

**CITY OF PORT ORFORD
VIRTUAL SESSION OF THE COMMON COUNCIL
THURSDAY, APRIL 15, 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 March 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. Assignment of Liaison.
 - b. Discussion of possible Gas Tax.
- 8. New Business**
 - a. Approval of new Liquor License (Portside Market & Deli and The Dive.)
- 9. Considerations**
 - a. Citizen b. Staff c. Councilor d. Mayor
- 10. Continuing Action Items**
 - a. Vac. Rentals b. Brd of Appeals c. Planning Procedures d. ADU's e. Gas Tax
- 11. Future Meetings**
 - a. Thursday, May 20, 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, March 18, 2021 at 3:30 P.M.

Mayor and Council	Present	City Staff	Present
Pat Cox, Mayor	X	John Isadore, Public Works	X
Gary Burns	X	Shala Kudlac, City Attorney	X
Tim Pogwizd, President	X	David Johnson, Finance and Admin	X
Lorrin Kessler	X		
James Garratt	X		
Carolyn LaRoche	X		
Greg Tidey	X		

Media Present:

Others Present: Gary Anderson, Mari Lockhaas, Dana Gurnee, Penny Suess, Rowland Willis, Luke Pyke Cynthia Stetson

1. Call to Order

Mayor Cox called to order this Regular Meeting of the Common Council on Thursday, March 18, 2021 at 3:32 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: Item 11, future meetings should read that the next meeting will be April 15, 2021.

3. Presentations to Council/Citizens

None scheduled. Curry Transfer and Recycling (CTR) are present for a presentation if desired. See 8A.

4. Consent Calendar – Councilor Burns moved to approve February 18, 2021 council minutes with Councilor Kessler as second. *Motion carried 6-0.*

Discussion: None.

Councilor Garratt Yes *Councilor LaRoche* Yes *Councilor Burns* Yes
Councilor Kessler Yes *Councilor Tidey* Yes *Councilor Pogwizd* Yes

5. Citizen Concerns: None.

6. Departmental Reports:

a. Public Works: Public Works superintendent, John Isadore, presented a detailed paper report to council members. He spoke on the contact tank, which is proposed for completion end of September. Port Orford water break, still missing a valve on Madrona. This will stay on the worklist until completion. They are working through issues and repairs in wastewater. All items will remain on the list until complete. ODOT repave will

4 bid in October and start in summer. Public works will perform preparation for the project.
5 Gold Run subdivision. An update was given. Mayor Cox asked about the condition of the
6 grit system. Mr. Isadore reported they will do more investigating to see if they can repair
7 it prior to replacement.

8
9 Mayor Cox asked about a timeline on the contract for the contact system. CA Johnson
10 reported the contact system is ahead of schedule and is in the actual construction of the
11 tank. It appears that it will be finished in July. Councilor Garratt complimented Mr.
12 Isadore's report.

- 13
14 b. Admin/Finance: Finance Director Johnson referred to his written report. Councilor's
15 complimented Mr. Johnson on the report. Councilor Pogwizd asked about a bill in
16 dispute. Finance Director Johnson reported the dispute is regarding the sewer line by the
17 Castaway. This is still under dispute.

18
19 Councilor Pogwizd spoke on the Fort Point stairway project. Parks Commissioner
20 Kessler asked if the contract should go out to bid since this is a city project. David
21 Johnson replied that Main Street is actually heading this project and will then present the
22 project to the city on completion. Mr. Lawton reported he will cooperate with the city of
23 they need this to go out to bid. Mr. Lawton hopes Parks Commissioner Kessler will get
24 involved, as he will be helpful.

- 25
26 c. Planning: Refer to report in the packet.

- 27
28 d. Watershed: Councilor LaRoche introduced Linda Tarr. Ms. Tarr reported a contract was
29 signed today between the Conservation Fund and Wilson Inc. The real estate transaction
30 should be completed in the next couple of months. Funding for Clean Water Source
31 Protection through DEQ is underway. A grant is being written to cover the cost of due
32 diligent and yellow book appraisal, which is about 20,000 dollars. Ms. Tarr reported they
33 will be able to do a Forest Management Plan on all of the area owned by the city in the
34 watershed if successful in getting the grant.

- 35
36 e. Liaison: Councilors will think about assignments they are interested in. This will be on
37 the agenda next month.

38
39 **7. Old Business:**

- 40 a. Appointment to Parks Commission – Jerry McManus: Parks sent a recommendation to
41 City Council to continue recruiting for a commissioner.
42 b. Update Continuing Items: A workshop was held. Most was crossed off and focus is to be
43 on Seasonal Gas Tax and Building with its many facets; Board of Appeals, Planning,
44 accessory dwelling units and possibly vacation rentals. There will be a goal setting
45 meeting to finetune the Building focus.

4 Councilor Burns addressed the item of Community Emergency and its necessity. He will
5 do some more work on that and bring it to the next meeting. This item might need two
6 liaisons to move faster. Councilor Burns is interested in mental health issues in town and
7 how situations will be handled. Mayor Cox reported the city is talking to health
8 organizations, police, and DA on issues.

9
10 c. Planning Commission request for clarification on Dark Sky and Building Height
11 ordinances:

12 Dark Sky: Planning commissioner Cynthia Stetson was in attendance. She reported the
13 Planning Commission was hoping the City Council could narrow down what it is that the
14 Planning Commission is supposed to be working on and submit this in writing for accurate
15 commissioner referral. Legal Counselor Kudlac advised that the planning commission
16 needs better direction in writing, and this must go through the hearing process at both
17 levels.

18
19 City Council dark sky concerns:

- 20 • Facilitate Coos-Curry Electric Coop and ODOT goals for highway 101 lighting to
21 coincide with the city ordinance.
- 22 • Council felt enforcement penalties were too strict as a misdemeanor. Move towards
23 allowing a time frame to amend the lighting to comply with the ordinance prior to
24 penalizing. Other city's dark sky enforcement policies should be researched.
- 25 • Amend wordage requiring people to run electricity all the way to the exterior of their
26 property to shine lights inward. That is not a cost-effective solution. The ordinance
27 should dictate people meet the requirements of the ordinance and not dictate process.
- 28 • Lit signs: Lit signs should be pertinent to the dark sky ordinance, not sign ordinance.
29 Councilor Garratt suggested a statement be made that lit signs be turn off at night. If the
30 signs are not on at night, they do not need to comply with the ordinance. If lit signs need
31 to be on at night they should comply with the ordinance. Councilors would like Planning
32 to research other city's lit sign ordinances.

33
34 The above information will be sent in writing to the Planning Commission including Ann
35 Vileisis' concise synopses.

36
37 Building Height Ordinance:

- 38 • Exemptions: Legal Counsel Kudlac explained that exemptions mean those types of
39 structures do not have to comply with height restrictions. Conditional use generally
40 means that the use is allowed but the city retains the ability to put conditions on that
41 structure, such as setbacks or design features, etc. Conditions are allowed with
42 conditional use permits. Councilor Kessler remarked on an issue where somebody might
43 want to build a two-story building but maybe use more lot space than allotted that
44 benefits the community. For instance, it might bring in good jobs and benefit the
45 community such as an assisted living facility, which would enable people to stay in the
46 community they love.
- 47 • Two-story restriction – Councilors Pogwizd and Garratt questioned why people are
48 limited to 2-story buildings so long as they stay within the height restrictions. Councilor

Garratt would like people to be able to do what they want with a building internally within the height restriction. Mayor Cox feels the two-story angle will make the process intricately more difficult. He has a hard time telling people what they have to do with their property. He felt most public testimony was against tall building heights, not necessary the two-story buildings. He would like Planning to research what other similar communities have for zoning ordinances. He suggested addressing the buildings zones that have a higher building height limit.

Councilor Burns moved to recommend Planning look at a 35-foot limit in the commercial zone and to limit exceptions to the commercial zone with Councilor Kessler as second.

Motion and second rescinded.

Discussion: The motion is discussed and clarified.

Councilor Burns moved to recommend to Planning to limit commercial zones to 35-foot building height and to explore which zones appropriate exemptions would be allowed and what those exemptions would be with Councilor Kessler as second. ***Motion carried 6-0.***

Discussion: It is clarified that the industrial zone is still at 45 feet height restrictions.

<i>Councilor Garratt</i>	<u>Yes</u>	<i>Councilor LaRoche</i>	<u>Yes</u>	<i>Councilor Burns</i>	<u>Yes</u>
<i>Councilor Kessler</i>	<u>Yes</u>	<i>Councilor Tidey</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>

Councilor Burns moved to limit the industrial zone to 35 feet with Councilor Tidey as second. ***Motion carried 4-2.***

Discussion: Councilor Pogwizd clarified that these motions are intended as instructions to be sent to planning. Councilor Garratt clarified the industrial zone locations being more or less outside of the town. He is concerned about limiting industry that could provide jobs by limiting the zone to 35 feet.

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

Mayor Cox clarified the motions were made and approved with intention to send this back to planning for appropriate exemptions in all zones and to consider a 35 feet building height in commercial and industrial zones.

8. New Business:

- a. CTR – approve 2021 Rate Adjustment Request.

Councilor Garratt addressed Mr. Pyke regarding an increasing problem with street trash after scheduled trash retrieval. Councilor Garratt suggested latching trash bins, which prevents animal, bird and wind problems. Mr. Pyke reported they currently have certified bear carts. They are expensive. They have a strap they offer to customers that attach to their current cart. They will advertise this offer and reach out to customers in the problem areas. Mr. Pyke requested a list of the problem areas.

Councilor Pogwizd moved to approve the 2021 rate adjustment from CTR with Councilor Garratt as second. ***Motion carried 6-0.***

Discussion: Councilor Pogwizd expressed appreciation to CTR for their service to the community and keeping their rates at 1.4 percent.

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

b. Accept lowest bid for Ocean View (Oregon ST) Paving: A grant has been approved. A bid now has to be accepted. The lowest bid was submitted by Tidewater.

Councilor Pogwizd moved to accept the Ocean View Paving project bid from Tidewater with Councilor Kessler as second. **Motion carried 6-0.**

Discussion: Councilor Pogwizd discussed the Port Orford Loop paving and how they ended at a bad location for the road transitions. He suggested they look at that while they have the equipment in town to see if there is a solution. David Johnson will discuss the problem with them; however, they were instructed by the city where to start the project and they followed those directions, thus this will likely be at the cost to the city.

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

c. Speed Zone change at Highway 101 and Madrona Street: Mayor Pogwizd summarized that for years this has been a concern. The crosswalks are implemented now. This would be to keep drivers around the 30-mph speed until outside of town.

Councilor Burns moved to pass the speed zone change at Highway 101 and Madrona to a 30 mile per hour with Councilor Kessler as second. **Motion carried 6-0.**

Discussion: Councilor Garratt stated it is generally a good idea to agree with the ODOT recommendations.

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

d. Approved Intergovernmental Agreement with Port Orford Rural Fire Protection District: The contract and a letter from Gary Anderson was previously submitted to councilors for review. There is a sizeable increase after two years. Finance Director Johnson gave a history of the contract with the Rural Fire Protection District. The fire department will not annex the city into the fire district, which does not give representation of citizens on the fireboard. Because of the lack of representation, Finance Director Johnson requested a 10 cent/1000 decrease. The fire department suggested a rate increase over three years, so the increase does not impact the city budget too much. Finance Director Johnson proposed 52 cents/1000 for the first year, 57.5 cents/1000 the second year and 63 cents/1000 the third year. Minus the rent, this would bring in 64,912 dollars in the fiscal year of 2023 which is a 26,000 dollar increase for the fire department. Finance Director Johnson recommends the 63 cents/1000 and keeping the rent the same as current.

Mayor Cox reported the city has paid for the current year and has time to consider the contract for another month. Hydrants and water infrastructure are a city responsibility. Citizens benefit from lower insurance rates and higher protection rate.

4
5 Gary Anderson and Mari Lockhaas from the fire district were in attendance. Mr.
6 Anderson stated they are trying to reach parody. The fire district is looking at an addition
7 of 340,000 dollars over a period of ten years. Equipment will need updated in preparation
8 for earthquake or wildfires.

9
10 Mayor Cox will add the fire district increase to the agenda next month.

11
12 **9. Considerations**

13 **a. Citizen**

14 Steve Lawton reported the COVID bill was passed by congress. The state will get 4.2
15 billion dollars. Out of that 1.5 billion will go to counties, cities and communities. Curry
16 County will get 4.4 million. Brooking is getting 1.32 million. Port Orford is small so will
17 get under 1 million. He suggested council review the use of the funds.

18
19 Steve Lawton addressed the building height ordinance and the effect on density. He is
20 concerned about off-site and on-site parking requirements and the effect on street
21 parking. He suggested off-site improvement fees to developers, which is common in most
22 cities.

23
24 Mr. Lawton addressed senior living. He reported movement in legislature trying to
25 mitigate potential risk with natural disasters. They are considering limiting what type of
26 facilities are in the tsunami inundation zone.

27
28 Mr. Lawton addressed the use of jake-brakes by trucks coming into the north side of town
29 and coming down the hill into the south side of town. He stated trucks do not have to use
30 the jake-brakes but choose to in order to reduce brake repair costs in spite of city
31 ordinance.

32
33 Paul Scott addressed the International Dark Sky Association and recommended the site to
34 councilors. He stated there is a lot of focus on building height, but he feels building
35 heights do not destroy people or families; however, meth does. Mr. Scott gave a report on
36 his opinion about the meth problem and lack of response.

37
38 **b. Staff**

39 None.

40
41 **c. Councilor**

42 Councilor Pogwizd suggested asking ODOT to put up a sign when doing their project
43 addressing unmuffled jake-brakes.

4 Councilor Garratt spoke on building heights. He stated it does not take a lot of growth to
5 show in a small city. Small cities will not have longevity if they do not grow. It is
6 important to encourage healthy growth.

7
8 Councilor Burns gave a report from Parks Commission. Parks is asking meeting
9 attendance to be put in the job description for the park host. Legal Counsel Kudlac
10 advised that the park host needs to be informed that this subject is up for discussion so
11 they can have input. This can be done at the Parks Commission meetings.

12
13 Councilor Burns asked when the Visitor Center and Community Building can be opened.
14 The county is currently at moderate level for COVID. Interim CA Johnson will look into
15 open attendance in meetings and reopening centers.

16
17 Councilor Burns stated Parks Commissioner Thompson requested a city email address. It
18 will be provided. Parks commission is asking for a Face Book page. Legal Counsel
19 Kudlac stated it can be done but there is a procedure that will have to be followed. It will
20 have to be maintained. Comments must be kept for ten years. Regulation guidance is
21 available on League for Oregon Cities. Expanding the city website might be an
22 alternative.

23
24 Councilor Burns reported people are using city trash bins for personal dump locations. He
25 asked for a city ordinance to address that problem. Councilor Pogwizd stated there are
26 signs addressing penalty for theft of services at Battle Rock. Cans can be locked or
27 designed with smaller holes in the top. The city does not want to discourage people from
28 volunteering to pick up garbage from the parks. Trash left outside the receptacle will be
29 strewed by birds and wind.

30
31 **d. Mayor**

32 None.

33
34 **10. Continuing Action Items**

35 Gas tax is still on the continuing action items. Councilor Garratt will get the information to
36 councilors. Fire contract is added to the agenda next month. Liaison reports are added to the
37 agenda next month.

38
39 **11. Future Meetings:**

40 Thursday, April 15, 2021 Regular Meeting of the Common Council at 3:30 p.m.

41
42 **12. Adjourned**

43 There being no further business, Mayor Cox adjourned the meeting at 6:04 p.m.

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5
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8
9

Attest:

Mayor, Pat Cox

City Recorder, David Johnson

Public Works report for the month of March 2021

Water Plant: Opp's

Water treated 4,257,000, Billed 2,231,212 with a total loss of 2,039,718 = 47.8%.

Water Plant, we had 2 No-run days in March due to weather.

Repairs & maintenance plant / distribution.

- Contact tank project update, Pressure testing on newly installed piping preformed. Westside piping passed, East side failed Contractor excavated pipe and reinstalled fittings waiting on engineer to re-test east side, tank still expected late June to mid-July.
- PW's still needs to excavate valve on Port Orford Loop to make permanent repairs.
- Cross connects / back-flow preventer testing completed. One city owned @ the Water Plant PR failed. Order the replacement for the water plant and it's been received. Report to the state has been submitted.
- The annual Haz- Mat report has also been submitted to the state Fire Marshal.
- Deady St. pump station, has been re-plumped and the new pump has been installed. The water pressure has increased. At some point PW's will need to replace the Cla-valve and pressure switch. New cla-valve cost estimate around 5K.
- Installed new water service on 12th.
- replaced meter and curb-stop @ Jackson & 7th.
- Installed new 80-gallon hot water heater at the Water Plant.

Waste Water plant: Opp's:

Grit system and classifier replacement on going

UV system also upgraded or replaced on going

Repairs & maintenance plant / collections.

- Electrical bump knocked Waste Water Plant offline compressors and muffin monster reset.
- Repaired and replaced UV basin sprayers vast improvement processing.
- Pumped humus basin down, prior to leaking over the berm @ WWTP.
- **FLAKE ST repairs Completed**, installed new pump impeller with the correct rotation and changed the rotation on motor. Both pump / motor assemblies are back in operation. Still working on relays, current relays are being phased out.
- Wyoming lift station splitter was removed by contractor, another big improvement by changing the flow dynamics the grease is no longer collecting in the manhole
- 25th St, lift station went down, #1 pump was plugged with a piece of plastic pipe, #2 motor and pump lost its mechanical seal, pulled pump and installed new seal. The lift station is back in service.
- Arizona Lift station lost prime cleaned and re-sealed vacuum domes back in service
- Started work on Gold Run lift station more to follow.

Public Works report for the month of March 2021

Streets Maintenance:

- Filled potholes, Vista, Ocean view, Battle rock, etc.
- Site meet with ODOT for repave and sidewalk improvements.
- Cut and chipped trees Arizona / Lake shore / 25 St. Residents on 25th St. have been dumping brush creating a big pile to chip.
- Removed and disposed of a deer carcass.
- Cleared storm drains in areas concern of flooding during rain events.

Parks

- Pick up and disposal of trash.
- Grounds maintenance on nature trail on going.
- Un-clog & clean 12th St & Battle Rock bathrooms (15 time's)
- Paint bathrooms at Battle Rock due to graffiti. Bathrooms to be lock by the police around dark. PW's will un-lock by in the AM.
- Picked up trash around A-frame and park
- (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.

(Still pending) Idaho St lift station operational / working on a quote to replace controls.

Administration Report

APRIL 15, 2021

FINANCE

- Updated TB with current GAAP balances.
- Sent a copy of our Charter and marijuana tax ordinance to DOR. Still waiting for response from DOR.
- 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.
- Incorporated new "worse case" scenario from the recent union negotiation into next years' budget.
- Discussion on citation revenue, beginning to see positive results?
- Developed a schedule for six budget meetings and the time line for advertising.
- Budget discussion with Police and Public Works.
- Advertise for Budget members.

FIRE DEPARTMENT AND WASTEWATER PLANT ROOF REPAIR

- Recommended that both the roof over the Fire Hall and the Wastewater Treatment Plant be replaced.
- Received a quote of \$15,245 for the Fire Hall and \$12,770 for the WWTP.
- Contacted two additional companies waiting for quotes.

OCEAN VIEW STREET (Oregon ST.) PAVING

- Sent signed contract to Tidewater. Project is to be completed by June 30, 2021

GRIT SYSTEM

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

CONTACT TANK

- Reviewed and approved certified payroll for pay request #4.
- Approved Payment #4 \$3,847.50.

UNION NEGOTIATION

- Met with bargaining members on March 23rd and 24th.
- Schedule next meeting. Possible May 5, 2021.
- Develop current summary of negotiations and overall costs.

RIGHT OF WAY PERMITS

Carlene Armie

- Sent letter confirming that she must remain 50 feet from the wetlands.
- Multiple conversation reaffirming that she must remain 50 feet from wetlands and that it is her responsibility to locate the edge of the wetlands.

Lightspeed Network

- Waiting for LSN to return ROW permit.

WATERSHED PROPERTY PURCHASE

- Completed and submitted grant application for the development of the forest management plan. It is required by DEQ that a forest management plan must be in place to be eligible for a 50% principal forgiveness loan from DEQ.
- Received communication from John Wros that a contract to purchase the property is ready to be signed pending a clean environmental review.

RE-METER OF PUMP STATIONS

- Reminder to PW Super to begin replacing these meters.

INFORMATION SYSTEM

- Conducted an external and an internal vulnerability scan of our network.
- Physically inspect entire network.
- Update servers' security suite.
- Validate PCI compliance.

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.
- Met with fire department and increased contract amount to 0.65 cents per 1,000 dollars of assessed value. One percent equals ~\$1,485.00.

COMPLAINTS

- Citizen concerned with Battle Rock park not being mowed and Buffington parks trails having a lot of debris in them.

PINEHURST KAYAK LAUNCH

- Met with PARC to discuss grant for funding of the kayak launch.
- 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

- Offer position to Anthony Villarreal. Anthony accepted and his first day will be April 6, 2021.
- Orientation with Anthony. Anthony will be testing Saturday April 10 for his wastewater level two certification.

FINANCIAL REPORT
April 3, 2021

For the month of March, the total revenue and expenditures for all funds was \$170,051.92 and \$202,982.42 respectively. Following is a more detailed narrative of the activity per fund.

General Fund:

The General fund received \$36,901.16 in revenue of which \$8,843.42 was from property tax receipts, \$24,039.95 from citations, \$78.92 from the State Cigarette Tax, \$3,165.75 in State Liquor tax, \$135.12 interest, \$75.00 in business licenses, \$273.00 in planning fees, \$100.00 for release of one impounded vehicle, and \$190.00 in court administrative fees. For the month of March, the General Fund disbursed \$17,276.89 of which \$10,277.66 was for wages, \$170.00 in citation assessments and reimbursements, \$154.99 for transcriptionist fees, \$242.26 for custodial services, \$1,200.00 for legal services, \$2,374.32 for our contract planner, \$391.36 for office supplies, \$300.00 for the municipal judge, \$165.10 in bank fees, \$1,560.52 for electricity, \$142.42 payment for the copier lease, \$149.49 for postage, \$39.20 for mileage reimbursement for travel to the Post Office, \$9.59 for repair work for City Hall, and \$99.98 for internet service.

Parks:

Parks received \$107.42 in revenue which consists of \$54.12 reimbursement for electricity, and \$53.30 in interest. For the month of March, \$5,857.65 was disbursed for Parks of which \$3,232.80 was for payroll, \$506.51 for fuel, \$34.44 in transcriptionist fees, \$441.54 for electricity, \$155.55 for maintenance of Battle Rock, \$23.52 for maintenance to the Visitor Center, \$155.55 for maintenance of Buffington Park, and \$1,307.74 for custodial services.

Public Safety:

\$36,123.07 was disbursed for the Police Department of which \$33,605.92 was for payroll, \$10.00 for office supplies, \$838.59 for fuel, \$5.40 for postage, \$1,289.46 for vehicle maintenance, \$75.00 for Kings online, and \$298.70 for telephone service. Public Safety received \$7,252.55 in revenue of which \$7,029.99 was from property tax receipts, \$17.75 reimbursement for an insurance report, \$40.00 for burn permits, \$77.00 reimbursement for information requests, and \$87.81 in interest.

Water Enterprise:

The Water Department received \$39,895.84 in revenue of which \$37,196.11 was from the February utility billing of which \$3,607.60 is designated to be set aside for Water Capital Reserves, \$2,676.00 for two new connections, and \$23.73 in interest. The Water Enterprise Fund paid out \$71,356.34 of which \$22,082.68 was for payroll, \$464.46 for telephone services, \$176.12 for fuel, \$398.42 for bank merchant fees, \$79.99 for internet service, \$57.18 for office supplies, \$3,304.11 for electricity, \$1,996.00 for contract services, \$1,412.59 for maintenance of water lines, \$172.56 for postage, \$346.65 for lab supplies, \$457.70 for maintenance for the treatment plant, \$34.99 for maintenance of pump stations, \$62.50 for engineering, \$370.00 for testing, and \$39,940.39 for work on the new contact tank.

Water Capital Reserves:

The Water Capital Reserve Fund received \$102.66 in interest. The Water Capital Reserve Fund balance is now \$210,069.48.

Sewer Enterprise:

The Sewer Enterprise Fund received \$50,424.27 in cash receipts which consists of \$198.07 in interest, \$1,544.00 for two new connections, and \$48,682.20 was from the February utility billing of which \$3,796.67 is designated to be set aside for Sewer Capital Reserve. The Sewer Enterprise fund outflow for March was \$66,132.31 of which \$9,917.95 was for payroll, \$398.43 in merchant fees, \$650.00 for contract services, \$2,640.24 for electricity, \$220.45 for telephone service, \$122.15 for fuel, \$26.99 for vehicle maintenance, \$4.15 for maintenance to the treatment plant, \$172.55 for postage, \$2,500.00 for maintenance of lift stations, \$445.40 in employment advertising, \$48,916.00 payment for Bond I, and \$118.00 for internet service.

Sewer Capital Reserves:

The Sewer Capital Reserves received \$98.40 in interest. The Sewer Capital Reserve Fund balance is now \$201,335.39.

Street Fund:

For March the Street Fund received \$6,539.78 of which \$6,497.85 was from the State Highway tax, and \$41.93 in interest. \$6,236.16 was disbursed for Streets, of which \$5,738.56 was for wages, \$107.00 for the port-a-potty, \$153.86 for fuel, \$92.74 for electricity, and \$144.00 for work on Ocean View paving.

Streets Capital Improvement Fund

The Streets Capital Improvement Fund received \$2.12 in interest and the new balance is now \$4,339.20.

Equipment Replacement Fund:

The Equipment Replacement Fund received \$42.18 in interest. The balance of the Equipment Replacement Fund is \$87,974.85.

Water and Sewer SDC:

The Water SDC Fund received \$223.79 in interest and \$18,192.00 for two new hookups. The Sewer SDC Fund received \$149.75 in interest and \$10,120.00 for two new hookups. The balances of the SDC funds are as follows:

Water SDC	\$475,896.42
Sewer SDC Reimbursement	\$286,182.72
Sewer SDC Improvement	\$ 30,391.09

David Johnson



City of Port Orford

Detail Report Account Detail

Date Range: 07/01/2020 - 03/31/2021

Account	Fund: 030 - WATER ENTERPRISE FUND	030-00-44109	Post Date	Packet Number	Source Transaction	Description	Vendor	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
					Designated for Reserves			0.00	-38,895.06	560.20	39,455.26	-38,895.06
			07/01/2020	UBPKT01373	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01373				3,386.78	-3,386.78
			07/08/2020	UBPKT01379	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01379				0.29	-3,387.07
			07/08/2020	UBPKT01381	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01381				0.77	-3,387.84
			08/03/2020	UBPKT01388	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01388				13.81	-3,401.65
			08/03/2020	UBPKT01390	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01390				5,539.71	-8,941.36
			08/10/2020	UBPKT01393	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01393			150.00		-8,791.36
			08/11/2020	UBPKT01394	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01394			2.47		-8,788.89
			08/11/2020	UBPKT01395	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01395			19.86		-8,769.03
			08/12/2020	UBPKT01398	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01398				0.11	-8,769.14
			08/26/2020	UBPKT01400	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01400			0.32	4.51	-8,773.65
			08/31/2020	UBPKT01402	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01402				5,389.66	-14,162.99
			09/01/2020	UBPKT01404	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01404			29.70	5.18	-14,158.17
			09/11/2020	UBPKT01408	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01408				4.13	-14,138.47
			09/15/2020	UBPKT01410	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01410					-14,142.60
			09/22/2020	UBPKT01416	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01416			8.70		-14,133.90
			09/29/2020	UBPKT01419	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01419			0.81		-14,133.09
			09/30/2020	UBPKT01426	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01426				26.16	-14,159.25
			09/30/2020	UBPKT01428	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01428				5,233.91	-19,393.16
			10/01/2020	UBPKT01431	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01431				5.42	-19,398.58
			10/15/2020	UBPKT01436	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01436			9.34		-19,389.24
			10/16/2020	UBPKT01439	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01439				26.99	-19,416.23
			10/28/2020	UBPKT01441	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01441				8.08	-19,424.31
			10/28/2020	UBPKT01443	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01443			22.72		-19,401.59
			10/30/2020	UBPKT01447	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01447				5.44	-19,407.03
			10/30/2020	UBPKT01448	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01448			1.72	4,281.46	-23,686.77
			11/02/2020	UBPKT01449	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01449				8.80	-23,695.57
			11/23/2020	UBPKT01457	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01457				22.72	-23,691.07
			11/25/2020	UBPKT01460	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01460			4.50		-23,713.79
			11/30/2020	UBPKT01463	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01463					-23,691.07
			11/30/2020	GLPKT09515	JN06338	To Correct UBPKT01447 an Post Deposit to						-23,703.48
			11/30/2020	GLPKT09556	JN06338R	To Correct UBPKT01447 an Post Deposit to						-23,703.48
			12/02/2020	UBPKT01467	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01467			22.72	12.41	-28,089.38
			12/03/2020	UBPKT01469	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01469				4,385.90	-28,089.38

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Detail Report

Account

Date Range: 07/01/2020 - 03/31/2021

Beginning Balance **Total Activity** **Total Debits** **Total Credits** **Ending Balance**

Account	Post Date	Packet Number	Source Transaction	Description	Vendor	Debits	Credits	Running Balance
030-00-44109				Designtated for Reserves - Continued		560.20	39,455.26	-38,895.06
	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 UBPKT01477		6.64		-28,056.19
	12/09/2020	UBPKT01478	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01478		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 UBPKT01490		15.02		-28,050.54
	12/29/2020	UBPKT01493	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01493			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 UBPKT01502		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 UBPKT01507		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 UBPKT01520		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
	03/01/2021	UBPKT01534	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01534			3,619.82	-38,907.28
	03/04/2021	UBPKT01541	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01541		39.36		-38,867.92
	03/26/2021	UBPKT01547	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01547			5.37	-38,873.29
	03/31/2021	UBPKT01553	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01553			21.77	-38,895.06
						560.20	39,455.26	-38,895.06
						0.00	-38,895.06	

Total Fund: 030 - WATER ENTERPRISE FUND:

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Account	Post Date	Packet Number	Name	Source Transaction	Description	Vendor	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
035-00-44115			Designated for Reserves				0.00	-38,354.54	427.37	38,781.91	-38,354.54
	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						-8,044.96
	08/11/2020	UBPKT01395	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01395				7.50		-8,018.37
	08/12/2020	UBPKT01398	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01398				26.59		-8,018.47
	08/26/2020	UBPKT01400	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01400					0.10	-8,018.47
	08/31/2020	UBPKT01402	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01402				1.32	4.65	-8,023.12
	09/01/2020	UBPKT01404	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01404					5,113.24	-8,021.80
	09/11/2020	UBPKT01408	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01408					5.99	-13,135.04
	09/15/2020	UBPKT01410	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01410				34.21		-13,141.03
	09/22/2020	UBPKT01416	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01416					6.08	-13,106.82
	09/29/2020	UBPKT01419	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01419				5.89		-13,112.90
	09/30/2020	UBPKT01425	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01425				0.40		-13,107.01
	09/30/2020	UBPKT01426	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01426				3.29		-13,106.61
	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				9.42	10.42	-18,166.69
	10/16/2020	UBPKT01439	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01439					28.80	-18,157.27
	10/28/2020	UBPKT01441	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01441					8.79	-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						-22,481.07
	12/03/2020	UBPKT01469	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01469					13.63	-22,481.07
	12/07/2020	UBPKT01474	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01474					4,376.20	-26,857.27
	12/08/2020	UBPKT01476	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01476				9.83		-26,847.44
	12/09/2020	UBPKT01477	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01477				8.00		-26,839.44
	12/09/2020	UBPKT01478	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01478				9.12		-26,830.32
	12/11/2020	UBPKT01479	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01479				9.41		-26,820.91
	12/17/2020	UBPKT01487	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01487					0.29	-26,821.20
										13.73	-26,834.93

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Detail Report

Account

Date Range: 07/01/2020 - 03/31/2021

035-00-44115

Post Date	Packet Number	Name	Source Transaction	Description	Vendor	Project Account	Total Activity	Total Debits	Total Credits	Ending Balance
		Designated for Reserves - Continued								
12/21/2020	UBPKT01490	Miscellaneous Adjust	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01			427.37	38,781.91	-38,354.54
12/29/2020	UBPKT01493	Miscellaneous Adjust	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01				98.10	-26,818.80
01/04/2021	UBPKT01496	Utility Regular Bill Pa	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01496				3,725.53	-30,642.43
01/13/2021	UBPKT01500	Utility Adj. Bill Other	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01500					-30,632.77
01/26/2021	UBPKT01502	Miscellaneous Adjust	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01				7.15	-30,629.77
01/26/2021	UBPKT01504	Utility Disconnect Bill	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01504					-30,636.92
01/27/2021	UBPKT01507	Miscellaneous Adjust	Miscellaneous Adjust	Miscellaneous Adjustment Packet	UBPKT01					-30,629.62
01/27/2021	UBPKT01510	Utility Adj. Bill Other	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01510					-30,627.62
01/29/2021	UBPKT01513	Utility Adj. Bill Other	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01513					-30,622.58
01/29/2021	UBPKT01514	Utility Disconnect Bill	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01514				4.51	-30,627.09
02/01/2021	UBPKT01516	Utility Regular Bill Pa	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01516				4,016.23	-34,643.32
02/05/2021	UBPKT01521	Utility Adj. Bill Other	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01521				2.10	-34,645.42
02/25/2021	UBPKT01527	Utility Adj. Bill Other	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01527			100.00		-34,545.42
02/25/2021	UBPKT01528	Utility Adj. Bill Other	Utility Adj. Bill Other	Utility Adj. Bill Other Packet	UBPKT01528			7.95		-34,537.47
02/26/2021	UBPKT01531	Utility Disconnect Bill	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01531				20.40	-34,557.87
03/01/2021	UBPKT01534	Utility Regular Bill Pa	Utility Regular Bill Pa	Utility Regular Bill Packet	UBPKT01534				3,783.37	-38,341.24
03/26/2021	UBPKT01547	Utility Disconnect Bill	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01547				6.25	-38,347.49
03/31/2021	UBPKT01553	Utility Disconnect Bill	Utility Disconnect Bill	Utility Disconnect Bill Packet	UBPKT01553				7.05	-38,354.54

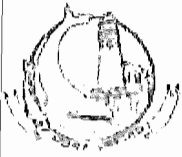
Total Fund: 035 - SEWER ENTERPRISE FUND:

0.00 -38,354.54 427.37 38,781.91 -38,354.54

Grand Totals:

0.00 -77,249.60 987.57 78,237.17 -77,249.60

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Bank Transaction Report

City of Port Orford

Transaction Detail

Issued Date Range: 03/01/2021 - 03/31/2021

Issued	Number	Description	Amount
Bank Draft			
03/03/2021	<u>DFT0006067</u>	Bond I & II Annual Payment	48,916.00
03/05/2021	<u>DFT0006036</u>	AsiFlex	60.00
03/05/2021	<u>DFT0006037</u>	VOYA - Oregon Savings Growth Plan	1,006.05
03/05/2021	<u>DFT0006038</u>	PERS	269.46
03/05/2021	<u>DFT0006039</u>	PERS	769.69
03/05/2021	<u>DFT0006040</u>	PERS	940.69
03/05/2021	<u>DFT0006041</u>	PERS	634.70
03/05/2021	<u>DFT0006042</u>	PERS	611.11
03/05/2021	<u>DFT0006043</u>	PERS	21.01
03/05/2021	<u>DFT0006044</u>	PERS	1,716.28
03/05/2021	<u>DFT0006045</u>	Oregon Dept of Revenue	20.10
03/05/2021	<u>DFT0006046</u>	Oregon Dept of Revenue	17.10
03/05/2021	<u>DFT0006047</u>	Rogue Credit Union	612.64
03/05/2021	<u>DFT0006048</u>	Oregon Dept of Revenue	1,343.50
03/05/2021	<u>DFT0006049</u>	Rogue Credit Union	1,397.50
03/05/2021	<u>DFT0006050</u>	Rogue Credit Union	2,619.32
03/16/2021	<u>DFT0006051</u>	U.S. Bank Equipment Finance	142.42
03/19/2021	<u>DFT0006053</u>	AsiFlex	60.00
03/19/2021	<u>DFT0006054</u>	VOYA - Oregon Savings Growth Plan	1,006.05
03/19/2021	<u>DFT0006055</u>	PERS	334.95
03/19/2021	<u>DFT0006056</u>	PERS	869.93
03/19/2021	<u>DFT0006057</u>	PERS	1,138.51
03/19/2021	<u>DFT0006058</u>	PERS	817.21
03/19/2021	<u>DFT0006059</u>	PERS	628.96
03/19/2021	<u>DFT0006060</u>	PERS	2,023.22
03/19/2021	<u>DFT0006061</u>	Oregon Dept of Revenue	23.27
03/19/2021	<u>DFT0006062</u>	Oregon Dept of Revenue	19.70
03/19/2021	<u>DFT0006063</u>	Rogue Credit Union	704.06
03/19/2021	<u>DFT0006064</u>	Oregon Dept of Revenue	1,610.48
03/19/2021	<u>DFT0006065</u>	Rogue Credit Union	1,870.24
03/19/2021	<u>DFT0006066</u>	Rogue Credit Union	3,010.30
		Total Drafts	75,214.45
Check			
03/03/2021	<u>15702</u>	Akshay Mirajkar	105.00
03/03/2021	<u>15703</u>	Coos-Curry Electric Co-op	86.90
03/03/2021	<u>15704</u>	Curry County Treasurer	516.80
03/03/2021	<u>15705</u>	Dao Nguyen	33.00
03/03/2021	<u>15706</u>	Gary Milliman	50.00
03/03/2021	<u>15707</u>	Hanan Batarseh	430.00
03/03/2021	<u>15708</u>	Newey, Jacob	300.00
03/03/2021	<u>15709</u>	Northwest Building Specialist, Inc.	330.00

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Issued	Number	Description	Amount
03/03/2021	<u>15710</u>	Nowal Mitchell	60.00
03/03/2021	<u>15711</u>	Office Depot, Inc.	25.57
03/03/2021	<u>15712</u>	Oregon Dept of Revenue CFA	1,900.00
03/03/2021	<u>15713</u>	Port Orford News	594.00
03/03/2021	<u>15714</u>	Quadient Leasing USA, Inc.	564.66
03/03/2021	<u>15715</u>	Rogue Credit Union-Visa	1,170.57
03/03/2021	<u>15716</u>	The Police and Sheriffs Press	17.55
03/03/2021	<u>15717</u>	USA Blue Book	703.77
03/03/2021	<u>15718</u>	Vista Netherlands B.V.	56.98
03/03/2021	<u>15719</u>	Western Exterminator Company	74.70
03/03/2021	<u>15720</u>	Ziply Fiber	74.97
03/05/2021	<u>15721</u>	CIS-Health Insurance	9,564.96
03/05/2021	<u>15722</u>	Void Check	0.00
03/05/2021	<u>15723</u>	Void Check	0.00
03/05/2021	<u>15724</u>	Void Check	0.00
03/05/2021	<u>15725</u>	Teamsters Local U. #206	211.00
03/05/2021	<u>15726</u>	AccuScript Transcription and Typing Services	189.43
03/05/2021	<u>15727</u>	Bay Area Copier Company	130.62
03/05/2021	<u>15728</u>	Carson Oil Company	294.78
03/05/2021	<u>15729</u>	Clark, Patricia	39.20
03/05/2021	<u>15730</u>	Coos-Curry Electric Co-op	7,129.03
03/05/2021	<u>15731</u>	Void Check	0.00
03/05/2021	<u>15732</u>	Curry County Road Department	1,205.47
03/05/2021	<u>15733</u>	Gold Beach Lumber	78.18
03/05/2021	<u>15734</u>	Golders NAPA Auto Parts	26.99
03/05/2021	<u>15735</u>	Office Depot, Inc.	86.22
03/05/2021	<u>15736</u>	Ron's Oil Company	371.58
03/05/2021	<u>15737</u>	Roto Rooter, A Waste Connection Co.	107.00
03/05/2021	<u>15738</u>	Shoji Planning, LLC	2,374.32
03/05/2021	<u>15739</u>	U. S. Cellular	300.92
03/05/2021	<u>15740</u>	USA Blue Book	346.65
03/05/2021	<u>15741</u>	Vend West Services	34.75
03/05/2021	<u>15742</u>	ZiplyFiber	36.00
03/05/2021	<u>15743</u>	Johnson Rock Products	822.00
03/10/2021	<u>15744</u>	Allstream	129.12
03/10/2021	<u>15745</u>	AT&T Mobility	298.70
03/10/2021	<u>15746</u>	Avery Services, LLC	1,496.00
03/10/2021	<u>15747</u>	Charter Communications	317.97
03/10/2021	<u>15748</u>	Civil West Engineering Services, Inc.	144.00
03/10/2021	<u>15749</u>	Country Media Inc.	262.40
03/10/2021	<u>15750</u>	Country Media Inc.	183.00
03/10/2021	<u>15751</u>	ODOT Fuel Sales	1,130.87
03/10/2021	<u>15752</u>	Quadient Finance USA, Inc.	500.00
03/10/2021	<u>15753</u>	Stettler Supply Company	38,390.17
03/10/2021	<u>15754</u>	TransUnion Risk and Alternative Data Solutions, Inc.	75.00
03/10/2021	<u>15755</u>	Underground Tech	2,500.00
03/10/2021	<u>15756</u>	Ziply Fiber	62.89
03/10/2021	<u>15757</u>	ZiplyFiber	36.00
03/16/2021	<u>15758</u>	Amazon Capital Services, Inc.	206.95

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Issued	Number	Description	Amount
03/16/2021	<u>15759</u>	Budge-Mchugh Supply Company	1,018.84
03/16/2021	<u>15760</u>	Charter Communications	99.98
03/16/2021	<u>15761</u>	CIS-Worker's Comp	7,486.14
03/16/2021	<u>15762</u>	Coastal Paper & Supply, Inc.	334.62
03/16/2021	<u>15763</u>	Coos-Curry Electric Co-op	910.12
03/16/2021	<u>15764</u>	Void Check	0.00
03/16/2021	<u>15765</u>	Jodelle Zamora	65.00
03/16/2021	<u>15766</u>	Kenneth Beckman	105.00
03/16/2021	<u>15767</u>	McCowan Clinical Laboratory, Inc.	370.00
03/16/2021	<u>15768</u>	South Coast Xpress Lube	83.99
03/16/2021	<u>15769</u>	The Dyer Partnership Engineers & Planners, Inc.	1,612.72
03/16/2021	<u>15770</u>	Tyler Technologies	250.31
03/19/2021	<u>15771</u>	CIS-Health Insurance	9,565.08
03/19/2021	<u>15772</u>	Void Check	0.00
03/19/2021	<u>15773</u>	Void Check	0.00
03/19/2021	<u>15774</u>	Void Check	0.00
03/19/2021	<u>15775</u>	Teamsters Local U. #206	211.00
03/31/2021	<u>15776</u>	Kudlac & Carleton, LLP	1,200.00
03/31/2021	<u>15777</u>	Newey, Jacob	650.00
Total Checks			100,139.44
EFT			
03/05/2021	<u>DFT0006035</u>	Payroll EFT	15,451.96
03/19/2021	<u>DFT0006052</u>	Payroll EFT	17,640.96
Total EFT			33,092.92

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

Date: April 8, 2021

To: Pat Cox, Mayor, City Council members

From: Patty Clark, Planning Assistant

I. City Planning Commission Activity

At the regular meeting of April 6, 2021 the Planning Commission approved the minutes of the March 9, 2021 planning commission.

II. Public Hearing

- None

III. Planning Matters

Review of the Port Orford Lighting Ordinance.
Review heights & exemptions in Port Orford Zoning

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 month of March of 2021 the City received two applications.

PC# 21-04
3315-04AA TL211
865 Stagecoach Lane
1R Zone
Single Family Dwelling

PC# 21-05
3315-05AD TL600/601/602
1312 Tichenor
4C
Breezeway & Covered Walkway

6d 1

CITY of PORT ORFORD

Appointment of Liaison's

April 15, 2021

AGENCY / COMMITTEE	LIAISON
School District	
Port	
TLT	
Health	
Fire Board	
Parks	
Watershed	
Emergency Management	
Curry County	
CTR	

Jurisdiction	Tax Rate	State	Federal	Total Tax/Gallon	Administered by
City of Astoria	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Canby	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Coburg (effective 4/1/2020)	\$0.06	\$0.36	\$0.184	\$0.604	ODOT FTG
City of Coburg (expires on 3/31/2020)	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Coquille	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Cottage Grove	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Eugene	\$0.05	\$0.36	\$0.184	\$0.594	ODOT FTG
City of Hood River	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Milwaukie	\$0.02	\$0.36	\$0.184	\$0.564	ODOT FTG
City of Newport (Jun 1st - Oct 31st)	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Newport Nov 1st - May 31st)	\$0.01	\$0.36	\$0.184	\$0.554	ODOT FTG
City of Portland	\$0.10	\$0.36	\$0.184	\$0.644	ODOT FTG
City of Reedsport (May 1st - Oct 31st)	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Reedsport (Nov 1st - Apr 30th)	\$0.00	\$0.36	\$0.184	\$0.544	ODOT FTG
City of Springfield	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Tigard	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG

Jurisdiction	Tax Rate	State	Federal	Total Tax/Gallon	Administered by
City of Troutdale	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Veneta	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Warrenton	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
City of Woodburn	\$0.01	\$0.36	\$0.184	\$0.554	ODOT FTG
Multnomah County	\$0.03	\$0.36	\$0.184	\$0.574	ODOT FTG
Washington County	\$0.01	\$0.36	\$0.184	\$0.554	ODOT FTG
Without Local Tax Locations	\$0.00	\$0.36	\$0.184	\$0.544	ODOT FTG
City of Dundee	\$0.02	\$0.36	\$0.184	\$0.564	City
City of Happy Valley	\$0.02	\$0.36	\$0.184	\$0.564	City
City of Oakridge	\$0.03	\$0.36	\$0.184	\$0.574	City
City of Sandy	\$0.02	\$0.36	\$0.184	\$0.564	City
City of Scappoose	\$0.03	\$0.36	\$0.184	\$0.574	City
City of Silverton	\$0.02	\$0.36	\$0.184	\$0.564	City
City of Sisters	\$0.03	\$0.36	\$0.184	\$0.574	City
City of Stayton	\$0.03	\$0.36	\$0.184	\$0.574	City
City of The Dalles	\$0.03	\$0.36	\$0.184	\$0.574	City
City of Tillamook	\$0.015	\$0.36	\$0.184	\$0.559	City

City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

04/15/2021

SUBJECT: Approval of Liquor License Applications

ITEM NO: 8.a

BACKGROUND:

Two applications have been received.

One for the Portside Market & Deli which already has an OLCC license for off-premises. They are adding full on-premises and growler sales.

The second is for The Dive LLC and they are asking for limited on-premises. They will be located at 236 6th St. the same location as Pitches East was.

Chief Hobart has reviewed both applications and found no past history to prevent approval and is in favor of approving both applications.

RECOMMENDATION:

Approve Portside Market & Deli application for full on-premises and growler sales and The Dive LLC for limited on-premises sales.

SUBMITTED BY:

David Johnson, Finance Director

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LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Name of City or County:
BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be:
<input checked="" type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Passenger Carrier	By: _____
<input type="checkbox"/> Full On-Premises, Other Public Location	Date: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input checked="" type="checkbox"/> Grower Sales Privilege (GSP) 1 st location	
GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input checked="" type="checkbox"/> Limited On-Premises	OLCC USE ONLY
<input type="checkbox"/> Off-Premises	Date application received: _____
<input type="checkbox"/> Warehouse	Date application accepted: _____
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	License Action(s):
Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/> (4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**¹ applying for the license(s):

Williams & Crosby Inc _____
 App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

 App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See)
Portside Market & Deli

4. Business Address (Number and Street Address of the Location that will have the liquor license)
831 Oregon Street

City <u>Port Orford</u>	County <u>Curry</u>	Zip Code <u>97465</u>
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¹ Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.

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OLCC Liquor License Application (Rev. 9.28.20)



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See)
Portside Market & Deli

6. Does the business address currently have an OLCC liquor license? YES NO

7. Does the business address currently have an OLCC marijuana license? YES NO

8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in OAR 845-004-0065[1].)
PO Box 473, 831 Oregon Street

City <u>Port Onford</u>	State <u>OR</u>	Zip Code <u>97465</u>
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9. Phone Number of the Business Location 541-655-0215

10. Email Contact for this Application and for the Business portsidepo@gmail.com

11. Contact Person for this Application Lori Crosby Phone Number 541-671-7185

Contact Person's Mailing Address (if different) <u>Same</u>	City	State	Zip Code
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Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

ATTESTATION: **READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM**

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

- Each individual (sole proprietor) listed as an applicant must sign the application below.
- If an applicant is an entity, such as a corporation or LLC, at least one **INDIVIDUAL who is authorized to sign for the entity** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

<u>Lori Crosby</u> App. #1: (PRINT NAME)	<u>Lori Crosby</u> App. #1: (SIGNATURE)	<u>2/24/21</u> App. #1: Signature Date	_____ Atty. Bar Information (if applicable)
<u>Michael Wells</u> App. #2: (PRINT NAME)	<u>[Signature]</u> App. #2: (SIGNATURE)	<u>2/24/21</u> App. #2: Signature Date	_____ Atty. Bar Information (if applicable)
_____ App. #3: (PRINT NAME)	_____ App. #3: (SIGNATURE)	_____ App. #3: Signature Date	_____ Atty. Bar Information (if applicable)
_____ App. #4: (PRINT NAME)	_____ App. #4: (SIGNATURE)	_____ App. #4: Signature Date	_____ Atty. Bar Information (if applicable)



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
<input type="checkbox"/> Brewery 2 nd Location	
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1 st location	
<input type="checkbox"/> Brewery-Public House 2 nd location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 3 rd location	
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	OLCC USE ONLY
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date application received:
<input type="checkbox"/> Full On-Premises, For Profit Private Club	By: _____
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	License Action(s):
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input checked="" type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Ashley Nebeker
(Applicant #1)

Brian Nebeker
(Applicant #2)

(Applicant #3)

(Applicant #4)

3. Trade Name of the Business (Name Customers Will See)

The Dive LLC

4. Business Address (Number and Street Address of the Location that will have the liquor license)

236 6th St.

City

Port Orford

County

Curry

Zip Code

97465

8a



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) <i>The Dive LLC</i>			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) <i>P.O. Box 1394</i>			
City <i>Port Orford</i>	State <i>OR</i>	Zip Code <i>97465</i>	
9. Phone Number of the Business Location		10. Email Contact for this Application <i>thediveportorford@gmail.com</i>	
11. Contact Person for this Application <i>Ashley Newbaker or Brian Newbaker</i>		Phone Number <i>(208) 880-6980</i>	
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

[Signature]

(Applicant #1)

[Signature]

(Applicant #2)

(Applicant #3)

(Applicant #4)

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