

CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
THURSDAY, September 17, 2026, 5:30pm

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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, August 20, 2026
 - b. Minutes, September 3, 2026
- 5. Presentations to the Council: None**
- 6. Public Hearing: None**
- 7. Departmental Reports**
 - a. Administration
 - b. Mayor's Report
 - c. Finance
 - d. Public Works
 - e. Planning
 - f. Liaison
 - i. Parks
 - ii. Historic Preservation
 - iii. Port of Port Orford
 - iv. Watershed
 - v. Fire
 - vi. Local Public Safety Coordinating Council (LPSCC)
 - vii. Unsheltered Advisory Committee (UAC)

8. Old Business

- a. Update on Drinking Water State Revolving Fund grant/ loan opportunity to accomplish Water Treatment Plant upgrade

9. New Business

- a. Swear in Marissa Clausen as Recorder for the City of Port Orford
- b. Award American Legion Hall renovation contract
- c. Assign Signature Authority to City Administrator Melissa Radcliffe for ALH Renovation
- d. Consider Direction to Planning Commission regarding RVs in the City of Port Orford

10. Considerations

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

11. Future Meetings:

- a. Regular Meeting of the City Council: October 15, 2026 at 5:30 PM

12. Adjourn

1 Roll Call/Pledge of Allegiance

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

2 Additions to Agenda

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

3 Citizen Concerns

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 8/20/2026

City of Port Orford
Meeting Minutes of the City Council
In the Gable Chambers, City Hall / Virtual participants
THURSDAY, August 20, 2026, at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
Ann Vileisis, Mayor (AV)	X	City Administrator (CA) Melissa Radcliffe	X
Brett Webb, Councilor (BW)	X	Public Works Superintendent John Isadore (JI)	X
Gary Burns, Councilor (GB)	X		
Perri Rask, Councilor (PR)	X		
Deanna Brennan, Councilor (DB)	X		
Sara Lovendahl, Councilor (SL)	X		
Tim Pogwizd, Councilor (TP)	X		

These minutes were prepared to the best of our ability using handwritten notes and the recording at the following link:

<https://www.youtube.com/watch?v=VmOI6hg-Yg>

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

- a. **Opening:** Mayor Vileisis called the meeting to order at 5:30 PM, took the roll call, and led the chamber in the Pledge of Allegiance. She acknowledged the

presence of Curry County Commissioner Lynn Coker. Because we didn't have a Recorder for this meeting, she directed CA Radcliffe to serve as acting Recorder.

2. Additions to the Agenda

- a. Mayor Vileisis proposed adding item **8(f) Resolution 27-02 to support a grant application**. Council agrees to add this item via consensus.

3. Citizen Concerns

- a. **Ken Stevens:** Reported on local radio station KUPO's capacity to help the city with public service announcements. Councilor Rask has already done a "No Wipes in the Pipes" PSA, and he invites other councilors and the Mayor to participate.
- b. **Julie Donaldson:** Expressed support for water system improvements but concern about how the improvements will be paid for, given economic hardship for some community members, including seniors on fixed incomes. She urged Council to consider a strategy that draws upon both rate payers and taxpayers to spread costs most fairly.

4. Consent Calendar

- a. **Motion:** TP moved to approve the Consent Calendar; SL seconded.
- b. **Vote:** Motion carried unanimously.

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

5. Presentations to the Council: None.

6. Departmental Reports

- a. **Administration:** Report included in packet. City Administrator (CA) Radcliffe reported that old metal chairs will be donated to PO Fishwives, who are willing to manage their use for community events. She also reported on awarding the contract to Range Studio for the Parks Planning grant and indicated that she's asked Deana Lang to tabulate donations made for Parks Commission projects. Owing to staff changes, City Hall hours will change. The front desk will be open from 8-5pm M-TH.
- b. **Mayor's Report:** Report included in packet. Mayor Vileisis provided verbal updates on her efforts to secure infrastructure grants, her recent attendance at the Oregon Mayors conference, and the League of Oregon Cities small cities meeting hosted that day in Port Orford. She also shared a graph of the city's "net position" which she'd intended to share with the audit; it indicated the city's financial health is now improving after a period of disruption associated with covid and a full staff turnover.
- c. **Finance:** Included in the council packet. Councilors appreciated financial reports by Kytola. JI questioned the high percentage of expenditures in the streets fund.
- d. **Public Works:** Report included in packet; John Isadore touched on the many projects that he and his crew have been working on this month at the Water Treatment Plant and Wastewater Treatment Plan. He mentioned the need for a tree removal at Buffington Park and his preference to replace the boardwalk at Battle Rock Park with a pipe culvert.
- e. **Planning:** CA reported that the city has a Planning Technician vacancy, and so she opened the job internally first. Utility/Court Clerk Marissa Clausen has

expressed interest to apply for the job. MR will follow through and then open the position for the Utility and Court Clerk.

f. Liaison Reports:

- i. *Parks*: No meeting.
- ii. *Historic Preservation*: No report.
- iii. *Port*: No report.
- iv. *Watershed*: No report.
- v. *Fire*: No report. CA indicates that Chief Duncan had provided a report, but it did not get into the packet this time. It will be included next month.
- vi. *LPSCC*: No report.
- vii. *Unsheltered Advisory Committee*: No report.

7. Old Business

a. Ordinance 27-01: Cannabis Facility Ordinance Update, Second Reading.

TP raised concern that the 5-I zone had been struck from the ordinance, which could trigger the need for a land use hearing. Several Councilors indicated it was their understanding that intent expressed at the last meeting was to keep the 5-I zone in the ordinance as a location for potential cannabis manufacture.

- i. **Motion:** GB moved to adopt the ordinance as amended, leaving the 5-I in the ordinance; SL seconded.
- ii. **Vote:** Approved 5 to 1.

<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>No</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

8. New Business

a. Charter Franchise Agreement:

Council discussed concerns about the agreement: review by attorney, sufficient notice and collaboration with PW, notice about tree trimming, automatic reduction in franchise fee if competitor receives lower rate, possibility for free service at all other city locations. CA explained that the city has a multitude of phone and cable contracts that she and staff are in the process of trying to make more efficient; some are crucial for water system components and cannot be changed. This is a project in progress.

- i. **Motion:** TP moved to set aside the agreement for a future meeting to obtain more information; GB seconded.
- ii. **Vote:** Approved unanimously.

b. Drinking Water State Revolving Fund opportunity update: Mayor explained that the deadline is October 20 for this funding opportunity. Key items needed to proceed with grant application during this round are completion of feasibility study and cost estimate for the Water Treatment Plant upgrade and a credible payback strategy, which depends on the cost estimate. We're still waiting for more information from Civil West. Special meetings may be needed to figure out the payback strategy.

c. Memorandum of Agreement with Neighbor 2 Neighbor: BW recommends adding a provision that N2N will be responsible for removing the fence and dumpster upon termination of the agreement. JI recommended adding a provision

for N2N to provide a survey to ensure the fence will not be placed on neighboring properties. GB opposes the survey requirement as an unnecessary expense. Mayor suggests location of fence well within property line to avoid conflict. Councilors discuss process moving forward. MR clarifies that N2N could apply for a ROW permit and that staff will work out details regarding fence design and location.

i. **Motion:** SL moved to approve; GB seconded.

ii. **Vote:** Approved 5 to 1.

<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>No</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>

- d. **Dredging project update:** CA provides update regarding the city's upcoming dredging project. Mobilization will happen after Labor Day. During dredging the city will tap water from Garrison Lake, the city's secondary source. Billeter will haul dredge spoils to Buffington Park for drying, and Veolia will provide extra pre-filtration for water. Pinehurst boat ramp and the road in that area will be closed for 2-3 weeks because the water pipe will be located across the road. Councilors and staff discussed the following: Need to notify residents, neighbors, fire and police. Based on past experience, the taste of the water may be different. BW urges JI to tell contractor which hauling route to use for safety of citizens and longevity of sub surface water lines.

i. **Motion:** GB moved to extend the meeting; PR seconded.

ii. **Vote:** Approved 5 to 1 at 7:25PM.

<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>No</i></u>

- e. **League of Oregon Cities legislative priorities:** Mayor explains that the League of Oregon Cities asks cities for input on which five issues they feel are most important. Mayor and MR recommended five: water and wastewater infrastructure funding, water rate payer assistance, addressing unsheltered, public meeting law clarity, and local control of Rights of Way. A brief discussion of these and other possible issues ensued.

i. **Motion:** TP moved to approve the recommendations put forth by the Mayor and CA; GB seconded.

ii. **Vote:** Approved unanimously.

<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>

- f. **Res. 27-02: Resolution authorizing the City of Port Orford to apply for state of Oregon Regional Infrastructure Fund Funding for the Lakeshore Lift Station Replacement Project:** Mayor explains a new rural infrastructure funding opportunity provided by the Oregon Legislature with a short turn-around time -- and that CCD (Coos, Curry, Douglas Development Corporation) has offered to write the grant and to pay Civil West/ Verdantas to complete the necessary engineering report. We need to pass a resolution.

- i. **Motion:** TP moved to approve Resolution 27-02 authorizing the City of Port Orford to apply for funding for the Lakeshore Lift Station replacement Project; BW seconded.

- ii. **Vote:** Approved unanimously.

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

9. Considerations

- a. **Citizens:** Curry County Commissioner Lynn Coker expressed appreciation to the Council and reported on the Curry Commissioners' forthcoming resolution regarding the restriction of over-the-counter gateway substances in Curry County, including kratom, nitrous oxide, tinaptine, and phenibut. These are now on the DEA watch list owing to their potential to cause harm and addiction. He expects there will be a related education campaign to follow.

- b. **Staff:** None.

- c. **Councilors & Mayor:**

TP expresses thanks to the Mayor and MR for working on cost savings measures and also toward continued efforts on the BRIC grant.

Mayor expresses gratitude for everyone working well together.

10. Future Meetings

- a. **Regular Meeting of the City Council:** Sept. 17, 2026, at 5:30 PM.

11. Adjournment

- a. With no further business, Mayor Vileisis adjourned the meeting at 7:40 PM.

Mayor, Ann Vileisis

Date

Attest:

City Recorder, *pro tem*, Melissa Radcliffe

Date

4(b) Minutes from Special Session 9/3/2026

City of Port Orford
Minutes of the City Council
Special Meeting
In the Gable Chambers / Virtual participants
THURSDAY, September 3, 2026, at 5:30 P.M.

Mayor and Council	Present	City Staff	Present
Ann Vileisis, Mayor (AV)	X	City Administrator (CA) Melissa Radcliffe	X
Brett Webb, Councilor (BW)	X	Marissa Clausen, staff	X
Gary Burns, Councilor (GB)	X		
Perri Rask, Councilor (PR)	X		
Deanna Brennan, Councilor (DB)	X		
Sara Lovendahl, Councilor (SL)	X		
Tim Pogwizd, Councilor (TP)	Virtual		

These minutes were prepared to the best of our ability using the recording at the following link:

<https://www.youtube.com/watch?v=VmOlf6hg-Yg>

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

- a. Opening:** Mayor Vileisis called the meeting to order at 5:30PM, conducted roll call, and led the chamber in the Pledge of Allegiance.

2. Additions to the Agenda: a) CA Radcliffe requested to add an update regarding the dredging project schedule to the agenda. Council agrees via consensus to add it at the outset.

2a) Dredging update: CA Radcliffe explained that the reservoir dredging project has been pushed back until late September/early October. She shared information with residents on the back of Sept. water bills regarding increased truck traffic and closure of Pinehurst. BW asked if testing of spoils was needed; because we're placing them on our own land, no testing is needed.

3. Resolution 27-03, Authorizing a Loan by Entering into a Financing Contract with the Oregon Infrastructure Finance Authority

Mayor Vileisis explained that Council had already authorized a loan from Business Oregon to pay for our dredging project, but when bids came in too high last year, we had to request an amendment to our agreement to increase the amount to \$281,474. The amendment has been granted and we've already adjusted our rates to reflect the new loan amount, but now we have to update our resolution to reflect the new amount.

- a. Motion:** BW moved to approve Resolution 27-03. SL seconded.
- b. Discussion / Amendments:** Council Rask identified a spot in the agreement where the name of the official had not been identified. Council agreed by consensus that the wording should be changed to The City Administrator.
- c. Vote:** Motion carried unanimously.

<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>

4. Update on Safe Drinking Water State Revolving Fund (SDWSRF) opportunity to finance water treatment plant upgrade

Mayor Vileisis provided updates regarding the SDWSRF opportunity to finance necessary upgrade for our Water Treatment Plant. The Engineer provided preliminary cost estimate of \$4-6.5 million, and Business Oregon clarified that we will need to have a credible plan for paying back the loan, which is \$200,816 per year but don't need to have everything fully buttoned down before we apply for the grant. The mayor underscored that if we get approval for this financing agreement and move forward, the City's residents will be obligated to pay back the loan amount, similar to how we are now paying back the loan for the sewer outfall that had to be built more than 30 years ago. The Mayor reviewed the various options/ scenarios to raise revenue to payback the loan, outlined in the memo she provided: all rate increase, all tax increase, combo of the two, costs savings, and additional grants. A nuance for the tax option is that levy options for capital improvements can extend only for ten years and can be renewed, but the loan payback is 30 years. She also brought up options for how to provide assistance for people who might have trouble paying for an increased bill. Councilor Burns presented on the idea of a different type of tax (3% on restaurant/ prepared food), which he estimated could bring in \$150,000 per year. Councilors had a robust discussion of the various options. BW brought up the idea of tapping

TLT funds. TP expressed support for including consumption and rather than only a flat rate on the water side. DB expressed concern about the estimated revenue from a restaurant tax and that it could be a detriment to local businesses. Each councilor expressed their own preference for which direction to further explore. All were interested to see if tapping TLT could reduce the amount we need to ask from ratepayers/ taxpayers. Most were interested in either a 50/ 50 split or a 25/75 split between rates and property taxes. Most were inclined to not pursue the restaurant tax for now but to ask the Finance Committee to look into it further. Mayor Vileisis indicated that the discussion was helpful and that she would research the current TLT revenues and take the council input to refine a proposal for consideration and action at our next council meeting. We could make a preliminary decision on a plan for loan payback in order to apply for the financing opportunity and then refine it further. The Council discussed that there would be time to do more outreach and get more public input on how citizens want to pay for this, too, even after we apply. Councilors discussed the possibility of town hall meetings and a survey with the water bill or an online survey. Councilor Burns expressed the need to advance this now and not to wait.

5. Adjournment

- a. Mayor Vileisis thanked the Council for the productive discussion and adjourned the meeting at 7:27 PM.

6. Future Meetings

- a. **Regular Meeting of the City Council:** Sept. 17, 2026, at 5:30 PM.

Mayor, Ann Vileisis

Date

Attest:

City Administrator, Melissa Radcliffe
(City Recorder Pro Tem)

Date

5 Presentations to Council
None

6 Public Hearing
None

7 Departmental Reports

7(a) Administration

ODOT/ Small City Allotment Grant Update

I plan to approve the \$34,094 Scope of Work for Civil West/ Verdantas, our Engineer of Record, to proceed with the engineering of this project. Once we have the engineering documents, we will put the project out to bid, secure a contractor, and begin work. I have signed the agreement with ODOT to secure this \$250,000 grant to improve Vista Drive and Hensley Hill Road.

Dredging Information

When the dredging happens **in October**, there will be increased truck traffic from the Hubbard Creek Reservoir to Buffington Park. Also, the Pinehurst Boat Ramp and the surrounding roadway will be closed to traffic. This is due to the equipment needed to pump Garrison Lake water to the temporary package plant (for pre-filtering) and into the water plant. We expect this to last a couple of weeks and apologize for any inconvenience.

Culvert Removal- COMPLETE

Erin Minster with the Curry County Soil and Water Conservation District has finished the project to remove the failing culvert above our drinking water reservoir. She worked with Uppercut Tree Service and TNT Excavation. This project stabilized the creek bed and eradicated the risk of a catastrophic culvert collapse. We are thrilled to have this project done ahead of the dredging!

Navy/ Coast Guard Training Letter

Like last year, we received information about continued military training off the coast of Port Orford. The range extends from Northern California to the Canadian border and into Alaska. For more information or to join a virtual meeting at the end of this month, visit www.nepa.navy.mil/nwtteis

2026 Audit Update

We are starting the 2026 audit with Sorren on September 28th.

CTR: Prepare for FREE yard waste disposal this Fall!

Bundle your organic waste in four-foot lengths or place in PAPER landscape bags or containers that can be dumped and left at curbside (marked YARDWASTE) such as marked extra cans, landscape containers, boxes, etc., in Port Orford curbside **on Thursday, October 22nd.**

Or take it loose, bundled, or paper bagged to the Port Orford Transfer-Site Wednesday through Saturday, October 14th-17th, from 10am-4pm. You can purchase paper landscape bags at your local stores that sell garden supplies. Yard waste in PLASTIC BAGS WILL NOT be accepted.

OPEN Clerk Position at City Hall

We have received multiple applications and plan to hold interviews Friday, 9/18. We are excited to be fully staffed again. We appreciate your patience while we are short-handed and during the training of our new hire.

Pacific High School Cross-Country Meet: Buffington Park

Athletic Director Ben Stallard asked that they be able to run on October 7th. As long as they get the proper paperwork and insurance documents in, as in years prior, I will approve this use. Go Pirates!

7(b) Mayor's Report

Over the past several weeks, I've focused on figuring out how we can finance a crucial water infrastructure upgrade needed for the filtration system at our city water treatment plant. It is currently working to keep our drinking water clean, but it is not working properly, which means that we need to backwash the filters more frequently than is normal and to run the plant longer hours. This means wasting water, more overtime —and increasing costs. We need to do an upgrade before more things go wrong.

As Councilors know, we have received an invitation from Business Oregon to apply for a 1% loan for 30 years to pay for this upgrade —with \$1.5 million debt forgiven. This is the best deal available. So far, City Council has held 2 special meetings on this topic, and a session at a regular meeting on this topic. The Council Finance committee has also met to discuss. The bottom line is that we will need to consider a water rate increase or a local option levy—or a combination of both. We are also considering how to use TLT money to defray some of the costs. Other creative ideas have also been discussed. I've also talked with Senator David Brock Smith about the possibility of capital improvement funding —and have reached out to Senator Jeff Merkley's office, too. For now, we need to get some solid workable ideas together so we can apply for this funding opportunity with a relatively short turnaround time. There will be more

time in the future to gather more community input on how residents want to pay for this and which ways will be most fair.

I have continued to work with the Community Center Friends and staff to advance our American Legion Hall renovation project. I attended the bid opening, and we were relieved that one bid is workable —though we still need to raise about \$110,000 if we want to complete the full project. We have the recommendation from our architects to award the contract in our packet.

I am pleased to report that our contractors removed failing culvert located upstream of our drinking water reservoir! I've been out there with our project manager Erin Minster who is very pleased with the job. We went out right after the big rain storm and the water was running clear. I also took the Port Orford Watershed Council out there on a field trip since they helped last year to cover the site to help prevent a calamitous blow out. There is one more component of the project which will be replanting trees and shrubs to stabilize slopes. That will happen towards the end of the year.

I've worked together with Councilor Lovendahl and Parks Commission Chair Jim Golden to start planning for our Buffington Park planning process. We received a state grant last year to create a plan for the park —with the aim of laying the groundwork for some future upgrades, especially at the playground. The community will be learning more soon about how to participate and provide input to the process.

That's all for now!

7(c) Finance:

Leif Kytola provided the following highlights of the current budget status.

- Preparing for FY 2026 audit which starts at the end of September.

City of Port Orford Current Financial Situation (Revenue)
As of August 31, 2026 (17% of year elapsed)

General	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	296,398	-	296,398	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	384,579	90,454	294,125	24%
Federal, State & all other grants, gifts, allocations & doncations	-	-	-	
Interfund Transfers/Internal Service Reimbursements	-	-	-	
All other resources except current year property tax	9,600	575	9,025	6%
Current year property tax	404,969	-	404,969	0%
Total	1,095,546	91,029	1,004,517	8%

Parks	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	402,283	-	402,283	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	53,500	1,300	52,200	2%
Federal, State & all other grants, gifts, allocations & doncations	705,000	-	705,000	0%
Interfund Transfers/Internal Service Reimbursements	-	-	-	
All other resources except current year property tax	15,000	837	14,163	6%
Current year property tax	-	-	-	
Total	1,175,783	2,137	1,173,646	0%

Public Safety	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	30,039	-	30,039	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	8,965	10,607	(1,642)	118%
Federal, State & all other grants, gifts, allocations & doncations	-	-	-	
Interfund Transfers/Internal Service Reimbursements	-	-	-	
All other resources except current year property tax	3,233	313	2,920	10%
Current year property tax	643,475	-	643,475	0%
Total	685,712	10,920	674,792	2%

Sewer	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	822,816	-	822,816	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	1,295,855	162,766	1,133,089	13%
Federal, State & all other grants, gifts, allocations & doncations	-	-	-	
Interfund Transfers/Internal Service Reimbursements	-	-	-	
All other resources except current year property tax	13,515	1,182	12,333	9%
Current year property tax	-	-	-	
Total	2,132,186	163,948	1,968,238	8%

Streets	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	6,395	-	6,395	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	104,090	12,239	91,851	12%
Federal, State & all other grants, gifts, allocations & doncations	-	-	-	
Interfund Transfers/Internal Service Reimbursements	57,000	-	57,000	0%
All other resources except current year property tax	2,060	126	1,934	6%
Current year property tax	-	-	-	
Total	169,545	12,365	157,180	7%

City of Port Orford Current Financial Situation (Revenue)
As of August 31, 2026 (17% of year elapsed)

Water	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	778,087	-	778,087	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	824,266	146,005	678,261	18%
Federal, State & all other grants, gifts, allocations & doncations	912,947	94,613	818,334	10%
Interfund Transfers/Internal Service Reimbursements	-	-	-	
All other resources except current year property tax	4,636	3,385	1,251	73%
Current year property tax	-	-	-	
Total	2,519,936	244,003	2,275,933	10%

Street Reserves	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	39,282	-	39,282	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	-	-	-	
Federal, State & all other grants, gifts, allocations & doncations	-	-	-	
Interfund Transfers/Internal Service Reimbursements	-	-	-	
All other resources except current year property tax	3,451	118	3,333	3%
Current year property tax	-	-	-	
Total	42,733	118	42,615	0%

Sewer Reserves	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	40,580	-	40,580	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	-	-	-	
Federal, State & all other grants, gifts, allocations & doncations	-	-	-	
Interfund Transfers/Internal Service Reimbursements	175,000	-	175,000	0%
All other resources except current year property tax	8,755	236	8,519	3%
Current year property tax	-	-	-	
Total	224,335	236	224,099	0%

Water Reserves	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	23,803	-	23,803	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	-	-	-	
Federal, State & all other grants, gifts, allocations & doncations	-	-	-	
Interfund Transfers/Internal Service Reimbursements	185,000	-	185,000	0%
All other resources except current year property tax	5,150	142	5,008	3%
Current year property tax	-	-	-	
Total	213,953	142	213,811	0%

Equipment	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	114,717	-	114,717	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	-	-	-	
Federal, State & all other grants, gifts, allocations & doncations	-	-	-	
Interfund Transfers/Internal Service Reimbursements	129,500	-	129,500	0%
All other resources except current year property tax	206	519	(313)	252%
Current year property tax	-	-	-	
Total	244,423	519	243,904	0%

Sewer SDC	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	515,385	-	515,385	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	-	-	-	
Federal, State & all other grants, gifts, allocations & doncations	-	-	-	
Interfund Transfers/Internal Service Reimbursements	-	-	-	
All other resources except current year property tax	11,330	8,507	2,823	75%
Current year property tax	-	-	-	
Total	526,715	8,507	518,208	2%

City of Port Orford Current Financial Situation (Revenue)
As of August 31, 2026 (17% of year elapsed)

Water SDC	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	626,856	-	626,856	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	-	-	-	
Federal, State & all other grants, gifts, allocations & doncations	-	-	-	
Interfund Transfers/Internal Service Reimbursements	-	-	-	
All other resources except current year property tax	15,450	3,766	11,684	24%
Current year property tax	-	-	-	
Total	642,306	3,766	638,540	1%

All Funds	Budget	Actual	Budget less Actual	% of revenue received
Revenue				
Beginning Fund Balance	3,696,641	-	3,696,641	0%
Fees, Licenses, Permits, Fines, Assessments & Other Services	2,671,255	423,372	2,247,883	16%
Federal, State & all other grants, gifts, allocations & doncations	1,617,947	94,613	1,523,334	6%
Interfund Transfers/Internal Service Reimbursements	546,500	-	546,500	0%
All other resources except current year property tax	92,386	19,706	72,680	21%
Current year property tax	1,048,444	-	1,048,444	0%
Total	9,673,173	537,691	9,135,482	6%

7(d) Public Works:

None submitted at the time of publication. The report will be available to Council at the meeting.

7(e) Planning:

Staff is working closely with Senior Planner Crystal Shoji and Planning Commission Chair Greg Thelen. Marissa Clausen has been in training...

7(f)Liaison Reports

7(f)(i) Parks Liaison Report:

The commission met on September 10, 2026. The team from Range Studio, LLC attended the meeting. Range was awarded the planning grant for Buffington Park. Each team member introduced themselves and expressed their appreciation for Port Orford as a special place and opportunity to work with the community.

A preliminary schedule for completion of the project was shared with the commission.

Commissioner Berndt discussed a new sign for Battle Rock Park similar to the sign at Fort Point. Development of the new sign will be held for future Battle Rock Park planning.

Commissioner Shafer offered to remove the rotting park benches at Battle Rock Park.

Commission will conduct a group walk-through of Battle Rock Park at noon on September 15th.

Commission will meet October 1, 2025.

7(f)(ii) Historic Preservation Liaison Report: None Submitted

7(f)(iii) Port Liaison Report: None Submitted

7(f)(iv) Watershed Liaison Report: None Submitted

7(f)(v) Port Orford Fire: Chief Duncan Report

Volunteers:13

Calls: 25

8/1 Control Burn 101 and 15Th C
 8/2 Mva Hwy 101 Mp 310 O
 8/3 Gain entry to residence for law enforcement C
 8/3 To help remove body from residence C
 8/3 Medical Assist Tichenor Street C
 8/4 Transient fire on 15th Street that was burning next to a building C
 8/11 Fire on the side of road, Hwy 101, MP 301 C
 8/11 MVA Hwy 101 Mile post 305 O
 8/12 Camp fire Elk River Rd R
 8/12 Illegal fire Mather lane R
 8/12 Grass fire Paradise Point beach R
 8/12 Medical Assist Jackson street C
 8/14 Medical Assist Port Orford Loop C
 8/14 Vehicle stuck and caused a grass fire China Mountain O
 8/25 Medical Assist Elk River Rd R
 8/26 Someone was in water Agate Beach C
 8/26 Campfire Dock Beach C
 8/27 Medical Assist 12Th street C
 8/28 Medical Assist Paradise Point R
 8/28 Structure fire Jefferson street C
 8/28 Medical Assist Oregon street C
 8/28 Camp fire Hwy 101 MP 306 O
 8/31 Medical Assist Port Orford Loop R
 8/31 Fire on the side of the road O
 8/31 Medical Assist Knapp Rd R
 Vehicles: All vehicles are up and running.

7(f)(vi) Local Public Safety Coordination Commission Report: None Submitted

7(f)(vii) Unsheltered Advisory Committee Report

The UAC met and discussed other possible city properties that might make a more appropriate designated camp. The best-case scenario would be that N2N acquires a property and runs a camp, but currently there is no obvious path for this to happen.

The UAC recommends that a porta-potty be located at the 16th Street ROW camp. This continues to be a problem from many perspectives. This is something that would help Ray's. The neighbors feel this is an important component of people camping in that location. They look out their windows and see campers peeing and pooping on the property, and no one is cleaning this up. Just the thought of this is upsetting to them. If approved, N2N would seek funding for this along with the fencing and dumpster.

The UAC also recommends that 10' x 12" campsites be laid out to determine how many sites there could be in the camp with a comfortable space between. This would then be the limit of campers on the site.

The UAC met with David Duffy from ADAPT for the first time and had what we felt was a very good meeting. He got the gist of what our Community is about and will process the information to figure out the best ways that ADAPT will be able to assist our Community. He agreed to meet with us once a month.

It's been noted that there hasn't been a day without tents and personal belongings on the right-of-way property. It's possible that the Ordinance might need to be changed to accommodate our police department's enforcement ability.

- Submitted by Gary Burns

8 Old Business

8(a) Update on Safe Drinking Water State Revolving Fund grant/loan opportunity to accomplish Water Treatment Plant Upgrade

Memo not available at the time of publication. It will be made available at the meeting.

9 New Business

9(a) RESOLUTION 2027-03: Appointing the City Recorder and Elections Officer

WHEREAS, Oregon law requires an official City Recorder and Elections Officer;

NOW THEREFORE, BE IT RESOLVED that **Marissa Clausen** be appointed to the roles of Elections Officer and City Recorder.

Adopted by the Common Council of the City of Port Orford this ____ day of September, 2026.

Mayor Ann Vileisis

Attest:

City Recorder, *pro tem*, Melissa Radcliffe

9(b) Oath of Office, if approved.

9(c) RESOLUTION 27-04: Awarding Contract and Assigning Signature Authority for American Legion Hall Renovation

WHEREAS, the City of Port Orford has been working toward the goal of renovating the American Legion Hall together with the Community Building for nearly a decade;

WHEREAS, the Architecture Firm HGE has prepared renovation plans and has conducted a formal bid process on our behalf;

WHEREAS, HGE has recommended that the City award the contract to the lowest bidder, Vitus Construction, for the base bid amount of \$671,563.00, with the possibility of awarding alternate bids as fundraising allows;

WHEREAS, the Community Center Friends have been working hard to raise funds to cover the costs of this project and are near to having sufficient funds to cover the cost of the bid and intend to continue raising funds to cover the cost of alternate bid projects;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Port Orford that:

1) The City of Port Orford awards the contract for the American Legion Hall renovation project to Vitus Construction for the base bid amount of \$671,563.00, with the possibility of awarding alternate bids as fundraising allows;

2) City Administrator Melissa Radcliffe is designated as the authorized official to sign and execute contracts and any subsequent amendments to the contract and to make decisions on the project moving forward.

Recommended Motion:

- I, [councilor], motion to approve Resolution 27-04 awarding the American Legion Hall renovation project contract to Vitus Construction and to delegate signing authority on matters regarding the renovation project to the City Administrator, contingent on regular updates to the Council.

- I, [councilor], motion to NOT award the American Legion Hall renovation project contract to Vitus Construction and to not delegate signing authority on matters regarding the American Legion Hall renovation project to the City Administrator.



333 S. 4TH STREET
COOS BAY, OREGON 97420
P: 541.269.1166
www.hge1.com

September 3, 2026

City of Port Orford
Attn: Melissa Radcliffe, City Administrator
mradcliffe@portorford.org
Sent via Email

Re: Port Orford American Legion Hall Building Remodel
Project #18.27.3

Dear Melissa:

Bids were received on September 3rd for the American Legion Hall Building Remodel. The bid tabulation summary is attached. It was a very active bid phase.

As you know, Vitus Construction performed the work on the Community Building portion of the building last year and are very familiar with the project. They are well qualified to perform the work on the American Legion portion of the building, and we recommend such. Vitus has done numerous projects with HGE in the area, including the Curry Public Library Addition, a school district sports park in North Bend, and a block grant funded Fire Dept Utility Building in Dora-Sitkum. They also have done several seismic upgrade projects in Curry County, including Driftwood Elementary School.

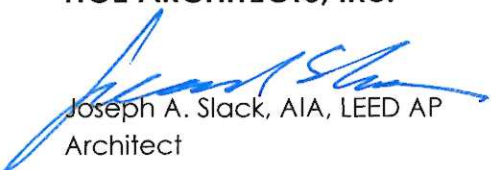
At this time, we recommend award to Vitus Construction for the Base Bid amount of \$671,563.00. If funding allows, we recommend Alternate Bids #1 (Roofing Replacement), #2 (Flooring Replacement), #3 (Exterior Concrete Walls), and #4 (Stainless Steel Counter) in that order. We do not recommend Alternate Bid #5, as the Base Bid mechanical HVAC is one heat pump compared to a two minisplit system. We have updated the project cost estimate for your reference and review.

Upon your authorization, we will send out the Notice of Intent to Award and subsequently prepare the Owner-Contractor Agreement for the project.

Let me know if you have any questions or need further clarification.

Regards,

HGE ARCHITECTS, Inc.



Joseph A. Slack, AIA, LEED AP
Architect

JAS/tg

Cc: Ann Vileisis, Mayor of Port Orford

Attachments: Bid Tabulation Results
Updated Project Budget

**BID TABULATION
CITY OF PORT ORFORD
AMERICAN LEGION HALL BUILDING REMODEL**

HGE Project #18.27.3

Bid Closing: 2:00 PM, Pacific Time, Thursday, September 3

Bid Opening: Virtual, See Advertisement for Bid

BIDDER:	BASIC BID:	ALTERNATE #1 ROOFING REPLACEMENT	ALTERNATE #2 FLOORING REPLACEMENT	ALTERNATE #3 SIDEWALK	ALTERNATE #4 SERVING COUNTER	ALTERNATE #5 HVAC	Total	UNIT PRICING SHEATHING REPLACEMENT (PER 4X8 FT)	DAYS TO COMPLETE	Received Addendums	Bid Bond	First-Tier
Vitus Construction <i>Gold Hill, OR</i>	\$ 671,563.00	\$ 44,802.00	\$ 16,303.00	\$ 22,145.00	\$ 10,409.00	\$ 62,526.00	\$ 827,748.00	\$ 42.50	150	☒	☒	☒
Jake Miller Construction <i>Myrtle Point, OR</i>	\$ 749,855.00	\$ 78,650.00	\$ 16,450.00	\$ 16,400.00	\$ 7,450.00	\$ 10,500.00	\$ 879,305.00	\$ 170.00	180	☒	☒	☒
H3 General Contractors <i>Roseburg, OR</i>	\$ 762,799.00	\$ 43,444.00	\$ 17,239.00	\$ 12,437.00	\$ (8,205.00)	\$ 75,498.00	\$ 903,212.00	\$ 135.00	180	☒	☒	☐
Scott Partney Const. Inc. <i>North Bend, OR</i>	\$ 855,481.00	\$ 50,774.00	\$ 41,550.00	\$ 13,034.00	\$ 8,185.00	\$ 63,923.00	\$ 1,032,947.00	\$ 205.00	180	☒	☒	☐
Christian Massey Construction <i>Medford, OR</i>	\$ 891,292.00	\$ 34,065.00	\$ 21,000.00	\$ 22,840.00	\$ 9,815.00	\$ 93,400.00	\$ 1,072,412.00	\$ 100.00	180	☒	☒	☐

9(d) Consider Direction to Planning Commission regarding RVs in the City of Port Orford

City staff has asked for clear direction from the City Council on how to address the matter of Recreational Vehicles (RVs) in the City of Port Orford. Planning Commissioner Greg Thelan has prepared a memo to explain the issue.

In short, people can permanently live in RVs in an RV Park, Mobile Home Park, or manufactured dwelling park. People can temporarily live in RVs through a conditional use hardship permit for a year, a siting permit for a maximum of 60 days, or through a county permit during construction of a primary residence.

Increasingly, people are asking for special consideration for different uses of RVs and water/sewer hookups.

Possible motions:

- I, [councilor], motion for City staff to enforce our current RV ordinances.
- I, [councilor], motion to direct our Planning Commission to conduct research and make a recommendation to Council on ways we might be able to address this matter.

9/11/26

Memo on the legal status of living in RVs in Port Orford, and a follow-up question.

Is it legal to permanently occupy an RV in Port Orford? At this time, the answer is both yes and no...

Both State law and Port Orford ordinances do allow people to live permanently in RVs in established RV parks, mobile home parks, and manufactured dwelling parks.

Current Port Orford ordinances do allow temporary RV occupancy in these situations:

1. In residential zones 1- R and 2-R as a hardship by conditional use, for up to one year only, per §17.12.100 C.4.
2. Through a siting permit on developed property (meaning it has sewer and water). A City permit is required after 14 days and the permit is good for 30 days. It can be renewed once, per §8.20.
3. Curry County can grant a permit for RV temporary occupancy during construction of a primary residence if the building permit has been cleared by Port Orford Planning.

State law ORS 197.493, along with ORS 215.490 allows RVs to be placed as follows:

1. One RV can be placed on occupied residential property outside--not inside city limits if it has sewer and water hookups. It can't be used as a vacation rental.
2. In an RV or mobile home or manufactured dwelling park lawfully hooked up to water and sewer.
3. On a lot with a dwelling uninhabitable due to natural disaster--basically until the dwelling is occupied again.

That's it for the allowed uses.

There are obviously some permanent residents of RVs in Port Orford that are not in compliance with our ordinances. Our City staff have also reportedly received requests for guidance from people wanting to move into RVs on their property in town.

According to ORS 197.493 and the DLCD, cities can pass ordinances specifying other conditions, such as allowing RVs in places not normally allowed. Bandon, Portland, and Springfield, Oregon, are all examples. These ordinances are generally made on a temporary basis as a response to housing needs.

Does City Council want the RV laws to be actively enforced? Or does Council want new language that would that would enable long-term RV residency outside of an RV or Mobile Home Park?

Greg Thelen,
Planning Commission Chair

10 Considerations

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.

11 Future Meetings

Regular City Council Meeting: October 15, 2026 at 5:30 PM

12 Adjourn

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.