**City of Lowell, Oregon**

**City Council**

**Regular Meeting Minutes**

**December 19, 2023**

The Lowell City Council held a regular meeting on December 19, 2023. 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 7:01 pm.

**City Councilors present:**

Mayor Don Bennett, Gail Harris, Maureen Weathers, Jimmy Murray

**City Councilors absent:**

Tim Stratis

**Staff/others present:**

City Administrator Jeremy Caudle; Public Works Director Max Baker; Library Director Peggy O’Kane

**Approval of the agenda:** No changes.

**Approval of the consent agenda:**

1. November 21, 2023 regular meeting minutes
2. December 5, 2023 regular meeting minutes
3. December 7, 2023 special meeting minutes
4. November 2023 check register
5. November 2023 financial statement

Councilor Harris moved to approve the consent agenda, which Councilor Weathers seconded. APPROVED: 4 yeses, 0 noes.

**Public comments:** None.

**Council comments:** None.

**Staff reports:**

City Administrator

* The City Administrator, Public Works Director, and Civil West Engineering met in November to discuss expansion of the water treatment plant. In December, all three met with representatives of state and federal agencies to discuss funding opportunities for the expansion.
* The City Administrator, Mayor, and Public Works Director city met with various state and federal representatives on the dam drawdown.
* Under financial items, the CA reported on changes to the chart of accounts, transfer of funds to the LGIP, and handling delinquent utility accounts. The CA also referred to a final cost accounting of the City Hall and library project, which was included in the meeting packet.
* The CA reported on various development issues over the month.
* Other items include: forwarding the city’s logo to Rep. Cate’s office for inclusion in the letter that was reviewed at the December 7 special meeting, no December 7 Parks Committee meeting due to lack of quorum, met with Lane County “Policy Team” in December, met with Lane County’s National Hazard Mitigation Plan steering committee, and the CA’s attainment of a Diploma de Español como Lengua Extranjera from the Instituto Cervantes.

Public Works

* Staff shutoff electricity at the caboose due to abnormally high electricity usage. Staff scheduled an electrician to investigate.
* The Paul Fisher Park restroom is closed due to blocked sewer line. Someone removed the sewer cap at the park and stuffed rocks into it. Other than that, there hasn’t been vandalism.
* A contractor regrading, reshaped, and placed new gravel on E. 1st Street.
* As of December 16, the USACE has started filling Lookout Point. While the water plant is still at reduced capacity, turbidity has decreased, and the situation is expected to improve.
* Led a tour of the water treatment plant with Rep. Charlie Conrad. Also met with Rep. Val Hoyle’s office regarding the deep drawdown.
* Met with Civil West on performing a new tracer study to increase water treatment capacity. Likely to occur in late spring.
* There was no pump station overflow in spite of the high rain event.

Library Director

* Mayor Bennett referred to the report in the packet.
* Director O’Kane mentioned that all the Wednesday speaking slots have been filled.

**New business:**

1. Motion to approve Resolution 820, “A resolution making appointments to fill expiring terms on the Planning Commission.” – Discussion/ Possible action
   1. Bill George
   2. Brenda Sirois
   3. John Petrie
2. Motion to approve Resolution 821, “A resolution making appointments to fill expiring terms on the Blackberry Jam Festival Committee.” – Discussion/ Possible action
   1. George Wild
   2. Lonna Bennett
   3. Rustie Ackland
   4. Meesa Anders
3. Motion to approve Resolution 822, “A resolution making appointments to fill expiring terms on the Parks and Recreation Committee.” – Discussion/ Possible action
   1. Joe Brazill
   2. Shannon Fassbender
   3. Tony Moreci
   4. George Wild
4. Motion to approve Resolution 823, “A resolution making appointments to the Library Committee.” – Discussion/ Possible action
   1. Annette Beiderwell
   2. Brenda Sirois
   3. Glenda Harvey
   4. Sherry Carter
   5. Stormy Johnston
5. Motion to approve Resolution 824, “A resolution making appointments to fill expiring terms on the Budget Committee.” – Discussion/ Possible action
   1. Bill George
   2. Jacob Annis

Councilor Harris moved to approve Resolutions 820, 821, 822, 823, and 824, which Council Murray seconded. APPROVED: 4 yeses, 0 noes.

1. Motion to approve Resolution 819, “A resolution approving an agreement with the Oregon Parks and Recreation Department, Heritage Programs for the ‘2023 Oregon Heritage Grant,’ recognizing grant funding, and making appropriations.” – Discussion/ Possible action

Library Director O’Kane explained that the grant would fund the creation of a digital repository of historical records from Lowell and the surrounding communities. This would also include partnering with the State Library of Oregon.

Councilor Murray moved to approve Resolution 819, which Councilor Weathers seconded. APPROVED: 4 yeses, 0 noes.

1. Continued discussion on updating city ordinances to comply with House Bill 3115. – Discussion/ Possible action

CA Caudle summarized the report in the meeting packet on following up on the November discussion with City Council to adjust city ordinances to comply with changes in the state law regarding camping. He also referred to a memo from the City Attorney in the packet that recommended specifying an area of public land for camping. CA Caudle presented a recommendation to specify the grassy areas along the 70 N. Pioneer St. perimeter as designated tent camping areas.

After some discussion, City Council agreed with the CA’s recommendations. The CA will begin drafting ordinances for approval.

1. Review November 22, 2023 “City Park Assessment” from WHA Insurance and provide direction to city staff on terminating the intergovernmental agreement with Lane County regarding the operation and maintenance of the Interpretative Center. – Discussion/ Possible action

CA Caudle summarized a memo from WHA Insurance, which was included in the packet. The memo recommended sending a cancellation notice to Lane County regarding the maintenance agreement for the covered bridge, closing the rail trail park, and completing some repairs at Rolling Rock Park.

After some discussion, City Council stated that they do not wish to send a formal cancellation notice. However, the City Council supports sending a letter to Lane County requesting to negotiate a new agreement due to its current expiration. The letter should specify that the city has suspended opening and maintaining the covered bridge until a new agreement specifies responsibilities and funding commitments.

1. Review and feedback from City Council on draft financial summary reports. – Discussion

CA Caudle presented two different simplified financial statements (Option A and Option B), which were included in the packet. The full monthly financial statements would remain in the packet, and the simplified statements would supplement the full statements.

The City Council’s direction was to include Option B, provide Option A just for the General Fund, add a total for all expense/revenue categories across all funds, and include a narrative of financial activities for the month.

1. Direction on scheduling a public information session related to city water for some time in January. – Discussion

The City Council agreed that a January/February public information session would be beneficial to discuss the city’s water system in relation to the dam drawdown. The CA stated that he would begin scheduling a meeting.

1. Motion to approve Resolution 815, “A resolution recognizing Roundhouse Foundation, ‘Filling the Gaps’ grants and making appropriations.”

Councilor Harris moved to approve Resolution 815, which Councilor Murray seconded. APPROVED: 4 yeses, 0 noes.

1. Motion to approve Resolution 816, “A resolution recognizing State of Oregon, Department of Land Conservation and Development (DLCD), 2023-2025 Young Memorial Planning Assistance Grant No GY-25-077 and making appropriations.”

Councilor Harris moved to approve Resolution 816, which Councilor Murray seconded. APPROVED: 4 yeses, 0 noes.

1. Motion to approve Resolution 817, “A resolution recognizing State of Oregon, ‘Lottery Direct Legislative Award’ for City of Lowell water treatment plant upgrades and making appropriations.”

Councilor Murray moved to approve Resolution 817, which Councilor Harris seconded. APPROVED: 4 yeses, 0 noes.

1. Motion to approve Resolution 818, “A resolution authorizing the transfer of appropriations within funds.” – Discussion/ Possible action

Councilor Weathers moved to approve Resolution 818, which Councilor Harris seconded. APPROVED: 4 yeses, 0 noes.

1. Motion to declare the flagpole at 107 E. 3rd Street as surplus property and to authorize its transfer to the Lowell School District. – Discussion/ Possible action

Councilor Murray moved to declare the flagpole at 107 E. 3rd Street as surplus property and to authorize its transfer to the Lowell School District., which Councilor Harris seconded. APPROVED: 4 yeses, 0 noes.

1. Motion to approve an “Operational maintenance services” Intergovernmental Agreement with Lane County for street maintenance services and to authorize the City Administrator to sign. – Discussion/ Possible action

Councilor Harris moved to approve an “Operational maintenance services” Intergovernmental Agreement with Lane County for street maintenance services and to authorize the City Administrator to sign, which Councilor Murray seconded. APPROVED: 4 yeses, 0 noes.

**Other business:**

1. Reminder: Executive session scheduled for 6:00 pm on January 2.
2. Reminder: City Administrator scheduled vacation from January 5 to January 10.
3. Reminder: City Hall closed to the public December 28 and the library will be closed to the public December 30 due to lobby tile waxing.

**Mayor comments:** None.

**Councilor comments:** None.

**Community comments:**

George Wild, Marina Vista Dr., clarified that the covered bridge’s interpretative center is county property and that access to the interpretive center should be maintained.

**Adjourned at 8:37 pm.**

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| APPROVED: |  |  |
| Don Bennett, Mayor |  |  |
| ATTEST: |  |  |
| Jeremy Caudle, City Recorder |  |  |
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