**City of Lowell, Oregon**

**City Council**

**Regular Meeting Minutes**

**October 22, 2024**

The Lowell City Council held a regular meeting on Ocotber 22, 2024. The meeting location was Lowell Rural Fire Protection District Fire Station 1 at 389 N. Pioneer Street, Lowell, OR 97452. Mayor Bennett called the meeting to order at 7:04 pm.

**City Councilors present:**

Mayor Don Bennett, Gail Harris, Tim Stratis, Maureen Weathers, Jimmy Murray

**City Councilors absent:**

None

**Staff/others present:**

City Administrator Jeremy Caudle, Public Works Director Max Baker

**Approval of the agenda:**

No changes.

**Consent agenda:**

1. September 17, 2024 regular meeting minutes
2. September 2024 check register
3. August 2024 financial statements

Councilor Harris’ motion to approve the consent agenda was seconded by Councilor Stratis.

Mayor Bennett: YES; Stratis: YES; Harris: YES; Councilor Weathers: YES; Murray: YES.

APPROVED: 5-0.

**Public comments:**

None.

**Council comments:**

None.

**Staff reports:**

City Administrator

* CA stated as of Monday 10/21 ePermitting is live
* East 1st street temporary repairs were completed and two speed humps added, one at each end
* Old City Hall listed as For Sale on City webpage and Oregon Prospector
* DEQ approved Wastewater Master Plan
* Met with LCOG about cyber security joint grant application, no cost to City, migrating to .GOV
* Working with Sunset Hills developer to close out project, working through punch list
* Reviewed first application for ADU, signed off and sent to plan review
* Utilities to share conduit
* Salay and benefit study started
* City Hall and Library had a Fire Alarm System inspection
* Risk assessment completed with CIS, occurs every three years, they will prepare a list of items we can improve upon
* Parks committee approved a quote for Caboose repairs

Public Works

* Tarp was placed on top part of Caboose to protect from further damage from weather while waiting for repairs
* Temporary paving of East first street completed
* Still waiting on update quote for Stage roof repairs
* On 10/3 Staff participated in a facilities tour with USACE and members of the Joint Water Caucus from Legislative. Tours of the Water Treatment Plant and Lookout Point Dam
* Staff reached out and had a meeting with AWOP, this is a team of professionals to assist operators in plant optimization
* LCRR citywide inventory submitted to State
* City exceeded the Lead and Copper AL. Talked about list of actions to follow
* Lookout Drawdown update, Slight increase in turbidity, but the reservoir still looks clear
* All Bluegreen Alge results have been non-detects

Library

Staff report included in packet.

**Presentations:**

Jim Chapman with Lowell School District Boad of Directors presented a power point proposing locations for a new Lowell School District Track and Field in Orchard Park

Joe Brazill, Parks Committee Chair, gave a presentation on renaming Paul Fisher Park to Hall O’Regan Park. Councilor Statis recommends renaming a section of the Park or specific project in the Park after O’Regan.

**Old business:**

None.

**New business:**

1. Motion to approve Resolution 837, “A resolution to adopt the September 2024 ‘Wastewater Facilities Plan’ and directing staff to draft amendments to the ‘Comprehensive Plan’ to incorporate the ‘Wastewater Facilities Plan.’” – Discussion/ Possible action

Presenter: Clinton Cheney, PE – Project Manager, Civil West Engineering

Clint Cheney presented updates and changes to facilities plan after submission to the Department of Environmental Quality (DEQ) in March of 2024. Comments were received from DEQ in June 2024. Revised Plan submitted in August 2024 and approval letter from DEQ received in September 2024. Plan ready for adoption by Council.

Councilor Stratis’ motion to approve Resolution 837 was seconded by Councilor Weathers.

Mayor Bennett: YES; Stratis: YES; Harris: YES; Councilor Weathers: YES; Murray: YES.

APPROVED: 5-0.

1. Discussion on National Flood Insurance Program – Endangered Species Act Integration in Oregon. – Discussion

CA Caudle discussed additional required updates protecting fish habitat under Endangered Species Act Integration. Three (3) options were presented: (1) Prohibit all new development in the floodplain. (2) Incorporate the ESA into the local floodplain ordinances. (3) Require property owners in a floodplain to develop a “Floodplain Habitat Assessment” documenting “no net loss”.

Councilor Stratis’ motion to select option 2 was seconded by Councilor Harris.

Mayor Bennett: YES; Stratis: YES; Harris: YES; Councilor Weathers: YES; Murray: YES.

APPROVED: 5-0.

1. Motion to approve Resolution 838, “A resolution amending the Building Inspection Program ‘Operating Plan’ to add policies on e-permitting and refunds and making other changes.” – Discussion/ Possible action

CA Caudle presented updates that are now needed to reflect changes due to our participation in ePermitting program. Changes include, adopting a policy on fee refunds, changing the application process to include electronic submission and other miscellaneous changes to clean up the plan.

Councilor Haris’ motion to approve Resolution 838 was seconded by Councilor Weathers.

Mayor Bennett: YES; Stratis: YES; Harris: YES; Councilor Weathers: YES; Murray: YES.

APPROVED: 5-0.

1. Motion to approve a “Mutual aid and assistance agreement for the provision of emergency services related to water and wastewater utilities” and “Addendum No. 1 to the Oregon Water/Wastewater agency response network (ORWARN) agreement for the sharing of personnel during an emergency when workers are unable to get to their normal reporting location during a severe emergency (shared workers),” and to authorize the City Administrator to sign. – Discussion/ Possible action

Presenter: Public Works Director Max Baker

This agreement provides a framework for Oregon utility systems to provide mutual aid during times of declared emergencies.

Councilor Murray’s motion to approve ORWARN agreement was seconded by Councilor Harris.

Mayor Bennett: YES; Stratis: YES; Harris: YES; Councilor Weathers: YES; Murray: YES.

APPROVED: 5-0.

1. Motion to authorize the City Administrator to pay $25,000 into the trust account held with Thorp, Purdy, Jewett, Urness & Wilkinson, PC pursuant to the “Contract for legal services” approved on August 1, 2023 for litigation versus Charter Communications and C-2 Utility Contractors. – Discussion/ Possible action

This is to replenish the balance in the trust account pursuant to the “Contract for legal services” approved on August 1, 2023.

Councilor Murray’s motion to authorize CA to pay $25,000 into the trust account for legal services was seconded by Councilor Stratis.

Mayor Bennett: YES; Stratis: YES; Harris: YES; Councilor Weathers: YES; Murray: YES.

APPROVED: 5-0.

1. Review quotes for swing set, accessible swing seat, and gaga ball court for Paul Fisher Park. – Discussion/ Possible action

* Buell Recreation – $11,957
* Superior Recreational Products – $5,352.16 (does not include gaga ball court)
* AAA State of Play -- $11,182.72
* Willy Goat -- $8,117.00
* Playground Outfitters -- $7,142.16

Staff obtained 5 quotes for Swing set and gaga ball court for Paul Fisher Park. Playground Outfitters was selected on the basis that they provided the lowest responsive quote.

Councilor Stratis’ motion to accept a quote from Playground Outfitters in the amount of $7,142.16 was seconded by Councilor Murray.

Mayor Bennett: YES; Stratis: YES; Harris: YES; Councilor Weathers: YES; Murray: YES.

APPROVED: 5-0.

**Other business:**

None.

**Mayor comments:**

None.

**Councilor comments:**

None.

**Community comments:**

None.

**Adjourned at 8:59 pm.**

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| APPROVED: |  |  |
| Don Bennett, Mayor |  |  |
| ATTEST: |  |  |
| Jeremy Caudle, City Recorder |  |  |
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