

Siletz City Council
Regular Meeting
Monday, February 13, 2023, 5:30 PM
Siletz City Hall

Present: T. Retasket, M. Cummiskey, S. Trachsel, J. Whitehead
Present Telephonically: Mayor Worman
Staff: Public Works Superintendent A. Middaugh, 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 and established the quorum.

3. Approve Minutes: Work Session January 18, 2023; Regular Meeting Minutes January 23, 2023

Councilor Trachsel made a spelling correction to page three of the minutes of January 23, 2023.

Motion 1: Retasket moved to approve the minutes of the Regular Meeting for January 23, 2023, as amended, and the Work Session of January 18, 2023, as presented. Trachsel 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.

4. Accounts Payable-Financial Report February 13, 2023

Councilor Retasket stated she had reviewed the accounts payable and recommended approval.

Motion 2: 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. There was none.

Vote: Motion 2 passed.

Ayes: All were in favor.

5. Special Orders

- LOVE YOUR LIBRARY MONTH IN SILETZ- Proclamation Mayor Worman

Mayor Worman requested the City Recorder read into the record the Proclamation.

6. Reports of Officers, Boards, or Standing Committees

- Parks: The committee chair stated that she had received information from the tribe regarding a symphony program for kids. The committee will meet soon to discuss all summer programs for the kids.
- Library: Representatives from the library brought brochures and requested they be posted for the Sweet 16 Birthday party for the Siletz library. They promoted the raffle currently underway as a fundraiser for the library programs and invited everyone to participate.
- Fire Department: The chief of the fire department reported on a grant opportunity that the city might be interested in, which would provide an opportunity for the water plant to secure a generator. The chief stated he would be willing to write the grant and suggested getting a transfer switch as part of that grant request. He stated the department needs volunteers and requested putting the word out.
- County Sheriff's Office (LCSO)
No report was given.
- Staff Report

Public Works Superintendent A. Middaugh reported: 1) Waiting for a cost estimate on the controls for the water plant. 2) A sewer cleanout was installed for an RV in the Hee Hee Illahee Park, along with an electrical hook-up. In addition, a key lock box was installed on the bathroom doors for fishing guides at the park. 3) Heavy flows at the WWTP were reported for the month. 4) Staff attended a lead and copper webinar and learned what will be required for the city to comply with new regulations. 5) Alarms that had gone off were reported. 6) Major leak at the Trailer Park was reported. 7) Property issues were discussed at 323 Old River Road and the city's involvement.

City Recorder B. Chestler reported: 1) The interest accumulating in the LGIP accounts. 2) Invoice Cloud and the minor adjustments made to the service and participation levels. 3) Dyer Engineering is scheduled for a work session at the February 27, 2023, meeting.

7. Public Comments

An individual attending the meeting made a random referral to homeless people and homes available in Siletz.

8. Unfinished Business

A. Selection of Attorneys to Interview from RFP Process

Council chose to interview both firms to have the best chance at selecting the person/firm that best fits the city's needs. It was decided the meeting should occur on March 1, 2023, at 5:45 PM, with an invitation to both firms. The interviews will be held in executive session.

B. Strickler Property- Update Status of Tenant Occupancy

Mr. Strickler reported the tenant has not found a place to move to. Accessory Dwelling Units "ADU's" were discussed at length. Council was willing to see what they could do to put in place laws that would allow for ADU's in the ordinances. Discussed was Mr. Stricker moving forward with the permitting process with the county, lot sizes, health and welfare safety for our residents, parking ordinances and requirements for properties. Time requirements needed to get an ordinance in place to address the issues, and if the city really wanted to engage in ADU's.

Motion 4: Trachsel moved to put on an upcoming agenda ADU's and other building codes that would have to be addressed no later than the end of July. Whitehead seconded the motion.

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

Vote: Motion 4 passed.

Ayes: All were in favor.

C. Houseless Ordinance Strategic Planning-Councilor Trachsel

Councilor Trachsel reported working with the Oregon State University, and the assistance available to help with conducting the community meeting groups. Also help in putting together reports for the city in May for the hearings required for the Houseless Ordinance. Another possibility is assistance with strategic planning.

9. New Business

A. Engagement Letter -Audit Preparation and Financial Statements -Rob Moody

CPA Rob Moody from Merina+Co addressed the council regarding a request to provide assistance with workpaper preparation and drafting of the Annual Financial Reports for June 30, 2021, and June 30, 2022. He gave a brief overview of what those reports consisted of, and the work needed to complete the task. The end goal would be getting the documents to the city's auditor for finalization of the audits for Fiscal Year 2021 and 2022. Presented was a contract with cost, for the engagement of work, \$20,000.00. Discussed was implementing and maintaining internal controls, the timeline for work to be accomplished, where will the city be after this project is completed, or will this process have to be repeated each year, where the funds would be pulled from, and new accounting software and timeline for implementing new software.

Motion 5: Trachsel moved to approve the engagement letter as submitted from the CPA-Merina+Co and move forward with the work as outlined in the letter. Whitehead seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. Discussed was the cost of the project, which did not include the auditors cost, no assurances came with the

project, and the need for accounting software and timing of when the city would engage on pursuing new software.

Vote: Motion 5 passed.

Ayes: Trachsel, Whitehead, Cumiskey

Nay: Retasket

B. Resolution 705-23 – A Resolution of the City of Siletz Establishing the Policies and Procedures for a Park Host Program at the Hee Hee Illahee Park

Recorder Chestler provided, the resolution, and the policies and procedures are all in draft form. This is the introduction to the new program for the Hee Hee Illahee Park. Councilor Retasket made suggestions for changes to the draft document and then requested this be tabled until she could take it to the Parks Committee for their review and input on the program. It was suggested this be brought back to the council at their first meeting in March.

C. Budget Calendar, Appointment of Budget Officer, Posting for Budget Committee Members.

Motion 6: Trachsel moved to post for Budget Committee Members and appoint Recorder Chestler as the Budget Officer for the Fiscal 23-24 Budget Cycle.

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

Vote: Motion 6 passed.

Ayes: All were in favor

10. Correspondence

- Text My Gov: Recorder Chestler reported this was a service the city had signed a contract with to provide a service to residences in Siletz. The city never got the program set up or utilized the service. Now the service is wanting the second payment of the contract. The city has already paid \$3,500.00 and still owing is \$2,500 for the second year of this contract. The original contract was for two years. The company had called and given some options how payment could be remitted to fit within our budget cycle. Council determined the city should pay the remaining balance and be done with this contract. Council requested to be informed where the funds would be drawn from to pay this bill.
- Budget 101 Training -LOC: Council was informed this was a budget training for councilors put on by the Oregon League of Cities. There is a fee for this training. However offered by the State is a free training that covers all of the current budget law. The time needed to attend all the zoom meetings was discussed. It was requested the link to the training be provide to everyone. The classes are prior to the budget committee meetings and recommended as a good investment of time to the budget

process. It was offered any of the training materials could be printed from city hall for anyone requesting them.

- LOC State Shared Revenue Report 2023: This is a report for the shared revenue received from the state. Provided for informational use.
- Home Repair Program: This was provided to the city from the code enforcement officer. Another grant program from CSC was discussed. It was requested that both programs be added to the city's website for anyone wishing to know more about these programs or how to contact the funding agencies.

11. Council Comments:

Trachsel informed council of two possible grants the city may be interested in, the AARP Flag Ship Grant and the County Block Grant. She suggested possibly talking to Sequoia Consulting on assistance with an application. She thought it may fit within our ten free consulting hours.

Retasket stated she had positive feedback from the joint meeting between the Tribe and the City and looked forward to the date for the next meeting in April. She stated it was to be at the Tribal Center.

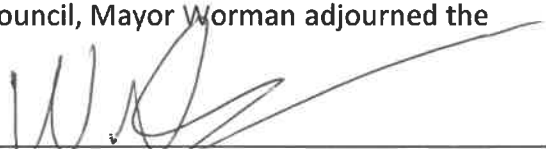
Cumiskey: No further comments were made.

Whitehead: No further comments were made.

12. Adjournment

Retasket moved to adjourn the meeting at 7:40 PM.

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



Mayor Will Worman

ATTEST:



City Recorder