

CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
THURSDAY, January 15th, 2026, at 5:30 P.M.

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AGENDA

1. Call to Order/Roll Call/Pledge of Allegiance
2. Additions to the agenda
3. Citizen Concerns (Time limit 3-minutes per person)
4. Consent Calendar
 - a. Minutes 12/18/2025
 - b. Correction of Minutes 6/18/2025
5. Presentations to the Council
 - a. Erin Minster: Curry Soil and Water Conservation District Annual Update
6. Departmental Reports
 - a. Administration
 - b. Mayor's Report: State of the City
 - 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. Kytola Contract for municipal CPA services

9. Considerations

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

10. Future Meetings:

- a. Public Safety Finance Worksession: January 22nd, 2026 @ 5:30 PM**
- b. Regular Meeting of the City Council: February 19th, 2026 @ 5:30 PM**

11. 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 Additions to Agenda

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

3 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.

4 Consent Calendar

4(a) Minutes from 12/18/2025

City of Port Orford
Meeting Minutes of the City Council
 In the Gable Chambers / Virtual participants
THURSDAY, December 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>	Late (5:30)	<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>	Virtual		
<i>Deanna Brennan, Councilor (DB)</i>	Late (5:18)		
<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=VabJmiHWAYo>

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. (0:02-0:04) Executive Session Under ORS 192.660(i)

- a. **Councilor SL** moves to enter Executive Session under ORS 192.660(i)
 b. **Councilor GB** seconds the motion
 c. **Vote: 4-0-2 @ 5:03 PM**

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

3. (0:04) Action Out of Executive Session: None

4. (0:04) Additions to the Agenda: None

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5. (0:04) **Citizens' Concerns: None**

6. (0:04-0:05) **Consent Calendar;**

- a. BW moves to approve the consent calendar as amended
- b. GB seconds the motion
- c. Discussion: The watershed liaison report should remove stabilization and 9(b) should include the word "veterans" in housing issues.
- d. Vote: The present councilor votes unanimously to approve 4-0-2. The vote unanimously passes among the present councilors at 5:54 PM.

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

7. (0:06-0:20) **Presentation to Council:** Rick Cook on behalf of the Historic Preservation Commission: City Jail and Fort Point Trail Updates. Mainstreet is going to assist with weather-proofing the Jail, which will cost about \$3000 to do while following preservation guidelines. The Fort Point Trail signs will utilize QR codes.

8. (0:20-0:48) **Departmental Reports**

- a. **Administration:** The full report is in the packet. The highlights: shout out to Public Works employees for keeping the water on over Thanksgiving while there was a large leak, the DEQ report has led to a fine of \$6,300, but we can apply for a fine reduction, and 80% of the fine can go to a supplemental environmental project, including at the wastewater treatment plant. The park host interviews are scheduled, and CA Radcliffe recaps this year's successes.
- b. **Mayor's Report:** The full report is in the packet. Mayor Vileisis expresses appreciation to CA Radcliffe on behalf of the City Council and presents her with a gift from them to show their appreciation of her dedication.
- c. **Finance:** None
- d. **Public Works:** The full report is in the packet.
- e. **Planning:** The online code is being updated. The last Planning Commission meeting was cancelled.
- f. **Police:** The police 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:** Presented
 - iii. **Port:** The ribbon-cutting ceremony for the new cranes was successful, just in time for the start of crabbing season.
 - iv. **Watershed:** The full report is in the packet.
 - v. **Fire:** Fire hydrant maintenance sheet is going to Fire Department and Public Works.

9. (0:48-0:51) Old Business:

- a. **Idle Meter Update:** CA Radcliffe reviews the information in the packet.

10. (0:52-1:01) New Business

- a. **Ordinance 2026-06:** Mayor AV informs the Council of recommended changes: removing the notes from the SCD fees, adding the Burn Permit fees & adding new items into the table.

- i. **BW moves to approve the document as amended**
 ii. **GB seconds the motion**
 iii. **Discussion:** Council discusses if an ordinance should be passed to automatically increase City fees by the CPI. Council decides via consensus to have this discussion during budgeting season.
 iv. **Vote: 5-0-1 @ 6:51**

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

b. **Appoint a Budget Officer**

- i. **BW moves to appoint CA Radcliffe as the Budget Officer**
 ii. **GB seconds the motion**
 iii. **Vote: 5-0-1 @ 6:51**

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

c. **Consideration of pausing the Beautification Grant Program for 2026**

- i. **Mayor Vileisis gives the background of the program, states that the recommended pause is meant to be temporary until the City's finances are more stable, and clarifies that this is not related to the Jubilee firework funds.**
 ii. **SL moves to suspend the Beautification Grant for Fiscal Year 2026**
 iii. **GB Seconds the motion**
 iv. **Vote: 5-0-1 @ 6:55**

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

v.

d. **Schedule Worksession for Public Safety Financing & Council Priority Discussion.**

- i. **Council agrees via consensus to schedule the Public Safety Financing worksession for January 22nd, 2025, and to discuss a Priority setting session at the January meeting.**
 ii. **Councilor Webb expresses concern that this is not the time to discuss Public Safety Financing, resulting in Council directing staff to send the verbiage regarding the Public Safety Fee via consensus.**

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11. () Considerations

a. Citizens: None

b. Councilors:

- i. GB:** Presented to the Senior class of the High School to see if any students would be interested in sitting on the Council.

12. Future Meetings

- a. Regular Meeting of the City Council: January 15th, 2026 @ 5:30 PM**
- b. Public Safety Financing Worksession: January 22th, 2026 @ 5:30 PM**

13. Adjourn

- a. Seeing no further business, Mayor AV ends the meeting @ 7:34 pm**

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

4(b) 6/18/2025 Minutes Correction

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”, **and add** “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>

5 Presentation to Council

Erin Minster from Curry Soil and Water Conservation District (CSWCD) is going to present an annual update on the work CSWCD has accomplished this year, as per our Intergovernmental Agreement.

6 Departmental Reports

6(a) Administration

Scam Alert

REMINDER: The City of Port Orford will never send links via email for customers to complete wire payments for fees. There is a new scam being used, which multiple Oregon cities have discovered recently. It has centered on Planning packets but has the potential to impact other areas of municipal government.

Community Building Information

The Community Building is nearing completion. The “storefront” doors and the exterior handrails are the last installations needed. Once those are installed, the building will be available to rent. Interested parties can come to City Hall to rent the space. The American Legion Hall will be reopened once the renovations are complete. The fundraising committee has been hard at work and is nearing its goal to raise \$700,000. We will open the construction bidding process as soon as possible.

We want to welcome our new Buffington Park Hosts, Richard and Lauren McMurtrey! They have experience being park/ campground hosts and are excited to become a bigger part of our community through service to the town. We are excited to have them on board.

Credit Card Fee Update

The Council approved the passing along of the 3% credit card fees to online customers for this fiscal year. That process has not been as streamlined as we had hoped. Our financial software system, Tyler, has been reprimanded by credit card companies for this pass-through, so we need to use our third-party vendor to make this happen. As you can imagine, this is a popular option for entities trying to save money. However, we are now working with “Global Payments” to fulfill this directive. Again, this only impacts online customers paying with debit and with credit cards... not bank drafts. In-person card users also avoid this fee.

Christmas Water Loss

We want to thank the Public Works crew for keeping drinking water available to the town over Christmas. A combination of increased rainstorms, low water in the Coast Guard Hill tank, and water consumption required round-the-clock management of the water plant. It sounds like a Christmas supper was eaten in the shop, then work continued. This level of dedication and care for the community is to be commended. Thank you for the problem-solving and tenacity.

6(b) Mayor's Report / State of the City Address

Mayor Vileisis will give a state of the City update. This will be available in full after the meeting and included in the minutes of this meeting.

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

6(d) Public Works:

Water numbers sold for December 2025

Raw into plant was 8,741,000 Gallons., Plant off 4 days with 9 partial day runs

Treated water produced 5,117,000 Water Sold-1,976,563 Back-washes 220,000 leaks 70,000

WATER = LOSS EST. 56 %. Rain for October 11.0'' Water Plant **ran 7, 24hr days**

Water Treatment plant,

1. December was the highest overtime payroll month since Deana has been here. 7'' of rain during Christmas week was the cause of the O/T for Public Works.
2. State reports submitted for December and all the annuals.
3. Annual Cross Connection / Back-flow testing, Water plant had one Fail will be rebuilt in January
4. Update Filter / media / underdrain repairs, in progress working with Tanka water
5. State required annual meter calibration and lab equipment completed.
6. Coast Guard hill pump station, waiting on welder to schedule pending

Water distribution leaks repair:

1. 2'' 25th St vandalized repaired 2.5' water loss
2. Several leaks on customer side found during meter reads.

Waste Water plant / Collections:

1. PLC processor arrived and the new VFD drives will be installed in January 15K in parts.
2. Mixer for anoxic zone, motor shorted out, pending quotes
3. 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
4. Pending Lake-Shore lift station electrical service replacement, temp service panel is installed.
5. Lift station PM's degrease floats, lots of grease and wet-wipes

City shop yard

1. Main shop garage door needs replaced, vender made temporary repairs yesterday. Received quote 5K will proceed with purchase next month
2. Dump runs to remove old debris; work will continue until its completed
3. Vehicle PM's

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

Parks Mowing / brushing / debris removal New Park Host has started

6(e) Planning: Verbal Report will be given

6(f) Liaison Reports

6(f)(i) Parks Liaison Report: Not Submitted

6(f)(ii) Historic Preservation Liaison Report: Not Submitted

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

6(f)(iv) Watershed Liaison Report

The PO Watershed Council is planning an outreach event on Saturday March 21, 2-5pm at Mr. Ed's with a focus on watersheds and native plants. They are also continuing their work to revive the plantings at the bioswale near the Visitors Center. Their next meeting will be on March 4, 4pm at the bioswale, or at the library if there is rain. If you want to participate, please contact Meg Humphrey at powc99@gmail.com

6(f)(v) Fire Liaison Report: Not Submitted

7 Old Business: None

8 New Business

8(a) Kytola Contract for Financial Services

Linked below is the contact for financial services with Kytola CPA.

Attachment A:

<http://portorford.org/wp-content/uploads/2026/01/Kytola-Contract.pdf>

Recommended Motion:

- I, Councilor [name], move to accept the contract with Kytola CPA as written.
- I, Councilor [name], move to accept the contract with Kytola CPA as amended.
- I, Councilor [name], move to direct staff to reopen the bidding process for financial services.

9 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.

10 Future Meetings

There is a worksession for Council to discuss Public Safety Financing scheduled for January 22nd, 2026, in the Gable Chambers.

The next regularly scheduled meeting is February 19th, 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.

11 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.