

**CITY OF PORT ORFORD  
VIRTUAL SESSION OF THE COMMON COUNCIL  
THURSDAY, FEBRUARY 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 January 21, 2021.
- 5. Citizens Concerns (Speak Only for Old & New Business Items on the Agenda)**
- 6. Departmental Reports**
  - a. Public Works b. Finance c. Planning d. Watershed e. Liaison
- 7. Old Business**
  - a. Appointments to Parks and Planning
- 8. New Business**
  - a. Approval of Finding to Support Height Amendments.
  - b. First reading Ordinance 2021-03, Amendments to building heights.
  - c. Second Reading Ordinance 2021.03, Amendments to building heights.
  - d. Letter of Intent for purchase of watershed property.
  - e. IGA with Curry Soil and Water Conservation District for watershed maintenance.
- 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, January 21, 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>Lorrin Kessler</i>	X		
<i>James Garratt</i>	X		
<i>Carolyn LaRoche</i>	X		
<i>Greg 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, January 21, 2021 at 3:30 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:** Deliberations on Building Heights will be added to Old Business.

**3. Presentations to Council/Citizens**

Dine & Stay – Summer Matteson introduced herself as coordinator for Curry County Division of Economic Development. She reports on the fact that small businesses have been hit hard by the closures brought by the pandemic. In an effort to inject revenue towards the local restaurants, which were hardest hit, a program called Dine to Stay is put in place. In phase 1, which was the pilot they were able to invest 10,000 dollars into the program. The commissioners unanimously voted to allocate an addition 15,000 dollars, which allowed restaurants from Gold Beach and Port Orford to qualify. During phase 1 they sold 254 gift certificates in unincorporated Curry and the City of Brookings. To date in the current phase, they have sold 392 gift certificates including Gold beach and Port Orford. Total revenue generated for the program so far is 19,380 dollars. The overall goal for this phase, with an investment of 15,000 dollars from the county on behalf of unincorporated Gold Beach and Port Orford, will be 45,000 dollars in generated revenue. The purchasers of the gift cards pay 20 dollars and receive 30 dollars in service. The most recent business grant is opening tomorrow afternoon focusing on businesses with 5 or fewer employees. This applies to many Port Orford businesses. Ms. Matteson asked the city council to help spread the word and encourage applicants to contact her office if they need assistance in the process.

**Hearing Continued – Building Height in All Zones**

Planner Shoji presented the amended staff report. The proposals are unchanged.

4 City of Port Orford comprehensive plan’s goals and policies are provided to councilors.

5  
6 **Deliberations:**

7 Commissioner Burns moved to restrict building heights in R-1 to 30 feet with no more than two  
8 stories with Commissioner LaRoche as second. **Motion carried 4-2.**

9 Discussion: Councilor LaRoche would like to see R-1 go to 28 feet. Councilor Garratt addressed  
10 the large amount of feedback from citizens. He overall is speaking against making this change.  
11 He does not feel it encourages the growth the city needs. Restricting building height is not the  
12 proper way to address the water issues. Many citizens determined it will affect the property  
13 values. Councilor Garratt suggested people retain the freedom they have. He would like to keep  
14 Port Orford flexible and free. The fire department issued a statement stating this is not a fire  
15 issue since buildings are now built in a way as to not pose fire issues. Their recommendation was  
16 to leave the height ordinance as is. Councilor Garratt added that some citizens that responded in  
17 favor of this proposed ordinance already own buildings with heights outside of this proposed  
18 ordinance.

19 Councilor Burns is concerned that multi-story buildings will bring in a denser population which  
20 will exceed the water supply. He personally feels that one story buildings next to two- and three-  
21 story buildings are not pleasing to the eye. He would like the town kept in the same theme as it  
22 is.

23 Councilor Pogwizd stated he is undecided. He expressed his appreciation to Ann for providing a  
24 map. He feels 30 feet is adequate to build a nice two-story home.

25 Councilor Kessler is concerned about the watershed. He feels the city is securing water at the  
26 current level but not gaining water. He feels that density is an issue. There is an issue with the  
27 sewer plant capacity also. He feels a 30-foot two-story house from finished ground level is  
28 acceptable.

29 Mayor Cox stated the city needs to separate the water issue. The water and sewer are separate  
30 issues than the building height. The city can work on finding water leaks to enhance the water  
31 use.

32 **Councilor Burns** Yes      **Councilor LaRoche** Yes      **Councilor Pogwizd** Yes  
33 **Councilor Garratt** No      **Councilor Kessler** Yes      **Councilor Tidey** No

34  
35 Councilor Burns moved to restrict building heights to 30 feet and two stories in zone **2-R** with  
36 Councilor LaRoche as second. **Moton carried 4-2.**

37 Discussion: Councilor Tidey would like to see the ordinance left as is.

38 Councilor Garratt reported the general consensus is to keep things congruent. He reminded  
39 council that Planner Shoji stated we are “not supposed to mess up economic development.”  
40 Making these restrictions is actually being done for the expressed purpose of preventing  
41 economic development in an attempt to prevent developers from coming to Port Orford. He  
42 would like this statement on the record. He would like to see councilors given time to speak on  
43 rebuttal of another councilor’s statement. The building height will hinder economic  
44 development.

4 Councilor LaRoche thinks the 30-foot restriction is fine. She does not see economical  
5 development deterred due to 30 feet building height unless somebody wants to build four or five  
6 story apartment buildings. She does not feel that would work in Port Orford.

7 Councilor Tidey responds that he does not see 5-story buildings on the entire coast and does not  
8 think this is an issue. He feels 2-R should stay at 30 feet.

9 Councilor Burns feels the same for 2-R as he did for 1-R. If a person wants a three-story  
10 building in the R-2, it is incongruent with the look the town has.

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

13

14 Commercial 4-C is currently 45 feet. Councilor Burns moved to restrict building heights to 35  
15 feet in the commercial zone 4-C with a two-story minimum with Councilor LaRoche as second.

16 ***Motion failed 2-4.***

17 Discussion: Councilor Pogwizd spoke of commercial 4-C zone, mostly on highway 101, having  
18 shops below and above or living quarters below or above and/or parking below. He feels if a  
19 person built a 45-foot building with one level for living, one level for commercial and one level  
20 for parking, they would benefit the city by addressing three problems.

21 Councilor LaRoche feels 35 feet is quite tall. She feels one can get three levels out of 35 feet.

22 Councilor Kessler reported he feels downtown along Highway 101 buildings can be taller with  
23 living quarters above; however, the part of 4-C by Garrison Lake, height limits might be needed.

24 Councilor Burns would like to see something in place to restrict a 45-foot-high building. If the  
25 height were lower and someone comes in with a viable plan, the city might do a conditional use.  
26 Planner Shoji stated that codes in the ordinances would have to be changed to permit conditional  
27 uses in building height restrictions. Certain types of buildings can be included in exemptions.

28 This would have to be a separate proceeding in the future.

29 Councilor Garratt agrees with Councilor Pogwizd’s point that a commercial building could  
30 resolve multiple issues by having one level for living, one for commercial and one for parking  
31 since Port Orford has a parking problem. Councilor Garratt feels that motels will have trouble  
32 complying with the height restriction. Councilor Garratt is concerned that the City Council is not  
33 ready to set a restriction in place until there is more time to consider.

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

36

37 Industrial zone 5-I currently has no building height restriction. Twenty-five feet has been  
38 suggested.

39 Councilor Garratt moved to make no building height changes in the 5-I zone with Councilor as  
40 second. ***Motion failed 2-4***

41 Discussion: Councilor Kessler does not see any problem arising from taller buildings in this  
42 zone; however, it is unfortunate there are residents in the zone. Rather than unrestricted, he  
43 would like to see a 45 feet height restriction.

44 Councilor Burns feels there should be a 35 feet height restriction due to the residential areas  
45 nearby.

46 Councilor LaRoche agrees with Councilor Burns.

4 Councilor Tidey stated if a restriction is going to be implemented in the 5-I zone, it should be  
5 concurrent with the other zone changes. With 4-C being a part of this zone, he feels like 5-I zone  
6 should be tabled until 4-C is addressed again.

7 Councilor Garratt agrees that since 4-C has been turned down for changes, 5-I should not be  
8 changed. He feels the commercial and industrial section should have some form of alignment  
9 with each other. He feels the city needs to be careful on the limits placed on commercial and  
10 industrial so as not to hinder economic development.

11 **Councilor Burns** No      **Councilor LaRoche** No      **Councilor Pogwizd** No  
12 **Councilor Garratt** Yes      **Councilor Kessler** No      **Councilor Tidey** Yes

13  
14 Councilor Pogwizd moved to table zone **5-I** and review it with the 4-C zone at a later date with  
15 Councilor Garratt as second. **Councilor Pogwizd rescinded this motion. Councilor Garratt did**  
16 **not rescind his second. Motion died for lack of another second.**

17 Discussion: Legal counsel Kudlac advised to table 5-I and bring it back will require an entire  
18 new process.

19  
20 Councilor Tidey moved to restrict building heights to 45 feet in the **5-I** zone with Councilor  
21 Kessler a second. **Motion carried 5-1.**

22 Discussion: Councilor Pogwizd asked for clarification on the location of the 5I zone. He  
23 commented on the need for a full-size map. Planner Shoji agrees mapping has been a problem  
24 for Port Orford for many years. Councilor Garratt feels 5-I is appropriate for a 45 feet restriction.

25 **Councilor Burns** Yes      **Councilor LaRoche** No      **Councilor Pogwizd** Yes  
26 **Councilor Garratt** Yes      **Councilor Kessler** Yes      **Councilor Tidey** Yes

27  
28 Controlled Development Zone **6-CD** currently has no building height restrictions.

29 Councilor Garratt moved to restrict building heights to 45 feet in the 6-CD zone. Motion died  
30 for lack of a second. Councilor Kessler moved to make zone 6-CD restricted to no buildings.  
31 Planner Shoji advised that is not a valid motion. Motion must restrict heights. Councilor  
32 LaRoche moved to restrict building heights to 25 feet in 6-CD with Councilor Burns as second.  
33 **Motion failed 1-4.**

34 Discussion: Councilor Pogwizd is concerned his map is not clear enough to accurately vote.  
35 Planner Shoji electronically supplied all councilors with a good zoning map.

36 **Councilor Burns** No      **Councilor LaRoche** No      **Councilor Pogwizd** Abstain  
37 **Councilor Garratt** No      **Councilor Kessler** Yes      **Councilor Tidey** No

38  
39 Councilor Burns moved to restrict building heights to 30 feet in zone **6-CD** with Councilor  
40 LaRoche as second. **Motion carried 3-2.**

41 Discussion: None.

42 **Councilor Burns** Yes      **Councilor LaRoche** Yes      **Councilor Pogwizd** Abstain  
43 **Councilor Garratt** No      **Councilor Kessler** Yes      **Councilor Tidey** No

44

4 Marine Activity Zone **7-MA** currently has a 45-foot building height restriction. Currently there  
5 are 60 feet hoists in that zone, which might have to increase in height in the future. Currently  
6 hoists are excluded. Chair Cox recused himself due to conflict of interest.

7 Councilor Pogwizd moved to continue the 45 feet building height in the 7-MA zone with the  
8 cranes as an exception from the height limit with Councilor Garratt as second. **Motion carried**  
9 **6-0.**

10 Discussion: None.

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

14 Public Facilities and Park Zone **8-PF**. Councilor LaRoche moved restrict building heights to 30  
15 feet in the 8-PF zone with Councilor Pogwizd as second.

16 Discussion: It is identified that this includes the American Legion Building and Community  
17 Building, Battle Rock, School, city yard, wastewater, city hall as well as other surrounding areas.  
18 Councilor Garratt suggested not restricting the public facilities zone not knowing what the future  
19 will bring. There is no provision for a conditional use to exceed the height limitation. Councilor  
20 LaRoche reminded councilors that schools might need to be higher to accommodate the students  
21 in case of a tsunami. **Motion failed 2-4.**

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

25 Councilor Tidey moved to make no change in building height restrictions to **8-PF** Zone with  
26 Councilor Garratt as second. **Motion passed 4-3**

27 Discussion: None.

28	<b>Councilor Burns</b>	<u>Yes</u>	<b>Councilor LaRoche</b>	<u>No</u>	<b>Councilor Pogwizd</b>	<u>No</u>
29	<b>Councilor Garratt</b>	<u>Yes</u>	<b>Councilor Kessler</b>	<u>No</u>	<b>Councilor Tidey</b>	<u>Yes</u>
30	<b>Tie, Chair Cox</b>	<u>Yes</u>				

32 Shoreland Overlay Zone **9-SO** is usually 50 feet from the defined part of the ocean. This zone  
33 allows propagation and harvesting of forest products, water dependent commercial and  
34 recreational, aquaculture, single family resident on existing lot or parcel, dredge material  
35 disposal, with conditional uses to include water dependent commercial uses, water dependent  
36 industrial uses, subdivisions and partitions, temporary use of dredge material disposable, and  
37 other uses not listed that are permitted in the underlying zone. There are no current height  
38 restrictions.

39 Councilor Burns moved to leave the 9-SO zone with the current building restrictions with  
40 Councilor Garratt as second. **Motion failed 3-4.**

41 Discussion: None.

42	<b>Councilor Burns</b>	<u>Yes</u>	<b>Councilor LaRoche</b>	<u>No</u>	<b>Councilor Pogwizd</b>	<u>No</u>
43	<b>Councilor Garratt</b>	<u>Yes</u>	<b>Councilor Kessler</b>	<u>No</u>	<b>Councilor Tidey</b>	<u>Yes</u>
44	<b>Mayor Cox</b>	<u>No</u>				

4 Councilor LaRoche moved to restrict building heights to 30-feet in the 9-SO zone with Councilor  
5 Pogwizd as second. **Motion carried 5-1.**

6 Discussion. None.

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

9

10 Mixed Use Zone 10-MU. Councilor LaRoche moved to restrict building heights to 28-feet in the  
11 10-MU zone. **Motion died for lack of a second.** Councilor Burns moved to restrict building  
12 heights to 30-feet in the 10-MU zone with Councilor LaRoche as second.

13 **Motion failed 3-4.**

14 Discussion: Councilor Garratt stated the 10-MU zone is specially crafted for multi-use and  
15 advocated for a slightly high level. Councilor Burns is concerned this is a sensitive area near  
16 residential. He does not want to see a 4-story condo next to a 1-story home. Councilor Kessler  
17 does not want to see a height restriction higher than 35 in this zone.

18	<b>Councilor Burns</b>	<u>Yes</u>	<b>Councilor LaRoche</b>	<u>Yes</u>	<b>Councilor Pogwizd</b>	<u>Yes</u>
19	<b>Councilor Garratt</b>	<u>No</u>	<b>Councilor Kessler</b>	<u>No</u>	<b>Councilor Tidey</b>	<u>No</u>
20	<b>Mayor Cox</b>	<u>No</u>				

21

22 Councilor Garratt moved to keep the 45 feet building height restriction in the 10-MU zone with  
23 Councilor Burns as second. **Motion failed 2-4.**

24 Discussion: Councilor Burns feels that 45 feet is too high and will be dense for the city water  
25 supply. Councilor Pogwizd prefers 35 feet. Councilor Garratt stated the 10-MU zone was created  
26 by a previous administration designed as mixed use to accommodate the center of the town. It is  
27 the city's growth area. He encouraged council to leave it at 45, which was discussed at great  
28 length when originally created. He stated that water supply is not an appropriate reason to limit  
29 building height. There are appropriate ways to limit the water usage in Port Orford.

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

32

33 Councilor Kessler moved to restrict building heights to 35-feet in the 10-MU zone with  
34 Councilor Burns as second. **Motion carried 4-2.**

35 Discussion: None.

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

38

39 Planner Shoji reviewed with council that the ordinance currently states if the building exceeds 35  
40 feet it is subject to site plan review. Council has now limited that so the statement can be  
41 omitted. Council agrees by consensus to remove that statement. 10-MU zone signage height  
42 remains the same as written.

43

44 **Exceptions:** Councilor Burns moved for the boat hoist in the port facility and public observation  
45 tower be added to general exception of building height limitations as presented in the staff report  
46 with Councilor Tidey as second. **Motion carried 6-0.**

4 Discussion: None.

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

7  
8 Section 17.32.050 currently has conditional uses via permit allowing higher building heights than  
9 the restrictions stated in the ordinance. At this point in time, the height would be limited by a  
10 state fire marshal. The city council will approve or not approve the conditional use permits in  
11 accordance to the criteria defined. The conditional use permit is structured currently with the  
12 larger the lot, the higher the height. This section needs reviewed by council.

13  
14 Councilor Tidey moved to leave the conditional use regarding building heights as currently  
15 written with Councilor Garratt as second. ***Motion carried 5-1.***

16 Discussion: None.

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

19  
20 **The Public Hearing is closed by Mayor Cox.**

21  
22 **4. Consent Calendar** – Councilor Pogwizd moved to approve the minutes for the council  
23 meeting of November 19, 2020 with Councilor Burns as second. ***Motion carried 6-0.***

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

26  
27 **5. Citizen Concerns:**

28 David Tarusa (sp?) introduced himself as the direct responsible charge for Port Orford’s  
29 water system. He wants to express his appreciation for the work of the City Council. He  
30 requested the new administrators contact him once sworn in.

31  
32 Doreen Ames asked if there will be time for public comments on the building heights. Mayor  
33 Cox advised Ms. Ames that she could talk under Citizen Concerns. Doreen Ames asked  
34 Councilor Garrett if parking structures are allowed in Port Orford. Councilor Garrett could  
35 not provide an answer. She wonders if anybody can build up to 35 feet in the 10-MU and  
36 build a parking structure. Mayor Cox stated they cannot exceed the building height limit. Ms.  
37 Ames commented that it would be wise to create an advisory business council for business  
38 concerns, especially with the crisis of the pandemic. She asked Councilor Garrett to  
39 participate. Mayor Cox advised her that this is a subject not on the agenda and suggested she  
40 send an email regarding her interest in an advisory business council.

41  
42 **6. Departmental Reports:**

43 a. Public Works: Public Works superintendent, John Isadore, reported they are working  
44 diligently on water and sewage lift station issues. The biggest burden is the loss of the  
45 wastewater treatment level 2 personnel. They are working quickly to replace that  
46 position. They are attempting to catch up the water from the water breaks. Having one



4 tank and one source of water is challenging. They are focusing on getting the water  
5 system and sewer system to 100 percent as quickly as they can. Mayor Cox asked if  
6 council agrees to possibly getting a liner for the tank on the top of Deady Street or  
7 moving the tank that is not in use at the sewer plant to the top of Deady Street. PW  
8 superintendent agrees that this could serve as a backup water source. He has inspected the  
9 tank and feels it is a viable structure. He is concerned about the age of the wastewater lift  
10 stations. The Vista reservoir has one house and a hydrant on it. They can put a lot more  
11 water in the tank; however, there is not enough usage to keep the chlorine up to  
12 acceptable levels. This could be used as a backup once the chlorine level is figured out.

13 b. Admin: ICA, David Johnson, reported he is doing good so far. Jacob will be the operator  
14 of record until someone is hired.

15 c. Finance: None.

16 d. Watershed: None.

17 e. Liaison: New liaison will be appointed next meeting.

18 Emergency Preparedness: Councilor Burns reported a meeting on emergency  
19 preparedness. They are coming up with plans for emergency response.

20 Port: Mayor Cox reported crab season has started. They have moved forward with the  
21 development. They got the geology going, so they can ask for grant money.  
22

23 **7. Old Business:**

24 a. Deliberation on Building Heights: See above.  
25

26 **8. New Business:**

27 a. Election Proclamation:

28 Councilor Pogwizd moved to approve the Port Orford election proclamation with  
29 Councilor Burns as second. *Motion carried 6-0.*

30 Discussion: None.

31 *Councilor Burns* Yes *Councilor LaRoche* Yes *Councilor Pogwizd* Yes  
32 *Councilor Garratt* Yes *Councilor Kessler* Yes *Councilor Tidey* Yes  
33

34 b. 2019-2020 Audit – Approval:

35 Councilor Pogwizd moved to approve the 2019/2020 audit with Councilor Burns as  
36 second. *Motion carried 5-0.*

37 Discussion: Dave Johnson reported the net position went down 300,000, which was  
38 200,000 from government funds and loss of revenue. The other 100,000 was from  
39 proprietary funds and enterprise funds. With the last budget there was a rate increase that  
40 produced 100,000. The financials for the city are in pretty good shape.

41 Councilor Garratt does not have a copy of the audit so will abstain from voting but does  
42 not lack confidence in David Johnson.

43 *Councilor Burns* Yes *Councilor LaRoche* Yes *Councilor Pogwizd* Yes  
44 *Councilor Garratt* Abstain *Councilor Kessler* Yes *Councilor Tidey* Yes  
45

46 c. Resolution 2021-03 – Authorized Signatures for City Business

4 Councilor Burns moved to approve resolution 2021-03 with Councilor LaRoche as  
5 second.

6 Discussion: None.

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

9

10 **d. Appointments to Parks and Planning**

11 Councilor Pogwizd moved to approve the appointments to Park and Planning with  
12 Councilor Burns as second. **Rescinded.**

13 Discussion: There is one open seat for Planning with an application from Greg Thelen  
14 and two currently seated for reappointment, which are Diane Schofield and Michele  
15 Leonard. There is one open seat in Parks with an application from Eddie Kessler.  
16 Councilor Kessler asked Legal Council Kudlac if he needed to recuse himself, as one of  
17 the applicants is his son. Legal Council Kudlac advised he does not since his son is not an  
18 opposing position in the city. Mayor Cox questions a past ordinance allowing only one  
19 family member on a city commission or council. Mayor Cox will research the ordinance  
20 regarding family members and determine if a change will be needed at next meeting.

21

22 Councilor Pogwizd rescinded his motion to approve the appointments to Park and  
23 Planning. Councilor Burns rescinded his second.

24

25 Councilor Popgwizd moved to table the appointments to Park and Planning with  
26 Councilor Burns as second. **Motion carried 5-0.**

27 **Councilor Burns** Yes **Councilor LaRoche** Yes **Councilor Pogwizd** Yes  
28 **Councilor Garratt** Yes **Councilor Kessler** Abstain **Councilor Tidey** Yes

29 This will be New Business on the next meeting agenda. Information on applications for  
30 Planning and Parks will be made to the public.

31

32 **e. Electronic Meeting Policy**

33 Legal Counsel Kudlac approved the document. She agreed Chat should not be used  
34 unless there is technical difficulty. Currently the public is using Chat, which does not  
35 become part of the record. The remaining public does not see the Chat. David Johnson  
36 will review closing Chat.

37 Councilor Burns moved to accept the Electronic Meeting Police with Councilor LaRoche  
38 as second.

39 Discussion: None.

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

42

43 **9. Considerations**

44 **a. Citizen**

45 Doreen Ames commented on the Electronic Policy where it states, the only exception to  
46 the recording any of the meetings is by the recorder or approved corporate officer for the

4 purpose of minute taking or sharing for civic engagement purposes. It further states, at no  
5 time will meeting participants record any portion of the meeting. She asks if that means  
6 citizens are not allowed to make a record of the public meeting. Legal Council Kudlac  
7 advised that does not limit the public's ability to record the meeting, as they always  
8 could. It means the official reporting of the city is done in this format.

9  
10 **b. Staff**

11 None.

12  
13 **c. Councilor**

14 Councilor Garratt requesting a text message when meetings get called since he might not  
15 be available to email. CA Richards accommodated that previously. Mayor Cox agreed to  
16 the arrangement.

17 Councilor LaRoche asked about returning to the dark sky ordinance. Mayor Cox reported  
18 it is back in planning who has to talk to Coos-Curry and ODOT.

19  
20 **d. Mayor**

21 Mayor Cox is concerned with the continuing action items. He feels it is impractical to  
22 have ten continuing action items. He will have ICA Johnson write them down and start  
23 working on the top three on the list. The list will be adjusted as progress is made.

24  
25 **11. Future Meetings:**

26 Thursday, February 18, 2020 Regular Meeting of the Common Council at 3:30 p.m.

27  
28 **12. Adjourned**

29 There being no further business, Mayor Pogwizd adjourned the meeting at 6:56 p.m.

30  
31  
32  
33 Attest:

34  
35  
36  
37  
38 \_\_\_\_\_  
Mayor Pat Cox

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

# Public Works report for the month of January 2021

## Water Plant: Opp's

Water treated 4,870,00, Billed 2,051,140 with a total loss of 2,601,630 = 56.02%.

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

Repairs & maintenance plant / distribution.

- Contact tank project has started, contractor on site excavation of tank pads and piping has started. Concrete pads have been poured and the contractor is backfilling area around pads.
- We also have several new meter / water services to install. Installed new meter @ the new Community Health facility.
- Installed new door and jam in Deedee pump house.
- Repairs on plant equipment on going
- Pressure washing contact tanks & building on going

## Waste Water plant: Opp's:

Grit system and classifier replacement on going

UV system also upgraded or replaced on going

Repairs & maintenance plant / collections.

- No Waste Water Plant Operator, Crew is doing what we can. Jacob assisting with training and necessary adjustments of plant equipment.
- Flank St. lift station down to one operational pump still. Working with Smith & Loveless to resolve issues with Motor / pump #2
- Flake St. also has control issues, waiting on Reese
- Idaho St lift station operational / working on a quote to replace controls.
- Wyoming lift station motor is currently back in a limited capacity / new motor on order 3-4 weeks out.

## Streets Maintenance:

- Installed new sign post with 25 mph sign.
- Trash & debris pickup / disposal on streets.
- Clear storm drains in areas concern of flooding during rain events.
- Remove & dispose of trees Vista and 9<sup>th</sup>.
- Huge Pine tree down on Lake Shore on private property Home owner will remove.
- Trees down @ Hubbard's creek removed and cleared road.
- Tree down between 15<sup>th</sup> & 16<sup>th</sup> removed and disposed of.
-

# Public Works report for the month of January 2021

## Parks

- Pick up and disposal of trash.
- Grounds maintenance on nature trail on going.
- Un-clog Visitor Center Bathrooms @ Battle rock.
- Grounds Main. Trim & mowing
- 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
- Continue with repairs to Ford F-150 for summer hire
- Continue working on Public Works shop cleanup and organize
- Continue disposal of old junk and garbage

Our sewer treatment plant operator has resigned and his last day will be the 22<sup>nd</sup> of January. This needs to be a top priority, the current staff doesn't have required certifications to meet DEQ requirements. Position for Level 2 Sewer plant Operator is posted and open to applicants till 2-23-2021

## FINANCIAL REPORT

February 2, 2021

For the month of January, the total revenue and expenditures for all funds was \$160,802.35 and \$192,433.26 respectively. Following is a more detailed narrative of the activity per fund.

### General Fund:

The General fund received \$24,843.56 in revenue of which \$7,622.63 was from property tax receipts, \$14,785.00 from citations, \$96.31 from the State Cigarette Tax, \$195.61 interest, \$128.00 in business licenses, \$1,680.01 reimbursement from the worker's compensation audit, \$51.00 for electricity reimbursement, and \$285.00 in court administrative fees. For the month of January, the General Fund disbursed \$29,919.16 of which \$17,538.29 was for wages, \$3,531.00 in citation assessments and reimbursements, \$248.57 for transcriptionist fees, \$915.00 maintenance agreement for the postage meter, \$242.26 for custodial services, \$1,200.00 for legal services, \$2,124.72 for our contract planner, \$493.75 legal fees for a disputed planning decision, \$620.66 for office supplies, \$300.00 for the municipal judge, \$145.15 in bank fees, \$1,415.31 for electricity, \$142.42 payment for the copier lease, \$242.50 for computer services, \$44.00 for a new battery backup, \$120.90 for postage, \$105.95 gift card for former City Administrator, \$311.65 for telephone service, \$77.05 for mileage reimbursement, and \$99.98 for internet service.

### Parks:

Parks received \$28,628.28 in revenue which consists of \$28,576.27 for the fourth quarter TLT receipts, and \$52.01 in interest. For the month of January, \$5,526.58 was disbursed for Parks of which \$3,048.64 was for payroll, \$330.93 for fuel, \$461.05 for electricity, \$27.96 for telephone service, \$27.44 for transcriptionist fees, \$226.48 for internet service, \$74.70 for maintenance to the Visitor Center, \$21.64 refund of an overpayment, and \$1,307.74 for custodial services.

### Public Safety:

\$34,966.34 was disbursed for the Police Department of which \$28,475.98 was for payroll, \$422.17 for office supplies, \$638.04 for fuel, \$20.70 for postage, \$10.00 for uniforms, \$1,016.00 for ammunition, \$50.00 for Kings online, \$3,150.00 for the Justice System, \$150.00 for the annual membership to Oregon Association of Chief of Police, \$576.00 for training, and \$457.45 for telephone service. Public Safety received \$6,207.23 in revenue of which \$6,048.73 was from property tax receipts, \$15.00 for insurance reports, \$20.00 for burn permits, and \$123.50 in interest.

### Water Enterprise:

The Water Department received \$36,109.89 in revenue of which \$34,706.46 was from the December utility billing of which \$3,464.75 is designated to be set aside for Water Capital Reserves, \$1,338.00 for one new service, and \$65.43 in interest. The Water Enterprise Fund paid out \$79,068.07 of which \$26,392.97 was for payroll, \$503.70 for telephone services, \$143.15 for fuel, \$499.52 for bank merchant fees, \$79.99 for internet service, \$242.70 for office supplies, \$3,841.97 for alum, \$3,103.33 for electricity, \$500.00 for contract services, \$285.00 for maintenance of water lines, \$289.68 for gloves, \$172.58 for postage, \$10.48 for vehicle maintenance, \$80.00 for testing, \$242.50 for lab supplies, \$150.00 for a CDL physical, \$714.00 for the discharge permit, and \$41,816.50 for work on the new contact tank.

### Water Capital Reserves:

The Water Capital Reserve Fund received \$123.07 in interest. The Water Capital Reserve Fund balance is now \$209,852.64.

### Sewer Enterprise:

The Sewer Enterprise Fund received \$47,515.32 in cash receipts which consists of \$217.05 in interest, and \$47,298.27 was from the December utility billing of which \$3,710.19 is designated to be set aside for Sewer Capital Reserve. The Sewer Enterprise fund outflow for January was \$37,509.72 of which \$27,565.55 was for payroll, \$499.51 in merchant fees, \$2,459.97 for electricity, \$223.69 for telephone service, \$153.73 for fuel, \$289.68 for gloves, \$24.98 for vehicle maintenance, \$375.00 for maintenance to the treatment plant, \$234.43 for office supplies, \$776.46 for lab supplies, \$124.56 for a hepatitis shot, \$200.47 for postage, \$2,323.98 for maintenance of lift stations, \$2,142.50 for engineering services, and \$115.21 for internet service.

Sewer Capital Reserves:

The Sewer Capital Reserves received \$117.96 in interest. The Sewer Capital Reserve Fund balance is now \$201,127.56.

Street Fund:

For January the Street Fund received \$7,667.41 of which \$7,565.38 was from the State Highway tax, and \$102.03 in interest. \$5,404.94 was disbursed for Streets, of which \$4,987.01 was for wages, \$107.00 for the port-a-potty, \$78.30 to dispose of accumulated junk at the shop yard, \$118.99 for fuel, \$95.67 for electricity, and \$17.97 for minor tools and equipment.

Streets Capital Improvement Fund

The Streets Capital Improvement Fund received \$2.54 in interest and the new balance is now \$4,34.72.

Equipment Replacement Fund:

The Equipment Replacement Fund received \$48.61 in interest. The balance of the Equipment Replacement Fund is \$84,553.35.

Water and Sewer SDC:

The Water SDC Fund received \$262.95 in interest and \$9,096.00 for one new hookup. The Sewer SDC Fund received \$179.53 in interest. The balances of the SDC funds are as follows:

Water SDC	\$457,455.53
Sewer SDC Reimbursement	\$277,054.45
Sewer SDC Improvement	\$ 29,083.06

David Johnson



City of Port Orford

Detail Report  
Account Detail

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

Account	Name	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance		
Fund: 030 - WATER ENTERPRISE FUND		0.00	-31,538.01	353.81	31,891.82	-31,538.01		
030-00-44109	Designated for Reserves							
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				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 UBPKT01			2.47		-8,788.89
08/11/2020	UBPKT01395	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			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				4.51	-8,773.65
08/31/2020	UBPKT01402	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			0.32		-8,773.33
09/01/2020	UBPKT01404	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01404				5,389.66	-14,162.99
09/11/2020	UBPKT01408	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01408			29.70		-14,168.17
09/15/2020	UBPKT01410	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				5.18	-14,138.47
09/22/2020	UBPKT01416	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01416				4.13	-14,142.60
09/29/2020	UBPKT01419	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01419			8.70		-14,133.90
09/30/2020	UBPKT01426	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			0.81		-14,133.09
09/30/2020	UBPKT01428	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01428				26.16	-14,159.25
10/01/2020	UBPKT01431	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01431				5,233.91	-19,393.16
10/15/2020	UBPKT01436	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01436				5.42	-19,398.58
10/16/2020	UBPKT01439	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			9.34		-19,389.24
10/28/2020	UBPKT01441	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01441				26.99	-19,416.23
10/28/2020	UBPKT01443	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01443				8.08	-19,424.31
10/30/2020	UBPKT01447	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01			22.72		-19,401.59
10/30/2020	UBPKT01448	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01448				5.44	-19,407.03
11/02/2020	UBPKT01449	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01449			1.72		-23,688.49
11/23/2020	UBPKT01457	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				8.80	-23,686.77
11/25/2020	UBPKT01460	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01460			4.50		-23,695.57
11/30/2020	UBPKT01463	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01463				22.72	-23,691.07
11/30/2020	GLPKT09515	JN06338	To Correct UBPKT01447 an Post Deposit to					-23,713.79
11/30/2020	GLPKT09556	JN06338R	To Correct UBPKT01447 an Post Deposit to					-23,691.07
12/02/2020	UBPKT01467	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01467			22.72		-23,703.48
12/03/2020	UBPKT01469	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01469				12.41	-23,703.48
							4,385.90	-28,089.38

6.5



**Detail Report**

**Account**

030-00-44109

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

Designated for Reserves - Continued

Post Date	Packet Number	Source Transaction	Description	Vendor	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
12/07/2020	UBPKT01474	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01474		0.00	-31,538.01	353.81	31,891.82	-31,538.01
12/08/2020	UBPKT01476	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01476				14.74		-28,074.64
12/09/2020	UBPKT01477	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				11.81		-28,062.83
12/09/2020	UBPKT01478	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				6.64		-28,056.19
12/11/2020	UBPKT01479	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01479				6.89		-28,049.30
12/17/2020	UBPKT01487	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01487					0.34	-28,049.64
12/21/2020	UBPKT01490	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				15.92		-28,065.56
12/29/2020	UBPKT01493	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01					22.72	-28,050.54
01/04/2021	UBPKT01496	Utility Regular Bill Pa	Utility Regular Bill Packet UBPKT01496					3,480.78	-28,073.26
01/13/2021	UBPKT01500	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01500				7.55		-31,554.04
01/26/2021	UBPKT01502	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				7.00		-31,546.49
01/26/2021	UBPKT01504	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01504					6.44	-31,539.49
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

**Total Fund: 030 - WATER ENTERPRISE FUND:**

**0.00 -31,538.01 353.81 31,891.82 -31,538.01**

6.6

**Detail Report**

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

Account	Post Date	Packet Number	Source Transaction	Description	Vendor	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
035-00-44115			Designated for Reserves			0.00	-30,627.09	319.42	30,946.51	-30,627.09
	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

6.7

**Detail Report**

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

Account	Post Date	Packet Number	Source Transaction	Description	Vendor	Beginning Balance	Total Activity	Total Debits	Total Credits	Ending Balance
035-00-44115				Designated for Reserves - Continued		0.00	-30,627.09	319.42	30,946.51	-30,627.09
	12/21/2020	UBPKT01490	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				16.13		-26,818.80
	12/29/2020	UBPKT01493	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01					98.10	-26,916.90
	01/04/2021	UBPKT01496	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 Packet UBPKT01500				9.56		-30,632.77
	01/26/2021	UBPKT01502	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				3.00		-30,629.77
	01/26/2021	UBPKT01504	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01504					7.15	-30,636.92
	01/26/2021	UBPKT01507	Miscellaneous Adjust	Miscellaneous Adjustment Packet UBPKT01				7.30		-30,629.62
	01/27/2021	UBPKT01510	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01510				2.00		-30,627.62
	01/29/2021	UBPKT01513	Utility Adj. Bill Other	Utility Adj. Bill Other Packet UBPKT01513				5.04		-30,622.58
	01/29/2021	UBPKT01514	Utility Disconnect Bill	Utility Disconnect Bill Packet UBPKT01514					4.51	-30,627.09

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

0.00      -30,627.09      319.42      30,946.51      -30,627.09

**Grand Totals:**

0.00      -62,165.10      673.23      62,838.33      -62,165.10

6.8



# Bank Transaction Report

City of Port Orford

## Transaction Detail

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

Issued	Number	Description	Amount
<b>Bank Draft</b>			
01/04/2021	<u>DFT0005958</u>	Quadient Finance USA, Inc.	500.00
01/05/2021	<u>DFT0005944</u>	AsiFlex	60.00
01/05/2021	<u>DFT0005945</u>	VOYA - Oregon Savings Growth Plan	257.50
01/05/2021	<u>DFT0005946</u>	PERS	359.28
01/05/2021	<u>DFT0005947</u>	PERS	429.49
01/05/2021	<u>DFT0005948</u>	PERS	1,457.69
01/05/2021	<u>DFT0005949</u>	PERS	1,251.91
01/05/2021	<u>DFT0005950</u>	PERS	611.54
01/05/2021	<u>DFT0005951</u>	PERS	2,261.80
01/05/2021	<u>DFT0005952</u>	Oregon Dept of Revenue	27.34
01/05/2021	<u>DFT0005953</u>	Oregon Dept of Revenue	19.32
01/05/2021	<u>DFT0005954</u>	Rogue Credit Union	800.74
01/05/2021	<u>DFT0005955</u>	Oregon Dept of Revenue	1,868.31
01/05/2021	<u>DFT0005956</u>	Rogue Credit Union	2,204.38
01/05/2021	<u>DFT0005957</u>	Rogue Credit Union	3,423.90
01/15/2021	<u>DFT0005959</u>	PERS	185.46
01/15/2021	<u>DFT0005960</u>	PERS	259.64
01/15/2021	<u>DFT0005961</u>	PERS	287.77
01/15/2021	<u>DFT0005962</u>	Oregon Dept of Revenue	10.22
01/15/2021	<u>DFT0005963</u>	Oregon Dept of Revenue	1.90
01/15/2021	<u>DFT0005964</u>	Rogue Credit Union	296.52
01/15/2021	<u>DFT0005965</u>	Oregon Dept of Revenue	831.39
01/15/2021	<u>DFT0005966</u>	Rogue Credit Union	1,833.74
01/15/2021	<u>DFT0005967</u>	Rogue Credit Union	1,267.90
01/20/2021	<u>DFT0005969</u>	AsiFlex	60.00
01/20/2021	<u>DFT0005970</u>	VOYA - Oregon Savings Growth Plan	1,163.55
01/20/2021	<u>DFT0005971</u>	PERS	329.34
01/20/2021	<u>DFT0005972</u>	PERS	821.07
01/20/2021	<u>DFT0005973</u>	PERS	1,200.13
01/20/2021	<u>DFT0005974</u>	PERS	928.61
01/20/2021	<u>DFT0005975</u>	PERS	632.28
01/20/2021	<u>DFT0005976</u>	PERS	2,118.87
01/20/2021	<u>DFT0005977</u>	Oregon Dept of Revenue	24.17
01/20/2021	<u>DFT0005978</u>	Oregon Dept of Revenue	22.90
01/20/2021	<u>DFT0005979</u>	Rogue Credit Union	735.24
01/20/2021	<u>DFT0005980</u>	Oregon Dept of Revenue	1,624.84
01/20/2021	<u>DFT0005981</u>	Rogue Credit Union	1,818.42
01/20/2021	<u>DFT0005982</u>	Rogue Credit Union	3,143.72
01/22/2021	<u>DFT0005983</u>	VOYA - Oregon Savings Growth Plan	157.50
01/22/2021	<u>DFT0005984</u>	PERS	65.71
01/22/2021	<u>DFT0005985</u>	PERS	92.00
01/22/2021	<u>DFT0005986</u>	PERS	101.96

Issued	Number	Description	Amount
01/22/2021	<u>DFT0005987</u>	Oregon Dept of Revenue	6.69
01/22/2021	<u>DFT0005988</u>	Oregon Dept of Revenue	0.70
01/22/2021	<u>DFT0005989</u>	Rogue Credit Union	198.72
01/22/2021	<u>DFT0005990</u>	Oregon Dept of Revenue	582.83
01/22/2021	<u>DFT0005991</u>	Rogue Credit Union	1,275.15
01/22/2021	<u>DFT0005992</u>	Rogue Credit Union	849.70
01/27/2021	<u>DFT0005993</u>	U.S. Bank Equipment Finance	142.42
<b>Total Drafts</b>			<b>38,604.26</b>
<b>Check</b>			
01/04/2021	<u>15561</u>	Coos-Curry Electric Co-op	6,622.36
01/04/2021	<u>15562</u>	Void Check	0.00
01/04/2021	<u>15563</u>	Curry County Sheriff	3,150.00
01/04/2021	<u>15564</u>	Department of Environmental Quality	714.00
01/04/2021	<u>15565</u>	Gold Beach Lumber	106.38
01/04/2021	<u>15566</u>	Johnson, David	31.05
01/04/2021	<u>15567</u>	League of Oregon Cities	370.00
01/04/2021	<u>15568</u>	North Bend Medical Center	125.00
01/04/2021	<u>15569</u>	Northstar Chemical, Inc.	3,841.97
01/04/2021	<u>15570</u>	Office Depot, Inc.	693.52
01/04/2021	<u>15571</u>	Void Check	0.00
01/04/2021	<u>15572</u>	Port Orford News	40.00
01/04/2021	<u>15573</u>	Quality Control Services	765.00
01/04/2021	<u>15574</u>	Reese Electric, Inc.	897.50
01/04/2021	<u>15575</u>	Rita Rose	10.00
01/04/2021	<u>15576</u>	Rogue Credit Union-Visa	562.36
01/04/2021	<u>15577</u>	Stettler Supply Company	40,612.50
01/04/2021	<u>15578</u>	U. S. Cellular	251.48
01/04/2021	<u>15579</u>	USA Blue Book	579.36
01/04/2021	<u>15580</u>	Western Exterminator Company	74.70
01/04/2021	<u>15581</u>	ZiPLY Fiber	151.51
01/04/2021	<u>15582</u>	ZiPLY Fiber	36.00
01/05/2021	<u>15583</u>	CIS-Health Insurance	9,821.80
01/05/2021	<u>15584</u>	Void Check	0.00
01/05/2021	<u>15585</u>	Void Check	0.00
01/05/2021	<u>15586</u>	Void Check	0.00
01/05/2021	<u>15587</u>	Void Check	0.00
01/05/2021	<u>15588</u>	Teamsters Local U. #206	239.50
01/13/2021	<u>15589</u>	Carson Oil Company	27.62
01/13/2021	<u>15590</u>	CASH IN OFFICE	53.10
01/13/2021	<u>15591</u>	Charter Communications	129.98
01/13/2021	<u>15592</u>	Clark, Patricia	46.00
01/13/2021	<u>15593</u>	Denning Print Company, LLC	237.50
01/13/2021	<u>15594</u>	Marsh Excavation, LLC	285.00
01/13/2021	<u>15595</u>	ODOT Fuel Sales	1,112.69
01/13/2021	<u>15596</u>	One Call Concepts, Inc.	7.20
01/13/2021	<u>15597</u>	Oregon Bureau of Labor and Industries	250.00
01/13/2021	<u>15598</u>	Ron's Oil Company	244.53
01/13/2021	<u>15599</u>	Shoji Planning, LLC	2,124.72
01/15/2021	<u>15600</u>	Allstream	129.12

6.10

Issued	Number	Description	Amount
01/15/2021	<u>15601</u>	Amazon Capital Services, Inc.	25.98
01/15/2021	<u>15602</u>	AT&T Mobility	295.62
01/15/2021	<u>15603</u>	Bullfrog Enterprises	915.00
01/15/2021	<u>15604</u>	Charter Communications	285.18
01/15/2021	<u>15605</u>	Curry Transfer & Recycling	78.30
01/15/2021	<u>15606</u>	Law Offices of Frederick J Carleton	493.75
01/15/2021	<u>15607</u>	McCowan Clinical Laboratory, Inc.	80.00
01/15/2021	<u>15608</u>	Oregon Association Chiefs of Police	150.00
01/15/2021	<u>15609</u>	Pacific Office Automation	147.91
01/15/2021	<u>15610</u>	RainWriter	130.50
01/15/2021	<u>15611</u>	Reese Electric, Inc.	1,782.50
01/15/2021	<u>15612</u>	Roto Rooter, A Waste Connection Co.	107.00
01/15/2021	<u>15613</u>	TransUnion Risk and Alternative Data Solutions, Inc.	50.00
01/15/2021	<u>15614</u>	TwinViews	21.64
01/15/2021	<u>15615</u>	Tyler Technologies	362.50
01/15/2021	<u>15616</u>	USA Blue Book	123.37
01/15/2021	<u>15617</u>	Vend West Services	34.75
01/15/2021	<u>15618</u>	ZiPLY Fiber	98.89
01/15/2021	<u>3052</u>	Richards, Terrie L	6,766.45
01/20/2021	<u>15619</u>	CIS-Health Insurance	9,565.08
01/20/2021	<u>15620</u>	Void Check	0.00
01/20/2021	<u>15621</u>	Void Check	0.00
01/20/2021	<u>15622</u>	Void Check	0.00
01/20/2021	<u>15623</u>	Teamsters Local U. #206	239.50
01/22/2021	<u>3053</u>	Newey, Jacob R	4,305.66
01/26/2021	<u>15624</u>	GREGORY MARSTALL	1.94
01/27/2021	<u>15625</u>	AccuScript Transcription and Typing Services	276.01
01/27/2021	<u>15626</u>	Amazon Capital Services, Inc.	44.00
01/27/2021	<u>15627</u>	Anne Brown	33.00
01/27/2021	<u>15628</u>	C & K Market	36.13
01/27/2021	<u>15629</u>	Coos-Curry Electric Co-op	912.97
01/27/2021	<u>15630</u>	Void Check	0.00
01/27/2021	<u>15631</u>	Curry County Treasurer	748.00
01/27/2021	<u>15632</u>	Curry Health Network	576.00
01/27/2021	<u>15633</u>	McCowan Clinical Laboratory, Inc.	25.00
01/27/2021	<u>15634</u>	Oregon Dept of Revenue CFA	2,750.00
01/27/2021	<u>15635</u>	The Dyer Partnership Engineers & Planners, Inc.	3,096.50
01/28/2021	<u>15636</u>	Law Offices of Frederick J Carleton	1,200.00
01/29/2021	<u>15637</u>	CASH IN OFFICE	105.95
01/29/2021	<u>15638</u>	Coast Community Health Center	124.56
01/29/2021	<u>15639</u>	Dooley Enterprises, Inc.	1,016.00
01/29/2021	<u>15640</u>	Hach Company	130.59
01/29/2021	<u>15641</u>	State of Oregon Employment Dept	167.00
01/29/2021	<u>15642</u>	ZiPLY Fiber	74.97
01/29/2021	<u>15643</u>	ZiPLY Fiber	36.00
<b>Total Checks</b>			<b>111,757.65</b>

<b>EFT</b>			
01/05/2021	<u>DFT0005943</u>	Payroll EFT	20,837.54

<b>Issued</b>	<b>Number</b>	<b>Description</b>	<b>Amount</b>
01/20/2021	<u>DFT0005968</u>	Payroll EFT	18,483.20
01/29/2021	<u>66</u>	Gary Milliman	300.00
01/29/2021	<u>67</u>	Gregory T. Ryder	1,550.00
01/29/2021	<u>68</u>	Terrusa, David R	500.00
<b>Total EFT</b>			<b>41,670.74</b>

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

**Date:** February 5, 2021

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

**From:** Patty Clark, Planning Assistant

**I. City Planning Commission Activity**

At the regular meeting of January 12, 2021 the Planning Commission approved the minutes of the November 10, 2021 planning commission meeting.

The Planning Commission elected the 2021 officers as follows: Chair Nieraeth, Vice Chair Leonard and Secretary Clark.

The Planning Commission interviewed the applicants for planning commission vacancies. Applicants were Diane Schofield, Michele Leonard and Greg Thelen.

Chair Nieraeth moved to recommend to council the reappointment of Michele Leonard and Diane Schofield and recommended Greg Thelen to the open seat. The motion carried 5-0.

**II. Public Hearing**

none

**III. Planning Matters**

Crystal Shoji presented a planning commission training.

**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 December 2020 and January 2021 the city received three applications for review.

PC #20-15  
670 King Street  
1R Zone  
SFD

PC# 21-02  
980 12<sup>th</sup> Street  
1R Zone  
Hook up water service

PC# 21-01  
2402 Arizona St  
1R Zone  
SFD



Recommendation to City Council

From

Planning Commission

TO: Major and City Council  
From: Port Orford Planning Commission  
Date: January 13, 2021  
Subject: Recommendations for Planning Commission Appointments

It is the recommendation of the Port Orford Planning Commission, by unanimous vote, that the Port Orford City Council appoint the following applicants to serve a two year term on the Planning Commission.

- Michele Leonard
- Dianne Schofield
- Greg Thelen

**APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE**

**\*\*If you do not wish to have any specific information in this form given out to the general public please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law\*\***

I am interested in serving as a member of the PLANNING COMMISSION

Name: DIANNE SCHOFIELD

Mailing Address: P.O. BOX 1332

Physical Address: 460 MADRONA

Home Phone: 503-754-4113 Work Phone: 332-4515 Fax: \_\_\_\_\_

E-mail: DIANNESCHOFIELD@YAHOO.COM

Current Employment: SELF-EMPLOYED

Your area of interest: ANYTHING BUSINESS RELATED

Your area of expertise: I HAVE A PH.D IN PIZZA MAKING ☺

Why do you want to serve? VESTED INTEREST IN THE CURRENT & FUTURE DIRECTION OF PORT ORFORD.

Previous service in this appointed position of a similar position TLT, CITY COUNCIL, PLANNING

Other volunteer activities \_\_\_\_\_

**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: \_\_\_\_\_

Date: 02 JANUARY 2021 Signature: *Dianne Schofield*

Please return to:

City of Port Orford  
P.O. Box 310  
Port Orford, OR 97465

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

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

\*\*If you do not wish to have any specific information in this form given out to the general public please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law\*\*

I am interested in serving as a member of the Planning Commission

Name: MICHELE LEDNARD

Mailing Address: POB 1461

Physical Address: 1126 WASHINGTON ST, PORT ORFORD, OR 97465

Home Phone: 541-366-2147 Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: bobandmichele1976@gmail.com

Current Employment: RETIRED

Your area of interest: GENERAL CITY PLANNING

Your area of expertise: COMMON SENSE

Why do you want to serve? BECAUSE I WAS ASKED, ORIGINALLY BY TIM ARMON & NOW BY KEVIN McNAUGH.

Previous service in this appointed position of a similar position 2 YEARS 2019-2020

Other volunteer activities PRESIDENT FRIENDS OF THE LIBRARY  
SMART READING PROGRAM

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

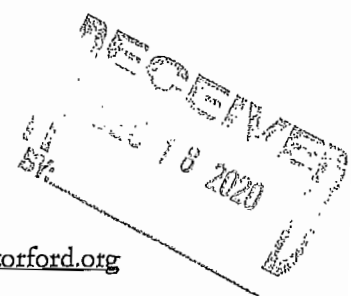
Have you ever been convicted of a felony?  yes  no If Yes, please explain.

Additional comments: Thank you for your consideration.

Date: 12/18/2020 Signature: Michele Lednard

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

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



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 Port Orford Planning Commission

Name: Greg Thelen

Mailing Address: PO Box 216 Port Orford OR 97465

Physical Address: 165 23rd St. Port Orford

Home Phone: 503-841-9218 Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: gkthelen@gmail.com

Current Employment: retired

Your area of interest: land use planning; preserving dark skies

Your area of expertise: building trades - former General Contractor; former school administrator

Why do you want to serve? to help Port Orford maintain liveability and preserve our small town ambience while encouraging sustainable growth

Previous service in this appointed position of a similar position \_\_\_\_\_

Other volunteer activities Port Orford Community Co-op staff and Board Member, former Board Member and Secretary of Cascade Valley School

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

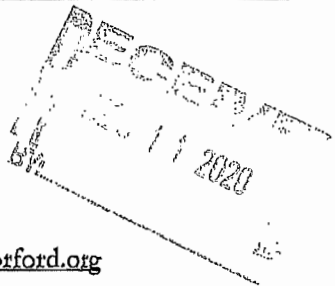
Have you ever been convicted of a felony?  yes  no If Yes, please explain.

Additional comments: I also write and perform music, and have an interest in amateur astronomy.

Date: 12-11-20 Signature: Greg Thelen

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

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



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 Comm mission

Name: Eddie Kessler

Mailing Address: 41860 GREEN Dolphin Way

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: 907-841-0714 Fax: \_\_\_\_\_

E-mail: kessler.eddie@gmail.com

Current Employment: Self employed

Area of Interest: trails and parks infrastructure

Area of expertise: Recreation consulting

Why do you want to serve? To help my community

Previous service in this appointed position or similar position Founding member of wild rivers coast mountain bike association, board member of Envision Matsu, Board member of valley mountain bikers and hikers, professional member of Professional Trail Builders Assoc.

Other volunteer activities Scholastic MTB Coach, trail advocate

Does your schedule allow you to attend;

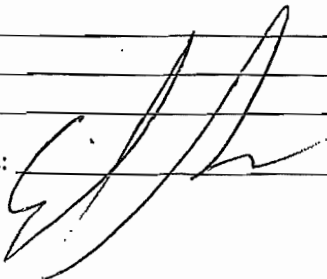
Daytime Meetings  yes  no Evening meeting  yes  no

Does your schedule limit the day you could attend meetings?  yes  no

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

Additional Comments \_\_\_\_\_

Date: 11/6/20

Signature: 

Please return application to:

City of Port Orford  
P.O. Box 310  
Port Orford, OR 97465

Phone: 541-332-3681

Fax: 1-877-281-5307

email: [trichards@portorford.org](mailto:trichards@portorford.org)

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 E 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

[trichards@portorford.org](mailto:trichards@portorford.org)





City of Port Orford  
555 W. 20<sup>th</sup> St.  
P.O. Box 310  
Port Orford, OR 97465

**Port Orford City Council  
Findings to Support  
Height Amendments within the City of Port Orford**

On January 21, 2021 at 3:30 p.m., the Port Orford City Council met in a virtual hearing that was continued from November 19, 2020 to consider height amendments throughout the City of Port Orford. The City Council considered the language of the *City of Port Orford Comprehensive Plan Goals and Policies (Amended July 18, 2019)*, and public and written testimony including more than 70 communications.

**Findings:**

1. This proposed text amendments to consider amendments to height restrictions throughout the City of Port Orford were initiated by the Port Orford City Council in compliance with POMC Chapter 17.40.17
2. The Planning Commission held a public hearing (virtual) as required by Section 17.40.030, and made a recommendation to the City Council. This recommendation was included as an Attachment to the Revised January 13, 2021 Staff Report. Staff Reports also included versions of October 8, 2020 and November 3, 2020.
3. The City Council held a de novo public hearing as is required by the Chapter 17.40 of the Municipal Code (virtual hearing) on November 19, 2020. This public hearing was continued January 21, 2021 when the City Council made their decision. The City Council closed the hearing for written public testimony at the end of the day on December 3, 2020.
4. The Planning Commission and City Council relied upon the Staff Reports including attachments that were prepared and revised by the City Planner to provide information pertinent to ongoing hearings and continued hearings at both the Planning Commission and City Council levels. The Staff Reports provided information about current code and Comprehensive Plan language related to height restrictions, and organized proposed code amendments to reflect the discussion of the Planning Commission and the City Council. These versions of the Staff Reports were provided at the hearings as Exhibit A. The Staff Report included the Criteria for Zone Text Amendments from the Municipal Code.
5. The Planning Commission and City Council received 68 written comments from members of the public, which were entered into the record as Exhibits B – QQQ, and additional public comments that were presented at the hearings.

6. The City followed the procedures set forth in Chapter 17.40 of the code including, but not limited to the requirements for Notice to DLCD, and notice to all property owners within the City of Port Orford. The notice provided information that was required for the zone text amendments under consideration.
7. The City Council is adopting the amendments by Ordinance as required by Section 17.40.030 Process for Zone Text, Map or Comprehensive Plan Amendment.
8. The City Council is adopting findings that are included within this document to support their decisions.
9. The text sections addressing heights in the zoning ordinance were not made in error; amendments are justified due to changing circumstances. The City of Port Orford has a Comprehensive Plan and zoning that have been acknowledged by DLCD for approximately four decades. Height restrictions have not been amended during that time except where a new zone was added. The City Council was seeking an opportunity to consider options that could benefit the future of the City.
10. In making their decision, the City Council looked to the acknowledged Port Orford Comprehensive Plan Goals and Policies most recently amended on July 18, 2019 for guidance. Findings to address the language of these goals are part of this decision.
11. The City Council considered future economic development for the City of Port Orford, and determined lowering height limitations in the Port Area would not encourage and support efforts to improve port facilities. To respond to future opportunities to stimulate economic development in the Port area over time, the City Council added a stationery boat hoist in the Port facility as a general exception to building height limitations. In addition, the City Council specified a “public” observation tower as an exception to building height limitations. These exceptions are included in Section 17.20.050 of the zoning ordinance. The allowance for the public observation tower could serve to enhance both economic development and the tourism activity in the future by allowing for expansive views of the ocean.
12. The City Council maintained the existing 45-foot height limitation in the Port area, which is the Marine activity zone, (7-MA), and also in the the Industrial zone (5-I), and Commercial zone (4-C) to allow for economic and tourism development of the community.
13. The City Council reduced the building height in the Battle Rock mixed use zone (10-MU) to 35 feet to maintain human-scale amenities that provide a sense of place within this mixed-use area. The goal is to maintain Port Oxford’s unique small-town ambiance, while allowing for tourism development by providing the 35-foot height limitation in the Battle Rock mixed use zone. This provides for a height limitation consistent with the tallest commercial building currently within the City of Port Orford.



14. The City Council adopted a 30-foot, and 2 -story limitation for the two residential zones, 1-R and 2-R. In addition, they included the 30-foot limitation for the Shoreland overlay zone (9-SO) that includes residential use. In addition, residential use is allowed in other zones, including but not limited to the commercial zone (4-C) and the Industrial zone (5-I) which allow for heights up to 45 feet. The height amendments continue to allow for a full range of housing types, locations and densities through planning and zoning.
15. No specific expense will be added for housing by enactment of the 5-foot reduction in height limitations in the residential zones. The land base for housing will not be modified in any way. A full range of housing types, locations and densities through planning and zoning will continue to be available within the City of Port Orford. Maintaining current height limits of 45-feet in the industrial (5-I) and the commercial (4-C) zones, and a modified 35-feet in the Battle Rock (10-MU) zones continue to allow for taller housing within these mixed-use zones. properties.
16. Height modifications were approved by the City Council taking all of the zones into consideration. Economic development of the port area was a prime consideration, and no changes were made within the port area. In addition, the commercial mixed-use zones of the City continue to allow for tourism development and views, with no change in the 45-foot limitation in the commercial (4-C) zone, and a new 35-foot limitation in the Battle Rock Mixed Use zone. The height limitations within this amendment continue to allow for water-dependent and water-related uses compatible with existing and committed uses, and for water-oriented uses that can provide for enhanced views or access to coastal waters
17. The City Council complied with the *City of Port Orford Comprehensive Plan Goals and Policies* document when they encouraged citizen involvement in all phases of the process, and provided extended time following the initial City Council Public Hearing on the matter to allow for citizens to provide written testimony. Council members took the opportunity to review and considered the compilation of that testimony for approximately a month prior to their continued hearing, which was held on January 21, 2021. At the continued hearing, City Council members stated their individual preferences and findings, and voted on height amendments for each of the zones throughout the City of Port Orford.
18. The City Council took the time to consider proposed height amendments and the orderly efficient growth of the City as set forth as a City goal in the section entitled *STATEWIDE PLANNING GOAL 2: LAND USE PLANNING*.
19. Height amendments adopted throughout the City are consistent the *Comprehensive Plan Goals and Policies* and appropriate for the City's future development.
20. Adopting the proposed height amendments will benefit the health, welfare and prosperity of the citizens and the community of Port Orford.

21. The amended heights in the code are consistent with diversifying and improving the economy of Port Orford while protecting the natural environment that makes the City a unique and inviting place.
22. The amended heights in the code will continue to allow for a full range of housing types, locations and densities.
23. The amended heights in the code are consistent with allowing for the growth of water-dependent, water-related and water-oriented uses.

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Signature  
Mayor Pat Cox

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Date

## ORDINANCE NUMBER 2021-02

### AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD AMENDING BUILDING HEIGHTS WITHIN ALL USE ZONES

The Common Council of the City of Port Orford hereby ordains that the Port Orford Municipal Code, Title 17 Zoning, Chapter 17.04 General Provisions and Chapter 17.12 Use Zones, be amended by the following:

#### ***Port Orford Municipal Code Chapter 17.04***

##### **17.04.030 Definitions**

"Height of buildings" means the vertical distance from the "average finished grade" to the highest point of the building, including the roof beams on a flat or shed roof, the deck level on a mansard roof and the average distance between the eaves and the ridge level for gable, hip and gambrel roofs. ~~ceiling of a flat roof, or to the deck line of a mansard roof or to the average height of the highest gable of a pitch-~~ or hip roof; Average finished grade includes and encompasses any fill above the natural grade.

"Observation tower" means a public structure used to view events from a long distance and to create a 360-degree range of vision.

#### ***Port Orford Municipal Code Chapter 17.12***

##### **17.12.010 Residential zone (1-R)**

G. Height of Buildings. Except as provided in Section 17.20.050 in a 1-R zone no building shall exceed ~~thirty-five (35)~~ thirty feet (30) feet and two stories in height.

##### **17.12.020 Residential zone (2-R)**

G. Height of Buildings. Except as provided in Section 17.20.050 in a 2-R zone no building shall exceed ~~thirty-five (35)~~ thirty feet (30) and two stories in height.

##### **17.12.030 Commercial zone ((4-C)**

No change

##### **17.12.040 Industrial zone (5-I)**

F. Height of Buildings. Except as provided in Section 17.20.050 in a 5-I zone no building shall exceed forty-five (45) feet in height.

8.5

**17.12.50**      **Controlled development zone (6-CD)**

**D. Height of Buildings.** Except as provided in Section 17.20.050 in a 6-CD zone no building shall exceed thirty (30) feet in height.

**17.12.060**      **Marine activity zone (7-MA)**

*No change*

**17.12.070**      **Public facilities and park zone (8-PF)**

*No change*

**17.12.080**      **Shoreland overlay zone (9-SO)**

**G. Height of Buildings.** Except as provided in Section 17.20.050 in an 9-SO zone no building shall exceed thirty (30) feet in height.

**17.12.090**      **Battle Rock Mixed Use zone (10-MU)**

*B. Uses Permitted Outright*

~~15. Any permitted use where building height exceeds 35 feet shall be subject to site plan review to comply with the provisions set forth in Chapter 17.33, Site Plan Review.~~

**H. Height of Buildings.** Except as provided in Section 17.20.050 in a 10-MU zone, no building shall exceed ~~forty-five (45)~~ **thirty-five (35)** feet in height.

**Chapter 17.33 Site Plan Review**

*No change*

**17.20.050**      **General exception to building height limitations.**

The following type of structure or structural parts are not subject to the building height limitations of this title: **stationery boat hoist in the Port Facility**, chimney, tank, church spire, belfry, dome, monument, fire and hose towers, **public** observation tower mast, aerial cooling tower, elevator shaft, transmission tower, smokestack, flagpole, radio or television towers and other similar projections.

**17.32.050**      **Additional standards governing conditional uses.**

*No change*

**17.46.080 Evacuation Route Improvement Requirements.**

*No change*

**In all other respect, the Port Orford Municipal Code, Title 17 Zoning shall remain the same and in full force and effect.**

The foregoing ordinance was enacted by the Common Council of the City of Port Orford this 18<sup>th</sup> day of February 2021 and effective the 20<sup>th</sup> day of March, 2021 by the following vote:

Passed or Failed by the following Roll Call Vote

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Passed \_\_\_\_\_ Failed \_\_\_\_\_

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

ATTEST:

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

# City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

02/18/2021

SUBJECT:

ITEM NO: 5.a

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## BACKGROUND:

160 acres (the Wilson property) within our watershed is for sale. One tributary of our water source passes through this property and the City wants to purchase the property to prevent logging and to protect our water source. The purchase price is believed to be \$657,000.00. The Conservation Fund (TCF) will purchase the property now and hold onto the property for up to two years so that the City can secure funding and apply for grants to help offset the purchase price. TCF will have an appraisal done on the property and that cost (~\$15,000) will be added to the purchase price. This Letter of Intent is requested by TCF to show the City's desire to proceed forward.

## FISCAL IMPACT:

Estimated cost is \$672,00.00

## RECOMMENDATION:

Staff recommends that the Council confirm their intent to purchase the Wilson property and approve signing the Letter of Intent to begin the process of purchasing the property.

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SUBMITTED BY:

David Johnson

David Johnson, Finance Director

# CITY OF PORT ORFORD

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David Johnson, Finance Director  
555 West 20<sup>th</sup> Street  
Post Office Box 310  
Port Orford, Oregon 97465  
541-366-4564(v) 877-281-5307(f)  
[djohnson@portorford.org](mailto:djohnson@portorford.org)

February 10, 2021

Mr. Gates Watson  
The Conservation Fund  
1655 N. Fort Myer Dr. Ste. 1300  
Arlington, VA 22209

Re: Letter of Intent-Wilson Property Investments, LLC Property

Dear Mr. Watson:

It is our understanding that The Conservation Fund ("TCF") is interested in purchasing 160 acres of land owned by Wilson Property Investments, LLC (the "Property") located in the City of Port Orford. We are writing to express our interest in purchasing the Property from TCF if TCF is successful in purchasing the Property.

The City will offer to pay TCF the appraised fair market value of the Property, subject to TCF providing the City up to two years to secure funding for the purchase from Oregon's Clean Water State Revolving Fund and/or Drinking Water State Revolving Fund. If acceptable to TCF, the terms of this Letter of Intent shall be incorporated into a formal Purchase & Sale Agreement ("Agreement").

If for any reason the City is unable to secure funding to acquire the Property from TCF, there are no restrictions on TCF's use or potential subsequent sale of the Property.

This non-binding Letter of Intent shall not create any legal rights or obligations between the parties. It is intended that all legal rights and obligations of each of the parties shall only be those which are set forth in the fully executed Agreement. This non-binding Letter of Intent does not obligate either party to proceed to the completion of an Agreement. The parties shall not be contractually bound unless and until they execute and deliver a formal, definitive Agreement, which must be in form and content satisfactory to each party and its counsel in their sole discretion. Neither party may rely on this non-binding Letter of Intent as creating any legal obligation of any kind.

For: CITY OF PORT ORFORD

By: \_\_\_\_\_

"City of Port Orford is an equal opportunity employer."

Concurrence:

For: THE CONSERVATION FUND

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

"City of Port Orford is an equal opportunity employer."

8.10



# City of Port Orford

CITY COUNCIL AGENDA DOCUMENTATION

02/18/2021

SUBJECT: IGA with Curry Soil and Water Conservation District

ITEM NO: 5.a

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BACKGROUND:

In January of 2020 the City was awarded a \$30,000 grant from Oregon Business Development Department for watershed invasive species management and control. Curry Soil and Water Conservation District (Curry SWCD) was contacted to implement the grant by overseeing the removal of the gorse from our watershed. The following IGA between the City and the Curry SWCD sets those terms and expectations.

FISCAL IMPACT:

No fiscal impact, all costs are reimbursed by this grant.

RECOMMENDATION:

Staff recommends the approval of the IGA between Curry SWCD and the City of Port Orford.

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SUBMITTED BY:

David Johnson

David Johnson, Finance Director

## Intergovernmental Agreement

Between

Curry Soil and Water Conservation District "Curry SWCD"  
PO Box 666  
29692 Ellensburg Ave.  
Gold Beach, Oregon 444  
PH 541-247-2755 ext 0#

and

City of Port Orford  
555 W. 20<sup>th</sup> Street  
Port Orford, OR 97465  
PH 541-332-3681

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This Intergovernmental Agreement (hereinafter "Agreement") is made and entered into by and between the Curry Soil and Water Conservation District (hereafter "Curry SWCD") and the City of Port Orford (hereafter "City".)

### Authorities

Under Oregon Revised Statutes (O) 568.550, ORS 568.552, and ORS 190.010, the Curry SWCD and City have the authority to enter into written agreements with, and within the limits of appropriations duly made available to them by law, to furnish financial or other aid to any agency, governmental or otherwise, or any owner or occupier, or both of them, of lands within their respective districts.

### Purpose

City is the recipient of a grant award from the Oregon Health Authority for purposes of Drinking Water Protection. The purpose of this Agreement is to establish a structure for the City to distribute OHA grant funds to Curry SWCD to provide the services set forth in **Exhibit A** of this Agreement, and to define the responsibilities of both parties.

### Execution of This Document

Execution of this document by authorized officers constitutes the entire Agreement between Curry SWCD and City. This Agreement includes the following documents:

- **Agreement less all exhibits**
- **Exhibit A: Statement of Work**
- **Exhibit B: Payment Terms**
- **Exhibit C: Reporting Requirements**
- **Exhibit D: Grant Document**
- **Exhibit E: Conservation Easement of subject property**

## **Effective Date, Amendments, and Duration**

This Agreement shall be effective as of **February 20, 2020** and terminate on **January 21, 2023**. Amendments to this Agreement may be executed in writing by mutual agreement of the Curry SWCD and City. This contract may only be amended or terminated in writing by both parties.

## **Grant Terms**

The Parties acknowledge that this Agreement is, wholly or in part, subject to the availability of grant funding ("Grant"), which may cease to become available at any time. Expiration, exhaustion, or termination of such grant funding shall be grounds for termination of this Agreement pursuant to the Termination clause below, and shall not be a condition of default. The Grant applicable to this Agreement, attached hereto as **Exhibit D** and incorporated herein by this reference, shall define such terms as time and manner of performance of Curry SWCD's obligations under this Agreement, and Curry SWCD's compensation therefor. In the event of a conflict between the terms of the applicable Grant and the terms of this Agreement, the terms of the Grant shall control.

## **Compensation**

For services provided pursuant to this Agreement, the Curry SWCD shall be compensated in an amount not to exceed **\$30,000.00**, according to the terms set forth in **Exhibit B**. Curry SWCD shall make and keep reasonable records of work performed and expenses incurred pursuant to this Agreement and shall at a minimum provide quarterly invoices to the City. Invoices may be submitted more frequently if needed. Invoices submitted are subject to review and approval by the City's Finance Director prior to payment.

## **CURRY SWCD Responsibilities**

### **CURRY SWCD Shall:**

- 1.) Employ and supervise employees and /or contracts for services to perform work identified in **Exhibit A** within the City boundaries.
- 2.) Present reports to City regarding work done under this Agreement according to the format identified in **Exhibit C** of this Agreement.
- 3.) Submit quarterly billings for transfer of funds from City according to the terms set forth in **Exhibit B** of this Agreement.
- 4.) Obtain and document a minimum of \$500 in matching funds.
- 5.) Provide liability insurance, telephone, technical manuals, vehicles, and other basic tools necessary for the Curry SWCD employees to safely and effectively perform the work described in **Exhibit A**.

## **CITY Responsibilities**

**CITY Shall:**

- 1.) Advance or reimburse the Curry SWCD for work performed in **Exhibit A** up to the limits established in **Exhibit B**.
- 2.) Provide advance reminders for report information identified in **Exhibit C**.
- 3.) Advise and openly communicate any issues, concerns, or requests, if necessary.

**Responsible Contacts**

All reports and correspondence will be directed to the following designated contacts:

**For CURRY SWCD:**

Liesl Coleman  
District Manager, Curry SWCD  
PO Box 666  
Gold Beach, OR 97444  
Phone: 541-247-2755 ext 0#  
Fax: 541-247-0408  
Email: liesl.coleman@currywatersheds.org

Erin Minster  
Project Manager, Curry SWCD  
PO Box 666  
Gold Beach, OR 97444  
Phone: 541-373-7002  
Email: erin.minster@currywatersheds.org

**For CITY**

**TBD**  
City Admin/Recorder, City of Port Orford  
PO Box 310  
Port Orford, OR 97465  
Phone: 541-366-4568  
Email: XXX@portorford.org

David Johnson,  
Finance Director, City of Port Orford  
PO Box 310  
Port Orford, OR 97465  
Phone: 541-366-4564  
Fax: 877-281-5308  
Email: djohnson@portorford.org

## **Other Terms of this Agreement**

### **Amendments:**

This Agreement embodies the entire agreement between Curry SWCD and City. There are no promises, terms, conditions, or obligations, other than those contained herein. The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, without a written amendment signed by a representative from both Curry SWCD and City.

No waiver or amendment of any provision of this Agreement shall be deemed, or shall constitute, a waiver or amendment of any other provision of this Agreement, or shall be deemed, or shall constitute, a waiver or amendment of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver.

### **Assignment and Subcontracting:**

Curry SWCD may not assign or transfer its interest in this Agreement without the prior written consent of City, and any attempt by Curry SWCD to assign or transfer its interest in this Agreement without such consent will be void and of no force or effect. Curry SWCD may enter into subcontracts for the work outlined in **Exhibit A**. Any such subcontracts shall be made subject to, and consistent with, the conditions and limitations of this Agreement.

### **Compliance with Applicable Law:**

Both the Curry SWCD and City will comply with all Federal, State, and Local laws and Ordinances applicable to the work to be performed under this Agreement.

### **Liability and Indemnification:**

Curry SWCD and City shall each be solely responsible for any damage or third-party liability which may arise from that party's respective acts or omissions under this Agreement, subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and the Oregon Constitution.

Neither party shall have an obligation to indemnify the other party should any such losses, claims, damage, and expenses result, in whole or in part, from acts, omissions, willful misconduct, or gross negligence of the other party, its affiliates, officers, directors, agents, or employees.

### **Nondiscrimination:**

For work related to this Agreement, Curry SWCD agrees to comply with the policy of prohibiting discrimination on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, or because all or part of an individual's income is derived from any public assistance program.

**Termination of this Agreement:**

In the event that the staffing or technical capacity of Curry SWCD is insufficient to continue work for the City, Curry SWCD will inform the City in writing at least 2 weeks in advance and will make a good faith effort to resolve ongoing work prior to termination of the Agreement. Any funds that cannot be legitimately charged for the work outlined in **Exhibit A** (including administration, training, etc.) shall be returned to City.

Either party may terminate this Agreement at any time by giving two (2) weeks written notice to the other party.

If a notice of termination is given, Curry SWCD shall make all reasonable efforts to halt work and to cancel any commitments that are dependent on City funds.

Curry SWCD and City acknowledge that they have read this agreement, understand it and agree to be bound by its terms and conditions.

**Agreed:**

\_\_\_\_\_  
Curry SWCD Signature

\_\_\_\_\_  
City Signature

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

8.16

## EXHIBIT A

### Statement of Work

Provide the following technical support to the City of Port Orford for Drinking Water Protection:

- Develop a wildfire risk reduction planning document that includes an evaluation/assessment of priority wildfire risks related to gorse infestation in the drinking water source area and actions needed to reduce those risks over time. The planning document will also include: strategies for outreach/education with landowners; evaluating appropriate treatment or land management techniques; identify potential funding partners or strategies for continued management of risks; and achieving longer-term goals of land purchases in the watershed and/or establishing new conservation easements.
- Plan and participate in at least one public meeting to share information with landowners and interested residents on the importance of wildfire risk reduction in the watershed. Solicit input from landowners and residents during the meeting on watershed protection.
- Revisit ~ 37 acres of existing firebreak and forest restoration areas where gorse was previously removed, and remove, or otherwise treat, new growth using non-chemical means.
- To the extent that funding allows, contractor will identify and reach out to landowners of specific parcels in the watershed where wildfire risk reduction is a high priority. Where feasible, establish new firebreak or gorse-free areas, and plant native species.

## EXHIBIT B

### Payment Terms

The table below describes the budgeted amounts appearing in the Grant identified in Exhibit D

Planning	Personnel – Technical Coordinator @ \$41/hr	
	Personnel – SCWC Coordinator or other staff \$41/hr	
	Mileage (calculated at the current federal rate)	
	Subcontracts – for planning assistance @ invoiced price	
	TOTAL	\$12,000.00
Treatment and Maintenance	Personnel – Technical Coordinator @ \$41/hr	
	Personnel – Project Implementation Manager @ \$37/hr (if needed)	
	Personnel – Field Technician @ \$22/hr (if needed)	
	Mileage (calculated at the current federal rate)	
	RTV rental @ \$15/hr plus fuel	
	Subcontracts – for gorse treatment and removal @ invoiced price	
	TOTAL	\$18,000.00
	TOTAL	\$30,000.00

Curry SWCD will at a minimum submit quarterly invoices based on actual hours worked and/or mileage incurred. If no activity during a quarter then no invoice will be prepared. All invoices must contain the following information:

- Invoice Date
- Project Name: “Watershed Invasive Species Management and Control”
- Business name and mailing address
- Description of work performed, including sufficient information to satisfy completion of the disbursement request form required of the City by their grantor (Business Oregon).
- Documentation of any related match accrued during invoice dates of service.

The City approves payments upon receipt of invoices, and payments are made immediately thereafter.



## **EXHIBIT C**

### **Reporting Requirements**

In addition to the fiscal requirements outlined above, Curry SWCD will ensure that the Project Completion Obligations outlined in Section 6C of the attached grant contract (Exhibit D) will be completed as contained therein. A check-in date of **December 31, 2022**, is established to ensure that City has received all needed documentation from Curry SWCD in time to complete reporting by January 21, 2023, which is the end date of the grant contract.

## **EXHIBIT D**

### **Grant Document**

The following grant contract governs the terms and conditions of the Statement of Work described in **Exhibit A** of this contract. The grant document can be found in the City of Port Orford's office under the grant name provided herein.

### **Watershed Invasive Species Management and Control**

**EXHIBIT E**  
**Conservation Easement**