**City of Lowell, Oregon**

**City Council**

**Regular Meeting Minutes**

**November 5, 2024**

The Lowell City Council held a regular meeting on November 5, 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 7:10 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:**

None

**Public comments:**

None.

**Council comments:**

None.

**Staff reports:**

None

**Presentation:**

Andy with Travel Lane County introduced new CEO Samara Phelps. Phelps presented a power point of Travel Lane Counties 2024 Annual Report.

**Old business:**

None.

**New business:**

1. City Administrator resignation. – Discussion/ Possible action

City Administrator Caudle provided a letter of resignation for Council acceptance. The City of Dayton officially appointed him as their next City Manager. He announced his last day will be 12/5/24. He said in his 13 years of public service, this is the best team he has ever worked with.

Councilor Stratis’ motion to accept City Administrator’s resignation was seconded by Councilor Murray .

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

APPROVED: 5-0.

1. Direction on appointment of City Administrator pro tempore. – Discussion

With CA Caudle’s resignation the Council needs to plan for interim leadership to ensure continuity of City operations. Two (2) options were presented: Option 1: Select an internal candidate to serve as City Administrator pro tempore. Option 2: Start the process of recruiting an external candidate.

Councilor Weathers’ motion to appoint Max Baker as Interim City Administrator affective 11/6/24 was seconded by Councilor Stratis .

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

APPROVED: 5-0.

1. Motion to approve Easement No. DACW57-2-21-0049 with the Department of the Army for the use of property located at the Lookout Point and Dexter Lakes Project, and to authorize the Public Works Director to sign. – Discussion/ Possible action

Easement No. DACW57-2-21-0049 grants access to Summit through Army Corps property, this is a 25-year renewal.

Councilor Harris’ motion to approve Easement DACW57-2-21-0049 and authorize Public Works Director to sign was seconded by Councilor Weathers .

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

APPROVED: 5-0.

1. Motion to approve “Engineering Scope of Services” with Civil West Engineering for wastewater, stormwater, and transportation system development charge updates in the amount of $23,465, and to authorize the City Administrator to sign. – Discussion/ Possible action

With adoption of the Wastewater Facilities plan the fees associated with System Development Charges need to be updated to reflect the 20-year plan. Also included in the scope is updating stormwater and transportation SDCs. Except for adjustments for Consumer Price Index, these fees have not been updated for 20 years.

Councilor Harris’ motion to approve Engineering Scope of Service with Civil West in the amount of $23,465 and authorize City A was seconded by Councilor Weathers .

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:**

Bob Burr thanked CA Caudle for the excellent job he has been doing and congratulated Max Baker.

Rick Trimper requested monthly update on progress of appointed CA.

**Adjourned at 8:31 pm.**

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