

City of Siletz
Work Session
Monday, June 10, 2024, 5:30 PM
Siletz City Hall

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

1. Call Meeting to Order and Establish a Quorum

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

2. Meeting Etiquette- Sign-in Sheets

Mayor Worman opened a discussion on meeting etiquette and the use of sign-in sheets. He emphasized the importance of using the sign-in sheet, closing the side door during meetings, having a structured public comment period, and following Robert's Rules of Order to maintain order and decorum during meetings. Councilor Retasket queried how the policies would be communicated to the public. It was suggested to post the new procedures on the city's website and introduce them at future meetings.

3. Siletz Valley Rural Fire Protection District

- New Lease Agreement- City Attorney

There was an extensive discussion regarding the proposed new lease agreement for the fire district's property. The main points of contention were the duration of the lease and the terms of the termination notice. Historically, the lease was for 20 years, but Councilor Retasket expressed concerns about long-term commitments and preferred a 10-year lease with a 60-day notice to safeguard the city's interests.

- Land Survey Update

Discussion ensued about an ongoing land survey to accurately determine the boundaries of the property leased to the fire district. The result of the survey is expected by mid-July. The fire chief was invited to share their perspective and mentioned the district's interest in purchasing the property. Council members varied in their responses to the idea of selling the property to the fire district. Some emphasized the importance of maintaining city-owned land and requested more detailed proposals before making any decisions.

4. Correspondence from Aldrich CPA's - Dates of FY22 Audit

A letter from Aldrich CPA's was presented, indicating the dates for the FY22 audit. Significant risks and overriding controls were highlighted, reminding the Council of past issues and future vigilance required to avoid compliance pitfalls.

5. Employee Positions - Organizational Chart

Recorder Chestler detailed the changes noticed over the past year and proposed an updated organizational chart. This included newly defined roles, aligning payroll for similar job functions, and adding the title of DRC (Direct Responsible Charge) for water and sewer plant operators. There was agreement among council members that more detailed information would be reviewed at the next meeting to make an informed decision.

6. Reserving Hee Hee Illahee Park for Private Events

The Council discussed the feasibility of allowing private events in Hee Hee Illahee Park. It was broadly agreed that the upper park should be accessible for private functions while ensuring public amenities like restrooms and the boat ramp remained available. An associated deposit for usage was also considered essential for maintaining the park's cleanliness. Further discussion is to be had at the next council meeting.

7. 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

No action regarding the convening of an open session was executed. Therefore, none of the work session agenda items underwent a decision-making process during this meeting.

8. Council Comments

Councilor Trachsel mentioned the successful open house event held by the fire department and encouraged future community-wide emergency planning efforts. These efforts highlighted community engagement and the importance of public participation in citywide initiatives

Councilor Smith: Nothing to add.

Councilor Retasket: Nothing to add.

9. Adjournment

Retasket moved to adjourn the meeting at 6:40 PM. Trachsel seconded the motion.



Mayor Will Worman

ATTEST:



Recording Secretary Makenzee Goodell