City of Port Orford

Meeting of the Budget Committee
In the Gable Chambers / Virtual participants
Thursday, June 4th, 2026 at 5:00 P.M.

Mayor and Council	Present	City Staff	Present	Budget Committee	Present
Ann Vileisis, Mayor (AC)	X	*City Administrator (CA) Melissa Radcliffe*	X	Mickey Walker	X
Brett Webb, Councilor (BW)	X	*Joseph Harrison, City Recorder*	X	Jim Prouty	X
Gary Burns, Councilor (GB)	X	*Financial Consultant, Leif Kytola*	Virtual	Randy Scholten	X
Perri Rask, Councilor (PR)	X	*Financial Consultant, Erik Kytola*	Vitual	Laurie Prouty	Excused
Deanna Brennan, Councilor (DB)	X			Laura Mason	X
Sara Lovendahl, Councilor (SL)	X			Carrie Fisher	X
Tim Pogwizd, Councilor (TP)	X				

The minutes were prepared to the best of our ability using the recording available at: https://youtu.be/MT65FFk79w8

1. **Call to Order/Roll Call**
   a) **Mayor Ann Vileisis calls this regular session of the Port Orford Budget Committee to Order @ 4:00 pm and leads the chamber in the Pledge of Allegiance.**

2. **Appoint a Budget Committee Chair:**
   a) **Councilor GB moves to elect Mayor AV as chair of the Budget Committee**
   b) **Councilor TP seconds the motion.**
   c) **Vote: 11-0-1.** Unanimously yes among present members

Councilor Burns ***Yes*** ***Councilor Pogwizd*** ***Yes*** ***Councilor Rask*** ***Yes***
Councilor Lovendahl ***Yes*** ***Councilor Brennan*** ***Yes*** ***Councilor Webb*** ***Yes***
Comm. Walker ***Yes*** ***Comm. J. Prouty*** ***Yes*** ***Comm. Scholten*** ***Yes***
Comm. L. Prouty ***Excused*** ***Comm. Mason*** ***Yes*** ***Comm. Fisher*** ***Yes***

3. **CA Radcliffe reads the budget message.**

4. **Public Hearing on State Revenue Sharing:**
   a) **Mayor Vileisis opens the hearing**
   b) **Citizen testimony: None**
   c) **Hearing closes**

d) **Council Deliberation: Council asks if additional funds will be received this year since the City updated its Marijuana Business code. That has not gone through yet, it will be at the next City Council meeting.**

5. **Presentation**
   a) **CA Radcliffe and Leif Kytola present information about last year's budget, the status of this year's budget, and the proposed budget for next year. The presentation can be viewed at the link below:**

http://portorford.org/wp-content/uploads/2026/06/FY-2027-Budget-Presentation.pdf

6. **General Fund Review:**
   a) The committee spent the majority of the session reviewing the General Fund.

   b) Committee members raised a question regarding how individual employee salaries are represented across multiple funds in the budget document. Financial Consultant Leif Kytola clarified that this is standard practice in municipal accounting to prevent the deceptive appearance of internal department account bloat.

   c) CA Radcliffe noted that the City has successfully completed three financial audits over the last two years, and is in the process of a fourth.

7. **Parks Fund Review:**
   a) Committee members question why the City is paying for renovating the American Legion Hall. Staff clarified that the City owns the American Legion building, and the renovation is being funded primarily via grants and donations.

   b) Councilor BW motion to transfer $5,000 from the Parks Contingency to Parks Commission Projects

   c) Councilor DB seconds the motion

   d) Vote: 11-0-1. Unanimously yes among present members.

Councilor Burns	***Yes***	***Councilor Pogwizd***	***Yes***	***Councilor Rask***	***Yes***
Councilor Lovendahl	***Yes***	***Councilor Brennan***	***Yes***	***Councilor Webb***	***Yes***
Comm. Walker	***Yes***	***Comm. J. Prouty***	***Yes***	***Comm. Scholten***	***Yes***
Comm. L. Prouty	***Excused***	***Comm. Mason***	***Yes***	***Comm. Fisher***	***Yes***

8. **Future Scheduling:**
    i. **Next Meeting:** Reconvene on **Wednesday, June 10, 2026, at 4:00 PM** to review the remaining funds.
    ii. **Tentative Third Meeting:** June 11th, 2026, at 4:00 PM

9. **Adjourn**
    a) **Seeing no further business, Mayor AV ends the meeting @ 6:00 pm**

Attest:

Ann Vileisis | 6.18.26
Mayor, Ann Vileisis | Date

6/18/26
City Recorder, Joseph Harrison | Date

City of Port Orford
Meeting of the Budget Committee
In the Gable Chambers / Virtual participants
Wednesday, June 10th, 2026 at 4:00 P.M.

Mayor and Council	Present	City Staff	Present	Budget Committee	Present
Ann Vileisis, Mayor (AC)	X	*City Administrator (CA) Melissa Radcliffe*	X	Mickey Walker	X
Brett Webb, Councilor (BW)	X	*Joseph Harrison, City Recorder*	X	Jim Prouty	Late
Gary Burns, Councilor (GB)	X	*Head of Public Works, John Isadore*	X	Randy Scholten	X
Perri Rask, Councilor (PR)	Excused	*Police Chief Hank Hobart*	X	Laurie Prouty	Excused
Deanna Brennan, Councilor (DB)	X	*Financial Consultant, Leif Kytola*	X	Laura Mason	X
Sara Lovendahl, Councilor (SL)	X			Carrie Fisher	Excused
Tim Pogwizd, Councilor (TP)	X				

The minutes were prepared to the best of our ability using the recording available at: ***https://youtu.be/h6rmiqGUpO4***

1. **(0:00-0:05) Roll Call/ Pledge of Allegiance**
   a. **Pledge of Allegiance:** Mayor Vileisis starts the meeting and leads the chambers in The Pledge of Allegiance @ 4:00.

   b. **Roll Call:** Shows that Councilor Rask and Committee members Carrie Fisher and Laurie Prouty are absent. Councilor Webb arrives shortly after roll call at 5:08 PM.

   c. **Process Overview:** The Mayor reminded the committee that the goal is to review the proposed budget for each fund, make recommendations, and eventually send a recommended budget to the City Council for final adoption

2. **Follow up to questions from the previous meeting:**
   a. Financial Consultant Leif Kytola reviewed follow-up information requested by the committee during the previous session, specifically details on staff pay allocations per fund and a detailed record of transfers (predicated on the assumption that the upcoming supplemental budget passes). He also noted that investment interest is generated through the Local Government Investment Pool.

3. **Review of Funds:** The committee proceeded to review specific departmental funds, focusing on departmental needs and adjustments from the previous year. Committee Member Jim Prouty arrives at 4:08 PM.

a. **Buffington Park / Parks Fund:**

i. The committee discussed year-to-year roll-forward tracking, emphasizing that targeted donations must be tracked independently over time rather than lumped together in general lines. Staff reminded the committee that a budget functions as an expenditure plan rather than an active accounting ledger.

ii. Councilor PT moves to approve the Parks Fund, including the previously approved $5,000 transfer from contingency to projects.

iii. Councilor BW seconds the motion

iv. Vote: 9-0-3. Unanimously yes among present members.

Councilor Burns	***Yes***	***Councilor Pogwizd***	***Yes***	***Councilor Rask***	***Excused***
Councilor Lovendahl	***Yes***	***Councilor Brennan***	***Yes***	***Councilor Webb***	***Yes***
Comm. Walker	***Yes***	***Comm. J. Prouty***	***Yes***	***Comm. Scholten***	***Yes***
Comm. L. Prouty	***Excused***	***Comm. Mason***	***Yes***	***Comm. Fisher***	***Excused***

b. **Public Safety Fund:**

i. City Administrator Radcliffe relays a requested transfer from the ending fund balance to the travel and training fund that comes from Chief Hank Hobart. The requested increase is to raise the travel/training line item to $2,000 and decreases the ending fund balance to $7,276. Staff confirmed that part-time officers do not qualify for or receive PERS benefits.

ii. Councilor TP moves to approve the Public Safety Fund with the transfer from the ending fund balance to travel/training.

iii. Councilor BW seconds the motion

iv. Vote: 9-0-3. Unanimously yes among present members.

Councilor Burns	***Yes***	***Councilor Pogwizd***	***Yes***	***Councilor Rask***	***Excused***
Councilor Lovendahl	***Yes***	***Councilor Brennan***	***Yes***	***Councilor Webb***	***Yes***
Comm. Walker	***Yes***	***Comm. J. Prouty***	***Yes***	***Comm. Scholten***	***Yes***
Comm. L. Prouty	***Excused***	***Comm. Mason***	***Yes***	***Comm. Fisher***	***Excused***

c. **Water Enterprise Fund:**

i. The Mayor explained a proposed water infrastructure loan carrying a 1% interest rate to be paid over 10 years and the need for a plan to pay the loan back. Options discussed are a surcharge or increasing the reserve rate.

ii. Staff noted that a past proposal to pass credit card processing fees directly to customers is legally non-permissible, and the city cannot proceed with that plan.

iii. Members observed that operational revenues and costs are nearly equal and recommended an upward rate adjustment, noting the city is long overdue for a formal rate study.

iv. Councilor TP moves to approve the Water Enterprise Fund with the following structural amendments: Add "loan" to line 3; add "WTP" to the end of line

90; raise the base water rate from $7.50 to $10.83; transfer all funds from Line 13 to Line 12 (increasing it to $696,000); and eliminate Line 13 entirely.

v. Councilor GB seconds the motion

vi. Vote: 8-1-3. Motion passes.

Councilor Burns	*Yes*	*Councilor Pogwizd*	*Yes*	*Councilor Rask*	*Excused*
Councilor Lovendahl	*Yes*	*Councilor Brennan*	*Yes*	*Councilor Webb*	*Yes*
Comm. Walker	*Yes*	*Comm. J. Prouty*	*Yes*	*Comm. Scholten*	*Yes*
Comm. L. Prouty	*Excused*	*Comm. Mason*	*Yes*	*Comm. Fisher*	*Excused*

b. Water Reserve Fund:

i. Staff noted that revenue is automatically deposited into the Water Enterprise Fund via the City's accounting software and needs to be transferred into the Water Reserve Fund.

ii. Councilor TP moves to approve the Water Reserve Fund as presented.

iii. Councilor GB seconds the motion

iv. Vote: 9-0-3. Unanimously yes among present members.

Councilor Burns	*Yes*	*Councilor Pogwizd*	*Yes*	*Councilor Rask*	*Excused*
Councilor Lovendahl	*Yes*	*Councilor Brennan*	*Yes*	*Councilor Webb*	*Yes*
Comm. Walker	*Yes*	*Comm. J. Prouty*	*Yes*	*Comm. Scholten*	*Yes*
Comm. L. Prouty	*Excused*	*Comm. Mason*	*Yes*	*Comm. Fisher*	*Excused*

c. Sewer Enterprise Fund:

i. Lines 93 and 94 have been moved to lines 81–84 to be set aside for long-term debt service payments.

ii. Members pointed out that it appears that revenue is currently tracking $50,000 under expenses. However, between a $175,000 transfer out of this fund to the Sewer Reserve Fund and $800,000 in unappropriated reserves, running a deficit in this fund is permissible. Next year, there won't be as much of a transfer to reserves.

iii. Councilor GB moves to approve the fund as presented

iv. Councilor TP seconds the motion

v. Vote: 8-1-3. Motion passes.

Councilor Burns	*Yes*	*Councilor Pogwizd*	*Yes*	*Councilor Rask*	*Excused*
Councilor Lovendahl	*Yes*	*Councilor Brennan*	*Yes*	*Councilor Webb*	*Yes*
Comm. Walker	*Yes*	*Comm. J. Prouty*	*Yes*	*Comm. Scholten*	*Yes*
Comm. L. Prouty	*Excused*	*Comm. Mason*	*Yes*	*Comm. Fisher*	*Excused*

d. Sewer Reserve Fund:

i. A brief question was raised regarding whether the City should pay down existing debt principles early rather than holding cash in reserve lines to decrease long term interest payments. The Committee agreed via consensus to keep the funds in unappropriated reserves this year.

ii. Councilor GB moves to approve the Sewer Reserve Fund

iii. Councilor SL seconds the motion

iv. Vote: 9-0-3. Unanimously yes among present members.

Councilor Burns	***Yes***	*Councilor Pogwizd*	***Yes***	*Councilor Rask*	***Excused***
Councilor Lovendahl	***Yes***	*Councilor Brennan*	***Yes***	*Councilor Webb*	***Yes***
Comm. Walker	***Yes***	*Comm. J. Prouty*	***Yes***	*Comm. Scholten*	***Yes***
Comm. L. Prouty	***Excused***	*Comm. Mason*	***Yes***	*Comm. Fisher*	***Excused***

a. Streets Fund:

v. The Streets Fund requires an annual transfer from the General Fund to maintain solvency. It was noted that past agreements with the County regarding street ownership have increased annual operating costs.

vi. The City is entering its fifth consecutive year applying for a $250,000 small-city street grant. While approval is highly likely, it is not present in the current draft budget; if awarded, there will be a formal supplemental budget.

vii. Councilor TP moves to approve the Street Fund as presented

viii. Councilor SL seconds the motion

ix. Vote: 8-1-3. Motion passes.

Councilor Burns	***Yes***	*Councilor Pogwizd*	***Yes***	*Councilor Rask*	***Excused***
Councilor Lovendahl	***Yes***	*Councilor Brennan*	***Yes***	*Councilor Webb*	***Yes***
Comm. Walker	***Yes***	*Comm. J. Prouty*	***Yes***	*Comm. Scholten*	***Yes***
Comm. L. Prouty	***Excused***	*Comm. Mason*	***Yes***	*Comm. Fisher*	***Excused***

2. **Adjournment**

a. The meeting was adjourned at **6:00 PM.**

b. **Next Meeting:** Scheduled for June 11th 2026

Attest:

Ann Vileisis — 6·16·2026

Mayor, Ann Vileisis — Date

6/18/2026

City Recorder, Joseph Harrison — Date

City of Port Orford
Meeting of the Budget Committee
In the Gable Chambers / Virtual participants
Thursday, June 11th, 2026 at 4:00 P.M.

Mayor and Council	Present	City Staff	Present	Budget Committee	Present
Ann Vileisis, Mayor (AC)	X	*City Administrator (CA) Melissa Radcliffe*	X	Mickey Walker	X
Brett Webb, Councilor (BW)	X	*Joseph Harrison, City Recorder*	X	Jim Prouty	Excused
Gary Burns, Councilor (GB)	X	*Head of Public Works, John Isadore*	X	Randy Scholten	X
Perri Rask, Councilor (PR)	X	*Police Chief Hank Hobart*	X	Laurie Prouty	Excused
Deanna Brennan, Councilor (DB)	X	*Financial Consultant, Leif Kytola*	X	Laura Mason	X
Sara Lovendahl, Councilor (SL)	X			Carrie Fisher	Excused
Tim Pogwizd, Councilor (TP)	X				

The minutes were prepared to the best of our ability using the recording available at: ***https://youtu.be/wlUFXJczDw0***

1. **Call to Order & Roll Call**
   a. **Pledge of Allegiance:** Mayor Vileisis starts the meeting and leads the chambers in The Pledge of Allegiance @ 4:00 PM.
   b. **Roll Call:** Shows that Committee Members Carrie Fisher, Laurie Prouty, and Jim Prouty are absent.

2. **Review of Funds:**
   a. **Street Reserve Fund:**
      i. **Members clarified that the capital in this account represents the roll-forward balance from the prior fiscal year. Franchise fees from Coos-Curry Electric have increased to $62,000 annually.**
      ii. **A proposal to explicitly set aside 10% of the reserve fund into a dedicated "Street Light Repair" line item was discussed. Financial Consultant Leif Kytola advised leaving the fund allocations as written for the current year, noting that capital should only be appropriated if there is a plan to spend it within the fiscal year.**
      iii. **Councilor BW moves to approve the Street Reserve Fund as presented**
      iv. **Councilor PR seconds the motion**
      v. **Vote: 9-0-3. Unanimously yes among present members.**

Councilor Burns ***Yes*** ***Councilor Pogwizd*** ***Yes*** ***Councilor Rask*** ***Excused***
Councilor Lovendahl ***Yes*** ***Councilor Brennan*** ***Yes*** ***Councilor Webb*** ***Yes***
Comm. Walker ***Yes*** ***Comm. J. Prouty*** ***Yes*** ***Comm. Scholten*** ***Yes***
Comm. L. Prouty ***Excused*** ***Comm. Mason*** ***Yes*** ***Comm. Fisher*** ***Excused***

b. Equipment Replacement Fund:

i. Councilor GB moves to approve the Equipment Replacement Fund as presented

ii. Councilor SL seconds the motion

iii. Vote: 9-0-3. Unanimously yes among present members.

Councilor Burns	*Yes*	*Councilor Pogwizd*	*Yes*	*Councilor Rask*	*Excused*
Councilor Lovendahl	*Yes*	*Councilor Brennan*	*Yes*	*Councilor Webb*	*Yes*
Comm. Walker	*Yes*	*Comm. J. Prouty*	*Yes*	*Comm. Scholten*	*Yes*
Comm. L. Prouty	*Excused*	*Comm. Mason*	*Yes*	*Comm. Fisher*	*Excused*

c. Water SDC Fund:

i. Members discuss the need to have an automatic annual increase matching inflation instead of reviewing it each year and the need to limit the developmental period allowed before the land owner needs to pay an updated fee if still unconnected. However, these decisions are not the purview of the Budget Committee.

ii. Councilor TP moves to approve the Water SDC Fund as presented

iii. Councilor GB seconds the motion

iv. Vote: 9-0-3. Unanimously yes among present members.

Councilor Burns	*Yes*	*Councilor Pogwizd*	*Yes*	*Councilor Rask*	*Excused*
Councilor Lovendahl	*Yes*	*Councilor Brennan*	*Yes*	*Councilor Webb*	*Yes*
Comm. Walker	*Yes*	*Comm. J. Prouty*	*Yes*	*Comm. Scholten*	*Yes*
Comm. L. Prouty	*Excused*	*Comm. Mason*	*Yes*	*Comm. Fisher*	*Excused*

d. Sewer SDC Fund:

i. Councilor TP moves to approve the Sewer SDC Fund as presented

ii. Councilor GB seconds the motion

iii. Vote: 9-0-3. Unanimously yes among present members. Note, Councilor Rask was not in the room during the vote and was counted as "Abstained"

Councilor Burns	*Yes*	*Councilor Pogwizd*	*Yes*	*Councilor Rask*	*Excused*
Councilor Lovendahl	*Yes*	*Councilor Brennan*	*Yes*	*Councilor Webb*	*Yes*
Comm. Walker	*Yes*	*Comm. J. Prouty*	*Yes*	*Comm. Scholten*	*Yes*
Comm. L. Prouty	*Excused*	*Comm. Mason*	*Yes*	*Comm. Fisher*	*Excused*

e. General Fund:

i. Councilor Webb raised concerns regarding the $3.33 fee. It was noted that because the city recently removed the Public Safety Fee, the public might find the appearance of this charge confusing on their upcoming statements and feel like the City didn't inform them ahead of time.

ii. Staff confirmed that a formal public comment period regarding the final budget and City fee increases will be hosted at the regular City Council meeting next week.

iii. Councilor GB moves to approve the General Fund as presented since none of the changes made this meeting affect the General Fund

iv. Councilor TP seconds the motion

v. Vote: 9-0-3. Unanimously yes among present members.

Councilor Burns ***Yes*** ***Councilor Pogwizd*** ***Yes*** ***Councilor Rask*** ***Yes***
Councilor Lovendahl ***Yes*** ***Councilor Brennan*** ***Yes*** ***Councilor Webb*** ***Yes***
Comm. Walker ***Yes*** ***Comm. J. Prouty*** ***Excused*** ***Comm. Scholten*** ***Yes***
Comm. L. Prouty ***Excused*** ***Comm. Mason*** ***Yes*** ***Comm. Fisher*** ***Excused***

3. Adjournment

a. The meeting was adjourned at 5:15

Attest:

Ann Vileisis

Mayor, Ann Vileisis

6 · 18 · 2026

Date

City Recorder, Joseph Harrison

6/18/2026

Date