

CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
Thursday, February 20th, 2025, at 5:30 P.M.

If you cannot join in person, please feel free to join this meeting from your computer, tablet or smartphone.

<https://meet.goto.com/970255005>

You can also dial in using your phone.

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

United States: 1 (646) 749-3129

Access Code: 970-255-005

AGENDA

- 1. Call to Order/Roll Call/ Pledge of Allegiance**
- 2. Additions to the Agenda**
- 3. Presentations to the Council (pg. 3)**
 - a. Troy Russell with Elk River Property Development (ERPD)**
 - b. Erin Minster with Curry Soil & Water Conservation District (CSWCD): Fire Risk Reduction and Land Stewardship Updates**
- 4. Citizen Concerns**
- 5. Consent Calendar**
 - a. Minutes January 16th, 2025, Regular Meeting (pg. 4-8)**
 - b. Application for Appointment: Carol Currier for Parks Commission (pg. 9)**
 - c. Café 2.0 OLCC (pg. 10)**
- 6. Citizen's Concerns (On agenda items only – 3 minute time limit)**
- 7. Public Hearing: None**
- 8. Departmental Reports (pg. 11-14)**
 - a. Administration**
 - b. Mayor's Report**
 - c. Finance**
 - d. Public Works**

- e. **Liaison (pg. 15-16)**
 - i. **Planning**
 - ii. **Parks**
 - iii. **Emergency Prep.**
 - iv. **Historic Preservation**
 - v. **Port**
 - vi. **Watershed**
 - vii. **Fire**
 - viii. **Coast Community Health**
- 9. Old Business (pg. 17-19)**
- a. **ORD 26-01 Updating 13.08.030(E)**
- 10. New Business (pg 20-27)**
- a. **Appointment to fill vacant Council Seat**
 - b. **Appoint a Budget Officer**
 - c. **Liaison Appointments**
 - d. **Delegate temporary OLCC approvals to administration**
 - e. **Curtailment fee refunds**
 - f. **Mainstreet: Visitor Center Upgrades Grant**
 - i. **Write a letter of support**
 - ii. **Grant signing authority to CA Radcliffe**
 - g. **Recognizing CA Radcliffe's 1 year of service**
- 11. Considerations**
- a. **Citizens**
 - b. **Staff**
 - c. **Councilors**
 - d. **Mayor**
- 12. Future Meetings:**
- a. **Regular Meeting March 20th, 2025 @ 5:30 pm**
 - b. **Possible Work session - TBD**
- 13. Adjourn**

5(a) Troy Russell with Elk River Property Development (ERPD)

Troy Russell on behalf of Elk River Property Development will be presenting a PowerPoint presentation briefly reviewing the proposed pipeline route and pumpstation.

5(b) Erin Minster with Curry Soil & Water Conservation District (CSWCD)

Erin Minster on behalf of the Curry Soil & Water District (CSWCD) will present the annual CSWCD Fire Risk Mitigation and Land Stewardship projects update, as per our MOU, and discuss projects slated for 2025.

7(a) Consent Calendar Regular Meeting January 16th, 2025, Minutes

City of Port Orford
Regular City Council Meeting
In the Gable Chambers / Virtual participants
Thursday, January 16th, 2025 at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
<i>Ann Vileisis, Mayor (AV)</i>	X	<i>City Administrator (CA) Melissa Radcliffe</i>	X
<i>Brett Webb, Councilor (BW)</i>	X	<i>Joseph Harrison, City Recorder</i>	X
<i>Gary Burns, Councilor (GB)</i>	X		
<i>Perri Rask, Councilor (PR)</i>	Late/Virtual: 5:35		
<i>Deanna Brennan, Councilor (DB)</i>	X		
<i>Tim Pogwizd, Councilor (TP)</i>	Virtual		

The minutes were prepared to the best of our ability using the recording available at:
<https://www.youtube.com/watch?v=5PHWH915EUU>

1. (0:00-0:01) Call to Order/Roll Call

- a. Mayor Ann Vileisis calls this regular session of the Port Orford City Council to Order @ 5:32 pm and leads the chamber in the pledge of allegiance. Roll call shows that Councilor PR is not present. Councilor PR arrives virtually at 5:35 via Go-To-Meeting.

2. (0:01-0:02) Additions to the Agenda

- a. None

3. (0:02-0:50) Presentations to the Council/Citizens

- a. (0:02-0:10) Mayor Vileisis: Mayor AV reads her State of the City address which is available in full @

http://portorford.org/wp-content/uploads/2025/02/2025-State-of-our-City_1.16.2025-copyv.pages.pdf

b. Councilor Rask arrived @ 5:35 virtually during the State of the City Address

- c. (0:10-0:50) Anne Heath:** Goes through the presentation on the City's current financial situation. Major points are briefly covered below and the presentation is available at the following link:

<http://portorford.org/wp-content/uploads/2025/02/Port-Orford-Council-01162025-1.pptx>

- i. Anne Heath is currently revising the City financial reports to make the financial information more easily understood.
- ii. So far in this budget cycle, revenue is up and expenses are down so we are making more then we are spending, but overall the general fund is underfunded due to inter-fund transfers.
- iii. Budgeting is best done with a five year future projection – if inter-fund transfers stop, the general fund will recover and grow in 2027.

4. (0:50-0:55) Consent Calendar

- a. **Councilor BW motions to accept** moves to accept the consent calendar as presented
- b. **Councilor PR** seconds the motion.
- c. **Discussion:** There are two errors in the minutes that need to be corrected; Pg. 7 has a superfluous vote & the Port liaison report should strike crab season starting.
- d. **Vote:** The Council votes to accept the consent calendar with the above corrections on the December minutes and the vote passes unanimously yes 5-0-1 @ 6:26

Councilor Burns	<u>Yes</u>	Councilor Pogwizd	<u>Yes</u>	Councilor Rask	<u>Yes</u>
Councilor Brennan	<u>Yes</u>	Councilor Webb	<u>Yes</u>	Councilor VACANT	<u>N/A</u>

5. (0:55-0:55) Citizen's Concerns:

- a. None

6. (0:55) No public hearing

7. (0:55-1:15) Departmental Reports

- a. **(0:56-1:01) Administration:** On February 21st the new LOC president will be in Port Orford on their tour of south coast cities. Additionally, CA Radcliffe is directing the Planning Commission to review, revise, and update building paperwork.
- b. **Finance:** Anne Heath presented this earlier in the meeting.

- c. **(1:01-1:09) Public Works:** December is always brutal – lots of trees down, problems at water plant from rain and lots of public works overtime as a result. A written report was submitted to the council and is included at the following link:
- d. **Police:** The Chief has nothing to report.
- e. **Planning:** The Planning Commission is still working on DLCD grant. There will be an upcoming public hearing on the proposed code revisions and it is recommended that the council and citizens review the proposals.
- f. **Mayor's Report:** There were various meetings relating to ongoing grants this month. According to information received the day of this meeting, January 16th, 2025, Coast Community Health Clinic will be closing in February 2025.
- g. **(1:15) Liaison – via consensus this item is skipped for this evening.**

8. (1:15-1:25) Old Business

- a. **Rick Cook from the Historic Preservation Commission is requesting permission to apply for a grant to do a historic survey.**
 - i. The Commission has done an open bidding period and received two bids so far. \$9,000 is the most reasonable proposal. The grant application is partially drafted and can be ready to submit days after obtaining permission to move forward. The deadline for filing the grant is Feb 28th but if it is submitted prior to the deadline, it can be approved early.
 - ii. **Councilor BW** motions to approve moving forward with the grant.
 - iii. **Councilor GB** seconds the motion.
 - iv. **Discussion:** There is a typo in Mr. Cook's report; \$2000 should be \$22000. The Council asks and Mr. Cook assures that the survey would belong to the City, not the Historic Preservation Commission.
 - v. **Vote:** is unanimously yes among present members 5-0-1 @ 6:55

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>	<i>Councilor VACANT</i>	<u>N/A</u>

9. (1:25-2:10) New Business

- a. **Council Rules**
 - i. **The Council's priority when reviewing the rules is to decrease meeting length.**
 - ii. **General comments:** Other governments admire our work and burning the midnight oil is not the worst thing we can do.
 - iii. **Councilor GB moves** to approve the new proposed council rules

- iv. **Councilor BW** seconds the motion
- v. **Vote: with no further discussion, the motion passes unanimously 5-0-1 yes @ 7:06**

Councilor Burns	<u>Yes</u>	Councilor Pogwizd	<u>Yes</u>	Councilor Rask	<u>Yes</u>
Councilor Brennan	<u>Yes</u>	Councilor Webb	<u>Yes</u>	Councilor VACANT	<u>N/A</u>

b. Elect Council President

- i. **Councilor PR** moves to elect **Councilor TP** as council president
- ii. **Councilor BW** seconds the motion
- iii. **Vote: with no further discussion, the motion passes unanimously 5-0-1 yes @ 7:08**

Councilor Burns	<u>Yes</u>	Councilor Pogwizd	<u>Yes</u>	Councilor Rask	<u>Yes</u>
Councilor Brennan	<u>Yes</u>	Councilor Webb	<u>Yes</u>	Councilor VACANT	<u>N/A</u>

c. (1:35-1:55) Finance Committee Appointments

- i. **Councilors PW, GB, Mayor AV, CA Radcliffe, and The City Department Heads** are appointed to the budget committee
- ii. **General Comments:** The goal of the finance committee is to find potential solutions to our budgetary crisis.
- iii. **Councilor GB** moves to have the same members on the committee
- iv. **Councilor PW** seconds the motion
- v. **Vote: with no further discussion, the motion passes unanimously 5-0-1 yes @ 7:25**

Councilor Burns	<u>Yes</u>	Councilor Pogwizd	<u>Yes</u>	Councilor Rask	<u>Yes</u>
Councilor Brennan	<u>Yes</u>	Councilor Webb	<u>Yes</u>	Councilor VACANT	<u>N/A</u>

d. Announcement: Council Vacancy

- i. With former Council President Ann Vileisis having been elected Mayor, the Council has a vacancy. In order to find interested citizens, the Council is requesting citizens submit letters of interest to City Hall. Letters of interest will be accepted until the vacancy is filled.

e. (1:57-2:10) Set Date for Priority setting work session: February 6th

- i. **Work sessions help facilitate shorter meetings as the Council has had an opportunity to discuss major topics without making a decision.**
- ii. **The Council agrees to set the Work session for February 5th @ 5:30 pm. Before they can formally vote, the meeting needs to be extended.**
 - 1. **GB** motions to extend the meeting
 - 2. **PR** seconds the motion
 - 3. **Vote 4-1-1 @ 7:39**

Councilor Burns	<u>Yes</u>	Councilor Pogwizd	<u>Yes</u>	Councilor Rask	<u>Yes</u>
Councilor Brennan	<u>Yes</u>	Councilor Webb	<u>No</u>	Councilor VACANT	<u>N/A</u>

- iii. **Vote: unanimously the motion to hold a Work session on February 5th 2025 @ 5:30 is passed. 5-0-1 @ 7:40**

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>	<i>Councilor VACANT</i>	<u>N/A</u>

10. (2:11) Continuing Action Items - None

11. (2:11) Considerations

a. Citizens

i. None

b. Councilor

- i. GB – Mainstreet is working on a Winter Water festival which will be in March. Hopefully, it will turn into an annual event.**
- ii. BW – Public Safety was not being funded through tax was understood. The Levy only covers two officers.**
- iii. PR – Gives her congratulations to Mayor Vileisis and thanks her for the punctual meeting.**

12. Future Meetings – The Work Session will be on February 5th 2025 @ 5:30 and the Regular Meeting will be on February 20th 2025 @ 5:30

13. (2:15) Adjourn

- a. Seeing no further business, Mayor AV ends the meeting @ 7:46 pm**

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

7(d) Application for Appointment: Carol Currier – Parks Commission

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 and Rec committee

Name: Carol Currier

Mailing Address: P.O. box 445 Port Orford, OR 97465

Home Address: 92892 Averill Hill Rd Port Orford, OR

Home Phone: 541-290-3950 Work Phone: _____ Fax: _____

E-mail: mercat54@gmail.com

Current Employment: Quilts In Motion LLC

Area of Interest: Buffington Park

Area of expertise: Business owner 17yrs, Problem solving

Organization, Team player

Why do you want to serve? a positive way to give back to our community

Previous service in this appointed position or similar position _____

Other volunteer activities Pickleball Club Treasurer

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: 2-3-2025 Signature: Carol Currier

Please return application to:

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

7(e) Café 2.0 OLCC

The Café 2.0 OLCC application will be in councilor packets and is available for viewing online at the following link:

<http://portorford.org/wp-content/uploads/2025/02/Cafe-2.0-OLCC-app.pdf>

10 Department Reports

10(a) Administration

Grants Update

We are continuing the work on the Community Building Complex renovation. The Architecture firm of HGE had its Pre-bid walkthrough with prospective contractors yesterday. The permits have been delivered to Curry County and have begun being processed.

We appreciate all the Rotary volunteers who cleaned out the Community Building and the American Legion Hall to prepare for construction. The full-sized drawings and plans are available at City Hall if citizens would like to come see the vision for the project.

The Raw Water Tank project is also in motion. The tank will be located on the south side of the water treatment plant. We've had Civil West's surveyors out for preliminary measurements and the engineers are in the planning phase of this CDBG Block grant.

We are in the final stages of submitting the Dredging Grant to Business Oregon. This is for the actual cost of the dredging which includes the removal and hauling of the spoils.

The last grant I'll highlight is one we have applied for in previous years. It is a Small City Allotment grant through ODOT. The plan is to apply for \$250,000 to repair sections of 18th Street/Vista Drive and Hensley Hill Road. This year we are adding the painting of Tsunami Signs on the pavement so it is obvious to citizens and visitors alike where to go if the ground shakes!

League of Oregon Cities

The Region 6 Small Cities Meeting was today in North Bend. Tomorrow Mayor Jessica Engelke, the new LOC President, and other LOC representatives are visiting Port Orford. We are excited to show them around and highlight many of our projects.

Reminder- Department of Forestry: Sudden Oak Death Update

Last year Randy Wiese with ODF received Council permission to remove diseased trees in our ROWs. The plan was to haul the tree debris to CTR for disposal (Lakeshore/ California and Jefferson Streets) and this has been done. The plan for the east side of Deady Street debris was to burn it in place. I am working with staff to facilitate the burning with ODF soon.

10(b) Mayor's Report

The City's Finance Committee has met twice to consider cost saving and revenue generating ideas. We will meet one more time in early March, to consider additional information, and then will make recommendations to the Council next month.

On Thursday Feb. 20, the President of the League of Oregon Cities will be hosting a regional luncheon up in North Bend with a focus on Revenue ideas that I intend to attend —hoping to get some good ideas for us!

One idea that we will recommend is to have Finance Director Anne Heath re-adjust fund allocations over the past five years, which will likely help us with our budgeting. Anne is already starting on this recommended project —and will hopefully tell us a bit more about that in her report.

Council had its Priority setting work shop, of course, but we'll be waiting for the Finance committee recommendations so we can add them in before finalizing the priority list for 2025 —so expect that in March, too.

I recently prepared for and did a virtual site visit for the \$400,000 OWEB grant we applied for to repay our watershed land acquisition loan. We'll find out if we get that grant in April.

I also have been continuing to engage on the Community Building renovation project, along with CA Radcliffe and community volunteers.

I have visited the Emergency Preparedness Commission and also the Parks Commission meetings to thank our excellent city volunteers and to work toward better communication with our commissions. I will aim to attend meetings of the other commissions, too.

I attended the Rotary Crab Feed and took the opportunity to thank our Port Orford Rotarians for all their contributions to our community.

We are coming up on Administrator Radcliffe's one year anniversary with the city. It was just about a year ago that we hired her, and I'm pleased that she has done a terrific job for us. With her skills and leadership we've done a lot of good work to get our city back on track.

10(c) Finance as of December 31, 2024

Spreadsheets and budget reports will be included with Council binders and are available at the following links:

<http://portorford.org/wp-content/uploads/2025/02/december-finances.pdf>

<http://portorford.org/wp-content/uploads/2025/02/december-budgetary.pdf>

Current Activity

December is the 6th month of the fiscal year. If all revenues and expenses were to be spread over 12 months, the City's major funds should be at 50%.

As of December 31, 2024, City revenues in the major funds were at 48.75% while expenses in the major funds were at 26.63%. There is a difference of 22.2% in revenues over expenses.

The majority of tax receipts were received in November.

The Park fund received unbudgeted grant funds and donations in the amount of \$268, 599. This will require a budget adjustment in the Parks Fund before the end of the year. At this time Park Revenue is at 220.63% of budgeted revenues.

The Public Safety expenses exceed the budget by 3.5% year to date. These overages are in personal services.

There are budgeted inter-fund transfers scheduled for this fiscal year. However, none of these transfers have been made to date. Making budgeted transfers out of the General Fund is not recommended at this time as this will leave the General Fund short of fulfilling its obligations without overspending cash on hand. Additionally, the General Fund must maintain cash after June in order to fund activities through November when tax receipts are again received. Therefore, consideration must be given to how much of these budgeted transfers should actually be made.

Water and Sewer Usage Fees are on track at 49.3% and 52.75%.

Street State Highway Taxes are on track at 49.76%. However, street revenues as a whole are at 25.96% due to transfers from the General Fund and Street Capital Reserve not yet being made.

Debt payments in the Sewer fund have not yet been made year to date.

Budget

The City is in the process of preparing for the 2025-26 budget. Some activity in the current year will necessitate budget adjustments prior to the end of the fiscal year.

Audit

The audit for 2023-24 has been put on extension and staff anticipate beginning the audit process on March 1, 2025. This has been confirmed with the auditor.

10(d) Public Works

A report will be given verbally and handed out at the meeting

10(e) Liaison Reports

10(e)(i) Planning Liaison Report

The Planning Commission Public Hearing regarding the Department of Land Conservation and Development (DLCD) grant for updating the Municipal Housing Codes was held on February 11th 2025. There was enough input from the public and from DLCD that there will need to be a revision to the proposal prior to it coming to the City Council. The City Council Public Hearing scheduled for March will likely need to be continued into April to accommodate planning staff.

The Planning Commission has 1 vacancy as of writing this report.

10(e)(ii) Parks Liaison Report

The Parks Commission is very interested to move forward with its playground replacement project and aims to seek grants.

The Jubilee Committee reports to Parks and is now down to just one member, Jenn Bailey. She obviously cannot do it herself —and so she is hosting a community meeting at the Senior Center on Wednesday, February 19 at 6pm, with the aim of finding some more people to help.

10(e)(iii) Emergency Preparation Liaison Report

The main focus of the Emergency Preparedness Commission (EPC) is on 3 main issues currently.

1. We're installing radios that the City received from a grant many years ago in all of the Public Works trucks so that Public Works Crew would be able to communicate with our Police Officers, Fire Department and Melissa. In the event of a power grid failure our City leadership will have the means to use the few resources we have to our best ability. Our local HAM club has organized a Communications trailer that can be taken were needed to communicate outside of our Community.
2. The EPC is working with KUPO to be able to broadcast during a power grid failure or any kind of emergency event. We will work on the radio station having a radio to communicate with City leadership to broadcast vital information to the Community to anyone having a \$20 emergency radio.
3. And the third piece is to promote every individual in our Community to prepare their household for at least 2 weeks of water and food and whatever else they might need if the stores were closed and we had no cell phones or internet. Nothing would move into Port Orford for possibly months if it was a wide spread event.

We don't know what the emergency will be or when it will occur, but the day will come. Being prepared is like having insurance. You buy insurance to be prepared in case you have an accident, have an expensive health issue, have a fire in your home..... Being prepared for an emergency event is not any different. It's a settling feeling to know that you're covered. No one is coming to save us in many possible scenarios. We will be depending on ourselves. The more folks that are prepared the stronger our Community is.

10(e)(iv) Historic Preservation Liaison Report

Nothing new to report

10(e)(v) Port Liaison Report

Nothing new to report

10(e)(vi) Watershed Liaison Report

Was handled in the Mayor's Report this month

10(e)(vii) Fire Liaison Report

Unassigned

10(e)(viii) Coast Community Health Liaison Report

Unassigned

11(a) ORD 25-01 Updating 13.08.030(E)

MEMO

In October & November of 2024, the City Council passed ORD 24-11 which was meant to update the City policy on lowering water and sewer bills in the event of a catastrophic leak. When the City Council formally passed the ordinance in November, a scrivener error resulted in the sewer portion of the policy not making it into the packet. This ordinance is to correct that and formally pass the portion of the ordinance that did not make it into the November Packet.

The Ordinance and Code revision are included below.

11(a) ORD 25-01 Updating 13.08.030(E)

AN ORDINANCE TO AMEND CHAPTER 13 OF THE PORT ORFORD MUNICIPAL CODE TO UPDATE THE ADJUSTMENT POLICY ON CATASTROPHIC WATER LEAKS

WHEREAS, The City of Port Orford has been offering adjustments on water bills to citizens when they have a catastrophic water leak, and

WHEREAS, The current adjustment formula has not been updated while the rates have been being increased; and

WHEREAS, The City of Port Orford is under a policy of water curtailment, and

WHEREAS, The current adjustment formula doesn't incentivize less usage,

NOW, THEREFORE, BE IT RESOLVED THAT the City Council authorizes the City of Port Orford to adopt the following revision to 13.08.030 Collection Procedures.

13.08.030(E) Adjustment to User Fees

1. If a waterline serving the user's premises is broken, resulting in a sewer use fee which is materially greater than the user's average monthly sewer use fee, the user may apply to the City Administrator for an adjustment to the sewer use fee charged for the month during which the break occurred.

Any such application shall be made within three months of the date of repair of the break.

2. The user shall present evidence to the City Administrator of the break, repair of the break, and the user's average monthly sewer use fee. Upon satisfaction that break has occurred, been repaired, and that the sewer fee was materially greater than the user's average monthly sewer use fee, the City Administrator shall rebate an amount to the user equal to the difference between the sewer use fee actually charged and the average monthly sewer use fee. **If a break or leak resulted in no additional sewer usage, the rebate may increased further at the City Administrator's discretion.** As used in this subsection, a sewer use fee is "materially greater" if the sewer use fee is 130% of the average monthly user fee.

Attest:

Mayor, Ann Vileisis

Date

Recorder, Joseph Harrison

Date

12(a) Appointment to fill vacant Council seat

With former City Council President Ann Vileisis being elected Mayor, the Council is now tasked with appointing a new City Councilor to finish the remaining two years of her original term. At the January City Council Meeting, Mayor Vileisis requested that citizens who are interested in filling the position submit a letter of interest for Council consideration. This was also announcement was published in the newspaper and posted around town and online.

Only two letters were submitted and one of those applicants has rescinded their application; at this time, the only remaining applicant is Sara Lovendahl whose letter has been included in this packet.

Recognizing Ms. Lovendahl's qualifications and record of service as a city volunteer, Mayor Vileisis recommends that Council appoint Sara Lovendahl to the vacant seat.

In order to be appointed a majority vote of the current City Council is needed. Additionally Sara Lovendahl would need to resign from the Planning Commission.

Recommended motions:

- I, [councilor], hereby nominate Sara Lovendahl to fill the vacant position of the City Council upon her resignation from the Planning Commission.
 - I, [councilor], move to postpone the appointment to fill the vacant City Council position until more letters of interest are received.
-

12(b) Appoint a Budget Officer

Each budget cycle, the City of Port Orford needs to elect a Budget Officer to oversee the budget process. The City typically begins its annual budget process in early March with the assembly of a preliminary budget. This process includes appointing a Budget Officer (typically the Finance Director or City Administrator) and establishing a schedule for meetings to review the proposed budget.

Last year the City was late starting the budget due to staffing changes, however the current Council and Administration have prioritized the budgeting process this year and are trying to remain timely.

In addition to the Budget Officer, citizen volunteers will need to be appointed to the Budget Committee before the meetings start in May.

The staff have developed a drafted budget calendar for this year and will provide a recommendation and reasoning at the meeting.

12(c) Liaison Appointments

Each year, the City Council appoints its Councilors to serve as liaisons to each of the other Commissions that operate under the City's purview and to other significant organizations within the City. With new Councilors having been recently elected and the new rules changing the Liaison positions; the Council will now need to reassign a Councilor to serve as a Liaison to each Commission or Organization listed in the agenda.

12(d) Delegate Temporary OLCC Approvals to Administration

Temporary Oregon Liquor and Cannabis Commission (OLCC) applications have been coming to the City Council for approval for the past couple of years. Since the City Council only meets once a month, this can be inconvenient for those unaware of the potential approval time of up to two months.

In order to facilitate better service to our citizens and help reduce meeting times, administration staff is requesting that approval for temporary OLCC applications be delegated to CA Radcliffe with the requirement of reporting on them during the Administration Department report.

Recommended Motion:

- I, [councilor], motion to delegate the approval of temporary OLCC applications to the City Administrator.
- I, [councilor], motion to not delegate the approval of temporary OLCC applications.

12(e) Curtailment Fee Refunds

Some customers between 2022-2023 were erroneously charged curtailment fees. Administration has discovered this error and has the information ready to rectify the mistake however, Council approval is needed to credit active accounts and send checks to inactive accounts.

Recommended Motion:

- I, [councilor], motion to approve the curtailment fee refund for accounts erroneously charged.
- I, [councilor], motion to not approve the curtailment fee refund for accounts erroneously charged.

12(f) Mainstreet: Visitor Center Upgrades Grant MEMO

Mainstreet has discovered a grant through the Oregon Parks and Recreation Department that could cover the majority of the cost of renovating the Visitor Center at Battle Rock Park.

The following is a cost projection with funding sources based on this grant and a bid from Square, Level, & Plumb.

Cost of the Project: \$75,000

Funding provided by the grant: \$52,500

Cost after grant funding: \$22,500

Donations already received: \$15,000

Final projected cost to the City: \$7,500

Additionally, the proposed renovations include a new roof which was identified as a potential priority item at the February City Council Work Session. Also, new windows, improved heating, and new flooring will be included.

For the grant to move forward, The City Council needs to adopt a Resolution approving the renovations and funding source. The City also needs to create a Memorandum Of Understanding (MOU) with Mainstreet.

Potential Motions

- I, [councilor], motion to adopt Resolution 25-01: Support for Port Orford Mainstreet Visitor Center Revitalization Grant Application as written.
- I, [councilor], motion to adopt Resolution 25-01: Support for Port Orford Mainstreet Visitor Center Revitalization Grant Application with the following revisions.....
- I, [councilor], motion to not adopt Resolution 25-01: Support for Port Orford Mainstreet Visitor Center Revitalization Grant Application.

12(f) Resolution 25-01 Support for Mainstreet Visitor Center Grant

Resolution 2025-01: Support for Port Orford Mainstreet Visitor Center Revitalization Grant Application

WHEREAS, the Port Orford Visitor Center at Battle Rock Park is an important amenity for the tourists visiting our community.

WHEREAS, the Port Orford Visitor Center has a significant need for revitalization.

WHEREAS, Port Orford Mainstreet is a 501c (3) organization in our community dedicated to the beautification of our Highway 101 corridor for the benefit of local residents, businesses, and visitors.

WHEREAS, Port Orford Mainstreet seeks to partner with the City to seek grant funds to implement a Visitor Center revitalization project.

WHEREAS, Port Orford Mainstreet has secured a private donation to help provide the needed match for this grant.

WHEREAS, Port Orford Mainstreet and the City of Port Orford seek to enter into an MOU to clarify roles for coordinating closely in implementing a Visitor Center revitalization project.

NOW, THEREFORE, BE IT RESOLVED THAT; the Port Orford City Council supports Port Orford Mainstreet's application for the Oregon Mainstreet Revitalization Grant from the Oregon Parks and Recreation Department.

FURTHERMORE, the Port Orford City Council grants City Administrator Melissa Radcliffe authority to carry out all city actions needed to advance this project

Attest:

Mayor, Ann Vileisis

Date

Recorder, Joseph Harrison

Date

12(g) Recognizing CA Radcliffe's 1 year of service
