



# CITY OF LYONS

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## CITY COUNCIL MEETING MINUTES

May 27, 2025

**Council Present:** Councilors: Jessica Ritchie, Diane Hyde, Amy Thrasher, Eric Gjonnes & Mayor Mike Wagner

**Council Absent:**

**Employees Present:** CM Micki Valentine, PW Richard Berkey

**Public Present:** Tanner Starbuck & Family

**Opened w/pledge:** @ 6:30 pm by Mayor Mike Wagner

**Roll Call:** Taken

### **Announcements (Additions to Agenda/Conflict of Interest/Ex-Parte/Bias):**

**Presentations:** Scholarships Awarded to Tanner Starbuck, who is present. Others receiving awards but unable to attend were Emerson Dunn and Audrey Ritchie.

**Public Comment:** none

**Sheriff's Report:** Sheriff Duncan provides the report and gives an update on their operations. They are still in negotiations with the union. They will be placing a levy on the ballot for the November election. They have received approval to build an addition to the jail for a 22-bed female section. Answered questions from council. Sgt Fountain is preparing the contracts for the upcoming three years, which will be ready for us soon. *(exits @ 6:53pm)*

**Consent Agenda:** Council Meeting Minutes April 22, 2025 and Bills Paid April 23, 2025 – May 27, 2025. *Councilor Ritchie motioned to approve – Councilor Hyde second – Wagner, Ritchie, Hyde, Thrasher, Gjonnes in favor – none opposed – approved.*

### **Unfinished Business:**

- **Safe Routes to School Update** – The bid from North Santiam Paving was approved at the May 13 meeting. BOLI requires a fee based off percentage of construction cost. Our cost is \$494.30. We are working on the extension of the project. Stormwater will need to be addressed and is allowed as part of the SRTS grant, as long as it is necessary to place the sidewalk. The project is expected to begin a few days after school ends on June 9<sup>th</sup>.
- **Librarian Recruitment Update** – We have received two additional applications. Council consensus was ok to move forward with the qualified applicant rather than hold it open for another month. We have another position to fill, at the library, and will move forward hiring for that position.

### **New Business:**

- **Employee Handbook Update** – The Employee Handbook was reviewed by CIS, our insurance carrier. Several updates were recommended. **Resolution 610-2025 A Resolution Amending the Employee Handbook and Rescinding Prior Versions** – *Thrasher motioned to approve – Ritchie second – Wagner, Hyde, Gjonnes, Ritchie, and Thrasher approved – none opposed – motion passed.*
- **Salary Exempt – CM Job Description** – Reviewed the requirements regarding salary-exempt versus hourly rate for the Librarian and City Manager positions. Our attorney was consulted. He reviewed our employee manual and the job descriptions. The Librarian position does not meet the minimum requirements for salary-exempt. The CM position does meet the requirements. The attorney recommended adding a statement in the CM job description. *Ritchie motioned to change the City Manager job description to “salary-exempt” – Thrasher second – Wagner, Hyde, Gjonnes, Thrasher, & Ritchie in favor – none opposed – approved.*
- **Verifiable Time Records** – SAIF rules regarding verifiable time records were reviewed. Blank employee time sheets were reviewed. The different classifications determine our SAIF rates. Our agent stated that SAIF responded saying that if we wanted one rate, SAIF would use the classification code with the highest rate. There were some comments that SAIF may negotiate the rates – will look into it further.

### **Correspondence:**

- none

**Library Director Report:** The library reports were provided and reviewed. The CCRLS agreement has been renewed.

**City Manager Report:** CM Valentine gives the report. Public Works has been keeping up with mowing & trimming, spread bark chips, replaced hand sanitizer & dispenser at Freres Park and sanitizer at the city hall port-a-pot. Two areas were found on city streets where repair may be needed. The flags were placed in the cemetery for Memorial Day. Two urns were placed and one is scheduled in June. Library board meeting was held May 8<sup>th</sup>. They are preparing for the Summer Reading Program. Received resignation by the Assistant Librarian. Three building permits issued. LGIP interest rate remains the same. The Citywide Clean-up report was reviewed – Pacific Sanitation hasn’t provided their report yet. The flood ordinance was submitted to DLCD and FEMA. The Complaint/Concern report was reviewed.

### **Planning Commission Report:**

**Financial Reports:** Reports were available for review and no questions were asked.

### **Commissioner Report/Councilor Questions/Comments:**

- Mayor Wagner, Building Improvements – Mayor Wagner relayed that there is much discussion concerning recent changes to Ethics laws, in the Mayor’s list-serve.
- Councilor Ritchie, Library – No comments to add.
- Councilor Hyde, Police/Safety – No comments to add.
- Councilor Thrasher, Transportation, Parks & Recreation – No comments to add.

- Councilor Gjonnes, Cemetery – He asked about cleaning headstones. An attempt would need to be made to contact the family first before we could authorize the cleaning.
- Discussion regarding commissionerships. Gjonnes was asked if he would prefer Parks & Rec. He asked about the responsibilities of the Commissionerships. The descriptions are in the binder. Will review at next meeting.

**Executive Session:** none

**Requests – Councilor Requests/Future Agenda Items/Announcements:**

- Review Commissionerships
- Review Clean-up Procedures

**Next Meeting:** Tuesday, June 24, 2025 Regular Council Meeting at 6:30 pm.

Adjourned @ 8:22 pm

Summarized by CM Valentine