

City of Port Orford
City Council Meeting
In the Gable Chambers / Virtual participants
Thursday, November 16th, 2023 at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor</i>	X	<i>Joseph Harrison, City Recorder</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>	Virtual		
<i>Ann Vileisis</i>	X		
<i>Greg Tidey</i>	X		
<i>Tim Pogwizd</i>	Virtual		

The minutes were prepared to the best of our ability with the recording available at:
<https://www.youtube.com/watch?v=58lydQenW1g>

1. (0:00-0:10) Call to order/roll call/ pledge of allegiance

- a. Mayor Pat Cox calls this regular session of the Port Orford City Council to Order @ 5:33 pm and lead the chamber in the pledge of allegiance.**

2. (0:10-0:22) Presentations to the Council/Citizens

- a. (0:10-0:22) Aaron Miller: School district presentation about the previous year and the successes the district has had. The most important thing school provides is not knowledge but life skills and self-management.**

3. (0:22-0:28) Consent Calendar

- a. (0:23) Councilors move “Applications for Appointment” to 8(d) & Work Bus Station to 8(e). The Consent Calander is now Minutes from 11/1/2023 & Sea Wolf Book OLCC license.**
- b. Councilor Vileisis moves to accept the modified Consent Calander.**
- c. Councilor Burns seconds the motion.**
- d. Discussion: Does the food section of OLCC allow them to serve cold/finger foods instead of hot food? Only required for Hot foods, but they are also serving Beer/Wine. Minor spelling/grammar issues on the minutes.**
- e. (0:28) Vote: motion carries unanimously @ 6:01**

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

4. Additions to the Agenda

None

5. (0:28-0:29) Citizen’s Concerns

- a. Jen Bailey: Update on the Citizen Homelessness committee; reviewed maps of the City and found some potential new locations for a camp.**

6. (0:30-1:22) Departmental Reports

- a. (0:30-0:47) Administration – Resignation; CA Huttl resigned last week. Civil West Update; dredging permit is still in process. The new meter contract is being reviewed, there are a lot of minor details that need to be evaluated. Civil West provided a book that listed possible grants for the city to apply to. There are 4 ongoing tests on the water system. There is a question if a well at Mill pond exists, citizens and councilors believe there is one, Public works was unable to find it physically or in any paperwork.
- b. Finance – No discussion
- c. (0:48-0:59) Public Works – Humas Pond clean up is coming up, it will cost \$190,000; we can pay half now and half next year. There was a DEQ surprise inspection and The City did well. Councilors discuss the terms on the \$750,000 the state awarded The City for water recycling, they decide that we need more information.
- d. (1:00-1:03) Police – Now that the County hack has been mostly resolved weekly/bi weekly reports can be generated.
- e. Planning - No discussion
- f. Mayors Report – Handled with Admin report this month
- g. (1:03-1:22) Liaison
 - i. Port: Crane replacement project is in its final planning stage. Road needs work which may require an intergovernmental agreement.
 - ii. School: No report
 - iii. Fire District: No report
 - iv. Watershed: Received a grant to write other grants; two are planned right now. First is to fix/remove failing drainage, the second is a grant for dredging one of our fresh water sources. By consensus the council agrees to let Councilor Vileisis pursue these grant opportunities.
 - v. Parks: Playground acquisition is progressing. 91 people participated in the Halloween disc golf tournament.
 - vi. TLT: Need to get more members and start preparing for the first meeting.
 - vii. Mainstreet: Visitor Center is open; if you would like to volunteer, please speak with Kitty Million. Rays landscaping is on going. Hughes House Christmas is being set up.
 - viii. Emergency Mgmt.: Right of way between Jefferson and Deady that would be a good location for an emergency cache location.
 - ix. N2N: Handled by Jen Bailey previously.

7. Old Business – None

8. (1:22-2:26) New Business

a. (1:22-1:24) Changes in Court Fees

i. Vileisis moves to changes the court fees as stated in the documentation with the amendment of adding notary services for \$10.

ii. Rask seconds the motion

iii. Vote: with no further discussion motion carries 6-0 @ 6:55

<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. (1:22-1:42) Resolution 2023-32: Playcraft Acquisition

i. Councilor Tidey moves to continue this item next month.

ii. Councilor Webb seconds the motion.

iii. Discussion: Councilors discuss having volunteers build the playground to reduce cost, however it has to be built by a bonded contractor for insurance & warranty purposes. Councilors discuss the possibility of trying to find a grant to cover part of the cost of the playground; the money for the project is currently coming from the Park budget and fundraising, but the price is high given the current circumstance.

iv. Vote: motion carries unanimously 6-0 @ 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>

c. (1:42-1:43) Planning Director Designation

i. Councilor Burns moves to designate Crystal Shoji as the City Planning Director.

ii. Councilor Tidey seconds the motion.

iii. Vote: with no further discussion motion carries 6-0 @ 6:57

<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>

d. (1:43-1:53) Pro Tem City Director discussion

i. The City has received a list of possible candidates and is in the process of contacting them. The Council discuss establishing a Hiring Committee to head this process and decide it would be beneficial. An advertisement for the position is being created.

e. (1:53-2:23) Applications for Appointment

i. Councilor Vileisis motions to continue the meeting after a brief recess

ii. Councilor Burns seconds the motion

iii. Vote: with no further discussion motion carries 5-1 @ 7:33

<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>

- iv. (2:11) City Council reconvenes @ 7:44
- v. Councilor Burns moves to continue the Emergency applications next month.
- vi. Councilor Tidey seconds the motion.
- vii. Discussion: Our municipal code restricts Council/Committee positions from City employees and family members of City employees and City Councilors to prevent ethically tricky situations and conflicts of interest. Due to this the Council does not believe it can appoint Susan Russell to the planning commission at this time.
- viii. Vote: unanimous carries 6-0 @ 7:45

<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>Yes</i></u>	<i>Councilor Vileisis</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

f. (2:23-2:26) Bus Station Work

- i. The Bus Station at Rays has a broken window. It is the Cities Responsibility to fix it. By consensus the Council agrees to fix it.

<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>Yes</i></u>	<i>Councilor Vileisis</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

9. (2:26-3:05) Continuing Action Items

a. City Admin/ Finance Director Job Description

- i. Councilors discuss splitting the Job description to have three, a combined one and two individual ones and advertising all three. Councilors discuss part time or full time for each position as well as payscale. Councilors agree via consensus to establish a hiring committee.
- ii. Councilor Vileisis moves to have 2 job descriptions a full time City Administrator and a part time Finance Director
- iii. Councilor Burns seconds the motion
- iv. Vote: with no further discussion vote carries unanimously @ 7:40

<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>Yes</i></u>	<i>Councilor Vileisis</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

10. Considerations - None

11. (3:05-3:11) Executive Session ORS 192.660(b):

- a. Councilor Webb moves to go into Executive Session
- b. Councilor Burns seconds the motion
- c. Vote: with no further discussion vote carries unanimously @ 7:45

<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>Yes</i></u>	<i>Councilor Vileisis</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

12. Future Meetings – Proposed date

- a. **Next Regular Meeting of the City Council December 21st @ 5:30 pm in Chambers and Online**

13. Adjourn

- a. **With no further Business, Mayor Cox adjourned this meeting @ 8:19**

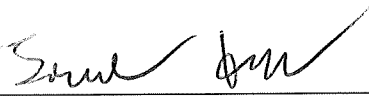
Attest:



Mayor, Pat Cox

5/28/2024

Date



City Recorder Pro Tem, Joseph Harrison

5/28/2024

Date

