

Siletz City Council
Work-Session
Wednesday, January 18, 2023 -5:30 PM
Siletz City Hall

Present: Mayor Worman, T. Retasket, S. Trachsel, J. Whitehead
Excused: M. Cummiskey
Staff: City Recorder B. Chestler

Mayor Worman called the meeting to order at 5:40 PM and established a quorum.

1. Prioritize List - Council's Work Plan

City of Siletz Municipal Court and Municipal Court Judge

The need for the municipal court was discussed at length. The original intent of the contract for code enforcement was supposed to have included the municipal court details. The mayor advised he would contact the mayor of Toledo to try and work out the details. Also included was contact made with Waldport who is currently working through similar issues and had agreed to share their fact finding with the city. Discussions included options of who could act as the municipal judge, the city's charter language, reconciliation of the account requested but never been provided, the current status of records, the collection agency, and access for court through zoom. Using a city attorney was deemed as the most expensive option. Partnering with the tribe to potentially access the tribal court judge was discussed as a possibility and needed further research. Requested was contacting Wayne Belmont, retired county counsel, to gather information.

Council asked for each item on the agenda list to be summarized and then they would prioritize the list. The list was reviewed and Recorder Chestler gave a brief update of available supporting documents for each item and if a deadline was pending that needed to be met.

The list was prioritized and some of the items were combined with like items.

1. HR issues were determined to be most pressing. Added to the Employee Handbook, Policies and Procedures Manual, Salary Schedule, Compensation, Over Time, Benefits Package, Job descriptions, and titles, was the need to do an organizational chart. Discussions included creating a "lead" position, flow to work, vacation and leave accrual time, comp time, exempt employees, nonexempt employees, job descriptions, and benefits packages. A work session was set for February 9, 2023.

2. Budget, Revamping Accounting Codes, Rate Study, Fee Schedule. Included in the discussion was the need to secure a new website, and new accounting software and put out request for proposals. The ARPA money was discussed.

3. Operational Policies and Procedures, Purchasing Policies and Procedures, Standard Operation Procedures, Council Rules and Procedures. Discussed were some of the inclusions into the operational policies that needed to be considered, audit RFP's every three years, internal controls and archiving records.

4. Strategic Planning and Commissions and Committees. Discussed was getting community involvement, townhalls and identifying the function and roles of the committees by ordinance. Requesting facilitator assistance from OSU.


Longer Term Goals that needed facilitation, each be stand alone and need agency assistance was the Comprehensive Plan and Emergency Operations Plan.

Requested was an addition to the list - Law Enforcement. This item was added to the joint meeting on January 31, 2023.

3. Adjournment


Retasket moved to adjourn the meeting at 8:15 PM.

There being no further business to come before the council, Mayor Worman adjourned the meeting at 8:15 PM.



Mayor Will Worman

ATTEST:



City Recorder