

City of Lowell, Oregon
Minutes of the City Council Meeting
August 5, 2014

The meeting was called to order at 7:00 PM by Mayor Paulson

Members Present: Mayor Paulson, Judith Rennert, Gary Reese, Melody Knokey, Jim Burford
City Attorney – Milo Mecham

Public Comments: Ken Larsen 657 Moss St. would like 'The Bridge' to include a 'Lowell Crime Report' section to the publication. Hall O'Regan 62 E 3rd St. reported vandalism in Paul Fisher Park on Friday, August 1, he would like the council to consider installing security cameras to help deter vandalism. Andrea Larsen 657 Moss St. stated she requested the Forensic Accounting Audit item placed on the agenda. Don Bennett 540 Sunridge Ln., stated he would like to see city jobs kept local, but would like to see the Public Works Dept. be contracted out.

Council Comments: Councilor Reese stated he did bring up safety issues at the Public Works Dept. in the past. Councilor Knokey supports the security camera idea. Councilor Rennert clarified the City Hall employee positions to be filled.

Approval of Minutes: 7:17 PM

- **July 15, 2014 approved by consensus with typo correction.**
- **July 22, 2014 approved by consensus. Councilor Burford abstained from voting, because he was not present for meeting.**

Approval of Expenditures: 7:19 PM

Councilor Rennert noted C B Locksmithing payment should be from Parks. Councilor Knokey stated she had spoken with Peterson CAT and they would not be charging us. Council would like a detailed copy of the attorney invoice for legal services.

Councilor Reese moved to approve expenditures for August 5, 2014, absent the Peterson backhoe voucher, with the additional correction for C B Locksmithing, Councilor Rennert seconded motion.

PASS 5:0 Approved as modified

Financial Reports: CA Lee presented financial reports for the council's review.

Old Business: 7:32 PM

- **Public Works:** CA Lee presented different options to the council for their consideration for the staffing of the department.

Public Comment: Bob Burr 566 E. 1st St., concerned that the public does not know what has been spent in the past for staff for Public Works, so it is hard to decide if contracting out would be cheaper. Andrea Larsen 657 Moss St., stated a decision needs to be made, CH2M Hill is not going to wait around much longer. Ken Larsen 657 Moss St., was impressed with the CA's report, and liked the research that has been done.

Discussion by council, CA and City Attorney followed. CA recommends setting a meeting with Orenco to give a presentation on Tuesday, August 12, council agrees.

- **Attachment 1 to Resolution 601 (Employee Pay Scale):** Councilor Rennert made a motion to adopt the Employee Monthly Pay Scale Attachment 1 to Resolution 601 with the change from Finance Clerk to Accounting Clerk. Seconded by Mayor Paulson.
PASS 5:0

New Business: 8:20 PM

- **Forensic Audit:** Councilor Knokey believes that it their responsibility to know what the finances are, that is why she requested this item to be on the agenda. Discussion followed. Councilor Knokey, In order to maintain and ensure the accuracy of all the City accounting records, I make a motion for the CA to be immediately directed to take action and to exercise the City's right according to the legal authority of the 'City of Lowell Personnel Policies and Procedures Employee Manual September 2004' page 22, to review, audit intercept, access and search the city's official computer 'accounting records' and to contact, retain and authorize Acuity to conduct such a procedure and report any and all findings back to this Council and to the CA by no later than the September 2, 2014 regular City Council Meeting or if deemed appropriate, at any earlier 'Special' or 'Regular' City of Lowell Council Meeting. Also, the CA should be directed to not change out any of the office computers until such procedures are completed. Seconded by Councilor Rennert.

City Attorney Mecham advised council on the motion. Discussion followed by council.

Councilor Knokey move to defer motion to the next council meeting, seconded by Mayor Paulson.

PASS 5:0

Recess

Back in Session: 9:22 PM

- **Begin Recruitment for Permanent Part Time City Administrator -** Councilor Knokey requested the council begin the process of advertising for the position. Discussion followed. Councilor Rennert requested this be on the agenda again the first meeting in October. Council agreed as a whole agreed with Councilor Rennert by consensus.

- **Resolution 606: Intergovernmental Agreement for Operational Maintenance Services between Lane County and City of Lowell -** CA reviewed the corrections that were needed for the contract. Mayor Paulson move that we adopt the Resolution 606: Intergovernmental Agreement for Operational Maintenance Services between Lane County and City of Lowell, seconded by Councilor Rennert.

PASS 5:0

Reports: None

Staff Reports: 9:33 PM

- **CA Report –** Reported on office positions and plans for filling. Discussed the temporary accounting position to be filled by Bonnie Graham. **Council approved by consensus.** CA reviewed election process and applications for City Council can be obtained from him. Filing procedure was discussed, further investigation is required. CA reported he plans to start code

enforcement the 1st of September. CA is working on an organizational chart. CA proposed a change in pay day, he will bring a resolution before the council.

Other Business: 9:47 PM

- Mayor Paulson revisited the request for CA to work on a resolution to deal with \$1000 spending limit. Mayor Paulson requested park vandalism and park ordinance changes be on the agenda for next council meeting. He also requested that the CA validate the backup system of the computer server. Councilor Reese requested that the CA be given a copy of the tally results from the park questionnaire. Councilor Reese requested update on severance agreement with former CA Hamilton. Mayor Paulson stated none was signed. Councilor Reese requested that the CA's computer not be changed out. Councilor Rennert requested to attend LOC Annual Conference on September 10, 2014 and September 25, 2014. Councilor Knokey would like to assist with the research into security camera's for the parks.

Adjourn: 10:00 PM

Approved: Stephen Paulson
Stephen Paulson, Mayor