

**City of Lowell Oregon
City Council
Work Session Minutes
July 1, 2025**

The Lowell City Council held a work session meeting on July 1, 2025. The meeting location was at the Lowell Rural Fire Protection District Fire Station 1 at 389 N. Pioneer Street, Lowell, OR 97452. Mayor Weathers called the meeting to order at 7:01 pm.

City Councilors present:

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

City Councilors absent: NONE

Work Session Topic(s)

1. Future meetings start time and day of the week for Regular and Work Session Meetings

The council discussed keeping the current meeting schedule of the first Tuesday for work sessions and the third Tuesday for regular sessions, both starting at 7:00 PM. Mayor Weathers asked if the day and time still worked for everyone, particularly Councilor Stratis. Councilor Stratis said that Friday at 6:00 PM would be ideal, but acknowledged Tuesday at 7:00 PM was fine.

The council agreed that the community was used to Tuesday meetings and changing it would require retraining people. They also agreed that 7:00 PM was still a good start time. CA Baker expressed a desire to keep meetings to a 2-hour maximum when possible. He stated they would put pressing items at the beginning of agendas and less important items towards the end.

The council agreed to keep the current schedule and start times for meetings.

2. Agenda format and contents

- a) **Monthly:** CA Baker discussed the general layout of regular meeting agendas, noting they recently moved to having public comments only at the end of meetings instead of at the beginning and end. He explained this was appropriate because the middle of meetings is typically city business. He clarified that if someone wants to address a specific agenda item, they can submit a comment card or email beforehand.
- b) **Quarterly:** The council discussed including more detailed financial reports quarterly. CA Baker mentioned that one financial document is 54 pages while another covering the same information is 14 pages. He proposed including the shorter version monthly and the full version quarterly.
- c) **Lane County Call Log:** CA Baker reported on a conversation with the new Lane County Sheriff about increased patrols and enforcement in Lowell. The sheriff explained they are short-staffed but have assigned officers to rural areas. CA Baker will be receiving a monthly call log for Lowell from the sheriff's office. He plans to post this information on the city website rather than in the community newsletter.

3. ADA Policy and Notice

CA Baker explained that during a recent USDA security inspection, it was discovered that Lowell does not have an ADA policy and notice or ADA grievance procedures in place. He worked with the Rural Community Assistance Corporation to draft policies that meet USDA requirements.

The council discussed options for handling ADA complaints, including eliminating the review board section entirely or creating a small group to handle complaints. CA Baker recommended taking complaints on a case-by-case basis initially. The council agreed to remove sections 7-10 of the draft policy and handle complaints as they arise, with the city administrator likely serving as the ADA coordinator.

CA Baker will make revisions to the draft policies based on the discussion and bring them back for further review before starting the ordinance adoption process.

4. ADA Grievance Procedure

This item was discussed as part of the previous agenda item on ADA Policy and Notice.

5. Resolution No. 842 Master Fee Schedule

CA Baker presented proposed updates to the city's master fee schedule. Key changes included:

- Increasing printing/copy fees to better cover costs
- Updating staff time and equipment time rates
- Adding a \$50 annual mobile food vendor application fee

The council discussed the proposed new \$50 annual library membership fee for non-residents. There were differing opinions, with some councilors preferring no fee and others supporting a fee with exemptions for low-income residents, seniors, and school district members. Concerns were raised about the small size of Lowell's library collection compared to larger cities charging similar fees.

CA Baker suggested tabling the library fee discussion and having the library committee research options further. The council agreed to remove the library fee from this resolution and bring the other fee updates back for approval at the next meeting.

6. Public Works Credit Card

CA Baker proposed adding a credit card for the Public Works department, explaining that the current \$2,500 limit on existing cards is often insufficient. He clarified this would not increase the overall credit limit, but rather reallocate the existing \$10,000 limit among more cards.

The council discussed potentially increasing the overall credit limit as well. CA Baker said he would research this further and bring a more detailed proposal back to the council.

7. Code Enforcement Program

CA Baker reported on recent code enforcement efforts, including sending out 67 letters regarding various violations, primarily vegetation issues. He outlined a proposed quarterly schedule for proactive code enforcement in March, June, September, and December.

The council discussed the 10-day compliance timeline, with some concern it may be too short. CA Baker explained they are willing to work with residents who communicate and ask for extensions. He emphasized the goal is education rather than punitive action in most cases.

The council expressed support for the proposed approach to code enforcement, focusing on consistency and education.

8. LCOG Managed Services FY 26 Draft IGA

CA Baker presented the draft Intergovernmental Agreement (IGA) with Lane Council of Governments (LCOG) for IT managed services. He noted the cost is slightly less than anticipated for the upcoming year. The council briefly discussed the value of the service and agreed to move forward with approving the IGA at a future meeting.

9. Property and Liability Renewal update

CA Baker apologized for not bringing the property and liability insurance renewal to the council for approval earlier, explaining it was an oversight as a new administrator. He reported the premium increased by 5% instead of the anticipated 9%. The council briefly discussed the renewal and had no objections to proceeding with it.

Adjourn

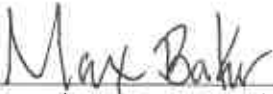
Meeting adjourned at 8:26pm

APPROVED:

A handwritten signature in cursive script, reading "Maureen M. Weathers", written in dark ink.

Maureen M. Weathers, Mayor

ATTEST:

A handwritten signature in cursive script, reading "Max Baker", written in dark ink.

Max Baker, City Recorder

