

CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
THURSDAY, December 18th, 2025, at 5:00 P.M.

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AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Executive Session Under ORS 192.660(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
3. Possible Action Out of Executive Session
4. Additions to the agenda
5. Citizen Concerns (Time limit 3-minutes per person)
6. Consent Calendar
7. Presentations to the Council
 - a. Rick Cook on behalf of the Historic Preservation Commission: City Jail & Fort Point Trail Updates
8. 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

9. Old Business

- a. **Idle Meter Update**

10. New Business

- a. **ORD 2026-06: Correcting City Fee list**
- b. **Appoint Budget Officer**
- c. **Consideration of the Beautification Grant Program for 2026**
- d. **Schedule Worksessions for Public Safety Financing & Council Priority Discussion**

11. Considerations

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

12. Future Meetings:

- a. **Regular Meeting of the City Council: January 15th, 2026 @ 5:30 PM**

13. Adjourn

1 Roll Call/Pledge of Allegiance

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

2 Executive Session Under ORS 192.660(i)

ORS 192.660(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

3 Possible Action Out of Executive Session

The Council may wish to make a decision based on the discussion in the Executive Session.

4 Additions to Agenda

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

5 Citizen Concerns

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

6 Consent Calendar

6(a) Minutes from November Meeting

City of Port Orford
Meeting Minutes of the City Council
In the Gable Chambers / Virtual participants
THURSDAY, November 20th, 2025, at 5:30 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>	Late (5:34)	<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>	Excused		
<i>Deanna Brennan, Councilor (DB)</i>	X		
<i>Sara Lovendahl, Councilor (SL)</i>	X		
<i>Tim Pogwizd, Councilor (TP)</i>	Excused		

The minutes were prepared to the best of our ability using the recording available at:
<https://www.youtube.com/watch?v=To0FzaxxwqA>

- 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 @ 5:30 pm and leads the chamber in the Pledge of Allegiance.
 - b. **Councilor BW** arrives at 5:34

- 2. (0:05) Additions to the Agenda:** Mayor Vileisis makes corrections on the agenda and adds Letters of Support and Gratitude as item 8(d)

- 3. (0:05-0:07) Citizens' Concerns: None**

4. **(0:07-0:15) Consent Calendar;** Minutes 9/19/2025,
- a. BW moves to approve the consent calendar
 - b. GB seconds the motion
 - c. Discussion: There is an error on page 5. Councilor SL voted no on the Elk River Property Development item.
 - d. BW withdraws his motion and GB withdraws his second.
 - e. BW moves to approve the consent calendar as amended.
 - f. GH seconds the motion.
 - g. Vote: Without further discussion, the present councilor votes unanimously to approve 4-0-2. The vote unanimously passes among the present councilors at 5:38 PM.

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

5. **(0:15) Presentation to Council:** None

6. **(0:15-1:00) Departmental Reports**

- a. **Administration:** A written report is included in the packet and CA Radcliffe gives an update on the idle meter report.
- b. **Mayor's Report:** Mayor AV highlights that \$750,000 judicially allocated lottery funds The City received last year are being decreased. Also highlights that The City received a grant for \$50,000 for a leak study. The report can be viewed in full in the meeting packet.
- c. **Finance:** It is getting to the first JASON (January, April, September, October, and November) months, so The City is waiting for the next round of tax revenue to be released.
- d. **Public Works:** A written report is included in the packet.
- e. **Planning:** The online code is being updated. The October meeting was cancelled.
- f. **Police:** The report was sent to Council ahead of the meeting, and the Council has no questions for Chief Hobart.
- g. **Liaison**
 - i. **Parks:** Written report in packet
 - ii. **Historic Preservation:** Fort Point Sign in progress.
 - iii. **Port:** New cranes are working at will be christened on November 30th
 - iv. **Watershed:** The Mayor thanks the Watershed volunteers who helped with the culvert removal
 - v. **Fire:** Had a meeting with the Fire Department and Public Works to discuss fire hydrant maintenance and procedures.

7. (1:00-1:05) Old Business:

- a. Logo Proposal Update:** CA Radcliffe reveals the winner of the new city logo survey. It can be viewed at the following link:

<http://portorford.org/wp-content/uploads/2025/12/Port-Orford-City-Logo-Full-Color-Resize.png>

8. (1:05-1:47) New Business

- a. (1:05-1:15) City Admin Annual Evaluation:** Mayor AV and Recorder Harrison pass the evaluation forms to the Council and request that they be returned to the Mayor by December 11th. The Council discusses when/if to meet in December to go over the results and the regular business. Via consensus, the Council decides to have an abbreviated meeting on the normally scheduled meeting date.
- b. (1:15-1:40) Adoption of TLT MOA**
- i.** Mayor AV gives the background on the TLT updates, Mainstreet's role in TLT advertising, and clarifies that this is not the TLT beautification grant. The council reviews the agreement.
 - ii. GB moves to adopt**
 - iii. SL seconds**
 - iv. Vote: 4-0-2 @ 7:09**

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

- c. December Meeting discussion: got merged with item 8(a)**

- d. (1:40-1:47) Letters of Support and Gratitude from the Mayor for Rotary:** Rotary has donated \$20,000 for the local Community Building renovation and Mayor AV would like to send a thank you letter. The library is requesting a letter of support to increase accessibility features. By consensus, the council agrees to let the mayor send both of the letters. They can be viewed at the following links:

<http://portorford.org/wp-content/uploads/2025/12/Rotary-Thank-You-Letter-11.2025.pdf>

http://portorford.org/wp-content/uploads/2025/12/Letter-of-support-for-library-grant_11.2025.pdf

9. (1:47-1:55) Considerations

- a. Citizens:**
- i. Dave Foley:** Supports using the A-frame as a museum and requests that some picnic tables be put in.
- b. Councilors:**
- i. GB:** GB attended a virtual meeting with the County Board of Commissioners about the housing crisis.

10. Future Meetings

- a. **Regular Meeting of the City Council: December 18th, 2025 @ 5:30 PM**

11. Adjourn

- a. **Seeing no further business, Mayor AV ends the meeting @ 6:34 pm**

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

7 Presentation to Council: None

Rick Cook, Chair of the Historic Preservation Commission, will be presenting the Council with an update on the City Jail and Fort Point Trail projects that the Commission has been involved with. (Time limit 10 minutes)

8 Departmental Reports

8(a) Administration

Thanksgiving Leak on 9th and Jackson

We wanted to thank citizens for their patience during our recent leaks and boil-water notices. Our Public Works staff worked overtime and kept the water plant running 24 hours a day throughout the long holiday weekend so customers had water during Thanksgiving. We hope you enjoyed the holiday visiting family and friends.

Community Building Information

The Community Building should be ready to open by mid-January! Vitus Construction has completed HVAC, final plumbing, window coverings, and final painting. One of the last items that will arrive is the external handrails, so we will not rent the space until mid-January. We are calculating the cost to rent the space and will share that with interested parties when they make reservations. We are accepting bids to update the north wall of the ALH, but that will not start until the Community Building is 100% complete.

2021 DEQ Report for the WWTP

As I mentioned in the last report, we were alerted to issues from 2021 at the Wastewater Treatment Plant (based on a file review at their level). I have submitted an appeal to the fine and have a meeting on 12/16/25 to discuss a local project, which will satisfy the penalty with DEQ. I am hopeful we can mitigate this past error and move forward. The issue was low pH readings of our effluent for a few days in 2021. Any other issues were related to the late reporting of a monthly spreadsheet. As mentioned before, we now have a diligent, Level II operator on staff who has cleared up past issues at the WWTP. Good job, Josh!

Navy Sea-training Information

We received a letter alerting us to the fact that the Navy will be doing training exercises off the coast of Alaska, Washington, Oregon, and California. I don't think there is any response needed, just FYI.

Staff Openings

Finance Consultant Position- we will have the contract with Kytola CPA, out of Eugene, for you once it is checked by our legal counsel.

Buffington Park Host/ Maintenance- interviews are scheduled for Wednesday, 12/17/25.

Year-End Highlights and Recap

Our COPO Staff has accomplished many things this year with the help of volunteers and community partners. A not-all-inclusive snapshot includes:

- Erroneous 2021/2022 Curtailment Fines have been refunded
- Planning Code Update completed (ADUs, etc...)
- Processed approximately 15 Planning Clearances
- Revamp of Ordinance Enforcement process in progress
- Finance Committee directives to increase revenues
 - Restarting Idle Accounts
 - TLT percentage increase
 - Convenience fee for the online portal passed to users
 - Fee schedule updated
 - \$12 Public Safety fee implemented
- Community Building nearly complete!
- Updated budget process
- New logo process
- Caught up on yearly audits (we will start the 2025 audit in February)
- Secured full staffing for regular COPO positions
- Hired new Janitorial provider
- Grants (13 this year)
 - Secured the Parks Planning grant
 - ALH Fundraising continues
 - Secured the \$50,000 SIPP grant for a leak study
 - Supporting Visitor Center remodel
 - Managing the \$225,000 Business OR Dredging process
 - Managing the Water Recycling Legislative pass-through \$750,000
 - Managing the Raw Water Tank Planning Grant
 - Hamlet Historical Survey completed
 - City Jail restoration grant in process
- Responded to citizen concerns and complaints involving chickens, cats, dogs, sheep, goats, ROW permits, bathroom cleanliness, Utility bill adjustments, noise complaints, danger trees, Sudden Oak Death management with ODF, Dark Sky complaints, twinkle lights, Halloween décor, new budgets, utility rate increases, and water theft.

8(b) Mayor's Report

On Nov. 24, I was a guest on the Jefferson Exchange—a radio program on Jefferson Public Radio—as part of their series of discussions with local leaders around SW Oregon. Interestingly I was under the impression that I'd be asked about challenges we're facing, but it ended up being a lighter discussion in which I got to talk about just how special our little town is! They were interested to hear about our town, our port, and our watershed land purchase.

<https://www.ijpr.org/show/the-jefferson-exchange/2025-11-24/tues-9am-jx-meets-local-leaders-mayor-of-port-orford-or>

On Nov. 30, I was honored to represent our city at the dedication of the new cranes down at the Port of Port Orford. It was a festive event, and the highlight for me personally was getting a chance to climb to the top of the crane with our State Senator David Brock Smith and our port commissioners Aaron Ashdown, Brett Webb, and Pat Cox. The project to install the cranes has taken at least seven years and it was sobering and interesting to hear about some of the ups and downs along the way. City Administrator Radcliffe and I could nod knowingly from our own trials and tribulations with various grant-funded projects we're working to advance.

I've continued to work with Willamette Partnership in a preliminary way to get their assistance lined up to help us find funding for our two crucial "gray" infrastructure projects —the filtration system upgrade and our leakiest lines upgrade.

We had a good meeting with our Civil West engineers about the next phase of the Water Recycling project. We informed them about the need to plan for less money, (since about \$103k may get yanked back owing to the state budget crisis related to federal tax cuts) and emphasized our aim to make sure key projects at the Waste Water Treatment Plant can be implemented to prepare for water recycling, including replacing our UV filtration system.

We had a meeting about the Raw Water tank project. This is a CDBG grant project where the first phase was to pay for planning and engineering. That is now 90% completed. The first phase was supposed to line us up to apply for implementation funds. But it turns out that federal funding is not available in the program for the spring round of the grant applications. The next opportunity to apply may be in the fall, but there may not be money available in fall either if Congress does not act. According to Biz Oregon, CDBG funding has been very stable over the years and has not ever before been revoked —so this is a first. If it is, it will be yet another case where we spent money and effort to get prepared for a grant that got yanked by the federal government. Fortunately —all the money spent was from the federal government, but there was lots of time from staff *and me* on this.

Speaking of federal funds getting yanked back, I just learned there was a favorable court decision in the case that Attorney General Rayfield brought (with 20 other states) regarding the cancellation of the federal BRIC program: <https://www.doj.state.or.us/media-home/news-media-releases/ag-rayfield-secures-court-victory-preventing-trump-from-cutting-disaster-funding/>

As a reminder, this was the grant application we put a lot of money and effort into—to fix our leakiest pipes. It got cancelled back in January —just after we made the near-final cut for full funding. I don't know if we'll ever be able to get back into the queue on this, but I am still rooting for that possibility because it would really help our water system.

I spent quite a lot of time working on an application for another CW State Revolving Fund partially forgivable loan with the aim of securing funds to remove the failing culvert upstream of our drinking water reservoir. We're going to ask for about \$250k. We are still waiting to hear about a state grant that had been delayed (owing to the budget crisis) and Erin Minster wants to apply for another one for us —but since grant funding is becoming more competitive and less reliable, the low interest/ partially forgivable loan option seems important to pursue —so we can be sure to get that project completed next summer.

I have continued to attend Community Building construction meetings, worked to track fund expenditures —as we're getting down to the wire, met with CCD and Business Oregon for a site visit, and I've met with our fundraising volunteers. The completion of the project was delayed, but the missing electrical equipment was delivered and progress is being made. We should have a better idea of when we can open the building soon. We'll need to plan for a celebration!

8(c) Finance: Not Available at time of Publication

8(d) Public Works: Verbal Report will be given

8(e) Planning: Verbal Report will be given

8(f) Liaison Reports

8(f)(i) Parks Liaison Report:

Discussed the need for a fence around the skate park bowl. Deemed a safety hazard.

Will conduct new commissioner training on January 4th at 3:00 pm, starting with a physical review of all Parks locations.

Dave Lacy invited to give a brief presentation at the next meeting regarding the proposed Back Nine of the disc golf course.

Discussed unfinished projects. Will consult with John Isadore regarding Parks' equipment at Buffington Park. Commissioner Thompson will conduct an inventory of the equipment (benches, pavers). Commissioner Rickell will follow up with Public Works personnel.

Jon Hanzen has withdrawn his application to be Parks Commissioner.

The commission will request the city partner with Rotary to paint the exterior of the two bathrooms at Buffington Park.

Buffington Park Host has moved. The city has received two applications for the park host position. CA will conduct interviews. Councilor Lovendahl will participate in the interview process.

CA has signed the Planning Grant contract. The Commission will assist with the planning grant.

8(f)(ii) Historic Preservation Liaison Report: Presented

8(f)(iii) Port Liaison Report: None Submitted

8(f)(iv) Watershed Liaison Report

The Port Orford Watershed Council met on December 10 at the library. The group discussed plans to continue maintaining the Bioswale down at the visitor center. The group had to remove a build up of sediments that had collected, which was causing a back up of water in the parking lot. Mike Nehls, a native plant expert and wholesaler, attended as a guest consultant and had some good ideas about how to rejuvenate the swale by replanting sedges and bulrushes in the center since those plants are best at breaking down hydrocarbons from polluted runoff of parking lots. He also recommended planting more low shrubs to shade out the weeds and grasses. The group discussed a planting day this winter to start that process. The group also discussed a community event in March to share information about the Port Orford Watershed council and to recruit some more volunteers to help with projects. Beyond the bioswale, the group does service projects up in our drinking water source area —helping to control gorse and restore forest in a portion of our watershed that was logged and then became infested with gorse. The group works with the Curry Soil and Water Conservation District on that project 1-2 times each year. For more information or to get involved, contact the POWC Chair Meg Humphrey at powc99@gmail.com.

8(f)(v) Fire Liaison Report: None

9 Old Business

9(a) Idle Meter Update

In order to cover operating costs, the Council passed an ordinance to charge all Idle Meter accounts the base rate each month. There were approximately 70 accounts on the original list. Of those, many were shown to be mistakes in the entering of the account over the years. Others were removed from the list, as new residents restarted service.

37 Idle accounts were remaining, so Public Works staff went out to identify if the property had a water and/or sewer connection, had a structure, and if a meter was present. Per our last meeting, the 25 accounts that have a structure will receive a second letter explaining the upcoming base rate charges that will be assessed. A Service Agreement will be included. These meters will be checked monthly for consumption.

The remaining 12 lots don't have a structure, so the meters will be checked periodically for leaks. Again, I checked with our legal counsel when the ordinance was created, and they felt the City is within its rights to make this change.

10 New Business

10(a) ORD 2026-06: Correcting the City Fee List Background

As staff have worked with the new fee schedule, it has been discovered that some items need to be rephrased to be clearer. A corrected City Fee list has been included as attachment A.

Attachment A:

<http://portorford.org/wp-content/uploads/2025/12/City-Fees-List-12.2025-UPDATE.pdf>

10(a) ORD 2026-06: Correcting the City Fee List Background

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF PORT ORFORD
CORRECTING THE CITY FEES LIST

WHEREAS, the City Council approved the current City Fee List during the FY26 Budgeting cycle; and

WHEREAS, Burn Permits were not on the final version of the list that Council voted on; and

WHEREAS, some of the fees could be clarified to align with Council sentiment (“Annual”, “One-Time”, “Filing”, ect.); and

WHEREAS, ORS 294.160 requires a City governing body to allow for public comment before raising rates or establishing a new fee or fee increase; and

WHEREAS, the City had a period for public comment on June 16th, 2025, before raising fees, and none of these revisions increase or establish fees that the Council didn’t discuss at that time;

NOW, THEREFORE,

BE IT RESOLVED by the Common Council of the City of Port Orford, that the City of Port Orford elects to adopt the fee structure for city services as attached on Exhibit A.

ADOPTED by the Common Council of the City of Port Orford, and effective this _____ day of December 2025.

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

10(b) Appointing a Budget Officer for FY27 Budget Cycle

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. With the City attempting to improve its budgeting process, we are appointing a Budget Officer in December, so that The City is adhering to The State of Oregon local budgeting law schedule as recommended by The Department of Revenue.

Motions:

- I, Councilor [name], motion to appoint [appointee] as the Budget Officer for the 2026-2027 year.
- I, Councilor [name], motion to decline appointing a budget officer for the 2026-2027 year at this time.

10(c) Consideration of the Beautification Grant Program for 2026

Owing to a set of significant unanticipated costs, there is concern that we will not have sufficient funds to implement the City Beautification Grant program for 2026.

Historically, funding for the beautification grant program came from TLT monies. However, state legislation now governs specifically what TLT monies can be used for, and beautification is not in that purview. For years, the city has included the grant program in its budget, but with the need to tighten our belt to meet costs, we anticipate needing every nickel. For that reason, it is recommended that we pause this program for 2026.

10(d) Worksessions for Public Safety Financing & Council Priority Discussion

With the start of the new calendar year, reevaluating Council Priorities based on the previous years' successes and struggles will help City Staff stay focused on tasks the Council is prioritizing. Additionally, the Council should consider a worksession to address Public Safety Financing, as it has been a concern for the past few budget cycles.

11 Considerations

Citizens may approach the Council to speak on any matter. 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.

12 Future Meetings

The next regularly scheduled meeting is January 15th, 2026, 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.

13 Adjourn

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.