7
DEPARTMENT 24:					
CAPITAL OUTLAY	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
	2,455,000.00	108,596.36	1,868,060.74	586,939.26	76.1
	(260,000.00)	56,003.99	(226,994.22)	(33,005.78)	(87.3)

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2026

WASTEWATER FUND

	BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
REVENUE					
SOURCE 03	(4,500.00)	.00	.00	(4,500.00)	.0
CHARGES FOR SERVICES	3,718,300.00	311,630.38	2,733,886.15	984,413.85	73.5
OTHER REVENUE	50,000.00	.00	15,084.60	34,915.40	30.2
TRANSFER IN	.00	.00	.00	.00	.0
	3,763,800.00	311,630.38	2,748,970.75	1,014,829.25	73.0
EXPENDITURES					
WASTEWATER COLLECTION:					
PERSONAL SERVICES	734,557.00	55,920.61	541,296.94	193,260.06	73.7
MATERIAL AND SERVICES	465,000.00	5,538.19	122,262.45	342,737.55	26.3
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	29,466.00	3,559.99	17,799.96	11,666.04	60.4
TRANSFERS OUT	291,000.00	.00	291,000.00	.00	100.0
	1,535,023.00	65,018.79	972,359.35	562,663.65	63.3
WASTEWATER TREATMENT:					
PERSONAL SERVICES	51,603.00	4,494.92	40,270.29	11,332.71	78.0
MATERIAL AND SERVICES	1,420,299.00	104,328.39	919,434.54	500,864.46	64.7
CAPITAL OUTLAY	15,000.00	.00	.00	15,000.00	.0
DEBT SERVICE	.00	.00	.00	.00	.0
TRANSFERS OUT	716,000.00	.00	716,000.00	.00	100.0
CONTINGENCIES AND RESERVES	590,375.00	.00	.00	590,375.00	.0
	2,793,277.00	108,823.31	1,675,704.83	1,117,572.17	60.0
	4,328,300.00	173,842.10	2,648,064.18	1,680,235.82	61.2
	(564,500.00)	137,788.28	100,906.57	(665,406.57)	17.9

CITY OF BROOKINGS
FUND SUMMARY
FOR THE 9 MONTHS ENDING MARCH 31, 2026

URBAN RENEWAL AGENCY FUND

		BUDGET	PERIOD ACTUAL	YTD ACTUAL	REMAINING BUDGET	PCNT
	REVENUE					
	TAXES	844,200.00	26,882.18	853,017.43	(8,817.43)	101.0
	INTERGOVERNMENTAL	.00	.00	.00	.00	.0
	OTHER REVENUE	50,000.00	.00	8,604.48	41,395.52	17.2
	TRANSFERS IN	.00	.00	.00	.00	.0
		894,200.00	26,882.18	861,621.91	32,578.09	96.4
	EXPENDITURES					
GENERAL:						
	PERSONAL SERVICES	.00	.00	.00	.00	.0
	MATERIAL AND SERVICES	185,256.00	.00	7,247.93	178,008.07	3.9
	CAPITAL OUTLAY	2,468,944.00	.00	13,945.00	2,454,999.00	.6
	DEBT SERVICE	.00	.00	.00	.00	.0
	TRANSFERS OUT	.00	.00	.00	.00	.0
	CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
		2,654,200.00	.00	21,192.93	2,633,007.07	.8
DEPARTMENT 20:						
	CAPITAL OUTLAY	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
DEPARTMENT 22:						
	MATERIAL AND SERVICES	.00	.00	.00	.00	.0
	DEBT SERVICE	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
DEPARTMENT 24:						
	CONTINGENCIES AND RESERVES	.00	.00	.00	.00	.0
		.00	.00	.00	.00	.0
		2,654,200.00	.00	21,192.93	2,633,007.07	.8
		(1,760,000.00)	26,882.18	840,428.98	(2,600,428.98)	47.8

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 27th, 2026

Originating Dept: Fire Department

Signature (submitted by)

City Manager Approval

Subject:

2002 E-One Engine #6201 refurbishment.

Recommendation:

Motion 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.

Financial Impact:

The cost for the fire truck refurbishment is $312,228.00.

Background/Discussion:

The refurbishment of our 2002 E-One pumper truck has numerous benefits. Most significantly, that the new model of our current truck costs well over $1 million. Equipment-wise, the fire pump and all plumbing will be serviced and upgraded, the brakes upgraded, steering, and suspension parts will be replaced, along with other improvements. Appearance-wise, the interior will be new and the truck will receive a new paint job. With everything that is being replaced and upgraded we can expect another 15-20 years of service life from this apparatus. The Type-3 fire engine we were awarded by OSFM last year will be used in place of the E-One during the approximately 5-month refurbishment.

This pumper truck refurbishment was discussed during the budget process and the Council approved it as part of the current 2025-2026 budget. Quotes were requested and received from the two refurbishment companies, Fire Trucks Unlimited and US Fire Equipment, which are both under current purchasing agreements. A third company, Burtons Fire Apparatus out of Modesto, California, was contacted about the refurbishment; however they did not provide a quote and are not on a government purchasing agreement for refurbishments. Hughes Fire Equipment out of Eugene was also contacted for a quote for the refurbishment. Hughes does our yearly vehicle inspections and maintenance and is familiar with the condition of our vehicles. We have had a long working relationship with them and they are the ones who recommended we pursue refurbishment over replacement due to the good condition of our apparatus. They did not provide a quote stating they would not be able to do the job at this time, but recommended Fire Trucks Unlimited.

The emergency lighting repairs included in the initial refurbishment quotes were recently completed by Cascade Fire Equipment due to the number of non-functioning lights. Having Cascade complete this work and having Hughes include some of the smaller tasks in their regular annual engine maintenance enabled us to save approximately $9,000 of the current budgeted amount.

Staff recommends having the fire truck refurbishment performed by Fire Trucks Unlimited who was the higher bidder. Per the City of Brookings procurement policy it is permissible to purchase from a higher bidder when factors including quality of work and warranty are considered.

Fire Trucks Unlimited, Henderson, NV	$312,228.00
US Fire Equipment, Sumner, WA	$264,500.00

Fire Trucks Unlimited has been recommended by the Fire Chief of Charleston Fire Department who had used both Fire Trucks Unlimited and US Fire Equipment to have two identical fire engines refurbished. He advised that he would not recommend using US Fire Equipment citing unsatisfactory work and issues that continued for years after the refurbishment. This chief stated that he was very impressed and pleased with the work and professionalism from Fire Trucks Unlimited. Fire Trucks Unlimited also has a stated 1 year warranty as well as ongoing support that US Fire Equipment has not provided which is another factor in the chief's endorsement of Fire Trucks Unlimited. Additionally, Matt Larson, the Oregon Service Shop Manager for Hughes Fire Equipment recommended using Fire Trucks Unlimited for the refurbishment process, giving them a great endorsement. Brock Neubauer, who is the sales manager for the Western Region of Hughes Fire Equipment, also recommended using Fire Trucks unlimited, citing quality of work in the previous jobs they have worked with Fire Trucks Unlimited on.

Last month, updated pricing quotes were requested from Fire Trucks Unlimited and US Fire equipment removing the work done by Cascade and the tasks that Hughes will perform. Fire Trucks Unlimited quickly provided an updated quote and has been very attentive and responsive. US Fire Equipment resent us the same quote they had provided in March of 2025 for the 2025-2026 budget process with none of the requested items removed. Ultimately, after making a second request they provided the attached quote. In our conversations and requests to both companies we have received more timely and informative responses from Fire Trucks Unlimited.

Attachments:

a. Quote – Fire Trucks Unlimited
b. Quote – US Fire Equipment

THE REFURB LEADER!

29111 (6201) - 2002 E-One Pumper (v3)
Refurbishment Proposal

April 1, 2026

Prepared For:

Brookings Fire & Rescue - OR
898 Elk Drive
Brookings, Oregon 97415

Prepared By:

FIRETRUCKS UNLIMITED
1175 Center Point Dr.
Henderson, NV 89074
(702) 558-3352
FiretrucksUnlimited.com

DOUBLE THE SERVICE LIFETIME OF YOUR FIRE TRUCK FOR HALF THE PRICE OF BUYING NEW (OR LESS)!

Is your department operating on a limited budget? Do the high prices of new trucks make it hard to get everything you need to keep up with the demand? If so, we're here to help! Our refurbishment services have helped fire departments all over the world get more of the equipment they need while saving millions of dollars. We invite you to learn how high-quality refurbished equipment will help your department achieve its public safety mission and save you a ton of money!

WHAT IS FIRE TRUCK REFURBISHMENT?

Fire truck refurbishment is a proven fleet maintenance and replacement strategy that significantly lowers your department's overall fleet costs. The refurbishment process includes upgrading, repairing, and refinishing components of your truck to transform it into a like new condition. Upon completion, your certified refurbished truck will look and feel just like new and will be ready for another lifetime of front-line service!

HOW IT WORKS

Assessment: We provide a free assessment of your fleet and work with you to determine which trucks are good candidates for refurbishment. If your fleet doesn't have any good candidates, we offer certified used fire trucks from our inventory that are ready for refurbishment.

Choose a Refurb Package: Choose from three refurb packages: Core, Silver or Gold. You may customize any package to meet the needs of your department.

Refurbishment: Your truck will be transported to our facility where certified EVTs will perform the refurbishment work. Rigorous quality control checks are performed at each station to ensure exceptional quality. Your Project Coordinator will be in constant contact to keep you current with the progress of your refurbishment.

Final Inspection & Delivery: Your team will visit our facility near Las Vegas to inspect the finished truck. A travel allowance may be added to your proposal upon request. We review the project scope together to ensure you are fully satisfied with the work performed before your truck returns to service. We have a network of transportation partners who can assist with the pickup and delivery of your apparatus which can be quoted separately.

Ongoing Support: You can count on Firetrucks Unlimited for support before, during and after the project. Every refurbishment comes with a one-year warranty and any issues that may arise will be immediately addressed by our support team.

WHY CHOOSE FIRETRUCKS UNLIMITED?





Best Price Guarantee

You get the most value for your money when you refurbish with Firetrucks Unlimited. We give you the best price upfront and stick to it. We guarantee that our pricing will always be better than the OEMs.

Most Refurbishment Experience

Experience matters when it comes to your trucks! Our master EVT technicians have refurbished hundreds of trucks for fire departments all over the world, more than any other company!

Specialized Refurbishment Facilities

Our 50,000 sq. ft. facilities are specially designed for fire truck refurbishment which results in higher quality, faster turnaround, and lower costs for our customers.

Fastest Turnaround Times

You need your trucks in service, we get that! We lead the industry with the fastest turnaround times and are ready to take on your project. If you need a rental during the refurbishment process we have many units available to choose from.

Top Equipment Brands

We're partnered with all the industry-leading equipment brands. The equipment on your refurbished truck will be the same as a new truck you buy from an OEM.

Best Warranty

You can count on Firetrucks Unlimited to support you before, during, and after the project. Your refurbished truck comes with a one-year warranty on all items in the statement of work. In addition, all warranties offered by the manufacturers of new components are extended to you. Our nationwide service capabilities ensure any warranty claims you may have will be addressed asap.

WHAT CUSTOMERS ARE SAYING

Glen Smith
Pflugerville Fire Department

"We were looking for an economical way to refresh our fleet when we heard about Firetrucks Unlimited. After speaking with their representatives and visiting with another Fire Department in our area that had trucks refurbished by FTU, we decided to move forward on two trucks. Once we visited the factory and interacted with their team our confidence grew. There we found a group of professionals dedicated to restoring trucks to a "like new" condition. We were pleased with the process and impressed with the final product - a refurbished pumper at less than half the cost of a new one. The Firetrucks Unlimited team is a first-class organization. Their customer service, operations and service personnel are a pleasure to work with and extremely responsive to our requests and needs."

Larry Hoffman
Whatcom County Fire District No. 7

"We are extremely pleased with FTU and the job they did to completely reconfigure our 1998 Pierce Dash pumpers. The workmanship is outstanding, and the experience was top notch...The entire experience was great from the initial meeting, and bidding process to the work on all 3 units. FTU has been gracious and worked alongside us every step of the way to extend the life of our equipment."

Mark Dillon
Coolidge Fire Department

"Their sales staff and production staff are second to none. Excellent work...great communication and reasonable prices. The truck we purchased was in rough shape, but it came out looking like and operating like a new delivery vehicle."

Charles Shill
Pelham Batesville Fire Department

"The perfect solution to save money for the taxpayer and at the same time provide nice equipment for our firefighters. This fire engine has always been one of the favorite trucks for our guys to drive. Even when new fire engines were purchased, they all fell short when compared to this older truck. Firetrucks Unlimited gave us the option to have this unit refurbished and continue to serve the community and firefighters for a long time to come... The unit came out BETTER than we had imagined that it was going to be. The attention to detail and quality of the craftsmanship by the employees shows in the final product. We are looking at sending another unit to them soon."

Bret F. Scholz
Fort Mojave Mesa Fire Department

"Firetrucks Unlimited is redefining the emergency apparatus refurbishment industry. Their industry-leading experience, knowledge, workmanship, and customer service is why I chose Firetrucks Unlimited.

I was so pleased with their quality of work and their outstanding customer service I chose their services again, to refurbish our ladder truck.

If you want your emergency apparatus refurbished right, call Firetrucks Unlimited."

Darren Williams
Compton Fire Department

"It was a pleasure working with the team at Fire Trucks Unlimited. They were very professional and friendly and there was a great family atmosphere. They did a great job for us on a Pierce Ladder Truck. Thank you again for your professionalism."

Ted Martin
Mohave Valley Fire Department

"The most comprehensive fire truck refurbishment company in North America!"

Trevor Stokes
Travis County Emergency Services District #2

"FTU Sets a high standard in almost all aspects of the refurbishment process, from communicating expectations after meeting with clients to delivering on the expectations and resolving issues that may arise. FTU exceeds the standard found throughout the public safety sector."

Eric Staten
Unified Fire Authority

"Firetrucks Unlimited has exceeded our expectations!"

Shawn Murphy
Buckeye Valley Fire District

"Firetrucks Unlimited did a great job on refurbishing a used truck we purchased, we saved 300k over purchasing a new truck and we were able to get a lot more upgrades than if we purchased new! The staff and mechanics are great. Everything on the truck works flawlessly. Thanks Again!"

Contract Item	Description
01.05 Level II Refurbishment	The fire apparatus shall be refurbished to the Level II standards of the NFPA 1910 Standard for Fire Apparatus Refurbishing Current Edition.
01.10 Break Down Apparatus	The apparatus shall be disassembled including removal of all bolt-on items, interiors, and major components as necessary for the below statement of work.
01.15 Incoming Inspection	Upon arrival, the apparatus shall be inspected, road tested, and pumped (if applicable) per the NFPA 1910.
01.20 Shipping	The Purchaser shall deliver the apparatus to Firetrucks Unlimited. After refurbishment, the Purchaser will be responsible for pickup. A freight quote can be provided upon request.
02.01 Frame Rails	The frame shall be inspected, and any deficiencies identified during the inspection will be reported to the Purchaser via change order.
04.03 Engine Service	An engine service will be performed, including replacing all filters. A visual inspection for leaks and potential issues will be performed, and any problems will be reported to the Purchaser.
04.10 Engine Belts	All the engine belts shall be replaced.
05.02 Cooling System Service	The cooling system will be flushed, pressure tested, and refilled with new coolant. Any coolant filters will be replaced. A visual inspection for leaks will be conducted. Any issues found will be reported to the purchaser in writing.
05.10 Coolant Lines	All coolant lines shall be replaced with new heavy-duty silicone hose. All clamps shall be replaced.
07.20 Air Governor	The air governor shall be replaced.
10.05 Brake Drum, Shoes, Chambers, & Slack Adjusters	The front and rear drum brakes will be replaced, including brake chambers, shoes, drums, slack adjusters, and ABS wheel sensors. (2 axles - drum brakes only)
13.02 Transmission Service	The transmission shall be serviced including replacing the fluid and installing a new filter. Any issues found will be reported to the Purchaser.
14.06 Batteries	New Group 31 batteries and battery links shall be installed. Qty. 6
14.10 Heavy Gauge Battery Wiring	The wiring from the batteries to the starter shall be replaced.

14.11 Chassis Wiring Harness	The chassis wiring harness will be inspected and repaired as needed.
14.12 Body Wiring Harness	The body wiring harness will be inspected and repaired as needed.
14.13 Emergency Lighting	The existing light bar and all emergency lighting shall be reinstalled. Any necessary replacements for warning lights, scene lights, clearance lights, and brake, tail, and turn lights will be quoted separately.
14.28 Ground Lighting	Eight (8) new white LED constant-duty ground lights shall be installed in stepping areas under the apparatus.
14.29 Compartment Lighting - Strip Lighting	LED strip lights will be installed in all exterior compartments, two per compartment. Existing round lights will be removed, cover plates installed, and old wiring terminated.
14.30 Step Lighting	The existing cab & body step lights shall be replaced with new LED lights.
14.40 Scene Lighting - 12 volt Surface Mount	Six (6) Whelen 900 Series Opti-Scenelight Super-LED Scene Lights with new chrome bezels will replace the existing surface-mounted scene lights on the cab & body.
17.19 Cab Door Seals	The cab door seals shall be replaced and the doors will be adjusted for proper fit.
17.23 Seat Upholstery	The seat upholstery shall be replaced with new GREY Durawear material. Vinyl is available upon request for an additional fee. Quantity: 6
17.26 Flooring	The flooring shall be replaced with heavy-duty black Baryfol material. Any damaged trim pieces will be replaced.
17.27 Seat Belt(s)	The seat belt(s) shall be replaced with new NFPA-compliant red seat belt(s) and receivers meeting OEM specifications. Quantity: 6
17.46 Warning Stickers	The required safety labels inside the cab and around the apparatus shall be replaced.
17.49 Cab Hardware	Broken or missing cab hardware, including latches, A/C louvers, clips, hooks, and brackets, shall be replaced as necessary.
17.50 HVAC System	The A/C system will be inspected, recharged, and a new dryer, condenser fans, and compressor installed. Rubber A/C lines will be replaced as needed. The heater system will be checked, and the heater hoses will be replaced. Any issues found in the HVAC system will be reported to the Purchaser.
18.15 Seals - Roll Up	All roll-up compartment doors shall be inspected for proper operation and have new door seals installed.

18.90 Diamond Plate Cleaning & Polishing	All non-welded exterior aluminum diamondplate shall be removed, cleaned, de-oxidized, and machine polished.
19.05 Steam Cleaning Pre-Paint	Prior to bodywork and prepping, the apparatus shall be completely steam cleaned to remove all debris, dirt, oils, grease, and other contaminants.
19.10 Body Work	The cab and body shall be inspected for damage and imperfections. Minor dents, scratches, and cracks will be repaired. Major bodywork and corrosion damage will be reported to the Purchaser. Repairs will be quoted via change order.
19.35 Paint Surface Preparation	Prior to paint preparation, all bolt-on components shall be removed from the cab and body.
19.40 Primer and Preparation	After sanding, the cab and body shall be sealed and a primer coat shall be applied. After priming, the painting surface shall be sanded in preparation for the final coat. Excludes Roll-Up Doors.
19.45 Cab and Body Paint and Polishing	After final preparation, the cab and body will be painted with high-quality, low V.O.C., polyurethane base paint. A minimum of three coats will be applied for full coverage and a high gloss finish. Roll-up doors are excluded.
19.61 Wheels Polishing	The front and rear outer aluminum wheels shall be polished.
19.65 Paint Code(s) and Layout	The Purchaser will provide paint codes. If unavailable, Firetrucks Unlimited will match the existing color electronically. The Purchaser will confirm the layout or request a new design. Design services are available for an additional fee.
19.70 Reflective Striping	3M Scotchlite striping will be provided according to the layout and color specified by the Purchaser.
19.80 Lettering & Graphics	3M Scotchlite lettering and graphics will be applied to the cab doors using Purchaser-provided artwork. Design services and additional graphics on the body or aerial billboard are available for an extra fee.
20.12 Pump Packing	The gearbox shall be inspected. The pump shall be re-packed. Oil change included.
20.28 Pump Test	The pump shall be dynamically tested for leaks and to ensure NFPA capacity ratings are met. A Firetrucks Unlimited pump certification will be provided when the work is complete.
20.29 Discharge and Intake Relief Valves	The relief valve body will be removed and inspected for wear or pitting. Minor imperfections will be cleaned and sanded. The relief valve will be reinstalled and tested to meet manufacturer and NFPA standards.
20.30 Rebuild Discharge & Intake Valves	All discharge, tank fill, tank-to-pump, and auxiliary inlet valves will be removed for cleaning and bench rebuilding. Valve seals and valve balls will

	be replaced.
20.33 Drain valves	All drain valves shall be replaced with new.
20.48 Intake Screens	The pump intake screens shall be replaced.
20.50 Pump Panels	The pump panels shall be completely disassembled including removal of gauges, linkage, plumbing, placards, etc. The pump panel shall be cleaned prior to reassembly.
22.10 Water Tank Inspection and Repair	The water tank shall be inspected and tested for leaks. Any damage/leaks will be reported.
26.01 Re Assembly	After completing the mechanical overhaul and paint processes, all items that were removed and not specifically mentioned in the above statement of work will be re-installed on the vehicle.
26.02 Detailing & Finalization	Before final delivery, the interior and exterior of the apparatus will be cleaned and detailed. The finalization process will include installing NFPA-required labels, checking fluid levels, sealing and caulking necessary areas of the cab and body, and performing paint touch-ups.
26.03 Final Inspection & Punch List	A Final Inspection walk around will be done with the Purchaser. During the final inspection with the Purchaser, a project manager shall be present at the walk-around and answer questions the Purchaser may have about the refurbishment. After the final inspection notes are complete, any deficiencies will be corrected prior to the scheduled delivery.
26.07 Obsolete Parts	Any obsolete parts identified during the scheduled repairs shall be excluded from the statement of work, and a refund shall be issued for those items.
26.08 Warranty	A 1-year limited warranty shall cover your refurbished apparatus for all services outlined in the above statement of work. Warranty includes parts and workmanship.

Total: $312,228

Terms & Conditions:

Quote valid for 90 days

50% Deposit Upon Proposal Signing, Remaining Balance Due Upon Production Completion.

Tax Exemption: Tax exemption requires the submittal of a tax exemption form.

Freight Services May be Quoted Separately Upon Request

Accept & Sign:

Signature:

Date:

Level II Refurbishment NFPA 1912 Standard for Fire Apparatus Refurbishing 2016 Edition and should follow NFPA 1912, 4.1 standard minimum. The following will be completed by the Refurbish center:

- Upgrade of major system or components.
- All systems shall be compatible with their subsystems.

The apparatus shall be disassembled which includes removal of all bolts on items, interiors, and major components.

Incoming Inspection

1) Upon arrival, the apparatus shall be inspected, road tested, and pumped (if applicable) per the NFPA 1911 Standard for Inspection, Maintenance and testing of In-Service Automotive Fire Apparatus. In addition to the above inspection, a chassis dynamometer test shall be done to assess the condition of the motor and its subsystems. A complete inspection checklist shall be completed and system/components deficiencies identified which are not schedule to be repaired/replaced shall be communicated to the purchaser.

Shipping

2) The refurbish center shall be responsible for the round-trip freight of the apparatus. The cost shall be broke out in bidders proposal.

Weights

3) As part of the incoming inspection, the apparatus shall be weighed (both axles). Upon completion of the refurbishment, the apparatus shall be weighed again (both axles) to ensure the refurbished apparatus does not exceed the GAWR and GCWR or GVWR of the chassis when carrying the estimated in-service weight of the unequipped apparatus as defined in NFPA 1912 Section 4.8.2. In addition, the State of Washington RCW pertaining to the fire apparatus shall be followed.

Frame – Inspect & Advise

4) All parts of the frame shall be inspected for wear, broken or loose bolts or fittings, bent or damaged members, and other problems. The refurbishment center shall notify purchaser in writing of any problems or abnormal conditions discovered during the inspection.

5) Frame Component Replacement:
   a. Replace all leaf springs
   b. Replace shocks
   c. Cab hold down

Drivetrain – Inspect & Advise

6) The original drivetrain or associated components that are not scheduled to be replaced (drive shaft, end yokes or flanges, universal joints, and associated

mountings) shall be inspected for wear, balance, stress cracks, or other damage. The purchaser is to be notified in writing of any damage discovered during the inspection.

7) Universal Joints & Carrier Bearings (2X4) - the drive shaft shall be removed and the universal joints and carrier bearings shall be replaced with new components. The new components shall meet OEM's recommendations. The drive shaft shall be re-balanced and re-installed.

Engine – Inspect & Advise

8) If the engine and related accessories are not scheduled for overhaul than the engine shall be inspected for wear, fluid leaks, loss of power, and other potential problems. The refurbish center shall notify the purchaser in writing of all necessary repairs and services need to bring the engine and related accessories within the engine manufactures original specifications.

9) Air Intake System – the air intake filter shall be replaced with a new, meeting OEM specifications.

Cooling System – Inspect & Advise

10) If the original cooling system is not scheduled to be repaired or replaced, then a thorough inspection shall be performed including inspecting for leaks, blockages, wear, or other problems that could affect vehicle after cooling. The refurbishment center shall notify the purchaser in writing of any problems discovered during inspection.

11) System Flush – The cooling system should be flushed and new coolant meeting the engine manufactures specifications shall be added.

12) Coolant Lines - All coolant Lines shall be replaced with new heavy-duty silicone hose. All clamps shall be replaced.

13) Radiator Re-core, Clean & Pressure Test – The radiator shall be completely removed and re-cored. The radiator shall be reassembled with new hardware, sight glass, filler neck, drain plug, and gaskets. The rebuilt radiator shall be painted black, re-installed and new coolant meeting the engine manufactures specifications shall be added.

14) Charge Air Cooler Clean & Pressure Test – The charge air cooler shall be removed, cleaned and pressure tested. The charge air cooler shall be re-installed using new silicone hoses. All clamps shall be replaced.

Lubrication System – Inspect & Advise

15) **If the lubrication is not scheduled to be repaired or replaced, then a thorough inspection shall be performed including inspecting for leaks, blockages or other problems that could affect vehicle lubrication. The refurbishment center shall notify the purchaser in writing of any problems during the inspections.**

16) **Oils & Fluids- All chassis fluid shall be replaced including engine oil, transmission fluid, coolant, gear oil, transfer case oil, and window washer fluid.**

Fuel & Air Systems

17) **Fuel System Components - The fuel pump, filter, fill hose, and supply lines shall be replaced with new fuel level sending units and they shall all be tested for proper operation.**

18) **Air Dryer – The air dryer shall be placed with a manufactured air dryer meeting OEM specifications.**

Exhaust System – Inspect & Advise

19) **If the exhaust system is not scheduled to be repaired or replaced then a thorough inspection shall be performed including inspections for leaks, loose hangers, rusted tubing, wear, or other problems that could affect the performance of the exhaust system. The refurbishment center shall notify the purchaser in writing of any problems discovered during the inspection.**

20) **Replace Muffler – The muffler shall be replaced with a new, meeting OEM specifications.**

21) **Replace Wrap, Flex, & Tip – The exhaust wrap shall be replaced with new high temperature insulation wrap. Damaged flex plumbing shall be replaced with new and clamps replaced if necessary. The exhaust tip shall be replaced.**

Axles

22) **Front Axles (2X4) – The front axles shall be removed and inspected for wear. The bearings shall be replaced and lubed. New wheel seals shall be installed.**

23) **Rear Axles – The rear axles shall be removed and inspected for wear. The rear end shall be disassembled and inspected including the third member. Tolerance shall be reset. A new pinion seal and new wheel seals shall be installed. Wheel bearings shall be replaced and lubed. Any third member damage shall be reported to purchaser.**

Braking System

24) **Replace Break chambers, Shoes, Drums, and Slack Adjusters – The front and rear brakes shall be replaced to include two brake chambers, shoes, drums, s cam bushings, and all slack adjusters. The components shall meet OEM specifications.**

Suspension, Wheel & Tires

25) **New Springs, Pins, Bushings & U-Bolts - The front and rear spring suspension shall be replaced with new components meeting OEM specifications including GVWR, GCWR and GAWR ratings. Replaced components including spring, pins, bushings, and U-bolts. The front shocks shall be replaced with new, meeting OEM specifications.**

Steering

26) **If certain parts of the steering system are not scheduled to be repaired or replaced, then a thorough inspections of the power steering pump, hose, and accessories shall be performed including inspecting for wear, leaks, loss of performance, and other problems. The refurbishment center shall notify the purchaser in writing of any problems discovered during the inspection.**

27) **Tie Rod Ends – the tie rod ends shall be replaced with new, meeting OEM specifications.**

28) **Drag Link – the drag link shall be replaced with new, meeting OEM specifications.**

29) **Steering Gearbox – The power steering gearbox shall be replaced with a remanufacturing gearbox meeting OEM specifications. The box shall be refilled with fluid and steering tolerance shall be reset.**

Transmission – Inspect & Advise 3000 Series

30) **If the transmission is not scheduled to be repaired or replaced, then a thorough inspection of it shall be performed including inspecting for wear, damage, and fluid leaks. All fluid levels will be checked. The refurbishment center shall notify the purchaser in writing if any problems discovered during the inspection.**

Low Voltage Electrical System & Warning Devices

31) **Alternator – The alternator shall be replaced with a new one meeting OEM specifications.**
32) **Batteries – The batteries (6) shall be replaced with new Group 31 Batteries.**

33) **Battery Charger – A new Kussmaul 40 amp Auto Charge 1200 with remote display (091-187-12-REMOTE) battery charger shall be installed. Remote display shall be mounted on the rear of the driver side front door.**

34) **Auto Eject – A new Kussmaul 120 volt 20 amp Super Auto Eject (091-55-15-DC) shall be installed on rear of the driver side front door, cover will be red.**

35) **Heavy Gauge Wiring – the wiring from the batteries to the starter shall be replaced with new, meeting OEM specifications.**

36) **Chassis Wiring Harness – The chassis wiring harness shall be inspected to include the condition of wires, connectors, relays, fuse and/or circuit breakers, and related components. The chassis wiring system shall be repaired including chaffing, shorts, loom, frayed wires, bad connections, and faulty components.**

37) **Body Wiring Harness – the body wiring harness shall be inspected to include the condition of the wires, connectors, relays, fuses and/or circuit breakers, and related components. The body wiring system shall be repaired including chaffing, shorts, bad connections, and faulty components.**

Lighting, Signals, Horn

38) **Warning Lights, Zone A Upper – The light bar shall be removed and replace with a new Edge Freedom IV F4W WeCan Series Super LED Light bar. The light bar shall be populated with eight (8) red forward facing flashing LED modules and four (4) side facing flashing LED modules, lens shall be clear.**

39) **Warning Lights, Zone A Lower – The forward facing emergency lights shall be replaced with two (2) Whelen 4V3R 400 Series Linear Super LED Lights and two (2) Whelen C6 Series Super LED light heads. The LED color and lens could shall be red. The light heads shall be mounted either in a common bezel with front facing turn signals or in a separate chrome bezel.**

40) **Warning Lights, Zone B/D Upper – The upper B/D zone emergency lights shall be covered, the light bar and rear beacons.**

41) **Warning Lights, Zone B/D Lower – The side facing emergency lights shall be replace with six (6) Whelen 5V3R lights 500 Series Linear Super LED. The LED color and lens color shall be red. The light heads shall be mounted in a chrome bezel.**

42) **Warning Lights, Zone C Upper – the rear upper warning lights shall be replaced with (2) Whelen L31 Series Super LED Beacons. The LED color and lens color shall be red. The light head shall be mounted on compartment tops or on a pedestal.**

43) **Warning Lights, Zone C Lower – The rear facing emergency lights shall be replaced with four (4) Whelen 5V2R/5V3A 500 Series Linear Super LED light heads. Two (2) LED color and lens color shall be red and two (2) LED color and lens color should be amber.**

44) **Clearance/Marker Lighting – The clearance lighting shall be replaced with new LED light heads similar in shape and size to the original clearance lighting.**

45) **Ground Lighting – Ten (10) new 4" round white LED constant duty light heads shall be installed under the apparatus in stepping areas. The lighting shall be mounted in the angled bracket below the cab doors (4), below the pump panel (2), below the rear of the body on the drivers and passengers side (2) and below the rear of the apparatus (2). Puddle lights from the Whelen 4V3R and 5V3R lights will also illuminate the ground around the apparatus.**

46) **Compartment Lighting – The compartments (6) shall have full-length Fire Research LED strip lights installed on both vertical frames of the compartments. The compartment lights shall be illuminated when the compartment door is open and turned off when the compartment door is shut.**

47) **Interior Lighting – The cab interior lighting (4) shall be replaced with new Whelen Dual LED red/white dome lights with grey bezels.**

48) **Scene Lighting, Surface mount – The surface mounted scene lights shall be replaced with four (4) Whelen C9SL C9 SurfaceMax Series Super LED surface mounts with chrome bezels. Two (2) scene lights shall be mounted to each side of the cab and two (2) scene light shall be mounted on the rear of apparatus.**

49) **Scene Lighting, 12 volt Pole Lights – The pole lights (2) shall be replaced with two (2) Whelen PCH2 Dual Panel Pioneer Plus Combination flood/spot with Proclera Silicone Optics LED pole mounted flood lights. The light heads shall be 20,000 lumens each. The poles shall be mounted on the back of the cab unless otherwise noted. The pole lights shall be operated by a switch located near the pole.**

50) **Reflectors – The red and amber reflectors shall be replaced with new meeting DOT standards.**

51) **Air Horn – The air horn shall be removed and rebuilt with new seal kits. The air horn shall be polished and re-installed.**

Driving & Crew Compartments

52) **Instrumentation/ Gauges – The cab instrumentation shall be inspected and tested for proper operation. If the instrumentation is not functioning correctly, the refurbishment center shall notify purchaser in writing of any problems discovered during the inspection.**

53) **Windshield – The windshield washing system shall be overhauled to include new blades, hoses, nozzles (if necessary), and fluid.**

54) **Driver's Seat - The driver's seat shall be replaced with a new H.O Bostrom Sierra Air ride seat with grey durawear material.**

55) **Officer's Seat – The officer's seat shall be replaced with a new H.O Bostrom SCBA seat with grey durawear material.**

56) **Rear Facing Crew Seat – The rear facing crew seats (2) shall be replaced with H.O Bostrom Tanker 450 SCBA seats with grey durawear material.**

57) **Forward Facing Crew Seat – The forward facing crew seats (2) shall be replaced with new H.O Bostrom CBA seats with grey durawear material.**

58) **Seat Belts – The seat belts (6) shall be replaced with new NFPA compliant red seat belts and receivers, meeting OEM specifications. If seat belt monitoring system is to be installed the appropriate receivers will be purchased.**

59) **Warning Stickers – The required safety labels inside the cab and around the apparatus shall be replaced with new.**

60) **Cab Hardware – Broken or missing cab hardware including latches, A/C louvers, clips, hooks, switches, and brackets shall be replaced as necessary.**

Body, Compartment, & Equipment Mounting

61) **Entire Body, Subframe, & hosebed – The entire body, subframe, and hosebed shall be inspected for wear, cracking, damage, and corrosion. The refurbishment center shall notify the purchaser in writing of any problems discovered during the inspection.**

62) **Roll Up Door Replacement – The roll up doors (6) shall be replaced with new anodized aluminum doors. The doors shall be non-locking.**

63) **Shelving – The shelving shall be removed, inspected for damage and repaired as necessary. Adjustable shelve tracks shall be cleaned of all debris.**

64) **Diamond Plate – All non-welded diamond plate shall be removed and cleaned where possible. Diamond plate shall have a new appearance.**

Painting & Graphics

65) **Steam Cleaning – Prior to body work and prepping, the apparatus shall be completely steam cleaned to remove all debris, dirt, oil, grease, and other contaminants.**

66) **Body Work – The cab and body shall be inspected for damage and imperfections. Minor dents and scratches will be filled, smoothed, and sealed. Minor cracks shall be re-welded, grinded, and sealed. Surface rust will be treated and sealed. Holes shall be filled in where the headlights used to be on the cab. Major bodywork an corrosion shall be identified and reported to the purchaser.**

67) **Frame Rails – The Frame rails shall be inspected and surface rust shall be treated.**

68) **Compartments – The compartment interiors shall have all mounting brackets removed. Holes not used that are not to be reused shall be welded and grounded down. The compartment interiors shall be refinished with a heavy-duty grey zolatone finish. Compartment shelving shall be refinished with grey zolatone. Interior of compartment doors shall remain job color.**

69) **Paint Surface Preperation – Prior to paint preparation, all bolts on compartments shall be removed including but not limited to; door handles, lighting, bezels, grab rails, steps, trim, front grill, side grills, mirrors, pump panels, diamond plate, hose beds, water tank, fenderettes, D rings, rub rails, ladder rack, etc. The body except roll up doors will be finish sanded using a multistep sand process and prepared for final paint. Upon completion of final preparation, the body will be painted utilizing the highest quality, state of the art, low V.O.C., polyurethane base paint. Finish paint will be applied in multiple coast to ensure proper paint coverage with high gloss finish. The entire body will be buffed and detailed.**

70) **Primer & Preparation – After sanding is finished the body shall be sealed and a primer coat shall be applied. After priming, the paint surface shall be finished and sanded in preparation for final coat.**

71) **Cab – Upon completion of final preparation, the cab will be painted utilizing the highest quality, state of the art , low V.O.C., polyurethane base paint. Finish paint will be applied with a minimum of three coats to ensure proper paint coverage with a high gloss finish. The entire cab will be color sanded, buffed, and detailed.**

72) **Body – Upon completion of final preparation, the body will be painted with the highest quality, state of the art , low V.O.C., polyurethane base paint. Finish paint will be applied in a minimum of three coats to ensure proper paint coverage with high gloss finish. The entire body will be color sanded, buffed and detailed.**

73) **Reflective Striping – to be the same as department's currents graphic layout.**

Fire Pump & Associated Equipment

74) **Hale – The fire apparatus has a Hale Qmax 1500 GPM pump. The serial # is** _____

Hale Rebuild pump & gear box.

The pump body, impellers and transfer valves shall be flushed with clean water. A stiff brush shall be used to remove loose scale, caked sediment etc. Pump body, covers, adapters, and fittings shall be examined for cracks. The purchaser shall be notified of any cracks in these components. The pump transmission shall be removed and internal components shall be inspected for damage, pitting, spider cracks, bad bearing, etc. The bottom half of the pump volute shall be lowered and inspected for unusual wear or damage to the stripping edges. An entirely new impeller assembly will be installed to include impellers, wear rings, impeller shafts, and seals/gaskets. Standard packing is included. The pump body shall be reassembled following the manufacturers tightening sequence and fastener torque specifications. The pump drive unit and driveline will be reinstalled. The driveline and drive unit will be services, including oil change in the drive unit and greasing of the Ll-joins.

75) **Hale Primer (Oiless) – the existing primer shall be replaced with a new Hale ESP rotary vane oiless.**

76) **Pump Test – The pump shall be dynamically tested for leaks to insure the performance meets the checked for correct operation within the manufacturers operating parameters. Pump certifications will be provided when the work is complete.**

77) **Rebuild Discharge & Intake Valves – All discharge, tank fill tank to pump and auxiliary inlet valves will be removed from the adjacent piping to facilitate cleaning and allow bench rebuilding. The valve seals and ball will be removed and replaced with new stainless steel type (Akron only). New seals and O-rings will be installed per manufacturer's recommendation. The valves will be reinstalled and dynamically tested for internal and external leakage.**

78) **Discharge Pressure Gauge – Inoperable, leaking, cracked, or discolored discharge pressure gauges shall be replaced with new.**

79) **Intake Screens – The pump intake screens shall be replaced with new.**

80) **Pump Panels – The pump panel shall be completed disassembled including removal of gauges, valve linkage, caps, plumbing, placards, throttle, etc. The pump panel shall be cleaned prior to re-assembly.**

81) **Color Coded Tags – Damaged or missing color coded identification tags shall be replaced with new.**

82) **Cap & Chains – The discharge caps and chains shall be replaced with new chrome caps and chains.**

Foam System

83) **New Foam Proportioner – A new FoamPro 2001 Automatic Foam injections system shall be installed on the apparatus complete with a flowmeter, foam pump, microprocessor control/display unit, strainer, and check valve. The foam system shall be plumbed to (2) speed lay, bumper line and (1) rear 2.5" discharge.**

84) **Foam Level Gauge – A class A foal level gauge shall be replaced with a new FRC LED tank vision foam level gauge. The new gauge shall have a new sending unit installed.**

Water Tank

85) **Water Level Gauge – The water level gauge shall be replaced with a new FRC LED tankvision water level gauge. The new gauge shall have a new sending unit installed.**

General

86) **Assembly – Upon completion of mechanical overhaul and paint, items previously removed and not specifically addressed in the above statement of work shall be re-installed on vehicle including cab rails, rub rails, emergency lighting, DOT lighting, scene lighting, diamond plate, steps, bumpers, tow hooks/eye, doors, reels, monitors, brackets, shelving, ladder rack, hard suction mounts, door handles, door hardware, panels, mirrors, windshields, speakers, air horns, fenderettes, and grills.**

87) **Wash & Detail – Prior to every delivery of vehicle, the interior and exterior shall be cleaned and detailed. The finalization process detailing will include installation of NFPA required lables, checking fluid levels, sealing and caulking required areas of the cab and body, rust proofing, paint touch-up, etc.**

April 22,2026
US FIRA1:P79+A1:P79E EQUIPMENT A TRUE NORTH COMPANY
4200 150TH Ave Ct East
Sumner Washington 98390

Quote for: City Of Brookings
Chief Jeffery Lee
898 Elk Dr.
Brookings, OR 97415
541-469-1141

Item	Cost
Inspection intake	$ 6,000
Freight	$ 5,000
Frame and drivetrain	$ 33,000.00
Deduction not replacing U-joints	$ -4,000.00
Engine inspection	$ 3,000
Deduction no fluids replaced	$ -2,000
Option price engine rebuild	
Cooling system	$ 15,000
Fuel system	$ 8,000
Exhaust system	$ 4,000
Option Ward No Smoke	
Axles	$ 5,000
Brakes	$ 10,000
Suspension	$ 7,000
Deduction inspection only, no bearing replacment	$ -2,000
Deduction inspection only, rear Diff	$ -2,500
Deduction inspection of rear springs only	$ -3,500
Steering	$ 9,000
Deduction inspection of tie-rod, drag link and steering box	$ -8,000
Option Transmission rebuild	
Low voltage system	$ 11,500
Upgrade all lighting	$ 34,000
Deduction no replacement of warning lights	$ -17,000
Upgrade crew compartment	$ 24,000
Body	$ 25,000
Paint	$ 30,000
Pump	$ 30,000
Foam System	$ 20,000
Water Tank	$ 4,000
Misc Labor and Parts	$ 20,000
Total without options	$ 264,500

Work time from delivery 180 days

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 27, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: South Coast Community Aquatics Pool Management Agreement Extension

Recommended Motion:

Motion 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.

Financial Impact:

$150,000 for a six-month season to be paid from the General Fund.

Background/Discussion:

In spring 2023, the City entered into an MOU with South Coast Community Aquatics (SCCA) to operate the Municipal Pool to gain a full understanding of pool operations to potentially operate the pool in the future. This would ultimately benefit the City and the community by providing a management structure that would require fewer City resources and potentially lengthen the pool season under SCCA management. Council's consensus was to move forward with an SCCA pool management agreement for the 2024 season.

Council approved a management contract extension with SCCA to operate the pool during the 2025 season without City staff resources and provided funding in the amount of $150,000 for operational costs with the ability to request additional funding if the costs exceed that amount due to uncontrollable circumstances for which the City will consider in good faith.

SCCA is actively applying for grants to cover the additional $8,000 request for the standard three-month season as well as the additional $70,000 requested for the six month season extension.

Staff recommends Council authorize the City Manager to execute a management agreement extension with SCCA.

Attachment:

a. SCCA letter of request for contract extension
b. Management Agreement Extension

PO Box 1800

Brookings, OR 97415

501c3 TIN 92-1095207

April 16, 2026

City of Brookings
Tim Rundel, City Manager
Phoebe Parada, Mayor
Tony Baron, Public Works Director
898 Elk Drive
Brookings, OR 97415

Re: Request for Contract Renewal – South Coast Community Aquatics (SCCA)

Dear Mayor and Members of the City Council,

On behalf of South Coast Community Aquatics (SCCA), I am writing to respectfully request renewal of our existing contract for one additional year, under the same terms and conditions established in 2025. SCCA is a volunteer-led organization committed to providing Brookings and the surrounding region with safe, accessible, year-round aquatic programming — and we are proud of what we have built together with the City's support.

Over the past year, SCCA has demonstrated responsible stewardship of public resources. We have maintained open financial reporting, sharing regular budget updates with the City, and have applied City funding toward facility improvements and the recruitment and retention of qualified aquatic staff. Secured grant funding has allowed us to offset City expenditures on capital improvement projects, stretching public dollars further and reducing the financial burden on the City. Any unexpended City funds will be returned or credited toward the following season — a policy we maintain to ensure accountability and responsible use of public dollars.

We continue to actively pursue grant funding for capital projects and operational staffing, and we have developed partnerships with local educational institutions to build a pipeline of trained aquatic workers who support consistent pool operations while gaining meaningful employment experience. These efforts advance our shared goal of sustainable, community-centered aquatic services.

Enclosed with this letter are our proposed 2026 income and expense budgets, along with preliminary financial statements for your review. We are confident these documents reflect our continued commitment to fiscal transparency and sound management.

SCCA Mission: ***"To provide a year-round community pool that meets the diverse aquatic needs of Brookings and the surrounding communities"***

Renewing our contract on the existing 2025 terms will allow SCCA to continue expanding services, supporting resident health and wellness, and strengthening community engagement in the Brookings area. We respectfully ask the Council to approve this renewal so that we may build on the progress made to date and continue delivering value to the community we serve.

We are pleased to have secured an experienced pool manager who brings both operational expertise and a strong commitment to building our aquatic team. His focus on active staff recruitment will help in expanding the range of programs and services we are able to offer, creating more opportunities for community members of all ages to access the pool.

Thank you for your continued confidence in SCCA and for your investment in this community resource. We welcome the opportunity to discuss our proposal further at your convenience and look forward to another year of serving the Brookings community.

Respectfully,

Val Early

Sincerely,
Val Early
President - 541-661-2733
South Coast Community Aquatics

SCCA Mission: ***"To provide a year-round community pool that meets the diverse aquatic needs of Brookings and the surrounding communities"***

SCCA Board of Directors:

- Dan Brattain - Founder/CEO, Cal-Ore Life Flight, Certified lifeguard, Masters swimmer
- Siena Worthey - Architectural designer and former Brookings Pool Manager
- Chaulene Worthey - School district 17-C employee, soccer coach with degree in exercise science
- Luke Martinez – Curry County Aquatic Safety Office and Junior Lifeguard Instructor
- John Herzog – Avid swimmer, lifeguard, CCEC Board of Directors
- Bruce Nishioka - Nishioka Attorney at Law, avid swimmer
- Stacy Bergtoldt – Aqua-Aerobics Instructor, retired SWOCC
- Val Early - Community volunteer, Curry County business owner, lifelong swimmer
- Hailey Kuhn - Non-Profit Consultant, Junior Olympian, Masters swimmer
- Dr. Ingrid Ammondson - Clinical Psychologist and Researcher, avid lap swimmer
- Tony Baron – City of Brookings staff liaison, Public Works Director

SCCA Mission: ***"To provide a year-round community pool that meets the diverse aquatic needs of Brookings and the surrounding communities"***

MANAGEMENT AGREEMENT EXTENSION

WHEREAS the City of Brookings (the City) is a municipal corporation, and the owner of a swimming pool, parking lot, and bath house, as well as equipment associated with the operation, management, and maintenance of such facilities, at Brookings Municipal Pool at Bud Cross Park, Brookings, Oregon (the Pool Facility); and

WHEREAS the South Coast Community Aquatics (the Manager) is a non-profit organization, chartered under the laws of the State of Oregon, and dedicated to the promotion of swimming as a means of healthful recreation and enjoyment; and

WHEREAS in this agreement the City and the Manager are periodically referred to collectively as the “parties” and singularly as a “party”; and

WHEREAS the City and Manager entered into a previous management agreements with the provision for renewal; and

WHEREAS the City and Manager wish to extend the existing management agreement with the additional following provisions:

NOW THEREFORE, it is agreed:

1. The Manager agrees to operate the Pool Facility for the 2026 Season (May, June, July, August, and September).

2. The City agrees to pay the Manager a base subsidy fee of $150,000 for the 2026 season.

All other terms and conditions from the previous management agreement will remain in effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate.

_____ _____

Val Early — Date
President, South Coast Community Aquatics

_____ _____

Tim Rundel — Date
City Manager, City of Brookings

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 27, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Public Meeting for USDA Rural Development Grant Application – Easy Street Water Line Replacement Project

Financial Impact:

The estimated total project cost is $1,663,400. The City has been identified to receive $1,000,000 in Community Project Funding/Congressionally Directed Spending through USDA Rural Development's Water and Environmental Grant Program. The City will fund the balance of the project cost through a combination of Water System Replacement and Water System Development Charge funds.

Background/Discussion:

To receive the congressionally directed funding, the City must submit a formal application to USDA Rural Development. After submittal, a public meeting is required to present the project, review the proposed budget, and receive public comment. This meeting is being held to meet that requirement and gather input on the proposed project and financing plan.

The Easy Street Water Line Replacement Project is a high-priority improvement identified in the City's Water Master Plan. The project will replace aging and undersized water infrastructure along Easy Street between Mardon Court and Fern Avenue. The existing line includes older 6-inch cast iron and asbestos-cement pipe that has experienced repeated leaks and is inadequate for current operational and fire flow needs.

The project will replace approximately 2,950 linear feet of existing water line with a new 12-inch PVC water main, replace fire hydrants, and upgrade water services with new touch-read meter boxes. These improvements will create a looped section of the system, improve pressure and fire flow, reduce maintenance needs, and improve overall system reliability.

The engineer's estimate for the project is $1,663,400, including construction, engineering, contingency, and administration/legal costs.

Attachment(s):

a) Streamlined Preliminary Engineering Report – Design Memorandum
b) USDA Grant Recipient Letter

THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

1330 Teakwood Avenue
Coos Bay, Oregon 97420
Ph: (541) 269-0732
www.dyerpart.com

MEMORANDUM

DATE	March 23, 2026
TO	City of Brookings
FROM	Joseph Goette, PE
PROJECT NAME	City of Brookings - Easy Street Water Line Improvements
PROJECT NO.	145.111
MEMO TITLE	Streamlined Preliminary Engineering Report – Design Memorandum



This Technical Memorandum is intended to act as the streamlined preliminary engineering report for the water line improvement project. The following items will be provided and summarized: Executive Summary, Project Planning Area / Location, Existing Facilities, Need for Project, and Proposed Project / Scope of Work. The Appendices includes the following: project maps including location map, layout of existing system, and layout of proposed improvements; overall project schedule; and engineer's opinion of probable cost (proposed project).

Executive Summary

This Preliminary Engineering Report (PER) has been prepared for the City of Brookings to address a system deficiency within the City's water utility. The PER describes the water line and its deficiencies and makes recommendations for improvements. The projects presented in this memo include only improvements associated with the City's existing infrastructure. All improvements necessary to serve future growth will be funded by development funds or other funding methods.

The areas of concern in the water system include aged water mains and water main looping. At this time, the City is only considering improvements to the distribution system along Easy Street. The project proposed in this PER includes replacement of a distribution water main along Easy Street.

The PER is required by the United States Department of Agriculture (USDA), Rural Development (RD) as a precursor to obtaining grants or loans from their agency. This PER follows the general guidelines set forth in the Streamlined Preliminary Engineering Report (USDA, 2025) document for the *"replacement or rehabilitation of existing water distribution or transmission lines"* as indicated in Appendix B of the aforementioned document.

Project Planning Area / Location

The City of Brookings is a coastal community located in Curry County, Oregon and located approximately eight (8) miles north of the Oregon / California border. The City of Brookings owns and operates a municipal water system which serves the area within the City's Urban Growth Boundary (UGB) that lies north of the Chetco River. The City of Brookings provides water to an estimated population of 7,750

residents of which an estimated 6,830 persons reside within the City Limits and approximately 920 persons reside outside the City Limits.

The proposed water line project is along Easy Street between Mardon Ct and Fern Avenue in the City of Brookings, Oregon. Easy Street is located north of Chetco Avenue (HWY 101).

Existing Facilities

The existing water line along Easy Street between Mardon Ct. and Fern Avenue is primarily comprised of 6-inch Cast Iron (CI) and 6-inch Asbestos Cement (AC) pipe. The existing 6-inch pipe connects to a 12-inch Polyvinyl Chloride (PVC) water line at Mardon Ct. and an 8-inch AC pipe at Fern Avenue.

This section of the City's distribution system is both undersized and approaching the end of its useful life. The City has made various leak repairs over the last several years to keep the water line in service for users. The aging and undersized infrastructure continues to be a problematic area for the City of Brookings.

Need For Project

The water line was listed in the Water Master Plan Update (Pace Engineering, 2014) as a high priority for replacement and upsizing due to the age, size, and continued water line breaks within this section of the distribution system. This project will upsize the water line and create a large diameter looped system. The benefits of a looped water system include better operational pressures, increased fire flow, reduced water stagnation, redundancy, and flexibility to the operators and end users of the water system. Furthermore, it will reduce the number of repairs the City of Brookings need to make and allow them to focus their efforts on various other portions of the existing water distribution system.

Proposed Project / Scope of Work

This project would replace the portion of distribution system that contains AC/CI pipe that continues to have maintenance problems as the existing pipe reaches the end of its useful life. The existing 6-inch distribution pipe will be replaced with 12-inch PVC pipe. Fire hydrants along the route will also be replaced along with new water services to the existing water meters and will include new touch read water meter boxes per the City of Brookings standards. This section of distribution line will make the system looped and will further increase flow to fire hydrants.

The proposed project will improve the sustainability of the City's water system by reducing the likelihood of failure to the system along the proposed improvement route. Developing and maintaining a sustainable water system for small water supply utilities like the City is imperative to ensure long-term water availability to the community. Characteristics of sustainable water utilities include:

- A commitment to meet service expectations.
- Access to water supplies of sufficient quality and quantity to meet current and future demand.
- A distribution and treatment system that meets customer expectations and regulatory requirements.
- The technical, institutional, and financial capacity to satisfy public health and safety requirements on a long-term basis.

Replacement of aged and leaking water lines within the distribution system has several benefits. The proposed PVC pipe has a smoother wall and the proposed water lines will have larger diameters than the

existing water lines. Together these improvements will result in lower friction losses and lower energy requirements.

The only permit required for the project is a plumbing permit.

The Engineer's Opinion of Probable Cost for the project along with Anticipated Project Schedule are located in the Appendices.

Appendices

Appendix A – Project Maps

Appendix B – Overall Project Schedule

Appendix C – Engineer's Opinion of Probable Cost (Proposed Project)


APPENDIX A
PROJECT LOCATION MAP
EASY STREET WATER LINE IMPROVEMENTS
(MARDON CT TO FERN AVENUE)
EASY STREET WATER LINE IMPROVEMENT PROJECT LOCATION
EASY ST.
EASY ST.
MARDON CT
FERN AVE
Ransom Ave
Ransom Ave
2nd St
3rd St
4th St
6th St
Barbra Ln
Clair Ln
Easy St
Easy St
Easy St
Fern Ave
Lucky Ln
Chetco Ln
Google Earth
Image © 2026 Airbus
800 ft
N

APPENDIX A
MAP FROM WATER MASTER PLAN

EASY STREET WATER LINE IMPROVEMENT PROJECT LOCATION

SCALE: 1"=800'

PROPOSED IMPROVEMENTS

- 8" MAIN DIAMETER
- NEW MAIN
- 10 PROJECT REFERENCE NUMBER
- 22 / 21 PROJECT SEPARATION INDICATOR

FIGURE 6.2
DISTRIBUTION
IMPROVEMENTS

APPENDIX B
OVERALL SCHEDULE

City of Brookings
EASY STREET WATER LINE IMPROVEMENTS

SCOPE OF WORK: The City plans on replacing the existing water line along Easy Street between Mardon Ct. and Fern Avenue based on recommendations in the City's 2014 Water Master Plan Update. This project entails replacing the existing undersized water lines with new 12" PVC water line and create a "looped" water system. The new 12" water line will connect to existing 12" water lines at each end of the project.

OVERALL SCHEDULE (Anticipated): The anticipated overall schedule is dependent upon the funding agency's timeline and the City of Brookings executing a Contract Task Order authorizing The Dyer Partnership to perform the work described above and outlined in the Streamline Preliminary Engineering Report (PER).

- Design –March 2026 through May 2026.
- Bidding Period – June 2026
- Construction – Summer 2026.

APPENDIX C
Engineers Opinion of Probable Cost
Easy Street Water Line Improvements
City of Brookings

Project No. 145.00D — March 10, 2026

No.	Item	Quantity	Unit	Unit Price ($)	Total Price ($)
1	Constr. Facilities & Temp. Controls	1	LS	$120,700	$ 120,700
2	Demolition & Site Preparation	1	LS	$75,500	$ 75,500
3	Foundation Stabilization	80	CY	$80	$ 6,400
4	12" Water Line - C900 (Class III Backfill)	2940	LF	$125	$ 367,500
5	8" Water Line - C900 (Class III Backfill)	40	LF	$95	$ 3,800
6	6" Water Line - C900 (Class III Backfill)	120	LF	$85	$ 10,200
7	6" Water Line - D.I. (Class III Backfill)	80	LF	$125	$ 10,000
8	4" Water Line - C900 (Class III Backfill)	80	LF	$70	$ 5,600
9	12" x 8" Tee	2	Each	$2,400	$ 4,800
10	12" x 6" Tee	11	Each	$1,800	$ 19,800
11	12" x 4" Tee	3	Each	$1,400	$ 4,200
12	12" 45 Elbows	2	Each	$1,200	$ 2,400
13	8" 45 Elbows	4	Each	$800	$ 3,200
14	6" 45 Elbows	12	Each	$600	$ 7,200
15	4" 45 Elbows	8	Each	$450	$ 3,600
16	6" x 4" Reducer	1	Each	$400	$ 400
17	12" Foster Adapters	24	Each	$650	$ 15,600
18	8" Foster Adapters	2	Each	$500	$ 1,000
19	6" Foster Adapters	11	Each	$400	$ 4,400
20	4" Foster Adapters	3	Each	$300	$ 900
21	12" Butterfly Valve	25	Each	$4,800	$ 120,000
22	8" Gate Valve	2	Each	$3,000	$ 6,000
23	6" Gate Valve	11	Each	$2,200	$ 24,200
24	4" Gate Valve	3	Each	$1,800	$ 5,400
25	12" Restrained Joint Transition Couplings	1	Each	$1,200	$ 1,200
26	8" Restrained Joint Transition Couplings	2	Each	$1,000	$ 2,000
27	6" Restrained Joint Transition Couplings	6	Each	$850	$ 5,100
28	4" Restrained Joint Transition Couplings	4	Each	$700	$ 2,800
29	2" Service Connection	2	Each	$3,000	$ 6,000
30	1" Service Connection	40	Each	$400	$ 16,000
31	2" Service Line - Standard (Trench)	40	LF	$50	$ 2,000
32	1" Service Line - Standard (Trench)	1200	LF	$40	$ 48,000
33	1" or 3/4" Water Meter Box and Assembly Connection	40	Each	$1,200	$ 48,000
34	2" Combination Air & Vacuum Relief Assembly (Below Grade)	2	Each	$5,000	$ 10,000
35	2" Blow Off Assembly	1	Each	$3,200	$ 3,200
36	Fire Hydrant Assembly	4	Each	$6,500	$ 26,000
37	AC Pavement R & R	4200	LF	$24	$ 100,800
38	Curb Removal and Replacement	600	LF	$65	$ 39,000
39	Concrete Removal and Replacement	1500	SF	$25	$ 37,500
40	Sanitary Sewer Service Adjustment	240	LF	$100	$ 24,000
41	Landscaping	1	LS	$8,000	$ 8,000

Total Construction	**$ 1,170,400**
Engineering	**$ 240,500**
Contingency	**$ 216,400**
Admin / Legal	**$ 36,100**
TOTAL PROJECT COST	**$ 1,663,400**

Ms. Wendy Giordano
City of Brookings
898 Elk Drive
Brookings, OR 97415

Dear Ms. Giordano,

Congratulations! The explanatory statement described in Section 4 of the Continuing Appropriations, Agriculture, Legislative Branch, Military Construction and Veterans Affairs, and Extensions Act, 2026 CREC-2025-11-09-senate.pdf identified your organization as a funding recipient through the United States Department of Agriculture (USDA) Rural Utilities Service (RUS) Water and Environmental Programs (WEP) Grant Program.

To receive funding for the project identified in the act, an application must be completed with USDA Rural Development (RD) using RD Apply | Rural Development (usda.gov).

The application will not be scored or ranked. However, the complete application must be submitted, processed and approved, including the completion of the environmental review process prior to receiving funding and initiating any construction.

You must the meet requirements in 7 CFR Part 1780 -- Water and Waste Loans and Grants that are not specifically waived by the FY 2026 appropriations act.

All projects must comply with the Build America, Buy America Act (BABA) (USDA Rural Development BABA information is available at this link: Build America Buy America (BABA) Act for Federal Financial Assistance.

A local RD Community Programs Specialist will be the principal contact for your project and will be able to answer any questions you may have. The staff currently assigned for your project is:

Name: Holly Halligan

Email: holly.halligan@usda.gov

Phone Number: 541-801-2682

Sincerely,

Michele Brooks
Assistant Administrator
Water and Environmental Programs
Rural Utilities Service, Rural Development Agency
United States Department of Agriculture

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 27, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: Tidewater Reservoir Land Purchase

Recommended Motion:

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.

Financial Impact:

$22,000 for purchase of the land and $3,000 for closing costs from Water System Replacement Fund and Water System Development Charges Fund.

Background/Discussion:

In August of 2021, the City of Brookings received an award of $4,175,000 from Business Oregon's Safe Drinking Water Revolving Loan Fund (SDWRLF) for the design and construction of various water infrastructure projects in the City. The remaining project in this funding package includes the replacement of the Tidewater reservoir.

The City's existing Tidewater reservoir is an old, leaking, and concrete, above ground vault with a small capacity. In addition, the associated water lines do not provide required fire protection to the neighborhood the reservoir serves. The City's Fire Department relies on tankers for supplying the needed water for fire protection in this area. In order to address the issues, the City plans on constructing two new 74,000 gallon reservoirs and install a new 8" water line in order to provide sufficient fire flow capacity for the residential areas the reservoirs will serve. This project was listed as a high priority project in the 2014 Water Masterplan.

The new reservoirs will be constructed adjacent to the existing reservoir. The City of Brookings has been working for several months to iron out an agreement to purchase the parcel of land from the Fitzhugh's for $22,000 and has agreed to pay closing costs not to exceed $3,000.

Staff recommends Council adopt resolution 26-R-1290 and authorize City Manager to execute a real estate purchase agreement with George and Cassie Fitzhugh in order to secure the site for the construction of the new reservoirs.

Attachment(s):

a. Draft Resolution 26-R-1290
b. Draft Real Estate Purchase Agreement

CITY OF BROOKINGS
RESOLUTION NO. 26-R-1290

A RESOLUTION APPROVING TERMS FOR PURCHASE OF REAL PROPERTY

WHEREAS, the City of Brookings (City) has identified certain real property, located generally at 17295 Old County Road, Brookings, OR 97415 (Property), which it intends to use for the location of two drinking water reservoirs; and

WHEREAS, the owner of the Property desires to sell a portion of the Property and has engaged with the City about the terms of purchase; and

WHEREAS, the parties have negotiated a proposed purchase and are now ready to proceed towards the negotiation and execution of final purchase and sale documents for the conveyance of the Property;

WHEREAS, the City has determined that the public interest will be furthered by purchase of the Property for the above-referenced purposes and subject to the agreed-up terms and conditions.

WHEREAS, the City Council has determined that Resolution 25-R-1283, which addressed this real property purchase, contained incomplete information.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Brookings resolves as follows:

1. The City Council hereby authorizes the purchase of the above-referenced Property on the following terms:

   A) The City will purchase the property for the purchase price of $22,000 (Twenty-Two Thousand Dollars). The purchase has been documented with a purchase and sales agreement subject to the customary inspection and title contingencies. The Property will be conveyed to the City via bargain and sale deed containing covenants against grantor's acts.

   B) Closing costs will be paid by the City.

   C) The City will pay premium of a standard title insurance policy.

2. The City hereby authorizes the City Manager or designee to execute and deliver all contracts and related paperwork necessary for the purchase and financing of this transaction, as well as related documents required to carry out the purchase of the Property as set forth in this resolution.

3. This Resolution shall take effect upon adoption

Adopted by the City Council _____, 2026; made effective the same day.

Attest:

Mayor Phoebe Pereda

City Recorder Brooklyn Osterhage

REAL ESTATE PURCHASE AND SALE AGREEMENT

BUYER: City of Brookings, an Oregon municipal corporation ("Buyer" or "City")

SELLERS: George Harold Fitzhugh and Cassie A. Fitzhugh, as tenants in common ("Sellers")

RECITALS

A. Sellers are the owners of real property located at 17259 Old County Road, Brookings, Oregon 97415, legally described in the Tidewater Reservoir Partition recorded as Plat Number 2026-3, Instrument No. 2026-0950, Official Records of Curry County, Oregon (the "Parent Property"), which has been partitioned into Parcel 1 (174,885 sq. ft. / 4.01 acres, retained by Sellers) and Parcel 2 (5,642 sq. ft. / 0.13 acres, the "Subject Property").

B. The City of Brookings has operated a concrete water reservoir on the Subject Property since approximately the 1970s–1980s. No recorded easement of the City's use of the Subject Property has been located.

C. The City intends to demolish the existing reservoir and construct two new 76,000-gallon water storage tanks on the Subject Property as part of a municipal water system improvement project.

D. Sellers have cooperated with the City in partitioning the Parent Property to create the Subject Property as a separate legal parcel, and the parties desire to formalize the City's ownership of the Subject Property through this Agreement.

E. The Curry County Disclosure Statement for this partition was recorded on March 11, 2026, as Instrument No. 2026-0718, Official Records of Curry County, Oregon.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Subject Property.

Buyer agrees to buy and Sellers agree to sell the real property identified as Parcel 2 of the Tidewater Reservoir Partition, Plat Number 2026-3, Instrument No. 2026-0950, Official Records of Curry County, Oregon, situated in the NW1/4 of NW1/4, Section 32, Township 40 South, Range 13 West, Willamette Meridian, Curry County, Oregon, containing approximately 5,642 square feet (0.13 acres), as more particularly described on Exhibit A attached hereto (the "Subject Property").

2. Purchase Price.

The purchase price is Twenty-Two Thousand and No/100 Dollars ($22,000.00), payable in cash or immediately available funds at Closing.

3. Conditions Precedent to Closing.

The obligation of the parties to close this transaction is subject to the satisfaction or waiver of each of the following conditions:

(a) Council Approval. This transaction is subject to approval by the City Council of the City of Brookings by adoption of an acquisition ordinance or resolution granting authority to the City to enter into this Agreement ("Council Approval").

(b) Title Insurance. Buyer shall obtain a preliminary title report for the Subject Property. Buyer shall have ten (10) business days after receipt of the preliminary title report to give written notice to Sellers of any objection to title matters. If within ten (10) business days following receipt of objections, Sellers are unable to remove or correct the objected-to matters, then at Buyer's sole option this Agreement shall terminate. All remaining exceptions not objected to by Buyer shall be "Permitted Exceptions."

(c) Partial Release of Trust Deed. The Subject Property is encumbered by a Trust Deed in favor of First Community Credit Union, recorded June 30, 2020, as Instrument No. 2020-02406, securing $243,500.00. As a condition of Closing, Sellers shall obtain a partial release of the Trust Deed as to the Subject Property. Buyer shall cooperate with Sellers and the Title Company in facilitating the partial release. Costs and fees associated with the partial release up to $3,000, including any appraisal required by the lender, shall be borne by Buyer as a cost of acquisition. If costs and fees exceed $3,000, the parties will negotiate in good faith to reach an agreement on payment of the costs and fees which exceed $3,000. If the parties cannot reach an agreement on the payment of costs and fees which exceed $3,000, then either party can terminate this Agreement without penalty.

(d) Property Inspection. Buyer may, at Buyer's sole expense and risk, enter the Subject Property at reasonable times after reasonable prior notice to Sellers to conduct inspections, tests, and surveys. Sellers may be present during all inspections at Sellers' option. This transaction is subject to Buyer's approval of inspections within ten (10) business days after completion of all inspections.

4. Willing Seller.

Acquisition of the Subject Property by the City of Brookings is under a "willing seller" program. Condemnation is not a contemplated means of acquisition; therefore, the Sellers of the Subject Property are not eligible for benefits under the Uniform Relocation Act.

5. Acknowledgment of Existing Use and Mutual Release.

(a) Acknowledgment. The parties acknowledge that the City has operated a concrete water reservoir and pump house on the Subject Property since approximately the 1970s–1980s without a recorded easement or written agreement. This sale is intended to formalize the City's possession and use of the Subject Property and to resolve any questions regarding the City's authority to occupy the Subject Property.

(b) Mutual Release. Effective upon Closing, each party releases and forever discharges the other from any and all claims, demands, actions, and liabilities, whether known or unknown, arising from or related to the City's prior use and occupation of the Subject

Property. This mutual release does not extend to obligations arising under this Agreement or the deed delivered at Closing.

6. Access and Construction Provisions.

(a) Access Easement. The parties acknowledge that Easement "A" as shown on the Tidewater Reservoir Partition plat (Plat Number 2026-3, Instrument No. 2026-0950) provides a 25-foot-wide ingress, egress, and utility easement from LaBonte Lane across Sellers' retained Parcel 1 to the Subject Property. Fee title to the Easement "A" corridor remains with Sellers.

(b) Construction Access. In connection with any construction, or significant improvement activity on the Subject Property – including but not limited to the planned demolition of the existing reservoir and construction of new reservoirs and any future construction, replacement, or significant improvement of water storage facility on the subject property – the City shall comply with the following terms when accessing the Subject Property across Parcel 1:

(i) Limit construction access to the Easement "A" corridor and the Subject Property unless Sellers provide written consent for use of additional areas;

(ii) Provide Sellers with a written construction plan and schedule at least thirty (30) days prior to commencement of construction;

(iii) Give Sellers at least forty-eight (48) hours' advance notice before mobilizing heavy equipment across Parcel 1;

(iv) Restore all areas of Parcel 1 disturbed by construction to their pre-construction condition, or better, within sixty (60) days following substantial completion of construction;

(v) Maintain commercial general liability insurance with limits of not less than $2,000,000 per occurrence during the construction period, naming Sellers as additional insureds; and

(vi) Indemnify, defend, and hold Sellers harmless from and against any and all claims, damages, losses, and expenses (including reasonable attorney fees) arising from or related to the City's construction activities on or across Parcel 1.

The foregoing provisions do not apply to routine operations, maintenance, or inspection activities conducted by City personnel using standard vehicles within the Easement "A" corridor.

7. Closing.

(a) Time is of the Essence. Time is of the essence of this Agreement.

(b) Closing Date. This transaction shall close at Curry County Title Inc., located at 937 Chetco Avenue, Building C, Brookings, Oregon 97415 (the "Title Company"). Closing shall occur within **ninety (90) days** following the later of: (i) Council Approval; (ii) receipt by the Title Company of the partial release of the Trust Deed described in Section 3(c). The parties may extend the Closing Date by mutual written agreement.

(c) Definition. As used in this Agreement, "Closed," "at Closing," or "Closing Date" shall mean when the deed is recorded in the Official Records of Curry County, Oregon, and funds are available and disbursed to Sellers.

8. Deed.

At Closing, Sellers shall convey fee simple title to the Subject Property to Buyer by **bargain and sale deed with covenants against grantor's acts**. Sellers shall convey the Subject Property free and clear of all liens and encumbrances, except: (i) the Permitted Exceptions identified in the title insurance commitment; (ii) zoning ordinances and building and use restrictions; (iii) reservations in federal patents; (iv) recorded easements affecting the Subject Property or the area in which it is located, including Easement "A"; and (v) private covenants, conditions, and restrictions of record.

The face of the deed shall contain language indicating that the property is accepted for use by the City of Brookings pursuant to a city council resolution, and that resolution number shall be identified in this language.

"This property is accepted for use by the City of Brookings pursuant to Resolution 26-R-1290"

9. Closing Costs and Prorations.

(a) Buyer's Costs. Buyer shall pay all escrow fees, closing fees, recording fees, title insurance premiums, and all costs associated with the partial release of the Trust Deed described in Section 3(c), including any appraisal required by the lender.

(b) Tax Prorations. Real property taxes for the tax year in which the transaction closes shall be prorated as of the Closing Date. Sellers warrant that the Subject Property does not qualify for a special tax assessment or deferral program.

10. Possession.

Sellers shall transfer possession of the Subject Property to Buyer at Closing. The parties acknowledge that the City currently occupies the Subject Property for water system operations and that this transfer of possession formalizes the existing arrangement.

11. Condition of Property; Representations.

(a) Sellers represent that, to the best of Sellers' knowledge, there are no pending or threatened notices of violation of any laws, codes, rules, or regulations applicable to the Subject Property, and Sellers are not aware of any concealed material defects in the Subject Property.

(b) Sellers disclose that the western portion of the site has very steep slopes and is mapped as landslide terrain with moderate to high susceptibility to shallow and deep landslides, per the DOGAMI Statewide Landslide Inventory Database of Oregon, and the site is in a region susceptible to high levels of ground shaking during a seismic event.

(c) Survival. Sellers' representations and warranties stated in this Agreement shall survive Closing for a period of **two (2) years** from the Closing Date, after which they shall expire and be of no further force or effect.

12. Personal Property.

This sale does not include any personal property. The parties acknowledge that the existing water reservoir, pump house, and related infrastructure located on the Subject Property are owned by the City and are not part of the consideration for this sale.

13. Dispute Resolution.

(a) Mediation. In the event of any dispute arising under this Agreement, the parties shall first attempt to resolve the dispute through mediation administered by a mutually agreed-upon mediator in Curry County, Oregon or by video conference as mutually agreed. The costs of mediation shall be shared equally.

(b) Litigation. If mediation is unsuccessful, any litigation arising under this Agreement shall be governed by the laws of the State of Oregon and shall be filed in the Curry County Circuit Court. The prevailing party shall be entitled to recover reasonable attorney fees and costs.

14. Notices.

All notices required or permitted under this Agreement shall be in writing and shall be deemed given when personally delivered, sent by email with confirmation of receipt, or sent by certified mail, return receipt requested, to the following addresses:

To Buyer:

City of Brookings

Attention: Tim Rundel, City Manager

898 Elk Drive, Brookings, Oregon 97415

Telephone: 541-469-1123

To Sellers:

George Harold Fitzhugh and Cassie A. Fitzhugh

17259 Old County Road, Brookings, Oregon 97415

Email: fitzhughg@twcontractors.com

15. Miscellaneous.

(a) Entire Agreement. This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements between them with respect thereto.

(b) Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which together shall constitute one and the same Agreement.

(c) Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors and assigns.

(d) Authority. The person signing this Agreement on behalf of Buyer represents and warrants that such person has full right and authority to enter into this Agreement and to bind Buyer to its terms.

(e) Amendment. This Agreement may not be amended or modified except by a written instrument signed by both parties.

16. Time for Acceptance.

This offer to purchase shall automatically expire at 5:00 PM on _____, 2026, if not accepted within that time. Buyer may withdraw this offer any time prior to Sellers' written acceptance. This offer may only be accepted by Sellers in writing.

17. Approved Uses (ORS Statutory Disclosures).

PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS, WHICH, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND WHICH LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930 IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND EXISTENCE OF FIRE PROTECTION FOR STRUCTURES. THE PERSON ACQUIRING FEE TITLE SHOULD CHECK IF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IS SUBJECT TO SPECIAL ASSESSMENT UNDER ORS 358.505 OR ORS 358.515 REQUIRING NOTIFICATION TO THE STATE HISTORIC PRESERVATION OFFICER OR SALE OR TRANSFER OF THIS PROPERTY, AND SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 197.352 (Measure 37).

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below.

BUYER:

City of Brookings

_____ Date: _____

Tim Rundel, City Manager

SELLERS:

_____ Date: _____
George Harold Fitzhugh

_____ Date: _____
Cassie A. Fitzhugh

EXHIBIT A

Legal Description of Subject Property

Parcel 2 of the Tidewater Reservoir Partition, Plat Number 2026-3, Instrument No. 2026-0950, Official Records of Curry County, Oregon, as surveyed by Richard P. Roberts, PLS 2730, Roberts & Associates Land Surveying Inc. (Job No. 22-157), containing approximately 5,642 square feet (0.13 acres).

See attached copy of Sheet 2 (Boundary) and Sheet 3 (Access Detail to Parcel 2 and Narrative) from the recorded partition plat.

CITY OF BROOKINGS

COUNCIL AGENDA REPORT

Meeting Date: April 27, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: ODOT Safe Routes to Schools - Chetco Avenue Improvement Project

Recommended Motion:

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.

Financial Impact:

The lowest qualified bid of $752,151 from Tidewater Contractors Inc. will be funded through the Oregon Department of Transportation's Safe Routes to Schools grant program with all matching funds from ODOT.

Background/Discussion:

The City was awarded an Oregon Department of Transportation (ODOT) Safe Routes to School (SRTS) grant in 2020 in the amount of $1,796,140 that included partial street surface work, storm water improvements, curb, gutter and sidewalks along Fern Avenue from Ransom Avenue to the intersection of Fern Avenue and Elk Drive and improvements on Chetco Avenue at 5th Street and Pacific Avenue. The work on Chetco Avenue at 5th Street and Pacific Avenue is the final segment of the 2020 SRTS grant program projects awarded to the City.

There are currently no curbs or sidewalks along this heavily traveled portion of Fern Avenue. Parking is limited during events (sporting and graduation) at the football field and pedestrian safety is compromised by low lighting and improper separation of vehicles and pedestrians.

The total SRTS grant award was $1,796,140 requiring a 20% match to be provided by the City, School District and ODOT. The project was divided into three segments. Segment one included Fern Avenue from Ransom Avenue to Easy Street. The match for segment one was provided in part under a Deferred Improvement Agreement (DIA) between the City and School District established to defer street improvements along Fern Avenue between Ransom Avenue and Easy Street. The agreement was established when the district performed the $10 million dollar bonded renovation project in 2001. Segment two included Fern Avenue from Easy Street to Elk Drive of which the City provided the match for. Segment three is on Chetco Avenue at 5th Street and Pacific Avenue for which ODOT will provide the matching funds.

Continued on Next Page

Staff is recommending awarding the Chetco Avenue segment three of the project to the low bidder Tidewater Contractors Inc.

Bidders	**Bid**
Tidewater Contractors Inc.	$752,151
McLennan Excavation Inc.	$842,930
HP Civil Inc.	$824,258

Attachment(s):

a. Dyer Award Recommendation Letter

THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

April 8, 2026

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

RE: City of Brookings
2024 Highway 101 SRTS Improvements
Project No. 145.107

Dear Mr. Baron:

This letter is to recommend action by the City of Brookings in response to the bids received on April 8, 2026 at 2:00 PM for the above referenced project. Three bids were received. There were no bid irregularities. All three bids were responsive and responsible. The bids were in the following amounts:

1. $752,151.00 by Tidewater Contractors, Inc.
2. $824,258.33 by HP Civil, Inc.
3. $842,930.00 by McLennan Excavation, Inc.

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

1. Accept the bids.
2. Award a contract to Tidewater Contractors, Inc. in the amount of $752,151.00.

It is our opinion that Tidewater Contractors, 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 bids 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

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: April 27, 2026

Originating Dept: Finance & Admin

Signature (submitted by)

City Manager Approval

Subject: Master Fee Schedule

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.

In 2025, the Council chose to implement a 2.7% increase. Traditionally, the City uses the Consumer Price Index (CPI-W) for the annual increase. The CPI for February 2026 was 2.2% and was included in the proposed increase in the draft 2026 Master Fee Schedule.

The draft 2026 Master Fee Schedule is attached. It includes a cost-of-living increase of 2.2% rounded to the nearest dollar on most items. These are indicated in red. Some costs are not increased annually because its increase is less than $0.50, or is increased by staff every few years.

This year, the Finance and Public Works & Development teams recommend fees additionally increased for the Capella and Park use, and a couple other fees. These figures are indicated in green.

Attachment:

a. Master Fee Schedule with 2025 actual and draft 2026 revisions
b. Resolution 25-R-1273

2.2%

ADMINISTRATIVE - GENERAL	2025 FEE	2026 FEE
Building Code Violation Appeal Fee (16)	204.00	208.00
Business Licenses		
Annual fee based on total number of employees reported on Form 132		
0-10	84.00	86.00
11-25	139.00	142.00
26-50	206.00	211.00
51-75	411.00	420.00
76-100	816.00	834.00
101-200	1,358.00	1,388.00
>200	2,069.00	2,115.00
Annual fee for businesses located outside City limits	100.00	110.00
Late Fee	10.00	10.00
Temporary 90-Day	$35.00 or 1/4 annual fee, whichever is greater	$50.00 or 1/4 annual fee, whichever is greater
Public Safety Fee per connection/unit/month	3.49	4.00
Copying of City Records < 200 pages (based on 8-1/2 x 11 side) (1)	B&W $0.35 /Color $0.45	B&W $0.35 /Color $0.45
Copying City Records using off-site services (when necessary)	Actual costs + staff time	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	B&W $1.30/Color $1.40
Each additional page (per side) + copy costs	B&W $0.70/Color $0.80	B&W $0.70/Color $0.80
Duplication of City audio/video recordings to CD or DVD		
Personal Copy	20.00	20.00
Certified Copy	25.00	26.00
Electronic document preparation (10)		
Electronic documents or files copied to CD or DVD	18.00	18.00
Electronic documents, <10MB and 10 files, sent electronically	No additional cost	No additional cost
Electronic documents, ≥10MB and/or 10 files, sent electronically	16.00	16.00
Paper to electronic conversion (per side) to PDF format, ≤ 11” x 17”	$0.20 per side	$0.20 per side
Fax - per page (single sided – 8-1/2 x 14 max)	$1.40	$1.40
Legal review of public records for exempt determination (2)	Actual legal costs	Actual legal costs
Lien Search	30.00	30.00
Liquor License Application – New/Annual Renewal	30.00	30.00
Liquor License Application – Temporary/Annual	30.00	30.00

		2025 FEE	2026 FEE
Meeting Room Rental – Council Chambers	Per Hour	25.00	26.00
Meeting Room Rental – Fire Hall	Per Hour	15.00	15.00
Monitoring of public review of City files		46.00	47.00
Payment Agreement- Set-up			
Set-Up Fee		139.00	142.00
Late Fee		45.00	46.00
Loan Rate		9%	9%
Records Search	Per Hour	55.00	60.00
Returned (NSF) Check		48.00	35.00
Taxicab Driver's Permit/ Bi-Annual		36.00	36.00
Taxicab License/ Per Vehicle/Annual		91.00	93.00
Taxicab Photo Update		14.00	14.00
Transportation Network Company		91.00	93.00
Transportation Network Company Driver's Permit/Bi-Annual		37.00	38.00
Vacation – General (12)		1,661.00	1,698.00
GIS			
8-1/2 x 11 Curry County Print (per single sided page)		B&W $0.35; Color $0.45	B&W $0.35; Color $0.45
11 x 17 Curry County Print (per single sided page)		B&W $3.30; Color $3.40	B&W $3.30; Color $3.40
Large Format Print (> 11x17)		BW $4/sq ft Color $12/sq ft	BW $4/sq ft Color $12/sq ft
Large Format Scanning (> 11 x 17, per single	Per Sheet	25.00	26.00
Custom Map	Per Hour	59.00	60.00
COURT			
Community Service Sign Up Fee		65.00	66.00
Court Fee (Generally)		65.00	66.00
Driver's License Sanctions		32.00	33.00
Failure to Appear		64.00	65.00
Collections Fee		32.00	33.00
Payment Plan Fee (balance less than $250)		32.00	33.00
Payment Plan Fee (balance greater than $250)		63.00	64.00
Appeal Filing Motion		78.00	80.00
FIRE			
Burn Permits		15.00	15.00
Burn to Learn		2,014.00	2,058.00

		2025 FEE	2026 FEE
Insurance Company Report		32.00	33.00
Copies of County Road Directory		20.00	20.00
Roadway Wash Down		139.00	142.00
PARK FACILITY FEES (4)			
Capella Use Fees (3)	Per hour w/2 hour minimum	150.00	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	50.00	75.00
Park Use/Standard			
City Residents; *non-resident add 50%, non-profit subtract 50%*			
	0-200	75.00	80.00
	201-400	150.00	160.00
	401-600	250.00	260.00
	601-1000	400.00	410.00
	> Each additional 100	75.00	80.00
Park Use/Commercial			
City Resident	1-100	75.00	80.00
	>Each additional 100	75.00	80.00
Non-City Resident	1-5	200.00	210.00
	6-30	300.00	310.00
	31-60	450.00	460.00
	61-100	600.00	610.00
	>Each additional 100	100.00	100.00
Other Park Facilities: n*on-resident add 50%, non-profit subtract 50%*			
Bandshell/Stage Use		75.00	80.00
Concession Stand w/restrooms		150.00	160.00
Concession Restrooms Only		50.00	60.00
Folding Picnic Table / each, per event (8)		25.00	25.00
Tournaments	per field/per day	100.00	100.00
Soft Ball Field Lights	per hour/per field	20.00	20.00
Recreational Sports (Soft Ball, Kick Ball, Soccer)	per game/per team	30.00	30.00
Recreational Sports Courts/ Field Reservation	per hour	30.00	30.00
Scoreboard Use/Remote Deposit		200.00	200.00
Tournament Cancellation fee	45 days or more $25; 45 days or less 1/2 of deposit excluding light fees		
Key replacement		32.00	35.00
Expedited Plan Review for Special Events (20)		645.00	660.00

	2025 FEE	2026 FEE
Use Cancellation Fee	50.00	55.00
Event Permit Request		
Event Permit (18)	50.00	55.00
Barricade and Cone Delivery (19)	111.00	115.00
Refundable Barricade/Cone Use	412.00	425.00
PLANNING		
Annexation (5)	6,852.00	7,003.00
Appeal to City Council (9)	Equal to Application Fee	Equal to Application Fee
Appeal to Planning Commission	206.00	211.00
Combined Preliminary/Final Plat Approval	1,101.00	1,125.00
Comprehensive Plan Amendment (5)	4,949.00	5,058.00
Conditional Use Permit (Generally)	3,509.00	3,586.00
Detailed Development Plan (5)	9,825.00	10,041.00
Extension of Time SUB/CUP	69.00	71.00
Home Occupation	54.00	55.00
Home Occupation Permit for Non-profit	No Fee	No Fee
Lot Line Adjustment/Lot Line Vacation	194.00	198.00
LU Compatibility Statements/Zoning Verifications	60.00	61.00
Master Plan Development (5)	11,581.00	11,836.00
Minor Change	1,352.00	1,382.00
Partition	2,701.00	2,760.00
Mural Application	104.00	106.00
Permit Clearance Review	229.00	234.00
Minor Additions & Repairs	76.00	78.00
Planned Unit Development (5)	6,037.00	6,170.00
Pre-Application Services (6)	710.00	726.00
Re-Notification	185.00	189.00
Sign Approval	178.00	182.00
Street Naming	134.00	137.00
Subdivision (5)	2,794.00	2,855.00
Subdivision Final Approval	206.00	211.00
Subdivision Replat (5)	2,757.00	2,818.00
Variance	3,287.00	3,359.00
Vacation – Land Use (12)	3,323.00	3,396.00
Workforce Housing Accessory Dwelling Registration Fee	33.00	34.00

	2025 FEE	2026 FEE
Zone Change (without Comp Plan Amendment)	3,708.00	3,790.00
POLICE		
Fingerprinting – per card	15.00	15.00
Intoxilizer	5.00	5.00
Police Reports/per report	11.00	11.00
Incident Reports	5.00	5.00
Digital Media Redact	Actual costs + staff time	Actual costs + staff time
Digital Media Duplication	37.00	38.00
Urinalysis	10.00	10.00
PUBLIC WORKS		
Building Inspection Fees	Pursuant to OR State Building	Pursuant to OR State Building
Vacant Property Registration Fees		
Compliant Commercial Property		
1st year Registration Fee	25.00	25.00
Subsequent Years	25.00	25.00
Maximum Annual Registration Fee	25.00	25.00
Non-Compliant Commercial Property		
1st year Registration Fee	250.00	250.00
Subsequent Years	Increases 50.00	Increases 50.00
Maximum Annual Registration Fee	750.00	750.00
Public Works / Right-of-Way Plan Review (5) (13) Per plan sheet	100.00	102.00
Public Works / Right-of-Way Permit and Inspection (7)(17)	$100.00 or 5% of project value, whichever is greater	$100.00 or 5% of project value, whichever is greater
Right to Use/Encroachment Permit (17)	60.00	61.00
Hydrology report review (5)	268.00	274.00
TV Inspection Fee 2 hour minimum	229.00	234.00
SEWER & WATER		
Sewer		
4” Sewer Tap-in (14)	Actual time & materials with minimum of $4,617	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	Actual time & materials with minimum of $6,242

	2025 FEE	2026 FEE
BOD/SS Compiler (15)	201.00	205.00
Flow Meter Data Logger (15)	201.00	205.00
Food, Oil & Grease (FOG) Trap Inspection - stand alone	63.00	64.00
Food, Oil & Grease (FOG) Trap Inspection w backflow inspection	32.00	33.00
Water		
Annual Backflow Inspection	135.00	138.00
Meter Drop-in Connection Fee		
5/8 x 3/4”	527.00	539.00
3/4"	571.00	584.00
1”	736.00	752.00
1-1/2"	2,319.00	2,370.00
2"	2,721.00	2,781.00
4" (14)	Actual time & materials with estimated deposit	Actual time & materials with estimated deposit
Hydrant Meter Installation (includes uninstall)	134.00	137.00
Service Extension inside City limits		
1 inch single service	5,017.00	5,127.00
2 inch single service	6,803.00	6,953.00
2 inch dual service	7,956.00	8,131.00
4” Service and larger	Contractor only	Contractor only
Service Extension Outside City Limits	Add 20% to inside City limit	Add 20% to inside City limit
4” Service and larger	Contractor only	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.

	2025 FEE	2026 FEE

(3) Capella rentals - 2 hour minimum. Booking fees equal to ½ of total hourly use fees and 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.

(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
STATE OF OREGON

RESOLUTION 25-R-1273

A RESOLUTION OF THE CITY OF BROOKINGS UPDATING THE BROOKINGS MASTER FEE SCHEDULE REPEALING 24-R-1265.

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 2024;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Brookings, Curry County, Oregon, that the 2025 Brookings Master Fee Schedule, attached herein as Exhibit A, is hereby adopted, and Resolution 24-R-1265 is repealed.

BE IT FURTHER RESOLVED that the 2025 Brookings Master Fee Schedule will become effective on July 1, 2025.

Passed by the City Council April 28, 2025; effective July 1, 2025.

Mayor Isaac Hodges

Attest:

City Recorder Brooklyn Osterhage

CITY OF BROOKINGS

COUNCIL WORKSHOP REPORT

Meeting Date: April 27, 2026

Originating Dept: PW/DS

Signature (submitted by)

City Manager Approval

Subject: System Development Charges Discussion

Background/Discussion:

At the January 26, 2026 Workshop, Council received a staff presentation and discussed how to move forward on policy for Multi Family/Workforce Housing SDC Waivers.

Also at the January 26, 2026 Workshop, Jamie Batte from truHOME came to discuss his request for some type of SDC Waiver on his application for a building permit to build a fourplex.

Since the January Workshop, the topic was discussed again at the April 13, 2026 Workshop and there has been another SDC Waiver request. At that Workshop, the option to look at SDC Waivers case by case until a formal policy is developed was discussed. The discussion ended with asking Council to determine a framework and/or cap for waivers until a formal policy is developed.

Upon completion of staff's presentation, questions, and deliberations, direct Staff on Council preference to move forward on policy for Multi Family/Workforce Housing SDC Waivers.