

**City of Lowell, Oregon  
City Council  
Regular Meeting Minutes  
June 4, 2024**

The Lowell City Council held a regular meeting on June, 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 7:02 pm.

**City Councilors present:**

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

**City Councilors absent:**

None

**Staff/others present:**

City Administrator Jeremy Caudle

**Approval of the agenda:**

Under "Other business," the City Administrator requested to add update on the annual performance evaluation process.

**Consent agenda:**

None.

**Public comments:**

None.

**Council comments:**

None.

**Public hearings:**

1. Resolution 831, "A resolution to establish water and sewer rates to be effective July 1, 2024."
  - a. The public hearing opened at 7:04 pm.
  - b. Staff report – City Administrator

CA Caudle shared the proposed fees on the screen. The presented fees are the same as what the Budget Committee proposed.

Mayor Bennett asked if the increase in water sales revenues is partially responsible for installation of new water meters.

CA Caudle reported that the meter replacement, along with repairs in the system, have decreased leakage throughout the system, in turn increasing water sales revenues.

- c. Public comment. None.

- d. The public hearing closed at 7:06 pm.
2. Resolution 832, "A resolution declaring the city's election to receive state revenues for fiscal year 2024-2025."
    - a. The public hearing opened at 7:07 pm.
    - b. The purpose of this hearing is to provide the public with an opportunity to suggest potential uses of state revenue sharing funds. The City of Lowell anticipates receiving the following for fiscal year 2024-2025.
      - State Revenue Sharing: \$13,244
      - Cigarette Tax: \$708
      - Liquor Tax: \$24,724
      - Marijuana Tax: \$2,862
    - c. Public comment. None.
    - d. The public hearing closed at 7:08 pm.
  3. Resolution 833, "A resolution to adopt a budget and impose and categorize taxes for fiscal year 2024-2025."
    - a. The public hearing opened at 7:08 pm.
    - b. Staff report – City Administrator

CA Caudle highlighted changes since the Budget Committee adopted budget:

- Sewer Fund. Increase in sewer sales revenues is based on the Budget Committee's recommended increase to the monthly rate.
  - Water Fund. Capital grants increased \$100,000 in the adopted column. This is based on projected grant reimbursements for the PLC project in the new fiscal year. This is offset in Water Fund expenditures.
  - Sewer Fund contingencies are increased to balance the fund due to the increase in revenues.
- c. Public comment. None.
  - d. The public hearing closed at 7:15 pm.

4. Resolution 834, "A resolution certifying services for fiscal year 2024-2025."
  - a. The public hearing opened at 7:16 pm.
  - b. Staff report – City Administrator

CA Caudle stated that this is the annual certification to receive state revenue sharing. The only change compared to last year is unchecking the "police services" box.

- c. Public comment. None.
- d. The public hearing closed at 7:17 pm.

**New business:**

1. Follow up on Budget Committee discussion regarding local option capital levy for E. 1<sup>st</sup> Street repair. – Discussion

CA Caudle introduced this item stating that the Budget Committee recommended placing this on the council's agenda for future discussion.

Mayor Bennett recognized Bill George, 125 Marina Vista Drive, who asked about progress on the E. 1<sup>st</sup> Street repairs.

Councilor Harris responded that Public Works is obtaining quotes for repairs.

Councilor Stratis stated that he supports repair to the street, and Councilor Weathers agreed with this approach.

The consensus among council was that an estimate for the repairs is needed. The repairs would just be paving without addressing, at this time, the underlying infrastructure issues.

2. Motion to approve an intergovernmental agreement with Lane Council of Governments for information systems managed services in the amount of \$8,596 for fiscal year 2024-2025 and to authorize the City Administrator to sign. – Discussion/ Possible action

CA Caudle introduced this as follows. This is a renewal of the city's contract with LCOG for information technology services. This includes a full range of technical support related to the city's information technology. For more info, CA Caudle referred to Attachment A of the IGA in the packet. The city's costs are \$8,596 and are included in the budget.

Councilor Weathers stated that it would be beneficial at some point in the future to see a list of all IGAs.

Councilor Stratis moved to approve an intergovernmental agreement with Lane Council of Governments for information systems managed services in the amount of \$8,596 for fiscal year 2024-2025 and to authorize the City Administrator to sign, which Councilor Harris seconded.

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

APPROVED: 5-0.

3. Motion to approve an intergovernmental agreement with Lane County for right-of-way special event permits and to authorize the City Administrator to sign. – Discussion/ Possible action

Councilor Stratis moved approve an intergovernmental agreement with Lane County for right-of-way special event permits and to authorize the City Administrator to sign, which Councilor Harris seconded.

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

APPROVED: 5-0.

**Other business:**

CA Caudle stated that the council approved the evaluation timeline at the May 21, 2024. He stated that his self-evaluation, according to that timeline, is June 7. He stated that he'd like more time to prepare the self-evaluation, extending the deadline until June 24. July 2, then, would be the first date on which council would review all information. July 16 would be the targeted date for a draft evaluation summary. An additional meeting could be held, if necessary.

Councilor Weathers sought clarification on when the council's input is due. Councilor Murray explained the updated dates.

The council agreed to extend the deadline.

Mayor Bennett inquired why the council should not have the CA's self-evaluation beforehand.

CA Caudle added that the intention is to ensure the council approaches their evaluation as a blank slate prior to seeing the CA's self-evaluation.

Councilor Murray reiterated this point.

**Mayor comments:**

None.

**Councilor comments:**


None.

**Community comments:**

None.

**Adjourned at 7:47 pm.**

APPROVED:

  
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Don Bennett, Mayor

ATTEST:

  
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Jeremy Caudle, City Recorder