

**City of Lowell, Oregon
City Council
Regular Meeting Minutes
April 16, 2024**

The Lowell City Council held a regular meeting on April 2, 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 7:03 pm.

City Councilors present:

Mayor Don Bennett, Gail Harris, Tim Stratis, Maureen Weathers (via Zoom), Jimmy Murray

City Councilors absent:

None

Staff/others present:

City Administrator Jeremy Caudle

Approval of the agenda:

No changes.

Consent agenda:

1. March 19, 2024 regular meeting minutes
2. April 2, 2024 regular meeting minutes
3. March 2024 check register

Councilor Harris moved to approve the consent agenda, which Councilor Stratis seconded.

Mayor Bennett: YES; Harris: YES; Stratis: YES; Weathers: YES; Murray: YES.

APPROVED: 5-0.

Public comments:

None.

Council comments:

None.

Presentation:

1. Building inspection fee schedule update.
Presenter: Northwest Code Professionals.

Postponed until a later meeting.

Staff reports:

City Administrator

- Work continues on the FY 24/25 budget.
- Onboarding for the e-permitting program will start in May.

- Work continues on the ECWAG grant.
- Various development activities, including hillside development permits and a pre-application meeting.
- CA Caudle referred to a table in his reports on code issues.
- Sanipac will be presenting rate changes at a later City Council meeting.
- A candidate for the Metadata Intern accepted an offer.
- TAG provided payment/performance bonds for the PLC project.

Public Works

- The Public Works Director was excused from the meeting. CA Caudle referred to the report in the packet.

Library Report

- Report included in the packet.

New business:

1. Motion to approve Resolution 829, “A resolution amending the ‘Personnel policies and procedures: Employee manual’ to implement monthly payroll processing, as well as to implement a phased-out payroll advance benefit.” – Discussion/ Possible action

CA Caudle explained that a change to once monthly payroll would result in efficiencies in payroll processing. A payroll advance benefit per this resolution would ease the transition for those who wish to opt in.

Councilor Harris moved to approve Resolution 829, “A resolution amending the ‘Personnel policies and procedures: Employee manual’ to implement monthly payroll processing, as well as to implement a phased-out payroll advance benefit,” which was seconded by Councilor Murray.

Mayor Bennett: YES; Harris: YES; Stratis: YES; Weathers: YES; Murray: YES.

APPROVED: 5-0.

2. Motion to approve Resolution 830, “A resolution establishing Juneteenth 2024 as a recognized city holiday.” – Discussion/ Possible action

Councilor Murray introduced this item as follows:

- The background of the Juneteenth holiday.
- This resolution specifies Juneteenth as a holiday for 2024.
- The resolution directs staff to incorporate Juneteenth as a permanent holiday in an updated personnel manual.

CA Caudle clarified under “budget impact” on the agenda sheet that there would be a budget impact in terms of extra holiday pay.

Councilor Stratis’s motion to approve Resolution 830, “A resolution establishing Juneteenth 2024 as a recognized city holiday” was seconded by Councilor Harris.

Mayor Bennett: YES; Harris: YES; Stratis: YES; Weathers: YES; Murray: YES.

APPROVED: 5-0.

Other business:

1. Reminder: Budget Committee meetings – May 9, May 15, and May 22 at 6:00 pm.
2. Reminder: City Administrator vacation time in June and July.

Mayor comments:

None.

Councilor comments:


None.

Community comments:

None.

Adjourned at 7:31 pm.

APPROVED:


~~Don Bennett, Mayor~~
Gail Harris Council President

ATTEST:


Jeremy Caudle, City Recorder

