



# CITY OF LYONS

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

449 5<sup>TH</sup> STREET  
LYONS, OREGON 97358

---

## CITY COUNCIL MEETING MINUTES

November 28, 2017

**Council Present:** Mayor Troy Donohue, Councilor Jessica Ritchie, Councilor Mark Orr, Councilor Lloyd Valentine, Councilor Mike Wagner (*arrived late*)

**Council Absent:** None

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

**Public Present:** Barbara Orr, Eric Becker

**Opened w/pledge @ 6:32pm** by Mayor Troy Donohue

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

### Consent Agenda

The report provided is for the bills paid October 19<sup>th</sup>, 2017 – November 22<sup>nd</sup>, 2017 and the minutes are from the October 24<sup>th</sup>, 2017 regular council meeting. *Jessica motions to accept the consent agenda which includes the minutes and bills paid – Lloyd seconds – motion carried with all in favor – none opposed.*

**Presentations:** none

**Public Comment:** none

### Liaison Report

- Sheriff's report is reviewed.

### Correspondence

- Oregon Saves – This is a State of Oregon program that is a way for employees to save for retirement. It is a voluntary participation program for employees. It is mandatory for an employer to offer it but doesn't cost employer. Won't go into effect until 2019 for our small city.
- Building a Case: The Value of Our Water – Information is provided about the meeting that was at Trexler Farm on Nov. 17<sup>th</sup>, 2017.

### Unfinished Business

- Cemetery Progress – Surveyor and Permits – Received a Notice of Decision letter from Linn County Planning and Building allowing us to adjust the property line and approved the conditional use permit.
- Audit – Micki has been providing auditor with any information they request. Audit needs to be complete by December 31<sup>st</sup>. Hopefully it will be finished by December's Council meeting.

- Apple Loop/21<sup>st</sup> Detention Pond – RFP – Council reviews proposals for clean out. Discussion about easements for accessing the pond. The city needs a legal access agreement from the property owner so we can access the detention pond to maintain it. The City has an easement from the property owner for where the pond is for maintenance – discussion about releasing the easement for the pond. Council would like to contact the attorney about releasing our interest in the detention pond and what is the next step. *Troy would like to table at this time.*
- Juniper St. Letter Update – Attorney did not send it certified but did send it to both addresses. Trailer is still there. Council requests attorney to send future letters certified so we know he received it. The enforcement code is included tonight. Micki will contact attorney and have him send a certified letter and check to see what is the next step for enforcement.

### **New Business**

- Vacant Planning Commission & Budget Committee Positions – There is one vacant Planning Commission position and 3 vacant Budget Committee positions. Information is available at City Hall.
- Lyons Fire Toy Drive Donation – City has donated \$500 previously. *Mark motions that we continue to donate \$500 to the Lyons Fire Department for 2017 – Lloyd seconds – motion carried with all in favor – none opposed.*

### **Library Report**

- Report is reviewed by Brenda. Library Board has been reviewing policies and most are updated. The Library Board has a survey they would like approved by Council so they can send it out at the first of the year. Council asks about the cost of the survey – it should be minimal. Friends of the Library, with financial assistance from the Freres Foundation, purchased new chairs. *Jessica motions to approve the Lyons Library customer survey 2017, keeping the cost to \$50 – Lloyd seconds – motion carried with all in favor – none opposed.* Friends of the Library is doing a fundraiser collecting hard and soft goods to take to Value Village and will receive money to purchase things for the Library and make donations to different organizations.

*Councilor Mike Wagner arrived.*

### **Staff Report**

- Public Works – Getting quotes for the detention pond and checking/clearing the catch basins. The mower had its annual service.
- Cemetery – There was one burial. Udell Engineering came out on the 22<sup>nd</sup> and did some of the surveying. Will need to apply for a driveway permit. Discussion about adjusting price of cemetery plots – check with Mill City and Stayton about their prices. There would need to be a new resolution to adjust pricing – put on December 26<sup>th</sup> agenda as an action item. Micki hasn't been getting anywhere with company about columbarium so may have to check with other companies. Question about placing 2 caskets one on top of each other – Council would like to reevaluate at the same time as adjusting prices.
- Parks – Maintaining, emptying trash, replenishing DogiBags. Brian Carroll, from Linn County parks, came into the office and explained that they found the insert had been pulled out but it looks like it's been fixed. He said that Fish and Wildlife will have a trapper out to reduce the number of beavers. He walked the trail and said there are numerous beaver dams but the Dept. of State Lands would most likely not issue a permit

to build up trails because buildings aren't currently at risk of flooding. He says if trail height is raised it may mess up the culverts and cause flooding in other areas. Council discusses sending letter to the Linn County Parks Commissioner – putting up a sign that says “At Your Own Risk” – maybe check with Sherrie Sprenger the representative of House District 17. Council discusses how the trails, play equipment, and park are not being maintained (*at John Neal Park*). Jessica would be happy to meet with anyone about the issue.

- Library – Brenda gave report. She had surgery and is doing well.
- Streets – The bus has been towed and the camp trailer is gone.
- Office – Two building permits were issued. There were 7 mechanical/plumbing permits issued. The audit is in process. The Planning Commission met Nov. 7<sup>th</sup> to approve the final plat maps for the Corey partition and the Whitney property line adjustment. The mylar maps have been signed for the Corey's – still waiting for Whitney. Pacific Coast Electric installed the exit signs at City Hall. Received \$3,320.60 State Shared Revenue. The City's cost for CIS health insurance will go down starting in January, due to the new plan selected by council in July.
- Complaints – There was 1 complaint for the property located at 1313 Main St. that was reviewed and they are in violation of several of the City's codes. A letter will be going out to the property owner. It is unknown who is leasing the building.
- Christmas lighting contest
- Budget committee recruitment is in progress.
- Budget Law Training – Feb. 27<sup>th</sup>, 2018 will be held at Chemeketa Community College in Salem.
- Special election date is Jan 23<sup>rd</sup>, 2018 and a Council meeting – discussed changing date.
- Financial Reports – Reviewed

### **Commissioners Report**

- Transportation & Parks – Trail system has already been addressed.
- Police – none
- Safety & Cemetery – none
- Library – none
- Building & Planning – Mike has been checking on the property next door.

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

- Discussed changing next month's council meeting to December 19<sup>th</sup>, for presentation of Christmas Lighting Contest award to winner.

**Next Meeting** – Council meeting December 19<sup>th</sup>, 2017 at 6:30 pm

Adjourned 8:00 pm

Transcribed by Carol Hendricks, Assistant City Recorder

*MV*