



CITY OF LYONS

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449 5TH STREET
LYONS, OREGON 97358

CITY COUNCIL MEETING MINUTES

March 22, 2016

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

Council Absent:

Employees Present: Richard Berkey – Public Works, Micki Valentine – City Recorder

Public Present: Pamela & Larry Brown

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

Conflict of Interest/Ex-parte/Bias: none declared

Consent Agenda

Micki points out that the date for the bills on the agenda should read February 24 through March 18. The report provided is Feb 24-March 18th. *Mike motioned to accept the consent agenda, with correction, which includes the minutes & bills – Mark second – motion carried with all in favor.*

Presentations: none

Public Comment: none

Liaison Report

- Sergeant Kline's report is included with materials. He did stop by to say they are providing additional foot patrol in the Freres City Park and John Neal Park. There has been graffiti and problems with the port-a-pots. The radar sign was put out in front of school last week.
- No report from school liaison.

Unfinished Business

- Library Aide – Stella Cruson has been recommended to council for the Library Aide position. There are 200 hours available annually. Brenda will determine the weekly hours as needed. Probationary period is six months. *Mike motions to approve – Lloyd seconds – motion carried with all in favor.* Minimum wage has already been set.
- Resolution 515 Investment Policy – Troy reads title of the resolution. This allows us to invest our money with the Local Government Investment Pool (LGIP). *Mark motions to approve – Lloyd seconds – carried with all in favor.* It was submitted to our attorney. This one is the one recommended by the LGIP. We pay our attorney a monthly retention fee and he has not charged us extra. Troy explained that he asked the attorney the question, sometimes we need use his services during some months and not other months so it balances out. If it were to be quite significant he would charge for the additional.

- Vision Meeting – Dave Kinney unable to meet on the 31st, requests a different date during the following week. Troy says purpose is to set direction for the library. Council agrees to either Tuesday April 5th or Thursday April 7th.

New Business

- Resolution 516 pay Period / Pay Date – Struggle due to weekends and holidays and direct deposit, also doesn't line up with the library monthly schedule. All employees agreeable to being paid on the 10th. Mike said their HR firm recently had to change their payday, he doesn't think we can pay on the 10th. If the 10th falls on a weekend or holiday then payday will be the prior business day. Micki will check with BOLI to be sure it's ok. *Mike motions to approving Resolution 516 amending handbook regarding payroll subject confirming we meet legal responsibility to having payday on the 10th – Mark seconds – motion carried with all in favor.*

Staff Report

- Public Works – finished arborvitaes at the library
- Cemetery – radar detection quotes reviewed, received email today from Tori, she would like unmarked graves to be done. Quotes should be less. One person said his equipment will detect any disturbance in the ground – so if someone has been buried it should be detectable. In the old section, there appears to be some empty spots. Micki will go out and determine which plots need to be done.
- Library – total square footage is 2,338, half would be 1,169, according to county's website. Jessica said she got 30 x 60. Brenda's out due to illness. Sara is gone for spring break and will be back on Friday. Interviews were on Friday. There were six applicants and three were interviewed. Due to scheduling and experience Stella was selected. Jessica asks about Sara's availability. We would have to allow Sara to work outside of her allowed hours. 600 hours to be eligible for PERS. Troy says it's based on calendar year for PERS. Concerned that she may become eligible. Need game plan in case this extended for very long. Troy says to keep the library open on Saturdays. Need to contact Brenda regarding which days to keep open. The new position will be more flexible. Once Stella is trained she'll be able to fill in during these situations.
- Planning commission meeting minutes were included in reports. The size of the new house will be 20 feet by 100 feet. They didn't want to spend money on the building plans until they knew the variance would be approved. The variance sets the setback to four foot. Troy is concerned about the liability with flooding. They don't want to remove current house until new house is built. Discussed septic and drainfield. Pam says there is also a tree issue and the neighbors will be taking care of that. Planning commission already approved the variance – building plans don't go to the council. Troy thinks council has the authority to veto the decision. Micki says with what she has read, the only way it would come to council is if the property owner disagreed with the planning commission's decision. They submit plans to city then the plans go to the county. Options were discussed. Troy suggests contacting League of Oregon Cities to see if council has the authority to change it. Pam says she was told that the county would look at it and they would deny it. The variance is for one piece of property but it sets a precedent. They still need to have the septic approved. Was it legal to be presented without building plans.
- Canyon Contractors – they have us on their schedule and will be out when the weather is better. Troy said budget was set for \$25,000 for cracksealing.
- Ultrex – we do have a contract on both copy machines. The one at the city doesn't cover IT so they will charge for upgrading it.

- Tree Complaint – Steve Winn hasn't been back and didn't provide a quote. Greer Brothers quote reviewed. The quote provided for \$800 is to cut down the tree that fell and the tree that is in the way. \$500 additional to cut limbs off the other trees. Troy thought the property on the other side of the creek is not ours. Discussed property line and equipment. Property owner will cut up tree that's laying on their property. The tree will be laid on city property and left to decay. Need to obtain pictures. For safety and liability issues we need to do it the right way. Need to locate corner point. Freres doesn't have a falling crew, they contract out. Suggested to contact Greer to see if there would be any savings by just a safety cut. Suggest \$1000 for the whole project. Richard will get pictures. He already discounted the cemetery tree by \$200. *Mark motions to approve the project at \$1,000 – Lloyd seconds – motion carried with all in favor.*
- Safety meeting with Richard at city hall. Contacted by Bo, our insurance agent. He said that the City of Sublimity was recently inspected by OSHA. Bo and Dunny (from CIS) will be out on Friday to provide suggestions. Requested an inspection by the insurance company. Discussed Safety Data Sheets. OSHA log is posted in the kitchen in city hall, in the hallway at the library, and in the back office at the shop. Working on MSDS sheets for each building. Mike says the insurance guy should provide a template for the safety manual. Fire extinguishers and detectors are tested monthly.
- Training – attended CIS HR training. The third part is coming up in April.
- Assistant City Recorder – the position is still open. Received four applications so far.

Library Report: none.

Commissioners Report

- Transportation & Parks – Troy reports that there are people riding their horses in the park despite the new horse signs being posted. A nuisance letter can be sent if we knew who they are. Richard said he did talk to one person yesterday. It is a safety issue.
 - Troy would like this on next month's agenda - two streets have 8 ton weight limit signs on them – Dogwood & Cedar. Need to see the reason for the weight limit. Complaint received about log truck on Fir St. Mike believes that won't be happening anymore.
 - The last heavy rain washed out the beaver dam.
- Police – Mark would like to do something different. Mike would be happy to be the police commissioner. Troy says we'll take care of it next month.
- Safety & Cemetery – none
- Library – none
- Building & Planning – Mike reports that he has been researching the building project. He made contact with the architect that the school used. He said ½ million to a million to remodel the library. \$250-300 per square foot to build a new one. 25% of money would be needed to spend on ADA compliance. Mike asked Sara what a "normal" size library would be, she hasn't found anything yet. Mike would like council's approval to direct Sara to research the question. Partnering with the school is 5 to 8 years out for a bond. Tax revenue is achieved through transfers from City tax revenue to the Library. Chemeketa taxes go to Chemeketa not our library. Troy says the city owns the city park property. The play equipment could be moved to the 13th Street park. There's revenue with the trees. Space requirements are getting larger to accommodate computers. Jessica asks if we are looking for just a simple library or something that includes a community center. Jessica thinks we would need a 2,000 square foot library.

- Troy asks about the ethics survey. It needs to be done by the 15th. Lloyd received the email. Mike received his and attempted to complete, they want a lot of information. Mike says they want very specific financial information.

Correspondence

- Planning Commission Meeting Minutes – Michelle will be leaving this summer so we will be looking to fill two positions. Training is needed. Suggested to instruct the planning commission to say no and take it to council. They don't have to make the decision at the meeting. Dave Kinney said that councilors shouldn't attend planning commission meetings because they have to hear appeals.

Councilor Requests/Future Agenda Requests/Announcements

- Mike may have an out-of-town business meeting for the next meeting.

Next Meeting – April 26

Budget Committee meeting will be May 31st. June 28th is the Budget Hearing.

Adjourned 8:55 pm

Transcribed by Micki Valentine, City Recorder