

City of Lowell, Oregon
Minutes of the City Council Regular Session & Executive Session
June 15, 2021

The Regular Session was called to order at 7:01 PM by Mayor Bennett.

Members Present: Mayor Don Bennett, Gail Harris, Samantha Dragt, Tim Stratis, John Myers
Staff Present: CA Jeremy Caudle, Public Works Director Max Baker

Consent Agenda: Councilor Myers moved to approve the Consent Agenda as presented, second by Councilor Stratis. PASS 5:0

Public Comments: None

Council Comments: None

City Administrator Report: CA Caudle presented report which included Library project update, Park renovation update, E Main Street property update, BBJ Committee report and reported the City received a generous donation to sponsor Movies in the Park which will begin in July.

Public Works Report: Max Baker, Public Works Director presented report which included the irrigation system improvements, radar sign report and annual generator report. Wastewater Treatment Plant had an equipment failure which will be explained later in the meeting.

Police Report: May report provided in packet.

Old Business:

- **Motion to approve Resolution #2021-763, “A Resolution to Adopt a Budget and Impose and Categorize Taxes for FY 2021-22.”- CA presented item. Councilor Harris move to approve Resolution #2021-763, “A Resolution to Adopt a Budget and Impose and Categorize Taxes for FY 2021-22”, second by Councilor Myers. PASS 5:0**
- **Motion to approve Resolution #2021-761, “A Resolution to Establish Water and Sewer Rates to be Effective July 1, 2021.” – CA presented item, stating a 3% increase. Councilor Stratis moved to approve Resolution #2021-761, “A Resolution to Establish Water and Sewer Rates to be Effective July 1, 2021”, second by Councilor Myers. PASS 5:0**
- **Motion to approve Resolution #2021-762, “A Resolution Declaring the City’s Election to Receive State Revenues for Fiscal Year 2021-2022.” - CA presented item. Councilor Dragt moved to approve Resolution #2021-762, “A Resolution Declaring the City’s Election to Receive State Revenues for Fiscal Year 2021-2022”, second by Councilor Myers. PASS 5:0**
- **Motion to approve Resolution #2021-765, “A Resolution Certifying Services.” – CA presented item. Councilor Dragt moved to approve Resolution #2021-765, “A Resolution Certifying Services”, second by Councilor Myers. PASS 5:0**
- **Motion to approve Resolution #2021-764, “A Resolution Establishing a Payment in Lieu of Franchise Fee of Five Percent (5%) on the Gross Operating Revenue from the City of Lowell Municipal Water Utility and the City of Lowell Municipal Wastewater Treatment Utility.”- CA presented item. Councilor Dragt moved to approve Resolution #2021-764, “A Resolution Establishing a Payment in Lieu of Franchise Fee of Five Percent (5%) on the**

Gross Operating Revenue from the City of Lowell Municipal Water Utility and the City of Lowell Municipal Wastewater Treatment Utility”, second by Councilor Myers. PASS 5:0

- **Motion to approve an “Agreement for Financial and Consulting Services” with Layli A. Nichols in the amount not to exceed \$21,070 and to authorize the City Administrator to sign. – CA presented item. Councilor Stratis moved to approve an “Agreement for Financial and Consulting Services” with Layli A. Nichols in the amount not to exceed \$21,070 and to authorize the City Administrator to sign. Second by Councilor Myers. PASS 5:0**
- **Motion to approve an “Agreement for Law Enforcement Services” with the City of Oakridge in the amount of \$30,415.25 and to authorize the Mayor and the City Administrator to sign. – CA presented item which includes a 3% increase. Councilor Harris moved to approve an “Agreement for Law Enforcement Services” with the City of Oakridge in the amount of \$30,415.25 and to authorize the Mayor and the City Administrator to sign. Second by Councilor Myers. Councilor Stratis would like to revisit this topic and reevaluate the service being provided for next year. Discussion followed. PASS 5:0**

New Business:

- **Motion to approve Resolution #2021-766, “A Resolution Authorizing the Transfer of Appropriations within Funds.” - CA presented item. Councilor Harris moved to approve Resolution #2021-766, “A Resolution Authorizing the Transfer of Appropriations within Funds”, second by Councilor Stratis. PASS 5:0**
- **Motion to approve Resolution #2021-767, “A Resolution Authorizing Adjustments to the Employee Pay Scale for FY 2021/22.” - CA presented item. Councilor Stratis moved to approve Resolution #2021-767, “A Resolution Authorizing Adjustments to the Employee Pay Scale for FY 2021/22”, second by Councilor Myers. PASS 5:0**
- **Motion to approve the “Scopes of Services” for a water master plan in the amount of \$102,446 and a sewer master plan in the amount of \$53,616, both with Civil West Engineering, and to authorize the City Administrator to sign, effective July 1, 2021. – CA presented item, stating that the sewer master plan amount is incorrect, it should read \$141,254. Max Baker Public Works Director provided more information on topic. Councilor Dragt moved to approve the “Scopes of Services” for a water master plan in the amount of \$102,446 and a sewer master plan in the amount of \$141,254, both with Civil West Engineering, and to authorize the City Administrator to sign, effective July 1, 2021. Second by Councilor Harris. PASS 5:0**
- **Motion to approve an asbestos removal bid from Atez Environmental Remediation in the amount of \$7,358 and to authorize the City Administrator to sign, effective July 1, 2021.- CA presented topic. Councilor Stratis moved to approve an asbestos removal bid from Atez Environmental Remediation in the amount of not to exceed \$8,500 and to authorize the City Administrator to sign, effective July 1, 2021. Second by Councilor Myers. PASS 5:0**
- **Motion to appoint Lonna Bennett and Rustie Akland to the Blackberry Jam Festival Committee – CA presented item. Councilor Harris moved to appoint Lonna Bennett and Rustie Akland to the Blackberry Jam Festival Committee, second by Councilor Myers. PASS 5:0**

- **Motion to approve an “Intergovernmental Agreement for Right-of-Way Special Event Permits” with Lane County and to authorize the City Administrator to sign. - CA presented item. Councilor Dragt moved to approve an “Intergovernmental Agreement for Right-of-Way Special Event Permits” with Lane County and to authorize the City Administrator to sign, second by Councilor Myers. PASS 5:0**
- **Motion to approve a “Cooperative Procurement Program Agreement” with the State of Oregon and to authorize the City Administrator to sign. – CA request to table item.**

Other Business:

- **Recruitment of City Clerk Position – CA provided update and request council participation in final interviews.**
- **Sewer Pump Purchase – Max Baker Public Works Director provided information on a sewer pump that is obsolete and discontinued which had a catastrophic event. Requesting a replacement as soon as possible. Councilor Stratis moved to approve the purchase of two sewer pumps, repairs, and associated costs, not to exceed \$25,000, second by Councilor Myers. PASS 5:0**

Mayor Comments: None

Councilor Comments: None

Community Comments: Fire Chief Lon Dragt request permission to continue the use of the house on Main Street for training, approval unanimously given by council.

Recess Regular Session: 8:32 PM

The Executive Session was called to order at 8:35 PM by Mayor Bennett.

Members Present: Mayor Don Bennett, Gail Harris, Samantha Dragt, Tim Stratis, John Myers

Staff Present: CA Jeremy Caudle

- **To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing, pursuant to ORS 192.660(2)(i) – City Administrator performance evaluation.**

Adjourn the Executive Session: 8:58 PM


Reconvene Regular Session: 8:58 PM

- **Motion to affirm that the City Administrator is meeting job performance expectations and to authorize a salary adjustment pursuant to the Employment Agreement. - Mayor Bennett moved to affirm that the City Administrator is meeting job performance expectations and to authorize a salary adjustment pursuant to the Employment Agreement of 5%, effective July 1, 2021. Second by Councilor Harris. PASS 5:0 CA Caudle thanked the council for their vote of confidence and stated he is enjoying working with everyone.**

Adjourn: 9:01 PM

Approved: 
Don Bennett, Mayor

7-20-21
Date

Attest: 
Jeremy Caudle, City Recorder

7-20-21
Date