

**City of Lowell, Oregon
City Council
Regular Meeting Minutes
June 18, 2024**

The Lowell City Council held a regular meeting on June 18, 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, Jimmy Murray

City Councilors absent:

Maureen Weathers

Staff/others present:

City Administrator Jeremy Caudle; Public Works Director Max Baker (via Zoom)

Approval of the agenda:

No changes.

Consent agenda:

1. May 2024 check register
2. May 2024 financial statements

Councilor Harris's motion to approve the consent agenda was seconded by Jimmy Murray.

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

APPROVED: 4-0.

Public comments:

Rick Trimper. 551 E. 1st St. Tractor trailers travelling on E. 1st St. pose a concern for the underlying infrastructure.

Council comments:

None.

Staff reports:

1. City Administrator
 - The filing period for city elections has opened.
 - Staff have begun e-permitting training with Building Codes Division.
 - The following development activities were discussed: 1 hillside development application deemed incomplete; 1 hillside development application deemed complete; continued work on ECWAG grant; scheduling a meeting with the Sunset Hills developer to resolve remaining issues; issued a certificate of occupancy to the school district for their new building expansion.
 - Decided not to pursue FEMA reimbursement for the January ice storm damages.
 - Submitted grant reimbursement request to Business Oregon for the PLC/SCADA project.

- Budget Committee member Josh Annis missed the last three Budget Committee meetings without notice or excuse. For that reason, pursuant LRC Sec. 9.604(c)(3), his seat is automatically vacated. There are now two vacancies on the committee.
- CA Caudle referred to 4 concerns/complaints listed in the report in the packet.
- Summary financial report: water revenues targets have been met for the fiscal year; sewer fund revenues are at 106% of budget; General Fund financial activity reflects purchasing restrictions in effect through fiscal year-end.

2. Public Works

- Irrigation at city parks and properties has begun.
- Staff sought advice from Graham Landscaping on issues with the Paul Fisher Park shade trees.
- Restrooms in Rolling Rock Park are closed until further notice due to continued vandalism issues.
- An algae bloom is occurring in Dexter Reservoir. So far, testing results indicate a “non-detect” for toxins.
- Staff are obtaining quotes for landscaping services on the Sunridge subdivision park. Work is scheduled for the following day at an estimated \$1,400 cost.
- The tracer study for the water treatment plant has been postponed due to not being able to maintain required flow rate. This is due to debris located around the intake structure.

3. Library Director

- Workload count was in the packet.

Councilor Murray emphasized the need to tell the story of how great of a service the library is providing in the library report.

New business:

1. Resolution 831. “A resolution to establish water and sewer rates to be effective July 1, 2024.” – Discussion/ Possible action

CA Caudle explained that the rates reflected the Budget Committee’s recommendations.

Councilor Harris moved to approve Resolution 831, “A resolution to establish water and sewer rates to be effective July 1, 2024,” which Councilor Murray seconded.

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

APPROVED: 4-0.

2. Resolution 832. “A resolution declaring the city’s election to receive state revenues for fiscal year 2024-2025.” – Discussion/ Possible action

CA Caudle explained that there are no changes from the June 4 meeting.

Councilor Stratis moved to approve Resolution 832, “A resolution declaring the city’s election to receive state revenues for fiscal year 2024-2025,” which Councilor Murray seconded.

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

APPROVED: 4-0.

3. Resolution 833, "A resolution to adopt a budget and impose and categorize taxes for fiscal year 2024-2025." – Discussion/ Possible action

CA Caudle explained changes in wording to the resolution compared to the June meeting. These changes were all changes to correct wording and the year.

Councilor Murray moved to approve Resolution 833, "A resolution to adopt a budget and impose and categorize taxes for fiscal year 2024-2025," which Councilor Harris seconded.

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

APPROVED: 4-0.

4. Resolution 834, "A resolution certifying services for fiscal year 2024-2025." – Discussion/ Possible action

Councilor Harris moved to approve Resolution 834, "A resolution certifying services for fiscal year 2024-2025," which Councilor Harris seconded.

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

APPROVED: 4-0.

5. Resolution 835, "A resolution authorizing an adjustment to employee pay for the fiscal year 2024-2025." – Discussion/ Possible action

CA Caudle explained that the pay adjustments are in the form of a cost-of-living adjustment (COLA). A COLA shift the pay scale upwards.

Councilor Murray moved to approve Resolution 835, "A resolution authorizing an adjustment to employee pay for the fiscal year 2024-2025," which Councilor Stratis seconded.

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

APPROVED: 4-0.

6. Resolution 836, "A resolution authorizing the transfer of appropriations within funds." – Discussion/ Possible action

CA Caudle explained that a software expenditure was charged in the current fiscal year but received in the previous fiscal year, causing the library department to be over budget. A \$500 transfer into the police cost center was due to the final adopted contract being higher than what was originally projected. The total impact of changes is a \$9,000 transfer out of contingency to cover the over-expenditure of funds.

Councilor Harris moved to approve Resolution 836, "A resolution authorizing the transfer of appropriations within funds," which Councilor Murray seconded.

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

APPROVED: 4-0.

7. Review quotes for E. 1st St. paving. – Discussion/ Possible action
 - a. RiverBend Construction
 - b. Wakeview Construction, LLC
 - c. Additional quote(s) pending as of 6/14/24

CA Caudle noted that this was following up on discussions during the Budget Committee meeting. The city's procurement code requires BOLI prevailing wages for public improvements standards costing \$25,000 or higher. The City Attorney advised the CA, however, that the state law provision to pay prevailing wages at \$50,000 or higher takes precedence. The quotes in the packet include prevailing wages at the lower \$25,000 threshold. CA Caudle recommends additional time to ensure prevailing wage instructions are correct as communicated to bidders, to obtain a third quote, and to factor in City Council's direction on the scope and scale of paving.

Public Works Director stated that he expects a third quotation. He would like direction from the council on the scope and scale of the project.

A discussion ensued over how the paving would affect future repairs to the street, the scope and scale of the project, the effect on underlying infrastructure, and so on.

The council supported revisiting this as an action item for July.

8. Motion to approve the February 21, 2024 scope of work for an external market compensation analysis for wages and benefits with Lane Council of Governments at the estimated member rate of \$7,791 and to authorize the City Administrator to sign. – Discussion/ Possible action

CA Caudle noted that this project was funded in the FY 24/25 budget and that the quote is still good.

Councilor Murray's motion to approve the February 21, 2024 scope of work for an external market compensation analysis for wages and benefits with Lane Council of Governments at the estimated member rate of \$7,791 and to authorize the City Administrator to sign was seconded by Gail Harris.

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

APPROVED: 4-0.

9. Motion to approve the June 12, 2024 insurance proposal from CityCounty Insurance Services in the amount of \$43,914.99 and to authorize the City Administrator to sign. – Discussion/ Possible action

CA Caudle explained that this was for the city's annual property and liability insurance renewals.

Mayor Bennett asked how much our premiums increased compared to last year. CA Caudle said the increase was about 15%.

Councilor Stratis was excited to move to approve the June 12, 2024 insurance proposal from CityCounty Insurance Services in the amount of \$43,914.99 and to authorize the City Administrator to sign, which was seconded by Councilor Murray.

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

APPROVED: 4-0.

10. Motion to approve a "Utility Worker Trainee" position description. – Discussion/ Possible action

CA Caudle explained that this is an entry level position with the aim of training someone to be a Utility Worker I.

Public Works Director Baker expanded on the goals for the new position.

Councilor Harris moved to approve a "Utility Worker Trainee" position description, which Councilor Murray seconded.

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

APPROVED: 4-0.

Other business:

None.

Mayor comments:

None.

Councilor comments:

None.

Community comments:

Bob Burr. 566 E. 1st St. Burr asked if insurance covers vandalism to parks restrooms.

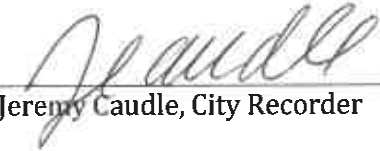
Adjourned at 8:08 pm.

APPROVED:



Don Bennett, Mayor

ATTEST:



Jeremy Caudle, City Recorder