

**City of Lowell Oregon
City Council
Regular Meeting Minutes
July 15th, 2025**

The Lowell City Council held a regular meeting on July 15, 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 7:00 pm.

City Councilors present: Mayor Maureen Weathers, Jimmy Murray, Don Bennett, Gail Harris, Tim Stratis

City Councilors absent: None

Staff/others present: City Administrator Max Baker

Approval of Agenda: Mayor Weathers noted there was one addition to the agenda. An item regarding property and liability renewal would be added under 8f. This item was included in the packet but needed to be added to the formal agenda. The item had been seen in previous meetings and nothing had changed.

Mayor Weather's motion to approve the agenda as amended, was seconded by Councilor Stratis.

Mayor Weathers: YES; Murray: YES; Harris: Yes; Bennett: YES: Stratis: YES

Consent Agenda: The Consent Agenda included Financial Reports for May 2025, Check Register for June 2025, Leave Register for June 2025, and meeting minutes from May 20, June 3, June 17, and July 1, 2025. No items were requested to be removed from the Consent Agenda.

Councilor Harris' motion to approve the consent agenda, was seconded by Councilor Murray.

Mayor Weathers: YES; Murray: YES; Harris: Yes; Bennett: YES: Stratis: YES

Public Comments: Ryan Alexander, Sunridge Lane, addressed the Council regarding homeless vehicles parked at the rest area by the covered bridge. He explained that these vehicles were occupying parking spaces needed by travelers using the restroom facilities. Although the property is not owned by the city, Mr. Alexander requested the city's assistance in contacting Lane County Parks Department to install "No Overnight Parking" signs. He indicated that law enforcement has stated they cannot take action without proper signage. Mr. Alexander expressed concern about garbage being left behind and the potential for the situation to worsen if not addressed.

Mayor Weathers acknowledged the concern and noted that City Administrator Max Baker has a good relationship with Lane County Parks and is already in discussions with them about contract matters. She indicated this issue could be addressed as part of those ongoing conversations.

Bob Jurasevich, Sunridge Lane, also spoke during public comments about a property on Wetleau Drive with extremely tall grass that posed a fire hazard. Max Baker indicated he would address this concern during his staff report when discussing code enforcement.

Staff Reports:

City Administrator Report: Max Baker presented the City Administrator's report, covering several items:

- 2024-2025 Audit: Baker noted that all councilors should have received an email questionnaire from the auditor to their city email accounts. Auditors will be conducting fieldwork in September.
- 2025-2026 Budget Process: Baker reported completion of the new online Annual Shared Revenue City Certification. He thanked Mayor Weathers for alerting him to this new requirement, which was due at the end of the month. This certification is required to receive shared revenue funding.
- ECWAG Water Treatment Plant Sed Basin Project: Baker reported that while there were no new updates to provide, work was continuing in the background regarding geotechnical scope services. They are waiting for

the Army Corps to submit an official quote estimate to the city. The project was budgeted for, and Baker hoped to have more updates by October, before federal funding deadlines.

- **Planning and Land Use:** Baker reported that pre-application requests have been submitted for a proposed 12-lot subdivision off Highland Lane. The Ledbetter project that went to the joint Planning Commission meeting has not yet submitted pre-application paperwork, but the city planner and engineer had an on-site meeting to discuss potential issues.
- **Parks:** Baker reported that staff met with vendors about replacing doors and installing locking systems at both park facilities. Currently, staff unlocks the facilities daily with a volunteer locking them in the evening. The Parks and Recreation Committee is confirming the location for a new swing set and placement of the Hall of Reagan Black plaque, which turned out better than expected and will be installed with a dedication ceremony planned for August.
- **Covered Bridge IGA with Lane County:** Baker reported they finally received approval from Lane County to make changes to the gate track system that has been causing jamming issues. A meeting with Overhead Doors is scheduled for next week, with a Lane County staff member to be present.
- **Old City Hall Sale:** Baker reported speaking with Suzanne on Friday and Monday. While there are many interested parties viewing the property, no official offers have been received yet.
- **Code Enforcement Update:** Baker reported sending out 67 code violation letters, 55 of which were for vegetation concerns related to fire danger. Out of those 67 properties, all but two have either completed the necessary work or requested additional time. Baker explained the city's code enforcement process, which begins with educational letters, followed by final notices if needed, and then potentially abatement procedures requiring Council approval or citations to municipal court. He noted that Fire Chief Lon will also be conducting separate inspections specifically for fire protection concerns.

Mayor Weathers requested a training session at a future work session on how to access online information about development applications, as council members are often asked about these matters by residents.

Public Works Report No comments were made.

Library Report No comments were made.

Presentations: Yard of the Month Award Presentation

Mayor Weathers announced that the Yard of the Month award for July was presented to Tammy and Mike Moff of 216 Rockcrest Drive, who were present at the meeting. Max Baker noted that the Moffs are his neighbors and have a beautiful property. Baker indicated he would take the award sign to them the following day and get a picture for the Bridge newsletter with their permission.

Old Business: None

New Business:

- a. Resolution No. 859, "A Resolution Updating a Master Fee Schedule and Rescinding Resolution 842". - Discussion/Possible Action
Max Baker explained that Resolution 859 would rescind Resolution 842 which was adopted in February. The main changes included updates to fees for color copies, black and white copies, and staff time rates (reflecting recent staff raises). The "outside library district" fee was removed for further discussion by the Library Committee. Additions included bulk water rates and an annual fee for mobile food trucks.

Councilor Harris' motion to approve Resolution Number 859 as presented, was seconded by Councilor Stratis.

Mayor Weathers: YES; Murray: YES; Harris: Yes; Bennett: YES; Stratis: YES

- b. Resolution No. 860, "A Resolution Adopting City of Lowell ADA Policy and Notice". -Discussion/Possible Action

Max Baker explained that this resolution was required for USDA loan purposes. The city currently has two outstanding USDA loans for water and sewer improvements from the 2000s. The resolution is the same as what was presented at the work session with the removal of sections 7 through 10 as previously discussed. Mayor Weathers noted that while this was somewhat of a formality, Max's communication with the USDA representatives has established a good relationship for future opportunities.

Councilor Bennett's motion to approve Resolution Number 860, was seconded by Councilor Murray.

Mayor Weathers: YES; Murray: YES; Harris: Yes; Bennett: YES: Stratis: YES

c. Resolution No. 861, "A Resolution Adopting City of Lowell ADA Grievance Procedure". -Discussion/Possible Action

Max Baker explained that this resolution accompanies Resolution 860 and addresses the ADA grievance procedure. The sections that were discussed at the work session (sections 7-10) were removed. The procedure allows for a case-by-case approach rather than establishing a committee, while maintaining the appeal process.

Councilor Murray's motion to approve Resolution Number 861, was seconded by Councilor Stratis.

Mayor Weathers: YES; Murray: YES; Harris: Yes; Bennett: YES: Stratis: YES

d. LCOG Managed Services FY 26 IGA- Discussion/Possible Action

Max Baker presented the intergovernmental agreement (IGA) for LCOG managed services for the 2025-2026 fiscal year. Baker noted that the cost is slightly less than last year, possibly due to not hosting an additional computer or staff position. LCOG provides data server, internet, backup, and data storage services. They will now also be providing hosted Office 365 service, which will save approximately \$7 per user per month compared to the previous provider.

Mayor Weathers expressed appreciation for the cost reduction, noting that service contracts typically increase by 10-15% annually. Baker clarified that of the 13 cities in Lane County, not all participate in LCOG IT services, with larger cities often having their own IT staff or using other vendors.

Councilor Startis' motion to approve IGA with LCOG, was seconded by Councilor Murray.

Mayor Weathers: YES; Murray: YES; Harris: Yes; Bennett: YES: Stratis: YES

e. CivicPlus-Municode Supplement 3.- Discussion/Possible Action

Max Baker explained that this item was not discussed at the work session as he did not receive the information in time. The city has been operating on an expired contract, which was discovered when Supplement 3 was submitted. Supplement 3 would integrate the Downtown Master Plan into the Municode online platform, making all the changes and corrections from ordinances 305 through 313 available in one location.

Baker noted that Municode has purchased Civic Plus, which lowered the cost of the supplement by \$2,500 and reduced the annual hosting fee by \$700. The original quote from 3.5 years ago was \$3,200, but with the addition of ordinances 312 and 313, the cost had increased. Part of the funding (\$2,000) comes from a planning grant the city received.

This update will consolidate all codes and plans into one easily searchable location online, making it simpler for staff, council, and the public to access current information. Though the agreement is for a substantial amount (\$7,000), it represents approximately 400 pages of documentation and will significantly improve accessibility to city codes and plans.

Councilor Bennett's motion to approve Municode Supplement 3, was seconded by Councilor Murray.

Mayor Weathers: YES; Murray: YES; Harris: Yes; Bennett: YES: Stratis: YES

f. 2025-2026 Property/Liability Renewal Notice- Discussion/Possible Action

Mayor Weathers introduced the property and liability insurance renewal, which was added to the agenda but included in the packet. Max Baker explained that the renewal paperwork must be completed in May, but the final bill doesn't arrive until July, creating timing challenges for council approval. The renewal covers all city buildings, parks, vehicles, and equipment.

Baker noted that the increase was approximately 5% rather than the 9% that had been budgeted, and the premium would decrease slightly when Old City Hall is sold.

Mayor Weathers' motion to approve the renewal for the property and liability insurance for the coming fiscal year, was seconded by Councilor Murray.

Mayor Weathers: YES; Murray: YES; Harris: Yes; Bennett: YES; Stratis: YES

Other Business: None

Adjourn

Mayor Weathers adjourned the meeting at 7:39 PM.

APPROVED:



Maureen M. Weathers, Mayor

ATTEST:



Max Baker, City Recorder