



City of Lyons

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MINUTES LYONS CITY COUNCIL MEETING March 26, 2013

OPEN MEETING 6:30 P.M.

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

GUESTS. Bonnie Reid, Michelle Gates, Jim Lepin-Linn County Sheriff's Office, George L. Geddes, Dave DeLapp, Greg H. Klein-Linn County Sheriff's Office, Steven Baldwin, Newell Robison, Bob Culbertson-Neighborhood Watch Patrol, and Brenda Harris. Attendees whose names were illegible on the sign in sheet may be misspelled or not included.

Mayor Burroughs asked that all stand for the Pledge of Allegiance. He then inquired as to whether there were any declarations of conflict of interest or ex-parte contact regarding the agenda items. There were none.

Sergeant Greg Klein – Update. Klein asked how the cap stun training had gone and was advised that it had gone very well. He said that he had received a request that the Sheriff's Office provide the City with monthly activity reports and stated that he would begin e-mailing those monthly reports approximately the 10th of each month. He reported that his team would be on the graveyard shift next month in this area. He also reported that the issue of the search warrant and arrests made last month in Lyons is presently in the Courts and he will keep the City apprised of the status

Jim Lepin – Linn County Sheriff's Department Neighborhood Watch. Lepin stated that he had been attending the Lyons-Mehama Neighborhood Watch since last May and praised them for their good work. He said that he had been challenging them recently about not only doing patrols but getting out into the neighborhoods to get people involved. At the last Neighborhood Watch meeting Lepin stated that he had discussed the data regarding the number of crimes that had been committed in Lyons and that Bob Culbertson, the Chairman of the Neighborhood Watch had suggested bringing the matter to Council to request their assistance publishing this information to get people in Lyons aware and involved. The

report set forth the crimes which had been committed in Lyons over the past 6 months. A copy of this report is available upon request. Burroughs commented that the City had begun to publish a monthly newsletter which could contain this information. There was discussion regarding the need to publicize the existence of the Neighborhood Watch. Bob Culbertson, the Chairman of the Neighborhood Watch, stated that people who can't afford security systems can afford a Neighborhood Watch but there is a need to get people's attention. Lepin suggested training people how to recognize and report suspicious activity.

Donohue suggested advertising and holding a town hall type of meeting with the premise of crime in our community and what we can do about it. The reader board could be used to advertise it and the Sheriff's Office and Neighborhood Watch could come up with the material to be discussed. He said that he was shocked to find out that there had been 14 burglaries in the City over the past 6 months. He went on to say that probably most of our citizens are not aware that this type of activity had taken place during this time period.

Lepin said that the motivation must be with the community to make Neighborhood Watch work. He said that he would encourage the City to do what they could do to help organize such a meeting. He went on to state that he does training and Culbertson has the organization in place to accomplish it.

Orr suggested utilizing the school as a tool to get this information out to the public. There was discussion regarding the efforts that the Neighborhood Watch Organization had made to disseminate materials to let the public know about the Neighborhood Watch.

Lepin said that he was looking forward to working with the City. Klein said that he and Lepin worked together and whatever is needed from them they will help out.

Burroughs said that he would get something started and be in touch. Lepin said that he was looking forward to working together.

Librarian Brenda Harris – Update. Harris stated that they had been working on updating policies. She mentioned that when her husband passed away it had been requested that any donations to be made in his honor be made to the Library. As a result approximately \$500 was donated which went to the Friends of the Library and they had focused on purchasing books on CD and DVDs. They are trying to get the most current movies and get them cataloged into the system but that this entailed a lot of work. She said that she would tally totals each month and give a report for the entire month. Donohue asked if the Library was being frequented fairly heavily at this time. Harris responded that last Tuesday they checked in approximately 200 items and checked out at least 150. In addition the computers were busy as were the phones.

Orr commented that he had stopped by the Library twice and was impressed. He thanked Library staff for a job well done. He asked if someone had to live in Lyons to use the Library and Harris explained the CCRLS boundaries and discussed the local option card.

CONSENT AGENDA (Decision by Motion).

Donohue requested a correction to the February 26, 2013 Minutes. On Page 3, the paragraph entitled "Boulder Placement" should read "*Orr* said that he had contacted X-Rock..." instead of "*Donohue* said that he had contacted X-Rock..." McNerney apologized and said that she would make the correction.

Donohue made a motion to accept the Consent Agenda, which contained:
Minutes – February 26, 2013 City Council Meeting (As corrected)
❖ Bills Paid – March, 2013 as Applicable
❖ Resolution #475 – General Fund to Library Fund Transfer

Orr seconded the motion. Voice vote. Motion carries.

DISCUSSION ITEMS.

Councilor Lucas Resignation – Replacement Process. Burroughs announced that Councilor Mike Lucas had resigned on February 26, 2013 (after the last Council meeting). Alkire made a motion to accept Councilor Mike Lucas' written resignation. Orr seconded the motion. Voice vote. Motion carries.

TMDL Plan Update and Acceptance. Mitchell referred to her Memo (a copy of which is available upon request) which contains a brief overview of the City's TMDL Plan. TMDL stands for the Total Maximum Daily Load which is dictated by DEQ and approved by the Environmental Protection Agency as far as the type of pollutants that can be discharged into the North Santiam River. She went on to state that the City had been mandated by DEQ in 2006 (as was every other entity in Oregon) to put together one of these plans. An annual update was prepared (Mitchell referred to the spread sheet attached to memo) which breaks down the Best Management Practices in all categories. This sets forth a list of all of the types of best management practices, pollutants, source of pollutants, management strategy, actions and benchmarks, performance measurement, etc. She said that this is more of an informational packet so that Council would know what we are working on and what we are trying to improve. She said that if you look at the status report you would see many accomplishments. The primary source of our pollutants is temperature based. These sources include development (where riparian areas are destroyed or shade is eliminated) runoff from housing developments, (warm water) and runoff from the ponds (in the past in warmer months when beaver dams were removed additional warm water drained into the river when levels were already low). Last year's storms washed out the beaver dams and actually rechanneled some of the water which has caused the current low level of water in the ponds.

This leads back into an ongoing project which is the application permit which has been submitted to the Oregon Water Resource Department to secure water rights for the ponds. We were unaware that we did not have those rights. We are actively working to secure those water rights so that weirs can be built and provide a control mechanism to regulate the pond levels. This also will satisfy DEQ and EPA regarding the pollutants that are flowing into the river.

Mitchell then referred to the TMDL Implementation Plan – 5th Year Review Report for City and County Designated Management Agencies. She referred to Page 5, Part Two which explains some of the primary accomplishments. The deadline for submittal of this report was April 1st (per DEQ timelines). The report has been submitted and has been reviewed and approved by DEQ. At this point the only action necessary is Council's approval of the 5 Year Plan. Mitchell said that if there were any additions or deletions

Council would like to make to this report this would be the appropriate time to discuss them so they can be communicated to Nancy Gramlich of DEQ.

Donohue asked whether DEQ had requested or if we had provided water samples from the ponds. Mitchell said that they had not. Donohue said the reason he asked the question was because some of the specifics that we are asked to monitor are the Ph and mercury levels, etc. Would it be to our benefit to do an annual water sampling of the ponds? Mitchell said that it was a good idea. Donohue said that there is a company in Bend that performs these tests. Mitchell said that what we could ask to have the listed pollutants tested. Donohue said that this would give the City an opportunity to monitor pollution levels and if any of the levels are accelerated we would have the opportunity to determine where the pollutant is coming from and try to eliminate it. There was discussion regarding the location where the testing should occur. Donohue suggested that summer time would probably be best for the initial reading.

Burroughs explained the source of water flow into the ponds. Mitchell said that the recent Storm Water Drainage Plan also contains this information.

Orr suggested checking with Oregon State University to see if there are programs or class projects available to assist us with the testing. Mitchell said that she would check into this issue and the costs associated therewith.

Orr made a motion to approve the 5-Year TMDL Plan including the recommendation that the water in the ponds be tested for listed pollutants. Alkire seconded the motion. Voice vote. Motion carries.

Staff Reports and/or Updates.

McNerney reported:

- **Citizens Concern – 271 Fir Street** - With regard to the Citizens Concern about the overweight truck parking on Fir Street the complainant has withdrawn his complaint because the truck is only being parked there on occasion and he has no problem with that. The file has been closed.
- **Pepper Spray Training** - Officer Burch from the Linn County Sheriff's Office conducted training on the use of pepper spray on March 18, 2013. McNerney named the attendees of the class and stated that she had attached a copy of the class material and information from the City's insurance carrier. This material is available upon request.

Mitchell reported:

- **Newsletter** – the first newsletter has been distributed. A copy of the newsletter was attached to Mitchell's memo for Councilors' review. She requested feedback and/or suggestions regarding the content of the newsletter. She said that her goal was to start publishing a newsletter the first of every month. Mitchell said that she had a list of upcoming projects which could be included. She stated that she would be coordinating with Harris so that Library activities could also be reflected. She commented that information regarding Neighborhood Watch can also be included. Donohue suggested that the statistics from the information provided by Lepin should be included. Orr stated that he would like to see information presented *after* a project is completed so that citizens are aware of what we are accomplishing. We can also thank any volunteers for

their service at that time. Councilors commented that they liked the format and that the copies which had been placed in various locations around town had disappeared within a matter of days. Burroughs suggested including contact information for the Neighborhood Watch.

- **Permit to Store Water** – We have received acknowledgement of the receipt of our application by the Oregon Water Resources Department (OWRD) and Mitchell referred Council to a Timeline Process she had prepared. Mitchell stated that she and Donohue were working toward determining what the next steps to be taken are and who we need to work with. She commented that OWRD had referenced the possibility of the process taking up to 14 months to finalize; however, Mitchell felt that there was a good possibility it would be finalized sooner. Donohue commented that the size of the nutria and duck populations could affect the Ph levels of the water.
- **Comprehensive Plan Review** – Now that the City has a quorum of Planning Commissioners Mitchell has scheduled the first Comprehensive Plan review workshop (for Planning Commissioners only) to be held on April 9th at 6 P.M. After the Planning Commission has finalized review of the Comprehensive Plan it will be brought to Council for input.
- **US Department of Education – Office of Civil Rights** – An on-site meeting with the representatives of the US Department of Education – Office of Civil Rights was held today, March 26, 2013. Mitchell has been waiting for them to get back to us on all the documents we have submitted as to the facility compliance for the satellite Library and the Library. They took pictures and measurements to be sure that the City is compliant with what had been mandated. They could not advise us immediately as to whether the project has been approved but they stated they would send out a report next week.
- **NSSD Meeting** – We are waiting for scheduling by the North Santiam School District to discuss planned improvements to Mari-Linn School with City Council. Donohue asked Baldwin if he had any information regarding a date for this meeting. Baldwin stated that the School District is waiting for information from their architect. Baldwin also stated that the District is looking into the possibility of selling the lot next to Mari-Linn School (corner of 5th and Fir Streets). There was discussion regarding the zoning and re-zoning of the lot. There was also discussion regarding how our water might be affected by the amount of lead in the ground on Dogwood (the site of the former gun club) and the necessary disclosures when the homes are sold. Mitchell reported that she had just received a notice from One Call that the School District had hired an engineering and architectural firm to do upgrades at Mari-Linn and the firm has provided a list of projected upgrades. She said that because they are talking about paving the parking lot she has discussed drainage issues and the fact that it is possible that a conditional use permit may be required. There was also discussion regarding necessary permitting for the project. Donohue made the following comment which he requested be a matter of record: “When the School District notifies City Council about that meeting, if Council agrees, I would like to open that invitation up to Mr. Baldwin because he is our liaison with the School District.” He also said that he would like Mr. Baldwin to be involved and privy to any information in this regard. Council agreed.
- **25th Street Light** – Burroughs noted that everything has been located and that the stakes are out where the pole will go. Mitchell said that the One Call notice received by the City stated that they were going to start work on March 20th. The City has taken care of all permitting requests, provided the check and has done everything required with regard to the matter. Orr said that he would like to go on record thanking Council and staff for getting this project done. He went on

to say that as a group they have accomplished something good for the safety of the citizens of Lyons.

- **Background Checks** – Mitchell referred to a memo dated 3/26/13 entitled “CIS Meeting” which discusses the meeting regarding the City’s formal position on cap stun training and background checks between Alkire, Burroughs, Mitchell, Dunny Sorenson and Rich Lindeman. A copy of this memo is available upon request. Mitchell said that she is drafting a volunteer application form and going through the background check and drug screening review process. She has not yet contacted the State Police Department or the Linn County Sheriff’s Department regarding their conducting background checks. She noted that she is in the process of drafting policies for adoption on both background checks and the use of personal protective devices. This will also require modification to our Employee Handbooks. She said that her goal was to have this material ready for Council’s review and adoption by the next Council meeting.
- **Sidewalk Ordinance** – Mitchell referred to a sample sidewalk ordinance, a copy of which was attached to her memo. This subject came out of a liability discussion with the insurance carrier and the possibility of passing the responsibility for sidewalk repairs and maintenance to the adjacent property owner. She said she didn’t know whether Council wanted to consider this possibility. She advised Council that she had contacted ODOT and there was a good possibility that the City may be able to get funding for sidewalk and curb repairs. Mitchell went on to say that if Council wanted to consider adopting a sidewalk ordinance the most appropriate way would be to obtain the funding and once everything is in good repair adopt an ordinance passing the responsibility for maintenance on to the homeowner. Donohue said that his problem was that the sidewalks on the main street were required by the state and he felt that it was wrong to make the homeowners responsible for someone tripping and falling on a state mandated sidewalk. He also said that, just for the record, he does not have any sidewalks in front of his property. He went on to say that if the homeowner had a wide property frontage his financial risk and liability and cost for repair of the sidewalk would be larger than someone who has lesser frontage. Alkire commented that usually a homeowner’s policy would cover any liability incurred and what was being discussed was the issue of maintenance. There was additional discussion regarding liability and Orr commented that we need to find out if the sidewalks are on state or county right of way and language on repair and maintenance. Mitchell said that this suggestion was at the recommendation of our insurance agent who said that the majority of Oregon cities had adopted these ordinances due to fact that the cities do not have a lot of money and are trying to pass the responsibility on to the property owners. This is for Council’s consideration only and if Council is opposed to the idea it can be disregarded. There was also discussion regarding jurisdiction and the meaning of “repair and maintain.” Orr commented that a number of years ago he had repaired a portion of 5th Street which was paid for by the State of Oregon because 5th Street is a state highway. Mitchell reported that she spoke to someone at ODOT who is trying to find someone who has time to do the project management because the timeframe on funding this type of project is closed for this funding round. However, because these sidewalks are all in state and county right of way the person at ODOT is attempting to see if she can obtain funding of possibly up to \$100,000. Mitchell does not yet have an absolute approval of funding at this time. There was discussion regarding the technical aspects of repairing sidewalks and curbs.
- **Tree Complaint – Donohue Property** - There had been discussions regarding removing the trees on Donohue’s property whose roots were weakened due to a water leak from the Water District’s water lines. Because this property abuts a county road this matter is not within the City’s

jurisdiction. There was discussion regarding the problem and the necessity to remove the trees. Burroughs stated that the trees need to come down and he will talk to Dave Curran about this matter.

- **Grant Writing** – Since Council had determined that they wanted to budget for grant writing Mitchell had contacted Mia Mohr who had assisted her in the past with some grant writing. Mitchell e-mailed Mohr and suggested some suggestions as to the type of funding she would like her to consider researching but she has not yet received a response to that e-mail. Mitchell asked Council if they had suggestions as to other additional matters they might like researched. There was discussion as to how the grant writing would be paid for. No offers as to method of payment had been made. Burroughs said that each grant should have different criteria for payment depending on the amount of the grant. Donohue said that once we get a sample report back we might be able to approach Oregon Fish and Wildlife to see if there are any grants available through them to stock the ponds with fish. Mitchell stated that Kimberley Keirseay was now a liaison to the North Santiam Watershed Council which may be an asset in this regard.

Council Updates:

- **Security Cameras** – Alkire commented that at this time he would like to put this matter on hold until after we see where we are with the Budget.
- **Boulder Placement** – Burroughs said that he would contact Matt at North Santiam Paving with regard to picking up some boulders (for placement at Freres Park).
- **Gopher Problem** – Orr stated that he had spoken with the volunteer with regard to this matter and he and Miller (Public Works) had set a few traps. The volunteer said that he would keep working on this until there were no more gophers.
 - Mitchell stated that with the loss of Lucas as Cemetery Commissioner she did not have a contact person to work with in connection with cemetery issues. There was discussion as to how long the City should continue to accept applications for the vacant position on Council. After discussion it was agreed that the City should continue to accept applications to fill the remainder of Lucas' term for a period of 45 days from this date. Mitchell stated that there were application forms available at City Hall and the position was being advertised on the City's website, posted on the reader board and in the newspaper. At the end of the 45 day period Council can conduct interviews and vote on the replacement. Mitchell said that it was important to remember that just because someone applies for the position doesn't mean that Council has to appoint them.
- **Weight Limits and Signage** – Burroughs stated that the drilling of test holes had yet to be accomplished. Orr said that he spoke with Bill Lulay, the engineer for North Santiam Paving and that North Santiam would, free of charge, be willing to spend the time necessary to give us some educated assistance on preventative maintenance on areas that would be most likely to be troublesome in the near future. Orr would like to request that their assistance be utilized before their busiest season. Orr asked Burroughs to schedule a meeting with a representative of North Santiam Paving. Burroughs agreed that he would take care of this.
- **Councilor E-Mail Establishment** – Donohue said that he would have an e-mail account established by the end of the week.
- **Library Restroom Bldg. Modifications** – Alkire said that he has the modifications drafted on a CAD and he is going to await specifications from the US Department of Education – Office of

Civil Rights as to ADA requirements. When he receives the rest of the data he will recheck all of the figures, print it out and submit it. Burroughs stated that he liked Alkire's plan. Mitchell said that she would like to see as much storage as possible. Orr cautioned Alkire to be certain that once the above department signs off on these plans there is no other department that needs to sign off on the project before we move forward with the construction. Alkire said that what he was looking for was ADA compliance with the basics. It will still be necessary to go through the appropriate permitting process.

- **Headstone Repair** – Mitchell said that at the present time there is no Councilor coordinating this. She also said that she had noticed that at the Goal Setting Workshop that Councilor Alkire possessed many of the assets necessary to complete the project. After discussion it was agreed that Alkire would be the most appropriate Councilor to assist in coordinating this project. Donohue suggested that this would be a great project to get the community involved in. We could use the reader board to advertise for volunteers to work at the cemetery for one day only. There was discussion as to the date to schedule this project. Mitchell suggested October, which is typically dry, and is Cemetery Awareness Month. Alkire agreed to be the coordinator on this project and said that by the next Council meeting we can have the headstones needing the work identified and can go from there. Mitchell stated that the headstones had already been identified.
- **Bridge Rails** – Orr said that he had spoken to the people who are building the rails and it will be a one day project to install them. He asked Burroughs to provide the minimum height and what the spacing is between cables. There was discussion regarding the technicalities of the installation.
- **Street Repair Inventory** – Burroughs is compiling inventory of street repairs needed/prioritizing. There was discussion regarding the cleaning of the catch basins on Apple Loop.

Commissioner, Liaison and Non-Council Commissioner Reports.

- **Library – Commissioner Alkire.** Alkire reported that the sump pump had been secured to the wall and the phone company has installed a phone jack so that he can finish installing the water alarm which he plans to finish up by next week. He said that there is still a lot of work to be done at the Library. He also expressed appreciation to the Water District who assisted him in finding the stakes to determine the boundaries of the Library property. Orr commented that staff was going to contact the Fire Marshall with regard to occupancy requirements for the bathroom. Mitchell responded that she had received a response from the State Fire Marshall informing that the requirements for bathrooms come from the state building codes and not from the fire code. Alkire stated that the occupancy for the Library building was 200.

Addressing Rumors as Needed. There were none to address.

PUBLIC COMMENTS TO COUNCIL. None

Mitchell announced that there would be a Government Ethics Workshop on Monday, May 13th from 6 to 8 P.M. at the Mill City City Hall.

Mitchell stated that Doug Miller (Public Works) drives his truck to work daily from Albany. He has purchased a small commuter car and asked permission to park his truck at the shop and drive the commuter car back and forth on the days that he works. He would then have his truck available to do the

necessary work around town. Orr commented that Miller needs the truck to do the work but Orr's concern was the City's liability in the event the truck was vandalized when on City property. Mitchell said that this would be covered by Miller's auto insurance and that she would be sure to get a "hold harmless" from Miller. After discussion Council granted permission for Miller to park his truck at the City Shop provided he is aware that the City has no liability for theft or vandalism.

Mitchell then advised Council that Jeff Pfeil who coordinates the I-Serve project (when the local church members perform different projects for a variety of organizations) had contacted her to ask what the City would like to have them do this year. Orr suggested sidewalk cleaning and discussion ensued regarding the cleaning and maintenance of our sidewalks. Donohue suggested that they may be able to help with the cemetery headstone project. Mitchell said that she would work with Pfeil to lay out some projects.

Geddes commented that in the past the State Highway Department had come down 5th Street with their sweeper. Mitchell said that she had contacted them multiple times this year to have the sweeper clean 5th Street. She has been advised that they will sweep 5th Street the first part of April.

All Council members stated that they would be available for the next City Council meeting on April 23, 2013 at 6:30 P.M.

The meeting adjourned at 8:30 P.M. Burroughs stated that Council was going to convene in a workshop if any of the public wished to remain.

WORKSHOP – Convened 8:35 P.M.

Mitchell stated that it was time for her to get started on the Budget. She said there were a number of changes in hours which had been made last year and wanted to know whether Council wanted to leave those changes in place. She said that the Budget is a time consuming project and she needs Council's guidance so that she will have the correct numbers the first time she put the budget together. She said that any changes that are made would not take effect until July 1 which is the beginning of the fiscal year.

Orr asked "what do we perceive changing within this next budget?" Mitchell said that one of the things she wanted to discuss was the possibility of a law enforcement levy which is a consideration. The previous levy put to a vote was for \$60,000 per year. We have now reduced that amount to \$10,000. If the City submitted a \$20,000 law enforcement levy to the people the increase to property taxes and would be minimal and would give us twice the coverage we have at present. This would take away the \$10,000 law enforcement cost that we currently have to pull from the General Fund. Mitchell said that what was not anticipated previously was that the City not only had to budget for the final payment on the Library building of \$10,500 but also for another \$10,000 for law enforcement. She said that she had not yet done the projections but that the budget isn't going to go up significantly but that costs will continue to increase. After much discussion Mitchell asked Council if they wanted to consider putting a law enforcement levy out to a vote again.

Donohue said that if we explain to the citizens at a town hall meeting the number of burglaries and other crimes which have occurred over the past few months we might get a better response. He commented that fear is a great motivator. The documentation we just received from Jim Lepin regarding the increase in

criminal activities is a perfect example as to why the levy should be sent to the voters at this time. Donohue commented that he had said previously that it wouldn't take long for the criminals to realize that we don't have adequate law enforcement coverage. This is starting to show now as evidenced by this report.

Mitchell said that there is a lot of preparation involved in sending a levy to a vote and requested Council give her a figure they want to consider when sending this issue off for a vote on a 4 year levy. Once Council decides what figure they want she can start doing calculations and have those ready for the town hall forum for presentation. Burroughs suggested that \$30,000 is a decent number which would give us triple the coverage that we have at present.

Burroughs asked what the cost was to send out a mailer to the townspeople to make them aware of the town hall meeting. Mitchell responded that in the past she had gotten students from Mari-Linn School to distribute flyers. She said that each Councilor could chaperone a number of kids (not one Councilor with one child). She has area maps which can be utilized. In that case the costs are insignificant and the kids have fun with the project.

Donohue suggested that Baldwin present this to the School Board to see if the school can send information on this issue home with the students. Mitchell was unsure as to whether they were allowed to do so anymore.

Mitchell said that she will look at what the costs would be for a \$20,000 levy and a \$30,000 levy so that Council has options for both and can make a decision on what number to use. Orr commented that there will also have to be an explanation as to what the citizens will get for their money. Donohue said that he would like to have representatives from both the Neighborhood Watch and the Linn County Sheriff's Office present at the town hall forum to discuss the rise in criminal activity. After discussion it was determined that the forum should be scheduled the first part of May.

After discussion it was determined that Library hours would remain as they have been for the past year. Alkire would like to have the difference between what Freeman makes and what Voltin made stay in the Library Fund until we see where the budget stands.

There was discussion regarding Freeman's probationary status in the position of Assistant Librarian. Mitchell stated that Freeman was on probation only as far as her ability to fill her new position. Mitchell stated that with the number of hours budgeted for the Library we are able to cover all open hours and still have 38.5 hours of closed time. In March the Library had 93.5 hours of open time and 38.5 hours of closed time to perform cataloging etc.

Donohue made the following proposal to Council. He said that if Freeman worked 40 hours per month it would give her 482 hours per year which would keep her under the allowable hours mandating PERS coverage. At the end of Freeman's 6 month probationary period, in order to help contain our budget and help compensate for the extra 8 hours per month, she could be given a pay increase of \$1.89 which would bring her salary up to \$11.61 per hour. Donohue explained that that would give Freeman half of the difference between what Voltin had been making and what she is making now. The hourly pay difference between the two is \$3.78. He said that even though she did not have the same experience and longevity in

the Library as Voltin had he felt that the added responsibility was worth something. The increase would happen only if she successfully fulfilled her probation. Mitchell suggested that the amount of any pay raise should be based on the level of ability to do the job. Mitchell explained that previously Freeman had only been working enough hours to maintain a basic familiarity with the work that needed to be done. After discussion it was decided that Freeman's hours would be increased to 40 per month and, after the 6 month probationary period, Freeman would be given an increase in salary of *up to* \$1.89 per hour based on the level of her ability to perform the job as Assistant Librarian.

Because there are only two people working in the Library concern was expressed that in the event one of the two was sick for an extended period of time there would not be sufficient coverage. Donohue said that in that event Brenda can check with the Library Board for assistance in finding volunteers to work a few hours per week.

The discussion then moved to the potential increase in the cost of PERS and health insurance. Mitchell said that she was going to have to check to see what those increases will be. She referred to the Small Cities Survey previously provided to Council which set forth salaries and benefits. She noted that some of the Cities have gone to a 95-5 split of the cost of health insurance where the city picks up 95% of the cost and the employee picks up 5%. Mitchell then referred to the spread sheet in Councilor's books which sets forth the monthly expense for this fiscal year for PERS and health insurance. There was discussion regarding a possible 4% increase in the monthly cost for the covered employees.

Mitchell asked if we are going to keep the caps and reductions in hours and salaries that were done last year (except as discussed for Freeman.) It was the consensus of Council that they would remain the same.

Mitchell then asked if Council was going to look at COLA increases this year so that she will know what to budget for. After discussion it was the consensus of Council that the City will continue to pick up any increase in PERS and health insurance in lieu of a COLA increase.

Mitchell explained the process for completing and publishing the Budget and said that she would move forward with preparing the budget.

There being no further business to come before Council, the workshop adjourned at 9:25 P.M.

Audrey McNerney
Assistant City Manager