

**City of Lowell, Oregon
City Council
Regular Meeting Minutes
September 17, 2024**

The Lowell City Council held a regular meeting on September 3, 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 7:04 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

Approval of the agenda:

No changes.

Consent agenda:

1. August 20, 2024 regular meeting minutes
2. September 3, 2024 regular meeting minutes
3. August 2024 check register
4. July 2024 financial statements

Councilor Harris' motion to approve the consent agenda was seconded by Councilor Stratis.

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

APPROVED: 5-0.

Public comments:

None.

Council comments:

None.

Staff reports:

City Administrator

- Still working on submittals for ePermitting. Staff have opened an account with the payment processor and are working with Building Codes Division on configuring the system.
- The E. 1st Street temporary repair is scheduled to begin October 2, and staff have started notifying affected residents.
- Suzanne Kintzley with Campbell Commercial Real Estate is working on a broker's opinion of value for the sale of the old City Hall sale. Staff recommend pausing the sale process to ensure time to consult with real estate legal counsel.
- Staff met with DEQ representatives on steps to approve the wastewater master plan.
- The CA is meeting with LCOG's chief technology officer on the .GOV migration and cybersecurity grant project.

- The developers of the vacant Hyland Lane property have submitted a new site plan application for their multi-family development.
- Lane County submitted the electric vehicle charging grant on the city's behalf.
- The CA, Mayor, and Public Works Director will meet with state and federal representatives tomorrow on the Lookout Point dam drawdown.
- The Blackberry Jam Festival Committee had a wrap up meeting in September.
- The ballot box has been relocated to the new City Hall.
- City Hall has a new, updated sign.
- A CIS risk management consultation is scheduled for later this month.
- LRAPA confirmed that earlier this year, their board adjusted their rules to accommodate Lowell's new burning ordinances.
- The CA will bring approval of the Parks Committee's recommended swing set and gaga ball court for approval at a later meeting.
- Parks Committee members are seeking expert advice on repairs to the caboose.
- Movies in the Park will be held this week, which a Parks Committee member is organizing.

Public Works

As Public Works Director Baker was excused, CA Caudle stated that the Public Works team has made progress on completing the state mandated copper-lead service line inventory.

Library

As Library Director O'Kane was not present, CA Caudle read the Library Director's report in the packet.

Old business:

None.

New business:

1. Motion to authorize the City Administrator to sign a quote and "Total Solutions Agreement" with Pacific Office Automation for the lease of a mailing and inserting machine at \$223.14 per month for 63 months. – Discussion/ Possible action

CA Caudle stated that the council reviewed mailing and inserting machine quotes at the last meeting. The lowest, responsive quote was from Pacific Office Automation. Terms include a \$223.14 per month payment for 63 months.

Councilor Harris's motion to authorize the City Administrator to sign a quote and "Total Solutions Agreement" with Pacific Office Automation for the lease of a mailing and inserting machine at \$223.14 per month for 63 months was seconded by Councilor Murray.

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

APPROVED: 5-0.

Other business:

None.

Mayor comments:

None.

Councilor comments:

None.

Community comments:

None.

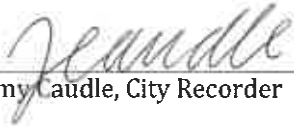
Adjourned at 7:45 pm.

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