

**City of Lowell, Oregon
Minutes of the City Council Meeting
July 1, 2014**

The meeting was called to order at 7:00 PM by Mayor Paulson

Members Present: Mayor Paulson, Judith Rennert, Gary Reese, Melody Knokey, Jim Burford

Mayor Paulson requested changes to the agenda, approved by consensus.

Public Comments: Bob Burr read a statement in regards to CA Hamilton's resignation. Also stated he would like to see an independent review of operations and maintenance of the water/sewer plants.

Approval of Minutes: 7:07 PM

- **May 20, 2014 minutes are approved by consensus as corrected.**
- **June 17, 2014 minutes are approved by consensus as corrected.**

Approval of Expenditures: None

Old Business: 7:15 PM

- **Resolution 601 Employee Compensation Adjustments - Mayor Paulson moved to defer to the July 15th, CC Meeting, seconded by Councilor Burford.
PASS 5:0**

New Business: 7:17 PM

- **Intergovernmental Agreement for Operational Maintenance (Streets) Services -** Mayor Paulson gave a review of the service agreement. CA gave a review of contract and typos noted. CA answered questions from the Council. **Councilor Reese moved to sign Intergovernmental Agreement for Operational Maintenance Services, pending Mayor Paulson's review and verification of disputed items with Lane County. Councilor Rennert seconded.
PASS 5:0**

- **Agreement for Law Enforcement Services -** CA gave a review of changes in new contract. Council noted mathematical errors and needed clarification on some language in contract. Councilor Reese volunteered to contact Oakridge Police Department to seek clarification. **Mayor Paulson moved to approve the agreement for Law Enforcement Services with the City of Oakridge pending the revised language of Section 2 on Paragraph C as discussed, and pending affirmative review from Councilor Reese on Section 3, Paragraph E, and Section 5 Court. And affirmative review from Councilor Rennert on language comparison and the correction of the total amount, either revising the total amount or the hourly rate, one or the other to make them equal. Councilor Knokey seconded.**

PASS 5:0

- **Supplemental Easement Agreement Between the United States of America and City of Lowell** - CA explained that the water treatment plant land is leased from the Corp of Engineers and a new survey had been done, changing the attachment of the survey. Council request further information needed, and return this item to the next CC meeting.

- **City Administrator Resignation** - Mayor Paulson reviewed resignation letter from CA Hamilton. Mayor Paulson thanked Mr. Hamilton for his time. CA stated Ms. Donnell will help the Council with secretarial duties. CA stated the Council would need to appoint someone as interim to answer questions and so Public Works has someone to contact. **Councilor Reese motion to declare that this council declare it to be of the utmost importance that we fill the City Administrator vacancy as quickly as possible after Mr. Hamilton's last day at work, July 3rd, 2014, in order to keep the City running efficiently, and that this Council take all the necessary steps to immediately contact and ascertain if Mr. Bill Lee, previous runner-up for the position when we hired Mr. Hamilton is still available and to find out if he would be interested in negotiating a contract for Lowell's Interim City Administrator for a maximum of one year. If so, the Council shall move to enter into public negotiations with Mr. Lee at the earliest possible date. Councilor Rennert seconded.** Discussion followed, Councilor Reese volunteered to contact Mr. Lee, and Councilor Rennert and Reese will be the search team if Mr. Lee declines.

Recess: 8:07 PM

Back in Session: 8:27 PM

Councilor Reese withdrew his previous motion. Councilor Reese motion to declare that this council declare it to be of the utmost importance that we fill the City Administrator vacancy as quickly as possible after Mr. Hamilton's last day at work, July 3rd, 2014, in order to keep the City running efficiently, and that this Council appoint Councilor's Reese and Rennert to form a search committee and that they immediately contact Mr. Bill Lee to determine if he would be interested in negotiating a contract to be Lowell's half time City Administrator for up to a maximum of one year. If so, the Council shall move to enter into public negotiations with Mr. Lee at the earliest possible date. If Mr. Lee is not available the search team will take the necessary actions to find other possible candidates. Councilor Rennert seconded.

Mayor Paulson amended motion to say 'interim' City Administrator, seconded by Councilor Rennert.

PASS 5:0

PASS 5:0 As Amended

Councilor Rennert made a motion to accept the resignation of Kevin Hamilton as our City Administrator, effective he'll be leaving July 3, 2014. Councilor Reese seconded.

PASS 5:0

Councilor Reese wanted to know if Mr. Hamilton would like to negotiate? CA requests that the Council appoint a person for CH2M Hill to report to, also stated he would negotiate. Councilor Reese would like something drawn up. Discussion followed.

Councilor Reese move to designate the Mayor to work with the City Attorney in drawing up a severance agreement with CA Hamilton to give him a lump sum settlement of 110 hours with a hold harmless clause in the contract. Also propose the Mayor to execute that, based on whatever the Attorney says is acceptable. Seconded by Councilor Rennert.

Recess: 8:38 PM

Back in session 8:45 PM

Councilor Reese read revised motion. Councilor Reese moves to authorize the Mayor to confer with the City Attorney, to compose a severance agreement between the City and City Administrator Hamilton to pay 110 hours, to be divided into two equal pay periods and one final, for half pay period to be received at the normal pay times. And include a hold harmless clause for both the City and Mr. Hamilton.

PASS 5:0

Discussion followed to have Mr. Hamilton removed from signature list. Mayor Paulson requested Mr. Hamilton to make a list of things needing follow up.

Mayor Paulson moved for the Council to authorize Joyce Donnell up to 40 hours per week to do administrative support task for the Council. Seconded by Council Rennert. Discussion followed, CA Hamilton asked for a interim pay increase for Joyce Donnell.

Mayor Paulson moved to amend the motion to include, \$1 per hour pay increase. Councilor Reese seconded.

PASS 5:0

Mayor Paulson move to appoint Councilor Burford to our administrative liaison to Staff, and address administrative issues that come up, to exclude hiring and firing of personnel, and that he feel free to contact Mayor to call a special session anytime, as necessary. Motion died for a lack of a seconded.

Discussion followed.

Councilor Rennert made a motion to appoint Councilor Knokey as administrator liaison until such time as the Council appoint a half time City Administrator. Councilor Reese seconded.

Discussion followed.

PASS 5:0

Mayor Paulson will work with CH2M Hill, in regards to scheduling meetings and contract issues that may come up.

Councilor Reese moved to approve that the Mayor be the contact person for CH2M Hill to deal administrative issues. Seconded by Councilor Rennert.

PASS 5:0

- **Ordinance 286: Expenditure Approval Process**

Mayor Paulson briefly reviewed the need for discussion on process on how to handle expenses over \$1000 once July 17, 2014 comes. Item deferred to next CC meeting on July 15, 2014.

- **Maintenance of Right-of-Ways and Use of Groundskeeper:** Item deferred to next meeting on July 15, 2014 also.

Reports: 9:17 PM

- BlackBerry Jam Minutes presented to Council.

Staff Reports: 9:17 PM

- **Update on Operation of the Cities Water and Wastewater Treatment Facilities**

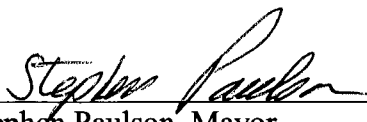
CA reported that there have been cost savings found in changes made in chemical usage. He discussed the stand-by pay vs on-call pay. He reported the water levels have been maintained at 26-27 feet. Plant is making very good water, working on the blue/green algae issues for taste and smell. Good reports.

Other Business: 9:28 PM

Discussion on Special Meeting to be scheduled for Monday, July 7, 2014. SCADA bid document is needed, and the quote on the generator at the pump station on Alder Street.

Adjourn: 9:32 PM

Approved: _____


Stephen Paulson, Mayor