

**CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
TUESDAY, DECEMBER 21st, 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/781030341>

You can also dial in using your phone.

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

United States: 1 (646) 749-3129

Access Code: 781-030-341

AGENDA

1. Call to order/roll call/ pledge of allegiance
2. Presentations to the Council/Citizens
3. Consent Calendar (pg. 3-7)
 - a. Application for Appointment to Emergency Management: Jim Howe (3)
 - b. Application for Appointment to Emergency Management: Clark Kocurek (4)
 - c. Application for Appointment to Emergency Management: Mari Lochhaas (5)
 - d. Application for Appointment to Emergency Management: Kell P Devoll (6)
 - e. Application for Appointment to Emergency Management: Harry Bryadt (7)
4. Additions to the Agenda
5. Citizen's Concerns
6. Departmental Reports (pg. 8-13)
 - a. Administration
 - b. Finance (pg. 8-12)
 - 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 (13)
 - v. Parks - Tidey TLT
 - vii. Mainstreet – Burns
 - viii. Emergency Mgmt. – Burns
 - ix. N2N - Rask
7. Old Business
 - a. Budget Update
 - b. Update on Open Positions
 - c. Review of Years Goals and Accomplishments
8. New Business
 - a. CDBG grant award
9. Continuing Action Items

10. Considerations

11. Future Meetings – January 18th @ 5:30 pm

12. Adjourn

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: 6/21/2023 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: jhuttl@portorford.org

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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: [Handwritten Signature]

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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:

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P.O. Box 310
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Fax: 1-877-281-5307

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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: ART - organization

Area of expertise: Smooth Transition's

Why do you want to serve? Help set up solid evms. 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

Bank Transaction Report

City of Port Orford

Transaction Detail

Issued Date Range: 11/01/2023 - 11/30/2023

Issued Date	Number	Description	Amount
Bank Draft			
11/03/2023	DFT0007168	AsiFlex	75.00
11/03/2023	DFT0007169	VOYA - Oregon Savings Growth Plan	232.61
11/03/2023	DFT0007170	PERS	427.22
11/03/2023	DFT0007171	PERS	604.01
11/03/2023	DFT0007172	PERS	1,609.06
11/03/2023	DFT0007173	PERS	1,925.24
11/03/2023	DFT0007174	PERS	839.26
11/03/2023	DFT0007175	PERS	4,084.73
11/03/2023	DFT0007176	Oregon Dept of Revenue	210.06
11/03/2023	DFT0007177	Oregon Dept of Revenue	34.99
11/03/2023	DFT0007178	Oregon Dept of Revenue	25.64
11/03/2023	DFT0007179	Rogue Credit Union	1,022.04
11/03/2023	DFT0007180	Oregon Dept of Revenue	2,369.50
11/03/2023	DFT0007181	Rogue Credit Union	2,633.33
11/03/2023	DFT0007182	Rogue Credit Union	4,370.14
11/08/2023	DFT0007183	AsiFlex	100.00
11/08/2023	DFT0007184	PERS	149.38
11/08/2023	DFT0007185	PERS	127.85
11/08/2023	DFT0007186	Oregon Dept of Revenue	5.82
11/08/2023	DFT0007187	Oregon Dept of Revenue	0.97
11/08/2023	DFT0007188	Oregon Dept of Revenue	0.52
11/08/2023	DFT0007189	Rogue Credit Union	28.16
11/08/2023	DFT0007190	Oregon Dept of Revenue	69.98
11/08/2023	DFT0007191	Rogue Credit Union	39.37
11/08/2023	DFT0007192	Rogue Credit Union	120.38
11/08/2023	DFT0007193	Quadient Finance USA, Inc.	500.00
11/16/2023	DFT0007194	Allstream	130.79
11/20/2023	DFT0007195	AsiFlex	25.00
11/20/2023	DFT0007196	VOYA - Oregon Savings Growth Plan	232.61
11/20/2023	DFT0007197	PERS	571.02
11/20/2023	DFT0007198	PERS	1,736.43
11/20/2023	DFT0007199	PERS	1,961.81
11/20/2023	DFT0007200	PERS	1,081.55
11/20/2023	DFT0007201	PERS	3,944.24
11/20/2023	DFT0007202	Oregon Dept of Revenue	188.78
11/20/2023	DFT0007203	Oregon Dept of Revenue	31.45
11/20/2023	DFT0007204	Oregon Dept of Revenue	22.28
11/20/2023	DFT0007205	Rogue Credit Union	919.14
11/20/2023	DFT0007206	Oregon Dept of Revenue	2,128.45
11/20/2023	DFT0007207	Rogue Credit Union	2,239.09
11/20/2023	DFT0007208	Rogue Credit Union	3,930.06
Drafts Total			40,747.96

Issued Date	Number	Description	Amount
Check			
11/01/2023	17988	Kudlac Law	1,200.00
11/03/2023	17989	CIS-Health Insurance	5,345.32
11/03/2023	17990	Void Check	0.00
11/03/2023	17991	Void Check	0.00
11/03/2023	17992	Void Check	0.00
11/03/2023	17993	Void Check	0.00
11/03/2023	17994	Teamsters 206 Employers Trust	4,657.24
11/03/2023	17995	Teamsters Local U. #206	195.50
11/08/2023	17996	Amazon Capital Services, Inc.	35.49
11/08/2023	17997	C & K Market	54.03
11/08/2023	17998	C&S Fire-Safe Services LLC	872.04
11/08/2023	17999	Carson Oil Company	801.62
11/08/2023	18000	Civil West Engineering Services, Inc.	21,732.74
11/08/2023	18001	Comp-U-Talk, Inc.	1,523.50
11/08/2023	18002	Coos-Curry Electric Co-op	5,395.82
11/08/2023	18003	Void Check	0.00
11/08/2023	18004	Coos-Curry Supply, Inc.	416.81
11/08/2023	18005	Void Check	0.00
11/08/2023	18006	Curry Transfer & Recycling, INC.	144.13
11/08/2023	18007	Derwin Boog-CBE	103.70
11/08/2023	18008	GO2 Partners	438.51
11/08/2023	18009	Gold Beach Lumber	408.27
11/08/2023	18010	Void Check	0.00
11/08/2023	18011	Void Check	0.00
11/08/2023	18012	I-Secure Inc.	35.00
11/08/2023	18013	Johnson, David	6,144.56
11/08/2023	18014	KDP Certified Public Accountants, LLF	14,801.00
11/08/2023	18015	Kustom Signals, Inc.	1,894.63
11/08/2023	18016	Northstar Chemical, Inc.	5,479.94
11/08/2023	18017	ODOT Fuel Sales	1,876.52
11/08/2023	18018	ODP Business Solutions, LLC	81.02
11/08/2023	18019	One Call Concepts, Inc.	8.40
11/08/2023	18020	Pacific Office Automation	43.19
11/08/2023	18021	Robert J. Dillard	400.00
11/08/2023	18022	Rogue Credit Union-Visa	1,139.76
11/08/2023	18023	Void Check	0.00
11/08/2023	18024	Shoji Planning, LLC	2,323.57
11/08/2023	18025	State Forester	717.38
11/08/2023	18026	TransUnion Risk and Alternative Data	75.00
11/08/2023	18027	USA Blue Book	255.05
11/08/2023	18028	Vend West Services	50.40
11/08/2023	18029	ZiplyFiber	72.00
11/08/2023	3061	HuttI, John R	780.13
11/16/2023	18030	Amazon Capital Services, Inc.	531.71
11/16/2023	18031	Void Check	0.00
11/16/2023	18032	AT&T Mobility	650.79
11/16/2023	18033	Charter Communications	520.04
11/16/2023	18034	Coos-Curry Electric Co-op	2,081.48
11/16/2023	18035	Void Check	0.00

Issued Date	Number	Description	Amount
11/16/2023	18036	Harrison, Joseph	136.96
11/16/2023	18037	PrinceInk, LLC	250.35
11/16/2023	18038	Saif Corporation	1,316.10
11/16/2023	18039	South Coast Xpress Lube	99.97
11/16/2023	18040	USA Blue Book	221.79
11/16/2023	18041	Ziply Fiber	109.08
11/20/2023	18042	CIS-Health Insurance	4,938.44
11/20/2023	18043	Void Check	0.00
11/20/2023	18044	Void Check	0.00
11/20/2023	18045	Void Check	0.00
11/20/2023	18046	Void Check	0.00
11/20/2023	18047	Teamsters 206 Employers Trust	4,657.24
11/20/2023	18048	Teamsters Local U. #206	195.50
11/30/2023	18049	Kudlac Law	1,200.00
		Check Total	96,411.72
EFT			
11/02/2023	161	Gary Milliman	300.00
11/02/2023	162	Scotti McLain	2,450.00
11/02/2023	163	Terrusa, David R	500.00
11/03/2023	EFT0000201	Payroll EFT	26,809.78
11/20/2023	EFT0000202	Payroll EFT	24,194.06
11/30/2023	164	Gary Milliman	300.00
11/30/2023	165	Scotti McLain	2,450.00
11/30/2023	166	Terrusa, David R	500.00
		EFT Total	57,503.84

FINANCIAL REPORT
December 13, 2023

For the month of November, the total revenue and expenditures for all funds was \$722,003.69 and \$190,213.52 respectively. The total cash balance of all funds is \$2,891,764.02. Following is a more detailed narrative of the activity per fund.

General Fund:

The General fund received \$348,926.83 in revenue of which \$326,771.85 was from property tax receipts, \$8,264.25 from citations, \$1,208.81 from local marijuana tax, \$60.40 in State Cigarette Tax, \$2,243.95 in State Liquor Tax, \$3,151.53 in State Revenue Sharing, \$85.00 in business licenses, \$10.00 in lien search fees, \$3,778.84 for Novembers franchise payment from Coos Curry Electric Co-Op, \$3,294.40 franchise payment from Charter, \$10.25 miscellaneous receipts for a records request, \$2.55 in reimbursements, and \$45.00 in court administrative fees. For the month of November, the General Fund disbursed \$27,244.03 of which \$12,239.34 was for wages, \$8,797.14 for work on the special audit, \$1,200.00 in legal services, \$245.00 for custodial services, \$346.63 for telephone service, \$561.36 for electricity, \$2,323.57 for work by our contract planner, \$244.35 for office supplies, \$300.00 for the municipal judge, \$20.97 in bank fees, \$603.00 for computer services, \$66.45 for postage, \$46.29 for repairs to city hall, \$136.96 for our Planning Assistant to attend a planning meeting in Florence, and \$112.97 for internet service. The General fund share of the cash balance is \$249,787.81.

Parks:

Parks received \$7,530.13 in revenue which consists of \$5,500.13 in third quarter TLT receipts, \$1,000.00 donation from Port Orford Community Co-op for the playground upgrade, \$150.00 rent from the Community Building, \$760 rent from the American Legion Hall, and \$120.00 in rent for the A-frame.

For the month of November, \$10,564.31 was disbursed for Parks of which \$6,231.90 was for payroll, \$176.64 for fuel, \$733.10 for work on the special audit, \$508.96 for electricity, \$49.44 for telephone service, \$107.97 for internet service, \$49.81 for maintenance to Battle Rock Park, \$53.91 for maintenance to the A-Frame, \$145.88 for maintenance to the Community Building, \$41.67 for maintenance to the Visitor Center, \$104.02 for maintenance at Buffington Park, \$45.00 for maintenance at the American Legion Hall, \$66.01 for small tools, \$45.00 for vehicle maintenance, and \$2,205.00 for custodial services. Parks share of the cash balance is \$291,351.61. \$2,936.00 of that balance is from Parks fundraising.

Public Safety:

\$45,082.78 was disbursed for the Police Department of which \$37,396.79 was for payroll, \$8.23 for postage, \$280.62 for office supplies, \$103.70 for uniforms, \$1,761.41 for fuel, \$1,675.64 for work on the special audit, \$1,225.50 for computer services, \$417.07 for telephone service, \$1,909.62 for a new radar, \$229.20 vehicle maintenance, and \$75.00 for Kings online. Public Safety received \$259,585.45 in revenue of which \$259,255.45 was from property tax receipts, \$75.00 for release of a towed vehicle, \$200.00 donation, \$40.00 for burn permits, and \$15.00 for insurance reports. Public Safety share of the cash balance is \$216,422.06.

Water Enterprise:

The Water Department received \$42,548.49 in revenue of which \$41,759.91 was from the October utility billing of which \$5,623.64 is designated to be set aside for Water Capital Reserves, and \$788.58 for water meters. The Water Enterprise Fund paid out \$60,464.50 of which \$29,573.92 was for payroll, \$5,864.76 for work on the special audit, \$383.04 for office supplies, \$5,479.94 for water purification supplies, \$262.56 for fuel, \$220.78 for internet service, \$2,668.47 for electricity, \$471.84 for telephone service, \$500.00 for contract services, \$273.08 for maintenance of the water treatment plant, \$122.78 for maintenance of pump stations, \$483.47 for maintenance for the water lines, \$9,312.00 for engineering, \$717.38 for permits, \$216.46 for postage, \$4.83 for maintenance of test equipment, \$255.05 for lab supplies, \$24.54 for small tools, \$3,548.24 for work on the BRIC grant, and \$81.36 for vehicle maintenance. Waters share of the cash balance is \$20,818.31.

Water Capital Reserves:

The Water Capital Reserve fund had no activity. The Water Capital Reserve Fund share of the cash balance is \$154,284.14. Sewer Enterprise:

The Sewer Enterprise Fund received \$51,178.75 in cash receipts which consists of \$51,178.75 from the October utility billing of which \$5,782.68 is designated to be set aside for Sewer Capital Reserve. The Sewer Enterprise fund outflow for November was \$36,275.81 of which \$19,057.51 was for payroll, \$2,555.77 for electricity, \$350.41 for telephone service, \$216.46 for postage, \$69.99 for internet service, \$1,136.74 for bank charges, \$2,738.18 for work on the special audit, \$400.00 for contract services, \$221.79 for lab supplies, \$287.16 for office supplies, \$8,872.50 for work on the Arizona lift station, \$8.69 for small tools, \$93.99 for maintenance to the sewer treatment plant, and \$266.62 for fuel. Sewers share of the cash balance is \$468,222.88.

Sewer Capital Reserves:

The Sewer Capital Reserve fund had no activity. The Sewer Capital Reserves share of the cash balance is \$341,207.97.

Street Fund:

For November the Street Fund received \$7,174.04 of which \$7,174.04 was from the State Highway tax. \$10,582.09 was disbursed for Streets, of which \$8,707.02 was for wages, \$210.91 for fuel, \$1,182.74 for electricity, and \$481.42 for maintenance of the shop. Streets share of the cash balance is \$38,093.12.

Streets Capital Improvement Fund

Streets Capital Improvement fund had no activity. The Streets Capital Improvement Fund share of the cash balance is now \$62,141.71.

Equipment Replacement Fund:

Equipment Replacement fund had no activity. The Equipment Replacement Funds share of the cash balance is \$93,664.38.

Water and Sewer SDC:

The Water and Sewer SDC had no activity. The Water and Sewer SDC funds share of the cash balance is as follows:

Water SDC	\$558,978.00
Sewer SDC Reimbursement	\$358,702.71
Sewer SDC Improvement	\$ 38,092.32
David Johnson	

**Watershed Liaison Report, December 2023
Submitted by Councilor Ann Vileisis**

DEQ Loan—I have continued to buttonhole final details to work toward completion on this transaction. It's taken longer than expected owing to some legal details in the agreement but these have finally been worked out and by the time we get to this meeting, hopefully all paperwork will be submitted!

Watershed grant submitted—You may recall Port Orford received a grant of assistance for time from CCD and Coalition of Oregon Land Trusts (COLT) to help us apply for grants for projects in our watershed that have benefits for our drinking water and also for habitat. We asked for assistance to find grants to 1) pay to dredge our reservoir, when the dredging permit is obtained. We also asked for assistance to 2) to help with sediment risk reduction projects, which include removing the failing culvert that is about 0.5 miles upstream of our reservoir, completing a road sediment inventory, and planning for sediment collection weirs above the reservoir. In early December, the team submitted an application to plan for project #2. This is a loan, but it is 100% forgivable —and if we get the planning done, we will be lined up well with a shovel-ready projects for a number of other grants that could be tapped for implementation. The team that pulled together the application included the Curry Watersheds Partnership, which would be the project manager, and also CCD, which would be helping the city with the grant disbursement, with input from the City and PO Watershed Council. The team also helped to submit a second closely related planning grant to a different funding source (ODF) so we will hopefully get one or the other and then move forward with planning for these projects that will hopefully help us to reduce sediments in our reservoir. What is remarkable is that we've had such amazing support from all the partnering groups —CCD, COLT, CWP and DEQ!