

Siletz City Council  
Regular Meeting  
Monday, November 14, 2022, 5:30 PM  
Siletz City Hall

Present: Mayor Worman, T. Retasket, M. Cummiskey  
Excused: S. Trachsel (arrived late)  
Staff: Public Works D. Viar, City Recorder B. Chestler

1. Pledge of Allegiance

Mayor Worman led the Pledge of Allegiance.

2. Call Meeting to Order and Establish a Quorum

Mayor Worman called the meeting to order at 5:30 PM and declared for the meeting he would be a voting member until Councilor Trachsel arrived. He established a quorum.

Approve Minutes: Regular Meeting Minutes October 24, 2022

**Motion 1:** Retasket moved to approve the October 24, 2022 Regular Meeting Minutes as submitted. Cummiskey seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. There was none.

Vote: Motion 1 passed.  
Ayes: All were in favor.

Accounts Payable-Financial Report- November 14, 2022

Councilor Cummiskey reported he had reviewed the accounts payable and recommended approval as submitted.

**Motion 2:** Cummiskey moved to approve the accounts payable for November 14, 2022 as presented. Retasket seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. There was none.

Vote: Motion 2 passed.  
Ayes: All were in favor.

Recorder Chestler reported the city had received the reimbursement for the Small Cities Allotment Grant (SCA) from the Oregon Department of Transportation. The grant has now been closed out.

5. Special Orders

- Temporary Use Permit Application – Penny Cole and William Wright

Mr. Wright was in attendance. Recorder Chestler reported residents William Wright and Penny Cole had filed and paid the fee for a Temporary Use Permit that would allow a temporary living quarter, a Recreational Vehicle, to house the medical caretaker of residents in the household. Chestler advised this was back on the agenda by request of the council from the last meeting, allowing for time to find the section of code that allowed for Medical Hardships. Recorder Chestler reported she could not find anything regarding Medical Hardships in the Municipal Code. In 2012 this type of permit was allowed based on a section of code that was not in the city's code but rather the City of Toledo's code. The only allowance for Temporary Use Permits for living in a Recreational Vehicle was when the owner has a valid building permit and it was not to exceed one hundred eighty days to construct a permanent residence. Council discussed the current use of the trailer and noted that the RV was hard wired to the residence, which did not meet fire code, and was noted as a fire hazard. Other issues regarding the property were discussed, excessive vehicles parked at the residence, broke down vehicles, garbage, a lean to building up against the house. Council directed Mr. Wright to work with the Code Enforcement officer on the offenses and to disconnect the power from the trailer. He was told it could only be potentially permitted as a living quarter if a certified electrician did the wiring. Mr. Wright was advised it was not a good idea to go to the expense of having the electrical work done until the other issues were addressed. Code Enforcement Officer Bush stated he would meet with the resident the following day to address the issues and provide him a letter of the offenses. No other action was taken.

#### 6. Reports of Officers, Boards, or Standing Committees

- Code Enforcement

Ron Bush, the City's Code Enforcement Officer, reported he has worked on 32 total cases since starting in August. Of those, 18 have been closed and 14 are still open and being actively worked on. Most of the open cases have received a first and second notice, with three receiving final notices. The nuisance properties were discussed along with derelict vehicles, noxious vegetation, fire hazards, and ingress and egress access of properties. Council was interested in having nuisance vehicles towed.

**Motion 3:** Cummiskey directed staff to draft an ordinance for nuisance vehicles that creates the ability to enforce public safety with a provision to charge back the administrative fees to the owner of the nuisance vehicle. Retasket seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. Discussion was held regarding the City of Toledo's administrative fee provisions, and, locally the companies providing the towing and impounding services.

Vote: Motion 3 passed.

Ayes: All were in favor.

- Parks

Chair of the Parks Committee, Retasket, reported on the success of the Christmas Craft Day for the kids held at the Grange Hall. She reported the Christmas Tree lighting will be on December 3, 2022 and there will be hot chocolate and cookies here at city hall and music at the event. She asked for volunteers to help with opening city hall. The Parks Committee will be buying ornaments, John Miller will be donating the tree.

- Library

No report was given.

- Fire Department

No report was given.

- County Sheriff's Office (LCSO)

No report was given.

- Staff Report

Public Works Viar reported they will be hanging the Christmas pole ornaments the week following Thanksgiving. He reported on the progress of the Thompson family's move from the property taking place at the Hee Hee Illahee facility. Questioned was if the "river rocks" could be taken. Council decided that would be fine. They stated the letter from the attorney reaffirmed there would be no removal of gravel.

Recorder Chestler reported speaking with the city's CPA regarding the audit and stated by the end of the week we should have something that can go to the auditors for fiscal year 2021.

## 7. Public Comments

There were none

## 8. Unfinished Business

### A. Wastewater Facility Must Fix- Funding Request

The recent shutdown of the wastewater plant was discussed and what caused the issue. TAG - the Automation group - was called in to provide the PLC programming that was lost at the plant. The repair took several days. The fix was made, however, an updated solution needs to be put in place. There is a need to replace the Control Equipment at the plant. Discussed were the options available and a rough quote for the upgraded equipment was estimated to be around \$70-\$90 thousand dollars. This included the engineering of the panels. Integration into the mechanics of the current plant was discussed and the future needs and upgrades that will be occurring need to integrate with what we put in now.

**Motion 4:** Retasket moved to move forward with the wastewater plant upgrade of the Sequencing Batch Reactors Controller and approve up to \$100,000 from contingency to cover the cost of the project. Trachsel seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. Further discussion took place regarding the budget and where the funds would be drawn from. The motion is set in place so staff can move forward with beginning the process and nailing down the cost of the upgrade and who would be providing the services. It is anticipated it will come back to council once the cost quotes come in.

Vote: Motion 4 passed.

Ayes: All were in favor.

#### B. Wastewater - CTSI and City Agreement

The Wastewater Agreement with recent discussions of how to move forward with the rehabilitation of the wastewater plant have brought forward questions regarding the City of Siletz and the Confederated Tribes of Siletz Indians' (CTSI) new agreement. Funding the project has been the forefront of discussions amidst the immediate fixes happening at the plant. Councilor Cummiskey took the lead on discussing how the city needs a new methodology for billing and dealing with Inflow and Infiltration (I&I) issues. He discussed a potential fix would be to install flow meters and creating an adjustable rate which creates margin revenues and allows for the city to build reserves of funds to do the projects needed at the wastewater treatment plant. He further discussed users become more inclined to fix their I&I issues to reduce their user fees. Further discussions were about the city's charge to provide reliable and longevity of services to all of its customers. The agreement was discussed regarding the arbitration clause, how maybe a modified approach to rehabilitation of the plant should take place, more frequent upgrades and repairs, and the agreement is a tool in how we work with each other. There was no action to change any part of the agreement and no further discussion or comments regarding the agreement were made.

#### 9. New Business

Mayor Worman discussed the city needing a place to store city event items, holiday items, bulk cleaning items, and wanted council to start thinking about future plans and ideas regarding the storage needs of the city.

#### 10. Correspondence

There was none.

#### 11. Council Comments

Trachsel: She gave an update on the advisory board work underway regarding the Homelessness issues in the county. She stated that the attorneys from different cities, including ours, in the county have been working on the language of the intergovernmental agreement. It appears the agreement will end up clearer. The county found a consulting firm out of Portland to address the homelessness issues in the county.

Mayor Worman: Thanked Jasmine Whitehead for attending the meeting, she is the newly elected councilor for Seat #4 on the council. He requested the attorney give the Oaths of Office and presentation of being a council

member at the January meeting. He asked the council how they wished to proceed with putting out the request for proposals for attorney services. It was suggested that the RFP be on our next agenda for approval.


Retasket: Asked if the city received the digital pictures from the CTSI GIS Analyst/Planner regarding the High-Resolution mapping area. She asked staff to be prepared with the Oath of Office come January for the swearing in of council members.

Cummiskey: Nothing more to add.

## 12. Adjournment

Cummiskey moved to adjourn the meeting at 7:40 PM. Trachsel seconded the motion.

There being no further business to come before the council, Mayor Worman adjourned the meeting at 7:40 PM.



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Mayor Will Worman

ATTEST:



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City Recorder Barbara Chestler