

**City of Lowell, Oregon
City Council
Regular Meeting Minutes
October 17, 2023**

The Lowell City Council held a regular meeting on October 17, 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 7:02 pm.

City Councilors present:

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

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 the addition of "Christmas tree lighting ceremony discussion" under "Other business."

Approval of Consent Agenda:

1. June 23, 2023 special meeting minutes
2. September 19, 2023 regular meeting minutes
3. October 3, 2023 regular meeting minutes
4. September 2023 check register
5. July 2023 financial report

Motion to approve the consent agenda made by Councilor Harris. Seconded by Councilor Weathers. Approved: 5-0.

Public comments: None.

Council comments: None.

Staff Reports:

City Administrator

- Signed the contract and engagement letters with Umpqua Valley Financial. Staff has held initial meetings with them to discuss the audit process. They are scheduled to start field work at City Hall on October 26.
- In late September/early October, the city's integrator of record completed preliminary design and budget work for the PLC. This was necessary to complete the Business Oregon grant paperwork, which we will discuss later in the meeting.

- Participated in a webinar with the Oregon Department of Administrative Services regarding federal and state grant funding for cybersecurity improvements. The grant funding could possibly pay for some of the policy and process changes that we need to implement to increase our cybersecurity coverage. Started reviewing cybersecurity policies with our LCOG IT consultants. CIS has a model policy that we can adapt for Lowell.
- Signed the e-permitting contract and turned it in to the Oregon Building Codes Division. Also contacted our third-party building official, Northwest Code Professionals, about updating our building code ordinances prior to the city implementing e-permitting. They sent several models from other cities, which will be reviewed with the City Attorney. The goal is to complete these updates by the end of the year.
- On 10/4, signed the easement amendment that City Council approved at the 10/3 meeting. Received copies of this, along with the termination from Lookout Point LLC of the easement that ran across the backyards of several homes on Rockcrest Drive.
- Planning inquiries and code complaints:
 - Informal interpretation requested of definition of stories and how that affects setbacks.
 - Approved land use application 2023-02 for a property line adjustment on N. Cannon St.
 - Responded to zoning inquiry regarding allowed uses for a property on N. Cannon St. MEMO 2 of 2
 - Received a new land use application (#2023-03). This is a rezoning request on N. Moss St. The current zoning is public lands, and the applicant requests a rezoning to general commercial and multi-family. This application is currently undergoing staff review for completeness.
 - Received 2 complaints regarding code enforcement issues. I am still investigating these issues.
- Other updates. Working on FEMA grant closeout for 2019 snowstorm. Estimated \$2,000 expense for GIS work associated with camping ordinances. Priorities for the rest of 2023 include camping ordinance, building ordinance update, PLC procurement, and completing financial statement audit.

Public Works

- Streets and Parks. Repairs were made and new fixtures installed at the Park Restrooms on 9/26/23. The restrooms have been open and closed daily, Monday-Friday. So far, no issues to report.
- Water Treatment Plant/Distribution. Update on new chemical processes to respond to Lookout Point deep drawdown and extra sediment.
- Wastewater Treatment/Collections. Nothing new to report at this time.
- Other. Staff met with USDA on 10/16/23 for a safety and security inspection at the Water Treatment Plant and the Sewer Treatment Plant

Library Director

- September Activities
 - Finalized 2024 calendar.
 - Researched and began writing Oregon Heritage Trust digitization grant proposal.

- Completed adding grant funded books to the collection.
- Revised Volunteer manual.
- Continued to post to Facebook.
- Added 2 volunteers.
- Next steps
 - Submit grant application (done 10/11/2023)
 - Set up a weekly program for January – June 2024
 - Explore potential grants including Federal Library and Technology Act grant to add oral histories to the digital archive, and Oregon Humanities for a programming grant.
 - Contact Highway 58 newspaper to expand outreach.

New business:

1. Motion to authorize the City Administrator to submit to Business Oregon a “Direct legislative award project information form” in the amount of \$306,420 for the “Lowell water treatment plant PLC and SCADA upgrade,” and to authorize the Mayor to sign.

CA Caudle explained that on September 15, 2023, the city received a letter from Business Oregon stating that the city has received a direct legislative award of \$306,420. The grant is for the PLC/SCADA upgrade at the water plant. To receive these funds, Business Oregon requires the city to submit a "project information form." The City Council must authorize submission of the form. Once the city submits the form, then Business Oregon will send a contract, which will also require City Council approval.

Motion: I move to authorize the City Administrator to submit to Business Oregon a “Direct legislative award project information form” in the amount of \$306,420 for the “Lowell water treatment plant PLC and SCADA upgrade,” and to authorize the Mayor to sign.

Motion made by Councilor Harris. Seconded by Councilor Murray. Approved: 5-0.

Other business:

Councilor Harris stated that earlier in the day, she met with CA Caudle, Public Works Director Max Baker, and Parks Committee member Tony Moreci. At that meeting, everyone in attendance recommended that the annual Christmas tree lighting ceremony should be held on the City Hall campus, as opposed to the covered bridge. The event will take place on December 2. The City Council agreed with the date and change in location.

Mayor comments: None.

Councilor comments: None.

Community comments:

Rick Trimper, 551 E. 1st Street. Asked about status of E. 1st Street repair, Dollar General land use application, and location for City Council meeting.

Bobb Burr. 566 E. 1st Street. Stated that the change in location for the Christmas tree lighting is a good idea.

Adjourned at 8:19 pm.

Executive session to consult with legal counsel concerning the legal rights and duties of the city with regards to litigation followed immediately afterwards

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