



# CITY OF SILETZ

## AGENDA

**Meeting:** City Council  
**Date:** Monday, October 23, 2023  
**Time:** 6:00 PM  
**Location:** Council Chambers, City Hall

1. Pledge of Allegiance
2. Call Meeting to Order and Establish a Quorum
3. Approve Minutes- City Council Regular Meeting Minutes September 25, 2023
4. Accounts Payable-Financial Report- October 23, 2023
5. Special Orders
  1. Citycounty Insurance Services - Alycia Johnson
6. Reports of Officers, Boards, or Standing Committees  
Parks, Library, Fire Department, County Sheriff's Office (LCSO), Homeless Advisory.  
Staff Report
7. Public Comments
8. Unfinished Business
  - A. Resolution 719-23 A Resolution in Support of Establishing a Continuum of Care for the Linn, Benton and Lincoln Counties Region and Registering with the United States Department of Housing and Urban Development in 2024.
  - B. RCAC-Rate Study
  - C. Second Reading and Public Hearing - Ordinance 206-23-An Ordinance Amending Title 17 Zoning Code Section 17.16.050 of the City of Siletz Municipal Code
  - D. Employee Health/Vision/Dental-Benefits
9. New Business
  - A. Annexation of Oaks Flats
  - B. Introduction - Ordinance 207-23- An Ordinance Establishing Title 7 Traffic Regulations to the City of Siletz Municipal Code.

C. Municipal Court Judge RFP Submitted Proposals

- Arnold Poole

10. Correspondence

- Ron and Pattie Jarrett-Nuisance Property
- Lincoln County Library District Resolution

11. Council Comments

12. Adjournment

*To Participate by Zoom:*

To Join Zoom from Your Computer, Tablet, or Smartphone:

<https://zoom.us/j/97939858110?pwd=UnFvUFpXRkU2em9waGowTINRaXp6dz09>

Meeting ID: 979 3985 8110

Passcode: 746917

To Join by Phone: (253)-205-0468

Meeting ID: 979 3985 8110

Passcode: 746917

The meeting is accessible to the disabled. If you need special accommodations to attend or participate in the meeting per the Americans with Disabilities Act (ADA), please contact the City Recorder at (541) 444-2521-48 hrs. in advance of the meeting so the appropriate assistance can be provided. TTY #1-800.735.2900. "This institution is an equal opportunity provider."

# MINUTES

Siletz City Council  
Regular Meeting  
Monday, September 25, 2023, 6:00 PM  
Siletz City Hall

Present: Mayor Worman, W. Smith, S. Trachsel  
Excuse- Absent: T. Retasket, J. Whitehead  
Staff: 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, he declared for this meeting he would be a voting member to establish a quorum.

3. Approve Minutes: Regular Meeting Minutes September 11, 2023.

**Motion 1:** Trachsel moved to approve the minutes of the Regular Meeting on September 11, 2023, as submitted. Smith 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 September 25, 2023

Trachsel stated that she reviewed the accounts payable and recommended approval.

**Motion 2:** Trachsel moved to approve the accounts payable as presented. Mayor Worman seconded the motion.

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

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

5. Special Orders

None.

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

- Parks

No parks update.

Mayor Worman stated that there is a football team using the field behind city hall and the city is paying to have an outhouse for them per the teams request to the city.

- Library

No report. They will be at the next meeting.

- Fire Department

No report.

- County Sheriff's Office (LCSO)

No report.

- Lincoln County Homeless Advisory Committee

Councilor Trachsel stated that she had a presentation to give but that she would wait until everyone on the council could attend. She reported that the homeless shelter will open on Sunday, October 1<sup>st</sup> at the St. Stevens Episcopal Church. The shelter will be open for people to check in at 6:00 PM with dinner provided around 7:00 PM. Trachsel also reported that there will be staff on-site at all times and there are volunteer opportunities. The following week the shelter will rotate to the First Presbyterian Church and will continue to rotate between the two Churches all through October until the Housing Authority gains access to the old crossroads building. They are hoping to gain access to the new building by November 1<sup>st</sup>. Reported was that if the Lincoln County Sheriff's Office could bring in an officer to work at the shelter it would potentially be open 24/7. She also stated that the shelter will be open every day until March 31, 2024.

- Staff Report

City Recorder Chestler gave a staff report: 1.) We have received our National Pollutant Elimination System Permit(NPDES). 2.) October 9<sup>th</sup> is Indigenous Peoples Day, and the meeting is canceled. 3.) October 12-14<sup>th</sup> is the League of Oregon Cities Conference. 4.) On October 19<sup>th</sup> we will have the first reports from RCAC during a Work Session Meeting. 5.) The city planner had a meeting with DLCD

regarding funding to update the municipal planning code and the Comprehensive Plan. 6.) The October 23<sup>rd</sup> meeting will have further discussion regarding the Annexation of Oak Flats. 7.) There have been no updates on the audit, the anticipated date of completion is December. 8.) We have ordered the Council laptops for receiving and reviewing the packets, and receiving and sending city emails.

## 7. Public Comments

A citizen came before the council and stated that there have been homeless people camping at Mill Park. He reported that they have cats, tents, and garbage by the trail. He also reported that there has been an RV camping there at times. He asked what the City's plan was regarding this issue.

Mayor Worman stated that the city has created an ordinance that outlines all of the places in Siletz that do not allow overnight camping. He explained that the officers are not able to remove anyone from camping until we have a place to send them. Once the County Shelter gets put into place the officers will be able to send them there and remove them from camping in areas that are prohibited.

## 8. Unfinished Business

### A. Revisions to Zoning Code | Accessory Dwelling Units (Section 17.16.050) Ordinance # 206-23 Revisions to Title 17 Zoning Code

Council deliberated on issues regarding Accessory Dwelling Units (Section 17.16.050). They discussed changing the size of ADUs. City Planner Kevin Cronin recommended 800-900 square feet for the ADUs. Council decided that 900 square feet would be a good size. The next issue discussed was that the State of Oregon no longer regulates manufactured homes under a certain limit to help facilitate ADUs. The next topic council discussed was recreational vehicles. City Planner Kevin Cronin brought up to the council that the city could establish and regulate RV parks with common amenities with a code in place to allow it. He explained that ADUs are not RVs. Council discussed the Ordinance Section A line 6 and adding the wording "of" into the sentence.

**Motion 3:** Trachsel moved to approve Ordinance #206-23 Revisions to Title 17 Zoning Code with the addition of the 900 square foot limit on the ADU. Smith 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.

**Motion 4:** Trachsel moved to hold a first reading for Ordinance #206-23 Revisions to Title 17 Zoning Code. Smith 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.

**Motion 5:** Trachsel moved to read Ordinance #206-23 Revisions to Title 17 Zoning Code by title only. Smith seconded the motion.

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

Vote: Motion 5 passed.  
Ayes: All were in favor.

**Motion 6:** Trachsel moved to have the second reading public hearing of Ordinance #206-23 Revisions to Title 17 Zoning Code at the next City Council meeting. Smith seconded the motion.

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

Vote: Motion 6 passed,  
Ayes: All were in favor.

## 9. New Business

A. Capital Improvement Request – WesTech Engineering - \$95,000.00 PLC for Water Plant

Council discussed the need to purchase a new PLC for the Water Plant.

**Motion 7:** Trachsel moved forward to expend the \$95,000 for a new PLC at the Water Plant. Smith seconded the motion.

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

Vote: Motion 7 passed.  
Ayes: All were in favor.

## 10. Correspondence

- Sheriff's Office

Mayor Worman explained that office staff had reached out to the Sheriff's Department regarding the RV that has been camping in town and staff was told to let the Code Enforcement Officer take care of the issue.

He read his response email into the record, "It was my understanding that you folks would be able to help us enforce this camping issue if we wrote the ordinance and put no camping in place. This is exactly why we took the lengthy time to write this out, so we would get the support from the Sheriff. The folks in this holiday rambler are negative and aggressive with our city workers and community members. I would like them to be told to leave by SO. Is this not something your willing to do? I know you removed folks from tribal land because they have rules that do not allow for camping and trespassing. We have rules not allowing camping and if these people will not comply, we would like to see them trespassed as well."

The email from the officer in response to the "Mayor, I would like to try and clear up any confusion on the camping issue. Until Lincoln County establishes a legal place for folks to legally camp LCSO will take no actions on camping in "public" (non-tribal) locations anywhere in the county. (This legal camping area is still being built out and the time frame is not clear.) That being said let me address the city ordinance side of things. The Sheriff and I provided feedback as well as your attorney for best practices to avoid immediate violations of a citizen's rights. You likely got your city ordinance within this parameter and you, and the code enforcement team can certainly move forward as you see fit. We are not here to say yes or no on your new ordinance. We will not enforce a local ordinance unless we have a specific agreement with the city/or other organization. "

Mayor Worman suggested getting together with the law enforcement team and having a sit-down meeting with the Sheriff's Office to figure out some of the confusion.

- Letter to the Mayor

Mayor Worman read a letter he received from a citizen regarding a property that had garbage and rats. The code enforcement officer is working with the owners of the property. The Mayor asked if the code enforcement officer would send a letter to the original sender and state that they are working with the owners and working on the issues.

- Complaint to the Mayor

Mayor Worman reported to council that he had received a drug and alcohol complaint from a citizen. The mayor stated that the citizen had someone offer to sell him drugs and follow him home and started to get violent. The citizen called the police, but it took them a while to respond to the incident. Mayor Worman stated that he had to call the Sheriff's Office himself and he finally got someone to respond. The person was arrested and taken to jail.

- News Article Winter Emergency Shelter

Councilor Trachsel explained the News Article regarding the Emergency Shelter.

## 11. Council Comments



Smith: Stated that he never knew what went on in the background of the work the city is doing and how he appreciates the opportunity to be a part of it.

Trachsel: Asked if the October 23<sup>rd</sup> meeting is when DLCD is coming.

Mayor Worman: Stated that it has been 5 years trying to get things moving forward and that he appreciates all of the hard work from the council.

## 12. Adjournment

Trachsel moved to adjourn the meeting at 7:30 PM.

There being no further business to come before the council, Mayor Worman adjourned the meeting at 7:30 PM.

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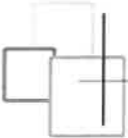
Mayor Will Worman

ATTEST:

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Recording Secretary Makenzee Goodell

# Accounts Payable-Financial Report



# Banking Activity

Fiscal: 2023-2024

Period: 2023-2024 - October

Financial Institutions: 1st Security Bank

Account Number: 1st Security Bank - 7001424544

Type: Check

System Type: Financials

Number: Check - 17266, Check - 17267, Check - 17268, Check - 17269, Check - 17270, Check - 17271, Check - 17272, Check - 17273, Check - 17274, Check - 17275, Check - 17276, Check - 17277, Check - 17278, Check - 17279, Check - 17280, Check - 17281, Check - 17282, Check - 17283, Check - 17284

Reference	Period	Amount	Vendor	Notes
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**1st Security Bank**  
**7001424544 - Main**  
**Check**

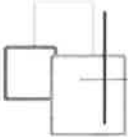
<b>Reference Number: 17266</b> Invoice - 741571	<b>2023-2024 - October</b>	<b>\$5,000.00</b>		
<b>Reference Number: 17267</b> Invoice - 161599	<b>2023-2024 - October</b>	<b>\$307.00</b>	Aldrich CPAs and Advisors LLP	
<b>Reference Number: 17268</b> Invoice - API-S-8952	<b>2023-2024 - October</b>	<b>\$307.00</b>	Analytical Labs	
<b>Reference Number: 17269</b> ACCT#: 5722	<b>2023-2024 - October</b>	<b>\$43.21</b>	API	
<b>Reference Number: 17270</b> 4000-4013	<b>2023-2024 - October</b>	<b>\$43.21</b>	BMO Bank N.A. - Payment	
<b>Reference Number: 17271</b> ACCT# 503-T41-3615 024B	<b>2023-2024 - October</b>	<b>\$4,670.14</b>	Central Lincoln PUD	
<b>Reference Number: 17272</b> Invoice - S0923	<b>2023-2024 - October</b>	<b>\$154.65</b>	Century Link/Qwest	
<b>Reference Number: 17273</b> Contribution for Employee's IRA - 09/30/23	<b>2023-2024 - October</b>	<b>\$750.00</b>	Darrel Lockard Consultant DLC, LLC	
		<b>\$725.26</b>	Edward Jones	

Reference	Period	Amount	Vendor	Notes
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**1st Security Bank**  
**7001424544 - Main**

**Check**

Reference Number: 17274 Invoice - R20470: R20449	2023-2024 - October	\$120.00	League of Oregon Cities	
Reference Number: 17275 Invoice - 67528	2023-2024 - October	\$1,081.00	Local Gov't Law Group	
Reference Number: 17276 Invoice - in 122206: IN122466	2023-2024 - October	\$3,396.90	National Business Solutions	
Reference Number: 17277 Invoice - 36178 for Ted LePine	2023-2024 - October	\$325.00	Oregon Assoc. of Water Utilities	
Reference Number: 17278 Grantor#: 21839	2023-2024 - October	\$39.00	Samaritan Occupational Medicine	
Reference Number: 17279 Invoice - 163390	2023-2024 - October	\$96.00	T & L Septic Tank Service	
Reference Number: 17280 Invoice - 244036	2023-2024 - October	\$40.00	TCB Security Services	
Reference Number: 17281 Invoice - INV00143331: INV00138968	2023-2024 - October	\$6,471.85	USA Blue Book	
Reference Number: 17282 Account#: 2701-1302962-01	2023-2024 - October	\$552.34	WAVE	
Reference Number: 17283 Invoice - 5026850309	2023-2024 - October	\$139.00	Wells Fargo Financial Leasing, Inc	
Reference Number: 17284 Billing Date: 10/03/23	2023-2024 - October	\$1,375.00	West Coast Cronin Clan Co.	
Total Check		\$25,329.56		
Total 7001424544 - Main		\$25,329.56		
Total 1st Security Bank		\$25,329.56		
<b>Grand Total</b>		<b>\$25,329.56</b>		



# Banking Activity

Fiscal: 2023-2024

Period: 2023-2024 - October

Financial Institutions: 1st Security Bank

Account Number: 1st Security Bank - 7001424544

Type: Deposit

System Type: Cash Management

Number: Deposit - CM Deposit - 10/10/2023 4:31:47 PM, Deposit - IC - ( Oct 9 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - IC - ( Oct 1 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - IC - ( Oct 10 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - CM Deposit - 10/10/2023 4:08:17 PM, Deposit - IC - ( Oct 2 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - IC - ( Sep 29 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - IC - ( Sep 30 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - IC - ( Oct 3 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - IC - ( Oct 4 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - CM Deposit - 10/5/2023 12:28:12 PM, Deposit - CM Deposit - 10/5/2023 12:37:29 PM, Deposit - IC - ( Oct 11 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - IC - ( Oct 5 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - IC - ( Oct 6 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - IC - ( Oct 8 2023 9:59PM Visa/MC/EFT/DSC ), Deposit - IC - ( Oct 10 2023 9:59PM Amex ), Deposit - CM Deposit - 10/5/2023 12:25:30 PM

Reference	Period	Amount	Vendor	Notes
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## 1st Security Bank

### 7001424544 - Main

#### Deposit

<b>Reference Number: CM Deposit - 10/10/2023 4:08:17 PM</b> <u>Utility Billing Summary Transaction - 10/10/2023 10:49:30 AM</u>	<b>2023-2024 - October</b>	<b>\$2,761.50</b>		
<b>Reference Number: CM Deposit - 10/10/2023 4:31:47 PM</b> <u>Utility Billing Summary Transaction - 10/10/2023 4:16:31 PM</u>	<b>2023-2024 - October</b>	<b>\$2,994.50</b>		Receipting Deposit Vendor
<b>Reference Number: CM Deposit - 10/5/2023 12:25:30 PM</b> <u>Utility Billing Summary Transaction - 10/5/2023 11:40:50 AM</u>	<b>2023-2024 - October</b>	<b>\$2,683.50</b>		Receipting Deposit Vendor

Reference	Period	Amount	Vendor	Notes
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**1st Security Bank**  
**7001424544 - Main**

**Deposit**

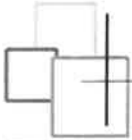
Reference Number: CM Deposit - 10/5/2023 12:28:12 PM	2023-2024 - October	\$2,290.50		
Utility Billing Summary Transaction - 10/3/2023 12:12:38 PM		\$2,290.50	Receipting Deposit Vendor	
Reference Number: CM Deposit - 10/5/2023 12:37:29 PM	2023-2024 - October	\$3,023.64		
Receipt - 10/5/2023 WaveDivision Franchise		\$121.64	Receipting Deposit Vendor	
Utility Billing Summary Transaction - 10/5/2023 10:41:03 AM		\$2,902.00	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 1 2023 9:59PM Visa/MC/EFT/DSC )	2023-2024 - October	\$336.50		
Invoice Cloud Summary Transaction - ( Oct 1 2023 9:59PM Visa/MC/EFT/DSC )		\$336.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 2 2023 9:59PM Visa/MC/EFT/DSC )	2023-2024 - October	\$575.50		
Invoice Cloud Summary Transaction - ( Oct 2 2023 9:59PM Visa/MC/EFT/DSC )		\$575.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 3 2023 9:59PM Visa/MC/EFT/DSC )	2023-2024 - October	\$408.00		
Invoice Cloud Summary Transaction - ( Oct 3 2023 9:59PM Visa/MC/EFT/DSC )		\$408.00	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 4 2023 9:59PM Visa/MC/EFT/DSC )	2023-2024 - October	\$391.50		
Invoice Cloud Summary Transaction - ( Oct 4 2023 9:59PM Visa/MC/EFT/DSC )		\$391.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 5 2023 9:59PM Visa/MC/EFT/DSC )	2023-2024 - October	\$349.00		
Invoice Cloud Summary Transaction - ( Oct 5 2023 9:59PM Visa/MC/EFT/DSC )		\$349.00	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 6 2023 9:59PM Visa/MC/EFT/DSC )	2023-2024 - October	\$476.50		
Invoice Cloud Summary Transaction - ( Oct 6 2023 9:59PM Visa/MC/EFT/DSC )		\$476.50	Receipting Deposit Vendor	

Reference	Period	Amount	Vendor	Notes
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**1st Security Bank**  
**7001424544 - Main**

**Deposit**

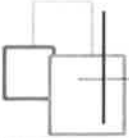
Reference Number: IC - ( Oct 8 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$100.50		
Invoice Cloud Summary Transaction - ( Oct 8 2023 9:59PM Visa/MC/EFT/DSC )		\$100.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 9 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$238.00		
Invoice Cloud Summary Transaction - ( Oct 9 2023 9:59PM Visa/MC/EFT/DSC )		\$238.00	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 10 2023 2023-2024 - October 9:59PM Amex )		\$55.50		
Invoice Cloud Summary Transaction - ( Oct 10 2023 9:59PM Amex )		\$55.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 10 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$4,386.00		
Invoice Cloud Summary Transaction - ( Oct 10 2023 9:59PM Visa/MC/EFT/DSC )		\$4,386.00	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 11 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$288.50		
Invoice Cloud Summary Transaction - ( Oct 11 2023 9:59PM Visa/MC/EFT/DSC )		\$288.50	Receipting Deposit Vendor	
Reference Number: IC - ( Sep 29 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$1,271.50		
Invoice Cloud Summary Transaction - ( Sep 29 2023 9:59PM Visa/MC/EFT/DSC )		\$1,271.50	Receipting Deposit Vendor	
Reference Number: IC - ( Sep 30 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$407.00		
Invoice Cloud Summary Transaction - ( Sep 30 2023 9:59PM Visa/MC/EFT/DSC )		\$407.00	Receipting Deposit Vendor	
Total Deposit		\$23,037.64		
Total 7001424544 - Main		\$23,037.64		
Total 1st Security Bank		\$23,037.64		
<b>Grand Total</b>		<b>\$23,037.64</b>		



# Banking Activity

Reference	Period	Amount	Vendor	Notes
<b>1st Security Bank</b>				
<b>7001424544 - Main</b>				
<b>Check</b>				
Reference Number: 17285 Invoice - 161768	2023-2024 - October	\$168.00		
Reference Number: 17286 Account# 287261137961	2023-2024 - October	\$217.13	Analytical Labs	
Reference Number: 17287 Invoice - IN0918256	2023-2024 - October	\$217.13	AT & T	
Reference Number: 17288 ACCT# 541-444-2128 183B	2023-2024 - October	\$1,900.93	Carson Oil: CECO, INC	
Reference Number: 17289 ACCT# 502515299	2023-2024 - October	\$516.16	Century Link/Qwest	
Reference Number: 17290 Invoice - Siletz 2023-0010	2023-2024 - October	\$516.16	Century Link	
Reference Number: 17291 Invoice - 13772196: 13768690: 13774678	2023-2024 - October	\$65.00	CenturyLink	
Reference Number: 17292 Winter Shelter Pledge	2023-2024 - October	\$1,700.00	City of Toledo	
Reference Number: 17293 Invoice - IN 122734	2023-2024 - October	\$439.27	Hach Company	
Reference Number: 17294 Invoice - 281131: 281150	2023-2024 - October	\$500.00	Lincoln County HHS	
Reference Number: 17295 Invoice - 51520622	2023-2024 - October	\$66.20	National Business Solutions	
Reference Number: 17296 Invoice - 1INV 00155374	2023-2024 - October	\$1,873.71	Toledo Auto Parts	
Reference Number: 17297 Reimbursement from LOC Conference	2023-2024 - October	\$3,649.69	Univar Usa, Inc.	
Total Check		\$186.22	USA Blue Book	
Total 7001424544 - Main		\$64.98	William Worman	
Total 1st Security Bank		\$11,347.29		
<b>Grand Total</b>		<b>\$11,347.29</b>		





# Banking Activity

Reference	Period	Amount	Vendor	Notes
<b>1st Security Bank</b>				
<b>7001424544 - Main</b>				
<b>Deposit</b>				
Reference Number: Cash Deposit - 10/19/2023 3:47:24 PM	2023-2024 - October	\$1,462.00		
Utility Billing Summary Transaction - 10/5/2023 9:22:59 AM		\$1,462.00	Receipting Deposit Vendor	
Reference Number: Cash Deposit - 10/19/2023 3:48:12 PM	2023-2024 - October	\$1,272.50		
Receipt - 10/12/2023 Vikki Fairchild Business License		\$50.00	Receipting Deposit Vendor	
Utility Billing Summary Transaction - 10/12/2023 12:42:03 PM		\$1,222.50	Receipting Deposit Vendor	
Reference Number: Cash Deposit - 10/19/2023 3:50:01 PM	2023-2024 - October	\$100.00		
Utility Billing Summary Transaction - 9/29/2023 11:28:09 AM		\$100.00	Receipting Deposit Vendor	
Reference Number: CM Deposit - 10/10/2023 4:08:17 PM	2023-2024 - October	\$2,761.50		
Utility Billing Summary Transaction - 10/10/2023 10:49:30 AM		\$2,761.50	Receipting Deposit Vendor	
Reference Number: CM Deposit - 10/10/2023 4:31:47 PM	2023-2024 - October	\$2,994.50		
Utility Billing Summary Transaction - 10/10/2023 4:16:31 PM		\$2,994.50	Receipting Deposit Vendor	
Reference Number: CM Deposit - 10/19/2023 3:38:14 PM	2023-2024 - October	\$51,060.86		
Receipt - 10/16/2023 2:Dahl Disposal Service		\$5,503.85	Receipting Deposit Vendor	
Receipt - 10/16/2023 State of Oregon		\$442.51	Receipting Deposit Vendor	
Receipt - 10/16/2023 State of Oregon DLCD		\$2,000.00	Receipting Deposit Vendor	
Utility Billing Summary Transaction - 10/16/2023 2:47:01 PM		\$43,114.50	Receipting Deposit Vendor	
Reference Number: CM Deposit - 10/19/2023 3:39:03 PM	2023-2024 - October	\$2,932.50		
Receipt - 10/12/2023 State of Oregon QLCC		\$1,043.83	Receipting Deposit Vendor	

Reference	Period	Amount	Vendor	Notes
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**1st Security Bank**  
**7001424544 - Main**

**Deposit**

Reference Number: CM Deposit - 10/19/2023 3:39:03 PM	2023-2024 - October	\$2,932.50		
Utility Billing Summary Transaction - 10/12/2023 10:55:58 AM		\$1,888.67	Receipting Deposit Vendor	
Reference Number: CM Deposit - 10/19/2023 3:39:34 PM	2023-2024 - October	\$2,401.50		
Utility Billing Summary Transaction - 10/12/2023 10:48:07 AM		\$2,401.50	Receipting Deposit Vendor	
Reference Number: CM Deposit - 10/19/2023 3:43:41 PM	2023-2024 - October	\$3,847.00		
Receipt - 10/18/2023 SAIF Reimbursement		\$2,306.00	Receipting Deposit Vendor	
Utility Billing Summary Transaction - 10/19/2023 2:23:16 PM		\$1,541.00	Receipting Deposit Vendor	
Reference Number: CM Deposit - 10/5/2023 12:25:30 PM	2023-2024 - October	\$2,683.50		
Utility Billing Summary Transaction - 10/5/2023 11:40:50 AM		\$2,683.50	Receipting Deposit Vendor	
Reference Number: CM Deposit - 10/5/2023 12:28:12 PM	2023-2024 - October	\$2,290.50		
Utility Billing Summary Transaction - 10/3/2023 12:12:38 PM		\$2,290.50	Receipting Deposit Vendor	
Reference Number: CM Deposit - 10/5/2023 12:37:29 PM	2023-2024 - October	\$3,023.64		
Receipt - 10/5/2023 WaveDivision Franchise		\$121.64	Receipting Deposit Vendor	
Utility Billing Summary Transaction - 10/5/2023 10:41:03 AM		\$2,902.00	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 1 2023 9:59PM Visa/MC/EFT/DSC )	2023-2024 - October	\$336.50		
Invoice Cloud Summary Transaction - ( Oct 1 2023 9:59PM Visa/MC/EFT/DSC )		\$336.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 2 2023 9:59PM Visa/MC/EFT/DSC )	2023-2024 - October	\$575.50		
Invoice Cloud Summary Transaction - ( Oct 2 2023 9:59PM Visa/MC/EFT/DSC )		\$575.50	Receipting Deposit Vendor	

Reference	Period	Amount	Vendor	Notes
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**1st Security Bank**  
**7001424544 - Main**

**Deposit**

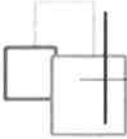
Reference Number: IC - ( Oct 3 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$408.00		
Invoice Cloud Summary Transaction - ( Oct 3 2023 9:59PM Visa/MC/EFT/DSC )		\$408.00	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 4 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$391.50		
Invoice Cloud Summary Transaction - ( Oct 4 2023 9:59PM Visa/MC/EFT/DSC )		\$391.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 5 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$349.00		
Invoice Cloud Summary Transaction - ( Oct 5 2023 9:59PM Visa/MC/EFT/DSC )		\$349.00	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 6 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$476.50		
Invoice Cloud Summary Transaction - ( Oct 6 2023 9:59PM Visa/MC/EFT/DSC )		\$476.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 8 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$100.50		
Invoice Cloud Summary Transaction - ( Oct 8 2023 9:59PM Visa/MC/EFT/DSC )		\$100.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 9 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$238.00		
Invoice Cloud Summary Transaction - ( Oct 9 2023 9:59PM Visa/MC/EFT/DSC )		\$238.00	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 10 2023 2023-2024 - October 9:59PM Amex )		\$55.50		
Invoice Cloud Summary Transaction - ( Oct 10 2023 9:59PM Amex )		\$55.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 10 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$4,386.00		
Invoice Cloud Summary Transaction - ( Oct 10 2023 9:59PM Visa/MC/EFT/DSC )		\$4,386.00	Receipting Deposit Vendor	

Reference	Period	Amount	Vendor	Notes
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**1st Security Bank**  
**7001424544 - Main**

**Deposit**

Reference Number: IC - ( Oct 11 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$288.50		
Invoice Cloud Summary Transaction - ( Oct 11 2023 9:59PM Visa/MC/EFT/DSC )		\$288.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 12 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$474.00		
Invoice Cloud Summary Transaction - ( Oct 12 2023 9:59PM Visa/MC/EFT/DSC )		\$474.00	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 13 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$434.00		
Invoice Cloud Summary Transaction - ( Oct 13 2023 9:59PM Visa/MC/EFT/DSC )		\$434.00	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 16 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$149.50		
Invoice Cloud Summary Transaction - ( Oct 16 2023 9:59PM Visa/MC/EFT/DSC )		\$149.50	Receipting Deposit Vendor	
Reference Number: IC - ( Oct 18 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$295.50		
Invoice Cloud Summary Transaction - ( Oct 18 2023 9:59PM Visa/MC/EFT/DSC )		\$295.50	Receipting Deposit Vendor	
Reference Number: IC - ( Sep 29 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$1,271.50		
Invoice Cloud Summary Transaction - ( Sep 29 2023 9:59PM Visa/MC/EFT/DSC )		\$1,271.50	Receipting Deposit Vendor	
Reference Number: IC - ( Sep 30 2023 2023-2024 - October 9:59PM Visa/MC/EFT/DSC )		\$407.00		
Invoice Cloud Summary Transaction - ( Sep 30 2023 9:59PM Visa/MC/EFT/DSC )		\$407.00	Receipting Deposit Vendor	
Total Deposit		\$87,467.00		
Total 7001424544 - Main		\$87,467.00		
Total 1st Security Bank		\$87,467.00		
<b>Grand Total</b>		<b>\$87,467.00</b>		



# Register

Fiscal: 2023-2024  
 Deposit Period: 2023-2024 - October  
 Check Period: 2023-2024 - October - 2nd Council Date, 2023-2024 - October - 1st Council Date

Number	Name	Print Date	Clearing Date	Amount
<b>1st Security Bank</b>				
<b>Check</b>				
17266	Aldrich CPAs and Advisors LLP	10/9/2023		\$5,000.00
17267	Analytical Labs	10/9/2023		\$307.00
17268	API	10/9/2023		\$43.21
17269	BMO Bank N.A. - Payment	10/9/2023		\$43.21
17270	Central Lincoln PUD	10/9/2023		\$4,670.14
17271	Century Link/Qwest	10/9/2023		\$154.65
17272	Darrel Lockard Consultant DLC, LLC	10/9/2023		\$750.00
17273	Edward Jones	10/9/2023		\$725.26
17274	League of Oregon Cities	10/9/2023		\$120.00
17275	Local Gov't Law Group	10/9/2023		\$1,081.00
17276	National Business Solutions	10/9/2023		\$3,396.90
17277	Oregon Assoc. of Water Utilities	10/9/2023		\$325.00
17278	Samaritan Occupational Medicine	10/9/2023		\$39.00
17279	T & L Septic Tank Service	10/9/2023		\$96.00
17280	TCB Security Services	10/9/2023		\$40.00
17281	USA Blue Book	10/9/2023		\$6,471.85
17282	WAVE	10/9/2023		\$552.34
17283	Wells Fargo Financial Leasing, Inc	10/9/2023		\$139.00
17284	West Coast Cronin Clan Co.	10/9/2023		\$1,375.00
17285	Analytical Labs	10/23/2023		\$168.00
17286	AT & T	10/23/2023		\$217.13
17287	Carson Oil; CECO, INC	10/23/2023		\$1,900.93
17288	Century Link/Qwest	10/23/2023		\$516.16
17289	CenturyLink	10/23/2023		\$65.00
17290	City of Toledo	10/23/2023		\$1,700.00
17291	Hach Company	10/23/2023		\$439.27
17292	Lincoln County HHS	10/23/2023		\$500.00
17293	National Business Solutions	10/23/2023		\$66.20
17294	Toledo Auto Parts	10/23/2023		\$1,873.71
17295	Univar Usa, Inc.	10/23/2023		\$3,649.69
17296	USA Blue Book	10/23/2023		\$186.22
17297	William Worman	10/23/2023		\$64.98
	<b>Total</b>	<b>Check</b>		<b>\$36,676.85</b>
<b>Deposit</b>				
CM Deposit - 10/10/2023 4:08:17 PM		10/10/2023		\$2,761.50
CM Deposit - 10/10/2023 4:31:47 PM		10/10/2023		\$2,994.50

<u>Numbr</u>	<u>Name</u>	<u>Paym Date</u>	<u>Clearing Date</u>	<u>Amount</u>
CM Deposit - 10/5/2023 12:25:30 PM		10/5/2023		\$2,683.50
CM Deposit - 10/5/2023 12:28:12 PM		10/5/2023		\$2,290.50
CM Deposit - 10/5/2023 12:37:29 PM		10/5/2023		\$3,023.64
IC - ( Oct 1 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/1/2023		\$336.50
IC - ( Oct 2 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/2/2023		\$575.50
IC - ( Oct 3 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/3/2023		\$408.00
IC - ( Oct 4 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/4/2023		\$391.50
IC - ( Oct 5 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/5/2023		\$349.00
IC - ( Oct 6 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/6/2023		\$476.50
IC - ( Oct 8 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/8/2023		\$100.50
IC - ( Oct 9 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/9/2023		\$238.00
IC - ( Oct 10 2023 9:59PM Amex )	Receipting Deposit Vendor	10/10/2023		\$55.50
IC - ( Oct 10 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/10/2023		\$4,386.00
IC - ( Oct 11 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/11/2023		\$288.50
IC - ( Oct 12 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/12/2023		\$474.00
IC - ( Oct 13 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/13/2023		\$434.00
IC - ( Oct 16 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/16/2023		\$149.50
IC - ( Oct 18 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/18/2023		\$295.50
IC - ( Sep 29 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/1/2023		\$1,271.50
IC - ( Sep 30 2023 9:59PM Visa/MC/EFT/DSC )	Receipting Deposit Vendor	10/1/2023		\$407.00
		<b>Total</b>	<b>Deposit</b>	<b>\$24,390.64</b>
		<b>Total</b>	<b>7001424544</b>	<b>\$61,067.49</b>
		<b>Grand Total</b>		<b>\$61,067.49</b>

# SPECIAL ORDERS

# Reports of Officers, Boards, or Standing Committees

Parks,

Library,

Fire Department,

County Sheriff's Office (LCSO),

Homeless Advisory

Staff Report



## City of Siletz City Council Meeting Public Works Report 10/23/2023

- Public works now has a full team and we are in the process of getting our two new employees Chase Rilatos and Fisher Koeler trained.
- We pulled #1 washer pump at waste water plant to clean and inspect in preparation for basin start-up as soon as flow came up
- We fixed a post injection chlorine line at the water plant
- We pulled and cleaned ultra violet lights at the waste water plant
- We picked up and disposed of a large garbage pile in the upper lot of old mill park
- We pressure washed and painted all the parking stops at city hall
- Installed a "No Overnight Parking" sign at old mill park upper lot
- We ordered and installed a new BOD incubator at the waste water plant so we can meet requirements of our new NPDES permit
- We ordered and received 900 gallons of alum at the water plant
- We started digging meters for our USEPA required Lead and Copper service line inventory
- We test ran our 4" pump to make sure it is ready for emergency use this winter
- Scraped Hee Hee boat ramp and trimmed briar bushes
- Filled pot holes on Darcey and at the waste water plant

# PUBLIC COMMENTS

# OLD BUSINESS

Resolution 719-23 A Resolution  
in Support of Establishing a  
Continuum of Care for the Linn,  
Benton, and Lincoln Counties  
Region and Registering with the  
United States Department of  
Housing and Urban  
Development in 2024

CITY OF SILETZ, COUNTY OF LINCOLN

STATE OF OREGON

A Resolution in Support of Establishing a )  
Continuum of Care for the Linn, Benton, and )  
Lincoln Counties Region and Registering with ) Resolution No. 719-23  
the United States Department of Housing and )  
Urban Development in 2024 )

WHEREAS, homelessness is a critical issue in the tri-county region of Linn, Benton, and Lincoln Counties; in Oregon; and across the nation; and

WHEREAS, children, families, veterans, and chronically homeless individuals experiencing mental illness and addictions comprise a large portion of the region's homeless population; and

WHEREAS, the United States Department of Housing and Urban Development created the Continuum of Care program in 1994 as a means for communities across the nation to "engage in multi-year strategic planning for homeless programs and services that are well integrated with planning for mainstream services"; mainstream services denoting public housing, Section 8 housing choice vouchers, and services for runaway and homeless youth, victims of domestic violence, veterans, seniors, and people experiencing addictions and/or mental illness; and

WHEREAS, Linn, Benton, and Lincoln Counties are part of a "balance of state" Rural Oregon Continuum of Care; and

WHEREAS, the City of Siletz carefully considered relevant factors and determined that the region could benefit from creating its own Continuum of Care, with enhanced service coordination, local autonomy, and alignment of goals to more effectively reduce homelessness in the region;

NOW THEREFORE, BE IT RESOLVED that the City of Siletz supports establishing a Continuum of Care for the Linn, Benton, and Lincoln County region and supports the new Continuum of Care registering with the United States Department of Housing and Urban Development in 2024.

Adopted and approved by the City Council and signed by the Mayor this 23rd day of October 2023.

\_\_\_\_\_  
Mayor Will Worman

ATTEST:

\_\_\_\_\_  
City Recorder

# RCAC-Rate Study



*Corporate Office:*  
3120 Freeboard Drive, Suite 201  
West Sacramento, CA 95691  
(916) 447-2854 • Fax (916) 447-2878



Welcome to the  
**City of Siletz, Oregon**  
a "Fisherman's Paradise"

## Drinking Water Rate Analysis

Rural Community  
Assistance Corporation

The City of Siletz commissioned a drinking water rate analysis after seeking funding for a wastewater plant upgrade. As the City of Siletz looks forward to potentially taking on debt, the city wants to ensure that the drinking water rates are fair and equitable across its customer base while maintaining sustainability.

**Current Rate Structure:**

Customer Class	Base Rate (includes 1000 gallons)	
Inside City Residential	\$	42.00
CTSI	\$	42.00
Commercial	\$	42.00
Outside City Residential	\$	84.00
School	\$	462.00
Usage Rate	\$	0.50 per 100 gallons
Outside city usage rate	\$	1.00 per 100 gallons

Existing Reserves	Amount	
Debt Reserve	\$ 61,100.00	As per lending agreement(s)
Operating Reserve	\$ 45,000.00	Often in Checking Account
Emergency Reserve	\$ 100,000.00	Often in Savings Account
Capital Reserve	\$ 1,936,000.00	Mostly in CDs or other investments
<b>Total</b>	<b>\$ 2,142,100.00</b>	

Reserve Targets	Amount	Make Up Period	First Year Reserve Addition	Excess funds to be transfer to CIP
Debt Reserve	\$ 61,100.00		\$ -	\$ -
Operating Reserve	\$ 43,178.46		\$ -	\$ 1,821.54
Emergency Reserve	\$ 100,000.00		\$ -	\$ -
Available for Capital Reserve	\$ 1,937,821.54			



**Current rate performance:**

	2023	2024	2025	2026	2027	5 Years
TOTAL EXPENSES	\$ (282,706.13)	\$ (161,015.65)	\$ 427,710.90	\$ 482,631.36	\$ 502,625.15	\$ 969,245.64
TOTAL REVENUE	\$ 546,156.90	\$ 546,156.90	\$ 546,156.90	\$ 546,156.90	\$ 546,156.90	\$ 2,730,784.49
NET LOSS OR GAIN: (Short/Over to Reserves)	\$ 828,863.02	\$ 707,172.55	\$ 118,446.00	\$ 63,525.53	\$ 43,531.75	\$ 1,761,538.85
NET CASH FLOW (Contribution to Reserves)	\$ 127,933.84	\$ 110,202.58	\$ 80,711.48	\$ 32,785.93	\$ 12,792.14	\$ 364,425.97
Affordability	1.10%	1.10%	1.10%	1.10%	1.10%	

*\*Affordability is based on Inside City Residential Customer Class*

Findings from current customer data:

- True customer base is 711
- Customer classification should promote fairness
- Rates structure should be easy to administer, explain, and understand

# Capital Improvement Replacement Plan

Quantity	Asset	Year Acquired	(Historic, Current or Future)	Cost Type (H, C, F)	Belonging to Water	Est. Historic Cost	Normal Estimate of Life	Current Age	Estimated Current Cost	Planned Remaining Life	Estimated Remaining Life	Estimated Future Cost	Fund with Cash	Fund with Grant	Fund with Loan	Existing Reserves	Annual Reserve Required
<b>Replacement of Existing Capital Assets</b>																	
0	0.5 MG Finished Water Storage Tank (Qty: 1)	1999	\$ 1,292,477.75	C	100%	\$ -	50	24	\$ -	26	26	\$ -	5%	40%	55%	\$ -	Not Cap.
0	0.3 MG Finished Water Storage Tank (Qty: 1)	1987	\$ 1,070,000.00	C	100%	\$ -	50	36	\$ -	14	14	\$ -	5%	40%	55%	\$ -	Not Cap.
1	0.2 MG Finished Water Storage Tank	1973	\$ 280,000.00	C	100%	\$ 47,154.56	52	30	\$ 280,000.00	2	2	\$ -	15%	30%	55%	\$ -	Not Cap.
1	1.5 MG Raw Water Storage Tank	2010	\$ 2,725,078.00	C	100%	\$ 1,714,843.09	70	13	\$ 2,725,078.00	57	57	\$ -	2%	0%	98%	\$ -	Not Cap.
2	10 HP End Suction Centrifugal Pumps - Raw Water PS	2010	\$ 40,000.00	C	100%	\$ 50,343.89	15	13	\$ 80,000.00	2	2	\$ 88,200.00	50%	0%	50%	\$ 871,573.20	\$ (413,751.84)
1	Pump Station Flow Meter	2010	\$ 10,000.00	C	100%	\$ 4,292.96	15	13	\$ 10,000.00	2	2	\$ 11,025.00	50%	0%	50%	\$ 108,946.71	\$ (51,723.98)
1	Building - DWTP	1999	\$ 290,000.00	C	100%	\$ 104,113.24	100	24	\$ 250,000.00	76	76	\$ 10,193,580.03	0%	0%	0%	\$ -	\$ -
1	Storage Building - DWTP	1999	\$ 5,000.00	C	100%	\$ 7,126.30	100	24	\$ 5,000.00	76	76	\$ 209,871.60	100%	0%	0%	\$ 108,946.71	\$ 778.16
1	BW Pond - DWTP	1999	\$ 200,000.00	C	100%	\$ 85,652.19	40	24	\$ 200,000.00	16	16	\$ 436,574.92	5%	0%	95%	\$ 217,893.43	\$ (12,304.48)
0	1720E Turbidimeters (Qty: 4)	2024	\$ 46,159.92	C	100%	\$ -	30	-1	\$ -	11	10	\$ -	100%	0%	0%	\$ -	Not Cap.
0	Streaming Current Monitor (Qty: 1)	2024	\$ 99,000.00	C	100%	\$ -	15	-1	\$ -	16	15	\$ -	100%	0%	0%	\$ -	Not Cap.
0	CL17 Chlorine Analyzer (Qty: 1)	2024	\$ 6,000.00	C	100%	\$ -	7	-1	\$ -	8	7	\$ -	100%	0%	0%	\$ -	Not Cap.
1	Alum System	2020	\$ 55,391.00	C	100%	\$ 49,776.13	20	3	\$ 55,391.00	17	17	\$ 126,957.19	2%	0%	98%	\$ 24,138.67	\$ (1,276.45)
1	Polymer System	2020	\$ 30,000.00	H	100%	\$ 30,000.00	20	3	\$ 33,261.54	17	17	\$ 76,236.05	5%	0%	95%	\$ 36,237.35	\$ (1,916.22)
1	Soda Ash System	2020	\$ 30,000.00	H	100%	\$ 30,000.00	20	3	\$ 33,261.54	17	17	\$ 76,236.05	5%	0%	95%	\$ 36,237.35	\$ (1,916.22)
0	Chemical Injection Pump- Bleach (Qty: 1)	1999	\$ 10,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	50%	0%	50%	\$ -	Not Cap.
0	Chemical Injection Pump- Alum, Soda Ash (Qty: 2)	1999	\$ 6,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	100%	0%	0%	\$ -	Not Cap.
0	Chemical Injection Pump-Polymer (Qty: 2)	1999	\$ 3,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	100%	0%	0%	\$ -	Not Cap.
0	Filter Level Sensor (Qty: 2)	1999	\$ 7,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	80%	0%	20%	\$ -	Not Cap.
2	Trident Multimedia Filtration Units	1999	\$ 406,207.00	C	100%	\$ -	50	24	\$ -	26	26	\$ -	0%	0%	100%	\$ -	Not Cap.
0	PW Pumps, 5 HP (Qty: 2)	1999	\$ 60,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	0%	0%	100%	\$ -	Not Cap.
0	7.5 HP BW Pump (Qty: 1)	1999	\$ 18,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	0%	0%	100%	\$ -	Not Cap.
0	High PSI Air Dryer (Qty: 1)	1999	\$ 5,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	100%	0%	0%	\$ -	Not Cap.
0	Low PSI Air Blowers (Qty: 2)	1999	\$ 40,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	0%	0%	100%	\$ -	Not Cap.
1	House Water System	1999	\$ 10,000.00	C	100%	\$ 4,292.61	20	24	\$ 10,000.00	-4	1	\$ 10,500.00	50%	0%	50%	\$ 108,946.71	\$ (103,696.71)
0	Control System (Qty: 1)	1999	\$ 200,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	0%	0%	100%	\$ -	Not Cap.
1	MIX DIsinfection	2016	\$ 50,000.00	C	100%	\$ 38,963.79	10	7	\$ 50,000.00	3	3	\$ 57,881.25	2%	0%	98%	\$ 21,783.34	\$ (6,873.18)
1	Filter Media Grates, Screens, Drains	2021	\$ 186,000.00	C	100%	\$ 148,996.00	10	2	\$ 160,000.00	8	8	\$ 236,392.87	0%	0%	100%	\$ -	\$ -
0	Magnetic Flow Meter: BW (Qty: 2)	1999	\$ 10,000.00	C	100%	\$ -	10	21	\$ -	-14	1	\$ -	25%	0%	75%	\$ -	Not Cap.
0	Magnetic Flow Meter: Influent (Qty: 1)	1999	\$ 10,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	25%	0%	75%	\$ -	Not Cap.
0	Magnetic Flow Meter: Effluent (Qty: 1)	1999	\$ 10,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	25%	0%	75%	\$ -	Not Cap.
1	Raw Water Intake	1999	\$ 175,546.00	C	100%	\$ 74,632.86	10	24	\$ 175,546.00	6	6	\$ 235,248.43	0%	0%	100%	\$ -	\$ -
2	River Intake Screens	1999	\$ 58,000.00	C	100%	\$ 34,021.88	30	24	\$ 80,000.00	6	6	\$ 107,207.65	0%	0%	100%	\$ -	\$ -
0	Screen Cleaning Air Scour System (Qty: 1)	1999	\$ 20,000.00	C	100%	\$ -	30	24	\$ -	6	6	\$ -	5%	0%	95%	\$ -	Not Cap.
1	PS Wet Well	1999	\$ 100,000.00	C	100%	\$ 41,538.10	70	24	\$ 100,000.00	46	46	\$ 942,425.82	0%	0%	100%	\$ -	\$ -
0	Air Wash System (Qty: 1)	1999	\$ 40,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	5%	0%	95%	\$ -	Not Cap.
0	Pump Controls (Qty: 1)	1999	\$ 15,000.00	C	100%	\$ -	25	24	\$ -	1	1	\$ -	5%	0%	95%	\$ -	Not Cap.
0	30 HP Submersible Turbine Pumps (Qty: 2)	2007	\$ 60,000.00	C	100%	\$ -	10	16	\$ -	-6	2	\$ -	5%	0%	95%	\$ -	Not Cap.
41	Hydrants	1990	\$ 3,500.00	C	100%	\$ 44,294.85	50	33	\$ 143,500.00	17	17	\$ 328,304.63	0%	0%	100%	\$ -	\$ -
390	Distribution Valves	1990	\$ 4,000.00	C	100%	\$ 481,422.01	40	33	\$ 1,560,000.00	7	7	\$ 2,155,076.66	0%	0%	100%	\$ -	\$ -
1275	2 Inch PVC	1990	\$ 13.00	C	100%	\$ 5,115.13	100	33	\$ 16,575.00	67	67	\$ 435,648.85	5%	0%	95%	\$ 18,057.92	\$ 4.97
1882	4 Inch PVC	1990	\$ 181.00	C	100%	\$ 93,656.64	100	33	\$ 309,485.60	67	67	\$ 7,976,645.07	0%	0%	100%	\$ -	\$ -
21732	6 Inch PVC	1990	\$ 181.00	C	100%	\$ 1,079,739.20	100	33	\$ 9,436,852.00	67	67	\$ 91,962,042.84	0%	0%	100%	\$ -	\$ -
111	6 Inch DL	1973	\$ 161.00	C	100%	\$ 3,551.92	85	50	\$ 23,092.28	35	35	\$ 116,338.28	0%	0%	100%	\$ -	\$ -
0	6 Inch AC (Qty: 1230 Feet)	1973	\$ 161.00	C	100%	\$ -	75	50	\$ -	25	25	\$ -	5%	0%	95%	\$ -	Not Cap.
16363	8 Inch PVC	1999	\$ 185.00	C	100%	\$ 1,287,330.88	100	24	\$ 3,027,155.00	76	76	\$ 123,430,187.33	0%	0%	100%	\$ -	\$ -
0	8 Inch AC (Qty: 90 Feet)	1973	\$ 185.00	C	100%	\$ -	75	50	\$ -	25	25	\$ -	5%	0%	95%	\$ -	Not Cap.
4667	12 Inch PVC	1997	\$ 185.00	C	100%	\$ 249,463.94	75	36	\$ 857,095.00	39	39	\$ 5,818,656.20	0%	0%	100%	\$ -	\$ -
300	10 Inch DL - Water Intake	1999	\$ 110.00	C	100%	\$ 34,693.61	50	24	\$ 33,000.00	26	26	\$ 117,337.20	5%	0%	95%	\$ 35,952.42	\$ (1,170.92)
800	12 Inch DL	1973	\$ 100.00	C	100%	\$ 13,473.79	85	50	\$ 86,000.00	35	35	\$ 441,281.23	0%	0%	100%	\$ -	\$ -
123	Customer Meters	1973	\$ 157.00	C	100%	\$ 3,252.15	52	50	\$ 19,311.00	2	2	\$ 21,290.38	15%	0%	85%	\$ 63,116.10	\$ 29,965.25
250	Customer Meters	2000	\$ 155.00	C	100%	\$ 37,078.54	25	23	\$ 38,750.00	2	2	\$ 42,721.88	15%	0%	85%	\$ 126,650.55	\$ 60,129.13
250	Customer Meters	2015	\$ 155.00	C	100%	\$ 29,340.04	15	8	\$ 38,750.00	7	7	\$ 54,525.14	15%	0%	85%	\$ 126,650.55	\$ 16,941.95
1	Trash Pump	2010	\$ 1,500.00	C	100%	\$ 943.94	25	13	\$ 1,500.00	12	11	\$ 2,693.78	100%	0%	0%	\$ 22,684.01	Not Cap.
1	1999 Ford F150 Truck	2020	\$ 15,000.00	C	100%	\$ 6,799.74	23	3	\$ 7,500.00	20	8	\$ 11,088.92	0%	0%	100%	\$ -	\$ -
1	1988 GMC Tanker	2011	\$ 5,370.00	C	100%	\$ 1,750.94	20	12	\$ 2,685.00	8	8	\$ 3,966.97	0%	0%	100%	\$ -	Not Cap.
1	1997 Ford F250	1997	\$ 8,838.00	C	100%	\$ 6,502.15	23	26	\$ 16,419.00	-3	3	\$ 19,007.04	0%	0%	100%	\$ -	\$ -
1	2012 Ford F150	2015	\$ 24,238.00	C	100%	\$ 9,113.50	23	8	\$ 12,119.00	15	15	\$ 25,194.53	0%	0%	100%	\$ -	\$ -
1	2001 Ford Ranger	2003	\$ 14,747.00	C	100%	\$ 2,169.56	20	20	\$ 4,424.10	0	3	\$ 5,121.45	0%	0%	100%	\$ -	\$ -
1	1999 F350 With Crane	1993	\$ 66,430.61	C	100%	\$ 9,125.31	20	30	\$ 26,572.24	-10	3	\$ 30,760.69	0%	0%	100%	\$ -	\$ -
1	2000 John Deere Tractor	2000	\$ 71,817.00	C	100%	\$ 31,648.67	25	23	\$ 71,817.00	2	2	\$ 79,178.24	0%	0%	100%	\$ -	\$ -
1	7x16 Fletto Bed Trailer	1999	\$ 2,902.00	C	100%	\$ 617.05	13	24	\$ 1,453.00	-11	1	\$ 1,523.55	0%	0%	100%	\$ -	Not Cap.
1	1996 International Dump Truck	2012	\$ 14,063.61	C	100%	\$ 4,251.90	23	11	\$ 7,031.81	12	12	\$ 12,628.11	0%	0%	100%	\$ -	\$ -
1	1972 Ford F700	1966	\$ 30,000.00	C	100%	\$ 4,814.23	23	37	\$ 15,000.00	-14	2	\$ 16,513.50	0%	0%	100%	\$ -	\$ -
1	Kabota Bx 2350	2014	\$ 10,201.00	C	100%	\$ 3,701.34	22	9	\$ 5,100.50	13	13	\$ 5,617.75	0%	0%	100%	\$ -	\$ -
1	Kabota L6400 Tractor	2017	\$ 17,594.00	C	100%	\$ 7,007.02	25	6	\$ 8,677.00	19	19	\$ 21,926.95	0%	0%	100%	\$ -	\$ -
<b>Subtotal Replacement of Existing Capital Assets</b>						<b>\$ 5,865,999.16</b>			<b>\$ 14,075,398.72</b>			<b>\$ 245,878,228.45</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>	<b>\$ 1,937,821.54</b>	<b>\$ (200,929.18)</b>
<b>Reserves for Additional Capital Assets</b>																	
<b>Phase 1</b>		2028	\$ 4,309,000.00	C	1												

While the base rate has increased for the inside city residential and commercial users, their water usage rates have decreased noticeably. Under the current rate structure, the usage rate is \$5.00 per 1,000 gallons.

In this alternative, the base rate is set to increase by 6% annually, while the usage rate is set to increase by 2%.

This rate alternative is considered affordable for the water system’s customers, not surpassing the 2.5% affordability factor recommended by the American Water Works Association.

**How Rate Alternative 1 will perform:**

Results of the new rates	2023	2024	2025	2026	2027	5 Years
TOTAL EXPENSES	\$(288,435.92)	\$(166,843.48)	\$422,110.45	\$476,586.04	\$496,389.68	\$ 939,806.77
TOTAL REVENUE	\$ 469,773.22	\$ 495,261.43	\$522,224.98	\$550,751.29	\$580,933.04	\$2,618,943.96
NET LOSS OR GAIN: (Short/Over to Reserves)	\$ 758,209.13	\$ 662,104.92	\$100,114.53	\$ 74,165.25	\$ 84,543.36	\$1,679,137.19
NET CASH FLOW (Contribution to Reserves)	\$ 54,835.18	\$ 62,760.77	\$ 60,620.95	\$ 41,675.73	\$ 52,053.84	\$ 271,946.47
Affordability	1.4%	1.20%	1.27%	1.34%	1.41%	

*\*Affordability is based on Inside City Residential Customer Class*

**Rate Alternative 2:**

In this rate alternative, the base rate associated with CTSI and the mobile home park has been converted to reflect these connections as wholesale customers since they purchase water for resale to their own customers. They will only be charged for the city’s meter connection, not the connections on the CTSI or mobile home park distribution lines, meaning that the current billing structure will need to be revised for this alternative.

Customer Class	Base Rate (includes 1,000 gallons)						
	5/8" Meter	3/4" Meter	1" Meter	1.5" Meter	2" Meter	4" Meter	6" Meter
Inside City Residential	\$ 51.48	\$ 56.63	\$ 72.07	\$ 92.66	\$ 149.29	\$ 720.71	\$ 1,081.08
Wholesale	\$ 34.32	\$ 37.75	\$ 48.05	\$ 61.78	\$ 99.53	\$ 480.48	\$ 720.72
Commercial	\$ 51.48	\$ 56.63	\$ 72.07	\$ 92.66	\$ 149.29	\$ 720.71	\$ 1,081.08
Outside City Residential	\$ 77.22	\$ 84.94	\$ 108.11	\$ 139.00	\$ 223.94	\$ 1,081.08	\$ 1,621.62
School	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00

The usage rate for residential, commercial, and school are tiered as it is in the 1st rate alternative.

The wholesale usage rate is set at \$4.00 per 1,000 gallons.

Customer Class	Usage Rate per 1,000 gallons		
	8,001-2200	22,01-30,000	30,001 +
Inside City Residential	\$ 2.01	\$ 3.39	\$ 5.50
Commercial	\$ 2.01	\$ 3.39	\$ 5.50
Outside City Residential	\$ 3.02	\$ 5.09	\$ 8.25
School	\$ 2.01	\$ 3.39	\$ 5.50
Wholesale	\$ 4.00 per 1,000 gallons		

**Rate Alternative 2 Performance:**

In this rate alternative, the base rate is set to increase annually at 6% while the usage rate increases by 2%.

This rate alternative is also considered affordable for the water system’s customers.

Growth Factor of Rates		Year 2	Year 3	Year 4	Year 5		
Base		6.00%	6.00%	6.00%	6.00%		
Usage		2.00%	2.00%	2.00%	2.00%		
<b>Results of the new rates</b>		2023	2024	2025	2026	2027	5 Years
TOTAL EXPENSES		\$ (288,435.92)	\$ (166,843.48)	\$ 422,110.45	\$ 476,586.04	\$ 496,389.68	\$ 939,806.77
TOTAL REVENUE		\$ 445,066.41	\$ 467,079.54	\$ 490,319.64	\$ 514,858.45	\$ 540,771.99	\$ 2,458,096.04
NET LOSS OR GAIN: (Short/Over to Reserves)		\$ 733,502.33	\$ 633,923.03	\$ 68,209.19	\$ 38,272.42	\$ 44,382.30	\$ 1,518,289.27
NET CASH FLOW (Contribution to Reserves)		\$ 30,128.38	\$ 34,578.88	\$ 28,715.62	\$ 5,782.89	\$ 11,892.78	\$ 111,098.55
Affordability		1.17%	1.23%	1.30%	1.37%	1.44%	

*\*Affordability is based on Inside City Residential Customer Class*

**Rate Alternative 3:**

In rate alternative 3, the RV park and mobile home park were converted to the commercial customer classification.

To allow the City of Siletz to work more progressively toward full-cost pricing for providing water service, the water allotment of 1,000 gallons has been removed from the base rate. The current billing structure can be utilized for this alternative.

Customer Class	Base Rate (without water allotment)						
	5/8" Meter	3/4" Meter	1" Meter	1.5" Meter	2" Meter	4" Meter	6" Meter
Inside City Residential	\$ 50.48	\$ 55.53	\$ 70.67	\$ 90.86	\$ 146.39	\$ 706.72	\$ 1,060.08
CTSI	\$ 33.65	\$ 33.65	\$ 33.65	\$ 33.65	\$ 33.65	\$ 33.65	\$ 33.65
Commercial	\$ 50.48	\$ 55.53	\$ 70.67	\$ 90.86	\$ 146.39	\$ 706.72	\$ 1,060.08
Outside City Residential	\$ 75.72	\$ 83.18	\$ 105.87	\$ 136.12	\$ 219.30	\$ 1,058.68	\$ 1,588.68
School	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00	\$ 462.00

The usage rates are tiered to promote water conservation and full-cost pricing for water usage.

Customer Class	Usage Rate per 1,000 gallons			
	1,000-8,000	8,001-22,000	22,001-30,000	30,001 +
Inside City Residential	\$ 1.54	\$ 2.01	\$ 3.39	\$ 5.50
Commercial	\$ 1.54	\$ 2.01	\$ 3.39	\$ 5.50
Outside City Residential	\$ 2.31	\$ 3.02	\$ 5.09	\$ 8.25
School	\$ 1.54	\$ 2.01	\$ 3.39	\$ 5.50

**Rate Alternative 3 Performance:**

In this rate alternative, the base rate is set to increase annually at 6% while the usage rate increases by 2%.

This rate alternative is also considered affordable for the water system’s customers.

Growth Factor of Rates		Year 2	Year 3	Year 4	Year 5	
	Base	6.00%	6.00%	6.00%	6.00%	
	Usage	2.00%	2.00%	2.00%	2.00%	
<b>Results of the new rates</b>		2023	2024	2025	2026	2027 5 Years
	TOTAL EXPENSES	-\$282,706	-\$161,016	\$427,711	\$482,631	\$502,805 \$969,426
	TOTAL REVENUE	\$576,371	\$607,724	\$640,894	\$675,988	\$713,120 \$3,214,096
	NET LOSS OR GAIN: (Short/Over to Reserves)	\$859,077	\$768,739	\$213,183	\$193,356	\$210,315 \$2,244,670
	NET CASH FLOW (Contribution to Reserves)	\$158,148	\$171,769	\$175,448	\$162,617	\$179,575 \$847,557
	Affordability	1.14%	1.21%	1.27%	1.34%	1.42%

**Conclusion:**

All three rate alternatives will produce revenue that will sufficiently cover the cost of providing drinking water service to its customers including debt service, while setting aside operating, emergency, and capital improvement reserves. Each alternative is under the 2.5% affordability factor that the American Water Works Association suggests as affordable. Each alternative promotes fairness and equitability across the customer classes while promoting conservation.

However, while each alternative is compatible, Alternative 3 is the best approach to complete fairness, equitability, and full-cost pricing for providing drinking water service. This approach will help the City of Siletz to work progressively toward sustainability, allowing planning to be successful for many years to come. Alternative 3 implements an incremental rate increase annually to ease the burden on the customers from large rate increases. These incremental increases allow the city to set aside necessary reserves for the system's asset management and consider funding for Phase 1 of the system's upgrades while covering the cost of operating the water system. This planning is vital to maintain the quality, safety, and reliability of the drinking water system for current and future users.



**Ordinance 206-23**  
**An Ordinance Amending Title**  
**17 Zoning Code Section**  
**17.16.050 of the City of Siletz**  
**Municipal Code**

**ORDINANCE NO. 206-23**

**AN ORDINANCE AMENDING TITLE 17 ZONING CODE SECTION 17.16.050 OF THE CITY OF SILETZ MUNICIPAL CODE**

**WHEREAS**, The City of Siletz City Council is interested in finding cost effective solutions to add more housing stock in the community;

**WHEREAS**, The City Council held a work session on July 24, 2023 to learn more about the benefits of accessory dwelling units and potential revisions to facilitate the development of more units;

**WHEREAS**, a staff report and proposal for a development code amendment was presented to the Siletz City Council at a public hearing on September 11, 2023 that was properly noticed, accepted testimony, and deliberated a decision to tentatively approve on September 25, 2023.

**WHEREAS**, Siletz City Council adopted findings of fact and conclusions of law in support of the application and thereby approves the code amendment based on the applicable review criteria;

**NOW THEREFORE BE IT RESOLVED THAT THE CITY OF SILETZ ORDAINS AS FOLLOWS:**

**WHEREAS**, the Siletz adopts Ordinance No. 206-23 to revise the zoning code Section 17.16.050 and residential zones 17.16.010 and 17.16.020 (Exhibit A: **Bold** is new text and ~~strikethrough~~ is deleted) and will become effective 30 days from adoption.

Approved for its first reading on the 25th day of September 2023:

Approved and Adopted upon its second reading on the 23rd day of October 2023 by the following vote:

Yeas:

Nays:

Absent:

Abstain:

Approved and signed by the Mayor on this 23rd day of October, 2023.

ATTEST:

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor Will Worman

### **17.16.020 - General residential zone (G-R).**

In a G-R zone, the following regulations shall apply:

- A. **Uses Permitted Outright.** In the residential areas of the GR zone, the following uses and their accessory uses are permitted outright subject to the applicable provisions of Sections 17.16.010, 17.16.020 and 17.20.015:
1. One-family dwelling;
  2. A manufactured home consisting of two or more frame units having widths of no less than ten feet and meeting all provisions contained in Section 17.20.060 of this title;
  3. Two-family dwelling meeting all provisions contained in Chapter 17.16;
  4. Multi-family dwelling meeting all provisions contained in Chapter 17.16;
  5. **Accessory dwelling unit meeting all provisions contained in Chapters 17.16 and 17.20;**
  6. A travel trailer used during the construction of a legal use for a period not to exceed six months;
  7. Agricultural use of land provided that no livestock shall be raised or kept on the premises provided further that no commercial structure shall be constructed or maintained on the premises. For purposes of this Section 17.16.020, chickens and ducks are not considered to be livestock. The keeping of chickens and ducks are subject to the provisions of Chapter 17.20, Supplementary Regulations.

B. **Conditional Uses Permitted.** In a G-R zone, the following uses and their accessory uses may be permitted subject to the applicable provisions of Chapters 17.20, 17.24 and 17.28 of this title:

1. A manufactured home consisting of two or more frame units having widths of no less than ten feet and not meeting all provisions contained in Section 17.20.060 of this title;
2. Manufactured home park;

3. Church, non-profit religious or philanthropic institution;
4. Cemetery;
5. Community center;
6. Day nursery, nursery school, kindergarten, or similar facility;
7. Home occupation;
8. Nursing home, retirement home or similar facility;
9. Public park, playground, golf course, swimming pool or similar recreation area;
10. Public utility facility;
11. Radio or television transmitter or tower;
12. Temporary real estate office offering residential property in the immediate vicinity for sale, rental or lease;
13. Livestock, except pigs, swine, hogs or fowl, excluding chickens and ducks;
14. ~~Accessory dwelling unit meeting all provisions contained in Chapters 17.16 and 17.20;~~

**17.16.010 - Single-family residential zone, S-R.**

In a S-R zone, the following regulations shall apply:

- A. Uses Permitted Outright. In the residential areas of the SR zone, the following uses and their accessory uses are permitted outright subject to the applicable provisions of Sections 17.16.010, 17.16.020 and 17.20.015:
  1. One-family dwelling;
  2. A manufactured home consisting of two or more frame units having widths of no less than ten feet and meeting all provisions contained in Section 17.20.060 of this title;

3. **Accessory dwelling unit meeting all provisions contained in Chapters 17.16 and 17.20;**
4. A travel trailer used during the construction a legal use for a period not to exceed six months;
5. Agricultural use of land provided that no livestock shall be raised or kept on the premises and provided further that no commercial structure shall be constructed or maintained on the premises. For purposes of this Section 17.16.010, chickens and ducks are not considered to be livestock. The keeping of chickens and ducks are subject to the provisions of Chapter 17.20, Supplementary Regulations.
6. Two-family dwelling on a corner lot meeting all provisions contained in Chapter 17.16.

B. Conditional Uses Permitted. In an S-R zone, the following uses and their accessory uses may be permitted subject to the applicable provisions of Chapters 17.20, 17.24 and 17.28 of this title:

1. A manufactured home consisting of two or more frame units having widths of no less than ten feet and not meeting all provisions contained in Section 17.20.060 of this title;
2. Manufactured home park;
3. Cemetery;
4. Church, non-profit religious or philanthropic institution;
5. Community center;
6. Day nursery, nursery school, kindergarten, or similar facility;
7. Home occupation;
8. Nursing home, retirement home or similar facility;
9. Public park, playground, golf course, swimming pool or similar recreation area;

10. Public utility facility;
11. Radio or television transmitter or tower;
12. Temporary real estate office offering residential property in the immediate vicinity for sale, rental or lease;
13. Livestock, except pigs, swine, hogs or fowl, excluding chickens and ducks;
14. ~~Accessory dwelling unit meeting all provisions contained in Chapters 17.16 and 17.20;~~

**17.16.050 - Special development standards for accessory dwelling units.**

Accessory dwelling units shall conform to all of the following standards:

- A. Floor Area. Accessory dwellings shall not exceed nine hundred square feet of floor area, or forty percent of the primary unit. **Existing primary dwellings can become the accessory dwelling subject to all other standards being met. whichever is smaller.** The unit can be a detached cottage, a unit attached to **or above** a garage, or in a portion of an existing house.
- B. Exempt from Density. Accessory dwellings are exempt from the housing density standards of the residential district, due to their small size and low occupancy levels.
- C. Oregon Structural Specialty Code. **Site built** structures comply with the Oregon Structural Specialty Code **or Oregon Small Home Specialty Code.**
- D. ~~Owner Occupied. The primary residence or accessory dwelling shall be owner-occupied.~~
- E. One Unit. A maximum of one accessory dwelling unit is allowed per ~~lot~~ one family dwelling.
- F. Building Height. The building height of detached accessory dwellings (i.e., separate cottages) shall not exceed thirty feet.
- G. Buffering. The approval body may require a landscape hedge or fence be installed on the property line separating a detached accessory dwelling from an

abutting single-family dwelling, unless the applicant and the owner of the abutting single-family dwelling agree in writing not to install the hedge or fence.

- H. **No additional off street parking is required. Two off street parking spaces are required for the main dwelling and will be verified prior to certificate of occupancy.**

# Employee Health/Vision/Dental Benefits



# NEW BUSINESS

# Annexation of Oaks Flats

## MEMORANDUM TO COUNCIL

RE: **Discussion:** Request of Siletz Tribe | Annexation of Oak Flats Subdivision

Fr: Contract Planner, Kevin A. Cronin

Date: October 16, 2023

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**ISSUE:** The Siletz Tribal Council passed a resolution in support of annexing Oak Flats, which is a subdivision built in the 1990s. City staff would like to brief the Council on next steps.

**HISTORY:** The Siletz Tribal Council has requested an annexation of a significant property into the city limits. The property is located inside the urban growth boundary (UGB). In general, annexation allows for the provision of additional city services and eligibility to vote in city elections. Annexations are governed by ORS 222.111, which spells out specific steps for conducting annexations. The Siletz Municipal Code does not have specific standards for annexations so the City Council needs to follow ORS 222.

After the request was made, city staff contacted the City Engineer (Dyer Partnership) to review “as built drawings” provided by the Siletz Tribe to confirm the subdivision was built to city standards and identify any potential issues with utilities and streets.

Based on this review, the following findings were identified:

1. Sewer should be inspected for infiltration and intrusion (I&I) as well as overall condition.
2. Water is built to a city standard.
3. Streets are built to basic engineering standards. The City does not have an adopted city standard such as a Transportation System Plan (TSP).

**ACTION:** If there is consensus, the City Council can direct staff to schedule a public hearing and provide public notice to affected property owners consistent with ORS 222.111 and return with an Ordinance for review.

**Recommended Motion:** *I move to direct staff to schedule a public hearing per ORS 222.111.*

**Alternative Motion:** *I move to continue discussion to the next regularly scheduled City Council meeting.*

*Enclosed:*

- Siletz Tribal Council Resolution
- Map of Subject Property

Resolution No. 2023 - 234

Date Approved: July 21, 2023

Subject: Annexation of Oak Flats  
into the City of Siletz

**SILETZ TRIBAL COUNCIL**

**Resolution**

**WHEREAS,** the Siletz Tribal Council is empowered to exercise the legislative and executive authority of the Confederated Tribes of Siletz Indians of Oregon pursuant to Article IV, Section 1 of the Siletz Constitution approved June 13, 1979, by the Acting Deputy Commissioner of Indian Affairs, as amended; and

**WHEREAS,** the Siletz Tribe owns the property known as Oak Flats; and

**WHEREAS,** Oak Flats is in the City of Siletz's urban growth boundary; and

**WHEREAS,** Oak Flats would benefit from being included as part of the City of Siletz; now

**THEREFORE BE IT RESOLVED,** that the Siletz Tribal Council requests that the property known as Oak Flats be annexed into the City of Siletz; and

**BE IT FINALLY RESOLVED,** that the Tribal Chairman or her delegates and Tribal representatives are authorized to take the steps necessary to facilitate the inclusion of Oak Flats into the City of Siletz.

Confederated Tribes of Siletz Indians

By

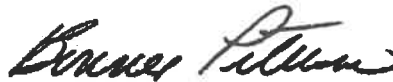


Delores Pigsley, Tribal Council Chairman

**CERTIFICATION**

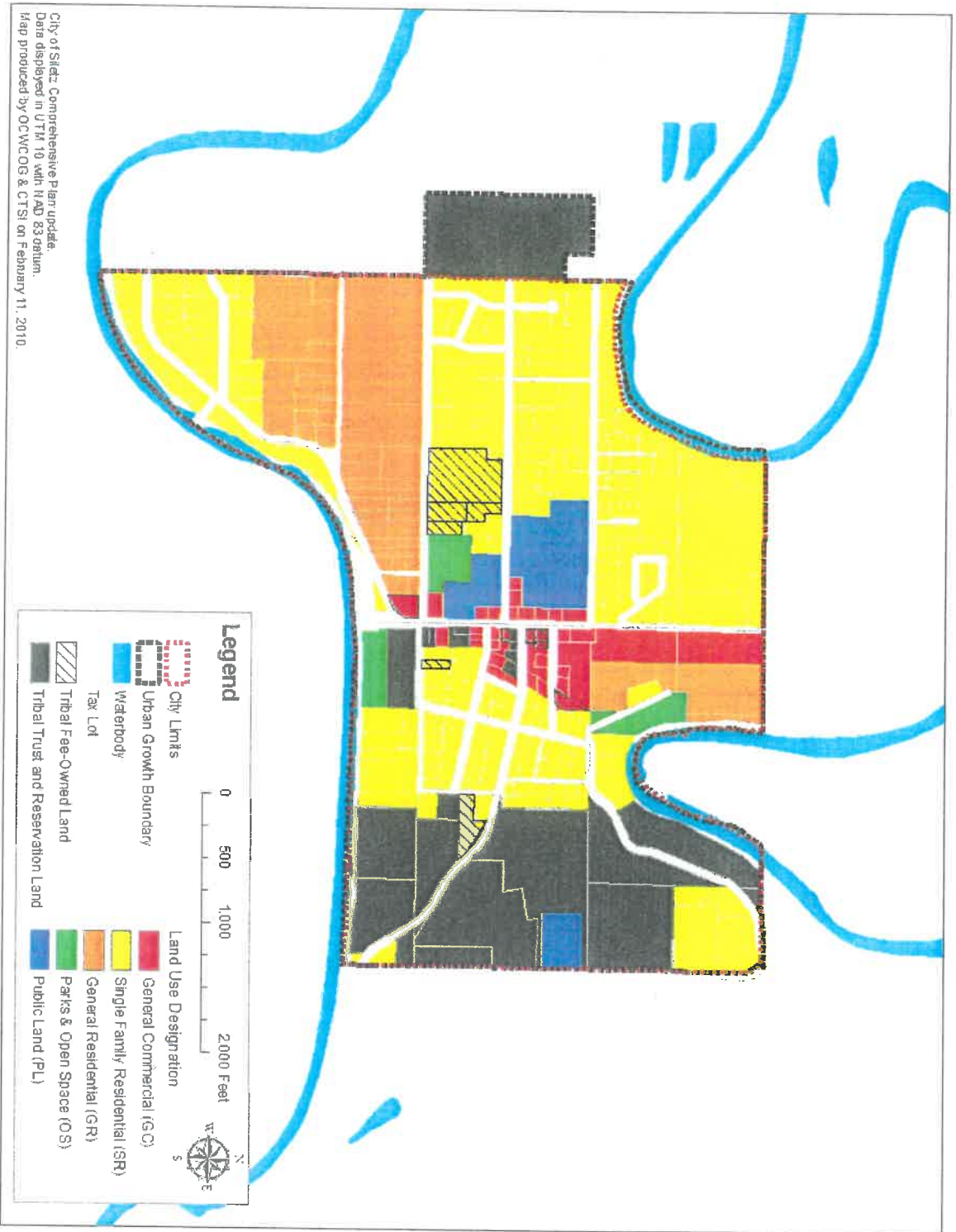
This Resolution was adopted at a Regular Tribal Council Meeting held on July 21, 2023, at which a quorum of the Tribal Council was present, and the Resolution was adopted by a vote of 8 FOR, 0 AGAINST, and 1 ABSTAINING, the Chairman or Vice-Chairman being authorized to sign the Resolution.

By



Bonnie Petersen, Tribal Council Secretary

# Comprehensive Plan Map



## Ordinance 207-23

An Ordinance Establishing Title  
7 Traffic Regulations to the City  
of Siletz Municipal Code.

## MEMORANDUM TO COUNCIL

RE: Draft Traffic Regulations

Fr: City Recorder

Date: 10/23/23

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**ISSUE:** The city's municipal code does not have Traffic Regulations. You will find bits and pieces of regulations regarding parking here and there, however, it is not a concise representation of a traffic section in the code.

**HISTORY:** With the new No Camping/Parking Ordinance No. 205-23, the council realized we needed more to traffic than we currently have. I went to the city's attorney and requested assistance on this and she has given us this ordinance. Yes, it is a borrowed ordinance and we are attempting to make fit into a uniform traffic ordinance that applies to Siletz. This will be a long read for everyone. I am not anticipating bringing this back until the last council meeting in November which is the 23<sup>rd</sup>. The intent is to have councilors read the ordinance between now and the next time this comes on the agenda. The ordinance may be overkill for what Siletz needs right now, but thinking into the future it may not be. Please feel free to delete sections you do not think apply to the city. However, remember this also contains state law and we cannot be less than the law but we can be more than.

**ACTION:** This meeting I am requesting this proposed draft Ordinance be moved for the Introduction and 1<sup>st</sup> reading to November 23, 2023. If no motion is made this proposed draft ordinance will die for lack of second.

**CITY OF SILETZ  
ORDINANCE 207-23**

**AN ORDINANCE ESTABLISHING TITLE 7 - TRAFFIC REGULATIONS TO THE CITY OF SILETZ  
MUNICIPAL CODE.**

**WHEREAS**, the City of Siletz Municipal Code does not contain traffic regulations; and

**WHEREAS**, the city council is interested in providing to Siletz a Uniform Vehicle Code; and

**WHEREAS**, the city is desirous of having traffic laws to protect people on the roadway; and

**WHEREAS**, roadways are dangerous places, and traffic laws can help deter bad behavior behind the wheel; and

**WHEREAS**, traffic laws remind and teach people what is acceptable behavior and what is not;

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF SILETZ ORDAINS AS FOLLOWS:**

**WHEREAS.** Siletz adopts Ordinance No. 207-23 establishing Title 7 - Traffic Regulations and will become effective 30 days from adoption.

Approved for its first reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2023

Approved and Adopted upon its second reading and public hearing on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 by the following vote:

Yeas:

Nays:

Absent:

Abstain:

Approved and signed by the Mayor on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor Will Worman



**TITLE 7 CHAPTER 1 TRAFFIC REGULATIONS SECTION:**

7-1-1:	Short Title
7-1-2:	Definitions
7-1-3:	Administration
7-1-3-1:	Standards
7-1-3-2:	Council Powers
7-1-3-3:	City Manager Powers
7-1-3-4:	Police and Fire Officers' Authority
7-1-3-5:	Traffic Signals
7-1-4:	General Driving Regulations
7-1-4-1:	Crossing Private Property
7-1-4-2:	Unlawful Riding
7-1-4-3:	Sleds on Streets
7-1-4-4:	Damaging Sidewalks and Curbs
7-1-4-5:	Removing Accident Debris
7-1-4-6:	Vehicles Prohibited in Public Parks
7-1-4-7:	Use of All Terrain Vehicles
7-1-4-8:	Self-Powered, Electric or Fuel Powered Conveyance on Public Access, City Owned Property, Streets or Thoroughfares
7-1-4-9:	Low-Speed Vehicles
7-1-5:	Vehicle Restrictions
7-1-5-1:	Storage on Streets
7-1-5-2:	Unattended Vehicle
7-1-5-3:	Impoundment
7-1-6:	Obstructing Streets
7-1-7:	Parking Restrictions
7-1-7-1:	Method
7-1-7-2:	Lights Required
7-1-7-3:	Extension, Parking Limit
7-1-7-4:	Prohibited Parking
7-1-7-5:	Bus and Taxicab Parking, Stands
7-1-7-6:	Use of Loading Zone
7-1-7-7:	Exemptions
7-1-7-8:	Unlawful Marking
7-1-7-9:	Parking Citations
7-1-8:	Pedestrians
7-1-9:	Funeral Processions
7-1-10:	Offenses
7-1-11:	Civil Penalty

**7-1-1: SHORT TITLE:** This Title shall be cited as the "City of Siletz Uniform Traffic Ordinance".

**7-1-2: DEFINITIONS:** In addition to those definitions contained in the Oregon Vehicle Code, the following words or phrases, except where the context clearly indicates a different meaning, shall mean:

**BUS STOP** A space on the edge of a roadway designated by a sign for use by buses loading or unloading passengers.

**HOLIDAY** New Year's Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and any other day proclaimed by the Council to be a holiday.

**LOADING ZONE** A space on the edge of a roadway designated by sign for the purpose of loading or unloading passengers or materials during specified hours or specified days.

**LOW SPEED VEHICLE** Defined as it is in ORS 801.331, means any 4-wheeled vehicle with top speed of more than 20 miles per hour, but not more than 25 miles per hour. Every vehicle that is self-propelled, including tractors, fork-lift trucks, motorcycles, road building equipment, street cleaning equipment, and any other vehicle capable of moving under its own power, notwithstanding that the vehicle may be exempt from licensing under the motor vehicle laws of Oregon.

**MOTORIZED CONVEYANCE** Scooters, mopeds, pocket bikes, mini motorcycles, skateboard with a motor of some type, or any similar type wheeled powered device that is operated by the rider and is propelled by electricity or fuel and is not a licensed or registered vehicle as defined by Oregon Statute.

**MOTORIZED WHEELCHAIR** A motorized vehicle that is electrically powered with three to six wheels and one seat for the operator. This type of conveyance is originally manufactured as a device to provide mobility for a disabled person as defined in ORS 801.235

**PERSON** A natural person, firm partnership, association, or corporation

**SELF-POWERED CONVEYANCE** Bicycles, scooters, skateboards, roller or blade skate, coasters or any similar wheeled device that is operated and propelled by the rider, except for a wheelchair.

**STREET** Highway, road or street as defined in ORS 801.305 **TAXICAB STAND** A space on the edge of a roadway designated by sign for use by taxicabs.

**TRAFFIC LANE** That area of the roadway used for the movement of a single line of traffic.

**VEHICLE** As used in subsequent sections of this Title, this word includes bicycles. As used in this Title, the singular includes the plural, and the masculine includes the feminine.

#### **7-1-3: ADMINISTRATION:**

**7-1-3-1: STANDARDS:** The regulations of the City Manager or his designate shall be based upon:

- A. Traffic engineering principles and traffic investigations.
- B. Standards, limitations and rules promulgated by the Oregon Transportation Commission.
- C. Other recognized traffic-control standards.

#### **7-1-3-2: COUNCIL POWERS:**

A. Subject to State laws, the City Council shall exercise all Municipal traffic authority for the City except those powers specifically and expressly delegated herein or by another ordinances.

B. The powers of the Council shall include, but not be limited to:

- 1. Designation of through streets.
- 2. Designation of one-way streets.
- 3. Designation of truck routes.

4. Designation of parking meter zones.
5. Restriction of the use of certain streets by any class or kind of vehicle to protect the streets from damage.
6. Authorization of greater maximum weights or lengths for vehicles using City streets than specified by State law.
7. Initiation of proceedings to change speed zones.
8. Revision of speed limits in parks.

7-1-3-3: CITY MANAGER POWERS: The City Manager or his designate shall exercise the following duties:

- A. Implement the ordinances, resolutions and motions of the Council and his own orders by installing, maintaining, removing, and altering traffic-control devices. Such installation shall be based on the standards contained in the Oregon Manual on Uniform Traffic-Control Devices for Streets and Highways.
- B. Establish, remove, or alter the following classes of traffic controls:
  1. Crosswalks, safety zones, and traffic lanes.
  2. Intersection channelization and areas where drivers of vehicles shall not make right, left or U-turns, and the time when the prohibition applies.
  3. Parking areas and time limitations, including the form of permissible parking (e.g., parallel or diagonal).
  4. Traffic-control signals.
  5. Loading zones and stops for vehicles.
- C. Issue oversize or overweight vehicle permits.
- D. Designate certain streets as bridge paths and prohibit horses and animals on other streets.
- E. Temporarily block or close streets.
- F. Establish bicycle lanes and paths and traffic controls for such facilities.
- G. Install temporary traffic-control devices deemed by him to be necessary under conditions constituting a danger to the public.

7-1-3-4: POLICE AND FIRE OFFICERS AUTHORITY:

- A. It shall be the duty of a police officer and code enforcement officer to enforce the provisions of this Title.
- B. In the event of a fire or other public emergency, City employees and volunteer fire fighters may direct traffic as conditions require, notwithstanding the provisions of this Title.

7-1-3-5: TRAFFIC SIGNALS: A. The existence of a traffic sign, signal, device or marking shall be prima facie evidence that such sign, signal, device or marking was lawfully authorized and installed under the terms of this Chapter and the laws of the State .

7-1-4: GENERAL DRIVING REGULATIONS:

7-1-4-1: CROSSING PRIVATE PROPERTY: No operator of a vehicle shall proceed from one street to an intersecting street by crossing private property. This provision shall not apply to the operator of a vehicle who stops on the property for the purpose of procuring or providing goods or services.

7-1-4-2: UNLAWFUL RIDING: A. No operator shall permit a passenger and no passenger shall ride on a vehicle upon a street except on a portion of the vehicle designed or intended for the use of passengers. This provision shall not apply to an employee engaged in the necessary discharge of a duty or to a person riding within a truck body in space intended for merchandise.

B. No person shall board or alight from a vehicle while the vehicle is in motion upon a street.

7-1-4-3: SLEDS ON STREETS: No person shall use the streets for traveling on skis, toboggans, sleds or similar devices, except where authorized.

7-1-4-4: DAMAGING SIDEWALKS AND CURBS: A. The operator of a motor vehicle shall not drive upon a sidewalk or roadside planting strip except to cross at a permanent or temporary driveway.

B. No unauthorized person shall place dirt, wood or other material in the gutter or space next to the curb of a street with the intention of using it as a driveway.

C. No person shall remove a portion of a curb or move a motor vehicle or device moved by a motor vehicle upon a curb or sidewalk without first obtaining authorization and posting bond, if required. A person who causes damage shall be held responsible for the cost of repair.

7-1-4-5: REMOVING ACCIDENT DEBRIS: A party to a vehicle accident or a person causing broken glass or other debris to be upon a street shall remove the glass and other debris from the street.

7-1-4-6: VEHICLES PROHIBITED IN PUBLIC PARKS:

A. No person shall drive a vehicle of any kind, in any area of a public park other than areas which have been designated as roadways, parking areas, or bicycles on paved pathways which do not exclude bicycles.

B. No person shall operate a motorized vehicle of any kind in areas marked as bicycle or "bike" paths.

C. The owner of a vehicle found to be operated in violation of subsections A, B or C of this Section shall be liable for any damage to property caused by this violation.

D. This Section does not apply to a City employee engaged in the necessary discharge of his or her duty.

7-1-4-7: USE OF ALL TERRAIN VEHICLES:

A. As used in this subsection "All Terrain Vehicle" means an all terrain vehicle of any class as defined in the Oregon Vehicle Code. (ORS 801.190, ORS 801.193 and ORS 801.194).

B. No person shall drive an all terrain vehicle within the City limits of the City of Siletz or upon any property owned by the City of Siletz, except as permitted under paragraphs C or D of this subsection. This subsection does not apply to all-terrain vehicles that are street legal and licensed for highway use which are being lawfully operated on any public street or highway in the City.

C. No person shall drive an all-terrain vehicle on any private property except with the consent of the owner of the property. This subsection does not apply to a person driving an all terrain vehicle on his or her own property or on other property in the presence of the property owner or with the written permission of the property owner. Any written permission required by this subsection shall be in the

possession of the driver when operating the all terrain vehicle and shown upon request of any public employee charged with enforcing this subsection.

D. This subsection does not apply to a public employee, including police officers, fire department personnel, paramedics, and others providing emergency services engaged in the necessary discharge of his or her official duty.

**7-1-4-8: SELF-POWERED, ELECTRIC OR FUEL POWERED CONVEYANCE ON PUBLIC ACCESS, CITY OWNED PROPERTY, STREETS OR THOROUGHFARES:**

A. Areas permitted: Riding or operating a self-propelled, electric or fuel powered motorized conveyance is permitted in the following areas:

1. City owned public access areas to include but not limited to: City parks, areas within City parks, or any City owned property that has been designated by the Community Development Department for the specific use of a self-propelled, electric or fuel propelled motorized conveyance and is duly posted with rules and regulations governing the use of such conveyances.
2. Private property where the owner or person in legal charge of the property has consented.
3. Within the bike lane of any street that is posted 25 mph or less, with the exception of bicycles which may travel on any city street or thoroughfare regardless of posted speed.
4. Motorized scooters can be driven on the side of city roadways with a speed limit of 25 mph or less and may be operated on a city roadway with a speed limit over 25 mph as long as the roadway has a marked bike lane in which the motorized scooter may ride. In addition motorized scooters must comply with state statutes governing such conveyances and may only be operated by a driver 16 years of age and older who is eligible to possess a valid drivers license. Mopeds can be driven on any city roadway with a posted speed of 25 mph or less. Mopeds must comply with state statutes governing such conveyances and drivers must be licensed and insured according to state law. Motorized mini motorcycles/pocket bikes can be operated on city owned public access property, except city roadways and bike paths, when such property is specifically designated for such use by the Community Development Department.

B. Areas prohibited: Except for persons operating a motorized wheelchair or wheelchair, no person shall ride or operate a self-powered, electric, or fuel propelled motorized conveyance in the following areas:

1. On any City sidewalks in commercial and non-residential areas.
2. On private property open to the public, without the owner's permission.
3. On any City Street where the posted or designated speed is over 25 mph, with the exception of bicycles which may travel on any city street or thoroughfare regardless of posted speed.
4. On City owned public access property including parks, areas within parks or any City owned property when such use is specifically prohibited and duly posted.
5. Mopeds and motorized scooters are prohibited from operating on any city roadway when the posted speed is over 25 mph. Motorized scooters may travel on a roadway where the posted speed is over 25 mph when there is a marked bike lane in which the motorized scooter may travel in.

**C. Regulations:** The following regulations apply to the general operation of self-powered, electric or fuel powered conveyance within the City.

1. **Protective Headgear.** Any person under the age of 16 is required to wear protective headgear of a type approved under ORS 815.052, when riding a self-powered, electric or fuel propelled conveyance on City owned property, streets or thoroughfares.

2. **Equipment.** No self-powered, electric or fuel propelled motorized conveyance shall be operated on any public street or sidewalk between 30 minutes after sunset and 30 minutes before sunrise unless the rider or conveyance is equipped with lighting equipment that meets the following requirements:

a. The lighting equipment must show a white light visible from a distance of at least 500 feet to the front of the rider or conveyance.

b. The lighting equipment must have a reflector or lighting device or material of such size or characteristic and so mounted as to be visible from all distances up to 600 feet to the rear when directly in front of lawful lower beams of headlights on a motor vehicle.

3. **Traffic Control Devices.** Any person operating a self-powered, electric or fuel propelled conveyance shall obey the instructions of official traffic control signals, signs and other control devices applicable to vehicles.

4. **Traffic Regulations.** The operation of a self-powered, electric or fuel propelled motorized conveyance on any City street or thoroughfare, shall be subject to all of the provisions or laws of the State and laws of the City, including those applicable to the drivers of vehicles, except as to the latter, those provisions that by their very nature have no application.

5. **Operation on sidewalks.** No person shall operate a self-propelled conveyance (excluding bicycles which are prohibited) on a sidewalk:

a. So as to suddenly leave a curb or other place of safety and move into the path of a vehicle that is so close as to constitute an immediate hazard.

b. Without giving an audible warning before overtaking and passing a pedestrian.

c. At a speed greater than an ordinary walk when approaching or entering a crosswalk, approaching, or crossing a driveway or crossing a curb cut or pedestrian ramp and a vehicle is approaching the crosswalk, driveway, curb cut or pedestrian ramp.

6. Bicycles are prohibited from operating on any pedestrian sidewalk or pathway in the City except paths or trails that are clearly marked for the joint use by both bicycles and pedestrians except as follows:

a. Bicycles are allowed on sidewalks in residential areas.

b. Bicycles are allowed on paved pathways in city parks unless posted as prohibited.

c. Bicycles are permitted on all public bike and pedestrian paths and trails unless posted as prohibited.

7. **Racing.** No person operating a self-powered, electric or fuel propelled motorized conveyance shall engage in, or cause others to engage in, a race upon streets, sidewalks, or any other public property. Provided, however, that it shall not be a violation of this subsection, if racing occurs in conformance with

rules and regulations within a designated area for such use, as defined by the Community Development Department.

8. Hitching on Vehicles. No person while operating a self-propelled, electric or fuel propelled conveyance shall in any way attach themselves or the conveyance to any moving motor vehicle.

9. Careless Riding. No person shall operate a self-powered, electric or fuel propelled conveyance in a careless manner. Riding in a careless manner means the person operates the conveyance in a manner that endangers or would be likely to endanger any person or property.

10. Every person operating a bicycle upon a street or bike path shall ride as near to the righthand side of the street or path as is practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.

11. The operator of a bicycle entered from an alley, driveway, or building shall, upon approaching a sidewalk or the sidewalk area extending across any alley or driveway, yield the right-of-way to all pedestrians approaching on said sidewalk or sidewalk area, and upon entering the roadway shall yield the right-of-way to all vehicles approaching on said roadway.

12. No person operating a bicycle shall carry any package, bundle or article which prevents the rider from keeping at least one hand upon the handlebars and in full control of such bicycle.

13. No person shall leave a bicycle on public property or the public right-of-way except in a bicycle rack. If no rack is provided, the person shall leave the bicycle so as not to obstruct any roadway, sidewalk, driveway or building entrance. A person shall not leave a bicycle in violation of the provisions relating to the parking of motor vehicles.

#### D. Penalties:

1. First Offense. When any person violates a provision of this chapter, the offender may be issued a written warning citation for the violation and advised that subsequent violations within a 5 year period may result in the offender, (if over the age of 12), being issued a written citation to appear in court for the offense(s). Repeat offenders may have the involved conveyance impounded and be required to pay a \$25 impound fee per occurrence and if convicted of the offense(s), and at the direction of the court, the conveyance may be seized and forfeited to the City for disposal.

2. Second and Subsequent Offenses. A person who commits a second or subsequent violation of a provision of this chapter, who is under the age of 12 and has previously been issued a written warning citation, shall have the involved conveyance impounded. The offender's parent or guardian must contact the impounding officer for "offender counseling" within 20 days from the date of impoundment or the conveyance shall be forfeited to the City. Every person over the age of 12, who is convicted of a violation under this chapter within a 5-year period, shall be punished by a fine not less than \$50 or more than \$250. Fifty dollars of the fine shall not be suspended or deferred, but the court may authorize community service in lieu of all or part of this fine. In addition, the City police shall be authorized to impound the conveyance and assess the owner/operator a \$25 impound fee. The court may also order forfeiture of the conveyance which was ridden in violation of this chapter, unless it is proven to the court by a preponderance of the evidence that the defendant is not the owner of the conveyance and the

owner did not and could not have reasonably known that the conveyance would be ridden in violation of this chapter.

7-1-4-9: **LOW SPEED VEHICLES:** In accordance with Oregon Revised Statutes and Federal Low Speed Vehicles standards Low-speed Vehicles may be operated on certain streets/highways within the Siletz City limits. Low speed vehicles may be operated on street/highways where there is a designated speed of 45 miles per hour or less and within the Siletz city limits.

7-1-5: **VEHICLE RESTRICTIONS:**

7-1-5-1: **STORAGE ON STREETS:** No person shall store or permit to be stored on a street or other public property, without permission of the City Council, a motor vehicle or personal property for a period in excess of two (2) hours. Failure to move a motor vehicle or other personal property for a period of seventy two (72) hours shall constitute prima facie evidence of storage of a motor vehicle.

7-1-5-2: **UNATTENDED VEHICLE:** Whenever a police officer shall find a motor vehicle parked or standing unattended with the ignition key in the vehicle, the officer is authorized to remove the key from the vehicle and deliver the key to the person in charge of the police station.

**IMPOUNDMENT:**

A. Whenever a vehicle is placed in a manner or location that constitutes an obstruction to traffic or a hazard to public safety, a police officer shall order the owner or operator of the vehicle to remove it. If the vehicle is unattended, the officer may cause the vehicle to be towed and stored at the owner's expense. The owner shall be liable for the costs of towing and storing, notwithstanding that the vehicle was parked by another or that the vehicle was initially parked in a safe manner but subsequently became an obstruction or hazard.

B. The disposition of a vehicle towed and stored under authority of this Section shall be in accordance with the provisions of the ordinances of the City relating to impoundment and disposition of vehicles abandoned on the City streets.

C. The impoundment of a vehicle will not preclude the issuance of a citation for violation of a provision of this Title.

D. Whenever a police officer observes a vehicle parked in violation of a provision of this Title or State law, if the vehicle has four (4) or more unpaid parking violations outstanding against it, the officer may, in addition to issuing a citation, cause the vehicle to be impounded. A vehicle so impounded shall not be released until all outstanding fines and charges have been paid. Vehicles impounded under authority of this subsection shall be disposed of in the same manner as is provided in subsection B of this Section.

E. When any motor vehicle is found parked or standing, whether attended or unattended, in any prohibited or restricted area or an area posted "No Vehicular Traffic", an officer may, in addition to issuing a citation, cause that vehicle to be impounded. A vehicle so impounded shall not be released until all outstanding fines and charges have been paid. Vehicles impounded under authority of this subsection shall be disposed of in the same manner as provided in subsection B of this Section.



F. A police officer may order a vehicle to be towed and impounded at the expense of the owner or person entitled to possession thereof when:

1. The vehicle has been reported stolen; or
2. The vehicle or its contents is to be used as evidence in a traffic or criminal prosecution; or
3. The vehicle is in the possession of a person taken into custody by a law enforcement agency; or
4. The vehicle was used in committing a violation of ORS 811.175 and 811.182 (DWS); ORS 813.000 (DUII); ORS 807.010 (No operator's license); ORS 806.010 (Driving Uninsured).

G. When ordering a vehicle to be towed under paragraph F hereof, the police officer shall provide the notices set forth ORS 819.180.

H. The registered owner or driver of a vehicle impounded under paragraph F-2-3-4 hereof shall pay an administrative fee of not less than \$100.00 to recover the costs incurred by the police department for the impoundment.

**XXXX: IMPOUND HEARING:**

A. Upon written request of the legal owner, the registered owner, or any other person who reasonably appears to have an interest in the vehicle, delivered to the Municipal Court not more than five days from the mailing date of the impound notice, a hearing shall be held before the municipal judge. The written request shall state the grounds upon which the person requesting the hearing believes that the removal and custody of the vehicle is not justified. The five-day period in this subsection does not include holidays, Saturdays, or Sundays.

B. The hearing shall be set and conducted within two regular Court days of receipt of the request, holidays, Saturdays, and Sundays not included. The hearing can be set for a later date if the owner or person entitled to possession so requests.

C. The City shall have the burden of showing the validity of the taking of the vehicle.

D. At any time prior to the requested hearing, the owner or the person entitled to possession of the vehicle may regain possession of the vehicle by posting with the City security in the form of cash or bond in an amount sufficient to cover costs of removing and storage, together with any fines owed, and a fee in an amount set by resolution of the Council.

E. If the municipal judge finds, after the hearing, that:

1. The action of the City in taking the vehicle into custody was proper, the municipal judge shall enter an order supporting the removal and may assess costs of the hearing against the person requesting the hearing.
2. The action of the enforcement officer in taking the vehicle into custody was invalid, the judge shall:

- (a) Order the immediate release of the vehicle to the owner;
- (b) Find that the owner is not liable for any towing or storage charges occasioned by the taking;
- (c) Order the City to satisfy the towing and storage lien; and
- (d) Order the City to reimburse the owner for any towing and storage charges and City fees paid by the owner for the vehicle. New storage costs on the vehicle will not start to accrue until more than 24 hours after the time the vehicle is officially released to the owner under this subsection 2.

F. If the person requesting the hearing does not appear at the scheduled hearing, the municipal judge may enter an order supporting the removal of the vehicle and the assessment of towing and storage costs and may apply any security posted against such costs. A person who fails to appear at a hearing under this section is not entitled to another hearing unless the person provides reasons satisfactory to the appropriate authority for the person's failure to appear.

G. The municipal judge shall provide a written statement of the results of the hearing held under this section to the person requesting the hearing. The action of the municipal judge pursuant to this section is final.

7-1-6: OBSTRUCTING STREETS: A. Except as provided by this Title or any other ordinance of the City, no person shall place, park, store, deposit, or leave upon any street or other public way, sidewalk, parkway or curb any article, personal property, or material which in any way prevents, interrupts, or obstructs the free passage of pedestrian or vehicle traffic, or obstructs the driver's view of traffic control signs and signals.

B. Nothing in this Section shall be so construed as to preclude the right of property owners, persons responsible for properties, or builders having a permit therefore to make use of so much of the roadway, not to exceed one-fourth (1/4) the width, as may be necessary for use, erection, or construction, and abutting on any such roadway.

C. Any person who shall make or cause to be made any portion of the street to be dangerous shall erect a good and sufficient barrier which shall protect and warn the public for such time as the danger may continue.

D. No unauthorized person shall deposit any earth, gravel, or debris upon any street, alley, or other public way, parking strip, sidewalk, or curb.

#### 7-1-7: PARKING RESTRICTIONS

7-1-7-1: METHOD: A. Where parking space markings are placed on a street, no person shall stand or park a vehicle other than in the indicated direction and, unless the size or shape of the vehicle makes compliance impossible, within a single marked space.

B. The operator who first begins maneuvering a motor vehicle into a vacant parking space on a street shall have priority to park in that space, and no other vehicle operator shall attempt to interfere.

C. Whenever the operator of a vehicle discovers the vehicle is parked close to a building to which the Fire Department has been summoned, the operator shall immediately remove the vehicle from the area, unless otherwise directed by police or fire officers.

7-1-7-2: LIGHTS REQUIRED No lights need be displayed upon a vehicle that is parked in accordance with this Title upon a street where there is sufficient light to reveal a person or object at a distance of at least five hundred feet (500') from the vehicle.

7-1-7-3: EXTENSION, PARKING LIMIT: Where maximum parking time limits are designated by sign, movement of a vehicle within a 600-foot radius shall not extend the time limits for parking.

7-1-7-4: PROHIBITED PARKING:

A. No person shall stop, stand, store, or park a vehicle, recreational vehicle, trailer, or motorized conveyance:

1. In an alley other than for the expeditious loading or unloading of persons or materials, and in no case for a period in excess of thirty (30) consecutive minutes.
2. On any street or bike path which has a posted restriction to the parking, standing, or operation of motor vehicles.
3. On any street in such a manner that vision at an intersection is obstructed.
4. For more than two (2) hours on any street adjacent to a private driveway in such a manner that vision is obstructed for persons using the driveway.
5. On any street for the purpose of repairing or servicing the vehicle, except repairs necessitated by an emergency.

B. No person shall stop, stand, or park a motor truck on a street between the hours of nine o'clock (9:00) P.M. and seven o'clock (7:00) A.M. of the following day in front of or adjacent to a residence, motel, apartment house, hotel, or other sleeping accommodation.

C. No person shall stop, stand, or park a vehicle on any street for the principal purpose of:

1. Displaying the vehicle for sale.
2. Repairing or servicing the vehicle, except repairs necessitated by an emergency.
3. Displaying advertising from the vehicle.
4. Selling merchandise from the vehicle, except when authorized.

D. Where parking is permitted upon a street, no person shall stop, stand, store, or park a vehicle, recreational vehicle, or trailer for a period in excess of seventy-two (72) hours, or such shorter period as provided by signage. A person stopping, standing, storing, or parking a vehicle, recreational vehicle, or trailer upon a street shall also comply with the following:

1. Unless a shorter period is provided by signage, stopping, standing, storing, and parking is limited to seventy-two (72) hours in one location. In order to avoid violation of this time limit, a vehicle, recreational vehicle, or trailer must be moved outside of a 600-foot radius from the original location, cannot be at the new location for a period in excess of seventy-two (72) hours, and cannot return to the original location for at least fourteen (14) full calendar days.

2. A person may not accumulate, discard, or leave behind garbage, debris, unsanitary or hazardous materials, or other items of no apparent utility in streets, on City property, or on any adjacent public or private property.

3. A person shall not leave an animal unattended outside the vehicle, recreational vehicle, or trailer; animals must be crated or under control on a leash no longer than six feet.

4. A person shall not create or maintain open flames, recreational fires, burning of garbage, or bonfires in, on, or around the vehicle, recreational vehicle, or trailer.

5. A person shall not dump gray water (i.e., wastewater from baths, sinks, and the like) or black water (i.e., sewage) into any facilities or places not intended for gray water or black water disposal.

6. A person shall not store personal property outside the vehicle, recreational vehicle, or trailer other than what is incidental to the active loading or unloading of a vehicle, recreational vehicle, or trailer.

7. The vehicle, recreational vehicle, or trailer must be operational and display valid registration.

8. A person shall not build or erect any structure connected to or attached to the vehicle, recreational vehicle, or trailer.

E. Issuance of a citation for a violation of this section is not an exclusive enforcement remedy. A law enforcement officer may impound a vehicle, recreational vehicle, or trailer for violation of this section. If the City proposes to impound any vehicle parked in violation of this section, the City shall provide notice in a manner set forth under ORS 819.170.

7-1-7-5: BUS AND TAXICAB PARKING, STANDS: A. Parking of Buses and Taxicabs: The operator of a bus or taxicab shall not stand or park the vehicle upon a street in a business district at a place other than a bus stop or taxicab stand, respectively, except that this provision shall not prevent the operator of a taxicab from temporarily stopping the taxicab outside a traffic lane while loading or unloading passengers.

B. Restricted Use of Bus and Taxicab Stands: No person shall stand or park a vehicle other than a taxicab in a taxicab stand, or a bus in a bus stop, except that the operator of a passenger vehicle may temporarily stop for the purpose of and while actually engaged in loading or unloading passengers when stopping does not interfere with a bus or taxicab waiting to enter or about to enter the restricted space.

7-1-7-6: USE OF LOADING ZONE: No person shall stand or park a vehicle for any purpose or length of time, other than for the expeditious loading or unloading of persons or materials, in a place designated as a loading zone when the hours applicable to that loading zone are in effect. In no case, when the hours applicable to the loading zone are in effect, shall the stop for loading and unloading of materials exceed the time limits posted. If no time limits are posted, then the use of the zone shall not exceed thirty (30) minutes.

7-1-7-7: EXEMPTIONS: The provisions of this Title regulating the parking or standing of vehicles shall not apply to a vehicle of the City, County or State or public utility while necessarily in use for construction or repair work on a street, or a vehicle owned by the United States while in use for the collection, transportation, or delivery of mail.

7-1-7-8: UNLAWFUL MARKING: Except as provided by this Title, it shall be unlawful for any person to letter, mark, or paint in any manner any letters, marks or signs on any sidewalk, curb or other portion of any street, or to post anything designed or intended to prohibit or restrict parking on any street.

7-1-7-9: PARKING CITATIONS: A. Citation on Illegally Parked Vehicle: Whenever a vehicle without an operator is found parked in violation of a restriction imposed by this Title or State law, the officer finding the vehicle shall take its license number and any other information displayed on the vehicle which may identify its owner, and shall conspicuously affix to the vehicle a traffic citation instructing the operator to answer to the charge during the hours and at a place specified in the citation.

B. Failure to Comply with Citation: If the operator does not respond to a traffic citation affixed to a vehicle, the Court clerk may send to the owner of the vehicle to which the traffic citation was affixed a letter informing the owner of the violation and warning him that in the event that the letter is disregarded for a period of fourteen (14) days, the case may be sent to collections.

C. Owner Responsibility: The owner of a vehicle placed in violation of a parking restriction shall be responsible for the offense, except when the use of the vehicle was secured by the operator without the owner's consent.

D. Registered Owner Presumption: In a prosecution of a vehicle owner charging a violation of a restriction on parking, proof that the vehicle at the time of the violation was registered to the defendant shall constitute a presumption that the defendant was then the owner in fact.

7-1-8: PEDESTRIANS: A. Required Use of Crosswalks: No pedestrian shall cross a street other than within a crosswalk in blocks with marked crosswalks or if within one hundred fifty feet (150') of a marked crosswalk.

B. Right Angles: A pedestrian shall cross a street at a right angle, unless crossing within a crosswalk.

7-1-9: FUNERAL PROCESSIONS: A. A funeral procession shall proceed to the place of interment by the most direct route which is both legal and practicable.

B. The procession shall be accompanied by adequate escort vehicles for traffic-control purposes.

C. All motor vehicles in the procession shall be operated with their lights turned on.

D. No person shall unreasonably interfere with a funeral procession.

E. No person shall operate a vehicle that is not a part of the procession between the vehicles of the funeral procession.

7-1-10: OFFENSES: It shall be unlawful for any person to: A. Damage, tamper with, deface, destroy, change, remove, install, paint, or mark any traffic sign, signal or marking, except as provided and authorized in this Chapter.

B. Violate or fail to comply with any traffic or parking sign, signal, marking, device, or designation provided for by this Chapter or by the laws of the State.

C. Violate or fail to comply with the directions of a City employee or volunteer fire fighter.

D. To give or supply false information concerning the identity of the operator of a motor vehicle.

E. Violate or fail to comply with any provision of this Chapter.

7-1-11: CIVIL PENALTY: Proceedings for violation of subsections or paragraphs 7-1-4-2, 7-1-4-3, 7-1-4-4:A, 7-1-4-4:B, 7-1-4-5, 7-1-4-7-B, 7-1-4-8, 7-1-5-1, 7-1-5-2, 7-1-7-3, 7-1-7-4, 7-1-7-5, 7-1-7-6, and 7-1-7-7 shall be civil in nature, and violations thereof are punishable by a fine not to exceed \$500.00 with 7-1-7-4 as set by resolution of the City Council.

DRAFT

# Municipal Court Judge RFP Submitted Proposals

## MEMORANDUM TO COUNCIL

RE: Municipal Court Judge

Fr: City Recorder

Date: 10/23/09

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**ISSUE:** Selecting a Municipal Court Judge

**HISTORY:** The Request for Proposals offered two different dates to submit your proposal. As of today, the 23<sup>rd</sup> of October the RFP is closed.

**ACTION:** Anticipated for this meeting would be a request for the council to pick who they would like to interview and set a date and time for that interview.



## REQUEST FOR PROPOSALS

CITY OF SILETZ  
P.O. Box 318  
215 W. Buford Ave.  
Siletz, Oregon 9380  
Phone (541) 444-2521

### **MUNICIPAL COURT JUDGE SERVICES Proposal Due Date: October 16, 2023, 4:00 PM.**

The City of Siletz invites proposals for contracted judicial services. Proposals are due to the City Recorder's Office by 4:00 p.m. on October 23, 2023. The City seeks the services of a Municipal Court Judge to perform the functions and duties specified in Chapter V Section 20 of the City of Siletz Charter (see below), and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign. Although not necessarily required by Public Contracting Rules, the City Council has decided it would be prudent and an exercise of due diligence on the part of the City to solicit proposals for judicial services.

For questions, contact the City Recorder, Barbara Chestler, by phone, (541) 444-2521, or email, [recorder@cityofsiletz.org](mailto:recorder@cityofsiletz.org)

**Delivery:** Proposals may be mailed or hand-delivered to Barbara Chestler, City Recorder at the above address for the City of Siletz.

**Communications:** All communications should be directed to the City Recorder's Office, per the RFP's restrictions on communications and requests for additional information.

### Overview

#### **1. Introduction**

For information about the City of Siletz, visit: [cityofsiletz.org](http://cityofsiletz.org).

The City Council consists of a Mayor and four Council Members elected from the City at-large. The Mayor serves as the political head of the City and serves a two-year term. Council Members serve four-year terms. Additional officers of the City are the City Recorder, and Municipal Judge. The Municipal Judge and the City Recorder are appointed and may be removed by the Mayor, with the consent of the majority of the Council.

The City's municipal court has not been active since approximately 2008. The City is in the process of reactivating its municipal court.

#### **2. Court Staff**

The Court has a Court Clerk. The Court Clerk is assigned to the City Recorder. The City Recorder is responsible for the Court Clerk's evaluation, budget, and day-to-day supervision. The Municipal Judge is responsible for directing the Court Clerk's legal, court responsibilities. The

Court Clerk assists the Municipal Judge with paperwork and necessary orders. The Municipal Judge assists the Court Clerk with keeping apprised of changes in laws and procedures.

### **3. Code Enforcement/Law Enforcement**

The City contracts with the City of Toledo for code enforcement services. The City's law enforcement services (80 hours per month) are provided by the Lincoln County Sheriff's Office with funding from a special law enforcement district levy and a contract with the Confederated Tribe of the Siletz Indians.

### **4. Judicial Duties**

Municipal Court duties are set by City Charter Section 21 (see below), but also include all normal duties of a municipal judge acting in that capacity for a municipal court. These duties include but are not limited to, arraignments, accepting pleas, and conducting sentences. The judge also issues warrants, such as bench warrants for criminal non-appearances, reviews probation reports, and has probation violation hearings. The judge may also review court programs, court fines, court charges, and court procedures, and issue court orders establishing the procedure and amount of fees, as needed.

Court meets once per month on a day to be determined. The Municipal Judge conducts court trials on these regular court days.

### **5. City Charter**

Chapter V Section 21 of the Siletz City Charter provides:

The municipal judge shall be the judicial officer of the city. He shall hold within the city a court known as the municipal court for the city of Siletz, Lincoln County, Oregon. Except on nonjudicial days, the court shall be open for the transaction of judicial business. All areas within the city shall be within the territorial jurisdiction of the court. The municipal judge shall exercise original and exclusive jurisdiction of all crimes and offenses defined and made punishable by ordinances of the city and of all actions brought to recover or enforce forfeitures or penalties defined or authorized by an ordinance of the city. He shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the city, to commit any person to jail or admit him to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause before him, to compel obedience to such subpoenas to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of the court. When not governed by ordinances or this Charter, all proceedings in the municipal court for the violation of a city ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts. Trials in the municipal court of cases for violation of city ordinances shall be had without juries.

### **6. Agreement Term**

The City anticipates a one-year agreement, with options for three one-year renewals. Renewal of the agreement will require mutual written agreement of both parties and Council reauthorization.

### **7. Schedule**

The following schedule is provided for informational purposes only, as it may be adjusted as needed, at the City's sole discretion. Interviews may be scheduled with one or more proposer during the week of October 23, 2023. The City will not be able to allow much advance notice if interviews are scheduled.

RFP Release Date: September 12, 2023

RFP Submission: No later than October 16, 2023

Interviews (if any): October 23, 2023

Council Consideration: November 13, 2023

Anticipated Start Date: November 14, 2023

## **8. How to Respond**

Proposals must include the following items in the order set forth below and any additional information proposers deem relevant:

### **A. Information to be included:**

1. Provide a brief description of your professional experience and qualifications, including:
  - a) education
  - b) employment
  - c) offices held
  - d) professional organizations
  - e) Oregon State Bar number

Note: a resume may be attached and used to respond to the items listed above in A.1.

2. Identify any experience with municipal law.
3. Include a statement on how you satisfy or will satisfy ORS 221.142(1)(b) which requires municipal judges to have completed a course on courts of special jurisdiction offered by the National Judicial College, or complete the course within 12 months after appointment to the office of municipal judge.
3. Describe your capability in providing services as a Municipal Court Judge.
4. Provide a brief description of your judicial philosophy.
5. Provide a brief description of various projects that you would anticipate initiating for the court.
6. Provide a brief description of your philosophy as to the administration of fines for first and repeat offenders.
7. Provide any other information or comments, which you believe are relevant and will assist the City in making its selection.

Note: Additional questions concerning judicial philosophy, programs, and duties may be asked at the interview if held. Additional information may be requested in order to conduct a background check.

### **B. Letters:**

Provide two current letters of recommendation made in specific reference to this

position.

C. Compensation:

State the necessary compensation proposer would expect for performance of these services. The City reserves the right to negotiate compensation.

**9. Evaluation and Selection**

Evaluation Process. The following steps are anticipated:

Step 1: Receipt and review (City Council review of minimum qualification)

Step 2: City Committee scoring of qualified written proposals

Step 3: Initial reference and information checks

Step 4: City Council interviews, if any

Proposals will be initially screened to ensure the following minimum qualifications are met:

- Be a member of the Oregon State Bar OR have completed a course on courts of special jurisdiction offered by the National Judicial College or equivalent (as approved by the Oregon Supreme Court) or be willing to complete the course within 12 months after appointment or election to the office of municipal judge.

A Selection Committee consisting of the City Council will evaluate proposals submitted by proposers meeting the above minimum qualifications on the basis of the criteria set forth in Section 10 of this RFP. The city reserves the right to request additional information and clarification of any information submitted. Failure of a proposer to respond to such a request for additional information or clarification could result in the rejection of the proposer's proposal.

A Selection Committee consisting of the City Council, will evaluate proposals submitted by proposers meeting the above minimum qualifications on the basis of the criteria set forth in Section 10 of this RFP. The city reserves the right to request additional information and clarification of any information submitted. Failure of a proposer to respond to such a request for additional information or clarification could result in the rejection of the proposer's proposal.

The City Council may recommend proposers for further interviews by the City. If the Council elects to conduct interviews, proposers may be interviewed and rescored based upon the same criteria or other criteria to be determined by the City Council.

**10. Evaluation Criteria**

The Council shall consider the following factors when recommending potential interviewees and/or awarding the contract.

- A. Overall Experience, Background, and Qualifications.
- B. The ability to understand the legal requirements (ordinances) of the City of Siletz and State criminal and traffic laws.
- C. The approach to the work outlined in the proposal and extent to which the proposal is thorough, original, comprehensive, and tailored to the needs of the City.

- D. The nature and extent of prior experience in performing legal services for general purpose local governments.
- E. Relevant expertise outside traditional municipal legal functions.
- F. Demonstrated skill in establishing and maintaining effective working relationships with subordinates, public and private officials, and the general public.
- G. Cost. Although a factor, cost may not be the dominant criteria. Cost may be of greater importance when all of the other evaluation criteria are substantially equal.
- H. Innovative approaches.

### **11. Agreement**

Upon announcing a tentative awardee, the City intends to complete any open terms in the agreement attached as Exhibit A (Agreement), and execute an Agreement in that form. Proposers shall identify any and all issues with the terms of this Agreement, if any, and suggest alternative provisions, as appropriate. Failure to raise issues within a submitted proposal evidences the proposer's intent to be bound by all terms of the attached Agreement.

### **12. Authority of City**

The City may request additional information from proposers at any time prior to award. The City reserves the right to select one, or more, or none of the respondents to provide the judicial services. Final approval of the selected respondent is subject to award and Agreement approval by the City Council.

### **13. Reserved Rights**

The City reserves the right to:

- Extend the deadline for proposal submittal;
- Reject any or all proposals not in compliance with all public procedures and requirements;
- Reject any proposal not meeting the specifications set forth herein;
- Waive any or all irregularities in proposals submitted;
- Reject all proposals;
- Negotiate services and cost within the scope of this RFP with the highest ranked Contractor. In the event City is unable to negotiate an agreement with the highest ranked Contractor, to commence agreement negotiations with the next highest ranked Contractor and to continue this process until the Agreement is executed;
- Cancel this RFP at any time, for any reason;
- Award any or all parts of any proposal; and
- Request references and other data to determine responsiveness.

**ARNOLD W. POOLE**  
 138 7<sup>th</sup> Ave SW  
 Albany, Oregon 97321  
 TEL (541) 928-0684, FAX (541) 967-4275  
[arnoldpoole@yahoo.com](mailto:arnoldpoole@yahoo.com)

October 3, 2023

Barbara Chestler  
 City Recorder  
 City of Siletz  
 P.O. Box 318  
 215 W. Buford Ave.  
 Siletz, Oregon 97380

RE: Municipal Court Judge

Dear Mayor and Council;

I believe my cumulative experience in addition to my education and training qualifies me to be a valuable municipal court judge for Siletz. Below are my responses to the specific topics of discussion in the Request for Proposal:

**1. Professional Experience.**

- a. **Education.** I have a Doctor of Jurisprudence and a Certificate in Dispute Resolution from Willamette University.
- b. **Employment.** I have been working primarily in criminal defense for the past thirty some years in both State courts as well as various municipal courts as a self-employed attorney.
- c. **Offices held.** I am the judge in four Oregon cities. I was a member of the Board of Directors of the Linn County Court Appointed Special Advocates (CASA), and a member of the Oregon State Bar Military Access Panel.
- d. **Organizations.** I am a member of the Oregon Municipal Judges Association, Oregon Criminal Defense Lawyers Association, Linn County Defenders (Board of Directors), the Oregon State Bar, Grande Ronde Tribal Bar.
- e. **OSB.** My Oregon State Bar Number is 891083.
- f. **Resume.** I have attached a copy of my resume for your consideration.

**2. Experience in Municipal Law.** I am currently the sitting municipal court judge in Toledo, Lincoln City, McMinnville, and Dundee. I am also the pro tem judge for the municipal court in Albany. All of these courts include code enforcement as well as traffic violations. Currently Toledo, Lincoln City, and Dundee Municipal Courts only adjudicates violations and code enforcement. However, a significant portion of my job as a judge in McMinnville and pro tem in Albany involves criminal cases. As a lawyer, I have represented a large number of people in various municipal and justice courts.

**3. Statutory Qualification.** I am statutorily qualified under ORS 221.142(1)(a) since I am a member of the Oregon State Bar. I know at first reading this statute can be confusing because

the legislature used a semicolon at the end of subparagraph (1)(a) instead of the word “or.” This was brought up in 2022 in a discussion group of members of the Oregon Municipal Judges Association. I’ve attached a copy of relevant parts of that discussion in which a new member asked what the statute meant. The immediate response is from Hon. Juliet Britton, the presiding judge of the Beaverton Municipal Court. She points out the requirement of subparagraph (1)(b) is only required for individuals who are not licensed by the Oregon State Bar. I have also attached a copy of the relevant course description of the “Special Court Jurisdiction” from the National Judicial College. As you can see, it is a course designed for judges “without formal law school training.”

4. **Capability as a judge.** This cover letter and my resume address my capability to be your municipal court judge. My availability is somewhat restricted by the days I work for other cities. McMinnville has court every Wednesday for a full day. Toledo has court the fourth Thursday morning of the month. Lincoln City has court every other Tuesday morning. So I would not be available on those days and times. I can be available most other days unless I have a previously scheduled jury trial in circuit court. It would make the most sense for me to schedule Siletz Municipal Court on one of the days I am in either Toledo or Lincoln City.
5. **Philosophy.** While on the bench or in my law practice, I try to treat each person I encounter with dignity and respect, including clients, other lawyers, court staff, police and witnesses. I learned long ago that even though I work in an adversarial system, the most successful lawyers are not adverse and recognize everyone involved in the judicial system are trying to do the best they can. In my practice I try to learn not only what my client knows and needs, but also what the other side needs for a mutual resolution. That often involves thinking “outside the box” to consider creative and practical solutions. As a young lawyer I quickly came to appreciate the philosophy of combining accountability with common sense. I have seen how this can allow deserving people to get beyond their life challenges while still dealing with those who haven’t learned to care.
6. **Projects.**
  - a. Procedures. Most municipal courts do not have a set of written procedures for clerks, other judges, or the public to follow. I intend to write a set of procedures.
  - b. Traffic School. Deferred sentencing programs can be extremely beneficial for both the offender and the city. I like to give qualifying offenders the opportunity to earn a dismissal of their traffic charge. I open it to anyone who hasn’t received a moving violation in the past five years. The offender is required to pay a fee to the City that is equal to the presumptive fine and complete an online traffic course.
  - c. Past bills. In some of my cities I have a program in which we mail a notice and letter to individuals who had missed court in the past and their driver’s licenses had been suspended because of it, and give them an opportunity to earn the right to have their licenses reinstated.
  - d. Deferred Sentencing. As a judge I like to give offenders an incentive to change or do what they are supposed to do. A quick example of me applying that philosophy is a case that came before me early on in McMinnville. There, I sanctioned an offender for his fourth or fifth driving while suspended charge. When I asked when he would be able to get his license back he admitted he never had a driver’s license. I sanctioned him

with the maximum fine of \$2,000. However, I explained I would significantly reduce the fine if he came back in a few weeks with positive proof that he either had, or was working on obtaining, a driver's license. When he returned six-weeks later with a driver's permit, I reduced his fine by \$1,560.00. So, he ended up with the presumptive fine but now can drive legally. Generally, I like what my predecessors in McMinnville had established regarding deferred sentences, or even DUII diversions for that matter. When an offender is granted a deferred outcome, they are required to report to the court in a few weeks so we can verify they are paying their fees, doing community service for an acceptable agency, or generally following their agreement with the court. We set up the periodic reporting times to be short enough that offenders can correct problems before the diversion or deferred sentence expires.

7. **Administration of fines.** I discussed deferred sentences and traffic school above. Repeat offenders are different. Depending on the level of violation a municipal court can increase a fine up to \$2,000.00 per charge; however, the statutes allow an offender to avoid that by merely exercising one of the options given on a traffic ticket and mailing in the presumptive fine.
8. **Other information.** In addition to my legal practice I have been involved in giving back to the community. I have principally volunteered with Albany Boy Scouts. Among other things I have taught citizenship to Scouts and have brought young people to the circuit court, city hall and a local museum in Albany while teaching about the history of Oregon. I became the principal trainer for adults in Linn County Scouts and have assisted as a trainer for an advanced youth leadership program and later as a trainer for an adult leadership program both for the Oregon/Washington regional council. Most recently, I served as a member of the Board of Directors for the Court Appointed Special Advocate (CASA) from 2017 through 2018. Beyond serving our community, I have served our country and state. As a Marine Corps officer during the Cold War I served in Japan and South Korea. I was discharged with the rank of Major. I have been a member of the Oregon State Bar Military Access Panel assisting veterans with legal matters and am a mentor to new lawyers through the Oregon State Bar.
9. **Recommendation.** A letter of recommendation from Honorable Heidi Sternhagen and Michael Adams, City Attorney for Toledo is attached.
10. **Proposal.** I propose a compensation of \$500.00 for one court session a month.

Thank you for your courtesies,



Arnold Poole  
Enclosures



## EDUCATION

<b>J.D.</b> 1988	Law Certificate in Dispute Resolution	Willamette University Salem, Oregon
<b>B.A.</b> 1979	Political Science (Dean's List)	University of Rhode Island Kingston, Rhode Island

## EXPERIENCE

### MUNICIPAL COURT JUDGE

**City of Dundee.** Conduct monthly court sessions, including arraignments, pleas and sentences. Conduct traffic violation trials and city code enforcement trials. Rule on evidence, issue judgments.  
2023 - present

**City of Lincoln City.** Conduct bi-weekly court sessions, including arraignments, pleas and sentences. Conduct traffic violation trials and city code enforcement trials. Rule on evidence, issue judgments.  
2023 - present

**City of McMinnville.** Conduct weekly court sessions, including criminal and violation arraignments, pleas, trials, and sentences as well as code enforcement actions. Rule of motions, evidence, issue warrants, orders and judgments.  
May 2022 - present

**City of Toledo.** Conduct monthly court sessions, including arraignments, pleas and sentences. Conduct traffic violation trials and city code enforcement trials. Rule on evidence, issue judgments.  
2021 - present

**City of Albany.** Pro tempore. Conduct arraignments, accept pleas, issue sentences and conduct trials.  
2019 - present

### ATTORNEY

**Solo practitioner.** Member of Linn County Criminal Defense Consortium. Appointed by Circuit Court for defense of misdemeanors through major felonies. Average around 400 new cases a year; pre-COVID jury trials seem to run between 6 to 18 a year; about 200 judicial hearings a year. Conduct legal research, negotiate with opposing counsel, interview witnesses, hire investigators and expert witnesses, prepare pleadings. Examine and cross examine witnesses in trials; conduct voir dire of prospective jurors before trials; argue application of evidence rules before the court. Family law. Average about 15 divorces and 17 custody cases a year. Conduct discovery, interview witnesses, negotiate with opposing counsel, prepare and conduct arbitrations and trials. Corporate law. Form closely held corporations; advise boards of directors; negotiate with State regulators.  
1998 - present

Albany, Oregon

**Solo practitioner.** Member of Marion County Criminal Defense. Managed over 400 criminal and civil cases per year. Legal research of statutes, evidence rules, administrative and trial court rules. Conducted about 12 felony jury trials; about 30 bench trials; about 50 judicial hearings a year. Represented prisoners in post conviction and habeas corpus cases. Wrote appellate briefs for the Court of Appeals. Evaluated personal injury claims and wrote settlement/demand packages for other attorneys. Negotiated and settled

with insurance adjusters. Lectured at estate planning seminars. Wrote wills, trusts, and corporate documents. Served as City Attorney for Falls City; advised city council; prepared new and amended ordinances, amended personnel policy.

1990 - 1998

Salem, Oregon

**Associate.** Advised business, estate planning, probate and personal injury clients. Wrote corporate documents, pleadings for senior attorneys, wills, and trusts. Administered probate estates. Negotiated with opposing parties to claims. Researched and wrote opinion letters for senior attorneys regarding changes in school law. Served as co-counsel in depositions and civil trials.

Spring 1989 Johnstone, Zagar & Zarzana

McMinnville, Oregon

### **SUPPLY OFFICER**

Managed several projects simultaneously. During one two-week exercise, was responsible for matters similar to a personnel office, security section, logistics section, recreation office, and food distributor. Interpreted rules and regulations for superior officers and subordinates. Regularly instructed other sections within the local unit regarding logistic procedures, changes to existing policy, or other matters as required or requested.

1985 - 1987

United Marine Corps Reserve

Portland, OR

### **FISCAL OFFICER**

Administered supply and fiscal transactions worth over \$88 million. Reorganized existing local accounting system. Wrote user's manual for accounting computer program. Wrote and advocated for the passage of budgets. Interpreted policies and changes by higher headquarters and advised and/or instructed appropriate personnel of those changes. Monitored over a hundred individual supply accounts and advised or instructed supply officers concerning accounting problems with those accounts. Worked with subordinates and fellow officers to expose and correct accounting system, which resulted in a savings of approximately one million.

1984 - 1985

United States Marine Corps

Japan

### **SUPPLY OFFICER**

Managed supply accounts which provided all repair parts, subsistence, clothing, medical and housekeeping supplies for units of over 1,000 Marines. Administered up to \$1.6 million for supplies and services from Korea, Japan, and U.S. Managed 11 separate sub-accounts. Provided written analysis of policy changes. Supervised up to 30 people at a time. Advocated subordinate concerns, counseled, administered discipline, wrote career progress reports. Wrote, reviewed, or monitored all budgets and fiscal reports from 9 separate supply offices.

1981 - 1984






United States Marine Corps

Japan & Korea

### **COMMUNITY ACTIVITIES**

Scouts, BSA: Adult Volunteer, 2006-present, including Scout Master, Troop 99, Albany 2014-2018, Linn County District Round Table Commissioner 2008-2018, Oregon/Washington Council Advanced Youth Leadership Training Patrol Advisor 2010, Wood Badge Adult Training Patrol Guide 2017. Linn County Defenders 1998-present, Board of Directors member 2013-present. Linn County Court Appointed Special Advocates (CASA) Board of Directors member 2017-2018. President's Volunteer Service Award recipient 2007, 2008 and 2009. Oregon State Bar, Military Access Panel, 2006-2010. American Legion, member.

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- 📧 Inbox
- ▼ Channels 
  - General
- ▼ Personal chat 

## National Judicial College Course Mandate under ORS 221.142

vmgreer Feb 23

ORS 221.142 requires that newly appointed municipal judges complete a course on courts of special jurisdiction offered by the National Judicial College. It doesn't expand on what "a course" means. Is there a specific curriculum that is required or is it any of their classes that are listed under "special jurisdiction?"

jbritton Feb 24

That course requirement is only required if you are not a licensed bar member. Some judges with a license take it anyway. NJC has a "Special Court Jurisdiction" two-week course, and it is specifically designed for non-attorney judges. To my knowledge, that is the course you would take and historically, that is the course Oregon Municipal Judges have taken. OMJA members Judge Britton, Judge Cross and Judge Miller have all taken it if you want to chat to them more about their experience.

The next course that is being offered begins June 5, 2023. Scholarships are available. More information is here: **Special Court Jurisdiction - The National Judicial College (judges.org)**

Creasing  Feb 24

Other than being "official" and thus satisfying ORS 221.142, how does it compare to Judge Todd's "New

Skip to main content  

Judge” seminar offered at most conferences? I suspect his is shorter, for starters, but having sat through a few I would recommend it highly for new judges who may not legally need (or have time for) the NJC.

OTOH, I wouldn’t mind making time in my schedule to take the NJC class.

**jbritton**

**Feb 24**

The NJC classes are two weeks long and cover law school class topics: evidence 101, etc. **Practicing attorneys might find it too basic and information you already know.** There is also a two-week General Jurisdiction session that goes on at the same time. You might find that helpful. There is also a new online judges class: **Taking the Bench: An Interactive, Online Course for New Judges - NJC**

**New & Unread Topics**

Topic	Replies	Views	Activity
<b>New Photo Enforcement Case</b>	<b>0</b>	3	4h
<b>Restitution Collection</b> restitution	<b>2</b>	28	<b>Feb 24</b>
<b>Scripts, Forms and Templates - Submit or View</b> templates	<b>2</b>	41	<b>Mar 30</b>
<b>FED Agreements with dismissal?</b>	<b>1</b>	23	<b>Mar 25</b>
<b>2022 Govenor’s Order on Remission of Violation Fines</b>	<b>3</b>	32	<b>Feb 24</b>

[Skip to main content](#)

[Back to Course Listing](#)

## Special Court Jurisdiction

Tuition	1960
Conference Fee	649

[Register](#)

Reno, NV

June 5, 2023 to June 15, 2023

## Are you a judge without formal law school training?

This course will offer a comprehensive overview regarding the basics of your judicial role. Topics will include: small claims issues, civil procedure processes, criminal law issues, evidence issues, courtroom security, communications skills, how to manage self-represented litigants, and many more.

This course will guide you to gain confidence in knowing that you are properly following all legal and procedural requirements in your role as a judge, whether you have just joined the bench, or have been on the bench for years.

## Tuition

Course	\$1960
Conference Fee	\$649

## Scholarships programs

Scholarship assistance makes NJC courses more affordable for judges.

[Scholarships](#)

## What will I learn?

**During this course, you will learn to:**

- Make appropriate evidentiary rulings.
- Conduct criminal hearings and trials in compliance with constitutional and statutory standards.
- Manage cases involving unrepresented litigants.
- Create an environment of fairness and impartiality in the courtroom.
- Communicate effectively and appropriately in court and with the media.



- Determine the applicability of the Fourth Amendment to automobile searches.
- Recognize psychological profiles of offenders in court.
- Make appropriate decisions in small claims.
- Analyze principles of damages and restitution in civil cases.
- Apply a legal reasoning and analysis process to the facts of a case.
- Describe judicial immunity and when it does or does not apply.
- Recognize and appropriately sanction direct and indirect contempt.
- Control potential courtroom disruptions.
- Develop a process of legal reasoning and analysis.
- Conduct legal research.
- Communicate more effectively while taking pleas, conducting preliminary hearings or arraignments.
- Identify and utilize numerous stress reduction techniques.

## Why should I take this course?

“Special courts” are those courts with a limited jurisdiction – such as traffic court, misdemeanor courts, domestic violence court, or small claims court, to name a few. Special courts are also courts serving a particular population, such as tribal courts. During this course, judges will receive a solid foundation in caseload management, judicial writing, communications skills, evidence, legal reasoning, and more. The course will help judges gain confidence in knowing that they are properly following legal and procedural requirements in their role as judge.

## Who should attend?

Full-time or part-time judges from urban or rural courts of special jurisdiction, including tribal courts, will find this course valuable.

## Who are the members of the faculty?

The faculty is composed of experienced judges, professors, physicians, and consultants who have a mastery of teaching the skills needed to effectively manage a special court docket, and will provide valuable best practices information regarding limited jurisdiction adjudication.

## How is this course taught?

Classroom presentations are balanced with problem solving sessions, case studies, small group discussions and independent research projects. The faculty encourages you to interact during class and make themselves available outside of the classroom for informal discussion of issues and problems. Some sessions will be taught jointly with Special Court Jurisdiction: Advanced and group facilitators, who are graduates of the course, serve as discussion leaders and mentor in small group.

## Whom should I contact for more information?

For more information, please contact the Registrar’s Office at (800) 255-8343 or [registrar@judges.org](mailto:registrar@judges.org).

*This course qualifies for The National Judicial College Certificate in Judicial Development program Dispute Resolution Skills, Leadership Enrichment & Jurisprudence Skills, Special Court Trial Skills and Tribal Judicial Skills disciplines.*

Heidi Sternhagen  
Circuit Court  
Judge Pro Tem



PO Box 1749  
Albany, Oregon 97321  
541-967-3848

**CIRCUIT COURT OF THE STATE OF OREGON**  
TWENTY THIRD JUDICIAL DISTRICT  
LINN COUNTY

October 2, 2023

City of Siletz  
PO Box 318  
Siletz, OR 97380

Re: Recommendation Letter for Arnold Poole  
Position: Municipal Court Judge

I am pleased to serve as a reference for Arnold Poole. I understand that he is applying for the position of Municipal Court Judge for the City of Siletz. I have had the opportunity to observe and work with Mr. Poole for many years. Mr. Poole is a member of the Linn County criminal defense consortium. When I worked as a deputy district attorney, I prosecuted many cases in which Mr. Poole was appointed to represent the defendant. I found him to be a strong advocate for his clients and a skilled attorney in the courtroom. When I joined the same defense consortium several years ago, I was able to observe firsthand how he interacted with his clients outside the courtroom and how he managed his caseload. I've always been impressed with the consideration and professionalism he shows his clients. He works diligently toward fair and reasonable resolutions. Mr. Poole has a strong work ethic and is always prepared. He possesses excellent time management and communications skills.

This past year, Mr. Poole has served as the judge for several cities including McMinnville, Lincoln City and Toledo. He has a tremendous amount of enthusiasm and energy for those positions. Mr. Poole strives to immerse himself in those communities. Mr. Poole has met with elected officials, police agencies and treatment providers so that he can better understand the needs of each of these communities and how best the court can address those needs.

Mr. Poole genuinely enjoys getting to know the communities he serves. He frequently attends events, concerts, and restaurants in and around those cities. His enthusiasm does not surprise me. Mr. Poole was a Boy Scout leader for many years. He

spent weekends and evenings engaged in events involving his troops. He has participated in activities with children and members of the community. He has a good relationship with people from a wide variety of backgrounds.

I believe that Mr. Poole would be an excellent fit as the Municipal Court Judge for the City of Siletz.

Sincerely,

A handwritten signature in blue ink, appearing to read "Heidi Sternhagen", with a large, sweeping flourish extending to the right.

Heidi Sternhagen  
Circuit Court Judge Pro Tem





Michael E. Adams | City Attorney  
City of Toledo  
541-336-2247, Ext 2080 | Direct: 541-635-2008  
206 N. Main St, Toledo, Oregon 97386  
www.cityoftoledo.org

October 2, 2023

Mayor Will Worman and Siletz City Council  
PO Box 318  
215 W. Buford Avenue  
Siletz, OR 97380

Re: Recommendation for Siletz Municipal Court Judge

Mayor Worman and City Council of the City of Siletz,

I am elated to serve as a reference for Arnold Poole. I write as the current City Attorney for the City of Toledo. I understand that he is applying for the position of Siletz Municipal Court Judge.

I have had the opportunity to observe and work with Mr. Poole for many years. Mr. Poole is a member of the Linn County criminal defense consortium, and the current Municipal Court Judge for the City of Toledo. During my third year of law school, I performed the municipal prosecutor role for the City of Albany, and later, completed 3-4 years of municipal court indigent appointments in Sweet Home and Lebanon, where I got first got to know Mr. Poole. When I worked as a deputy district attorney, I argued the civil commitment hearings in which Mr. Poole was appointed to represent the alleged mentally ill persons. More than 20 years later, I strongly believe him to be a strong advocate for his clients, with excellent communication skills, and a skilled attorney in the courtroom.

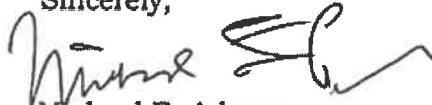
In my interaction with him over the years, and especially in Toledo Municipal Court, I have been able to observe firsthand how he treats and interacts with people. I've always been impressed with the consideration, integrity, and professionalism that he shows his clients, persons in Toledo summoned to court on traffic or code enforcement issues, and court staff. He not only works diligently toward fair and reasonable resolutions, but takes time to provide explanations when needed. Mr. Poole has a strong work ethic, excellent time management and communication skills, and is always prepared.

After serving as the Municipal Court Judge for the City of Toledo, Mr. Poole has also become the Municipal Court Judge for McMinnville and Lincoln City. I have been impressed with the continued enthusiasm, responsiveness, and energy he has for the position as our Toledo Municipal Court Judge. He has continued to bring knowledge and experience from one City to improve the processes in the other cities. Mr. Poole has also sought to get involved in the community events in these cities. To better understand the communities and how best his court can serve the cities' needs, Mr. Poole has met with elected officials, police chiefs, and treatment agencies. He communicates regularly with court staff and the attorneys regarding court processes. He has also modified court rules and orders as needed.

Mr. Poole's enthusiasm for his Municipal Court Judge positions and the communities he serves does not surprise me. Mr. Poole was a U.S. Marine and was a Boy Scout leader for many years. Having observed him in the courtroom, he has good relationship with law enforcement officers, and people from a wide variety of backgrounds.

I wholeheartedly endorse him for this position. I believe that Mr. Poole would be an excellent fit as the City of Siletz Municipal Court Judge. If you have any questions or concerns, please feel free to contact me at [mike.adams@cityoftoledo.org](mailto:mike.adams@cityoftoledo.org) or on my cell at 541-401-3018.

Sincerely,



Michael E. Adams

# Correspondence

Received  
OCT 16 2023

William Worman and Siletz City Council

Fax # 541 444 7371

October 16,2023

Re: Residents living in camp trailer beside home at 210 NW Grinstead St.

Dear Mr. Worman and members of the city council.

We are hoping you can look into this matter. Our neighbors did have an old motor home they were utilizing and have now moved in a large camp trailer with 3-4 slide outs. They are living in it. It is beside our fence, looks onto our deck and into our kitchen window. They run a generator to operate the heating and cooling system so that is also quite a noise offense. I believe there are 10-12 people living at this residence and clearly some of them residing in the trailer.

As we understand it is against the law to live in an RV on your property within city limits. There may also be rules about how many people can live in a 3 bedroom home. There are alternatives for them setting this trailer on their property.

We don't want to seem unreasonable but the current location of the trailer is not acceptable.

Could you please address this matter and let us know how you could resolve it? We love our home and our privacy has been invaded.

Thank you for your consideration, looking forward to hearing from you soon.

Sincerely,

*Ron + Pattie Jarrett*

Ron and Pattie Jarrett 250 NW Grinstead st.

*541 444 2816  
mailing address POB 225 Siletz  
fax 541 444 6112*

THIS IS WHAT IS IN OUR MUNICIPAL CODE.....

- **8.08.160 - Recreational vehicles.**

A. Parking a recreational vehicle on a public street in excess of two hours is prohibited.

B.

Residing in a recreational vehicle in a public place is prohibited except in a licensed trailer park or recreational vehicle park.

C.

The owner or occupant of private property may permit visitors to park their recreational vehicle on the owner's or occupant's private property for dwelling purposes provided:

1.

The duration of the stay does not exceed four weeks in any six-month period; and

2.

Users of the recreational vehicle must use sanitation facilities within the lot owner or occupant's home.

D.

A property owner may be issued, by the City, a temporary permit to live in his or her recreational vehicle for a period not to exceed one hundred eighty days for the purpose of constructing a permanent residence if:

1.

The property owner has a valid building permit; and

2.

The property owner can demonstrate that the recreational vehicle is self-contained and provides no health hazard to the community with respect to water, sewage and garbage disposal.

E.

Violation of subsection A is a Class D infraction with a maximum forfeiture of one hundred dollars. Violation of subsection B is a Class B infraction with a maximum forfeiture of five hundred dollars. Violation of subsections C and D is a Class A infraction with a maximum forfeiture of one thousand dollars.

(Ord. No. 177, § 18, 5-10-2007)

## RESOLUTION No. 2023-9.1

### · THANKING THE CITY OF SILETZ FOR THEIR FINANCIAL DONATION TO THE LINCOLN COUNTY LIBRARY DISTRICT

**WHEREAS**, The City of Siletz, Oregon has been a longstanding partner of the Lincoln County Library District, and,

**WHEREAS**, the Siletz Public Library is a valued member of the Chinook Library Network; and,

**WHEREAS**, the City of Siletz has provided a generous donation of \$4,000.00 to the Lincoln County Library District, and,


**NOW THEREFORE, BE IT RESOLVED**, that the Lincoln County Library District Board expresses its gratitude to the City of Siletz for their donation to the District, and,

**FURTHER RESOLVED**, that the Lincoln County Library District looks forward to its continued partnership with the City of Siletz and Siletz Public Library, and,

**FURTHER RESOLVED**, that a copy of this resolution be presented to the City of Siletz as an expression of our thanks and commitment to continued provision of library services to the City of Siletz, the Siletz Public Library, and Lincoln County residents.

The above resolution statements were approved and declared adopted on this 13<sup>th</sup> day of September, 2023.

Chris Boyle, President, LCLD Board



Bryan Miyagishima, LCLD Director



# Adjournment