

**CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
THURSDAY, November 1st, 2023, AT 5:30 P.M.**

If you can not join in person, please feel free to join this meeting from your computer, tablet or smartphone.

<https://meet.goto.com/875634261>

You can also dial in using your phone.

United States (Toll Free): 1 (877) 309-2073

United States: 1 (646) 749-3129

Access Code: 875-634-261

AGENDA

1. Call to order/roll call/ pledge of allegiance
2. Presentations to the Council/Citizens
3. Consent Calendar (pg. 3-19)
 - a. Minutes 11/1/2023 (pg. 3-8)
 - b. Application for Appointment to TLT: Annie Stevens (pg.9)
 - c. Application for Appointment to Planning Commission: Susan Russell (pg.10)
 - d. Application for Appointment to Emergency Management: Jim Howe (pg.11)
 - e. Application for Appointment to Emergency Management: Clark Kocurek (pg.12)
 - f. Application for Appointment to Emergency Management: Mari Lochhaas (pg.13)
 - g. Application for Appointment to Emergency Management: Kell P Devoll (pg.14)
 - h. Application for Appointment to Emergency Management: Harry Bryadt (pg.15)
 - i. Work on Bus Station (pg. 16-17)
 - j. Sea Wolf Books Temp OLCC (pg. 18-19)
4. Additions to the Agenda
5. Citizen's Concerns
6. Departmental Reports (pg. 20)
 - a. Administration – Resignation & Civil West Update (pg. 20-21)
 - b. Finance – As Attachment A
 - c. Public Works
 - d. Police
 - e. Planning
 - f. Mayors Report
 - g. Liaison
 - i. Port – Webb
 - ii. School – Rask
 - iii. Fire District - Tidey
 - iv. Watershed – Vileisis (pg. 22)
 - v. Parks - Tidey TLT
 - vii. Mainstreet – Burns
 - viii. Emergency Mgmt. – Burns
 - ix. N2N - Rask
7. Old Business
8. New Business
 - a. Changes in Court Fees (pg. 23)
 - b. Resolution 2023-32: Playcraft Acquisition – (pg. 24) and Attachment B
 - c. Planning Director Designation (pg. 25)

- d. Pro Tem City Admin Discussion**

- 9. Continuing Action Items (pg. 26-31)**
 - a. City Admin/ Finance Director Job Description – (pg. 26-31) and Attachment C**

- 10. Considerations**

- 11. Executive Session: ORS 192.660 (2) (b) To Consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.**
 - a. Employee Grievances**

- 12. Future Meetings – Proposed date**
 - a. Next Regular Meeting of the City Council December 21st @ 5:30 pm in Chambers and Online**

- 13. Adjourn**

City of Port Orford
City Council Meeting
In the Gable Chambers / Virtual participants
Thursday, November 1st, 2023 at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor</i>	X	<i>City Administrator (CA) John Hutt</i>	X
<i>Brett Webb</i>	X	<i>Joseph Harrison, City Recorder Pro Tem</i>	X
<i>Gary Burns</i>	X	<i>John Isadore, Public Works</i>	X
<i>Perri Rask</i>	X		
<i>Ann Vileisis</i>	X		
<i>Greg Tidey</i>	X		
<i>Tim Pogwizd</i>	X		

The minutes were prepared to the best of our ability – using the recording available at:
<https://www.youtube.com/watch?v=xvysDSmhIj8>

Citizen Speakers: Jennifer Head, Aaron Ashdown, Luke Martinez, Andrew Perry, Keely Perry

1. (0:00-0:02) Call to order/roll call/ pledge of allegiance

- a. Mayor Cox calls this meeting of the Port Orford City Council to order @ 5:33 pm.**

2. (0:02-0:08) Citizen Concerns – Moved up by the will of the council.

- a. Jenn Head:** Met with the new homelessness committee to work on gathering information for the exclusionary zone ordinance draft; members include Councilor Rask, Corporal Andrew Perry, Tanya Miller from N2N, and Jen Baily and Pat Ross as community members. Based on the map provided by ARCGIS, the distances in the ordinance are unrealistic. Asks for another month to do research with different proposed distances to try and find a feasible location.
- b. Aaron Ashdown:** He and his brothers own land near location for possible homeless camp. Lots of places where homeless go are dips and wetlands, including this one. Property Owners would like to work with city to maintain these properties. Hopes the Washington location for camp isn't still being considered as it's a high traffic area.

- c. **Dave McCutcheon:** Likes the idea of using exclusionary zones for the homelessness issue. Recommends the lot by the transfer station could work. The land is unbuildable due to toxic water in the ground, so it could work as a homelessness camp.

3. (0:09-0:29) Presentations to the Council/Citizens

- a. **Curry County Aquatic Safety:** Luke Martinez gives a PowerPoint presentation about his work with aquatic safety. Will be asking city council for financial support, Reads off of a sheet provided and used power point for presentation.

4. (0:30-0:39) Time, Place and Manner Revision

- a. The Homelessness Committee mentioned above is not a formal city committee and the Councilors discuss having it become one. There is a process that would take time to formally establish it as a City run Committee and that would mean the City is taking on more liability and responsibility by making the Committee a formal City committee. Commissioners are in general consensus about allowing this Committee to continue to operate like the Watershed committee, as an informal Committee. Enforcement of the previously established rules seems to be working and appears to be reducing the number of complaints that are being filed. The Council believes that, due to the nature of this issue, that this item should have a lot of public interaction. At this time the next step would be to give the ad hoc Homelessness Committee time to develop recommendations and then come back to present to council.
- b. **Councilor Burns moves to table this item.**
- c. **Councilor Tidey seconds the motion to table.**
- d. **Discussion: Councilors would like to verify that if an item is tabled that it is tabled until it is reintroduced at a future meeting. This is correct.**
- e. **Vote: The motion passes unanimously @ (6:12)**

5. (0:40-0:47) ORD 2023-28: Revised DEQ Loan Agreement:

- a. This Ordinance is to revise a loan agreement with DEQ that would use sewer revenue pledged to DEQ in the event that The City is Unable to pay the loan back. Unfortunately those funds were already pledged to USDA in a preexisting loan so the terms needed to be revised between all three groups. The Ordinance that the Council is looking at tonight is the returned revised terms that have been recommended by municipal bond council and reviewed by Financial Director David Johnson who believes that the City is at no risk.
- b. **Council President Vileisis moves to adopt the Ordinance in a single reading.**
- c. **Councilor Burns seconds the motion to adopt the Ordinance in a single reading/**
- d. **As part of the adoption of an Ordinance it needs to be read in full. Mr Huttli reads the full text of the ordinance, which is included with the minutes.**

e. Vote: Motion Unanimously carried with all councilors voting yes @ (6:20)
6. (0:47-0:48) ORD 2023-29: Lightspeed Renewal

- a. Councilor Webb moves to accept the agreement.
- b. Councilor Burns Seconds
- c. **Vote: Motion Unanimously carried with all councilors voting yes @ (6:21)**

7. (0:48-1:57) RES. 2023-30: City Recorder/Planner Job Description & Wage Scale

- a. CA Huttl presented proposal to codify a new city recorder/ planner job description and wage scale because we have an employee that has been working without these. He explained that Planner 1 is an entry level planning position. Councilor Vileisis asked to add knowledge of Land Use planning, Comprehensive Plan, zoning ordinance to the planner job description. Councilor Webb raised concern about establishing the new combined position when we've not had it in the past. Mr. Huttl explained that the employee has filled important gaps and there is greater need now for planning work. Councilor Burns raised question about how the wage scale was created and if it was using the same comparison cities as used for other city jobs. Councilor Tidey raised concerns about fairness with other city staff positions, such as staff that have worked for many years in public works. Councilor Pogzwizd asked for a wage scale that compares wages of all employees, as is typically provided in the budget. In the end, by consensus, council agreed with the job description but asked to revisit the wage scale — requesting wages from cities used in comparisons for other jobs and also a wage scale that shows comparison of all city positions —to be revisited.

8. (2:12-2:57) Finance Director/ City Administrator Job Description and Wage Scale

- a. Prior to moving onto this item, Council discussed some aspects of it during item 7: RES. 2023-30: City Recorder/Planner Job Description & Wage Scale with most of their initial discussion focusing on the combined nature of the job description and wage scale. Councilors are split on if they want a full time City Administrator and a part time Finance Director, a part time City Administer and a full time Finance Director or a full time dual Finance Director/City Administer. The reason for conjoining the two is to increase salary range to entice more people to apply. Additionally, the Council would like Grant writing to be added to the list of qualifications as there was money allocated for grant writing in last years budget that wasn't used. The Councilor ask if Finance Director could be contracted out, CA Huttl responded by stating he believes that contracting out payroll would be more feasible; although an intergovernmental agreement for Finance Director could work. Councilors also express concern over making the two positions a merged position as there should be some system of checks and balances for financial due diligence. This conversation started at about (1:20).

Councilor Vileisis moves to extend the meeting and take a recess.
Councilor Webb seconds the motion.
Vote passed unanimously @ (7:33).

The Meeting resumed @ (7:46) with CA HuttI excused due to medical issues.

- b. After coming out of recess the Council agrees via implicit consensus, after much discussion to amend the Finance Director/City Administrator job description with the following amendments; change “Supervision is a responsibility of this Position. and have general supervision over all City employees” to “Supervision is a responsibility of this Position. The FDCA general supervision over all City employees”, remove educational benefits from the job description (for the purposes of bargaining), Change “Capable of being bonded” to “Eligible to be bonded”, add “Grant writing experience” to qualifications, and change the pay scale to 75,000-115,000 (based on experience).
 - c. **Councilor Webb moves to advertise the Job descriptions as previously amended.**
 - d. **Councilor Burns seconds the motion to advertise the job descriptions as previously amended.**
 - e. **Discussion: This job description is now very specialized, narrowing the potential pool of applicants. By consensus the Council directs staff to work on alternative options for the job descriptions.**
 - f. **Vote: Motion Unanimously carried with all councilors voting yes @ (8:30)**
9. **(2:58-3:19) 2nd Reading of ORD 2023-25: Amending ORD 22-04; Regarding Water Curtailment, Authorizing Wells on Private Property in City Limits, Providing for Sunsetting Thereof**
- a. **Councilor Tidey moves to accept a second reading of ORD 2023-25: Amending ORD 2022-04 as its been amended since the second reading.**
 - b. **Councilor Vileisis seconds the motion to accept a second reading of ORD 2023-25: Amending ORD 2022-04 as its been amended since the second reading.**
 - c. **Discussion:** Councilors reiterate that this Ordinance does not apply to wells already existing or in progress. Councilors express concern over lost revenue for each well that is approved to go in which could lead to a negative feed back loop of people not wanting to connect to our system as it's dilapidated, not increasing our revenues for repairing/improving our system, which in turn will encourage more people to put in wells further exacerbating the revenue for improvements and repairs.
 - d. **Vote: Motion Unanimously carried with all councilors voting yes @ (8:32)**
 - e. **The Mayor reads the Ordinance in full.**
 - f. **Council President moves to approve Ordinance 2023-25.**
 - g. **Councilor Burns seconds the motion to approve Ordinance 2023-25.**
 - h. **Vote: Motion Unanimously carried with all councilors voting yes @ (8:52).**

10. (3:19-3:45) Considerations

a. Citizens:

- i. **Andrew Perry:** Corporal for the City and a Union Steward, has some items to address;
 1. It was inappropriate for CA Huttel to call out an employee in a public meeting.
 2. Looking for City Administrator/Financial Director that is a good supervisor and has the other qualifications you're looking for will be difficult. Instead of looking for two people to be underpaid to do 1 job each, you're looking for someone to do multiple jobs underpaid.
 3. The education pay policy is the employee handbook.
 4. Job descriptions have never been voted on as a resolution.
 5. Joseph is the planning assistant, not the planner; he's doing a great job but is still inexperienced. Proposal for Recorder/Planning assistant is required to use certain cities; using the cities listed in the pay scale would be out of the ordinary. All City employees are paid less than other municipalities.
 6. If the primary concern with the Water Curtailment is ongoing base rate payments and not the initial SDC fee, the city could wave the SDC fee when properties with well are required to hook up and only charge them the ongoing fee.
- ii. **Keely Perry:** City Court and Utility Clerk and Union Steward; Would like to clear up confusion, when Joseph was hired, he was hired as a part time accountant, the accounting assistant is Deana. As the Union Steward; the union was not allowed to use bigger cities in wage scale calculations. Supports the Education policy; employees need to be given opportunities to receive education and training. The City Administrator and Financial Director position should be split to avoid conflicts of interest and ensure accountability. Traditionally, the Office manager has been the Financial Director. On the question of Court Officers that the City Administration oversees; the City Administrator cant not have authority over the Municipal Judge due to the City Administrator being the head of the Executive Branch of the Municipal Government and the Municipal Judge is the head of the Municipal Judicial Branch.

b. Councilors:

- i. **Councilor Burns:** Nature Boardwalk; sign on highway wants to take sign down until repaired. Another Councilor let it be known that the City is working on getting a "Closed for Repairs" sticker up on the sign; next step is getting City approval.
 1. **Council President Vileisis moves to put a "Closed for Repairs" sticker up on the Wetland Walkway sign**
 2. **Councilor Rask seconds the motion.**
 3. **Vote Unanimously Yes @ (9:06) pm**
- ii. **Councilor Tidey:** There will be a Disc Golf Tournament held on December 16th in Buffington, it is the third Tournament in this years series of Tournaments held by the Parks department. It is also a toy drive,

anyone who donates a still packaged toy gets 3 strokes off their final score.

iii. Councilor Vileisis: Went to the watershed land to survey damage from a fire that spread from neighboring land during burn season. Adjacent landowner has cleared land to create a horse farm. Councilor Vileisis contacted the Oregon Department of Forestry and was told they would recommend re-planting of trees and that the County may be able to require replanting as a condition for the land conversion from forest to farm. She asked council if she could call the County to learn more.

1. By Consensus the Council agrees to let Councilor Vileisis make the call and see if a tree buffer on the river can be imposed.

iv. Council Vileisis: Gave a presentation to the Senior center on the Police Levy. Requests a workshop on the money set aside by Senator Smith for the outfall so that we know what we can use it on. Clarification on the upcoming resignation of the City Attorney, we need to start advertising. Councilor Vileisis has been working with CA HuttI and Civil West on the BRIC Grant to determine if we can resubmit a stronger application.

v. Rask: During the N2N investigation of areas; it has become apparent that Jackson and 17th street area is a problem area with people living there with no water, sewer or electricity.

11. (3:45) Adjourn

a. With no further public business, Mayor Cox Adjourns this meeting of the City Council @ (9:18) pm

Attest:

Mayor, Pat Cox

Date

City Recorder Pro Tem, Joseph Harrison

Date

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Transient Lodging Tax Committee

Name: Annie Stevens

Mailing Address: 716 Pinehurst Dr, Port Orford, OR 97465

Home Address: same

Home Phone: 719-321-9087 Work Phone: — Fax: —

E-mail: msanniestevens@gmail.com

Current Employment: Retired

Area of Interest: Community Growth, Activities, helping people

Area of expertise: 30 years of administrative duties & managing people

Why do you want to serve? to better our community & serve our community.

Previous service in this appointed position or similar position _____

Other volunteer activities Lots of church activities over the last 30 years. City Clean up projects, community outreach

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meeting yes no

Does your schedule limit the day you could attend meetings? yes no

Have you ever been convicted of a crime? yes no If yes, please explain

Additional Comments Gary Burns asked me to volunteer

Date: 10/31/2023 Signature: Annie Stevens

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jhuttl@portorford.org

City of Port Orford

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Planning Commission

Name Susan H. Russell

Mailing address PO Box 21, PO OR 97465

Residence address if different from above 2286 Jefferson, PO, OR 97465

Home telephone 541 218 8684 Work telephone _____

Email nowplaying6@gmail.com

Current employment Licensed residential contractor

Your area of interest Housing, infrastructure, noxious weed abatement

Your area of expertise Construction, grant writing, grammar, long range thinking

Why do you want to serve? Continue the excellent work done by the commission in thinking forward. I would like to see an ordinance compliance officer, at least part time.

Previous service in this appointed position or a similar position General manager of a nearly defunct theatre venue, Barnstormers Theatre, Grants →

Other volunteer activities President of Main Street, recently asked to present a panel on Small Town Successes @ the state convention.

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meetings yes no

Does your schedule limit the days you could attend meetings? yes no other than the 2nd Tues. @ 5 PM

Have you ever been convicted of a crime? yes no If Yes, please explain.

Additional comments _____

Date 10/27/2023 Signature Susan H. Russell

Please return to:

City of Port Orford
P.O. Box 310
Port Orford, Oregon 97465

Phone: 541-366-4568
Application for Commission Committee
August 2021

Unsure of conflict of interest with council member life partner, Gary Burns
email: jginsburg@portorford.org

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Chairman Emergency Response
Name: Jim Howe Commission

Mailing Address: PO Box 1312
Home Address: 41949 Old Mill Rd. Port Orford OR 97465

Home Phone: 541-373-0248 Work Phone: _____ Fax: _____

E-mail: JIM F HOWE @ GMAIL . COM

Current Employment: Self.

Area of Interest: Life

Area of expertise: CONSTRUCTION, MOUNTAIN RESCUE, ART, GARDENING, ENVIRONMENTAL IMPACT.

Why do you want to serve? I have useful skills

Previous service in this appointed position or similar position Chairman of
Emergency Response Commission

Other volunteer activities _____

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meeting yes no

Does your schedule limit the day you could attend meetings? yes no

Have you ever been convicted of a crime? yes no If yes, please explain

Additional Comments _____

Date: 6/2/2023 Signature: J Howe

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jhutti@portorford.org

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Emergency Management Commission
Name: CLARK KOCUREK

Mailing Address: 92696 KNAPP RD.

Home Address: "

Home Phone: 281-684-3008 Work Phone: _____ Fax: _____

E-mail: clarkkocurek@gmail.com

Current Employment: OHSU

Area of Interest: _____

Area of expertise: HIPAA + Privacy Law

Why do you want to serve? We need an emergency response plan + caches.

Previous service in this appointed position or similar position Parks Commission, been attending emergency commission meetings for a few months.

Other volunteer activities Parks; Coast Community Health Center;

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meeting yes no

Does your schedule limit the day you could attend meetings? yes no

Have you ever been convicted of a crime? yes no If yes, please explain

Additional Comments _____

Date: 6/21/2023

Signature: 

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jhuttl@portorford.org

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Emergency Response Commission

Name: Mari Lochhaas

Mailing Address: P.O. Box 183

Home Address: 94868 Elk River Rd.

Home Phone: 541-332-0855 Work Phone: _____ Fax: _____

E-mail: mariloehhaas@yahoo.com

Current Employment: retired

Area of Interest: Interacting with other EMS for co-ordinated response

Area of expertise: 20 yrs Firefighting, damage control, EMS 1st responder

Why do you want to serve? This committee overlaps with my prior experience in town.

Previous service in this appointed position or similar position _____

Other volunteer activities 20 yrs P.O. V.F.D., 1st responder with Port Orford Community Ambulance

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meeting yes no

Does your schedule limit the day you could attend meetings? yes no

Have you ever been convicted of a crime? yes no If yes, please explain

Additional Comments _____

Date: 24 June 2023 Signature: Mari Lochhaas

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jhuttl@portorford.org

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Emergency Response Commission

Name: Kell P Devoll

Mailing Address: Po Box 306

Home Address: 42763 Hensley Hill Rd.

Home Phone: 332-2208 Work Phone: NA Fax: NA

E-mail: Kelland48@charter.net

Current Employment: Retired

Area of Interest: AJT - organization

Area of expertise: Smooth Transition's

Why do you want to serve? Help set up solid evax. plan in case of emergency

Previous service in this appointed position or similar position Military WAT Veteran USMC

Other volunteer activities NA

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meeting yes no

Does your schedule limit the day you could attend meetings? yes no

Have you ever been convicted of a crime? yes no If yes, please explain

Additional Comments _____

Date: 6/21/2023 Signature: Kell P Devoll

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jhuttl@portorford.org

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the EMERGENCY RESPONSE COMMISSION

Name: HARRY BRYANT

Mailing Address: P.O. BOX 731 PORT ORFORD 97465

Home Address: 2430 JEFFERSON PORT ORFORD 97465

Home Phone: 541-991-2458 Work Phone: _____ Fax: _____

E-mail: ONESHOTHRB@MSD.COM

Current Employment: RETIRED

Area of Interest: _____

Area of expertise: NAM RADIO

Why do you want to serve? TO HELP THE COMMUNITY WITH EMERGENCY PREPAREDNESS

Previous service in this appointed position or similar position PAST EMERGENCY COORDINATOR FOR LYON COUNTY NV. HAMS

Other volunteer activities _____

Does your schedule allow you to attend;

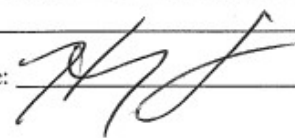
Daytime Meetings yes no Evening meeting yes no

Does your schedule limit the day you could attend meetings? yes no

Have you ever been convicted of a crime? yes no If yes, please explain

Additional Comments _____

Date: 6-21-2023

Signature: 

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jhuttl@portorford.org



CITY OF PORT ORFORD

♦ 555 W. 20th St. ♦ P.O. Box 310, Port Orford, OR 97465 ♦ Ph: 541-366-4568 ♦ fx: 877-281-5307 ♦

April 19, 2016

Kathryn Bernhardt
Curry Public Transit Inc.
P.O. Box 1771
Brookings, OR 97415

This letter is to provide information and support for a bus shelter for the Port Orford area.

The City is pleased to support the proposal and we would be willing to provide space to locate the shelter adjacent to the Port Orford Public Library. I understand you will be applying for a grant to secure funds to purchase and assist with the costs of siting of the structure. The City is prepared to offer the following assistance in support of the proposal:

- We will provide a space in the 15th St. ROW adjacent to the Port Orford Public Library to locate the structure:
 - The area we are proposing (see attached aerial photo) is in the 15th St. ROW on the south side of the street. The street is adjacent to Ray's parking lot - the current bus stop location;
 - The area is currently paved and will remain so after placement of the structure- we will have to do some site rehab after placement but that will be minor;
 - The area has an existing sidewalk recently constructed as part of the Port Orford Public Library and is handicap accessible.
- The City Public Works Department crew can perform the actual installation of the structure, and
- Any planning fees for the proposal will be waived by the City, and
- If there are building code fees associated with the placement we will negotiate with the County Building repayment for a reduced or eliminated building permit fee-if the County insists on a paid permit the City will pay permit fees up to \$400, and
- We will provide on-going security and maintenance for the structure, and
- We will provide a garbage receptacle and dispose of the waste as part of our normal Public Works garbage removal process.

We have provided a cost estimate for this project as follows:

SITING OF BUS SHELTER

▪ Land Area	\$5,000
▪ PW Staff Cost Install	\$1,100
▪ Planning Staff & Fee	\$ 100
▪ Building Permit (?)	\$ 400
▪ Security & Maint.	\$1,500
▪ Trash Receptacle/hauling	\$ 600
Total In-kind from the city	\$8,700

We estimate 2 full days with 3 Public Works Crew.

Trash removal, maintenance and security costs based on budget information for similar city expenses.

Please feel free contact me with any further questions you may have

Sincerely,



Terrie Richards,
City Administrator,
trichards@portorford.org

cc: Mayor Auburn
Hank Hobart, Police Chief



OREGON LIQUOR & CANNABIS COMMISSION
APPLICATION FOR TEMPORARY SALES LICENSE – FOR-PROFIT (TSL-FP)

APPLICATION: Page 1 of 2

1. Is this application associated with an eligible OLCC annual licensee? Yes No

• If yes, please provide the following:

Trade Name (dba)

License #

2. Applicant Name: Charlie Stephens

3. Contact Person: Charlie Stephens

4. Contact Phone: 5034449653

5. Contact E-mail: info@seawolfbooks.com

6. Event Name (if applicable): Writers with Drinks

7. Date(s) of event (no more than seven days): Dec. 8, 2023

8. Start/End hours of alcohol service: 5pm to 8pm (include AM/PM)

9. Address of Special Event: 324 6th Street Port Orford 97465
(street) (city) (zip code)

10. Is any part of the special event licensed premises outdoors? Yes No

• If yes, please submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

11. List the name(s) and service permit number(s) of alcohol manager(s) that will be on-duty and in the licensed area:
Charlie Stephens 7829wj

12. What is the expected attendance per day in the area where alcohol will be sold or consumed? 15

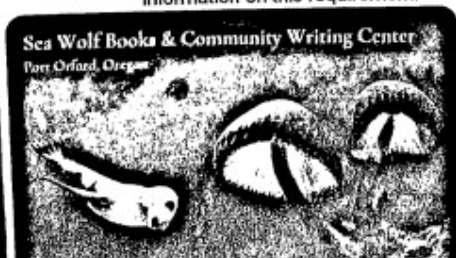
- If the expected attendance per day in the licensed area (where alcohol will be sold or consumed) is 501 or more, please submit a Plan to Manage along with this application.
- If the expected attendance is 301 or more per day, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168) and you must also answer questions 13 and 14. If your answer is 300 or fewer per day, please skip questions 13 and 14.

13. Insurance Company: Hartford

14. Policy #: 01sbaav6e3r

15. Will you be serving alcohol by the drink at the event? Yes No

• If yes, please name the different meals that will be available to meet the food service requirement. See page 2 for more information on this requirement.



Mediterranean platter / hummus,
pita, veggies, dolmas, cookies, coffee, tea.



OREGON LIQUOR & CANNABIS COMMISSION
APPLICATION FOR TEMPORARY SALES LICENSE – FOR-PROFIT (TSL-FP)

APPLICATION: Page 2 of 2

GOVERNMENT RECOMMENDATION. Please read the instructions. You must obtain a recommendation from the local city or county before submitting this application to the OLCC.

16. Name of the CITY if the event address is within city limits: Port Orford

OR

Name of the COUNTY if the event address is outside city limits: _____

I affirm the following:

- The information on this application is true and accurate.
- Minors (people under the age of 21) and visibly intoxicated people will not be allowed to buy, possess, or consume alcohol.
- The only open containers of alcoholic beverages that may be taken off the licensed area are securely covered containers (growlers) of malt beverage, wine, or cider. I will not allow any other open container of alcoholic beverage to leave the licensed area.
- Marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the special event licensed premises.
- The event will meet the food service requirements of a TSL-FP. See page 2 of the guide above or the Special Event Guide for TSLs and Exempt Events for additional information.
- I am authorized to sign this application on behalf of the applicant.

Name of individual signing (please print): Charlie Stephens

SIGNATURE (electronic signature acceptable):  Date: 10/30/23

CITY OR COUNTY USE ONLY The city/county named in #16 above recommends:

Grant Acknowledge Deny (attach written explanation of Deny recommendation)

Staff Name and Title: _____

City/County Signature: _____ Date: _____

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit your special event application to the OLCC office that regulates the county where your special event will happen. Find the OLCC office here: OLCC offices & the counties they serve.

OLCC USE ONLY Fee Paid: _____ Date: _____ Receipt #: _____

License is: Approved Denied Not Processed – Reason: _____

OLCC Signature: _____ Date: _____



City of Port Orford

MEMORANDUM

Date: November 3, 2023
To: Mayor Pat Cox
From: City Administrator
Re: Resignation Effective upon Receipt

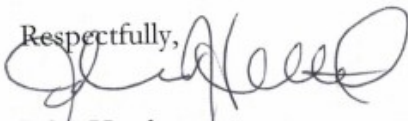
Dear Mayor Cox,

I regret that I must resign from working for the City.

This resignation is effective upon receipt by you, but is intended to be effective at close of business Friday November 3, 2023, approximately 7:00 p.m. after Skate Night.

Accompanying this memorandum are all the keys I possess. Front Door. Back Hallway (double-glass) Door. Glass Door between bathrooms and admin. Admin back door.

As for continuity of operations, Shala Kudlac has informed me that the former City Manager for the City of Bandon is available.

Respectfully,


John Hutt
City Administrator, City of Port Orford

FAMILIARITY WITH FUNDING AND REGULATORS

As a Western Oregon-based engineering firm, Civil West engineers are well-versed in State and Federal regulations governing land development and infrastructure systems. We take time to know the regulators and funding agents. As an engineering firm that primarily works on public infrastructure projects, we routinely find ourselves working with local, state, and federal regulatory and funding agents. Through diligence, honesty, integrity, and mutual respect, we have developed effective working relationships with many of these agencies. Among others, Civil West engineers regularly work with staff with the following agencies:

- USDA (Infrastructure Funding)
- Oregon Health Authority (Drinking Water)
- Oregon Department of Transportation (Transportation)
- Department of Environmental Quality (Wastewater, Stormwater)
- Business Oregon (Infrastructure Funding)



FEMA



OREGON
Department of
Land Conservation
& Development



business
oregon



Oregon
Health
Authority



Our team understands the unique challenges faced by communities in Oregon, and we're dedicated to leveraging our expertise and knowledge to assist in the funding process.

Here are some of the ways we contribute to the success of local municipalities:

Grant Identification and Application Assistance: We actively research and identify relevant grants at both the state and federal levels that align with the specific needs of our clients. Our experienced team assists in preparing and submitting grant applications, ensuring that all required documentation and information are included.

Needs Assessment and Feasibility Studies: We conduct thorough assessments and feasibility studies to identify the most pressing infrastructure needs within a municipality. These studies provide valuable data that can be used to justify funding requests and demonstrate the importance of proposed projects.

Budgetary Planning and Cost Estimation: We work closely with local officials to develop realistic budgets and cost estimates for proposed projects. This includes a detailed breakdown of expenses, including design, construction, and potential ongoing maintenance costs.

Compliance and Regulatory Expertise: Navigating the regulatory landscape can be complex, especially when it comes to securing federal funding. Our team is well-versed in local and federal regulations and ensures that all projects meet the necessary criteria for funding eligibility.

Collaboration with Funding Agencies: We establish strong relationships with funding agencies and representatives, advocating for our clients and their projects. This open line of communication helps us stay updated on available funding opportunities and ensures our clients' applications receive the attention they deserve.

Project Design and Documentation: We provide high-quality engineering and design services, producing detailed plans and documentation that meet the requirements of funding agencies. This includes design drawings, specifications, and any other documentation needed to support funding requests.

Monitoring and Reporting: Once funding is secured, we continue to work closely with municipalities to ensure that projects stay on track and within budget. We provide regular progress updates and assist with any reporting requirements mandated by funding agencies.

Community Engagement: We believe in the importance of involving the local community in the decision-making process. We facilitate public meetings and consultations to gather input and ensure that projects align with the needs and priorities of the residents.

By offering these comprehensive services, we aim to empower local municipalities in Oregon to successfully secure the funding needed to enhance their communities' infrastructure, ultimately improving the quality of life for residents. We take great pride in being a trusted partner in the growth and development of our local communities.



Watershed Liaison Report, Nov. 2023

Submitted by Councilor Ann Vileisis

In the wake of our administrator pro tem's recent resignation, I have and will continue to track several key watershed initiatives in our city:

- 1) Bird dogging the final steps to secure the purchase of the watershed land to protect our drinking water source area before year's end.
- 2) Ensuring that work on our dredging permit —now being managed by Civil West—proceeds apace and that the city can be responsive as need be (in tandem with John Isadore)
- 3) Working with CCD and COLT (which have a joint grant to help us with new watershed related grants) to identify grant possibilities and write proposals for 2 more high priority watershed projects —dredging our reservoir/ removing the failing culvert and planning other measures to reduce sedimentation.

I recently gave a talk to the local League of Women Voters about our city's water system and the challenges we face. There is a volunteer interested to help us create a large display to help the public better understand our water supply, which could be a terrific educational outreach opportunity.

Linda Tarr and I recently conducted an exploratory expedition up one of the tributary streams that seems to be feeding sediment into our reservoir at a higher rate than in the past. We found no specific large landslide, but we did find a lot of material eroding from small, exposed areas, resulting from downcutting, perhaps owing to higher and more scouring flows from big storms. More investigation is needed. The good news is that there is already a lot of wood in the stream, serving as a series of "check dams" to hold back sediment. But more may be needed, especially in the lowest part of the creek —not far above the reservoir —to help slow sedimentation. This could be part of one of the grants we may seek (see #3 above) and could be a relatively simple restoration project that Curry Watersheds Partnership could help with.

PO Public Works staff has installed one of the new "City of Port Orford Drinking Water Source Area" (authorized personnel only) signs, obtained through grant funding, on the gate to our reservoir/impound —More will be installed at other points of access as time allows.

I followed up with the County regarding the "conversion" of land at the headwaters of the North Fork Hubbard Creek from timber to farm use. Because the land was already zoned forestry grazing, there is really no change at the county level. ODF's stewardship forester will be recommending reforestation around the stream's headwaters. This is something to keep track of.

I also met with Mayor Cox, John Isadore and Marlin and Tina from Civil West to discuss the possibility and path forward for re-submitting the BRIC grant.



City of Port Orford

TO: Mayor and City Council
FROM: Joseph Harrison, City Recorder Pro Tem
DATE: November 13, 2023
SUBJECT: Court Fee Revision

Summary

The City of Brookings recently updated their Court fees and had them encompassed on the Master Fee list. Judge Milliman, Municipal Judge for both Brookings and City of Port Orford recommended we do the same. Below is the revised and original fees.

Fees: Revised and Present

<u>COURT</u>	
Community Service Sign Up Fee	61.00
Court Fee (Generally)	61.00
Driver's License Sanctions	30.00
Failure to Appear	60.00
Collections Fee	30.00
Payment Plan Fee (balance less than \$250)	30.00
Payment Plan Fee (balance greater than \$250)	59.00
Appeal Filing Motion	74.00

Court Fees	
Court Fee for dismissed violation	\$50.00
Suspension Fee + Court Fee	\$35.00
Payment Plan Fee (\$250.00 or less)	\$25.00
Payment Plan Fee (\$251.00 or more)	\$50.00

Recommendation

Revise The City of Port Orford Court fees as stated above and add them to the Master Fee List.

Respectfully submitted,

Joseph Harrison, City Recorder Pro Tem

RESOLUTION 2023 – 32

Resolution Authorizing Exemption from Competitive Bid
to Acquire Playcraft Playset through Cooperative Procurement

WHEREAS, the City of Port Orford has been desiring to upgrade the Playset at Buffington Park; and

WHEREAS, the City of Port Orford Parks and Recreation Commission has reviewed options of playsets and procurement methods recommends procurement of Playcraft playset for Buffington Park per attached contract; and

WHEREAS, State law and City Code allow procurement without competitive bid through cooperative procurement for items on state approved lists; and

WHEREAS, Playcraft is authorized for cooperative procurement on state of Oregon purchasing agreements; and

WHEREAS; the City Council finds it is in the public interest to procure Playcraft playset for Buffington Park as Playcraft is on state procurement approved lists; and has been cooperatively procured by other jurisdictions and those jurisdictions have gone through the competitive procurement process;

NOW THEREFORE, be it RESOLVED by the City of Port Orford that the contract with Playcraft Systems accompanying this resolution as Attachment B is authorized.

Dated this 16th day of November, 2023

Attest:

Mayor, Pat Cox

Date

City Recorder Pro Tem, Joseph Harrison

Date

City of Port Orford

TO: City Council
FROM: Mayor Cox and Council President Vileisis
DATE: November 13, 2023
SUBJECT: Planning Director Pro Tem

Summary

During his tenure, City Administrator John Huttl took over the role of City Planning Director as a cost-savings measure and designated Crystal Shoji the City's Senior Planner.

Recommendation

At this time, Mayor Cox and Council President Vileisis recommend that Council consider designating Crystal Shoji as our City Planning Director again to clarify roles.

Respectfully submitted,

Council President Vileisis and Mayor Cox



City of Port Orford

TO: Mayor and City Council
FROM: John Huttli, City Administrator
DATE: November 1, 2023
SUBJECT: Job Description and Pay Scale Finance Director City Administrator Combined

Summary

This memorandum proposes adoption of a Job Description combining the functions of Finance Director and City Administrator.

Discussion

The City currently employs a full-time City Administrator at a salary of \$75,000 per year. It employs a Finance Director on a contract basis in an amount not to exceed \$41 ,000,

The City has recently had a back-log of administrative tasks to perform, many of which are nearing completion. Similarly, the contract Finance Director has been brought in to attend to an over-due audit and to oversee the performance of a special audit.

Once the back-log has been cleared in both these functions, it is anticipated that the City Administrator job may absorb the part-time functions of the Finance Director. However, because the Finance Director job has a more specialized skill set, it is recommended that the job be described as Finance Director / City Administrator.

If adopted, the City would be able to consolidate the combined payments of approximately \$115,000 per year, which should make the position more competitive. This should allow more robust recruitment and hopefully attract a candidate who can meet Port Orford's long-term finance and administration needs.

Recommendation

Adopt job description and pay scale for Finance Director / City Administrator.

Respectfully submitted,

[s/

John Huttli, City Administrator

CITY OF PORT ORFORD FINANCE DIRECTOR / CITY ADMINISTRATOR JOB DESCRIPTION

General Purpose

Port Orford

Port Orford is a small community of 1200 people in Curry County on the Southern Oregon Coast. Its annual budget is approximately \$6.5 million annually. It has 15 employees, a water plant and sewer plant and police department. It contracts for municipal fire protection services. It has a City Council Mayor form of government; a Planning Commission, a Parks and Recreation Commission, an Emergency Response Commission and a Transient Lodging Tax Expenditure Commission.

The Position

The Finance Director / City Administrator position for the City of Port Orford is the Chief Executive Officer of the City. As such, the position performs and/or supervises complex professional, supervisorial, administrative and technical accounting and finance functions necessary to maintain the accounting and financial records and systems of the City. Organizationally, the Finance Director / City Administrator (FDCA) reports to the City Council; however, with respect to accounting and necessarily related matters, the Finance Director functions independently similar to the City Attorney in the sense that both must act within the ethical and professional rules of their professions, and may not be directed to act contrary to those rules.

Supervision Received

Supervised by Mayor, who has hire and fire authority with consent of City Council. Mayor to be the liaison between the City Administrator and the City Council.

Supervision Exercised

Supervision is a responsibility of this Position. The FDCA has general supervision over all City employees and all appointive City Officers except that the FDCA shall not employ or dismiss a department head without the concurrence of the Mayor and Common Council; shall not impinge on the City Attorney's ethical obligations to the Common Council of the City of Port Orford; shall have no control over judicial activities of the Municipal Judge and shall have no power of appointment or removal of the Municipal Judge or City Attorney. Those directly Supervised include the Chief of Police, the Public Works Administrator, as well as City administrative staff, currently: Payroll Accounts Payable Clerk; Utility Billing and Municipal Court Clerk; City Recorder and Planner.

Essential Duties and Responsibilities

Finance Director Roles

The Finance Director is responsible for preparation and administration of the annual budget and, under general policy direction, plans, supervises and coordinates the City's fiscal and accounting

activities including: financial accounting and reporting; internal controls; internal auditing; financial and accounting data processing; payroll processing; billing and collection of locally administered taxes and fees.

Establish selection criteria, interview, select candidates, train, evaluate and supervise all City professional, para-professional and clerical fiscal and accounting staff.

Conduct, direct and/or oversee all investigative and corrective accounting projects.

Prepare or supervise preparation of the City's annual financial report(s); oversee annual independent audit; and interface with independent auditor(s).

Develop or assist in the development of financial studies, plans, forecasts, estimates, and finance related ordinances and resolutions. Gather, interpret, and prepare data for studies, reports and recommendations. Review and advise on City utility rates. Administer grants.

Oversee Budget Officer in the development and administration of the City Budget.

Assure the financial soundness and integrity of the City to assure its capability to meet commitments and to maximize the delivery of services to citizens.

Serve as financial advisor to the City Council, and other City staff. As requested, make related presentations to City Council, committees and commissions and represent the City at finance related events.

"Finance" and "financial" primarily refers to accounting, reporting and information management aspects of the City's fiscal activities and procedures related to those activities. It does not include providing advice as to the social desirability of one proposed expenditure over another.

City Administrator Roles

The City Administrator is responsible for overall management of City departments and utilities; and provides support to the Mayor and City Council. Plan, organize, and direct the overall City government, monitor activities of the entire City organization and assure that City Council directives are properly implemented and monitored.

Maintain positive attitude when dealing with the public, Mayor and the City Council. Regular evening and weekend work is required to attend meetings and meet deadlines; constant attendance is required.

Essential responsibilities and duties, at the direction of the City Council, include, but are not limited to the following:

Assume full responsibility for all City operations including administrative services, and public works programs

Direct and participate in the implementation of City goals, objectives, policies, priorities, and procedures.

Responsible for seeing that City ordinances and resolutions are enforced.

Responsible for overseeing the operation of all public utilities owned and operated by the City.

Have general supervision over all City property and equipment.

See that the provisions of all franchises, leases, contracts, permits and privileges, granted by the City are fully observed.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources.

Plan, direct and coordinate, through staff, the work plan for City projects and programmatic area of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

Assess and monitor workload, administrative support systems and internal reporting relationships; identify opportunities for improvement.

Make or cause to be made, studies and surveys of the duties, responsibilities and work of the personnel employed by the City.

Maintain positive contact with community groups to represent the City; develop community relations program and policies; represent the City to neighboring jurisdiction, governmental bodies, organizations and the news media.

Meet with citizens to review and resolve customer service and other issues.

Communicate with State and Federal officials and legislators to present the City's viewpoint on pending administrative or legislative actions.

Meet with representatives of agencies and outside entities to negotiate formal and informal agreements between City, State, and County governments and private interest as issues arise.

Provide leadership and direction in such areas as major projects and long range capital programs.

Directs the preparation of plans and specification for work which the City Council orders.

Confers with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern.

Provide support to the Common Council; assist council members with a variety of activities, providing leadership and information as requested; assist council members in drafting policies, facilitating the development of City plan, regulations and ordinances; attend council meetings.

Make monthly written reports to the City Council on activities occurring that month.

Provide staff support to boards and commissions.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration and management.

Perform related duties and responsibilities as directed by the Mayor and City Council.

Qualifications

1. U.S. citizen and resides within a normal driving time of 1 hour from the City of Port Orford. Preferred that candidate relocate to City of Port Orford within a year of hire.
2. Valid Oregon driver's license.
3. Capable of obtaining bond.
4. Subject to annual reporting for Oregon Ethics Statement of Economic Interest.
5. Subject to criminal background check upon offer of employment.
6. Grant Writing Experience Preferred.

Education and/or Experience

Bachelor's degree (B.S.) from four-year college or university with a major in Accounting; minimum of 5 years progressive governmental experience, or 5 years of general supervisory experience, with at least 5 years in a local government finance department with progressive responsibilities. Typical duties to satisfy this qualification would have included, but not be limited to: hiring & evaluation of accounting and financial professional and para-professional staff; direct supervision of other professional and [or management staff; overall responsibility for preparation of governmental financial reports in accordance with Generally Accepted Accounting Principles.

1. Extensive knowledge of and experience with accounts receivable, accounts payable, purchase order, and payroll systems and the demonstrated ability to oversee and supervise technical and clerical staff performing those duties.
2. Knowledge of operations, services and activities of a municipality; principles and practices of public administration, program development and administration, municipal budget preparation and administration, personnel administration, and report preparation. Knowledge of rules and regulations governing public meetings; pertinent Federal, State and local laws, codes and regulations. Familiarity with Oregon Revised Statutes.
3. Experience and demonstrable competence with other computer application software such as word processors, databases and spreadsheets. Knowledge of Tyler Technology Government Accounting software a plus. City currently uses Tyler Technology Government Accounting software.

Tools and Equipment Used

Personal computer; computer network workstation; 10-key calculator; telephone; copy machine; fax machine.

Physical Demands

The physical demands described herein are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

Exempt/Non-exempt Status This position is exempt.

SALARY RANGE
FNANCE DIRECTOR / CITY ADMINISTRATOR

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
\$75,000	\$81,700	\$88,400	\$95,100	\$101,800	\$108,500	\$115,200	\$121,900
Step 9	Step 10						
\$128,600	\$135,000						