

Siletz City Council  
Work Session  
Monday, June 12, 2023, 4:30 M  
Siletz City Hall

Present: Mayor Worman, T. Retasket, S. Trachsel, J. Whitehead  
Mayor Arrived late.  
Staff: City Recorder B. Chestler

### 1. Call Meeting to Order and Establish a Quorum.

Council President Trachsel called the meeting to order and established a quorum.

### 2. Job Descriptions- Public Works

Council went over the new job descriptions and had some minor edits. Discussed was keeping the Public Works Lead as nonexempt, evaluations should be with the City Recorder and council should not be involved in day-to-day operations. Also discussed was making sure that everyone is familiar with entities and franchises. Changes to the job descriptions were grammatical.

The major changes were:

- Reports to: City Recorder with input from the Mayor and Council through Council Meetings.
- Works under the direction of the City Recorder with input from the mayor and City Council.

Public Works Lead Changes:

- Assist City Recorder in developing work schedules for Public Works employees for full coverage, as needed.
- Conduct safety meetings.

Under qualifications add:

- Agreements related to water and sewer services and franchises.

Conditions of employment:

- Will need to supply and maintain a valid Oregon Driver's License and proof of automobile insurance.

### 3. Wage Scale

The Wage Scale looks appropriate for the City's Budget.

### 4. Organizational Chart

The Organizational Chart is laid out how the City's Charter reads and is in line with the job descriptions now.

5. Adjournment

Trachsel moved to adjourn the meeting at 5:07 PM.

Mayor Worman Adjourned the meeting at 5:07 PM.



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Mayor Will Worman

ATTEST:



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Recording Secretary Makenzee Goodell