

**City of Lowell, Oregon**  
**Minutes of the City Council Regular Session & Executive Session**  
**June 20, 2023**

The Regular Session was called to order at 7:00 PM by Mayor Bennett.

**Members Present:** Mayor Don Bennett, Gail Harris, Tim Stratis, Maureen Weathers, Jimmy Murray

**Staff Present:** CA Jeremy Caudle, Max Baker, Public Works Director

**Consent Agenda: Councilor Weathers made a motion to approve the Consent Agenda as presented, second by Councilor Harris. PASS 5:0**

**Public Comments:** None

**Council Comments:** None

**City Administrator Report:**

- Sale of the vacant City property at 70 N Pioneer is complete. Meeting with the new owners to discuss development potential
- June 8 attended E-Permitting demonstration with the Oregon Building Codes Division. We have been scheduled for early 2024 to begin the process of joining the system
- We have an estimate of \$4,860.00 to codify the recent various new Ordinances with Municode.
- A draft of Lane County's emergency management plan is now online. This includes the City of Lowell's annex into the plan.
- Budget committee has held two meeting and the Council has had one meeting and a public hearing on the budget.
- Sanipac has sent out letters to the residents to notify them of the rate changes.
- HVAC for the Library had to be repaired. This was on the unit that we have not replaced.
- There is now remote access to the alarm system at the City Hall Library.
- submitted our disbursement request to Business Oregon for the 70 N. Pioneer St. construction loan
- Correspondence was received from Representative Conrad, regarding the states budget bill. Updates to follow.

**Public Works Report:** none

**Police Report:** Patrol Log for May 2023

**Presentations:**

Bill Maas CPA with Emerald CPA Group.

- The City is in very good financial position
- There were no findings to correct.
- Emerald CPA Group will be ending our contract with this completed audit

CA made a statement to commend Contract Accountant Layli Nichols for her work for the city.

Police Lieutenant Ritz, Sargent Matson City of Oakridge Police Department regarding Law Enforcement Services Presented a power point:

- Code Enforcement - process

- How can OPD assist.
- Scheduling time to enforce code violations.
- City Staff
  - Speak to violator.
  - Complaint city staff
  - Complaint letter sent.
- OPD
  - Complaint driven enforcement.
  - Written warnings
  - Citation

**Old Business: none**

**New Business:**

**Public comment:**

**Bill George, 125 Marina Vista Dr. – wanted to say thank you to the CA and Council for their work on this rate issue and the budget.**

**Discussion of the FY 23/24 Budget - CA presented options on the requests that the Council made regarding eliminating the water sewer Franchise fee and making cuts to the increase of the proposed budget.**

- **Eliminating the water sewer franchise fees. Resulted in a Savings \$58,130.00**
- **Make cuts to the utility increase \$13.58 monthly increase for a household using 4000 gallons of water. As compared to the initial \$27.29 increase**
- **Updated water sales projections trends 2011 to current show that there has been an increase.**
- **Cut Wastewater Treatment plant new gate \$20,000.00.**
- **Sewer fund does not include the \$35,000.00 for the inflow infiltration. Rate relief**
- **Water fund ending balance – rate relief.**
- **All these changes result in the targets that the Council was looking for at the last meeting**

Councilor Harris made a motion to approve an “Agreement for law enforcement services” with the City of Oakridge and to authorize the Mayor to sign. Seconded by Councilor Murray. PASS 5:0

Councilor Weathers made a Motion to approve a City Administrator “Employment agreement” with Jeremy Caudle to replace the prior “Employment agreement.” Seconded by Councilor Stratis. PASS 5:0

Councilor Harris made a Motion to approve a “Master integrator of record agreement” with The Automation Group. Seconded by Councilor Murray. PASS 5:0

Councilor Stratis made a Motion to approve Resolution 805, “A resolution accepting public dedications of improvements from McDougal Bros. Investments for the Crestview Estates Subdivision and establishing a value for the dedications. With the amended effective date of June 20, 2023.” Seconded by Councilor Murray. PASS 5:0

Councilor Murray made a Motion to approve an “Intergovernmental agreement” with Lane Council of Governments for information systems services and to authorize the City Administrator to sign. Seconded by Councilor Weathers. PASS 5:0

Councilor Stratis made a Motion to approve Resolution #802, “A resolution declaring the city’s election to receive state revenues for fiscal year 2023/2024.” Seconded by Councilor Murray. PASS 5:0

Councilor Weathers made a Motion to approve Resolution 804, “A resolution certifying services.” Seconded by Councilor Stratis. PASS 5:0

Councilor Murray made a motion to approve Resolution 807, “A resolution authorizing and adjustment to employee pay and benefits for the 2023/2024 fiscal year.” Seconded by Councilor Harris. PASS 5:0

Discussion of the LaneACT Member Transportation Priority needs assessment 2023.

- Safety
- Connectivity

Were chosen as having the highest priority to the council.

**Other Business:**

**Reminder of Special Meeting Tuesday June 27 at 6 pm to adopt Resolutions**

- Resolution 801, “A resolution to establish water and sewer rates to be effective July 1, 2023.”
- Resolution 803, “A resolution to adopt a budget and impose and categorize taxes for fiscal year 2023/2024”
- Resolution 806, “A resolution adopting a supplemental budget for fiscal year 2022- 2023 and making supplemental appropriations.”

**Mayor Comments:** None

**Councilor Comments:** None

**Community Comments:**

**Hall O’Regan**, 62 E 3<sup>rd</sup> St—Requested update on the repair of the restrooms and Swing set for Paul Fisher Park.

- CA stated that the new swing set has not yet been ordered and will hopeful be looked at in the new fiscal year. As far as the restrooms, nothing has been ordered, there has been discussion on getting porta potties placed. As we get into the new budget year we will bring this to the council.

**George Wild**, 200 Marina Vista Dr. – Wondered why the crime log is no longer written in the Bridge.

- Mayor Bennett responded that this was a very time-consuming effort for the CA
- CA said that he would be willing to train someone else to do this.
- Councilor Weathers that though this is not difficult it could necessitate another page for The Bridge , and that’s wont really work.

**Larry Senn**, 38506 Pengra Rd, Fall Creek – Asked if he could assume that the Council, Mayor and CA are going to continue to not enforce the health and safety codes as

outlined in the code section. And that he understood that the council was not going to do anything about the code enforcement

- Councilor Harris responded that as they had just talked about enforcement that should indicate that that would be worked on.
- Mayor Bennett informed that the council, is a governing body and has no more authority than any other resident of the City.

**Mayor Bennett recessed the regular meeting at 8:22 PM to enter into executive session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of an employee or staff member (City Administrator performance evaluation).**

**Mayor Bennett reconvened the regular meeting at 9:07 PM.**

**Councilor Weathers made a motion to approve a pay increase of 3.5% for the City Administrator, effective July 1, 2023. Seconded by Councilor Stratis. PASS 5:0**

**Adjourn: 9:09 PM**

Approved:   
Don Bennett, Mayor

9-28-23  
Date

Attest:   
Jeremy Caudle, City Recorder

9/28/23  
Date