# City of Port Orford
## Regular City Council Meeting
## In the Gable Chambers / Virtual participants
## Thursday, April 18th, 2024 at 5:30 P.M.

| Mayor and Council | Present | City Staff | Present |
|---|---|---|---|
| *Pat Cox, Mayor (PC)* | X | *City Administrator (CA) Melissa Radcliffe* | X |
| *Brett Webb, Councilor (BW)* | X | *Joseph Harrison, City Recorder* | Excused |
| *Gary Burns, Councilor (GB)* | X | | |
| *Perri Rask, Councilor (PR)* | Late | | |
| *Ann Vileisis, Councilor (AV)* | X | | |
| *Greg Tidey, Councilor (GT)* | X | | |
| *Tim Pogwizd, Councilor (TP)* | X | | |

***The minutes were prepared to the best of our ability using the recording available at: https://www.youtube.com/watch?v=9gFkGmMZ1cU***

1. **(0:00-0:01) Call to Order/Roll Call**
    a. **Mayor Pat Cox calls this regular session of the Port Orford City Council to Order @ 5:32 pm and leads the chamber in the pledge of allegiance.**

2. **(0:01-0:02) Additions to the Agenda**
    a. **Item 3(a) has been removed from the agenda.**
    b. **Item 8(e) moved to item 8(a).**

3. **(0:02) Presentations to the Council/Citizens**
    a. **Speeding In Port Orford: Traffic Logix:** postponed

4. **(0:02-0:11) Consent Calendar**
    a. **By consensus**: the council agrees to remove the lease agreement from the consent calendar.
    b. Minutes March 21st, 2024
        i. **By consensus**: the council makes minor grammar and spelling corrections in the minutes.

    c. **Councilor TP** moves to accept the consent calendar without the lease agreement and with the minutes as amended.
    d. **Councilor GB** seconds the motion.
    e. **Vote:** with no further discussion the vote passes 4-2-1 with Mayor PC casting a tie-breaking vote.

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|---|---|---|---|---|---|
| *Councilor Burns* | *Yes* | *Councilor Pogwizd* | *Yes* | *Councilor Rask* | *Absent* |
| *Councilor Tidey* | *Abstain* | *Councilor Vileisis* | *Yes* | *Councilor Webb* | *Abstain* |
| **Mayor Cox** | *Yes* | | | | |

5. **(0:11-0:12) Citizen's Concerns:** None

6. **(0:12) Departmental Reports**
    a. **(0:12-0:23) Administration:** Office hours are now Monday-Thursday 7:30-5:30. The researching use of Everbridge for text-to-citizen updates is ongoing. There are no applications for City Attorney, we can advertise it on the LOC bulletin board and in other papers. Right of Way needs to be cleared. Budget Committee meetings are coming up, Councilors should try to find members to join. Boil water notices are now on new door hangers.

    b. **Finance:** covered in Administration

    c. **(0:23-0:26) Public Works:** A written report was provided in the packet. No significant discussion.

        i. **(0:25) Councilor PR** joined at 5:58

    d. **Police:** None
    e. **Planning:** A written report was provided in the packet.

    f. **Mayor's Report:** Covered in administration.

    g. **(0:26-1:06) Liaison**
        i. **Port–Webb:** The new seafood hub system will be on TV.
        ii. **School – Rask:** Nothing to report.
        iii. **Fire District–Tidey:** The contract with the fire district is being renewed.
        iv. **Watershed–Vileisis:** Closer to the dredging permit. No other questions.
        v. **Parks – Tidey:** The Parks meeting was postponed last month.
        vi. **TLT–Pogwizd:** The last meeting did not have a quorum.
        vii. **Mainstreet–Burns:** Written report included with the packet.
        viii. **(0:33-1:06) Emergency Prep.–Burns:** Mission statement and goals provided for council direction.
            1. **Councilor AV** moves to approve the EPC mission statement.
            2. **Councilor PR** seconds the motion.
            3. **Vote:** with no significant discussion, the vote carries unanimously @ 6:09 pm

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|---|---|---|---|---|---|
| *Councilor Burns* | *Yes* | *Councilor Pogwizd* | *Yes* | *Councilor Rask* | *Yes* |
| *Councilor Tidey* | *Yes* | *Councilor Vileisis* | *Yes* | *Councilor Webb* | *Yes* |

4. **Discussion On EPC goals:** The Council discusses the radios for Public Work trucks and potential grants for the EPC. Looking at FEMA training for incident command centers for coordinating responses during a regional incident. The following changes to the proposed goals are recommended; "Provide information" becomes "Relay information", "Purchase metal storage" becomes "Acquire metal storage", "Select locations" becomes "Consider locations", and "Pursue grants" becomes "Identify grants". Seeing that there are revisions needed on the goals, the Council agrees to continue this item to the next meeting by consensus.

7. **(1:06-1:56) Old Business**
   a. **(1:06-1:41) Second reading of Ordinance 2024-01: Beacon Broadband Franchise Agreement**
      i. **Councilor GT** moves to accept Ordinance 2024-01: Beacon Broadband Franchise Agreement.
      ii. **Councilor GB** seconds the motion.
      iii. **Discussion:** Councilors are concerned about whether the 5% franchise fee is the maximum and if the blanket Right of Way permit would allow Beacon Broadband to cut trees without checking with the City. Councilors consider a 5-year agreement instead of a 10-year agreement to mitigate issues from not having Legal Counsel review it.

      iv. **Councilor GT** moves to table this item.
      v. **Councilor GB** seconds the motion.
      vi. **Vote:** The Council reiterated that they would like to check the percentage and review the length of the agreement. Then the vote carries unanimously.

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|---|---|---|---|---|---|
| ***Councilor Burns*** | ***Yes*** | ***Councilor Pogwizd*** | ***Yes*** | ***Councilor Rask*** | ***Yes*** |
| ***Councilor Tidey*** | ***Yes*** | ***Councilor Vileisis*** | ***Yes*** | ***Councilor Webb*** | ***Yes*** |

   b. **(1:42-1:56) Renewal of the A-frame contract**
      i. **Councilor GT** moves to accept the Contract for the A-frame rental with Siskiyou School.
      ii. **Councilor GB** seconds the motion.
      iii. **Discussion:** The school is in the building 4 days a week, 3-4 hours a day; councilors are concerned about the cost of utilities. The Council removes the cost of cleaning from the agreement.
      iv. **Vote:** The vote does not carry 4-3 with Mayor PC casting a tie-breaking vote.

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|---|---|---|---|---|---|
| ***Councilor Burns*** | ***Yes*** | ***Councilor Pogwizd*** | ***Yes*** | ***Councilor Rask*** | ***No*** |
| ***Councilor Tidey*** | ***No*** | ***Councilor Vileisis*** | ***Yes*** | ***Councilor Webb*** | ***No*** |
| **Mayor Cox** | ***No*** | | | | |

      v. **By consensus:** the Council directs CA to research and change the agreement in line with the previous discussion.

**8. (1:57-2:43) New Business**

a. (1:57-2:05) Curry SWCD, Drinking Water Source Area-Scope of Work for 2024, Erin Minster, CSWCD

   i. **Erin Minster on behalf of SWCD:** SWCD handles gorse control in the drinking water area and their scope of work must be approved annually. Due to restrictions put in place when The City purchased property adjacent to the water reservoir, SWCD needs explicit permission to use herbicides in the area.
   ii. **Councilor AV** moves to approve the scope of work as presented.
   iii. **Councilor GB** seconds the motion.
   iv. **Discussion:** The Council discusses liability and Ms. Minster states that liability would be with SWCD. The cost of this project will be covered by the half-forgivable loan we secured to buy the Wilson land.
   v. Vote: the motion carries unanimously 6-0 @ 7:38 pm.

***Councilor Burns*** _Yes_ ***Councilor Pogwizd*** _Yes_ ***Councilor Rask*** _Yes_
***Councilor Tidey*** _Yes_ ***Councilor Vileisis*** _Yes_ ***Councilor Webb*** _Yes_

**b. (2:05-2:11) Port Orford Jail Historic Site Status**

   i. **Rick Cook on behalf of the Port Orford Historic Preservation Society:** The Port Orford Historic Preservation Society would like to designate the Old City Jail as a historic site and needs the City's Permission to do so.
      1. **Councilor BW** moves to give permission to proceed.
      2. **Councilor GB** seconds the motion
      3. **Discussion:** The Council inquiries about the cost of maintenance; it's currently nothing because the City doesn't do any maintenance on it. If the Historic Site status is given; it will be easier to get grants for restoration/maintenance.
      4. **Vote:** the motion carries unanimously 6-0 @ 7:45 pm.

**c. (2:11) Before continuing the meeting; a vote to extend it needs to be held.**

   i. **Councilor GB** moves to extend the meeting.
   ii. **Councilor AV** seconds the motion
   iii. **Vote:** the motion passes 5-1 @ 7:47 pm.

***Councilor Burns*** _Yes_ ***Councilor Pogwizd*** _Yes_ ***Councilor Rask*** _Yes_
***Councilor Tidey*** _No_ ***Councilor Vileisis*** _Yes_ ***Councilor Webb*** _Yes_

**d. CA Radcliffe and Councilor BW are excused and leave the meeting.**

**e. (2:12-2:36) Renewal of Janitorial Contract:**

   i. **Councilors discuss:** the cost of labor, materials, and what we get for the cost. Councilors also question if this would need to go out to bid again.
   ii. **Councilor GB** motions to approve CA MR negotiating the contract and return with the finalized contract.
   iii. **Councilor PR** seconds the motion.

iv. **Vote:** the motion carries unanimously among present members 5-0 @ 8:08 pm.

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|---|---|---|---|---|---|
| *Councilor Burns* | ***Yes*** | *Councilor Pogwizd* | ***Yes*** | *Councilor Rask* | ***Yes*** |
| *Councilor Tidey* | ***Yes*** | *Councilor Vileisis* | ***Yes*** | *Councilor Webb* | ***Excused*** |

f. **(2:37) Appointment of David Johnson as Budget Officer**

i. **Councilor GB** motions to approve appointing David Johnson as the Budget Officer for this year.
ii. **Councilor TP** seconds the motion.
iii. **Vote:** with no discussion the vote carries unanimously among present members 5-0 @ 8:09 pm.

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|---|---|---|---|---|---|
| *Councilor Burns* | ***Yes*** | *Councilor Pogwizd* | ***Yes*** | *Councilor Rask* | ***Yes*** |
| *Councilor Tidey* | ***Yes*** | *Councilor Vileisis* | ***Yes*** | *Councilor Webb* | ***Excused*** |

g. **(2:38-2:41) Discussion: Water Contracts/Payment Plans**

i. **Councilor TP** motioned to direct staff to not research this further.
ii. **Counselor GB** seconds the motion
iii. **Vote:** with no further discussion vote was carried unanimously among present members 5-0 @ 8:11 pm

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|---|---|---|---|---|---|
| *Councilor Burns* | ***Yes*** | *Councilor Pogwizd* | ***Yes*** | *Councilor Rask* | ***Yes*** |
| *Councilor Tidey* | ***Yes*** | *Councilor Vileisis* | ***Yes*** | *Councilor Webb* | ***Excused*** |

h. (2:41-2:43) Beacon Broadband letter of support

i. **Councilor AV** motions to approve the letter of support with the amendment of removing the last sentence of paragraph 2 that gives Beacon Broadband a blanket Right of Way work permit.
ii. **Councilor TP** seconds the motion.
iii. **Vote:** with no further discussion the vote carries unanimously among present members 5-0 @ 8:13 pm

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|---|---|---|---|---|---|
| *Councilor Burns* | ***Yes*** | *Councilor Pogwizd* | ***Yes*** | *Councilor Rask* | ***Yes*** |
| *Councilor Tidey* | ***Yes*** | *Councilor Vileisis* | ***Yes*** | *Councilor Webb* | ***Excused*** |

9. **(2:43) Continuing Action Items**

a. **Discussion on Ordinance enforcement workshop – item postponed.**

10. **(2:44-3:15) Considerations**

a. **Citizens**

i. **(2:44-2:56) Jen Bailey:** The Jubilee Committee wants to close 7th St. for the 4th of July car show. By consensus, the council agrees to close the road for the Jubilee between 5 am and 3 pm on July 4th. By consensus, the Council agrees to approve the road closure contingent on approval of a Right of Way permit.

ii. **(2:56) Teresa Kolibaba:** Why is Jubilee having the car show on 7th St. when they have done it elsewhere every year? If the Post Office can't be accessed for a day, there will be angry citizens.

b. **Councilors**

i. **(2:56-3:00) PR:** Can not be a member of the Finance Committee right now. The Attorney RFP needs some clarification and can be posted in the Oregon State Bar Bulletin.

ii. **(3:00) AV:** The Creative Collective is starting a paper and AV has drafted an article on the water system on behalf of The City. Councilors discuss if it is appropriate for a Councilor to draft a message for the City. AV reads her drafted message and councilors recommend revisions. AV requests that the implementation of STR ordinance be added to continuing action items on a future meeting.

iii. **(3:13) GT:** requests the door hangers be changed to orange.

**11. Future Meetings – Regular Meeting May 16th @ 5:30 pm**

**12. (3:15) Adjourn**

a. **Seeing no further business, Mayor PC ends the meeting @ 8:47 pm**

Attest:

______________________________ 5/8/2024

Mayor, Pat Cox Date

______________________________ 5/28/2024

City Recorder, Joseph Harrison Date