



CITY OF LYONS

PHONE: (503)859-2167
FAX: (503)859-5167

449 5TH STREET
LYONS, OREGON 97358

CITY COUNCIL MEETING MINUTES July 26, 2016

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

Council Absent: none

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

Public Present: Pamela & Larry Brown, Barbara Orr, Steve Baldwin, Sgt. Kline, Tori Hansen, Steve Baldwin arrived late.

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

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

Consent Agenda

The report provided is bills paid June 22nd – July 21st and the minutes are from June 28th - the regular council meeting. Mark asks about the people weekly magazine for the library. *Jessica motioned to accept the consent agenda which includes the minutes & bills – Lloyd seconds – motion carried with all in favor.*

Presentations: none

Public Comment: none – Troy explains that the request form be filled out according to city by laws and limited to 3 minutes.

Liaison Report

- The Sheriff's report is included. Paperwork has been sent in for additional coverage hours. Sgt. Kline arrived late. Additional enhanced patrol hours will be going to the sheriff's council for approval and probably effective August 1st. Troy thanks LCSO for the extra coverage. Troy says that we haven't seen the community get enough interest in putting a levy on the ballot this year. Sgt. Kline says there was a little rise in complaints in May and June. Some of the issues were on Juniper Street. There was an arrest in June of an individual. Complaints have gone down some since then. Sgt. Kline says they usually increase traffic patrol around school when it starts. Jessica asks about officers communicating with kids at school. Sgt. Kline says there is a movement to reunite the law enforcement with the children. Sgt. Kline wondered if there was interest in a bicycle safety class and maybe doing something before the end of summer. Mark asks if LCSO is obligated to be at the school at the start of the day and end of day when there is foot traffic. Sgt. Kline says that it could be part of what they focus on if we request it. Brenda asks about National Night Out. Sgt. Kline says that by statistics that Lyons is one of the safest towns in Linn County. Sgt. Kline says that by the Jordan curves where people swim there has been interest for a cleanup program of that area. They are trying to make

that a safer area. You can swim there but can't park there because it is so dangerous. They are encouraging people to be dropped off safely to swim. Lyons Fire District has put up no trespassing signs and there are no parking signs up. It's a very congested area. Troy tells him to please tell the officers thank you for all that they are doing for us.

- No report from school liaison. Brenda asked if they were doing water testing and it has already been done. Mike said radon testing is also being done.

Unfinished Business

- Resolution 525 – Troy reads a resolution to establish an equipment reserve fund. It establishes a reserve fund and doesn't determine the money to be put into it. It is to save money to replace equipment. It rolls over every year and is dedicated to equipment replacement. Troy says it should be financially easier on the city to put a little bit each year that is dedicated funds for equipment. *Mike motions to approve – Mark seconds – motion carried with all in favor.*
- Shop Phone and Long Distance - There is an option to have it be a message line. Another option is doing away with the phone at the shop. Micki had the phone company include the long distance so we won't be paying duplicate fees. Jessica asked if we are legally obligated to have a phone at the work place for emergencies. Troy asks if we turn it into a message phone will it still be able to dial 911. Maybe make it a 911 phone only. Also check to see if we can have an off premise extension of the fax line. *Mark proposes to table discussion until we get the information needed. Tabled.*
- Replacement of Lawnmower - Discussion about which lawnmower to choose for a replacement and issues of the old mower. Mike asks about the warranty and if a service contract is available and cost. No service contracts available for city or commercial use, only for individuals. Standard warranty on the 42" is 4 years/30 hours. Deck is covered on manufacturer defects. Price includes bagger. *Mark motions to spend the \$3,744.21 for the John Deere series x370 tractor with the 42" mower deck - Mike seconds – motion carried with all in favor.*
- Landscape Trailer – Discussion - a single axle trailer and 8 or 10 foot is preferred. Something that they can lock the tools up. Troy will look into the trailer. Something at least 6' wide with a fold down ramp. Mike asks again about the employees using their vehicles. Having a pickup is a requirement for hiring and has been in the past. Troy is worried about the financial cost to the city if we buy a pickup. Troy and Mark will look into trailer. *Mayor Troy tabled.*
- Cemetery – Rhoda Trust - The requirement of the trust was to put \$7500 into a designated account that earned interest. For the first 10 years it was done exactly as the requirements said. Micki couldn't find flowers were ever purchased. Then the money was transferred to a Time CD and then transferred again into a cemetery trust fund and no longer designated as a Rhoda trust fund. At this point, there isn't an account that says Rhoda trust but the money is all accounted for in the budget under the Cemetery Trust Fund. The money was moved into an account that doesn't earn interest and has been sitting since 1996. We do have the list of everybody associated with John Rhoda. The interest is to be used to maintain the plots and purchase flowers. Interest would be approximately \$35 - \$38 a year. Troy would like the attorney to look at this.

New Business

- Resolution 526 – Library Aide Hours – Troy reads that they are currently at 200 hours per year and asking to increase to 300 hours up to a maximum of 500. This is for a 3rd person. Troy questions what has changed to require this additional help. Brenda said they

used to have a 3rd person until cutbacks and they haven't been able to catch up. They have had 644 hours of volunteer time for the fiscal year that has helped with the projects they are unable to do due to not having enough time. The library aide covers Brenda when she is sick and vacation. Jessica would like to see the computer system functioning properly and it might solve some of the problems. Discussion about the labor burden because the hourly rate isn't all that it costs. True cost is higher than that. Brenda says that once the weeding project is caught up it shouldn't take as much time every year. They are going through a RFID – an automated system – they are paying but every item has to be tagged (only tagging the ones that are cataloged right now). In this new system the items are tagged and they have a bar code reader that should make check in and out easier. They are also providing the tags and some labor. Jessica would like to see projects and how many hours it's going to take and then get Micki to approve that per council. Backlog would be organized and make things more efficient. Have one person dedicated to cataloging. Special training is needed from Chemeketa for cataloging. Jessica talks about putting a hold on accepting donations and Troy agrees since it adds to the workload until current books are catalogued. *Troy tables resolution 526 at this time.* They talked about taking donated books to a book seller and use the money for the library. Troy would like more information on the new scan system to see how it runs. Jessica says if the library needs city support (to write a letter) or how we can help because the city is paying for it.

- Steve Baldwin gives his letter of resignation from the planning commission and the budget committee – he is moving out of the city. Troy congratulates him and says we're sorry he's leaving. He's been a great help. Everyone thanks him. He exits the meeting.
- Minimum Wage – Wage Increases- Merit vs. COL – Micki wanted to remind everyone that minimum wage increase took effect July 1st at \$9.75 per hour. We have one employee that it will affect. In the past, wage increases for employees come before council in an open forum and council votes to do a COL increase. Merit increases are run between the yearly reviews done by the city recorder and the mayor or the pro tem. Troy would prefer it to be brought before council on the merit increases also. Brenda is not interested in a raise she would rather see it go to the employees because it is a burden on the budget. Cost of living has to be across the board. A person can decline a merit increase.
- Unemployment Rates – Troy reads that the Local Government Employer Benefit Trust Fund has increased from 1.7% to 5%. This will bring us closer to what we need to have in the fund. We are in a deficit because we had unemployment claims. Previous employee and seasonal employee. Seasonal employees are eligible for unemployment benefits. We are going to make the four quarterly payments rather than pay in full.

Library Report

- Brenda hands out volunteer list. Jessica asks if we do anything for our volunteers. Micki says that they are working on a summer volunteer barbecue. Brenda said the library had 1007 checkouts and renewals. There were 38 new items added and 13 new patrons. They had 7 volunteers for a total of 141.25 hours. Weeding out materials that haven't been checked out for the last 6 years. The summer reading program averages about 45 kids. Currently there are 93 kids registered. Received positive comments from the patrons about the basic patron changes. Since July 7th, the patrons go to the computer and use their library card and guests get a pass. Received a total of \$4,442.88 from CCRLS. Troy wants to send out thank you cards to our library volunteers from the city. Maybe a thank you on the reader board or website thanking all volunteers. Mayor's

Barbeque purpose is to honor volunteers. Tools 4 School hasn't received any donations at the city or the library. There was a grant received from Freres Foundation of \$1,000.00. Brenda will put it in the paper.

Staff Report

- Public Works – mowed property on Ash St. and placed bark chips under play equipment at Freres Park and City Park and added pole borders. They did a good job and it looks great. Richard posted the no dumping signs on 6th street.
- Cemetery – they continue to chase the moles and gophers. Some headstones have been placed.
- Library – air conditioning has been installed. Brenda says everyone comments on how great it is. It is much appreciated.
- Office – air conditioning has been repaired. Sending out lots of noxious weed letters. Sent an invoice to the Ash St. property owner for mowing. Micki has been checking into liens and found out that it doesn't have to be filed with the county since the city is contacted to see if there are liens against the property. Been issuing building and driveway permits. Receive septic approval for another lot.
- Safety – completed the Material Safety Data Sheets and the Safety Manuals and placed at the city, library and shop. Richard replaced the expired items in the first aid kits. The smoke detector at the library was replaced.
- Researching a new library.
- The mayor's appreciation barbecue will be Aug. 27th at 4 pm. Troy & Lloyd will bring their grills. The city will be providing everything. Send out a RSVP with the thank you cards. Need names and addresses.
- The Summer Sun Sale – the city wide sales will be Aug. 20th.
- The election forms need to be back by August 15th (Aug. 22nd at the latest). Charter states that it will be done by petition.

Commissioners Report

- Transportation & Parks – Haven't heard from the ones doing the crack sealing. Troy says the parks look great. The water is down in the ponds right now but not much we can do about that.
- Police – Mark would have everybody refer to the report that Sgt. Kline gave earlier.
- Safety & Cemetery – none on safety and cemetery looks good. Available man hours will be taken away to get rid of the rocks. Old sign will be picked up and turned around and cleaned up so you can read it when you go down the driveway. Mike can help with the old sign. We are moving forward with cemetery projects it is just time consuming and subject to fund availability.
- Library – Brenda said the chain has been put on the ramp to prevent skateboarders going down it. Eliminating the internet has slowed down some of the problems.
- Building – Jessica asked if we had finalized about the mock up for the park for the family. Micki has contacted the attorney for assistance.
- Troy said the library approached council about new computers for the library. Wondered if there has been anything from the Friends of the Library if they will help with the cost. Brenda will send an email out to the friends to see if they are willing to assist with that.
- Micki asked about putting a bench at the cemetery. Troy will research the charter. Would like the rules to be the same for everyone. The location is right along the road.

- Building Improvements – Mike says the air conditioner at the library is working well. Troy would like to thank Councilman Wagner for all his leg work with the a/c unit. He got a good pricing and a best deal with a system that works. The heat pumps should be more efficient and help out the old furnace.

Councilor Requests/Future Agenda Requests/Announcements

- none

Next Meeting – Council Meeting on Aug. 23 at 6:30 pm

Adjourned 9:00 pm

Transcribed by Carol Hendricks, Assistant City Recorder

