

**CITY OF BROOKINGS  
COMMON COUNCIL MEETING MINUTES  
City Hall Council Chambers  
898 Elk Drive, Brookings, OR 97415  
February 23, 2004 7:00 p.m.**

**I. Call to Order**

Mayor Bob Hagbom called the meeting to order at 7:03 p.m.

**II. Pledge of Allegiance**

Led by Judge Richard Harper

**III. Roll Call**

Council Present: Mayor Bob Hagbom, Council President Rick Dentino, Councilors Frances Johns Kern, and Craig Mickelson, a quorum present (Position No. 2 vacant).

Council Absent: None

Staff Present:

City Manager Leroy Blodgett and Community Development Secretary Cathie Mahon

Media Present: Curry Coastal Pilot Reporter Brian Bullock

Other:

Chamber of Commerce Executive Director Les Cohen  
Municipal Judge Richard Harper  
Parks and Recreation Chair Bill Boynton  
and approximately 10 other citizens

**IV. Ceremonies/Appointments/Announcements**

*A. Appointments*

*1. Council Position No. 2*

Each of the three applicants, Lorraine Kuhn, Larry Anderson and Bob Gilmore, spoke briefly and answered questions from the Council about their experience and reasons for wanting to be a Councilor.

**After Council discussion, Councilor Mickelson moved, a second followed and the Council voted unanimously to appoint Larry Anderson, PO Box 1746, Brookings to Council Position No. 2, term ending December 31, 2004.**

*B. Ceremonies*

1. *Swearing in of Councilor for Position No. 2*

Municipal Judge Harper swore in new Councilor Position No. 2, Larry Anderson.

Anderson took his seat on the Council bench following his swearing in.

*C. Announcements*

None

**V. Oral Requests and Communications from the Audience**

*A. Committee and Liaison reports*

1. *Brookings Municipal Court—Annual Report for 2003*

Municipal Court Judge Richard Harper gave the court report for Calendar Year 2003. Total receipts for the year were \$15,037.69: \$14,390.33 from the state court for new charges by our officers cited into circuit court in Gold Beach; \$647.36 from accounts receivable collections and new fines for ordinance violations. Ordinance violations for 2003 included control of domestic animals (resulting in dog bites), nuisance control (hazard to public) and discharge of air gun within the city limits. Harper said little time had been given to monitoring prior active court cases and this could result in additional income if personnel were delegated for this task.

2. *Chamber of Commerce—Annual Report for 2003*

Executive Director Les Cohen presented the Chamber of Commerce's annual report in accordance with the agreement between the Chamber and the City and as specified in Ordinance No. 80-O-342, Transient Room Tax, Paragraph 7. The report is attached and made a part of these minutes.

3. *Park and Recreation Commission—Annual Report for 2003*

The Parks and Recreation Commission annual report was given by Chair Bill Boynton. Boynton addressed each park and reported on developments. The report is attached and made a part of these minutes.

4. *Council Liaisons*

Councilor Mickelson attended the Chamber Forum February 12, and the Coos Curry Douglas Business Development Corporation meeting in Coos Bay, February 19.

Councilor Dentino also attended the Chamber Forum where the Mayor presented his State of the City address; a celebration of life ceremony at the Elks Lodge for the late Don Kern; sat in on a teleconference call to the League of Oregon Cities regarding the

General Governments Committee; and represented the City at a VIP-sponsored high school assembly concerning responsible teen driving.

Mayor Hagbom also attended the high school assembly and gave a brief overview of the program. Councilor Anderson commented the value structure in this community fosters kids that are polite. Hagbom also spoke on the Elks Scholarship contest that he, Councilor Dentino and City Manager Blodgett, among others, judged.

*B. Unscheduled*

1. Connie Drake, PO Box 6765, Brookings, asked to be on the agenda in March. She and partners in her area are concerned with beach access and safety issues on Tanbark and at the intersection of Memory Lane and Tanbark. City Manager Blodgett said he met with Drake and another individual earlier today and discussed ideas to solve some of the problems.
2. Victoria Nuss, CPA, addressed the Council with her concerns about the denial of her membership application to the Chamber of Commerce. She congratulated Larry Anderson on his appointment to the Council.

**VI. Staff Reports**

*A. City Manager*

*1. Other*

City Manager Blodgett said they are looking at some ideas to reconfigure the Tanbark/Memory intersection. He said construction is proceeding on the office area which will be used for a new assistant planner. The job description for the new position should be before the Council next month. Labor negotiations have been held and the recommendations from those meetings will probably come before the Council next month.

Blodgett said an April conference is being held by National League of Cities to promote cooperation between cities and schools.

Bark mulch as been located for Kidtown at a cost much lower than expected, approximately \$5,000. The existing mulch will be replaced this spring. Lorraine and Elmo Williams, Public Works Supervisor John Cowan and Blodgett walked Azalea Park and pinpointed areas that will be improved before Azalea Festival. During the walkthrough it was very apparent that the parking lot is beginning to deteriorate. Blodgett said the City will ask for bids for sealant for the lot.

Blodgett said Economic and Urban Development Director Ed Wait is working on a \$50,000 matching grant to improve Chetco Point Park parking lot and signage.

He thanked Cathie Mahon for stepping in as secretary tonight as Linda Barker was ill.

Mayor Hagbom said the school has reactivated the monthly meeting with city and school officials.

## VII. Consent Calendar

A. *Approval of Council Meeting Minutes*

1. *Minutes of February 9, 2004, regular Council meeting*

*End Consent Calendar*

**Councilor Mickelson moved, a second followed and the Council voted 3-0 (for: Councilor Mickelson, Dentino and Mayor Hagbom; abstaining as they were not present at the February 9, 2004, meeting: Councilor Johns Kern and Anderson) to approve the consent calendar as published.**

## VIII. Remarks from Mayor and Councilors

A. *Council*

Councilor Anderson said he hoped he would do as well on the Council as Larry Curry who vacated Position No. 2 in December.

Councilor Mickelson said he would be out of town until March 11 or 12, 2004.

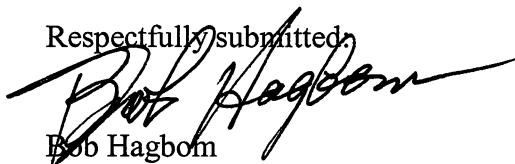
B. *Mayor*

None

## IX. Adjournment

With no further business before it the Council adjourned the meeting at 8:47 p.m.

Respectfully submitted,

  
Bob Hagbom  
Mayor


ATTEST by City Recorder this 11<sup>th</sup> day of March, 2004.

  
Paul Hughes  
Finance Director/City Recorder



CHAMBER OF COMMERCE  
"Working To Help Our Businesses Grow"

the PULSE of  
America's  
**Wild Rivers**  
Coast<sup>SM</sup>  
101 MILES OF NATURE'S BEST

To: Common Council, City of Brookings; City Manager; City Finance Director  
From: Les Cohen, Executive Director   
Subject: Program Report for Calendar Year 2003  
Date: January 29, 2004

---

In accordance with the agreement between the Brookings-Harbor Chamber of Commerce and the City of Brookings, and as specified in Ordinance No. 80-O-342, Transient Room Tax, Paragraph 7 of said agreement, the following program report detailing performance accomplishments for Calendar Year 2003, under this Agreement is respectfully submitted.

Performance Accomplishments:

A. In Calendar Year (CY) 2003 the Chamber's Visitor Information Center recorded a six percent (6%) increase over CY 2002, which saw a seventeen percent (17%) increase in the number of visitors served over the previous year (CY 2001). This twenty-three percent (23%) increase over the past two years represents an additional 4,984 visitors in CY 2003 for a total of 25,766 visitors seen at the Chamber's Visitor Information Center. This total is forty eight percent (48%) higher than CY 2000. For the third consecutive year this total represents the highest visitor count recorded at the Visitor Center since records began to be kept in 1986. (Addendum A)

B. Statistics from the Brookings State Welcome Center recorded a slight decrease (6%) in visitors in CY2003 as the result of closures due to remodeling.

C. We continue to maintain our year-round, staffed, state certified Visitor Information Center, as well as the Chamber's satellite Tourist Information areas in the lobby of the Brookings Fred Meyer store and the Central Building, in the heart of downtown Brookings. All three of these locations are well used, providing ample parking, easy access and local information to travelers.

D. City of Brookings Transient Room Tax revenues showed a slight (3%) decrease in CY2003, but remains eight percent (8%) higher than CY 2001. Transient Room Tax revenues are thirty-nine percent (39%) higher than CY 1998, representing an additional \$42,418.00 in CY 2003 to the City's General Fund. Transient Room Tax revenues for the City of Brookings continue to remain at their highest levels since 1994, the first full year of the Agreement between the City and the Chamber of Commerce for promotion and marketing of our community. (Addendum B)

E. Marketing and promotion efforts in calendar year 2003 continue to result in large amounts of written, telephone, e-mail and website activity for information about the Brookings-Harbor area. The Chamber documented 114,710 contacts in CY 2003. While this figure appears significantly lower than comparable figures for the previous two years, this disparity has a single explanation. It is the result of a change in the manner in which our website counter now records activity. In February, 2003 we modified the counter to begin recording "Unique Visits" to our website rather than "Hits." "Unique Visits" statistics, while a more conservative number, better represents the activity of a website. However, even with this change our CY2003 Combined Contacts Statistics is seventy-nine percent (79%) higher than CY 2000.

F. The Brookings-Harbor Chamber of Commerce, serving as the marketing and promotions arm of the Brookings-Harbor community, responded to a total of 177,293 information contacts in calendar year 2003. Since 1994, the first full year of the Agreement between the City and the Chamber of Commerce for promotion and marketing of our community, annual contacts have increased eighty-three percent. (Addendum C)

G. As mentioned in previous years' reports, the line item for the Marketing and Promotions Budget of the Brookings-Harbor Chamber of Commerce refers specifically to local, regional and national media advertising buys. It does not reflect expenditures related to the production of advertising for the annual Azalea Festival, Beachcombers' Festival, Southern Oregon Kite Festival, Nature's Coastal Holiday, nor other events intended to attract visitors (such as participation in trade shows); holiday lighting and Festival of Lights events; contributions for the purchase and promotion of the Fourth of July fireworks display; publication of promotional literature such as "The Coast is Clear" four-color pamphlet, or our "Lodging" and Dining" guides; printing of in-house brochures extolling local attractions; stationary; paper; 800 number charges; Internet access and hosting of our website nor the postage costs attributed to the fulfillment of visitor and relocation information requests resulting from the 177,293 contacts we received in CY2003.

These and other marketing and promotions expenses, not specifically defined in the line-item related to the Marketing and Promotions Budget, make the actual dollar amount expended by the Chamber for marketing and promotion of this area in CY2003 \$59,214. The funds received from the City's Transient Bed Tax revenues during this time period represented sixty-four percent (64%) of this total expenditure.

Other sources of revenue, such as membership dues, fund raising activities, program services and special events subsidize the additional 26% of the Chamber's marketing and promotions expenses and 100% of the Chamber's administrative expenses. Neither fixed nor variable overhead costs related to the operation of the Chamber's Visitor Information Center are paid for with City Transient Room Tax dollars, although these are allowed under the terms of the Agreement.

F. The Chamber is, for the ninth consecutive year, proud to state that it is in full compliance with Paragraph 4 of the Agreement between the Brookings-Harbor

Chamber of Commerce and the City of Brookings, which states "...no more than thirty percent (30%) of the revenues received by the Chamber under the Agreement may be used for payroll costs." This compliance has been verified by the Brookings City Finance Director's ongoing review of the Chamber's Marketing and Promotions financial records.

The Brookings-Harbor Chamber of Commerce is once again optimistic about the tourism forecast for this current calendar year:

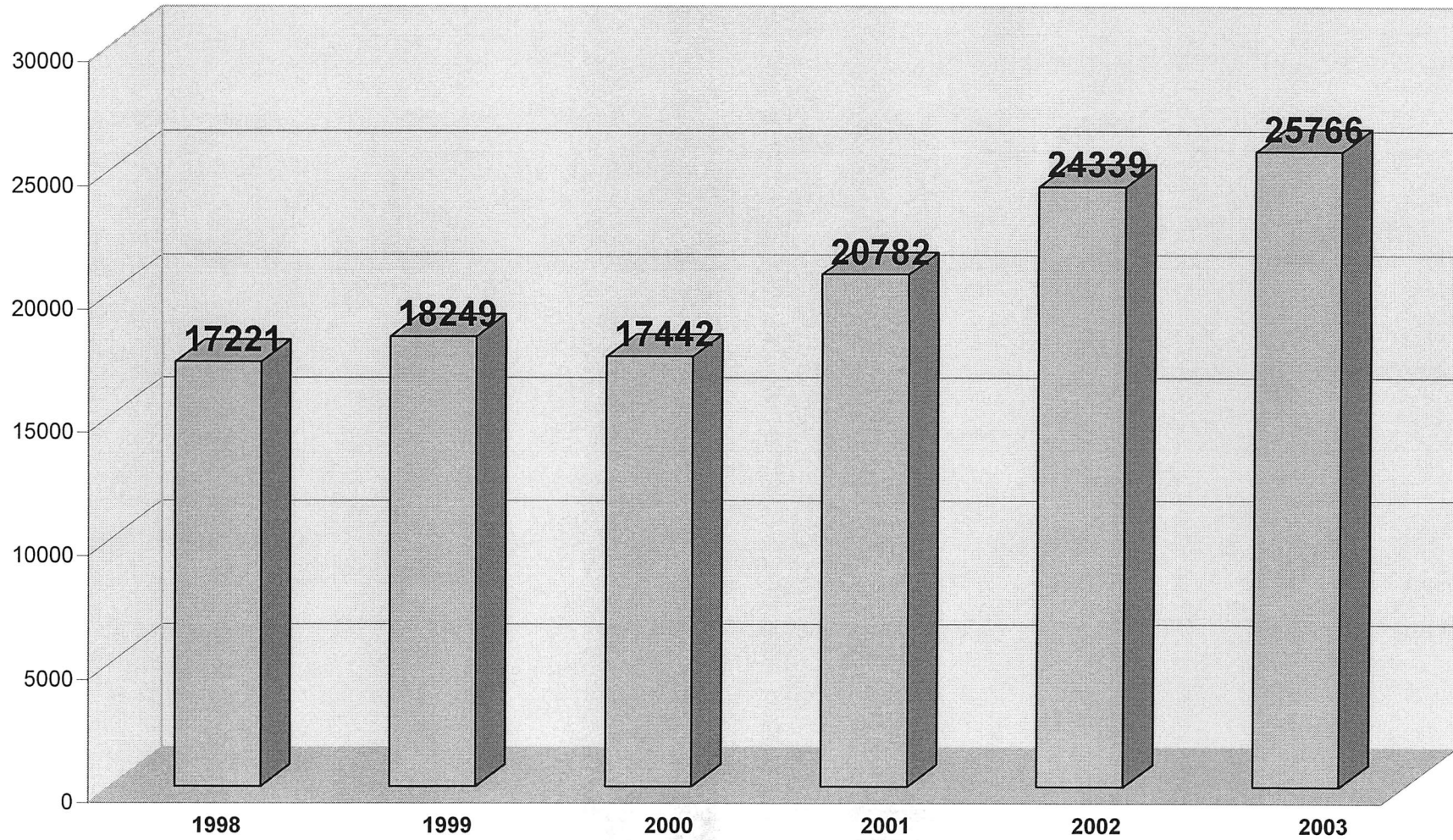
- Continuing recognition and exposure of this area's first comprehensive regional marketing effort, "America's Wild Rivers Coast," continues to provide a wide range of opportunities to appeal to the vacationing public looking for natural, scenic outdoor vacations. This Chamber will continue to take a leading role in the America's Wild Rivers Coast Consortium and in promoting America's Wild Rivers Coast.
- The Chamber's participation in major trade shows, such as the Pacific Northwest and San Mateo (CA) Sportsmen's Shows, and the Sunset Magazine Travel Show, provides us the opportunity to inform a large, and relatively heretofore-uninformed population about the attractions of the Brookings-Harbor area.
- The State of Oregon newly initiated 1% statewide bed tax should prove to have a positive impact on tourism in our community. Although we may not see a significant impact before the end of this calendar year, the additional funds spent by Oregon for the promotion of Oregon to the nation and the world will bring people to the Oregon Coast. I anticipate noticeable increases in visitor activity on America's Wild Rivers Coast over the next several years as a result of Oregon's new ability to promote itself more competitively on the world market.

Addendums A through C attached

C: Media

**BROOKINGS-HARBOR CHAMBER OF COMMERCE  
VISITOR INFORMATION CENTER STATISTICS  
1998-2003**

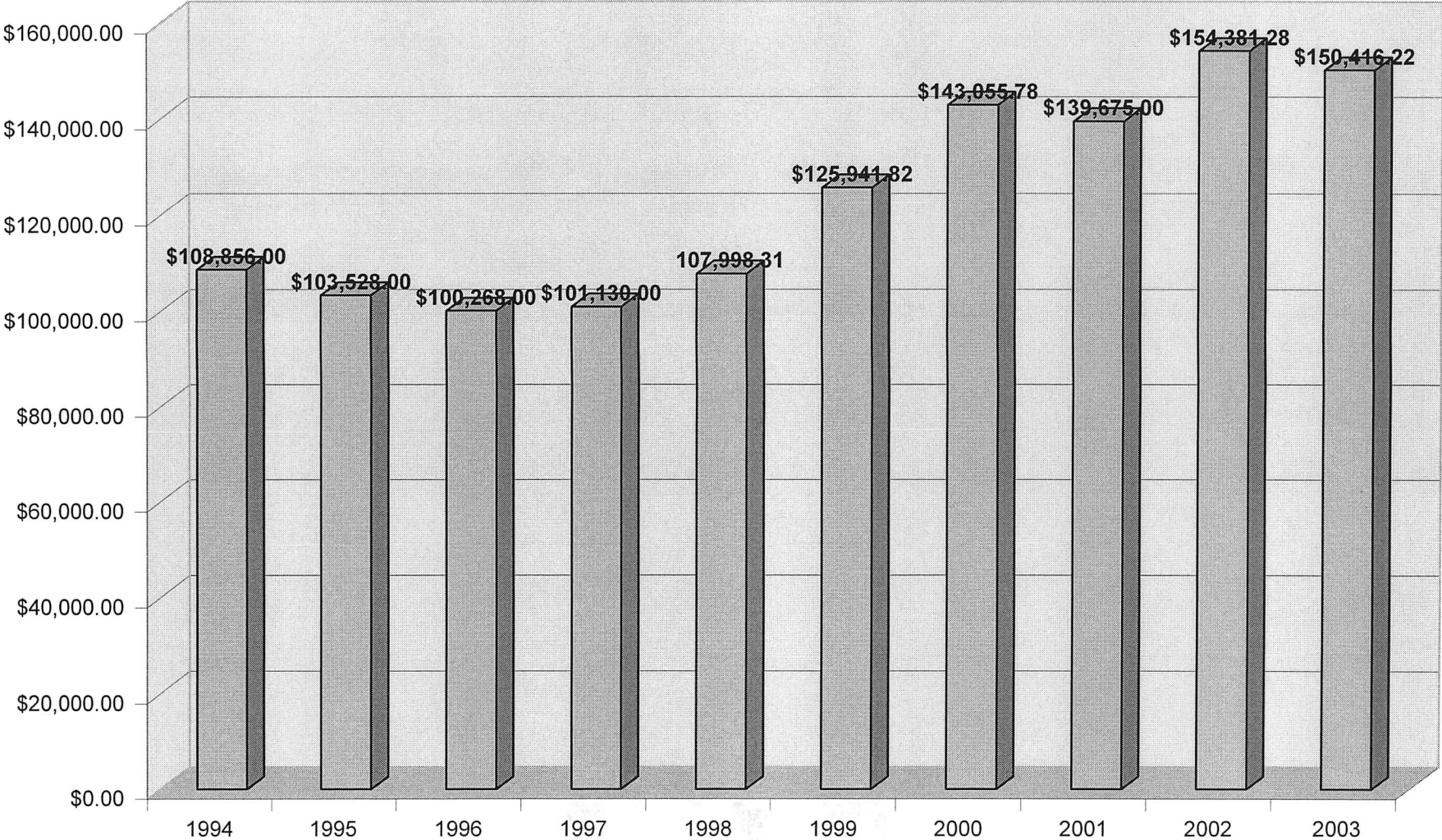
**Addendum A**





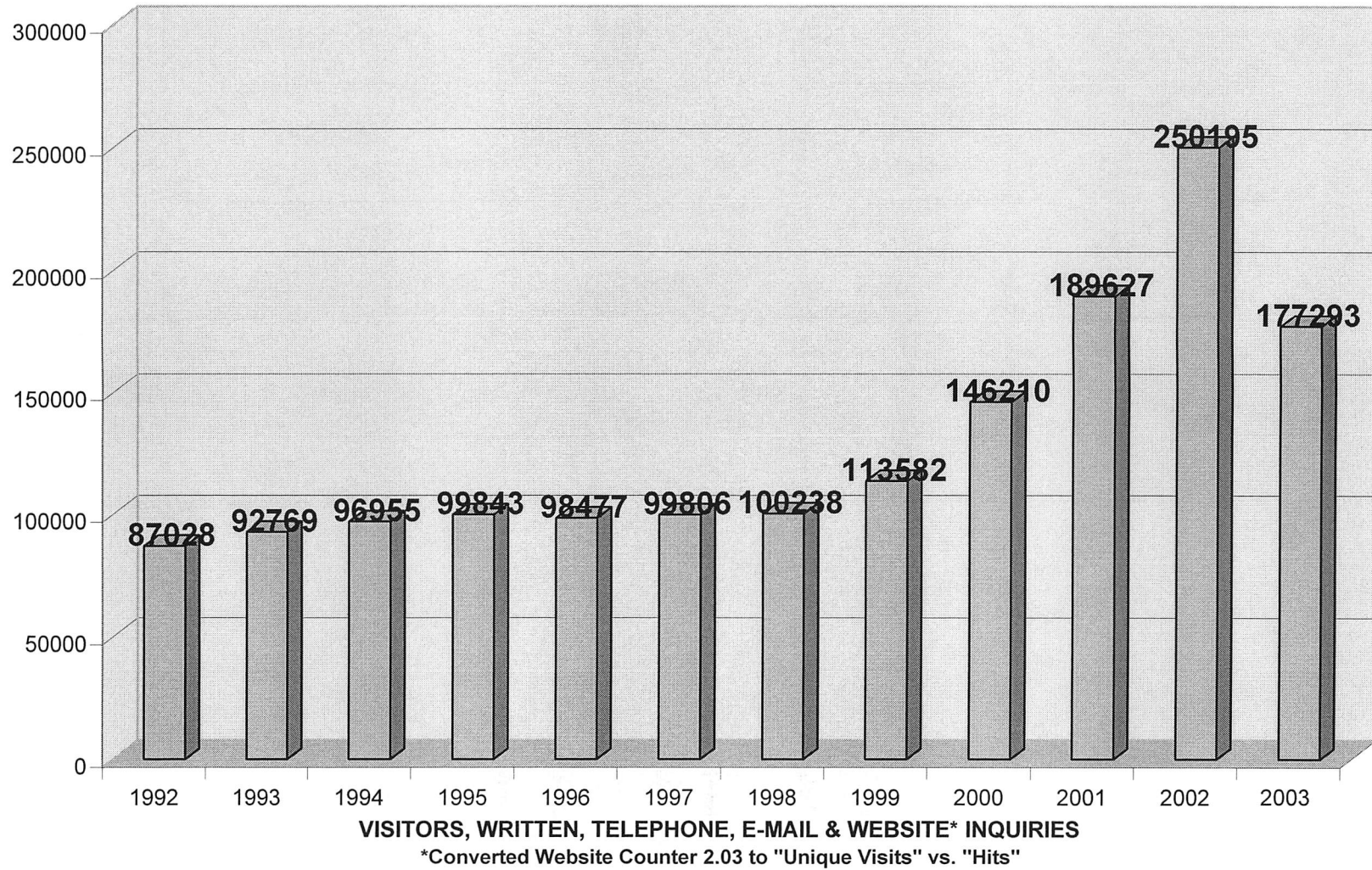
**BROOKINGS TRANSIENT ROOM TAX TOTALS BY CALENDAR YEAR**

**Addendum B**



**BROOKINGS-HARBOR CHAMBER OF COMMERCE  
COMBINED CONTACTS - ALL SOURCES**

**Addendum C**



**PARKS AND RECREATION COMMISSION  
BROOKINGS, OREGON  
ANNUAL REPORT TO THE CITY COUNCIL**

**February 23, 2004**

**Your Honor Mayor Hagbom, Councilors, City Staff and Fellow Citizens:**

**Many notable accomplishments were made in the year. First, I would like to thank my fellow Commissioners –Vice Chairman Dori Blodgett, Nina Canfield, Darryn Farmer, Dave Gordon, Tony Parrish and Pat Sherman – for their care, guidance and efforts on behalf of our parks.**

**I will address each park individually as we do at our meetings:**

***Stout Park:* Tony Parrish is planning some major renovation of the lower part of the park to make it more user friendly and attractive as soon as the weather allows.**

***Chetco Point Park:* The entrance has been moved to the west side of the Sewer Treatment Plant. The new location opens new scenic overlooks of the beach with fencing for safety. The plan is to add picnic facilities in this area. Pat Sherman is planning tours for interested parties of the numerous species of plants she has identified, photographed and catalogued.**

***Kidtown:* This park continues to furnish enjoyment to the many children who visit its confines. The special bark used for ground cover is still needed and we hope to be in a position to replace it soon. Dori Blodgett makes sure it is kept in the best shape possible.**

***Skateboard Park:* It is still considered one of the country's best by the many professionals who continue to visit here. A new sign listing all the rules has been erected closer to the bowl, and grass is growing on the slopes around it. At our January meeting the possibility of a BMX track on the slope beside the bowl was considered. A volunteer group in concert with our Parks Supervisor is going to bring their recommendations to the Commission in the next few months.**

***Softball and Soccer Fields:* The fields are located at Bud Cross and Azalea Parks and the High School. At our January meeting the schedules for them were practically filled for the spring, summer and fall. Tournaments continue to be very popular here because of the excellent condition of the fields and great weather. All the volunteers who work to keep them in top shape are to be commended. Darryn Farmer and Dave Gordon work together in overseeing necessary aspects of care.**

ANNUAL REPORT TO THE CITY COUNCIL  
DEPARTMENT OF PUBLIC WORKS  
1977-1978

February 23, 1978

Your letter regarding the proposed changes in the Department of Public Works is received and appreciated.

The Department of Public Works is currently in the process of reviewing the proposed changes and will report to the City Council on the results of the review. The Department is committed to providing the highest quality of service to the City of Los Angeles and will continue to work closely with the City Council and the Mayor's Office to ensure that the Department's operations are efficient and effective.

The Department is currently in the process of reviewing the proposed changes and will report to the City Council on the results of the review.

The Department is currently in the process of reviewing the proposed changes and will report to the City Council on the results of the review. The Department is committed to providing the highest quality of service to the City of Los Angeles and will continue to work closely with the City Council and the Mayor's Office to ensure that the Department's operations are efficient and effective.

The Department is currently in the process of reviewing the proposed changes and will report to the City Council on the results of the review. The Department is committed to providing the highest quality of service to the City of Los Angeles and will continue to work closely with the City Council and the Mayor's Office to ensure that the Department's operations are efficient and effective.

The Department is currently in the process of reviewing the proposed changes and will report to the City Council on the results of the review. The Department is committed to providing the highest quality of service to the City of Los Angeles and will continue to work closely with the City Council and the Mayor's Office to ensure that the Department's operations are efficient and effective.

The Department is currently in the process of reviewing the proposed changes and will report to the City Council on the results of the review. The Department is committed to providing the highest quality of service to the City of Los Angeles and will continue to work closely with the City Council and the Mayor's Office to ensure that the Department's operations are efficient and effective.

The Department is currently in the process of reviewing the proposed changes and will report to the City Council on the results of the review. The Department is committed to providing the highest quality of service to the City of Los Angeles and will continue to work closely with the City Council and the Mayor's Office to ensure that the Department's operations are efficient and effective.

**Swimming Pool:** Before the start of the swimming season the pool will be re-plastered. Since it is not yet possible to move forward with an aquatic center there is no choice. The S.A.Y. committee is still studying ways to accomplish their goal of swim all year. Grant money is less available at present, but still the big cost of a pool is the ongoing maintenance.

**Azalea Park:** A lot has been accomplished in the past year. The Snackshack is now in operation and all but completed. The new toolshed is finished and in full use. The restroom by Kidtown is slated for major renovation this spring. The new parking lot behind the Snackshack is finished and in use at all events. The Azalea Park Foundation is represented on the commission by Nina Canfield and Pat Sherman, and we work very closely with them in the park's care, upkeep and maintenance.

**Easy Manor Park:** An often overlooked but important park, it is being studied at present for renovation. Hopefully this spring we can begin.

**Volleyball Courts:** The sand has been obtained and prepared, and they are ready for use by any who desire.

**Summer Youth Program:** Last year it was well attended with many and varied programs. Classrooms at Azalea School were made available. The programs spanned June, July and August. Pam Calloway is moving out of the area, and Dori Blodgett is enlisting volunteers and revamping the programs. It is scheduled for June and July only, leaving time for family vacations, etc. in the month of August.

**Parks Master Plan:** We still rely on it as our guide, however only so much can be accomplished with the Commission's budget.

No report of this commission can be complete without recognizing the many individuals whose assistance and guidance keep our parks in the best possible condition. John Cowen, Director of Public Works. Dave Lentz, Parks Supervisor. Leo Lightle, Director of Community Development. Cathie Mahon, Secretary of the Community Development Department. Councilor Frances Johns-Kern who always makes valuable suggestions. And, of course, Leroy Blodgett who sees it all comes together. And last, but certainly not least, the countless volunteers who do so much for our parks and their programs.

Respectfully submitted,



**Bill Boynton**  
Chairman

