



# CITY OF LYONS

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LYONS, OREGON 97358

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## CITY COUNCIL MEETING MINUTES

February 23, 2016

**Council Present:** Mayor Troy Donohue, Councilor Mark Orr, Councilor Lloyd Valentine, Councilor Mike Wagner

**Council Absent:** Jessica Ritchie

**Employees Present:** Richard Berkey – Public Works, Brenda Harris - Librarian, Micki Valentine – City Recorder

**Public Present:** Larry & Pamela Brown, Steve Baldwin, Sgt. Greg Klein, John Pascone – Albany Millersberg Economic Development Corporation

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

**Conflict of Interest/Ex-parte/Bias:** Mike Wagner declares conflict of interest for Business License.

**Presentation:** John Pascone with Albany Millersberg Economic Development presents the South Santiam Enterprise Zone Plan. He needs the City's consent to include three properties within the city limits of Lyons. He explains that the enterprise zone is an incentive for new businesses to establish tax deferral for three to five years. It does not take any tax revenue away from the city or other entities. It will increase tax revenue for the City after the deferral period. It will also bring new jobs to the area. It does not affect our zoning ordinances. He needs a letter of consent from council. *Mike motions to consent – Mark seconds – carried with all in favor.* Micki is directed to provide the letter.

### Liaison Report

- Sergeant Kline reviews his report. Checks regularly at Freres Park and under the bridge. Arrests - trespass at Red Barn, meth use, warrants. He submitted quotes and pictures of mobile radar signs. Discussion concerning traffic radar trailer. Klein reports theirs is fairly old and would like to purchase a new one. Mark asks if we were to cost share with Mill City and Scio and share the use. Could sheriff move it? Klein says they use volunteers to move it. Klein says Brownsville & Halsey are considering and recommends contacting them. Mark asks if we could purchase it and donate to them. Mark says donate with stipulation it be used in the cities that donated. Troy request Micki to contact cities. Sgt Klein recommends writing a proposal to submit to Sheriff, Cpt. Gilford in March or April. to obtain approval. Mark asks about persons picking lock at library & cars parked at library – using wifi. Troy asks Brenda if a password has been put on wifi. Brenda responds that she talked to the library board and that it would be mute because people would come in and get the password then go back out to the parking lot. The only thing she can do is unplug at the end of day and plug it back in when she comes into work. Sgt Klein says he finds people there all the time. He asks about report in newspaper about someone trying to pick the lock. Brenda says they have cameras. The alarm system has been installed. Klein will have that marked for extra patrol at night.

- No report from school liaison.

### **Consent Agenda**

Mark requests that it be noted in the minutes that his absence last month be excused as he did notify the Mayor that he was unable to attend due to his work schedule. It is excused and will be noted. *Mike motioned to accept the consent agenda, with corrections, which includes the minutes & bills – Lloyd second – motion carried with all in favor.*

### **Unfinished Business**

- Business License Application – Mike Wagner abstains due to conflict of interest. Troy explains he can make comment just can't vote. He does represent business and his input is important. Mike says it is a good compromise. *Mark motioned to accept the business license application – Lloyd second – carried. Motion carried with all in favor – Mike abstained.*
- Assistant City Recorder Job Description – The job description was updated from the previous version. Troy explains this person will be a backup to the City Recorder and ease the workload. It will be 24 hours per week not to exceed 96 hours per month. It will qualify for PERS and paid holiday, but no health insurance – follow our policy. City too small for required health insurance. Mike recommends a pay range of \$9.25 per hour - \$14.00 per hour. Change hours to 9am – 4pm, this person may cover the lunch hour. Mark asks about supervision. Troy explains that employee issues should go to City Recorder (CR), CR notifies Troy (*mayor*). He will make the decision whether it needs to go to council. *Lloyd motions to approve the Assistant City Recorder Job Description – Mark seconds – motion carried with all in favor.*
- Resolution #514 Marijuana Ban Election Referral – Troy reads resolution by title. This needs to be published in the newspaper. It meets the elections requirement for a “Challenge” period for the ballot caption. The public will have seven days to make a challenge in Linn County courts from the date of approval. *Mike motioned to approve – Lloyd – second – motion carried with all in favor.* Micki asks if there is preference on which newspaper to post it in. If it is posted in The Canyon Weekly it will be published this week. If it is sent to The Stayton Mail it will be after the seven day period. Mike explains that it is difficult due to no newspaper in Lyons. No preference provided. Suggested contacting the attorney.
- Local Government Investment Pool (LGIP) – Provided history of LGIP annual yield along with comparison of current accounts. Mike said that he calculated that in the money market account we could be earning from \$7.27 a month to \$78 a month. Will contact the attorney about an investment policy. Mike suggests to contact the accountant on what he recommends as a balance for the checking account. Mike discussed with school superintendant and was informed they used it for their construction bond. Council approves to move forward. Resolution will be ready for next meeting.
- Public Comment – Mike's request to move Public Comment is addressed. Troy requests that we change the agenda to Consent Agenda, Presentations, Public Comment and keep time limits. Mike also suggests that the ground rules – 5 minute limit, be read at the beginning of each meeting.

### **New Business**

- Library Aide – The Library Aide job description is reviewed. This position is limited to 200 hours a year, not eligible for any benefits, recommended to be minimum wage. Brenda will determine schedule. She would like the person in 11 hours per month. If the

person substitutes for someone who is gone and the hour limit is reached, Brenda said they wouldn't work anymore hours, to stay under the 200 hour cap. *Mike motions to move forward with the Library Aide position – Mark seconds – motion carried with all in favor.*

- Variance Request – We received a request for variance of a setback. Request for date of a Planning Commission meeting be set. Directed to schedule with Steve Baldwin. It is scheduled for March 15<sup>th</sup>, 2016 at 6:30 pm.

### **Staff Report**

- Public Works – Cleaning catch basins as needed, monitoring ponds and beavers. Removing dead arborvitaes at the Library. Bev Redding has donated replacement arborvitaes and extras to place along the west side.
- Cemetery – Nydegger headstone has been moved and Longfellow stone has been placed. One headstone was sent in for concrete repairs. Richard moved Gunn headstone. Tori is requesting radar detection. Pictures provided. The damaged stone appeared to be caused by a vehicle tire. \$95 to repair. It is family's responsibility. However, insurance says we have some liability. Families need to be informed of concerns given opportunity to repair.
- Troy is concerned about using firearms for the beavers. Research shows that they will just re-populate. We received a grant to build the path because of the beavers.
- Freres Park - A tree blew down on a neighboring property causing minor damage. We need to figure out how to bring down the dead trees. It appears that the property belongs to the city. Need to contact a tree service to cut them down. Richard there are several dead trees leaning towards the south, towards the neighboring property.
- Contacted the radar company – he felt it would be a major undertaking but would send some information, still hasn't responded with the additional information. Troy requests documentation be put in file. Financial waste to do the old section. Spaces remaining discussed and possibility of a columbarium.
- Library – The security alarm has been installed at the library. A report in the newspaper shows there was an attempt to break into the library. ADA was reviewed with Brenda.
- Office – Updated cemetery records, panic alarm installed, TMDL matrix updated, not able to attend the meeting due to illness, CARTS letter written and submitted – a copy of the final version included with meeting materials.
- Safety Meetings – Not held, however we all met at the library to receive training on the security system.
- Training – Attended budget workshop, will attend CIS Conference in Salem Feb 24-26.
- Will be hiring an Assistant City Recorder, Library Aide, and work on the new budget.
- Discussion regarding stormwater drainage.
- Will be entering councilors and planning commission members into the OR Government Ethics Commission online site, which is new this year. This where they will provide their Annual Statement of Economic Interest report.
- Received a complaint of a dead tree blown over by the wind onto a neighboring property with little damage.
- North Santiam Basin meeting invitation.
- Election calendar provided. Corrected council seats expiration dates for Jessica Ritchie and Mike Wagner.
- Tabs have been changed and updated, bank reports included.
- One person called about the CARTS issue. No response or report received yet.

## **Library Report**

- Brenda provides her report. Provided statistics. They have an upcoming event called Read Across America which will celebrate Dr. Seuss on March 1<sup>st</sup>. They are working on an event for Beverly Cleary, 100<sup>th</sup> birthday. They had a stuffed animal sleepover event which several children participated. Sara bringing new ideas and volunteers. Pictures were shared with council. They had books donated for the Martin Luther King event. Brenda and Sara will be attending an upcoming training on the CCRLS system. Troy asks Brenda to unplug the WiFi at night, safety issue, people hanging out in the parking lot and in the covered areas. They agree to try for three months.

## **Commissioners Report**

- Transportation & Parks – Troy says that cracksealing needs to be done. Cost is about \$25,000. Need better weather. We can use who we've used in the past as they are always come in at the best price.
- Police – Mark reports that the people on 25<sup>th</sup> Street did not join the Neighborhood Watch. Mark requests that he be assigned a different commission. No change was made.
- Safety & Cemetery – Lloyd said he would be willing to move the speed sign.
- Library – none
- Building & Planning – Mike reports that he has not been informed of any needs and expects that he will be when there is an issue.

## **Correspondence**

- Letter received from US Census Bureau about the upcoming census survey in preparation of the 2017.
- Letter from PacifiCorp concerning power outage received.

## **Councilor Requests/Future Agenda Requests/Announcements**

- Mark requests an agenda item be placed to discuss an award or some type of recognition for citizen of the year and business involvement. A plaque and recognition at a council meeting, similar to the Christmas Lighting contest. Mark will work up some requirements for next meeting.

## **Public Comments – None**

## **Next Meeting – March 22**

March 8<sup>th</sup> is budget workshop. Budget Committee meeting will be May 31<sup>st</sup>. June 28<sup>th</sup> is the Budget Hearing.

Adjourned 8:40 pm

Transcribed by Micki Valentine, City Recorder