

**CITY OF PORT ORFORD**  
**REGULAR SESSION OF THE COMMON COUNCIL**  
**THURSDAY, September 18<sup>th</sup>, 2025, at 5:30 P.M.**

**Minutes**

**1. Call to Order/Roll Call/Pledge of Allegiance**

a.

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>	X	<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>	Excused		
<i>Tim Pogwizd, Councilor (TP)</i>	X		

**2. Additions to the agenda**

a. None

**3. Citizen Concerns (On agenda items only – not on the Public Hearing – 3-minutes)**

a. None

**4. Consent Calendar**

a. TP moves to approve the consent calendar

b. DB seconds

c. Vote: no discussion 5-0-1 @ 5:34 PM

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

- 5. Presentations to the Council – postponed due to technical difficulties
  - a. Audit Presentation on FY24: Ben Cohn with Sorren Financial Services (formally KDP)

- i. Mr. Ben Cohn goes over the FY24 audit and gives the City a positive report. It is available in full at the following link:

- [City-of-Port-Orford-Audited-Financial-Statements-FY-24.pdf](https://portorford.org/wp-content/uploads/2025/09/City-of-Port-Orford-Audited-Financial-Statements-FY-24.pdf)

<https://portorford.org/wp-content/uploads/2025/09/City-of-Port-Orford-Audited-Financial-Statements-FY-24.pdf>

- ii. Action Item: Corrective Action Plan

- 1. TP Motions to approve the corrective action plan
      - 2. GB Seconds the motion
      - 3. Discussion: Councilors discuss the process and verify that once signed, the auditors submit the corrective action plan to the state on behalf of the City.
      - 4. Vote: 5-0-1 @ 6:10

<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>Excused</u>	<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

- 5. BW motions to approve audit
      - 6. TP seconds
      - 7. Vote 5-0-1 @ 6:10

<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>Excused</u>	<i>Councilor Brennan</i>	<u>Yes</u>	<i>Councilor Webb</i>	<u>Yes</u>

- 6. Departmental Reports

- a. Administration – Approved right of way permits are available for review if requested. Starting in 2026, Mainstreet would like to hang lights in October for a new tourist festival Port GORE-ford. But the outdoor light code doesn't allow holiday lights in October. The finance contractor job is up on the website, the LOC job board and the OGFOA job board. The Oregon Parks and Recreation Department (OPRD) grant commission approved the Port Orford Parks Commission grant for park planning.

- i. Council directs the Planning Commission to review to review the dark sky ordinance and means of code enforcement for updates to propose to the City Council. This action was approved via consensus.

- b. Mayor's Report – Written report in packet, big items are; the watershed loan is fully paid off at no cost to the city, and the water recycling feasibility study should be done by the end of September

- c. Finance – written report in the packet and spreadsheet reviewed by the city council are available at the following link:

[https://drive.google.com/file/d/1-Tsf-IYOCjFhN41R8gQi07gBXpgvppTO/view?usp=drive\\_link](https://drive.google.com/file/d/1-Tsf-IYOCjFhN41R8gQi07gBXpgvppTO/view?usp=drive_link)

- d. Public Works – written report in the packet; CA Radcliffe & Mayor AV gives an update on the VacCon obtained through government auction – Head of Public Works John Isadore is picking it up right now. Filtration issues resulted in 14 24-hour days, resulting in extremely high overtime – thus this issue has been designated as a top priority.
- e. Planning – Via consensus the Council directs the Planning Commission to review enforcement ordinances and policies and propose updates/revisions to the Council.
- f. Police: report given to Council prior to meeting. Council directs staff to research options to resolve uncollected utility and citation revenue existing on our books and present them to the Council.
- g. Liaison
  - i. Parks – councilor SL not present
  - ii. EPC – no longer needed
  - iii. Historic Preservation - none
  - iv. Port – cranes are partially constructed
  - v. Watershed – written report in packet
  - vi. Fire - none

**7. Old Business**

- a. Grants Update: Mayor Vileisis reviews the status of all current grants. The document available at the following link:

[https://drive.google.com/file/d/1mkARYWoeEK\\_TfQZr721IrxUMwJTb-HJP/view?usp=drive\\_link](https://drive.google.com/file/d/1mkARYWoeEK_TfQZr721IrxUMwJTb-HJP/view?usp=drive_link)

- b. Community Building Renovation Update: Mayor Vileisis shares power point available at the following link:

[Loading Google Slides](#)

[https://docs.google.com/presentation/d/1w2INUX1sxBD-toa-1\\_gYV\\_Z00uMDMicJ/edit?usp=drive\\_web&oid=111103130646587340426&rtpof=true](https://docs.google.com/presentation/d/1w2INUX1sxBD-toa-1_gYV_Z00uMDMicJ/edit?usp=drive_web&oid=111103130646587340426&rtpof=true)

- c. Water Financing Update: Mayor Vileisis reviews water infrastructure priorities. The document available at the following link:

[https://drive.google.com/file/d/1GmRe75KnziJx7GpgASWK\\_PoRy-IQs807/view?usp=drive\\_link](https://drive.google.com/file/d/1GmRe75KnziJx7GpgASWK_PoRy-IQs807/view?usp=drive_link)

- i. Councilor TP volunteered to research getting a new dredge  
 Council votes to extend the meeting after a brief recess  
 GB moves to extend the meeting  
 PR seconds the meeting  
 Vote: No opposition

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

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Meeting resumes at 7:40

- d. **Council Priorities Discussion:** Staff has accomplished a lot of previously specified priorities, but just running the city takes most staff time. Staff requests the Council review the previously designated priorities to ensure that staff time is being used effectively. In preliminary discussion, Councilors identified water as the highest priority.

Councilor TP is excused @ 8:25

8. New Business

- a. **Council Sub-Committee for next year's Public Safety Levy:**
  - i. Council agrees via consensus with the creation of a Sub-Committee to start plans for next years public safety levy. Mayor Vileisis requests for volunteers. GB volunteers and Mayor Vileisis will follow up with TP to confirm he would like to volunteer. BW wants to offer input.

9. Considerations

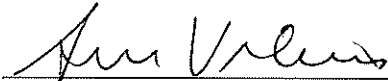
- a. Citizens
- b. Staff
- c. **Councilors & Mayor**
  - i. **Rask:** Thanks, everyone, for their patience in regard to her personal life interfering with council duties. The Council expresses gratitude to have her back.

10. Future Meetings:

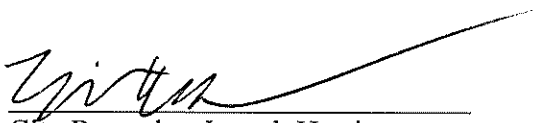
- a. **Regular Meeting of the City Council: October 16<sup>th</sup>, 2025 @ 5:30 PM**

11. Adjourn @ 8:55

Attest:

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

4.22.2026  
 \_\_\_\_\_  
 Date

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

4/24/2026  
 \_\_\_\_\_  
 Date