

CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
THURSDAY, February 19th, 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 1/15/2026
5. Presentations to the Council
 - a. Susan Russel: Mainstreet 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. Adoption of Mainstreet Budget Proposal
 - b. Ballot Measure for Police Levy
 - c. Planning Commission proposals on Dark Sky and Enforcement

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d. Scope of Work for SIPP Grant

9. Considerations

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

10. Future Meetings:

- a. Regular Meeting of the City Council: March 19th, 2026 @ 5:30 PM**
- b. Public Hearing for CDBG Grant on February 26th, 2026 @ 5:30 PM**
- c. Public Hearing for Ballot Measure for Police Levy on February 26th, 2026 @ 6:00 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 1/15/2026

City of Port Orford
Meeting Minutes of the City Council
In the Gable Chambers / Virtual participants
THURSDAY, January 15th, 2026, 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 (5:45)	<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>	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=OmO8DUoyXo>

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 5:45

2. (0:05) Additions to the Agenda: None

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

4. (0:07-0:10) Consent Calendar.

- a. GB moves to approve the consent calendar as amended.
- b. SL seconds the motion.
- c. Vote: Without further discussion, the vote passes 4-2-0 at 5:38 PM.

Councilor Burns Yes **Councilor Pogwizd** No **Councilor Rask** Yes
Councilor Lovendahl Yes **Councilor Brennan** Yes **Councilor Webb** No

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5. **(0:10-0:18) Presentation to Council:** Erin Minster gave an update from the Curry Water and Soil District. The update focused on Gorse removal, culvert replacement status, and Right-of-Way clearings.

6. **(0:18-1:05) Departmental Reports**

- a. **Administration:** A written report is included in the packet and CA Radcliffe gives a PSA regarding an increase in scammer activity involving impersonating planning departments at other cities.
- b. **Mayor's Report:** Mayor AV gives a start of the year State of the City Address. **It can be viewed in full at the following link:**
- c. **Finance:** Part-time accounting services have been found and a contract tentatively agreed to; the Council will be able to review it tonight.
- d. **Public Works:** A written report is included in the packet – December was a difficult month with the most overtime worked in a single month due to a loss of approx. 4 million gallons.
- e. **Planning:** The planning commission had their first meeting of the year earlier in the week. They began to review and research the Dark Sky code and code Enforcement mechanisms as directed by staff.
- 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:** New Park hosts have started and are doing well, the parks commission still needs 2 more members.
 - ii. **Historic Preservation:** Fort Point Sign in progress,
 - iii. **Port:** New cranes are working and crab season has started
 - iv. **Watershed:** The full report is in the packet
 - v. **Fire:** Nothing to report this month

7. **(1:05-1:05) Old Business: None**

8. **(1:05-1:25) New Business**

- a. **(1:05-1:25) Kytola Contract:** CA Radcliffe summarizes the background of the issues the City has previously faced regarding financial services and why they are needed for the City. CA Radcliffe explains the contract while the Council reviews it and answers their questions.
 - i. **GB motions to approve the contract.**
 - ii. **SL seconds the motion**
 - iii. **Vote:** Council votes unanimously to approve the contract @6:55 PM.

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

b. (1:25-1:35) Painting Schedule

- i.** The Council had previously given CA Radcliffe time for them to come in and assist in repainting the office. They discussed the scheduling of doing so over the three-day weekend.

9. (1:45-1:50) Considerations

a. Citizens: None

b. Councilors:

- i. BW:** Inquires about the renewal date for the Franchise Agreement with CCE.

10. (1:45-1:55) Future Meetings

- a. Work Session to discuss the Police Levy scheduled for January 22nd at 5:30 PM**
- b. Work Session to discuss the Police Levy scheduled for February 12th at 5:30 PM**
- c. Regular Meeting of the City Council: February 19th, 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

5 Presentation to Council

Susan Russell on behalf of Mainstreet is going to give an update and budget proposal for Mainstreet. The proposed budget is available at the following link and will be in the Council binders for Councilors.

Budget Proposal:

<http://portorford.org/wp-content/uploads/2026/02/Mainstreet-budget-proposal.pdf>

6 Departmental Reports

6(a) Administration

Community Policing Information

The Council met with staff last week to debrief the shooting in Buffington Park. We are proud to say the situation was handled within 48 hours, and the suspect was taken into custody without incident. We want to thank the Oregon State Police, the Brookings Police Department, and the Curry County Sheriff's Office for their assistance. As always, we appreciate our Port Orford Officers for their efforts with Community Policing. Tips from the public helped bring the situation to a close. I have updated the Crisis Response Team Manual for City use. Of course, we hope no crises arise, but we are prepared, if needed, in the future.

Community Building Information

The Community Building has passed final inspections for electrical, HVAC, and plumbing! Next steps are to install the keys and card readers for access. We are waiting for the occupancy permit from the County. Our first event is a Ribbon-Cutting Celebration on Saturday, February 21st, from 1-4 pm. We are **Welcoming the Community Back to the Community Building**.

Again, 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.

Hubbard Creek Dredging Project

We have the Pre-Bid Walkthrough on the 18th. Interested dredging companies will meet staff at the reservoir to discuss the project. This gives them time to ask questions and get clarifications from our City Engineers- Civil West. We hope to get competitive bids so we can complete this project in the In-Water Work Season this summer. We have secured a Business Oregon grant for \$225,000 to help with this needed, ambitious project.

Budget Planning

We are working with our CPAs, Eric and Leif Kytola, to plan our Budget Calendar. This work will kick off soon, so be prepared for Budget Meetings this spring.

Painting the City Hall Office

I would like to say thank you on behalf of City Hall staff members for the time and effort put forth over MLK weekend. Mayor Ann, First Gentleman Tim Palmer, Councilor Gary Burns, Councilor Sara Lovendahl, Councilor Perri Rask, Councilor Deanna Brennan and her husband Mark, and Susan Russell all donated time to make improvements to the office. We are thrilled with the new colors and furniture arrangement! RJ was even able to use his mad taping skills in the effort...

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

Over the past month, I've focused on finding funding for our priority water projects. Given uncertainty about grants we've applied for to take out the failing culvert, we also applied for a Clean Water State Revolving Fund loan back in December. This particular funding source (federal) has quite a lot of requirements —from Tribal consultation, wetlands and flood plains determinations, etc. —and so I have been working on those components.

I've also been working to find funding to fix our water treatment plant issues. Biz Oregon advised us to shift the focus our recently awarded SIPP grant toward the water filtration project rather than the secondary water source feasibility study —and so I worked with engineers to get that lined up for Council approval.

I've met with and worked with Willamette Partnership, an NGO that is giving us free technical assistance to find funding options for the water filtration upgrade that we will need to tackle. We worked to develop a Letter of Interest (LOI) for the Safe Drinking Water State Revolving Loan Fund. This program gives low interest loans —some of which may include some part principle forgiveness. Our LOI focused on the water treatment plant but also includes two of our leakiest water lines. Given the uncertainty of what will happen with the BRIC grant, we were advised by Biz OR to include some of the water lines in our LOI. It will be several months until we find out if we will be invited to submit a grant application.

I met with our U.S. Senators staff to consider "Community Initiated Projects" funding for our water filtration upgrade. We determined that it's not yet "ripe" for that process. Preparing proposals for direct congressional funds is as complicated as federal grants —so we discussed revisiting next year after we get our proposal refined. The leaky water lines project is bigger than what they typically do —and we'd forgo option to re-up our BRIC grant application if the BRIC program comes back.

I took our SW Oregon Regional Solutions rep on a tour of our water problems —so she could better understand and help keep an ear to the ground for us on funding opportunities.

I testified (remotely) to the OR legislature for a bill that would cap matching funds requirements for state grants for small communities— 3% for grants under \$100k and 5% for grants over \$5k—this could be super helpful for us!

I have been doing research to support the police levy and meeting with the finance committee to develop the info and draft ballot language that we brought to recent Council work sessions.

I worked with Tobe Porter on a grant application for the American Legion Hall renovation. Tobe has been the grant-writing maven of the Community Center Friends fundraising team.

I set up a Drop-in Tech assistance session for community members, which will be held on Feb. 20, with the help of Karim Shumaker who is graciously volunteering to help us. This is a requirement for our Community Development Block Grant.

I asked Councilor Deanna Brennan to serve as Port Orford’s representative to the Curry County Local Public Safety Coordinating Council (LPSCC), which is established under ORS 423. 560, and which includes representatives from different cities and county agencies including law enforcement, corrections, public health, and juvenile. Councilor Brennan will keep us informed if there are promising opportunities for coordination.

I am looking forward to the Community Building grand-reopening celebration!

6(c) Finance: Not Available

6(d) Public Works: The report will be given at the meeting

6(e) Planning

At this month’s meeting, Head Planner Crystal Shoji informed the Commission of the ongoing danger of scammers impersonating planning staff to get money from applicants. This is a reminder that if you have outstanding fees, the City will not call you for credit card information or send you links for payment. The Planning Commission voted to send their recommendations about the Dark Sky and Enforcement policies to the Council, which is item 8(c).

6(f) Liaison Reports

6(f)(i) Parks Liaison Report:

.Park Liaison Report

In January, Commissioners Rickey, Thompson, Lovendahl and Currier visited all the properties under the Park Commission's umbrella.

The Parks Commission met on February 5, 2026.

New Buffington Park hosts Lauren and Richard McMurtrey reported they have cleaned and are maintaining the mini golf course, parking lots, dog park area, gazebo area and trails. Public works staff have provided support and purchased needed equipment, power washer. The park looks good.

Contacted Juul insurance to determine requirement for a fence or railing around the skate bowl, waiting for a response.

Picnic bench slated for Fort Point. Recommend placing the remaining two benches at the A Frame and by the basketball court area.

Working with Rotary to paint the outside of the old bathroom and the inside of the bathrooms open to the public.

Changed meeting time to the second Thursday of the month. The time will remain the same.

Continue to recruit two new commissioners.

Work on the Planning Grant ongoing.

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

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

6(f)(iv) Watershed Liaison Report: None Submitted

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

7 Old Business: None

8 New Business

8(a) Mainstreet Budget Proposal

Port Orford Mainstreet presented its budget proposal for for the upcoming fiscal year. The budget needs to be approved by the Council under the terms of the Memorandum of Agreement between the two groups.

The proposal is linked above.

Recommended Motion:

- I, Councilor [name], move to accept the proposed Mainstreet budget as written.
- I, Councilor [name], move to return the proposed Mainstreet budget with the following questions/recommendations.....

8(b) Repeal and Replace Existing Police Levy

In recent work sessions, the City Council has begun reviewing the existing Police Levy and Public Safety Fee as part of budget preparation. At a work session held on February 12th, the Council drafted language for the proposed ballot measure but it still needs to be reviewed by the citizens at a public hearing.

The vote tonight would just be to finalize the ballot language for the citizens to review for the hearing – The actual vote to approve the Resolution and get it on the ballot in May would be at the public hearing scheduled for February 26th, at 6:00 PM

The proposed ballot language can be viewed at the following link:

<http://portorford.org/wp-content/uploads/2026/02/Police-Levy-Ballot-Language.pdf>

Recommended Motion:

- I, Councilor [name], move to accept the proposed ballot language for the police levy as written.
- I, Councilor [name], move to accept the proposed ballot language for the police levy with the following amendments.....
- I, Councilor [name], move to postpone this ballot measure proposal until....

8(c) Planning Commission Proposals on Dark Sky and Enforcement

The Council had previously directed the Planning Commission to bring recommendations on revisions to the Dark Sky Ordinance and Enforcement Policies. Planning Chair Greg Thelen has submitted a letter of recommendation to the City Council to review tonight.

The letter of proposal can be viewed at the following link:

<http://portorford.org/wp-content/uploads/2026/02/Planning-Commision-letter-to-Council-2.2026.pdf>

Recommended Motion:

- I, Councilor [name], move to accept the recommendations as written and direct staff to draft resolutions to our Municipal Code to implement them.
- I, Councilor [name], move to accept the recommendations and direct staff to draft resolutions to our Municipal Code with the following amendments.
- I, Councilor [name], move to return the recommendations to the Planning Commission with the following recommendations/questions.
- I, Councilor [name], move to not accept the recommendations.

8(d) Scope of Work for SIPP Grant

The City of Port Orford recently received a SIPP grant for a feasibility study to consider potential secondary water sources. Given recent issues at the Water Treatment Plant, Business Oregon has recommended that we refocus the effort of our SIPP grant for a feasibility study to help with preliminary work needed to support efforts to upgrade the Water Treatment Plant. This will help us to qualify for Drinking Water SRF funding. In order to move forward with the feasibility study, the Council needs to approve the Scope of Work from Verdantas (formerly Civil West).

The scope of work can be viewed at the following link:

<http://portorford.org/wp-content/uploads/2026/02/WTP-SIPP-Scope-of-Work.pdf>

Recommended Motion:

- I, Councilor [name], move to accept the Scope of Work from Verdantas.
- I, Councilor [name], move to not accept the Scope of Work from Verdantas.

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

February 26th at 5:30 PM – Public Hearing for the CDBG

February 26th at 6:00 PM – Public Hearing for the Police Levy

March 19th at 5:30 – Regularly Scheduled City Council Meeting

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.