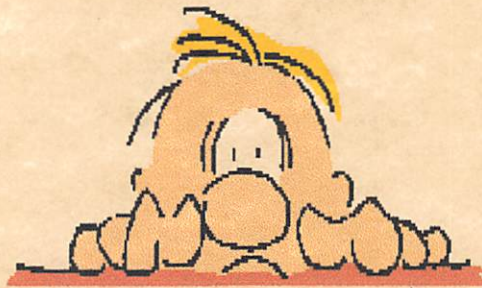


Agenda  
City of Brookings  
Common Council Meeting  
City Hall Council Chambers  
898 Elk Drive  
Brookings, OR 97415  
July 24, 2000  
7:00pm



YES, This will be the last  
Council meeting for our City Manager  
Tom Weldon.

# agenda

CITY OF BROOKINGS  
COMMON COUNCIL MEETING  
Brookings City Hall Council Chambers  
898 Elk Drive, Brookings, Oregon  
July 24, 2000  
7:00 p.m.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS
  - A. Appointments
    - 1. Parks and Recreation Commission Position No. 5
  - B. Announcements
    - 1. New Employee - Rick Roediger/Treatment Plant Operator Assistant
- V. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE
  - A. Committee and Liaison reports
    - 1. Chamber of Commerce
    - 2. Businesses for a Better Brookings
    - 3. Port Commission
    - 4. Council Liaisons
  - B. Unscheduled
- VI. STAFF REPORTS
  - A. City Manager
    - 1. Liquor License Approval - Chives, Inc., dba: Chives Restaurant
    - 2. Ordinance Regulating the sale and distribution of tobacco and tobacco products
    - 3. Authorize letter to Chamber of Commerce - Transient Room Tax Dollars
    - 4. Cable TV franchise - Falcon Cable, dba: Charter Communications
    - 5. Air Service to Medford

VII. CONSENT CALENDAR

- A. Approval of Council Meeting Minutes
  - 1. Minutes of July 10, 2000, Regular Council Meeting
- B. Acceptance of Planning Commission Minutes
  - 1. Minutes of June 6, 2000, Regular Commission Meeting
- C. Acceptance of Parks and Recreation Commission Minutes
  - 1. Minutes of June 22, 2000, Regular Commission Meeting

(end Consent Calendar)

VIII. ORDINANCES/RESOLUTIONS/FINAL ORDERS

- A. Ordinances
- B. Resolutions
  - 1. Resolution No. 00-R-682 -in support of the efforts of Curry, Del Norte and Jackson Counties to obtain air service at a reasonable cost to the communities in these counties.

IX. REMARKS FROM MAYOR AND COUNCILORS

- A. Mayor
- B. Council

EXECUTIVE SESSION - ORS 192.660 (1) (a) - Employment of Public Officers, Employees, and Agents

Council action on items discussed during Executive Session

X. ADJOURNMENT

JULY 2000

*Cleaned Chamber and  
Fire Held the way before*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	7:00pm FH-FireTrng/ChShrp	7:00pm CC-Planning Comm reg mtg/JBischoff	7:00pm CC-Planning Comm reg mtg/JBischoff	8:15am CC-CmtyDevDpt Staff mtg/LLightle		
2 1:00pm AzPrk Bndshl/Lawn: OrLabBand & SwanDance-AMF FREE 2000 Summer Concert Series	3 7:00pm FH-FireTrng/ChShrp	4 <u>Independence Day</u> 11:30am CC-Meetings w/Brown & Caldwell 7:00pm CC-Comnty Family Picnic Strng Comm-HOPE: SCalta 469-0358	5 1:30pm CC-Or St Fire Marshall/Juv Fire Setter Program/Chf Sharp hosting	6 8:15am CC-CmtyDevDpt Staff mtg/LLightle 2:00pm CC-Emerg Tsk Force w/Co. Coordntr- Chf Sharp	7	8
9	10 9:00am CC-Municipal Court/ JdgHarper 9:00am FH-VIPS/Volunteers in Police Service-BPalicki 7:00pm FH-FireTrng/ChShrp	11 7:00pm CC-Senate Bill 1010- Water Quality Act Infrtmn Mtg/ Linda Smith-541/ 348-2262	12 2:00pm CC-Emerg Tsk Force w/Co. Coordntr- Chf Sharp 7:00pm CC-PROUD WrkSessn/JBischoff 6:00pm FH-Subrbn Fire Dist Mtg/RexAtwell	13 8:15am CC-CmtyDevDpt Staff mtg/LLightle 6:30pm CC-Seatbelt Class-PD/ BPalicki	14	15
16 1:00pm AzPrk Bndshl/Lawn: Banana Belt Brass Concert- AMF FREE Summer 2000 Concert Series	17 9:00am CC-CM Interviews by CC 7:00pm FH-FireTrng/ChShrp 7:00pm CC-Council Mtg	18	19	20 8:15am CC-CmtyDevDpt Staff mtg/LLightle 7:00pm CC-Parks & Rec Comm/ CMickelson	21 7:00pm CC-Special CC Exec Sess Mtg-Selection for Interviews of CM	22
23	24 5:00pm CC-PROUD Mtg w/Pizza-JBischoff 7:00pm FH-FireTrng/ChShrp	25	26	27	28	29
30	31	JUNE 2000 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				AUGUST 2000 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## AUGUST 2000

[illegible]



# City of Brookings

Phone (541) 469-2163

FAX (541) 469-3650

E-mail - [www.brookingsor.org](http://www.brookingsor.org)

89S Elk Drive ♦ Brookings, OR 97415

## APPLICATION TO SERVE ON A CITY OF BROOKINGS COUNCIL, BOARD, COMMITTEE, COMMISSION

Name: Nancy Lee Shute Date: 7.18.00

Physical Address: 96378 Dawson Rd, Brookings, OR 97415

Mailing Address: same Phone: 541.469.3325

This is my application to serve on the following board or committee. Check one or more:

- ☐ City Council ..... (4 year term, appointed by Council)
- ☐ Planning Commission ..... (4 year term, appointed by Council)
- ☒ Parks and Recreation Commission ..... (4 year term, appointed by Council)
- ☐ Systems Development Charge Review Board ..... (4 year term, appointed by Council)
- ☐ Budget Committee ..... (3 year term, appointed by Council)
- ☐ Other (Please list): \_\_\_\_\_

1. Resident of City of Brookings since: Month: 4 Year: 97

2. Please briefly explain why you wish to serve the community in this capacity and what prior experience, community service, or background you have in this area. (Attach additional sheets if needed.)

I believe it is up to every resident to contribute to his or her community's 'sense of place'.

(Continued on back)

2. Continued: By serving on this Commission, I would be  
working toward that goal. Parks and recreation  
create a good feeling about the community  
in which people live which in turn add to  
community values.

3. Biographical Sketch: (Education, employment, etc.) (Attach additional sheets if needed.)

See attached

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

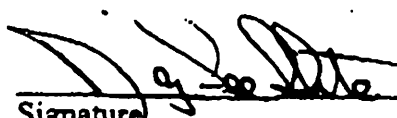
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Please list three references:

NAME:	ADDRESS:	PHONE:
A. <u>Craig Michelson</u>	<u>509 Chetco Ave</u>	<u>469-3123</u>
B. <u>Richard Guyro</u>	<u>810 Chetco Ave.</u>	<u>469-4856</u>
C. <u>Lee Mueser</u>	<u>561 F.Rth St.</u>	<u>469-7448</u>

5.  7-18-00  
Signature Date



96378 Dawson Road  
Brookings, Oregon 97415

Phone 541-469-3325  
Fax 541-469-4538  
E-mail cros84u@harborside.com

## Nancy Lee Shute

 Memphis State University, BBA in Economics, 1981

Memphis State University, MBA in Economics, 1982

 1998 to present DAWSON HOUSE DESIGNS

Brookings, Oregon

### Owner. Interior Designer

- Residential and commercial design layout with specification for clients including new and remodel construction.
- Development and implementation of plans, material purchasing, hiring subcontractors, and overseeing work.

1992 to 1996 PRIVATE ECONOMIC CONSULTANT

Bend, Oregon

### Economic Consultant

- General business consulting with emphasis on research and marketing.
- Subcontracted by Central Oregon Intergovernmental Council to write an Economic Analysis for the Oregon Regional Strategies for the State review process.
- Subcontracted by Central Oregon Community College to work with the Business Development Center.

1991 to 1992 CENTRAL OREGON ECONOMIC DEVELOPMENT COUNCIL, INC. Bend, Oregon

### Marketing Economist

- Research and analysis on targeted sectors of growth.
- Developing strategies and materials to market to companies that met criteria.
- Total responsibility for all aspects of client relationships for the target markets.
- Formation of industry data base of local companies to service, supply and support new target industries.
- Develop community and business support for expansion of existing businesses.
- Formation of industrial land data base.

### Interim Executive Director

- Tasks including the following: Management, Public Relations, Fiscal Reporting and Control, Marketing, and Strategic Planning.
- Utilized expertise in dealing with such issues as budgeting, marketing strategies for targeted industries, community relations, membership, formation of a venture capital group, and economic analysis.

1985 to 1991 ARCHITECTURAL ART GLASS

Miami, Florida

### Owner and Manager

- Initial organization and implementation of all aspects needed for start-up company specializing in decorative structural glazing.
- Ongoing responsibility for all financial, management, and operational functions including policies, planning and budgeting.
- Worked with architects, designers, and general contractors in measuring, designing, specifying, fabrication, and installation.



1983 to 1985

DEAN WITTER REYNOLDS, INC.

Miami, Florida

**Portfolio Manager**

- Marketing and Taxable Fixed Income portfolio management for financial institutions, credit unions, and retirement funds.

**Trading Liaison**

- Traded in-house funds between New York traders and all Florida retail brokers, as well as economic and financial forecasts to brokers and their clients.

**Broker**

- Mini-institutional and retail registered representative.
- Dealt with debt issue to structure various programs with financial institutions as predominant clients.

1981 to 1983

UNION PLANTERS NATIONAL BANK

Memphis, Tennessee

**Research Economist**

- Built and maintained a financial database used for investment analysis for the Treasurer's Division.
- Designed software and statistical analysis systems for trading the Bank's portfolio.
- Wrote weekly economic Summary and Forecast.
- Assisted in strategic planning.

**Commercial Loan Portfolio Evaluation Manager**

- Responsible for financial analysis and evaluation of Bank's Commercial Loan Portfolio's performance.

**Personnel Analyst**

- Structured and implemented Employee Stock Option Purchase Program and Health Program

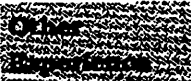
1981

MEMPHIS STATE UNIVERSITY

Memphis, Tennessee

**Research Analyst**

- Built and analyzed regression models using numerous computer forecasting and statistical analysis packages.
- Developed a state sales tax revenue projection model for the City of Memphis, Tennessee.



**Other** Member of the Regional Investment Board for Coos, Curry, and Douglas Counties.

Board of Directors of the Brookings, Oregon Chamber of Commerce, Business Outlook Conference Committee, and the Economic Development Committee co-chair.

Member of the Bend, Oregon Chamber of Commerce, and chair of the Economic Summit.

Graduate of the Leadership Bend and ultimately headed the program.

Spearheaded efforts for Central Oregon Venture capital for PacifiCorp.

Oregon Director for the Pacific Northwest Industrial Council.

Advisory panel member for Oregon Business Magazine.

Participated in Wharton Econometrics Seminars and Roundtable Discussion by invitation.

Mid-South Chapter of National Association of Business Economists Secretary.

Private Pilot, and did a skydive not even out of necessity!

Ken Lewis  
Chief of Police

**POLICE DEPARTMENT**  
**City of Brookings**  
898 Elk Drive  
Brookings, Oregon 97415  
(541) 469-3118 - Fax (541) 412-0253



TO: Mayor  
City Council

THROUGH: Tom Weldon, City Manager

FROM: Ken Lewis, Chief of Police

A handwritten signature in black ink, appearing to be "KRL", is written over the printed name "Ken Lewis, Chief of Police".

SUBJECT: LIQUOR LICENSE

DATE: July 12, 2000

Attached for your consideration are copies of a liquor license from:

Tradename: Chives Restaurant, 1025 Chetco Ave, Brookings

Licensee: Jackson, Rick  
Jackson-Toole, Carla

The Police Department has reviewed the requests and has no objections to the granting of the License.

Mjc\council.pkt

## APPLICATION

STATE OF OREGON  
OREGON LIQUOR CONTROL COMMISSION

Return To:

## GENERAL INFORMATION

A non-refundable processing fee is assessed when you submit this completed form to the Commission (Licenses). The filing of this application does not commit the Commission to the granting of the license for to operate the business named below.

NOTE

t and Health Care Facility  
ing nor does it permit you

(THIS SPACE IS FOR OLCC OFFICE USE)	(THIS SPACE IS FOR CITY OR COUNTY USE)
<p>Application is being made for:</p> <p><input type="checkbox"/> DISPENSER, CLASS A</p> <p><input type="checkbox"/> DISPENSER, CLASS B</p> <p><input checked="" type="checkbox"/> DISPENSER, CLASS C</p> <p><input type="checkbox"/> PACKAGE STORE</p> <p><input type="checkbox"/> RESTAURANT</p> <p><input type="checkbox"/> RETAIL MALT BEVERAGE</p> <p><input type="checkbox"/> SEASONAL DISPENSER</p> <p><input type="checkbox"/> WHOLESALE MALT BEVERAGE &amp; WINE</p> <p><input type="checkbox"/> WINERY</p> <p>OTHER: _____</p>	<p>NOTICE TO CITIES AND COUNTIES: Do not consider this application unless it has been stamped and signed at the left by an OLCC representative.</p> <p>THE CITY COUNCIL, COUNTY COMMISSION, OR COUNTY</p> <p>COURT OF _____ (Name of City or County)</p> <p>RECOMMENDS THAT THIS LICENSE BE: GRANTED _____</p> <p>DENIED _____</p> <p>DATE _____</p> <p>BY _____ (Signature)</p> <p>TITLE _____</p>

**CAUTION:** If your operation of this business depends on your receiving a liquor license, OLCC cautions you not to purchase, remodel, or start construction until your license is granted.

## 1. Name of Corporation, Partnership, or Individual Applicants:

- 1) CHIVES INC 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_
- 5) \_\_\_\_\_ 6) \_\_\_\_\_

(EACH PERSON LISTED ABOVE MUST FILE AN INDIVIDUAL HISTORY AND A FINANCIAL STATEMENT)

## 2. Present Trade Name

CHIVES

## 3. New Trade Name

CHIVES

Year filed '99  
with Corporation Commissioner

4. Premises address 1025 CHATEAU AVE Brookings Curry OR 97415  
(Number, Street, Rural Route) (City) (County) (State) (Zip)

5. Business mailing address PO Box 927 Brookings OR 97415  
(P.O. Box, Number, Street, Rural Route) (City) (State) (Zip)

6. Was premises previously licensed by OLCC? Yes ☒ No ☐ Year '95

7. If yes, to whom: Rick + Carla Jackson Type of license: \_\_\_\_\_

8. Will you have a manager: Yes ☒ No ☐ Name Rick + Carla Jackson  
(Manager must fill out Individual History)

9. Will anyone else not signing this application share in the ownership or receive a percentage of profits or bonus from the business? Yes ☒ No ☐

10. What is the local governing body where your premises is located? Brookings  
(Name of City or County)

11. OLCC representative making investigation may contact: Rick Jackson  
(Name)

PO Box 927 Brookings OR 97415 541-462-7685 Fax 419-0565  
(Address) (Tel. No. — home, business, message)

**CAUTION:** The Administrator of the Oregon Liquor Control Commission must be notified if you are contacted by anybody offering to influence the Commission on your behalf.

Applicant(s) Signature  
(In case of corporation, duly  
authorized officer thereof)

- 1) [Signature]
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

DATE 6/19/00

# Memorandum

**TO:** Mayor, City Council

**FROM:** City Manager Tom Weldon 

**DATE:** July 19, 2000



**Issue:** Ordinance on tobacco sales

- Background:**
1. The proposed ordinance on this issue came to you at your June 12, 2000, meeting.
  2. It's back (attached), with the suggested change in title from "in the matter of an ordinance known as the Sale of Tobacco to Minors Ordinance" to the more accurate title of "in the matter of an ordinance regulating the sale and distribution of tobacco and tobacco products."
  3. I have had contract from a store owner as to whether this ordinance covers displaying cigarette lighters. I assured him, it only applied to tobacco products and tobacco papers (Section 3 #5). That is the only contact I have had from a store owner or motel owner, since I dropped off or discussed the prior suggested ordinance" ?)
  4. Many of the stores already have most of their tobacco products locked up or behind a counter. However, not all have done this, and without an ordinance there is nothing to stop them from moving them again - to an area accessible to youngsters.
  5. Neither of the other Curry County cities nor the County, has been approached on this issue. Another way to handle this would be for us, and the other two cities, to ask the County Commissioners to approve such an ordinance for the entire county.

**Recommendation:** Do something positive on this issue. Either pass the ordinance, change it and then pass it, or ask the County Commissioners to pass it.

pc: Dave Manzella  
George Ciapusci

**IN AND FOR THE CITY OF BROOKINGS  
STATE OF OREGON**

In the matter of an ordinance regulating       )  
the sale and distribution of tobacco and       )  
tobacco products                                       )     **ORDINANCE NO. 00-O-537**

**Sections:**

Section 1.	Title
Section 2.	Purpose
Section 3.	Definitions
Section 4.	License Required
Section 5.	Fee
Section 6.	Non-transferability
Section 7.	Vending Machines
Section 8.	Vendor-Assisted Sales
Section 9.	Revocation of License
Section 10.	Advertising Placement
Section 11.	Enforcement
Section 12.	Severability

**The City of Brookings ordains as follows:**

**Section 1. Title.** This ordinance shall be known as an ordinance regulating the sale and distribution of tobacco and tobacco products.

**Section 2. Purpose.** The City Council finds that youth addiction to tobacco products is a public health problem with grave health consequences. More than half of all smokers begin smoking before the age of 14, and 90% begin by the age of 19. The average age of first use of tobacco products is now 11 to 15 years of age. In recognition of the Surgeon General's conclusion that nicotine is as addictive as cocaine or heroin, action is needed to curtail the easy access of minors to cigarettes and other tobacco products. Therefore, the purpose of this ordinance is to implement a strict and enforceable system to prevent the illegal sale of and access to cigarettes and other tobacco products to minors.

### **Section 3. Definitions**

1. **"License"** means a license issued by the City of Brookings for the retail sale of tobacco products.
2. **"Licensee"** means the holder of a valid license for the retail sale of tobacco products.
3. **"Minor"** means any person under 18 years of age.
4. **"Self-Service Displays"** means open displays of tobacco products and point-of-sale tobacco promotional products that the public has access to without the intervention of a store employee.
5. **"Tobacco Product"** means any tobacco cigarette, cigar, pipe tobacco, smokeless tobacco or any other form of tobacco or tobacco papers which may be utilized for smoking, chewing, inhalation or other means of ingestion.
6. **"Tobacco Vending Machine:** means any machine or device designated for or used for the vending of cigarettes, cigars, tobacco, or tobacco products upon the insertion of coins, trade checks, or slugs.
7. **"Vendor-assisted"** means only a store employee has access to the tobacco product and assists the customer by supplying the product. The customer does not take possession of the product until after it is purchased.

**Section 4. License Required.** After \_\_\_\_ (date)\_\_\_\_, it shall be unlawful for a retailer to sell cigarettes or other tobacco products unless that retailer holds and maintains a valid license from the City for each location in which tobacco products are sold. All such licenses shall be renewed annually and posted in a conspicuous location.

**Section 5. Fee.** \$20 per year.

**Section 6. Non-Transferability.** A tobacco retail license is non-transferable, except a new license, with no fee required, will be issued to a tobacco retailer who changes location.

**Section 7. Vending Machines.** After \_\_\_(date)\_\_\_, tobacco vending machines or any other devices for the sale or distribution of tobacco products are prohibited in any hotel/motel.

**Section 8. Vendor-Assisted Sales.** It shall be unlawful for any person, business, or retailer to sell, permit to be sold, or offer for sale any tobacco product by means of self-service displays or any other means other than vendor assisted sales or a vending machine, where authorized by law.

**Section 9. Revocation of License.**

**A. Any license holder who violates Section 8 of this ordinance shall be fined and have their license suspended as follows:**

- 1. In the case of a first violation, the licensee shall be fined up to two hundred dollars (\$200) and shall be notified in writing of penalties levied for further violations.**
- 2. In the case of a second violation in a two year period, the licensee shall be fined up to five hundred dollars (\$500) and the license shall be suspended for not less than thirty (30) consecutive days nor more than three (3) months. Licensee must remove all tobacco merchandise from all areas accessible to the public while the license is suspended.**
- 3. In the case of three or more violations within a two year period, the licensee shall be fined up to one thousand dollars (\$1,000) and the license shall be revoked not less than six (6) months nor more than eighteen (18) months from the date of revocation. Licensee must remove all tobacco merchandise from all areas accessible to the public while the license is suspended.**

**Section 10. Advertising placement.** No tobacco product advertising shall be placed below thirty-six (36) inches, as measured from the establishment's natural floor.

**Section 11. Enforcement.** Violations of Section 4 and 7 of this ordinance are subject to a fine of \$500 per day for each violation. The City Attorney or City Manager and the Police Department shall have the authority to enforce this ordinance.



**Section 12. Severability.** If any provision, clause, sentence or paragraph of this ordinance or the application thereof to any person or circumstance shall be held to be invalid, such invalidity shall not affect the provisions of this article which can be given effect without the invalid provision or application, and to this end the provisions are declared to be severable.

**First Reading:** \_\_\_\_\_

**Second Reading:** \_\_\_\_\_

**Passage:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

Signed by me in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

\_\_\_\_\_  
**Bob Hagbom**  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**Gail L. Hedding**  
**City Finance Director/Recorder**

TO: Mayor, City Council

FROM: Tom Weldon, City Manager

DATE: July 19, 2000

City of Brookings  
**Memorandum**



---

ISSUE: Tourism Promotion Services Agreement

BACKGROUND:

- You determined that, after seven years, it is appropriate to review and revise our present agreement with the Chamber of Commerce. You agreed that these types of agreements should be revised regularly—like we just did for banking services. You are not unhappy with these services provided by the Chamber.
- This means we need to gather information on potential uses of the 25% of transient room tax dollars designated for “tourism promotion”. This process will not be a “call for bids” but will be something similar. Once this process is completed and an organization selected to use these dollars for tourism promotion services a new agreement would be negotiated.
- In order to revise this agreement we must give the Chamber notice that we intend to terminate that agreement. I expect the Chamber and other organizations will be interested in submitting a proposal to enter into a new agreement.
- Staff, including the City Attorney, will continue to develop the documents necessary to implement these changes.

RECOMMENDATION: Council authorize the Mayor to sign a letter to the Chamber President stating we wish to terminate the present agreement effective June 30, 2001, and asking for their written conformation of this action.

# Memorandum

**TO:** Mayor, City Council

**FROM:** City Manager Tom Weldon *Tom*

**DATE:** July 19, 2000



**Issue:** Cable Television Franchise Agreement with Charter Communications

- Background:**
- A. The proposed franchise is completed and you have received a copy of it.
  - B. The Curry County Commissioners have given a similar franchise a first reading.
  - C. I have arranged for the Falcon representative and our consultant on this matter to be here at 7:00 PM, August 7, 2000, for the special council meeting.
  - D. We will have a proposed ordinance for you to review at the special council meeting on this subject August 7, 2000.
  - E. Important sections of this franchise include:
    - 1. Ten year agreement
    - 2. It is non-exclusive, which means another cable company could come in to Brookings
    - 3. Falcon must upgrade the system to a minimum of practical capacity of 78 video channels. They must do this within 14 months of the effective date of this franchise.
    - 4. A section on undergrounding service (p.20)
    - 5. A requirement that the trunk and distribution networks all have standby power system supplies rated at least two hour duration.
    - 6. Sections giving us rights to inspect work done in the right-of-way and accounting records.
    - 7. A list of programing categories they must provide service in (p.25)
    - 8. They provide three public access (PEG) channels (p.26)
    - 9. A provision requiring Falcon give us (and the County) \$15,000 and \$ .50 per subscriber per month for PEG programming. This will allow us to do considerable public access programing such as public meetings, sports events, etc.
    - 10. They must provide an institutional network (I net) system. This can be used for non-commercial, non-profit applications for transmitting video, voice and low and high speed data. The agency using this service must pay for its costs.
    - 11. Sets up a system of fines, appeals, and remedies where the company fails

Memo-Cable TV Franchise  
July 19, 2000

- to comply with the franchise (pages 36, 37, & 38)
12. Sets standards for service and repairs.
  13. Sets up a method to resolve subscriber complaints
  14. Increase franchise fee paid to the City from present 3% to 5% as authorized by federal law and equal to Curry County's fee.
  15. Falcon must put up a \$100,000 "faithful performance" bond to guarantee performance of the terms of the franchise.
  16. Falcon must provide liability and workers compensation insurance.
  17. Conditions and process of revoking the (pages 55 & 56) franchise.
  18. Reporting requirements (pages 58 & 59)

**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**  
**July 17, 2000**

**Contact: Les Cohen**  
**541 469-3181**

**CURRY COUNTY COMMISSION APPROVES TRI-COUNTY RESOLUTION TO ESTABLISH  
SCHEDULED AIR SERVICE BETWEEN CRESCENT CITY AND MEDFORD**

As a first step in a multi-step process, the Curry County Board of Commissioners approved today a plan of action to support a joint resolution amongst Curry, Jackson and Del Norte Counties that would result in charter air service between Crescent City and Medford. Passengers soon may be able to travel from Crescent City to Medford, where they can connect with scheduled air carriers to points north, east, and south – or simply enjoy the advantages of southern Oregon. Likewise, this initiative will bring more tourists and business travelers into the "Border Coast" region, as well as serve the residents of this area who prefer flying over land transportation. Facilities upgrades are underway at the Crescent City Airport to accommodate increased passenger throughput. The Jackson County Board of Commissioners and the Del Norte County Board of Commissioners will formally consider this same resolution over the coming two weeks. Unanimous approval is anticipated, which will generate a joint signing ceremony sometime in August. Another benefit for these counties is formal linkage amongst the Brookings-Harbor Chamber of Commerce, the Del Norte/Crescent City Chamber of Commerce, and the Medford/Jackson County Chamber of Commerce. This means significantly increased commerce across county and state borders, resulting in better business for all.

(For further information, representatives of the media in Curry County should contact Les Cohen of the Brookings-Harbor Chamber of Commerce, (541) 469-3181.)

7/14/00  
Curry Coastal Pilot

# Medford air link sought

By **WILLIAM LUNDQUIST**  
*Pilot Staff Writer*

**GOLD BEACH** — An air route may soon be established between Crescent City and Medford, if the leaders of Curry, Jackson and Del Norte counties have anything to say about it.

The Curry County commissioners voted Monday to sign a joint resolution with the other counties in August that could result in charter air service between Crescent City and Medford.

The resolution said Curry will work with the other counties to obtain air service at a reasonable cost to the communities in those counties.

The commissioners also named Commissioner Bill Roberts to represent the county in the joint task force.

Les Cohen, executive director of the Brookings-Harbor Chamber of Commerce, will continue as the "point man" of the operation and report to Roberts.

Roberts said he has talked with Dan Brattain of Westlog Aviation about such air service since 1997 or 1998.

"I'm glad to see it happen and to have you representing us," he told Cohen.

Cohen said the project had been "kept under wraps until now."

He said, "Passengers soon may be able to travel from Crescent City to Medford, where they can connect with scheduled air carriers to points north, east and south, or simply enjoy the advantages of southern Oregon."

"Likewise," he said, "This initiative will bring more tourists and business travelers into the 'Border Coast' region, as well as serve the residents of this area who prefer flying over land transportation."

Facilities are being upgraded at the airport in Crescent City to accommodate more passengers, said Cohen.

He anticipated unanimous approval of the joint resolution over the next two weeks by the commissioners and supervisors of Jackson and Del Norte counties.

A joint signing ceremony will take place in August, said Cohen. He said a side benefit of the resolution is a linkage between the chambers of commerce of Brookings-Harbor, Crescent City and Medford.

"This means significantly increased commerce across county and state borders," he said, "Resulting in better business for all."

The Del Norte County supervisors wrote to the Curry County commissioners to encourage passage of the resolution. They said they want to maintain existing air service to San Francisco and Sacramento.

**CITY OF BROOKINGS  
COMMON COUNCIL MEETING MINUTES  
City Hall Council Chambers  
898 Elk Drive, Brookings, OR 97415  
July 10, 2000  
7:00PM**

***I. CALL TO ORDER***

Mayor Bob Hagbom called the meeting to order at 7:00PM.

***II. PLEDGE OF ALLEGIANCE***

***III. ROLL CALL***

Council Present: Mayor Bob Hagbom, Councilors Larry Curry, Keith Pepper, and Frances Johns, a quorum present.

Council Absent: Councilor Lorraine Kuhn and Ex-Officio Councilor Shiloh Thom, excused

Staff Present: City Manager Tom Weldon, City Attorney John Trew, Finance Director/Recorder Gail Hedding, Community Development Director Leo Lightle, Community Policing Officer Barbara Palicki, Accounts Payable Clerk Hilary Thompson, Public Works Utility Worker Keith Chavez, and Administrative Secretary Sharon Ridens

Media Present: Chuck Hayward, Curry Coastal Pilot

Other: Chamber of Commerce Executive Director Les Cohen, Augie Kofoet-President Businesses for a Better Brookings, and approximately 18 other citizens.

***IV. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS***

***A. Announcements***

- 1. Five Years of Service - Barbara Palicki, Community Policing Officer***
  - 2. Five Years of Service - Hilary Thompson, Accounts Payable Clerk***
  - 3. Five Years of Service - Keith Chavez, Public Works Utility Worker***
- Mayor Hagbom honored three city employees, Keith Chavez, Hilary Thompson, and Barbara Palicki for their service to the community by



presenting them with certificates of appreciation for five years of service to the citizens of Brookings.

*B. Proclamations*

*1. Cancer Relay for Life*

Mayor Hagbom issued a proclamation declaring July 21 and 22<sup>nd</sup> "Relay for Life Weekend in Brookings", noting that nearly everyone is personally affected by cancer sooner or later. Hagbom presented the proclamation to Linda Barker, chair of the Brookings "Relay for Life" steering committee. He urged all citizens to participate in the Relay for Life activities being held at the BHHS Elmer Bankus football field, beginning at 7:45 p.m. on Friday, July 21<sup>st</sup>, through Noon on Saturday, July 22<sup>nd</sup>. Barker informed the Council many City Employees were donating their time and energies for the "cause".

**V. PUBLIC HEARING**

There was none.

**VI. SCHEDULED PUBLIC APPEARANCES**

*A. Emergency Preparedness Team*

Joyce Tromble of 825 Midland Way, presented the background information on the Citizens for Emergency Preparedness and on tsunamis off the Oregon Coast. Tromble, along with fellow organizer Mary Arrell, advised the Council they were placing Tsunami Warning Signs around the community and presented the Council with a few for the City's use. They also announced an Emergency Task Force meeting with the County Coordinator would be held on July 13, 2000, at 2:00 p.m. in the Brookings City Council Chambers.

**VII. ORAL REQUESTS AND COMMUNICATIONS FROM THE AUDIENCE**

*A. Committee and Liaison reports*

*1. Chamber of Commerce*

There was no report.

*2. Businesses for a Better Brookings*

Augie Kofoet of 787 Ransom, Brookings, advised the Council, as President of Business for a Better Brookings, of a meeting being held for reorganization at 5:00 p.m. at the Redwood Theater on July 13, 2000, stating new members were welcome.

3. *Port of Brookings-Harbor*  
There was no report.

4. *Planning Commission*  
There was no report.

5. *Council Liaisons*  
Mayor Bob Hagbom reminded citizens a position was open on the Parks and Recreation Commission which had a deadline July 19, 2000, at 4:00 p.m. for submitting application.

Councilor Frances Johns attended the Brookings-Harbor 17C School District Board meeting, but nothing was resolved as to the architect issues. However, the School Board was to meet with the architects later, results unknown.

- B. *Unscheduled*  
B-H Chamber of Commerce Executive Director Les Cohen of 324 So. Hazel, Brookings announced Senator Gordon Smith is planning on being on the south coast in October and is planning on making Brookings one of his stops. The Chamber is planning on introducing him to our Salmon Run Golf Course and talking to him about issues that are particular to the Brookings Community.

## **VIII. STAFF REPORTS**

### **A. City Manager**

#### **1. 50<sup>th</sup> Birthday Committee**

City Manager Tom Weldon told the Council July 10, 2001 will be the City's 50<sup>th</sup> birthday. Council agreed staff should begin advertising for a committee to head up this celebration. Weldon asked the Council to give attention to the article provided in the Council packets indicating some of China's suggestions for these type of celebrations.

#### **2. Cable Agreement Temporary Renewal**

City Manager Weldon reported "we [Falcon Cable TV Negotiations group] are almost there" and suggested to continue the agreement until August 8, 2000, for presentation of new agreement.

**Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to extend the present cable TV franchise to December 31, 2000.**

*B. Police Department*

*1. Formation of Traffic Safety Committee*

Community Policing Officer Barbara Palicki reported on the idea of forming a Brookings-Harbor Traffic Safety Committee. She explained that through various City, County, and State agencies we can work together and attempt to make our streets safer and address safety issues more timely. Palicki also noted this would be a "simple" committee, meeting only four times a year. Suggested by-laws have been prepared.

Mayor Hagbom suggested not taking action at this time, due to a new City Manager coming on board, and questioning if this is truly the best way to handle these problems. Discussion ensued. Weldon advised the group needs to be officially sanctioned by someone for grant application purposes. The Council by consensus, agreed this project was a great idea, but should be explored further, getting back to the Council at a later meeting.

**IX. CONSENT CALENDAR**

*A. Approval of Council Meeting Minutes*

*1. Minutes of June 26, 2000 , Regular Council Meeting*

*B. Approval of Vouchers (\$239,793.57)*

*(end Consent Calendar)*

**Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to approve the Consent Calendar as printed.**

**X. ORDINANCES/RESOLUTIONS/FINAL ORDERS**

*A. Ordinances*

There were no ordinances presented.

*B. Resolutions*

*1. Resolution No. 00-R-682 - in the matter of formation of the Brookings Harbor Traffic Safety Committee*

This resolution was not addressed, as the Council requested more information.

**XI. REMARKS FROM MAYOR AND COUNCILORS**

*A. Council*

Councilor Pepper asked for the status of the PROUD Report. City Manager Weldon advised the Council it is going out tomorrow for the first review to the members of the committee. He also informed the Council the Regional Investment Board is holding a meeting at 7:00 p.m. tomorrow night (July 11,

2000) and the community is being asked for input on how to spend \$400,000 plus on economic development activities.

B. *Mayor*

The Mayor had made earlier comments.

Mayor Hagbom called for a five minute recess at 7:40PM, so as to proceed with the following executive session, as read by Mayor Hagbom.

**EXECUTIVE SESSION** - ORS 192.660 (1) (a) - *Employment of Public Officers, Employees, and Agents*

The Executive Session was convened at 7:50PM, and adjourned at 8:18PM..

The regular session of the Common Council meeting was reconvened at 8:18PM.

*Council action on items discussed during Executive Session*

**Councilor Pepper moved, Councilor Johns seconded, and the Council voted unanimously to amend Resolution No. 00-R-681 adopted by the City Council by increasing the flexibility in the time-line for hiring the new City Manager by allowing the Mayor to adjust dates whatever in best interests of City.**

The City will pay for meals and lodging while City Manager applicants are in town.

**XII. ADJOURNMENT**

**Councilor Johns moved, Councilor Curry seconded, and the Council voted unanimously to adjourn the meeting at 8:22PM.**

Respectfully submitted:

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Bob Hagbom  
MAYOR

ATTEST:

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Gail L. Hedding  
Finance Director/Recorder

**MINUTES  
BROOKINGS PLANNING COMMISSION  
REGULAR MEETING  
June 6, 2000**

The regular meeting of the Brookings Planning Commission was called to order by Vice Chair Rick Dentino at 7:01 p.m. in the Council Chambers at Brookings City Hall on the above date with the following Commission members and staff in attendance.

Jim Collis	Rick Dentino	John Bischoff, Planning Director
Judi Krebs	Fred Howe	Linda Barker, Secretary
Richard Gyuro		

Commissioners Ted Freeman and Vikki Nuss were not present at the meeting. Commissioner Howe was not present at roll call. He joined the meeting at 7:03 p.m.

**CHAIRPERSON ANNOUNCEMENTS**

None

**MINUTES**

By a 4-0 vote (motion: Commissioner Krebs, second: Commissioner Gyuro, Commissioner Collis abstained as he was not present at the May 2 meeting) the Planning Commission approved the minutes of the May 2, 2000, regular meeting as written.

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON FINAL ORDERS**

None

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON WRITTEN REQUESTS AND COMMUNICATIONS**

None

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION IN THE PUBLIC HEARINGS**

None

**THE PLANNING COMMISSION TOOK THE FOLLOWING ACTION ON COUNTY REFERRALS**

1. By a 4-0 vote (motion, Commissioner Howe, second, Commissioner Gyuro; Commissioner Krebs, who lives adjacent to the applicant, responded to the application by writing a letter to the County Planning Department and did not participate in the hearing) the Planning Commission will comment on File No. CR-AD-0014, a request for a variance to the side yard setback to expand an existing deck and enclose it for a sunroom; located on Space 18 within the Sunset View Mobile Home Park on Olsen Lane, Harbor; zoned County R-3 (Residential-three); Horizon Point LLC, Sunset View Mobile Home Park, applicant, Nila Pope, representative. The comment will include two statements: 1) if the applicant can provide the County Planning Department with findings that adequately address the county's

criteria for variance approval, the City Planning Commission would recommend approval of the variance; and 2) if findings are not produced the City Planning Commission recommends denial of the application based on the finding that the criteria was not satisfied.

At the beginning of the hearing Commissioners Gyuro, Collis and Dentino declared ex parte conflict as a result of a site visit. It was at this time that Commissioner Krebs declared she had written, as a neighbor, to the County Planning Department concerning this application and would not be participating in the decision making process for this case.

Speaking to the Commission on this application was Jim Pope, 200 So. Bank Chetco, Brookings Oregon.

#### **UNSCHEDULED PUBLIC APPEARANCES**

None

#### **REPORT OF THE CITIZENS ADVISORY COMMITTEE**

None

#### **MESSAGES AND PAPERS FROM THE CITY MANAGER**

None

#### **MESSAGES AND PAPERS FROM THE MAYOR**

None

#### **REPORT OF THE PLANNING DIRECTOR**

Director Bischoff reminded the Planning Commission that the July meeting was rescheduled to Wednesday, July 5.

He reported that ODOT had reinstated the left turn lane on Highway 101 at Parkview Drive into the STIP and was beginning their studies to consider the area for a signal light. The couplet is also on the STIP as an unfunded project.

He has been in contact with Carpenter Auto and they are fencing the tire storage area. The gate is already up. Commissioner Krebs asked if fenced tire storage was allowed in this zone and Director Bischoff said he will check on this.

He then reported on the County Commissioner workshop on the Urban Growth Boundary held Monday, June 5. This workshop was held because of questions raised about the population projections used to set up the size of the boundary. The city was able to verify their growth rate for the last 30 years. The meeting was not continued. County Planner Chuck Nordstrom and Director Bischoff had also driven to Eugene on Friday, June 2 to meet with DLCD representatives about the remand items. These remand items may be brought to the City Councilors and County Commissioners by the end of summer.

## **PROPOSITIONS AND REMARKS FROM COMMISSION MEMBERS**

Commissioner Krebs commented on the curb painting that had been done at Pacific and Railroad streets and the lack of stop bars on the cross streets off Oak Street.

She provided Commission members with a copy of the Chamber of Commerce Advocacy Issues document that had been adopted by the Chamber May 17, 2000. Six of the eight advocacy issues fall under the auspices of the Planning Commission. As Chamber President, Commissioner Gyuro explained that the Chamber has become more involved in the political arena and this document shows what the Chamber stands for.

Comments were made about the "closed" appearance of the Pizza Hut Restaurant: no outdoor lighting and neglected landscaping.

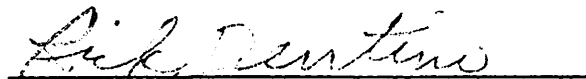
Commissioner Krebs stated that while the minutes of the May 2, 2000, meeting were correctly reported she had erred in her statement that the Glazebrook Subdivision had curbs, gutters and sidewalks on both sides of the private street. It, in fact, has curbs and gutters on both sides and sidewalks on one side only. Director Bischoff added that the application considered in May (CR-AD-0002) was approved by the County with no curb gutters or sidewalks.

## **ADJOURNMENT**

There being no further business before the Planning Commission, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

**BROOKINGS PLANNING COMMISSION**



Rick Dentino, Vice Chair



## **PARK AND RECREATION COMMISSION MEETING**

June 22, 2000

### **ROLL CALL**

Present: Mickelson, Higginson, Williams, Canfield, Kofoet, Fritz, Weldon. Excused absent: Prevanus.

### **MINUTES**

A motion was made, seconded and passed 6 - 0 to approve the minutes of April 27, 2000 as written.

### **PUBLIC APPEARANCES**

Kenneth Horn, eagle scout, gave a presentation to the committee in regards to a proposal that he and several other scouts wish to build a Scout Park Memorial in the form of a trellis over the bench facing the sundial in the park. His handouts to the committee were examined and questions in regards to the project were answered. Wisteria would be planted to grow over the trellis. A motion was made, second and passed 6-0 to recommend the project to the City Council.

Jodie Jordan appeared before the committee to speak about the volleyball league and their desire to have a volleyball court. The size of one court would measure 80' x 40'. If there could be 2 courts then the league could participate in tournaments.

### **SCOUT PARK**

Councilman Keith Pepper said that the park looks a little rough at the moment because the park has been allowed to naturalize to see what plants appear to grow naturally. Weeds appear to do very well.

### **CHETCO POINT PARK**

Don Higginson reported that a new path to the point has been created which has opened up a new vista. Most of the pathways have been rocked. Some discussion of the parking area took place with no action taken.

### **SOFTBALL/SOCCOR FIELDS**

Nothing to report.

### **PARKS MASTER PLAN**

Craig Mickelson stated that all material regarding the plan has been gathered together. Augie Kofoet to assist Russ Fritz. Russ wanted to know if other towns could be contacted to see what their park master plans were like and was told that this was permissible.

### **SKATE PARK**

Tom Weldon reported that he had looked at several areas in Azalea Park as possible sites for a skate park but no decisions were made.

### **SWIMMING POOL**

Augie Kofoet stated there was nothing new to report and now that the new budget will be in place shortly, there will be monies available. What is now needed is hard facts from professionals as to costs for doing the project.

### **PARK SIGNING**

Nothing new to report but there is now monies in the upcoming budget for doing the project.

### **LIAISON REPORT**

Lorraine Williams reported that the school childrens marigolds has been destroyed by snails and slugs, but thanks to Fred Meyers, replacement plants were given and planted by school childrens. Lorraine thanked Tom Weldon for getting a handicapped parking place marked in the parking lot at Azalea Park. Lorraine asked Tom Weldon if a concrete bumper guard could be placed in front of the 2 stone pillars by the walkway by the lower parking lot to protect them from being hit by motorists parking in the area.

*6/26/00 - Leo Little; Dennis Barton*

**STAFF ANNOUNCEMENTS**

The term limits for Park and Recreation Commission officers term limits was noted. A motion was made to appoint Craig Mickelson as chair for the commission for the year 2000, seconded and passed 6 to 0. A motion was made to appoint N. Canfield as secretary for the year 2000, seconded and passed 6 to 0.

Motion to adjourn: passed.

Respectly submitted - N. Canfield

**IN AND FOR THE CITY OF BROOKINGS  
STATE OF OREGON**

***In the matter of a resolution in support of the efforts of Curry, Del Norte, and Jackson Counties to obtain air service at a reasonable cost to the communities in these counties*** )  
)  
)  
)  
)  
)

***Resolution No. 00-R-682***

**Whereas, the Common Council of the City of Brookings believes that Brookings, along with Curry County, Del Norte County and Jackson County, has a common interest in providing quality air service to its residents; and**

**Whereas**, the City of Brookings and these counties desire to promote tourism and economic development in our community and realize that air transportation is a vital component of this endeavor; and

**Whereas, these governments find it beneficial to work together to obtain air service between southern Oregon and north California; and**

**Whereas**, informed individuals from these communities have been working to create a plan which would establish air service between Jack McNamara Field (Crescent City Airport) in north California and Rogue Valley International (Medford Airport) in southern Oregon;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF BROOKINGS THAT** it supports the efforts of Curry, Del Norte, and Jackson Counties to obtain air service at a reasonable cost to the communities in these counties.

**PASSED by the Brookings Common Council and signed by the Mayor this \_\_\_\_\_ day of July, 2000.**

**Bob Hagbom**  
**Mayor**

**ATTEST:**

**Gail Hedding**  
**Finance Director/Recorder**

**For the Businesses of Brookings/Harbor**

07/18/2000

A collaborative effort of:

Tim Patterson, Terry Patterson and Tom Bouley

*what part of Spruce St*

*handed out @ 7/24/00 mtg*

**Objective:**

*Short Term:*

- ☐ To stage a collaborative effort to increase the "Brookings Downtown Center" name recognition in the local demographic of "Brookings/Harbor".
- ☐ To siphon approximately 20% of the traffic flow from Hwy 101 for the given day of the event.

*Long Term:*

- ☐ To bring business merchants together to focus on further community economic enhancement projects.
- ☐ To bring about the notion that "one business is not an island unto itself". Referrals are the key to any successful business venture. We will promote all businesses based on goods offered.

**Strategy:**

In keeping with the recommendations of the city sanctioned "Proud committee" this will pose a large step in fulfilling one of their main objectives of redevelopment of the Brookings downtown area.

**Creation of "The Spruce Street Market".**

8-12-2000

**Components:**

- o *Agriculture* – local vegetable farmers, local citizens with an abundant crop, potentially local food stores with "unique" or more hard to sell specialty items.
- o *Natural flower stores* – any merchant carrying both fresh and dried arrangements. Local citizens would be encouraged to have a display as well. Because of the "seasonal" beauty our local enjoys, we feel it is an important asset to share with our visitors. We have a direct reference to Easter lilies. Further efforts would be made to Home decorating businesses. "Most of these folks came for the beauty, and that's why we live here now". Let's tell them the story.....
- o *Craft & Art* – All local artists will be invited to attend. We feel that art is art. Crafts and things that are "mutually pleasing to the eye" are included. Anybody with "the gift" is invited to share his or her goods for public consumption. This is another way to share the beauty that is our home.

*pc: [initials] file, Mayor, Council, City Mgr, Dept Heads*

- *Food* – food is a large draw to potential customers. It is a very intrusive sense. All food vendors are welcome but our primary focus should be on food smells that “carries”. Any, smoked or grilled foods. Popcorn and cotton candy. Chinese food as well as seafood all add to an overall “experience”. These vendors are guaranteed an audience.
- *Recreation* – Hotels and motels are welcome to share their offerings. Any outdoor activities involving but not limited to, fishing, hiking, camping, big game fishing, rafting, canoeing, kayaking, jet boats, gambling, shell collecting, kite flying ect. “Why do people come here?”
- *Real estate* – we would appeal to those that would like to make Brookings/Harbor their home. While appealing to the folks that “wish they lived here”, the potential for tours of “what makes Brookings/Harbor” one of the top 70 places to live in the U.S.
- *Kids amusement* – A kids center would be of great help. Significant portions of the visitors are expected to be families. We estimate a conservative figure of 1 in 5 will be children. The establishment of a “child zone” would be an innovative approach to a “farmers market” but would also give travelers a well-deserved rest. Could eventually lead to a stopping point along 101.
- *Local Specialty Merchants* – “Made in Brookings/Harbor”. Is there a better advertising source than using a product everyday, distributed from Brookings/Harbor? Salmon, Tuna, Jellies, Jams, Seafood, Wood, Stoves, Candy, just to many to list.....

## **Tactics:**

### *Brookings/Harbor:*

- ☐ 5 signs would be posted on both; North and South bound routes of the Brookings/Harbor Bridge “announcing the event”. (We could ask the local high school to make the signs.)
- ☐ “Announcement” Real estate signs would be posted throughout the Hwy 101 corridor.
- ☐ 5 balloon arches would be constructed to cross Spruce St. and the 2 entrances to the market.
- ☐ Raffle – we send the prize to the winner, even if they left before the drawing. Spruce Street merchants would sponsor the prize closet. Length of time between drawings to be determined.
- ☐ A flyer – A unique flyer should be posted at all locations within view, according to city ordinance. Flyers should be passed out with all purchases made henceforth.
- ☐ Business list – A business list of participating merchants will be generated. A grid will then be generated so that participating merchants can choose their location. Business list to also be used as a referral guide.

- ☐ Create a positioning statement and a logo – Who are we, and, what are we trying to say?
- ☐ Merchants to create a coupon good only at the “Spruce Street Market” or on the day of. Because we hope this will be an ongoing event to be held every other week, we would like to promote the ongoing value of the coupon good at any “market” event in the future.

**Merchant commitment:**

- ☐ Merchants should have an “A-frame” or “tent” sign with their business name stating the event. (sponsorship?)
- ☐ Merchant display in market area
- ☐ Co-op advertising in Flyers, newspaper, radio, theater, Internet, TV, ect.
- ☐ “Special” for the event
- ☐ Prize offering to guests
- ☐ Est. \$30 in market dues (this fee is directed at store owners to help pay for advertising this event)
- ☐ Marketers will pay \$5.00 per booth.

**Measurement:**

- ☐ The general area would be roped off with the exception of 2 entrance/exit areas. Flyers would be passed out at each entrance and a post count of flyers would be taken.
- ☐ Each business is encouraged to create a raffle. Post counts of raffle entries will also help quantify results while adding to the overall feeling that “someone is always winning” at the market.
- ☐ Merchants are encouraged to “share” significant increases in traffic to local area merchants to help further develop “the market”.

**Request for the city officials of Brookings (proposed event dates, 8/12 , 9/9 , 10/14 )**

1. Closure of Spruce St. to all non-residential traffic facilitated by city owned barricade. Spruce St. marketers will be responsible for maintaining said barricade.
2. Waiver of city sign ordinance 1 hour prior to scheduled event time (10 am to 3 pm) through market closing. Up to a maximum of 50 “sandwich board type” signs will be posted along various routes to include Hwy 101. Aproximate sign size is 2’ X 4’ max.
3. Spruce St. Marketers propose the construction of 3 to 5 balloon arches with a minimum height of 14’ to be positioned over city managed streets (not Hwy 101) namely, Spruce St and both connecting avenues.
4. Spruce St. marketers would like to make sure they are in compliance with all city regulations. They are requesting any material necessary to facilitate this event.

- In closing, all the people organizing the Spruce Street Market look forward to working with the city on this and ensuing projects to promote the economic development and community enhancement that is our home, Brookings – Harbor.

[illegible]