

**City of Port Orford**  
**Meeting Minutes of the City Council**  
 In the Gable Chambers / Virtual participants  
THURSDAY, December 18<sup>th</sup>, 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**

**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 22<sup>nd</sup>, 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.**

**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 15<sup>th</sup>, 2026 @ 5:30 PM**

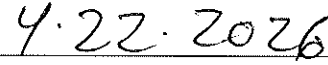
**b. Public Safety Financing Worksession: January 22<sup>th</sup>, 2026 @ 5:30 PM**

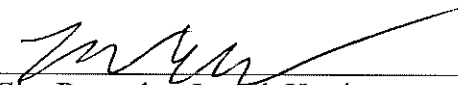
**13. Adjourn**


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

Attest:

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

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date