

**CITY OF PORT ORFORD  
VIRTUAL SESSION OF THE COMMON COUNCIL  
THURSDAY, MARCH 18, 2021 AT 3:30 P.M.**

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**AGENDA**

- 1. Call to Order/Pledge of Allegiance**
- 2. Additions to the Agenda**
- 3. Presentations to Council/Citizens**
- 4. Consent Calendar**
  - a. Approve Minutes of February 18, 2021.
- 5. Citizens Concerns (Speak Only for Old & New Business Items on the Agenda)**
- 6. Departmental Reports**
  - a. Public Works b. Administration c. Finance d. Planning e. Watershed f. Liaison
- 7. Old Business**
  - a. Appointment to Parks Commission - Jerry McManus.
  - b. Update Continuing Items list with current projects.
  - c. Planning Commission request for clarification, RE. Dark Sky and Building Height Ordinances.
- 8. New Business**
  - a. CTR – approve 2021 Rate Adjustment Request.
  - b. Accept lowest bid for Ocean View (Oregon ST) Paving.
  - c. Speed Zone change at Highway 101 & Madrona St.
  - d. Approve IGA with Port Orford Raul Fire Protection District.
- 9. Considerations**
  - a. Citizen b. Staff c. Councilor d. Mayor
- 10. Continuing Action Items**
  - a. Water b. Sewer c. Vac. Rentals d. Brd of Appeals e. Planning Procedures f. ADU's
  - g. Council Rules h. Rural Fire Dept. Contract i. SDC's j. Gas Tax
- 11. Future Meetings**
  - a. Thursday, March 18, 2021, Regular Council Meeting 3:30 p.m. by virtual meeting.
- 12. Adjourn**

**City of Port Orford**  
**City Council Meeting Minutes**  
**In the Gable Chambers / Virtual participants**  
**Thursday, February 18, 2021 at 3:30 P.M.**

<b>Mayor and Council</b>	<b>Present</b>	<b>City Staff</b>	<b>Present</b>
<i>Pat Cox, Mayor</i>	X	<i>Planner Crystal Shoji</i>	X
<i>Gary Burns</i>	X	<i>Shala Kudlac, City Attorney</i>	X
<i>Tim Pogwizd, President</i>	X	<i>David Johnson, Finance and Admin</i>	X
<i>Lorin Kessler</i>	X		
<i>James Garratt</i>	Excused		
<i>Carolyn LaRoche</i>	X		
<i>Gary Tidey</i>	X		

Media Present:

Others Present:

**1. Call to Order**

Mayor Cox called to order this Regular Meeting of the Common Council on Thursday, February 18, 2021 at 3:31 p.m. The meeting is held via internet connection due to COVID-19 restrictions set in place by the State of Oregon.

**2. Additions to the Agenda:** Mayor Cox announced a brief executive session to follow this meeting adjournment.

**3. Presentations to Council/Citizens**

None.

**4. Consent Calendar** – Councilor LaRoche moved to approve the minutes for the council meeting of January 21, 2021 as written with Councilor Tidey as second. ***Motion rescinded.***  
 Discussion: Councilor Pogwizd stated that when speaking about item 31, living quarters and parking, in the January 21, 2021 meeting, the minutes indicate Councilor Pogwizd stated there was a parking problem in Port Orford. He wanted that statement removed from the minutes, as it was not what he meant to say. Councilor LaRoche and Councilor Tidey withdrew their motion and second.

Councilor LaRoche moved to approve the minutes for the council meeting of January 21, 2021 with discussed amendment with Councilor Tidey as second. ***Motion carried 4-0.***

*Councilor Burns*     Yes     *Councilor LaRoche*     Yes     *Councilor Pogwizd*     Yes  
*Councilor Tidey*     Yes

**5. Citizen Concerns:**

Jennifer Head, resident of Port Orford requested to read a letter submitted to council in favor of lowering heights. She stated the letter does not add material to the record, but it comments on the process. The letter expressed disappointment with the process followed in making

4 decisions regarding lowering height limits is Port Orford. Reductions made in some zones  
5 was appreciated; however, it appeared that substantial public input was not adequately  
6 acknowledged or considered at the January 21, 2021 hearing. The letter outlined the  
7 following concerns:

- 8 • Dozens of substantive letters and a petition with more than 100 signatures in support of  
9 lowering heights.
- 10 • At the hearing on January 21, 2021, it seemed not all council members were familiar with  
11 the public input.
- 12 • Staff did not provide an adequate map and council members did not seem familiar with  
13 zones.
- 14 • Some council members did not have all testimony in their meeting packets.
- 15 • Council members did not have email access to review public comments.
- 16 • Some councilors made dismissive comments in response to information and concerns  
17 presented by citizens about fire risks and water and did not provide evidence for public  
18 trust.

19 Ms. Head read that she believed it was important for local government representative to be  
20 more responsive to community members who provide input on key issues who are committed  
21 to maintain the livability and character of Port Orford. Ms. Head expressed her appreciation  
22 for the council members' time and efforts.

23  
24 Ann Vileisis continued reading the same letter, which addressed decisions previously made  
25 in the public hearing. Ms. Kudlac reminded council that the record was closed for public  
26 comment. If council would like to consider new public comment, they will have to reopen  
27 the hearing with notice, etc. Ms. Vileisis expressed her appreciation for the council members'  
28 time and efforts.

29  
30 Cathy Boden, Port Orford resident, stated she previously submitted testimony and her  
31 opinion on this topic. She addressed the process. She stated that community development  
32 evolves either by privilege or by community involvement, which is why she feels it is  
33 important to consider what the citizens have to say prior to voting. She asked that city  
34 council members listen to the community and have what they say play a role in their  
35 decisions. Ms. Boden expressed her appreciation for the council members' time and efforts.

36  
37 Steve Lawton expressed his appreciation for the council members' time and efforts. Mr.  
38 Lawton spoke to the process in that he thought it was cumbersome and not very effective. He  
39 feels that building heights are such a big issue to the character and livability of the  
40 community, that the cost of going back and opening the record is rather small.

41  
42 Pamela Berndt, Port Orford resident, expressed her appreciation for the mayor and council  
43 members' time and efforts. Ms. Berndt brought to the attention of the council members the  
44 signed petitions, 160, from the Port Orford community and asked for an acknowledgement  
45 that they were received. Mayor Cox explained that the hearing process is finished.

4 Sarah Lovendahl, Port Orford resident, inquired as to why it is difficult to reopen the  
5 building height ordinance if there is a lot of current community input.

6  
7 **6. Departmental Reports:**

- 8 a. Public Works: Public Works superintendent, John Isadore, presented a detailed paper  
9 report to council members. He reported on the Stagecoach Lane area being developed,  
10 which will require reviewing the lift stations to see if they are functional. Mr. Isadore  
11 reported on the progress of the contact tank. Foundations are in and backfilled. Most of  
12 piping is in. He updated councilors on road maintenance, grit system, water services  
13 where needed, and a large leak repair. Councilor LaRoche expressed her appreciations to  
14 the public works employees.
- 15 b. Admin/Finance: Mayor Cox complimented Dave Johnson on the new streamlined finance  
16 report format. Councilor Pogwizd asked for update on new hires for sewer plant operator,  
17 finance director and city administrator. CA Johnson reported the city has advertised for  
18 the wastewater treatment operator, which ends next Friday. No applications have been  
19 received to date. The job description for city administrator is being updated to include  
20 more of a financial focus. Mayor Cox will present an update at next month's meeting.
- 21 c. Planning: None.
- 22 d. Watershed: None.
- 23 e. Port: Mayor Cox reported the Port is moving ahead with redevelopment. The seawater  
24 system will be addressed first. Crab season is struggling with numbers, but prices went up  
25 a bit.
- 26 f. Coast Community Health: Councilor Burns reported starting a community mental health  
27 group at Coast Community Health in an attempt to evolve effective programs for Port  
28 Orford in an attempt to help law enforcement. Regarding the emergency response plan,  
29 he has 50 people interested in taking the CERT (Citizen Emergency Response Training)  
30 class. It has been stated that almost every community ends up hiring somebody to create  
31 their emergency plan. There is money available; however, hiring could delay having a  
32 plan in place for up to two years.

33  
34 Mayor Cox will go through the liaison list and present it to council next month for updated  
35 amendments.

36  
37 **7. Old Business:**

- 38 a. Parks and Planning: There are suggested appointments to the Parks and Planning  
39 Commissions. Mayor Cox suggested councilors not vote on Mr. McManus' application  
40 until councilors can interview him. Councilors concurred. Mayor Cox spoke on Ms.  
41 Schofield's application that has a P.O. Box and a street address; however, it does not say  
42 Port Orford. He stated Eddie Kessler also did not enter a Port Orford address on his  
43 application. Councilor Burns inquired about family members serving on commissions.  
44 Councilor Kessler and Parks applicant Eddie Kessler are related. Legal Counsel Kudlac  
45 clarified the resolution applies to spouses only.



Councilor Burns moved to accept Eddie Kessler as a Parks Commissioner with Councilor Pogwizd as second. **Motion rescinded.**

Discussion: Mayor Cox is concerned that no address is listed on the application.

Councilors need to review and confirm addresses. Councilor Burns rescinded his motion and Councilor Pogwizd rescinded his second.

Legal Counsel Kudlac did not find a statute pertaining to Park Commissioners' location of residence.

Councilor Burns moved to accept Eddie Kessler as a Parks Commissioner with Councilor Pogwizd as second. **Motion carried 4-0.**

Discussion: None.

<b>Councilor Burns</b>	<u><b>Yes</b></u>	<b>Councilor LaRoche</b>	<u><b>Yes</b></u>	<b>Councilor Pogwizd</b>	<u><b>Yes</b></u>
<b>Councilor Tidey</b>	<u><b>Yes</b></u>	<b>Councilor Kessler</b>	<u><b>Abstain</b></u>		

Councilor Burns moved to accept the applications of Michelle Leonard, Diane Schofield and Greg Thelen for Planning Commissioners with Councilor LaRoche as second. **Motion passed 4-1.**

Discussion: Councilor LaRoche questioned Diane Schofield's residential address. The address listed on the application is an out-of-town address.

<b>Councilor Burns</b>	<u><b>Yes</b></u>	<b>Councilor LaRoche</b>	<u><b>No</b></u>	<b>Councilor Pogwizd</b>	<u><b>Yes</b></u>
<b>Councilor Tidey</b>	<u><b>Yes</b></u>	<b>Councilor Kessler</b>	<u><b>Yes</b></u>		

**8. New Business:**

a. Approval of Findings to Support Height Amendments: Councilor Burns moved to approve the findings to support the height amendments with Councilor Pogwizd as second. **Motions rescinded.**

Discussion: Planner Shoji reported the findings are made as a composite of decisions from the past meetings. Legal Counsel Kudlac advised that the findings should come at the end of the process, not the beginning.

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

b. First reading Ordinance 2021-02, Amendments to building heights: Councilor Pogwizd moved to pass ordinance 2021-02, an ordinance of the Common Council, the City of Port Orford, amending building heights within all use zones to a first reading by title with Councilor Burns as second. **Motion carried 5-0.**

Discussion: For the record, Mayor Cox acknowledged the clerical error on New Business item on B and C showing ordinance 2021-03. It should read ordinance 2021-02. Planner Shoji revealed an error in the title where it states, "all use zones." Heights were not amended in all use zones. By consensus, the title will be amended to read, "an ordinance of the Common Council of the City of Port Orford amending building heights within use zones.

<b>Councilor Burns</b>	<u><b>Yes</b></u>	<b>Councilor LaRoche</b>	<u><b>Yes</b></u>	<b>Councilor Pogwizd</b>	<u><b>Yes</b></u>
<b>Councilor Tidey</b>	<u><b>Yes</b></u>	<b>Councilor Kessler</b>	<u><b>Yes</b></u>		

Ordinance 2021-02, an ordinance of the Common Council of the city of Port Orford amending building heights within use zones is read by title by Mayor Cox.

Port Orford Municipal Code Chapter 17.04 – Explains building heights.

Port Orford Municipal Code Chapter 17.12.010 – Residential zone 1R is 30 feet and 2-stories in height.

Port Orford Municipal Code Chapter 17.12.020 – Residential zone 2R is 30 feet and 2-stories in height.

Port Orford Municipal Code Chapter 17.12.030 – Commercial zone, no change.

Port Orford Municipal Code Chapter 17.12.040 – Industrial zone, height of buildings except as provided in section 17.12.050 in 5I zone, no building shall exceed 45 feet in height.

Port Orford Municipal Code Chapter 17.12.050 – Controlled development zone, height of buildings except as provided in second 17.12.050 in a 6CD zone, no buildings shall exceed 30 feet in height.

Port Orford Municipal Code Chapter 17.12.060 – Marine Activity Zone, no change.

Port Orford Municipal Code Chapter 17.12.070 – Public Facilities and Park Zone, no change.

Port Orford Municipal Code Chapter 17.12.080 – Shoreland Overlay Zone, height of buildings except as provided in 17.20.050 in the 9SO zone, no building shall exceed 30 feet in height.

Port Orford Municipal Code Chapter 17.12.090 – Battle Rock mixed use zone 10MU, height of building except as provided in 17.20.050 in 10MU zone, no buildings shall exceed 35 feet in height.

Port Orford Municipal Code Chapter 17.33 – Site plan review, no change.

Port Orford Municipal Code Chapter 17.20.050 – General exceptions to building height limitations pertains to spires, elevator shafts and towers.

Additional standards governing conditional uses.

Port Orford Municipal Code Chapter 17.20.080 – Evacuation route improvement requirements, no change.

In all other respects, the Port Orford municipal code titled 17 Zoning shall remain the same and in full force and effect.

- c. Second Reading Ordinance 2021.02, Amendments to building heights: Councilor Pogwizd moved to pass ordinance 2021-02, an ordinance of the Common Council, the City of Port Orford, amending building heights within all use zones to a second reading by title with Councilor Burns as second. **Motion carried 4-1.**

Discussion: None.

<b>Councilor Burns</b>	<u><b>Yes</b></u>	<b>Councilor LaRoche</b>	<u><b>No</b></u>	<b>Councilor Pogwizd</b>	<u><b>Yes</b></u>
<b>Councilor Tidey</b>	<u><b>Yes</b></u>	<b>Councilor Kessler</b>	<u><b>Yes</b></u>		

Ordinance 2021-02, an ordinance of the Common Council of the city of Port Orford amending building heights within use zones is read by title by Mayor Cox.

4 Port Orford Municipal Code Chapter 17.04 – Explains building heights.  
 5 Port Orford Municipal Code Chapter 17.12.010 – Residential zone 1R is 30 feet and 2-  
 6 stories in height.  
 7 Port Orford Municipal Code Chapter 17.12.020 – Residential zone 2R is 30 feet and 2-  
 8 stories in height.  
 9 Port Orford Municipal Code Chapter 17.12.030 – Commercial zone, no change.  
 10 Port Orford Municipal Code Chapter 17.12.040 – Industrial zone, height of buildings  
 11 except as provided in section 17.12.050 in SI zone, no building shall exceed 45 feet in  
 12 height.  
 13 Port Orford Municipal Code Chapter 17.12.050 – Controlled development zone, height of  
 14 buildings except as provided in second 17.12.050 in a 6CD zone, no buildings shall  
 15 exceed 30 feet in height.  
 16 Port Orford Municipal Code Chapter 17.12.060 – Marine Activity Zone, no change.  
 17 Port Orford Municipal Code Chapter 17.12.070 – Public Facilities and Park Zone, no  
 18 change.  
 19 Port Orford Municipal Code Chapter 17.12.080 – Shoreland Overlay Zone, height of  
 20 buildings except as provided in 17.20.050 in the 9SO zone, no building shall exceed 30  
 21 feet in height.  
 22 Port Orford Municipal Code Chapter 17.12.090 – Battle Rock mixed use zone 10MU,  
 23 height of building except as provided in 17.20.050 in 10MU zone, no buildings shall  
 24 exceed 35 feet in height.  
 25 Port Orford Municipal Code Chapter 17.33 – Site plan review, no change.  
 26 Port Orford Municipal Code Chapter 17.20.050 – General exceptions to building height  
 27 limitations pertains to spires, elevator shafts and towers.  
 28 Additional standards governing conditional uses.  
 29 Port Orford Municipal Code Chapter 17.20.080 – Evacuation route improvement  
 30 requirements, no change.  
 31 In all other respect, the Port Orford municipal code titled 17 Zoning shall remain the  
 32 same and in full force and effect.

33  
 34 Councilor Pogwizd moved to accept ordinance 2021-02 as read with Councilor Burns as  
 35 second. **Motion carried 3-2.**

36 Discussion: None.  
 37 **Councilor Burns**      Yes      **Councilor LaRoche**      No      **Councilor Pogwizd**      Yes  
 38 **Councilor Tidey**      No      **Councilor Kessler**      Yes

39  
 40 Councilor Tidey moved that the Port Orford City Council approve the findings for  
 41 ordinance 2021-02 in support of height amendments as read with Councilor Burns as  
 42 second. **Motion carried 3-2.**

43 Discussion: None  
 44 **Councilor Burns**      Yes      **Councilor LaRoche**      No      **Councilor Pogwizd**      Yes  
 45 **Councilor Tidey**      No      **Councilor Kessler**      Yes



d. Letter of Intent for Purchase of Watershed Property: Linda Tarr introduced John Wros from The Conservation Fund. The letter of Intent is a legal document that is not a significant change from what has been agreed to. It allows the The Conservation Fund to move forward with their work to purchase the property and hold it for the city to come up with funding for purchase from The Conservation Fund. Councilors express their gratitude to Linda Tarr for this opportunity.

Councilor Pogwizd moved to approve the letter of intent for purchase of the watershed property with Councilor LaRoche as second. **Motion 5-0.**

Discussion: None.

<b>Councilor Burns</b>	<u><b>Yes</b></u>	<b>Councilor LaRoche</b>	<u><b>Yes</b></u>	<b>Councilor Pogwizd</b>	<u><b>Yes</b></u>
<b>Councilor Tidey</b>	<u><b>Yes</b></u>	<b>Councilor Kessler</b>	<u><b>Yes</b></u>		

e. IGA with Curry Soil and Water Conservation District for watershed maintenance: CA Johnson reported this is an IGA that has been previously approved with Curry Soil and Water District. Due to changes to be made the grant was extended, so this is needed to cover the time periods.

<b>Councilor Burns</b>	<u><b>Yes</b></u>	<b>Councilor LaRoche</b>	<u><b>Yes</b></u>	<b>Councilor Pogwizd</b>	<u><b>Yes</b></u>
<b>Councilor Tidey</b>	<u><b>Yes</b></u>	<b>Councilor Kessler</b>	<u><b>Yes</b></u>		

**9. Considerations**

**a. Citizen**

Steve Lawton hopes council will consider reopening or starting another process to review some concerns of citizens over the recently approved building height and planning process. He does not think the cost is great when considering the potential benefit to the community. Legal Counsel Kudlac affirms the first step is sending it back to Planning Commissioners. This direction can be done without the topic being on the agenda since it has to go all the way through the process again.

Penny Suess, resident of Port Orford, advised council that they approved a city commission member that lied on her application about where she lives. Ms. Suess feels this is a wrong thing to do and a wrong thing to approve. She feels this is a bad example for other commission applicants in the future.

Ann Veleisis, resident of Port Orford, expressed appreciation for Mayor Cox’s attempt to get to the bottom of process issues. She would like citizens to understand better what the process is and how to proceed.

**b. Staff**

None.

**c. Councilor**

Councilor Burns would like new builds and permits to be included in the meeting packets each month. Councilor Burns would also suggest the council send the building height



4 ordinance back to planning. He would like the Planning Commission to be given the  
 5 direction to review ordinances in other towns in the area, especially 2-story towns. He  
 6 would like City Council to ask Planning Commission for a recommendation on how to  
 7 limit to a 2-story building and remove exceptions in the ordinance 2021-02.  
 8 Councilor Kessler would like recommendations on the 2-story limitation, but he does not  
 9 agree with removing exemptions for schools, hospitals or nursing home-type facilities.  
 10 Councilor Pogwizd agrees to review the ordinance and consider carefully.  
 11 Councilor LaRoche agrees to send the ordinance to Planning for more discussion.  
 12 Councilor Kessler agrees to send the ordinance to Planning for more discussion.  
 13 Due to councilor’s consensus, Mayor Cox recommended sending to Planning without any  
 14 height wordage, but to research a 2-story limitation and exemption review. CA Johnson  
 15 will direct Planning to research the 2-story limitation and exemptions.  
 16

**d. Mayor**

17  
 18 Mayor Cox addressed a previous letter to the editor in the paper regarding electronic  
 19 meeting laws that portrayed that the City Council did not want the public to record the  
 20 meeting or have public interaction. Mayor Cox on record stated that is not true.  
 21 Recordings of meetings are available to the public at City Hall and can be recorded by  
 22 citizens. The council does not in any way want to inhibit public interaction or public  
 23 speaking.  
 24

**10. Continuing Action Items**

25 Councilor Pogwizd addressed continuing action items. Mayor Cox suggested councilors  
 26 review the current continuing action items and list them in order of importance. Each  
 27 councilor is asked to email their list to Mayor Cox. These will be addressed at next meeting.  
 28 TLT will be on the agenda for next month.  
 29

**11. Future Meetings:**

30  
 31 Thursday, March 18, 2021 Regular Meeting of the Common Council at 3:30 p.m.  
 32  
 33

**12. Adjourned**

34 There being no further business, Mayor Cox adjourned the meeting at 5:13 p.m.  
 35  
 36  
 37  
 38

Attest:

39  
 40  
 41  
 42  
 43  
 44 \_\_\_\_\_  
 Mayor Pat Cox

\_\_\_\_\_   
 City Recorder pro tem, David Johnson

# Public Works report for the month of February 2021

## Water Plant: Opp's

Water treated 3,828,00, Billed 1,816,520 with a total loss of 1,586,480 = 46%.

Water Plant, we had 5 No-run days in February due to weather.

Repairs & maintenance plant / distribution.

- Contact tank project update, all piping from concrete pads to plant and old tank connections is installed and backfilled. Contractor is off-site for a week or two, tank expected late June to mid-July.
- Water break on Port Orford Loop, 2" service to the City shop. Estimated water loss of 220,000 gallons. PW's still needs to excavate valve to make permanent repairs.
- Water break on 5<sup>th</sup> St. caused by contractor, we were able to quickly shut it down so loss was minor.
- Installed new services @ 670 8<sup>th</sup> St.
- Repairs on plant equipment on going.
- Replaced CG hill lights and burned-out light switches.

## Waste Water plant: Opp's:

Grit system and classifier replacement on going

UV system also upgraded or replaced on going

Repairs & maintenance plant / collections.

- Heavy rains caused lift-station / Waste Water plant to go into alarm / call-outs to reset and alleviate flooding.
- Started repairs to UV lighting
- Repaired air supply piping to aeration basin.
- (Still pending) Flank St. lift station down to one operational pump still. Working with Smith & Loveless to resolve issues with Motor / pump #2
- (Still pending) Flake St. also has control issues, waiting on Reese
- (Still pending) Idaho St lift station operational / working on a quote to replace controls.
- Wyoming lift station motor is currently back in operation, new motor has been received.

## Streets Maintenance:

- Filled potholes WTP and around roads shoulders on Arizona.
- Trash & debris pickup / disposal on streets.
- Cleared storm drains in areas concern of flooding during rain events.
- Pickup and dispose of tree / limbs and debris

# Public Works report for the month of February 2021

## Parks

- Pick up and disposal of trash.
- Grounds maintenance on nature trail on going.
- Un-clog & clean 12<sup>th</sup> St bathrooms several times.
- (Still pending) Researching new swings & hardware to replace missing and worn-out equipment.

## PW Works Equipment PM''s

- Run and Pm generators monthly
- Run and Pm pumps monthly
- (Still pending) Continue with repairs to Ford F-150 for summer hire
- (work in progress) Continue working on Public Works shop cleanup and organize
- (work in progress) Continue disposal of old junk and garbage

## Additional Pending Work:

ODOT, 9 areas have conflicts with the future repave and improvements to 101 meter's / water-mains / hydrants will need moved / relocated. I'm currently working with ODOT on the details.

Gold Run subdivision is starting to be developed, City utility's water / sewer will need to be provided. The sewer lift station was installed in 1996, but was never used and may need to be re-placed. We also have no idea on the integrity of water distribution system.

# Administration Report

MARCH 18, 2021

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## FINANCE

- Updated current capital outlay file.
- Researched utility payments not being recorded. Multiple customers bank accounts had been drafted and payments were not being recorded. Identified the problem took steps to ensure it doesn't happen again. Contacting customers to arrange refunds.
- Discussion with auditors about GASB 78. Continue with current practice.
- Communicate with Department of Revenue to collect marijuana tax, waiting. Received request from DOR for a copy of our Charter and marijuana tax ordinance. Sent both to the DOR, waiting.
- Arrange transfer of \$48,916 for payment of revenue bond I & II, successful.
- Dispute bill from vendor. Communicate with Public Works Superintendent and vendor to determine validity. Communicate with Mayor. Discussion with Mayor and Public Works Superintendent. Draft letter to vendor presenting our case.
- Researched discrepancy in TB. Checks were issued in a different period. Made correction.
- Reconciled utility billing, citations, cash, deposits, accounts payable, accounts receivable, and bank statements. Closed month out.

## BUDGET

- Updated draft budget. Calculated year end revenue and expense. Updated projections.
- Researched state of Oregon revenue projections, incorporated those into next years' budget.
- Discussion on citation revenue, waiting to see?
- Research current members of Budget Committee. Discovered that there are no members. Draft ad for volunteers, waiting.
- Budget discussion with Police and Public Works.

## FIRE DEPARTMENT AND WASTEWATER PLANT ROOF REPAIR

- Arranged to have the leak in the Fire Hall Repaired. Roof is still leaking after repair.
- Contacted roofing firm for quote on both Fire Hall and Wastewater Treatment Plant, waiting.



## **OCEAN VIEW STREET (Oregon ST.) PAVING**

- Researched files for contract, unable to find. Reached out to the engineer, Civil West Engineering, waiting. Received copy of the contract that was already signed by contractor.
- Researched bid documentation, unable to find any. Reached out to the engineer. Received bid tabulation sheet from engineer. Tidewater was the lowest bidder and was awarded the bid. Unable to find acceptance of the bid by the Council. Added to agenda.
- Researching quotes for Engineering firm, unable to find any.

## **GRIT SYSTEM**

- Engineers estimate to replace is \$440,000.00, incorporate into budget?

## **CONTACT TANK**

- Reviewed and approved certified payroll for pay request #2.
- Approved Payment #2 for \$18,006.58.
- Reviewed and approved certified payroll for pay request #3.
- Approved payment #3 for \$38,390.17.

## **UNION NEGOTIATION**

- Communicate with bargaining unit for next meeting, waiting. Continued communication to set up the next meeting, waiting. Confer with Attorney about bargaining unit expanding their team to 7 members, sent objections to Teamsters, waiting. Communicate with Teamsters requesting that the bargaining unit be limited in number of members, waiting. Discussed the impact of City business when all employees are at the bargaining session and not working, waiting.
- Established March 23 and 24 as the next in person session. Respond to Teamsters request to postpone this session, waiting.
- Discussion with Teamsters representative about the traffic officer position, waiting. Continued discussion about traffic officer position, waiting.
- Review and research union proposal. Formulate new budget estimate using the new economic proposal.
- Communicate with the IRS about legality of not taxing commute mileage reimbursement. IRS concurs, the City must withhold tax on commute mileage reimbursements.

## **RIGHT OF WAY PERMITS**

Carlene Armie

- Respond to applicant about status of her ROW permit, unable to locate. Continuation of research of applicant's ROW permit and communicated with the applicant about what had transpired, researching. Found July 2016 planning minutes approving as a Facility Use permit. Found 2016 Planning Commission's recommendation to the Council. Found Council minutes approving permit with conditions. Communicate with applicant that the permit is located and will send letter. Reviewed with Mayor and Public Works Superintendent and drafted letter.

#### Lightspeed Network

- Received communication from Lightspeed Network for requirements to put up new aerial fiber. Researched municipal code for Lightspeed Networks franchise agreement and requirements. Sent ROW permit and requested map of locations and time frame, waiting.

#### Pete Buffington

- Reviewed and communicated with applicant, evaluating.

#### **DARK SKY ORDINANCE**

- Contacted by ODOT, asking when the Dark Sky ordinance will be approved.
- Met with the Planning Assistant about why the Dark Sky ordinance was sent back to the Planning Commission. Further discussion, Planning Assistant decided to recommend to the Planning Commission to send a request to Council asking for clarification.

#### **WATERSHED PROPERTY PURCHASE**

- Contacted John Wros and Linda Tarr, executed letter of intent.
- Contacted DEQ, set up an intake review process, met with DEQ and discussed the grant process. Determined that the purchase of the Wilson tract is eligible for Oregon's Clean Water State Revolving Fund Nonpoint Source Project loan. All though this is a loan, we are eligible for a 50% principal forgiveness once the purchase of the property is completed. One of the requirements of this loan is that we must be part of Oregon's NPS Management Program Plan and have a forest management plan in place. Met with DEQ and began work on an application for a planning grant from OHA. The planning grant will fund the development of the forest management plan.
- Met with John Wros of The Conservation Fund (TCF) to discuss the purchase of the property. The appraisal of the property has been finished and an offer has been made. TCF charges 15% of the purchase price for their services. That's 5% for their overhead costs (administration, legal fees etc.) and 5% per year for two years for their capital costs (their money being tied up). This 15% can be included in the purchase price of the property along with the cost of appraisal when the City buys the property from TCF.

#### **RE-METER OF PUMP STATIONS**

- Confirmed that meters have been removed or are not being read. Discussion with Public Works Superintendent of the need to start reading them and reinstall the ones that were pulled.
- Worked on setting up a report to track pump station usage.

#### **INFORMATION SYSTEM**

- Trouble shoot GoToMeeting not being able to run more than one session at a time, now able to run three sessions at one time, tested, works.
- Reprogrammed two City phones that were returned for warranty work. Unable to reactivate taken to Bandon and reactivated. Finished reprogramming the phones to connect to the water plant PLC, done.
- Updated financial software. Reset privileges for online banking.
- Trouble shoot email problems, new format, is working. Researched email being returned, Councilors mailbox has exceeded the limit, Councilors need to remove email from server, waiting.
- Trouble shoot why webmaster cannot access web page after Papa Host finished the migration from Canvas Host, reset up account, verified, webmaster can now access the web page.

#### **ETHICS COMMISSION**

- Received communication that our Jurisdiction list has not been updated and we are past the deadline. Contacted and arranged to have an account setup and received training. Updated the list and notified Councilors and Planning Commission members of an incoming email, waiting

#### **FORT POINT TRAIL**

- Researched events as they had transpired, sent a copy of the presentation presented to the Planning Commission at their October 2, 2018 meeting. Made a recording of that meeting. Reviewed the response sent by our attorney to the petitioner's attorney. Setup and attended an executive meeting. Outcome was that work is to restart on the trail again. Received reply from petitioner's attorney suggesting two alternate plans for the trail. Discussion with the Mayor and Public Works Super.

#### **FIRE DEPARTMENT CONTRACT**

- Discussion with fire department about City financials. Received revised contract from fire department, waiting. Contacted fire department, concerned that the rate keeps increasing and some verbiage has returned that was agreed to be omitted, waiting.

## COMPLAINTS

- Citizen concerned that the City's' waterline is running through the middle of his property. Onsite meeting with property owner, found trees cut on City property advised to stop work, researching. Located map and copied. Met with property owner and provided said map. Property owner understands that the cut trees are on City property. I suggested a surveyor be contacted. A neighbor is having his property surveyed at the end of March. Said neighbor's property also borders Arizona street, waiting. Further communication with property owner, waiting.

## PINEHURST KAYAK LAUNCH

- Received notification from Oregon Marine Board that the deadline for the grant application was nearing. Found that PARC was contracted to write the grant for this project. Contacted PARC to find out who is the contact person. Sent email asking where we are with the project. Left phone message again. Received notification from Oregon Marine Board that the deadline has passed, but they will still accept our application until the end of the day. Left another message with PARC. Discussion with PARC revealed that even though they had received payment last year, no one contacted them to begin work on the grant. Contacted Oregon Marine Board and advised that we will wait for the next funding cycle in October 2021.
- Set up meeting with PARC to provide needed information for the grant application.

## PARKS

- Set up Parks Commission meeting. Made packets for commissioners and posted agenda. Send information to transcriptionist.

## WASTEWATER TREATMENT OPERATOR

- Reviewed applications with Mayor and Public Works Superintendent. Setup and interviewed applicants. The most qualified applicant only has his level one certification. Since one of our current employees has the same certifications as the applicant, the position was offered to him. The applicant has had his application in for testing but because of COVID the state has not set a date for his testing.



FINANCIAL REPORT  
March 7, 2021

For the month of February, the total revenue and expenditures for all funds was \$125,783.79 and \$164,106.65 respectively. Following is a more detailed narrative of the activity per fund.

General Fund:

The General fund received \$29,186.03 in revenue of which \$4,025.85 was from property tax receipts, \$11,596.50 from citations, \$44.12 from the State Cigarette Tax, \$2,797.62 in State Liquor tax, \$3,571.80 in State Revenue Sharing, \$168.17 interest, \$25.00 in business licenses, \$1,091.16 from the Lightspeed Network franchise agreement, \$3,549.64 from the Charter franchise agreement, \$905.17 from the Frontier franchise agreement, \$1,126.00 in planning fees, \$150.00 for release of two impounded vehicles, and \$135.00 in court administrative fees. For the month of February, the General Fund disbursed \$42,837.42 of which \$10,050.35 was for wages, \$3,044.80 in citation assessments and reimbursements, \$192.43 for transcriptionist fees, \$242.26 for custodial services, \$17,521.00 for legal services, \$4,273.36 for our contract planner, \$100.00 legal fees for a disputed planning decision, \$651.23 for office supplies, \$300.00 for the municipal judge, \$150.15 in bank fees, \$1,521.99 for electricity, \$142.42 payment for the copier lease, \$574.96 for computer services, \$1,390.40 for work on the Municipal Code Book, \$95.15 for postage, \$43.69 for custodial supplies, \$594.00 for advertising of Public Hearing, \$828.90 for our Surety Bond, \$330.00 for repair work for the Fire Hall, \$640.35 for telephone service, \$50.00 dues for the Oregon Municipal Judges Association, and \$99.98 for internet service.

Parks:

Parks received \$902.91 in revenue which consists of \$781.04 for the fourth quarter TLT receipts, \$60.56 reimbursement for electricity, and \$61.31 in interest. For the month of February, \$5,483.77 was disbursed for Parks of which \$2,761.93 was for payroll, \$239.12 for fuel, \$438.30 for electricity, \$57.83 for telephone service, \$74.97 for internet service, \$198.23 for maintenance of Battle Rock, \$21.85 for maintenance of the Community Building, \$74.70 for maintenance to the Visitor Center, \$132.70 for maintenance of Buffington Park, \$65.53 for maintenance of the American Legion Hall, \$110.87 for maintenance of the 12<sup>th</sup> street boat ramp, and \$1,307.74 for custodial services.

Public Safety:

\$34,273.13 was disbursed for the Police Department of which \$32,185.91 was for payroll, \$125.32 for office supplies, \$695.71 for fuel, \$4.40 for postage, \$556.84 for vehicle maintenance, \$75.00 for Kings online, and \$629.95 for telephone service. Public Safety received \$3,314.89 in revenue of which \$3,203.09 was from property tax receipts, \$5.00 for burn permits, and \$106.80 in interest.

Water Enterprise:

The Water Department received \$35,621.97 in revenue of which \$35,585.08 was from the January utility billing of which \$3,749.45 is designated to be set aside for Water Capital Reserves, and \$36.89 in interest. The Water Enterprise Fund paid out \$54,059.49 of which \$24,543.85 was for payroll, \$486.29 for telephone services, \$117.01 for fuel, \$282.33 for equipment lease, \$285.05 for bank merchant fees, \$79.99 for internet service, \$86.12 for office supplies, \$2,572.50 for soda ash, \$3,102.27 for electricity, \$500.00 for contract services, \$379.99 for maintenance of water lines, \$214.12 for postage, \$523.14 for vehicle maintenance, \$703.77 for lab supplies, \$134.14 for maintenance for the treatment plant, \$74.70 for maintenance of pump stations, \$90.00 for training, \$45.98 for small tools, \$11.20 for a late fee, and \$19,827.04 for work on the new contact tank.

Water Capital Reserves:

The Water Capital Reserve Fund received \$114.18 in interest. The Water Capital Reserve Fund balance is now \$209,966.82.

Sewer Enterprise:

The Sewer Enterprise Fund received \$47,735.30 in cash receipts which consists of \$206.23 in interest, and \$47,529.07 was from the January utility billing of which \$3,930.78 is designated to be set aside for Sewer Capital Reserve. The Sewer Enterprise fund outflow for February was \$20,860.76 of which \$9,138.34 was for payroll, \$285.05 in merchant fees, \$950.00 for contract services, \$2,434.20 for electricity, \$278.28 for telephone service, \$89.84 for fuel, \$110.94 for vehicle maintenance, \$2,142.50 for maintenance to the treatment plant, \$79.13 for office supplies, \$282.33 for postage meter, \$1,212.50 for engineering services, \$214.13 for postage, \$3,510.36 for maintenance of lift stations, \$20.00 for job advertising, and \$113.16 for internet service.

Sewer Capital Reserves:

The Sewer Capital Reserves received \$109.43 in interest. The Sewer Capital Reserve Fund balance is now \$201,236.99.

Street Fund:

For February the Street Fund received \$8,335.28 of which \$8,149.22 was from the State Highway tax, \$142.50 reimbursement from the Port for rock they used, and \$43.56 in interest. \$6,592.23 was disbursed for Streets, of which \$5,851.07 was for wages, \$107.00 for the port-a-potty, \$115.26 for fuel, \$86.90 for electricity, and \$432.00 for work on Ocean View paving.

Streets Capital Improvement Fund

The Streets Capital Improvement Fund received \$2.36 in interest and the new balance is now \$4,337.08.

Equipment Replacement Fund:

The Equipment Replacement Fund received \$46.00 in interest. The balance of the Equipment Replacement Fund is \$86,266.01.

Water and Sewer SDC:

The Water SDC Fund received \$248.89 in interest and no new hookups. The Sewer SDC Fund received \$166.55 in interest. The balances of the SDC funds are as follows:

Water SDC	\$457,704.42
Sewer SDC Reimbursement	\$277,205.17
Sewer SDC Improvement	\$ 29,098.89

David Johnson

# Detail Report Account Detail

Date Range: 07/01/2020 - 02/28/2021

City of Port Orford

Account	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
Fund: 030 - WATER ENTERPRISE FUND	0.00	-35,287.46	520.84	35,808.30	-35,287.46
		Project Account	Debits	Credits	Running Balance
07/01/2020				3,386.78	-3,386.78
07/08/2020				0.29	-3,387.07
07/08/2020				0.77	-3,387.84
08/03/2020				13.81	-3,401.65
08/03/2020				5,539.71	-8,941.36
08/10/2020			150.00		-8,791.36
08/11/2020			2.47		-8,788.89
08/11/2020			19.86		-8,769.03
08/12/2020				0.11	-8,769.14
08/26/2020				4.51	-8,773.65
08/31/2020			0.32		-8,773.33
09/01/2020				5,389.66	-14,162.99
09/11/2020				5.18	-14,168.17
09/15/2020			29.70		-14,138.47
09/22/2020				4.13	-14,142.60
09/29/2020			8.70		-14,133.90
09/30/2020			0.81		-14,133.09
09/30/2020				26.16	-14,159.25
10/01/2020				5,233.91	-19,393.16
10/15/2020				5.42	-19,398.58
10/16/2020			9.34		-19,389.24
10/28/2020				26.99	-19,416.23
10/28/2020				8.08	-19,424.31
10/30/2020			22.72		-19,401.59
10/30/2020				5.44	-19,407.03
11/02/2020				4,281.46	-23,688.49
11/02/2020			1.72		-23,686.77
11/25/2020				8.80	-23,695.57
11/30/2020			4.50		-23,691.07
11/30/2020				22.72	-23,713.79
11/30/2020			22.72		-23,691.07
12/02/2020				12.41	-23,703.48
12/03/2020				4,385.90	-28,089.38

Designated for Reserves

Vendor

Description

Source Transaction

Packet Number

Post Date

07/01/2020	UBPKT01373	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01373	
07/08/2020	UBPKT01379	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01379	
07/08/2020	UBPKT01381	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01381	
08/03/2020	UBPKT01388	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01388	
08/03/2020	UBPKT01390	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01390	
08/10/2020	UBPKT01393	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01393	
08/11/2020	UBPKT01394	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01	
08/11/2020	UBPKT01395	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01	
08/12/2020	UBPKT01398	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01398	
08/26/2020	UBPKT01400	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01400	
08/31/2020	UBPKT01402	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01	
09/01/2020	UBPKT01404	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01404	
09/11/2020	UBPKT01408	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01408	
09/15/2020	UBPKT01410	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01	
09/22/2020	UBPKT01416	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01416	
09/29/2020	UBPKT01419	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01419	
09/30/2020	UBPKT01426	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01	
09/30/2020	UBPKT01428	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01428	
10/01/2020	UBPKT01431	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01431	
10/15/2020	UBPKT01436	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01436	
10/16/2020	UBPKT01439	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01	
10/28/2020	UBPKT01441	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01441	
10/28/2020	UBPKT01443	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01443	
10/30/2020	UBPKT01447	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01	
10/30/2020	UBPKT01448	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01448	
11/02/2020	UBPKT01449	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01449	
11/25/2020	UBPKT01457	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01	
11/30/2020	UBPKT01463	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01463	
11/30/2020	GLPKT09515	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01463	
11/30/2020	GLPKT09556	JN06338	To Correct UBPKT01447 an Post Deposit to		
12/02/2020	UBPKT01467	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01467	
12/03/2020	UBPKT01469	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01469	

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Detail Report

Date Range: 07/01/2020 - 02/28/2021

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance	
	Designated for Reserves - Continued	0.00	-35,287.46	520.84	35,808.30	-35,287.46	
Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
12/07/2020	UBPKT01474	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01474		14.74		-28,074.64
12/08/2020	UBPKT01476	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01476		11.81		-28,062.83
12/09/2020	UBPKT01477	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		6.64		-28,056.19
12/09/2020	UBPKT01478	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		6.89		-28,049.30
12/11/2020	UBPKT01479	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01479			0.34	-28,049.64
12/17/2020	UBPKT01487	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01487			15.92	-28,065.56
12/21/2020	UBPKT01490	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		15.02		-28,050.54
12/29/2020	UBPKT01493	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			22.72	-28,073.26
01/04/2021	UBPKT01496	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01496			3,480.78	-31,554.04
01/13/2021	UBPKT01500	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01500		7.55		-31,546.49
01/26/2021	UBPKT01502	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		7.00		-31,539.49
01/26/2021	UBPKT01504	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01504			6.44	-31,545.93
01/26/2021	UBPKT01507	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		9.09		-31,536.84
01/27/2021	UBPKT01510	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01510		2.21		-31,534.63
01/29/2021	UBPKT01514	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01514			3.38	-31,538.01
02/01/2021	UBPKT01516	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01516			3,897.81	-35,435.82
02/02/2021	UBPKT01520	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		6.75		-35,429.07
02/05/2021	UBPKT01521	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01521			0.15	-35,429.22
02/25/2021	UBPKT01527	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01527		148.35		-35,280.87
02/25/2021	UBPKT01528	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01528		11.93		-35,268.94
02/26/2021	UBPKT01531	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01531			18.52	-35,287.46

Total Fund: 090 - WATER ENTERPRISE FUND:

0.00 -35,287.46 520.84 35,808.30 -35,287.46

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**Detail Report**

Account

Date Range: 07/01/2020 - 02/28/2021

Beginning Balance 0.00 Total Activity -34,557.87 Total Debits 427.37 Total Credits 34,985.24 Ending Balance -34,557.87

Post Date	Packet Number	Source Transaction	Description	Vendor	Project Account	Debits	Credits	Running Balance
07/01/2020	UBPKT01373	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01373				2,896.25	-2,896.25
07/08/2020	UBPKT01379	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01379				0.27	-2,896.52
07/08/2020	UBPKT01381	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01381				0.80	-2,897.32
08/03/2020	UBPKT01388	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01388				17.27	-2,914.59
08/03/2020	UBPKT01390	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01390				5,237.87	-8,152.46
08/10/2020	UBPKT01393	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01393			100.00		-8,052.46
08/11/2020	UBPKT01394	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01394			7.50		-8,044.96
08/11/2020	UBPKT01395	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01395			26.59		-8,018.37
08/12/2020	UBPKT01398	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01398				0.10	-8,018.47
08/26/2020	UBPKT01400	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01400				4.65	-8,023.12
08/31/2020	UBPKT01402	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01402			1.32		-8,021.80
09/01/2020	UBPKT01404	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01404				5,113.24	-13,135.04
09/11/2020	UBPKT01408	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01408				5.99	-13,141.03
09/15/2020	UBPKT01410	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01410			34.21		-13,106.82
09/22/2020	UBPKT01416	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01416				6.08	-13,112.90
09/29/2020	UBPKT01419	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01419			5.89		-13,107.01
09/30/2020	UBPKT01425	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01425			0.40		-13,106.61
09/30/2020	UBPKT01426	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01426			3.29		-13,103.32
09/30/2020	UBPKT01428	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01428				8.93	-13,112.25
10/01/2020	UBPKT01431	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01431				5,027.69	-18,139.94
10/08/2020	UBPKT01434	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01434				10.42	-18,150.36
10/15/2020	UBPKT01436	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01436				5.91	-18,156.27
10/15/2020	UBPKT01437	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01437				10.42	-18,166.69
10/16/2020	UBPKT01439	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01439			9.42		-18,157.27
10/28/2020	UBPKT01441	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01441				28.80	-18,186.07
10/28/2020	UBPKT01443	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01443				8.79	-18,194.86
10/30/2020	UBPKT01447	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01447			19.95		-18,174.91
11/02/2020	UBPKT01449	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01449				4,295.41	-22,470.32
11/23/2020	UBPKT01457	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01457			8.41		-22,461.91
11/25/2020	UBPKT01460	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01460				8.53	-22,470.44
11/30/2020	UBPKT01463	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01463			3.00		-22,467.44
11/30/2020	GLPKT09515	JN06338	To Correct UBPKT01447 an Post Deposit to			19.95		-22,487.39
11/30/2020	GLPKT09556	JN06338R	To Correct UBPKT01447 an Post Deposit to			19.95		-22,467.44
12/02/2020	UBPKT01467	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01467				13.63	-22,481.07
12/03/2020	UBPKT01469	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01469				4,376.20	-26,857.27
12/07/2020	UBPKT01474	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01474			9.83		-26,847.44
12/08/2020	UBPKT01476	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01476			8.00		-26,839.44
12/09/2020	UBPKT01477	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01477			9.12		-26,830.32
12/09/2020	UBPKT01478	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01478			9.41		-26,820.91
12/11/2020	UBPKT01479	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01479				0.29	-26,821.20
12/17/2020	UBPKT01487	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01487				13.73	-26,834.93

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**Detail Report**  
**Account**

**Date Range: 07/01/2020 - 02/28/2021**

Designated for Reserves - Continued

Post Date	Packet Number	Source Transaction	Description	Vendor	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
12/21/2020	UBPKT01490	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01		0.00	-34,557.87	427.37	34,985.24	-34,557.87
12/29/2020	UBPKT01493	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				16.13		-26,818.80
01/04/2021	UBPKT01496	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01496					98.10	-26,916.90
01/13/2021	UBPKT01500	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01500			9.66		3,725.53	-30,642.43
01/26/2021	UBPKT01502	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			3.00			-30,632.77
01/26/2021	UBPKT01504	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01504					7.15	-30,629.77
01/26/2021	UBPKT01507	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			7.30			-30,636.92
01/27/2021	UBPKT01510	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01510			2.00			-30,629.62
01/29/2021	UBPKT01513	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01513			5.04			-30,627.62
01/29/2021	UBPKT01514	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01514					4.51	-30,622.58
02/01/2021	UBPKT01516	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01516					4,016.23	-30,627.09
02/05/2021	UBPKT01521	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01521					2.10	-34,643.32
02/25/2021	UBPKT01527	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01527			100.00			-34,645.42
02/25/2021	UBPKT01528	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01528			7.95			-34,545.42
02/26/2021	UBPKT01531	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01531					20.40	-34,537.47
					<b>0.00</b>	<b>-34,557.87</b>	<b>427.37</b>	<b>34,985.24</b>	<b>-34,557.87</b>

**Total Fund: 035 - SEWER ENTERPRISE FUND:**

**Grand Totals:**

**0.00      -34,557.87      427.37      34,985.24      -34,557.87**

**0.00      -69,845.33      948.21      70,793.54      -69,845.33**

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# Bank Transaction Report

City of Port Orford

## Transaction Detail

Issued Date Range: 02/01/2021 - 02/28/2021

Issued	Number	Description	Amount
<b>Bank Draft</b>			
02/05/2021	<a href="#">DFT0005995</a>	AsiFlex	60.00
02/05/2021	<a href="#">DFT0005996</a>	VOYA - Oregon Savings Growth Plan	1,006.05
02/05/2021	<a href="#">DFT0005997</a>	PERS	299.40
02/05/2021	<a href="#">DFT0005998</a>	PERS	821.15
02/05/2021	<a href="#">DFT0005999</a>	PERS	1,075.86
02/05/2021	<a href="#">DFT0006000</a>	PERS	777.62
02/05/2021	<a href="#">DFT0006001</a>	PERS	619.80
02/05/2021	<a href="#">DFT0006002</a>	PERS	1,926.03
02/05/2021	<a href="#">DFT0006003</a>	Oregon Dept of Revenue	22.68
02/05/2021	<a href="#">DFT0006004</a>	Oregon Dept of Revenue	18.62
02/05/2021	<a href="#">DFT0006005</a>	Rogue Credit Union	687.06
02/05/2021	<a href="#">DFT0006006</a>	Oregon Dept of Revenue	1,535.49
02/05/2021	<a href="#">DFT0006007</a>	Rogue Credit Union	1,682.30
02/05/2021	<a href="#">DFT0006008</a>	Rogue Credit Union	2,937.84
02/05/2021	<a href="#">DFT0006010</a>	PERS	174.55
02/05/2021	<a href="#">DFT0006011</a>	PERS	244.38
02/05/2021	<a href="#">DFT0006012</a>	PERS	270.85
02/05/2021	<a href="#">DFT0006013</a>	Oregon Dept of Revenue	2.91
02/05/2021	<a href="#">DFT0006014</a>	Rogue Credit Union	84.36
02/05/2021	<a href="#">DFT0006015</a>	Oregon Dept of Revenue	202.35
02/05/2021	<a href="#">DFT0006016</a>	Rogue Credit Union	185.51
02/05/2021	<a href="#">DFT0006017</a>	Rogue Credit Union	360.74
02/12/2021	<a href="#">DFT0006018</a>	Quadient Finance USA, Inc.	500.00
02/16/2021	<a href="#">DFT0006019</a>	U.S. Bank Equipment Finance	142.42
02/19/2021	<a href="#">DFT0006021</a>	AsiFlex	60.00
02/19/2021	<a href="#">DFT0006022</a>	VOYA - Oregon Savings Growth Plan	1,006.05
02/19/2021	<a href="#">DFT0006023</a>	PERS	329.34
02/19/2021	<a href="#">DFT0006024</a>	PERS	851.69
02/19/2021	<a href="#">DFT0006025</a>	PERS	1,060.70
02/19/2021	<a href="#">DFT0006026</a>	PERS	742.88
02/19/2021	<a href="#">DFT0006027</a>	PERS	593.80
02/19/2021	<a href="#">DFT0006028</a>	PERS	1,902.48
02/19/2021	<a href="#">DFT0006029</a>	Oregon Dept of Revenue	22.24
02/19/2021	<a href="#">DFT0006030</a>	Oregon Dept of Revenue	19.00
02/19/2021	<a href="#">DFT0006031</a>	Rogue Credit Union	674.10
02/19/2021	<a href="#">DFT0006032</a>	Oregon Dept of Revenue	1,518.29
02/19/2021	<a href="#">DFT0006033</a>	Rogue Credit Union	1,609.08
02/19/2021	<a href="#">DFT0006034</a>	Rogue Credit Union	2,882.42
		<b>TOTAL DRAFTS</b>	<b>28,910.04</b>

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Issued Check	Number	Description	Amount
02/01/2021	<a href="#">15701</a>	LAURENCE GROSSI	10.96
02/03/2021	<a href="#">15644</a>	Coos-Curry Electric Co-op	6,689.34
02/03/2021	<a href="#">15645</a>	Void Check	0.00
02/03/2021	<a href="#">15646</a>	Curry County Road Department	335.00
02/03/2021	<a href="#">15647</a>	Golders NAPA Auto Parts	615.33
02/03/2021	<a href="#">15648</a>	League of Oregon Cities	20.00
02/03/2021	<a href="#">15649</a>	Oregon Health Authority DWS	90.00
02/03/2021	<a href="#">15650</a>	Rogue Credit Union-Visa	577.28
02/03/2021	<a href="#">15651</a>	U. S. Cellular	300.92
02/05/2021	<a href="#">15652</a>	CIS-Health Insurance	9,564.96
02/05/2021	<a href="#">15653</a>	Void Check	0.00
02/05/2021	<a href="#">15654</a>	Void Check	0.00
02/05/2021	<a href="#">15655</a>	Void Check	0.00
02/05/2021	<a href="#">15656</a>	Teamsters Local U. #206	211.00
02/05/2021	<a href="#">15657</a>	Amazon Capital Services, Inc.	98.89
02/05/2021	<a href="#">15658</a>	Budge-Mchugh Supply Company	379.99
02/05/2021	<a href="#">15659</a>	Carson Oil Company	84.85
02/05/2021	<a href="#">15660</a>	Coos-Curry Supply, Inc.	82.71
02/05/2021	<a href="#">15661</a>	Gold Beach Lumber	148.85
02/05/2021	<a href="#">15662</a>	League of Oregon Cities	16,321.00
02/05/2021	<a href="#">15663</a>	Northstar Chemical, Inc.	2,572.50
02/05/2021	<a href="#">15664</a>	Office Depot, Inc.	400.71
02/05/2021	<a href="#">15665</a>	Ron's Oil Company	171.20
02/05/2021	<a href="#">15666</a>	Shoji Planning, LLC	4,273.36
02/05/2021	<a href="#">15667</a>	Smith & Loveless, Inc.	3,505.38
02/11/2021	<a href="#">15668</a>	AccuScript Transcription and Typing Services	192.43
02/11/2021	<a href="#">15669</a>	Allstream	129.12
02/11/2021	<a href="#">15670</a>	AT&T Mobility	298.70
02/11/2021	<a href="#">15671</a>	Charter Communications	313.13
02/11/2021	<a href="#">15672</a>	Coastal Paper & Supply, Inc.	641.07
02/11/2021	<a href="#">15673</a>	Void Check	0.00
02/11/2021	<a href="#">15674</a>	ODOT Fuel Sales	1,000.89
02/11/2021	<a href="#">15675</a>	Pacific Office Automation	177.46
02/11/2021	<a href="#">15676</a>	Roto Rooter, A Waste Connection Co.	107.00
02/11/2021	<a href="#">15677</a>	Stettler Supply Company	18,006.58
02/11/2021	<a href="#">15678</a>	TAG/ The Automation Group, Inc.	442.50
02/11/2021	<a href="#">15679</a>	TransUnion Risk and Alternative Data Solutions, Inc.	75.00
02/11/2021	<a href="#">15680</a>	Vend West Services	20.00
02/11/2021	<a href="#">15681</a>	Ziplay Fiber	98.89
02/12/2021	<a href="#">15682</a>	Lane Council of Governments	16,321.00
02/16/2021	<a href="#">15683</a>	Charter Communications	99.98
02/16/2021	<a href="#">15684</a>	Civil West Engineering Services, Inc.	432.00
02/16/2021	<a href="#">15685</a>	Coos-Curry Electric Co-op	789.69
02/16/2021	<a href="#">15686</a>	Void Check	0.00
02/16/2021	<a href="#">15687</a>	LEHR	221.84
02/16/2021	<a href="#">15688</a>	The Dyer Partnership Engineers & Planners, Inc.	3,032.96
02/19/2021	<a href="#">15689</a>	CIS-Health Insurance	9,565.08

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Issued	Number	Description	Amount
02/19/2021	<a href="#">15690</a>	Void Check	0.00
02/19/2021	<a href="#">15691</a>	Void Check	0.00
02/19/2021	<a href="#">15692</a>	Void Check	0.00
02/19/2021	<a href="#">15693</a>	Teamsters Local U. #206	211.00
02/19/2021	<a href="#">15694</a>	CNA Surety	828.90
02/19/2021	<a href="#">15695</a>	Kudlac & Carleton, LLP	100.00
02/19/2021	<a href="#">15696</a>	Office Depot, Inc.	152.36
02/19/2021	<a href="#">15697</a>	Portland Engineering, Inc.	1,700.00
02/19/2021	<a href="#">15698</a>	Quality Code Publishing	1,390.40
02/26/2021	<a href="#">15699</a>	Kudlac & Carleton, LLP	1,200.00
02/26/2021	<a href="#">15700</a>	Newey, Jacob	650.00
<b>TOTAL CHECKS</b>			<b>104,652.21</b>
<b>EFT</b>			
02/05/2021	<a href="#">DFT0005994</a>	Payroll EFT	17,365.16
02/05/2021	<a href="#">DFT0006009</a>	Payroll EFT	2,295.94
02/19/2021	<a href="#">DFT0006020</a>	Payroll EFT	17,043.19
02/26/2021	<a href="#">69</a>	Gary Milliman	300.00
02/26/2021	<a href="#">70</a>	Gregory T. Ryder	1,550.00
02/26/2021	<a href="#">71</a>	Terrusa, David R	500.00
<b>TOTAL EFT</b>			<b>39,054.29</b>

**CITY OF PORT ORFORD PLANNING DEPARTMENT  
REPORT TO MAYOR, CITY COUNCIL & CITY ADMINISTRATOR**

**Date:** March 11, 2021

**To:** Pat Cox, Mayor, City Council members

**From:** Patty Clark, Planning Assistant

**I. City Planning Commission Activity**

At the regular meeting of March 9, 2021 the Planning Commission approved the minutes of the February 9, 2021 planning commission meeting with spelling corrections.

With a unanimous vote by the Planning Commission all future Planning Commission monthly meetings will be held on the first Tuesday on the month at 3:30 pm.

**II. Public Hearing**

- Minor Partition Application # POP 20-02 (15 Hamlet). This Partition was approved by the Planning Commission by a unanimous vote

**III. Planning Matters**

CUP-1901 Cell Tower at 698 Coast Guard Hill Rd. (revision) No vote was required on this subject.

Review of the Port Orford Lighting Ordinance was on the agenda. The attached recommendation was made by the Planning Commission to the City Council to give direction to the Planning Commission.

**IV. Permit Clearance Activity**

The City planning and public works staff review all requests for building permits within the city to determine whether the request complies with the city's land use and public works regulations. The city staff confirms that building permit applications conform to these regulations by reviewing Permit Clearance forms that are filed with the city prior to applying to the county for the building permit.

During the months of February and March of 2021 the City received two applications.

PC# 21-02  
3315-05AA TL1301  
1870 Oregon (Hwy 101)  
4C Zone  
Pub & Coffee Shop (46x50)



PC# 21-03  
3215-33C TL2125  
1975 Dee Terrace  
1R Zone  
SFD (Manufactured Home with garage)



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 Parks Commission

Name: Jerry McManus

Mailing Address: 515 Madrona Ave. Apt F Port Orford 97465

Physical Address: same as above

Home Phone: (541) 366-2068 Work Phone: n/a Fax: n/a

E-mail: jerry.mack.manus@gmail.com

Current Employment: self employed

Your area of interest: arts & crafts

Your area of expertise: same as above

Why do you want to serve? I wish to serve the community in any way that I am able.

Previous service in this appointed position of a similar position Port Orford Parks Commissioner from 2013 to 2015

Other volunteer activities Extensive volunteer work, in Port Orford for several different city, school & non-profit orgs.

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

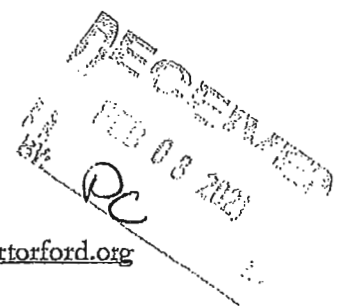
Have you ever been convicted of a felony?  yes  no If Yes, please explain.

Additional comments: I am very proud of my role as Parks Commissioner in helping to renovate the trails at Battle Rock Park with State Parks grant in 2014

Date: 02/05/2021 Signature: Jerry McManus

Please return to:  
City of Port Orford  
P.O. Box 310  
Port Orford, OR 97465

Phone: 541-332-3681 Fax: 877-281-5307 [richards@portorford.org](mailto:richards@portorford.org)





Recommendation to City Council

From

Planning Commission

TO: Major and City Council  
From: Port Orford Planning Commission  
Date: March 10, 2021  
Subject: Lighting Ordinance (Dark Sky)

The Port Orford Planning Commission would like written direction on what it is the City Council wants the Planning Commission to review on the Lighting Ordinance (Dark Sky). The minutes of the City Council Meeting that was held September 17, 2020 do not give direction to the Planning Commission.



17498 Carpenterville Rd, PO Box 4008, Brookings, OR 97415

(p) 800-826-9801 (f) 541-469-1048  
currytransferrecycling.com

**February 16, 2021**

City of Port Orford  
PO Box 310  
Port Orford, OR 97465

RE: **2021** Rate Adjustment Request

Dear City Council:

Customarily, each year we request a rate adjustment based on the prior year's US CPI average. The CPI for **2020** was **1.4%**. This will result in a **\$0.37** per month adjustment for a basic 32 gallon cart service. Please use this notice and the other information enclosed to consider a rate adjustment effective **April 1, 2021**.

We appreciate the opportunity to serve the City of Port Orford.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Luke Pyke', is written over a light blue rectangular background.

Luke Pyke  
Site Manager

Enclosures:

- 2021** Exhibit A Rate Comparison
- 2020** CPI Adjustment- Department of Labor

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**City of Port Orford Rate Schedule**

**Exhibit A**

**Effective April 1, 2021**

			<b>Previous Adjustment 2020</b>	<b>Rate Adjustment</b>	<b>New Rate 2021</b>
<b>Residential Cart Service</b>					
21	gallon	per month	21.10	1.40% 0.30	<b>21.40</b>
32	gallon	per month	26.62	1.40% 0.37	<b>26.99</b>
48	gallon	per month	38.08	1.40% 0.53	<b>38.61</b>
64	gallon	per month	49.51	1.40% 0.69	<b>50.20</b>
96	gallon	per month	72.40	1.40% 1.01	<b>73.41</b>
<b>Commercial Cart Service</b>					
32	gallon	per month	25.66	1.40% 0.36	<b>26.01</b>
48	gallon	per month	38.48	1.40% 0.54	<b>39.02</b>
64	gallon	per month	51.32	1.40% 0.72	<b>52.04</b>
96	gallon	per month	76.98	1.40% 1.08	<b>78.06</b>
<b>Commercial/Container Rental Service</b>					
Per Loose Yard Trash Service			29.67	1.40% 0.42	<b>30.09</b>
Per Loose Yard Brush Service *			14.75	36% 5.25	<b>20.00</b>
Per Loose Yard Metal Service			14.75	1.40% 0.21	<b>14.95</b>
Auto Lock Charge			4.32	1.40% 0.06	<b>4.38</b>
Dumpster Rental			16.84	1.40% 0.24	<b>17.08</b>
Extra bag- on route			6.17	1.40% 0.09	<b>6.26</b>
Medical Waste- 1 Gallon Sharps			26.60	1.40% 0.37	<b>26.97</b>
Medical Waste Tub collection per gallon			3.58	1.40% 0.05	<b>3.63</b>
Roll- Off Daily Rent Charge			2.50	1.40% 0.04	<b>2.55</b>
Special Handling Charge			1.37	1.40% 0.02	<b>1.39</b>
Special Trip/ Off Route Trip/Delivery Charge			29.35	1.40% 0.41	<b>29.76</b>
Start; Stop; Resume; Seasonal Stop			7.45	1.40% 0.10	<b>7.56</b>
<b>Recycling</b>					
Residential recycle only (no solid waste service)			16.17	1.40% 0.23	<b>16.40</b>
Commercial Cardboard- routed			up to 25% of commercial yard rate		
Commercial Commingle			up to 50% of commercial yard rate		
Extra Heavy Demolition or Mechanically Compacted Waste			2.75 times yard rate		

\* Effective November 2020, yard waste is transported to a composting facility in Gold Beach. Rate adjustment covers increase in disposal cost and transportation.

## Chart Data

**12-month percent change in the Consumer Price Index for All Urban Consumers, selected items, not seasonally adjusted**

Item	Dec. 2019 to Dec. 2020	Dec. 2018 to Dec. 2019	Dec. 2017 to Dec. 2018	Dec. 2016 to Dec. 2017
All items	1.4%	2.3%	1.9%	2.1%
Used cars and trucks	10.0	-0.7	1.4	-1.0
Tobacco and smoking products	5.1	5.5	3.4	6.5
Meats, poultry, fish, and eggs	4.6	2.3	-0.4	2.8
Dairy and related products	4.4	2.4	-0.1	-0.5
Nonalcoholic beverages and beverage materials	4.4	1.0	1.4	0.0
Utility (piped) gas service	4.1	-3.5	2.3	4.7
Food away from home	3.9	3.1	2.8	2.5
Food	3.9	1.8	1.6	1.6
Food at home	3.9	0.7	0.6	0.9
Other food at home	3.9	0.3	0.2	0.5
Household furnishings and operations	3.2	1.0	2.1	-0.8
Cereals and bakery products	3.2	0.3	1.7	-0.6
Fruits and vegetables	3.2	-1.3	1.6	1.5
Hospital services	3.0	3.0	3.7	5.1
Alcoholic beverages	2.8	0.5	1.8	1.4
Communication	2.4	0.7	-1.8	-4.9
Electricity	2.2	-0.4	1.1	2.6
New vehicles	2.0	0.1	-0.3	-0.5
Medical care	1.8	4.6	2.0	1.8
Shelter	1.8	3.2	3.2	3.2
Personal care	1.8	1.5	1.8	0.9
Physicians' services	1.7	1.4	0.6	-1.8
All items less food and energy	1.6	2.3	2.2	1.8
Education	1.4	2.1	2.6	2.0
Recreation	0.9	1.5	1.2	1.5
Prescription drugs	-2.4	3.0	-0.6	2.8
Apparel	-3.9	-1.2	-0.1	-1.6
Motor vehicle insurance	-4.8	0.0	4.6	7.9
Energy	-7.0	3.4	-0.3	6.9
Gasoline	-15.2	7.9	-2.1	10.7
Airline fares	-18.4	1.7	-2.6	-4.0



# City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

03/18/2021

SUBJECT: Accepting lowest bid for the Ocean View Paving

ITEM NO: 8.b

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BACKGROUND:

The City of Port Orford received a \$100,000 Small Cities Allotment Grant from ODOT to repave Ocean View St. Civil West Engineering was hired to oversee the project. The project was placed out to bid and Tidewater Contractors Inc. was the lowest bidder.

RECOMMENDATION:

Accept Tidewaters bid of \$71,125.00 as the lowest bid to pave Ocean View St and authorize signing of a contract with them.

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SUBMITTED BY:

David Johnson, Finance Director

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# BID TABULATION

Client: City of Port Orford Project: City of Port Orford Paving "Ocean View" 6th St. - Hwy 101 to 5th St. Project #: 2510-002 Date: 11/11/2020 Prepared By: WD							
Item	Description	Unit	Est. Quantity	Tidewater Contractors, Inc.		Knife River Materials	
1	Mobilization	ls	1	Unit Price	Total	Unit Price	Total
2	Temporary Work Zone Traffic Control, Complete	ls	1	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00
3	Pavement Markings	ls	1	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00
4	Cold Plane Pavement Removal, 0-2 inch Deep	SQYD	3500	\$2,500.00	\$8,750.00	\$3,500.00	\$3,500.00
5	Level 3, 1/2-inch Dense CACP Mixture	Ton	475	\$2.50	\$1,187.50	\$5.45	\$2,598.75
<b>Construction Subtotal</b>				\$105.00	\$49,875.00	\$132.00	\$62,700.00
<b>Contingency</b>							
<b>Total Project Cost</b>					<b>\$71,125.00</b>		<b>\$94,275.00</b>



# Oregon

Kate Brown, Governor

## Department of Transportation

### Region 3 Traffic

3500 NW Stewart Parkway  
Roseburg, Oregon 97470  
Phone 541.957.3536  
Fax 541.672.6148

## TECHNICAL MEMORANDUM

**TO:** Michael Kimlinger, P.E.  
State Traffic/Roadway Engineer

**FROM:** Ray Lapke, P.E.  
Region 3 Traffic Engineer

Wm. Mike Birch  
Speed Zone Investigator

**SUBJECT:** Speed Zone Investigation (Minor Adjustment) #13322  
Oregon Coast Hwy (US 101)  
300 feet north of Madrona Street (MP 300.04) to 50 feet north of  
Madrona Street (MP 300.09)  
ODOT / City of Port Orford



RENEWS: 12-31-2022

It was brought to our attention by a Port Orford resident about concerns of the crossing location at Madrona Avenue. He mentions the speed sign locations in perspective to the pedestrian crossing location causes issues as motorist speed up at the crossing. Moving the existing 45 MPH zoning 250 feet further north should alleviate this problem.

This office recommends rescinding the existing 45 MPH zoning and establishing 30 MPH zoning from 300 feet north of Madrona Street (MP 300.04) to 50 feet north of Madrona Street (MP 300.09). Not only should this should alleviate the aforementioned issue by moving the 45 zone 250 feet further away to the north from the intersection, but it will likely engender better compliance with the southbound transition from 45 to 30 as the Speed 30 Ahead w/ flashing warning beacon signs will now be closer to 500 feet in advance of the 30mph zone instead of 750 feet.

The recommendation was determined from OAR 734-020-0015(8)(c). A designated speed zone may, at the discretion of the State Traffic-Roadway Engineer, be extended or shortened up to 500 feet without performing an engineering study within that segment.

RRL: WMB:



OREGON DEPARTMENT OF TRANSPORTATION State Traffic-Roadway Engineer  
 Report of Speed Zone Investigation (Minor Adjustment)

**Oregon Coast Hwy (US 101)**

200 feet north of Paradise Point Road (MP 299.78) to 0.21 mile southeast of Qua-To-Mah Lane (MP 301.75)  
 ODOT \ City of Port Orford  
 February 1, 2021

**Recommendation:** Rescind SZ Order J8890 dated October 28, 2015 and establish the following speed zoning as listed below. Recommendation to establish a new order is for minor adjustment purposes.

**Section:**

	<u>On Oregon Coast Hwy. (US 101)</u>	<u>MP</u>	<u>Existing</u>	<u>Recommended</u>	
Not Investigated					
<b>A</b>	<u>From:</u> 200 feet north of Paradise Point Road	299.78	45 MPH	45 MPH	<u>1/</u>
	<u>To:</u> 50 feet south of Paradise Point Road	299.83			
	<u>From:</u> 50 feet south of Paradise Point Road	299.83	45 MPH	45 MPH	<u>1/, 2/</u>
	<u>To:</u> 300 feet north of Madrona Street	300.04			
Minor Adjustment					
<b>B</b>	<u>From:</u> 300 feet north of Madrona Street	300.04	45 MPH	30 MPH	<u>1/, 2/</u>
	<u>To:</u> 50 feet north of Madrona Street (50 feet north of Madrona Street, MP 300.11)	300.09			
Not Investigated					
	<u>From:</u> 50 feet north of Madrona Street	300.09	30 MPH	30 MPH	<u>1/, 2/</u>
	<u>To:</u> Jackson Street	301.23			
Per provisions of ORS811.111 Subsection 1(e) and ORS 810.200 the following segment(s) within the section above shall be 20 mph.					
150 feet north of 13th Street (MP 300.75)		100 feet south of 11th Street (MP 300.90)		School Zone	
<b><u>On Oregon Coast Hwy. (US 101) / 6th Street</u></b>					
	<u>From:</u> Jackson Street	301.23	30 MPH	30 MPH	<u>1/, 2/</u>
	<u>To:</u> 300 feet east of Deady Street	301.43			
<b><u>On Oregon Coast Hwy. (US 101)</u></b>					
	<u>From:</u> 300 feet east of Deady Street	301.43	30 MPH	30 MPH	<u>1/, 2/</u>
	<u>To:</u> 300 feet northwest of Qua-To-Mah Lane	301.48			
<b>C</b>	<u>From:</u> 300 feet northwest of Qua-To-Mah Lane	301.48	45 MPH	45 MPH	<u>1/</u>
	<u>To:</u> 0.21 mile southeast of Qua-To-Mah Lane	301.75			

1/ ODOT - Road Authority  
2/ City of Port Orford - Interested Jurisdiction

**Historical Background:**

Investigation Requested by: Ray Lapke, Region 3 Traffic Engineer, ODOT  
 Requested Speed: 30 MPH (Minor Adjustment)  
 Previous Action: Established SZ Order J8890 dated October 28, 2015

# Recommended

## Section B (continues for 0.74 mile)

## Section A



Not Investigated

No Change

Minor Adjustment

Not Investigated

No Change

PINEHURST DR

18TH

19TH

20TH

MADRONA

OREGON COAST HWY (US 101)

101

DR.

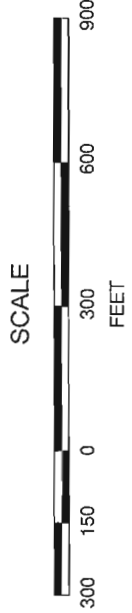
MP 300.09

MP 300.04

MP 299.78

PORT ORFORD LOOP

LEGEND	
20 MPH	[Green bar]
25 MPH	[Light Blue bar]
30 MPH	[Blue bar]
35 MPH	[Red bar]
40 MPH	[Purple bar]
45 MPH	[Light Green bar]
50 MPH	[Yellow-Green bar]
55 MPH	[Yellow bar]
60 MPH	[Orange bar]
65 MPH	[Pink bar]
70 MPH	[Light Purple bar]
City Limits	[Dashed line]



Oregon Coast Hwy (US 101)  
City of Port Orford  
ODOT

# Existing

February 1, 2021

8.c 4

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF PORT ORFORD  
AND THE PORT ORFORD RURAL FIRE PROTECTION DISTRICT  
FOR FIRE PROTECTION SERVICES**

THIS AGREEMENT, by and between the City of Port Orford, hereinafter referred to as the “City” and the Port Orford Rural Fire Protection District, hereinafter referred to as the “District”, is made and entered into, effective the date of the last signature, for the purpose of providing unified fire protection.

**RECITALS**

WHEREAS, ORS 190.010 authorizes units of local government to enter into written agreements with other units of local government for the performance of any or all of the functions and activities of a party to the agreement including the consolidation of departments; and

WHEREAS, Oregon Public Entities are protected under Oregon Tort 30.260-30.300 and this IGA is subordinate to that and all other Oregon Law, and

WHEREAS, both the City and the District have reviewed the costs and benefits of a combined Fire Department, and have determined that a combined Fire Department would provide more efficient fire protection service at either no increase in cost to the taxpayers or at a possible savings.

**AGREEMENT**

NOW, THEREFORE, in consideration of each party’s performance of the terms, conditions, and covenants herein, the City and the District agree as follows:

**SECTION 1 – PURPOSE**

- 1.1 The purpose of this Agreement is to provide the citizens of the City of Port Orford and the Port Orford Rural Fire Protection District with the highest level of fire protection in the most efficient and cost-effective manner possible.
- 1.2 Recognizing the purpose and spirit with which this Agreement is entered into, the City and the District agree to consult, cooperate, meet and work together in resolving, to the mutual satisfactions of both parties, any questions or problems which may hereafter arise in connection with performance under this Agreement.

**SECTION 2 – TERM**

The initial term of the Agreement shall be from the date it is entered into until June 30, 2021. Thereafter, starting on July 1, 2021, it shall be automatically renewed for subsequent two (2) year terms, but either party may unilaterally terminate, for any reason whatsoever, by giving the other party written notice at least six (6) months in advance of the natural termination date. The parties are encouraged, but not required, to communicate an interest in re-negotiating terms, payment schedules, and the like prior to resorting to the declaration of intent to terminate, as provided in Section 11.

### SECTION 3 – FIRE PROTECTION SERVICES TO BE PROVIDED BY THE DISTRICT

- 3.1 The District will use its best effort subject to its limited resources to provide fire protection services to all properties within the City limits of Port Orford in the same manner and equal priority as provided to properties within District limits. Those fire protection services shall be provided at a level which will maintain and seek to improve the existing ISO rating for properties within the City limits.
- 3.2 In compliance with and support of the Oregon State Fire Marshal’s Office and State building officials, the District shall review proposed City rules and regulations related to fire protection and shall have all of the powers of the City with regard to the enforcement of the Fire Code and other fire protections rules and regulations, the enforcement of which would normally rest with the ‘Fire Chief’ or ‘Fire Department’.
- 3.3 The District, **the City Emergency Committee, the City Police Department, the Water Department, County Emergency Management and Community Emergency Support Team** shall be responsible for preparing, maintaining, and submitting for City approval, an Operating Plan for the provision of the required services, to which the plan may be modified from time to time as may be needed, upon mutual agreement of the City Council and the District Board.
- 3.4 Except as otherwise specified herein, the District shall be responsible for paying for all cost of fire service pursuant to this agreement, including insurance, equipment, personnel, operation and maintenance, subject to Oregon Tort discretionary immunity protection.

### SECTION 4 – BURN PERMITS

- 4.1 The District shall be responsible for setting standards and overall regulations governing burn permits for open burning within the City limits, and for determining those periods when such burning will not be permitted.
- 4.2 Issuing burn permits and setting and collecting fees shall be the responsibility of the City.



SECTION 5 – EMERGENCY RESPONSE TEAM PARTICIPATION

The District Fire Chief and Fire Department personnel will function as members of the City’s Emergency Response Team, as specified in applicable City emergency response ordinances, regulations and guidelines. Accordingly, the District Fire Chief and appropriate Fire Department personnel will also participate in all Emergency Response Team training exercises.

SECTION 6 – PAYMENT FOR SERVICES

- 6-1 For the first year of this Agreement, in consideration for providing the fire protection services as specified herein, the City shall pay to the District thirty-five thousand seven hundred seventy-six dollars (\$35,776.00) payable on or before December 31, 2020.
  
- 6-2 Beginning July 1, 2021, in consideration for providing the fire protection as specified, herein, the City shall pay to the District \$0.52 / \$1,000 of assessed value. For Fiscal Year 2022, the contract rate will increase \$0.055 for a combined amount of \$0.575 / \$1,000 of the City’s assessed value. Additionally, for Fiscal Year 2023, the contract amount will increase another **\$0.105** for a final contract rate of **\$0.68 / \$1,000** of the City’s assessed value. There after the contract rate will be **\$0.68 / \$1,000** of the City’s most current assessed value as provided by the Curry County Tax Assessor. Those increases are as follows:

2021	\$0.52
2022	\$0.575
2023	<b>\$0.68</b>

All annual payments are payable on or before December 31<sup>st</sup> of each year, **and shall be net of annual Rental Expense.**

- 6-3 Thereafter the contract amount for fire protection will be adjusted each succeeding year by the most recent assessed value of the City as provided by the Curry County Tax Assessor.
  
- 6-4 If the annual payment is not paid promptly when due, the District may terminate this agreement and its duties and obligations upon thirty (30) days written notice thereof to



the City.

## SECTION 7 – CITY EQUIPMENT, BUILDINGS AND FACILITIES

- 7-1 The City may, at its option require that the District maintain a fire station at the existing facility adjacent to City Hall. The City shall be responsible for major maintenance items including, building exterior, exterior painting, fire bay doors, roofing, plumbing system and electrical system. The District shall be responsible for payment of all other expenses and for normal interior cleaning and repairs for damages caused by its own actions. The City may require that the existing fire station or offices in City Hall be vacated upon six (6) months advance notice to the District. In the event the City requires the District to vacate the facility, it shall be cleaned by the District and returned to the City in as good as conditions as received, normal wear and tear excepted.
- 7.2 The District is responsible for cleaning all interior and exterior areas of the premises that they are renting, including but not limited to equipment bays, storage, office areas, kitchen, bathrooms, outdoor walkways, and parking lot. The District must remove any collected trash and food waste from the premises at least once a week. To facilitate waste removal, the City will provide trash collection. The exterior areas are to be kept clean and not used for storage. Whenever the City notices that clutter is beginning to accumulate, the City will notify the District that the premises need to be cleaned and the accumulated clutter must be removed within fourteen (14) days or the City will remove the clutter at the District's expense.
- 7.3 Beginning July 1, 2021 the District agrees to pay rent for the use of the Fire Hall section of the City Hall in addition to the cost of utilities as outlined in attachment A
- 7.4 The cost of electricity will be cost allocated based upon the square footage of City Hall that is occupied by the District. Water and wastewater will be based upon the actual cost for the base rate for each one. The cost of telephone service will be based upon the actual cost of one extension of the City's telephone system. These costs are listed in detail in attachment A
- 7.5 Electrical and rent will be adjusted annually using the most current index published by the Bureau of Labor for the western region known as the CPI-west. Water and wastewater increases will follow the City's base rate increases. These increases will be provided to the District in March of each year. No increase will be imposed if the District is not notified in time to formulate the District's budget.

- 7.6 The District will pay for any water that has been treated by the City which is used for anything other than fighting fires or for training. The District will establish an account with the City before using such water and will report monthly to the City the amount of said water used.
- 7.7 The City shall be responsible for maintenance and repair of its water system, water lines and fire hydrants, and for providing water through the system for the purposes of firefighting, flow testing, flushing hydrants, and fire training.

## SECTION 8 – REVIEW AND EVALUATION

In order to assist the City in reviewing and evaluating the effectiveness of this agreement and the performance of the District under this Agreement:

- 8.1 The District Fire Chief and the City Administrator or liaison shall meet at least Bi-annually to review the fire service operations under this Agreement und the District Operating Plan referred to in SECTION 3.
- 8.2 The District shall on a monthly basis provide the City Council with monthly response and activity summaries for all areas within the City limits. On request, the District Fire Chief or appropriate designee shall be available to brief the City Council and staff within twenty-four (24) hours of any major fire, Haz-Mat operation, accident, or other major incident occurring within the City limits involving the Fire Department.
- 8.3 The City and the District will meet to reevaluate this contract and the costs associated with it every five (5) years.

## SECTION 9 – LIABILITY

The parties shall mutually hold each other harmless and indemnify and defend each other from any and all claims, costs and damages (including reasonable attorneys' fees) to the extent arising out of or related to that party's breach of contract. Both parties shall maintain a minimum of one million dollars (\$1,000,000) general liability insurance naming the other as an 'additional insured' party on its liability insurance policy and shall provide the other party with certificates evidencing such coverage.

## SECTION 9-1 ANNEXATION OF DISTRICT PROPERTY

The City will notify the District by a simple phone call to the Board Chairman of any annexations out of the District and into the City.

## SECTION 10 – MATERIAL BREACH

### 10.1

A party may terminate this agreement if one party has materially breached the agreement and the breaching party has not cured the breach within a reasonable amount of time following delivery of a written notice specifying the nature of the breach and the actions required or surmised to cure. The following remedies are available to the parties;

- (a.) Request a meeting between the City Council and the District Board to discuss and attempt to resolve the dispute. Such a meeting shall be scheduled at the convenience of the City Council and District Board, but in no event later than thirty (30) days following that request.
- (b.) Request an arbitration of any dispute pursuant to ORS 190.710 to 190.800
- (c.) Bring an action in the Curry County Court to enforce any provision of this Agreement.
- (d.) Declare this Agreement to be terminated at which time the provisions of SECTION 11 shall be complied with.
- (e.) Each of the described remedies is to be deemed cumulative and non-exclusive of any other remedy.

## SECTION 11 – TERMINATION

- 11.1 This Agreement may be terminated by either party for material breach in accordance with the provisions of SECTION 10.
- 11.2 This agreement may also be terminated, without material breach, as provided in Section 2, or as the parties may mutually consent.
- 11.3 Upon termination, including expiration of this Agreement, the following shall apply;

- (a) An accounting with regard to fees paid or owing shall be provided by the District within thirty (30) days of the effective date of terminations. The sums referred to in SECTION 6 shall be prorated. Any overpayments made by the City to the District shall be paid back to the City within fifteen (15) days of the accounting date and any amounts owed by the City to the District shall be paid to the District within fifteen (15) days of the accounting date.
- (b) In the event the parties disagree as to property ownership or the accounting, the following remedies are available to the parties:
- (c) Request a meeting between the City Council and the District Board to discuss and attempt to resolve the dispute. Such meeting shall be scheduled at the convenience of the City Council and District Board, but in no event later than thirty (30) days following the request.
- (d) Request arbitration of any dispute pursuant to ORS 190.710 to 190.800
- (e) Bring an action in the Curry County Court to resolve the dispute.

11.4 Each of the described remedies is to be deemed cumulative and non-exclusive of any other remedy.

SECTION 12 – NOTICES

Any notice required or allowed to be given by this Agreement shall be given by the United States Mail, first class, postage pre-paid, addressed as follows;

TO THE CITY	City Administrator City of Port Orford P.O. Box 310 Port Orford, OR 97465
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TO THE DISTRICT	Board Chair Port Orford Rural Fire Protection District P.O. Box 363 Port Orford, OR 97465
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Said notice shall be deemed received three (3) days after said mailing. If the address of either party changes, notice of the change of address shall be given to the other party in writing in the manner described above.







# ATTACHMENT A

Rent \$0.63 per sq. ft. Currently the Fire Department occupies 3,349 sq. ft. The following is a breakdown of that total combined square footage:

Old ambulance bay	812 sq. ft.
Fire Hall	<u>2,537 sq. ft.</u>
	3,349 sq. ft.

Electricity costs are allocated based upon the percentage of City Hall that the Fire Department occupies. The total square footage of City Hall is 10,890 sq. ft. The 3,349 sq. ft. that the Fire Department occupies is 30.75% of the total 10,890 sq. ft. of City Hall.

Water and sewer is based on the current base rate for water and sewer.

		<b>Fire Dept. share of costs</b>	
		Annual Cost	
Total square footage of City Hall	10,890		
Total square footage used by Fire Dept.	3,349	30.75%	
	Annual rent per square foot	\$0.63	\$25,318.44
	Annual Electricity cost for City Hall \$12,793.56	30.75%	\$ 3,934.00
	City Water and Wastewater (\$38.12 + \$42.10 = \$78.22)	\$78.22	\$ 938.64
	Telephone Service	\$28.10	<u>\$ 337.20</u>
	<b>Total Annual Cost</b>		<b>\$30,528.28</b>