



# City of Lyons

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## MINUTES LYONS CITY COUNCIL MEETING/HEARING JUNE 26, 2012

### OPEN MEETING 6:00 P.M.

The Lyons City Council Meeting was called to order by Mayor Doug Morgan. Present were City Councilors Mike Lucas, Dan Burroughs and Lon Conner. Councilor Troy Donohue was excused. City Staff in attendance were City Manager Mary Mitchell and Assistant City Manager Audrey McNerney.

### Guests

Dick Voltin, Byron Brown, Mark Orr and Norm Purvis. Attendees whose names were illegible on the sign in sheet may be misspelled or not included.

Mayor Morgan asked that all stand for the Pledge of Allegiance. He then inquired as to whether there were any declarations of conflict of interest or ex-parte contact regarding the agenda items. There being none the meeting continued.

**Byron Brown-Lyons Rural Fire District Volunteer Association.** Mr. Brown gave a short history of his tenure with the Fire District and his qualifications. He stated that he wished to speak to Council regarding the bond issue that the Fire District has and is attempting to have passed. He discussed the 1996 bond measure and the reasons for the amounts set forth in the recent bond measure which failed. He went into detail regarding existing equipment which was in need of ongoing maintenance and the associated costs. He also explained the benefits that the new equipment would provide the community. He stressed the importance of the upcoming bond measure and requested the City's assistance in relaying information to the community. There was discussion regarding the possibility of a public forum to discuss these and other issues important to the community.

**Mark Orr.** Orr suggested that the City and the Fire District utilize the social media Facebook to improve communications by interacting with the public. Morgan commented that the City is aware of social media and emphasized the time and energy the City has invested in the City website as a communications tool.

### CONSENT AGENDA (*Decision by Motion*)

Conner stated that he would like to make a correction to the Minutes of the City Council meeting of May 22, 2012. He had inadvertently stated at that meeting that the Friends of the Library had donated computer *monitors* when in fact they had donated *computers for internet stations*. Item #2 "Minutes" was removed from the Consent Agenda.

Lucas then made a motion to accept the Consent Agenda (minus item #2) which consisted of:

- Bills Paid – June 2012
- Resolution #464 – Fair Housing Resolution
- Resolution #465 – Supporting Assisted Housing Programs

Conner seconded the motion. Voice vote. Motion carries.

City Council Meeting/Hearing Minutes  
June 26, 2012

Conner made a motion to amend the Minutes of the City Council Meeting of May 22, 2012 to read, at page 3, second line from the bottom of the page, “computers for internet stations” rather than “computer monitors.” Burroughs seconded the motion. Voice vote. Motion carries.

Lucas made a motion to approve the Minutes of the City Council Meeting of May 22, 2012 as amended. Conner seconded the motion. Voice vote. Motion carries.

Lucas made a motion to approve the Minutes of the June 5, 2012 Budget Committee Meeting. Burroughs seconded the motion. Voice vote. Motion carries.

**PUBLIC COMMENTS.** None.

**OPEN BUDGET HEARING.**

Morgan opened the Budget Hearing and stated that Resolution #466 – Adopting Budget and Making Appropriations was before Council. He asked if there was any Council discussion. There was none. Morgan stated that regardless of the fact that this had been a difficult budget session he felt that the Budget Committee had arrived at a successful budget since they had been able to cut costs without terminating employees.

Morgan opened the hearing to public comment and there was discussion regarding the reductions to the Library budget and Council explained the reasoning behind those reductions. Lucas commented that he felt it was important that Harris be present at Council meetings when issues regarding Library matters were to be discussed.

The Budget Hearing moved to consideration of Resolution #467 – Election to Receive State Revenues. Morgan asked if Council had any questions or discussion with regard to Resolution #467. There were none. Morgan asked if there was any public comment with regard to Resolution #467. There was none.

**BUDGET HEARING CLOSED.**

**OPEN ORDINANCE HEARING.**

Morgan opened the hearing regarding Ordinance G1-2012 – An Ordinance Establishing Council Rules. Mitchell stated that a proposed resolution establishing Council rules had been rewritten as an ordinance to take into consideration certain rules set forth in the City Charter and repealing and replacing rules set forth in LMC §§2.05.010 through 2.05.100. Mitchell explained the administrative changes that had been made to the proposed resolution. Lucas asked if the important, critical elements of the Council Rules discussed in the Council Workshop on May 3, 2012 had been included. Mitchell responded that they were intact.

Morgan asked if there was any further discussion or comment regarding Ordinance G1-2012 – An Ordinance Establishing Council Rules. There being none and with the concurrence of Council he read, by title only, Ordinance G1-2012 – An Ordinance Establishing Council Rules for the City of Lyons – An Ordinance Adopting Provisions to be included in the Lyons Municipal Code for the Purpose of Establishing Council Rules; and Repealing and Replacing Sections 2.05.010 through 2.05.100 of Chapter 2.05 of Title 2 entitled Administration and Personnel, with Ordinance G1-2012. Morgan stated that the second reading, by title only, of the Ordinance would take place during the Action Items section of the Agenda.

Morgan asked if there was any public comment. There was none.

**ORDINANCE HEARING CLOSED.**

**DISCUSSION ITEMS.**

**Council Commission(s) – Activities Report (Verbal or Written).** There were none.

**Freres Request Resolution.** Council reviewed the letters sent to Freres and to the City of Stayton Peer Court Commissioner. Mitchell stated that we had not received a reply from either party but that the City had provided both parties the tools to communicate with each other directly.

**Legislative Priorities – Council Recommendation.** Morgan referred to the correspondence received from the League of Oregon Cities requesting review of the recommendations of the policy committees and input to the LOC Board of Directors as it prepares to adopt the League’s 2013 legislative agenda. They had requested that after Council has had the opportunity to review the 19 proposals and discuss them with City staff, the enclosed ballot indicating the top four issues that City Council would like to see the league focus on in the 2013 session be returned prior to July 31, 2012. After discussion Council concurred that they needed additional time to review this correspondence and requested that the matter be placed on the agenda for the next City Council Meeting.

**Lucas – Recommendation to Request RFPs for Insurance.** Lucas commented that there are several companies who would like to provide insurance for the City and that it had been many years since the City had looked at a competitive bid to determine if the same or better insurance could be obtained for a price that is the same or better. He suggested that the City publish a Request for Proposal (RFP) and review the proposals for the most competitive bid. After discussion it was the consensus of Council that an RFP to provide insurance for the City should be prepared and published.

**Resolution #468 – Policy & Procedure for Credit Card and Account Usage.** There was discussion regarding the fact that the City had not previously adopted such a policy and procedure and that it was a fiscally responsible decision to adopt one. It was noted that the City’s auditor had reviewed the City’s financial policies and activities annually and had found no problems regarding the use of City credit cards or charge accounts.

**Request for Permission to Temporarily Place Travel Trailer on City Property.** Lucas stated that the City’s Public Works Employee (Miller) had indicated that if he was allowed to place his travel trailer behind the City shop at 725 N. 13<sup>th</sup> Street in Lyons and stay in it for two nights a week he could substantially reduce gasoline costs incurred in driving to and from Albany three days per week. McNerney presented a memo to Council setting forth the fact that since this property is located in an Open Land Public (OLP) zone such permission would require the City to present an application for a Conditional Use Permit to the Planning Commission. It was noted that at a recent Council Meeting Councilor Donohue had commented that illegal/illicit activity had been taking place in and around the City shop recently. Placement of this trailer would serve as passive surveillance of the City’s property thereby benefiting the citizenry as a whole and complimenting the services currently provided by the Sheriff’s Department. She reviewed the criteria and intent of LMC Chapter 18.25 and suggested that since the use of the property as a campground and governmental use of the land are permitted conditional uses, should Council consider this request it appears likely that Planning Commission could grant authorization. After discussion Council concurred that McNerney should move forward with an Application for Conditional Use as stated above.

**Public Comments – Limited to Discussion & Action Items.** None.

#### **ACTION ITEMS**

Lucas made a motion to adopt Resolution #466 - Adopting Budget and Making Appropriations. Conner seconded the motion. Voice vote. Motion carries.

Conner made a motion to adopt Resolution #467 – Election to Receive State Revenues. Burroughs seconded the motion. Voice vote. Motion carries.

Morgan read, by title only, Ordinance G1-2012 – An Ordinance Establishing Council Rules for the City of Lyons – An Ordinance Adopting Provisions to be included in the Lyons Municipal Code for the Purpose of Establishing Council Rules; and Repealing and Replacing Sections 2.05.010 through 2.05.100 of Chapter 2.05 of Title 2 entitled Administration and Personnel, with Ordinance G1-2012. Burroughs made a motion to adopt Ordinance G1-2012 as read. Conner seconded the motion. Voice vote. Motion carries.

Conner made a motion to adopt Resolution #468 – Policy and Procedure for Credit Card and Account Usage. Burroughs seconded the motion. Voice vote. Motion carries.

**Council Availability for the July 24, 2012 City Council Meeting.** Mayor Morgan stated that he would not be available on that date. Councilors Conner, Burroughs and Lucas said they would be available. After discussion it was the consensus of Council that unless there were significant Agenda items that required Mayor Morgan's presence Councilor Conner would preside over that meeting as Mayor Pro Tem.

### **COUNCILOR REQUESTS/FUTURE AGENDA ITEMS**

**Facebook Request.** Mitchell commented that Orr had requested that the City utilize the social media Facebook to improve communications by interacting with the public and inquired whether Council wanted to discuss this issue at this time or make it an agenda item at a future Council Meeting.

Lucas commented that the City has a viable website that allows two way communications and that he didn't feel it was necessary to add an additional administrative burden to generate community communications. He also noted that the City provided notification of every City Council Meeting both by posting notices at the Library, Post Office and at City Hall as well as on the City's reader board. He went on to state that significant actions taken by the City are posted on the website.

Morgan stated that he felt that social media could be a very effective tool to disseminate information; however, there are some inherent problems when a City runs a social media page. While he had considered this issue himself, he agreed with Lucas that administering a Facebook page would be an additional burden on the City's limited staff time.

Conner commented that in connection with his work with FEMA Disaster Relief there were mandatory classes required. One of those classes was regarding social media and if Council were to see that presentation they would never open another Facebook page again. It can be dangerous and devastating in many ways. He said that while it is not all bad it is not something that should be taken lightly.

Mitchell stated that unless it is being continually monitored there would be no way to be aware of inappropriate postings and because of censorship and the time necessary to manage it she agreed that it would be difficult to administer.

Morgan said that he had looked at a number of workshops that League of Oregon Cities and others have sponsored discussing social medias. He said, however, that at this time he felt that it was not feasible for the City to consider this.

Mitchell stated that two way communications are currently structured into the City website but what is actually posted on the site is controlled.

Mitchell referred Council to the Visitors Overview Report in their meeting materials which sets forth the number of people who visited the site. For a period from May 8<sup>th</sup> to May 29<sup>th</sup> the City had 322 visits from 257 people. There were over 1,100 page views and pages per visit were 3.53. The average visit duration was 2 minutes and 45 seconds.

It was the consensus of Council that these numbers were very encouraging and indicates that the website is a valuable communication tool. There was discussion regarding the fact that such a website could be a valuable tool for the Fire District to communicate information regarding the upcoming bond issue.

City Council Meeting/Hearing Minutes  
June 26, 2012

Mitchell advised that the Fire District has a very nice website which could be utilized to get their message to the community.

It was also noted that there was a spike in viewership right before Council meeting, then a slowing of viewership until the time for the minutes to be posted when it increases.

Morgan pointed out that while there were only three people attending the City Council meeting, in the month of May 322 people had visited the City website. There was a 100-1 ratio of people getting their information about the City through the site. He went on to state that Mitchell has put an immense amount of effort into making the City site user friendly and aesthetically pleasing. It was his opinion that the Visitors Overview proves that this effort has not been wasted.

Mitchell pointed out that there are links on the website to both local newspapers and to the SCTC videos of the Council meetings.

There being no further business Morgan adjourned the meeting at 7:40 P.M.

Audrey McNerney  
Assistant City Manager