



City of Lyons

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MINUTES LYONS CITY COUNCIL WORKSHOP – GOALS FOR UPCOMING YEAR February 12, 2013

OPEN MEETING 6:30 P.M.

The Lyons City Council workshop was called to order by Mayor Danny Burroughs. Present were City Councilors Mike Lucas, Troy Donohue, Mark Orr and Gary Alkire. City Staff in attendance was City Manager Mary Mitchell and Assistant City Manager Audrey McNerney.

GUESTS. Barbara Orr and Steve Baldwin.

Mayor's Baseline & Rules Review. Mayor Burroughs read his Proposed Mayor Baseline, a copy of which is attached hereto and made a part hereof by reference. (a copy of this document can be obtained upon request).

- Items 1 and 2 were already in place.
- With regard to item 2, the sign in sheet for Councilors was already in place. Orr asked if a sign in sheet for the public should also be prepared. Mayor Burroughs felt that this was not necessary.
- There was no comment with regard to items 3 and 4.
- In connection with item 5 Mayor Burroughs stated that the Bills Paid Report would be provided upon request.
- The monthly meeting time referred to in Item 6 was changed to 6:30 P.M. at the last City Council meeting.
- Mayor Burroughs has already received the information required pursuant to Item 7.
- Mayor Burroughs stated that Councilor Lucas and Councilor Alkire will trade the location of their seats at the Council table.
- Any requests from the public to be placed on a meeting agenda need to be submitted not later than 10 business days prior to the Council meeting. Any requests received after that time will be placed on the agenda for the next Council meeting.

Mayor Burroughs then read “Being a Team Member (Presented by Scott Lazenby at Leadership Boot Camp).” This item is contained on the same page as Mayor’s Baseline and Rules Review which is attached hereto and made a part hereof by reference. Orr commented that according to Council’s Rules if there is a disruption of a meeting from the audience he will not hesitate to suggest either removal of the person causing the disruption or request postponement of the meeting.

Staff Needs Review. Mitchell read from a Memorandum previously submitted to Council entitled “Needs”. A copy of this Memorandum is attached hereto and made a part hereof by reference. (a copy of this Memorandum can be obtained upon request). In response to the question “What do you, as Councilors: a) expect from us and b) want us to do that we aren’t doing.” The following suggestions were made by Council.

- Orr stated that it would be helpful to him if copies of complaints were provided to Council. Mitchell stated that complainant information is confidential and explained the procedures followed in responding to a complaint. After discussion it was decided that copies of complaints and subsequent correspondence would be provided to Council in their meeting books (at tab 22-Complaints and Enforcement).
- Alkire commented that if a Councilor has a question they would find that Staff would be readily available to assist them. He said that he felt that it would be better to have a face to face meeting with staff so that there can be no misunderstanding of what is requested.

Council did not indicate that there was anything that they wanted Staff to do that was not being done.

In response to the question “What does Staff need from Council?” the following was discussed.

- Regarding input as to how to handle an inaccurate presentation or response in a public setting it was suggested that perhaps a note could be passed or to politely get Councilor’s attention to advise of the correction. Alkire suggested that if you don’t know the answer to a question to advise whoever asks the question that you will determine the correct answer and get back to them.
- Orr stated that in response to Item 4 that a time line be given when a task is undertaken whether it be staff or Council.
- Orr also suggested that if a Staff member, when preparing minutes, is unclear as to who is speaking or what is said at a meeting the video of the meeting could be utilized as a tool to determine what is being said and who is speaking at that time.
- It was also suggested that if a citizen wants to address Council they should come to the podium in front of Council to make their address. They should also be requested to identify themselves.

Addressing Rumors – Staff Questions. Mitchell stated that in light of what had transpired with Councilor Lucas attempting to provide correct information with regard to a rumor which was circulating just prior to the election it is important that Council address how to respond to rumors. Mitchell gave an example of a recent rumor which had been brought to her attention by a citizen contacting City Hall to find out if it was true that the City intended to annex Mehama and how she had handled it. After discussion it was the consensus of Council that future rumors shall be dealt with when appropriate at a staff level but brought to City Council for Council to formally respond as to the facts. Mitchell also requested that in the event rumors were brought to a Council member they also be brought to Council so

that they can be formally addressed. In the future there will be a section on the Agenda so that any rumors can be responded to by Council as a whole.

Goal Setting – Projects and Anticipated Costs. See memo attached hereto and made a part hereof by reference. A copy of this memo is available upon request.

Mitchell distributed a pie chart showing the breakdown of last years' Fiscal Year Budget for Council's information.

Baldwin apologized for his interruption at the last Council meeting and suggested that an item be included on the Agenda for non-Council Commissioners to make reports or impart information to Council.

The workshop adjourned at 8:45 P.M.

Audrey McNerney
Assistant City Manager