

CITY OF PORT ORFORD
SPECIAL SESSION OF THE COMMON COUNCIL
Thursday, January 16th, 2025, at 5:30 P.M.

If you cannot join in person, please feel free to join this meeting from your computer, tablet or smartphone.

<https://meet.goto.com/556388205>

You can also dial in using your phone.

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

United States: 1 (646) 749-3129

Access Code: 556-388-205

AGENDA

- 1. Call to Order/Roll Call/ Pledge of Allegiance**
- 2. Additions to the Agenda**
- 3. Presentations to the Council (pg. 3 + links)**
 - a. State of the City Address by Mayor Vileisis**
 - b. Anne Heath: Financial Check-Up**
- 4. Consent Calendar (pg. 4-12)**
 - a. Minutes December 5th, 2024**
 - b. Application for Appointment: Greg Thelen – Planning Commission**
 - c. Dragonfly/ Thirst Trap OLCC**
- 5. Citizen’s Concerns (On agenda items only – 3 minute time limit)**
- 6. Public Hearing: None**
- 7. Departmental Reports (pg. 13-14)**
 - a. Administration**
 - b. Finance**
 - c. Public Works**
 - d. Police**
 - e. Planning**
 - f. Mayor’s Report**
 - g. Liaison**
 - i. Port – Webb**
 - ii. School – Rask**
 - iii. Fire District**
 - iv. Watershed – Vileisis**

- v. Parks
- vi. TLT - Pogwizd
- vii. Mainstreet – Burns
- viii. Emergency Prep. – Burns

8. Old Business (pg. 15-16 + links)

- a. Rick Cook with the Historic Preservation Committee

9. New Business (pg. 17-29)

- a. Council Rules Adoption
- b. Elect Council President
- c. Finance Committee Appointments
- d. Announcement: Council Vacancy – Letters of Interest
- e. Set Date for Priority Setting Work session/Discussion on Council Priorities

10. Continuing Action Items

11. Considerations

- a. Citizens
- b. Councilors

12. Next Meeting:

- a. Regular Meeting February 20th, 2025 @ 5:30 pm
- b. Possible Work session - TBD

13. Adjourn

3(a) Presentations To Council: Mayor Ann Vileisis State of the City Address

Mayor Ann Vileisis will have a statement ready share at the meeting.

3(b) Presentations To Council: Anne Heath

Anne Heath will be presenting a PowerPoint presentation and will be covering materials available at the following links:

Finance 1:

<http://portorford.org/wp-content/uploads/2025/01/City-Council-1.13.2025-Finance-Report-1.pdf>

Finance 2:

<http://portorford.org/wp-content/uploads/2025/01/City-Council-1.13.2025-Finance-Report-2.pdf>

Finance 3:

<http://portorford.org/wp-content/uploads/2025/01/City-Council-1.13.2025-Finance-Report-3.pdf>

4(a) Consent Calendar December 5th, 2024 Minutes

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

Mayor and Council	Present	City Staff	Present
<i>Pat Cox, Mayor (PC)</i>	X	<i>City Administrator (CA) Melissa Radcliffe</i>	X
<i>Brett Webb, Councilor (BW)</i>	X	<i>Joseph Harrison, City Recorder</i>	X
<i>Gary Burns, Councilor (GB)</i>	X	<i>Anne Heath, Contracted Accountant</i>	X
<i>Perri Rask, Councilor (PR)</i>	Late		
<i>Ann Vileisis, Councilor (AV)</i>	X		
<i>Greg Tidey, Councilor (GT)</i>	Late		
<i>Tim Pogwizd, Councilor (TP)</i>	Virtual		

The minutes were prepared to the best of our ability using the recording available at:
<https://www.youtube.com/watch?v=ivGbI4rMjt4>

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 @ 5:08 pm and leads the chamber in the pledge of allegiance. Roll Call shows Councilors GT & PR are not present – they arrive at 5:20 pm and 5:30 pm respectively.

2. Executive Session Under ORS 192.660(2)(i)

- a. **Councilor BW** motions to enter Executive Session under ORS 192.660 (2)(i)
- b. **GB seconds** second the motion
- c. **By Consensus** the City Council agrees to enter executive session @ 5:10

3. (0:01) At 6:00 pm the City Council agrees via consensus to leave executive session and reopen the normal meeting after a brief recess. The normal public meeting is resumed at 6:04 pm

4. Action out of executive session - None

5. (0:01-0:02) Additions to the Agenda

a. None

6. (0:02-1:01) Presentations to the Council/Citizens

- a. **Anne Heath:** Goes through the presentation on the City's current financial situation. The main points discussed were department spending; inter-department transfers, unexpected expenses, potential sources of revenue, and an explanation of how the financial reports will be simplified moving forward.
 - i. **Councilor BW** motions to direct staff to return to Council with recommendations on simplifying the budget.
 - ii. **Councilor AV** seconds the motion.
 - iii. **Discussion:** Council and staff need to set priorities on spending to effectively budget – expenses not budgeted for need council approval. Anne Heath answered council questions; most were focused on property values and taxes.
 - iv. **Vote:** Having their questions answered, the motion carries unanimously 6-0 @ 7:00 pm.

<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>

- v. The Council expresses its gratitude that Heath is now working with the City to help ensure financial recovery.

7. (1:01-1:11) Consent Calendar

- a. **Joseph** reads corrections that were submitted prior to the meeting
- b. **Councilor AV** moves to accept the consent calendar with the minutes as amended.
 - i. Corrections submitted before the meeting:
 - 1. On pg. 9 “Water Leak Reimbursement Policy” Councilor BW voted no
 - 2. Other corrections were misspellings.
- c. **Councilor BW** seconds the motion.
- d. **Discussion:** By new business Councilor GT had been excused. Votes held after he was excused should reflect that none of those votes were unanimous and that he was excused.
- e. **Councilor AV rescinds her motion and Councilor BW rescinds his second**
- f. **Councilor AV** moves to approve the consent calendar with the previous corrections and the new ones discussed.
- g. **Councilor BW** seconds the motion

h. Vote: with no further discussion the vote passes unanimously 6-0 @ 7:11

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

8. (1:11-1:12) Citizen's Concerns:

a. None

9. (1:12-1:) Departmental Reports

a. **Administration:** Nothing Prepared – Council members and CA went to a newly elected officials training hosted by the League of Oregon Cities. (LOC)

b. **Finance:** This was done during the presentation.

c. **Public Works:** Verbal report – There was more than 15 inches of rain in November leading to the water plant to be shut down for a few days. PW Head John Isadore expresses his gratitude and the new hires for their hard work and to Mayor Cox for all the work he's done with the Public Works department.

d. **Police:** None; Council thanks Chief Hobart for 10 years of service; he has been a responsible and effective leader during his time with the City.

e. **Planning:** The DLCD grant is still in progress and the proposed code is available online. Citizens and Councilors are encouraged to review the proposed code revisions at their leisure.

f. **Mayor's Report:** Tonight is Mayor Cox's last session as mayor. The Council expresses gratitude toward Mayor Cox and state that he has been an inspiring and hard-working leader during his tenure – truly going above and beyond what is expected of a Port Orford Mayor. Mayor Cox appreciated the rest of the Council, without their support he wouldn't have made it through his term; he is happy with the staff that has been brought on and believes that they will help the City get back on track after its complete staff turnover during his term and wishes Mayor Elect Vileisis good luck with the role.

g. (1:26-1:55) Liaison

i. **Port–Webb:** theres a lot going on at port. Crab Deliveries started on the 4th – its always a productive time for in the community.

ii. **School – Rask:** Nothing to report

iii. **Fire District–Tidey:** Written report is in the packet.

iv. **Watershed–Vileisis:** Submitted the Watershed Enhancement Grant and we could be awarded up to \$400,000. Meaning our loan to purchase the watershed would be 100% forgiven.

- v. **Parks – Tidey:** 3rd annual Halloween huck was a success. December 14th will be the last disc golf tournament which is also a toy drive that had over 400 donations last year. The living willow fence project is moving forward.
- vi. **TLT–Pogwizd:** Nothing.
- vii. **Mainstreet–Burns:** Mainstreet put in over 2000 volunteer hours keeping the visitor center open.

- 1. **Councilor AV moves to extend the meeting after a brief recess**
- 2. **Councilor GB Seconds motion**
- 3. **Vote:** The motion carries unanimously 6-0 @ 7:30 pm.

<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. **Council reconvenes after a brief recess at 7:33 pm.**

- viii. **(1:33-1:55) Emergency Prep.–Burns:** The EPC held a public meeting regarding the December Earthquake and Tsunami event. They took public input and have begun investigating how the city would declare a State of Emergency so the information is available before an emergency situation. The Council also discusses the local emergency alarm system.

<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. Old Business - None

11. New Business - None

12. (1:55) Continuing Action Items

a. Resolution 24-15 Raw Water Tank Resource Allocation

- i. **Councilor AV moves to accept RES 24-15 to authorize spending on the Raw Water Tank Project**
- ii. **Councilor GT seconds the motion**
- iii. **Discussion:** has to pass the resolution to get the grant.

- 1. **Vote:** The motion carries unanimously 6-0 @ 7:55 pm.

<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>

13. (1:55-2:00) Considerations**a. Citizens - None****b. Councilors**

- i. Councilors express their appreciation of Councilor GT and Mayor PC – The City was lucky to have them on the Council during the difficult past four years. The Council wishes the citizens and staff of The City of Port Orford a happy holiday season.**

14. Future Meetings – Regular Meeting January 14th @ 5:30 pm**15. (2:01) Adjourn****a. Seeing no further business, Mayor PC ends the meeting @ 8:03 pm**

Attest:

Mayor, Ann Vileisis_____
Date_____
City Recorder, Joseph Harrison_____
Date

4(c) Application for Appointment: Greg Thelen – Planning Commission

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 Planning Commission

Name Greg Thelen

Mailing address PO Box 216 Port Orford 97465

Residence address if different from above 165 23rd St. P.O.

Home telephone 503-841-9218 Work telephone _____

Email gkthelen@gmail.com Fax _____

Current employment retired

Your area of interest citizen input to the City

Your area of expertise listening, decision-making,
facilitating, building construction

Why do you want to serve? I care about the quality of life
and opportunities for development in P.O.

Previous service in this appointed position or a similar position 4 years on
P.O. Planning Commission.

Other volunteer activities Port Orford Community Co-op,
Cascade Valley School board member

Does your schedule allow you to attend;

Daytime Meetings ☒ yes ☐ no Evening meetings ☒ yes ☐ no

Does your schedule limit the days you could attend meetings? ☐ yes ☒ no

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

Additional comments Thank you for the opportunity to
serve our community!

Date 12-2-24 Signature Greg Thelen

4(d) DragonFly Grand Opening Temporary OLCC license



OREGON LIQUOR & CANNABIS COMMISSION

Instructions for Local Government Recommendation – Special Events License

The local government is as follows:

- (a) If the address of the event is within a city's limits, the local government is the city.
- (b) If the address of the event is not within a city's limits, the local government is the county.

The OLCC will accept local government recommendations for alcohol special events in two formats: the commission produced form, or a written endorsement produced by the local government that meets our standards described below. Annual Liquor License applications must have their recommendation given on their specific form, which is different from this special event form.

FORM INSTRUCTIONS:

- **Section 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county jurisdiction. Applicant verifies with the local government whether additional forms or fees are required. **Applicant completes payment to local jurisdiction for processing application if they require fees. This does not include OLCC license fees.**
- **Section 2: Local government** completes Section 2 of this form and returns it to the applicant. **Applicant** uploads the complete form and any supporting information provided by the city or county to CAMP.

WRITTEN RECOMMENDATION INSTRUCTIONS:

Instead of using this form, The OLCC will accept a written recommendation produced by the Local Government and given to the applicant to submit. The recommendation must be in written format such as letter or email, and includes the required information described below. Applicant uploads this recommendation and any supporting information provided by the city or county to CAMP.

Required Recommendation Information: The written recommendation must include the event applicant name, event name, event address, event license type, event dates, name of local government, name & title of reviewing official, date of review, and the recommendation outcome. Recommendation outcomes can be: Recommend Granting License, No Recommendation given/Neutral, or Recommend Denial. If recommending denial, please explain as to why it would meet the denial criteria in OAR 845-005-0308.

Special Event License Types	
Temporary Sales License, For Profit (TSL-FP)	Special Event Brewery-Public House (SEBPH)
Temporary Sales License, Non-Profit 1 (TSL-NP1)	Special Event Brewery (SEB)
Temporary Sales License, Non-Profit 2 (TSL-NP2)	Special Event Distillery (SED)
Temporary Use of Annual License – Limited (TUAL-L)	Special Event Grower Sales Privilege (SEG)
Temporary Use of Annual License – Full (TUAL-F)	Special Event Winery (SEW)



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Special Event License

Section 1 – Submission - To be completed by Applicant:	
License Information	
Applicant Name(s): Thirst Trap LLC	☐ Annual Licensee
Event Name: Dragonfly Grand Opening	
Event Address: 740 US 101	Ste:
City: Port Orford	County: Coos Zip: 97465
License Type: TSL - FP	☐ At Existing Licensed Premises
Application Contact Information	
Contact Name: Jana Felton	Phone: 541-551-0529
Mailing Address: 69127 Wildwood Rd SPC 44	
City: North Bend	State: Oregon Zip: 97459
Email Address: thirsttrapllc2023@gmail.com	
Event Details	
Event Dates: 3-22-2025	
Event Times: 9:00am - 5:00pm	
Expected Daily Attendance: 200	Peak Expected Attendance:
To the best of your knowledge, is this the only special event application for this event? Y/N?	
Please check all that apply to your proposed event:	
Off-Premises Sales:	☐ Beer/Wine/Cider ☐ Distilled Spirits
Tastings only:	☐ Beer/Wine/Cider ☐ Distilled Spirits
On-Premises Consumption:	☒ Beer/Wine/Cider ☒ Distilled Spirits
☐ Indoor Consumption	☒ Outdoor Consumption
Food Service Available:	
☒ Proposing to Allow Minors	
Section 1 Continued on next page	



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Special Event License

Section 1 Continued – Submission - To be completed by Applicant:

Applicant Name/Legal Entity Name: Thirst Trap LLC

Event Name: Dragonfly Grand Opening

After completing section 1, please submit your application to the local government for recommendation

Section 2 – Recommendation - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

7 Department Reports

7(a) Administration

Wetlands in Port Orford

We had Bryan Gillooley from the Oregon Department of State Lands train with staff and a few Councilors to understand the process of wetland land use. Much of our town is wetland-impacted and this changes how properties can be developed. It made us realize that we need to have our codes and building packets updated to reflect current statutes. I recommend the Council direct the Planning Commission to research this and report their findings (after they complete the grant process in which they are currently involved).

Grants Update

We are continuing the work on the Community Building Complex renovation. The Architecture firm of HGE is finalizing plans and is moving toward the permitting and construction phase of the project. We will close both the Community Building and the American Legion Hall on February 1, 2025, to prepare for bidding and construction. We expect the buildings to be out of rotation for at least eight months. This has been a true community effort and we appreciate all the volunteers, CCD, Rotary, and staff hours that have gone into this project.

League of Oregon Cities

The Region 6 Small Cities Meeting/ President's Visit is on February 20th in North Bend. Mayor Jessica Engelke is the new LOC President and is laying out her vision and priorities for the League. Also, I have been asked to participate in a New City Manager/ Administrator committee to help professionals who are new to the role feel supported. I am making good statewide connections and look forward to participating in this important conversation.

Department of Forestry: Sudden Oak Death Update

Last year Randy Wiese with ODF received Council permission to remove diseased trees in our ROWs. The plan was to haul the tree debris to CTR for disposal (Lakeshore/ California and Jefferson Streets) and this has been done. The plan for the east side of Deady Street debris was to burn it in place. I am working with staff to facilitate the burning with ODF this winter.

Storm Clean-up and Water Update

The recent storms knocked out power and caused problems with our water system in areas of the town. I appreciate the Public Works Department and the POPD who kept everything running as best they could during difficult times. Please continue to conserve water as winter flows add an increased degree of difficulty to PW staff's ability to produce water. We hope dredging the impound and the Raw Water Tank grants will help this situation next winter.

7(b) Finance

This will be covered by Anne Heath during presentations to the council.

7(c) Public Works

A verbal report will be given at the meeting.

7(d) Police

The Police report is emailed to the Councilors prior to the meeting.

7(e) Planning

The DLCD housing grant is still ongoing – there will be a public hearing for citizen input February 11th 2025. Notice has been mailed out to all citizens to inform them. There will need to be a Public Hearing for the City Council to review these proposals – it will be March 20th 2025.

Cory Aschauer has resigned from the Planning Commission – the planning commission thanks her for her interest in the Commission and regrets not being able to work with her for a longer period of time.

There is now a vacancy on the Planning Commission.

7(f) Mayor's Report

7(g) Liaison Reports – None this month

8 Rick Cook on behalf of the Historic Preservation Society

The Port Orford Historic Preservation Commission is moving forward with the Reconnaissance Level Survey of the Hamlet on Hamlet street. We have received 2 bids with historic contractor George Kramer of Ashland, being the lowest bid of \$9000.00. Kramer is our first choice because price and his familiarity with the town and region.

We still need full approval of the city council to apply for a CLG grant to cover Kramer's bid. At this point, we have began to complete the CLG grant application. By council meeting Thursday this grant app should be done.

Enclosed in packet is copy of George Kramer's bid and a second bid from WillametteCRA, who submitted a bid as well. WillametteCRA submitted a bid for over \$2000.00.

George Kramer requires half, 4500.00 at beginning of project and balance when completed. SHPO contact, Kuri Gill says SHPO will release down payment funds in advance of payment to Kramer.

Also enclosed is a list of SHPO grants the city has applied for since 1972. Because of time restraints, the city council needs to approve the grant at the January council meeting.

I will be glad to answer questions at the January Meeting.

Sincerely
Rick Cook
Chairman Port Orford Historic Preservation Commission

P. S.

As a memory refresher and for new council members, below is cover letter from Oct. meeting.

The Port Orford Historic Preservation Commission is planning to do a Standard Reconnaissance Level Survey of the Hamlet. We will hire a Historic Preservation Consultant to do the survey. The Hamlet is a small neighborhood, originally consisting of 30 homes. The neighborhood was developed by the Port Orford Lumber Company in 1936. The homes were built to house workers at the mill. Port Orford Lumber hired an architect to design each home, unique to itself. The city of Port Orford is recognized as a Certified Local Government by the State Historic Preservation Office of Oregon. We are requesting the city apply for a CLG grant to pay for the historic consultant.

The proposal for consultant services can be found at the following link:

http://portorford.org/wp-content/uploads/2025/01/WillametteCRA-Proposal_Port-Orford-RLS.pdf

http://portorford.org/wp-content/uploads/2025/01/WillametteCRA-Proposal_Port-Orford-RLS.pdf

The Letter from George Kramer M.S. HP can be found at the following link:

<http://portorford.org/wp-content/uploads/2025/01/Kramer-and-Co.-Hamlet-Bid2.pdf>

9(a) Council Rules Adoption - Memo

On January 9th, 2025, the City Council held a work session to review the Council rules and discuss possible revisions. Items discussed have been adjusted and redlined in the draft below. The Council now has the opportunity to approve rules as written, approve rules with modifications, or direct staff on other revisions the Council desires to see.

Recommended motions:

- I, [councilor], move to approve the new Council rules for the 2025 calendar year as presented.
- I, [councilor], move to approve the new Council rules for the 2025 calendar year with the following amendments.....
- I, [councilor], move to direct staff to revise the drafted rules as discussed tonight and return with the revision to the next City Council meeting.

9(a) Council Rules Adoption - Rules

CITY OF PORT ORFORD

COUNCIL RULES

1.0 MEETINGS; GENERAL:

- 1.1 Meeting times: The council's regular meeting shall be held on the third Thursday of each month at 5:30 p.m. using the hybrid meeting format. The hybrid meeting format consists of the option to attend either virtually and/or in person in council chambers. ~~A City Council workshop session is scheduled monthly on an as-needed basis. The public is invited to attend the workshop sessions as well as the regular Council meetings either in person or virtually. In the event a specified employee holiday falls on that Thursday, the council will meet on the first Friday following.~~ The council may, at a regular or special meeting, designate a different day, time, and/or place for an upcoming regular meeting.
- 1.1.1 Council members and city staff whose presence at meetings is required shall be in council chambers five (5) minutes prior to the scheduled start of the meeting so that the meeting can begin promptly.
- 1.2 Mayor's Absence: In the event the Mayor is absent, the Council President shall preside over the council meeting with full voting powers. In the event the Mayor and Council President are both absent the council shall move by motion and vote to elect another council member to be acting president, retaining full voting powers.
- 1.3 Council Absence: In the event that a council member knows he or she will not be able to attend a scheduled meeting, he or she will so notify either the Mayor or the City Administrator as soon as practicable.
- 1.4 Work Sessions: Work sessions shall be held in accordance with applicable state law. Such sessions shall be called by the Mayor, City Administrator or at the request of at least three council members in writingⁱ.
- 1.5 Special Meetings: A special meeting may be called by the Mayor or at the request of at least three council members, in writing, to the City Administrator.
- 1.5.1 No special meeting shall be held without at least 24 hours' notice to the members of the governing body, the news media that have requested notice, and the general public. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice.
- 1.6 Executive Sessions: Executive Sessions may be held **before or** during regular, or special sessions, so long as applicable statutes are met.

1.7 Public Hearings: Public Hearings shall be held in conjunction with regularly scheduled council meetings whenever possible.

1.7.1 Hearings Officer: The presiding officer shall designate a Hearing Officer to conduct the public hearing when appropriate.

2.0 MEETINGS GUIDELINES

2.1 Quorums: A quorum shall consist of four (4) of the six (6) council members. If a quorum is not present at the time the meeting is called to order, the City Administrator/Recorder shall immediately inform the absent members, except for those known to be unavoidably detained, that their presence is required to enable the Council to proceed. If the absent members do not appear after said notice, the meeting shall be adjourned.

2.2 Roberts Rules of Order: Robert's Rules of Order Revised shall be used as a general guide for conduct of Council meetings. The Council has an obligation to be clear and simple in its procedures and the consideration of issues before it. It should avoid invoking the finer points of Parliamentary procedure, which may serve only to obscure the issues and to arouse the suspicion of the audience.

2.3 Agenda: The City Recorder shall, upon consultation with the City Administrator, prepare an agenda of the business to be conducted at regular Council meetings for the approval of the Mayor. No item shall be added to the agenda after noon on the ~~Wednesday~~ **Friday** preceding the meeting **by staff or councilors**. The agenda shall be prepared in accordance with paragraph 2.3.1. The Council shall consider only those items on the agenda. Council members and the Mayor shall endeavor to have subjects they wish **to have** considered submitted to the City Recorder in time to be placed on the agenda. **If an emergency item needs to be added after the submission deadline, the Council may add it to the agenda by a majority vote to be held during the "Additions to the Agenda" portion of the meeting.**

2.3.1 Order of Business: The order of business at regular council meetings shall be determined by the Mayor and City Administrator per the following items including but not limited to:

~~Call to Order / Flag Salute~~

~~Presentations to the Council/Citizens~~

~~Consent Calendar~~

~~Citizen's Concerns (Sign-up required) — Citizens may comment on or provide information on old or new business agenda items.~~

~~Departmental Reports~~

~~a) Administrative~~

~~b) Finance~~

~~c) Public Works~~

~~d) Police Department~~

~~e) Planning Commission~~

~~f) Mayors Report~~

~~g) Liaison Reports~~

~~1) Port~~

~~2) School District~~

~~3) Fire Board~~

~~4) Chamber of Commerce~~

~~5) Watershed~~

~~6) Parks/TLT~~

~~7) Curry County~~

~~8) Others as appropriate~~

~~h) Other Committee Reports, if applicable~~

~~Old Business~~

~~New Business~~

~~Continuing Action Items~~

~~Considerations~~

~~a) Citizen Considerations — Citizens may bring up any matters of concern for future consideration by the Council.~~

~~b) Staff Considerations~~

~~c) Councilor Considerations~~

~~d) Mayor Considerations~~

~~Future Meetings Date / Time~~

~~Adjourn~~

Call to Order/Roll Call/ Pledge of Allegiance
 Additions to the Agenda
 Presentations to the Council
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 Public Works
 Liaison
 Planning
 Parks
 Emergency Prep.
 Historic Preservation
 Port
 Watershed
 Fire
 Coast Community Health
 Old Business
 New Business
 Considerations
 Citizens
 Staff
 Councilor
 Mayor
 Future Meetings
 Adjourn

2.3.2 Consent Calendar items: Items on the consent calendar shall be removed from the consent calendar and placed under Continuing Action Items, Old Business, or New Business as appropriate upon the request of the Mayor, or at least one Councilor.

2.3.3 The Council shall, by consensus or majority vote, approve Mayor Appointments and removals of all officers of the City, members of all committees, commissions, and boards.

2.4

Citizen ~~Concerns~~ Requested Agenda Item: Citizens desiring to have an issue placed on the agenda for discussion by the council shall, prior to noon of the ~~Tuesday~~ **Wednesday** preceding the council meeting, submit a letter explaining the issue to the Mayor and City Administrator. The issue shall be placed on the agenda if appropriate and capacity permits. Citizens are encouraged to provide comments, and to communicate their views to the City Council. Comments and suggestions may be submitted in writing or given at public meetings. Written comments may be read into the record of a public meeting, however, City Councilors, the Mayor, and City staff shall not be required to read submitted statements into the record. Citizens may read their own statements, or enlist the aid of another Citizen to read a letter to the council. Items brought up under Citizens Considerations may be considered by the council at a future meeting. ~~It is expected that the petitioning party shall appear at the council meeting to address the council. The petitioning party shall confine their remarks to a five (5) minute presentation. (Additional time may be granted should the Mayor or members of the council wish to question the petitioner.) Citizens shall also have the opportunity to address the council under "Citizens Considerations" at the end of the meeting without going through the agenda process. Items brought up under Citizens Considerations may be considered by the council at a future meeting.~~

2.4 Documents prepared by citizen ~~groups~~ **commissions** working under the auspices of the City Council shall be submitted to the council for approval only. There shall be no editing or changes made to the document, except correction of typographical errors, during the open council meeting. Each document shall be submitted to a council vote. If the vote to approve fails, then the document shall be returned to the originating organization for correction or amendment. Each of the council members who voted in the negative for editing changes may submit in writing to the originating group their comments for consideration and inclusion into the amended document. These written comments shall be submitted to the originating organization within ten (10) days after the council vote.

2.4.2 Issues ~~rose~~ **presented** by a citizen during the Citizen Considerations period of the agenda, but not communicated to the Mayor and City Administrator by noon of the ~~Tuesday~~ **Wednesday** preceding the council meeting shall only be discussed by the council if the council first votes to consider said item.

~~2.4.3 Citizens are encouraged to provide comments, and to communicate their views to the City Council. Comments and suggestions may be submitted in writing or given at public meetings. Written comments may be read into the record of a public meeting, however, City Councilors, the Mayor, and City staff shall not be required to read submitted statements into the record. Citizens may read their own statements, or enlist the aid of another Citizen to read a letter to the council. Items brought up under Citizens Considerations may be considered by the council at a future meeting.~~

2.5 Speaking by Council Members: Council members wishing to speak shall first receive recognition by the chair and shall confine his or her remarks to the topic under debate. Each council member shall be allowed an initial three (3) minutes to state his or her position on each agenda item. The presiding officer shall be required to ask the councilors to state their positions if they desire to do so. All councilors shall be given equal opportunity to speak.

When each councilor has been given the opportunity to state his or her views, the presiding officer shall once again offer each councilor a chance to comment on the views previously presented. Here again, the maximum comment period shall be limited to no more than three (3) minutes. The Mayor or presiding officer shall have, and be required to exercise authority to limit the speaker's time to three (3) minutes. However, the council may extend any speaker's time limit by majority vote.

2.5.1 Councilors shall speak directly into their mics to provide a clear audio recording and so citizens attending hybrid meetings virtually can understand them. Councilors should be aware that the mics are always on during the meetings unless otherwise stated.

2.6 Speaking by Members of the Audience at a Public Hearing:

2.6.1 Members of the audience wishing to speak at the public comment period at a public hearing shall raise their hand and wait to be recognized by the chair. After recognition, that person shall come to the microphone provided, state his or her name and place of residence for the record, and limit his or her remarks to the issue under consideration. All remarks and questions shall be addressed to the presiding officer and not to any individual council member, staff member or other person. The chair may then designate a staff member or council member to answer the question, if appropriate. Public comment shall be limited to 3 minutes unless extended by the chair.

2.6.2 No member of the audience shall be allowed to speak at a Public Hearing more than once on any subject until other members of the audience choosing to speak have so spoken. In any event, no member of the audience shall speak more than twice on the same issue at any one hearing.

2.6.3 After a public hearing has been closed, no member of the audience shall address the council without first securing permission from the chair.

2.7 Speaking by Members of the Audience at City Council meetings:

- 2.7.1 The Oregon Public Meetings law is a public attendance law, not a public participation law. Members of the public must be allowed to attend meetings, but public comment is not a requirement under the law. The City of Port Orford wishes to receive appropriate public input at its meetings, and therefore, has promulgated these rules to maintain an orderly public comment process.
- 2.7.2 No person, be it a council member, city staff, or member of the audience, shall enter into any discussion unless first recognized by the chair.
- 2.7.3 Those members of the audience addressing the council at the beginning of a meeting under citizen concerns are required to sign up and shall be limited to three (3) minutes. If a member of the public wants to speak and is attending the meeting virtually they are to notify the City Administrator/Recorder using the message function of gotomeeting on the right hand side of the screen. Public comment at this portion of the meeting shall be related to agenda items to be considered at the meeting. No member of the audience shall be allowed to speak at a City Council meeting more than once on any subject until other members of the audience choosing to speak have so spoken. In any event, no member of the audience shall speak more than twice on the same issue at any one meeting.
- 2.7.4 After a motion has been made and seconded no member of the audience shall address the council.
- 2.7.5 Public comment under the “Citizen Considerations” portion of the meeting may be on any subject of concern to the speaker. Any council action on the item of concern will be at a future meeting.

3.0 **ORDER AND DECORUM:**

3.0 Ethical Code of Conduct: Councilors are expected to adhere to their oath of office and behave ethically and in a manner best representing the citizens of the city. Councilors need to annually file with the Oregon Government Ethics Commissions.

- 3.1 Order by the Chair: The presiding officer (usually the Mayor) will have complete control of the meeting. Any attempt to override a decision of the presiding officer must be supported by a majority vote of the council members.

- 3.2 Council Etiquette: It is the expectation that Councilors be prepared for the meeting by reviewing the informational packets prior to the meeting and submitting questions or concerns to staff ahead of time so that staff can bring the answers to the meeting. No council member will *ever* chastise, denigrate, or criticize anyone during an open council meeting. If attempts to deal with these problems in a private two-way conversation fail, then the council member may petition the Mayor to convene a full council executive session to deal with the problem. In no case shall a council member deal with any city employee personnel problems except through the City Administrator. The chain of command must be observed. Councilors should avoid side conversations and being on their phones during meetings to prevent distractions and ensure to the public they are focused on the meeting. Councilors may keep their phones on and set to vibrate in case of emergencies or familial situations.
- 3.3 Sergeant-At-Arms: The Sergeant-At-Arms shall be a Police Officer.
- 3.3.1 It shall be the duty of the Sergeant-At-Arms to assist the chair, as to maintain order and decorum at all meetings.
- 3.3.2 Any of the following shall be sufficient cause to remove any person from the council chambers for the duration of the meeting if such conduct, in the opinion of the Sergeant-At-Arms rises to the level of Disorderly Conduct.
- A. The use of unreasonably loud, offensive or disruptive language.
 - B. The making of loud or disruptive noise.
 - C. The willful damage of furnishing or of the interior of the council chamber.
 - D. The refusal to obey any of the rules of conduct provided within this article, the limitations on occupancy and seating capacity.
 - E. The engaging of violent or distracting actions.
- 3.4 Meeting Disruptions: Unreasonably loud noise, or disruptive language or conduct, is hereby defined as that which obstructs the work or the conduct of business of the council.
- 3.4.1 Before the Sergeant-At-Arms removes any person from the meeting room for conduct described in paragraph 3.3.2, that person shall be given a warning by the chair to cease his or her conduct.
- 3.4.2 If the meeting is disrupted by members of the audience, the chair or a majority of the council members present may order that the council chambers be cleared.
- 3.5 Media: The taking of photographs, motion picture filming, and video recording in the council chambers shall be allowed except when the taking of such photographs, motion pictures or video recordings is disruptive to the business of the council.

3.5.1 No unofficial flags, posters, placards or signs, shall be allowed within the council chambers. This restriction does not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such a size and nature do not interfere with vision, hearing or seating of other members of the audience.

3.5.2. MAYOR AND COUNCIL MEMBER CONDUCT

1. Representing City. If a Council Member appears before another governmental agency or organization to give a statement on an issue, the council member must state:

- a) Whether the statement reflects a personal opinion or is the official position of the City; and
- b) Whether the statement is supported by a majority of the council. If the council member is representing the City, the council member must support and advocate for the official City position on the issue rather than a personal viewpoint.

4.0 VOTING:

4.1 Duty to Vote: All council members present, when a question is called shall be entitled to vote unless otherwise disqualified by a conflict of interest as provided by Oregon Law. Unless an abstention is declared, it shall be considered a negative vote.

4.2 Method of Voting: Those council members voting for the question will so signify by roll call. The vote on every question shall be entered into the record. It shall not be in order for council members to explain their vote.

4.2.1 When not otherwise provided by the City Charter, the concurrence of a majority of the members of the council present shall be necessary to decide any question. In the event of a tie vote, the Mayor will have the deciding vote.

5.0 PUBLIC RECORDS/EMAIL POLICY:

5.1.1 Public Record Defined. A public record includes any document, book, paper, photograph, file, sound recording, machine readable electronic record or other material, regardless of physical form or characteristics, made, received, filed or recorded in connection with the transaction of public business, whether or not confidential or restricted in use.

- 5.1.2 Electronic Records. All communications on electronic office equipment have the same public records character as they would have had they been sent on paper. Any electronic communications that may be exempt from disclosure under state public records law should be clearly marked as confidential and exempt from disclosure. Electronic records in any way relating to the business of the City created on electronic equipment not owned or provided by the city may also be subject review and disclosure under Oregon Public Records law.
- 5.1.3 Public Records. Public records created or received by council members, including electronic mail messages, will be retained in accordance with Oregon Public Records Law and the rules of the Secretary of State and State Archivist.
- 5.1.4 Electronic Communications between Councilors. City Councilors will be provided a City email account specifically for City business. While councilors can communicate amongst themselves via email, those emails may not include a quorum and may not be forwarded to others in a manner which creates a quorum. ~~All emails must be copied to the City Administrator for retention purposes.~~ Councilors should use the emails provided by The City for all city business.
- 5.1.5 Information to the City Council. Council agendas, council packets, and minutes of previous council meetings will be posted to the City website **as soon as it is completed and available to the public – staff will strive to make it available no later than end of business the Friday preceding the meeting.** An email message will be sent to each councilor when information is posted to the website. Other information to the council will be sent out via email. **Councilors will have binders containing the packet and notetaking materials provided at the meeting and available for pick up at City Hall by Monday afternoon by request.** ~~may request printed copies of individual correspondence if desired.~~

9(b) Council President Election

With former City Council President Ann Vileisis being elected Mayor, the Council is now tasked with electing a new City Council President. The role of the City Council President is to lead meeting when the Mayor is unable or unwilling to be the presiding officer.

Recommended motions:

- I, [councilor], hereby nominate Councilor [name] to the role of Council President.
- I, [councilor], move to postpone the election of a City Council President until the last seat has been filled.

9(c) Finance Committee Appointments

Last year, to tackle the increasingly difficult issue of the City Budget, former Mayor Cox created a Finance Committee and appointed Councilors Pogwizd and Burns and Department Heads of the Staff and City Administrator to it. With financials still being a top priority, it has been deemed necessary for this Committee to continue. Mayor Vileisis will appoint Councilors and staff members to the committee and the Council will confirm appointments and direct them as they see fit with a vote or via consensus.

9(e) Announcement: Council Vacancy – Letter of Interest Submissions

With former Council President Ann Vileisis being elected Mayor; there is now a vacancy on the City Council that will be filled via appointment by a vote of the current City Council. To find interested parties, Mayor Ann Vileisis is asking interested citizens to submit a Letter of Interest to her via email at avileisis@portorford.org and mradcliffe@portorford.org or to submit a paper copy of the letter at City Hall during normal business hours. Letters of Interest will be accepted until the position is filled.

9(f) Council Priority List Discussion – Workshop

Financial Consultant Anne Heath and City Administrator Melissa Radcliffe have requested a priority list from the City Council to more effectively budget and lead staff in addressing the problems that the City Council wishes to be solved. This topic will best be handled at a work session with a date to be set at tonight's meeting.
