

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, Jim Burford, Gary Reese, Pam Bryant

Members Absent: None

Councilor Rennert requests a change in the order of the agenda items. Moving Committee Appointments under 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 for 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 for correction.
- 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 effect 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 from the Parks Committee Meeting the 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, may need to determine 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 Advisor Committee**

Councilor Bryant presented information on the Enterprise Zone. Councilor Bryant present a motion which was seconded by Mayor Paulson. Discussion followed a amended motion was made by Councilor Bryant. I move to establish by resolution and Economic Development/Enterprise Zone Advisory Committee. 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 a 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's 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 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

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Reports:

1. 7:52 pm - Oakridge Patrol Report - Oct, Nov and Dec 2012 reports submitted in a new spreadsheet format.
2. 7:56 pm - Rural Tourism Marketing Program (RTMP) distributed their 2013 funds in the amount of \$6534.13 along with the Criteria and reporting instructions. Individual contracts will no longer be used. An annual report must be submitted on how the funds were spent and will be reviewed to make sure they meet the criteria. The project(s) must meet the criteria in order to receive funding the following year.
3. 8:00 pm - Auditor - An update on the 2011-12 audit was emailed to Councilors Bryant and Reese and then forwarded to the rest of the Council and office staff. The report stated they would be submitting a change order for the additional work needed to complete the audit. Mayor Paulson will be contacting them.
4. Email discussion - Mayor Paulson informed the Council that new city email addresses has been set up and he would send instructions and help any Councilors that need it, he would help them set up their new email addresses.
5. Audio Minutes - Mayor Paulson reported that the audio minutes have been successfully uploaded to a program where the file can be sent to persons and we will be working on creating a link to those files that will be on our website.

6. 8:14 pm - Industrial Park- Lucie reported that she referred realtor to Don Driscoll regarding subdividing land in the Industrial Park. It is only in the talking stages, more reporting will be done as it becomes available.
7. Brother's Plumbing- Lucie reported that Chad Lybarger from Brother's Plumbing came in and talked to her regarding possibly purchasing the garage property next to Mack's for their office and if they purchase the property they will contact us on what they may be able to do with it in the future.

Other Business:

- 8:18 pm - Lucie will be gone Wed-Fri, Feb 13-15, 2013 to attend CIS Conference. She will be accepting an award for the City of Lowell being CIS members for 30 years.
- Don Driscoll will be attending the February 19, 2013 meeting to introduce himself to new Mayor and Council members.
- Adopted 2012-13 Budget to be put on website. Approved budget is what is on website.
- Mayor Paulson to get comparative Employee Pay Rates
- Councilor Bryant to report back on shorter version of free training on Executive Sessions. If the City should do this training Oakridge Councilors are to be invited.

Adjourn: 8:30 p.m.

Approved: _____
Stephen Paulson, Mayor