

Siletz City Council
Regular Meeting
Monday, October 23, 2023, 6:00 PM
Siletz City Hall

Present: Mayor Worman, T. Retasket, W. Smith, S. Trachsel, J. Whitehead
Staff: City Recorder B. Chestler, Public Works Lead D. Viar

1. Pledge of Allegiance

Mayor Worman led the Pledge of Allegiance.

2. Call Meeting to Order and Establish a Quorum

Mayor Worman called the meeting to order and established a quorum.

3. Approve Minutes: Regular Meeting Minutes 9-25-23

Motion 1: Trachsel moved to approve the minutes of the Regular Meeting on September 25, 2023, as submitted. Retasket seconded the motion.

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

Vote: Motion 1 passed.
Ayes: 3 were in favor.
Councilor Retasket abstained.

4. Accounts Payable- Financial Report October 23, 2023

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

Motion 2: Retasket moved to approve the accounts payable as presented. Trachsel seconded the motion.

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

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

5. Special Orders

- City County Insurance Services – Alycia Johnson

Alycia Johnson, from Assured Partners out of Forest Grove, introduced herself to the Council.

She reported that in April 2023 she toured all the city-owned facilities with the now-retired Public Works Superintendent and went through all of the insurance provisions with the city recorder as well. She stated that they have a formal process that they do when they bring on a new city to work with them and it takes about 3 years. Johnson explained that the CIS Trust is all-inclusive, it covers legal, risk management, claims, and a team with account management. She stated the main area where they can help cities is to go through a risk mitigation plan.

Mayor Worman explained that CTSI has requested that we cross-train their employees at the city's water and sewer plant, and he asked if there would be liability issues for the city to consider before allowing this.

Johnson explained that typically the city would ask for a certificate of insurance from CTSI.

She reported to council that every 3 years CIS has a best practice survey, CIS comes out and asks about 100 questions in all different areas, and as long as the city scores above 93%, the city would qualify for 3-5% off of the program.

6. Reports of Officers, Boards, or Standing Committees

- Parks

Councilor Retasket reported that the next big event for the city is Trunk on Treat on October 31st from 4:00-7:00 PM on Bensell ST. After that the next event is Christmas Craft Day on November 11th from 1:00-3:00 PM at the Siletz Grange, they are inviting different groups to sponsor a table to bring supplies for crafting projects. The Christmas Tree lighting is on Saturday, December 2nd. Mayor Worman reported that John Miller has a large tree for the city. Discussed was putting Christmas lights on the gazebo now that it is fixed. Retasket stated that she will be doing the final report on the golf cart purchase and the sounds of the city grant application to CTSI and will get a copy to the city recorder. She also reported that she will be putting in another charitable contribution request for a tree for the park.

Mayor Worman reported that the city purchased movie equipment. He stated there has been a discussion of building a permanent screen on the back side of the baseball field. He also reported that he will be playing a movie inside of city hall during the Trunk or Treat event for the community to watch. Licensing issues for showing movies was discussed.

Retasket reported that the Parks Committee was going to pull out the Christmas decorations to see what the city has and what is still working.

- Library

A representative of the Siletz Library reported that Swank Movie Licensing company does offer outdoor movie licenses. She stated that the library is going to be participating in the school's Trick or Treat parade and the Trunk or Treat event. Also reported was that the library has picked their book for Lincoln County Reads, As the Condor Soars is the book. She stated that the Lincoln County Library District is in

the process of joining together the Chinook Library network with the Newport Library, Driftwood Library, and the Tillamook Library.

- Fire Department

Fire Chief Dave Lapof reported that the Fire Department received a FEMA Grant to add an employee to the Fire Department. The seasonal program at the Fire Department ended on October 31st. He stated that they will be participating in the school trick-or-treat parade and the Trunk or Treat event. Lastly, he said the volunteer association wants to put together a tree-lighting parade next year.

- County Sheriff's Office (LCSO)

An Officer from LCSO reported to the council that LCSO would be involved in the Trunk or Treat event and the school's Trick or Treat parade.

Mayor Worman reported that he met with Sheriff Landers and Lieutenant Vertner last week and talked about general policing and some ideas on how they can help the city with the homeless ordinance and came to some good expectations. Decided was to put together a one-pager with information on where people can go for overnight shelter with other resources that might be helpful. He stated city staff will hand out the one-pager to people who are camping in places they shouldn't be.

The Fire Chief reported that there have been a lot of requests for address markers since people have been taking them out of yards.

- Lincoln County Homeless Advisory Committee

Councilor Trachsel reported that the last homeless advisory meeting was several weeks ago. She stated that they had a presentation from the consultant that recommended what should be presented to the cities going forward. Trachsel reported that the County administrator and the consultant will be here in November to present the full plan. Lastly, she reported that a lot is going on with the shelters in Newport and Lincoln City.

- Staff Report

Mayor Worman reported that he, Recorder Chestler, and Councilor Trachsel went to the League of Oregon Cities Conference last week. He stated that they learned some pieces about gaining funds for some of the city projects. Mayor Worman described the homeless compounds built in Eugene for the houseless community that he was able to visit. Lastly, he reported that the City Recorder Chestler won the Herman Kehrl Award at the conference, and he thanked her for all she does for the city.

City Recorder Chestler reported that she and Admin staff Goodell attended the Oregon Association of Court Administrators Conference in Newport on October 15-17th. She reported that they learned a lot of valuable information about reestablishing the city's municipal court. She stated we are in the process of getting LEDS, which is a program to look up court cases. Lastly, she reported that she attended the

League of Oregon Cities Conference and learned a lot of information from the classes she attended while there.

Public Works Lead D. Viar gave his staff report: 1.) Public Works now has a full staff and they are in the process of getting them trained. 2.) Pulled #1 water pump at WWTP to clean and inspect for preparation for basin start-up. 3.) Fixed a post-injection chlorine at the water plant. 4.) Picked up garbage at Old Mill Park. 5.) Pressure washed and painted the parking stops at City Hall. 6.) Installed 'No Overnight Parking' at Old Mill Park upper lot. 7.) Ordered and installed a new BOD incubator at the WWTP to meet the requirements of the new NPDES permit. 8.) Ordered and received 900 gallons of alum. 9.) Started digging meters for USEPA-required lead and copper service line inventory. 10.) Test ran 4" pump to make sure it's ready for emergency use this winter. 11.) Scraped Hee Hee boat ramp and trimmed briar bushes. 12.) Filled potholes on Darcy Ave and at the WWTP. 12.) Hired a contractor to come and take out 14 dangerous trees at Hee Hee Park, they are going to grind the trees up as well.

Mayor Worman asked if the tree cutters looked at The Log Park to see if any needed cut-down. D. Viar reported that 18 trees will need to be taken down at The Log and he got a verbal estimate of around \$9,000.00.

7. Public Comments

None.

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

Motion 3: Trachsel made a motion to read 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 by title only. Whitehead 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.

Mayor Worman read 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 into the record by title only.

Motion 4: Trachsel moved to approve Resolution 719-23 as submitted. Whitehead seconded the motion.

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

Vote: Motion 4 passed.

Ayes: All were in favor.

B. RCAC- Rate Study

Mayor Worman stated that RCAC came to the city with three alternative rate changes. He said that the council will have to go over each scenario in a future work session meeting to see what would be best. Discussed was how it was going to take another year before the wastewater rate study is completed. Mayor Worman reported that CTSI and the city are working together on agreements and only waiting for the rates to move forward.

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

City Planner Kevin Cronin addressed the City Council and stated that all the changes to the ordinance the city staff were directed to make have been done.

Motion 5: Trachsel moved to read Ordinance 206-23- An Ordinance Amending Title 17 Zoning Code Section 17.16.050 of the City of Siletz Municipal Code by title only. Whitehead 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.

Mayor Worman read Ordinance 206-23- An Ordinance Amending Title 17 Zoning Code Section 17.16.050 of the City of Siletz Municipal Code into the record by title only.

Councilor Retasket stated that she does not agree with the rest of the council on excluding RVs/Travel trailers from being ADUs. She believes that if they are hooked up to city services they are as reasonably accommodating as other ADUs.

Council discussed getting more information on other cities and what they are doing regarding RVs and possibly making some revisions to the ordinance within the next year.

Mayor Worman stated that the city would have to be very careful with wording if RVs were allowed as ADUs because it could potentially open a lot of issues. Discussed was to take time and have a work session in the future to discuss the rules and what would work within the city for allowing RVs as ADUs.

Motion 6: Trachsel moved to approve Ordinance 206-23- An Ordinance Amending Title 17 Zoning Code Section 17.16.050 of the City of Siletz Municipal Code as written. Whitehead seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. Councilor Retasket thanked the council for the willingness to relook at this ordinance a year from now because of the housing crisis.

Vote: Motion 6 passed.
Ayes: 3 were in favor, 1 opposed.

A. Employee Health/Vision/Dental- Benefits

This was discussed in the work session. Nothing changes.

9. New Business

A. Resolution – Annexation of Oaks Flats

Mayor Worman stated that this annexation was brought up to him in a heated discussion with someone who lives in Oaks Flats asking why the city wants to annex Oaks Flats. Mayor Worman made it clear that this is not something that the city is asking for, it is the Tribe that is requesting the annexation. He reported that the Tribal Council passed a resolution asking the city to annex Oaks Flats. He stated that is something the city is open to, but he is waiting to hear more from the Tribe.

B. Introduction- Ordinance 207-23- An Ordinance Establishing Title 7 Traffic Regulations to the City of Siletz Municipal Code

Councilor Retasket stated that the city golf cart has to go up on the sidewalks sometimes for watering and wants to make sure that this Ordinance doesn't cause problems for Parks and Rec when watering flowers. Discussed was that many people in town have golf carts that they ride around town, some are street-legal, and some are not. She stated that the city should support electric vehicles within the community.

Mayor Worman stated that council should go over this draft ordinance and come back to it at the November 27th meeting to discuss it further.

C. Municipal Court Judge RFP Submitted Proposals

- Arnold Poole

Council discussed interview times for Mr. Poole. The set date was for 5:30 PM November 2nd or November 7th and to have two representatives there.

10. Correspondence

- Ron and Pattie Jarett- Nuisance Property

Mayor Worman read the complaint letter into the record from Ron and Pattie Jarret regarding their neighbors having 10-12 people living in a trailer. Mayor Worman explained that this is the second complaint we have received regarding these residents. Discussed was to set up a meeting with the city code enforcement officer to see what can be done about this property.

- Lincoln County Library District Resolution

Mayor Worman read Resolution 2023-9.1 Thanking the City of Siletz for Their Financial Donation To The Lincoln County Library District into the record.

11. Council Comments

Smith: Stated that he will be gone for a week starting December 4th for knee surgery.

Trchsel: Stated that she was able to acquire a few free safety vests from Coastal Character for either public works or parks and rec to use. She described the Agate Beach project that she toured. Lastly, she stated that she got some books and documents from the League of Oregon Cities Conference on how to apply for funding and is looking forward to utilizing the information.

Retasket: Stated that she will be out of the country from November 23rd- December 11th.


Mayor Worman: Stated that during the League of Oregon Cities conference he got information on playgrounds. He also brought back flyers for electronic speed signs for potentially putting more of the speed signs around the city. Lastly, he reported that he received an email from Representative Gomborg stating that he has a group of 40 people he wants to bring and tour the City's Water and Sewer Plants to show why Siletz needs funding to improve the plants.

Whitehead: Nothing new to add.

12. Adjournment

Retasket moved to adjourn the meeting at 7:40.

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



Mayor Will Worman

ATTEST:



Recording Secretary Makenzee Goodell