

**CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
THURSDAY, January 18th, 2024, AT 5:30 P.M.**

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AGENDA

1. Call to order/roll call/ pledge of allegiance
2. Additions to the Agenda
3. Presentations to the Council/Citizens
4. Consent Calendar (pg. 2-23)
 - a. Minutes July 20th 2023 (pg. 2-9)
 - b. Minutes October 19th 2023 (pg. 10-14)
 - c. Minutes December 21st 2023 (pg. 14-19)
 - d. Application for Appointment TLT: Nancy Fraser (pg. 20)
 - e. Application for Appointment ERC: Carol Lawton (pg. 21)
 - f. Application for Appointment TLT: Laurie Prouty (pg. 22)
 - g. Application for Appointment TLT: Maruene Hoffman (pg. 23)
5. Citizen's Concerns (On agenda items only – 3 minute time limit)
6. Departmental Reports (pg. 24)
 - a. Administration
 - b. Finance
 - 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
 - v. Parks - Tidey
 - vi. TLT - Pogwizd
 - vii. Mainstreet – Burns
 - viii. Emergency Mgmt. – Burns
 - ix. Homelessness – Rask
7. Old Business
8. New Business
9. Continuing Action Items
 - a. Hiring Committee Update
 - b. Burn to Learn Update
10. Considerations
 - a. Citizens
 - b. Councilors

11. Future Meetings – February 14th @ 5:30 pm
12. Adjourn

City of Port Orford
City Council Meeting Minutes
In the Gable Chambers / Virtual participants
Thursday, July 20th, 2023 at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor</i>	X	<i>Joseph Harrison, City Recorder Pro Tem</i>	X
<i>Brett Webb</i>	Late	<i>Shala Kudlack, Legal Counsel</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 at:
<https://www.youtube.com/watch?v=dF8HX3chZjQ>

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 @ 5:30 pm.
2. (0:24-1:15) Presentations to the Council/Citizens
 - a. Marlin from Civil West – Update on Dredging Permit: Surveyed the reservoir, passes out results to Councilors. Previous permit went from 2008 to 2013. Since then, there has been a nationwide general permit for how much sediment can be removed, which is a much smaller amount. There is now a lot more sediment in the reservoir than there was previously. Civil West recommends a standard individual permit which is good for 10 years instead of 5. Permit application is currently being reviewed by several state and national agencies. There is a discussion on expanding the basins to increase the amount of sediment that they can safely contain. City should continue looking for funding, the BRIC grant requires a match, but the match can come from other grants. By consensus the Council agrees to have a workshop with Civil West on the Dredging.
3. (0:02-0:23) Consent Calendar
 - a. Councilor Webb arrived at 5:32
 - b. Councilors are asked to review the minutes the June 29th meeting because they were added late, they are needed for a CDB Grant application to move forward. They are moved to item 8(c).

- c. Councilor Pogwizd motions to approve the Consent Calendar items; June 15th minutes as amended during discussion, Café Gemma OLCC License, Carol Lawton Appointment to Planning Commission.
- d. Councilor Burns seconds the motion.
- e. Discussion: Misspellings in the Minutes; “Lorin Kessler”, “Bob Mailenv”, “Dr. Lowry”, “Bill Delong”, add time-stamps to each item, remove “Others Present” from the top of the minutes, on 7(c) “Mainstreet believed their labor,.... “
- f. Vote: Unanimously yes @ (6:53)

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

4. (0:00-0:24) Additions to the Agenda

- a. Lightspeed Franchise agreement added as item 7(b).
- b. Executive Session under “ORS 192.660 (2) (d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations” added at the end of the meeting.
- c. Dredging Permit update has been added to presentations to the Council.

5. (1:15-2:17) Public Hearing: Res. 2023-18: To Renew the Local Option Levy to Fund the Police

- a. Public Comment: Mayor Cox opens the public comment part of the meeting at 6:45 then hearing no comment closes it at 6:47.
- b. Councilor Pogwizd moves to accept Resolution 2023-18 at a rate of \$1.80/\$1000.
- c. Councilor Burns seconds the motion.
- d. Discussion: There is a question of the increase in the levy was to \$2/\$1000 or \$2.20/\$1000. If increased to \$2.20 it would cost our average citizen about an additional \$25 per year. There is worry that any increase past \$1.80/\$1000 will result in “No” vote from the citizens, which would result in an even worse funding position. The Police Chief believes that the \$1.80 is sufficient to keep operating – it’s better to have a \$1.80/\$1000 levy than no levy at all. If there is no increase, we won’t be able to authorize an increase for another 5 years and the police department already operates at a loss. There has been a decrease in revenue from traffic citations due to ODOT’s reconfiguration of Hwy 101 since the last time the Levy was renewed and it’s become more well known that Port Orford is a “speed trap”. There is a minor grammatical change requested by consensus; the words “imposed” and “enacted” replaced with the word “renewed”.
- e. Vote: Unanimously yes @ (7:15)

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

- f. Councilor Vileisis moves to make the following amendments to Resolution 2023-18; strike the first sentence, adds “at the rate established in 2019” to the second sentence, change enacted to renewed in the fourth sentence, in the fifth sentence remove imposed and replace with renewed.
- g. (2:02) Before there is a second CA Huttl offered to take a 15 minute recess so that he can go make the above changes and re-present it to the Council.
- h. Without a formal proposal or a second all councilors vote yes.

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

- i. (2:15) The Council comes out of recess at 7:45 with new materials presented by CA Huttl.
- j. Councilor Vileisis Motions to extend the meeting.
- k. Councilor Burns Seconds the meeting’
- l. Vote: motion carries with a vote of 4-2 @ 7:46

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>No</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>No</u>

- m. Councilor Rask motions to accept the new Resolution as written.
- n. Councilor Burns seconds the motion.
- o. Vote: unanimously yes @ 7:47

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

6. (2:17) Citizen Concerns: None

7. (2:18-) Departmental Reports

- a. (2:18-2:36) Administration: CA Huttl recommends have a workshop/special meeting every month in between regular meetings for the next few months to attempt to reduce the amount of time we spend in each meeting. Councilors express concern that having more meetings won't lead to shorter meetings. CA Huttl recommends having a part time Finance Director and a part time Administrator instead of a full time combined position. We got \$750,000 from the state for water recycling, there will be a meeting tomorrow with the heads of public works to find the best place to spend it. Updated cost on the Community Buildings renovations, combined (Legion Hall and Community Building) costs almost \$2 million – there is a \$1.5 million Community Block Development grant that we are applying for. DEQ loan was supposed to be secured with revenue from our water/sewer services, but that has already been used to guarantee another loan – Huttl is working to resolve it. CA Huttl will be unavailable between September 11th and 15th.
- b. (2:36-2:42) Finance: Discussion on if we should put a workshop on this topic onto the consent calendar in future meetings since the Council approves the

financial report. The legislature approved \$750,000 for water recycling. This was a capital request from Senator David Brock Smith -to be used on an effluent line to the golf course line. The Councilors discuss if it needs to be used for the golf course without coming to a consensus. CA Huttl says need first to learn more about the specifics requirements for this money from Biz Oregon.

- c. (2:42-2:56) **Public Works: Propane leak at the community hall had been fixed. There was a main break that was fixed overnight. Parts of the line on Hamlet are rotten and need to be replaced. Public works is looking at new meters and will give a presentation to the Council if it seems worth it to change to the new style. Boil water notices are posted to affected areas and a notice is put on our website with time frame and areas affected. Councilors ask questions about wells and schedule a well workshop and request a draft of a well ordinance.**
 - d. (2:56) **Police: Nothing new**
 - e. (2:56-2:57) **Planning: STR ordinance is on the agenda and we have a couple grants we are applying to**
 - f. (2:57) **Mayors Report: none.**
 - g. (2:58-3:00) **Liaison Reports**
 - i. **Port – Webb: Nothing.**
 - ii. **School – Rask: Nothing .**
 - iii. **Fire District – Tidey: Nothing**
 - iv. **Watershed – Vileisis: Written report in packet.**
 - v. **Parks – Tidey: July 4th had a disc golf tournament, 50 people showed up and \$1250 was raised. Friday night kids skating event in community building is back.**
 - vi. **TLT - Pogwizd: None**
 - vii. **Mainstreet – Burns: Visitor Center being worked on, the desk has been removed, Red Fish Rocks is going to have a display in there, working on staffing, we need cable and phone in there for safety reasons,**
8. (3:00-3:37) **Old Business**
- a. **Res. 2023-15: Short Term Rentals**
 - i. **This is the first reading for the Ordinance, fees will be presented to the council during the second reading. CA Huttl explains the organization of the bill and each component of it. Councilors discuss the 30 minute restriction on complaints and the resulting penalty. The cap restricting the number of STRs in town only applies to 1R and 2R**

(residentially) zoned properties and the councilors discuss how many are currently in those zones which has been the subject of confusion in the past months – Joseph agrees to get a firm number for the council before the next reading. CA Huttl requests the Council submit questions about his prior to the next reading to be addressed at the next reading so that this meeting can move along.

- ii. Councilor Vileisis moves to allow this Resolution to move on to a second reading.
- iii. Councilor Tidey seconds the motion.
- iv. Vote: unanimously yes @ 9:07

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

- b. (3:37-3:52) Franchise agreement with Coos-Curry Electric: Old agreement expiring and this is the new one, we have options on rates and restrictions, CA Huttl would like direction on which the council would like; if the Council decides to go with the lower rate the city is responsible for paying it, if the higher rate is selected, the rate gets passed on to the customers. The Council will send their thoughts to CA Huttl prior to the next reading.

- i. Councilor Pogwizd moves to a second reading.
- ii. Councilor Tidey seconds the motion.
- iii. Vote: Unanimous yes @ 9:22

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

At 9:22 (3:52) Councilor Webb is excused.

9. (3:53--1:)New Business

- a. (3:53) Res. 2023-16: Emergency Response Commission (ERC)

- i. Councilor Tidey moves to accept Res 2023-16
- ii. Councilor Burns seconds the motion.
- iii. Discussion: ERC requests some changes to the resolution; allow membership from anyone in the Rural Fire district, not just within City Limits the Councilors discuss if this appropriate for a City Committee.
- iv. Councilors Tidey and Burns rescind their motion to approve
- v. (4:12) Councilor Pogwizd motions to continue this item at the August meeting.
- vi. Councilor Vileisis seconds the motion.
- vii. Vote: vote carries 5-1 @9:44

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>(Absent)</u>

- b. (4 :14) Res. 2023-17 DLCD Grant for Code Changes: \$16,000 grant with \$4000 match from the city in the form of employee labor.
- Councilor Vileisis moves to approve resolution 2023-17.
 - Councilor Rask seconds the motion.
 - Discussion: Councilors don't want to approve anything that hasn't been on the agenda so that Councilors can review materials prior to voting.
 - (4:17) Vote: with a vote of 5-1 the motion carries @ 9:47.

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>(Absent)</u>

- c. (4:20-4:24) Minutes of June 29th meeting.
- Councilor Burns moves to approve the minutes of June 29th as amended below.
 - Councilor Tidey seconds the motion.
 - Discussion: Present, Absent or Excused in the attendance for councilors as more than 3 Absents can result in the vacation of the position. "Legislater" to "Legislator"
 - Vote: with a vote of 5-1 the motion carries.@ 6:46.

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>(Absent)</u>

10. (4:25) Continuing Action Items - None

11. (4:25) Considerations

- Councilor Rask: We should have town hall meetings so that people can get info about what the City Council is doing.
- Councilor Vileisis: Would like better communication with our citizens on our water rates and restrictions. This discussion item is added to the upcoming workshop.
- Councilor Burns: Would like more clarity on Job Descriptions so that the Council makes sure everything is being done.
- Joseph Harrison (Recorder pro tem): Seeks clarity on how the council wants time recorded in the minutes; timestamps.

12. Future Meetings – August 18th @ 5:30 pm

13. (4:41) Executive Session under ORS 192.660 (2) (d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations

- a. Councilor Tidey motions to go into Executive Session under ORS 192.660 (2)
- b. Councilor Burns seconds the motion
- c. Vote: Motion carries 5-1 @ 10:11

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>(Absent)</u>

14. Adjourn

- a. With no further Business, and coming out of executive session Mayor Cox adjourned this meeting @ 11:45

Attest:

Mayor, Pat Cox

Date

City Recorder Pro Tem, Joseph Harrison

Date

City of Port Orford
City Council Meeting Minutes
In the Gable Chambers / Virtual participants
Thursday, October 19th, 2023 at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor</i>	X	<i>Joseph Harrison, City Recorder Pro Tem</i>	X
<i>Brett Webb</i>	X	<i>Shala Kudlack, Legal Counsel</i>	X
<i>Gary Burns</i>	X	<i>John Isadore, Public Works</i>	X
<i>Perri Rask</i>	X	<i>John Hutt,</i>	
<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 with the video available at <https://www.youtube.com/watch?v=HUTGxbxWjFA>

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) Presentations to the Council/Citizens
 - a. None
3. (0:02-0:05) Consent Calendar – Minutes 9/21/2023
 - a. Councilor Vileisis moves to approve the Consent Calendar.
 - b. Councilor Burns seconds the motion to approve the Consent Calendar.
 - c. Discussion: Minor Spelling errors, “Hutt” and “Kudlack”. 8(c) “Let permits expire”
 - d. Vote: Vote carries 5-1 @ (6:12)

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>No</u>

4. (0:05-0:06) Additions to the Agenda
 - a. N2N should be on Liaison Reports
 - b. Removing 13(a) from the agenda
5. (0:06-0:12) Citizen’s Concerns

- a. **Terry Grimes: Managers of Rays, coming in to discuss the Homeless Camp next to the store. Concerns: customers don't feel safe, tourists believe that it's a bad look, bathroom is being damaged daily, trash increase, employees don't feel safe at night or early morning, trespassed people from the camp, people from camp cut through parking lot to get to library.**
6. **Mayor Cox needs to leave for family reasons, he will be back later. He turns the meeting over to Council President Vileisis to lead. @ 5:45.**
 7. **(0:12-0:44) Departmental Reports**
 - a. **(0:12-0:28) Administration: Sudden Oak Death in trees on our property, the state is dealing with it. Safety Committee submitted a Safety policy which needs to be approved by the Council – Council approves via consensus. STR ordinance notice was in paper, we can begin moving forward on it. The Dredging Permit was received by the Corp and public notice has been put out. Didn't get the pothole grant that was applied to. Rotary did a food fundraiser for the cross-country team at the Highschool cross country meet. Organization chart and Job description has been submitted to the council. Playground out to bid. Watershed property agreement needs to be out for a week before we can move forward. Emergency Response Commission has been moved to this meeting. Loan agreement with DEQ is overdue, we need to have a special meeting for it sometime this month and can address some other items at that time as well.**
 - b. **(0:28) Finance: Councilors will talk individually with Finance Director David Johnson**
 - c. **(0:28-0:34) Public Works: Submitted the DEQ permit, we will hear back within 30 days. Changes in work days will make it difficult to get the dredging done within the set time frame. Flow Pressure issue on the raw water side, narrowing down the cause of the issue so it can be fixed. Humus Pond Cleanup is not in the budget, it needs to be done before it becomes a huge problem.**
 - d. **(0:34) Police: Nothing new**
 - e. **(0:34) Planning: Nothing to report**
 - f. **(0:34) Mayors Report: Mayor Cox was excused.**
 - g. **(0:34-0:44) Liaison Reports**
 - i. **Port – Webb: Nothing to report**
 - ii. **School – Rask: Nothing to report**
 - iii. **Fire District – Tidey: Nothing to report**
 - iv. **Watershed – Vileisis: Written report on page 38. Additions Port Orford received a grant to apply to grants. Looking for grants to**

dredge out water reservoirs and repair/upgrade culverts in our water system.

- v. Parks – Tidey: Parks hosted over 140 kids for a cross country event and is having a disc golf tournament that has 98 participants signed up already.
- vi. TLT - Pogwizd: Need TLT members.
- vii. Mainstreet – Burns: Opening Visitor center next week. Bike racks are going in, just need approval. Kiosk at the Visitor center has been installed.
- viii. Emergency Mgmt. – Burns: Jackson street emergency cache was broken into. Didn't have an inventory so can't say for certain what was taken.
- ix. N2N – Rask: Nothing additional.

8. (0:44-1:00) Old Business

- a. (0:44-1:00)ORD. 2023-25: Amending ORD 22-04; Regarding Water Curtailment, Authorizing Wells on Private Property in City Limits, Providing for Sunsetting Thereof
 - i. Was considered at Council in May and we had a workshop since then. Amendments are as follows; on section 1 “Ordinance does not apply to existing wells”, “Payable prior to planning clearance approval”, last change needs discussion. Should the Ordinance apply after 24 months or when property changes owner? Legal Counsel Kudlack suggests the 24 month period.
 - 1. Councilor Vileisis moves to move ORD 2023-25 without amendment 1, with amendments 2 and 3 as described in the memo shared with council and in the packet to a first reading.
 - 2. Councilor Burns seconds the motion.
 - 3. Discussion: The removal of amendment 1 is so that wells that have been approved and contracted but not yet built are not subject to the Ordinance.
 - 4. Vote: motion carries unanimously @ 6:33 and will be moved to a second reading at the next meeting.

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

9. (1:00-1:02) New Business

- a. (0:52-1:02) Res. 2023-26: Resolution Adopting an Agreement with the Curry Soil and Water Conservation District For Weed Abatement in Watershed and Other City Property
 - i. Councilor Webb moves to approve Resolution 2023-26.
 - ii. Councilor Rask seconds the motion.

iii. Discussion: Deana has seen it and approved the part related to reimbursements.

iv. Vote: Unanimously yes @ 6:35

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

10. (1:03-1:04) Continuing Action Items

a. ORD 2023-27: Recognizing Emergency Management Commission; Establishing Membership and Responsibilities

1. Councilor Burns moves to adopt Ord. 2023-27 Councilor Burns seconds the motion.
2. Councilor Webb seconds the motion
3. Discussion: none
4. Vote: motion carries unanimously @ 6:33 and will be moved to a second reading at the next meeting.

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

11. (1:04-2:03) Considerations

a. (1:04-1:56) N2N: Proposal given by N2N to the City Council. CA Huttli is looking for direction on how to proceed. Councilors discuss having exclusion camping zones instead of having a designated area for camping. Councilors like the idea of exclusionary zones to avoid condensing the problem into one area. There is already an ordinance in place, but it is not being enforced; councilors discuss if they would like it to be enforced. 3 different discussions are happening; the first dealing with the N2N agreement, the second dealing with a possible new exclusion zone ordinance, the third is a question of enforcement. By consensus the Council agrees to direct staff to begin enforcing the existing ordinance and then come back with a draft exclusionary zone-type ordinance at the next meeting.

b. Meeting extension

- i. Councilor Burns moves to extend the meeting
- ii. Councilor Rask seconds the motion
- iii. Vote: unanimously yes @ 7:30

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

c. Municipal Court Judge: By consensus the Council directs CA Huttli to bring in the candidate for an interview.

12. (2:03-2:15) Consideration:

a. Citizens:

- i. Jenn Head: Volunteers to join/head a committee for assisting in the drafting of a new Reasonable Time, Place and Manner ordinance.
- ii. Lauren Kessler: Last year the camp had 18 people, N2N worked with Coast Community Health and got several of them treatment and help. After Coast Community Health could no longer continue supporting the effort several more people showed up. Without N2N there are no services in this area and there are around 45 people who desperately need help.
- iii. Andrew Perry: Adapt was open, its uncommon but it is open sometimes. Enforcement of the ordinance will force those without ties in the area to move on and shouldn't cause issues around town.
- iv. Jen Baily: Supports the exclusionary zone idea. Could the city cover transportation and dump fees for homeless clean up:?

13. Future Meetings – Monday November 1st @ 5:30 pm

14. (2:23) ORS 192.660 (2) (d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

- a. Councilor Webb motions to go into Executive Session following a 5-10 minute recess
- b. Councilor Tidey seconds the motion
- c. Vote: Unanimously yes @ 7:56

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

15. Adjourn.

- a. With no further Business, Council President Vileisis adjourned this meeting @ 8:30

Attest:

Mayor, Pat Cox

Date

City Recorder Pro Tem, Joseph Harrison

Date

City of Port Orford
City Council Meeting Minutes
In the Gable Chambers / Virtual participants
Thursday, December 21, 2023 at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor</i>	X	<i>Joseph Harrison, City Recorder Pro Tem</i>	X
<i>Brett Webb</i>	X	<i>Shala Kudlack, Legal Counsel</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>	Excused		
<i>Tim Pogwizd</i>	X		

The minutes were prepared to the best of our ability with the recording at:
<https://www.youtube.com/watch?v=gTimbh-gH5k>

1. (0:00-0:01) Call to order/roll call/ pledge of allegiance
 - a. Mayor Cox calls this meeting of the Port Orford City Council to order @ 5:32 pm.
2. (0:01-0:07) Presentations to the Council/Citizens
 - a. Addition to the Agenda, a presentation from E. Clampus Vitus about putting a plaque up on the overlook. Related to Port history
 - b. Darren Farris on behalf of Umpqua Joe chapter; “Clampers” preserve the history of the 1800’s, specifically anything doing with mining. Putting up plaques helps people know about the history of areas.
 - c. Rober [last name needed]: Has been trying to do an overpass sign for a few years. Details the proposed plaque and goes over a list of other plaques in the area. Up to 100 people will come to the revealing of the plaque.
 - d. By consensus the Council agrees to add this item to the agenda as 8(b).
3. (0:07-0:08) Consent Calendar
 - a. Councilor Webb moves to approve the Consent Calendar.
 - b. Councilor Rask seconds the motion to approve the Consent Calendar.
 - c. Discussion: Clark Kocurek is not on the list of applications because he lives out of town.
 - d. Vote: Unanimously yes @ (6:12)

Councilor Burns Yes *Councilor Pogwizd* Yes *Councilor Rask* Yes
Councilor Tidey Absent *Councilor Vileisis* Yes *Councilor Webb* Yes

4. (0:08-0:10) Additions to the Agenda
 - a. Clampers were previously added under “Presentations to Council” and as item “8(b)”
 - b. Interim Judge Resolution 2023-33 consideration as item “8(c)”
 - c. Budget update and finance report are taken off the agenda.
 - d. Burn to Learn will be “8(d)”

5. (0:10-0:11) Citizen’s Concerns
 - a. None

6. (0:11-) Departmental Reports
 - a. (0:11-0:13) Administration: Ann is keeping the dredging permit going and is gathering applications for the new administrator on behalf of the Hiring Committee. Close to getting a new attorney, still needs to do a full RFP. Councilors discuss the idea of keeping applications on file after selecting one in case of unforeseen circumstances.

 - b. (0:13-0:14) Finance: Taken off agenda – may have to have a workshop later

 - c. (0:14-0:18) Public Works: No new big news, a few leaks, following procedures and keeping the plant running. Dredging of the humus pond is going well. We’re doing half now and the 2d half should be done by June/July. Getting quote for the backwash pond to be dredged.

 - d. (0:18-0:19) Police: Nothing new

 - e. (0:19) Planning: Joseph and Crystal are gone, nothing to report.

 - f. (0:19) Mayors Report: carried over to item 7(c).

 - g. (0:19-0:29) Liaison Reports
 - i. Port – Webb: Crab season has started off well, price is good. Boring core samples for the crane replacement project have been taken, no surprises on results.

 - ii. School – Rask: Nothing

 - iii. Fire District – Tidey: Item 8(d)

 - iv. Watershed – Vileisis: Refers to written report, page 13 of the packet. All paperwork for land purchase have been submitted. Sediment reduction grant applied to for culvert improvements.

- v. Parks – Tidey: Parks Committee is now looking at grants to reduce cost of playground, even if grant is received the money that was set aside for it can still be spent. Situation not as dire as it seemed last month. A-frame decking needs to be redone, looking for volunteers.
- vi. TLT - Pogwizd: None
- vii. Mainstreet – Burns: Visitor center open, more bike racks going up, tea at the Hughes House and now Hughes House is decorated for Christmas.
- viii. Emergency Mgmt. – Burns: First meeting next week.
- ix. N2N – Rask: Gathering information from other small cities, no complaints filed.

7. (0:29-0:) Old Business

- a. Budget Update: Taken off agenda
- b. (0:29-0:36) Update on open positions and hiring: Put out ads and posting at the beginning of December. Not responding to applicants until the beginning of January. Judge Gary Milliman recommended increasing salary to 80-100K to attract applicants. Hiring process will likely need to be extended into February.
 - i. Webb moves to increase the salary range to 80-100K and to extend the process into February.
 - ii. Rask seconds the motion
 - iii. Vote: Unanimous yes @ 5:38

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Absent</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

- iv. (0:36-0:40) Pro Tem discussion: Council discusses if the Mayor has the authority to hire a Pro Tem administrator if a good applicant comes in. The council comes to the conclusion that it should come to council via advice from Legal Counsel Kudlack.
- v. (0:40-0:47) Law firms needs to respond to the RFP before we can hire new Legal Counsel. Legal Counsel Kudlack breaks down the process of hiring Legal Counsel and answers questions that the Council has. Judge Gary Milliman has a given a recommendation on a legal firm. Council takes a moment to thank Legal Counsel Kudlack for her hard work over the years.

- c. (0:47-0:52) Review of years goals/accomplishments: Reads off Counsel Priority/ 2023 Year end review list. Available online.

8. (0:52-1:)New Business

- a. (0:52-1:02) CDBG grant award: Received a \$1.5 million Community Development Block Grant to renovate the Community Building. We have 24 months to complete the grant goals. Coos Curry Development, who helped

write the grant, has made themselves the Grant Administrators so that City capacity doesn't reduce its effectiveness. Press release will go out next week.

b. (1:02-1:11) Clamper Plaque:

- i. (1:05) Councilor Webb moves to have this project approved by the Historic Preservation Society and the Planning Commission prior to City Council approval.
- ii. After some discussion Councilor Burns seconds the motion.
- iii. Discussion: Councilors don't want to approve anything that hasn't been on the agenda so that Councilors can review materials prior to voting.
- iv. Vote: with a vote of 4-1 the motion carries @ 6:40.

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Absent</u>	<i>Councilor Vileisis</i>	<u>No</u>	<i>Councilor Webb</i>	<u>Yes</u>

c. (1:11-1:14) Interim Judge Resolution 2023-33

- i. (1:12) Councilor Burns moves to appoint Cory Rose as Municipal Judge Pro Tem – Resolution 2023-33
- ii. Councilor Rask seconds the motion.
- iii. Vote: with a vote of 4-1 the motion carries.@ 6:46.

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Tidey</i>	<u>Absent</u>	<i>Councilor Vileisis</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>No</u>

- d. (1:14-1:50) Update on Fire district Meeting: Process for Burn to Learn; applicant goes to the Fire Chief, fire chief submits paperwork to the City, the City Public Works and Police departments review for approval. Limited to 1 per year per applicant. Councilors discuss charging land owner for water used as learn-to burns are used as way to decrease cost of removing materials. Councilors would also like clarification on who is responsible – according to Legal Counsel Kudlack the Fire Department should have to fill out paperwork that would then be approved at a public meeting. If there is a fine, the property owner is the one to pay. The County Fire district was not ready to move forward in any direction at this time. Councilors would like someone from the County Fire Board to come give a presentation to the Council.
 - i. By Consensus the Council agrees to send a letter to the Fire Department.

9. (1:50) Continuing Action Items - None

10. (1:50-1:54) Considerations

- a. Ronin Stetson: Accountability of Police Department should be considered the same as accountability of the Fire Department.

- b. Teresa Kolibaba: Dave Dunkin knew people were supposed to be notified for the Burn to Learn, talked with him at the time and he stated that someone was supposed to put out notice. Talked with neighbors and only the property owner knew that it was happening.**

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

12. (1:54) Adjourn

- a. With no further Business, Mayor Cox adjourned this meeting @ 7:25**

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 TLT COMMITTEE

Name: NANCY FRASER

Mailing Address: P.O. Box 678

Home Address: 1160 IDAHO ST., PORT ORFORD 97465

Home Phone: 541-253-8499 Work Phone: — Fax: —

E-mail: nancyfraser@gmail.com

Current Employment: —

Area of Interest: —

Area of expertise: —

Why do you want to serve? SERVED LAST YEAR. CONTACTED THIS YEAR BY GARY BURNS

Previous service in this appointed position or similar position SERVED ON COMMITTEE LAST YEAR

Other volunteer activities COOKING FOR MEALS FOR NEIGHBORS

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 NO TUESDAYS

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

Additional Comments —

Date: 11/20/2023 Signature: Nancy Fraser

Please return application to:

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

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 PORT ORFORD EMERGENCY RESPONSE COMMISSION

Name: CAROL LAWTON

Mailing Address: P.O. BOX 159

Home Address: 220 19TH ST. PORT ORFORD

Home Phone: 707.815.1308 Work Phone: — Fax: —

E-mail: carollawton@yahoo.com

Current Employment: RETIRED

Area of Interest: _____

Area of expertise: HOUSING, PROGRAM DEVELOPMENT, EMERGENCY RESPONSE (TO VOLUNTEER FIRE DEPT, RED CROSS, FLOOD DISASTER RELIEF)

Why do you want to serve? I AM CONCERNED THAT THE CITY IS ILL PREPARED TO RESPOND TO MAJOR DISASTERS SUCH AS FIRES AND FLOODS.

Previous service in this appointed position or similar position CO-CHAIR NAPA RED CROSS, DIRECTOR OF A N/P. DISASTER RELIEF ORG. POST 1995 SONOMA COUNTY FLOODS.

Other volunteer activities VOLUNTEER FIREFIGHTER - PORFPD, P.O. PLANNING COMMISSION

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: 11-22-'03

Signature: Carol Lawton

Please return application to:

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

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 TLT Committee

Name: Laurie Prouty

Mailing Address: 1035 13th St, Port Orford, OR 97465

Home Address: same

Home Phone: 541.267.2000 Work Phone: _____ Fax: _____

E-mail: laurieprouty@gmail.com

Current Employment: retired

Area of Interest: gardening, outdoor activities, community involvement

Area of expertise: _____

Why do you want to serve? I would like to see the funds go to serve the people of Port Orford + tourists best

Previous service in this appointed position or similar position Yes, I have served on the ~~TLT~~ TLT in the past

Other volunteer activities managing the Port Orford community garden, Volunteering at the co-op, SMART

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 Not on Wednesdays

Date: 11/21/2023 Signature: Laurie Prouty

Please return application to:

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

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 TLT - TRANSIENT LODGING TAX

Name: MARLENE HOFFMANN

Mailing Address: P.O. BOX 1041

Home Address: 1975 DIEE TERRACE

Home Phone: 209-329-7171 Work Phone: _____ Fax: _____

E-mail: HOFFMANN03@YAHOO.COM

Current Employment: RETIRED

Area of Interest: COMMUNITY IMPROVEMENT

Area of expertise: _____

Why do you want to serve? RECOMMENDED BY GARY BURNS

Previous service in this appointed position or similar position _____

Other volunteer activities COMMON GOODS VOLUNTEER

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meeting yes no (PREFER NOT)

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: 11-2-22

Signature: Marlene Hoffmann

Please return application to:

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

From Planning Commission chair Thelen:

Would Council like the PC to look at how other jurisdictions regulate Conditional Use Permits (CUP's) with regard to time limits? We are willing to do that, to gather information and make a recommendation for Council consideration.

Background:

The Port Orford zoning code has a small section 17.32.060 Time limit on a permit for conditional use, which does not specify a maximum amount of time a permit can remain valid. Apparently a permittee could extend a CUP one year at a time indefinitely. Other codes, such as Curry County do have restrictions on the number of times a permit can be renewed.

Watershed Liaison Report, January 2024
Submitted by Councilor Ann Vileisis

Mayor Cox signed the loan agreement with DEQ for our half forgivable loan to by the watershed land. It looks like things will line up for us to actually receive the money and buy the land, either in late January or more likely in early February.

DEQ will hold a Coastal Partnerships for Drinking Watershed Protection workshop in Port Orford on Feb. 7 from Noon to 4pm at city hall. Port Orford is now recognizing as a leader in this since we've been working on our watershed land project. Together with project partners at the PO Watershed Council and Soil and Water Conservation District, we'll be presenting about our project.