

**CITY OF PORT ORFORD**  
**REGULAR SESSION OF THE COMMON COUNCIL**  
**THURSDAY, March 19<sup>th</sup>, 2026, at 5:30 P.M.**

If you cannot join in person, please feel free to join this meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/845120101>

**You can also dial in using your phone.**

United States (Toll Free): 1 (877) 309-2073

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**Access Code: 845-120-101**

## **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 2/19/2026
  - b. Minutes 2/26/2026
  - c. Minutes from Budget Committee FY26
5. Presentations to the Council: None
6. 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
7. Old Business
  - a. DEQ Wastewater Issue Update

**8. New Business**

- a. CTR Rate Increase**
- b. Revision of Dredging Plan**
- c. Reservoir Dredging Bid**
- d. Forest Stewardship Plan Update**
- e. Police Levy, Next Steps Discussion**
- f. City Administrator Time Off**

**9. Considerations**

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

**10. Future Meetings:**

- a. Regular Meeting of the City Council: April 16<sup>th</sup>, 2026 @ 5:30 PM**

**11. Adjourn**

## *1 Roll Call/Pledge of Allegiance*

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

## *2 Additions to Agenda*

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

## *3 Citizen Concerns*

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

## 4 Consent Calendar

### 4(a) Minutes from 2/19/2026

**CITY OF PORT ORFORD**  
**MINUTES REGULAR SESSION OF THE COMMON COUNCIL**  
**THURSDAY, February 19<sup>th</sup>, 2026, at 5:30 P.M.**

<b>Mayor and Council</b>	<b>Present</b>	<b>City Staff</b>	<b>Present</b>
<i>Ann Vileisis, Mayor (AC)</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>	X		
<i>Deanna Brennan, Councilor (DB)</i>	X		
<i>Sara Lovendahl, Councilor (SL)</i>	X		
<i>Tim Pogwizd, Councilor (TP)</i>	X		

1. **Call to Order/Roll Call/Pledge of Allegiance**
  - a. **Mayor Vileisis starts the meeting at 5:30 PM and leads the chamber in the Pledge of Allegiance. Roll call shows that all Councilors, and staff members CA Radcliffe and Recorder Harrison, are present.**
2. **Additions to the agenda**
  - a. **None**
3. **(0:03-0:10) Citizen Concerns (Time limit 3-minutes per person)**
  - a. **Penny Suess: Expresses concern that the right-of-way clearing done by Coos-Curry Electric Co-Op was more extensive than in previous years. Informs the Council and Citizens that CCEC has a tree replacement program if other citizens would like foliage replaced after the clearing.**
    - i. **Council responds by stating that fire risks are higher than in previous years, and the more extensive clearing is a fire precaution decision made by CCEC.**
4. **(0:10-0:11) Consent Calendar, Minutes 1/15/2026**
  - a. **Councilor BW moves to approve**
  - b. **Councilor GB seconds**
  - c. **Vote: 6-0-0 @ 5:41 PM**

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

**5. (0:11-0:38) Presentations to the Council**

- a. Susan Russell presented the Port Orford Main Street budget to the City Council and answered their questions under the terms of the MOU. Main Street has shifted focus to online media to appeal to a younger demographic through the Discover Port Orford website and campaign. At the end of February, there will be the second annual Winter Waters Event. The Port “Goreford” event from last Fall was more successful than anticipated. Mainstreet has also been managing the Visitor Center and was awarded a \$42,000 grant for renovations and replacing the murals that were vandalized. Regarding \$7,000 missing from the budget, the staff carefully reviewed, and it was a previous overestimate of funds, not current mismanagement. The Council thanks Mainstreet for the work they have done at the Visitor Center.
- b. Council agrees via consensus to move to 8a and come back to department reports.
- c. Commissioner GB moves to accept the proposed as written
- d. Commissioner SL seconds it
- e. Vote: 6-0-0 @ 6:08 PM

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

**6. (0:39-1:10) Departmental Reports**

- a. **Administration:** Written in report packet – a quorum of the Council will be at the Community Building Opening Ceremony. The Reasonable Time, Place, and Manner Ordinance regarding Ray’s woods camping will be revisited at a future meeting.
- b. **Mayor’s Report:** The full written report in the packet. Mayor Vileisis gives an update that there was a pre-bid meeting for the dredging earlier this week.
- c. **Finance:** CA Radcliffe gives an update on working with Kytola Certified Public Accountants
- d. **Public Works:** Mayor Vileisis and CA Radcliffe give a verbal update because Public Works Head Isadore is out sick. The city engineer is getting involved in determining how to repair our Water Treatment Plant filtration infrastructure through a feasibility study. The boil-water notice issued earlier this week has been lifted. The two lines most in need of repair are the Hamlet and 9<sup>th</sup> Street lines.
- e. **Planning:** Joseph gives a PSA warning about scammers impersonating Planning staff to trick applicants into sending them money under the guise of unpaid fees.

## f. Liaison

- i. Parks: Written report in packet, the Parks Commission has two vacancies.
- ii. Historic Preservation: None
- iii. Port: The Port has been dealing with Federal OSHA issues. The Port has requested a variance and is working to come into compliance with Federal regulations, and is attempting to get an extension. Regulations regarding crabbing might cripple the Port's finances.
- iv. Watershed: None
- v. Fire: None

## 7. Old Business: None

## 8. (1:10-1:58) New Business

- a. Adoption of the Main Street Budget Proposal was addressed in item 5
- b. Ballot Measure for Police Levy
  - i. Mayor Vileisis sent the previous revision to the County Clerk, and the new revisions are being discussed among the Council.
  - ii. Discussion: Add "the" to the title and "if not repealed, the existing levy [and 12 dollar monthly fee] will continue."
  - iii. Councilor GB moves to approve the ballot language as amended
  - iv. Councilor SL seconds
  - v. Vote: 6-0-0 @ 6:50

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

## c. Planning Commission proposals on Dark Sky and Enforcement

- i. Chair of the Planning Commission Greg Thelen explains the background of the issue and reads the recommendations submitted to the City Council. The Planning Commission communicated with other municipalities, and the main recommendations are: making sure ordinances are up to date, having volunteer input, and having enforcement go through the planning department.
- ii. Councilor BW motions to direct staff to bring the recommendations of changing "holiday lighting" to "seasonal lighting" and removing the 90-day restriction as a resolution
- iii. Councilor GB seconds the motion
- iv. Discussion: The definitions of holiday lighting and seasonal lighting, potentially remove the restriction of 90 days, and the current Dark Sky ordinance will become enforceable in August.
- v. Vote: 6-0-0 @ 7:18

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

**d. Scope of Work for SIPP Grant**

- i. Mayor Vileisis gives the background of the Grant. Business Oregon recommended refocusing the grant to center on fixing the water system. Twenty thousand dollars will be used for a leak study, and the remaining thirty thousand will be used for a feasibility study for infrastructure repair. Council needs to approve a revised scope of work.**
- ii. Discussion: Since the firm is no longer Civil West, the Council should reevaluate its contract, since it may be different. The City may need to rebid the contract.**
- iii. Councilor TP moves to approve and sign the scope of work**
- iv. Councilor GB seconds the motion**
- v. Vote: 6-0-0 @ 7:28 PM**

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

**9. Considerations**

- a. Citizens: None**
- b. Staff: None**
- c. Councilors & Mayor:**
  - i. Mayor Vileisis reminds the Council that it is the second anniversary of CA Radcliffe beginning to work here, and the Council gives their thanks.**

**10. Future Meetings:**

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

**11. Adjourn @ 7:30**

## 4(b) Minutes from 2/29/2026

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**City of Port Orford**  
**Meeting Minutes of the City Council**  
**In the Gable Chambers / Virtual participants**  
**THURSDAY, February 26<sup>th</sup>, 2026, at 5:30 P.M.**

<b>Mayor and Council</b>	<b>Present</b>	<b>City Staff</b>	<b>Present</b>
<i>Ann Vileisis, Mayor (AC)</i>	X	<i>City Administrator (CA) Melissa Radcliffe</i>	X
<i>Brett Webb, Councilor (BW)</i>	Absent	<i>Joseph Harrison, City Recorder</i>	X
<i>Gary Burns, Councilor (GB)</i>	X		
<i>Perri Rask, Councilor (PR)</i>	Absent		
<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=iztzEMVea7w>

### 1. Call to Order/Roll Call

- a. **Mayor Ann Vileisis** calls this special session of the Port Orford City Council to Order @ 5:30 pm and leads the chamber in the Pledge of Allegiance. Roll call shows that all Councilors are present except Councilors Webb and Rask.

### 2. Public Hearing on the Completion of the Port Orford Community Building Renovation with a Community Development Block Grant (CDBG). Mayor Vileisis reviews the process and opens the Public Hearing

- a. **Citizens are invited to provide testimony:**
  - i. No citizens provided testimony prior to meeting
  - ii. No citizens present in person or online wish to testify
- b. **Having heard all citizen testimony, The Council closes the hearing via consensus**
- c. **Council deliberations:**
  - i. Council does not need to deliberate this topic, but Mayor Vileisis clarifies that this meeting was noticed online and around town ten business days prior to the meeting.
- d. **No decisions are made from this public hearing**

The City of Port Orford is an Equal Opportunity Employer

**3. Adjourn:**

- a. With all business pertaining to this hearing completed, Mayor Vileisis adjourns this meeting at 5:33 pm.

- 4. **Recess:** With the first public hearing completed and time remaining prior to the next hearing, The City Council takes a recess until 6:00 pm.

**5. Call to Order/Roll Call**

- a. **Mayor Ann Vileisis** calls this special session of the Port Orford City Council to Order @ 6:00 pm. Roll call shows that all Councilors are present except Councilors Webb and Rask.

**6. Public Hearing on the Police Levy Ballot Measure**

- a. **Mayor Vileisis reviews the process and opens the Public Hearing**
- b. **Citizens are invited to provide testimony:**
  - i. No citizens provided testimony prior to meeting
  - ii. No citizens present in person or online wish to testify
- c. **Having heard all citizen testimony, The Council votes to close the hearing**
  - i. Councilor TP moves to close the hearing
  - ii. Councilor GB seconds the motion
  - iii. Vote: The motion is approved 4-0-2 @ 6:04 pm
- d. **Council deliberations:**
  - i. Council has clarifying questions concerning the ballot language limits
  - ii. Councilor TP moves to approve Resolution 2026-06
  - iii. Councilor GB seconds the motion
  - iv. Council notes some minor corrections or clarifications that need to be made
  - v. Councilors TP and GB withdraw their motion and second
  - vi. Councilor TP moves to approve Resolution 2026-06 with corrected title and language
  - vii. Councilor GB seconds the motion
  - viii. Vote: The motion is approved 4-0-2 @ 6:12 pm

**7. Adjourn:**

- a. With all business pertaining to this hearing completed, Mayor Vileisis adjourns this meeting at 6:14 pm

\_\_\_\_\_  
Mayor, Ann Vileisis

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
City Recorder, Joseph Harrison

\_\_\_\_\_  
Date

*4(c) Minutes from Budget Committee FY26*

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Budget Committee Minutes will be available by the end of the day on 3/16/2026.

*5 Presentation to Council*

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None

## 6 Departmental Reports

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### 6(a) Administration

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#### **ACTION REQUIRED: Ethics Filing for Elected Officials**

The yearly “Statement of Economic Interest- SEI Report” is due for Councilors, the Mayor, Planning Commissioners, and me by April 15<sup>th</sup>. This is through the Oregon Ethics Board. You will receive an email on your personal account when the collection opens on March 15, 2026. A link will be included to follow and complete the report. **Again, this must be completed by April 15, 2026.**

#### **City Council elections in November**

This is just a reminder that three City Council seats will be open in November. To be eligible to run for a seat, the candidate must reside in the city limits of Port Orford, must have lived here for a minimum of six months, and have collected enough signatures from other in-City citizens to run. Notices of this process will be posted in July. Candidates must submit paperwork by late August to be on the ballot. Please contact Joseph if you have questions or need more specific information.

#### **Civil West/ Verdantas Update**

From Marlin Gochnour, PE, SE, MBA:

As requested, I’ve compiled a concise summary highlighting the Verdantas and Civil West transition and its impact on the City. To clarify, Civil West remains active, and our EIN is and will stay active, ensuring that all existing contracts are unaffected by the change. The most notable difference moving forward is the City’s expanded access to a broader range of professionals, surpassing the resources previously available through the original Civil West team alone.

You will continue to work with the familiar team for civil, planning, and funding support. However, with the transition, we now offer expertise in architecture, structural engineering, geotechnical services, environmental consulting, electrical, mechanical, and many other disciplines. This enhanced professional network equips the City to address nearly any challenge that may arise.

### **Police Association and Teamster Negotiation Updates**

I met with Port Orford Public Safety Association President Andrew Perry last week. We had good conversations about how to work together for our community interests while keeping contracts reasonable. I was very pleased with our start.

I will meet with the Teamster representatives for our opening discussions on March 23<sup>rd</sup>. We all look forward to having the new contracts in place before the new fiscal year.

### **Budget Calendar**

We are scheduling with Kytola CPAs, and Joseph has contacted Budget Committee Members about the FY27 Budget process. We plan to hold the first meeting on April 16<sup>th</sup> before the regular City Council Meeting that evening. Please save the date! More dates will be added around that time for thorough consideration of the new budget.

### **EV Charging Station Offer- FYI**

I was contacted by Jacob from ChargeLink this month about having EV Vehicle Chargers on City property. I just want to make you aware that he was asking about installing stations at Battle Rock Park in the ROW. I said no to that based on many factors, so he then asked about other properties. Is this something you are interested in pursuing, or should this be left to business owners who want this technology at their business?

### **OLCC Application granted**

The Thirst Trap LLC will be working with Main Street on April 25<sup>th</sup> and 26<sup>th</sup> at the Community Building. This is for the “Repair Café” event to encourage “fix-it culture” in our community.

## ***6(b) Mayor’s Report***

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It’s been another busy month. The highlight was welcoming the community back to the Community Building with our ribbon cutting celebration. More than one hundred people came through during the day, and I had the honor of recognizing the extraordinary community volunteers and contributors who have helped along the way. I am working with the wonderful Community Center Friends committee on efforts to fundraise for phase 2, which is the American Legion Hall renovation.

I also had the chance to welcome people for the Winter Waters event, put on by PO Main Street in collaboration with community members working on sustainable seafood. Main Street is interested to draw visitors to our community in the off season.

We got the news that the legislature passed TLT flexibility bill, which reduces the required minimum spent for tourism promotion from 70% to 50%. We need to do some more research on when that will start and how that will effect our MOU with Port Orford Main Street. This can happen during the upcoming budgeting process.

I've mostly been working to secure funding for our priority water infrastructure projects. We received bids for our reservoir dredging project—still higher than anticipated so we've had to go back and ask Business Oregon for a bigger grant/ loan package. At the same time, I've been trying to secure funding to remove the failing culvert upstream of our reservoir —so we don't dredge out 2,200 cubic yards and then have the culvert fail and dump 1,500 cubic yards of fill back into it. These two projects will need to be funded by a combination of grant and loan. Business Oregon can provide us with a 50% grant/ 50% loan, and the loan is 1% —over ten years. This is about the best deal we can get. For the failing culvert we have also been pursuing grants and another loan with federal funding. It's not yet clear how the cake will be baked, but I have been working to assemble all the right ingredients. If we can get our reservoir dredged, we will have a more reliable water supply situation during the dry summer months and we will also have lower turbidity during the winter months. This will save us money in overtime. The projects need to occur during in stream work season, which is why we are pressing to line up funding and contractors now. How we are going to pay back our loans is a matter we will need to discuss further during our budget process, but I am optimistic that we can do it with a combination of tapping reserve or operation fees and a rate increase. The overall costs of both projects is about \$667k —so with half grant, that brings it down to about \$334k.

## **STATUS SUMMARY REPORT ON FUNDING FOR PORT ORFORD WATER/SEWER INFRASTRUCTURE PROJECTS**

1) RESERVOIR DREDGING: Bids came in too high for the second year in a row. We have a BIZ OR grant/loan, and we are currently working to ensure we can have sufficient funding to proceed with the project this year!! We have the green light to offer the conditional award while the details are worked out.

2) FAILING CULVERT REMOVAL: We are still working to secure funding for this crucial project to avoid a failure that could fill up our reservoir and knock out our water intake system. We are still waiting to hear about: PFA ODF (Sfish) grant funding, PFA ODFW grant funding, and DEQ SRF loan funding. This particular loan (federal) has quite a lot of requirements, including tribal consultation, wetlands and flood plains determinations, and biological reviews, etc. —and so I have been working on lining out all those components if that loan proves to be the funding path we need to take.

### **3) WATER TREATMENT PLANT, FILTRATION SYSTEM FAILURE**

Working with Willamette Partnership, an NGO that is giving us free technical assistance, we developed a Letter of Interest (LOI) for the Safe Drinking Water State Revolving Loan Fund to secure funding to upgrade the water filtration system at our Water Treatment Plant. This program gives low interest loans —that will hopefully 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 grants, we were advised by Biz OR to include some of the leaky water lines in our LOI. It will be several months until we find out if we will be invited to submit a grant application. Because of all the work that goes into grant applications and administration —the more we can get done with each grant the better.

#### 4) SIPP GRANT

Last fall, we received a SIPP grant with two parts —to do a leak study to help us secure funding to fix our leakiest water lines and to do a feasibility study regarding a secondary water source. Tawni Bean advised us to refocus the feasibility study to support #3 above, which we are doing

#### 5) WATER RECYCLING PROJECT

The good news is that our legislative allocation was NOT cut by \$100k. Our engineers are working on an evaluation of the Waste Water Treatment Plant with recommendations to make some key fixes in our wastewater treatment plant with the aim of preparing for water recycling, if that becomes a possibility. This project is currently in process.

### **OTHER INFRASTRUCTURE PROJECTS on the BACKBURNER**

#### 6) RAW WATER TANK

We completed planning for a new raw water tank located next to our water treatment plant —through a Community Development Block Grant. We will apply for implementation funding next fall. There was no funding available this spring. It is our understanding that this is a case where the planning puts us into the correct lane for implementation funding.

#### 7) LEAKY WATER LINES

We have shovel ready projects to fix our leakiest drinking water lines. These were to be funded through the BRIC program that OEM helped us with, but that program was cancelled in early 2025. Oregon AG Rayfield was successful with a lawsuit against FEMA —which means FEMA is now supposed to restore the BRIC program, but it is yet to be seen how this will work out. At this time, we are still waiting to see if there is any possibility to revive our sub application, which took quite a lot of work and investment to put together.

### **6(c) Finance**

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From Lief Kytola: Kytola CPA is currently preparing the FY26 supplemental budget. This involves reallocating personnel costs from the general fund back to individual funds, as has been done in all previous years except FY2025. The aim is to enhance transparency and accuracy, ensuring each fund accurately reflects its expenditures. Our next task is to draft the FY27 budget spreadsheets by creating a template, inputting data, and sending it to Melissa for distribution to directors so they can complete their sections. Meanwhile, we continue to fulfill audit requests and upload data to the portal to complete the audit process.

Budget as of 2/28/2026 Revenue:

<http://portorford.org/wp-content/uploads/2026/03/Budget-vs.-Actual-as-of-3-2026-Revenue.pdf>

Budget as of 2/28/2026 Expense:

<http://portorford.org/wp-content/uploads/2026/03/Budget-vs.-Actual-as-of-3-2026-Expense.pdf>

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

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*6(e) Planning*

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The Planning Commission has begun looking at enforcement policies, focusing on rights-of-way, dark sky, and animal control.

*6(f) Liaison Reports*

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*6(f)(i) Parks Liaison Report:*

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The Parks Commission met on March 13, 2026

The following was discussed:

New Buffington Park Hosts reported they are continuing to clean up debris. They expressed concern about dead trees and piles of vegetation as a fire hazard. They stated some of the removal is beyond their capacity and will ask Public Works to assist.

Buffington Park hosts also reported the baseball benches are in need of repair.

Two Park benches will be moved; one by the A-Frame and one by the basketball court.

Public works crew repaired the rotted walkway on the path from the visitor center to the beach.

Commissioner Rickey reported the picnic bench at Battle Rock Park has bolts protruding through the seat, creating a safety hazard. Will ask Public Works for assistance.

Mike Hewitt from Rotary requested more information before approving painting of the Buffington Park bathrooms. Commissioners and hosts offered to assist with the painting as required by Rotary.

The city's insurance agent informed us we need to update park signage to include "use at your own risk" verbiage to be placed in multiple areas. Will bring to City Council.

The agent also stated any broken or jagged edges on broken railings be removed. They hazard at the skate park identified and the park host will mitigate.

Discussed future enhancement to skate park.

Skaidra Scholey-Tilley is assisting Councilor Lovendahl with the Planning grant.

Commission has two vacancies. Recruitment ongoing.

We are grateful to Public Works crew and city staff for their support.

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

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

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***6(f)(iv) Watershed Liaison Report:***

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The POWC met on March 11. They discussed how to revive the bioswale and noted that a lot of sediment washes down the hillslope into the parking lot and are wanting to think about wattles that could be used to reduce the sediments. They want to talk to John Isadore about also removing the grating so it can be cleaned out. They talked about applying for grants to restore the bioswale. They also have a lot of native plants that need to be planted soon.

They are planning a World Water Day educational event on Saturday March 21 at Mr Eds from 2-5pm. They will show a film (The Breach), and having watershed themes speakers, native plants and free popcorn.

If anyone is interested to volunteer, contact Meg Humphrey at [powc99@gmail.com](mailto:powc99@gmail.com)

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

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## *7 Old Business*

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### *7(a) DEQ Wastewater Issue Update*

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In October, 2025, we were made aware by DEQ that there had been some filing errors and odd pH readings in 2021 and 2022 at our Wastewater Treatment Plant (WWTP). The issues were found during a DEQ file review, thus the delay in letting us know of the issues. The original fine was \$6,300.

The City submitted a request for a hearing, and we held the proceeding on December 16, 2025. Based on the steps the City has taken to mitigate the issues (hiring a Level II certified operator, monitoring pH more often than the permit requires, etc.) the calculation of the fine was reduced to \$5,925. We are required to enter into a Mutual Agreement and Final Order (MAO) and pay \$1,185. That is in process through Accounting.

For the remaining \$4,740, we are able to submit a Supplemental Environmental Project (SEP) Application. This will allow us to pay a third-party entity to do a project within the City to accomplish one of DEQ's priorities: Pollution Reduction or Environmental Restoration and Protection.

We asked upgrades for the WWTP to further ensure our effluent is within permit standards would satisfy the Pollution Reduction category (reducing the amount and/or danger presented by some form of pollution, often by providing better treatment and disposal of the pollutant). They said yes. We have a few projects that would satisfy this requirement.

We are researching the best path forward and will keep you informed on our progress. The SEP application will then be submitted for DEQ approval. Once gained, the work will be done, we will send confirmation to DEQ, and the issue will be rectified.

## *8 New Business*

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## *8(a) CTR Rate Increase*

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Curry Transfer and Recycling (CTR) provides trash and recycling services in and to the City of Port Orford. Every year, they submit a rate adjustment based on the prior year's CPI.

**Recommendation:** Adopt or Deny; CTR's Rate Adjustment Request

**Rate Increase Letter:**

<http://portorford.org/wp-content/uploads/2026/03/CTR-Rate-Increase-2026.pdf>

## *8(b) Revision of Dredging Plan*

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As part of the project to dredge our reservoir, we needed to have a City-owned location to receive the dredged materials which will include wet sediments, sticks, and organic matter. The materials will need to drain and dry. Our engineer advised us to use a location owned by the city to avoid more complicated and costly permitting requirements, and so we chose the City Shop yard on Port Orford Loop Road.

However, recent filling of the lot adjacent to the City Shops has now changed the drainage configuration at that site, making the location now unworkable to receive the dredge materials.

PW staff have identified the horse arena area at Buffington Park as an alternative location to receive dredged materials.

Although we recognize that this is not optimal for Park users, this is a temporary situation, and there is no good alternative.

The plan would be to receive the materials at that site, and then in the future, the area can be rehabilitated. City PW staff will be responsible for the site after the dredge materials are received.

The Parks Planning process will be occurring over the next year, too. The future of this area of the park will be carefully considered during the park planning process.

### *8(c) Reservoir Dredging Bid*

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The City held an open bidding period for dredging the North Fork Creek Reservoir and received four bids. Linked below are the recommendation letter from the City engineer of record, Civil West, bid tabulations, and notice of intent to award the bid.

Recommendation Letter:

<http://portorford.org/wp-content/uploads/2026/03/Bid-Letter-of-Recommendation-to-Award.pdf>

Bid Tabulations:

<http://portorford.org/wp-content/uploads/2026/03/Bid-Tabulation-with-Eng-Est.pdf>

Notice of Intent:

<http://portorford.org/wp-content/uploads/2026/03/Bid-Notice-of-Intent-to-Award.pdf>

### *8(d) Forest Stewardship Plan Update*

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As part of its watershed land acquisition project, the City of Port Orford contracted with Springboard Forestry in 2022 to develop a Forest Stewardship Plan for all its watershed lands. The plan was adopted by the Council in 2023. As a condition of the ~ \$400,000 Oregon Watershed Enhancement Board (OWEB) grant we recently obtained to pay off the loan for the land purchase in 2025, the City must update the Forest Stewardship Plan to reflect grant requirements. Using funds from the OWEB grant, we contracted once again with Springboard for this update. The changes reflect the new ownership of the land (City of PO), calling the newly acquired property the EAST FORK PARCEL instead of the CONSERVATION FUND PARCEL, inclusion of grant requirements that land is to be managed for drinking water protection into perpetuity, and a few clarifications that OWEB requested, including more specificity about limits on recreational access without permission and about easements for forest management activities. A few additional updates were made to reflect efforts over the past couple of years to advance the project to remove the failing culvert and to manage gorse. Upon adoption of the updated Forest Stewardship Plan, the City will be able to invoice OWEB for the plan update work and then close out the grant.

Forest Stewardship Plan Update (Due to the size of the document, its split across 4 links):

<http://portorford.org/wp-content/uploads/2026/03/Port-Orford-Forest-Stewardship-1.pdf>

<http://portorford.org/wp-content/uploads/2026/03/Port-Orford-Forest-Stewardship-2.pdf>

<http://portorford.org/wp-content/uploads/2026/03/Port-Orford-Forest-Stewardship-3-2.pdf>

<http://portorford.org/wp-content/uploads/2026/03/Port-Orford-Forest-Stewardship-4.pdf>

## ***8(e) Police Levy Discussion***

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On Feb. 28, the Port Orford City Council adopted language to place on the ballot for May 2026 to repeal and replace our current police levy. As discussed, the current levy is no longer adequate given rising costs.

Because property taxes are capped at a very low permanent rate owing to state measures 5 and 50, they cannot cover the costs of public safety, which is why we have to have a separate policy levy.

Councilors have completed the first set of tasks related to the police levy. Now we must discuss how to proceed with work on the next set. Councilors are requested to think about how each person would like to help with this project.

### **COMPLETED PROCESS/ STEPS TO ADVANCE POLICE LEVY**

*Historically, levies only pass if there is full council support.*

- 1) Determine cost to run the police department and the levy rate needed
- 2) Determine how much more this would cost per property owner
- 3) Come to agreement about the appropriate levy amount
- 4) Research other potential ballot measures to determine best timing
- 5) Develop and adopt ballot measure wording in accordance with state law requirements (caption, question, and summary)
- 6) When Council agrees to strategy, rate, timing, and draft language, city staff will need to have it reviewed/ approved. Preliminary ballot filing deadline is Feb. 27 and final filing deadline is March 19 for May 19, 2026 ballot.

7) Council members must organize community campaign to pass the levy working through the following steps:

### **NEXT STEPS to support PORT ORFORD POLICE LEVY**

- 1) Organize committee of councilors and citizens to help with campaign/ set up a PAC
- 2) Determine succinct message/ slogan for public education campaign
- 3) Develop information for public education campaign, including what police service people get, what it will cost for taxpayers, that fee will go away
- 4) Determine avenues for outreach: campaign signs, Town hall meeting  
LTEs in newspaper, social media, flyers
- 5) Develop SCHEDULE so that all these outreach methods are activated in a thoughtful way ahead of the election on May 19
- 6) Figure out who can do what, recognizing that we need different councilors/people to talk with different parts of the community

## *8(f) City Administrator Time Off*

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Municipalities customarily provide a raise to their Administrators on each anniversary of their employment in recognition for their exemplary work. Due to the City's fiscal difficulties, it awarded CA Radcliffe additional time off last year. Council has proposed to do the same this year. This one-time award of five days off does not increase the number of days off in her contract.

## *9 Considerations*

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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*

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April 16<sup>th</sup> at 5:30 PM – Regular City Council Meeting

## *11 Adjourn*

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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.