



CITY OF LYONS

PHONE: (503)859-2167
FAX: (503)859-5167

449 5TH STREET
LYONS, OREGON 97358

CITY COUNCIL MEETING MINUTES

September 27, 2016

Council Present: Mayor Troy Donohue, Councilor Jessica Ritchie, Councilor Lloyd Valentine, Councilor Mike Wagner

Council Absent: Councilor Mark Orr

Employees Present: Richard Berkey – Public Works, Micki Valentine – City Recorder

Public Present: Sharon Durbin, Larry & Pam Brown, Gaye Gibby, Aaron Gibby, Kristen Gustafson

Opened w/pledge @ 6:32pm by Troy Donohue

Conflict of Interest/Ex-parte/Bias: Jessica said she would have a conflict of interest concerning public works and Lloyd said he would concerning COLA (cost of living adjustment).

Consent Agenda

The report provided is bills paid August 18th – September 21st, 2016 and the minutes are from August 23rd, 2016 - the regular council meeting. Jessica had a question about Costco bill showing up twice. *Jessica motions to accept the consent agenda which includes the minutes and bills other than Costco – Lloyd seconds - motion carried with all in favor.*

Presentations: none

Public Comment: none

Liaison Report

- The Sheriff's report is included and reviewed. Troy reads that contract is for 27 hours and last month they had a total of 40 hours. They had their mobile traffic trailer out one day. Micki said Sgt. Klein stopped by and will be at meeting next month and to contact him with any questions.

Unfinished Business

- Planning commission Members & Training – Troy says we have applications from Gaye Gibby and Sharon Durbin. Troy asks if there are any questions for either one. Mike comments that they both have the qualifications. *Mike motions to appoint both to the planning commission – Lloyd seconds – motion carried with all in favor.* Troy thanks both wanting to serve the community. Some of the members and Micki will be attending training on Thursday.
- Cemetery Land Donation – Letter of Intent – Micki has contacted the attorney and some surveyors and gotten quotes for the fence. The approximate costs are \$19,200 for ownership and \$16,150 for an easement only and there could be other costs involved that we are not aware of. There was discussion of options of how to use the property and doing a driveway with an exit and a parking area. Discussion of where the money would

come from. Troy would like to wait and plan into budget for next year and Jessica agrees. Mike said that Mr. Burroughs was willing to help getting gravel and such. Mike would like to contact the property owner and see about waiting for 18 – 24 months so it could be in next year's budget. *Troy tables moving forward with the property that was offered to us as a donation until we can find out if the property owner will hold his offer open until next year so we can get it into our budget so can move forward at one time.*

- Library Aide Hours - Micki has broken down on what the additional hours would cost the city. Brenda would like to see one day a week for the aide to be there. Jessica is fine with additional hours but would like to see a log of what happens – something that defines the need for these hours. Troy would like to document the training. Kristen said that she has seen Sara doing more cataloging since school has started and that Brenda has been sick quite a bit lately. An annual graph or some information to show the council there is an actual need for the hours. The council is willing to move forward but would like some more information on day to day and trending. Troy says council understands how important the library is to our community. A monthly spreadsheet to give a visual of activity. *Mike motions to suspend the 200 hour limit on Stella, our library aide, for the next 60 days for flexibility to cover any sick time hours that are needed and we will get a report at our meeting to see where we are at in that situation - Lloyd seconds – motion carried with all in favor.*

New Business

- Public Works 2 Hours - Troy reads that this employment agreement is not eligible for benefits and is seasonal. Neither public works position is a guaranteed year round employment. Discussion about how much work for two employees during the winter months, PERS, and minimum wage costs. A company is paid to come clean the catch basins. Linn County and the State of Oregon are responsible for the catch basins out of town and the city's responsibilities are to contact them. Discussion about keeping hours as is until hours are justified for winter work. Troy says that Mr. Ritchie is a phenomenal worker and a huge benefit to the city of Lyons. Mr. Berkey says that winter is the time to catch up on maintenance and inside projects. Both public works employees work hard. *Mike moves to table discussion till the next meeting.*
- COLA (Cost of Living Adjustment) – No quorum to pass – *Mike moves to table.*
- Supplemental Budget Proposal – Resolution 528 – Troy reads a resolution adopting a supplemental budget, establishing appropriations within the 2016-2017 budgets. *Troy tables Resolution 528.*

Library Report

- Micki says Brenda had surgery on Monday and has submitted her report that she had done ahead of time. Brenda is looking for new library board members. Jessica said there is an application in for a board member. No quorum at the meeting and Kristen asked if there could be a discussion and Troy said he thought you could have a discussion but just couldn't vote on anything. Timer needs to be removed for Wifi and Wifi needs to be turned off and only on during business hours. Staff needs to turn on and off manually. The timer has been used before and didn't work. Troy says it is not the city's responsibility to supply the citizens of the city with Wifi when the library is not open. They are more than welcome to use it while the library is open. Business hours only for Wifi.

Staff Report

- Public Works – the missing street signs have been installed. They've been cleaning the catch basins and installing socks around them. Our seasonal employee will be done at the end of the month until spring time.
- Cemetery – the city attorney is researching the terms of the deed. Micki has requested he do a letter to the family even though he hasn't heard back from the title company. The Shelton headstone has been up-righted and the Lindemann headstone repaired. Been working on the land donation. Micki questioned about moving ahead with the radar project. Micki thought \$10,000 had been budgeted for the radar project with \$5000 for old section and \$5000 for new section. It would tell where there is a possibility of burials or coffins. It would identify where there is room for burials or if there are unmarked graves. Discussion about doing the old section this year and the new section next year. *Troy motions to move forward with the cemetery radar project on the old side of the cemetery at this time – Jessica seconds – motion carried with all in favor.*
- Library – researching computer budget. The architect came out on Sept. 21st and did a walkthrough of city hall and the park and went to the library. She will prepare a report and get it to us this week or next week. The library is doable for ADA but just depends on how much we want to spend. If we do anything with the walls at city hall it would need to meet seismic requirements. If we do much inside city hall we would need to make it ADA compliant. Micki attended the library employee safety meeting and went over the material safety data sheets book. They also talked about the safety binders and where they were located. There was concern about extension cords in high traffic areas and they are working on a solution to the problem. They are getting adjustable shelving in some areas. There was talk about the railings in the children's area but thought it would cause more problems than it would solve. They were showed where the fire extinguishers are and a review of operation. Micki will check into having fire extinguisher training. The evacuation plan needs to have a meeting area and at least twice a year a documented fire drill. Brenda will update us on the ALA standards once she receives them.
- Office – the crack sealing has been completed. Micki has been taking webinars on employment taxes, PERS basics, and IRS government entities. She has also been working on recruiting planning commission members. A meeting was held on September 20th. The planning commission training is on September 29th in Salem.
- Safety – reviewed the safety binders with the library staff.
- Researching a new library.
- Cemetery land donation.
- November election is coming up – register to vote.
- Christmas lighting contest is coming up. Prizes were discussed – movie package – 2 tickets, popcorn, and soda at star cinema and the awards like last year. Would like more people involved in the contest. There will be a Mayor's Choice and a Community Choice award.
- Complaints – tall grass and brush complaints – send another letter asking if owner can get mowed sooner than the end of October. Noise complaints - the sheriff's department will respond and can act on illegal or safety issues and can ask to turn down noise-can't force them to turn it down. People usually do because they don't want the police to return. Also a complaint of noise from a business within a residential zone. It is grandfathered into the zone – abide by other business hours rules. Any illegal activity the police need to be called.

- Micki is checking into putting the council packets online through iCompass Agenda Free. Need to obtain permission from our website host.

Commissioners Report

- Transportation & Parks – crack sealing is done. Dogipoo bags have been installed at both parks.
- Police – none
- Safety & Cemetery – none
- Library – none
- Building & Planning – none

Correspondence

- School district is going to be paying for a Portland State population study so will have new numbers that we can use.
- Planning commission training
- Wave is getting ready to do a rate increase.
- Local government news report shows LGIP interest rates are going up.
- The City of Lyons has won CIS safety award.

Councilor Requests/Future Agenda Requests/Announcements

- none

Next Meeting – Council Meeting on October 25th at 6:30 pm

Adjourned 8:38 pm

Transcribed by Carol Hendricks, Assistant City Recorder