

**Lowell City Council
Work Session Agenda
Tuesday, March 2nd at 7:00 P.M.
Maggie Osgood Library, 70 N. Pioneer Street**

Call to Order/Roll Call

Councilors: Mayor Bennett ____ Harris ____ Stratis ____ Dragt ____ Myers ____

Work sessions are held for the City Council to receive background information on City business and to give Council members an opportunity to ask questions and express their individual views. No decisions are made, and no votes are taken on any agenda item. The public is invited to attend, however, there is generally no public comment period.

Work Session Topic(s)

1. Discuss purchase of 100 water meters and back-flow opt in program for the Public Works Department.
2. Review budget calendar for the 2021/2022 fiscal year budget process.
3. Review volunteer application from Shawn Watson for the Blackberry Jam Festival Committee.
4. Discussion on parks master plan and Paul Fisher Park.
5. Discussion on next steps regarding the City's property located at 205 E. Main Street.
6. Update on Maggie Osgood Library renovation project and discussion on next steps.

Adjourn

<p>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 the City Clerk, Joyce Donnell, at 541-937-2157.</p>
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Agenda Item Sheet

City of Lowell City Council



Type of item:	Discussion
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Item title/recommended action:

Discuss purchase of 100 water meters and back-flow opt in program for the Public Works Department.

Justification or background:

We are placing two items related to the Public Works Department on the work session's agenda for City Council information. The first is an update from the Public Works Director on planned purchases for 100 water meters as part of its water meter replacement program. The second is to provide an overview of a cross connection "opt in" program. Lowell Municipal Code Sec. 4.180 creates a "Cross Connection Control and Backflow Prevention Program," which mandates annual testing for all backflow devices that are connected to the water system. The "opt in" program is intended to streamline the annual testing program and increase compliance for water customers.

Budget impact:

N/A

Department or Council sponsor:

Public Works

Attachments:

"Opt in" form for cross connection program

Meeting date:	03/02/2021
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CROSS CONNECTION PROGRAM

"OPT IN" / "OPT OUT" FORM

Account Number: _____

Service Address _____, Lowell, OR

First Name: _____ Last Name: _____

☐

Owner

☐

Renter

☐

Property Mgmt

☐

Builder

In order to comply with Oregon Administrative Rule 333-061-0070, I understand that by selecting the applicable "Opt In" box, The City of Lowell will provide the required annual testing of my Backflow Prevention Assembly (BPA). I understand that if I wish to discontinue The City of Lowell performing my required annual device testing, I need to "Opt Out" of the program and provide a copy of the device testing to the City by **November 30th** of each year. I also understand that I am responsible for any maintenance, repair or replacement of the device if necessary.

☐

Opt In: Please test all BPAs on file for the above service address. (\$_____ per device to be charged on my water/sewer utility account.) I understand that copies of my test report(s) are available upon request.

☐

Opt In: Please only test the premise isolating BPA for the above service address. (\$_____ to be charged on my water/sewer utility account.) I understand that copies of my test report(s) are available upon request.

☐

Opt Out: I understand that I am responsible for the required annual testing and insuring that results are submitted to the City of Lowell by **November 30th** of each year. **I understand that failure to submit results by the required date will result in the City ordering the test and charging associated costs and fees to do so on my water/sewer utility account.**

Mailing Address: _____

City, State, Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Signature _____ Date _____

Agenda Item Sheet
City of Lowell City Council



Type of item:	Report
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Item title/recommended action:

Review recommended budget calendar for the fiscal year beginning July 1, 2021.

Justification or background:

State law sets forth deadlines for preparing and submitting municipal budgets. The recommended budget calendar is intended to provide a work plan so we can meet these deadlines and prepare the budget in a timely manner.

Budget impact:

N/A

Department or Council sponsor:

City Council/ Administration

Attachments:

Draft budget calendar.

Meeting date:	03/02/2021
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Tentative budget calendar for FY 21/22

#	Date	Deliverable
1	3/1/2021	City Administrator and staff begin working on recommended budget.
2	3/15/2021	Budget requests due from City staff.
3	4/3/2021	Publish first notice of Budget Committee meeting.
4	4/18/2021	Publish second notice of Budget Committee meeting.
5	4/28/2021	First Budget Committee meeting to receive City Administrator's recommended budget and make budget recommendations to City Council.
6	5/12/2021	Second Budget Committee meeting (if necessary).
7	5/31/2021	Publish notice of budget hearing.
8	6/15/2021	Public hearing on budget approved by Budget Committee. City Council meeting to enact resolutions to adopt budget, make appropriations, impose and categorize taxes, and electing to receive state shared revenues.
9	7/12/2021	Submit tax certification documents and budget document copies to County Clerk.

Agenda Item Sheet
City of Lowell City Council



Type of item:	Other
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Item title/recommended action:

Review volunteer application from Shawn Watson for the Blackberry Jam Festival Committee.

Justification or background:

Local citizen and business owner Shawn Watson has submitted a volunteer application to serve on the Blackberry Jam Festival Committee. The Committee has 5 seats, one of which is currently vacant. The application is presented here for your review, with formal action to be scheduled for City Council's March 16 regular meeting.

Budget impact:

N/A

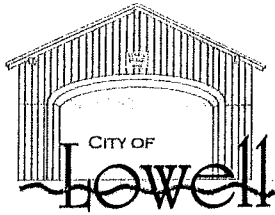
Department or Council sponsor:

Blackberry Jam Festival Committee

Attachments:

Volunteer application.

Meeting date:	03/02/2021
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RECEIVED

FEB 17 REC'D

JB

VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Shawn Watson
Street Address:	187 E 2nd St
Mailing Address:	PO Box 271
City/State/Zip Code:	Lowell OR 97452
Home Phone:	541-780-4404
Work Phone:	
E-Mail Address:	Shawn@ShawnWatson.net

Background	
Years of Residence in Lowell:	5
Place of Employment:	Shawn Watson Real Estate
Occupation:	Real Estate Broker - Developer
Educational Background:	Business Management, BBS, Wayland Baptist University Real Estate Development & Construction Management, MS, University of Denver
Prior Civic Activities:	Blackberry Jam volunteer Lowell Grange Community Breakfast Lowell Christmas Tree Lighting Lowell Beautification Day Lowell Movie in the Park Lowell Parks & Downtown Plans Pro bono real estate services, City of Lowell City Councilor, City of Portales NM Planning & Zoning Commissioner, City of Clovis NM

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.

I have a long history of volunteering with event planning & coordination. My education & training in in construction / schedule management.

Motivation

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

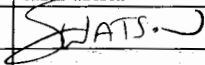
I strive to be a visible & reliable part of our small community with the goal of being a community builder by connecting people. Ultimately, I hope to live well beyond my years by improving the quality of life for others. In regards to BBJ, I would like to build upon the impressive 25 year history and help with the heavy lift that's required to make this one of Lowell's biggest annual events.

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)	Shawn Watson
Signature	
Date	Feb. 17, 2021

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

Agenda Item Sheet

City of Lowell City Council



Type of item:	Discussion
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Item title/recommended action:

Discussion on parks master plan and Paul Fisher Park.

Justification or background:

At your February 16, 2021 regular meeting, there was a brief discussion regarding progress on implementing the recent parks master plan's recommendation for Paul Fisher Park. A copy of the Paul Fisher Park concept plan and project budget is included here for your information. The Parks Committee also intends to hold a March meeting to develop recommendations on which items from the parks master plan the City should prioritize. No action is requested at this time. This information is provided for your review.

Budget impact:

N/A

Department or Council sponsor:

Parks Committee

Attachments:

Paul Fisher Park concept plan and budget.

Meeting date:	03/02/2021
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Paul Fisher Park Concept Plan



MAR. 2 2017
SCALE 1"=30'-0"
NORTH

CONCEPTUAL MASTER PLAN PAUL FISHER PARK

**CITY OF
LOWELL**

**DOUGHERTY
LANDSCAPE
ARCHITECTS**
400 Massachusetts Street
Lowell, MA 01854
P: 978.453.5555
F: 978.453.5555
www.doughertylandscapes.com

Paul Fisher Park Cost Estimate

Program Element	Quantity	Unit	Cost/Unit	Total
SITE PREPARATION/DEMOLITION				
Sawcut paving	0	Sq. Ft.	\$ 1.20	\$ -
Remove existing sidewalks	2,294	Sq. Ft.	\$ 1.00	\$ 2,294.00
Relocation of playground equipment	1	LS	\$ 2,100.00	\$ 2,100.00
Stripping - Haul off (4" depth)	186	CY	\$ 10.30	\$ 1,915.80
Site Grading	1	LS	\$ 1,030.00	\$ 1,030.00
Import 12" topsoil in low area	564	CY	\$ 25.80	\$ 14,551.20
PAVING				
New Parking Lot	3958	Sq. Ft.	\$ 8.25	\$ 32,653.50
Existing Parking Resurfaced	4667	Sq. Ft.	\$ 6.20	\$ 28,935.40
Jointed concrete walks, plaza, basketball court -4"	8722	Sq. Ft.	\$ 8.50	\$ 74,137.00
Reinforced concrete basketball court	2376	Sq. Ft.	\$ 8.50	\$ 20,196.00
Playground edging - 12"	446	Sq. Ft.	\$ 30.00	\$ 13,380.00
Overlay and striping of basketball court	2376	Sq. Ft.	\$ 0.77	\$ 1,829.52
Concrete Seat Walls (18")	77	ln. ft.	\$ 30.00	\$ 2,310.00
FENCING				
New Cedar Fence (6')	326	ln. ft.	\$ 24.75	\$ 8,068.50
Ornamental metal (6' Open)	221	ln. ft.	\$ 31.00	\$ 6,851.00
SITE FIXTURES AND FURNISHINGS				
Playground Equipment	1	LS	\$ 35,000.00	\$ 35,000.00
Playground Surfacing	172	CY	\$ 32.00	\$ 5,504.00
6" Drainage rock- Play areas	86	CY	\$ 18.40	\$ 1,582.40
Perf pipe under play areas to ditch	200	ln. ft.	\$ 1.13	\$ 226.00
Filter fabric	1	LS	\$ 1,550.00	\$ 1,550.00
Park Signage	0	each	\$ 1,200.00	\$ -
Park Benches	4	each	\$ 1,000.00	\$ 4,000.00
Trash Receptacles	3	each	\$ 750.00	\$ 2,250.00
Bike Racks	6	each	\$ 300.00	\$ 1,800.00
Basketball Court Lights	2	each	\$ 2,580.00	\$ 5,160.00
Horseshoe Pits	2	each	\$ 200.00	\$ 400.00
LANDSCAPING				
Plant beds (includes soil prep., and plants)	19292	Sq. Ft.	\$ 3.50	\$ 67,522.00
New shade trees	17	each	\$ 250.00	\$ 4,250.00
New ornamental trees	10	each	\$ 250.00	\$ 2,500.00
New conifer trees	0	each	\$ 150.00	\$ -
New Lawn (includes soil prep)	15215	Sq. Ft.	\$ 1.50	\$ 22,822.50
New/restored irrigation system	1	LS	\$ 25,780.00	\$ 25,780.00
UTILITIES				
Water System 180 LF 6.00 1,080	180	ln. ft.	\$ 6.20	\$ 1,116.00
Electrical System 750 LF 5.90 4,425	750	ln. ft.	\$ 6.10	\$ 4,575.00
Wireless security camera system & install 1 LS 1000	1	LS	\$ 1,030.00	\$ 1,030.00
SUBTOTAL				\$ 397,319.82
Add 10% Design/Engineer				\$ 39,731.98
Add 15% Contingency				\$ 59,597.97
Add 2% Fees				\$ 7,946.40
TOTAL				\$ 504,596.17

Agenda Item Sheet

City of Lowell City Council



Type of item:	Discussion
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Item title/recommended action:

Discussion on next steps regarding the City's property located at 205 E. Main Street.

Justification or background:

As of February 10, the tenants (previous owners) of the property at 205 E. Main Street have moved out of the residence. The downtown master plan identifies this property as ideal for commercial or mixed-use development. The City purchased this property in the fall of 2020 to implement the long-term goals of the downtown master plan by marketing the property to potential commercial developers. This item is placed on the agenda for discussion and direction on the next steps that the City should take with this property. The City entered into a financing agreement with Government Capital Corporation in order to purchase the property. A copy of the payment schedule is included for information.

Budget impact:

N/A

Department or Council sponsor:

Administration

Attachments:

Schedule of payments and early redemption value.

Meeting date:	03/02/2021
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Southside Bank

Exhibit A

EXHIBIT A

>> SCHEDULE OF PAYMENTS & EARLY REDEMPTION VALUE <<

Financing Agreement and Note (GCC file No. 9209)

BY AND BETWEEN

Government Capital Corporation and the **Issuer**, City of Lowell

Schedule dated as of September 22, 2020

PMT NO.	PMT DATE MO. DAY YR	TOTAL PAYMENT	INTEREST PAID	PRINCIPAL PAID	EARLY REDEMPTION VALUE after pmt on this line
1	10/22/2020	\$667.28	\$667.28	\$0.00	N/A
2	11/22/2020	\$667.28	\$667.28	\$0.00	N/A
3	12/22/2020	\$667.28	\$667.28	\$0.00	N/A
4	1/22/2021	\$667.28	\$667.28	\$0.00	N/A
5	2/22/2021	\$667.28	\$667.28	\$0.00	N/A
6	3/22/2021	\$667.28	\$667.28	\$0.00	N/A
7	4/22/2021	\$667.28	\$667.28	\$0.00	\$307,977.50
8	5/22/2021	\$667.28	\$667.28	\$0.00	\$307,977.50
9	6/22/2021	\$667.28	\$667.28	\$0.00	\$307,977.50
10	7/22/2021	\$667.28	\$667.28	\$0.00	\$307,977.50
11	8/22/2021	\$667.28	\$667.28	\$0.00	\$307,977.50
12	9/22/2021	\$667.28	\$667.28	\$0.00	\$307,977.50
13	10/22/2021	\$667.28	\$667.28	\$0.00	\$307,977.50
14	11/22/2021	\$667.28	\$667.28	\$0.00	\$307,977.50
15	12/22/2021	\$667.28	\$667.28	\$0.00	\$307,977.50
16	1/22/2022	\$667.28	\$667.28	\$0.00	\$307,977.50
17	2/22/2022	\$667.28	\$667.28	\$0.00	\$307,977.50
18	3/22/2022	\$667.28	\$667.28	\$0.00	\$307,977.50
19	4/22/2022	\$667.28	\$667.28	\$0.00	\$307,977.50
20	5/22/2022	\$667.28	\$667.28	\$0.00	\$307,977.50
21	6/22/2022	\$667.28	\$667.28	\$0.00	\$307,977.50
22	7/22/2022	\$667.28	\$667.28	\$0.00	\$307,977.50
23	8/22/2022	\$667.28	\$667.28	\$0.00	\$307,977.50
24	9/22/2022	\$308,644.78	\$667.28	\$307,977.50	\$0.00
Grand Totals		\$323,992.22	\$16,014.72	\$307,977.50	

Interest Rate: 2.60%

Agenda Item Sheet

City of Lowell City Council



Type of item:	Discussion
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Item title/recommended action:

Update on Maggie Osgood Library renovation project.

Justification or background:

The City has applied for funding from The Ford Family Foundation for the library renovation project. The Foundation has asked the City to proceed with bidding out the project to obtain firm numbers on the project's cost. To start this process, the City Administrator's recommendation is to solicit proposals from qualified architectural firms. The goal would be to hire an architect in April or May, complete final design in summer, and be prepared to solicit construction bids in late summer/early fall. This item is placed on the agenda to provide an update and for discussion/further direction.

Budget impact:

N/A

Department or Council sponsor:

Library

Attachments:

Copy of current library budget; site plan for library renovations; estimated library renovation costs.

Meeting date:	03/02/2021
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General Fund

Library

Overview

The Library provides a program of public library service which makes resources available to residents for lifelong learning, access to information, and leisure. This includes a print collection of over 10,000 books, audio books, DVDs, as well a computer lab and educational programming.

EXPENDITURE SUMMARY					
DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED
Personal Services	105	35	15,557	2,096	20,778
Materials and Services	7,685	3,873	22,372	6,080	11,515
Capital Outlay	-	-	302,000	-	301,470
TOTAL REQUIREMENTS	7,790	3,908	339,929	8,176	333,763

2019-20 Accomplishments

- Planned and implemented Maggie Osgood Library Capital Campaign to raise funds and support for the library renovation.

2020-21 Work Plan

- Complete building renovations and host grand opening for the Maggie Osgood Library.
- Hire a part-time Librarian to manage daily operations, recruit, and train volunteers.
- Develop regular programming for children, teens, and adults.
- Start a digital media collection.

PERSONAL SERVICES					
POSITION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 PROPOSED
Maintenance Worker	0.00	0.00	0.00	0.00	0.06
Librarian	0.00	0.00	0.40	0.00	0.40
TOTAL FTE	0.00	0.00	0.40	0.00	0.46

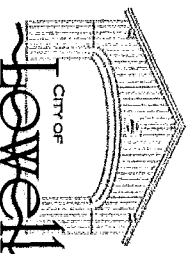
CITY OF LOWELL
GENERAL FUND REQUIREMENTS
JULY 1, 2020 - JUNE 30, 2021

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
Library							
Personal Services							
110-450-5130 Librarian/Special Events	-	-	11,700	-	12,480	12,480	12,480
110-450-5156 Temporary/ Seasonal	-	35	50	-	577	577	577
110-450-5158 Maintenance Worker I	-	-	-	1,611	1,991	1,991	1,991
110-450-5315 Social Security/Medicare	-	-	1,049	123	1,155	1,155	1,155
110-450-5320 Worker's Comp	105	35	50	84	230	230	230
110-450-5350 Unemployment	-	-	741	-	1,000	1,000	1,000
110-450-5410 Health Insurance	-	-	-	-	750	750	750
110-450-5450 Public Employees Retirement	-	-	2,017	278	2,595	2,595	2,595
Total Personal Services	105	70	15,607	2,096	20,778	20,778	20,778
Materials and Services							
110-450-6122 IT Services	1,049	600	7,440	973	1,460	1,460	1,460
110-450-6226 Postage	-	-	50	-	50	50	50
110-450-6230 Office Supplies/Equipment	380	156	500	-	500	500	500
110-450-6234 General Supplies	360	329	1,500	-	1,500	1,500	1,500
110-450-6290 Miscellaneous	282	-	250	-	250	250	250
110-450-6320 Building Repair & Maintenance	-	-	100	1,350	500	500	500
110-450-6334 Non-Capitalized Assets	2,672	-	1,000	-	-	-	-
110-450-6420 Water Services	128	106	1,200	693	950	950	950
110-450-6425 Sewer Services	170	190	732	360	750	750	750
110-450-6430 Electricity Services	578	725	3,600	938	2,400	2,400	2,400
110-450-6435 Internet Services	930	930	2,100	1,406	780	780	780
110-450-6445 Refuse Services	86	97	600	111	525	525	525
110-450-6530 Summer Reading Program	1,050	740	1,000	-	1,000	1,000	1,000
110-450-6128 Other Contract Services	-	-	2,000	250	500	500	500
110-450-6440 Telephone Services	-	-	300	-	350	350	350
Total Materials and Services	7,684	3,873	22,372	6,080	11,515	11,515	11,515
Capital Outlay							
110-450-8225 Buildings & Facilities	-	-	302,000	-	301,470	301,470	301,470
110-450-8335 Equipment & Furnishings	-	-	-	-	-	-	-
Total Capital Outlay	-	-	302,000	-	301,470	301,470	301,470

Total Library	7,789	3,943	339,979	8,176	333,763	333,763	333,763
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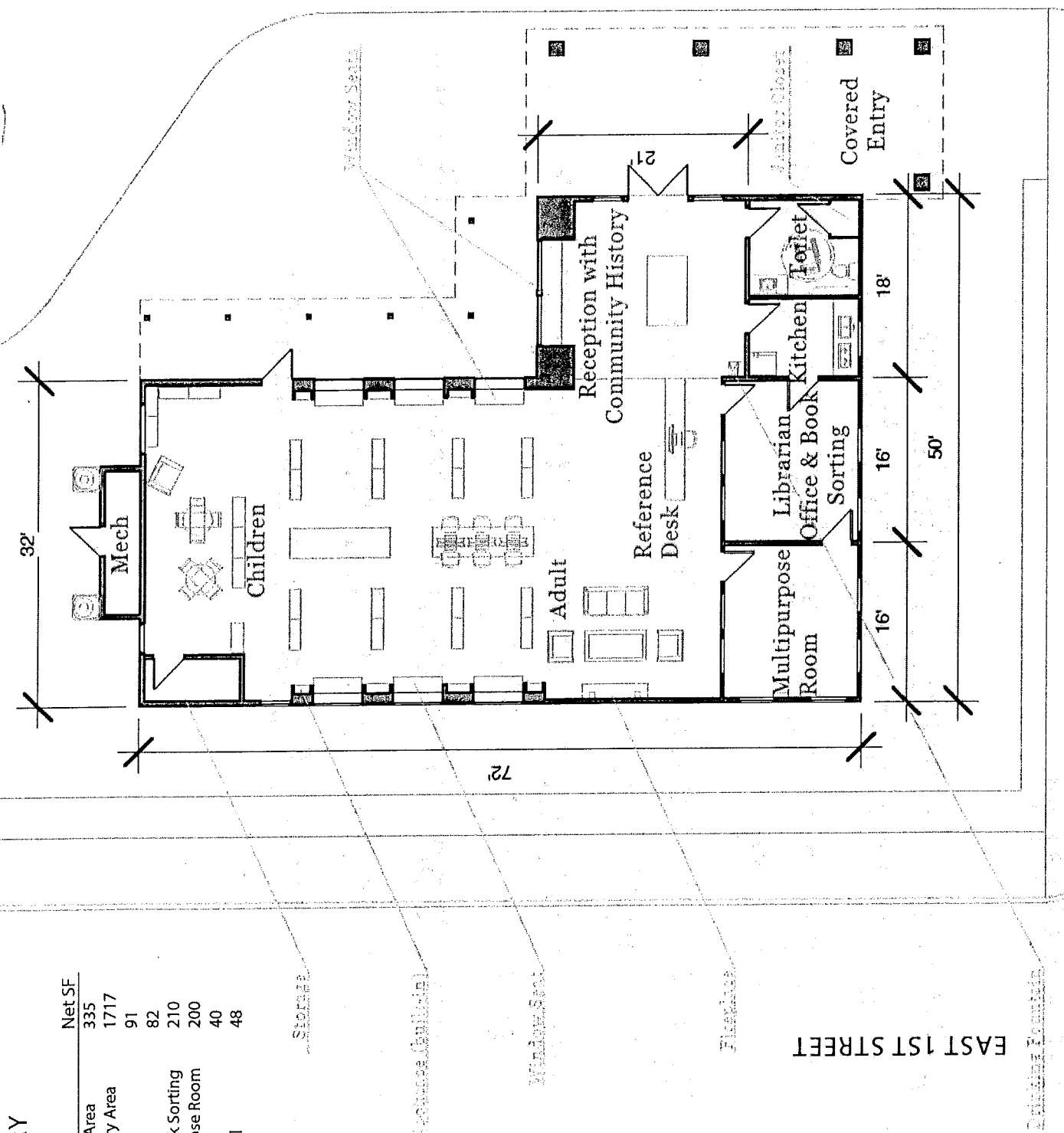
Project Budget

Building Renovation Costs	\$ 188,035
FF&E	\$ 38,960
Design and Engineering	\$ 31,595
Site Development	\$ 10,775
Contingency	\$ 15,085
<hr/>	
Total Cost Estimate	\$284,450



LIBRARY

Room	Net SF
Reception Area	335
Main Library Area	1717
Toilet	91
Kitchen	82
Office/Book Sorting	210
Multipurpose Room	200
Storage	40
Mechanical	48



EAST 1ST STREET