

City of Port Orford
City Council Meeting Minutes
In the Gable Chambers
Thursday, July 16, 2020 at 3:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Tim Pogwizd, Mayor</i>	X	<i>Terrie Richards, City Admin/Recorder</i>	X
<i>Gary Burns</i>	X	<i>Shala Kudlac, City Attorney</i>	X
<i>Pat Cox, President</i>	X	<i>David Johnson, Finance</i>	X
<i>Vacant</i>		<i>Police Chief Hobart</i>	X
<i>James Garratt</i>	Excused		
<i>Carolyn LaRoche</i>	X		

Media Present:

Others Present:

1. Call to Order

Mayor Pogwizd called to order this Regular Meeting of the Common Council on Thursday, July 16, 2020 at 3:31 a.m. The meeting is held via internet connection due to COVID-19 restrictions set in place by the State of Oregon. Mayor Pogwizd announced that Councilor Garratt is excused due to inability to connect via internet from his current location.

2. Additions to the Agenda: None.

3. Presentation to the Council/Citizens: Eric Hill with Neighborworks Umpqua reports that Summer Matteson wanted to speak with council on the intergovernmental agreement that they have asked the city to sign for the Community Development Block grant application for Gold Beach. Gold Beach will be leading the application with their assistance. Neighborworks Umpqua is requesting that the City of Port Orford also sponsor via only their signature saying that they would like Neighborworks to contribute to Port Orford as well.

Summer Matteson, Regional Housing Rehabilitation connected for her presentation. Mayor Pogwizd expressed his appreciation for the PPE mask that Summer made available to Port Orford. The PPEs have been delivered to the Port. The city is using some for backup. All businesses that requested the masks did receive them.

Summer Matteson reports that COVID-19 has moved the city administrators and herself to work closer together and streamline efforts that benefit Curry County and communities in the county. She reports that 10 days ago they had a City Council meeting in Gold Beach, and Gold Beach did sign up to be the lead for the CDBG grant with Neighborworks Umpqua. The grant is for housing rehab. The county took on a CDBG grant as the signer in about 2014. They were able to help about 52 homeowners rehab and streamline for energy efficiency, et.al. insulation, window replacement, roofs, etc. The grant serves mostly low to

medium wage income. One-hundred thousand of the five-hundred thousand goes specifically to manufactured homes. Often people who are in manufactured homes do not own the property. The grant was a huge success previously. Having Port Orford and the county sign on means they can provide these services to homeowners' county wide. The City of Port Orford would be at the same level of commitment that the county is, signing the IGA, confirming that they would like to see those services come to their citizens and homeowners. The city of Gold Beach is going to be the lead. They will handle the day-to-day documentation, the 504's and the requirements of the grant with Neighborworks Umpqua. If Port Orford declines this opportunity Regional Housing Rehabilitation will ask Brookings, but their preference is Port Orford.

Councilor Cox moved to agree to allow Terrie to sign the agreement to join the program to assist lower to midrange income citizens possibly receive grant moneys to help with repairs to their homes with Councilor Burns as second. ***Motion carried 3-0.***

Discussion: It is clarified there is no financial obligation or commitment.

Councilor Burns Yes ***Councilor LaRoche*** Yes ***Councilor Cox*** Yes

4. Consent Calendar – Not available.

5. Citizen Concerns:

Teresa Kolibaba speaks on the right of way on 16th for plantar boxes. She asks why the person cannot put the plantar boxes on their own property. Ms. Kolibaba speaks regarding the marijuana tax stating she feels it is ironic that Buddha tried to give money to the city, to the school and they refused it and now are willing to take his money out of tax. Teresa speaks on the seasonal fuel tax stating it is going to be seasonal now, but will it become year around later. She speaks on the budget identifying a volunteer worker's insurance that is \$1700 a month. She wonders what that is for.

6. Departmental Reports:

City Administrator: Councilor Cox comments on the valve at the impound. He asks if anybody has tried to just turn the valve. It has a broken handle, which indicates they may have been turning it the wrong direction and snapped the handle off. CA Richards will research. Mr. Johnson reports the valve is in the budget. CA Richards will confirm dredging schedule.

Councilor Burns asked about the "No Overnight Parking" sign at Battle Rock. CA Richards informed it was suggested by an officer. The sign currently states, "No Overnight Camping." People are parking in their cars overnight and sleeping. Police Officers need a No Overnight Camping sign for enforcement. Councilors agree that CA Richards can proceed with the sign purchase.

Councilor Burns asked about cost for well drilling at the shop yard. CA Richards agreed to research cost. Councilor LaRoche suggested contacting the watershed, as they have previously discussed this issue.

Councilor Burns reported a citizen asked for a zone amendment to remove livestock out of R1. CA Richards stated City Council is aware. Resident will speak at Citizens Considerations during a meeting.

Mayor Pogwizd asked CA Richards regarding going to bid on the contact tank. He would like to see the overtime under control and cease callouts for public works. CA Richards stated the finalization on the packet will be done next week and going out to bid the end of next week or the following week. Councilor Cox advised that the contact tank was separate from the overtime. The overtime was the telemetry and PLC, and those have been fixed. Mayor Pogwizd stated they had to slow down the water production and they are trying to increase the production now. He is hoping the contact time will help resolve the overtime issue. David Johnson stated the PLC has not made a difference in the overtime. This will require research.

May Pogwizd reported there are applicants for public works. CA Richards confirmed there are two for the maintenance position and definitely one, probably two for the public works superintendent position.

Financial Director: None.

Councilors: Councilor Cox reports the Port is trying to get a project manager. Councilor Burns has agreed to liaison the Parks Department. Councilor Burns would like a workshop regarding emergency response to discuss details of the plan to generate a group of people to be involved in and coordinate community response. He was informed there are seven concrete water vaults now unused. He would like those researched for emergency supply caches. Mayor Pogwizd will try to set up an August workshop.

7. Old Business

A. Burning Permit: Extending burn permit from two days to perhaps one week.

Councilor Cox moved to change the wording of the fire permit requirements in section 8.08.020, section A, from verbiage of “after obtaining a permit authorized by City Hall valid for 48 hours” to verbiage of “after obtaining a permit authorized by City Hall valid for seven business days” with Councilor Burns as second.

Discussion: Councilor Cox reported that with the winds in Port Orford this will give the citizens an opportunity to be safer. Mayor Pogwizd reminded council that the motion should include notifying the fire department before burning.

Councilor Cox rescinded his original motion with Councilor Burns rescinding his second.

Councilor Cox moved to change the wording of the fire permit requirements in section 8.08.020, section A from verbiage of “after obtaining a permit authorized by City Hall valid for 48 hours” to verbiage of “after obtaining a permit authorized by City Hall valid for seven business days” and to include verbiage for the permit holder to contact dispatch prior to beginning the burn with Councilor Burns as a second.

Discussion: None. *Motion carried 3-0.*

Councilor Burns Yes **Councilor LaRoche** Yes **Councilor Cox** Yes

B. Final Approval for Engineer of Record: CA Richards reported receiving one packet in response to her RFP request from Civil West Engineers who have been trying to get business from Port Orford for a while. They have assisted with the fish screen at the impound and some with the Dedy Street issue. Two engineers can be considered. There is an agreement in place with Dyer Partnership for the contact tank.

Councilor Burns moved to approve Dyer Partnership and Civil West Engineers as Port Orford's Engineer of Record with Councilor LaRoche as second. *Motion carried 3-0.*
Discussion: None.

Councilor Burns Yes Councilor LaRoche Yes Councilor Cox Yes

C. Seasonal Fuel Tax: Fuel tax May through October for road and sidewalk repair. Two cents per gallon is favored. Councilor Cox suggested tabling this until Councilor Garratt is in attendance and council has time to sell the idea to the citizens. CA Richards suggested discussing no later than January.

Councilor Cox moved to table the Seasonal Fuel Tax until December with Councilor Burns as second. *Motion carried 3-0.*
Discussion: None.

Councilor Burns Yes Councilor LaRoche Yes Councilor Cox Yes

D: TLT Grant Approvals: This is to approve the second round of TLT grants. Councilor Burns moved to approve the TLT additions with Councilor Cox as second. *Motion carried 3-0.*

Discussion: Historically, TLT provides grants for beautification. They added businesses into the group; however, an organization can do an in-kind match and a business is required a 100 percent cash match, for instance if they are approved for 1000 dollars from TLT they have to provide 1000 dollars of their own money for the project. CA Richards clarifies that council is asked to approve what the TLT committee already approved; 1) Tasty Kate wants to improve/rehab the corner property for 700 dollars. 2) Battle Rock Communications requested 600 dollars to help create a Jammin' Salmon suit. 3) Main Street's project to continue beautification on the north end of Highway 101 is a total cost of 4,500 dollars. They requested 2,200 dollars. The TLT committee approved 2,159 dollars. The project includes a Mural on the side of Salty Dog's building which is at the cost of 1,500 dollars. Salty Dog is paying 500 dollars of that cost. Council questions if the Salty Dog should have to pay half of the mural cost. The mural is for the beautification of the north end of town, and the building is convenient. There is no assurance that the building will not change hands and the mural will not be painted over. Councilor Cox would like this subject tabled to provide council time to review. Councilor Cox would like their projects addressed separately. Councilor LaRoche would like a presentation to council.

Councilor Burns rescinded his motion and Councilor Cox rescinded his second.

Councilor Burns moved to accept the Tasty Kate project with Councilor Cox as second.

Motion carried 3-0.

Discussion: None.

Councilor Burns Yes Councilor LaRoche Yes Councilor Cox Yes

Councilor Burns moved to accept the two Main Street projects to not include the 1,000 dollars for the mural pending a presentation on the mural with Councilor LaRoche as second. **Motion carried 3-0.**

Discussion: CA Richards will ask TLT for the presentation on the mural.

Councilor Burns Yes Councilor LaRoche Yes Councilor Cox Yes

8. New Business:

A: Approve Application to the Marine Board for Pinehurst Boat Ramp/Kayak

Launch/Restroom: A mechanism to help people get in and out of kayaks at a lake has been offered. The Marine Board does not want it attached to the 12th Street boat ramp since it is already to capacity. They want it at the Pinehurst boat ramp; however, there is just a dirt path to the water without a dock. Karen Auburn has agreed to write a grant to the Marine Board for a boat ramp, kayak launch and restroom. They are asking City Council to approve them to write that grant.

Councilor Burns moved to allow writing of the grant with Councilor LaRoche as second.

Motion carried 3-0.

Discussion: None.

Councilor Burns Yes Councilor LaRoche Yes Councilor Cox Yes

B: Planning Commission Appointment – Kim Nye – Pamela Berndt – Jeanne Jezuit:

Pamela Berndt and Jeanne Jezuit are in attendance. Jeanne Jezuit introduced her extensive local government experience as a commissioner of Parks and Recreation in a 3,500-park district. She was on numerous committees. She has been in Port Orford six years and would like to be part of the process of keeping the best of what is here and planning for the future making sure the city is moving forward with a planning program instead of what is already there. Pamela Berndt introduced herself as a resident of Port Orford for 15 years. She loves the community and would love to be on a team that helps to plan for the future as well as current issues that come up. She works part time for Wild Rivers Land Trust essentially preserving the local wilderness. She loves the outdoors.

Councilor Cox moved to appoint Pamela Berndt and Jeanne Jezuit to the planning commission with Councilor LaRoche as second. **Motion carried 3-0.**

Discussion: None.

Councilor Burns Yes Councilor LaRoche Yes Councilor Cox Yes

C. Right of Way request – 16th Street:

Councilor Burns moved to approve the right of way request from Kristin Howard with Councilor Cox as second. *Motion carried 3-0.*

Discussion: Kristin Howard is in attendance. She explains to Councilor LaRoche the beautification project is for the right-of-way area and not her property. The area has a slope, then a ditch and then flattens out to the right of way.

Councilor Burns Yes Councilor LaRoche Yes Councilor Cox Yes

D. City Website – Updating to a newer more user friendly/mobile site: Denning Print, LLC is the current webmaster. CA Richards read information from Denning Print who advised that the way the current website is set up is antiquated, which is not good for search engine optimization, it is not easy to change even the smallest detail and can never be mobile friendly. The pages are set up with HTML table code, which is considered obsolete when used to format an entire site. By switching to CMS Word Press the site will be mobile friendly with easily crawlable pages that result in good SEO and would be simple and quick to update information as needed. Additionally, the site would be entirely secure. It would be safe to have fillable forms, downloads, picture slides, imbedded media files such as videos, etc. CA Richards reported this came up due to COVID-19 implemented changes, a lot of forms need to be accessible other than in-person office visits. The current website cannot accommodate the forms. David Johnson confirms there are funds under improvements for City Hall that would work to fund the website.

Councilor Cox moved to approve the \$375 dollar expenditure to Denning Print for website upgrade with Councilor Burns as second. *Motion carried 3-0.*

Discussion: The hourly rate of having to amend the current website will likely out-cost the cost of website improvement.

Councilor Burns Yes Councilor LaRoche Yes Councilor Cox Yes

E. Resolution 2021-01 and 2021-02, Marijuana Tax – Should the Council send a 3% revenue tax to the voters. This has to be approved today to meet the timeline.

Councilor Cox moved to approve resolutions 2021-01 and 2021-02 to put the marijuana tax on the ballot with Councilor Burns as second. *Motion carried 3-0.*

Discussion: David Johnson reminded Council that funds from the tax were originally mandated for the police safety but later asked to be put in the general fund. Councilor Burns suggested the funds be put in Emergency Management. David Johnson advised the General Fund is an option in case Emergency Management goes away in the future.

Councilor Burns Yes Councilor LaRoche Yes Councilor Cox Yes

9. Considerations

a. Citizen

Teresa Kolibaba of Port Orford reported that she knows of a couple citizens that tried to apply for the city maintenance job and were told there was no such position open and the city refused to give them an application. Ms. Kolibaba asked if Neighborwork Umpqua

was giving PPEs to businesses or were they selling them to businesses. Gold Beach Lumber was selling PPEs for 20 dollars a pack. Ms. Kolibaba stated there were no porta-potties at the park over the 4th of July weekend and people were on the beach defecating. Ms. Kolibaba feels a good impression to the citizens would be for Main Street to give all the businesses money for paint so businesses could be painted colorfully rather than blue, gray and brown.

b. Staff

Legal Counsel Kudlac stated there needs to be an executive session at the next meeting. This will need to be done virtually. She asked for help arranging the meeting. Councilor Cox suggested going back to council chambers with social distancing and masks. David Johnson reminded new guidelines allow 10 in attendance. He can set up a secure meeting using GoTo Meeting through their locked secure source. The executive meeting will be at the beginning of the next council meeting.

c. Councilor

Councilors announce their appreciation to Chief Hobart and staff for being on the front line during this pandemic and dealing with the personalities.

d. Mayor

Mayor Pogwizd encouraged councilors to continue with GoTo Meetings due to rising cases of COVID-19.

9. Future Meetings:

Thursday, August 20, 2020 Regular Meeting of the Common Council at 3:30 p.m. held virtually via the same link as today.

10. Adjourned

There being no further business, Mayor Pogwizd adjourned the meeting at 5:16 p.m.

Attest:



Mayor Tim Pogwizd



City Recorder, Terrie Richards