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LYONS CITY COUNCIL MEETING

June 25, 2013

OPEN MEETING 6:30 P.M.

Mayor Pro Tem Alkire called the Lyons City Council Meeting to order at 6:30 P.M. Present were Councilors Jesse O'Dell, Troy Donohue and Mark Orr. Mayor Burroughs was excused. City Manager Mary Mitchell and Assistant City Manager Audrey McNerney attended as staff.

GUESTS. Sgt. Greg Klein, Linn County Sheriff's Office, Barbara Orr, Steve Winn, Leanne Lail, Steven Baldwin, Ron Adams, Dick Voltin, Brenda Harris, Mycah Glass and Jim Purvis.

Alkire 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.

Linn County Sheriff's Report.

Klein said that the Sheriff's Office is interested in helping the City present another Citizens Forum later in the summer or early fall if the City is interested in doing so. He said that he was present at tonight's meeting to see if the Council had any questions or ideas regarding the Forum that was held earlier this month. He gave a report on the enhanced patrols the Sheriff's Office was conducting at night in Lyons. He said that between Lyons and Scio as well as Mill City the Sheriff's Office is handling a lot of property crimes such as burglary. He said that there were not too many in the City; they were mainly on the outskirts. He said that the Neighborhood Watch was very active and urged everyone to be aware. Alkire mentioned the recent vandalism that had occurred on 13th Street and stated that he had discussed it with Deputy Amo and the host at John Neal Park. He said that he was trying to coordinate communication between John Neal Park and the City to see if they could work together. Donohue apologized for not attending the Forum but said he had had a family emergency. Steve Winn asked if the Sheriff's Office still allowed "ride alongs." Klein said that they did and explained the procedure for someone to do a ride along. He said that a ride along could be done once every six months.

Removal of Dangerous Trees & Limbs – Freres Park.

Alkire called on Winn to discuss the bid he had made for the removal of the danger trees at John Neal Park. Winn introduced himself as the owner/operator of Saw Tree Service. He said that he had reviewed the information provided as to the scope of work, inspected the area in question and was unclear as to what the City required. There was discussion regarding Winn's recommendation as to what was necessary to remove tree limbs encroaching on private property at the south end of Freres Park which could be deemed dangerous. There was also discussion regarding removing the dead portion of a large cottonwood tree located in Freres Park near 13th Street which, in his opinion, presented a danger to property and pedestrians should it fall.

Donohue asked if the two quotes presented to Council would cover Winn's services for removing dead and danger limbs as well as falling the dead portion of the cottonwood tree according to his recommendation. O'Dell asked how the City had obtained the information that the trees in question were "danger trees." McNerney informed him of the background regarding this issue. Donohue asked if the City had received anything in writing stating that these trees are dangerous. McNerney said that all we had was the bid from R & R Tree Service, whose representative is an arborist which referenced "two clumped maple trees covered in ivy behind homes in city easement: remove, includes all limb and wood removal." The bid also referenced "remaining trees behind homes in city easement: remove larger hazardous limbs and deadwood..." Winn presented his opinion as to what needed to be removed from the area. Donohue said that for safety purposes we should consider addressing the big limbs hanging over fences on private property. Donohue asked Winn if, in his professional opinion, the recommendations contained in Winn's quote (addressing the cottonwood and the removing certain limbs) would secure the area. Winn said it would. There was discussion regarding the best manner in which to do the clean up. Donohue made a motion that for safety purposes the City accept the bid of Saw Tree Service to groom the trees behind the homes on 1111 11th Court for the sum of \$500, to cut and fall the dead portion of a large cottonwood tree located in Freres Park near 13th Street and cut up and remove the debris for the sum of \$450. O'Dell seconded the motion. Voice vote. Motion carries.

Librarian – Staff Report.

Harris distributed the Summer Reading Program Schedule which contained a list of the scheduled performers and invited Council to attend. She explained the purpose of the Summer Reading Program. Harris said the Library was fortunate to be in the CCRLS system because they have a Ready to Read grant geared toward children which is used to provide three of the performances for all of the libraries in the system. Of the 5 scheduled performances three are paid for by the CCRLS Ready to Read Grant, one is paid for out of the City's Ready to Read Grant, one is provided by the Oregon Scholarship Fund. The other performance will be by a local retired teacher who has an extensive fossils and rocks collection which he shares.

Harris went on to say that she had done a program with the Stayton Library, Reading for All, the Moms of Stayton and several different organizations in the area to kick off Summer Reading Programs. By participating in this program Reading for All has requested that the City sign a proclamation that 2013 be the Summer of Reading. For our participation in this program they are purchasing 100 new books for young adults and 150 new books for children which will be donated to the Lyons Library.

Harris said that they keep track of attendance of the children who participate in the program. She estimated that 95% of the children who signed up complete the full program. The children who complete the full program are given prizes which have been donated by citizens and different businesses.

She presented the statistics for the 16 days of the month that the Library was open.

Orr asked if the Summer Reading Program was run by Staff or volunteers. Harris advised that it was run by both. She said that her granddaughter assisted her with the program and that she usually hires two teenagers to help which is funded by donations. Harris said that she was the

only paid staff and described some of her duties in this regard. She talked about the number of children and adults who had attended previous programs. She was asked the age group that attended the programs and she said that they ranged from infants, to teenagers to young adults and had even had a senior in her 90s who had attended a program. The goal of the program is to get the kids to read and in the process they offer family oriented fun and entertaining programs.

Alkire said that he wanted to let people know that there is a significant amount of volunteer time involved in presenting these programs both from citizens and staff members. He thanked Harris for her efforts to make this a better program.

Harris referred to the fact that they had lost two homebound patrons and gained two. Alkire asked if this service was noted on the website. She said that it was noted as part of their services.

CONSENT AGENDA (Decision by Motion).

McNerney informed Council that the May 28, 2013 City Council minutes were not included because they had not yet been completed but that she had completed and included the June 4, 2013 Budget Committee Meeting Minutes.

O'Dell made a motion to accept the Consent Agenda, which contained:

- ❖ Minutes – June 4, 2013 Budget Committee Meeting
- ❖ Bills Paid – June, 2013 as applicable.

Orr seconded the motion. Voice vote. Motion carries.

BUDGET HEARING – (Decision by Motion)

Alkire opened the Budget Hearing and referred Council to Resolution #479 – State Revenue Sharing. Mitchell explained that in order to receive State Revenue Sharing funding there must be an opportunity given to the public to comment on what they would like to see those funds used for. The State Revenue Sharing (SRS) funds are available for use in any fund or project that the City determines. Mitchell went on to state that she had budgeted approximately \$9,900 in the SRS fund and the Budget reflects the intended use of those funds as approved by the Budget Committee.

Donohue said that the Budget reflected that \$10,000 was being transferred from the SRS fund to the Library Fund. Mitchell explained that there were carry over funds from previous years in the SRS fund. He questioned the fact that last year we had transferred only \$3,600. Mitchell said that that was the amount we had opted to transfer. She went on to say that funds can be transferred either from the General Fund or the SRS fund revenues. Because the balance in the SRS fund had been low last year she had opted not to transfer funds from the SRS fund so that there would be an opportunity to re-build the fund. The funds transferred to the Library last year came from the General Fund. She said that if he wanted to change that funding so that there would be more money left in

the SRS fund that could be done. Orr asked if at that point it would be easier to move the funds anywhere that we wanted to. Mitchell said that we would have to budget where the funds are going to be spent. At this time almost all of it is going into the Library fund. Baldwin explained that the \$10,000 is reflected as income in the Library fund as part of their operating budget. He went on to explain that we are only spending \$28,000 out of the General Fund for the Library where in the past year we had spent \$43,000. We are spending less money out of the General Fund because we are spending money from the SRS fund. If we didn't use the money from the SRS Fund we would have to use money from the General Fund to fund the Library. Mitchell explained that the SRS Fund is a revenue fund and the money in that fund is used specifically to support other funds as we deem fit.

After discussion O'Dell made a motion to adopt Resolution #479-An Ordinance/Resolution Declaring the City's Election to Receive State Revenues. Donohue seconded the motion. Voice vote. Motion carries.

Alkire closed the hearing and referred Council to Resolution #481- Budget Appropriation for the Fiscal Year 2013-2014. Mitchell explained Resolution #481 is a resolution ratifying the information set forth on the Budget Spread Sheet. After discussion O'Dell made a motion to adopt Resolution and Order #481-In the Matter of Adopting the Budget and Making Appropriations. Orr seconded the motion. Voice vote. Motion carries.

DISCUSSION ITEMS.

Commissioner, Liaison and Non-Council Commissioner Reports.

Alkire – Library, Lyons-Mehama Water District, Safety

- **Semi-Annual Walk Through – City Buildings.** Alkire reported that he had done a walkthrough at the Library today. He said that he was still in the process of preparing a list including fire extinguishers, first aid kits, and smoke detectors. He said he was also preparing a time sequence for maintenance items such as changing filters and changing batteries so the Library, City Hall and the City Shop were all on the same schedule.
- **Resolution #478.** O'Dell commented that he felt there were better solutions for safety at the Library than pepper spray. Orr stated that Council had discussed some issues that might be a deterrent to safety and vandalism such as the lighting. He asked if the lighting issues had been resolved. Harris said that the lighting all seems to be in working order. She noted that having someone in the parking lot accessing the Library wi-fi seems to deter the teens from hanging out in front of the Library. Orr also referred to the previous discussion regarding employee parking. Harris discussed the alternatives for employee parking and there was discussion regarding parking on the grassy strip across the street from the

Library front entrance and the importance of the lighting not only for the benefit of the safety of the employees but for the safety of patrons as well. There was discussion regarding the two entryways and Harris said that she could see in both directions adequately and she could see if someone came in from either door. She mentioned that when cameras are installed she would like to be able to observe the cubby hole at the steps that go to the basement because sometimes kids hang out there. There was a question as to whether employee schedules were rotated so that a pattern would not be developed. Harris said that the only pattern existing is opening and closing. Harris said that she is always aware and she does carry her own pepper spray but has never had to use it. Alkire stated the purpose behind this resolution was that while anyone can have and use pepper spray he felt that if any City employees are going to use it they need to know the law and what is and is not acceptable as a City employee. That is why the class, which would be a yearly requirement, was held. Donohue said that it was his opinion that if this resolution were passed the City would be taking on legal and financial liability if it is deployed. If any employee wishes to have their own pepper spray it is their prerogative. After additional discussion O'Dell made a motion to table Resolution #478 at this time. Orr seconded the motion. Voice vote. Motion carries. Voice vote. Motion carries.

- **Resolution #482-Summer of Reading.** Donohue asked if by adopting this resolution the City was, along with the City of Stayton and other entities, being rewarded with books. Harris said that the City would probably still get the books but that it was their desire that this be a state wide proclamation. Donohue made a motion to adopt Resolution #482 – In the Matter Proclaiming the summer of 2013 as the Summer of Reading. Orr seconded the motion. Voice vote. Motion carries.
- **Napa Account.** Alkire suggested that it might be helpful to open a credit account at Napa. In the event that it was necessary to order small equipment parts from there that are not available at True Value it would be convenient to have such an account. In addition they deliver and there is no delivery fee. O'Dell asked if the City had a credit card policy. Mitchell advised O'Dell that we did and that she could provide him with a copy. Donohue suggested that instead of creating another account which would need to be tracked it would be easier to just pay with a check. Donohue commented that it is possible to order and pay for an item with the City credit card and still have it delivered if necessary. After discussion Donohue made a motion to hold off starting a credit account at Napa at this time. Orr seconded the motion. Voice vote. Motion carries.
- **Library Windows.** Alkire said that we had received estimates to replace the two windows that had BB shot holes in them. O'Dell said that he had observed those two windows. He couldn't determine whether the window on

the main street side of the door on the second story was cracked or not. He also said the windows having the BB holes in them are single paned and that he did not understand Lindemann's estimate which states "each window having 4 sections." There is a solid piece of glass on the top and a solid piece on the bottom. He also asked if the City had insurance which would cover the replacement of the broken glass. Mitchell informed him that the City had a \$500 deductible insurance policy. O'Dell said that he had noticed that the window on the back side has a nice piece of metal over the window, but the ground level windows which present easy access did not. Mitchell said that it would be a good idea if all of the lower windows were grated. O'Dell stated that the cost for replacing all of these old windows ranges from between \$3,400 to \$10,000 which he felt was not a necessity at this time. He said that he would like Lindemann to clarify his estimate as to what it would cost for just two window panes on each window to be replaced. McNerney said that she would ask for clarification from Lindemann and advise Council at the next meeting. There was discussion regarding the windows that were not grated which could provide easy entry into the Library if there was a break-in after hours. Orr suggested taking some of the "window money" to upgrade the lighting system. He asked if the reason for the window upgrade was for energy efficiency or cosmetic. Harris said that energy efficiency was a part of that and asked if it had improved since the thermostat was replaced. Mitchell said that it had not. Orr said that if the purpose was to save energy there might be grant funds available. Mitchell said that we had an energy efficiency audit and the rate of return on window replacement didn't merit the return that we would get. Donohue said that the recommendation was to replace the thermostat, which was done, and to upgrade the windows, insulation and furnace system. O'Dell said that when the City bought that building energy efficiency should have been a consideration. Because of the type of construction of the building unless a lot of money is invested that building will never be energy efficient. Orr said that putting in new windows might be an invitation to whoever shot them out to do it again. O'Dell said that Council should determine how much grating would be needed and what the cost would be. He felt that grating the windows would be a good theft deterrent. He said that he was sure that they could find volunteers to install the grating. Harris suggested that if the lower windows are grated it would be good idea to also grate the window to her office. O'Dell suggested that Council should, as a group, before the next meeting, arrange a time for all of them to check it out. Mitchell asked if he wanted to make a recommendation as to the type or heaviness of the material so she could get some cost estimates. O'Dell stated that they should look at this first as a group and provide input. Orr made a motion to table purchasing new windows and explore the option to check out metal grating as a security issue and at the same time look into better lighting for the building. Donohue said that McNerney was going to get clarification

from Lindemann regarding his quote to replace the two broken windows. Mitchell suggested that Orr could go over to the Library after dark and see where he felt the problems were. He then could come back with suggestions as to how improve the lighting. After discussion Orr amended the motion to state that the purchase of new windows should be tabled, that the City should move forward with the replacement of the two broken windows; explore the option to check out metal grating as a security issue and to look into better lighting for the building. O'Dell seconded the motion. Voice vote. Motion carries.

- **Library Insulation.** Alkire stated that we have a contract with a pest control company to spray the Library attic for flies on a quarterly basis. The pest control company advised that the area is so infested that even though the area is sprayed, the fly larvae are still there. When asked what the solution was it was stated that the two gable vents needed to be screened; the old insulation needed to be removed; the area sprayed and new insulation installed. Mitchell had obtained a cost estimate to remove the existing insulation and to reinstall blow-in insulation. O'Dell asked if installing the metal mesh would keep flies from getting into that area in the future. He then asked if the area that was going to be meshed was the only access for flies to get in. Alkire said that was the only access that he and the pest control agent could see. O'Dell then said if those areas were meshed off and there was no way for the flies to get in or get out the flies in the attic would die which should cure the problem. O'Dell suggested starting with installing some mesh to see if that cures the problem. Alkire said that Mayor Burroughs has access to a lift which could be used to reach the bell tower vent and the gable vents. There was discussion regarding the cost of a lift and the manner of installation of the screen. O'Dell said that might not be a permanent fix. Alkire said we could do this first and see what happens. O'Dell made a motion that the City table the installation of insulation until we install the mesh and see if that cures the problem. Orr seconded the motion. Voice vote. Motion carries.

Baldwin – North Santiam School District.

- Baldwin stated that the next School Board meeting is scheduled for Thursday and he wouldn't have any new information until then.

Burroughs – Building Improvements, Transportation.

- **Security Cameras.** Alkire said that since Mayor Burroughs is absent tonight the issue should wait until he is present. The cameras have been purchased. Mitchell stated that there had been debate as to where the cameras are to be placed. There is a set of 8 cameras to be placed at the Library and a set of 8 cameras to be placed at City Hall. No determination has been made as to their placement. Orr said that as a deterrent the cameras should be placed to cover an entry point. O'Dell said that we need to ask Burroughs whether he has

someone to install the cameras. Alkire said that he would do some research on the issue. Orr made a motion to table the issue of the placement of the cameras until the July meeting when Mayor Burroughs is available. Donohue seconded the motion. Voice vote. Motion carries.

- **Resolution #480-SCA Grant.** Mitchell advised Council that there is an ODOT grant of not more than \$50,000 available. Burroughs had recommended Phase 1 of Apple Loop as the street which would most benefit from these funds. He recommended that a 3" lift be put on the street. Mitchell said that Resolution #480 is the resolution portion of the grant that she would like Council's permission to submit. The resolution must be endorsed and ratified by Council in order to submit this grant. Orr asked if this was the only suggested area at this time. Mitchell explained the criteria which must be met in order to qualify for the grant. Mitchell said that what she was presenting to Council was authorizing the resolution. She didn't provide the rest of the paperwork because she had already determined that we would qualify. There was discussion as to the number of businesses on Apple Loop which would utilize the street. The question was raised as to whether we had drainage issues on that street. Mitchell said that we do but these funds cannot be utilized for that issue because they are primarily located on private property. There was discussion as to the nature of the drainage problem and Mitchell advised that she had discussed this matter with the City Engineer who was going to get back to her with a cost and proposal for putting in a clean-out midway on the drainage line which he felt would be adequate. O'Dell asked if adding the 3" lift to the street would cause more drainage problems. He was advised that asphalt was already down and they will be raising the street one more lift. There was discussion as to the flow of drainage from the street. Donohue made a motion to adopt Resolution #480 – 2014 Special City Allotment. O'Dell seconded the motion. Voice vote. Motion carries.

Donohue – Parks & Recreation, Police & Ordinance Enforcement.

- **Forum.** Donohue stated that unfortunately he had had family issues and was unable to attend the Forum. He said that he would like to pursue this further but he would like to table Resolutions #483 and #484 until such time as we can set up and advertise another forum. Mitchell stated that we probably want to move ahead with a forum fairly quickly because in order to qualify for the November election the City has to meet certain deadlines. It would have to be held sometime in the first part of July so that the resolutions could be presented at the July meeting which would be necessary in order for her to meet the deadline. There is publication and many other technical requirements which we will have to complete. Donohue asked for time to come up with a date. He said that he would like to address this issue and asked if we could table Resolutions #483 and #484. Orr said that unfortunately he had been unable to attend the Forum and asked what kind of

response there had been. He was advised that Burroughs, Alkire and Baldwin were the only persons who attended. Baldwin said that he was, at this time, against the initiative because, as he told the Sheriff, he had campaigned and voted against the last levy because he felt there was not enough protection for the City. The Undersheriff had advised Council how they intended to spend the money and it was not what the money should be spent on. The City was paying for warrants and subpoenas which should have been done on county time, not City time. However, at the Forum Baldwin said that he talked to the Captain who was in charge who said “who told you that... because you were given incorrect information.” Based on what the Captain said to Baldwin, he (Baldwin) was more impressed. However, before he voted for another levy he would want a written agreement setting forth exactly what the Sheriff’s Office would be doing for the City. Donohue said that it would cost the City approximately \$150,000 for that kind of agreement. Baldwin said that for his clarification he would like to see what they *can’t* charge the City for, not what they *would be* charging the City for. Donohue said that for the small amount we are paying them at this time we are getting a huge amount of hours. If you look at the burglary rate over the last 6 months a lot of homes are getting broken into. In Lyons there were 14 burglaries. Baldwin said that he agreed with Donohue but he wanted more clarification that they (the Sheriff’s Office) are not going to be doing something on our time that they should be doing on their time. O’Dell called a point of order and said that there is a motion on the floor that we need to vote on. The current discussion is off topic, it’s not regarding the tabling motion. Donohue made a motion to table Resolutions #483 and #484 and bring them up for discussion and a vote at the next Council meeting. Orr seconded the motion. Voice vote. Motion carries.

- **Ecology Blocks.** Mitchell said that Donohue had stated that he thought it would take about 9 blocks behind the City Shop to divide up the areas for gravel. Donohue said that was Burroughs who was looking to create a couple of material bins in that area. Donohue said that with about 9 blocks you could create two bunkers about 6’ wide by 6’ and have plenty of room for the material we would need at one time. O’Dell asked what we were using the cement blocks that are behind the shop for and why couldn’t we use those. Donohue said that we have to figure out how to make them stable to where they can’t fall over on somebody. O’Dell said that he had observed the amount of gravel stored and wondered whether we need that excessive amount of gravel. Mitchell said that Miller draws from those piles regularly for a number of different reasons and locations. Donohue said that the last delivery was a full dump truck which lasts quite some time. He went on to say that the advantage of having these bunkers is that it will allow us to use a backhoe if we have a larger project. If we have a total of three of these blocks it would give us a 6’ x 6’ area and could be done for about \$200. O’Dell noted that the estimate didn’t include delivery. Mitchell said that it was her

understanding that Burroughs was planning to pick them up and deliver them. Donohue said the cost would be feasible if Burroughs is volunteering his time to pick them up. O'Dell said that he would prefer to table the matter until Burroughs is present. Orr made a motion to table this issue until we Burroughs is available for his input. Donohue seconded the motion. Voice vote. Motion carries.

- **Water Testing – Freres Park.** Donohue stated that McNerney had made contact with Oregon State University to determine whether there was an internship program available to assist the City with testing the water in the ponds at Freres Park. She had received a response asking for further details regarding the position to see if it is appropriate for their students. Donohue said that Council needs to decide if they would like to have an intern provided. He said that he felt that it would be a good idea to contact Mr. Dickerson of their Environmental Sciences degree program. We would want to be involved in what they are testing and why but if they want to use it ...we definitely do have fish in our waterways. Donohue said it would be worthwhile to check into getting an internship to monitor our water quality. McNerney asked if the City would want this to be a free service or would we be willing to pay a fee for that. Donohue said that we would like to get it as a free training service toward their degree in their science program. If not, we would need to know what Oregon State would be looking at for a fee to help us out with this program. If we could get their help in monitoring the water in our ponds we could take that information to ODF&W to see if we could get a grant for fish in the pond. If the water quality is good enough we could turn the one pond into a legal fishery. Besides fish and frogs there are spotted turtles in the pond which are on the Federal Endangered Species Act. Orr said that he thought it was a good idea to explore fish and wildlife because of all the different species. Donohue said that if we can get Oregon State's environmental science program involved with testing our water it might open up avenues for us to explore further down the road. Donohue explained that we are presently in the permitting process with DEQ because the water level in the ponds is dropping at an alarming rate and we want to come up with a way to slow down the water going out into the slough and the river, but before we can do anything about that situation we have to get a legal permit to hold water.

O'Dell – Cemetery.

- **Cemetery Analysis.** O'Dell said that he had spent some time in the cemetery. Our sign is damaged and Mitchell had given him some ideas with regard to repairing and fixing the sign, however, he said that the cemetery is in very sad shape. There are headstones that are on the verge of falling over, there are broken headstones lying around. If we are trying to sell plots in the cemetery we are not doing very good advertising. This is a historical cemetery and

starting at the end of July there are “tons and tons of grants” that we can write for and before we fix our sign, we need to fix the rest of our cemetery. We need to be applying for as many grants as we can. O’Dell went on to say that in most cemeteries there is a notice posted for people to use caution when walking through a cemetery; to avoid contacts with the markers and cemetery features; to supervise children but we don’t have that. He said there are two headstones of substantial size that are almost laying on their side that could fall on somebody. Before we move forward with fixing the sign we need to get this other stuff done first. O’Dell said that he just went to a grant writing seminar and is going to another one and that he is sure Mitchell is familiar with writing grants. First we need to focus on getting grant money and getting our cemetery in a safe condition. He talked about two plots that had rocks and dirt pushed on them and said that he was very disappointed at the shape the cemetery is in. We have perpetual care for the cemetery and he didn’t feel that the City had been doing the quality of job that we should be doing. Mitchell has provided some good information but he feels that there are more serious problems that need to be addressed quickly. Mitchell said that some of the issues had been pushed back because we haven’t had a Cemetery Commissioner. O’Dell said that his thought was that we need to apply for as many grants as possible. There are grants for fixing a gate; grants for fixing tombstones; classes on how to care for and clean everything. We need to focus on that first. Orr said that there is something else we should look at when we are upgrading the cemetery and that is putting some rules and policies in place so that it doesn’t get to that point. Mitchell said that the City has cemetery policies and guidelines. Mitchell said that some of the problems are created by the undermining of the grounds from ground squirrels and from the greydiggers. O’Dell said that you might not get results from every grant proposal but there are some grants that are available for the areas that we need repaired. He said that he is willing to help in that area if he can. There was discussion regarding a few old cemeteries in the area which are maintained by volunteers which might give O’Dell some ideas if he were to check them out. O’Dell said the cemetery is a living history for the City. There was additional discussion regarding rules on what can and cannot be done by way of maintenance in a cemetery. Alkire asked O’Dell what his thoughts were with regard to applying for some grants. O’Dell said that he would help Mitchell as much as he can. Alkire said that with regard to the Cemetery sign, the priority was to take care of the cemetery itself which is a labor intensive project. O’Dell said that the sign wasn’t falling down; it looks bad. He said that he was going to talk to Mitchell about cemetery repairs first.

- **Entry Sign Repair.** Alkire asked if there were any thoughts with regard to the repair of the entry sign. O’Dell said that he had spoken with Voltin but he couldn’t remember what Voltin had estimated the cost to pull the bend out of the sign would be. Voltin said \$500. He wouldn’t charge anything for his

time but he would want to be paid for the material. O'Dell said that one option would be to temporarily fix the sign, but would the \$500 be better spent getting the rest of the stuff done before we take care of the sign. O'Dell asked what the pleasure of Council was as to what they would like to start with. Mitchell asked if we could table this until O'Dell has had a chance to come into the office to talk to her. Voltin talked about various ways in which the sign could be fixed. O'Dell asked if going the route Voltin had suggested would the cost for materials still be \$500. Voltin said that it wouldn't be more than that. Donohue asked if O'Dell would take into consideration not to completely disregard the sign since it is the entrance to the cemetery and a focal point as you drive by. O'Dell said that if we have an idea as to how much it would cost to fix it, if it is the pleasure of the Council to have the sign fixed we could authorize it right now. McNerney asked "didn't we have a project scheduled later in the year to work on the cemetery headstones?" Donohue said that it had been scheduled for October since October was Cemetery Awareness month. O'Dell said that he hadn't had a chance to get together with Mitchell to get all the information. He went on to say that we can table this matter until he gets further information from her or, if we want to get the sign fixed, we have a volunteer who will donate his hours and it would just be the cost of the materials. Alkire made a motion that with regard to the sign we get some information from Voltin as to cost estimates to fix it so that we can move forward. Orr asked Voltin to get him a materials list so that he could see if he can help out with materials costs. Voltin said that he wasn't good at estimating that cost until he got the sign torn down. Orr then said that if Voltin could let him know how much material would be needed he will pursue getting a good deal on some steel. Voltin said he could get a good deal on steel by buying it from Freres. O'Dell said that Voltin should have some idea as to what will be needed. If we wait until the sign is torn down and we find that it's going to cost \$5,000 we will be in a lot of trouble. Voltin then suggested that Council get someone else to give them a bid. Might be \$200; \$500 is pretty cheap to tear it down and put it back up. Voltin said that he would fix it for \$500. O'Dell said that if Orr and Voltin were confident that \$500 would cover steel then he is okay with that. He went on to say that he didn't like the idea of doing this without knowing what it is going to cost us. After discussion O'Dell made a motion to table the matter of repairing the sign until he can get further information from Mitchell. Orr seconded the motion to table this matter until O'Dell gets a better idea of what materials will be needed. He asked if we could use Voltin since he has volunteered his time. Voice vote. Motion carries.

Orr – Lyons Fire District.

- Orr said that he had not yet made it to a Fire District meeting but that he had spoken to a few of the firemen and a few of the Board members and it appears

that he really needs to get over there because there may be some issues that the City needs to be aware of. He said that he would attend the next meeting and advise Council as to what is happening.

PUBLIC COMMENTS. Donohue said that he had a comment which he had failed to state when he was giving his report. The bridge rails have been built and he will drop them off tomorrow to have the cables put in them. It will probably take a day or two and he will have Westech give Mitchell a call regarding the cost. Westech had advised Donohue that the cost would be less than \$300. There was discussion regarding an improvement that needed to be made to the corner of the curb on the northwest side of the bridge where one of the mounts goes.

Alkire asked if there were any written comments and letters to Council or any rumors that needed to be addressed. There were none.

COUNCILOR REQUESTS/FUTURE AGENDA ITEMS.

Orr asked if we could read June's minutes at the July meeting and make this an ongoing thing. He also asked if we could have the documentation on any new business that is up for discussion placed on the entry desk rather than requiring someone to call and request it. Mitchell said that this is what Mayor Burroughs instructed staff to do so it would probably be best to wait until he comes back and have him weigh in on this issue. He again said that he would like the minutes of the prior meeting read. Mitchell informed him that our rules state that the minutes be read ahead of time and approved by motion. She said that she could provide him with a copy of the rules. Orr then said that he would like to have copies of any new business to come before the Council be made available for the public. O'Dell said that at several different organizations that he belongs to the minutes are read for reference only. He said he didn't know if that would be against the rules. Mitchell responded that minutes are provided to Council members at least 3 days prior to each meeting. She said that she believed that the reason Burroughs had stopped having copies of the minutes available at the entry counter were because we were throwing away so much material. It was to save the costs of the material and the copying costs. O'Dell said that reading the minutes for reference wouldn't cost anything. Mitchell informed him that sometimes the minutes are 8 to 10 pages long which would add time to the length of the meeting. Alkire said that our minutes are more detailed than most. He also referenced the fact that the meeting is available for viewing on video. Orr commented that the agenda had referred to the Minutes of the May 28th meeting and he couldn't find them. Mitchell responded that the agenda had stated "if finalized."

Donohue asked if we put copies of the Agenda out for the public. McNerney responded that the Agenda is placed on the entry desk. The Agenda is also posted on the bulletin board in front of City Hall the same day as the Council books are distributed.

Council Availability. All Councilors present stated that they would be available for the next Council Meeting on July 23, 2013.

There being no further business to come before Council, Alkire moved that the meeting be adjourned. Donohue seconded the motion. Voice vote. Motion carries. The meeting adjourned at 9:15 P.M.

Audrey McNerney
Assistant City Manager