

Siletz City Council
Regular Meeting
Monday, January 9, 2023, 5:30 PM
Siletz City Hall

Present: Mayor Worman, T. Retasket, S. Trachsel

Excused: M. Cummiskey

Staff: Public Works Superintendent A. Middaugh, City Recorder B. Chester, City Attorney D. Holbrook

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 and to establish the quorum and proceed with business, he declared he would be considered a voting member.

*** POST ELECTION COUNCIL BUSINESS

- Swearing In Newly Elected City Officials -Attorney Doug Holbrook

City Attorney Doug Holbrook gave the oath of office to the three newly elected officials, Will Worman as Mayor, Tina Retasket as Councilor to position one, and Jasmine Whitehead as Councilor to position four. Councilor Whitehead was requested to take her seat at the council table and proceed as a voting member.

- Election of a Council President

Mayor Worman called for nominations for Council President. A nomination was made for Councilor Trachsel.

Motion 1: Retasket moved to nominate S. Trachsel as Council President. Worman seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. Councilor Trachsel was asked if she would consider filling the position. She stated she would.

Vote: Motion 1 passed

Ayes: All were in favor

- Council Best Practices - Presentation to Council- Attorney Doug Holbrook

City Attorney Doug Holbrook had prepared a presentation for the council on "Some Essential Elected - Official Knowledge." It was to acquaint the elected official with some of their responsibilities. The information provided were the types of decisions a council makes, general good practices, the Do's and Do Not's which included conflicts of interest, introduction to the ethic's commission, executive sessions, use of office and a mandatory reporter requirement of child and elder abuse. He gave the mayor and council further study links to the internet on the Oregon League of Cities website, and where to find and become familiar with the city's municipal code.

3. Approve Minutes: Regular Meeting Minutes December 12, 2022; Work Session Minutes December 14,2022.

Motion 2: Trachsel moved to approve the Regular Meeting Minutes, December 12, 2022. Tina seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. Retasket declared she was going to abstain from the vote, she was not at the meeting.

Vote: Motion 2 passed.
Ayes: Trachsel and Worman were in favor
Abstain: Retasket

Motion 3: Trachsel moved to approve the Minutes of the Work Session of December 14, 2022. Retasket seconded the motion.

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

Vote: Motion 3 passed.
Ayes: All were in favor.

4. Accounts Payable-Finance Report January 9, 2023

Motion 4: Trachsel moved to approve the Accounts Payable as presented. Retasket seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. Discussed was the need to give a councilor timely notice to approve the AP's prior to the meeting and getting the meeting packets to the council in a timely manner.

Vote: Motion 4 passed.
Ayes: All were in favor.

5. Special Orders

- Mayor's Award to Cody Worden
- Mayor's Award to Joel Stevenson

Neither of the people to receive the Mayor's Award was present. The mayor tabled the agenda item until the people could be present.

6. Reports of Officers, Boards, or Standing Committees

- County Sheriff's Office (LCSO): New Officer Casey Elfstrom who stated he had started last week and is joining Bo Douglas with Siletz Policing duties. He will be working the evening shift from Sunday evening through Wednesday. Day time duty was Bo Douglas. He gave the non-emergency phone number of 541-265-0777 as his contact number.
- Parks: Parks Committee Chair, Retasket stated she would be submitting the application for "Charitable Contributions" to the Confederated Tribes of the Siletz Indians, for a golf cart for watering flowers in the summer. She said applications were due early spring. She discussed the Parks Committee having meeting quorum issues as there are only two members that show

up. Chair Retasket asked for assistance from city staff assisting with policies and procedures that need to be in place for the park host program at the city parks. Discussed was forming a sub committee of city staff, parks committee members, at large community members and public works employees. This would help in getting potential polices and procedures in place for city council review. Discussed were potential community members to be asked to participate. Public works said they do not have time to commit to participating.

- Library
No report was given.
- Fire Department
No report was given.
- Staff Report: Public Works Superintendent Middaugh reported: 1) Camp 12 water sample installation. 2) Curb Stop, water meter for park host and new water line at Hee Hee Illahee Park. 3) Ground fault at the wastewater treatment plant. 4) Parts ordered for the wastewater decanter. 5) Heavy Rain and preparations made to deal with potential overflows. 6) River water pumping into storage tanks 7) Christmas decorations taken down and stored. 8) Training on zoom scheduled to address new lead and copper rules. The wastewater discharge permit was briefly discussed.

City Recorder Chestler reported: 1) Invoice Cloud (online bill pay) is set to roll out January 31, 2023. 2) Work done on handbook is three quarters complete and needs a great deal of council input. 3) Rate Study still moving forward along with cleaning up financials. 4) Audit documents are ready but we have not received a date from the auditor when we can transfer the documents to her. 5) Request for proposals are out for an Attorney. Discussed was the intent of our current attorney to not apply, as he has taken a job with the county. 6) Work on a surplus property list. 7) This is in our first council meeting with Zoom being set up. 8) Scheduling a work-session with council regarding budget concerns of budget to actual. 9) Finding past history of records, financial and general records that still need to be cleaned up. Several councilors offered to provide assistance with cleaning up the financial records. Chestler said she would also be using an accountant she had been using in the past to help finalize stuff for the Fiscal Year 22 audit.

7. Public Comments

There were none.

8. Unfinished Business

There was none.

9. New Business

A. Open Discussion–Scheduled Meeting with the Confederated Tribes of Siletz Indians

Mayor Worman discussed his work on getting ready for the joint session of the City Council and the Confederated Tribes of Siletz Indians. He said the meeting is set for January 31, 2023, at 6:00 PM. He said this is the first joint meeting in a long time and asked council to help create the agenda.

Suggestions made were 1) The comfort station status and use, and the role it can play with homelessness. 2) Annexation of Oak Flats. 3) Mutual beneficial projects for the community and partnering goals for the good of the entire community. Discussed was the tribe and city working together, it's intent and taking time to celebrate our successes. 5) Future Growth- discussion needed as part of the rate study. 6) Funding Parks with System Development Charges.

B. Council Work Plan Schedule

Discussed was the city's need to tidy up city policies and procedures, create municipal court once again, and review the city's charter. Submitted to the council was a list of projects that needed to be addressed and prioritized. Suggested was the list to be prioritize could be done in a work session. The need for municipal court and a judge took precedence due to the work that the code enforcement officer was doing and approximately five cases are non-compliant and the ability to impose fines needs to be in place to move forward with enforcing compliance. Added to the list was Creating a Strategic Plan. A date for a work session was scheduled for Wednesday January 18, 2023-5:30 PM. The list will be prioritized, and discussion and work will begin at this meeting regarding the municipal court and judge.

C. Demolition Nuisance Vehicle/Siletz Rural Fire Protection District

It was reported the time given to remove the nuisance vehicle at the fire district has expired. Mayor Worman stated he would take a copy of the letter and hand deliver it to Reggie Butler who is on the board.

D. Capital Improvement Project Proposal for Hee Hee Illahee Park Gazebo

A bid was received to fix the Gazebo in Hee Hee Illahee Park. Councilor Retasket reminded that due to the use of grant funds the city needed to receive three written bids for the project. This was the only written bid received. Budget and funding were discussed on all the projects that needed tending to in the park. The 4' fence repairs took precedence due to safety concerns and liability issues. The other park repairs needing to occur were power to the park host area, power to the storage shed, and the Gazebo. It was decided that a fixed price current bid was needed from the contractor that bid on the fence repairs prior to moving forward.

10. Correspondence

- Oregon Department of Energy

Suggested was a planning grant for solar lighting around the community park complex, which includes the skatepark and ball fields. Contact with Sequoia Consulting was discussed.

- Thomas Oberbroeckling

Mr. Oberbroeckling requested assistance with broadband within the city. It was suggested that he be referred back to the tribe, as they are most knowledgeable of the broadband within Siletz.

- Oregon League of Cities "Capitol Day"

Councilor Trachsel and Mayor Worman agreed they would go to the Oregon League of Cities, Capitol Day event on January 25, 2023.

Senator Merkley's Lincoln Town Meeting

The Senator's town hall is scheduled for Saturday, January 14, 2023, in Lincoln City. Councilor Whitehead, Councilor Trachsel, and the mayor stated they would try and make the town hall.

11. Council Comments

Mayor Worman: Welcomed and thanked Councilor Whitehead for joining the council.

Retasket: Asked how long Councilor Cummiskey's leave was and how much time was remaining.


Trachsel: Nothing was added.

Whitehead: Nothing was added.

12. Adjournment


Retasket moved to adjourn the meeting at 8:10 PM.

There being no further business to come before the council, Mayor Worman adjourned the meeting at 8:10 pm.



Mayor Will Worman

ATTEST:



City Recorder