

Siletz City Council  
Regular Meeting  
Monday, January 22, 2024, 5:30 PM  
Siletz City Hall

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. Roll Call

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

4. Changes or Additions to the Agenda

Mayor Worman declared himself a voting member until Councilor Retasket arrived at the meeting.

5. Consent Agenda

**Motion 1:** Trachsel moved to approve the consent agenda. 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

6. Public Comments

Jimmy Williams came before the council to present an idea for a community response team. He stated that during the recent ice storm, the community was not prepared and efforts to help ODOT were denied. He proposed to get a response team together for future emergencies that may happen.

Council suggested that he put a group together for a community response team, have a meeting, and come back to a city council meeting so everyone can start working together to take the next step forward with this idea.

7. Public Hearings

There were no public hearings held.

8. Presentations

- 2023 Mayor's Award

Two presentations of the 2023 Mayor's Award were given—one to Terry Barlow, the woodshop teacher at Siletz Valley School, for contributions to the community, particularly regarding woodworking contributions for the city car show. The other is to local contractors, the Rilatos Brothers, for their voluntary services such as donating materials and labor to city projects.

- 1<sup>st</sup> Security Bank- Updates for New Year – Melony Heim

First Security Bank presented updates for the New Year regarding account signatory changes and the transition of the city's credit services from BMO to First Security Bank, which included the posting of a \$5,000 security deposit and set up for automated payments.

## 9. Ordinances and Resolutions

- A. Ordinance 209-24- An Ordinance Amending the City of Siletz Municipal Code, Codified through September 28, 2017, Changing References Made to Police Officers to Include Code Enforcement Officer

**Motion 2:** Trachsel moved to read Ordinance 209-24- An Ordinance Amending the City of Siletz Municipal Code, Codified through September 28, 2017, Changing References Made to Police Officers to Include Code Enforcement Officer by title only. Whitehead 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

**Motion 3:** Trachsel moved Ordinance 209-24- An Ordinance Amending the City of Siletz Municipal Code, Codified through September 28, 2017, Changing References Made to Police Officers to Include Code Enforcement Officer to the second reading and public hearing. 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 Ordinance 209-24- An Ordinance Amending the City of Siletz Municipal Code, Codified through September 28, 2017, Changing References Made to Police Officers to Include Code Enforcement Officer into the record in its entirety.

A public hearing was opened with no comments received. The public hearing was closed.

**Motion 4:** Trachsel moved to approve Ordinance 209-24- An Ordinance Amending the City of Siletz Municipal Code, Codified through September 28, 2017, Changing References Made to Police Officers to Include Code Enforcement Officer as presented. 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

## 10. Reports of Officers, Boards, Or Standing Committees

- Parks

No report was presented due to canceled meetings due to inclement weather.

- Library

A representative from the library reported that on February 3<sup>rd</sup> there will be 'Take Your Child to the Library Day'. On February 10<sup>th</sup> there will be Siletz Valley Friends of the Library annual birthday party and fundraiser from 1:00 to 3:00 PM. Lastly, on February 14<sup>th</sup> there will be a tea party event from 2:00 to 4:00 PM.

- Fire Department

Fire Chief Dave Lapof provided an update on the emergency preparedness following the recent storm and related damages, as well as the support provided by the community.

Mayor Worman stated that it was nice to see the city and fire department work well together during the storm.

- County Sheriff's Office (LCSO)

No sheriff's report was presented.

- Homeless Advisory Board

Councilor Trachsel stated that there was a meeting with the board prior to the storm. She reported that the primary focus was obtaining external funding to support shelter operations and emergency preparedness initiatives.

- Staff Report

Public Works Lead D. Viar reported that the public works crew worked well as a team to get through the storm and learned a lot of lessons. He stated that the public works crew worked with the tribe and the city provided fuel for three of the tribe's generators to keep the warming shelter going.

Recorder Chestler reported that the city is still under audit. She also reported that staff is starting to clean up the office so there will need to be a surplus auction in February.

## 11. Unfinished Business

### A. Siletz Fire District – Land Use Request

Discussion involved the proposed construction of a new fire station apparatus building. The Council expressed support for developing a legal document to allow the Fire District to build on city property. Decided was to have staff amend the lease agreement and have the city attorney work on a legal document.

### B. Closing State of Emergency Declaration

The council decided to close the state emergency declaration as stated within the allocated time frame, paving the way for subsequent recovery actions.

**Motion 5:** Retasket moved to end the State of Emergency. 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

C. Water and Sewer Rate Review

Councilmembers expressed dissatisfaction with the ongoing process and lack of clarity provided by the current firm handling the study. They agreed to seek alternatives for this study. There was discussion on reaching out to the Tribe and having a meeting with the CEO to discuss the current state of the rate study.

**Motion 6:** Whitehead moved to move forward with an RFP for a new water and sewer rate study. Trachsel seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. There was some discussion on where the funds for this would come from.

Vote: Motion 6 passed  
Ayes: All were in favor

D. Amending the City's Wage Scale for the Administrative Assistant General/Clerk of Court

**Motion 7:** Whitehead moved to amend the City's Wage Scale for the Administrative Assistant General/Clerk of Court. Retasket 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

E. Adopting the Updated Employee Handbook- January 2024

**Motion 8:** Trachsel moved to adopt the updated employee handbook as presented. Smith seconded the motion.

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

Vote: Motion 8 passed  
Ayes: All were in favor

12. New Business

A. Request to Transfer Money into the LGIP Account \$500,000.00

It was proposed to transfer \$500,000 into the LGIP account to maximize interest earnings on the city's funds.

**Motion 9:** Retasket moved to transfer \$500,000 into the LGIP account. Whitehead seconded the motion.

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

Vote: Motion 9 passed

Ayes: All were in favor

13. Correspondence

- Oregon Audits Division: Final Stop Withholdings-Amy John

This item was noted as informational for the council without further discussion.

14. Council Comments

Smith: No comments.

Trachsel: No comments.

Whitehead: No comments.

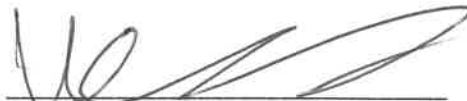
Retasket: Reported that she met the new deputy in town and hopes they can be at the next council meeting.

Mayor Worman: No comments.

15. Adjournment

Whitehead moved to adjourn the meeting at 7:15 PM.

There being no further business to come before the council, Mayor Worman adjourned the meeting at 7:15 PM.

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

ATTEST:

Makenzee Goodell  
Recording Secretary Makenzee Goodell