

**City of Lowell, Oregon  
City Council  
Regular Meeting Minutes  
March 19, 2024**

The Lowell City Council held a regular meeting on March 19, 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 7:04 pm.

**City Councilors present:**

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

**City Councilors absent:**

None

**Staff/others present:**

City Administrator Jeremy Caudle; Public Works Director Max Baker (via Zoom); Parks Committee member Tony Moreci.

**Approval of the agenda:**

CA Caudle asked to add under "Other Business" presentation by Tony Moreci on the Paul Fisher Park swing set program.

**Consent agenda:**

1. February 20, 2024 regular meeting minutes
2. February 29, 2024 special meeting minutes
3. February 29, 2024 work session minutes
4. March 5, 2024 regular meeting minutes
5. February 2024 check register
6. January 2024 financial statement
7. February 2024 financial statement

Councilor Weathers moved to approve the consent agenda, which Councilor Stratis seconded.

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

APPROVED: 5-0.

**Public comments:**

None.

**Council comments:**

None.

**Staff reports:**

City Administrator's report

Highlights from the report:

- Still working on FY 24/25 budget and first Budget Committee meeting date is to be determined.
- Staff met in February with Lane County Public Works on renewing the covered bridge IGA. This includes Lane County's request for the city to complete an inspection of the bridge prior to renewing the IGA. Staff have postponed further action on this until after the budget process.
- TAG has begun working on the PLC/SCADA project.
- Staff met with USACE staff in February regarding the ECWAG program.
- CA Caudle met with Lane County elections about relocating the ballot drop box.
- CA Caudle reported on several development activities.
- CA Caudle reported the February financial summary, as described in the report included in the packet. He also shared a page from the FY 23/24 budget message and described that in relation to current end of fiscal year projections.

Public Works report

Highlights from the report:

- Meeting with a roof contractor about roof leak on the Rolling Rock Park stage.
- Operations at the water treatment plant are stabilizing from the dam drawdown.
- Two public works staff have reached their 5-year anniversaries.

Library report

- Included in the meeting packet.

**Old Business:**

1. Second reading and vote of approval for Ordinance 312. "An Ordinance to Comply with HB 3115 by Repealing Ordinance 240: Adopting Time, Place, and Manner Regulations for Camping; Amending Regulations Regarding Hauled Wastewater Discharging to Accommodate RV Camping on Residential Property; Repealing the Offense of Vagrancy from Title Five of the Lowell Revised Code; and Updating Certain Sections of the Lowell Development Code." – Discussion/ Possible action

CA Caudle read the ordinance title, along with the sections that changed since the first reading. There were no City Council objections to reading the ordinance by title only.

Council Murray's motion to adopt Ordinance 312 was seconded by Tim Stratis.

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

APPROVED: 5-0.

**New business:**

1. Discussion on health and safety code enforcement issues. – Discussion/ Possible action

Council sponsor: Councilor Weathers

Councilor Weathers introduced this item by describing issues related to health and safety code violations. Weathers stated that certain health and safety violations need to be elevated to a high priority.

Mayor Bennett asked CA Caudle to describe the process for handling a citizen complaint for severe code violations. CA Caudle explained the processes, including issuing an informal violation notice, issuing a notice of abatement, writing citations, and initiating abatement procedures.

There was discussion among the council on when a complaint should generate a response from the city. Councilor Weathers stated that certain emergency issues require an immediate response and that serious code violations that are present in the city constitute an emergency.

Councilor Murray asked about implementing a system whereby the city sets a deadline for responding to complaints.

Mayor Bennett said that such a system is a "good idea." He also discussed other priorities that the city is juggling, as well as the timelines involved in resolving citations.

After discussion involving workloads, other priorities, and what nuisance issues are a high priority, CA Caudle shared his thoughts for next steps. This involves selecting a major code violation issue and focusing on resolving it before moving on to the next. He stated that he had already identified such an issue and has "already got the ball rolling on that."

Councilor Weathers followed up with questions on expectations for handling future code complaints, as well as handling multiple issues at once.

Councilor Stratis stated that "tonight ... we're not going to make ... a silver bullet that resolves all these issues." He stated that "we should revisit this in a few weeks and ask Jeremy for an update at our next City Council meeting." He reiterated that the Council made it clear to CA Caudle that more attention needs to be focused on "egregious issues."

2. Motion to approve Resolution 828, "A resolution adopting a designated camping area in accordance with Ordinance 312." – Discussion/ Possible action

Councilor Stratis's motion to approve Resolution 828 was seconded by Councilor Murray.

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

APPROVED: 5-0.

3. Motion to approve “Amendment number 1” to the “Master integrator of record agreement” with The Automation Group and to authorize the City Administrator to sign.  
- Discussion/ Possible action

Councilor Harris’ motion to approve Amendment number 1 to the “Master integrator of record agreement” with The Automation Group and to authorize the City Administrator to sign was seconded by Councilor Stratis.

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

APPROVED: 5-0.

**Other business:**

1. Presentation by Parks and Recreation Committee member Tony Moreci on Paul Fisher Park swing set fundraiser.

Committee member Tony Moreci presented a fundraiser program that the Parks and Recreation Committee has endorsed. This would be to ask for donations to purchase a new swing set at Paul Fisher Park. The city would cover the remaining cost with parks system development charge funds. The City Council expressed their support for the program.

**Mayor comments:**

None.

**Councilor comments:**

None.

**Community comments:**

None.

**Adjourned at 8:21 pm.**

APPROVED:



Don Bennett, Mayor

ATTEST:



Jeremy Caudle, City Recorder