

# CITY OF LYONS

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CITY COUNCIL MEETING MINUTES December 22, 2015

**Present:** Mayor Troy Donohue, Pro Tem Jessica Ritchie, Councilors: Mark Orr, Lloyd Valentine, Mike Wagner, Public Works Richard Berkey, Librarian Brenda Harris, & City Recorder Micki Valentine

**Public Present:** Larry & Pamela Brown, Teresa Widby & Family, Barbara Orr, Aaron & Gaye Gibby, Patti & Mike Calla, Newell Robison, Lon, Videographer Ken Cartwright

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

Conflict of Interest/Ex-parte/Bias: Lloyd declares conflict of interest for agenda item City Recorder Review due to family relationship; Mike declares conflict of interest for agenda item Business License as he is a business owner.

**Presentation:** Mayor Troy presents Holiday Lighting certificates of participation. He announces winner at the address of 1144 5<sup>th</sup> St as the People's Choice and Mayor's Choice recipient.

## **Consent Agenda**

Jessica motioned to accept the consent agenda which includes the minutes & bills – Lloyd second – motion carried with all in favor.

## Liaison Report

- Troy summarized Sergeant Greg Klein's written monthly report.
- No report from school liaison.

#### **Unfinished Business**

- Business License Application request to postpone for further review of ordinance and business definition. Contact attorney for license and letter review. *Mark motioned to postpone Lloyd second carried. Mike abstained from the vote.* Tabled.
- Ordinance G1-2012/Charter Review Troy explains there is no provision in the ordinance or charter that allows the removal of another council member. Legal advice was obtained and we are advised to leave as is. Mike noted that there were things that could have been done but weren't done. The councilors all agree there is no need to change anything. Mark motion to accept the ordinance and charter as is, with no changes needed Mike second carried with all in favor.
- Audit Review The audit review has been received. It is noted that the Library fund had a shortfall of \$943 due to all budgeted transfers were not actually done. In the Cemetery Fund, the Personnel Services appropriations were over-spent by \$1,048. Both issues could trigger a letter from the State with fines attached. Troy explains with the turn-over and issues in the past year resulted in this oversight. The beginning balances were

- adjusted. Council did not wish to have the auditor come to the January meeting to provide a better explanation of the audit. *Jessica motioned to adopt the audit as is Lloyd second motion carried with all in favor.*
- TMDL Review The TMDL matrix was presented to council with a brief explanation of the program. The matrix was updated on our website. Keeping track of maintenance; catch basin cleaning, Freres Park projects, and weed control. The Waters program is separate from the TMDL. We are current in both programs. The next TMDL report will be due in February. The Waters program we are in a compliance status with approximately 2.5 years left. It appears that we need to measure water levels of the pond and possibly sampling of the water. More research is needed to better understand both programs. Mark motions to accept the TMDL matrix Jessica seconds motion carried with all in favor.
- Chairlift Quote Two quotes are reviewed. AVS \$350 semi-annually for an annual total of \$700. Otis \$510 semi-annually for an annual total of \$1,020. Has training on use been provided and what is our liability. Brenda explains they did receive training and they assist patrons when they need to use it. It has been used 3 or 4 times per month. Mike motions to approve the AVS quote with a certificate of inspection provided Mark seconds motion carried with all in favor.

#### **New Business**

- Budget Planning Micki will be attending Budget Construction class in January and the Basic Budgeting class in February. Council members are also invited to attend. It will be held in Albany. Council would like to hold a special workshop for budget planning. Troy invites budget committee and public to attend. (No date was set.)
- OR Cooperative Procurement Program This was briefly explained as a way to purchase various items that the State has already done the bidding process on. Cities have an opportunity to utilize state contracts for their own purchases. Mark asks if there is a cost if we join the ORPIN program. The cost is \$200 a year. *Mark motions to try for one year Jessica seconds carried with all in favor*.
- Hire Assistant City Recorder Tabled until after City Recorder performance review.
- City Recorder Review Tabled

#### **Staff Report**

- Public Works Placed fencing around more damaged trees, federal trapper coming in to reduce the number of beavers sometime in January, he is out on vacation. Rain causing flooding in park so new dams have been punctured. Water should be flowing around the pond not directly into it. Still waiting on C-More for breakdown of catch basin work. Still waiting for breakdown on spraying. Hedger and trimmer need replaced. They are repairing but parts are becoming harder to come by, obtaining quotes.
- Cemetery Darrell & Richard have been trimming bushes, setting mote traps, and the flagpole light has been replaced.
- Library Checked in with Sara and she is doing well. Extra hours were allowed for training. We received two quotes for inspection of the chairlift. The lighting project for over the desk is on hold until tech recovers from surgery. The lighting project from the energy audit has been completed.
- Office Prepared Opt-out form and sent to State. An additional one needs to be sent to OHA for medical marijuana. Prepared application, license, and letter for business license. Reviewed audit report. Three mechanical permits were issued. Updated the TMDL

- matrix. Met with Bo Lindemann & Dunny from CIS for insurance review. Will meet again in January for Best Practices survey. Researched OR Cooperative Purchasing Program and Local Government Investment Pool. Worked on Holiday Lighting Contest. Had six month review with Mayor.
- Safety Meeting walk-through of City Hall. Found a plastic tub with no purpose in furnace room removed. Safety covers for fluorescents looked at shop, none found. Rug protectors at desks need to be replaced. Stacked boxes in store room need contents identified and determine if storage is required.
- Planning on attending budget workshops. Would like to attend CIS Conference taking the HR training.
- Starting to plan next budget.
- Preparing to hire an assistant city recorder.
- Mileage rate will decrease from 57.5 to 54 cents per mile.
- Port-a-pot was slightly damaged by a fire. Possibly from a homeless woman. Troy requests it be reported to the sheriff.

## **Library Report**

• Brenda provides her report. Troy asks her to do evacuation drill starting in January and to continue with semi-annual drills.

### **Commissioners Report**

- Transportation & Parks Troy reports that crack sealing will need to be done but will have to wait for better weather. Would like to see filters for storm drains installed.
- Police Mark did not attend meeting. Brenda reported residents on 25<sup>th</sup> St interested in joining Neighborhood Watch. Troy adds that he regularly sees officers patrolling on 13<sup>th</sup> Street.
- Safety & Cemetery Lloyd has nothing for safety. He reports that Richard would like to have the cemetery leveled. Troy would like the headstones repaired and leveled. Need to find out the cost. Also need to find out whether it is the City's responsibility or the family's responsibility. Recommends checking with legal. Also check for liability issues.
- Library Jessica has nothing further to report.
- Building & Planning Mike has nothing further to report.

## Councilor Requests/Future Agenda Requests/Announcements

- Troy requests an executive session for city recorder performance review Tuesday December 29<sup>th</sup> at 6:30pm, it will need to be published.
- Next regular meeting is January 26, 2016

Adjourned 8:50 pm

Transcribed by Micki Valentine, City Recorder