

**CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
THURSDAY, February 15th, 2024, 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/692098373>

You can also dial in using your phone.

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

United States: 1 (646) 749-3129

Access Code: 692-098-373

AGENDA

1. Call to order/roll call/ pledge of allegiance
2. Additions to the Agenda
3. Presentations to the Council/Citizens
 - a. Port Redevelopment committee: Tom Calvanese & Aaron Ashdown
 - b. Audit Presentation @ 6:00 pm
 - c. Port Orford Water System (A)
4. Consent Calendar (pg. 3-8)
 - a. Minutes November 17th 2022 (B)
 - b. Minutes December 20th 2022 (C)
 - c. Minutes January 18th 2024 (pg. 3-6)
 - d. Minutes January 30th 2024 (pg. 7-8)
 - e. Application for Appointment ERC: Richard Miller (pg. 9)
 - f. OLCC: Hasco Stations LLC (D)
 - g. OLCC: H&S Stations LLC (E)
5. Citizen's Concerns (On agenda items only – 3 minute time limit)
6. Departmental Reports (pg. 10-11)
 - 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 Prep. – Burns	
ix. Homelessness – Rask		
7. Old Business
8. New Business (pg. 12-16)
 - a. Res. 2023-33: Fair Housing
 - b. Res. 2023-34: Excessive Force
 - c. Res. 2023-35: Non-Discrimination On the Basis of Handicap Status

9. Continuing Action Items

- a. **Burn To Learn Update**

10. Considerations

- a. **Citizens**
- b. **Councilors**

11. Future Meetings – Regular Meeting March 21st @ 5:30 pm

- a. **Special Meetings TBD**

12. Adjourn

City of Port Orford
City Council Meeting Minutes
In the Gable Chambers / Virtual participants
Thursday, January 18th, 2024 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>John Isadore – Head of Public Works</i>	X
<i>Gary Burns</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=P-IJzgrOY4M>

This video starts with a workshop prior to the meeting – video of the meeting starts at (30:00)

1. (0:30-0:31) Call to order/roll call/ pledge of allegiance
 - a. Mayor Pat Cox calls this regular session of the Port Orford City Council to Order @ 5:34 pm and lead the chamber in the pledge of allegiance.
2. (0:31-0:35) Additions to the Agenda
 - a. Executive Session Under ORS 192.660 2(f) & (7)(d)(D) will be added and held at the after the meeting.
3. Presentations to the Council/Citizens - None
4. (0:35-0:40) Consent Calendar
 - a. Councilor Rask moves to approve the consent calendar
 - b. Councilor Vileisis seconds the motion
 - c. Discussion: Councilor Webb stated that he didn't review the minutes as thoroughly as he would've liked and that there are people voting on the minutes that were not present.
 - d. Vote: Motion carries 5-1 @ 5:42

Councilor Burns Yes *Councilor Pogwizd* Yes *Councilor Rask* Yes
Councilor Tidey Yes *Councilor Vileisis* Yes *Councilor Webb* No

5. (0:40-) Citizen's Concerns (On agenda items only – 3 minute time limit)
 - a. (0:40-0:43) Penny Suess: Made comments on proposal made during previous workshop. DEQ has its own process that and signing this agreement could interfere with their process.
 - b. (0:43-0:44) Ronin Stetzen: Asked if the secondary outfall for the golf course goes through will the ban on citizens watering their lawns be lifted? During the last meeting Chief Hobart put his hand on his gun belt.

6. (0:44-2:00) Departmental Reports

- a. Administration: Block & BRIC Grant are still moving along. Attorney search is moving forward. Labor Attorney to help with Union Negotiations and Grievances.**
- b. Finance: Not Available due to citizen change over**
- c. (0:45-1:01) Public Works: 55 million gallons water treated this year and 28 million gallons sold this year. 2 million gallons was backwash; we're running at about a 40% loss. Dredging is in progress; the contactor is willing to split the bill and take half this year and half in the next budget cycle. The inclement weather has taxed the water treatment plant.**
- d. Police: Nothing to report**
- e. (1:01-1:24) Planning: Planning Commission has been working on the city-wide speeding issue. According to ODOT the most effective traffic calming measure is driver feedback signs. There are also information gathering boxes that collect data on the street they're placed so that we are more informed before taking more action. Also, the Planning Commission would like permission to review the CUP extension requirements – by consensus the City Council agrees to have the Planning Commission do this.**
- f. Mayors Report – included in admin report**
- g. (1:24-2:00) Liaison**
 - i. Port: Crane foundations are about to start.**
 - ii. School: Nothing**
 - iii. Fire District: Will be covered later**
 - iv. (1:24-1:43) Watershed – Vileisis: Narrowing the scope of the BRIC grant to the most critical shovel ready projects. Raw water storage tank grant through CBDG has been started. Final paperwork for the land has yet to be signed but it is close to being ready. DEQ conference is upcoming. Dredging permit is in process, the first step of the process is done.**
 - v. Parks: The last of the Citrus for the Citrus fundraiser is available at Café 2.0. Parks is looking at projects for this upcoming year.**
 - vi. (1:44-1:47) TLT: Just approved multiple members. Meeting with Susan Russell (Mainstreet) to discuss the advertising revenue through TLT. First meeting should be used to review previous grants for completion.**
 - vii. (1:47-1:52) Mainstreet: Bought a website that is currently being developed.**
 - viii. Emergency Mgmt.: First official meeting will be this month.**

- ix. (1:53-2:00) Homelessness: US Supreme Court is currently reviewing the Grants Pass case that was the basis for the Reasonable Time, Place and Manor so we're waiting to see how that progresses. Exclusionary zones have been more effective – there is no other area that would make a sufficient camp site. Exclusionary zones have reduced the amount of police calls from 3-5 a day to 3-5 a week.

7. Old Business

8. New Business - None

9. (2:00-2:27) Continuing Action Items

- a. (2:00-2:02) Hiring Committee Update: Hiring committee has reviewed the applications that came in over the month that the job posting was up. More will be discussed during the executive session.
- b. (2:02-2:27) Burn to Learn Update: Worked with the Fire Board to make a new form. Councilors review and discuss requirements, liability and edits on the form as well as the City Ordinance for Burn to Learn. Failure to comply would result in a fine for all parties involved.
- c. (2:26) Councilor Webb was excused from the meeting @ 7:26
- d. Councilor Pogwizd motions to extend the meeting.
- e. Councilor Rask seconds the motion.
- f. Vote: motion to extend the meeting carries with a vote of 4-2

<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>Absent</u>

10. (2:27) Considerations:

- a. Citizens:
 - i. (2:27-2:34) Jen Bailey: Requests that the police report and the public works reports be included in the minutes. Requests that the Emergency Preparedness Commission is recorded and broadcast the same as the Parks and City Council. Thanks Ann Vileisis for everything she is doing. The TLT deadline is in February but Jubilee won't be applying since it is a line item for the fireworks in this year's budget.
 - ii. (2:35-2:39) Brett Seasall: City calendar didn't have the workshop. Couldn't find the agenda link on the website so couldn't watch virtually. The City Council archive doesn't have a box for 2024 yet. Requests agendas be put out at the back.
- b. Councilors
 - i. (2:39-2:41) Councilor Tidey: There was \$44,000 in the budget for community building repairs, since then the City has received a \$1.5 million grant for the repairs. The \$44,000 should be moved to a different line item for other projects.

- ii. (2:41-2:43) Councilor Rask: Would like the Jackson street mess “The Crab Yard” put back onto the agenda.
- iii. (2:43-2:49) Councilor Burns: Bulletin Board at Rays – due to the cost of the project, the Councilor volunteers to cover the expenses as a donation to the city. Councilors discuss the details of a potential agreement with Rays.

11. (2:49-2:57) Executive Session ORS 192.660 2(f) & (7)(d)(D)

- a. Councilor Burns motions to enter executive session under ORS 192.660 2(f) & 7(d)(D)
- b. Councilor Rask seconds the motion
- c. Vote: Motion carries with all present councilors voting yes, 5-1 @ 8:26

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

12. Action Out of executive session: By consensus the Council directed the Hiring Committee to continue to follow the established hiring process for the city administrator position.

13. Future Meetings – February 15th @ 5:30 pm

14. Adjourn

- a. With no further Business, Mayor Cox adjourned this meeting @ 9:30

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, January 30th, 2024 at 5:00 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>	Excused		
<i>Gary Burns</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 using the recording at:
<https://www.youtube.com/watch?v=TkYKtLN-IZM>

The start of the meeting was delayed due to some technical difficulties.

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 @ 5:06 pm and leads the group in the Pledge of Allegiance.
2. (0:02-0:13) CDB Grant Public Hearing:
 - a. Mayor Cox reads off the public notice of public hearing published in Port Orford News on 1/17/2024 to start the public hearing at 5:07.
 - b. No written comments had been submitted about the grant.
 - c. Public Comments:
 - i. (0:06-0:07) Jen Baily: It is hard for the public to comment if they don't know what the grant is about/for.
 - d. This grant will be used for a raw water storage tank which is one of the top priorities in our water master plan.
 - e. Hearing no other public comment; Mayor Cox closed this public hearing at 5:14
3. (0:13-0:15) Executive Session Under ORS 192.660 2(a) & (7)(d)(D):
 - a. Councilor Burns moves to enter executive session under ORD 192.660 2(a) & (7)(d)(D).
 - b. Councilor Rask seconds the motion.

c. **Vote: Vote carries 4-2; all present council members vote yes @ (5:21)**

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

4. Action Out of executive session: By Consensus the City Council directed the Hiring Committee to move forward with the formal interview process fir the top three candidates

5. Adjourn

a. With no further Business, Mayor Cox adjourned this meeting @ 7:30

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 DISASTER RESPONSE COMMISSION

Name: RICHARD L. MILLER

Mailing Address: PO BOX 185, CHALGOUIN OR, 97624

Home Address: 1 GAZER CIRCLE, PORT ORFORD

Home Phone: 661 965 1274 Work Phone: _____ Fax: _____

E-mail: BG-BEARRAM@EMAIL.COM

Current Employment: RETIRED

Area of Interest: DISASTER PREP & RECOMMUNICATIONS

Area of expertise: COUNTY DEPT HEAD & DEP DEPT HEAD LUS ANGELES & RIVERSIDE CA COUNTIES

Why do you want to serve? CONTRIBUTE TO COMMUNITY

Previous service in this appointed position or similar position: BOARD OF DIRECTORS ASSOCIATED PUBLIC-SAFETY OFFICERS, SERVED AS NATIONAL PRES.

Other volunteer activities: VOLUNTEER WITH ODF PAST YEARS & TOUR SALT TRAIN WITH MUSEUM

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: 2/12/24

Signature: R.L. Miller

Please return application to:

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

Watershed Liaison Report
 February 2024
 Submitted by Councilor Ann Vileisis

I participated in a DEQ conference here in Port Orford on Feb. 7 representing the city. The focus was on how to improve drinking water through watershed protection. I gave a talk about our watershed and the projects to buy land over time, and our partner Erin Minster at Curry Soil and Water Conservation District spoke about the gorse management/ fire risk reduction activities in our watershed. Many watershed council members participated and we did a lot of good networking!

Port Orford Watershed Council has reported a landslide on a road in our watershed and has spread grass seed hoping to help stabilize the material. If we get a grant to do the planning to fix the failing culvert, part of it will entail doing an inventory to identify other areas that may present risk of slides, etc/, that could impact our drinking water.

Port Orford Watershed council has been working on new bylaws —ultimately they would like to work on an MOU with the city of Port Orford to enable them to volunteer on city land doing gorse removal and other helpful stewardship projects. Unlike official commissions of the city, which require city time/ resources to manage, they want to be an independent group of volunteers to help the city.

PORT ORFORD EMERGENCY PREPAREDNESS COMMISSION
 LIAISON REPORT FOR JANUARY 31, 2024 MEETING

The Emergency group met on January 31, 2024. Kell DeVoll resigned. We are looking for a 7th member.

-The Commission asks the City Council to approve a new name for the Commission to Port Orford Emergency Preparedness Commission.

-The Commission will be working on a mission statement to bring to the City Council for discussion and approval.

-Topics the Commission is working on are:

- Securing emergency supplies
- Community outreach
- Assisting in coordinating all agencies
- CERT training (Citizens Emergency Response Training)
- Tsunami signage
- Fire resilience in our surrounding forests
- Emergency communications within the community and outside
- Working on Port Orford Emergency Preparedness Plan
- Reviewing County Emergency Plan

PORT ORFORD MAIN STREET LIAISON REPORT

Main Street continues to work on advertising Port Orford through it's new website, Instagram page and placement of ads in tourism publications.

Working on grants. Attended a State Main Street grant workshop.

Still working on use of TLT funds, how much they have to work with.

Operating the Visitor Center

RESOLUTION 2023-33

FAIR HOUSING

LET IT BE KNOWN TO ALL PERSONS of the City of Port Orford, Oregon, that discrimination in the sale, rental, lease, advertising of sale, rental or lease, financing of housing or land to be used for construction of housing, or in the provision of brokerage or rental services because of race, color, religion, sex, disability (physical or mental), familial status (children), or national origin is prohibited by Title VIII of the federal Fair Housing Amendments Act of 1988. It is the policy of the City of Port Orford to support the Fair Housing Amendments Act of 1988 and to implement a Fair Housing Program to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, disability (physical or mental), familial status (1.children, and 2.actual or perceived sexual orientation, gender identity or marital status of its members), or national origin.

THEREFORE, the City does hereby pass the following Resolution:

BE IT RESOLVED THAT within the resources available to the City, through city, county, state, federal and community volunteer sources, the City will assist all persons who feel they have been discriminated against because of race, color, religion, sex, disability (physical or mental), familial status (children), or national origin in the process of filing a complaint with the Oregon Civil Rights Division or the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division, that they may seek equity under federal and state laws.

BE IT FURTHER RESOLVED THAT the City shall publicize this Resolution and through this publicity shall cause real estate brokers and sellers, private home sellers, rental owners, rental property managers, real estate and rental advertisers, lenders, builders, developers, home buyers, and home or apartment renters to become aware of their respective responsibilities and rights under the Fair Housing Amendments Act of 1988 and any applicable state or local laws or ordinances.

THE FAIR HOUSING PROGRAM, for the purpose of informing those affected of their respective responsibilities and rights concerning Fair Housing law and complaint procedures, will at a minimum include, but not be limited to, 1) the printing, publicizing and distribution of this Resolution; 2) the distribution of posters, flyers, pamphlets and other applicable Fair Housing information provided by local, state and federal sources, through local media or community contacts; and 3) the publicizing of locations where assistance will be provided to those seeking to file a discrimination complaint.

Effective Date

Pat Cox, Mayor of City of Port Orford

RESOLUTION 2023-34

EXCESSIVE FORCE

It is the policy of the City of Port Orford, Oregon that:

- 1) It's law enforcement personnel shall not use excessive force against any individuals engaged in nonviolent civil rights demonstrations, and
- 2) Applicable state and local laws that prohibit physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions shall be enforced.

Effective Date

Pat Cox, Mayor of City of Port Orford

RESOLUTION 2023-35

Resolution to adopt a Policy of Nondiscrimination on the Basis of Handicapped Status and to adopt a grievance procedure for complaints of alleged discrimination based on disability.

Whereas the City of Port Orford recognizes the need to adopt a formal policy of nondiscrimination on the basis of handicapped status.

Whereas there is a need to adopt a formal procedure for complaints of alleged discrimination based on disability.

Whereas the U.S. Department of Housing and Urban Development's regulations require grant recipients to comply with non-discrimination requirements.

The City of Port Orford adopts the following Policy on Nondiscrimination on the Basis of Handicapped Status and the following grievance procedure for complaints of alleged discrimination based on disability.

Effective Date

Pat Cox, Mayor of the City of Port Orford

Policy of Nondiscrimination on the Basis of Handicapped Status

The City of Port Orford, Oregon does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs or activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's (HUD) regulations implementing Section 504 (24 CFR Part 8. dated June 2, 1988).

Name: _____

Address: _____

Telephone No.: _____

Policy Number:

Date of Adoption:

**GRIEVANCE PROCEDURE
FOR COMPLAINTS OF ALLEGED DISCRIMINATION BASED ON
DISABILITY**

1. Submit complaint in writing to the designated official for resolution. A record of the complaint and action taken will be maintained. A decision by the designated official will be rendered within 15 working days.
2. If the complaint cannot be resolved to your satisfaction by the designated official:
 - a. It will be forwarded to a committee appointed by the governing body. This committee’s membership, its ground rules or procedures for hearing complaints, and how the committee can be contacted will be available to the public. The committee will be directed to hear such complaints in an objective, public manner, and after adequate public notice. A written decision will be made within 30 working days. Proceedings of the committee will be recorded and maintained.

OR

- b. The complaint will be heard by the governing body and discussed at an open, public meeting of the elected body. A written decision will be made within 30 working days. The decision of the governing body is final.
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

Adopted this _____ day of _____, _____.

Signature of Chief Administrative Officer

Title

Attest: _____