

**Lowell City Council**  
**Regular Meeting Agenda**  
**Tuesday, September 17 at 7:00 P.M.**  
Maggie Osgood Library  
70 North Pioneer Street, Lowell, OR 97452

**Call to Order/Roll Call/Pledge**

Councilors: Mayor Bennett \_\_\_\_ Angelini \_\_\_\_ Harris \_\_\_\_ Stratis \_\_\_\_ Dragt \_\_\_\_

**Approval of Agenda**

**Consent Agenda:** Council members may request an item be removed from the Consent Agenda to be discussed as the first business item of the meeting.

City Council Regular Meeting Minutes for August 20, 2019

Check Register for August 2019

**Presentations, Proclamations, and Awards**

1. Yard of the Month Award

**Public Comments:** Speakers will be limited to three (3) minutes. The Council may ask questions but will not engage in discussion or make decisions based on public comment at this time. The Mayor may direct the City Administrator to follow up on comments received. When called, please state your name and address for the record. Direct all comments to the Council through the Mayor.

**Council Comments (three minutes per speaker)**

All speakers are expected to be polite, courteous, and respectful when making their comments. Personal attacks, insults, profanity, and inflammatory comments will not be permitted.

**Staff Reports:**

City Administrator Report  
Public Works Report  
Financial Report  
Police Report  
Draft Committee Minutes

**Business Meeting:** Items Removed from Consent Agenda

**Old Business:**

1. Wastewater Treatment Plant Blower Replacement – Discussion/Possible Action

**New Business:**

1. Resolution 727 – Proclamation for Home Inventory Week – Discussion/Possible Action
2. Lowell School District Summer Recreation Program Sponsorship – Discussion/Possible Action
3. Engineering Services – AMI Water Meter Replacement Project – Discussion/Possible Action
4. SVDP Rural Housing Rehabilitation Program Contract – Discussion/Possible Action
5. Blackberry Jam Festival Committee Appointments – Discussion/Possible Action

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Joyce Donnell at 541-937-2157.

## **Other Business**

## **Mayor Comments**

**Community Comments:** Limited to two (2) minutes if prior to 9:30 P.M.

## **Adjourn**

## **Future Meetings / Dates to Remember:**

9/23	Lowell School Board Meeting at 7 PM at the Professional Development Center
9/24	Blackberry Jam Festival Committee Meeting at 7 PM at the Maggie Osgood Library
10/1	Lowell City Council Work Session at 7 PM at the Maggie Osgood Library
10/2	Lowell Planning Commission Meeting at 7 PM at the Maggie Osgood Library
10/3	Lowell Parks and Recreation Committee Meeting at 7 PM at the Maggie Osgood Library
10/7	Lowell Economic Development Committee Meeting at 7 PM at the Maggie Osgood Library
10/9	Lowell Fire District Board Meeting at 7 PM at the LRFPD Community Room
10/15	Lowell City Council Meeting at 7 PM at the Maggie Osgood Library

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 13, 2019  
**SUBJECT:** Consent Agenda

- ☐ **DISCUSSION**
- ☒ **ACTION**
- ☐ **RESOLUTION**
- ☐ **ORDINANCE**
- ☐ **PROCLAMATION**
- ☐ **REPORT**

### **SUMMARY:**

The Consent Agenda for the September 17, 2019 City Council meeting includes the City Council Meeting Minutes for August 20, 2019 and Check Register for August 2019.

### **FISCAL IMPACT:**

N/A

### **COURSES OF ACTION:**

1. Motion to approve the consent agenda as presented.
2. Motion to remove an item from the consent agenda and place on the Business Meeting for additional review, discussion or amendment.

### **RECOMMENDATION:**

Motion to approve the consent agenda as presented.

### **ATTACHMENTS:**

1. City Council Meeting Minutes – August 20, 2019
2. Check Register – August 2019

**City of Lowell, Oregon**  
**Minutes of the City Council Regular Session**  
**August 20, 2019**

The Regular Session was called to order at 7:12 PM by Mayor Bennett.

**Members Present:** Mayor Don Bennett, Gail Harris, Samantha Dragt, Tim Stratis, Patricia Angelini

**Consent Agenda:** Mayor Bennett moved to approve the consent agenda, second by Councilor Angelini. PASS 5:0

**Presentations, Proclamations, and Awards** – CA announced Parks and Recreation Committee awarded Lori Ann Kernutt of 465 D Street as August Yard of the Month. She was unable to attend the meeting.

**Public Comments:** None

**Council Comments:** None

**City Administrator Report:** CA Cobb reported that staff has a meeting with RDI, Oregon RAIN on August 23<sup>rd</sup>, reported on meeting with FEMA, movie showing in Rolling Rock Park on Aug. 31<sup>st</sup>, Safe Routes to School Grant update, Code Assistance Grant was awarded to update code, two Planning Commission Vacancies still exist, committee meetings report, LOC highlights and Library/City Hall work update.

**Public Works Report:** Max Baker Public Works Director reported on a successful BBJ Event, installed 2” service connection for Paul Fisher Park irrigation system, thanks to the volunteers who spent time at the Maggie Osgood Library restoring the grass, a replacement blower needs to be ordered for the Wastewater Treatment Plant, at the Water Treatment Plan/Distribution they continue to feed activated carbon to prevent taste and odor and have had all non-detects for cyanotoxin. New staff have been completing trainings, acquiring certificates and doing very well.

**Financial Report:** Monthly Financial Report for July – provided in packet, CA provided explanation to questions from the council.

**Police Report:** July report provided in packet.

**Old Business:** None

**New Business:**

- **Resolution 726 – Deferral of System Development Charges** – CA introduced item, this resolution would extend existing program until June 30, 2020. **Councilor Angelini moved to approve Resolution 726 – A Resolution to Extend the Deferral of System Development Charges Originally Authorized and Adopted by Resolution 694, second by Councilor Dragt. PASS 5:0**

- **LOC Annual Conference Voting Delegates** – CA presented information on the upcoming LOC conference and the need to designate a voting delegate and alternate. **Councilor Stratis moved to authorize CA Cobb to serve as the voting delegate and Councilor Angelini to serve as the alternate, second by Councilor Dragt. PASS 5:0**

**Other:** Mayor Bennett stated the City has a need to purchase a blower for the Wastewater Treatment Plant, questions from the council were answered by Max Baker, Public Works Director. **Mayor Bennett moved to authorize the CA to purchase a blower and provide installation in the amount not to exceed \$6,000.00, second by Councilor Angelini. PASS 5:0**

**Mayor Comments:** Mayor reported that East Valley Church will be removing their vacant building soon, Lane ACT members are to take an online discrimination/harassment course, ODOT reports that they will be completing highway road work by September and Lowell Fire Dept. reports that they have 32 volunteers/staff.

**Public Comments:** None

**Adjourn: 8:46 PM**

Approved: \_\_\_\_\_  
Don Bennett, Mayor

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

\_\_\_\_\_  
Date

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
<b>15460</b>						
08/06/2019	15460	Banner Bank	110-450-6320	Building Repair & Maintena	Keys	19.50
08/06/2019	15460	Banner Bank	110-420-6320	Building Repair & Maintena	Deadbolt and keys	32.16
08/06/2019	15460	Banner Bank	312-490-6324	Equipment Repair & Maint	Tire	133.73
08/06/2019	15460	Banner Bank	110-420-8520	Parks Improvements	Magnetic Sweeper	39.99
Total 15460:						225.38
<b>15461</b>						
08/06/2019	15461	Caselle	312-490-6122	IT Services	Contract Support and Maintenance	99.70
08/06/2019	15461	Caselle	240-490-6122	IT Services	Contract Support and Maintenance	299.10
08/06/2019	15461	Caselle	230-490-6122	IT Services	Contract Support and Maintenance	299.10
08/06/2019	15461	Caselle	110-410-6122	IT Services	Contract Support and Maintenance	299.10
Total 15461:						997.00
<b>15462</b>						
08/06/2019	15462	Chilton, Tony	230-2520	Utility Deposits	Deposit Refund	6.54
Total 15462:						6.54
<b>15463</b>						
08/06/2019	15463	City of Lowell	314-385-4895	Miscellaneous Revenue	Transfer Funds to General	15,000.00
08/06/2019	15463	City of Lowell	314-385-4895	Miscellaneous Revenue	Transfer Funds to General	15,000.00-
08/06/2019	15463	City of Lowell	110-410-6420	Water Services	Water Service	416.21
08/06/2019	15463	City of Lowell	110-410-6420	Water Services	Water Service	416.21-
08/06/2019	15463	City of Lowell	110-410-6425	Sewer Services	Sewer Service	90.40
08/06/2019	15463	City of Lowell	110-410-6425	Sewer Services	Sewer Service	90.40-
08/06/2019	15463	City of Lowell	110-420-6420	Water Services	Water Service	102.05
08/06/2019	15463	City of Lowell	110-420-6420	Water Services	Water Service	102.05-
08/06/2019	15463	City of Lowell	110-420-6425	Sewer Services	Sewer Service	120.54
08/06/2019	15463	City of Lowell	110-420-6425	Sewer Services	Sewer Service	120.54-
08/06/2019	15463	City of Lowell	110-450-6420	Water Services	Water Service	138.74
08/06/2019	15463	City of Lowell	110-450-6420	Water Services	Water Service	138.74-
08/06/2019	15463	City of Lowell	110-450-6425	Sewer Services	Sewer Service	30.14
08/06/2019	15463	City of Lowell	110-450-6425	Sewer Services	Sewer Service	30.14-
08/06/2019	15463	City of Lowell	230-490-6420	Water Services	Water Service	46.11
08/06/2019	15463	City of Lowell	230-490-6420	Water Services	Water Service	46.11-
08/06/2019	15463	City of Lowell	230-490-6425	Sewer Services	Sewer Service	60.27
08/06/2019	15463	City of Lowell	230-490-6425	Sewer Services	Sewer Service	60.27-
08/06/2019	15463	City of Lowell	240-490-6420	Water Services	Water Service	2,755.39
08/06/2019	15463	City of Lowell	240-490-6420	Water Services	Water Service	2,755.39-
08/06/2019	15463	City of Lowell	240-490-6425	Sewer Services	Sewer Service	542.43
08/06/2019	15463	City of Lowell	240-490-6425	Sewer Services	Sewer Service	542.43-
Total 15463:						.00
<b>15464</b>						
08/06/2019	15464	Civil West Engineering	312-490-6116	Engineering Services	Engineering Service	725.00
08/06/2019	15464	Civil West Engineering	240-490-6116	Engineering Services	Engineering Service	725.00
Total 15464:						1,450.00

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
15465						
08/06/2019	15465	Diane Stephens	314-490-6290	Miscellaneous	Parade Supplies	31.93
Total 15465:						31.93
15466						
08/06/2019	15466	Floral Living	314-490-6290	Miscellaneous	BBJ Floral for Parade Marshal	22.00
Total 15466:						22.00
15467						
08/06/2019	15467	Gatehouse Eugene - Adver	110-410-6220	Publications, Printing & Du	Public Notice	640.00
Total 15467:						640.00
15468						
08/06/2019	15468	Honey Bucket	314-490-6290	Miscellaneous	BBJ Portable Toilet	836.00
08/06/2019	15468	Honey Bucket	314-490-6816	Quilt Raffle	BBJ Portable Toilets	270.00
08/06/2019	15468	Honey Bucket	314-490-6852	Car Show Exp	BBJ Portable Toilet	150.00
Total 15468:						1,256.00
15469						
08/06/2019	15469	J & K Electrical LLC	110-420-6330	Other Repair & Maintenanc	RR Light Poles outlet repair	298.97
Total 15469:						298.97
15470						
08/06/2019	15470	Lane Council of Governme	110-440-6128	Other Contract Services	Planning Service Downtown	18,092.22
Total 15470:						18,092.22
15471						
08/06/2019	15471	Lane County Waste Mgmt.	312-490-6128	Other Contract Services	Catch Basin Cleaning	2,327.50
Total 15471:						2,327.50
15472						
08/06/2019	15472	Lonna Bennett	314-490-6290	Miscellaneous	Info. Booth Supplies	32.64
Total 15472:						32.64
15473						
08/06/2019	15473	Lowell School District	110-2515	CET Tax Collected	CET Tax	7,768.30
Total 15473:						7,768.30
15474						
08/06/2019	15474	Municipal Code Corporatio	110-410-6128	Other Contract Services	Municipal Code Supplement	312.00
Total 15474:						312.00
15475						
08/06/2019	15475	Northwest Code Profession	110-440-6524	Building Permit Costs	Building Permit Cost	444.75
08/06/2019	15475	Northwest Code Profession	110-440-6525	Electrical Permit Costs	Electrical Permit Cost	967.50

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
Total 15475:						1,412.25
<b>15476</b>						
08/06/2019	15476	One Call Concepts	230-490-6330	Other Repair & Maintenanc	Fee for Locates	11.40
08/06/2019	15476	One Call Concepts	240-490-6330	Other Repair & Maintenanc	Fee for Locates	11.40
Total 15476:						22.80
<b>15477</b>						
08/06/2019	15477	Patridcia Angelini	314-490-6820	Sponsorship Exp	Advertising Facebook	308.98
Total 15477:						308.98
<b>15478</b>						
08/06/2019	15478	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Lab	639.90
08/06/2019	15478	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	Lab	75.60
Total 15478:						715.50
<b>15479</b>						
08/06/2019	15479	SaniPac	240-490-6445	Refuse Services	Refuse Services	18.92
08/06/2019	15479	SaniPac	230-490-6445	Refuse Services	Refuse Services	18.92
08/06/2019	15479	SaniPac	110-450-6445	Refuse Services	Refuse Services	8.21
08/06/2019	15479	SaniPac	110-420-6445	Refuse Services	Refuse Services	22.50
08/06/2019	15479	SaniPac	110-410-6445	Refuse Services	Refuse Services	8.21
Total 15479:						76.76
<b>15480</b>						
08/06/2019	15480	St. Cousair Oregon Orchar	314-490-6814	Jam Sales Exp	Jam	486.00
Total 15480:						486.00
<b>15481</b>						
08/06/2019	15481	Suzanne Kintzley	314-490-6852	Car Show Exp	Car Show Magnet Supplies	60.72
Total 15481:						60.72
<b>15482</b>						
08/06/2019	15482	Tim Sanders	240-490-6128	Other Contract Services	Monthly DRC Fee for collections	300.00
Total 15482:						300.00
<b>15483</b>						
08/06/2019	15483	ULINE	110-420-6234	General Supplies	Fencing	707.44
Total 15483:						707.44
<b>15484</b>						
08/20/2019	15484	Brothers Plumbing Inc	110-420-6320	Building Repair & Maintena	RR Park Restroom Repair	528.00
Total 15484:						528.00
<b>15485</b>						
08/20/2019	15485	Cascade Columbia	230-490-6750	Chemicals & Lab Supplies	Tote of Pass C	1,966.87
08/20/2019	15485	Cascade Columbia	240-490-6750	Chemicals & Lab Supplies	Drums of Hypo and Thiosulfate	859.79

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
Total 15485:						2,826.66
<b>15486</b>						
08/20/2019	15486	Century Link	240-490-6440	Telephone Services	Telephone Service	79.12
08/20/2019	15486	Century Link	230-490-6440	Telephone Services	Telephone Service	191.77
08/20/2019	15486	Century Link	230-490-6435	Internet Services	Internet Service	70.00
08/20/2019	15486	Century Link	110-410-6440	Telephone Services	Telephone Service	152.09
Total 15486:						492.98
<b>15487</b>						
08/20/2019	15487	CenturyLink Business Serv	110-410-6440	Telephone Services	Telephone Service	3.78
Total 15487:						3.78
<b>15488</b>						
08/20/2019	15488	City of Lowell	240-490-6420	Water Services	Water Service	2,755.39
08/20/2019	15488	City of Lowell	240-490-6425	Sewer Services	Sewer Service	542.43
08/20/2019	15488	City of Lowell	230-490-6420	Water Services	Water Service	46.11
08/20/2019	15488	City of Lowell	230-490-6425	Sewer Services	Sewer Service	60.27
08/20/2019	15488	City of Lowell	110-450-6420	Water Services	Water Service	138.74
08/20/2019	15488	City of Lowell	110-450-6425	Sewer Services	Sewer Service	30.14
08/20/2019	15488	City of Lowell	110-420-6420	Water Services	Water Service	102.05
08/20/2019	15488	City of Lowell	110-420-6425	Sewer Services	Sewer Service	120.54
08/20/2019	15488	City of Lowell	110-410-6420	Water Services	Water Service	416.21
08/20/2019	15488	City of Lowell	110-410-6425	Sewer Services	Sewer Service	90.40
Total 15488:						4,302.28
<b>15489</b>						
08/20/2019	15489	City of Oakridge	314-490-6118	Police Services	Police Service Reserves Donation BBj	500.00
Total 15489:						500.00
<b>15490</b>						
08/20/2019	15490	Hunter Communications	110-450-6435	Internet Services	Internet Service	85.97
08/20/2019	15490	Hunter Communications	110-410-6435	Internet Services	Internet Service	85.97
Total 15490:						171.94
<b>15491</b>						
08/20/2019	15491	Lane County Waste Mgmt.	110-420-8520	Parks Improvements	Garbage Disposal	2,670.66
Total 15491:						2,670.66
<b>15492</b>						
08/20/2019	15492	Lane Forest Products	110-420-8520	Parks Improvements	RR Park soil and bark	3,407.00
Total 15492:						3,407.00
<b>15493</b>						
08/20/2019	15493	Lulenski, John	230-2520	Utility Deposits	Deposit Refund	100.10
Total 15493:						100.10

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
<b>15494</b>						
08/20/2019	15494	Nichols Layli	240-490-6114	Financial Services	Consulting Services	312.00
08/20/2019	15494	Nichols Layli	230-490-6114	Financial Services	Consulting Services	312.00
08/20/2019	15494	Nichols Layli	312-490-6114	Financial Services	Consulting Services	104.00
08/20/2019	15494	Nichols Layli	110-410-6114	Financial Services	Consulting Services	312.00
Total 15494:						1,040.00
<b>15495</b>						
08/20/2019	15495	Pacific Office Automation In	110-410-6128	Other Contract Services	Postage Machine	35.00
08/20/2019	15495	Pacific Office Automation In	230-490-6128	Other Contract Services	Postage Machine	70.00
08/20/2019	15495	Pacific Office Automation In	240-490-6128	Other Contract Services	Postage Machine	70.00
Total 15495:						175.00
<b>15496</b>						
08/20/2019	15496	Pleasant Hill Feed & Farm	314-490-6290	Miscellaneous	Ready Mix Cement	81.25
Total 15496:						81.25
<b>15497</b>						
08/20/2019	15497	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	Lab	37.80
08/20/2019	15497	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Lab	426.60
Total 15497:						464.40
<b>15498</b>						
08/20/2019	15498	Staples Credit Plan	240-490-6230	Office Supplies/Equipment	Office Supplies	61.79
08/20/2019	15498	Staples Credit Plan	230-490-6230	Office Supplies/Equipment	Office Supplies	61.79
08/20/2019	15498	Staples Credit Plan	110-410-6230	Office Supplies/Equipment	Office Supplies	102.37
08/20/2019	15498	Staples Credit Plan	110-420-6234	General Supplies	Park Supplies	111.47
08/20/2019	15498	Staples Credit Plan	314-490-6290	Miscellaneous	BBJ Supplies	53.39
Total 15498:						390.81
<b>15499</b>						
08/20/2019	15499	Sunbelt Rentals	240-490-6330	Other Repair & Maintenanc	20kw generator rental	1,894.08
08/20/2019	15499	Sunbelt Rentals	314-490-6290	Miscellaneous	Post hole driver	197.87
Total 15499:						2,091.95
<b>15500</b>						
08/20/2019	15500	U.S. Equipment Finance	110-410-6124	Copier Contract	Copier Contract	147.98
Total 15500:						147.98
<b>15501</b>						
08/20/2019	15501	ULINE	110-420-6234	General Supplies	Fencing	359.01
Total 15501:						359.01
<b>15502</b>						
08/20/2019	15502	USA Blue Book	230-490-6324	Equipment Repair & Maint	Reagent Kits	345.90
08/20/2019	15502	USA Blue Book	240-490-6750	Chemicals & Lab Supplies	DPD	100.78
08/20/2019	15502	USA Blue Book	230-490-6334	Non-Capitalized Assets	Tapping Kit	3,310.94
08/20/2019	15502	USA Blue Book	240-490-6234	General Supplies	Earmuffs	30.85

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
Total 15502:						3,788.47
<b>15503</b>						
08/20/2019	15503	Verizon Wireless	240-490-6440	Telephone Services	Cell Phone	47.02
08/20/2019	15503	Verizon Wireless	230-490-6440	Telephone Services	Cell Phone	47.01
08/20/2019	15503	Verizon Wireless	110-410-6440	Telephone Services	Cell Phone	47.01
Total 15503:						141.04
<b>15504</b>						
08/27/2019	15504	Bee-Wilson, Lisa	110-470-6550	Tourism Funded Projects	Stands, Easels, Signage	1,072.15
Total 15504:						1,072.15
<b>15505</b>						
08/27/2019	15505	City of Lowell	110-385-4895	Miscellaneous Revenue	Court Revenue	100.00
Total 15505:						100.00
<b>15506</b>						
08/27/2019	15506	Lowell Mini Storage	314-490-6705	Rent	Storage Rental Unit #L029	80.00
Total 15506:						80.00
<b>15507</b>						
08/29/2019	15507	Ferguson	110-420-6234	General Supplies	Water saddle	290.39
08/29/2019	15507	Ferguson	230-490-6234	General Supplies	Water Saddle	100.68
Total 15507:						391.07
<b>15508</b>						
08/29/2019	15508	Grainger	230-490-6234	General Supplies	General Supplies	292.41
08/29/2019	15508	Grainger	240-490-6234	General Supplies	General Supplies	388.26
Total 15508:						680.67
<b>15509</b>						
08/29/2019	15509	USA Blue Book	230-490-6234	General Supplies	Meter Equipment	173.46
08/29/2019	15509	USA Blue Book	110-420-6234	General Supplies	Water Equip.	211.81
Total 15509:						385.27
Grand Totals:						63,943.40

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	898.08	41,179.67-	40,281.59-
110-2515	7,768.30	.00	7,768.30
110-385-4895	100.00	.00	100.00
110-410-6114	312.00	.00	312.00
110-410-6122	299.10	.00	299.10
110-410-6124	147.98	.00	147.98

GL Account	Debit	Credit	Proof
110-410-6128	347.00	.00	347.00
110-410-6220	640.00	.00	640.00
110-410-6230	102.37	.00	102.37
110-410-6420	832.42	416.21-	416.21
110-410-6425	180.80	90.40-	90.40
110-410-6435	85.97	.00	85.97
110-410-6440	202.88	.00	202.88
110-410-6445	8.21	.00	8.21
110-420-6234	1,680.12	.00	1,680.12
110-420-6320	560.16	.00	560.16
110-420-6330	298.97	.00	298.97
110-420-6420	204.10	102.05-	102.05
110-420-6425	241.08	120.54-	120.54
110-420-6445	22.50	.00	22.50
110-420-8520	6,117.65	.00	6,117.65
110-440-6128	18,092.22	.00	18,092.22
110-440-6524	444.75	.00	444.75
110-440-6525	967.50	.00	967.50
110-450-6320	19.50	.00	19.50
110-450-6420	277.48	138.74-	138.74
110-450-6425	60.28	30.14-	30.14
110-450-6435	85.97	.00	85.97
110-450-6445	8.21	.00	8.21
110-470-6550	1,072.15	.00	1,072.15
230-2125	106.38	7,705.05-	7,598.67-
230-2520	106.64	.00	106.64
230-490-6114	312.00	.00	312.00
230-490-6122	299.10	.00	299.10
230-490-6128	70.00	.00	70.00
230-490-6230	61.79	.00	61.79
230-490-6234	566.55	.00	566.55
230-490-6324	345.90	.00	345.90
230-490-6330	11.40	.00	11.40
230-490-6334	3,310.94	.00	3,310.94
230-490-6420	92.22	46.11-	46.11
230-490-6425	120.54	60.27-	60.27
230-490-6435	70.00	.00	70.00
230-490-6440	238.78	.00	238.78
230-490-6445	18.92	.00	18.92
230-490-6750	1,966.87	.00	1,966.87
230-490-6755	113.40	.00	113.40
240-2125	3,297.82	12,860.25-	9,562.43-
240-490-6114	312.00	.00	312.00
240-490-6116	725.00	.00	725.00
240-490-6122	299.10	.00	299.10
240-490-6128	370.00	.00	370.00
240-490-6230	61.79	.00	61.79
240-490-6234	419.11	.00	419.11
240-490-6330	1,905.48	.00	1,905.48
240-490-6420	5,510.78	2,755.39-	2,755.39
240-490-6425	1,084.86	542.43-	542.43
240-490-6440	126.14	.00	126.14
240-490-6445	18.92	.00	18.92
240-490-6750	960.57	.00	960.57
240-490-6755	1,066.50	.00	1,066.50
312-2125	.00	3,389.93-	3,389.93-
312-490-6114	104.00	.00	104.00
312-490-6116	725.00	.00	725.00

GL Account	Debit	Credit	Proof
312-490-6122	99.70	.00	99.70
312-490-6128	2,327.50	.00	2,327.50
312-490-6324	133.73	.00	133.73
314-2125	15,000.00	18,110.78-	3,110.78-
314-385-4895	15,000.00	15,000.00-	.00
314-490-6118	500.00	.00	500.00
314-490-6290	1,255.08	.00	1,255.08
314-490-6705	80.00	.00	80.00
314-490-6814	486.00	.00	486.00
314-490-6816	270.00	.00	270.00
314-490-6820	308.98	.00	308.98
314-490-6852	210.72	.00	210.72
Grand Totals:	102,547.96	102,547.96-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 13, 2019  
**SUBJECT:** Yard of the Month Award

- ☐ **DISCUSSION**
- ☐ **ACTION**
- ☐ **RESOLUTION**
- ☐ **ORDINANCE**
- ☐ **PROCLAMATION**
- ☒ **REPORT**

### **SUMMARY:**

On September 5, the Parks and Recreation Committee awarded the Yard of the Month for September to Rodney Neff of 470 D Street. Recipients of the designation receive a certificate, \$25 gift card, and a yard sign for the following month. The City would like to congratulate Rodney for his efforts.

### **FISCAL IMPACT:**

N/A

### **COURSES OF ACTION:**

N/A

### **RECOMMENDATION:**

N/A

### **ATTACHMENTS:**

1. Yard of the Month Program
2. Pictures of 470 D Street

Published on *Lowell Oregon* (<https://www.ci.lowell.or.us>)

## Yard of the Month Program



In May 2018, the City is starting a Yard of the Month Program. The goal of the program is to award and recognize the efforts of Lowell residents who take pride in their home and landscape, while inspiring others to do the same.

### Award Information

- The Parks and Recreation Committee will select one home each month.
- The Committee will judge only the portion of the yard viewed from the street.
- The Yard of the Month program will start in May and end in October.
- The Committee will place a Yard of the Month sign in each winning yard for a month.
- Each resident may nominate any yard and landscape within the City, including their own.
- Each yard may only win the Yard of the Month award once in a calendar year.
- City Council and staff are ineligible for the program.

### Evaluation Criteria

The Parks and Recreation Committee will use the following criteria when choosing a Yard of the Month. These are only guidelines and the Committee will make a final decision based on the evidence that shows the homeowner's pride in his or her yard:

- Yard is well-groomed
- Landscape is attractive, with a variety of plants, shrubs, trees and materials
- Buildings, fences, porches, and patios on the property are in good repair
- Yard is free of litter, junk and debris (no appliances or indoor furniture on porches or patios)
- Yard is free of inoperable or junked motor vehicles
- House numbers are displayed attractively
- Extra consideration may be given to properties that have invested extra effort using attractive art pieces, potted plants, birdhouses, patio or lawn furniture, windsocks, or decorative mailboxes

### Nominations

To nominate a yard, please send an email to [yardofthemonth@ci.lowell.or.us](mailto:yardofthemonth@ci.lowell.or.us) <sup>[1]</sup> with the property address. Nominated property owners will be contacted and may elect to withdraw from consideration. Staff will take photographs of participating properties and submit to the Parks and Recreation Committee for review and consideration.

### Award

A specially designed "Yard of the Month" sign placed in the winning front yard for one month, a certificate of recognition to the homeowner signed by the Mayor and presented at a Council meeting.

If you have any questions, please contact City Hall via email at [yardofthemonth@ci.lowell.or.us](mailto:yardofthemonth@ci.lowell.or.us) <sup>[1]</sup> or by phone 541-937-2157.

**Source URL:** <https://www.ci.lowell.or.us/code/page/yard-month-program>

### Links

<sup>[1]</sup> [yardofthemonth@ci.lowell.or.us](mailto:yardofthemonth@ci.lowell.or.us)





T193A  
T193A  
T193A





## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2019  
**SUBJECT:** City Administrator Report

- ☐ **DISCUSSION**
- ☐ **ACTION**
- ☐ **RESOLUTION**
- ☐ **ORDINANCE**
- ☐ **PROCLAMATION**
- ☒ **REPORT**

**SUMMARY:**

The attached City Administrator Report is for the period of August 16 – September 13. The report covers the following topics: Mountain View Academy Community Day, Highway 58 Business Association, Movies in the Park, Planning Commission Vacancies, Committee Meetings, Project Updates and League of Oregon Cities Highlights.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. City Administrator Report



**City Administrator's Office**  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Email: [jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us)

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 13, 2019  
**SUBJECT:** City Administrator Report

#### **Mountain View Academy Community Day**

MVA held their annual Community Day on Thursday, September 12. Approximately 100 kids descended on Paul Fisher Park to pull weeds, spread mulch and wood chips, and plant flowers. Staff would like to thank MVA for all their support. A special thank you to the Lowell Fire Department for their assistance with the event as well.

#### **Highway 58 Business Association**

The Association plans to hold a business networking event on Thursday, October 10 at Stomping Grounds Coffee House. Light refreshments will be provided, including beer, wine, and coffee. The event is targeted toward businesses, non-profits, and stakeholders in Pleasant Hill, Dexter, Fall Creek, and Lowell.

#### **Movies in the Park**

The Parks and Recreation Committee held their first movie night on Saturday, August 31 at the Banner Bank Amphitheater. Attendance was excellent, with between 75-100 people. An additional movie – The Goonies – will be shown on Saturday, September 14 at 8 p.m. As with the last movie, all expenses are covered by event sponsors.

#### **Planning Commission Vacancies**

There are still two openings on the Planning Commission. The openings have been advertised in the in three editions of The Bridge Newsletter and on the City website.

#### **Committee Meetings**

- *Parks and Recreation Committee* – The Committee selected the Yard of the Month, approved a second movie in the park, received a presentation from the Lowell School District and recommended approval of \$2,000 for their Summer Recreation Program, and started planning for Lowell Beautification Day on October 5 and the Covered Bridge Holiday Tree Lighting on December 7.

- *Blackberry Jam Festival Committee* – The Committee held a debriefing and volunteer appreciation dinner at the Lowell Fire Department on August 27 at 6:00 p.m. The event was well attended. At the meeting there was consensus to move the BBJ Festival Committee meetings to the fourth Tuesday of the month.
- *Planning Commission* – Approved a site plan, with conditions, for a cabinet shop in the industrial park. The new business is anticipated to create 10-13 new jobs. Considered a request for an interpretation of Land Development Code Section 9.408 Non-Conforming Uses.

## **Project Updates**

- *Community Facilities Study* – A draft of the Community Facilities Study has been completed. The next step is for the Downtown Master Plan Committee to review the study and provide comments. The study will subsequently be provided to the City Council for review.
- *Parks and Recreation Master Plan* – The comprehensive plan amendments have been completed. Public hearings will be scheduled for late October/early November, as we are required to provide a minimum 20-days' notice.
- *Rolling Rock Park Improvements* – Staff posted an informal solicitation for quotes to develop a phasing plan for Rolling Rock Park Improvements. The solicitation will close September 30. This procurement method is required by Code, since the contract is estimated to exceed \$5,000.
- *Main Street Overlay* – The City Engineer, Matt Wadlington with Civil West, has completed the plans and bid documents. Due to the construction traffic on Main Street and likelihood the rains will be here shortly, our engineer recommends putting the project out to bid in January, with construction in the Spring.
- *Street Crack Sealing* – Staff requested quotes for crack filling City streets. Priority streets include: North Cannon Street to 3<sup>rd</sup> Street, 1<sup>st</sup> Street from Hyland Lane to Pioneer Street, and Hyland Lane from North Shore Drive to 3<sup>rd</sup> Street. Additional streets may be added as the budget allows. A map is attached for your reference.
- *Radar Speed Signs* – Staff discussed the procurement of a fixed school zone and mobile radar speed signs with Lane County Public Works. The mobile sign has been ordered. Staff will be required to submit a facility permit for the fixed sign on Pioneer Street. Lane County is also planning to install a push button crosswalk across West Boundary Road from Main Street to Wetleau Drive with an early warning light on West Boundary Road; expected installation date is next summer.

## **League of Oregon Cities Highlights**

*U.S. Census Bureau Announces the Start of First Major Field Operation for 2020 Census* – On August 12 the U.S. Census Bureau briefed the media on the launch of address canvassing, the first major field operation of the 2020 Census. Address canvassing improves and refines the Census Bureau's address list of households nationwide, which is necessary to deliver invitations to respond to the census. The address list plays a vital role in ensuring a complete and accurate count of everyone living in the United States.

“The Census Bureau is dedicated to ensuring that we are on track, and ready to accomplish the mission of the 2020 Census,” said Census Bureau Director Steven Dillingham. “We have made many improvements and innovations over the past decade, including better technologies for canvassing neighborhoods and developing complete and updated address listings and maps.”

The Census Bureau created new software called the Block Assessment, Research and Classification Application (BARCA). It compares satellite images of the United States over time, allowing Census Bureau employees to spot new housing developments, changes in existing homes and other housing units that did not previously exist. Reviewers also use BARCA to compare the number of housing units in current imagery with the number of addresses on file for each block.

“We were able to verify 65% of addresses using satellite imagery — a massive accomplishment for us,” said Census Bureau Geography Division Chief Deirdre Bishop during the briefing. “In 2010 we had to hire 150,000 people to verify 100% of the addresses in the field, this decade we will only have to [hire](#) about 40,000 employees around the nation to verify the remaining 35% of addresses.”

Census Bureau employees (listers) have started walking through neighborhoods across the country checking addresses not verified using BARCA software. In-field address canvassing will continue through mid-October.

To [help identify address listers](#), employees will have badges and briefcases indicating their affiliation with the Census Bureau. They will knock on doors and ask a [few simple questions](#) to verify the address and any additional living quarters on the property for inclusion in the census. Employees will introduce themselves as a Census Bureau employee, show their official government ID badge, and explain the purpose of the visit.

The [2020 Census: In-Field Address Canvassing \(IFAC\) Viewer](#) provides county information on areas that listers will visit.

This operation is one of several activities the Census Bureau conducts for an accurate and complete count. The Census Bureau also partners with the U.S. Postal Service and tribal, state and local officials to update the address list.

“Ultimately, the success of the census depends on everyone’s participation,” said Marilyn Sanders, Chicago regional director. “And it’s important to remember, when you respond to the census you shape your future and the future of your community.”

The 2020 Census officially starts counting people in January 2020 in remote [Toksook Bay, Alaska](#). Following the count of people in remote Alaska, most households in the country will start receiving invitations to respond online, by phone or by mail in March 2020.

The U.S. Constitution mandates that a census of the population be conducted once every 10 years. Census data is used to determine the number of seats each state holds in Congress and how more than \$675 billion in federal funds are distributed back to states and local communities every year for services and infrastructure, including health care, jobs, schools, roads and businesses.

For more information on address canvassing, visit the Census Bureau [website](#).

*September is National Preparedness Month* – September is a time to make plans and preparations for things like fires, earthquakes, floods, tornados, or prolonged ice storms. When we think emergency preparedness, we often think of food storage and survival skills, but an important, and all too often overlooked part of every disaster preparedness plan is the protection of financial assets. In other words, having the right type of insurance may be just as important as a well-stocked Go-Bag.

As part of National Preparedness Month, the Division of Financial Regulation and the Oregon Insurance Commissioner's Office are declaring the first week of September as "**Home Inventory Week**" and encourage Oregonians to do two things. First, build a quick and easy home inventory of your belongings; and second, sit down and speak with an insurance agent to make sure you have the right coverage.

The insurance commissioner also invites mayors and city councils across the state to help by proclaiming the first week of September as **Home Inventory Week** and encourage their citizens to be insurance ready and financially resilient. View a draft proclamation at [www.dfr.oregon.gov/preparenow](http://www.dfr.oregon.gov/preparenow).

Cities are also invited to share their experience on social media, using the hash-tag "#PrepareNow" or #HomeInventoryWeek to tell their story. Follow the Oregon DCBS on Twitter [@oregondcbs](https://twitter.com/oregondcbs) or on Facebook [www.facebook.com/oregondcbs](https://www.facebook.com/oregondcbs).







*State Revenue Forecast Improve, There's a "but"* – While the state's tax collections continue to outpace projections, economists this week warned of slowing and a recession. Actual personal income tax collections have exceeded projections by 8.1%, thus triggering a "kicker" of \$1.6 billion. However, the Oregon Office of Economic Analysis (OEA), the agency that provides the forecasts, has stated that the collections appear to be greater than Oregon's economy should reasonably provide. Determining the reasons behind these strong returns will require additional analysis. The OEA also notes that slowing is expected even if the economy doesn't contract.

For more information, city leaders are encouraged to peruse the [OEA presentation](#).

# Street Maintenance

Crack Sealing

## Legend

-  E/S of Moss S of Shore
-  Feature 1
-  Lowell
-  Lowell City Hall
-  Lowell Post Office
-  Untitled Path



## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** September 17, 2019  
**SUBJECT:** Public Works Report

☐ **DISCUSSION**  
☐ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☒ **REPORT**

**SUMMARY:**

The attached Public Works Report is for the period of August 16 – September 13. The report covers the following topics: Streets and Parks, Wastewater Treatment Plant and Water Treatment Plant.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Public Works Report



**Public Works Department**  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Fax: 541-937-2936  
Email: [mbaker@ci.lowell.or.us](mailto:mbaker@ci.lowell.or.us)

---

**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** September 17, 2019  
**SUBJECT:** Public Works Report

### **Streets and Parks**

Staff partnered with MVA for their Community Outreach Project. All grades 3-8 participated. Work included pulling weeds, planting flowers and spreading ADA wood chips for the playground.

Staff met with Western Exterminator to discuss options to eliminate the Pigeon problems at the Covered Bridge and the Stage.

### **Wastewater Treatment Plant/Collections**

The replacement generator for the lift station is installed. Still waiting on Amerigas to set up propane system before operational testing and tuning.

### **Water Treatment Plant/Distribution**

All cyanotoxin sample results are all still non-detects. Staff continues to feed activated carbon to prevent taste and odor.

Staff performed maintenance on the carbon feed system and the Pass-C chemical feed pump.

Civil West will be on site the end of this week to discuss possibilities of increasing plant capacity and gather information to perform a tracer study.

### **Training and Certification**

Nick completed his Ken Keri Vol. 1 Wastewater Treatment and has started on his Vol. 1 Water Treatment.

Last week a potential Vocational Rehabilitation Student began a two week on the job evaluation.

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2019  
**SUBJECT:** Monthly Financial Report

☐ **DISCUSSION**  
☐ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☒ **REPORT**

**SUMMARY:**

The Monthly Financial Report for August is attached for your review.

**FISCAL IMPACT:**

None.

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. August Revenue and Expenditure reports

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>TAXES</u>					
110-310-4112	PROPERTY TAXES - CURRENT	.00	.00	142,768.00	142,768.00	.0
110-310-4114	PROPERTY TAXES - PRIOR	432.00	720.72	5,293.00	4,572.28	13.6
	TOTAL TAXES	432.00	720.72	148,061.00	147,340.28	.5
	<u>INVESTMENT EARNINGS</u>					
110-315-4125	INTEREST EARNED	530.58	1,046.36	6,130.00	5,083.64	17.1
	TOTAL INVESTMENT EARNINGS	530.58	1,046.36	6,130.00	5,083.64	17.1
	<u>INTERGOVERNMENTAL</u>					
110-320-4132	STATE REVENUE SHARING	2,455.49	2,455.49	10,421.00	7,965.51	23.6
110-320-4134	CIGARETTE TAX	.00	111.49	1,000.00	888.51	11.2
110-320-4136	LIQUOR TAX	1,672.18	3,179.83	20,564.00	17,384.17	15.5
110-320-4145	TRANSIENT ROOM TAX	.00	5.47	300.00	294.53	1.8
110-320-4148	MARIJUANA TAX DISTRIBUTION	.00	.00	5,200.00	5,200.00	.0
	TOTAL INTERGOVERNMENTAL	4,127.67	5,752.28	37,485.00	31,732.72	15.4
	<u>GRANT REVENUES</u>					
110-325-4151	GRANT REVENUE	30,000.00	30,000.00	1,050,000.00	1,020,000.00	2.9
110-325-4152	TOURISM GRANT	.00	.00	9,832.00	9,832.00	.0
110-325-4154	SUMMER READING GRANT	.00	.00	1,000.00	1,000.00	.0
110-325-4158	DLCD GRANT	.00	.00	1,000.00	1,000.00	.0
	TOTAL GRANT REVENUES	30,000.00	30,000.00	1,061,832.00	1,031,832.00	2.8
	<u>FRANCHISE FEES</u>					
110-330-4310	CABLE FRANCHISE FEES	1,358.22	1,358.22	4,388.00	3,029.78	31.0
110-330-4312	ELECTRIC FRANCHISE FEES	25,345.32	25,345.32	47,298.00	21,952.68	53.6
110-330-4314	GARBAGE FRANCHISE FEES	.00	.00	4,000.00	4,000.00	.0
110-330-4316	TELECOM FRANCHISE FEES	.00	.00	1,706.00	1,706.00	.0
	TOTAL FRANCHISE FEES	26,703.54	26,703.54	57,392.00	30,688.46	46.5

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>LICENSES &amp; PERMITS</u>					
110-335-4352	LAND USE & DEVELOPMENT	5,045.00	5,337.00	13,500.00	8,163.00	39.5
110-335-4354	MISC PERMITS & LICENSES	110.00	220.00	250.00	30.00	88.0
110-335-4356	BUILDING PERMIT FEES	1,342.78	1,671.78	40,634.00	38,962.22	4.1
110-335-4358	ELECTRICAL PERMIT FEES	795.20	2,240.00	6,095.00	3,855.00	36.8
110-335-4360	DOG LICENSES	.00	52.00	700.00	648.00	7.4
	TOTAL LICENSES & PERMITS	7,292.98	9,520.78	61,179.00	51,658.22	15.6
	<u>CHARGES FOR SERVICE</u>					
110-340-4410	COPY, FAX, NOTARY & RESEARCH	84.90	175.61	100.00	( 75.61)	175.6
110-340-4413	LIBRARY MEMBERSHIPS	.00	.00	1,250.00	1,250.00	.0
110-340-4415	LIBRARY BUSINESS SERVICES	.00	.00	500.00	500.00	.0
110-340-4417	LIEN SEARCHES	50.00	110.00	350.00	240.00	31.4
110-340-4419	ELECTION FILING FEES	.00	.00	50.00	50.00	.0
110-340-4421	SDC/CET ADMIN FEE	.00	259.95	2,200.00	1,940.05	11.8
110-340-4423	PAY STATION REVENUE	.00	.00	100.00	100.00	.0
	TOTAL CHARGES FOR SERVICE	134.90	545.56	4,550.00	4,004.44	12.0
	<u>SDC REVENUE</u>					
110-345-4511	PARKS REIMBURSEMENT SDC	.00	47.00	387.00	340.00	12.1
	TOTAL SDC REVENUE	.00	47.00	387.00	340.00	12.1
	<u>FINES &amp; FORFEITURES</u>					
110-350-4625	MUNICIPAL COURT REVENUE	150.00	150.00	2,942.00	2,792.00	5.1
	TOTAL FINES & FORFEITURES	150.00	150.00	2,942.00	2,792.00	5.1
	<u>REIMBURSEMENT REVENUE</u>					
110-365-4752	REIMBURSEMENT REVENUE	.00	.00	5,000.00	5,000.00	.0
	TOTAL REIMBURSEMENT REVENUE	.00	.00	5,000.00	5,000.00	.0
	<u>OTHER REVENUE</u>					
110-370-4824	DONATIONS	50.00	50.00	.00	( 50.00)	.0
110-370-4825	LIBRARY DONATIONS	.00	.00	1,000.00	1,000.00	.0
	TOTAL OTHER REVENUE	50.00	50.00	1,000.00	950.00	5.0

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>MISCELLANEOUS REVENUE</u>					
110-385-4895	MISCELLANEOUS REVENUE	.00	15,007.28	2,500.00	( 12,507.28)	600.3
	TOTAL MISCELLANEOUS REVENUE	.00	15,007.28	2,500.00	( 12,507.28)	600.3
	TOTAL FUND REVENUE	69,421.67	89,543.52	1,388,458.00	1,298,914.48	6.5

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
110-410-5110 CITY ADMINISTRATOR	693.33	2,079.99	17,305.00	15,225.01	12.0
110-410-5112 FINANCE CLERK	220.24	660.72	.00 (	660.72)	.0
110-410-5114 CITY CLERK	.00	.00	5,153.00	5,153.00	.0
110-410-5158 MAINTENANCE WORKER I	68.70	236.18	1,824.00	1,587.82	13.0
110-410-5220 OVERTIME	.00	.00	193.00	193.00	.0
110-410-5315 SOCIAL SECURITY/MEDICARE	75.15	227.74	2,195.00	1,967.26	10.4
110-410-5320 WORKER'S COMP	.29	53.70	179.00	125.30	30.0
110-410-5350 UNEMPLOYMENT	.00	.00	1,733.00	1,733.00	.0
110-410-5410 HEALTH INSURANCE	.00	312.99	3,582.00	3,269.01	8.7
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	169.34	513.21	4,220.00	3,706.79	12.2
110-410-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
110-410-6112 LEGAL SERVICES	.00	155.40	5,000.00	4,844.60	3.1
110-410-6114 FINANCIAL SERVICES	312.00	1,276.75	3,749.00	2,472.25	34.1
110-410-6122 IT SERVICES	299.10	8,831.35	5,753.00 (	3,078.35)	153.5
110-410-6124 COPIER CONTRACT	147.98	295.96	2,000.00	1,704.04	14.8
110-410-6128 OTHER CONTRACT SERVICES	347.00	11,350.33	2,371.00 (	8,979.33)	478.7
110-410-6210 INSURANCE & BONDS	.00	.00	6,115.00	6,115.00	.0
110-410-6220 PUBLICATIONS, PRINTING & DUES	640.00	640.00	6,900.00	6,260.00	9.3
110-410-6222 NEWSLETTER EXPENDITURE	.00	.00	1,200.00	1,200.00	.0
110-410-6226 POSTAGE	.00	.00	750.00	750.00	.0
110-410-6228 PUBLIC NOTICES	.00	.00	1,000.00	1,000.00	.0
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	102.37	125.32	1,000.00	874.68	12.5
110-410-6234 GENERAL SUPPLIES	.00	.00	1,000.00	1,000.00	.0
110-410-6238 BANK SERVICE CHARGES	319.35	361.89	1,000.00	638.11	36.2
110-410-6240 TRAVEL & TRAINING	.00	32.10	1,500.00	1,467.90	2.1
110-410-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-410-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	100.00	100.00	.0
110-410-6334 NON-CAPITALIZED ASSETS	.00	.00	2,000.00	2,000.00	.0
110-410-6420 WATER SERVICES	416.21	460.83	200.00 (	260.83)	230.4
110-410-6425 SEWER SERVICES	90.40	178.16	150.00 (	28.16)	118.8
110-410-6430 ELECTRICITY SERVICES	.00	170.28	550.00	379.72	31.0
110-410-6435 INTERNET SERVICES	85.97	163.44	315.00	151.56	51.9
110-410-6440 TELEPHONE SERVICES	202.88	406.48	342.00 (	64.48)	118.9
110-410-6445 REFUSE SERVICES	8.21	16.42	90.00	73.58	18.2
110-410-6510 COUNCIL EXPENDITURE	.00	.00	2,000.00	2,000.00	.0
110-410-6512 STATE ETHICS COMMISSION	.00	.00	600.00	600.00	.0
110-410-6792 REIMBURSABLE EXPENDITURE	.00	.00	5,000.00	5,000.00	.0
110-410-8225 BUILDINGS & FACILITIES	.00	.00	90,000.00	90,000.00	.0
TOTAL ADMINISTRATION	4,198.52	28,549.24	182,988.00	154,438.76	15.6

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS &amp; RECREATION</u>					
110-420-5110 CITY ADMINISTRATOR	173.33	519.99	4,328.00	3,808.01	12.0
110-420-5150 PUBLIC WORKS DIRECTOR	143.54	435.59	3,374.00	2,938.41	12.9
110-420-5152 UTILITY WORKER I	163.75	493.50	3,276.00	2,782.50	15.1
110-420-5154 UTILITY WORKER II	.00	.00	3,276.00	3,276.00	.0
110-420-5156 UTILITY WORKER III	130.00	390.00	.00	( 390.00)	.0
110-420-5158 MAINTENANCE WORKER I	343.44	1,180.70	9,118.00	7,937.30	13.0
110-420-5220 OVERTIME	.00	110.28	1,351.00	1,240.72	8.2
110-420-5315 SOCIAL SECURITY/MEDICARE	72.99	239.46	2,217.00	1,977.54	10.8
110-420-5320 WORKER'S COMP	.59	212.31	1,709.00	1,496.69	12.4
110-420-5350 UNEMPLOYMENT	.00	.00	1,861.00	1,861.00	.0
110-420-5410 HEALTH INSURANCE	.00	292.11	4,316.00	4,023.89	6.8
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	142.08	464.46	4,262.00	3,797.54	10.9
110-420-6128 OTHER CONTRACT SERVICES	.00	1,989.44	1,000.00	( 989.44)	198.9
110-420-6234 GENERAL SUPPLIES	1,680.12	1,867.38	2,000.00	132.62	93.4
110-420-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
110-420-6320 BUILDING REPAIR & MAINTENANCE	560.16	695.57	2,500.00	1,804.43	27.8
110-420-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	265.96	1,000.00	734.04	26.6
110-420-6330 OTHER REPAIR & MAINTENANCE	298.97	298.97	5,000.00	4,701.03	6.0
110-420-6334 NON-CAPITALIZED ASSETS	.00	.00	2,000.00	2,000.00	.0
110-420-6339 MAINTENANCE - NELSON LAND DONA	.00	.00	500.00	500.00	.0
110-420-6420 WATER SERVICES	102.05	165.33	5,150.00	4,984.67	3.2
110-420-6425 SEWER SERVICES	120.54	237.56	1,439.00	1,201.44	16.5
110-420-6430 ELECTRICITY SERVICES	.00	53.18	614.00	560.82	8.7
110-420-6445 REFUSE SERVICES	22.50	45.00	288.00	243.00	15.6
110-420-6710 GAS & OIL	.00	53.37	812.00	758.63	6.6
110-420-8520 PARKS IMPROVEMENTS	6,117.65	6,117.65	790,000.00	783,882.35	.8
TOTAL PARKS & RECREATION	10,071.71	16,127.81	851,891.00	835,763.19	1.9
<u>POLICE</u>					
110-430-6118 POLICE SERVICES	.00	.00	30,561.00	30,561.00	.0
110-430-6334 NON-CAPITALIZED ASSETS	.00	.00	5,000.00	5,000.00	.0
TOTAL POLICE	.00	.00	35,561.00	35,561.00	.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
110-440-5110 CITY ADMINISTRATOR	173.33	519.99	4,325.00	3,805.01	12.0
110-440-5112 FINANCE CLERK	110.12	330.36	.00 (	330.36)	.0
110-440-5114 CITY CLERK	.00	.00	2,577.00	2,577.00	.0
110-440-5220 OVERTIME	.00	.00	97.00	97.00	.0
110-440-5315 SOCIAL SECURITY/MEDICARE	21.69	65.07	628.00	562.93	10.4
110-440-5320 WORKER'S COMP	.08	17.82	14.00 (	3.82)	127.3
110-440-5350 UNEMPLOYMENT	.00	.00	508.00	508.00	.0
110-440-5410 HEALTH INSURANCE	.00	124.87	1,314.00	1,189.13	9.5
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	48.86	146.58	1,207.00	1,060.42	12.1
110-440-6116 ENGINEERING SERVICES	.00	1,200.00	500.00 (	700.00)	240.0
110-440-6128 OTHER CONTRACT SERVICES	18,092.22	18,092.22	10,000.00 (	8,092.22)	180.9
110-440-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	100.00	100.00	.0
110-440-6226 POSTAGE	.00	.00	250.00	250.00	.0
110-440-6240 TRAVEL & TRAINING	.00	.00	500.00	500.00	.0
110-440-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-440-6522 LAND USE & DEVELOPMENT COSTS	.00	4,895.98	10,125.00	5,229.02	48.4
110-440-6524 BUILDING PERMIT COSTS	444.75	13,600.34	31,282.00	17,681.66	43.5
110-440-6525 ELECTRICAL PERMIT COSTS	967.50	2,250.45	4,650.00	2,399.55	48.4
TOTAL COMMUNITY DEVELOPMENT	19,858.55	41,243.68	68,327.00	27,083.32	60.4

LIBRARY

110-450-5130 LIBRARIAN/SPECIAL EVENTS	.00	.00	11,700.00	11,700.00	.0
110-450-5158 MAINTENANCE WORKER I	68.70	236.18	.00 (	236.18)	.0
110-450-5315 SOCIAL SECURITY/MEDICARE	5.26	18.07	1,049.00	1,030.93	1.7
110-450-5320 WORKER'S COMP	.05	26.48	50.00	23.52	53.0
110-450-5350 UNEMPLOYMENT	.00	.00	741.00	741.00	.0
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	11.84	40.71	2,017.00	1,976.29	2.0
110-450-6122 IT SERVICES	.00	288.00	7,440.00	7,152.00	3.9
110-450-6128 OTHER CONTRACT SERVICES	.00	250.00	2,000.00	1,750.00	12.5
110-450-6226 POSTAGE	.00	.00	50.00	50.00	.0
110-450-6230 OFFICE SUPPLIES/EQUIPMENT	.00	.00	500.00	500.00	.0
110-450-6234 GENERAL SUPPLIES	.00	.00	1,500.00	1,500.00	.0
110-450-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-450-6320 BUILDING REPAIR & MAINTENANCE	19.50	581.50	100.00 (	481.50)	581.5
110-450-6334 NON-CAPITALIZED ASSETS	.00	.00	1,000.00	1,000.00	.0
110-450-6420 WATER SERVICES	138.74	153.61	1,200.00	1,046.39	12.8
110-450-6425 SEWER SERVICES	30.14	59.40	732.00	672.60	8.1
110-450-6430 ELECTRICITY SERVICES	.00	56.76	3,600.00	3,543.24	1.6
110-450-6435 INTERNET SERVICES	85.97	163.44	2,100.00	1,936.56	7.8
110-450-6440 TELEPHONE SERVICES	.00	.00	300.00	300.00	.0
110-450-6445 REFUSE SERVICES	8.21	16.42	600.00	583.58	2.7
110-450-6530 SUMMER READING PROGRAM	.00	.00	1,000.00	1,000.00	.0
110-450-8225 BUILDINGS & FACILITIES	.00	.00	302,000.00	302,000.00	.0
TOTAL LIBRARY	368.41	1,890.57	339,929.00	338,038.43	.6

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CODE ENFORCEMENT</u>					
110-460-5110 CITY ADMINISTRATOR	173.33	519.99	4,326.00	3,806.01	12.0
110-460-5150 PUBLIC WORKS DIRECTOR	143.54	435.59	3,374.00	2,938.41	12.9
110-460-5220 OVERTIME	.00	36.02	.00	( 36.02)	.0
110-460-5315 SOCIAL SECURITY/MEDICARE	24.24	75.86	691.00	615.14	11.0
110-460-5320 WORKER'S COMP	.08	17.86	307.00	289.14	5.8
110-460-5350 UNEMPLOYMENT	.00	.00	573.00	573.00	.0
110-460-5410 HEALTH INSURANCE	.00	97.38	1,439.00	1,341.62	6.8
110-460-5450 PUBLIC EMPLOYEES RETIREMENT	54.63	170.95	1,328.00	1,157.05	12.9
110-460-6128 OTHER CONTRACT SERVICES	.00	.00	2,500.00	2,500.00	.0
110-460-6234 GENERAL SUPPLIES	.00	.00	100.00	100.00	.0
110-460-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-460-6445 REFUSE SERVICES	.00	274.84	.00	( 274.84)	.0
TOTAL CODE ENFORCEMENT	395.82	1,628.49	14,738.00	13,109.51	11.1

TOURISM

110-470-6128 OTHER CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.0
110-470-6224 MARKETING	.00	.00	2,000.00	2,000.00	.0
110-470-6226 POSTAGE	.00	.00	100.00	100.00	.0
110-470-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	.00	58.45	5,000.00	4,941.55	1.2
110-470-6327 COMMUNITY GRANT PROGRAM	.00	.00	3,000.00	3,000.00	.0
110-470-6550 TOURISM FUNDED PROJECTS	1,072.15	1,072.15	.00	( 1,072.15)	.0
TOTAL TOURISM	1,072.15	1,130.60	11,350.00	10,219.40	10.0

MUNICIPAL COURT

110-480-5110 CITY ADMINISTRATOR	173.33	519.99	4,325.00	3,805.01	12.0
110-480-5112 FINANCE CLERK	110.12	330.36	.00	( 330.36)	.0
110-480-5114 CITY CLERK	.00	.00	2,577.00	2,577.00	.0
110-480-5220 OVERTIME	.00	.00	97.00	97.00	.0
110-480-5315 SOCIAL SECURITY/MEDICARE	21.69	65.07	628.00	562.93	10.4
110-480-5320 WORKER'S COMP	.08	17.82	14.00	( 3.82)	127.3
110-480-5350 UNEMPLOYMENT	.00	.00	508.00	508.00	.0
110-480-5410 HEALTH INSURANCE	.00	124.87	1,314.00	1,189.13	9.5
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	48.86	146.58	1,207.00	1,060.42	12.1
110-480-6120 JUDGE CONTRACT	.00	.00	1,250.00	1,250.00	.0
110-480-6128 OTHER CONTRACT SERVICES	.00	.00	1,500.00	1,500.00	.0
110-480-6226 POSTAGE	.00	.00	50.00	50.00	.0
110-480-6238 BANK SERVICE CHARGES	.00	.00	200.00	200.00	.0
110-480-6560 STATE ASSESSMENTS	.00	.00	500.00	500.00	.0
TOTAL MUNICIPAL COURT	354.08	1,204.69	14,170.00	12,965.31	8.5

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
110-800-7111	LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	13,668.00	13,668.00	.0
110-800-7511	LOAN INTEREST - LIBRARY/CITY	.00	.00	18,601.00	18,601.00	.0
	TOTAL DEBT SERVICE	.00	.00	32,269.00	32,269.00	.0
	<u>OTHER REQUIREMENTS</u>					
110-900-9150	TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
110-900-9590	CONTINGENCY	.00	.00	55,502.00	55,502.00	.0
110-900-9895	RESERVED FOR FUTURE USE - PARK	.00	.00	7,500.00	7,500.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	69,002.00	69,002.00	.0
	TOTAL FUND EXPENDITURES	36,319.24	91,775.08	1,620,225.00	1,528,449.92	5.7
	NET REVENUE OVER EXPENDITURES	33,102.43	( 2,231.56)	( 231,767.00)	( 229,535.44)	( 1.0)

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INVESTMENT EARNINGS</u>					
230-315-4125	INTEREST EARNED	200.82	409.96	2,902.00	2,492.04	14.1
	TOTAL INVESTMENT EARNINGS	200.82	409.96	2,902.00	2,492.04	14.1
	<u>LICENSES &amp; PERMITS</u>					
230-335-4370	WATER/SEWER CONNECTION PERMIT	.00	.00	2,000.00	2,000.00	.0
	TOTAL LICENSES & PERMITS	.00	.00	2,000.00	2,000.00	.0
	<u>CHARGES FOR SERVICE</u>					
230-340-4425	WATER/SEWER SALES	38,925.39	72,638.79	333,048.00	260,409.21	21.8
230-340-4426	BULK WATER SALES	.00	.00	500.00	500.00	.0
230-340-4430	WATER/SEWER CONNECTION FEES	.00	.00	2,000.00	2,000.00	.0
230-340-4435	FIRE HYDRANT FEE	333.48	667.34	4,337.00	3,669.66	15.4
230-340-4450	WATER/SEWER PENALTIES	217.50	487.50	.00	( 487.50)	.0
	TOTAL CHARGES FOR SERVICE	39,476.37	73,793.63	339,885.00	266,091.37	21.7
	<u>SDC REVENUE</u>					
230-345-4531	WATER REIMBURSEMENT SDC	.00	745.00	8,568.00	7,823.00	8.7
	TOTAL SDC REVENUE	.00	745.00	8,568.00	7,823.00	8.7
	<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
230-360-4225	LOAN PROCEEDS	.00	.00	175,000.00	175,000.00	.0
	TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	175,000.00	175,000.00	.0
	<u>MISCELLANEOUS REVENUE</u>					
230-385-4895	MISCELLANEOUS REVENUE	.00	35.00	5,000.00	4,965.00	.7
	TOTAL MISCELLANEOUS REVENUE	.00	35.00	5,000.00	4,965.00	.7
	TOTAL FUND REVENUE	39,677.19	74,983.59	533,355.00	458,371.41	14.1

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
230-490-5110 CITY ADMINISTRATOR	953.33	2,859.99	23,796.00	20,936.01	12.0
230-490-5112 FINANCE CLERK	880.96	2,642.88	.00 (	2,642.88)	.0
230-490-5114 CITY CLERK	.00	.00	20,613.00	20,613.00	.0
230-490-5150 PUBLIC WORKS DIRECTOR	1,220.09	3,702.50	28,680.00	24,977.50	12.9
230-490-5152 UTILITY WORKER I	695.94	2,097.38	13,923.00	11,825.62	15.1
230-490-5154 UTILITY WORKER II	.00	.00	13,923.00	13,923.00	.0
230-490-5156 UTILITY WORKER III	552.50	1,657.50	.00 (	1,657.50)	.0
230-490-5158 MAINTENANCE WORKER I	103.04	354.22	2,735.00	2,380.78	13.0
230-490-5220 OVERTIME	.00	621.76	6,516.00	5,894.24	9.5
230-490-5315 SOCIAL SECURITY/MEDICARE	337.05	1,066.10	9,882.00	8,815.90	10.8
230-490-5320 WORKER'S COMP	2.10	1,032.28	5,934.00	4,901.72	17.4
230-490-5350 UNEMPLOYMENT	.00	.00	8,736.00	8,736.00	.0
230-490-5410 HEALTH INSURANCE	.00	2,306.77	29,720.00	27,413.23	7.8
230-490-5450 PUBLIC EMPLOYEES RETIREMENT	664.31	2,083.04	18,996.00	16,912.96	11.0
230-490-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
230-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
230-490-6114 FINANCIAL SERVICES	312.00	1,276.75	3,749.00	2,472.25	34.1
230-490-6116 ENGINEERING SERVICES	.00	.00	80,000.00	80,000.00	.0
230-490-6122 IT SERVICES	299.10	6,696.15	5,381.00 (	1,315.15)	124.4
230-490-6128 OTHER CONTRACT SERVICES	70.00	6,108.33	2,000.00 (	4,108.33)	305.4
230-490-6210 INSURANCE & BONDS	.00	.00	6,115.00	6,115.00	.0
230-490-6220 PUBLICATIONS, PRINTING & DUES	.00	125.84	1,000.00	874.16	12.6
230-490-6226 POSTAGE	200.00	600.00	1,707.00	1,107.00	35.2
230-490-6230 OFFICE SUPPLIES/EQUIPMENT	61.79	140.47	1,281.00	1,140.53	11.0
230-490-6234 GENERAL SUPPLIES	566.55	566.55	2,699.00	2,132.45	21.0
230-490-6238 BANK SERVICE CHARGES	503.87	742.07	2,825.00	2,082.93	26.3
230-490-6240 TRAVEL & TRAINING	.00	.00	1,500.00	1,500.00	.0
230-490-6290 MISCELLANEOUS	.00	.00	1,500.00	1,500.00	.0
230-490-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
230-490-6324 EQUIPMENT REPAIR & MAINTENANCE	345.90	526.90	1,000.00	473.10	52.7
230-490-6330 OTHER REPAIR & MAINTENANCE	11.40	107.33	15,329.00	15,221.67	.7
230-490-6334 NON-CAPITALIZED ASSETS	3,310.94	3,310.94	1,500.00 (	1,810.94)	220.7
230-490-6420 WATER SERVICES	46.11	95.14	1,697.00	1,601.86	5.6
230-490-6425 SEWER SERVICES	60.27	118.78	723.00	604.22	16.4
230-490-6430 ELECTRICITY SERVICES	.00	1,561.80	19,254.00	17,692.20	8.1
230-490-6435 INTERNET SERVICES	70.00	140.00	865.00	725.00	16.2
230-490-6440 TELEPHONE SERVICES	238.78	470.14	3,886.00	3,415.86	12.1
230-490-6445 REFUSE SERVICES	18.92	37.84	233.00	195.16	16.2
230-490-6710 GAS & OIL	.00	.00	1,602.00	1,602.00	.0
230-490-6712 OPERATIONS & SUPPLIES	.00	492.49	.00 (	492.49)	.0
230-490-6750 CHEMICALS & LAB SUPPLIES	1,966.87	3,933.74	21,349.00	17,415.26	18.4
230-490-6755 WATER/SEWER ANALYSIS	113.40	113.40	2,842.00	2,728.60	4.0
TOTAL NON-DEPARTMENTAL	13,605.22	47,589.08	370,910.00	323,320.92	12.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CAPITAL OUTLAY</u>					
230-700-8540	WATER SYSTEMS IMPROVEMTS	.00	.00	175,000.00	175,000.00	.0
	TOTAL CAPITAL OUTLAY	.00	.00	175,000.00	175,000.00	.0
	<u>DEBT SERVICE</u>					
230-800-7110	LOAN PRINCIPAL	.00	.00	15,794.00	15,794.00	.0
230-800-7111	LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	1,367.00	1,367.00	.0
230-800-7122	LOAN PRINCIPAL - SPWF	.00	.00	4,265.00	4,265.00	.0
230-800-7124	LOAN PRINCIPAL - RD	.00	.00	16,093.00	16,093.00	.0
230-800-7510	LOAN INTEREST	.00	.00	1,483.00	1,483.00	.0
230-800-7511	LOAN INTEREST - LIBRARY/CITY	.00	.00	1,860.00	1,860.00	.0
230-800-7522	LOAN INTEREST - SPWF	.00	.00	3,157.00	3,157.00	.0
230-800-7524	LOAN INTEREST - RD	.00	.00	23,292.00	23,292.00	.0
	TOTAL DEBT SERVICE	.00	.00	67,311.00	67,311.00	.0
	<u>OTHER REQUIREMENTS</u>					
230-900-9120	TRANSFER TO WATER RESERVE FUND	.00	.00	3,938.00	3,938.00	.0
230-900-9150	TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
230-900-9590	CONTINGENCY	.00	.00	55,311.00	55,311.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	65,249.00	65,249.00	.0
	TOTAL FUND EXPENDITURES	13,605.22	47,589.08	678,470.00	630,880.92	7.0
	NET REVENUE OVER EXPENDITURES	26,071.97	27,394.51	( 145,115.00)	( 172,509.51)	18.9

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INVESTMENT EARNINGS</u>					
240-315-4125	INTEREST EARNED	192.64	393.36	3,640.00	3,246.64	10.8
	TOTAL INVESTMENT EARNINGS	192.64	393.36	3,640.00	3,246.64	10.8
	<u>LICENSES &amp; PERMITS</u>					
240-335-4370	WATER/SEWER CONNECTION PERMIT	115.00	230.00	920.00	690.00	25.0
	TOTAL LICENSES & PERMITS	115.00	230.00	920.00	690.00	25.0
	<u>CHARGES FOR SERVICE</u>					
240-340-4425	WATER/SEWER SALES	29,964.88	59,933.02	394,156.00	334,222.98	15.2
240-340-4450	WATER/SEWER PENALTIES	207.50	472.50	.00	( 472.50)	.0
	TOTAL CHARGES FOR SERVICE	30,172.38	60,405.52	394,156.00	333,750.48	15.3
	<u>SDC REVENUE</u>					
240-345-4541	SEWER REIMBURSEMENT SDC	.00	618.00	4,944.00	4,326.00	12.5
	TOTAL SDC REVENUE	.00	618.00	4,944.00	4,326.00	12.5
	<u>MISCELLANEOUS REVENUE</u>					
240-385-4895	MISCELLANEOUS REVENUE	.00	.00	4,500.00	4,500.00	.0
	TOTAL MISCELLANEOUS REVENUE	.00	.00	4,500.00	4,500.00	.0
	<u>TRANSFERS IN</u>					
240-390-4955	TRANSFER FROM DEBT RESERVE FUN	.00	.00	12,724.00	12,724.00	.0
	TOTAL TRANSFERS IN	.00	.00	12,724.00	12,724.00	.0
	TOTAL FUND REVENUE	30,480.02	61,646.88	420,884.00	359,237.12	14.7

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
240-490-5110 CITY ADMINISTRATOR	953.36	2,860.08	23,796.00	20,935.92	12.0
240-490-5112 FINANCE CLERK	880.95	2,642.85	.00 (	2,642.85)	.0
240-490-5114 CITY CLERK	.00	.00	20,613.00	20,613.00	.0
240-490-5150 PUBLIC WORKS DIRECTOR	1,220.08	3,702.47	28,680.00	24,977.53	12.9
240-490-5152 UTILITY WORKER I	695.93	2,097.36	13,923.00	11,825.64	15.1
240-490-5154 UTILITY WORKER II	.00	.00	13,923.00	13,923.00	.0
240-490-5156 UTILITY WORKER III	552.50	1,657.50	.00 (	1,657.50)	.0
240-490-5158 MAINTENANCE WORKER I	103.04	354.22	2,735.00	2,380.78	13.0
240-490-5220 OVERTIME	.00	621.76	6,516.00	5,894.24	9.5
240-490-5315 SOCIAL SECURITY/MEDICARE	337.03	1,066.06	9,882.00	8,815.94	10.8
240-490-5320 WORKER'S COMP	2.11	1,032.27	5,934.00	4,901.73	17.4
240-490-5350 UNEMPLOYMENT	.00	.00	8,736.00	8,736.00	.0
240-490-5410 HEALTH INSURANCE	.00	2,306.78	29,720.00	27,413.22	7.8
240-490-5450 PUBLIC EMPLOYEES RETIREMENT	664.31	2,083.04	18,996.00	16,912.96	11.0
240-490-6110 AUDITING	.00	.00	4,419.00	4,419.00	.0
240-490-6112 LEGAL SERVICES	.00	.00	500.00	500.00	.0
240-490-6114 FINANCIAL SERVICES	312.00	1,276.75	3,749.00	2,472.25	34.1
240-490-6116 ENGINEERING SERVICES	725.00	2,780.00	100,000.00	97,220.00	2.8
240-490-6122 IT SERVICES	299.10	6,696.15	3,881.00 (	2,815.15)	172.5
240-490-6128 OTHER CONTRACT SERVICES	370.00	6,708.33	3,600.00 (	3,108.33)	186.3
240-490-6210 INSURANCE & BONDS	.00	.00	6,115.00	6,115.00	.0
240-490-6220 PUBLICATIONS, PRINTING & DUES	.00	125.84	600.00	474.16	21.0
240-490-6226 POSTAGE	200.00	600.00	2,000.00	1,400.00	30.0
240-490-6230 OFFICE SUPPLIES/EQUIPMENT	61.79	140.47	500.00	359.53	28.1
240-490-6234 GENERAL SUPPLIES	419.11	419.11	2,000.00	1,580.89	21.0
240-490-6238 BANK SERVICE CHARGES	503.87	742.07	1,498.00	755.93	49.5
240-490-6240 TRAVEL & TRAINING	.00	.00	1,500.00	1,500.00	.0
240-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
240-490-6320 BUILDING REPAIR & MAINTENANCE	.00	596.42	1,000.00	403.58	59.6
240-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
240-490-6330 OTHER REPAIR & MAINTENANCE	1,905.48	3,829.48	12,500.00	8,670.52	30.6
240-490-6334 NON-CAPITALIZED ASSETS	.00	.00	1,000.00	1,000.00	.0
240-490-6420 WATER SERVICES	2,755.39	4,354.51	11,457.00	7,102.49	38.0
240-490-6425 SEWER SERVICES	542.43	1,069.02	6,620.00	5,550.98	16.2
240-490-6430 ELECTRICITY SERVICES	.00	754.63	25,068.00	24,313.37	3.0
240-490-6440 TELEPHONE SERVICES	126.14	252.14	1,518.00	1,265.86	16.6
240-490-6445 REFUSE SERVICES	18.92	37.84	238.00	200.16	15.9
240-490-6520 PERMITS	.00	.00	3,100.00	3,100.00	.0
240-490-6710 GAS & OIL	.00	.00	1,457.00	1,457.00	.0
240-490-6750 CHEMICALS & LAB SUPPLIES	960.57	1,820.36	14,700.00	12,879.64	12.4
240-490-6755 WATER/SEWER ANALYSIS	1,066.50	1,683.00	10,483.00	8,800.00	16.1
TOTAL NON-DEPARTMENTAL	15,675.61	54,310.51	408,457.00	354,146.49	13.3
<u>CAPITAL OUTLAY</u>					
240-700-8335 EQUIPMENT & FURNISHINGS	.00	.00	42,000.00	42,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	42,000.00	42,000.00	.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
240-800-7110	LOAN PRINCIPAL	.00	.00	18,313.00	18,313.00	.0
240-800-7111	LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	1,367.00	1,367.00	.0
240-800-7122	LOAN PRINCIPAL - SPWF	.00	.00	4,056.00	4,056.00	.0
240-800-7124	LOAN PRINCIPAL - RD	.00	.00	6,263.00	6,263.00	.0
240-800-7510	LOAN INTEREST	.00	.00	9,573.00	9,573.00	.0
240-800-7511	LOAN INTEREST - LIBRARY/CITY	.00	.00	1,860.00	1,860.00	.0
240-800-7522	LOAN INTEREST - SPWF	.00	.00	3,367.00	3,367.00	.0
240-800-7524	LOAN INTEREST - RD	.00	.00	9,487.00	9,487.00	.0
	TOTAL DEBT SERVICE	.00	.00	54,286.00	54,286.00	.0
	<u>OTHER REQUIREMENTS</u>					
240-900-9121	TRANSFER TO SEWER RESERVE FUND	.00	.00	1,575.00	1,575.00	.0
240-900-9150	TRANSFER TO EQUIPMENT FUND	.00	.00	6,000.00	6,000.00	.0
240-900-9590	CONTINGENCY	.00	.00	90,595.00	90,595.00	.0
	TOTAL OTHER REQUIREMENTS	.00	.00	98,170.00	98,170.00	.0
	TOTAL FUND EXPENDITURES	15,675.61	54,310.51	602,913.00	548,602.49	9.0
	NET REVENUE OVER EXPENDITURES	14,804.41	7,336.37	( 182,029.00)	( 189,365.37)	4.0

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INVESTMENT EARNINGS</u>					
312-315-4125	INTEREST EARNED	151.29	308.55	2,045.00	1,736.45	15.1
	TOTAL INVESTMENT EARNINGS	151.29	308.55	2,045.00	1,736.45	15.1
	<u>INTERGOVERNMENTAL</u>					
312-320-4142	STATE DISTRIBUTIONS	4,990.12	12,141.29	79,288.00	67,146.71	15.3
	TOTAL INTERGOVERNMENTAL	4,990.12	12,141.29	79,288.00	67,146.71	15.3
	<u>SOURCE 325</u>					
312-325-4151	GRANT REVENUE	.00	.00	150,000.00	150,000.00	.0
	TOTAL SOURCE 325	.00	.00	150,000.00	150,000.00	.0
	<u>SDC REVENUE</u>					
312-345-4513	TRANSPORTATION REIMBURSEMENT S	.00	104.00	1,605.00	1,501.00	6.5
	TOTAL SDC REVENUE	.00	104.00	1,605.00	1,501.00	6.5
	<u>LOAN PAYMENTS &amp; PROCEEDS</u>					
312-360-4225	LOAN PROCEEDS	.00	.00	268,042.00	268,042.00	.0
	TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	268,042.00	268,042.00	.0
	TOTAL FUND REVENUE	5,141.41	12,553.84	500,980.00	488,426.16	2.5

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
312-490-5110 CITY ADMINISTRATOR	173.33	519.99	4,326.00	3,806.01	12.0
312-490-5150 PUBLIC WORKS DIRECTOR	143.54	435.59	3,374.00	2,938.41	12.9
312-490-5152 UTILITY WORKER I	81.88	246.76	1,638.00	1,391.24	15.1
312-490-5154 UTILITY WORKER II	.00	.00	1,638.00	1,638.00	.0
312-490-5156 UTILITY WORKER III	65.00	195.00	.00	( 195.00)	.0
312-490-5220 OVERTIME	.00	73.14	676.00	602.86	10.8
312-490-5315 SOCIAL SECURITY/MEDICARE	35.47	112.51	1,045.00	932.49	10.8
312-490-5320 WORKER'S COMP	.23	237.41	673.00	435.59	35.3
312-490-5350 UNEMPLOYMENT	.00	.00	913.00	913.00	.0
312-490-5410 HEALTH INSURANCE	.00	194.74	2,877.00	2,682.26	6.8
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	68.77	215.94	2,009.00	1,793.06	10.8
312-490-6110 AUDITING	.00	.00	1,473.00	1,473.00	.0
312-490-6114 FINANCIAL SERVICES	104.00	425.58	1,250.00	824.42	34.1
312-490-6116 ENGINEERING SERVICES	725.00	725.00	1,000.00	275.00	72.5
312-490-6122 IT SERVICES	99.70	465.35	1,342.00	876.65	34.7
312-490-6128 OTHER CONTRACT SERVICES	2,327.50	2,327.50	12,772.00	10,444.50	18.2
312-490-6210 INSURANCE & BONDS	.00	.00	2,038.00	2,038.00	.0
312-490-6234 GENERAL SUPPLIES	.00	.00	150.00	150.00	.0
312-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	133.73	133.73	500.00	366.27	26.8
312-490-6330 OTHER REPAIR & MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	500.00	500.00	.0
312-490-6430 ELECTRICITY SERVICES	.00	1,180.55	20,363.00	19,182.45	5.8
312-490-6624 STREET SIGNS	.00	.00	500.00	500.00	.0
TOTAL NON-DEPARTMENTAL	3,958.15	7,488.79	71,557.00	64,068.21	10.5
<u>CAPITAL OUTLAY</u>					
312-700-8530 STREET IMPROVEMENTS	.00	.00	438,042.00	438,042.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	438,042.00	438,042.00	.0
<u>DEPARTMENT 800</u>					
312-800-7111 LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	683.00	683.00	.0
312-800-7511 LOAN INTEREST - LIBRARY/CITY	.00	.00	930.00	930.00	.0
TOTAL DEPARTMENT 800	.00	.00	1,613.00	1,613.00	.0
<u>OTHER REQUIREMENTS</u>					
312-900-9150 TRANSFER TO EQUIPMENT FUND	.00	.00	4,000.00	4,000.00	.0
312-900-9590 CONTINGENCY	.00	.00	85,427.00	85,427.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	89,427.00	89,427.00	.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	3,958.15	7,488.79	600,639.00	593,150.21	1.3
NET REVENUE OVER EXPENDITURES	1,183.26	5,065.05	( 99,659.00)	( 104,724.05)	5.1

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

BLACKBERRY JAM FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INVESTMENT EARNINGS</u>					
314-315-4125	INTEREST EARNED	.25	.89	291.00	290.11	.3
	TOTAL INVESTMENT EARNINGS	.25	.89	291.00	290.11	.3
	<u>BBJ DONATIONS</u>					
314-370-4824	BBJ DONATIONS	.00	30.00	.00	( 30.00)	.0
	TOTAL SOURCE 370	.00	30.00	.00	( 30.00)	.0
	<u>FUNDRAISING &amp; EVENT REVENUE</u>					
314-380-4861	CRAFT/COMMERCIAL BOOTH SALES	.00	1,675.00	3,000.00	1,325.00	55.8
314-380-4862	FOOD BOOTH SALES	.00	590.00	1,200.00	610.00	49.2
314-380-4863	BEER GARDEN	.00	.00	3,000.00	3,000.00	.0
314-380-4864	JAM SALES	80.00	1,395.00	1,500.00	105.00	93.0
314-380-4866	QUILT RAFFLE SALES	.00	3,373.00	4,000.00	627.00	84.3
314-380-4868	PROGRAM AD SALES	285.00	1,140.00	2,750.00	1,610.00	41.5
314-380-4870	SPONSORSHIP REVENUE	.00	.00	4,000.00	4,000.00	.0
314-380-4876	5K RACE REVENUE	.00	.00	1,100.00	1,100.00	.0
314-380-4878	CAR SHOW REVENUE	.00	3,445.00	3,500.00	55.00	98.4
314-380-4880	FISHING DERBY REVENUE	.00	200.00	440.00	240.00	45.5
314-380-4882	HORSESHOE TOURNEY REVENUE	.00	145.00	100.00	( 45.00)	145.0
314-380-4884	KIDZ KORNER REVENUE	.00	726.35	1,000.00	273.65	72.6
314-380-4886	PIE EATING CONTEST REVENUE	.00	124.00	100.00	( 24.00)	124.0
	TOTAL FUNDRAISING & EVENT REVENUE	365.00	12,813.35	25,690.00	12,876.65	49.9
	<u>MISCELLANEOUS REVENUE</u>					
314-385-4895	MISCELLANEOUS REVENUE	15,000.00	( 14,919.00)	500.00	15,419.00	(2983.
	TOTAL MISCELLANEOUS REVENUE	15,000.00	( 14,919.00)	500.00	15,419.00	(2983.
	TOTAL FUND REVENUE	15,365.25	( 2,074.76)	26,481.00	28,555.76	( 7.8)

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
314-490-6118 POLICE SERVICES	500.00	500.00	1,500.00	1,000.00	33.3
314-490-6122 IT SERVICES	.00	15.05	450.00	434.95	3.3
314-490-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	1,200.00	1,200.00	.0
314-490-6224 FESTIVAL ADVERTISEMENT	.00	1,376.27	1,500.00	123.73	91.8
314-490-6226 POSTAGE	.00	.00	50.00	50.00	.0
314-490-6238 BANK SERVICE CHARGES	.00	25.92	.00	( 25.92)	.0
314-490-6290 MISCELLANEOUS	1,255.08	2,045.95	2,000.00	( 45.95)	102.3
314-490-6440 TELEPHONE SERVICES	.00	.00	200.00	200.00	.0
314-490-6445 REFUSE SERVICES	.00	.00	1,000.00	1,000.00	.0
314-490-6705 RENT	80.00	160.00	1,000.00	840.00	16.0
314-490-6810 CRAFT/COMMERCIAL BOOTH EXP	.00	26.85	750.00	723.15	3.6
314-490-6812 FOOD BOOTH EXP	.00	150.00	100.00	( 50.00)	150.0
314-490-6813 BEER GARDEN	.00	.00	1,500.00	1,500.00	.0
314-490-6814 JAM SALES EXP	486.00	486.00	750.00	264.00	64.8
314-490-6816 QUILT RAFFLE	270.00	270.00	4,000.00	3,730.00	6.8
314-490-6820 SPONSORSHIP EXP	308.98	.00	.00	.00	.0
314-490-6850 5K RACE EXP	.00	.00	600.00	600.00	.0
314-490-6852 CAR SHOW EXP	210.72	3,148.42	4,000.00	851.58	78.7
314-490-6854 FISHING DERBY EXP	.00	200.00	440.00	240.00	45.5
314-490-6856 HORSESHOE TOURNEY EXP	.00	.00	50.00	50.00	.0
314-490-6858 KIDZ KORNER EXP	.00	( 20.00)	1,000.00	1,020.00	( 2.0)
314-490-6860 PIE EATING CONTEST EXP	.00	283.72	200.00	( 83.72)	141.9
314-490-6862 RC FLYERS EXP	.00	.00	100.00	100.00	.0
314-490-6864 ENTERTAINMENT EXP	.00	3,760.00	4,000.00	240.00	94.0
TOTAL NON-DEPARTMENTAL	3,110.78	12,428.18	26,390.00	13,961.82	47.1
<u>OTHER REQUIREMENTS</u>					
314-900-9590 CONTINGENCY	.00	.00	14,613.00	14,613.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	14,613.00	14,613.00	.0
TOTAL FUND EXPENDITURES	3,110.78	12,428.18	41,003.00	28,574.82	30.3
NET REVENUE OVER EXPENDITURES	12,254.47	( 14,502.94)	( 14,522.00)	( 19.06)	( 99.9)

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

PARKS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
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410-315-4125	INTEREST EARNED	85.71	174.83	1,163.00	988.17	15.0
	TOTAL SOURCE 315	85.71	174.83	1,163.00	988.17	15.0
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410-345-4510	PARK SDC FEES	.00	985.00	7,880.00	6,895.00	12.5
	TOTAL SOURCE 345	.00	985.00	7,880.00	6,895.00	12.5
	TOTAL FUND REVENUE	85.71	1,159.83	9,043.00	7,883.17	12.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

PARKS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
410-490-6714	MATERIALS & SERVICES	.00	.00	10,000.00	10,000.00	.0
	TOTAL DEPARTMENT 490	.00	.00	10,000.00	10,000.00	.0
	<u>DEPARTMENT 700</u>					
410-700-8520	PARKS IMPROVEMENTS	.00	.00	45,556.00	45,556.00	.0
	TOTAL DEPARTMENT 700	.00	.00	45,556.00	45,556.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	55,556.00	55,556.00	.0
	NET REVENUE OVER EXPENDITURES	85.71	1,159.83	( 46,513.00)	( 47,672.83)	2.5

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

STREETS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<hr/>						
412-315-4125	INTEREST EARNED	63.86	130.26	712.00	581.74	18.3
	TOTAL SOURCE 315	63.86	130.26	712.00	581.74	18.3
<hr/>						
412-345-4512	TRANSPORTATION SDC	.00	592.00	4,736.00	4,144.00	12.5
	TOTAL SOURCE 345	.00	592.00	4,736.00	4,144.00	12.5
	TOTAL FUND REVENUE	63.86	722.26	5,448.00	4,725.74	13.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

STREETS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
412-490-6128	OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
	TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
	<u>DEPARTMENT 700</u>					
412-700-8530	STREET IMPROVEMENTS	.00	.00	31,951.00	31,951.00	.0
	TOTAL DEPARTMENT 700	.00	.00	31,951.00	31,951.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	33,951.00	33,951.00	.0
	NET REVENUE OVER EXPENDITURES	63.86	722.26	( 28,503.00)	( 29,225.26)	2.5

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
430-315-4125 INTEREST EARNED	586.81	1,196.84	5,987.00	4,790.16	20.0
TOTAL SOURCE 315	586.81	1,196.84	5,987.00	4,790.16	20.0
<hr/>					
430-345-4530 WATER SDC	.00	3,830.00	30,640.00	26,810.00	12.5
TOTAL SOURCE 345	.00	3,830.00	30,640.00	26,810.00	12.5
<hr/>					
TOTAL FUND REVENUE	586.81	5,026.84	36,627.00	31,600.16	13.7

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

WATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
430-490-6128	OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
	TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
	<u>DEPARTMENT 700</u>					
430-700-8540	WATER SYSTEMS IMPROVEMTS	.00	.00	274,087.00	274,087.00	.0
	TOTAL DEPARTMENT 700	.00	.00	274,087.00	274,087.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	276,087.00	276,087.00	.0
	NET REVENUE OVER EXPENDITURES	586.81	5,026.84	( 239,460.00)	( 244,486.84)	2.1

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

SEWER SDC FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
440-315-4125	INTEREST EARNED	<u>267.74</u>	<u>546.12</u>	<u>3,185.00</u>	<u>2,638.88</u>	<u>17.2</u>
	TOTAL SOURCE 315	<u>267.74</u>	<u>546.12</u>	<u>3,185.00</u>	<u>2,638.88</u>	<u>17.2</u>
440-345-4540	SEWER SDC	<u>.00</u>	<u>1,071.00</u>	<u>8,568.00</u>	<u>7,497.00</u>	<u>12.5</u>
	TOTAL SOURCE 345	<u>.00</u>	<u>1,071.00</u>	<u>8,568.00</u>	<u>7,497.00</u>	<u>12.5</u>
	TOTAL FUND REVENUE	<u>267.74</u>	<u>1,617.12</u>	<u>11,753.00</u>	<u>10,135.88</u>	<u>13.8</u>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

SEWER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
440-490-6128	OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
	TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
	<u>DEPARTMENT 700</u>					
440-700-8550	SEWER SYSTEMS	.00	.00	137,136.00	137,136.00	.0
	TOTAL DEPARTMENT 700	.00	.00	137,136.00	137,136.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	139,136.00	139,136.00	.0
	NET REVENUE OVER EXPENDITURES	267.74	1,617.12	( 127,383.00)	( 129,000.12)	1.3

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

STORMWATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<hr/>						
445-315-4125	INTEREST EARNED	57.24	116.76	758.00	641.24	15.4
	TOTAL SOURCE 315	57.24	116.76	758.00	641.24	15.4
<hr/>						
445-345-4545	STORM DRAINAGE SDC	.00	673.00	5,384.00	4,711.00	12.5
	TOTAL SOURCE 345	.00	673.00	5,384.00	4,711.00	12.5
	TOTAL FUND REVENUE	57.24	789.76	6,142.00	5,352.24	12.9

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

STORMWATER SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
445-490-6128	OTHER CONTRACT SERVICES	.00	.00	2,000.00	2,000.00	.0
	TOTAL DEPARTMENT 490	.00	.00	2,000.00	2,000.00	.0
	<u>DEPARTMENT 700</u>					
445-700-8560	STORMWATER IMPROVEMENTS	.00	.00	34,475.00	34,475.00	.0
	TOTAL DEPARTMENT 700	.00	.00	34,475.00	34,475.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	36,475.00	36,475.00	.0
	NET REVENUE OVER EXPENDITURES	57.24	789.76	( 30,333.00)	( 31,122.76)	2.6

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

WATER RESERVE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>INVESTMENT EARNINGS</u>					
520-315-4125	INTEREST EARNED	1.21	2.53	.00	( 2.53)	.0
	TOTAL INVESTMENT EARNINGS	1.21	2.53	.00	( 2.53)	.0
	<u>TRANSFERS IN</u>					
520-390-4930	TRANSFER FROM WATER FUND	.00	.00	3,938.00	3,938.00	.0
	TOTAL TRANSFERS IN	.00	.00	3,938.00	3,938.00	.0
	TOTAL FUND REVENUE	1.21	2.53	3,938.00	3,935.47	.1

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

WATER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
520-900-9892 RESERVED FOR WATER BOND PYMT	.00	.00	23,628.00	23,628.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	23,628.00	23,628.00	.0
TOTAL FUND EXPENDITURES	.00	.00	23,628.00	23,628.00	.0
NET REVENUE OVER EXPENDITURES	1.21	2.53	( 19,690.00)	( 19,692.53)	.0

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

SEWER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INVESTMENT EARNINGS</u>					
521-315-4125	INTEREST EARNED	.51	1.06	.00	( 1.06)	.0
	TOTAL INVESTMENT EARNINGS	.51	1.06	.00	( 1.06)	.0
	<u>TRANSFERS IN</u>					
521-390-4940	TRANSFER FROM SEWER FUND	.00	.00	1,575.00	1,575.00	.0
	TOTAL TRANSFERS IN	.00	.00	1,575.00	1,575.00	.0
	TOTAL FUND REVENUE	.51	1.06	1,575.00	1,573.94	.1

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
521-900-9892 RESERVED FOR SEWER BOND PYMT	.00	.00	9,820.00	9,820.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	9,820.00	9,820.00	.0
TOTAL FUND EXPENDITURES	.00	.00	9,820.00	9,820.00	.0
NET REVENUE OVER EXPENDITURES	.51	1.06	( 8,245.00)	( 8,246.06)	.0

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

EQUIPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INVESTMENT EARNINGS</u>					
550-315-4125	INTEREST EARNED	.01	.02	.00	(.02)	.0
	TOTAL INVESTMENT EARNINGS	.01	.02	.00	(.02)	.0
	<u>TRANSFERS IN</u>					
550-390-4910	TRANSFER FROM GENERAL FUND	.00	.00	6,000.00	6,000.00	.0
550-390-4912	TRANSFER FROM STREET FUND	.00	.00	4,000.00	4,000.00	.0
550-390-4930	TRANSFER FROM WATER FUND	.00	.00	6,000.00	6,000.00	.0
550-390-4940	TRANSFER FROM SEWER FUND	.00	.00	6,000.00	6,000.00	.0
	TOTAL TRANSFERS IN	.00	.00	22,000.00	22,000.00	.0
	TOTAL FUND REVENUE	.01	.02	22,000.00	21,999.98	.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

EQUIPMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
550-700-8425 VEHICLES & ROLLING STOCK	.00	.00	22,035.00	22,035.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	22,035.00	22,035.00	.0
TOTAL FUND EXPENDITURES	.00	.00	22,035.00	22,035.00	.0
NET REVENUE OVER EXPENDITURES	.01	.02	( 35.00)	( 35.02)	.1

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

DEBT RESERVE FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>INVESTMENT EARNINGS</u>						
555-315-4125	INTEREST EARNED	<u>3.89</u>	<u>7.97</u>	<u>.00</u>	<u>( 7.97)</u>	<u>.0</u>
	TOTAL INVESTMENT EARNINGS	<u>3.89</u>	<u>7.97</u>	<u>.00</u>	<u>( 7.97)</u>	<u>.0</u>
	TOTAL FUND REVENUE	<u>3.89</u>	<u>7.97</u>	<u>.00</u>	<u>( 7.97)</u>	<u>.0</u>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2019

DEBT RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
555-900-9140 TRANSFER TO SEWER FUND	.00	.00	12,724.00	12,724.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	12,724.00	12,724.00	.0
TOTAL FUND EXPENDITURES	.00	.00	12,724.00	12,724.00	.0
NET REVENUE OVER EXPENDITURES	3.89	7.97	( 12,724.00)	( 12,731.97)	.1

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2019  
**SUBJECT:** Monthly Police Report

☐ **DISCUSSION**  
☐ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☒ **REPORT**

**SUMMARY:**

The Monthly Police Report for August is presented for your review and discussion.

**FISCAL IMPACT:**

None.

**COURSES OF ACTION:**

This item is presented for purposes of review and discussion.

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. August Police Report

## LOWELL PATROL LOG August 2019

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Aug	406	12:15	13:15	1:00						
1-Aug	406	14:10	15:10	1:00	1					
2-Aug	408	0:00	2:30	2:30						
2-Aug	406	13:10	14:10	1:00						
3-Aug	408	0:30	2:30	2:00						
5-Aug	409	2:00	3:30	1:30						
6-Aug	409	3:15	4:45	1:30						
8-Aug	406	12:00	13:00	1:00						
8-Aug	406	14:30	15:30	1:00						
9-Aug	409	6:00	7:00	1:00	1					
10-Aug	408	3:30	5:00	1:30						
12-Aug	408	0:30	3:30	3:00						
11-Aug	408	0:30	3:30	3:00						
13-Aug	409	17:00	18:00	1:00						
15-Aug	409	3:45	5:15	1:30						
16-Aug	408	0:00	3:00	3:00						
17-Aug	408	1:00	3:00	2:00						
19-Aug	409	2:45	4:15	1:30						
20-Aug	409	0:00	1:00	1:00						
21-Aug	408	1:00	3:30	2:30						
22-Aug	408	23:00	1:00	2:00						
24-Aug	408	1:00	3:30	2:30						
27-Aug	408	21:30	22:30	1:00						
28-Aug	408	15:00	16:30	1:30						
28-Aug	401	20:30	21:30	1:00						
29-Aug	408	1:00	3:00	2:00						
30-Aug	408	2:00	3:30	1:30						
31-Aug	408	1:00	4:00	3:00						
<b>TOTAL HOURS WORKED</b>				<b>48</b>						
<b>TOTAL HOURS</b>					<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED		
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS		
OTHER MOVING		
NON-MOVING		
DEFECTIVE EQUIPMENT		
SEAT BELT		
NO LICENSE		
REGISTRATION VIOLATIONS		
NO INSURANCE		
ALCOHOL/MARIJUANA		
NO PROOF INSURANCE		
<b>TOTAL</b>		

DATE	TIME	DESCRIPTION
1-Aug	14:10	Citizen Contact
9-Aug	6:00	Recover Stolen Boat

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2019  
**SUBJECT:** Draft Committee Minutes

☐ **DISCUSSION**  
☐ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☒ **REPORT**

**SUMMARY:**

The most recent draft minutes for the Planning Commission, Blackberry Jam Festival Committee, and Parks and Recreation Committee are attached for your review.

**FISCAL IMPACT:**

N/A

**COURSES OF ACTION:**

For review and discussion only.

**RECOMMENDATION:**

For review and discussion only.

**ATTACHMENTS:**

1. Draft minutes for the Planning Commission for August 26, 2019.
2. Draft minutes for the Blackberry Jam Festival Committee for August 27, 2019.
3. Draft minutes for the Planning Commission for September 4, 2019.
4. Draft minutes for the Parks and Recreation Committee for September 5, 2019.

**City of Lowell, Oregon  
Minutes of the Planning Commission Meeting  
August 26, 2019**

The meeting was called to order at 7:07 PM by Commissioner Chair Dragt.

**Members Present:** Lon Dragt, John Myers, Mary Wallace

**Approval of Planning Commission Minutes:** Commissioner Myers moved to approve minutes from July 10, 2019, second by Commissioner Wallace. PASS 3:0

**Old Business:** None

**New Business:**

- a. **Land Use File 2019-02 – Site Plan Review for Industrial Cabinet Shop and Office Development**

**Close Public Meeting: 7:08 PM**

**Open Public Hearing: 7:08 PM**

**Land Use File 2019-02 – Site Plan Review for Industrial Cabinet Shop and Office Development**

- **Staff Report** – Henry Hearley Assistant Planner for Lane Council of Governments, presented report and recommended approval of site plan as conditioned, for the proposed development of a cabinet shop and associated office in the Light Industrial Zone.
- **Applicant Comments** – Anthony Favreau, 3750 Norwich Ave., Eugene representing Court Gardner the applicant responded to Commissioners questions and asked questions regarding conditions.
- **Public Comments** – None

**Public Hearing Closed: 7:26 PM**

**Reconvene Public Meeting: 7:26 PM**

- **Commission Deliberation** - None
- **Commission Decision** – Commissioner Meyers moved that the Planning Commission approve this application for a development permit based on the standards, findings, conclusions and recommendation stated in the staff report, second by Commissioner Wallace. PASS 3:0

**Other Business:** None

**Adjourn: 7:28 PM**

Approved: \_\_\_\_\_  
Lon Dragt - Chair

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

Date: \_\_\_\_\_

**City of Lowell, Oregon**  
**Minutes of the Blackberry Jam Festival Committee Meeting**  
**August 27, 2019**

The meeting was called to order at 6:15 PM by CA Cobb

**Members Present:** Pam Baumann, Michael & Virginia Galvin, George Wild, Robert & Gerry Burr, Brad Anderson, Savannah Largent, Tim Stratis, PJ Angelini, Don & Lonna Bennett, Joe & Joyce Donnell, Max Baker, Lloyd Hall, Richard & Patty Trimper, Teri Harter, Lisa Bee-Wilson, CA Jared Cobb and guests.

**Approval of Minutes:** Robert Burr moved to approve the minutes for July 9, 2019, second by Don Bennett. Approved by consensus.

**Old Business:** None

**New Business:** CA Cobb introduced Lon Dragt who conducted an After Action Review of 2019 BBJ Event. Which included discussion and review of BBJ Committee, Pre-Event, Event and Post-Event. Over all it was found that 2019 was a success. Among some of the items discussed for improvement were leadership, need of volunteers, to follow a time line, improving the layout of the festival and using surveys. **Tim Stratis moved to change the Blackberry Jam Committee Meeting date to the 4<sup>th</sup> Tuesday of the month, second by Gerry Burr. PASS by consensus.**

**Other Business:** None

**Adjourn: 8:23 PM**

**Approved:** \_\_\_\_\_  
**Michael Galvin – Vice-Chair**

**Date:** \_\_\_\_\_

**Attest:** \_\_\_\_\_  
**Jared Cobb – City Recorder**

**Date:** \_\_\_\_\_

**City of Lowell, Oregon  
Minutes of the Planning Commission Meeting  
September 4, 2019**

The meeting was called to order at 7:07 PM by Commissioner Chair Dragt.

**Members Present:** Lon Dragt, John Myers, Mary Wallace

**Approval of Planning Commission Minutes:** Commissioner Myers moved to approve minutes from Aug. 26, 2019, second by Commissioner Wallace. PASS 3:0

**Old Business:** None

**New Business:**

- a. **Interpretation of Lowell Land Development Code, Section 9.408 Non-Conforming Uses**

**Close Public Meeting: 7:09 PM**

**Open Public Hearing: 7:09 PM**

**Interpretation of Lowell Land Development Code, Section 9.408 Non-Conforming Uses**

- **Staff Report** – Henry Hearley Assistant Planner for Lane Council of Governments, presented report on property located at 205 East Main Street who specifically requested interpretation to the question whether the expansion of the footprint of a residential dwelling in the C-1 zone is considered an “alteration” or “extension,” and thus allowed under Section 9.408(a)(3). Conclusion: Section 9.408(a)(1) sets forth the general rule that nonconforming uses can be continued as-is notwithstanding new zoning regulations that should not be expanded, increased, or changed in such a way that increases the nonconformity. That said the code carves out a very specific exception for nonconforming dwellings in commercial zones. This specific exception overrides that general rule precluding expansion of a nonconforming use. See Section 9.105(a), cited above. For the reasons explained above, the term “extension” in Section 9.408(a)(3) includes the ability to increase the footprint of a conforming dwelling in the C-1 zone, so long as the new footprint does not violate yard, lot coverage, and building height requirements in the nearest adjacent Residential district.
- **Applicant Comments** – None
- **Public Comments** – None

**Public Hearing Closed: 7:17 PM**

**Reconvene Public Meeting: 7:17 PM**

- **Commission Deliberation** - None
- **Commission Decision** – Commissioner Meyers moved that the Planning Commission approve the interpretation as stated in the staff report, second by Commissioner Wallace. PASS 3:0

**Other Business: None**

**Adjourn: 7:21 PM**

Approved: \_\_\_\_\_  
Lon Dragt - Chair

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

Date: \_\_\_\_\_

**City of Lowell  
Parks and Recreation Committee Meeting Minutes  
Thursday, September 5, 2019  
Maggie Osgood Library**

**Call to Order: 7:03 P.M. by Chair Hall O'Regan**

**Committee Members Present:** Hall O'Regan, Tony Moreci, Sara Mikulich, George Wild  
**Committee Members Absent:** Joe Brazill

**Approval of the minutes:** Hall O'Regan moved to approve minutes from August 1, 2019, second by Tony Moreci. **PASS 4:0**

**Old Business: None**

**New Business:**

- **Presentation on Lowell School District Summer Recreation Program** – Mr. Erickson of Lowell School District presented a report on the 2019 Summer Recreation Program, they had 83 attendees the first day, with a steady attendance the entire summer program and he requested monetary support from the Park & Rec. Committee. **Hall O'Regan moved to approve a \$2,000 donation for the Summer Recreation Program, second by Tony Moreci. PASS 4:0**

**Tony Moreci left the meeting at 7:18 PM**

- **Review Yard of the Month Nominations-** CA presented 470 D Street as Yard of the Month Nomination. **Hall O'Regan moved to nominate 470 D Street for Yard of the Month, second by George Wild. PASS 3:0**
- **Planning for Movie in the Park** - CA reported that the movie showing on August 31, was a huge success, had approx.. 75-100 attendees. Plans are to have another showing on Sept. 14<sup>th</sup>, still looking for sponsors to help with the movie and popcorn.
- **Planning for Lowell Beautification Day** – CA reviewed discussion from previous meeting of working on the area by the Post Office on Oct. 5<sup>th</sup> for Beautification Day. CA will arrange for dumpsters to be available at Maggie Osgood Library parking lot and lunch will be provided by the city for the volunteers.
- **Update on Parks and Recreation Master Plan** - CA stated he received the final draft back, it will proceed to City Council for adoption. In the next month his plan is to get a Landscape Architect on board to have the sprinkler system and placement of trees designed.
- **Report on Irrigation Systems** – CA reported All American should be at Paul Fisher Park next week to begin working on the irrigation system.

**Other business:**

- **Holiday Tree Lighting** – CA stated that the tree has been donated for the tree lighting on Dec. 7<sup>th</sup> and will begin working on details at next month's meeting.
- **Exterminator for Pigeons** – CA has made calls to exterminators for removal of the pigeons in the Covered Bridge and at the Pavilion in Rolling Rock Park. More info next month.

**Adjourn: 8:07 P.M.**

**Approved:** \_\_\_\_\_  
**Hall O'Regan – Chair**

**Attest:** \_\_\_\_\_  
**Jared Cobb – City Recorder**

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works  
**DATE:** September 14, 2019  
**SUBJECT:** WWTP Blower  
Replacement

☐ **DISCUSSION**  
☒ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☐ **REPORT**

### **SUMMARY:**

At the August 20 City Council meeting staff requested a not-to-exceed authorization of \$6,000 for the installation of a new blower at the wastewater treatment plant. After much discussion, staff recommends having the City Engineer on hand to review and inspect the installation of the new blower to avoid future problems. We would like to revise our request to \$7,500 to accommodate the additional work.

### **FISCAL IMPACT:**

Not-to-exceed authorization for the purchase, installation and testing of \$7,500. Funds are available in the Sewer Fund.

### **COURSES OF ACTION:**

1. Motion to authorize a not-to-exceed amount of \$7,500 for the purchase, installation, and testing of a new blower for the wastewater treatment plant.
2. No action.

### **RECOMMENDATION:**

Motion to authorize a not-to-exceed amount of \$7,500 for the purchase, installation, and testing of a new blower for the wastewater treatment plant.

### **ATTACHMENTS:**

1. Staff Memorandum
2. Quotation for new blower



**Public Works Department**  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Fax: 541-937-2936  
Email: [mbaker@ci.lowell.or.us](mailto:mbaker@ci.lowell.or.us)

---

**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** September 17, 2019  
**SUBJECT:** Blower Replacement

The previous amount requested from Council by Staff for the blower replacement was not enough to purchase, install and troubleshoot the blower.

Attached is the quote from the Vendor for the replacement Blower. The quote does not include install.

Staff would like to request an amount no to exceed \$7500.00. This will cover the purchase of the Blower and installation by a factor trained mechanic. Having the factory trained mechanic install the blower will provide a warranty on the blower.

Staff would also like the City's engineer to thoroughly inspect the install and check all other operating parameters to avoid a failure in the future.

Rogers Machinery Company, Inc.  
Eugene Office  
4775 PACIFIC AVE  
EUGENE, OR. 97402  
PHONE # 541-461-5581 - FAX # 541-461-5640

Quote No: 18063384

Quote Date: 21-AUG-19

Bill To:

CITY OF LOWELL  
P.O. BOX 490  
LOWELL, OR.  
97452

Ship To:

CITY OF LOWELL  
240 S. MOSS ST.  
LOWELL, OR.  
97452

The prices quoted are F.O.B. shipping point and are firm for thirty(30) days from this date. Our terms are net 30 days, subject to approved credit, unless otherwise noted. Prices do not include any federal, state or local taxes. Subject to availability at time of order.

Account: 19024 Requested By: MAX BAKER

Cust. Phone No: 541-521-6708

Cust. Fax No: Not Entered

Customer Po: Not Entered

RMC Contact: BRANDON FROST

RMC Phone No: 541-461-5581

F.O.B.

EXWORKS

Ship Via  
UPS GND.COMMERCIAL

Freight  
PREPAID & ADD

Payment Terms  
NET 30

Tax  
Y

Status  
O

Seg Item/Description

Seg	Item/Description	Qty	Inv	Uom	List Price	Net Price	Ext Price
1.0	68- URAI LHC, ROOTS, BLOWER	1	EUGENE	EACH	\$5,661.00	\$5,661.00	\$5,661.00

2.0 PRICE DOES NOT INCLUDE SHIPPING

\$0.00

Quote Total:

\$5,661.00

## AGENDA ITEM SUMMARY

---

**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2019  
**SUBJECT:** Resolution 727  
Home Inventory Week

☐ **DISCUSSION**  
☐ **ACTION**  
☒ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☐ **REPORT**

### **SUMMARY:**

September is National Preparedness Month. The Oregon Division of Financial Regulation and the Oregon Insurance Commissioner's Office is encouraging cities to help them raise awareness of the importance of not just preparedness in terms of storing adequate food, water, and supplies, but also the critical need for insurance and financial resiliency.

### **FISCAL IMPACT:**

N/A

### **COURSES OF ACTION:**

1. Motion to approve Resolution 727: A Resolution Proclaiming the Week of September 1, through September 7, 2019, Be Known as Home Inventory Week, as written.
2. Motion to approve Resolution 727: A Resolution Proclaiming the Week of September 1, through September 7, 2019, Be Known as Home Inventory Week, as amended.

### **RECOMMENDATION:**

Motion to approve Resolution 727: A Resolution Proclaiming the Week of September 1, through September 7, 2019, Be Known as Home Inventory Week, as written.

### **ATTACHMENTS:**

1. Resolution 727: A Resolution Proclaiming the Week of September 1, through September 7, 2019, Be Known as Home Inventory Week

**CITY OF LOWELL, OREGON**

**RESOLUTION 727**

**A RESOLUTION PROCLAIMING THE WEEK OF SEPTEMBER 1, THROUGH SEPTEMBER 7, 2019, BE  
KNOWN AS HOME INVENTORY WEEK**

**WHEREAS**, each September is recognized as National Preparedness Month; and

**WHEREAS**, Oregonians have witnessed and experienced natural disasters in our own community; and

**WHEREAS**, every community member can take active steps to protect their families and neighbors from natural and manmade disasters; and

**WHEREAS**, every family and business in Lowell is encouraged to take active steps to be financially secure after a disaster; and

**WHEREAS**, every community member is encouraged to make sure they are properly insured against fire, flood, earthquakes, and storms; and

**WHEREAS**, every community member is encouraged to create a home inventory to include as part of their disaster preparedness kit; now therefore

**BE IT RESOLVED** that the Lowell City Council hereby declares that the week of September 1, through September 7, 2019, be known as Home Inventory Week and join cities across Oregon to encourage everyone to build a home inventory of their personal property and speak with an insurance agent to make sure they are financially prepared for a disaster.

Adopted by the City Council of the City of Lowell this 17<sup>th</sup> day of September 2019.

Yea: \_\_\_\_\_

Nay: \_\_\_\_\_

Approved: \_\_\_\_\_  
Don Bennett, Mayor

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

## AGENDA ITEM SUMMARY

---

**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2019  
**SUBJECT:** Lowell Summer Recreation Program Sponsorship

- ☐ **DISCUSSION**
- ☒ **ACTION**
- ☐ **RESOLUTION**
- ☐ **ORDINANCE**
- ☐ **PROCLAMATION**
- ☐ **REPORT**

### **SUMMARY:**

At the September 5 Parks and Recreation Committee meeting Greg Erickson, Lowell School District, made a presentation and requested funding for their Summer Recreation Program. One goal of the Committee was to plan for recreation programs for each age group – youth, adults, and seniors. The Parks and Recreation Committee recommended \$2,000 to support the 2019 Summer Recreation Program.

### **FISCAL IMPACT:**

Funds are available in the FY 2019-20 Budget.

### **COURSES OF ACTION:**

1. Motion to approve \$2,000 for the 2019 Lowell School District Summer Recreation Program.
2. No action.

### **RECOMMENDATION:**

Motion to approve \$2,000 for the Lowell School District Summer Recreation Program

### **ATTACHMENTS:**

1. Summer Recreation Program Powerpoint Presentation



## Summer Recreation and Fitness Program

LOWELL SCHOOL DISTRICT



# Lowell Summer Recreation and Fitness Program

LOWELL SCHOOL DISTRICT



# Schedule

- 8:30-9:30 Breakfast
- 9:30-10:00 Running Program
- 10:00-12:00 Activities will follow weekly themes
- 12:00-12:30 Lunch

# Golf Week

- 76 average per day.
- Trips to Fiddler's Green and Highway 58 Driving Range.



# Soccer Week

- 61 average per day.
- Dribbling, passing, and shooting skills.
- Full field soccer games.



# Hiking Week

- Hiking Week
  - 65 average per day
  - Field trips included Mt. Pisgah, Dan Silver's secret trail, Spencer's Butte, and Skinner's Butte.



# Hiking Week



# Flag Football

- Activities and attendance
  - 65 average per day
  - Activities included running and passing drills, route running, and short-sided football games.



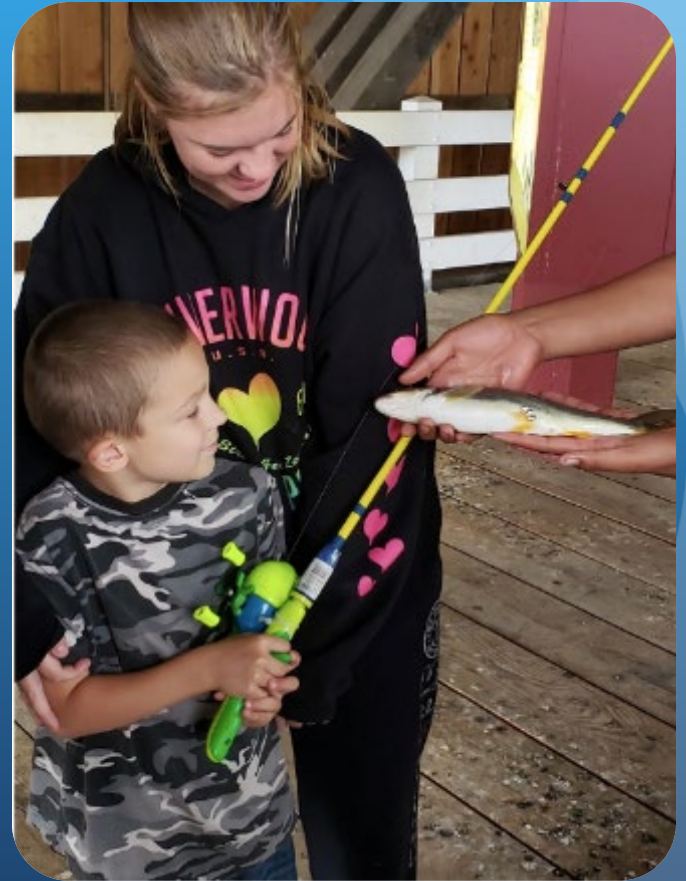
# Archery, Track and Field, Net Games, and Baseball/Softball

- 62 average per day.
- Anna Cardwell and Lincoln Casarez led drills for both track and field and baseball/softball.
- Participants also got to learn how to play



# Fishing Week

- 71 average per day
- Trip to Willamette Fish Hatchery and 4 fishing trip to covered bridge and “O” Dock.



# Running Program

- Participants were required to run for 20 minutes at the start of each day.
  - As a group, participants ran 2,700 miles.
  - During Hiking week, we hiked a total of 13 miles per participant.

# Benefits of the Summer Program

- Study done by *Health Fitness Revolution*:

- Builds leadership skills
- Promotes social interaction
- Builds self-esteem
- Creates new experiences
- Promotes physical activity
- Connects kids to nature
- Unplugs kids from technology

# Thank you...



## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2019  
**SUBJECT:** AMI Water Meters  
Engineering Services

☐ **DISCUSSION**  
☒ **ACTION**  
☐ **RESOLUTION**  
☐ **ORDINANCE**  
☐ **PROCLAMATION**  
☐ **REPORT**

### **SUMMARY:**

Staff requested a proposal from the City Engineer to develop specifications, bid documents, and assist with project management for the replacement of the City's approximately 450 water meters. This project would allow staff to read meters remotely and detect leaks, bursts, and irregular consumption more quickly. Financing options are being developed by the Oregon Infrastructure Finance Authority and Government Capital Corporation.

### **FISCAL IMPACT:**

This proposal is only for the engineering services. The cost estimate for the total project is \$175,000-200,000. Funds were included in the FY 2019/20 Budget.

### **COURSES OF ACTION:**

1. Motion to approve the engineering scope of services from Civil West Engineering for the AMI Water Metering Project in an amount not to exceed \$19,880.00
2. No action.

### **RECOMMENDATION:**

Motion to approve the engineering scope of services from Civil West Engineering for the AMI Water Metering Project in an amount not to exceed \$19,880.00

### **ATTACHMENTS:**

1. Engineering Scope of Services – AMI Water Metering Project



**South Coast Office**  
486 E Street  
Coos Bay, OR 97420

**Willamette Valley Office**  
213 Water Ave. NW, Suite 100  
Albany, OR 97321

**Rogue Valley Office**  
10558 Hwy 62, Suite B-1  
Eagle Point, OR 97524

**North Coast Office**  
609 SW Hurbert Street  
Newport, OR 97365

## **PROPOSED SCOPE OF SERVICES**

Date: July 22, 2019

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To: Jared Cobb, City Administrator, City of Lowell

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From: Matt Wadlington, Regional Manager, Civil West Engineering Services, Inc.

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RE: **AMI Water Metering Project – Scope of Services**  
Civil West Project Number: TBD

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This document summarizes the proposed Civil West Engineering Services (CWES) scope of services for the development of a project to plan, design, and assist the City in replacing all of the water meters with AMI (Advanced Metering Infrastructure) meters.

### **Background Summary**

The City of Lowell owns and operates a potable water distribution system with the goal of delivering drinking water to its customers. The final public infrastructure element in the water system is the customer water meter. The water meter measures the amount of water that passes from the water mains and into the homes and private water systems in the community.

The City has a diverse collection of meters that vary in age, quality, accuracy, and condition. Most of the meters are “manual” read meters that require a meter reader to visually read the dial of the meter and write down the usage since the last reading. Modern AMI metering technology makes meter reading much faster and more efficient by using technology that allows meters to be read by two-way radio waves which communicate between the meter box and central wireless towers.

Many of the City’s meters are known to be substandard. In these cases, the meters are old, inaccurate, in poor repair, or otherwise past their useful life. Meters that are in poor condition tend to read “low”, meaning that the meter registers less water passing through the meter than has actually been the case. When this happens, the City is unable to account for the water used at the residence and the water becomes “lost” or unaccounted. This results in lost revenue, higher user rates, and a poor understanding for the consumer as to their actual water usage patterns.

The City’s current water meter reading practices are inefficient, time consuming, and expensive. By transitioning to AMI technology meters, the City will eliminate manual meter reading, will reduce re-read requests due to erroneous meter readings, and will ultimately reduce the operating costs of the water system by reducing the number of man-hours required to read and process meter recordings.

AMI meters allow real-time monitoring of water usage at each customer. Used in conjunction with master system flowmeters, AMI meters can provide the City with the information to pinpoint and locate active leaks and errors

in the recordings. The technology also allows on-demand water supply adjustments and variable billing rates to encourage customers to use water in off-peak periods.

The metering provides two-way radio communication. One option the City can evaluate is using battery powered solenoid control meters, which provide the ability to remotely open and close water services. While solenoid-controlled meters are more expensive than standard radio read units, the cost benefits realized can be compared to the potential benefits of labor savings and improved record keeping.

Most meter change-out programs have a relatively short ROI (return on investment). While they vary on the amount of lost revenues that are recaptured and the overall cost of the change out, ROI pay back periods of 4 to 6 years are common.

### **Goal for the Project**

The goal of this project is to assist the City in developing and implementing a project to complete a system-wide meter change-out project and install AMI meters on all customer water services. It is anticipated that the program will be carried out by a combination of a licensed contractor, City staff, and the meter supplier. The work will be completed relatively quickly allowing the City to begin taking advantage of the benefits of the AMI system as soon as possible.

### **Part A – Task Description**

The following tasks have been developed to present the action plan we will follow to complete this project. Each task has been assigned a certain number of man-hours for completion. While there may be many subtasks included within this action plan, only the major tasks are discussed below.

- 1. Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the management of this project. This includes processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing internal resources, meeting with staff on routine issues, preparing monthly project status reports, and other project management activities.
- 2. Task 2 – Kickoff Meeting and Data Collection** – Under this task, we will administer a kickoff meeting where we will meet with the City operations and management staff to review the project, discuss the goals and objectives for the project, review the desired equipment and components, and generally discuss the desired endpoints for the project. The kickoff meeting will focus on ensuring that the City and the Engineer are entirely on the same page and installations will require a complete install of valves, meters, boxes, transmitters and more. This task includes an allowance for a survey of all meter locations to confirm propagation study.
- 3. Task 3 – Design and Technical Specifications** – As the project will result in the replacement, modification, or updating of customers metering facilities, the design products required will include standard installation details for various existing conditions that may be encountered. The design process will include development of standard details and plans for several installations variations that will be encountered in the field. The design will include the preparation of detailed technical specifications outlining the material, installation, and workmanship required for each type of installation. We will work with the selected vendor to locate a radio tower and will include this information on the plans. We will provide the City with an internal review at the 80%, and final design stages of the process.

4. **Task 4 – Preparation of Project Documents** – Under this task, we will develop bidding, contract, and other project documentation required to administer the project. This will include detailed bidding documents, contracts, agency-required documents (if any), general conditions, supplemental conditions, inspection and process forms, and other documents required for a successful bidding of the installation.
5. **Task 5 – Bid Phase Support** – Through this task, we will provide bid support services to assist the City securing a responsive contractor to complete the work. This will include assistance with the bid process, bid opening, document review, recommendations, contract administration and notice to proceed. We will utilize the Civil West online bidding environment which provides the City, and potential bidders, instant access to bid information, plan holder lists, addenda, bid results, and other information. If desired, we will administer a pre-bid conference for the project and will assist the City in the bid opening and review. Finally, we will process the contract documents, obtain insurance and other documentation, and when ready, issue a notice to proceed to the contractor.
6. **Task 6 – Reimbursable/Direct Costs** – This item will cover direct reimbursable expenses anticipated for the project. These include travel and per diem costs, reproduction and office expenses, and other reimbursable costs.

The following tasks are excluded from the scope of services described above. Should the City wish for any of these tasks to be included in the project scope, CWES is happy to provide a revised scope or scope amendment to allow for the completion of these tasks:

- Selection of metering equipment
- Development of a GIS infrastructure map
- Environmental review and reporting
- Improvements to existing or the installation of new master meters within the water system
- Other water system improvements not listed in in the tasks above
- Topographic or boundary surveys
- Construction Inspection/Monitoring
- Construction Contract Management after Notice to Proceed
- Regulatory review support and/or permitting fees
- Operations and Maintenance Manual

#### **Part B: Project Fee Proposal**

A summary of the proposed project budget is provided below:

<b>Task No.</b>	<b>Task Description</b>	<b>Proposed Total Fee</b>
1	Project Management and Administration	\$2,000
2	Kickoff Meeting and Data Collection	\$4,140
3	Design and Technical Specifications	\$3,990
4	Preparation of Project Documents	\$4,920
5	Bid Phase Support	\$3,730
6	Project Reimbursables	\$1,100
<b>Total Proposed Engineering Budget:</b>		<b>\$19,880</b>

We propose the above fee(s) be paid as a lump sum. We will invoice the City monthly based on the percentage of work completed the previous month.

**Part C: Schedule**

The project schedule presented below was developed assuming that the optional services would not be included in the project scope. A revised schedule will be provided if the City elects to have the optional tasks completed as part of this project.

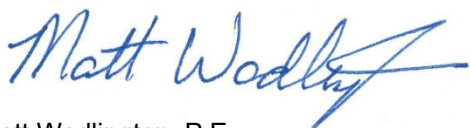
1. Notice to proceed ..... September 2019
2. Kickoff meeting scheduled..... October 2019
3. Investigatory phase completed (with Survey) ..... October 2019
4. 75% design submittal for comments ..... November 2019
5. Final plans submitted for approval for bid to begin ..... by December 2019
6. Bid Phase ..... January to February 2020
7. Contractor notice to proceed issued ..... by late February 2020
8. Estimated contract length for project ..... ~30 days (assumed)
9. Project completion estimated ..... April 2020

The schedule above is a preliminary estimate only and can be modified to meet budgetary and scheduling constraints of the City and their other projects. If desired, this project could also be expedited to fit into a more aggressive schedule. The kickoff meeting will include a discussion of the desired project schedule.

We are prepared to begin this work on this important planning effort as soon as we are authorized to do so. Please let me know if you have any questions, or if you wish to see any alterations to our proposed approach. If the City agrees with this scope of work, please sign below and provide a copy to our office for our files. Thank you for this opportunity to provide these important services to the City of Lowell.

Sincerely,

**Civil West Engineering Services, Inc.**



Matt Wadlington, P.E.  
Principal

\_\_\_\_\_  
Authorized Signature to Approve Scope

\_\_\_\_\_  
Date

## AGENDA ITEM SUMMARY

---

**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2019  
**SUBJECT:** RHRP Intergovernmental Agreement

- ☐ **DISCUSSION**
- ☒ **ACTION**
- ☐ **RESOLUTION**
- ☐ **ORDINANCE**
- ☐ **PROCLAMATION**
- ☐ **REPORT**

### **SUMMARY:**

The City of Lowell is a member of the Lane County Regional Housing Rehabilitation Program, which is administered by St. Vincent de Paul of Lane County, Inc. Lowell receives funding for home rehabilitation projects and special projects, such as the Home of Your Own Program that is nearing completion on Wetleau Drive. The City of Creswell has requested to join the RHRP and apply for CDBG funds, which must be approved by RHRP members.

### **FISCAL IMPACT:**

None. Funding allocated for the City of Lowell is segregated from other RHRP funds.

### **COURSES OF ACTION:**

1. Motion to authorize the City Administrator to sign the intergovernmental agreement in support of a Community Development Block Grant from the 2019 Community Development Block Grant Program administered by the Oregon Business Development Department, Infrastructure Finance Authority.
2. No Action.

### **RECOMMENDATION:**

Motion to authorize the City Administrator to sign the intergovernmental agreement in support of a Community Development Block Grant from the 2019 Community Development Block Grant Program administered by the Oregon Business Development Department, Infrastructure Finance Authority.

### **ATTACHMENTS:**

1. Intergovernmental Agreement in Support of a Community Development Block Grant

**Intergovernmental Agreement in Support of a Community Development Block Grant  
from the 2019 Community Development Block Grant Program  
Administered by the Oregon Business Development Department,  
Infrastructure Finance Authority**

Agreement Title: Sponsorship of the Lane County Regional Housing Rehabilitation Program (RHRP)

Agreement Date: **August 12, 2019**

Signatory parties: **City of Creswell**

Agreement: The above signatory party agrees to sponsor a housing rehabilitation program provided through a Community Development Block Grant (CDBG), administered by the Oregon Business Development Department, Infrastructure Finance Authority and the **City of Creswell** will act as the lead agency that will be responsible for applying, receiving and administering the CDBG award.

Grant Activity: The purpose of the proposed CDBG is to manage a housing rehabilitation revolving loan fund to provide assistance to low income homeowners to repair their homes.

Constraints: One-hundred percent (100%) of the benefitted owner-occupied household occupants must have incomes below the federal low- and moderate-income limit (80% of the median family income as adjusted by family size).

Only persons who reside within the boundaries of the city and unincorporated/nonentitlement county areas are to receive the housing rehabilitation funding.

The St. Vincent de Paul Society of Lane County, Inc. will enter into a sub-recipient agreement with the lead agency, the **City of Creswell**, to manage the housing rehabilitation program.

Counterparts: This agreement may be signed in counterparts and each counterpart will be deemed an original. Copies of all signatures will be provided as part of the grant application and to each signator.

Multiple Parties: In the event that one or more of the signatories identified above decline to sign this agreement, it remains sufficient for all other signatories to receive the benefits of the agreement.

So Agreed:

---

(municipal jurisdiction)

Date

---

(municipal jurisdiction)

Date

## AGENDA ITEM SUMMARY

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**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** September 14, 2019  
**SUBJECT:** Committee Appointments

- ☐ **DISCUSSION**
- ☒ **ACTION**
- ☐ **RESOLUTION**
- ☐ **ORDINANCE**
- ☐ **PROCLAMATION**
- ☐ **REPORT**

### **SUMMARY:**

Each year the City Council has open positions to fill on the City's standing committees. The City advertised a call for volunteers in The Bridge Newsletter for the Planning Commission and Blackberry Jam Festival Committee. Attached is an overview of each committee, along with the list of open positions and applicants.

### **FISCAL IMPACT:**

None.

### **COURSES OF ACTION:**

A motion should be made to approve the appointments for each position to the individual board, commission, or committee.

Sample Motion:

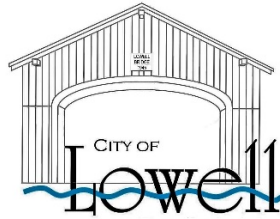
"I make a motion to appoint Don Bennett for Position 1 and Jim Burford for Position 2 to the Budget Committee."

### **RECOMMENDATION:**

A motion should be made to approve the appointments for each position to the individual board, commission, or committee as described in the sample motion above.

### **ATTACHMENTS:**

1. 2019 City Council Appointments – Boards, Commissions, and Committees



## **2019 City Council Appointments**

### **Boards, Commissions, and Committees**

Each year the City Council has open positions to fill on the City's standing committees. The following document provides an overview of the membership, terms, powers and duties, and reporting requirements for each committee. A list of open positions, terms, and prospective applicants is also provided to assist the City Council with the selection of new members.

**NOTE:** Applicants with an asterisk (\*) currently serve on the board.

## **Blackberry Jam Festival Committee**

**Membership:** The BBJ Festival Committee shall consist of five members residing within the City of Lowell or communities of Dexter, Trent, Fall Creek, and Unity.

**Term of Office:** Members of the Blackberry Jam Festival Committee shall serve a term of two years. Expiration of the terms shall be staggered such that the terms of three members expire on December 31<sup>st</sup> of odd numbered years and the terms of two members expire on December 31<sup>st</sup> of even numbered years.

**Additional Officers:** The committee may appoint additional officers, as necessary, to accomplish its objectives, and such other non-voting members to organize and operate the Blackberry Jam Festival.

**Powers and Duties:** The BBJ Festival Committee shall organize and operate a community event to accomplish the following goals:

- (1) Provide exposure to Lowell's many recreational opportunities and community spirit.
- (2) Provide a marketplace for local crafters and food vendors.
- (3) Provide a venue for local non-profit fundraising activities.
- (4) Increase tourism in the City of Lowell, surrounding communities, and Lane County.

**Reporting:** An annual report describing the activities of the previous event shall be submitted by August 31 of each year.

<b>Position</b>	<b>Name</b>	<b>Term Expires</b>
1	Michael Galvin	December 31, 2019
2	Pam Baumann	December 31, 2019
3		December 31, 2020
4	Aaron Graham	December 31, 2019
5	George Wild	December 31, 2020
<b>Applicants:</b> Lon Dragt		

RECEIVED

SEP 12 REC'D

JP



## VOLUNTEER APPLICATION

### BOARDS, COMMISSIONS, AND COMMITTEES

#### Contact Information

Name:	Lon Dragt
Street Address:	306 N. Damon St.
Mailing Address:	PO Box 430
City/State/Zip Code:	Lowell, Oregon 97452
Home Phone:	541-868-6215
Work Phone:	541-937-3393
E-Mail Address:	dragt2300@gmail.com

#### Background

Years of Residence in Lowell:	2.5 yrs
Place of Employment:	Lowell Rural Fire Protection District
Occupation:	Fire Chief
Educational Background:	Medical Assistant Fire Officer Training Chief Training
Prior Civic Activities:	Budget Committee Downtown Master Plan Planning Commission

#### Boards, Commissions, or Committees of Interest

Please check all of the following Boards, Commissions, or Committees that interest you:

- ☐ City Council
- ☐ Budget Committee
- ☒ Planning Commission
- ☐ Parks and Recreation Committee
- ☐ Economic Development Committee
- ☐ Library Committee
- ☒ Blackberry Jam Festival Committee
- ☐ Other short-term task groups

### Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board, Commission, or Committee to which you are applying.

As a Fire Chief I have been through years of leadership training.

### Motivation

Discuss your motivation for serving on this Board, Commission, or Committee.

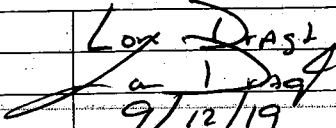
Being a member of the Community and the Fire Chief it is important to me to be an asset in the Community.

### Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Lox Drast
Signature	
Date	9/12/19

### Our Policy

It is the policy of the City of Lowell to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Lowell accepts applications from potential volunteers throughout the year and will hold applications until vacancies exist on specific boards, commissions, or committees. Thank you for completing this application form and for your interest in volunteering with us.

**Applications may be submitted by mail, in person, or email to:**

City of Lowell  
P.O. Box 490  
107 East Third Street  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)