

7(a) Consent Calendar Regular Meeting January 16th, 2025, Minutes

**City of Port Orford
Regular City Council Meeting
In the Gable Chambers / Virtual participants
Thursday, January 16th, 2025 at 5:30 P.M.**

Mayor and Council	Present	City Staff	Present
<i>Ann Vileisis, Mayor (AV)</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>	Late/Virtual: 5:35		
<i>Deanna Brenman, Councilor (DB)</i>	X		
<i>Tim Pogwizd, Councilor (TP)</i>	Virtual		

*The minutes were prepared to the best of our ability using the recording available at:
<https://www.youtube.com/watch?v=5PHWH915EUU>*

1. (0:00-0:01) Call to Order/Roll Call
 - a. Mayor Ann Vileisis calls this regular session of the Port Orford City Council to Order @ 5:32 pm and leads the chamber in the pledge of allegiance. Roll call shows that Councilor PR is not present. Councilor PR arrives virtually at 5:35 via Go-To-Meeting.
2. (0:01-0:02) Additions to the Agenda
 - a. None
3. (0:02-0:50) Presentations to the Council/Citizens
 - a. (0:02-0:10) Mayor Vileisis: Mayor AV reads her State of the City address which is available in full @ http://portorford.org/wp-content/uploads/2025/02/2025-State-of-our-City_1.16.2025-copy.pages.pdf

- b. **Councilor Rask arrived @ 5:35 virtually during the State of the City Address**
- c. **(0:10-0:50) Anne Heath:** Goes through the presentation on the City's current financial situation. Major points are briefly covered below and the presentation is available at the following link:

<http://portorford.org/wp-content/uploads/2025/02/Port-Orford-Council-01162025-1.pptx>

- i. Anne Heath is currently revising the City financial reports to make the financial information more easily understood.
- ii. So far in this budget cycle, revenue is up and expenses are down so we are making more then we are spending, but overall the general fund is underfunded due to inter-fund transfers.
- iii. Budgeting is best done with a five year future projection – if inter-fund transfers stop, the general fund will recover and grow in 2027.

4. (0:50-0:55) Consent Calendar

- a. **Councilor BW motions to accept** moves to accept the consent calendar as presented
- b. **Councilor PR** seconds the motion.
- c. **Discussion:** There are two errors in the minutes that need to be corrected; Pg. 7 has a superfluous vote & the Port liaison report should strike crab season starting.
- d. **Vote:** The Council votes to accept the consent calendar with the above corrections on the December minutes and the vote passes unanimously yes 5-0-1 @ 6:26

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>	Councilor VACANT	<u>N/A</u>

5. (0:55-0:55) Citizen's Concerns:

- a. None

6. (0:55) No public hearing

7. (0:55-1:15) Departmental Reports

- a. **(0:56-1:01) Administration:** On February 21st the new LOC president will be in Port Orford on their tour of south coast cities. Additionally, CA Radcliffe is directing the Planning Commission to review, revise, and update building paperwork.
- b. **Finance:** Anne Heath presented this earlier in the meeting.

- c. **(1:01-1:09) Public Works:** December is always brutal – lots of trees down, problems at water plant from rain and lots of public works overtime as a result. A written report was submitted to the council and is included at the following link:
- d. **Police:** The Chief has nothing to report.
- e. **Planning:** The Planning Commission is still working on DLCD grant. There will be an upcoming public hearing on the proposed code revisions and it is recommended that the council and citizens review the proposals.
- f. **Mayor’s Report:** There were various meetings relating to ongoing grants this month. According to information received the day of this meeting, January 16th, 2025, Coast Community Health Clinic will be closing in February 2025.
- g. **(1:15) Liaison – via consensus this item is skipped for this evening.**

8. (1:15-1:25) Old Business

- a. **Rick Cook from the Historic Preservation Commission is requesting permission to apply for a grant to do a historic survey.**
 - i. The Commission has done an open bidding period and received two bids so far. \$9,000 is the most reasonable proposal. The grant application is partially drafted and can be ready to submit days after obtaining permission to move forward. The deadline for filing the grant is Feb 28th but if it is submitted prior to the deadline, it can be approved early.
 - ii. **Councilor BW** motions to approve moving forward with the grant.
 - iii. **Councilor GB** seconds the motion.
 - iv. **Discussion:** There is a typo in Mr. Cook's report; \$2000 should be \$22000. The Council asks and Mr. Cook assures that the survey would belong to the City, not the Historic Preservation Commission.
 - v. **Vote:** is unanimously yes among present members 5-0-1 @ 6:55

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>	<i>Councilor VACANT</i>	<u>N/A</u>

9. (1:25-2:10) New Business

- a. **Council Rules**
 - i. **The Council's priority when reviewing the rules is to decrease meeting length.**
 - ii. **General comments:** Other governments admire our work and burning the midnight oil is not the worst thing we can do.
 - iii. **Councilor GB** moves to approve the new proposed council rules

- iv. Councilor BW seconds the motion
- v. Vote: with no further discussion, the motion passes unanimously 5-0-1
yes @ 7:06

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>	Councilor VACANT	<u>N/A</u>

b. Elect Council President

- i. Councilor PR moves to elect Councilor TP as council president
- ii. Councilor BW seconds the motion
- iii. Vote: with no further discussion, the motion passes unanimously 5-0-1
yes @ 7:08

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>	Councilor VACANT	<u>N/A</u>

c. (1:35-1:55) Finance Committee Appointments

- i. Councilors PW, GB, Mayor AV, CA Radcliffe, and The City Department Heads are appointed to the budget committee
- ii. General Comments: The goal of the finance committee is to find potential solutions to our budgetary crisis.
- iii. Councilor GB moves to have the same members on the committee
- iv. Councilor PW seconds the motion
- v. Vote: with no further discussion, the motion passes unanimously 5-0-1
yes @ 7:25

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>	Councilor VACANT	<u>N/A</u>

d. Announcement: Council Vacancy

- i. With former Council President Ann Vileisis having been elected Mayor, the Council has a vacancy. In order to find interested citizens, the Council is requesting citizens submit letters of interest to City Hall. Letters of interest will be accepted until the vacancy is filled.

e. (1:57-2:10) Set Date for Priority setting work session: February 6th

- i. Work sessions help facilitate shorter meetings as the Council has had an opportunity to discuss major topics without making a decision.
- ii. The Council agrees to set the Work session for February 5th @ 5:30 pm. Before they can formally vote, the meeting needs to be extended.
 1. GB motions to extend the meeting
 2. PR seconds the motion
 3. Vote 4-1-1 @ 7:39

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Yes</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>No</u>	Councilor VACANT	<u>N/A</u>

iii. **Vote: unanimously the motion to hold a Work session on February 5th 2025 @ 5:30 is passed. 5-0-1 @ 7:40**

Councilor Burns Yes *Councilor Pogwizd* Yes *Councilor Rask* Yes
Councilor Brennan Yes *Councilor Webb* Yes **Councilor VACANT** N/A

10. (2:11) Continuing Action Items - None

11. (2:11) Considerations

a. Citizens

i. None

b. Councilor

i. GB – Mainstreet is working on a Winter Water festival which will be in March. Hopefully, it will turn into an annual event.

ii. BW – Public Safety was not being funded through tax was understood. The Levy only covers two officers.

iii. PR – Gives her congratulations to Mayor Vileisis and thanks her for the punctual meeting.

12. Future Meetings – The Work Session will be on February 5th 2025 @ 5:30 and the Regular Meeting will be on February 20th 2025 @ 5:30

13. (2:15) Adjourn

a. Seeing no further business, Mayor AV ends the meeting @ 7:46 pm

Attest:



Mayor, Ann Vileisis

2.20.2025
Date



City Recorder, Joseph Harrison

2/20/2025
Date