



CITY OF LYONS

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449 5TH STREET
LYONS, OREGON 97358

CITY COUNCIL MEETING MINUTES

August 23, 2016

Council Present: Mayor Troy Donohue, Councilor Mark Orr, Councilor Lloyd Valentine, Councilor Mike Wagner - arrived late

Council Absent: Councilor Jessica Ritchie

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

Public Present: Barbara Orr, Celeste Rush, Kristen Gustafson

Opened w/pledge @ 6:45pm by Troy Donohue

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

Consent Agenda

The report provided is bills paid July 22nd – August 17th, 2016 and the minutes are from July 26th, 2016 - the regular council meeting. *Mark motions to accept the consent agenda which includes the minutes and bills – Lloyd seconds – motion carried.* Brenda questions comment in minutes about library needing new computers. Troy says to note that librarian questioned comment in minutes about library needing new computers. *Mark motions to accept the minutes with the comment about the library needing computers noted – Lloyd seconds – motion carried with all in favor.*

Presentations: none

Public Comment: none – Troy reminds about the 3 minute testimony.

Liaison Report

- The Sheriff's report is included and reviewed. Police presence has been more frequent in town.

Unfinished Business

- Resolution 527 – Troy reads a resolution agreeing to a proposed rate increase for services provided by Pacific Sanitation, Inc. and repealing Resolution #432. Council agreed to their rate increase. *Mark motions to approve – Lloyd seconds – motion carried with all in favor.* They have sent out a notice and it was in the time frame requested.
- Dull Olson Weekes architect proposal – Troy says that it is asking for the lump sum basis to look at the library in respects to remodel to meet ADA requirements. It is also requesting an evaluation potential in expanding the current city hall as an alternative location for the library or construct on a vacant lot. This is a written proposal of \$3,300 and includes reimbursement fees such as travel and printing. *Mark motions to accept the fee of \$3,300 from Dull Olson Weekes- IBI Group Architects Inc. for their services – Lloyd seconds – motion carried with all in favor.*

- Best Heating Maintenance Service Proposal - Proposal for annual maintenance service at city hall for the system for \$189 per year. *Mark motions to accept the agreement of \$189 with Best Heating and Cooling to do preventative maintenance checks on air conditioning and heat pump - Lloyd seconds – motion carried with all in favor.*

New Business

- Planning Commission Members & Training – Troy says there is an applicant to join our planning commission. Micki has placed flyers on reader boards around town, in the paper, and on the electronic reader board that there are openings. There will need to be a planning commission meeting soon since there is a person wanting to partition. There are two members but three are needed on the planning commission. Troy noted that he would fill in if we do not have applicants for the positions on the planning commission at this time. Mark says that he could fill in also if we do not fill the positions. Ginger Griffith is very qualified for the position and her application is reviewed. *Lloyd motions to accept Ginger Griffith’s application for the planning commission position – Mark seconds – motion carried with all in favor.*
- Cemetery Land Donation – Letter of Intent – Micki met with Mr. Hobbensiefken, the land owner, on his property and he said he would like to donate it to the cemetery. The stipulations are that the city would put up a fence and pay for all the costs associated with a land transfer. Troy asks what the cost is to the city to have it surveyed and to install the chain link fence and is concerned we have not budgeted for the costs. Initial costs would be for the fence and the land transition. Troy requests quotes on the cost of the surveying and the cyclone fence at this time. Troy says to do a telephone poll for a vote from each councilor for a yea or nay vote.
- CSI Digital Franchise Interim Authorization – Micki contacted SCTC to make sure it was a legitimate business and that they were actually working with them. Donna Posvar said it is legitimate. This service will happen whether we approve the franchise fee or not. If we choose to do nothing we won’t get the franchise fee, but if we approve their request then we will get a franchise fee for video services. It is 5% of their gross revenues. *Mike motions to accept the franchise interim authorization – Lloyd seconds – motion carried with all in favor.*

Library Report

- Brenda says the library had 1019 checkouts and renewals. 108 new items and 13 new patrons were added. There were 9 volunteers for a total of 168 hours. The summer reading program had 9 programs with 372 kids and 148 adults. 70 children completed the program with 2,188.5 hours read. It was not a good year for donations. Brenda is happy to report that a lot of new families from the Mill City and Gates areas came to our programs. Tools for Schools is finished and had 10 resource groups with hand outs. Approximately 200 Mari-Linn students received backpacks and supplies. There were a lot of volunteers. There was \$110 collected in addition to the \$1000 from the Freres Foundation. Brenda has completed the Ready-to-Read grant and is preparing the information for the Oregon State Library’s statistics report. Brenda gave information on RFID (Radio-Frequency Identification) explaining what it is. No cost to us it is being paid through CCRLS. We have been approached by Paws for Love Therapy Dogs, Inc. for once a month where the kids read to a certified dog who has met requirements. It has been run through the attorney and insurance agent and they recommended declining the offer because of liability issues. If council does agree, they recommend getting proof of insurance with the city named as additional insured and a hold harmless agreement in

favor of the city. The lady could come talk to council about the program. Mark has concerns and Troy thinks adding another program won't be beneficial until we get other areas caught up. Mark comments it was a grand slam on the summer reading program and the tools for schools. There should be a big THANK YOU given to everyone involved because it was a huge success. *Troy motions to table program at this time – Mark seconds – motion carried with all in favor.* Troy would like to say thank you to all the staff and volunteers at the library. The reading program is a huge success in the summertime and also the tools for schools program. Troy thanks Councilman Wagner for all his research for the air conditioning for the library. Kristen asks if it would be acceptable to raise the air conditioning temperature since the units are on the ceiling and there have been some complaints of being too cold. Council has no problem with raising the temperature so it can be a comfortable place. Troy appreciates Kristen's input and Mark likes to hear input. Brenda explained that the hours have not been approved and there was a misunderstanding.

Staff Report

- Public Works – mowed Main St. property and sent an invoice. Old mower is unusable because of deck and new mower has been received and they are learning how to operate it. The push mower quit working but they were able to get it going again but it puts out a lot of black smoke. Richard is looking to see about prices on a new push mower.
- Cemetery – four new headstones were placed. A headstone has been damaged and family wants us to repair it since they feel it was our mowers that damaged it. The attorney recommends that we honor the intent of the Rhoda Trust donation by placing flowers once a year on Memorial Day and ensure the money is in an interest bearing account. He is researching the terms of the deed and is in contact the title company. Micki moved \$7500 into the money market account and titled it Rhoda Trust so it's a specified account earning interest. Troy asks if we can show documentation every time we buy flowers. We can call the florist and have them deliver the flowers and take it out of the trust. Micki met with Mr. Hobbensiefken about the cemetery land donation.
- Library – air conditioning on the south wall quit working and Best Heating came out and repaired a refrigerant leak and is waiting for the county's inspection.
- Office – Micki has been working on the telephone account and made some adjustments which should save \$75.95 per month. We had 16 garage sales listed for the city wide sales. We've been researching the permit for the Freres ponds. We can contact Linn Co. Parks department about the berm that has been created near the trails. There is a phone meeting for the natural hazard mitigation plan on Aug. 25th. The cracksealing is scheduled for Friday the 26th. The arborist looked at the redwood tree on Front St. and said the tree is stressed for water but not rotting. Cutting the roots would weaken the tree but it would grow new roots. The quote from R & R Tree service is for \$4,445.00 for tree removal and stump grinding. Troy thinks to leave it as is and fix the road for now and look at it again during the next budget season. There are some training opportunities coming up. One is in Ashland with the Oregon Association of Municipal Records and the other is in Salem with the League of Oregon Cities which is \$300 and there is a planning commissioner training on Sept. 29th that is \$75 per person. Troy says to register for the League of Oregon Cities Conference in Salem and asks if there are any objections. No objections. Troy thinks it would be beneficial if there are no objections to contact planning commission members and ask if they would want to attend the planning commission training. No objections.

- Safety – reviewed safety for small entities CIS webinar. Updated the shop evacuation route signs. Scheduled with Brenda to attend her employee meeting to address some of the safety issues at the library.
- The mayor’s appreciation barbecue is Saturday, Aug. 27th, at 4 pm. Troy said to spread the word to volunteers and employees in case we missed anyone.
- Micki is submitting the paperwork tomorrow for the election.
- Lyons is right on the path for the eclipse next year. Brenda said the Stayton library is working with a local author about putting a book and viewing glasses together about it.
- There was an abandoned vehicle on Front St. in our right away and we called the police – they were intending to remove it Friday but put a sticker on it today and now the car is gone.

Commissioners Report

- Transportation & Parks – already discussed the parks and cracksealing.
- Police – refer to the police report and Mark has observed more police presence in the last month in the early hours of the morning.
- Safety & Cemetery – none on safety and cemetery has already been covered already.
- Library – none
- Building & Planning – there is a homeless camp in the woods at the end of Dogwood. Troy says we might mention it to the Linn Co. Sheriff and see if they can do a check. Troy said to check to see if we have a vagrancy ordinance.

Councilor Requests/Future Agenda Requests/Announcements

- none

Next Meeting – Council Meeting on Sept. 27th at 6:30 pm

Adjourned 8:30 pm

Transcribed by Carol Hendricks, Assistant City Recorder