

**City of Lowell, Oregon
City Council
Regular Meeting Minutes
July 2, 2024**

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

City Councilors absent:

None.

Staff/others present:

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

Approval of the agenda:

CA Caudle requested to add under "Other business" a discussion time on his planned vacation time.

Public comments:

Council comments:

Mayor Don Bennett suggested selling the old City Hall as-is.

New business:

1. Motion to approve a Library Services and Technology Act grant agreement with the Oregon State Library in the amount of \$12,083 and to authorize the City Administrator to sign. – Discussion/ Possible action

Councilor Murray stated that obtaining this grant is a "major achievement," and he praised the Library Director's work.

Mayor Bennett discussed how important it is to preserve the city's history.

Councilor Weathers stated that she's glad to hear the Library Director is partnering with an expert. She also stated that she's compiling a list of people who may be helpful in providing oral histories of historically significant events.

Councilor Stratis emphasized that "the best day to plant a tree was yesterday and the next best day is today" and that he's pleased with this project.

Councilor Stratis's motion to approve a Library Services and Technology Act grant agreement with the Oregon State Library in the amount of \$12,083 and to authorize the City Administrator to sign was seconded by Councilor Murray.

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

APPROVED: 5-0.

2. Motion to approve payment in the amount of \$5,674.71 in workers compensation premiums to SAIF for the July 1, 2024 through July 1, 2025 plan year. – Discussion/ Possible action

Councilor Weathers suggested that staff review allocation of time administrative and oversight functions to certain codes. This could result in staff time being recorded in codes with a lower premium, thereby saving money.

Councilor Weathers's motion to approve payment in the amount of \$5,674.71 in workers compensation premiums to SAIF for the July 1, 2024 through July 1, 2025 plan year was seconded by Councilor Harris.

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

APPROVED: 5-0.

3. Motion to approve a "Financial and accounting consultation services" agreement with Layli A. Nichols in the amount not to exceed \$37,106 and to authorize the City Administrator to sign. – Discussion/ Possible action

CA Caudle explained changes in the contract compared to last year. He noted subsection D of the contract, which stated: the contract is a continuation of services previously awarded under a competitive process; the contract is a continuation of previous analyses; continuing this contract will result in savings and reduce risks associated with our finance and auditing processes due to her extensive experience with the city.

Mayor Bennett noted the accuracy of Layli's work, and Councilor Murray added that the auditors had "nothing but praise" for her work.

Councilor Stratis asked if "other services" would be billed monthly or as needed. CA Caudle responded that the "other services" would be billed as-needed.

Councilor Murray's motion to approve a "Financial and accounting consultation services" agreement with Layli A. Nichols in the amount not to exceed \$37,106 and to authorize the City Administrator to sign was seconded by Councilor Weathers.

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

APPROVED: 5-0.

4. Motion to approve payment in the amount of \$5,506.56 to LiftOff, LLC for Microsoft licensing. – Discussion/ Possible action

CA Caudle explained that this is a renewal of the city's Microsoft Office licenses. This is a continuation of a 3-year contract. Upon contract expiration next year, staff intend to obtain new quotes.

Councilor Weathers asked if it's possible to purchase Microsoft Office licenses off state contract. CA Caudle stated that he didn't know and that checking this for next year is a good idea.

Councilor Murray stated that, in his judgment, the cost is “in the ballpark.” Councilor Weathers added that there’s a savings with not having to spend time on obtaining competitive quotes. Piggybacking off the state procurement process can save staff time while ensuring competitive rates.

Councilor Murray’s motion to approve payment in the amount of \$5,506.56 to LiftOff, LLC for Microsoft licensing was seconded by Councilor Stratis.

Other business:

CA Caudle reported that he’s taking off vacation next week.

Mayor comments:

None.

Councilor comments:

Councilor Stratis mentioned a restriction against fireworks in unincorporated Lane County.

Community comments:

None.

The regular meeting adjourned at 7:26 pm.

The City Council entered executive session shortly thereafter pursuant to ORS 192.660(2)(i) – to review and evaluate the employment related performance of an employee who does not request an open hearing. – City Administrator performance evaluation

APPROVED:

A handwritten signature in cursive script, appearing to read "Don Bennett", written over a horizontal line.

Don Bennett, Mayor

ATTEST:

A handwritten signature in cursive script, appearing to read "Jeremy Caudle", written over a horizontal line.

Jeremy Caudle, City Recorder