

City of Lowell, Oregon
Minutes of the City Council Meeting
November 19, 2013

The meeting was called to order at 7:00 p.m. by Mayor Paulson

Members Present: Mayor Paulson, Judith Rennert, Gary Reese, Pam Bryant ,Jim Burford

Members Absent: None

Councilor Rennert requests a change in the order of the agenda items. Moving Committee Appointments from staff reports to old business #5, and move Employee Christmas Party to item #6.

Councilor Bryant requests a change, moving item #4 Economic Development /Enterprise Zone Advisory Committee to item #2 under old business. Also move Public Utility Worker 1 Recruitment from staff reports to item #1 under New Business.

Public Comments, General: 7:05PM

- Idella Stinson voiced concern about the recall action, and how it's affecting the community.

Council Comments: None

Approval of Minutes: 7:08PM

- Sept. 3, 2013 minutes approved by consensus
- Oct. 31, 2013 minutes were tabled , Councilor Bryant would like to add language to the minutes, she will email CA Hamilton with her additions. Also Mayor Paulson would like to submit a change and will present it to CA Hamilton.
- Nov. 5, 2013 Councilor Reese voiced an issue with the minutes under other business, to put into the minutes his statement verbatim from the recording of the meeting. CA Hamilton read the statement to the council and the council approved the amended minutes by consensus.
- Nov. 13, 2013 minutes approved by consensus

Approval of Expenditures: 7:15PM

- Councilor Rennert ask for clarification in expenditure reports, she was under the impression they would also receive the summary report along with the detail report. Mayor Paulson agreed, and CA Hamilton stated they would have them both next time.
- Councilors Burford, Rennert, Reese and Bryant had questions about individual expenditures. CA Hamilton provided explanations. Councilor Rennert noted an error in the coding of Attorney Beckfield's expenditure. CA Hamilton will have that changed. Councilor Reese moved to approve the expenditures for Nov. 19, 2013 and seconded by Councilor Rennert. Councilor Bryant stated 'Although I do not agree with certain individual expenditures I do acknowledge that these are expenditures to which the City has obligated itself and under that on that term I will approve them.'

PASSED 5:0

Old Business: 7:37PM

- **Public Utility Worker 1 Recruitment**

CA Hamilton gave an update on his progress in the recruitment process. Councilor Reese requests that the CA notify all the councilors in the future of any changes that affect the community immediately. Councilor Bryant moved to direct the City Administrator to consult with the Public Works Director in the decision making process for recruitment of any new Public Works employee, and to require a Level 1 Certification or equivalent for the hiring of the next new employee. Councilor Rennert seconded. CA Hamilton requested clarification of certification level required in both water and sewer. Councilor Bryant said yes to Level 1 in both water and sewer. Discussion followed, CA Hamilton stated he is working very closely with the Public Works Dept., and they would like to see a Level 1 certification also.

PASSED 3:2 Mayor Paulson and Councilor Burford opposed.

- **Park Signage**

CA Hamilton reported the Parks Committee approved signage with some concern about the sound amplifying devices. Councilor Rennert thanked those on the Park Advisory Committee for their time, and explained the concern with the sound amplifying devices. Councilor Rennert moved that one of the City Councilors be appointed, using the park regulations sample we have here, presented by Councilor Bryant and myself, to contact Sign Pro to order four aluminum, non-reflective park signs, including appropriate icons as needed, at a cost of no more than \$200. Councilor Bryant seconded. Discussion followed on cost and approximate time frame of process. Councilor Bryant would like to see the 'Welcome', in larger font. Discussion on the sound amplifying device ordinance, possibly determine a decibel level and amend the ordinance. Mayor Paulson read the motion with amendment that the word 'Welcome' be larger.

PASS 4:0 Councilor Burford abstained

- **Economic Development/Enterprise Zone Advisory Committee**

Councilor Bryant presented information on the Enterprise Zone. Councilor Bryant presented a resolution which was seconded by Mayor Paulson. Discussion followed, a amended resolution was made by Councilor Bryant. I move to establish by resolution an Economic Development/Enterprise Zone Advisory Committee. The Committee shall appoint at its first meeting a chair who shall serve for 1 year or until resigning. The committee shall designate a secretary to keep the minutes of the meeting and submit them to the City Administrator. The committee will meet generally once per month at a time and place within the city limits designated by the chair. The structure of this advisory committee is to be in accordance with ordinance LRC 2.028a. The chair or chair designee shall post all meeting notices.

PASS 5:0

Recess

Back in session 9:23 PM

- **Discussion of and Possible Identification of Discretionary Budget Lines**

Councilor Bryant would like to defer this item to the next council meeting. Requesting the item be worded as follows on the agenda.

Budget Review: Discussion/Possible action regarding the budget review to identify line items from which to possibly draw funding for increased law enforcement and an additional (fourth) Public Works employee. Requested by Councilor Pam Bryant. Item deferred to next meeting by consensus.

- **Discuss Town Hall Meeting on Parks Regulations Schedule and Format**

CA Hamilton has reserved the Lowell Fire Hall for December 11, 2013 for Town Hall Meeting. Discussion on format of the meeting allowing written comments along with verbal comments. Would like to hear public comments on park hours, alcohol, smoking in the parks, city wide leash ordinance. CA Hamilton to contact the school to place an announcement on the school reader board, also to place an article in 'The Bridge' to encourage discussion.

- **Committee Appointments**

CA Hamilton reported only one application received for the Budget Committee at this time. Councilor Rennert moved that copies of all applications for appointment to the Lowell Budget Committee and/or the Lowell Planning Commission be put in the City Councilor's City Hall mailboxes as they are received, and that "Appointments to the Lowell Budget Committee" and "Appointments to the Lowell Planning Commission" be placed under Old Business on the Agenda for the next City Council Meetings to be held on December 3, 2013. Seconded by Councilor Bryant. Discussion followed on clarification of motion.

PASSED 5:0

- **Employee Christmas Party**

CA Hamilton reported that consensus of employees would prefer a gift voucher instead of a dinner. Mayor Paulson moved to provide employees \$50 Holiday gift vouchers to use as they so choose. Seconded by Councilor Bryant.

PASSED 5:0

New Business: 9:40PM

- **Discussion of Audit Oversight Committee**

CA Hamilton gave a brief update on how the audit is progressing. He will discuss with the auditors at the exit interview what they would suggest on setting up of an audit oversight committee. CA will bring back info at the next CC Meeting on Dec. 3, 2013, under old agenda business.

- **Discussion on Fiber Optics**

Councilor Burford would like an update on the process. CA Hamilton reported he spoke with Hunter Communications, who would be the provider or source to it. They are negotiating cost at this time. Councilor Burford had a question about infrastructure that was discussed a long time ago. CA will continue to investigate this issue. Mayor Paulson hoped that the Economic Advisory Committee would look into this issue.

- **Calendar Discussion**

CA Hamilton would require any items for the agenda be submitted to him by Monday November 25, 2013 for the December 3, 2013 CC Meeting.

Discussion of possible cancelation of Dec.17, 2013 and Jan. 7, 2014 CC Meetings. Will review at the next CC Meeting.

Reports: 9:50PM

- **Police Report**

CA Hamilton reported to Council on the Lowell Patrol Log from Oakridge Police Dept. He was told by OPD, that if there are any calls, to have them request to be dispatched to OPD not Lane County. Mayor Paulson would like CA to submit a write up on this for 'The Bridge' to notify our community on how to handle these issues. Councilor Reese would like to have police reports given to all councilors. Councilor Reese requested follow up on an arrest that happened sometime ago. CA will provide details.

- **Lane Area Commission on Transportation October 2013 and LCOG Lane Economic Committee Minutes** provided in packets.

- **Parks Committee Minutes** are not completed and will be deferred to next meeting.

Other Business:

- CA Hamilton presented to Council 2 questionnaires from the Auditors to be completed by at least 2 Councilors, all would be preferred.

1. Management Internal Control and Fraud Questionnaire
2. Governing Body Questionnaire Fiscal Year ending June 20__.

Adjourn: 9:59PM

Approved: _____
Stephen Paulson, Mayor