**City of Lowell, Oregon**

**City Council**

**Regular Meeting Minutes**

**November 19, 2024**

The Lowell City Council held a regular meeting on November 19, 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 7:02 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. October 22, 2024, regular meeting minutes
2. November 5, 2024, regular meeting minutes
3. October 2024 check register
4. September 2024 financial statements
5. October 2024 financial statements

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

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 provided updates to ePermitting. The first citizen complaint and land use application have been entered in the ePermitting system. Staff continue to fine tune the payment recording process.

Updates to development activities were provided including billing of land use applicants and developers for a total of $19,142.43 for incurred costs. Research was conducted in response to a property owner’s question, related to if SDCs are payable in the event of temporary RV residence while new home being constructed. Work continues with the proposed ADU within the Downtown regulating area, because of this a type II application is required.

Update was provided on progress of the Salary/benefit study. Job descriptions were provided to the consultant. Public Works Staff and City Administrator selected 5 benchmark cities to include, Library Director provided several cities to use, some of which were the same as Public Works. Still waiting on input from City Clerk. CA would like to have benchmark cities selected before my departure to keep the momentum going on this project. It is my recommendation to have a completed study in advance of the FY 25/26 budget process.

Received approval from Oregon Health Authority on Lead and copper public education flyer and letter. Staff also added a statement to utility bills, as required by OHA regulations, informing customers about the lead and copper public education.

Status of ECWAG grant was provided. Staff is waiting on USDA and USACE to complete the steps needed to fulfill the federal environmental reporting requirements.

Civil West was informed that City Council approved the SDC update.

City Administrator met with contract planner and the City Attorney to discuss the floodplain update, as required by FEMA. Our contract planner will be taking the lead on updating our development code to incorporate FEMA’s pre-implementation compliance measures (PICM), as discussed at the last City Council meeting. I emailed our regional FEMA office to inform them of the city’s decision, and they acknowledged my email. Until the development code updates are implemented, we will address any floodplain development on a case-by-base basis.

Other items reported from City Administrator included a meeting met with the Government Affairs Director of LCOG and scheduled a meeting to discuss details related to the transition, and to acquaint the Interim City Administrator with these LCOG staff. The Paul Fisher swing set and gaga ball court were ordered. And the CIS risk assessment

City Administrator has started discussions on renewing the franchise agreement with Lumen (previously Qwest). This franchise has been expired for several years. A letter was also received from Charter Communications requesting meetings to begin the renewal of our franchise ordinance with them, which expires in 2027. They were informed of the upcoming transition with City Administrator.

City Administrator transition activities included emailing 200+ intergovernmental, contract, and other partners of his departure and the plan for the Public Works Director to serve as Interim City Administrator. A list of accounts, permissions, and other details that need to be transferred are being compiled. Many of these items have already begun. The Public Works Director and City Administrator have already begun working together on transitional activities.

**Public Works**

Updates provided on storm sewer maintenance activities. The Tree for the Covered Bridge was picked up. The Park Tree will be picked up Tuesday the 19th.

Update was provided on Stage Roof repair.

A chemical vendor was onsite to test different chemicals to assist with elevated turbidities caused by the Drawdown of Lookout Point Reservoir.

Staff is seeing elevated turbidity out of dexter lake with the recent rains Lookout/Dexter has received.

All mandatory samples for Lead Copper exceedance have been collected. Bluegreen algae sampling is completed for the season with all non-detects reported. Water meter replacement program has one meter left to change.

Staff repaired two water leaks.

Headworks unit is back in operations staff has repaired unit and placed back into service.

One of the pumps at lift station is having issues running at max output. It may need to be replaced with new motor in future.

Staff is transitioning to winter permit operations including preparing primary clarifier for high flows from rain.

**Library**

During October we continued to update the adult non-fiction catalog. The process will make it easier to find and shelve material.

A large donation of hardback books was received. Other donations in October included a sophisticated jig saw puzzle board which allows us to keep a puzzle out for library visitors to use.

On October 10, 2024, Chris Petersen, the consultant for the oral history project, spent the day at the library. We discussed workflow, resources and equipment required.

The Public Library Annual Report was due to the State Library of Oregon at the end of October. The report is primarily statistics of library use. It is the second one I have completed.

Tony Moreci has made progress exterior work for the library. He mulched the area around the back fence to prepare to transplant roses from the old building site. He also built a small wall in the front of the library to re-route the gutter system. We no longer have a huge puddle in front every time it rains.

**Presentations:**

1. Follow up discussion on Parks Committee Memorial for Hall O’Regan

Presenter: Joe Brazil- Parks Committee Chair

Parks and Recreation Committee Chair Brazill proposed constructing a covered wooden memorial by the playground to honor Hall O’Regan. Councilor Stratis recommended using metal instead of wood.

**Old business:**

None.

**New business:**

1. Motion to approve City Administrator pro tem agreement with Max Baker including an additional $2,500.00 per month in compensation and to authorize Mayor to sign. – Discussion/ Possible action

At the last City Council meeting, City Council directed staff to prepare a City Administrator pro tem agreement for Max Baker. This is due to the resignation of the current City Administrator, effective 12/5/24. City Council stated that Baker's pay increase should be retroactive to 11/5/24 due to the additional training and responsibilities associated with the transitional period.

Councilor Harris’ motion to approve City Administrator pro tem agreement with Max Baker including an additional $2,500.00 per month in compensation and include Max Baker to be listed as authorized signatory at bank and other accounts and to authorize Mayor 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 Managing Oregon Resources Efficiently ( MORE ) Intergovernmental Agreement ( IGA ) and authorize City Administrator to sign. - Discussion/ Possible action

The county has recently transitioned to the MORE IGA model. This is a model under which any Oregon public agency can participate, enabling these agencies to provide and sell services to one another under a structured, standardized process. Lane County has asked the city to adopt this model to ensure a more streamlined process for both entities.

Councilor Harris’ motion to approve Managing Oregon Resources Efficiently ( MORE ) Intergovernmental Agreement ( IGA ) and authorize City Administrator to sign, 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:**

Bob Burr recommended using graphite of carbon fiber instead of steel or wood for Hall O’Regan Memorial

He also apologized to Councilor Harris for being “ a silly old man”.

**Adjourned at 7:58 pm.**

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