

**CITY OF PORT ORFORD  
REGULAR SESSION OF THE COMMON COUNCIL  
THURSDAY, September 21<sup>st</sup>, 2023, AT 5:30 P.M.**

**Please join this meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/395722605>

**You can also dial in using your phone.**

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

United States: 1 (646) 749-3129

**Access Code: 395-722-605**

**AGENDA**

1. Call to order/roll call/ pledge of allegiance
  - a. Moment of Silence for Former City Councilor
2. Presentations to the Council/Citizens
  - a. ODOT: Highway 101/Oregon Ave. Status Report
3. Consent Calander
  - a. Minutes 8/17/23
  - b. Financials
4. Additions to the Agenda
5. Citizen's Concerns
6. Departmental Reports (pg. 5)
  - a. Administration – grant approvals
  - 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 TLT
    - vii. Mainstreet – Burns
    - viii. Emergency Mgmt. - Burns
7. Old Business
  - a. Emergency Response Commission
8. New Business
  - a. Res. 2023-24 Swearing in of Joseph as City Recorder
9. Continuing Action Items
10. Considerations
11. Future Meetings – Proposed dates
  - a. Thursday, October 19<sup>th</sup>, 2023; Special Session: Well Workshop In the Gable Chambers and Online at 5:30 pm

- b. **Thursday, October 26<sup>th</sup>, 2023; Regular Meeting In the Gable Chambers and Online at 5:30 pm**

**14. Adjourn**

**City of Port Orford**  
**City Council Workshop**  
**In the Gable Chambers / Virtual participants**  
**Thursday, August 17<sup>th</sup>, 2023 at 5:30 P.M.**

<b>Mayor and Council</b>	<b>Present</b>	<b>City Staff</b>	<b>Present</b>
<i>Pat Cox, Mayor</i>	X	<i>City Administrator (CA) John HuttI</i>	X
<i>Brett Webb</i>	X	<i>Joseph Harrison, City Recorder</i>	X
<i>Gary Burns</i>	X	<i>John Isadore, Public Works</i>	X
<i>Perri Rask (arrived at 5:35)</i>	X		
<i>Ann Vileisis</i>	X		
<i>Greg Tidey (left at 9:45)</i>	X		
<i>Tim Pogwizd</i>	X		

***The minutes were prepared using the video available at***  
**<https://www.youtube.com/watch?v=OavFbqtWkMo>**

Citizen Speakers:

1. **(0:00-0:02) Call to order/roll call/ pledge of allegiance**
  - a. This meeting of the Port Orford City Council was called to order by Mayor Pat Cox at (5:34) pm and adds a presentation from ZeroAttempts/R-U-OK?
2. **(0:02-0:16) Presentations to the Council/Citizens**
  - a. **ZeroAttempts/R-U-OK (Gordon Clay):** more than half of suicides are done via firearm and the rate of suicides is increasing. Curry county is ranked 27<sup>th</sup> by size/population, but we have consistently ranked 1<sup>st</sup>, 2<sup>nd</sup>, or 4<sup>th</sup> in suicides per capita in the state. New brochure "People who love guns, Love you" has been distributed to surrounding gun stores and shooting ranges and the older "R-U-OK?" brochures have been distributed to over 500 locations in the County.
3. **(0:16-0:18) Consent Calander**
  - a. **Sierra Izumida: Appointment Application for Parks Committee**
  - b. **Res. 2023 – 17: DLCDC Grant for Code Changes**
    - i. Councilor Tidey motions to approve the Consent Calander
    - ii. Councilor Vileisis Seconds.
    - iii. Discussion: Councilors question if applicants home address would prevent her from serving on the Parks Committee as it is outside city limits; the Parks Committee does not have rules against citizens living outside city limits from serving.
    - iv. Vote: passes 5-1 at (5:52) with no further discussion.

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

4. **(0:018-0:23) Additions to the Agenda**

- a. Presentation to the Council was added as an item and previously covered.
  - b. Sheriff Dispatch Agreement came in, it will be added as item 8 (f)
5. (0:23) Citizen's Concerns
- a. None
6. (0:24-2:00) Departmental Reports
- a. Administration
    - i. Hosted a League of Oregon Cities meeting; main areas of discussion were pilot programs being done in other Oregon cities to address homelessness and Measure 110 increasing the amount of overdose deaths having drastically increased.
    - ii. Meeting with Governor and Wild-Rivers Coast Alliance; they want to do a fire training project in Port Orford.
    - iii. TLT funding issue on Mainstreet: Documents have mismatched funds, would like the will of the council to make it clear on the amount approved. (\$1300). Approved via consensus.
    - iv. N2N & insurance: Provision of services to homeless persons in town, our insurance recommends having insurance. Neighbor-2- Neighbor having some administrative issues.
    - v. Email Workshop: Server is getting full of emails; we will schedule a workshop to work on email storage.
    - vi. Irrigation Credits: No written policy for irrigation meters, we need consensus to establish what to do. Issues with the way it was previously done; one instance of receiving a larger credit than the bill associated with it. By Consensus staff directed to work with public works to draft new policy for proposal.
    - vii. BOEM: Councilor Webb; originally 3 proposed spaces for offshore wind, but got them to remove 1 of them.
    - viii. Sidewalks/Curbs: Plans that originally filed from ODOT have been found and are available for the Council to review if they would like. Councilors are concerned with the size of the Sidewalks and Curbs.
    - ix. League of Women voters would like CA Huttl to speak on the water situation at an upcoming meeting; CA Huttl would direction.
  - b. Finance
    - i. None; David Johnson will be providing them starting next month.
  - c. Public Works
    - i. John Isadore reads off report that was submitted and included in the record.
  - d. Police
    - i. None
  - e. Planning
    - i. Chairman Thelen from the Planning Commission gave a verbal report.
      - 1. Commission is going to be receiving training covering the city's Comprehensive Plan.

2. Planning Commission voted and approved submitting the recommendation that the STR cap be adjusted after the compliance period to reduce the cap in residential zones to only include those that came into compliance within the set period. The Commission also recommends removing the word “renewed” from section 040 (c) from the proposed code.
3. Edified the Council that the Planning Director (CA HuttI) has assumed the responsibility of approving minor partitions; this is allowed in our code, but the Planning Commission had been handling the during administration changes.
4. CA HuttI reviews the policy of Planning Approval and clarifies the distinction between having approval for hook-up and actually being hooked up.
5. Chairman Thelen would like a provision in place to make Building Permits approved by County to come back to the City for a second review and final approval. And another provision allowing citizens to pay for water hook ups during the curtailment and not hook up until after the curtailment ends.

f. **Mayors Report**

- i. Mayor Cox met with the Governor to discuss our town. The Port and the City should work together to present a united image of the town Port Orford.

g. **Liaison**

- i. Port – Webb: RFB is putting out proposals for Crane and the build should start in spring and be finished by Summer 2024. \$400,000 deposit has been made.
- ii. School – Rask: Currently setting up a meeting with the Super-Intendant.
- iii. Fire District – Tidey: None
- iv. Watershed – Vileisis: Provided a written report which has been included. Additionally, Councilor Vileisis is working on IGA and MLU with Water Conservation District. Met with CCD and there is a new grant for finding additional grants. Other projects planned; sediment reduction in Hubbard Creek Reservoir, Dredging of Reservoir, Fish Ladder fix.
  1. Councilor Burns motions to approve have Superintendent Isadore to explore new CCD grants.
  2. Councilor Tidey Seconds the motion.
  3. Vote: unanimous yes 6-0 at (7:05) pm with no further discussion

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

- v. Parks- Tidey: 4-point trail needs to have renovations, Playground plans have been put to bid, Disc Golf tournament has already had 38 sign ups, Community Skate event is back and going well.
  1. Councilor Vileisis motions to direct staff to work with Steve Lawton on 4-point trail.
  2. Councilor Burns Seconds the motion.

## 3. Vote: unanimous yes 6-0 at (7:10) pm with no further discussion

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

- vi. Mainstreet – Burns: Bike racks have been ordered. Visitor Center will be open soon. Rays Landscaping TLT is working. Susan Russell has built brochure Kiosks.
- vii. Emergency Mgmt. – Burns: Wants direction from City Council; does the City Council want an Emergency Management Committee? Staff is coming back with revised code at next meeting or a workshop. Membership having to live in city limits seems questionable due to the nature of emergencies; we aren't going to turn people away because they live on another side of a line.

At (7:20) pm there was a 10 minutes recess until (7:30) pm.

Councilor Vileisis motions to extend the meeting.

Councilor Burns seconds the motion.

Vote: passes 4-2 at (time) with no further discussion

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

## 7. (2:00-2:55) Old Business

## a. ORD. 2023-15: Establishing Short Term Rentals License Requirements

## b.

- i. Commissioner Rask to allow Short Term Rental Licenses to be transferable to family members or family trusts.
- ii. Commissioner Pogwizd seconds the motion.
- iii. Vote: passes 4-2 at (8:13 pm) with the following further discussion/questions to Legal Council Kudlack
  - 1. Transfer Generalizations; transfereing property title to a trust would revoke the Short Term Rental License under current code. We can adjust this now; Chairman Thelen has weighted in that other Municipalities have excluded Trusts to family members from what constitute a transfer of ownership.
  - 2. Discussion surrounding the idea of proof of use for approval so that empty lots aren't given licenses when they don't have any structure to rent out.

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

## iv. Councilor Vileisis motions to pass Ord. 2023-15 with the following amendments/requirements:

- 1. Reasonable Water use as a condition of approval: federally certified low-flow water fixtures
- 2. Extend response time for calls to 60 minutes.

3. Wind proof trash cans
4. Remove “renewals” in section 040 (c)
5. Remove the definition of “Bed & Breakfast.”

- v. Councilor **Burns** Seconds the motion.
- vi. Vote: unanimous yes 6-0 at (8:25) pm with no further discussion

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

- c. ORD. 2023 – 18: Granting a 10-year Franchise to Coos-Curry Electric Cooperative, Inc, Automatically renewing for a subsequent 10 years if not renegotiated.

- i. Councilor Pogwizd motions to approve ratifying Ord. 2023-18.
- ii. Councilor Tidey seconds the motion.
- iii. Vote unanimous yes 6-0 at (8:26) pm with no further discussion

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

#### 8. (2:55-3:50) New Business

- a. Res. 2023 – 19: Authorizing Contract For Part Time Financial Services Through June 30, 2024.

- i. Councilor Pogwizd motions to approve ratifying Ord. 2023-19.
- ii. Councilor Burns seconds the motion.
- iii. Vote unanimous yes 6-0 at (8:34) pm with the only further discussion being about continuing to look for a full time finance director in the future- which David Johnson added as a condition of his bid.

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

- b. Res. 2023 - 20: Establishing a Cap on the Number of Short Term Rentals Licensed In Residential Zones.

- i. Councilor Vileisis motions to approve Res. 2023-20 at a cap of 27 Short Term Rentals in residential zones.
- ii. Councilor Webb seconds the motion
- iii. Vote unanimous yes 6-0 at (8:41) pm with no further discussion

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

- c. ORD. 2023-21: Amending Code Section 2.12 Transferring TLT functions to the Parks Commission

- i. Councilor Pogwizd motions to approve Ord. 2023-21

- ii. Councilor Tidey seconds
  - iii. Discussion: Councilors questions if there would be a problem with members of the Parks Committee living outside city limits and voting on how the City spends its Tax money. Legal Council Kudlack and Councilors review the code for the committees and the TLT requires its members to live in city limits.
  - iv. Councilor Pogwizd rescinds his motion due to the requirements and CA HuttI suggestions asking parks members to volunteer for the TLT committee if they live in town.
- d. ORD. 2023-22: Amending TLT Code functions to the Parks Commission
- i. Passed due to Ord. 2023-21 not being adopted.
- e. Res. 2023 - 23: Resolution Authorizing Closure of Checking and Savings Account For Parks Department Fundraising Activities
- i. Councilor Tidey motions to approve Res. 2023-23.
  - ii. Councilor Vileisis seconds the motion.
  - iii. Vote unanimous yes 6-0 at (9:04) pm with no further discussion
- f. Sheriff Dispatch Contract
- i. Councilor Vileisis motions to approve the contract with the Shariff department to handle our dispatch calls.
  - ii. Councilor Webb seconds the motion.
  - iii. Vote unanimous yes 6-0 at (9:17) pm with clarifications on cost (\$32,782 with 3% increases). Commisioners would like clarificiation on if this was flat or base with an additional fee per call; it is a flat fee with no additional cost per call.

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

## 9. Continuing Action Items

- a. None

## 10. (3:50-4:22) Considerations

- a. Tim: No one should be offended by discussions on Taxes and Contracts even when the conversation gets heated.
- b. Burns: N2N is a volunteer group and is having trouble with City Staff and would like to know if they should keep working on the homeless problem. Councilor Rask Volunteers to assist with N2N.
- c. Vileisis: Well workshop needs to be scheduled; councilors agree via consensus to set it for Sept. 25<sup>th</sup>. Former City Councilor **Carolyn Clancy** died, can we have a moment of silence on the next agenda.

## 11. Future Meetings – Proposed dates



- a. **Thursday, September 14<sup>th</sup>, 2023; Special Session: Well Workshop In the Gable Chambers and Online at 5:30 pm – this date does not work for several council members, it was postponed until September 25<sup>th</sup> 2023.**
  
- b. **Thursday, September 21<sup>st</sup>, 2023; Regular Meeting In the Gable Chambers and Online at 5:30 pm**

**12. Adjourn**

**With there being no further business, Mayor Cox motions to adjourn this meeting of the City Council at (9:55) pm.**

Attest:

\_\_\_\_\_  
Mayor, Pat Cox

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Recorder, Joseph Harrison

\_\_\_\_\_  
Date

## Bank Transaction Report

City of Port Orford

## Transaction Detail

Issued Date Range: 08/01/2023 - 08/31/2023

Issued Date	Number	Description	Amount
<b>Bank Draft</b>			
08/04/2023	<a href="#">DFT0007068</a>	AsiFlex	\$ 75.00
08/04/2023	<a href="#">DFT0007069</a>	VOYA - Oregon Savings Growth Plan	\$ 232.61
08/04/2023	<a href="#">DFT0007070</a>	PERS	\$ 427.22
08/04/2023	<a href="#">DFT0007071</a>	PERS	\$ 607.68
08/04/2023	<a href="#">DFT0007072</a>	PERS	\$ 1,515.15
08/04/2023	<a href="#">DFT0007073</a>	PERS	\$ 1,788.18
08/04/2023	<a href="#">DFT0007074</a>	PERS	\$ 827.77
08/04/2023	<a href="#">DFT0007075</a>	PERS	\$ 3,900.93
08/04/2023	<a href="#">DFT0007076</a>	Oregon Dept of Revenue	\$ 211.86
08/04/2023	<a href="#">DFT0007077</a>	Oregon Dept of Revenue	\$ 35.30
08/04/2023	<a href="#">DFT0007078</a>	Oregon Dept of Revenue	\$ 26.04
08/04/2023	<a href="#">DFT0007079</a>	Rogue Credit Union	\$ 1,030.64
08/04/2023	<a href="#">DFT0007080</a>	Oregon Dept of Revenue	\$ 2,399.08
08/04/2023	<a href="#">DFT0007081</a>	Rogue Credit Union	\$ 2,758.55
08/04/2023	<a href="#">DFT0007082</a>	Rogue Credit Union	\$ 4,406.84
08/08/2023	<a href="#">DFT0007083</a>	Quadient Finance USA, Inc.	\$ 500.00
08/16/2023	<a href="#">DFT0007084</a>	Allstream	\$ 130.21
08/16/2023	<a href="#">DFT0007085</a>	Charter Communications	\$ 353.91
08/18/2023	<a href="#">DFT0007086</a>	AsiFlex	\$ 75.00
08/18/2023	<a href="#">DFT0007087</a>	VOYA - Oregon Savings Growth Plan	\$ 232.61
08/18/2023	<a href="#">DFT0007088</a>	PERS	\$ 427.22
08/18/2023	<a href="#">DFT0007089</a>	PERS	\$ 618.68
08/18/2023	<a href="#">DFT0007090</a>	PERS	\$ 1,417.79
08/18/2023	<a href="#">DFT0007091</a>	PERS	\$ 1,719.42
08/18/2023	<a href="#">DFT0007092</a>	PERS	\$ 704.53
08/18/2023	<a href="#">DFT0007093</a>	PERS	\$ 3,716.62
08/18/2023	<a href="#">DFT0007094</a>	Oregon Dept of Revenue	\$ 201.67
08/18/2023	<a href="#">DFT0007095</a>	Oregon Dept of Revenue	\$ 33.60
08/18/2023	<a href="#">DFT0007096</a>	Oregon Dept of Revenue	\$ 23.94
08/18/2023	<a href="#">DFT0007097</a>	Rogue Credit Union	\$ 981.40
08/18/2023	<a href="#">DFT0007098</a>	Oregon Dept of Revenue	\$ 2,264.54
08/18/2023	<a href="#">DFT0007099</a>	Rogue Credit Union	\$ 2,430.76
08/18/2023	<a href="#">DFT0007100</a>	Rogue Credit Union	\$ 4,196.30
<b>Total Drafts</b>			<b>\$ 40,271.05</b>
<b>Check</b>			
08/04/2023	<a href="#">17787</a>	CIS-Health Insurance	\$ 5,341.60
08/04/2023	<a href="#">17788</a>	Void Check	\$ -
08/04/2023	<a href="#">17789</a>	Void Check	\$ -
08/04/2023	<a href="#">17790</a>	Void Check	\$ -
08/04/2023	<a href="#">17791</a>	Void Check	\$ -
08/04/2023	<a href="#">17792</a>	Teamsters 206 Employers Trust	\$ 3,991.92

## Bank Transaction Report

City of Port Orford

## Transaction Detail

Issued Date Range: 08/01/2023 - 08/31/2023

Issued Date	Number	Description	Amount
08/04/2023	<a href="#">17793</a>	Teamsters Local U. #206	\$ 195.50
08/08/2023	<a href="#">17794</a>	541 Water Inc.	\$ 1,921.00
08/08/2023	<a href="#">17795</a>	AT&T Mobility	\$ 642.12
08/08/2023	<a href="#">17796</a>	B&H Photo - Video, Inc.	\$ 31.96
08/08/2023	<a href="#">17797</a>	Budge-Mchugh Supply Company	\$ 3,826.55
08/08/2023	<a href="#">17798</a>	C & K Market	\$ 6.99
08/08/2023	<a href="#">17799</a>	Carson Oil Company	\$ 669.48
08/08/2023	<a href="#">17800</a>	CIS-PPL	\$ 72,422.30
08/08/2023	<a href="#">17801</a>	Civil West Engineering Services, Inc.	\$ 37,266.06
08/08/2023	<a href="#">17802</a>	Coastal Paper & Supply, Inc.	\$ 934.24
08/08/2023	<a href="#">17803</a>	Coastal Publishing Company. LLC	\$ 225.00
08/08/2023	<a href="#">17804</a>	Comp-U-Talk, Inc.	\$ 149.00
08/08/2023	<a href="#">17805</a>	Coos-Curry Supply, Inc.	\$ 503.38
08/08/2023	<a href="#">17806</a>	Curry County Road Department	\$ 253.44
08/08/2023	<a href="#">17807</a>	Curry Transfer & Recycling, INC.	\$ 142.00
08/08/2023	<a href="#">17808</a>	GC Systems, Inc.	\$ 10,043.00
08/08/2023	<a href="#">17809</a>	Gold Beach Lumber	\$ 561.66
08/08/2023	<a href="#">17810</a>	Void Check	\$ -
08/08/2023	<a href="#">17811</a>	Golders NAPA Auto Parts	\$ 297.15
08/08/2023	<a href="#">17812</a>	KDP Certified Public Accountants, LLP	\$ 9,000.00
08/08/2023	<a href="#">17813</a>	Motorola Solutions	\$ 62.13
08/08/2023	<a href="#">17814</a>	OAWU	\$ 414.90
08/08/2023	<a href="#">17815</a>	ODOT Fuel Sales	\$ 2,123.98
08/08/2023	<a href="#">17816</a>	One Call Concepts, Inc.	\$ 15.40
08/08/2023	<a href="#">17817</a>	Pacific Office Automation	\$ 49.06
08/08/2023	<a href="#">17818</a>	Port Orford Main Street Revitalization Association	\$ 3,000.00
08/08/2023	<a href="#">17819</a>	Robert J. Dillard	\$ 400.00
08/08/2023	<a href="#">17820</a>	Rogue Credit Union-Visa	\$ 1,921.85
08/08/2023	<a href="#">17821</a>	Void Check	\$ -
08/08/2023	<a href="#">17822</a>	Saif Corporation	\$ 2,073.26
08/08/2023	<a href="#">17823</a>	Shoji Planning, LLC	\$ 2,844.41
08/08/2023	<a href="#">17824</a>	TransUnion Risk and Alternative Data Solutions, Inc.	\$ 75.00
08/08/2023	<a href="#">17825</a>	United States Postal Service	\$ 152.00
08/08/2023	<a href="#">17826</a>	USA Blue Book	\$ 1,005.67
08/08/2023	<a href="#">17827</a>	Vend West Services	\$ 43.55
08/16/2023	<a href="#">17828</a>	Coos-Curry Electric Co-op	\$ 991.50
08/16/2023	<a href="#">17829</a>	Void Check	\$ -
08/16/2023	<a href="#">17830</a>	Saif Corporation	\$ 2,073.26
08/16/2023	<a href="#">17831</a>	Void Check	\$ -
08/16/2023	<a href="#">17832</a>	ZiPLY Fiber	\$ 106.69
08/18/2023	<a href="#">17833</a>	CIS-Health Insurance	\$ 5,341.83
08/18/2023	<a href="#">17834</a>	Void Check	\$ -
08/18/2023	<a href="#">17835</a>	Void Check	\$ -

## Bank Transaction Report

City of Port Orford

## Transaction Detail

Issued Date Range: 08/01/2023 - 08/31/2023

Issued Date	Number	Description	Amount
08/18/2023	<a href="#">17836</a>	Void Check	\$ -
08/18/2023	<a href="#">17837</a>	Void Check	\$ -
08/18/2023	<a href="#">17838</a>	Teamsters 206 Employers Trust	\$ 3,991.92
08/18/2023	<a href="#">17839</a>	Teamsters Local U. #206	\$ 195.50
08/23/2023	<a href="#">17840</a>	PAUL NASH & THERESE RIEBER	\$ 40.91
08/31/2023	<a href="#">17841</a>	Kudlac Law	\$ 1,200.00
08/31/2023	<a href="#">17842</a>	Amazon Capital Services, Inc.	\$ 211.18
08/31/2023	<a href="#">17843</a>	Budge-Mchugh Supply Company	\$ 890.09
08/31/2023	<a href="#">17844</a>	Coastal Paper & Supply, Inc.	\$ 364.25
08/31/2023	<a href="#">17845</a>	Coos-Curry Electric Co-op	\$ 5,596.39
08/31/2023	<a href="#">17846</a>	Void Check	\$ -
08/31/2023	<a href="#">17847</a>	Curry County Treasurer	\$ 462.40
08/31/2023	<a href="#">17848</a>	Denning Print Company, LLC	\$ 229.99
08/31/2023	<a href="#">17849</a>	Gold Beach Lumber	\$ 325.81
08/31/2023	<a href="#">17850</a>	Void Check	\$ -
08/31/2023	<a href="#">17851</a>	I-Secure Inc.	\$ 35.00
08/31/2023	<a href="#">17852</a>	KirbyBuilt Sales	\$ 234.54
08/31/2023	<a href="#">17853</a>	McCowan Clinical Laboratory, Inc.	\$ 2,180.00
08/31/2023	<a href="#">17854</a>	Oregon Dept of Revenue CFA	\$ 1,700.00
08/31/2023	<a href="#">17855</a>	Port Orford Main Street Revitalization Association	\$ 1,300.00
08/31/2023	<a href="#">17856</a>	Quadient Leasing USA, Inc.	\$ 617.67
08/31/2023	<a href="#">17857</a>	Rogue Credit Union-Visa	\$ 1,342.15
08/31/2023	<a href="#">17858</a>	Void Check	\$ -
08/31/2023	<a href="#">17859</a>	USA Blue Book	\$ 69.68
08/31/2023	<a href="#">17860</a>	Western Exterminator Company	\$ 197.80
08/31/2023	<a href="#">17861</a>	ZiplyFiber	\$ 36.00
		<b>Total Checks</b>	<b>\$ 192,340.12</b>
<b>EFT</b>			
08/04/2023	<a href="#">EFT0000193</a>	Payroll EFT	\$ 26,925.84
08/18/2023	<a href="#">EFT0000195</a>	Payroll EFT	\$ 25,832.99
		<b>Total EFT</b>	<b>\$ 52,758.83</b>



September 5, 2023

The Honorable Pat Cox, Mayor  
City of Port Orford  
555 20th Street  
Port Orford, OR 97465

RE: Oregon Lottery Direct Legislative Award for City of Port Orford, Water Recycling Project, \$750,000, (Ref #225-15443); date of award: 08/04/2023

Dear Mayor Cox:

As identified in Senate Bill 5506 Section 256 of the 2023 Oregon legislative session, your organization was awarded an allocation of Oregon Lottery funding for the above referenced project.

Please note that the legal obligation for funding and for reimbursement of project expenses is subject to execution of a contract between your organization and the State of Oregon acting by and through the Oregon Business Development Department (OBDD).

The project must comply with all applicable state laws, regulations, and procurement requirements. As a reminder, you must provide copies to OBDD of all solicitations at least 10 days before advertising, and all draft contracts at least 10 days before signing.

Please complete and submit the attached Direct Legislative Award Project Information Form, which will provide the information necessary to prepare a funding contract.

Please direct any questions, and submit the completed Project Information Form, to your Regional Project Manager, Tawni Bean, at 503-551-0957, or via email to [tawni.bean@biz.oregon.gov](mailto:tawni.bean@biz.oregon.gov).

Sincerely,

*Mollie Croisan*

Mollie Croisan, Project and Services Manager  
Business Oregon

Encl: Direct Legislative Award Project Information Form

C: John Huttli, City Administrator/Recorder Pro Tem  
Christopher Frazier, Regional Development Officer  
Representative Court Boice  
Senator David Brock Smith

FINANCIAL REPORT  
September 11, 2023

For the month of August, the total revenue and expenditures for all funds was \$154,339.35 and \$138,680.03 respectively. The total cash balance of all funds is \$2,186,597.58. Following is a more detailed narrative of the activity per fund.

**General Fund:**

The General fund received \$40,656.28 in revenue of which \$20,138.39 was from property tax receipts, \$10,340.75 from citations, \$1,814.41 from local marijuana tax, \$2,966.85 in State shared revenue, \$1,075.83 in State Liquor Tax, \$3,415.05 in franchise fees, \$865.00 in business licenses, \$30.00 for lien search fees, and \$10.00 in court administrative fees. For the month of August, the General Fund disbursed \$19,342.84 of which \$12,972.03 was for wages, \$351.07 for telephone service, \$1,200.00 in legal services, \$566.98 for electricity, \$245.00 for custodial services, \$2,844.41 for our contract planner, \$40.99 for office supplies, \$300.00 for the municipal judge, \$125.00 in bank fees, \$264.99 for computer services, \$152.00 for postage, \$123.10 for repair and maintenance to City Hall, \$44.30 for equipment for council chamber audio and \$112.97 for internet service. The General fund share of the cash balance is \$28,419.67.

**Parks:**

Parks received \$5,523.91 in revenue which consists of \$4,043.91 in second quarter TLT receipts, \$360.00 in rent for the American Legion Hall, \$120.00 rent for the A-frame and \$1,000.00 in Parks Fundraising money. For the month of August, \$10,978.13 was disbursed for Parks of which \$6,144.29 was for payroll, \$1,300.00 for TLT grants, \$556.85 for electricity, \$49.44 for telephone expense, \$74.70 for maintenance to the Visitor Center, \$211.29 for maintenance of Buffington Park, \$91.06 for maintenance of the 12<sup>th</sup> street boat ramp, \$234.54 in parks projects to cast bronze plaques, \$110.96 for electricity and \$2,205.00 for custodial services. Parks share of the cash balance is \$236,363.24. \$2,716.00 of that balance is from Parks fundraising.

**Public Safety:**

\$37,615.21 was disbursed for the Police Department of which \$37,215.18 was for payroll, \$162.57 for telephone service, \$8.59 for minor tools, \$3.87 for vehicle maintenance, and \$225.00 for advertising of the renewal of the local option. Public Safety received \$248.86 in revenue of which \$233.86 was from property tax receipts and \$15.00 reimbursement for an insurance report. Public Safety share of the cash balance is \$12,847.89.

**Water Enterprise:**

The Water Department received \$46,226.27 in revenue of which \$46,226.27 was from the July utility billing of which \$6,377.13 is designated to be set aside for Water Capital Reserves. The Water Enterprise Fund paid out \$38,350.04 of which \$29,502.77 was for payroll, \$235.31 for telephone services, \$414.90 for membership to OAWU, \$1,038.30 for bank merchant fees, \$220.20 for internet service, \$2,863.12 for electricity, \$500.00 for contract services, \$33.50 for maintenance of the water treatment plant, \$900.56 for maintenance for the water lines, \$42.46 for minor tools, \$4.49 for vehicle maintenance, \$2,180.00 for testing, \$105.59 for lab supplies, and \$308.84 for office equipment lease. Waters share of the cash balance is \$47,431.05.

Water Capital Reserves:

The Water Capital Reserve Fund share of the cash balance is \$152,563.54.

Sewer Enterprise:

The Sewer Enterprise Fund received \$56,559.42 in cash receipts which consists of \$56,559.42 from the July utility billing of which \$6,524.44 is designated to be set aside for Sewer Capital Reserve. The Sewer Enterprise fund outflow for August was \$23,607.63 of which \$18,807.72 was for payroll, \$2,548.58 for electricity, \$52.92 for telephone service, \$43.48 for minor tools, \$632.53 for training, \$175.27 for lab equipment, \$1,038.30 for bank merchant fees, and \$308.83 for office equipment lease. Sewers share of the cash balance is \$246,784.68.

Sewer Capital Reserves:

The Sewer Capital Reserves share of the cash balance is \$337,402.64.

Street Fund:

For August the Street Fund received \$5,124.61 of which \$5,124.61 was from the State Highway tax. \$8,786.18 was disbursed for Streets, of which \$8,542.80 was for wages, \$24.43 for maintenance of streets, and \$218.95 for electricity. Streets share of the cash balance is \$52,554.83.

Streets Capital Improvement Fund

The Streets Capital Improvement Fund share of the cash balance is now \$47,744.55.

Equipment Replacement Fund:

The Equipment Replacement Funds share of the cash balance is \$84,379.77.

Water and Sewer SDC:

The Water and Sewer SDC funds share of the cash balance is as follows:

Water SDC	\$552,740.42
Sewer SDC Reimbursement	\$350,178.23
Sewer SDC Improvement	\$ 37,187.07

David Johnson



## City of Port Orford

---

**TO:** Mayor and City Council  
**FROM:** John Huttli, City Administrator  
**DATE:** September 14, 2023  
**SUBJECT:** Emergency Response Commission

### Summary

After Council communication, staff discussed options with councilman Burns and drafted an ordinance codifying the City's Emergency Response Commission and clarifying its membership.

### Discussion

The City had in the past appointed members to an Emergency Response Commission. This Commission was not created by Ordinance as with our Parks Commission and Planning Commission. After discussion with the Council, staff surmised that membership should be clarified, and that the Commission should be codified.

The ordinance before the Council proposes to have membership in this Commission a blend of Citizens of Port Orford, but also of residents in our neighboring districts. These stakeholder members are anticipated to deliver perspective and resources in addition to those of the members within the city limits. Because members living within the boundaries of the Port District and the Rural Fire District may also live in the City limits and the City Urban Growth boundary, a member may live in multiple geographic qualifying areas, but only fill a requirement of a single position.

It is possible that during an emergency, the City of Port Orford will find itself having to respond before assistance from other agencies can be obtained. Therefore, this Commission will serve a valuable function for the citizens.

### Recommendation

Adopt ordinance; amend as determined in best interest of City; forward to a second reading.

Respectfully submitted,

/s/

John Huttli, City Administrator



## Chapter 2.10

### EMERGENCY RESPONSE COMMISSION

#### Sections:

	<b>2.10.010</b>	<b>Creation.</b>
<b>2.10.020</b>		<b>Composition of members</b>
<b>2.10.030</b>		<b>Qualifications</b>
<b>2.10.040</b>		<b>Terms; vacancies</b>
<b>2.10.050</b>		<b>Election of chairman and vice-chairman.</b>
<b>2.10.060</b>		<b>Compensation.</b>
<b>2.10.070</b>		<b>Secretary.</b>
<b>2.10.080</b>		<b>Meetings-Quorum</b>
<b>2.10.090</b>		<b>Powers and duties</b>
<b>2.10.100</b>		<b>Authorization for expenditures required.</b>

#### **2.10.010 Creation.**

There is created an Emergency Response Commission (Hereinafter: Commission) for the City of Port Orford, Curry County, Oregon. (Ord. 2023- Jul 2023)

#### **2.10.020 Composition of members.**

The Emergency Response Commission shall consist of up to seven members, all of whom are to be appointed by the Mayor, subject to approval by the Common Council of the City of Port Orford.

#### **2.10.030 Qualifications**

(1) Membership shall be appointed from the following jurisdictional areas:

- (A) Four members shall reside within the boundaries of the City Limits of Port Orford;
- (B) One Member shall reside within the boundaries of the Port Orford Rural Fire District;
- (C) One Member shall reside within the boundaries of the Port Orford Urban Growth Boundary;
- (D) One Member shall reside within the boundaries of Curry County

A member may reside in more than one of the above; however, such a member shall be appointed to fill only one of the above-referenced positions.

(2) Not more than one member of the Commission shall be a member of the Common Council; said member to be a voting member. The member of the Common Council shall also act as Council liaison.

#### **2.10.040 Terms; vacancies**

At its first meeting the Commission shall choose the terms of office of said all seven members, whether present or not, by lot as follows: The names shall be placed on strips of paper and the strips placed in a hat. The first name drawn will be position One. The second name drawn shall be position two. And so on. Position One shall serve for one year; Position Two for two years; Position Three for three years; and so on until all positions are given a term of years. Council

Liaison shall immediately thereafter notify the mayor and city council, in writing, of such allotment.

At the expiration of the initial terms of each member, the successor to the vacancy shall hold office for four years, so that the terms are staggered, with at least one position being subject to reappointment each year thereafter.

Any vacancy shall be filled by the mayor subject to approval by the Common Council for the unexpired portion of that term.

**2.10.050 Election of chairman and vice-chairman**

The Commission, at its first meeting, shall elect a chairman and vice-chairman from their members, and said chairman and vice-chairman shall hold office during the pleasure of the commission.

**2.10.060 Compensation**

Members of the Commission shall receive no compensation.

**2.10.070 Agenda and Minutes**

An agenda item shall be provided to the City Administrator at least one week prior to the meeting at which it is proposed to be discussed. The City Administrator and the Council Liaison shall determine which items are on the agenda. At the meeting, items may be added to or removed from the agenda by majority vote of the commission.

All Commission meetings are subject to Oregon Public Records and Meetings laws. Commission Agenda and Minutes shall be prepared by City Staff and advertised electronically on the City's website as directed by the City Administrator, and otherwise as required by Oregon Public Meeting law.

If City Staff is unavailable, Agenda and Minutes may be prepared by any reasonable means, including but not limited to contract transcriptionist or by member of the Commission selected by the Commission for that purpose. Any minutes or agenda not prepared by City Staff shall be delivered to the City Administrator for retention in the City records.

**2.10.080 Meetings; Quorum.**

The first meeting shall be called by the City Council Member appointed to the Commission. At its first meeting the Commission shall perform functions under 2.10.040 and 2.10.050 above.

At its first meeting, the Commission shall determine its regular meeting schedule. A regular meeting day and time shall be established by the Commission at its first regular meeting. It shall hold meetings regularly at least once a quarter. Meetings shall be held at Port Orford City Hall Council Chambers unless otherwise decided by majority of the commission.

Special meetings may be called at any time by the chairman, or by three members of the commission, by written notice served upon each member of the commission at least twenty-four

(24) hours before the time specified. Any such notice and proposed agenda shall be delivered to the City Administrator within the time period above.

Four members at any time shall constitute a quorum for purpose of conducting Commission business.

**2.10.090 Powers and duties.**

It shall be the duty of the Commission, and they shall have the power, except as otherwise provided by law, to recommend and make suggestions to the City Council concerning Planning for, Provisioning, and Responding to Emergencies as declared by the City of Port Orford. Such Emergencies include but are not limited to: Tsunamis, Conflagrations, Earthquakes and Chemical Spills.

Any City Emergency Response Plan must be approved by the City Council to be binding on the City.

**2.10.100 Authorization for expenditures required.**

The Commission shall have no authority to bind the City to any agreements, nor to make any expenditures on behalf of the city, or to obligate the city for the payment of any sums of money, except as herein provided, and then only after the common council of the city of Port Orford shall have first authorized such expenditures for said purpose by appropriate ordinance or resolution, which ordinance or resolution shall provide the administrative method by which said funds shall be drawn and expended.



## City of Port Orford

---

**TO:** Mayor and City Council  
**FROM:** John Huttli, City Administrator  
**DATE:** September 14, 2023  
**SUBJECT:** Appoint Joseph Harrison as City Recorder, pro-tem

### Summary

Joseph Harrison has been acting as City Recorder for a considerable amount of time.

### Background

Joseph Harrison was hired as an accountant, but was put into use doing “other duties as assigned.”

It appears that during Jessica Ginsburg’s tenure, she acted as City Recorder, per the job description of City Administrator.

During the transition from Ginsburg to the undersigned, Harrison was assigned the task of City Recorder, who ratifies council ordinances and resolutions, and prepares minutes, and agendas.

However, the duty to assign a City Recorder is that of the Common Council, and it does not appear the Common Council has ever so appointed Harrison to that role.

### Recommendation

In such a case, it is appropriate for the Common Council to appoint Harrison to the role of City Recorder pro-tem, and also to ratify his past actions in this respect.

Further, because Harrison has been performing duties outside his job description, the resolution also grants him recognition of working out of class, back-dated to his hire approximately seven months ago, and continuing into the future until such time as his job description is formally adopted by the City Council to correctly describe and compensate his role.

Respectfully submitted,

/s/

John Huttli, City Administrator

RESOLUTION 2023 – 24  
RESOLUTION DESIGNATING JOSEPH HARRISON CITY RECORDER PRO TEM  
RATIFYING ACTIONS  
RECOGNIZING WORKING OUT OF CLASS  
NUNC-PRO-TUNC COMMENCEMENT OF ACTIVITIES

WHEREAS, the City Charter of the City of Port Orford Chapter V section 23 describes the office of City Recorder; and

WHEREAS, said Charter provision authorized the Mayor to appoint a City Recorder Pro-Tem in the absence of a City Recorder; and

WHEREAS, during a time of transition between Jessica Ginsburg and John Huttl as City Administrator there being a vacancy; and

WHEREAS, Joseph Harrison has been performing the functions of City Recorder during that transition perhaps without formal appointment by the Mayor; and

WHEREAS, the Common Council of the City of Port Orford desires to ratify the past conduct of the Council, the Mayor and the Office of Recorder;

NOW THEREFORE,

The Common Council of the City of Port Orford RESOLVES to:

1. Recognize the appointment of Joseph Harrison as City Recorder, pro-tem, nunc-pro-tunc commencement of said activities; and
2. Ratify the actions of Harrison in capacity of City Recorder nunc-pro-tunc, commencement of those activities; and
3. Recognize the nature of Harrison’s work as out of class per the City’s personnel rules and bargaining agreements, or otherwise within its authority, and grant Harrison a 5% increase in pay, nunc-pro-tunc, commencement of those activities as determined by the City Administrator.

Dated this 14<sup>th</sup> day of September, 2023

\_\_\_\_\_  
Mayor, Pat Cox

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: City Recorder, Joseph Harrison

\_\_\_\_\_  
Date