



# CITY OF LYONS

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

449 5<sup>TH</sup> STREET  
LYONS, OREGON 97358

---

## CITY COUNCIL MEETING MINUTES

November 22, 2016

**Council Present:** Mayor Troy Donahue, Councilor Jessica Ritchie, Councilor Mark Orr, Councilor Lloyd Valentine, Councilor Mike Wagner

**Council Absent:** none

**Employees Present:** Richard Berkey – Public Works, Micki Valentine – City Recorder, Brenda Harris - Librarian

**Public Present:** none

**Opened w/pledge @ 6:30pm** by Mayor Troy Donahue

**Conflict of Interest/Ex-parte/Bias:** none

### Consent Agenda

The report provided is bills paid October 20<sup>th</sup> – November 17<sup>th</sup>, 2016 and the minutes are from October 25<sup>th</sup>, 2016 – the regular council meeting. *Jessica motions to accept the consent agenda which includes the minutes and bills – Mark seconds – motion carried with all in favor.*

**Presentations:** none

**Public Comment:** none

### Liaison Report

- Sheriff's report is reviewed and discussed. Possibility of finding a radar trailer in government surplus. Discussion of other city's contracts with the sheriff's department.

### Unfinished Business

- Resolution 526 – Troy reads the resolution to increase library aide hours. Discussion about other city's wages and the wage increase. Reviewed the hours per week and year for library aide so they are able to have her one day per week and to cover training and sick or vacation time. Library has received new books earmarked from a \$1000 grant. *Jessica motions to accept resolution 526 – Mike seconds – motion carried with all in favor.*
- COLA – PERS Forecast and Insurance Forecast – Discussion about the PERS increase for the next 5 years. Talked about minimum wage increase and insurance costs increases. Discussed merit increases and yearly reviews. Troy would like to recommend a workshop to have a system for council so there are guidelines to follow. Would like to compare other cities that are close in size with a library and without sewer and water systems for their wages. There was a wage freeze in 2014 by council because of PERS. *Troy tables the COLA – PERS and Insurance Forecast until we can have a workshop to put a plan in place. Action item at next meeting to schedule workshop for January.*

- Christmas Lighting Contest – After Thanksgiving put on reader board and see what it costs to put in Mill City newspaper. Micki will open registration on Friday.
- Architect – Discussion of Feasibility Study of plans for library. The rectory may be available. Possibility of hiring a grant writer to find grants for library. Brenda will check with City of Jefferson to see where they got grants for their library. Check with Fire Marshall to see what max occupancy on building and then contact Linn County for what we need to do for septic for community center and library. Discussion of options for new library.
- Complaint on Juniper Street – City Attorney was contacted by one of the people that live in the neighborhood. The attorney said our code states that a private residence means a permanent residence (home) already exists on the property. Then the RV would be an accessory to the home. Because there isn't a residence then the RV could appear to be the primary residence which our code doesn't allow. The way our code is written up you need to have a house to have storage. Troy recommends that our city attorney writes and sends a letter with our city ordinance explaining it and that if the resident has questions to contact our legal counsel. Council would like letter to explain options to resident and to review the letter before it is sent.

### **New Business**

- Wastewater Feasibility Study Information – There was a meeting/presentation about the sewer system for Lyons, Mehama, Gates, Idanha, and Detroit. They said they were going to start with Idanha and Detroit. The city will stay involved in it at this time.
- Oregon Mayors Association – An 'If I were mayor I would ...' poster contest between grade, middle, and high school students. The winners will be invited to attend a luncheon held at the Mayors Association Annual Conference in Lebanon in July. The 3 local winners will have their posters submitted. If chosen as conference winner, the first place prize is an iPad Air 2 tablet and, if funding is available for a 2<sup>nd</sup> prize, they will be given a prize selected by the mayor.

### **Library Report**

- Brenda says that two-thirds of the libraries have dropped in circulation and they can't explain why. There are two vacancies on the library board. The LIBRI foundation from Eugene awarded the \$1,000 grant but has since closed its doors. Stella went to training for reports. The library had a \$500 grant for the cultural passes. Patrons can check the passes out for 3 days and go to either the Stayton Pool, the Oregon Garden, or the AC Gilbert House. Each pass varies where and is usually for 2 adults and 4 – 5 kids per card. The state library is coming out tomorrow to work on training staff for the LearningExpress Library. The volunteers put in a lot of hours and Brenda misses their help when they are gone.

### **Staff Report**

- Public Works – Placed and removed flags at cemetery for Veteran's Day. Tubes were installed permanently for flags. Replaced the flag on the pole. Cleared the brush at intersection of Main & 25<sup>th</sup> and received lots of compliments. Cleaned up mud on Hickory Court. Received pricing for shipping containers and a permit must be obtained from county and container must be secured to the ground.
- Cemetery – Radar project contact called and will call back next week for schedule when weather is better. Sold a cemetery plot. Have 98 full size plots and 21 cremains plots. A columbarium holds 60 cremains. Recommend to restrict full plots to casket burials and

restrict specific plots for columbariums. Cost for columbarium is \$12,750 for 60 plots. Cost effective to do a columbarium. Discussed donation of property and location of columbarium.

- Library – See above for architect’s report.
- Office – Sending out business license renewals on December 1<sup>st</sup> and renewal is due by January 1<sup>st</sup>, 2017. Had 606 ballots cast for the election. The election result prohibits marijuana businesses. Building permits are: 9 permits year-to-date and other permits are 20 permits year-to-date. Did the Sarah Trott employee evaluation and Sherry Stufflebeem is coming up. Decision to have city hall open on December 26<sup>th</sup>. *Mike motions to approve a \$50 Christmas bonus for employees – Mark seconds – carried with 4 in favor and Lloyd abstained.* Christmas lighting contest – they will register by Dec. 9<sup>th</sup>, voting begins Dec. 10<sup>th</sup>, ends Dec. 19<sup>th</sup>, and winners announced Dec. 20<sup>th</sup>. Change the council meeting to the 3<sup>rd</sup> Tuesday of December. Micki did a condensed version of the budget and explained. Discussed budget and financial reports. Council would like to see this version twice a year to help with budgeting.
- Complaints – List given to council and reviewed. Glass on road complaint and Micki went to clean up but unable to find. Beaver trail is flooding but county will likely close off trail until next summer when drier. If brush and tree limbs hang over into the right-of-way send letter, and if we have to maintain, we will bill for it. If it is growing in the right-of-way it is our responsibility but hanging over from property it is owner’s responsibility.

### **Commissioners Report**

- Transportation & Parks – none
- Police – none
- Safety & Cemetery – none
- Library – none
- Building & Planning – none

### **Correspondence**

- Local Government Employer Benefit Trust Fund Rate Notice letter – rate stays the same. The Workers’ Compensation in 2017 decreases from 3.3 cents to 2.8 cents. The Portland State University preliminary 2016 population estimate shows we’ve grown from 1,160 to 1,165.
- Linn County Transportation System will have a community workshop in Mill City on Dec. 7, 2016 at 4:00 pm.

### **Councilor Requests/Future Agenda Requests/Announcements**

- Troy mentions about getting rid of our surplus. Tools (weed eaters, hedge trimmers, mowers) that we’ve replaced are put up for sale.
- Mark mentions about Fire hall toy drive and donating. *Mike motions that if there is a Fire Dept. toy program to give \$500 to it for Dec. 2016 – Jessica seconds – motion carried with all in favor.* In the future make it a reoccurring item in October or November.

**Next Meeting** – Council Meeting on Dec. 20<sup>th</sup> at 6:30 pm

Adjourned 9:55 pm

Transcribed by Carol Hendricks, Assistant City Recorder