



# City of Lyons

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## MINUTES LYONS CITY COUNCIL MEETING

October 15, 2013

### **OPEN MEETING**

The meeting was called to order by Mayor Dan Burroughs at 6:30 P.M. Present were Councilors Gary Alkire, Jesse O'Dell and Mark Orr. Also present were staff members Mary Mitchell and Audrey McNerney.

### **GUESTS**

Michelle Gates and Marge Cieri of Mardac Consultants.

Ms. Cieri led the meeting the purpose of which was to promote understanding among Councilors and staff. She reviewed the style insights graphs and discussed strategies for communicating with the various personality styles.

Councilor O'Dell requested that a separate binder containing reference material for councilors be prepared. The binder should include, among other things:

- Information Guide for Reference Materials
- Booklet entitled A Quick Reference Guide to Oregon's Public Records Law
- Check List for Executive Sessions
- Handbook for Oregon City Councilors
- A Guide for Public Officials (Oregon Government Ethics Law)
- City of Lyons Charter
- Ordinance No. G1-2012 – Establishing Council Rules
- Reference Materials presently contained in Council Books
- Any other reference materials deemed necessary or appropriate

Mitchell said that she would have these binders prepared for Councilors for the November City Council Meeting.

There was discussion regarding having Councilor books prepared and distributed one week prior to the Council meeting. Mitchell was opposed to the idea and gave her reasons for her opposition. She stated that if that is what Council wants that is what will be done.

Lyons City Council Meeting

October 15, 2013

2

It was determined that although nothing that had not been included in the Council books were to be placed on the Council table the night of the meeting, the disposition of anything that was time sensitive and required a decision prior to the next council meeting would be decided by Mayor Burroughs and Mitchell.

It was also determined that the cutoff date for agenda items and any project that requires research and/or reports is to be **two weeks prior to the distribution of the Council books.**

**The expectation is that everyone will come to the meetings prepared.**

O'Dell suggested that this be done for the November meeting as a trial run.

Cieri requested that we tell each other how we want to be communicated with and how we do not want to be communicated with. Council and staff each communicated their preferences.

During discussion after telling each other how we wish to be communicated with Councilor Orr stated that he preferred to be referred to as Councilor Orr not just Orr (as in when verbally reading reports or minutes).

Cieri said that she would like to have a follow up meeting with Council and Staff in a few months.

After additional discussion the meeting adjourned at 9:15 P.M.

Audrey McNerney  
Assistant City Manager