

City of Port Orford
Regular City Council Meeting
In the Gable Chambers / Virtual participants
Thursday, February 20th, 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>	Late – 5:50	<i>Joseph Harrison, City Recorder</i>	X
<i>Gary Burns, Councilor (GB)</i>	X		
<i>Perri Rask, Councilor (PR)</i>	X		
<i>Tim Pogwizd, Council President (TP)</i>	Excused		
<i>Deanna Brennan, Councilor (DB)</i>	X		
<i>Sara Lovendahl, Councilor (SL)</i>	Appointed – 6:50		

The minutes were prepared to the best of our ability using the recording available at:
https://www.youtube.com/watch?v=TKp8_xwXKK4

1. Call to Order/Roll Call

- a. Mayor Ann Vileisis calls this regular session of the Port Orford City Council to Order at 5:32 pm and leads the chamber in the pledge of allegiance. Roll call shows that Councilors TP & BW are not present. Councilor BW arrived at 5:50 pm.

2. Additions to the Agenda

- a. None

3. Presentations to the Council/Citizens

- a. Troy Russell with Elk River Property Development (ERPD): Mr. Russell presents a PowerPoint presentation detailing the benefits of having a secondary outfall and reviewing the routes for the proposed pipeline. ERPD will indemnify Port Orford from all costs and liabilities and requests that the City Council signs the Memorandum of Understanding (MOU) so ERPD can move forward on obtaining the Department of Environmental Quality permits they need. The Council needs

to see the results of the feasibility study before it can sign a MOU. Link to PowerPoint presentation by ERPD:

<http://portorford.org/wp-content/uploads/2025/02/Port-Orford-WWTP-to-KR-effluent-wastewater-pipeline.pptx>

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- b. **Erin Minster with Curry Soil and Water Conservation District (CSWCD):** CSWCD is currently implementing 2 grant-funded projects covering the City of Port Orford and the stewardship of the City watershed. Erin reviews the lots that have been evaluated and cleared for gorse and fire mitigation and explains an ongoing project to remove a failing culvert upstream of our reservoir.

4. Citizen's Concerns:

- a. **Susan Russell:** In 2019, the City of Port Orford dissolved the Chamber of Commerce and Main Street assumed the task of advertising for tourism. Recently Main Street created DiscoverPortOrford.org and is hosting the first Winter Waters festival. Events will include an Ocean themed art show and sale at the Library, Coast Guard Hill Lifeguard Museum will be open, Sea Wolf Books will have a poetry reading, a tour of the local Fishery/Aqua Culture, and the main attraction will be the Sea Food Fest at Mr. Eds.
- b. **Dennis Johnson:** Port Orford resident for the past 15 years. Utility employees working without hard hats and smoking on private property; will report to OSHA if seen again. Received a letter from the City about water meter access, his meter can be accessed, threatened litigation if another is sent.

5. Consent Calendar

- a. **Councilor BW motions to accept** moves to accept the consent calendar as presented.
- b. **Councilor PR** seconds the motion.
- c. **Discussion:** None
- d. **Vote:** The Council votes to accept the consent calendar with the above corrections on the December minutes and the vote passes unanimously yes 4-0-2 @ 6:19 PM

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Excused</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>

6. Citizen's Concerns:

- a. None

7. Public Hearing: None

8. Departmental Reports

- a. **Administration:** The Pre-bid walkthrough of the Community Building is scheduled and the bids will be coming in over the next month; since the project is tied to a federal grant, every step of the process is reviewed by Business Oregon. The Oregon Forestry Department has submitted paperwork to get a burn permit to take care of some of the Sudden Oak Death (SOD) infected trees.
- b. **Finance:** The report was included in the packet.
- c. **Public Works:** John Isadore brought in a report and handed it out to the Council. After reviewing it for the Council, Isadore thanks Councilor Burns for his donation of time and materials for installing emergency radios in the Public Works trucks. The written report that was submitted will be available with the packet on the City Council Archives Page. Link unavailable at the time of writing the minutes.
- d. **Police:** The Chief has nothing to report.
- e. **Planning:** Two reports were in the packet; one was submitted by Planning Tech. Joseph Harrison and one submitted by Planning Chair Greg Thelen.
- f. **Mayor's Report:** The League of Oregon Cities (LOC) hosts training workshops for City Councilors and it is recommended that City Councilors try to attend one or two a year. The recent training attended by the Mayor and Councilors discussed budgeting and shortfalls are a problem across the State and the Country right now.
- g. **Liaison** – via consensus this item is skipped for this evening since there were no questions on the written reports.

9. Old Business - None

10. New Business

- a. **Appointment to fill the vacant Council seat: Mayor Vileisis summarizes the process of appointing a member and recommends that Sara Lovendahl get appointed to fill the vacancy.**
 - i. **Councilor BW** moves to appoint Sara Lovendahl
 - ii. **Councilor GB** seconds the motion
 - iii. **Vote:** with no further discussion, the motion passes unanimously among present members (4-0-2) at 6:49 pm

Councilor Burns Yes *Councilor Pogwizd* Excused *Councilor Rask* Yes

Councilor Brennan Yes *Councilor Webb* Yes *Councilor VACANT* N/A
iv. Mayor Vileisis swears Councilor Sara Lovendahl (SL) in as a Councilor.

b. Appoint a Budget Officer

- i. Councilor BW moves to appoint CA Radcliffe
- ii. Councilor GB seconds the motion
- iii. **Vote:** with no further discussion, the motion passes unanimously among present members (5-0-1) @ 6:43 pm

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

c. Liaison Appointments: Councilors agree to assume responsibility for being the liaison to the following committees/commissions:

- i. Parks: Lovendahl
- ii. Emergency Prep: Burns & Brennan
- iii. Monthly report/ request Cook comes in for reporting.
- iv. Port: Webb – also requested to be an informal School liaison
- v. Watershed: Vileisis
- vi. Fire: Brennan
- vii. Community Health: will no longer be “Coast” Community Health, the facility might be taken over by Adapt. There will be a local Behavior Health Advisory Council which is currently looking for members.
- viii. The Planning report is moved to Departmental Reports and assigned to Planning Tech. Joseph Harrison.

d. Temporary OLCC approvals

- i. Councilor PR motions to delegate approval of temporary OLCC’s to the administration staff.
- ii. Councilor SL seconds the motion.
- iii. **Discussion:**
- iv. **Vote:** is unanimous yes among present members 4-0-1 @ 6:55

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

e. Ord 2025-01 Updating 13.08.030(E) Collection Procedures

- i. Joseph explains that this item was previously discussed and the Council moved to approve, but due to a scrivener's error, this portion of the ordinance did not make it on the version that was approved.
- ii. Councilor GB motions to adopt Ord. 2025-01 Updating 13.08.030(E) Collection Procedures
- iii. Councilor PR seconds the motion.

iv. **Discussion:** Councilor BW recuses himself as he recently submitted paperwork relevant to this item.

v. **Vote:** is passed 4-0-3 @ 7:10 with Mayor Ann casting a tie-breaking vote.

<i>Councilor Burns</i>	<u>Yes</u>	<i>Councilor Pogwizd</i>	<u>Excused</u>	<i>Councilor Rask</i>	<u>Yes</u>
<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Abstain</u>	<i>Councilor VACANT</i>	<u>N/A</u>
<i>Mayor Vileisis</i>	<u>Yes</u>				

f. **Main Street:** CA Radcliffe summarizes the scope of work covered by the grant and explains that the Council needs to adopt a Resolution of Support for the grant and should delegate authority to act on behalf of the City to CA Radcliffe.

i. **Councilor GB** moves to approve Resolution 2025-01: Support for

Port Orford Mainstreet Visitor Center Revitalization Grant Application

ii. **Councilor SL** seconds the motion.

iii. **Vote:** with no further discussion, the motion passes unanimously

5-0-1 yes 7:16

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

b. **Recognizing CA Radcliffe's 1 year of service to the City**

i. **The Council** expresses its deep gratitude to CA Radcliffe for her year of dedicated service and leadership.

ii. **Councilor GB** moves to give CA Radcliffe a one-time bonus of 5 days off in lieu of a monetary bonus.

iii. **Councilor PR** seconds the motion

iv. **Vote:** After Councilors confirm that this is a one-time bonus and does not create a precedent, the motion passes unanimously 5-0-1 yes @ 7:20

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

11. Continuing Action Items - None

12. Considerations

a. Citizens

i. **Penny Suess:** There was nothing new in the ERPD presentation. ERPD lease of the County Land was amended in December and had its use changed from lodging to recreation. The Conditional Use Permits that were previously approved should also have to be amended.

ii. **Jen Baily:** Gives the Council an update on the status of the Jubilee Committee and lists new members. The 4th of July Jubilee has been a major event in Port Orford since its founding.

b. **Staff: None**

c. **Mayor:** The Curry Board of Commissioners is using chambers for their monthly meeting on March 5th, 2025.

d. **Councilors: None**

13. Future Meetings – The Regular Meeting will be on February 20th, 2025 @ 5:30

14. Adjourn

a. **Seeing no further business, Mayor AV ends the meeting @ 7:35 pm**

Attest:



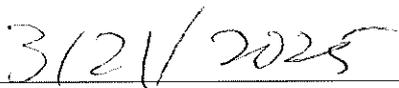
Mayor, Ann Vileisis



Date



City Recorder, Joseph Harrison



Date