

**CITY OF PORT ORFORD**  
**REGULAR SESSION OF THE COMMON COUNCIL**  
**THURSDAY, October 16<sup>th</sup>, 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/845120101>

**You can also dial in using your phone.**

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

United States: 1 (646) 7.49-3129

**Access Code: 845-120-101**

## **AGENDA**

1. Call to Order/Roll Call/Pledge of Allegiance
2. Additions to the agenda
3. Citizen Concerns (On agenda items only – not on the Public Hearing – 3-minutes)
4. Consent Calendar
  - a. Minutes 9/16/2025
5. Presentations to the Council
6. Departmental Reports
  - a. Administration
  - b. Mayor's Report
  - c. Finance
  - d. Public Works
  - e. Planning
  - f. Liaison
    - i. Parks
    - ii. Historic Preservation
    - iii. Port
    - iv. Watershed
    - v. Fire
7. Old Business
8. New Business
  - a. Elk River Property Development CUP 16-02 & 16-03 Findings
  - b. Resolution 2026-25: Correcting Volunteer Coverage
  - c. Logo proposal

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**9. Considerations**

- a. Citizens**
- b. Staff**
- c. Councilors & Mayor**

**10. Future Meetings:**

- a. Regular Meeting of the City Council: November 20<sup>th</sup>, 2025 @ 5:30 PM**

**11. Adjourn**

## *1 Roll Call / Pledge of Allegiance*

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Mayor Vileisis will take roll call of present Councilors and lead the chambers in the Pledge of Allegiance

## *2 Additions to Agneda*

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The Council, Mayor, and City Administrator may submit additions to the agenda, which can be added via a vote or consensus.

## *3 Citizen Concerns*

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Citizens may approach the Council to speak on any matter that is on the agenda, other than the Public Hearings, which have their own time for citizen comments. Limit 3 minutes per person.

# 4 Consent Calendar

## 4(a) Minutes for September 18<sup>th</sup>, 2025

### CITY OF PORT ORFORD REGULAR SESSION OF THE COMMON COUNCIL THURSDAY, September 18<sup>th</sup>, 2025, at 5:30 P.M. **Minutes**

#### 1. Call to Order/Roll Call/Pledge of Allegiance

a. L

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>Head of Public Works John Isadore</i>	X
<i>Perri Rask, Councilor (PR)</i>	X		
<i>Deanna Brennan, Councilor (DB)</i>	X		
<i>Sara Lovendahl, Councilor (SL)</i>	Excused		
<i>Tim Pogwizd, Councilor (TP)</i>	X		

#### 2. Additions to the agenda

a. None

#### 3. Citizen Concerns (On agenda items only – not on the Public Hearing – 3-minutes)

a. None

#### 4. Consent Calendar

a. TP moves to approve the consent calendar

b. DB seconds

c. Vote: no discussion 5-0-1 @ 5:34 PM

*Councilor Burns*      Yes      *Councilor Pogwizd*      Yes      *Councilor Rask*      Yes  
*Councilor Lovendahl*      Excused      *Councilor Brennan*      Yes      *Councilor Webb*      Yes

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**5. Presentations to the Council – postponed due to technical difficulties**

**a. Audit Presentation on FY24: Ben Cohn with Sorren Financial Services (formally KDP)**

- i. Mr. Ben Cohn goes over the FY24 audit and gives the City a positive report. It is available in full at the following link:**

**[City-of-Port-Orford-Audited-Financial-Statements-FY-24.pdf](https://portorford.org/wp-content/uploads/2025/09/City-of-Port-Orford-Audited-Financial-Statements-FY-24.pdf)**

**<https://portorford.org/wp-content/uploads/2025/09/City-of-Port-Orford-Audited-Financial-Statements-FY-24.pdf>**

**ii. Action Item: Corrective Action Plan**

- 1. TP Motions to approve the corrective action plan**
- 2. GB Seconds the motion**
- 3. Discussion: Councilors discuss the process and verify that once signed, the auditors submit the corrective action plan to the state on behalf of the City.**
- 4. Vote: 5-0-1 @ 6:10**

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

- 5. BW motions to approve audit**
- 6. TP seconds**
- 7. Vote 5-0-1 @ 6:10**

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

**6. Departmental Reports**

- a. Administration – Approved right of way permits are available for review if requested. Starting in 2026, Mainstreet would like to hang lights in October for a new tourist festival Port GORE-ford. But the outdoor light code doesn't allow holiday lights in October. The finance contractor job is up on the website, the LOC job board and the OGFOA job board. The Oregon Parks and Recreation Department (OPRD) grant commission approved the Port Orford Parks Commission grant for park planning.**

- i. Council directs the Planning Commission to review to review the dark sky ordinance and means of code enforcement for updates to propose to the City Council. This action was approved via consensus.**

- b. Mayor's Report – Written report in packet, big items are; the watershed loan is fully paid off at no cost to the city, and the water recycling feasibility study should be done by the end of September**

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- c. Finance – written report in the packet and spreadsheet reviewed by the city council are available at the following link:

[https://drive.google.com/file/d/1-Tsf-IYOCjFhN41R8gQi07gBXpgvppTO/view?usp=drive\\_link](https://drive.google.com/file/d/1-Tsf-IYOCjFhN41R8gQi07gBXpgvppTO/view?usp=drive_link)

- d. Public Works – written report in the packet; CA Radcliffe & Mayor AV gives an update on the VacCon obtained through government auction – Head of Public Works John Isadore is picking it up right now. Filtration issues resulted in 14 24-hour days, resulting in extremely high overtime – thus this issue has been designated as a top priority.
- e. Planning – Via consensus the Council directs the Planning Commission to review enforcement ordinances and policies and propose updates/revisions to the Council.
- f. Police: report given to Council prior to meeting. Council directs staff to research options to resolve uncollected utility and citation revenue existing on our books and present them to the Council.
- g. Liaison
- i. Parks – councilor SL not present
  - ii. EPC – no longer needed
  - iii. Historic Preservation - none
  - iv. Port – cranes are partially constructed
  - v. Watershed – written report in packet
  - vi. Fire - none

## 7. Old Business

- a. Grants Update: Mayor Vileisis reviews the status of all current grants. The document available at the following link:

[https://drive.google.com/file/d/1mkARYWoeEK\\_TfQZr721IrxUMwJTb-HJP/view?usp=drive\\_link](https://drive.google.com/file/d/1mkARYWoeEK_TfQZr721IrxUMwJTb-HJP/view?usp=drive_link)

- b. Community Building Renovation Update: Mayor Vileisis shares power point available at **the following link:**

- c. Water Financing Update: Mayor Vileisis reviews water infrastructure priorities. The document available at the following link:

[https://drive.google.com/file/d/1GmRe75KnziJx7GpgASWK\\_PoRy-IQs807/view?usp=drive\\_link](https://drive.google.com/file/d/1GmRe75KnziJx7GpgASWK_PoRy-IQs807/view?usp=drive_link)

- i. Councilor TP volunteered to research getting a new dredge

Council votes to extend the meeting after a brief recess

GB moves to extend the meeting

PR seconds the meeting

Vote: No opposition

<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>Excused</i></u>	<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

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**Meeting resumes at 7:40**

- d. Council Priorities Discussion:** Staff has accomplished a lot of previously specified priorities, but just running the city takes most staff time. Staff requests the Council review the previously designated priorities to ensure that staff time is being used effectively. In preliminary discussion, Councilors identified water as the highest priority.

**Councilor TP is excused @ 8:25**

**8. New Business**

- a. Council Sub-Committee for next year's Public Safety Levy:**
  - i. Council agrees via consensus with the creation of a Sub-Committee to start plans for next years public safety levy. Mayor Vileisis requests for volunteers. GB volunteers and Mayor Vileisis will follow up with TP to confirm he would like to volunteer. BW wants to offer input.**

**9. Considerations**

- a. Citizens**
- b. Staff**
- c. Councilors & Mayor**
  - i. Rask: Thanks, everyone, for their patience in regard to her personal life interfering with council duties. The Council expresses gratitude to have her back.**

**10. Future Meetings:**

- a. Regular Meeting of the City Council: October 16<sup>th</sup>, 2025 @ 5:30 PM**

**11. Adjourn @ 8:55**

Attest:

\_\_\_\_\_  
Mayor, Ann Vileisis

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Recorder, Joseph Harrison

\_\_\_\_\_  
Date

## *5 Presentation to Council: None*

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There are no special interest groups that wish to present something to the Council this month.

## *6 Departmental Reports*

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### *6(a) Administration*

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#### **Irrigation Meter Reads are due by Nov. 30<sup>th</sup>**

The irrigation water year is coming to a close. You are able to water trees and veggies April through October. We need the year's water reads by November 30<sup>th</sup>. You can email us (at [mclaussen@portorfordor.gov](mailto:mclaussen@portorfordor.gov)), send in a picture of your meter reading, or bring the number to the office. The credit will be added to your utility bill. Next year, please get your "start of year" reads to us in April. Water use from years past will not be refunded.

#### **Burn Permits**

The Coos Forest Patrol will allow burning once fire season is officially over. Once that happens, we will begin issuing burn permits at the office. This is for yard debris only: NO TRASH! The permits are \$15 for 7 days.

#### **Right-of-Ways**

Owners of adjacent property to the City's Rights of Way are responsible for their upkeep. Cutting brush and general management are allowed without a ROW permit. If you plan to cut trees, add a structure, or do something similar, you need to come to City Hall and get a permit. If there are inoperable vehicles, boats, or RVs in the ROW, they will be tagged and towed soon. We want to give people some time to fix these problems on their own, before we have to tow them away at the owners' expense. Please help keep our ROWs clear and safe.

#### **Community Building Information**

The Community Building has some siding! The sheetrock is being hung inside, and the painters and finish carpenters are waiting in the wings. Again, we will complete the project in phases... one will focus on the Community Building and the grant money received. The second phase, after \$700,000 is raised for the ALH, will be to remodel the ALH industrial kitchen, update the HVAC system, and replace the siding. There is work being done on the front to secure the foundation and to prepare for the (eventual) vestibule. We are working with a volunteer fundraising committee to make this happen. According to the contractors, the Community Building should be ready to open by mid-December!

#### **Port GOREford**

Port Orford Main Street is in the (Haunted) Holiday spirit! Please visit [discoverportorford.org](http://discoverportorford.org) to see what our businesses have in store for the town. The story of the Kraken that lives under Battle Rock is particularly great. You can find more info under the "visit" link at the top left of their website.

#### **Finance Consultant Position**

We are still accepting applications for this position. We would prefer a part-time person to be in the office a few days a week. So far, applicants are only interested in working remotely.6(b)



## **6(b) Mayor's Report**

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## **6(c) Finance**

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## **6(d) Public Works**

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### **Water numbers sold for September 2025**

Treated water produced 4,878,000 Water Sold-2,424,096 Back-washes 333,000 leaks 35,000  
WATER = LOSS EST. 47 %. Rain for August 0.00'' Water Plant ran 8, 24hr days

### **Water Treatment plant.**

1. State reports submitted for the month of September
2. Annual reporting for Port Orford Water rights completed
3. Update Filter / media / underdrain repairs, talking with several vendors for quotes. If feasible staff will perform work with some contracting for fab / welding etc.
4. New pump installed Hubbard's, performance is good 100-95 psi flow rate 330 GPM
5. Coast Guard hill pump station, waiting on welder to schedule pending
6. Culvert removal, 16-17 pieces to remove from site with some tree work left for us.

### **Water distribution leaks repair:**

1. Coos Curry Electric is relocating the power under ground on Coast Guard hill. Boring started 10 days ago with several more weeks left. Lots of utilities to work around.
2. Meet with a new meter rep from Spectrum, lengthy discussion possible pilot study
3. Repaired water main break on 13<sup>th</sup> & Wyoming St.
4. Communications / auto controls restored by Tag Automation @ Hubbards.

### **Waste Water plant / Collections:**

1. The computer brain is dying, no-longer supported looking for refurbished one, Fault caused all pumps to go offline. This caused an overflow within the pump room. The Muffin Monster failed which also contributed, Pump drives obsolete and are failing. Waiting for quote for new drives, but I'd thinking 8-10K with install.
2. Outfall inspection, New diver is continuing the search for the missing outfall.
3. Mixer for anoxic zone, motor shorted out, pending quotes
4. Recycled water pump for sprayers is down, need new wire and 50amp circuit approx. 200' of #6 wire/50-amp breaker service. Pending material purchase and time
5. Lake-Shore lift station electrical service replacement, temp service panel is installed. Scheduling with CCE, Other repairs for suction pipe in the works
6. Lift station PM's degrease floats, lots of grease and wet-wipes

### **City shop yard**

1. Dump runs to remove old debris; work will continue until its completed
2. Vehicle PM's

**Streets.** cleaning up right of ways mowing and trimming trees.

**Parks** Mowing / brushing / debris removal

### *6(e) Planning*

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Planning Commission skipped their October meeting, but is spending the time reviewing the dark sky ordinance and code enforcement ordinances.

## *6(f) Liaison Reports*

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*6(f)(i) Parks Liaison Report: None Submitted*

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*6(f)(ii) Historic Preservation Liaison Report: None Submitted*

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*6(f)(iii) Port Liaison Report: None Submitted*

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*6(f)(iv) Watershed Liaison Report*

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*6(f)(v) Fire Liaison Report: None*

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## *7 Old Business: None*

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## *8 New Business*

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### *8(a) Elk River Property Development CUP 16-02 & 16-03 Findings*

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At the Elk River Property Development appeal to the City Council on August 21<sup>st</sup> 2025, the Council voted to overturn the Planning Commission denial of extension. As part of the appeal process, the Council also needs to approve findings from the hearing. The findings have been prepared by Lori Cooper Esq., and are linked below.

Findings:

[Click Here](#)

Or Copy & Paste the following:

<http://portorford.org/wp-content/uploads/2025/10/Council-Findings-and-Order-for-2025-CUP-Extension-101025.pdf>

Recommended motions:

- I, Councilor [name], motion to approve the findings as presented
- I, Councilor [name], motion to approve the findings as amended
- I, Councilor [name], motion to direct staff to rewrite the findings with the following changes and return it for review at the next meeting.

***8(b) Resolution 2026-02: A Resolution Correcting Resolution 2025-08- Extending Workers' Comp Coverage to City Volunteers***

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**RESOLUTION 2026-02**

**A RESOLUTION CORRECTING RESOLUTION 2025-08 EXTENDING CITY OF PORT ORFORD'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF PORT ORFORD**

**WHEREAS**, a resolution extending workers' compensation coverage to volunteers of the City of Port Orford in which the *City of Port Orford* **offers** the following:

Pursuant to *ORS 656.031*, workers' compensation coverage will be provided to the classes of volunteer workers, **based on an assumed monthly wage equal to the standard minimum wage**, noted on **SAIF** payroll and verified at audit.

The City of Port Orford agrees to maintain verifiable rosters for all volunteers, including volunteer name, date and hours of service and make them available at the time of a claim or audit to verify coverage. **These hours are to be recorded and submitted to City Hall by the designated leader/chair of each volunteer group.**

**NOW, THEREFORE, BE IT RESOLVED** by the *City of Port Orford* to provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

**ADOPTED** by the *Common Council of the City of Port Orford* and effective this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Attest:

\_\_\_\_\_  
Mayor, Ann Vileisis

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Recorder, Joseph Harrison

\_\_\_\_\_  
Date

## RESOLUTION 2025-08 **Redlined**

**WHEREAS**, a resolution extending workers' compensation coverage to volunteers of the City of Port Orford in which the *City of Port Orford* ~~elects~~ offers the following:

Pursuant to *ORS 656.031*, workers' compensation coverage will be provided to the classes of volunteer workers ~~listed in this resolution~~, based on an assumed monthly wage equal to the standard minimum wage, noted on SAIF CIS payroll and verified at audit.

- ~~1. **Public Safety Volunteers.** An assumed monthly wage of \$800 per month will be used for Public Safety Reserve volunteers; and~~
- ~~2. An aggregate assumed annual wage of \$2,500 will be used per Volunteer Board, Commission and/or Council for the performance of administrative duties. The Port Orford covered bodies are: (a) Common Council, (b) Parks Commission, (c) Planning Commission, (d) Budget Committee, (e) TLT Committee, (f) Historical Preservation Commission, (g) Emergency Preparedness Committee; and~~
- ~~3. **Manual Labor by Elected Officials.** Non-applicable; and~~
- ~~4. **All Non-public Safety Volunteers** listed will keep track of their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. SAIF CIS will assign the appropriate classification code to the type of volunteer work being performed by (a) Parks and Recreation; and~~
- ~~5. **Public Events** Non-applicable; and~~
- ~~6. **Community Service Volunteers/Inmates** Non-applicable; and~~
- ~~7. **Other Volunteers.** Unanticipated volunteer exposures not addressed herein will have workers' compensation coverage if, prior to the onset of the work provided the City of Port Orford: (a) provides at least two weeks' advance, written notice to SAIF CIS underwriting requesting the coverage, (b) SAIF CIS approves the coverage and date of coverage, and (c) SAIF CIS provides written confirmation of coverage.~~

The City of Port Orford agrees to maintain verifiable rosters for all volunteers including volunteer name, date and hours of service and make them available at the time of a claim or audit to verify coverage. These hours are to be recorded and submitted to City Hall by the designated leader/chair of each volunteer group.

**NOW, THEREFORE, BE IT RESOLVED** by the *City of Port Orford* to provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

**ADOPTED** by the *Common Council of the City of Port Orford* and effective this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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### *8(c) Water Recycling Feasibility Study Update*

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Civil West has almost finished the Feasibility Study for the effluent pipeline; however, it is not available at the time of publication of this packet.

### *8(d) Logo Proposal*

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With the ongoing renovations to the Community Building, there is a need for an updated logo to put onto the facade. Due to complaints the City has received about our existing logos, CA Radcliffe has used this as an opportunity to explore new designs for the future.

## *9 Considerations*

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Citizens may approach the Council to speak on any matter, whether it is on tonight's agenda.

This is a time for the Council to hear concerns, not address them, and they may or may not immediately respond.

After citizens have had their time, City staff may do the same. Finally, the Councilors, then the Mayor, may add their own consideration to the record.

Limit 3 minutes per person, be they citizens, staff, or councilors.

## *10 Future Meetings*

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The next regularly scheduled meeting is October 16<sup>th</sup>, 2025, in the Gable Chambers.

If any additional meetings are scheduled during this meeting, the date, time, and location will need to be clearly stated for the record.

## *11 Adjourn*

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Once the business of tonight's meeting has been completed and there are no further concerns, Mayor Vileisis will close the meeting after announcing the time for the record.