 City of Lyons

Phone: 503 859 2167 449 5th Street

Fax: 503 859 5167 Lyons, Oregon 97358

**LYONS CITY COUNCIL WORKSHOP MEETING**

**March 7, 2015**

**OPEN MEETING 3:30 P.M.**

Mayor Dan Burroughs called the Lyons City Council Meeting to order at 3:30 P.M. Present were Councilors Troy Donohue, Lloyd Valentine & Mark Orr.

**GUESTS:** Brenda Harris, Steve Baldwin, Molly Freeman, Micki Valentine, Candi Hampton

Steve Baldwin asked to address council regarding a letter he received that addresses the school district. The letter is requesting an additional teacher at Mari-Linn to avoid combined classrooms. Steve had drafted his own letter and wanted council approval before sending to the school district, copies distributed to council for their review. Council also requested copies of the letter from Shannon Stinnett. No objections from Council.

**DAYS/HOURS OF OPERATION:** Councilman Orr thinks full time should work 7 hours a day. Councilman Valentine checked with other cities to compare office hours. Councilman Donohue feel a 9-4 day is a requirement, the people who can’t work that shift won’t apply, and hopes the city has a full time employee within 2 months. Donohue also wants a “full-time” definition changed to 30 hours per week instead of 25. So consent is the office hours will be from 9-12 & 1-4 and a full time status of 30 hours per week or 120 hours per month.

**PERS:** Donohue requests a new resolution be added to the agenda for next meeting for the employees to pay their 6% contribution to PERS. In July the PERS rate will go up to 22% if the city pays the entire portion.

**INSURANCE:** Donohue wants resolution for employee to make a 10% contribution to their health insurance.

**MILEAGE:** Mileage needs to be turned in weekly. Donohue alleges he looked through back financials and the previous maintenance worker was getting $30 month and the current maintenance is getting $100 month. Council would like to see a daily log of miles that includes activities. Councilman Orr thinks a daily log should not apply to the library staff – only office staff & maintenance. Donohue agrees.

**JOB DESCRIPTION:** Wondering if direct deposit would be a good option for the city. Donohue does not want employees to be able to bank vacation hours earned. Donohue recommends a maximum of 2 weeks at a time to be allowed to take vacation. And a “use it or lose it” policy for vacation. Council would like to somehow grandfather Brenda Harris benefits without offering the same options to new full time employees. No accrual of vacation until after 1 year of employment.

Sick leave – Would like 1 week per year (5 days) and can bank for 3 years.

Paid holidays – 6 paid holidays per year. New Years, Christmas, Thanksgiving, 4th of July, Memorial & Labor Day.

Jury Duty – Leave the jury duty pay rate, but cannot accrue vacation during jury duty time.

Clerk – Orr wants 2 part time people for the part time positions as long as they stay under 600 hours per year (to avoid PERS) Donohue would like clarification on insurance eligibility in handbook if a leave of absence is granted for 30 days or more. BOLI regulations need to be posted. Continued discussions on job description changes.

Adjourned 5:30