

City of Port Orford
Regular City Council Meeting
In the Gable Chambers / Virtual participants
Thursday, June 18th, 2025 at 5:00 P.M.

Mayor and Council	Present	City Staff	Present
<i>Ann Vileisis, Mayor (AC)</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>	Excused		
<i>Deanna Brennan, Councilor (DB)</i>	X		
<i>Sara Lovendahl, Councilor (SL)</i>	X		
<i>Tim Pogwizd, Councilor (TP)</i>	X		

The minutes were prepared to the best of our ability using the recording available at:
<https://www.youtube.com/watch?v=fmBMG1BGyRg>

1. (0:00-0:02) Call to Order/Roll Call

- a. Mayor Ann Vileisis calls this regular session of the Port Orford City Council to Order @ 5:00 pm and leads the chamber in The Pledge of Allegiance.

2. (0:01-0:05) Executive Session

- a. GB moves to enter executive session under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- b. TP seconds the motion
- c. Vote: 6-0-0 @ 5:05
- d. Council reconvenes and by consensus enters into normal session @ 5:30 pm.

3. (0:05-0:12) Budget Committee Meeting

- a. Roll Call: All Councilors Present, Only Committee members Mickey Walker and Laura Mason are present.
- b. Public Safety Fund
- i. SL moves to approve the Public Safety fund
- ii. GB seconds the motion
- iii. Vote: 7-0-5. Vote passes @ 5:32
- c. General Fund
- i. SL moves to approve the General fund
- ii. GB seconds the motion
- iii. Vote: 8-0-4. Vote passes @ 5:33

- d. Supplemental Budget
 - i. The Committee Reviews the Supplemental Budget
 - ii. GB moves to approve the Supplemental Budget
 - iii. TP seconds the motion
 - iv. Discussion: none
 - v. 8-0-4 @ 5:37
- e. The Budget Committee Meeting adjourns @ 5:38

The Council takes a recess until 6:00 pm.

4. Additions to the Agenda

- a. Delegating ROW permits to administrative approval is added as item 12(i).

5. Citizens' Concerns

- a. Unnamed Citizen: Requests information on the traffic study the Council had previously done. Mayor Vileisis explains what happened with that proposal.

6. Consent Calendar: None

7. Public Hearing on State Revenue Sharing

- a. Public Hearing Opening & Process Review.
 - i. Mayor Vileisis reviews the process and procedures for Public Hearing and clarifies that this is the second Public Hearing on State Revenue Sharing. The first was held at the first Budget Committee Meeting.
- b. Citizen Testimony Opens; Signed-up, Walk-Ins, & Virtual
 - i. No Citizen testimony has been submitted and no citizens wish to testify tonight.
- c. Citizen Testimony Close: Testimony is closed
- d. Council Deliberation: None
- e. Council Vote
 - i. BW moves to close the hearing and adopt Res. 2025-06: Declaring Intention to Participate in State Revenue Sharing
 - ii. GB seconds the motion
 - iii. Vote: Unanimously yes

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Yes</i></u>
<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>	<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

8. Departmental Reports

- a. **Administration:** There was a water line break on Hamlet on Father's Day. CA Radcliffe thanks to the Public Works Department for their hard work on a vacation day. Water is now safe to drink and notices are going out to let affected citizens know. McCowan Labs now outsources some of its tests.
- b. **Mayor's Report:** Written Report submitted.

- c. **Public Works:** A written report was provided in the packet; additionally, Public Works is working with Civil West to create a temporary water treatment facility while the reservoir is dredged.
- d. **Police:** None
- e. **Planning:** None
- f. **Liaison**
 - i. **Port:** The installation of the cranes is postponed due to increased costs due to tariffs.
 - ii. **Fire District:** None
 - iii. **Parks:** The meeting this month was cancelled.
 - iv. **TLT:** None
 - v. **Mainstreet–Burns:** A written report is included with the packet.
 - vi. **Emergency Prep.–Burns:** A written report is included with the packet.

9. () Public Hearing on DLCD grant for Housing code update

- a. **Public Hearing Opening & Process Review:** Mayor Vileisis opens the hearing and reviews the process.
- b. **Citizen Testimony:** Testimony is opened, then closed with no one wishing to provide testimony.
- c. **Council Deliberation:** Council clarifies that Joseph and Crystal worked together for a clean copy; no other deliberation happened.
- d. **Seeing no other deliberation needed, and no further citizen testimony, Mayor Vileisis closes this hearing.**

10. Old Business

- a. **ORD. 2025-01: Housing & Zoning Codes Updates funded by DLCD Grant**
 - i. GB moves to approve ORD. 2025-01: Housing & Zoning Codes Updates funded by DLCD Grant
 - ii. PR seconds the motion
 - iii. **Vote: 6-0-0. Unanimously yes @**
- b. **Ord. 2025-02: Revising Port Orford Municipal Code Chapter 5.05: Short Term Rentals**
 - i. SL moves to approve ORD 2025-2
 - ii. GB seconds the motion
 - iii. **Discussion: Government issued ID includes driver license**
 - iv. **Vote: 4-1-1**

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Lovendahl</i>	<u>Yes</u>	<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>No</u>	<i>Councilor Rask</i>	<u>Excused</u>
<i>Councilor Lovendahl</i>	<u>Yes</u>	<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

c. **Ord. 2025-03: Increase TLT rate to 10%**

- i. BW moves to accept 2025-03: Increase TLT rate to 10%
- ii. TP seconds the motion
- iii. Discussion: Councilors ask for clarification on the breakdown of percentages allocated from the TLT funds.
- iv. VOTE: 5-0-1. Vote passes unanimously among the present members.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Excused</i></u>
<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>	<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

d. **Ord. 2025-04: Clarifying POMC 3.08 TLT procedures and funding**

- i. GB moves to approve
- ii. SL seconds the motion
- iii. Discussion: Upcoming legislation may cause this item to come back in the next fiscal year
- iv. Vote: 5-0-1. Vote passes unanimously among the present members.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Excused</i></u>
<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>	<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

e. **Employee Handbook**

- i. TP moves to approve
- ii. GB seconds the motion
- iii. Discussion: Council requests confirmation that the union and CIS have reviewed and approved the handbook.
- iv. Vote: 5-0-1. Vote passes unanimously among the present members.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Excused</i></u>
<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>	<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

11. New Business

a. **Res. 2025-05: Updating Resolution 2023-20; Establishing a cap on STRs in Residential Zones**

- i. BW moves to adopt resolution 2025-05
- ii. TP seconds
- iii. Vote: 5-0-1. Vote passes unanimously among the present members.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Excused</i></u>
<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>	<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

b. **Res. 2025-06: Declaring Intention to Participate in State Revenue Sharing**

- i. TP motions to approve resolution 2025-06
- ii. SL seconds the motion
- iii. Vote: 5-0-1. Vote passes unanimously among the present members.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Excused</i></u>
<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>	<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

- 175 c. Res. 2025-07: Establishing the Annual Increase in Utility Rate for FY26
 176 i. BW motions to approve resolution 2025-07
 177 ii. TP seconds the motion
 178 iii. Discussion: Idle account timelines to start charging. Notice has to be done
 179 legally. Change "Idol Accounts" to "All Utility Accounts".
 180 iv. Vote: 4-1-1. Vote passes.

181 *Councilor Burns* Yes *Councilor Pogwizd* Yes *Councilor Rask* Excused
 182 *Councilor Lovendahl* Yes *Councilor Brennan* Yes *Councilor Webb* No
 183

- 184 d. Res. 25-08: Extending Workers' Compensation to City Volunteers GB motions to
 185 approve the Employee Handbook as presented
 186 i. TP motions to approve resolution 2025-08
 187 ii. BW seconds the motion
 188 iii. Discussion: The council requests clarification on what volunteers would be
 189 covered by that.
 190 iv. Vote: 5-0-1. Vote passes unanimously among the present members.

- 191 e. Res. 25-09: Updating the City Fee list
 192 i. GB moves to approve
 193 ii. SL seconds the motion
 194 iii. Discussion: Court fees comes from Judge Milliman. "Granding" should be
 195 "Grading". Council requests a spreadsheet with how much revenue is
 196 generated from these changes. Sign fee going up from 5 to 25. Remove Home
 197 Occupation permit. "RV Park" to "RV park Permit"
 198 iv. The motion and second are rescinded.
 199 v. GB moves to approve with amendments of omitting Home Occupations and
 200 adding "application" to "RV park"
 201 vi. SL seconds
 202 vii. Discussion: Council Recommends that in the future that fees include
 203 annual/one-time.
 204 viii. Vote: 5-0-1. Vote passes unanimously among the present members.

206 *Councilor Burns* Yes *Councilor Pogwizd* Yes *Councilor Rask* Excused
 207 *Councilor Lovendahl* Yes *Councilor Brennan* Yes *Councilor Webb* Yes
 208

- 209 f. Meeting Extension
 210 i. BW moves to extend the meeting
 211 ii. GB seconds the motion
 212 iii. Vote: 5-0-1. Vote passes unanimously among the present members.

213 *Councilor Burns* Yes *Councilor Pogwizd* Yes *Councilor Rask* Excused
 214 *Councilor Lovendahl* Yes *Councilor Brennan* Yes *Councilor Webb* Yes
 215
 216
 217
 218

g. Ord. 25-05: Establishing a Public Safety Fee

- i. GB moves to adopt ordinance 2025-05
- ii. TP seconds the motion
- iii. Discussion: Fee for just the year? – Until Levy. Get rid of the “long term and stable” and “initial”, “This fee shall sunset upon the passage of the next public safety levy.” in 13.18.020 as item C.
- iv. The motion and second rescinded
- v. GB moves to adopt Ordinance 2025-05 as amended
- vi. BW seconds the motion
- vii. Vote: 4-0-2 Brennan recused

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Excused</i></u>
<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>	<i>Councilor Brennan</i>	<u><i>Recused</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

h. Res. 25-10: Supplemental Budget for FY25

- i. TP moves to adopt resolution 2025-10
- ii. GB seconds the motion
- iii. Vote: 5-0-1. Vote passes unanimously among the present members.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Excused</i></u>
<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>	<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

i. Res. 25-11: Establishing Tax Rate, Employee Wages, and Budget for FY26

- i. TP moves to adopt resolution 2025-11
- ii. GB seconds the motion
- iii. Vote: 5-0-1 Vote passes unanimously among the present members.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Excused</i></u>
<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>	<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

j. Delegating Right of Way permits to administration approval.

- i. TP moves to delegate ROW permits to City Staff
- ii. GB seconds the motion
- iii. Discussion: Council clarifies that it still is the body that can revoke ROW permits.
- iv. Vote: 5-0-1. Vote passes unanimously among the present members.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Yes</i></u>	<i>Councilor Rask</i>	<u><i>Excused</i></u>
<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>	<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

12. () Considerations

a. Citizens:

- i. Greg Thelen: Thanks the Council for taking care of the pieces of the Housing Code Update. Thanks the Mayor, the Council, and the Staff for all that was accomplished tonight.

b. Councilors:

- i. Mayor Vileisis thanks the Council, Staff, and Commissions for their hard work. This meeting represents a lot of work, and a lot of important items were completed tonight.

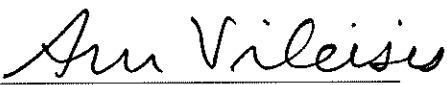
13. Future Meetings

- a. Special Session will be held on June 23rd 2025.
- b. Next normal meeting will be July 17th, 2025, at 5:30 pm in Council Chambers.

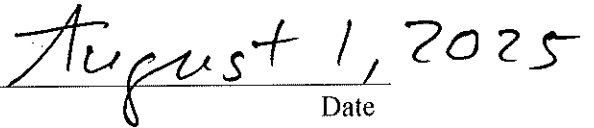
14. (3:15) Adjourn

- a. Seeing no further business, Mayor PC ends the meeting @ 8:45 pm

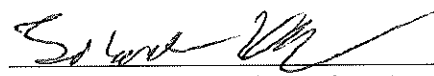
Attest:



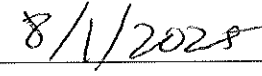
Mayor, Ann Vileisis



Date



City Recorder, Joseph Harrison



Date

