

Siletz City Council  
Work Session  
Monday, January 8, 2024, 5:30 PM  
Siletz City Hall

Present: S. Trachsel, W. Smith, J. Whitehead  
Absent- Excused- Mayor Worman, T. Retasket  
Staff: City Recorder B. Chestler, City Planner K. Cronin (Zoom)

Council President S. Trachsel officiated the meeting and served as Mayor Protem in the absence of Mayor Worman.

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

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

#### 2. Rate Study Review

During the meeting, there was a review and discussion of the proposed rate study. Concerns were raised regarding the accuracy of the information provided in the study, particularly about the impact on the budget due to the suggested reduction in rates. The council found the presented data and resulting financial implications confusing and in need of further clarification. The possibility of a financial loss based on the current study was a concern, and a reassessment of the rates was deemed necessary.

#### 3. Employee Handbook Review

The Employee Handbook underwent a review process, with specific emphasis on the Employee Assistance Program (EAP). It was recommended to include full details of the EAP within the handbook as opposed to merely the abbreviation. This would assist employees in understanding the program and seeking assistance independently.

#### 4. Job Classification and Wage Range: Administrative Assistant General/Clerk of Court

Council discussed the reclassification and adjustment of the wage scale for the Administrative Assistant General/Clerk of Court position. This update to the job description and corresponding salary was necessitated by additional court clerk duties being incorporated into the existing administrative position. The proposal to move the current employee to Step C on the new salary scale was put forth at the next city council meeting.

#### 5. Planning: Year in Review and Planning for 2024

City Planner Kevin Cronin gave a presentation to the council, there was a conversation around reflecting on the past year's achievements and setting clear goals for 2024. Significant focus was put on applying for grants to update the residential housing section of the zoning code, and the consensus was that support for such a grant application was necessary. The query addressed which

residential zoning-related issues should be prioritized, including the regulation around ADUs and their utility connections.

6. The City Council may convene into an Open Session and act on any of the above work session agenda items in accordance with Oregon Public Meetings Laws

The council may convene into an Open Session but there were no immediate actions taken or discussed during this work session on the above-mentioned items.

- Lincoln County Sheriff's Office (LCSO)

An officer from the County Sheriff's Office reported to the council. He stated that the patrol team would be changing. Officer Leese will not be the patrolling officer on the night shifts anymore. Officer Collins will now be the patrolling night officer in Siletz. Officer Bo will be staying on the dayshift. Council asked the Sheriff's office to look at the landslide on the riverside. Officer Leese reported that the Tribe hired a night security guard. Recorder Chestler reminded the officers that the city will be having the first municipal court on January 25<sup>th</sup> and requested the officers to cite into the Siletz municipal court. Council reported that there has been an individual living in the bushes down Ferry Ave by the substation.

7. Adjournment

Whitehead moved to adjourn the meeting at 7:00 PM.



Mayor Will Worman

ATTEST:



Recording Secretary Makenzee Goodell