

CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
THURSDAY, October 15, 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, Sept. 17, 2026
 - b. Appointment of Laurie Balmuth to Historic Preservation Commission
- 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
 - iv. Watershed
 - v. Fire
 - vi. Local Public Safety Coordinating Council
 - vii. Unsheltered Advisory Committee

8. Old Business

- a. Resolution 27-05, regarding Port Orford Water Treatment Plant Feasibility Study
- b. SDWSRF financing opportunity, update
- c. Resolution 27-06 Regarding approval to move forward with Drinking Water State Revolving Fund Financing Opportunity application, including intent to payback loan should financing opportunity be awarded
- d. Resolution 27-07 Amending Memorandum of Understanding with N2N to add a porta-potty
- e. Grant updates

9. New Business

None

10. Considerations

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

11. Future Meetings:

- a. Regular Meeting of the City Council: November 19, 2026 @ 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 9/17/2026

4 (b) Appoint Laurie Balmuth to Historic Preservation Commission

City of Port Orford
Meeting Minutes of the City Council
In the Gable Chambers, City Hall / Virtual participants
THURSDAY, September 17, 2026, at 5:30 P.M.

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

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=iWRSRU9aJWc>

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.

2. Additions to the Agenda

- a. Mayor Vileisis proposed moving items 9a and b –resolution to appoint our new recorder and to swear her into office (oath of office) -- up front and adding a presentation by Port Orford Mainstreet regarding their “wind phone” proposal. They’d made the request to be on the agenda, but it did not get added in time owing to miscommunication. Council agrees to these changes via consensus.

MOVED TO THE START to allow Ms. Clausen to serve as meeting recorder

9. a. Resolution 2027-03 Appointing Marissa Clausen

Motion: SL moved to approve Resolution 2027-03 Appointing Marissa Clausen as our city recorder; PR seconded.

Vote: Motion carried unanimously.

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

9. b. Oath of Office- Marissa Clausen

Mayor Vileisis administered the oath of office and swore in Marissa Clausen as the city recorder

3. Citizen Concerns

- a. **Susan Russell:** Reported that the renovation of the mosaic at the Port Overlook is now in progress, with artist Laura Nutter.

4. Consent Calendar

- a. **Motion:** GB 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* ABSENT *Councilor Webb* Yes

5. Presentations to the Council:

Kitty Million of Port Orford Main Street presented about the proposed “wind phone” project and asks for council approval to build in Buffington Park. “Wind phones” started in Japan; it’s a place where people can “talk on the phone” to loved ones who have passed. The group has received \$12,000 funding for the project contingent on City Council approval. Council discusses concerns about maintenance, public safety, tribal consultation, and the Buffington Parks planning process currently underway. Council discusses that it will be ideal for the project to be part of the planning effort, though it may delay construction.

a. **Motion:** BW moves to direct staff to draft a letter in support of the project. GB seconds.

b. **Vote:** Motion carried unanimously.

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

6. Departmental Reports

- a. **Administration:** Report included in packet. The 2026 audit is starting soon. Given that we have received over \$1million in federal grants, it triggers a more intensive audit. The culvert removal project has been largely completed, though we'll keep it open in case any fixes are needed this winter.
- b. **Mayor's Report:** Report included in packet. Mayor Vileisis discussed her efforts to find financing for key infrastructure projects, including upgrading our water treatment plant; She also worked with Coos, Curry, Douglas Business Development Corporation (CCD) to apply for a State Regional Infrastructure Fund grant for the Lakeshore Lift station (sewage pump); and working with the Community Friends group on fundraising for the American Legion Hall Renovation.
- c. **Finance:** Report included in packet. Councilors asked clarifying questions.
- d. **Public Works:** No report and Mr. Isadore is not present. CA Radcliffe explains that there have been some major challenges at the Waste Water Treatment Plant owing to the malfunction of the stirring structure in the digester, which required moving untreated sewage into a clarifying tank to evaluate the problem. The city has worked closely with our DEQ regulator to solve the problem, and there has been no violation. There's also been a malfunction of a relatively new pump at the reservoir intake.
- e. **Planning:** CA Radcliffe reported that our new planning technician Marissa Clausen has been in training with Senior Planner Crystal Shoji, and that Planning Commission Chair Greg Thelan and Planning Commissioner Jerry Boydston have also been helping to update and streamline planning and building forms.
- f. **Liaison Reports:**
 - i. *Parks:* Report included in packet. The consultants for the Buffington Parks planning effort, Range Studio, came to the Parks Commission meeting. SL thinks they will do a great job for our community. There will be a public engagement process to get everyone's input.

- ii. *Historic Preservation:* CA Radcliffe reports there has been some recording error with the appointment of a Commission member. The recommended appointment will come at the next meeting. Also, councilors recognized the many contributions of Jerry and Diana Marmon on this commission and otherwise in the community. They have moved away.
- iii. *Port:* The Port is advertising to hire a new Port manager. A committee has been appointed to help select the right person. Mayor suggests that the Port Commission present to City Council regarding their various plans.
- iv. *Watershed:* Mayor AV took the PO Watershed Council on a field trip to see the culvert removal site. There will be more work to replant the site with vegetation this winter.
- v. *Fire:* Chief David Duncan provided a report in the packet on 9 fires plus other emergencies addressed. Council expressed appreciation for the report and all the work of our first responders.
- vi. *LPSCC:* No report.
- vii. *Unsheltered Advisory Committee:* Report in packet. Councilor Burns explained that the UAC is making 2 recommendations to council: to allow N2N to site of a porta-potty and also to lay out 10x12' campsites at the 16th Street Right of Way (ROW). Council discusses liability risks of adding a porta-potty but also of allowing defecation onsite with no facilities. Concerns about biohazards and wetlands were raised. Council discusses the goal of improving the situation for nearby neighbors. PR motions to allow N2N to site a porta potty at the 16th St ROW. GB seconds. TP raises concerns that this item was not on the agenda for action. CA Radcliffe states this is a hot button issue for the community. Mayor indicates that we have DBs view with the letter she submitted and suggests that the vote will indicate the intention of Council so N2N can fundraise but that we will need to bring back amending the current MOU with N2N at the next Council meeting to formalize. That will keep things moving but also give another opportunity for public input. CA Radcliffe explains that she and Mayor AV have sent a letter to the CIS attorney specializing in Time, Place and Manner ordinances to get further guidance on implementing ours.

Motion: PR moves to allow N2N to site a porta-potty at the 16th St ROW; GB seconds.

Vote: Motion carries 4-1-0

Councilor Burns Yes *Councilor Pogwizd* No *Councilor Rask* Yes

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Historical Commission
Name Laurie Balmuth

Mailing address 43425 Elk Hill Rd 97465 Box 561

Residence address if different from above _____

Home telephone 541-253-1118 Work telephone _____

Email LBalmuth@gmail.com Fax _____

Current employment Retired

Your area of interest Historic Designation History of the Area

Your area of expertise Building, remodeling, property management, Law, Drawing & Painting

Why do you want to serve? I would to be a part of the process and understand historic designation as well as the history of the area

Previous service in this appointed position or a similar position none

Other volunteer activities Smart Reading, Sixes Grange & 56, Zion Lutheran Church, Meals Program

Does your schedule allow you to attend;

Daytime Meetings ☒ yes ☐ no Evening meetings ☒ yes ☐ no

Does your schedule limit the days you could attend meetings? ☒ yes ☐ no

Have you ever been convicted of a crime? ☐ yes ☒ no If Yes, please explain

Additional comments _____

Date Sept 17, 2026

Signature [Signature]

Please return to:

City of Port Orford
P.O. Box 310
Port Orford, Oregon 97465

Phone: 541-332-3681



Email: mcclausen@portorfordor.gov

5 Presentations to Council

NONE

6 Public Hearing

NONE

7 Departmental Reports

7(a) Administration Report

by City Administrator Melissa Radcliffe

Dredging Information

When the dredging happens **in mid-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 through October and apologize for any inconvenience.

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.

Court/ Utility Clerk Position Filled at City Hall

We have selected Amanda Crockett as our new Front Desk person. Amanda comes to us with years of Court experience and a willingness to learn our Utility system. We appreciate your patience while we are short-handed and during the training of our new hire.

New Roof on WWTP

The new roof is complete at the Wastewater Plant! Josh said Tom West Roofing was great to work with and that he is so happy to have that project done. See before and after photos below.



American Leak Detection- In process

We had the representative from American Leak Detection Company here from October 5th to the 8th. This was paid for by our SIPP grant to assess our water treatment plant and distribution lines. The company found multiple small leaks, mostly on service lines, that are being fixed by our Public Works staff. Most of these fixes will impact a house or two each, and those property owners will need to boil their water while testing is done.

RV Update

I have been working with the Planning Commission on this. Greg Thelen is on it. We have been researching other communities' codes, particularly about medical hardships, and our initial proposal seems to align nicely.

Port Safety Class Information

I was contacted by the trainer for the Port Safety Classes that will be held Nov 11-13. He wanted citizens to be aware that they may shoot off flares as part of the training.

7(b) Mayor's Report

This past month, I have been working with the Verdantas engineer and Willamette Partnership to pull together all the elements needed to submit our final application for the Safe Drinking Water State Revolving Fund (SDWSRF) for a financing package to fund a much-needed upgrade for our water treatment plant. Council will review at this week's meeting the final Water Treatment Plant Feasibility Study, funded by our SIPP grant, and also the next round of refinements in our work to consider the best payback strategy should we receive the financing package, which

includes a \$1.5 million grant but also a loan for \$4.9 million—at 1% for 30 years. All this pre-vetting work gives us what we need to apply for the SDWSRF financing opportunity, which is one of the best ways that small communities can fund infrastructure upgrades.

When water levels in our reservoir dropped low last week, we had to ask everyone to conserve water. We appreciate the community's response and help! The reservoir has thus far been able to rebound each night and so we ask for everyone's continued help through this dry season. Our practical, little post on Facebook asking people to conserve water was picked up by the larger media—as we have a new Jefferson Public Radio (JPR) reporter who now lives in our community. It was kind of funny to wake up to hear my own voice on the clock-radio talking about this matter the next day. With the dredging project scheduled to begin in mid-October, we will be switching to our secondary water source—Garrison Lake. Hopefully, when the dredging project is complete, we'll have more adequate water storage space to buffer against low flows.

Other big news is that our City recently received a \$50,000 grant from the Judith Anne Mogan Foundation for the American Legion Hall Renovation Project. We are deeply grateful to the JAM Foundation, as this grant gets us closer to the total amount of funds we need to complete the project. We could not have raised this money without the help of Tobe Porter and the Community Center Friends.

Tobe and I had a chance to meet recently with the Bandon Dunes Charitable Foundation (BDCF) Advisory board. We gave them a tour of our renovated Community Building and up-and-coming American Legion Hall renovation project. I was able to express our community's gratitude for their help in funding both these projects. The following week, we a chance to meet with the Oregon Community Foundation Leadership Council, which includes several foundations that have helped with the community center and ALH renovation projects (BDCF, Roundhouse Foundation, and JAMF), and so we were able to give them a tour and thank them, too.

More good news is that the City of Port Orford was awarded the 2026 Drinking Water Source Protection Award from the Oregon Health Authority and the Oregon Department of Environmental Quality. I received the award letter, which states: "This award celebrates your [the City of Port Orford's] strong commitment to reducing contamination risks and protecting the quality of your community's drinking water. Your proactive efforts and effective strategies set an inspiring example for water systems across Oregon." Very cool to be recognized for our clean water work!

The first week of October was Water Professionals Appreciation week, and since it fell between our September and October Council meetings, I just want to make sure to appreciate our Port Orford Public Works staff for the crucial work they do every day to keep the clean water running in our pipes—from fixing leaks to operating our water and wastewater treatment plants, often in the face of major challenges owing to our aging infrastructure.

Finally, I've also been helping at City Hall during this period of being short-staffed, which gives me a chance to see and know firsthand just how many issues, projects, tasks, ideas, complaints, and efforts pass through that office. Thanks to citizens for your patience until we are fully staffed again.

7(c) Finance: owing to schedule with bank statements this will be late

7(d) Public Works: None Submitted

7(e) Planning: None Submitted

7(f) Liaison Reports

7(f)(i) Parks Liaison Report: None Submitted

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) Local Public Safety Coordination Commission Report: None Submitted

7(f)(vi) Unsheltered Advisory Committee Report: None Submitted

After our recent Unsheltered Advisory Committee meeting, I believe we should pause before approving the proposed MOA with Neighbor2Neighbor or making additional commitments concerning the 16th Street Right of Way.

Over the last several months, N2N and the UAC have seriously explored whether the designated camping area could be improved and whether N2N could take a larger role in helping manage it. We have looked at fencing, a porta potty, a dumpster, individual campsites, rules, agreements with campers and other possibilities. I think that process has been worthwhile because it has shown us the limitations we are working under.

The City has very limited staffing and resources. ADAPT is severely understaffed and cannot provide the level of outreach or behavioral-health support we had hoped might be possible. N2N is a volunteer organization whose members are already heavily committed to other community programs and does not have the personnel to manage a camp.

Most importantly, N2N would potentially assume responsibility for conditions at the camp without having the authority necessary to consistently enforce its own rules.

For those reasons, I believe we should consider separating two goals.

- The first goal is the City's responsibility to manage public camping under its time, place and manner ordinance. At the moment, that system appears to be functioning about as well as our limited resources allow.

- The second goal is helping unsheltered individuals who genuinely want assistance and greater stability. N2N may be much better suited to that role than to managing a public campsite.

If N2N eventually wants to establish a small structured camping program with clear rules and expectations, it may need a property that N2N itself controls or operates under an agreement that gives it genuine management authority.

Before Council amends the MOU to authorize additional improvements at the 16th Street ROW, I would like us to hold another workshop. I think we should review what we have learned, clarify what role the City expects N2N to play, determine what responsibilities and liabilities would accompany that role, and decide whether investing additional resources in the ROW is actually the best long-term direction.

Going through this process has not been wasted effort. We now understand much better what the City, N2N and ADAPT can realistically do. I think we should use that information before making the next decision. *—Submitted by Councilor Gary Burns*

8) Old Business

8(a) Resolution 27-05, regarding Port Orford Water Treatment Plant Feasibility Study

Background: Last November, Port Orford received a SIPP grant to complete a leak study and a Feasibility Study. We targeted the feasibility study to evaluate options for our Water Treatment Plant, which helps us to meet SDWSRF grant/ loan requirements. Our engineering firm Civil West/ Verdantas has worked with Public Works staff to evaluate current conditions of our water treatment plant and recently completed the feasibility study. Alternative 2 is the recommended option.

The final project has been reviewed by Business Oregon, and it is now recommended to City Council for acceptance.

Link to report: [CITY OF PORT ORFORD WATER TREATMENT PLAN FEASIBILITY STUDY](#)

Resolution 27-05, regarding Port Orford Water Treatment Plant Feasibility Study

WHEREAS, the City of Port Orford's aging Water Treatment Plant needs significant upgrades to continue to provide reliable water service to city residents and businesses;

WHEREAS, the City's engineering firm has recently completed a feasibility study to evaluate options for moving forward with the needed upgrades;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF PORT ORFORD AS FOLLOWS:

The Common Council of the City of Port Orford accepts the Port Orford Water Treatment Plant Feasibility Study, dated October 7, 2026.

Date: _____

Attested:

Recorder Marissa Clausen

Mayor Ann Vileisis

8 (b) Safe Drinking Water State Revolving Fund (SDWSRF) financing opportunity, update

See Memo

MEMO:

**Safe Drinking Water State Revolving Fund (SDWSRF) Opportunity,
Payback Strategies discussion continued, 10/09/2026**

Update: Our engineer has finalized the Feasibility Study for our Water Treatment Plant upgrade so we now have a more refined project cost estimate, which is \$6,481,500. This is the amount for which we will now apply through the SDWSRF program. The financing opportunity for this amount would include a loan of \$4,981,500 for 30 years at 1% with \$1,500,000 of principle forgiveness (which is like a grant). The new annual payback amount is now \$193,024.00. Here is the financing scenario:

Funding Program	Total Financing	Forgivable Loan	Loan Amount	Loan Repayment	Estimated Interest Rate*	Annual Debt Payment
SDWRLF	\$6,481,500	\$1,500,000	\$4,981,500	30	1.000%	\$193,024

As councilors know, we need a credible strategy to pay back the loan portion of this financing opportunity should we be so fortunate to receive it. At this point, we can simply pass a resolution expressing our intent to adopt policies to pay back the loan in general terms. In February, if we receive the financing package, we can finalize our payback plan before signing a contract with Business Oregon. Between now and then, we can take time for more focused public outreach and input. The options we have considered thus far will need to be implemented through both the budget process (next June) and through a option levy election process (we decide when); we can determine the scheduling for these elements in the future.

PAYBACK STRATEGY CONSIDERATIONS con't

Through the past several months, we have discussed quite a range of payback strategies, including tax increases, water rate increases, and tapping TLT funds and pre-vetted options that Council thinks will work best. Councilors were most interested in the option to use a \$60,000 of TLT monies and a mix of property tax and water rate increases. Council asked for information about funding scenarios based on specific property tax rates of 0.49/ 1,000 and 0.39/ 1,000 of assessed value. The table below presents the \$60,000 TLT option in the center and also shows the options of using more or less TLT money in the mix.

FIXED RATE INCREASE APPROACH

TLT Contribution	\$0.49 Property Tax (~60%tax/ 40% rate)	\$0.39 Property Tax (~50%tax/ 50% rate)
\$55,000 TLT	\$5.68 water/month	\$7.74 water/month
\$60,000 TLT	\$5.10 water/month	\$7.09 water/month
\$65,000 TLT	\$4.53 water/month	\$6.53 water/month

With the \$60,000 TLT contribution, this is another way to look at these two scenarios:

	\$0.49/ 1,000 Tax Scenario	\$0.39/1,000 Tax Scenario
Annual SRF obligation	\$193,024	\$193,024
TLT contribution	\$60,000	\$60,000
Remaining obligation	\$133,024	\$133,024
Property tax	\$87,463	\$69,613
Tax rate	\$0.49/\$1,000	\$0.39/\$1,000
Water rate revenue needed	\$45,561	\$63,411
Monthly water increase	\$5.10	\$7.09

INTEGRATING CONSUMPTION INTO WATER RATE INCREASE

Council also wanted to consider an option that would include a fixed rate and consumption based components.

Taking the **\$60,000 TLT/49c/\$1,000** of assessed value scenario, this is how adding consumption would work:

Component	Annual Amount
SRF repayment	\$193,024
TLT	-\$60,000
Remaining obligation	\$133,024
Property tax at \$0.49/\$1,000	-\$87,463
Water rate revenue needed	\$45,561
60% fixed portion	\$27,337
40% consumption portion	\$18,224

Again, taking the **\$60,000 TLT/49c/\$1,000** of assessed value scenario, this is how the rate increase would be added to a water bill: (\$3.06/month fixed + \$0.52 per 1,000 gallons consumed)

Monthly use	New project fixed charge	New project consumption charge*	Total new project charge
2,000 gal.	\$3.06	\$1.04	\$4.10
5,000 gal.	\$3.06	\$2.60	\$5.66
10,000 gal.	\$3.06	\$5.20	\$8.26
20,000 gal.	\$3.06	\$10.40	\$13.46
30,000 gal.	\$3.06	\$15.60	\$18.66

*The consumption charge here is estimated based on a \$0.52 per 1,000 gallons of actual use. It is an *additional* SRF/project surcharge, not a replacement for the existing tiered water rates.

Here is a table that arrays all the options:

TLT Contribution	\$0.49 Property Tax	\$0.39 Property Tax
\$55,000 TLT	\$3.39/mo fixed + \$0.57/1,000 gal	\$4.59/mo fixed + \$0.77/1,000 gal
\$60,000 TLT	\$3.06/mo fixed + \$0.52/1,000 gal	\$4.26/mo fixed + \$0.72/1,000 gal
\$65,000 TLT	\$2.72/mo fixed + \$0.46/1,000 gal	\$3.92/mo fixed + \$0.66/1,000 gal

Before we can decide about including a consumption component, we need to ask staff to research whether our Tyler program can add two new lines to a water bill to reflect a fixed and consumption charge. If not, it may be best to just keep the fixed charge for this new project.

In the meantime, for purposes of applying for the SDWSRF financing opportunity, I propose we use the 60K TLT, 60% tax, 40% water rate scenario and these assumptions:

- Annual SRF repayment: **\$193,024**
- Revenues from tax levy option, starting in FY 2029: **\$87,463** (following election in May 2028)
- Revenues from water rate increase, starting in FY 2028: **\$45,561**
- Revenues from Transient Lodging Tax funds, starting in FY 2029: **\$60,000**

8 (c) Resolution 27-06 Regarding approval to move forward with Safe Drinking Water State Revolving Fund application

Background: Council has voted in the past to proceed with applying for this grant/loan opportunity, but this resolution demonstrates clearly our intention to proceed with awareness that we will need to have a payback strategy, as we've discussed at several past meetings.

Resolution 2027-06 --Expressing intention to adopt policies to ensure payback of loan should the City of Port Orford receive a Drinking Water State Revolving Fund financing opportunity

WHEREAS, the City of Port Orford's aging Water Treatment Plant needs significant upgrades to continue to provide reliable water service to city residents and businesses;

WHEREAS, the City of Port Orford has been invited to apply for a Safe Drinking Water State Revolving Fund (SDWSRF) financing opportunity, including a loan for up to \$6,682,594 at a rate of 1% for 30 years and a \$1.5 million of debt forgiveness to address this need;

WHEREAS, waiting for the Water Treatment Plant to fail would require the city to apply for emergency funds, which would necessitate payback at a much higher interest rate;

WHEREAS, the Port Orford City Council has had robust discussions about payback strategies for the loan portion of this financing opportunity over the course of 5 meetings over the past 4 months, including a Finance Committee meeting and 2 special meetings devoted to the topic;

WHEREAS, the Port Orford City Council has determined that a payback strategy based on revenues from 1) city transient lodging tax (TLT) funds, 2) a dedicated water rate increase, and 3) a dedicated levy option will best serve the community;

WHEREAS, the City need not specify final details of its payback strategy until it is awarded the Safe Drinking Water State Revolving Fund financing opportunity and must enter into a contract;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORFORD AS FOLLOWS:

The City Administrator is authorized to move forward with applying for the Safe Drinking Water State Revolving Fund financing opportunity, and the City Council of the City of Port Orford commits to adopting the policies and budgeting needed to payback the loan portion of the financing package, should the City be so fortunate to receive it.

Date: _____

Attested:

Recorder Marissa Clausen

Mayor Ann Vileisis

8 (d) Resolution 27-07, regarding Port Orford MOU with N2N

At the last meeting, Council voted to proceed with allowing N2N to locate a porta-potty on the 16th St ROW, with the intention of amending the MOU with N2N to allow for that.

However, since the last meeting, more information has come to light, and it's been recommended by the UAC liaison that it should be discussed in a workshop before moving forward. (See UAC liaison report).

Resolution 27-07, regarding amending the MOU between Port Orford and N2N

WHEREAS, the City of Port Orford is seeking an appropriate balance between affording unsheltered individuals a measure of dignity and mitigating impacts of the 16th St ROW designated camping area on surrounding properties and the broader community; and

WHEREAS, the City Council has determined that adding a port a potty would be to the 16th St. ROW camping area would further both aims; and

WHEREAS, the City of Port Orford entered into an MOU with the local partnering organization N2N to help address issues at the 16 St ROW site; and

WHEREAS, the MOU needs to be amended to include addition of a port a potty;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ORFORD AS FOLLOWS:

The MOU with N2N is amended to include siting a port-a-potty at the 16th St. ROW as follows.
(bold letters are amendments proposed)

An alternate motion to adopting this resolution would be to table it until after Council can meet in a work session to evaluate new information.

PROPOSED AMENDMENTS TO MOU—DRAFT, proposed changes in **bold**

AGREEMENT BETWEEN THE CITY OF PORT ORFORD AND NEIGHBOR TO NEIGHBOR

THIS AGREEMENT is entered into by and between the City of Port Orford, herein referred to as "CITY," and Neighbor 2 Neighbor herein referred to as the "PARTNERING ORGANIZATION."

WHEREAS, the CITY seeks to follow state law requirements regarding unsheltered residents and transients while also balancing the various concerns of community members; and

WHEREAS, the CITY has designated the 16th Street Right of Way (ROW) —east of Idaho Street, as the specified location where unsheltered people can sleep, rest, and eat per state law requirements; and

WHEREAS, the PARTNERING ORGANIZATION seeks to improve the lives of unsheltered people in the City of Port Orford and to assist the CITY by taking responsibility for volunteer efforts to mitigate the impacts of unsheltered camping at the 16th Street ROW; and

WHEREAS, the CITY and the PARTNERING ORGANIZATION seek to clarify roles and responsibilities in the community effort to mitigate the impacts of unsheltered people who use the 16th Street ROW on neighbors and the community;

NOW, THEREFORE, the parties hereto agree as follows:

A. Roles and responsibilities

The CITY agrees to allow the PARTNERING ORGANIZATION to erect a six-foot screening fence along the east side of the 16th Street Right of Way and to locate a locked dumpster **and a port-a-potty on the 16th Street Right of Way.**

The PARTNERING ORGANIZATION will coordinate with the CITY regarding the location of pre-existing utilities, as well as design and location of the proposed screening fence prior to construction and regarding the location of the locked dumpster **and the port-a-potty.**

The PARTNERING ORGANIZATION will provide all necessary supplies and construct a durable screening fence.

The PARTNERING ORGANIZATION will maintain fence in good condition.

PROPOSED AMENDMENTS TO MOU—DRAFT, proposed changes in **bold**

The PARTNERING ORGANIZATION will contract with Curry Transfer and Recycling CTR to provide a dumpster at the site of the 16th Street ROW.

The PARTNERING ORGANIZATION will provide a lock to keep the dumpster secure at all times except when opened to deposit and dispose of trash.

The PARTNERING ORGANIZATION will organize volunteers to pick up trash at the 16th St ROW on a regular basis, avoiding personal possessions of unsheltered individuals.

The PARTNERING ORGANIZATION will inform the city about trash pick-up times via email to the City Administrator.

The PARTNERING ORGANIZATION will contract with a third party to provide a port-a-potty at the site of the 16th Street ROW.

The PARTNERING ORGANIZATION will monitor and maintain the port-a-potty in good condition.

The PARTNERING ORGANIZATION will provide documentation of insurance for PARTNERING ORGANIZATION volunteers with the City of Port Orford shown as an also insured.

The PARTNERING ORGANIZATION will remove the fencing and the dumpster and the **port-a-potty** if this agreement is terminated by either party.

B. Term.

This agreement will persist for one year from the date of adoption and may be renewed and revisited at the discretion of the City Council.

C. Agreement Modification.

Modifications to this agreement may be delegated by the City Council to the City Administrator with proposed standards or procedures that differ from those in this agreement only where, in addition to satisfying all other requirements contained herein, the PARTNERING ORGANIZATION submits a description of the standard or procedure to be modified and can demonstrate to the City Administrator's satisfaction that the amendment will result in a safe campsite and mitigate impacts to neighbors and the community.

PROPOSED AMENDMENTS TO MOU—DRAFT, proposed changes in **bold**

D. Indemnification and Hold Harmless.

The PARTNERING ORGANIZATION agrees to indemnify, defend and hold harmless CITY and its officers, agents, and employees against all liability, loss, and costs arising from actions, suits, claims or demands for the acts or omissions of PARTNERING ORGANIZATION and PARTNERING ORGANIZATION's officers, agents, and employees, in performance of this agreement. In accordance with the Oregon Tort Claims Act and the Oregon Constitution, CITY agrees to indemnify, defend, and hold harmless PARTNERING ORGANIZATION and its officers, agents, and employees against all liability, loss, and costs arising from actions, suits, claims, or demands for the acts or omissions of CITY and its officers, agents, and employees, in performance of this agreement. Should the PARTNERING ORGANIZATION lose its capacity to perform its responsibilities under this agreement, the city will not be able to pick up and carry forth the afore stated responsibilities and must be held harmless.

E. Insurance.

The PARTNERING ORGANIZATION shall obtain, at their own expense, and keep in effect during the term of this agreement, Commercial General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form. This coverage shall include Contractual Liability insurance for the indemnity provided under this contract and Product and Completed Operations. Such insurance shall be primary and non-contributory. Coverage shall be a minimum of \$2,000,000 per occurrence and \$2,000,000 aggregate. The City shall be named as an additional insured on the policy.

F. Conflict.

In the event that there is a conflict between the provisions of this Agreement and any other City ordinance, the provisions of the City ordinance shall control.

G. Authorization.

By motion of the governing bodies of the parties, the following are authorized to sign this Agreement and thereby bind the parties to the terms and conditions of this Agreement.

PROPOSED AMENDMENTS TO MOU—DRAFT, proposed changes in **bold**

The MOU between the City of Port Orford and Neighbor 2 Neighbor was initially signed by both parties on September 4, 2026.

This amended version is signed below and supercedes the previous version.

CITY OF PORT ORFORD

City of Port Orford
555 W 20th St./ PO Box 310
Port Orford, OR 97465

By _____

Date

PARTNERING ORGANIZATION

Neighbor 2 Neighbor
P.O. Box 564
Port Orford, OR 97465

By _____

Date

8 (e) Port Orford Grant Updates

The City of Port Orford has been working on a lot of grant projects bringing millions of dollars into our community. SEE MEMO

9 New Business

NONE

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

City Council Meeting November 19, 2026

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.



CITY OF PORT ORFORD GRANTS summary/update, Sept. 2026

Federal and State Grants RECEIVED, projects in progress (~\$1,727,205)

Business Oregon Water-Wastewater Funding

\$562,947 (Half grant/ half low-interest loan) to dredge our reservoir and provide for alternative water supply during dredging. Project now in implementation.

Oregon Department of Fish and Wildlife Private Forest Accord grant

\$245,732 to implement removal of the collapsing culvert upstream of our reservoir. This project is now almost fully completed. In partnership with CSWCD.

Legislative Allocation for Water Recycling

\$750,000 for Water Recycling. Contract with Biz Oregon finalized to pay for feasibility study, engineering, legal, and construction of key projects at WWTP necessary to prepare for water recycling. Phase 1 Feasibility study completed. Phase 2 WWTP evaluation now in progress.

Oregon Parks and Recreation Department (OPRD) Planning Grant for Buffington Park

\$50,000 for planning to complete a plan to consider upgrades for Buffington Park, including but not limited to a new playground, new routing for the frisbee golf course, and consideration of the horse arena space. This project is now under contract with implementation to start soon.

Oregon Health Authority SIPP (sustainable infrastructure planning projects) grant

\$50,000 grant for two projects to help us improve our drinking water infrastructure: \$20k for a leak detection and water loss analysis and \$30k for a feasibility study including preliminary engineering to help advance our filtration replacement project. The leak study is scheduled for early October and the feasibility study is now in progress. Completing this study will help us to be in line for Safe Drinking Water Revolving Fund loan monies that we'll likely need to upgrade our filtration infrastructure at the Water Treatment Plant.

ODEQ State Revolving Fund 100% forgivable loan (culvert removal/sediment reduction)

\$100,000 for planning and engineering to remove the failing culvert complex upstream of our reservoir, identified in our forest management plan as a high risk, plus a survey to identify other sources of sedimentation. Engineering completed for culvert removal, which enabled us to apply for implementation grants. The sediment risk inventory part of this grant is almost completed. In partnership with CSWCD.

ODOT Small City Allotment grant

\$250,000 for repair of potholes on 18th St and Hensley Hill Rd plus the addition of tsunami safety signage. Received in 2026. Engineering expected to start soon on this project.

Federal and State Grants APPLIED FOR (~\$6.7 million)

FEMA BRIC (Building Resilience In Communities) grant

\$6.7 million to replace our city's most break and leak prone water distribution lines and replace all water meters. We made the cut —one of just 3 Oregon projects in a national competition, and the final decision was expected in July 2025, but the program was cancelled in January 2025. Oregon's AG filed suit with other twenty states that also lost these Congressionally appropriated funds and got an injunction to compel the administration to not spend funds, and to reinstate the program. Criteria has changed so we received a \$5k grant from CCD to hire a specialized consultant to help us revise the proposal accordingly. We just resubmitted. It's not clear when a decision will be made on this grant.

Federal and State Grants RECEIVED/projects COMPLETED (~\$2,822,200)

OWEB Drinking Water Protection Grant

\$409k to pay back DEQ SRF loan for Wilson land acquisition. We received this grant in April and used it to pay off the watershed land loan, extinguishing all debt for the watershed land acquisition project from our books. Completed in September 2025.

Community Development Block Grant/ federal HUD-Business Oregon (Community Bldg)

\$1.5 million for renovation of the Community Building. Project completion in Feb. 2026.

Community Development Block Grant/ federal HUD-Business Oregon (raw water tank)

\$465k for planning/ engineering for a raw water storage tank that will give our public works staff a tool better manage water supply leaks into the water plant. Planning work and environmental review completed in 2026. This positions us to apply for a construction grant in Fall 2026.

ODEQ State Revolving Fund half-forgivable loan (watershed land purchase)

\$826k (half grant/ half loan) for purchase of Wilson land and gorse abatement. Stewardship work was implemented by Curry Soil and Water Conservation District, and the land transaction completed in 2024.

Oregon DLCD Planning Grant

\$17k for the City of Port Orford to upgrade its zoning ordinance to allow for more affordable housing options. Implementation in progress with Port Orford City Council, Planning Commission, Shoji Planning and staff. Completed in June 2025, with council adoption of updated code.

Oregon Planning Grant for Historic Preservation

\$9k Oregon Heritage grant from the Oregon Parks and Recreation (OPRD) for historic survey of the Hamlet neighborhood (PO Historic Preservation Commission). Completed in June 2025.

ORWD Water Measurement Cost Share Revolving Fund grant (intake water meter)

\$5,178 for doppler meter to gauge our reservoir intake water meter. Reimbursement completed.

Additional Grants in partnership (~\$1,090,000)

Oregon Main Street Revitalization Grant

\$40k grant in partnership with PO Main Street, to renovate Visitor Center at Battle Rock Park (roof, heating system, windows, floor) with match from Plumb, Level & Square and in-kind work from PO Main Street. Awarded in May. Project completed in 2026.

Private Foundation Grants and donations for Community Building and American Legion Hall Renovation

In partnership with the Community Complex Friends, \$400k was raised for the Community Building from private donors and foundations, including Bandon Dunes Charitable Foundation and Oregon Community Foundation, in coordination with the Rotary Club Community Service Fund to help with renovation of the Community Building and American Legion Hall (ALH). Because bids came in too high, we had to focus all eligible raised funds primarily on the Community Building first with the plan to tackle the ALH renovation as phase 2. The Community Complex Friends have done considerable work raising significant additional funds for the phase 2 ALH renovation from private donors and foundations, including the Bandon Dunes Charitable Foundation, the Ford Family Foundation, the Judith Anne Mogon Foundation, the JTMF Foundation. The Community Building renovation was completed in February 2026 and the ALH renovation project will kick off soon.

These are grant-funded projects completed within the past 3 years.

Grant/loan applications currently in progress***Safe Drinking Water State Revolving Fund loan/ grant opportunity***

We have been invited by Business Oregon to apply for a \$6.7 million loan/grant to upgrade our water treatment plant's filtration system. We are currently working with Willamette Partnership, which has a grant to provide us with technical assistance, to prepare the application, due on October 20. The application will need to include cost estimates and a payback strategy. These items are all in progress.

Oregon Regional Infrastructure Fund grant opportunity

We applied for a \$377,188 grant from the state to replace the Lakeshore Lift Station. The City worked closely with the Coos Curry Douglas Business Development Corporation (CCD) to prepare this application. CCD provided us with a \$5000 grant to help expedite the engineering needed to meet the tight turn around time for this grant opportunity.

CDBG Raw Water Tank Construction Grant

We applied for a Community Development Block grant of \$1,858,845 to build a raw water storage tank adjacent to our Water Treatment Plant. The planning for this project was completed through this funding program and so we are now lined up to apply for construction funding. The City is working with the Coos Curry Douglas Business Development Corporation (CCD) to prepare this application.