

**City of Lowell, Oregon
City Council
Regular Meeting Minutes
February 20, 2024**

The Lowell City Council held a regular meeting on February 20, 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, Maureen Weathers, Jimmy Murray

City Councilors absent:

Tim Stratis

Staff/others present:

CA Caudle, Public Works Director Max Baker (via Zoom), Library Director Peggy O’Kane (via Zoom)

Approval of the agenda:

Mayor Bennett added “Lowell water improvement” under “Other business.”

City Administrator Jeremy Caudle noted that on page 5 of the February 6, 2024 minutes under item 9, he did not write the vote account. CA Caudle noted that for this item, approval of Resolution 826, the vote count was 4 yeses, 0 noes. CA Caudle asked for City Council to approve the minutes as amended to reflect that change.

Consent agenda:

1. February 6, 2024 regular meeting minutes
2. January 2024 check register

Councilor Murray moved to approve the consent agenda, including the February 6, 2024 minutes as amended, which Councilor Weathers seconded. APPROVED: 5-0.

Public comments:

None.

Council comments:

None.

Staff reports:

City Administrator

CA Caudle presented a recommended list of priorities for the rest of the fiscal year.

1. Complete Community Water Assistance Grant through the US Department of Agriculture.
2. Complete water treatment plant PLC/SCADA project.
3. Complete wastewater master plan and associated SDC upgrades.
4. Prepare the FY 24/25 budget.
5. Start the e-permitting program.
6. Start planning for water treatment plant expansion.
7. Start planning for wastewater treatment plan projects.
8. Managing development projects.
9. Cybersecurity program.
10. Not at this time.
 - E-storage program.
 - Sale of surplus properties.
 - Parks grant and capital improvements.
 - Personnel policy.

Public Works

Public Works Director Baker gave his report as follows:

- New thermostat in the caboose to respond to electrical issue.
- Both park restrooms remain open,
- Water treatment plant operations are getting closer to normal for this time of the year.
- Staff repaired a blockage on North Alder in-house.
- Staff are working on the FY 24/25 budget.
- Staff also participated in a one-stop meeting with Business Oregon.

Library

Library Director O’Kane gave her report as follows:

- This week is the one-year anniversary of the library. Other than that, the Director referred City Council to the report contained in the packet.

December 2023 and January 2024 Oakridge Police Reports

- Contained in the packet.

New business:

1. Motion to authorize a part-time, temporary Library Metadata Intern position and to approve the Library Metadata Intern job description. – Discussion/ Possible action

CA Caudle explained how the position needs to be an employee rather than an independent contractor in order to comply with state law. This is part-time position and temporary, lasting through May 2025. Staff plan on adjusting hours and starting wage to stay within the \$9,000 budgeted from the Oregon Heritage Grant.

There was discussion among the Council and Library Director on level of qualifications needed for the position, as well as what is a competitive wage.

Councilor Murray moved to authorize a part-time, temporary Library Metadata Intern position and to approve the Library Metadata Intern job description, which Councilor Harris seconded. APPROVED: 5-0.

2. Motion to authorize the Library Director to apply for a Library Services and Technology Act with the State Library of Oregon in the amount of \$12,083 to procure goods and services to collect oral histories in audio and video format. – Discussion/ Possible action

Library Director O’Kane described how the Library Services and Technology Act would allow the city to record oral histories in audio and video format. This would capture the human-interest stories of Lowell and the surrounding community. Hiring a consultant would be required, which the grant would pay.

Councilor Harris moved to authorize the Library Director to apply for a Library Services and Technology Act with the State Library of Oregon in the amount of \$12,083 to procure goods and services to collect oral histories in audio and video format, which Councilor Murray seconded. APPROVED: 5-0.

Other business:

- After some discussion, City Council agreed to hold a special meeting at 5:45 pm on February 29. This would be to approve a work order for The Automation Group for the PLC/SCADA project.

Mayor comments:

None.

Councilor comments:

None.

Community comments:

None.

Adjourned at 7:37 pm.

[SIGNATURE PAGE TO FOLLOW.]

APPROVED:



Don Bennett, Mayor

ATTEST:



Jeremy Caudle, City Recorder