

**Lowell City Council**  
**Regular Meeting Agenda**  
**Tuesday, February 18th at 7:00 P.M.**  
Lowell Rural Fire Protection District Fire Station 1  
389 North Pioneer Street, Lowell, OR 97452

**1. Call to Order/Roll Call/Pledge**

Councilors: Mayor Weathers \_\_\_\_ Murray \_\_\_\_ Harris \_\_\_\_ Stratis \_\_\_\_ Bennett \_\_\_\_

**2. Approval of Agenda**

**3. 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.

- a. City Council Regular Meeting Minutes for February 4, 2025
- b. Financial Report December 2025

**4. 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.

**5. 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.

**6. Public Hearings:**

Resolution 842, "A Resolution Establishing a Master Fee Schedule and Rescinding Resolution 550".

- a. The public hearing is now open at \_\_\_\_ (state time)
- b. Staff report – City Administrator
- c. Public comment
- d. The public hearing is now closed at \_\_\_\_ (state time)

**7. Staff Reports:**

- a. City Administrator Report
- b. Public Works Report
- c. Library Report

**8. Presentations:** None

**9. Old Business:**

- a. Update on sale of old City Hall - Discussion/Possible Action
- b. Rezoning Old City Hall - Discussion

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 Sam Dragt at 541-937-2157.

**10. New Business:**

- a. Resolution 842, "A Resolution Establishing a Master Fee Schedule and Rescinding Resolution 550".
- b. Resolution 843 Planning Commission appointments
- c. Resolution 844 BBJ Committee appointments
- d. Resolution 845 Budget Committee appointments
- e. Fence quotes replace swing gate with slide gate
- f. Scope of services for Utility Rate Study
- g. Resolution 846 Library Committee appointments

**11. Other Business:**

- a. Lowell Covered Bridge Inspection and Findings – Discussion
- b. City Council Annual Goal Setting - Discussion

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

- 3/4 Lowell City Council Regular Meeting at 7 PM at LRFPD Community Room
- 3/6 Parks and Recreation Committee Meeting at 7 PM at LRFPD Community Room
- 3/11 Blackberry Jam Festival Committee Meeting at 6 PM at LRFPD Community Room
- 3/12 Library Committee Meeting at 7 PM Maggie Osgood Community Room
- 3/18 Lowell City Council Regular Meeting at 7 PM at LRFPD Community Room
- 4/1 Lowell City Council Work Session at 7 PM at LRFPD Community Room

**Members of the public may provide comment or testimony through the following:**

- Joining in person or by phone, tablet, or PC. For details, click on the event at [www.ci.lowell.or.us](http://www.ci.lowell.or.us).
- Mailing written comments to PO Box 490, Lowell, OR 97452 or delivering in person at Lowell City Hall located at 70 N. Pioneer St.
- By email to [admin@ci.lowell.or.us](mailto:admin@ci.lowell.or.us).
- Comments received by 4:00 pm on the meeting date will be included in the record.

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 Sam Dragt at 541-937-2157.

**City of Lowell, Oregon  
City Council  
Regular Meeting Minutes  
February 4, 2025**

The Lowell City Council held a regular meeting on February 4, 2025. The meeting location was at the Lowell Rural Fire Protection District Fire Station 1 at 389 N. Pioneer Street, Lowell, OR 97452. Mayor Weathers called the meeting to order at 7:10 pm.

**City Councilors present:**

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

**City Councilors absent:**

none

**Staff/others present:**

Interim City Administrator Max Baker

**Approval of the agenda:**

No changes.

**Consent agenda:**

None

**Public comments:**

None

**Council comments:**

None

**Staff reports:**

CA presented updates on

**Presentations:**

1. Savannah Halter – Communications Manager & Audit Associate, from Umpqua Valley Financial LLC, presented the 2023-2024 fiscal year audited financial statements.

She thanked Layli for all the help and making it easy for them.

Layli stated the process for preparing for the audit was easier than prior year.

Mayor Weather told Layli she likes the statistics at the back of the audit.

**Old business:**

1. Sale of old City Hall

Interim CA updated the Council on sale of old City Hall on the for sale by owner. Stated he reached out to agents to understand the process and cost to list with an agent. The council directed Interim CA to prepare a draft RFP for commercial real estate agent for the next meeting.

**New business:**

1. Local Government Funding Authorization Form

Interim CA explained the RMA funding request from DEQ. Explained Sanipac will do all reporting required and monies would go directly to Sanipac. The council provided a consensus for Interim CA to sign and return to Sanipac.

2. Pro Tem Agreement

Interim CA explained the need for the agreement to appoint an acting Public Works Director, stating that Hunter Harris is a good fit for this and has already been stepping up since November.

Councilor Murray's motion to approve the Public Works Director pro tem agreement with Hunter Harris, effective December 1, 2024, and including an additional \$750.00 per month in compensation and authorizing City Administrator to sign, was seconded by Councilor Bennett.

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

Approved: 5-0

3. I&I Capital Improvement Project Quotes

Interim CA explained this work was identified in the I&I study, and Master Plan Civil West completed. The money was budgeted in this year's budget for this. The three quotes were reviewed and Interim CA recommended C-More Pipe Service Co. based on availability and quality of work

Councilor Murray's motion to select C-More Pipe Services Co. in an amount not to exceed \$30,700.00 and authorize the City Administrator to sign, was seconded by Councilor Bennett.

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

Approved: 5-0

**Other business:**

1. Fire Chief Lon Dragt

Fire Chief Lon Dragt invited Councilors to the Fire Awards Banquet on March 8<sup>th</sup>. He also informed Council the Fire District was going for a \$1.50 per \$1000.00 levy this year. Provided a fact sheet to Council stating the \$1.50 per \$1000.00 would maintain services and current Staff.

**Adjourned at 8:02 pm.**

APPROVED:

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Maureen Weathers, Mayor

ATTEST:

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Max Baker, City Recorder

CITY OF LOWELL  
GENERAL FUND  
REVENUES AND EXPENDITURES SUMMARY WITH COMPARISON TO BUDGET

For the Period Ending: **12/31/2024**

110 <b>General Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 <b>Beginning Fund Balance</b>		176,650.70	108,737.00		
<b>Revenues</b>					
310 Property Taxes	35,562.20	198,790.31	205,095.00	6,304.69	96.93
315 Interest Earned	390.85	3,472.83	6,500.00	3,027.17	53.43
320 Intergovernmental Revenue	3,726.74	16,452.54	41,588.00	25,135.46	39.56
325 Operating Grants	-	714.45	62,944.00	62,229.55	1.14
328 Capital Grants	-	-	-	-	0.00
330 Franchise Fees	1,957.08	40,413.45	86,263.00	45,849.55	46.85
335 Licenses & Permits	60.00	15,080.59	58,750.00	43,669.41	25.67
340 Charges for Service	77.00	4,265.17	3,075.00	(1,190.17)	138.70
345 Reimbursement SDC's	-	282.00	235.00	(47.00)	120.00
350 Fines & Forfeitures	265.00	1,445.00	2,500.00	1,055.00	57.80
360 Loan Proceeds	-	-	-	-	0.00
370 Other Revenue	13.81	490.81	5,500.00	5,009.19	8.92
375 Gain(Loss) on Sale of Fixed Assets	-	-	302,459.00	302,459.00	0.00
380 Fundraising & Event Revenue	-	5,550.00	-	(5,550.00)	0.00
385 Miscellaneous Revenue	-	205.12	50.00	(155.12)	410.24
<b>Total Revenues</b>	<b>42,052.68</b>	<b>287,162.27</b>	<b>774,959.00</b>	<b>487,796.73</b>	<b>37.06</b>
<b>Expenditures</b>					
<b>410 Administration</b>					
5000 Personal Services	1,699.67	20,628.14	48,832.00	28,203.86	42.24
6000 Materials & Services	9,845.71	65,471.29	131,859.00	66,387.71	49.65
8000 Capital Outlay	-	-	110,000.00	110,000.00	0.00
<b>Total Administration</b>	<b>11,545.38</b>	<b>86,099.43</b>	<b>290,691.00</b>	<b>204,591.57</b>	<b>29.62</b>
<b>420 Parks &amp; Recreation</b>					
5000 Personal Services	2,960.94	20,282.11	40,917.00	20,634.89	49.57
6000 Materials & Services	3,288.80	26,125.49	55,897.00	29,771.51	46.74
8000 Capital Outlay	-	5,022.93	21,000.00	15,977.07	23.92
<b>Total Parks &amp; Recreation</b>	<b>6,249.74</b>	<b>51,430.53</b>	<b>117,814.00</b>	<b>66,383.47</b>	<b>43.65</b>
<b>430 Police</b>					
5000 Personal Services	-	-	-	-	0.00
6000 Materials & Services	-	1,575.00	10,426.00	8,851.00	15.11
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Police</b>	<b>-</b>	<b>1,575.00</b>	<b>10,426.00</b>	<b>8,851.00</b>	<b>15.11</b>
<b>440 Community Development</b>					
5000 Personal Services	625.79	6,016.00	11,658.00	5,642.00	51.60
6000 Materials & Services	2,029.22	11,120.09	49,558.00	38,437.91	22.44
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Community Development</b>	<b>2,655.01</b>	<b>17,136.09</b>	<b>61,216.00</b>	<b>44,079.91</b>	<b>27.99</b>

CITY OF LOWELL  
GENERAL FUND  
REVENUES AND EXPENDITURES SUMMARY WITH COMPARISON TO BUDGET

For the Period Ending: **12/31/2024**

110 <b>General Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>450 Library</b>					
5000 Personal Services	2,620.65	20,045.28	46,269.00	26,223.72	43.32
6000 Materials & Services	5,068.14	18,709.15	39,724.00	21,014.85	47.10
8000 Capital Outlay	(1,577.23)	2,185.00	4,599.00	2,414.00	47.51
<b>Total Library</b>	<u>6,111.56</u>	<u>40,939.43</u>	<u>90,592.00</u>	<u>49,652.57</u>	<u>45.19</u>
<b>460 Code Enforcement</b>					
5000 Personal Services	111.38	3,415.98	8,435.00	5,019.02	40.50
6000 Materials & Services	2.99	158.47	1,704.00	1,545.53	9.30
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Code Enforcement</b>	<u>114.37</u>	<u>3,574.45</u>	<u>10,139.00</u>	<u>6,564.55</u>	<u>35.25</u>
<b>470 Tourism</b>					
5000 Personal Services	-	-	-	-	
6000 Materials & Services	68.31	397.60	35,578.00	35,180.40	1.12
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Tourism</b>	<u>68.31</u>	<u>397.60</u>	<u>35,578.00</u>	<u>35,180.40</u>	<u>1.12</u>
<b>480 Municipal Court</b>					
5000 Personal Services	621.65	5,939.20	11,891.00	5,951.80	49.95
6000 Materials & Services	257.06	2,706.42	857.00	(1,849.42)	315.80
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Municipal Court</b>	<u>878.71</u>	<u>8,645.62</u>	<u>12,748.00</u>	<u>4,102.38</u>	<u>67.82</u>
<b>800 Debt Service</b>					
7111 Principal	7,243.38	7,243.38	139,005.00	131,761.62	5.21
7511 Interest	4,785.44	4,785.44	24,003.00	19,217.56	19.94
<b>Total Debt Service</b>	<u>12,028.82</u>	<u>12,028.82</u>	<u>163,008.00</u>	<u>150,979.18</u>	<u>7.38</u>
<b>900 Other Requirements</b>					
9100 Transfers to Other Funds	-	-	-	-	0.00
9500 Contingency	-	-	70,061.00	70,061.00	0.00
9800 Ending Balance (Budgeted)	-	-	21,423.00	21,423.00	0.00
<b>Total Other Requirements</b>	<u>-</u>	<u>-</u>	<u>91,484.00</u>	<u>91,484.00</u>	<u>0.00</u>
<b>Total General Fund Expenditures</b>	<u>39,651.90</u>	<u>221,826.97</u>	<u>883,696.00</u>	<u>661,869.03</u>	<u>25.10</u>
<b>Net Revenues over Expenditures</b>	<u>2,400.78</u>	<u>65,335.30</u>	<u>(108,737.00)</u>	<u>(174,072.30)</u>	<u>(60.09)</u>
<b>Ending Fund Balance</b>		<b>241,986.00</b>	-		

CITY OF LOWELL  
BUILDING FUND  
REVENUES AND EXPENDITURES SUMMARY WITH COMPARISON TO BUDGET

**For the Period Ending: 12/31/2024**

220 <b>Building Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 <b>Beginning Fund Balance</b>		44,107.38	34,052.00		
<b>Revenues</b>					
315 Interest Earned	130.90	660.13	100.00	(560.13)	660.13
335 Licenses & Permits	-	25,482.47	23,370.00	(2,112.47)	109.04
340 Technology Fee	-	654.59	-	(654.59)	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	-	7.23	-	(7.23)	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>130.90</b>	<b>26,804.42</b>	<b>23,470.00</b>	<b>(3,334.42)</b>	<b>114.21</b>
<b>Expenditures</b>					
220 <b>Building Department</b>					
5000 Personal Services	1,412.18	8,223.15	14,748.00	6,524.85	55.76
6000 Materials & Services	4,290.19	22,013.20	31,065.00	9,051.80	70.86
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Building Department</b>	<b>5,702.37</b>	<b>30,236.35</b>	<b>45,813.00</b>	<b>15,576.65</b>	<b>66.00</b>
900 <b>Other Requirements</b>					
9100 Transfers to Other Funds	-	-	-	-	0.00
9500 Contingency	-	-	11,709.00	11,709.00	0.00
9800 Ending Balance (Budgeted)	-	-	-	-	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>11,709.00</b>	<b>11,709.00</b>	<b>-</b>
<b>Total Building Fund Expenditures</b>	<b>5,702.37</b>	<b>30,236.35</b>	<b>57,522.00</b>	<b>27,285.65</b>	<b>52.56</b>
<b>Net Revenues over Expenditures</b>	<b>(5,571.47)</b>	<b>(3,431.93)</b>	<b>(34,052.00)</b>	<b>(30,620.07)</b>	<b>(10.08)</b>
<b>Ending Fund Balance</b>		40,675.45	-		

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

**For the Period Ending: 12/31/2024**

230 <b>Water Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 <b>Beginning Fund Balance</b>		141,455.53	106,339.00		
<b>Revenues</b>					
315 Interest Earned	661.02	2,091.18	-	(2,091.18)	0.00
325 Operating Grants	-	-	-	-	0.00
328 Capital Grants	-	93,005.00	1,100,000.00	1,006,995.00	8.46
335 Licenses & Permits	-	1,250.00	2,500.00	1,250.00	50.00
340 Charges for Service	36,000.99	347,215.07	563,965.00	216,749.93	61.57
345 Reimbursement SDC's	-	4,470.00	3,725.00	(745.00)	120.00
360 Loan Payments & Proceeds	-	-	-	-	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	127.50	1,561.10	3,270.00	1,708.90	47.74
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>36,789.51</b>	<b>449,592.35</b>	<b>1,673,460.00</b>	<b>1,223,867.65</b>	<b>26.87</b>
<b>Expenditures</b>					
<b>230 Water Department</b>					
5000 Personal Services	23,744.66	134,666.63	241,220.00	106,553.37	55.83
6000 Materials & Services	9,739.26	90,503.33	245,243.00	154,739.67	36.90
8000 Capital Outlay	107,722.20	232,307.40	1,108,000.00	875,692.60	20.97
<b>Total Water Department</b>	<b>141,206.12</b>	<b>457,477.36</b>	<b>1,594,463.00</b>	<b>1,136,985.64</b>	<b>28.69</b>
<b>800 Debt Service</b>					
7111 Principal	13,470.35	13,470.35	31,903.00	18,432.65	42.22
7511 Interest	5,488.71	5,488.71	26,439.00	20,950.29	20.76
<b>Total Debt Service</b>	<b>18,959.06</b>	<b>18,959.06</b>	<b>58,342.00</b>	<b>39,382.94</b>	<b>32.50</b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	126,994.00	126,994.00	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>126,994.00</b>	<b>126,994.00</b>	<b>0.00</b>
<b>Total General Fund Expenditures</b>	<b>160,165.18</b>	<b>476,436.42</b>	<b>1,779,799.00</b>	<b>1,303,362.58</b>	<b>26.77</b>
<b>Net Revenues over Expenditures</b>	<b>(123,375.67)</b>	<b>(26,844.07)</b>	<b>(106,339.00)</b>	<b>(79,494.93)</b>	<b>(25.24)</b>
<b>Ending Fund Balance</b>		<b>114,611.46</b>	-		

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

**For the Period Ending: 12/31/2024**

240 Sewer Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		303,091.63	227,928.00		
<b>Revenues</b>					
315 Interest Earned	1,043.63	5,236.70	5,500.00	263.30	95.21
325 Operating Grants	14,475.00	14,475.00	-	(14,475.00)	0.00
328 Capital Grants	-	-	-	-	0.00
335 Licenses & Permits	-	1,780.60	-	(1,780.60)	0.00
340 Charges for Service	42,628.71	298,779.69	530,496.00	231,716.31	56.32
345 Reimbursement SDC's	-	3,708.00	3,090.00	(618.00)	120.00
360 Loan Payments & Proceeds	-	-	-	-	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	122.50	1,426.90	4,200.00	2,773.10	33.97
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>58,269.84</b>	<b>325,406.89</b>	<b>543,286.00</b>	<b>217,879.11</b>	<b>59.90</b>
<b>Expenditures</b>					
<b>230 Sewer Department</b>					
5000 Personal Services	23,591.07	135,704.64	243,052.00	107,347.36	55.83
6000 Materials & Services	18,676.12	89,892.42	273,573.00	183,680.58	32.86
8000 Capital Outlay	-	-	58,000.00	58,000.00	0.00
<b>Total Sewer Department</b>	<b>42,267.19</b>	<b>225,597.06</b>	<b>574,625.00</b>	<b>349,027.94</b>	<b>39.26</b>
<b>800 Debt Service</b>					
7111 Principal	29,657.95	29,657.95	37,028.00	7,370.05	80.10
7511 Interest	6,822.68	6,822.68	15,199.00	8,376.32	44.89
<b>Total Debt Service</b>	<b>36,480.63</b>	<b>36,480.63</b>	<b>52,227.00</b>	<b>15,746.37</b>	<b>69.85</b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	144,362.00	144,362.00	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>144,362.00</b>	<b>144,362.00</b>	<b>0.00</b>
<b>Total General Fund Expenditures</b>	<b>78,747.82</b>	<b>262,077.69</b>	<b>771,214.00</b>	<b>509,136.31</b>	<b>33.98</b>
<b>Net Revenues over Expenditures</b>	<b>(20,477.98)</b>	<b>63,329.20</b>	<b>(227,928.00)</b>	<b>(291,257.20)</b>	<b>27.78</b>
<b>Ending Fund Balance</b>		<b>366,420.83</b>	<b>-</b>		

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **12/31/2024**

312 <b>Street Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 <b>Beginning Fund Balance</b>		173,400.73	114,150.00		
<b>Revenues</b>					
315 Interest Earned	438.72	2,682.97	3,200.00	517.03	83.84
325 Operating Grants	-	-	-	-	0.00
328 Capital Grants	-	-	-	-	0.00
335 Intergovernmental	8,876.67	50,795.54	95,000.00	44,204.46	53.47
345 Reimbursement SDC's	-	624.00	520.00	(104.00)	120.00
360 Loan Payments & Proceeds	-	-	-	-	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	-	10.85	-	(10.85)	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>9,315.39</b>	<b>54,113.36</b>	<b>98,720.00</b>	<b>44,606.64</b>	<b>54.81</b>
<b>Expenditures</b>					
312 <b>Street Department</b>					
5000 Personal Services	2,898.57	16,861.74	32,398.00	15,536.26	52.05
6000 Materials & Services	1,849.72	17,690.65	90,120.00	72,429.35	19.63
8000 Capital Outlay	-	38,910.05	60,428.00	21,517.95	64.39
<b>Total Street Department</b>	<b>4,748.29</b>	<b>73,462.44</b>	<b>182,946.00</b>	<b>109,483.56</b>	<b>40.16</b>
800 <b>Debt Service</b>					
7111 Principal	3,578.31	3,578.31	5,334.00	1,755.69	67.08
7511 Interest	1,593.25	1,593.25	1,594.00	0.75	99.95
<b>Total Debt Service</b>	<b>5,171.56</b>	<b>5,171.56</b>	<b>6,928.00</b>	<b>1,756.44</b>	<b>74.65</b>
900 <b>Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	22,996.00	22,996.00	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>22,996.00</b>	<b>22,996.00</b>	<b>0.00</b>
<b>Total General Fund Expenditures</b>	<b>9,919.85</b>	<b>78,634.00</b>	<b>212,870.00</b>	<b>134,236.00</b>	<b>36.94</b>
<b>Net Revenues over Expenditures</b>	<b>(604.46)</b>	<b>(24,520.64)</b>	<b>(114,150.00)</b>	<b>(89,629.36)</b>	<b>(21.48)</b>
<b>Ending Fund Balance</b>		<b>148,880.09</b>	<b>-</b>		

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **12/31/2024**

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
<b>314 Blackberry Jam Fund</b>					
<b>3100 Beginning Fund Balance</b>		<b>12,118.10</b>	<b>8,821.00</b>		
<b>Revenues</b>					
315 Interest Earned	0.05	0.69	10.00	9.31	6.90
370 Other Revenue	-	-	564.00	564.00	0.00
380 Fundraising & Event Revenue	-	3,857.05	4,275.00	417.95	90.22
385 Miscellaneous Revenue	-	-	100.00	100.00	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>0.05</b>	<b>3,857.74</b>	<b>4,949.00</b>	<b>1,091.26</b>	<b>77.95</b>
<b>Expenditures</b>					
<b>314 Blackberry Jam</b>					
5000 Personal Services	-	-	-	-	0.00
6000 Materials & Services	118.05	12,320.16	13,770.00	1,449.84	89.47
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Blackberry Jam</b>	<b>118.05</b>	<b>12,320.16</b>	<b>13,770.00</b>	<b>1,449.84</b>	<b>89.47</b>
<b>900 Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Total General Fund Expenditures</b>	<b>118.05</b>	<b>12,320.16</b>	<b>13,770.00</b>	<b>1,449.84</b>	<b>89.47</b>
<b>Net Revenues over Expenditures</b>	<b>(118.00)</b>	<b>(8,462.42)</b>	<b>(8,821.00)</b>	<b>(358.58)</b>	<b>(95.93)</b>
<b>Ending Fund Balance</b>		<b>3,655.68</b>	<b>-</b>		

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

**For the Period Ending: 12/31/2024**

410 <b>Parks SDC Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		110,249.87	109,778.00		
<b>Revenues</b>					
315 Interest Earned	467.34	2,815.05	3,000.00	184.95	93.84
345 SDC Revenue	-	6,005.00	9,945.00	3,940.00	60.38
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>467.34</b>	<b>8,820.05</b>	<b>12,945.00</b>	<b>4,124.95</b>	<b>68.13</b>
<b>Expenditures</b>					
410 <b>Parks SDC</b>					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	2,119.23	122,723.00	120,603.77	1.73
<b>Total Parks SDC</b>	<b>-</b>	<b>2,119.23</b>	<b>122,723.00</b>	<b>120,603.77</b>	<b>1.73</b>
900 <b>Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Total General Fund Expenditures</b>	<b>-</b>	<b>2,119.23</b>	<b>122,723.00</b>	<b>120,603.77</b>	<b>1.73</b>
<b>Net Revenues over Expenditures</b>	<b>467.34</b>	<b>6,700.82</b>	<b>(109,778.00)</b>	<b>(116,478.82)</b>	<b>6.10</b>
Ending Fund Balance		116,950.69	-		

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

**For the Period Ending: 12/31/2024**

412 <b>Streets SDC Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		85,484.59	85,138.00		
<b>Revenues</b>					
315 Interest Earned	359.59	2,158.40	2,500.00	341.60	86.34
345 SDC Revenue	-	3,552.00	2,975.00	(577.00)	119.39
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>359.59</b>	<b>5,710.40</b>	<b>5,475.00</b>	<b>(235.40)</b>	<b>104.30</b>
<b>Expenditures</b>					
412 <b>Streets SDC</b>					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	90,613.00	90,613.00	0.00
<b>Total Streets SDC</b>	<b>-</b>	<b>-</b>	<b>90,613.00</b>	<b>90,613.00</b>	<b>0.00</b>
900 <b>Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Total General Fund Expenditures</b>	<b>-</b>	<b>-</b>	<b>90,613.00</b>	<b>90,613.00</b>	<b>0.00</b>
<b>Net Revenues over Expenditures</b>	<b>359.59</b>	<b>5,710.40</b>	<b>(85,138.00)</b>	<b>(90,848.40)</b>	<b>6.71</b>
Ending Fund Balance		91,194.99	-		

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **12/31/2024**

430 <b>Water SDC Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		461,732.95	464,777.00		
<b>Revenues</b>					
315 Interest Earned	2,001.53	12,242.07	15,000.00	2,757.93	81.61
345 SDC Revenue	-	39,170.00	45,500.00	6,330.00	86.09
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>2,001.53</b>	<b>51,412.07</b>	<b>60,500.00</b>	<b>9,087.93</b>	<b>84.98</b>
<b>Expenditures</b>					
430 <b>Water SDC</b>					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	525,277.00	525,277.00	0.00
<b>Total Water SDC</b>	<b>-</b>	<b>-</b>	<b>525,277.00</b>	<b>525,277.00</b>	<b>0.00</b>
900 <b>Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Total General Fund Expenditures</b>	<b>-</b>	<b>-</b>	<b>525,277.00</b>	<b>525,277.00</b>	<b>0.00</b>
<b>Net Revenues over Expenditures</b>	<b>2,001.53</b>	<b>51,412.07</b>	<b>(464,777.00)</b>	<b>(516,189.07)</b>	<b>11.06</b>
Ending Fund Balance		513,145.02	-		

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **9/30/2024**

440 Sewer SDC Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		93,041.81	146,338.00		
<b>Revenues</b>					
315 Interest Earned	363.35	1,316.96	3,500.00	2,183.04	37.63
345 SDC Revenue	2,142.00	5,355.00	8,035.00	2,680.00	66.65
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>2,505.35</b>	<b>6,671.96</b>	<b>11,535.00</b>	<b>4,863.04</b>	<b>57.84</b>
<b>Expenditures</b>					
440 Sewer SDC					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	157,873.00	157,873.00	0.00
<b>Total Sewer SDC</b>	<b>-</b>	<b>-</b>	<b>157,873.00</b>	<b>157,873.00</b>	<b>0.00</b>
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Total General Fund Expenditures</b>	<b>-</b>	<b>-</b>	<b>157,873.00</b>	<b>157,873.00</b>	<b>0.00</b>
<b>Net Revenues over Expenditures</b>	<b>2,505.35</b>	<b>6,671.96</b>	<b>(146,338.00)</b>	<b>(153,009.96)</b>	<b>4.56</b>
Ending Fund Balance		99,713.77	-		

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **12/31/2024**

445 <b>Stormwater SDC Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 <b>Beginning Fund Balance</b>		89,310.31	89,145.00		
<b>Revenues</b>					
315 Interest Earned	369.58	2,225.35	2,500.00	274.65	89.01
345 SDC Revenue	-	4,038.00	5,000.00	962.00	80.76
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>369.58</b>	<b>6,263.35</b>	<b>7,500.00</b>	<b>1,236.65</b>	<b>83.51</b>
<b>Expenditures</b>					
445 <b>Stormwater SDC</b>					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	96,645.00	96,645.00	0.00
<b>Total Stormwater SDC</b>	<b>-</b>	<b>-</b>	<b>96,645.00</b>	<b>96,645.00</b>	<b>0.00</b>
900 <b>Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Total General Fund Expenditures</b>	<b>-</b>	<b>-</b>	<b>96,645.00</b>	<b>96,645.00</b>	<b>0.00</b>
<b>Net Revenues over Expenditures</b>	<b>369.58</b>	<b>6,263.35</b>	<b>(89,145.00)</b>	<b>(95,408.35)</b>	<b>7.03</b>
<b>Ending Fund Balance</b>		95,573.66	-		

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **6/30/2024**

520 <b>Water Reserve Fund</b>	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 <b>Beginning Fund Balance</b>		41,933.08	41,882.00		
<b>Revenues</b>					
315 Interest Earned	-	1,440.11	1,500.00	59.89	96.01
345 SDC Revenue	-	-	-	-	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<u>-</u>	<u>1,440.11</u>	<u>1,500.00</u>	<u>59.89</u>	<u>96.01</u>
<b>Expenditures</b>					
520 <b>Water Reserve</b>					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Water Reserve</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00</u>
900 <b>Other Requirements</b>					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	43,382.00	43,382.00	0.00
<b>Total Other Requirements</b>	<u>-</u>	<u>-</u>	<u>43,382.00</u>	<u>43,382.00</u>	<u>0.00</u>
<b>Total General Fund Expenditures</b>	<u>-</u>	<u>-</u>	<u>43,382.00</u>	<u>43,382.00</u>	<u>0.00</u>
<b>Net Revenues over Expenditures</b>	<u>-</u>	<u>1,440.11</u>	<u>(41,882.00)</u>	<u>(43,322.11)</u>	<u>3.44</u>
Ending Fund Balance		43,373.19	-		

CITY OF LOWELL  
REVENUES AND EXPENDITURES SUMMARY  
WITH COMPARISON TO BUDGET

For the Period Ending: **12/31/2024**

521 Sewer Reserve Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		16,598.41	16,581.00		
<b>Revenues</b>					
315 Interest Earned	53.34	327.48	500.00	172.52	65.50
345 SDC Revenue	-	-	-	-	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
<b>Total Revenues</b>	<b>53.34</b>	<b>327.48</b>	<b>500.00</b>	<b>172.52</b>	<b>65.50</b>
<b>Expenditures</b>					
521 Sewer Reserve					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	-	-	0.00
<b>Total Sewer Reserve</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00</b>
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	17,081.00	17,081.00	0.00
<b>Total Other Requirements</b>	<b>-</b>	<b>-</b>	<b>17,081.00</b>	<b>17,081.00</b>	<b>0.00</b>
<b>Total General Fund Expenditures</b>	<b>-</b>	<b>-</b>	<b>17,081.00</b>	<b>17,081.00</b>	<b>0.00</b>
<b>Net Revenues over Expenditures</b>	<b>53.34</b>	<b>327.48</b>	<b>(16,581.00)</b>	<b>(16,908.48)</b>	<b>1.98</b>
Ending Fund Balance		16,925.89	-		

CITY OF LOWELL, OREGON

Resolution No 842

A Resolution Establishing a Master Fee Schedule and Rescinding Resolution 550

WHEREAS: In accordance with Ordinance 228, fees charged by the City for permits and services are to be reviewed periodically for adequacy. The City of Lowell has not updated the master fee schedule since April 19, 2011, and has deemed it necessary to revise the schedule and update the fees for services and permits.

WHEREAS: This resolution rescinds Resolution 550.

BE IT RESOLVED: The Master Fee Schedule attached hereto and incorporated herein by reference be established.

Adopted by the City Council of the City of Lowell this 18<sup>th</sup> Day of February 2025.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

APPROVED:

\_\_\_\_\_

Maureen Weathers, Mayor

ATTEST:

\_\_\_\_\_

Max Baker, Interim City Recorder

CITY OF LOWELL  
MASTER FEE SCHEDULE

	Fee	Unit/ Comment
<b>1 General Services</b>		
<b>a. Administrative Services</b>		
1 Notary Services - Per Document, oath or affirmation	10.00	
2 Lien Search Fees - Per Tax Lot	15.00	
3 Returned Check Fee	35.00	
4 Collections Fee - Added to all accounts sent to a collections agent	25% of Account Balance	
5 Public Records - Research Fee, billed in 15 minute increments	See Section 2	
<i>*Any public record requiring more than 15 minutes to produce will be billed a public records research fee at the applicable staff rate outlined in section 2 of this fee schedule billed to the nearest 15 minute increment.</i>		
<b>b. Printing &amp; Copies - All copies including copies for public records</b>		
1 Letter & Legal Size - Black & White, Per Page	0.15	
2 Letter & Legal Size - Color, Per Page	0.50	
3 11 x 17 - Black & White, Per Page	0.50	
4 11 x 17 - Color, Per Page	1.00	
5 Copy of Public Record Request over 11 x 17	Cost plus 10%	
6 Copies of Public Records - CD	10.00	
7 Copies of Public Record - Meetings	10.00	
<i>*Printing costs apply to any printing of emailed documents</i>		
<i>**Public Records Research fees are billed separately - See section 1</i>		
8 Laminating	1.50 Per sheet	
<b>2 Staff Time and Equipment</b>		
<b>a. Staff Time</b>		
1 City Administrator	75.00 Per hour	
2 Public Works Director	75.00 Per hour	
2 Public Works Staff	50.00 Per hour	
3 Administrative Staff	55.00 Per hour	
4 Library Staff	40.00 Per hour	
5 Attorney	Actual Cost	
<i>*Public works hours are billed with a 1 hour minimum</i>		
<b>b. Equipment Time</b>		
1 Vehicles & Rolling Stock	65.00 Per hour	
2 Other Equipment (Mowers, Trimmers, Pumps, etc.)	30.00 Per hour	
3 Equipment Rented by City Staff	Cost plus 10%	
<i>*Equipment hours are billed with a 1 hour minimum</i>		
<b>3 Municipal Court</b>		
a. Court Fine Payment Plan - Per Citation	25.00	
b. Diversion Fee - Per Offence	150.00	
c. Fine Amounts	See LMC 5.001	
<b>4 Code Enforcement</b>		
a. Animal Licenses	See LMC 5.206	
b. Code Violations	See LMC 5.001	

CITY OF LOWELL  
MASTER FEE SCHEDULE

	Fee	Unit/ Comment
<b>5 Library</b>		
<b>a. Membership</b>		
1 Within Municipal City Limits	Free	
2 Outside Municipal City Limits - Annually	Free	
<b>b. Library Cards</b>		
1 First Time - Original Membership - All Members (One Time Fee)	5.00	
2 Replacement Cards - All Members - Per Card	3.00	
<b>c. Fees &amp; Fines</b>		
2 Lost or Damaged Books	Cost plus 10%	
3 Lost or Damaged Electronic Media	Cost plus 10%	
<b>6 Utility Fees and Charges</b>		
<b>a. Utility Deposit</b>		
1 Residential Single Family Dwelling - 3/4" Meter	250.00	
2 Residential Single Family Dwelling - Greater than 3/4" Meter	2 x Average Monthly Bill	
2 Multi-Family Dwelling Units	300.00 + 20.00 Per Unit	
3 Master Metered Residential Parks	300.00 + 20.00 Per Unit	
4 Commercial & Industrial	2 x Average Monthly Bill	
<i>*All billing calculations are based on the individual location history. If no billing history exists, then the deposit shall be 2 times the estimated monthly usage billed at the current rate.</i>		
<i>**All average and estimated billing calculations will be rounded to the nearest \$50 increment</i>		
<b>b. Water Service Connection Fees</b>	Meter Size:	3/4"      1"      2"
1 Water Meter (only)	555.00	805.00    2,155.00
2 Meter Box & Lid (only)	165.00	165.00    780.00
3 Tap (only)	310.00	425.00    610.00
4 Tap & Water Meter	865.00	1,230.00   2,765.00
5 City Constructed, No Street Cut	1,265.00	1,705.00   4,005.00
6 City Constructed, With Street Cut	2,965.00	3,405.00   5,705.00
<i>*All fees for city constructed improvements include up to 25' of service line. If more than 25' of service line is required, materials will be calculated at cost plus 10%</i>		
<i>**Fees for meters larger than 2" will be calculated at cost plus 10%</i>		
<b>c. Sewer Service Connection Fees</b>		
<i>All Sewer Connections are Developer Constructed</i>		
1 Connection Inspection - Tap Required	250.00	
2 Connection Inspection - No Tap Required	Plumbing Permit Required	
3 Sewer Disconnect Inspection	300.00	
<b>d. Fees &amp; Penalties</b>		
1 Payment Plan	25.00	
2 Delinquent Account Fee	10.00	
3 Door Hanger Fee	15.00	
4 Shut off Fee	25.00	
5 Return to Service	50.00	
<i>*All fees &amp; penalties are per occurrence</i>		

CITY OF LOWELL  
MASTER FEE SCHEDULE

		Fee	Unit/ Comment
<b>7 Permits</b>			
a. <b>Special Events &amp; Public Benefit Permit Application - Non refundable</b>		250.00	
b. <b>Camping Permits</b>			
1 Camping/RV Occupancy Permit - Private Property		35.00	Each
2 Camping/RV Occupancy Permit - Public Property		15.00	Per day
c. <b>Right of Way Permits</b>			
<i>All Right-of-way Permits are Per Occurrence</i>			
1 Temporary Right-of-way Use - 30 days or less		75.00	
2 Long Term Right-of-way Use - Over 30 days		175.00	
3 Right-of-way License		300.00	
4 Right-of-way Excavation Permit - No Street Cut		500.00	
5 Right-of-way Excavation Permit - Street Cut Required		750.00	
6 Driveway Permit - With or Without Building Permit		500.00	Per apron
7 Plan Review/Inspection for all public & private improvements not covered elsewhere by fees		Cost plus 10%	
<b>8 Land Use &amp; Development Permits</b>	Application		
a. <b>Amendments</b>	Type		
1 Text Amendments	4	1,500.00	
2 UGB Expansion Request	4	4,000.00	
3 Zone Change/ Map Amendments	4	4,000.00	
b. <b>Annexation</b>			
1 Annexation	4	3,500.00	
<i>*Plus actual attorney and election cost if applicable</i>			
c. <b>Appeal</b>			
1 Appeal of Staff Decision to Planning Commission	3	500.00	
2 Appeal of Planning Commission Decision to City Council	4	2,500.00	
3 Appeal, LUBA Remand Hearing	4	4,000.00	
4 Appeal of Civil Penalty	4	500.00	
d. <b>Conditional Use</b>			
1 ADU - Accessory Dwelling Unit	3	450.00	
2 Bed & Breakfast	3	450.00	
2 Cottage Cluster	1	500.00	Plus \$150 per unit
3 Home Occupation - Type I	1	50.00	
4 Home Occupation - Type III	3	250.00	
5 Manufactured Dwelling Parks	3	750.00	Plus \$150 per unit
6 Multi Family & Residential Care Facilities	3	750.00	Plus \$150 per unit
7 Residential Care Home	3	750.00	
8 All Other	3	500.00	
e. <b>Fences &amp; Screening</b>			
1 Fence or Perimeter Screening	1	25.00	
<i>*Permit required when not otherwise included with a land use permit.</i>			
f. <b>Land Division</b>			
1 Lot Consolidation	1	350.00	
2 Lot Line Adjustment	1	350.00	
3 Subdivision/Partition - Tentative Plan	3	2,500.00	Plus \$200 per lot
4 Subdivision/Partition - Minor Modification	1	500.00	
5 Subdivision/Partition - Final Plat	1	1,000.00	
6 Subdivision/Partition - Replat	3	1,500.00	Plus \$200 per lot
7 Expedited Land Division	2	2,650.00	
<i>*Special Standards fees may apply - see section 8 (j)</i>			

CITY OF LOWELL  
MASTER FEE SCHEDULE

			Fee	Unit/ Comment
<b>8 Land Use &amp; Development Permits - Continued</b>	<b>Application</b>			
<b>g. Planned Unit Development</b>	<b>Type</b>			
1 PUD - Planned Unit Development - 0-5 acres	4	3,500.00	*Plus notice fee	
2 PUD - Planned Unit Development - each add'l acre	4	500.00	*Plus notice fee	
3 PUD - Modification - Minor	1	350.00	*Plus notice fee	
4 PUD - Modification - Major	4	750.00	*Plus notice fee	
<b>h. Sign Permits</b>				
1 Perimeter Street Sign	1	100.00		
2 Building Sign	1	75.00		
3 Residential Signs for Home Occupation	1	25.00		
4 Replacing Sign facia, no structural changes	1	30.00		
5 Additional Sign, same application	1	25.00		
6 Portable or Temporary Sign	1	30.00	Annually - each	
<b>i. Site Plan</b>				
1 Up to 1,000 sq ft	3	500.00	*Plus notice fee	
2 1,001 to 5,000 sq ft	3	750.00	*Plus notice fee	
3 5,001 to 10,000 sq ft	3	1,275.00	*Plus notice fee	
4 More than 10,000 sq ft	3	1,800.00	*Plus notice fee	
<i>*Site plan review within the boundary of the Regulating Plan shall be processed as a type 2 application.</i>				
<b>j. Special Standards</b>				
1 Flood Plain/ Flood Hazard Area	1	450.00		
2 Hillside - Any lot containing Slopes of 15% or greater	3	500.00	Per lot	
3 Riparian Area Development	3	450.00		
4 Wetlands Development	3	450.00		
<i>*Special Standards fees are additive to other land use application fees</i>				
<b>k. Temporary Use</b>				
1 Temporary Manufactured Dwelling	2	See Section 8 (i) - Site Plan		
2 Temporary Caretaker, Office or Building Space	2	See Section 8 (i) - Site Plan		
3 Temporary Use, Other	3	500.00	Conditional Use	
<b>l. Vacation</b>				
1 Easement	4	1,000.00	*Plus notice fee	
2 Public Right-of-Way	4	1,500.00	*Plus notice fee	
<b>m. Variance</b>				
1 Variance - Minor	3	450.00		
2 Variance - Major	3	750.00		
3 Variance - Floodplain	1	450.00	See Special Standards	
<b>n. Miscellaneous Planning Fees</b>				
1 Code Interpretation	1	300.00		
2 Pre-Application Consultation	1	150.00		
2 Pre-Application Conference ( <i>Req'd for all type 3 apps</i> )	1	400.00	Per hour	
3 Zoning Verification/ LUCS Statement	1	100.00		
4 Non-Conforming Use	1	375.00		
5 Lot of Record Verification	1	500.00		
6 Notice Fee	N/A	250.00	+ Actual cost over base	
<i>**Notice fee is additive and applies to all applications requiring neighborhood notifications outlined in section 9.3</i>				

\* Notice Fee - Notices required in section 9.3 of the Lowell Land Development Code where permissible uses of a property are required to be mailed to the owner of each lot that may be affected. Includes the actual costs for all labor, supplies and postage.



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

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**To:** Mayor Weathers and City Council  
**From:** Max Baker, Interim City Administrator  
**Date:** Tuesday, February 18, 2025  
**Re:** Master Fee Schedule

# MEMO

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The Master Fee Schedule has not been updated since April 19, 2011. Staff have deemed it necessary to revise the schedule and update the fees for services and permits.

Staff have been working on updating this for over two years. Moving forward Staff will look at these fees and services annually and adjust when needed during adoption of other City fees.



City Administrator's Office  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-937-2157  
Email: admin@ci.lowell.or.us

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**To:** Mayor Weathers and City Council  
**From:** Max Baker, Interim City Administrator  
**Date:** Tuesday, February 18, 2025  
**Re:** Administrator's

---

# MEMO

This report covers activities from the January 2025 regular meeting to now.

## **E-permitting**

- The system is still having errors and outages from time to time making it difficult to expedite permits quickly. I have finally gained access and removed the former CA from system.

## **Sale of old City Hall**

- The city received several inquiries regarding the sale of the old City Hall, but that was it. Nothing formal was submitted.

## **Wastewater Plant**

- The debris and damaged fence have been cleaned up at the plant. The fence contractor will be here early March to replace damaged fencing.

## **Budget**

- Staff are currently working on finalizing the Budget format. Year end projections are completed and will be updated as the process continues.

## **Cybersecurity improvements**

- The dot.gov transition is going smoothly. Staff in the testing phase have reported no issues yet.

## **Development activities**

- City File # 535-24-000003 Type II site plan review for a single-family dwelling and accessory dwelling unit was approved. A waiver of remonstrance was issued for street improvements.

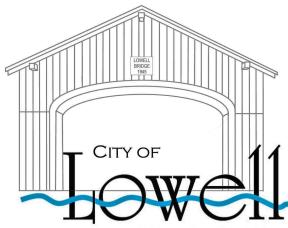
**Salary/benefit study**

- All information requested from comparators has been received by consultant and progress continues. Estimated completion of draft study by end of March.

**Other items**

- Completed 6-month probationary review with Eric. He is on track for certification testing in late summer. His salary will be moved to step 2 on the pay scale effective February 1<sup>st</sup>.

**Update on Interim City Administrator**



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

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**TO:** Mayor Weathers and Council  
**FROM:** Hunter Harris  
**DATE:** February 18, 2025  
**SUBJECT:** Public Works Report

### **Streets and Parks**

Staff repaired a few potholes with cold patch as temporary fixes. I will be reaching out to Pave Northwest to get a quote to fix some of the major potholes.

Staff will be preparing lawn mowers to be ready when we can get out and catch up on mowing.

Staff are working on street light inventory plan and making a map with identifying pole numbers. This will simplify and speed up the reporting process to Lane Electric when a street light it out or in need of repair.

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

USACE archeological team was on site the week of 2/3/25 to survey the property for location of the ECWAG grant Sed-Basin. I have not received any findings at this time.

H@J construction was tasked with water service line leak replacement, the water plant was not maintaining proper water levels in the storage tanks. Staff found the leak and had the whole service replaced with a brand-new saddle tap.

### **Sewer Plant/Collections**

Staff is prepared to inspect sewer collection system during a major rain event to pinpoint where the I&I is coming from and repair those areas.

C-More Pipe is onsite and has begun repairs on the selected manholes from civil west I&I study.

I have received 3 bids to replace damaged fence from December's windstorm. We have selected Oregon Fence to do the repairs of the fence and Shane Prom for the debris cleanup.

Maggie Osgood Library

Monthly report for January 2025

Submitted by Peggy O'Kane, Library Director

**January Activities**

During January we continued work on cleaning up catalog records.

Tony Moreci was elected chair of the Library Committee.

Work started on moving the rose bushes from the old City Hall building to this location.

I also began work on a grant from the State Library of Oregon to hire a teen for 10 hours a week during the summer. The grant was filed in February and results should be known by February 19.

Planning for a fund-raising dinner is being led by Tony Moreci. The plan is to hold a chicken dinner at the Grange. There will be entertainment and an auction for a variety of items.

## Annual Report of the Maggie Osgood Library

Library Director Peggy O'Kane

2024 was a successful year for the Maggie Osgood Library.

We added:

- 129 borrowing cards and 937 new titles

We circulated

- 984 items from our physical collection
- 1200 items from the download library (764 audios and 436 eBooks)

Volunteers

- 14 over the course of the year
- 9 currently active

Finances

- Received \$60.00 from books sold to Thrift Books
- We raised \$1,202 via book sales and donations

Summer Reading

- 60 children signed up
- 20 returned their completed reading logs
- Over 75 individuals attended craft sessions and/or the opening and closing events

Maggie Osgood Library Digital Repository (MOLDR)

- Close to 500 items are in the beta version of the repository. An even larger number is in the pipeline.
- Equipment to create oral histories has been purchased.
- Training has begun.
- The first subject has been identified.

In addition

### **Programs**

- In January we began a weekly speaker series. The series ran through March. While some of the sessions were well attended, most had only library volunteers. We are not repeating at least in January 2025.
- The history group met monthly with between 3 and 8 attendees.
- The craft group was more sparsely attended but happened weekly.
- We had a well attended Christmas crafts activity in December.

### **Capitol Campaign**

In February we re-opened the library capitol campaign. As a result, we raised nearly \$1,000.

### **Other**

Jeremy and I presented a session at the Oregon Library Association Conference on the Library start-up.

# Agenda Item Sheet

## City of Lowell City Council

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Type of item:	Other
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**Item title/recommended action:**

Update on Sale of Old City Hall/Library

**Justification or background:**

Following direction from Council at the last meeting, I reached out to James Chaney with LCOG, for assistance in preparing an RFP for a Commerical Real Estate Agent. I supplied the bid documents prepared by the former City Administrator for reference. He stated It's close to impossible to do a competitive selection for a realtor, since they all charge the same fees. He also stated, if you do a finding that realtor services are "personal services" under ORS chapter 279B, then you can just pick one based on your experience.

**Budget impact:**

N/A

**Department or Council sponsor:**

Administration

**Attachments:**

N/A

Meeting date:	02/18/2025
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# Memorandum

**TO:** Lowell City Administrator

**FROM:** Lane Council of Governments (LCOG)

**DATE:** January 22, 2025

**SUBJECT:** Amending Lowell Downtown Master Plan

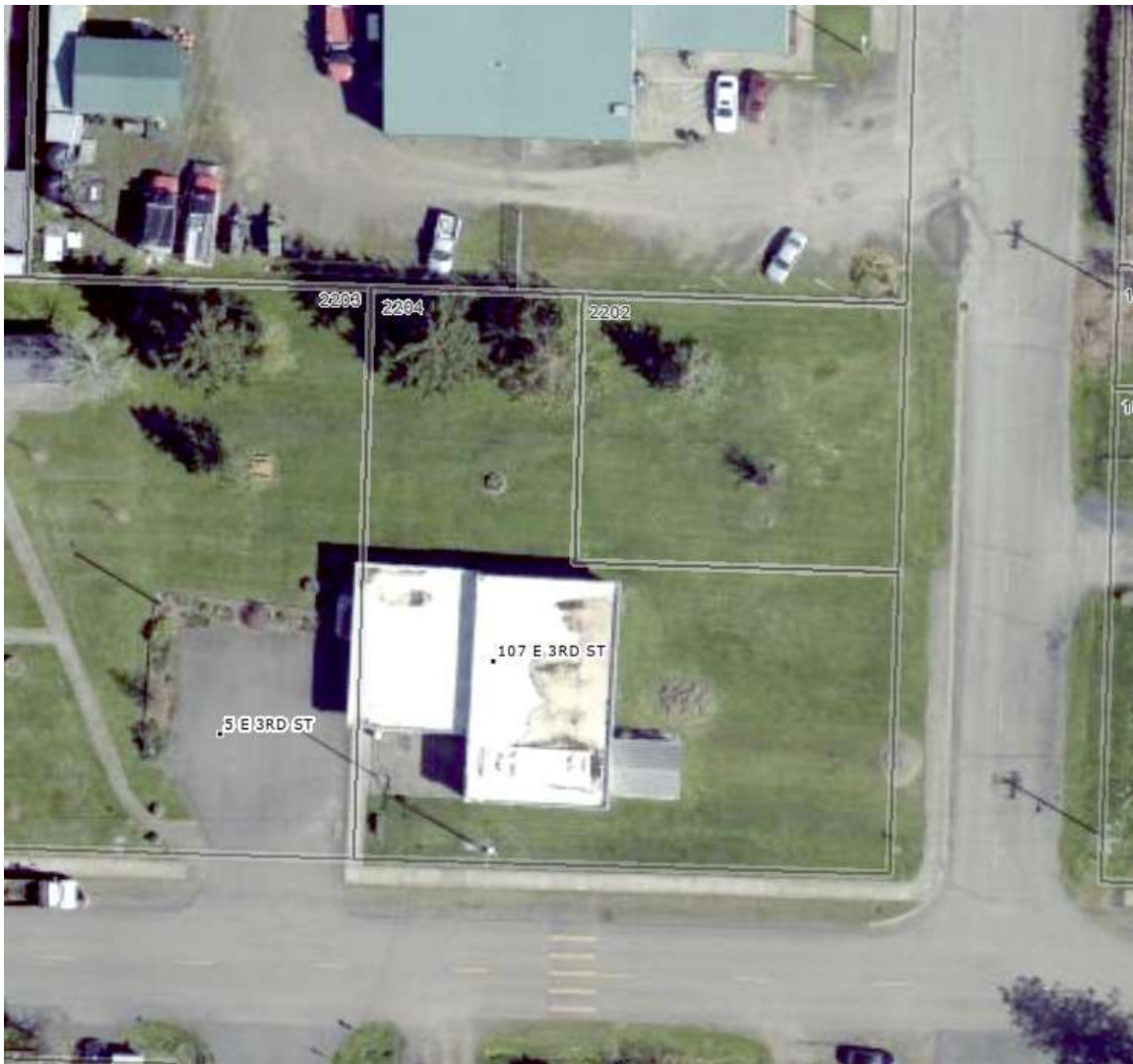
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LCOG was asked by Lowell City Administrator to outline the process by which Lowell would take to amend the Downtown Master Plan to exclude properties 19-01-14-22-02204 and 19-01-14-22-02202 from the boundaries of the Regulating Plan and in effect, the Downtown Master Plan.

## **Subject Properties**

LCOG understands the two properties in question for removal from the Regulating Plan are Map and Tax Lot 19-01-14-22-02204 and 02202. Tax Lot 00204 is the former city hall property and Tax Lot 02202 is the rectangular property immediately abutting the former city hall property. The Lowell Fire Station is located immediately north of both properties. Tax Lot 02204 is owned by the City of Lowell and Tax Lot 02202 is privately owned.

Presently both properties are zoned Downtown Residential-Attached and permit any residential or commercial use. The Downtown Master Plan envisioned this area developing with attached townhomes, but any type of residential or commercial use is permitted here, subject to the Building Standards sheet of Section 9.414 of the Lowell Development Code.



*Figure 1. Subject properties Tax Lot 02204 & 002202.*

### **Amendment of Downtown Master Plan**

Any master planning document may be amended. In this case, an amendment to an adopted master plan would be considered a Type IV legislative amendment, as both the Zoning Map and the Downtown Master Plan itself would need to be changed.

The Lowell City Council may initiate an amendment to the Downtown Master Plan by passing a council resolution directing staff to begin the process. The Lowell Planning Commission would hold the first evidentiary hearing on the amendment and provide a recommendation to the Lowell City Council for final action. If approved, the amendment must be adopted via ordinance. Published notice would be printed in a newspaper of general circulation and posted in public spaces. The Department of Land Conservation and Development (DLCD) would be notified of the pending amendment and would have the opportunity to provide comments, if desired.

If the subject properties are to be removed from the Downtown Master Plan, they must be assigned a new zoning designation. Staff recommend applying a residential zoning

designation, most likely R-3 Multiple-Family, as it aligns with the original intent of envisioning a higher density residential development in this area. This designation allows for a higher density of residential development, such as townhomes, apartments, duplexes, or cottage clusters, subject to Lowell Development Code.

A Type IV legislative amendment is not a quick process. A legislative amendment can generally be processed in a few months, if there are no issues or appeals raised. Type IV appeals automatically go to the Land Use Board of Appeals (LUBA). Staff cost associated with processing of Type IV application generally run into the range of \$1,000-3,000 if the application is relatively straightforward.

Refer to Section 9.523, Amendments and Section 9.206(d) of the Development Code for process and approval criteria.

Respectfully submitted,

Henry Hearley

Associate Planner

Lane Council of Governments

# Agenda Item Sheet

## City of Lowell City Council

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Type of item:	Resolution
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**Item title/recommended action:**

I move to approve Resolution 842, "A Resolution Establishing a Master Fee Schedule and Rescinding Resolution 550".

**Justification or background:**

In accordance with Ordinance 228, fees charged by the City for permits and services are to be reviewed periodically for adequacy. The City of Lowell has not updated the master fee schedule since April 19, 2011, and has deemed it necessary to revise the schedule and update the fees for services and permits.

**Budget impact:**

N/A

**Department or Council sponsor:**

Administration

**Attachments:**

Resolution 842 and Master Fee Schedule

Meeting date:	02/18/2025
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CITY OF LOWELL, OREGON

Resolution No 842

A Resolution Establishing a Master Fee Schedule and Rescinding Resolution 550

WHEREAS: In accordance with Ordinance 228, fees charged by the City for permits and services are to be reviewed periodically for adequacy. The City of Lowell has not updated the master fee schedule since April 19, 2011, and has deemed it necessary to revise the schedule and update the fees for services and permits.

WHEREAS: This resolution rescinds Resolution 550.

BE IT RESOLVED: The Master Fee Schedule attached hereto and incorporated herein by reference be established.

Adopted by the City Council of the City of Lowell this 18<sup>th</sup> Day of February 2025.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

APPROVED:

\_\_\_\_\_

Maureen Weathers, Mayor

ATTEST:

\_\_\_\_\_

Max Baker, Interim City Recorder

CITY OF LOWELL  
MASTER FEE SCHEDULE

	Fee	Unit/ Comment
<b>1 General Services</b>		
<b>a. Administrative Services</b>		
1 Notary Services - Per Document, oath or affirmation	10.00	
2 Lien Search Fees - Per Tax Lot	15.00	
3 Returned Check Fee	35.00	
4 Collections Fee - Added to all accounts sent to a collections agent	25% of Account Balance	
5 Public Records - Research Fee, billed in 15 minute increments	See Section 2	
<i>*Any public record requiring more than 15 minutes to produce will be billed a public records research fee at the applicable staff rate outlined in section 2 of this fee schedule billed to the nearest 15 minute increment.</i>		
<b>b. Printing &amp; Copies - All copies including copies for public records</b>		
1 Letter & Legal Size - Black & White, Per Page	0.15	
2 Letter & Legal Size - Color, Per Page	0.50	
3 11 x 17 - Black & White, Per Page	0.50	
4 11 x 17 - Color, Per Page	1.00	
5 Copy of Public Record Request over 11 x 17	Cost plus 10%	
6 Copies of Public Records - CD	10.00	
7 Copies of Public Record - Meetings	10.00	
<i>*Printing costs apply to any printing of emailed documents</i>		
<i>**Public Records Research fees are billed separately - See section 1</i>		
8 Laminating	1.50	Per sheet
<b>2 Staff Time and Equipment</b>		
<b>a. Staff Time</b>		
1 City Administrator	75.00	Per hour
2 Public Works Director	75.00	Per hour
2 Public Works Staff	50.00	Per hour
3 Administrative Staff	55.00	Per hour
4 Library Staff	40.00	Per hour
5 Attorney	Actual Cost	
<i>*Public works hours are billed with a 1 hour minimum</i>		
<b>b. Equipment Time</b>		
1 Vehicles & Rolling Stock	65.00	Per hour
2 Other Equipment (Mowers, Trimmers, Pumps, etc.)	30.00	Per hour
3 Equipment Rented by City Staff	Cost plus 10%	
<i>*Equipment hours are billed with a 1 hour minimum</i>		
<b>3 Municipal Court</b>		
a. Court Fine Payment Plan - Per Citation	25.00	
b. Diversion Fee - Per Offence	150.00	
c. Fine Amounts	See LMC 5.001	
<b>4 Code Enforcement</b>		
a. Animal Licenses	See LMC 5.206	
b. Code Violations	See LMC 5.001	

CITY OF LOWELL  
MASTER FEE SCHEDULE

	Fee	Unit/ Comment
<b>5 Library</b>		
<b>a. Membership</b>		
1 Within Municipal City Limits	Free	
2 Outside Municipal City Limits - Annually	Free	
<b>b. Library Cards</b>		
1 First Time - Original Membership - All Members (One Time Fee)	5.00	
2 Replacement Cards - All Members - Per Card	3.00	
<b>c. Fees &amp; Fines</b>		
2 Lost or Damaged Books	Cost plus 10%	
3 Lost or Damaged Electronic Media	Cost plus 10%	
<b>6 Utility Fees and Charges</b>		
<b>a. Utility Deposit</b>		
1 Residential Single Family Dwelling - 3/4" Meter	250.00	
2 Residential Single Family Dwelling - Greater than 3/4" Meter	2 x Average Monthly Bill	
2 Multi-Family Dwelling Units	300.00 + 20.00 Per Unit	
3 Master Metered Residential Parks	300.00 + 20.00 Per Unit	
4 Commercial & Industrial	2 x Average Monthly Bill	
<i>*All billing calculations are based on the individual location history. If no billing history exists, then the deposit shall be 2 times the estimated monthly usage billed at the current rate.</i>		
<i>**All average and estimated billing calculations will be rounded to the nearest \$50 increment</i>		
<b>b. Water Service Connection Fees</b>	Meter Size:	3/4"      1"      2"
1 Water Meter (only)	555.00	805.00    2,155.00
2 Meter Box & Lid (only)	165.00	165.00    780.00
3 Tap (only)	310.00	425.00    610.00
4 Tap & Water Meter	865.00	1,230.00   2,765.00
5 City Constructed, No Street Cut	1,265.00	1,705.00   4,005.00
6 City Constructed, With Street Cut	2,965.00	3,405.00   5,705.00
<i>*All fees for city constructed improvements include up to 25' of service line. If more than 25' of service line is required, materials will be calculated at cost plus 10%</i>		
<i>**Fees for meters larger than 2" will be calculated at cost plus 10%</i>		
<b>c. Sewer Service Connection Fees</b>		
<i>All Sewer Connections are Developer Constructed</i>		
1 Connection Inspection - Tap Required	250.00	
2 Connection Inspection - No Tap Required	Plumbing Permit Required	
3 Sewer Disconnect Inspection	300.00	
<b>d. Fees &amp; Penalties</b>		
1 Payment Plan	25.00	
2 Delinquent Account Fee	10.00	
3 Door Hanger Fee	15.00	
4 Shut off Fee	25.00	
5 Return to Service	50.00	
<i>*All fees &amp; penalties are per occurrence</i>		

CITY OF LOWELL  
MASTER FEE SCHEDULE

		Fee	Unit/ Comment
<b>7 Permits</b>			
a. <b>Special Events &amp; Public Benefit Permit Application - Non refundable</b>		250.00	
b. <b>Camping Permits</b>			
1 Camping/RV Occupancy Permit - Private Property		35.00	Each
2 Camping/RV Occupancy Permit - Public Property		15.00	Per day
c. <b>Right of Way Permits</b>			
<i>All Right-of-way Permits are Per Occurrence</i>			
1 Temporary Right-of-way Use - 30 days or less		75.00	
2 Long Term Right-of-way Use - Over 30 days		175.00	
3 Right-of-way License		300.00	
4 Right-of-way Excavation Permit - No Street Cut		500.00	
5 Right-of-way Excavation Permit - Street Cut Required		750.00	
6 Driveway Permit - With or Without Building Permit		500.00	Per apron
7 Plan Review/Inspection for all public & private improvements not covered elsewhere by fees		Cost plus 10%	
<b>8 Land Use &amp; Development Permits</b>	Application		
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<i>*Plus actual attorney and election cost if applicable</i>			
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e. <b>Fences &amp; Screening</b>			
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<i>*Permit required when not otherwise included with a land use permit.</i>			
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6 Subdivision/Partition - Replat	3	1,500.00	Plus \$200 per lot
7 Expedited Land Division	2	2,650.00	
<i>*Special Standards fees may apply - see section 8 (j)</i>			

CITY OF LOWELL  
MASTER FEE SCHEDULE

			Fee	Unit/ Comment
<b>8 Land Use &amp; Development Permits - Continued</b>	<b>Application</b>			
<b>g. Planned Unit Development</b>	<b>Type</b>			
1 PUD - Planned Unit Development - 0-5 acres	4	3,500.00	*Plus notice fee	
2 PUD - Planned Unit Development - each add'l acre	4	500.00	*Plus notice fee	
3 PUD - Modification - Minor	1	350.00	*Plus notice fee	
4 PUD - Modification - Major	4	750.00	*Plus notice fee	
<b>h. Sign Permits</b>				
1 Perimeter Street Sign	1	100.00		
2 Building Sign	1	75.00		
3 Residential Signs for Home Occupation	1	25.00		
4 Replacing Sign facia, no structural changes	1	30.00		
5 Additional Sign, same application	1	25.00		
6 Portable or Temporary Sign	1	30.00	Annually - each	
<b>i. Site Plan</b>				
1 Up to 1,000 sq ft	3	500.00	*Plus notice fee	
2 1,001 to 5,000 sq ft	3	750.00	*Plus notice fee	
3 5,001 to 10,000 sq ft	3	1,275.00	*Plus notice fee	
4 More than 10,000 sq ft	3	1,800.00	*Plus notice fee	
<i>*Site plan review within the boundary of the Regulating Plan shall be processed as a type 2 application.</i>				
<b>j. Special Standards</b>				
1 Flood Plain/ Flood Hazard Area	1	450.00		
2 Hillside - Any lot containing Slopes of 15% or greater	3	500.00	Per lot	
3 Riparian Area Development	3	450.00		
4 Wetlands Development	3	450.00		
<i>*Special Standards fees are additive to other land use application fees</i>				
<b>k. Temporary Use</b>				
1 Temporary Manufactured Dwelling	2	See Section 8 (i) - Site Plan		
2 Temporary Caretaker, Office or Building Space	2	See Section 8 (i) - Site Plan		
3 Temporary Use, Other	3	500.00	Conditional Use	
<b>l. Vacation</b>				
1 Easement	4	1,000.00	*Plus notice fee	
2 Public Right-of-Way	4	1,500.00	*Plus notice fee	
<b>m. Variance</b>				
1 Variance - Minor	3	450.00		
2 Variance - Major	3	750.00		
3 Variance - Floodplain	1	450.00	See Special Standards	
<b>n. Miscellaneous Planning Fees</b>				
1 Code Interpretation	1	300.00		
2 Pre-Application Consultation	1	150.00		
2 Pre-Application Conference ( <i>Req'd for all type 3 apps</i> )	1	400.00	Per hour	
3 Zoning Verification/ LUCS Statement	1	100.00		
4 Non-Conforming Use	1	375.00		
5 Lot of Record Verification	1	500.00		
6 Notice Fee	N/A	250.00	+ Actual cost over base	
<i>**Notice fee is additive and applies to all applications requiring neighborhood notifications outlined in section 9.3</i>				

\* Notice Fee - Notices required in section 9.3 of the Lowell Land Development Code where permissible uses of a property are required to be mailed to the owner of each lot that may be affected. Includes the actual costs for all labor, supplies and postage.

# Agenda Item Sheet

## City of Lowell City Council



Type of item:	Appointments
---------------	--------------

### Item title/recommended action:

Motion to approve Resolution 843, "A resolution making appointments to fill expired terms on the Planning Commission." – Discussion/ Possible action

### Justification or background:

Staff issued a call for applications to fill vacant seats to the city's boards, commissions, and committees in the November 2024 and January 2025 issue of "The Bridge." The Planning Commission has 2 seats whose terms expired on 12/31/2024. And 1 vacant seat. The table below shows the current composition of the Planning Commission. The highlighted rows show seats that have expired and are vacant.

Seat and Commissioner	Term Expiration
Seat 1: Vacant	12/31/2026
Seat 2: Vacant	12/31/2026
Seat 3: Vacant	12/31/2025
Seat 4: Bill George	12/31/2025
Seat 5: John Petrie	12/31/2025

### Budget impact:

N/A

### Department or Council sponsor:

Administration

### Attachments:

Application from: Suzanne Kintzley

Meeting date:	02/18/2025
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## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

<b>Contact Information</b>	
Name:	Suzanne Kintzberg
Street Address:	[REDACTED]
Mailing Address:	[REDACTED]
City/State/Zip Code:	Lowell, 012 97452
Home Phone:	[REDACTED]
Work Phone:	[REDACTED]
E-Mail Address:	Kintzberg@icloud.com

<b>Background</b>	
Years of Residence in Lowell:	31
Place of Employment:	Campbell Commercial Real Estate
Occupation:	Commercial Real Estate Broker
Educational Background:	Graduate THS '89 Assoc UCL '89, 90-92 UofO 89-85, 87-89
Prior Civic Activities:	Lowell School District, Board of Directors 2004-Present Lowell Downtown Development Committee, Chair Commissioner, Lowell Planning Commission 2001-2005 Graduate, Ford Leadership Institute

### 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 (choose one)      Committee / Volunteer
- ☐ Blackberry Jam Festival (choose one)      Committee / Volunteer
- ☐ 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.

Involved in committee Real Estate, planning or developing  
I have volunteered for many Ad Hoc committees.

### Motivation

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


To help with the growth of our community; to make Lowell a place where you can raise your families, live & work all while experiencing small town life, in a supportive 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)	Suzanne Kintner
Signature	
Date	2/10/25

### 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  
70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

**CITY OF LOWELL, OREGON**

**RESOLUTION 843**

**A RESOLUTION MAKING APPOINTMENTS TO THE PLANNING  
COMMISSION TO FILL EXPIRED AND VACANT POSITIONS.**

---

**The City Council of the City of Lowell finds as follows:**

Two Planning Commission terms expired on December 31, 2024. Also, the Planning Commission currently has one vacancy. In accordance with Sec. 2.600, *et seq.*, of the Lowell Revised Code, the city issued a call for applications to fill the expiring terms and vacancy. The City Council has reviewed the application(s) received and wishes to appoint the people listed below.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the following appointments to the Planning Commission are approved.

<b>Seat</b>	<b>Appointee</b>	<b>For the term expiring</b>
2	Suzanne Kintzley	December 31, 2026

**Section 2.** That the appointments are effective as of February 19, 2025.

[THIS SECTION INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

**Adopted by the City Council of the City of Lowell on this 18<sup>st</sup> day of February 2025.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

---

Maureen Weathers, Mayor

ATTEST:

---

Max Baker, City Recorder

# Agenda Item Sheet

## City of Lowell City Council



Type of item:	Appointments
---------------	--------------

### Item title/recommended action:

Motion to approve Resolution 844, "A resolution making appointments to fill expired terms on the BBJ Committee." – Discussion/ Possible action

### Justification or background:

Staff issued a call for applications to fill vacant seats to the city's boards, commissions, and committees in the November 2024 and January 2025 issue of "The Bridge." The Blackberry Jam Committee has 2 seats whose terms expired on 12/31/2024. The table below shows the current composition of the BBJ Committee. The highlighted rows show seats that have expired and are vacant.

Seat and Commissioner	Term Expiration
Seat 1: Lonna Bennett	12/31/2025
Seat 2: Rustie Ackland	12/31/2025
Seat 3: Meesa Anders	12/31/2025
Seat 4: Vacant	12/31/2026
Seat 5: Vacant	12/31/2026

### Budget impact:

N/A

### Department or Council sponsor:

Administration

### Attachments:

Application from: George Wild, Ben Anders

Meeting date:	02/18/2025
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## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

B B J

<b>Contact Information</b>	
Name:	GEORGE WILB
Street Address:	[REDACTED]
Mailing Address:	[REDACTED]
City/State/Zip Code:	[REDACTED]
Home Phone:	[REDACTED]
Work Phone:	[REDACTED]
E-Mail Address:	[REDACTED]

<b>Background</b>	
Years of Residence in Lowell:	20+ YEARS
Place of Employment:	RETIRED NEW YORK LIFE INS CO
Occupation:	DIRECTOR OF OPERATIONS
Educational Background:	3 YEAR UNIVERSITY DEGREE (UK)
Prior Civic Activities:	6 YEARS CITY COUNCIL 10+ YEARS PARKS 16+ YEARS B.B.J.

### 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 (choose one)      Committee / Volunteer
- ☒ Blackberry Jam Festival (choose one)      Committee / Volunteer
- ☐ Other short-term task groups \_\_\_\_\_

RECEIVED  
JAN 17 2025

BY: .....

### 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.

PAST EXPERIENCE AS CHAIR FOR SEVERAL YEARS CAN ASSIST THE PRESENT CHAIR WITH FURTHER GUIDANCE WHEN ASKED, AND DELIVER ON TASK ASSIGNED

### Motivation

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


THE BDT IS THE MAIN ATTRACTION TO LOWELL DURING THE YEAR, SO IT IS VITAL WE HAVE A HIGH-QUALITY FESTIVAL. I WANT TO MY PART IN TRYING TO MAKE THAT HAPPEN

### 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)	GEORGE WILD
Signature	
Date	1-16-2025

### Our Policy

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

City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)



RECEIVED  
FEB 14 2025

## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

BY:  .....

### Contact Information

Name:	Benjamin Anders
Street Address:	[REDACTED]
Mailing Address:	[REDACTED]
City/State/Zip Code:	[REDACTED]
Home Phone:	[REDACTED]
Work Phone:	[REDACTED]
E-Mail Address:	[REDACTED]

### Background

Years of Residence in Lowell:	6 years
Place of Employment:	Precision Machinery
Occupation:	Equipment Sales and Major
Educational Background:	Components
Prior Civic Activities:	

### 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 (choose one) Committee / Volunteer
- ☒ Blackberry Jam Festival (choose one) Committee / Volunteer
- ☐ 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.

Mechanical

### Motivation

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

Self Fulfilment

### 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)	Benjamin Anders
Signature	Benjamin Anders
Date	2/14/25

### Our Policy

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

City of Lowell  
P.O. Box 490  
70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

**CITY OF LOWELL, OREGON**

**RESOLUTION 843**

**A RESOLUTION MAKING APPOINTMENTS TO THE BLACKBERRY  
JAM FESTIVAL COMMITTEE TO FILL EXPIRED AND VACANT  
POSITIONS.**

---

**The City Council of the City of Lowell finds as follows:**

One Blackberry Jam Festival Committee terms expired on December 31, 2024. Also, the Blackberry Jam Festival Committee currently has one vacancy. In accordance with Sec. 2.600, *et seq.*, of the Lowell Revised Code, the city issued a call for applications to fill the expiring terms and vacancy. The City Council has reviewed the application(s) received and wishes to appoint the people listed below.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the following appointments to the Blackberry Jam Festival Committee are approved.

<b>Seat</b>	<b>Appointee</b>	<b>For the term expiring</b>
4	Ben Anders	December 31, 2026
5	George Wild	December 21, 2026

**Section 2.** That the appointments are effective as of February 19, 2025.

[THIS SECTION INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

**Adopted by the City Council of the City of Lowell on this 18<sup>st</sup> day of February 2025.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

---

Maureen Weathers, Mayor

ATTEST:

---

Max Baker, City Recorder

# Agenda Item Sheet

## City of Lowell City Council



Type of item:	Appointments
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### Item title/recommended action:

Motion to approve Resolution 845, "A resolution making appointments to fill expired terms on the Budget Committee." – Discussion/ Possible action

### Justification or background:

Staff issued a call for applications to fill vacant seats to the city's boards, commissions, and committees in the November 2024 and January 2025 issue of "The Bridge." The Budget Committee has 1 seat whose term expired on 12/31/2024. The table below shows the current composition of the Budget Committee. The highlighted rows show seats that have expired and are vacant.

Seat and Commissioner	Term Expiration
Seat 1: Vacant	12/31/2026
Seat 2: Vacant	12/31/2026
Seat 3: John Petrie	12/31/2025
Seat 4: Bill George	12/31/2025
Seat 5: Vacant	12/31/2025

### Budget impact:

N/A

### Department or Council sponsor:

Administration

### Attachments:

Application from: Lisa Bee-Wilson

Meeting date:	02/18/2025
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## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES


Contact Information	
Name:	Lisa Bee-Wilson
Street Address:	[REDACTED]
Mailing Address:	[REDACTED]
City/State/Zip Code:	Lowell OR 97452
Home Phone:	[REDACTED]
Work Phone:	<del>0</del>
E-Mail Address:	lisa@towerhousepeople.com

Background	
Years of Residence in Lowell:	21
Place of Employment:	<del>0</del>
Occupation:	<del>0</del>
Educational Background:	BA UC Berkeley (Political Economy)
Prior Civic Activities:	BBJam Committee, Parks Committee, Budget 18 yrs BBJam Quilt Show Director 2 yrs OAR Regatta Director

### 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 (choose one)      Committee / Volunteer
- ☐ Blackberry Jam Festival (choose one)      Committee / Volunteer
- ☐ Other short-term task groups \_\_\_\_\_

RECEIVED  
DEC 02 2024  
BY: 

### 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.

Prior Budget Committee member  
Owner Modna Lisa Espresso & Cafe - multiple units  
Worked for Lane County @ NMD

### Motivation

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

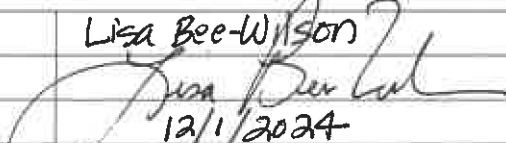
Interested in how City budget impacts services to the community.

### 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)	Lisa Bee-Wilson
Signature	
Date	12/1/2024

### 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  
70 N Pioneer St  
Lowell, OR 97452  
[jcaudle@ci.lowell.or.us](mailto:jcaudle@ci.lowell.or.us)

**CITY OF LOWELL, OREGON**

**RESOLUTION 845**

**A RESOLUTION MAKING APPOINTMENTS TO THE BUDGET  
COMMITTEE TO FILL EXPIRED AND VACANT POSITIONS.**

---

**The City Council of the City of Lowell finds as follows:**

One Budget Committee term expired on December 31, 2024. Also, the Budget Committee currently has two vacancy. In accordance with Sec. 2.600, *et seq.*, of the Lowell Revised Code, the city issued a call for applications to fill the expiring terms and vacancy. The City Council has reviewed the application(s) received and wishes to appoint the people listed below.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the following appointments to the Budget Committee are approved.

<b>Seat</b>	<b>Appointee</b>	<b>For the term expiring</b>
1	Lisa Bee-Wilson	December 31, 2026

**Section 2.** That the appointments are effective as of February 19, 2025.

[THIS SECTION INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

**Adopted by the City Council of the City of Lowell on this 18<sup>st</sup> day of February 2025.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

---

Maureen Weathers, Mayor

ATTEST:

---

Max Baker, City Recorder

# Agenda Item Sheet

## City of Lowell City Council

---

Type of item:	Procurement
---------------	-------------

**Item title/recommended action:**

I move to select Oregon Fence Company in an amount not to exceed \$5343.00 and authorize the City Administrator to sign.

**Justification or background:**

These quotes are to replace the current swing gates with a sliding gate. Staff will add on opener at a later date.

**Budget impact:**

\$5343.00 from sewer fund

**Department or Council sponsor:**

Administration

**Attachments:**

Fence quotes

Meeting date:	02/18/2025
---------------	------------



## PROPOSAL/CONTRACT

Oregon Fence Company Inc.  
1259 35th St  
Springfield, OR 97478  
(541)746-8324  
oregonfencecompany.com  
oregonfence@oregonfence.net  
CCB#103473

### QUOTATION:

DATE: 02/10/2025

### CUSTOMER:

### JOB LOCATION:

City of Lowell  
Hunter Harris 541-513-3284  
hharris@ci.lowell.or.us

240 S Moss St  
Lowell, OR 97452

### NOTES:

REPLACE DOUBLE SWING GATES WITH 1 ROLLER GATE  
SETTING NEW TRACK POSTS TO LINE UP WITH INSIDE  
OF 4" EXISTING POST TO KEEP TRACK STRAIGHT.  
USING:  
2 3/8" X 9' PF-40 PIPE POST  
2 3/8" X 1 5/8" UPRIGHT IMPORT P.S. BARB WIRE ARM  
6 1/2" 9 GA. ALUMINUM TIE WIRE  
CONCRETE MIX #80 CONCRETE  
72" X 26' 1 5/8" PF-40 PIPE ROLLING GATE (Gate Only)  
1 5/8" X 2 7/8" PRESSED STEEL ROLO LATCH  
8" DIA. INDUSTRIAL DOUBLE-WHEEL ASSEMBLY  
1 5/8" or 1 7/8" MALLEABLE IRON REAR WHEEL ASSEMBLY  
1 5/8" PF-40 PIPE  
2 3/8" or 2 7/8" X 1 5/8" SAFE-T LINE PIPE TRACK BRACKET  
1 5/8" GATE STOP

new roller gate to have horizontal stiffener bar



### TERMS & CONDITIONS

Oregon Fence Company Inc. agrees to guarantee above fence to be free from defects in materials and workmanship for one year. Oregon Fence Company Inc. shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer. Oregon Fence Company Inc. will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does Oregon Fence Company Inc. assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed. Oregon Fence Company Inc. will assume the responsibility for having underground public utilities located and marked. However, Oregon Fence Company Inc. assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing Oregon Fence Company Inc. to dig in the immediate vicinity of known utilities. The final billing will be based on the actual footage of fencing built and the work performed. Partial billing for materials delivered to the job site and work

Subtotal .....	\$	5343.00
Tax .....	\$	0.00
Grand Total .....	\$	5343.00
Down Payment .....	\$	
BALANCE DUE .....	\$	5343.00

### Approved & Accepted for Customer:

_____	_____
Customer	Date
_____	_____
Customer	Date

### Accepted for Oregon Fence Company Inc.:

_____	_____
Salesperson	Date

## ESTIMATE

Valley Fence LLC  
26625 Max Dr  
Monroe, OR 97456

ValleyFenceLLC@outlook.com  
+1 (541) 207-5621

Bill to  
City Of Lowell

### Estimate details

Estimate no.: 1202  
Estimate date: 02/04/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		6' galvanized chain link	Repair approximately 85' of 6' chain link with 3 strands of barb on top.	1	\$4,755.00	\$4,755.00
2.		Labor	Removal and disposal of damaged chain link fence	1	\$600.00	\$600.00
3.		22' chainlink slide gate	Price includes gate and materials and installation. Install 22'x6' chainlink gate. Gate is to match the fence in height with 3 strands of barb wire above mesh.	1	\$5,955.00	\$5,955.00

Total **\$11,310.00**

Accepted date

Accepted by



# Island Fence, Inc.



Residential & Industrial Contractors

93114 HWY 99 S • PO Box 397

Junction City, OR 97448

Phone: (541) 952-1100 • Fax: (541) 952-1200

Proposal #:25042

CCB # 105556

<b>SUBMITTED TO</b>		<b>DATE</b> 2/10/24	<b>PHONE</b> 541-513-3284	<b>FAX</b>	<b>EMAIL</b> hharris@ci.lowell.or.us	
<b>NAME</b> Lowell Public Works				<b>JOB NAME</b>		
<b>STREET</b> 240 S Moss st				<b>STREET</b>		
<b>CITY</b> Lowell	<b>STATE</b> OR	<b>ZIP</b> 97452	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	

We hereby submit specifications and estimates for:

Height: 6  
O.A. Length:  
Ornamental Iron ..... ☐  
Chain Link ..... ☒  
Vinyl Chain Link ..... ☐  
Cedar Fence ..... ☐  
Field Fence ..... ☐  
Deer Fence ..... ☐  
Slats ..... ☐  
Gates ..... ☐  
Vinyl Fence ..... ☐  
11 Gauge ..... ☐  
9 Gauge ..... ☐  
Top Rail:  
1-3/8 ..... ☐ 1-5/8 ..... ☐

Posts	Line	Term	Gate
Type			
O.D.			

Clearing of the fence line  
is to be done by:

Customer ..... ☐  
Island Fence ..... ☐

Fence to follow:

Contour ..... ☐  
Straight ..... ☐

Special Tools:

Install 26' opening traditional cantilever gate.  
6' tall galvanized chain link with three strands of barbed wire.  
4" heavy wall ss40 gate posts to be set in concrete.  
Heavy duty poly roller wheels to be post mount- 4 total.  
Gate frame to be 2 3/8" outer, with 1 7/8" inner bracing, fully welded.  
Total materials and labor to install \$ 9,950.00

Bottom track cantilever gate enclosed roller system.  
Stationary roller carriages to be anchored to concrete pad.  
Concrete pad to be 3'x10' .  
Safety roller post with upper wheel.  
6' tall galvanized chain link with three strands of barbed wire.  
Total materials and labor to install \$ 13,500.00

Liftmaster roll gate operator.  
CSL24ul pad mount battery backup operator.  
Concrete mounting pad to be installed.  
Entrance keypad, safety photoeye, safety loop and 4 remotes to be included.  
Customer to provide 120v power to gate location.  
Total materials and labor to install \$ 8,550.00 .

**IMPORTANT:** The above bid is made by Island Fence & Window Guard Inc. Subject to terms and conditions attached.  
☐ Half Payment is due upon signing of contract. Balance due upon job completion.

Authorized Signature: Brandon Brown

**NOTE:** This proposal may be withdrawn by us if not accepted within 30 days.

The prices, specifications and conditions contained herein are satisfactory and are hereby accepted. You are authorized to do work specified. Payment will be made as outlined above.

**ACCEPTED:** Signature \_\_\_\_\_ Date \_\_\_\_\_



**Rogue Valley Office**  
830 O'Hare Parkway, Ste. 102  
Medford, OR 97504  
541-326-4828

**Coos Bay Office**  
486 'E' Street  
Coos Bay, OR 97420  
541-266-8601

**Albany Office**  
200 Ferry Street SW  
Albany, OR 97321  
541-223-5130

**Newport Office**  
409 SW 10<sup>th</sup> Street  
Newport, OR 97366  
541-264-7040

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## **ENGINEERING SCOPE OF SERVICES**

Date: February 13, 2025

Work Order Number:

To: Max Baker, City Administrator, City of Lowell

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

RE: **Water, Wastewater, and Stormwater System Rate Study – Scope of Services**

Civil West Project Number: TBD

---

The City of Lowell operates three utility services (water, wastewater, and stormwater). Within the water system is water treatment, storage, and distribution. Within the wastewater system, is collection and treatment. The stormwater system conveys stormwater to multiple discharge points along the south side of the City.

The purpose of this Utility Rate Study is to provide a comprehensive analysis of the financial position of each of the City's utilities, and to recommend fair and equitable rates for the services provided. The study will involve an evaluation of the utility's operating costs, proposed capital improvements, revenue requirements, rate structures, and customer impacts. This process will help the City to meet its financial obligations while providing high-quality services to its customers.

### **Part A: Scope of Services**

The following scope of work describes the tasks, activities, and work that will be performed to complete the Utility Rate Study. Each task will be assigned a certain number of engineering hours for completion. The description of each task below is a summary of the estimated process, steps, and procedures that will be required for completion of the work. While there may be many subtasks included within these major task areas, only the major tasks are discussed below.

#### **Task 1 – Project Management & Administration**

This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing resources internally, meeting with staff on routine issues, tracking schedule and budget, reviewing progress, and common project management activities necessary to ensure a successful project completion.

#### **Task 2 – Data Collection and Review**

The first step of the study is the review of the existing rate structure. This includes analyzing its performance, the adequacy of revenue generation, fairness, and gathering customer feedback. Financial data will also be collected, such as income statements, balance sheets, and cash flow statements for the past 3-5 years. The current operating budget, capital improvement plan, and long-term financial projections will be examined to identify future financial needs. Customer and consumption data will also be analyzed, including customer types (residential, commercial, industrial), historical consumption trends, and peak demand.

### Task 3 – Rate Design and Structuring

In this task, the current rate structure will be reviewed and recommendations for improvements will be made to ensure that the rates are equitable and support the utility's financial needs while complying with legal and regulatory requirements. The study will also analyze and propose appropriate rate classifications for different customer groups, such as flat rates, tiered rates, or demand-based rates. Based on the revenue requirements analysis, proposed rate increases or adjustments will be developed, including new rate schedules, customer charges, and consumption-based charges. An analysis of the potential impacts of the proposed rate changes on customers will be performed, specifically how different customer classes will be affected.

### Task 4 – Preparation of report

- Under this task, we will prepare a detailed Rate Study Report. The Report will summarize the evaluations, analysis, technical information, input data, and other relevant information utilized in the preparation of the study. It will also include a summary of the alternatives developed in the respective study.

### Task 5 – Meetings and Presentations

- Rate studies can include several meetings. The level of meetings and public education can vary greatly depending on the needs of the community. For the purposes of this scope of services, the following public meeting is included:
  - a. Meeting 1: City Council presentation of Draft Report
- Additional Public Meetings (not included)
  - o Potential rate increases are liable to be met with skepticism or resistance. If necessary, we can attend public hearing(s) to present, discuss, and facilitate the rate study with the public. Public hearings are optional, and our fee would include preparation and attendance at such public meetings. The costs for such meetings would be billed at a Time & Materials rate based upon the Civil West Rate Schedule as shown on **Exhibit A**, included herewith

### Reimbursables

- Reimbursable items will be based upon the Civil West Rate Schedule as shown on **Exhibit A**, included herewith. This will cover direct reimbursable expenses anticipated for the project. These include travel, printing and reproduction, and other reimbursable costs.

### Part B: Project Fee Proposal

Civil West is hereby offering to prepare documents as specified in **Part A: Scope of Services** for the budgeted amounts shown below:

Task No.	Task Description	Proposed Total Fee
1	Project Management & Administration	\$3,685
2	Data Acquisition and Review	\$8,187
3	Rate Design and Structuring	\$19,596
4	Preparation of Report	\$12,996
5	Meetings and Presentations	\$4,236
R	Reimbursables	\$2,504
Total Proposed Project Budget:		\$51,204

The above budget is considered to be a not-to-exceed maximum for the scope of work described and will be billed on a percent complete basis to a maximum. Civil West reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services rendered but shall not exceed

the total estimated compensation amount unless approved in writing by the City. See the attached **Exhibit A** for current billing rates and reimbursable costs.

To assist the City with budgeting and allocation of expenditures of enterprise funds, the project will be invoiced toward just three tasks as shown below:

Task No.	Task Description	Proposed Total Fee
W	Water Rate Study	\$20,481.60
WW	Wastewater Rate Study	\$20,481.60
SW	Stormwater Rate Study	\$10,240.80
Total Proposed Project Budget:		\$51,204

### **Part C: Project Schedule**

The following schedule is provided as a preliminary schedule for the City's consideration. This schedule was developed assuming an authorization date of March 1, 2025.

1. Notice to proceed .....March 2025
2. Receipt of required data .....April 2025
3. City Council Workshop.....June 2025
4. Completion of analysis.....August 2025
5. Presentation of draft study(s) to City.....September 2025
6. Completion of study(s).....November 2025
7. Public hearings and meetings .....at the request of the City

The schedule shown above is preliminary and may vary depending on any number of issues. This schedule can be modified to meet budgetary and scheduling constraints of the City and their other projects.

Civil West Engineering Services appreciates this opportunity to provide the above services in support of your project. We are prepared to begin work immediately upon receiving authorization to proceed. Please contact us if you have any questions, or if you wish to see any alterations to our proposed approach. If this proposal is acceptable, please sign below and return a copy to our office for our records.

Sincerely,



Matt Wadlington, PE  
Willamette Valley Regional Manager

---

Authorized Signature Accepting Scope of Services & Fee

Date



Civil West Engineering Services, Inc. - Rate Schedule	
STAFF/ITEM	BILLING RATE
<b>ENGINEERING</b>	
Expert Witness	\$429
Principal Engineer	\$188
Regional Manager	\$183
Senior Project Manager	\$178
Senior Project Engineer	\$165
Senior Engineering Technician	\$139
Project Manager	\$173
Project Engineer	\$153
Staff Engineer	\$129
Engineering Technician	\$95
Drafter	\$84
Inspector 1	\$178
Inspector 2	\$155
Inspector 3	\$133
Administration / Marketing / Intern	\$59
<b>Surveying</b>	
Senior Surveyor (PLS)	\$173
Senior Survey Technician	\$139
Survey Technician	\$118
1-person Survey Crew	\$183
2-person Survey Crew	\$215
3-person Survey Crew	\$255
<b>REIMBURSABLES</b>	
Mileage	\$0.655 - or current IRS Rate
Survey Equipment	\$250/day
GIS Data Collection Unit	\$125/day
Technology Charge	2.0% of Direct labor Costs
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Lab Fees	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost
* Scoped Support Services Approved Travel Budgets Will be Developed and Approved by Client Using Standard Billing Rates.	

# Agenda Item Sheet

## City of Lowell City Council



Type of item:	Appointments
---------------	--------------

### Item title/recommended action:

Motion to approve Resolution 846, "A resolution making appointments to fill expired terms on the Library Committee." – Discussion/ Possible action

### Justification or background:

Staff issued a call for applications to fill vacant seats to the city's boards, commissions, and committees in the November 2024 and January 2025 issue of "The Bridge." The Library Committee has 2 seat whose term expired on 12/31/2024. The table below shows the current composition of the Library Committee. The highlighted rows show seats that have expired and are vacant.

Seat and Commissioner	Term Expiration
Seat 1: Tony Moreci	12/31/2025
Seat 2: Ann Wopat	12/31/2025
Seat 3: Glenda Harvey	12/31/2025
Seat 4: Vacant	12/31/2026
Seat 5: Vacant	12/31/2026

### Budget impact:

N/A

### Department or Council sponsor:

Administration

### Attachments:

Applications from: Paula Berman and Stormy Johnston

Meeting date:	02/18/2025
---------------	------------

## Maggie Osgood Library Committee Recommendations

Submitted by Peggy O’Kane, Library Director

Two positions on the committee expired as of Dec. 31, 2024.

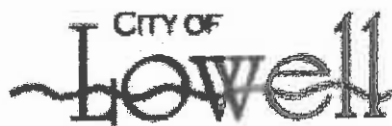
Jimmy Murray stepped up to fill one of them.

Stormy Johnston agreed to stay on the Committee.

Since then, Paula Berman has applied to join.

At this time, I recommend that Stormy and Paula be officially appointed to the Committee with terms to expire December 2026.

I am grateful that Jimmy was willing to help us maintain a quorum. I will continue to call on his expertise in libraries as we move forward with strategic planning.



## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Paula Berman
Street Address:	[REDACTED]
Mailing Address:	same
City/State/Zip Code:	Lowell OR 97452
Home Phone:	[REDACTED]
Work Phone:	
E-Mail Address:	paxber@gmail.com

Background	
Years of Residence in Lowell:	Part time 2010-Sept 2024, now fulltime
Place of Employment:	retired
Occupation:	Retired (Formerly Software Quality Manager)
Educational Background:	BS Mechanical Engineering, MS Physical Sciences
Prior Civic Activities:	Currently working with Lowell RFPD to create a COMMUNITY Emergency Response Team Library Volunteer Hillsboro OR, Philadelphia PA

### 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**

X **Library (choose one) Committee / Volunteer**

€ **Blackberry Jam Festival (choose one) Committee / Volunteer** €

**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.

Published author ("Successful Business Processes", AMACOM 2014, as well as a number of published poems and knitting patterns)  
Owner of a library cataloged at 3000+ physical volumes plus another 3500 e-books

### **Motivation**

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

It is no exaggeration to say that would not be who or where I am today if not for the Philadelphia Public Library - I grew up only 2 blocks from their large Northeast Regional branch. It's time to pay it forward - and as a lifelong voracious reader and longtime participant in the book/literary end of social media, discussing books is infinitely interesting. (And discussing book budgets is a sad but necessary reality.)

### **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)	Paula Berman
Signature	
Date	2/13/2025

### **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.



## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	Stormy Johnson
Street Address:	[REDACTED]
Mailing Address:	[REDACTED]
City/State/Zip Code:	Lowell OR 97432
Home Phone:	[REDACTED]
Work Phone:	
E-Mail Address:	StormyJohnson62@gmail.com

Background	
Years of Residence in Lowell:	1
Place of Employment:	Lundy Elementary
Occupation:	Instructional assistant
Educational Background:	High school diploma
Prior Civic Activities:	Avid library user

### 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 (choose one) Committee / Volunteer
- ☐ Blackberry Jam Festival (choose one) \_\_\_\_\_ Committee / Volunteer
- ☐ Other short-term task groups \_\_\_\_\_

RECEIVED  
FEB 12 2025

BY: [Signature]

RECEIVED

BY: [Signature]

### 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 love to read and have read quite a few of the books here.

### Motivation

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

I love coming to the library here and would love to help

### 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)	Storma Johnston
Signature	Storma Johnston
Date	October 23, 2023

### 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  
70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)



## **VOLUNTEER APPLICATION**

**BOARDS, COMMISSIONS, AND COMMITTEES**

<b>Contact Information</b>	
Name:	
Street Address:	
Mailing Address:	
City/State/Zip Code:	
Home Phone:	
Work Phone:	
E-Mail Address:	

<b>Background</b>	
Years of Residence in Lowell:	
Place of Employment:	
Occupation:	
Educational Background:	
Prior Civic Activities:	

### **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 (choose one)      Committee / Volunteer**
- ☐ **Blackberry Jam Festival (choose one)      Committee / Volunteer**
- ☐ **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.

### Motivation

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

### 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)	Stormy Johnston
Signature	Stormy Johnston
Date	February 12, 2025

### 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  
70 N Pioneer St  
Lowell, OR 97452  
[volunteer@ci.lowell.or.us](mailto:volunteer@ci.lowell.or.us)

**CITY OF LOWELL, OREGON**

**RESOLUTION 846**

**A RESOLUTION MAKING APPOINTMENTS TO THE LIBRARY  
COMMITTEE TO FILL EXPIRED AND VACANT POSITIONS.**

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**The City Council of the City of Lowell finds as follows:**

Two Library Committee terms expired on December 31, 2024. In accordance with Sec. 2.600, *et seq.*, of the Lowell Revised Code, the city issued a call for applications to fill the expiring terms and vacancy. The City Council has reviewed the application(s) received and wishes to appoint the people listed below.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:**

**Section 1.** That the following appointments to the Library Committee are approved.

<b>Seat</b>	<b>Appointee</b>	<b>For the term expiring</b>
4	Paula Berman	December 31, 2026
5	Stormy Johnston	December 21, 2026

**Section 2.** That the appointments are effective as of February 19, 2025.

[THIS SECTION INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

**Adopted by the City Council of the City of Lowell on this 18<sup>st</sup> day of February 2025.**

AYES: \_\_\_\_

NOES: \_\_\_\_

APPROVED:

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Maureen Weathers, Mayor

ATTEST:

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Max Baker, City Recorder

# Bridge Inspection Report



Name Lowell Covered Bridge  
 Owner Lane County Parks  
 Crossing Dexter Reservoir  
 AC Depth 3" Bridge Width 12 ft

Insp Freq As Needed  
 Facility N/A  
 Bridge Length 390 ft

Bridge ID 6649  
 County Lane  
 Mile Point N/A  
 Insp Date 12/12/2024

Inspector 1 Mike Hawkins (C0087)  
 Inspector 2 Robert Ashburn

Signature \_\_\_\_\_

## Element Condition States

Elem	Description	Env	Qty	Units	CS1	CS2	CS3	CS4	Status
<b>31</b>	<b>Deck, Timber</b>	Mod.	4363	(SF)	<b>4163</b>	<b>200</b>	<b>0</b>	<b>0</b>	
1150	Timber Checks	Mod.	200	(SF)	0	200	0	0	
<b>39</b>	<b>Slab, Prestressed Concrete</b>	Mod.	<b>2280</b>	<b>(SF)</b>	<b>2266</b>	<b>0</b>	<b>14</b>	<b>0</b>	
1080	Spalls/Delams/Patches	Mod.	14	(SF)	0	0	14	0	
511	AC WS	Mod.	2280	(SF)	2280	0	0	0	
<b>111</b>	<b>Girder, Timber Open Beam</b>	Mod.	<b>385</b>	<b>(LF)</b>	<b>385</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>117</b>	<b>Stringer, Timber</b>	Mod.	<b>1760</b>	<b>(LF)</b>	<b>1760</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>135</b>	<b>Truss, Timber</b>	Mod.	<b>330</b>	<b>(LF)</b>	<b>0</b>	<b>243</b>	<b>87</b>	<b>0</b>	
1150	Timber Checks	Mod.	327	(LF)	0	240	87	0	
1140	Decay/Section Loss (Timber)	Mod.	3	(LF)	0	3	0	0	
<b>156</b>	<b>Floorbeam, Timber</b>	Mod.	<b>340</b>	<b>(LF)</b>	<b>340</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>205</b>	<b>Column, Reinforced Concrete</b>	Mod.	<b>4</b>	<b>(EA)</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	
1190	Abrasion/Prestressed/RC	Mod.	4	(EA)	0	4	0	0	
<b>215</b>	<b>Abutment, Reinforced Concrete</b>	Mod.	<b>22</b>	<b>(LF)</b>	<b>21</b>	<b>0</b>	<b>1</b>	<b>0</b>	
1080	Spalls/Delams/Patches	Mod.	1	(LF)	0	0	1	0	
<b>225</b>	<b>Steel Pile</b>	Mod.	<b>12</b>	<b>(EA)</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	
1000	Corrosion	Mod.	12	(EA)	0	12	0	0	
<b>234</b>	<b>Reinforced Concrete Pier Cap</b>	Mod.	<b>116</b>	<b>(LF)</b>	<b>116</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>235</b>	<b>Timber Pier Cap</b>	Mod.	<b>40</b>	<b>(LF)</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>304</b>	<b>Joint, Open Expansion</b>	Mod.	<b>12</b>	<b>(LF)</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>306</b>	<b>Joint, Other</b>	Mod.	<b>60</b>	<b>(LF)</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>0</b>	
2310	Expansion Joint Leakage	Mod.	40	(LF)	0	20	20	0	
<b>310</b>	<b>Bearing, Elastomeric</b>	Mod.	<b>58</b>	<b>(EA)</b>	<b>58</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>332</b>	<b>Rail, Timber</b>	Mod.	<b>430</b>	<b>(LF)</b>	<b>430</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>330</b>	<b>Rail, Metal</b>	Mod.	<b>394</b>	<b>(LF)</b>	<b>184</b>	<b>200</b>	<b>10</b>	<b>0</b>	
1000	Corrosion	Mod.	200	(LF)	0	200	0	0	

1020	Connections	Mod.	110	(LF)	0	100	10	0
963	Covered Bridge Housing	Mod.	1	(EA)	1	0	0	0
975	External Strengthening	Mod.	330	(LF)	330	0	0	0
980	Approach Rdwy Embankment	Mod.	1	(EA)	1	0	0	0
990	Misc. Items	Mod.	1	(EA)	1	0	0	0
999	Roadway Impact	Mod.	1	(EA)	1	0	0	0

#### Appraisal

Appraisal	NBI #	Rating
Bypass Detour	19	N/A
Lanes on/under	28	N/A
ADT	29	N/A
Approach Road	32	N/A
Bridge Rail	36A	0 Substandard
Transitions	36B	0 Substandard
Approach Rail	36C	0 Substandard
Rail Ends	36D	0 Substandard
Main Struct Type	43	710
Bridge Roadway	51	12 ft
Vertical Clearance	53	99.99
Vert. Under Clear.	54	N/A

#### NBI Category

Category	NBI #	Rating
Deck Condition	58	7 Good
Superstructure	59	6 Satisfactory
Substructure	60	7 Good
Channel	61	8 Very Good
Culvert	62	N N/A (NBI)
Inv. Rating	66	N/A
Waterway	71	8 Equal Desirable
Approach Align.	72	8
Defense Highway	100	
Temp. Repair	103	
Wearing Surf.	108	
Scour	113	

(Remarks)

<u>Element</u>	<u>Note</u>
31	Approach span decking is weathered with some lichen growth
1150	Light checking to some planks. No damage noted.
39	
1080	Failing patches and spalls at the ends of slab 4 at bent 7, slabs 1 and 4 at bents 5 and 6 and slab 4 at bent 4. No exposed rebar noted.
135	
1150	Most members have drying checks up to 3/8" in width. Larger checks noted on the bottom chord.
1140	Decay pocket (X4R8) noted in bottom chord timber splice between the middle and outside leaf. The decay is located in bay L9/L10 near L10 in the upstream truss.
205	
1190	Heavy abrasion with exposed large aggregates noted on all columns.
215	Bent 7 is identified as the only abutment.
1080	Bent 7 has a spall to the right wingwall
225	
1000	Moderate surface corrosion to all pile. Some scaling noted at the waterline with some initial section loss.
235	Timber caps are located at the top of the concrete pier caps at bents 2 and 3.
306	
2310	Moderate leakage at all joints. Evidence of water staining on pier caps and vegetation growth.
330	
1000	Lower member/paving dam has light surface corrosion throughout.
1020	Several cables are loose. Outlook in span 3 cable has two cables that have been replaced with substandard materials. The attachments are corroded and the cable is sagging. Not providing much protection.
332	Timber rail inside house is painted and in good condition. Spans 1 and 3 are not painted and pressure treated lumber.
963	Roof leakage on top chord at U2/U3 downstream and U10/U11 downstream
975	The external post tension rods appear to be sound, tight and have no evidence of corrosion. The paint system is in good shape.

(Maintenance)

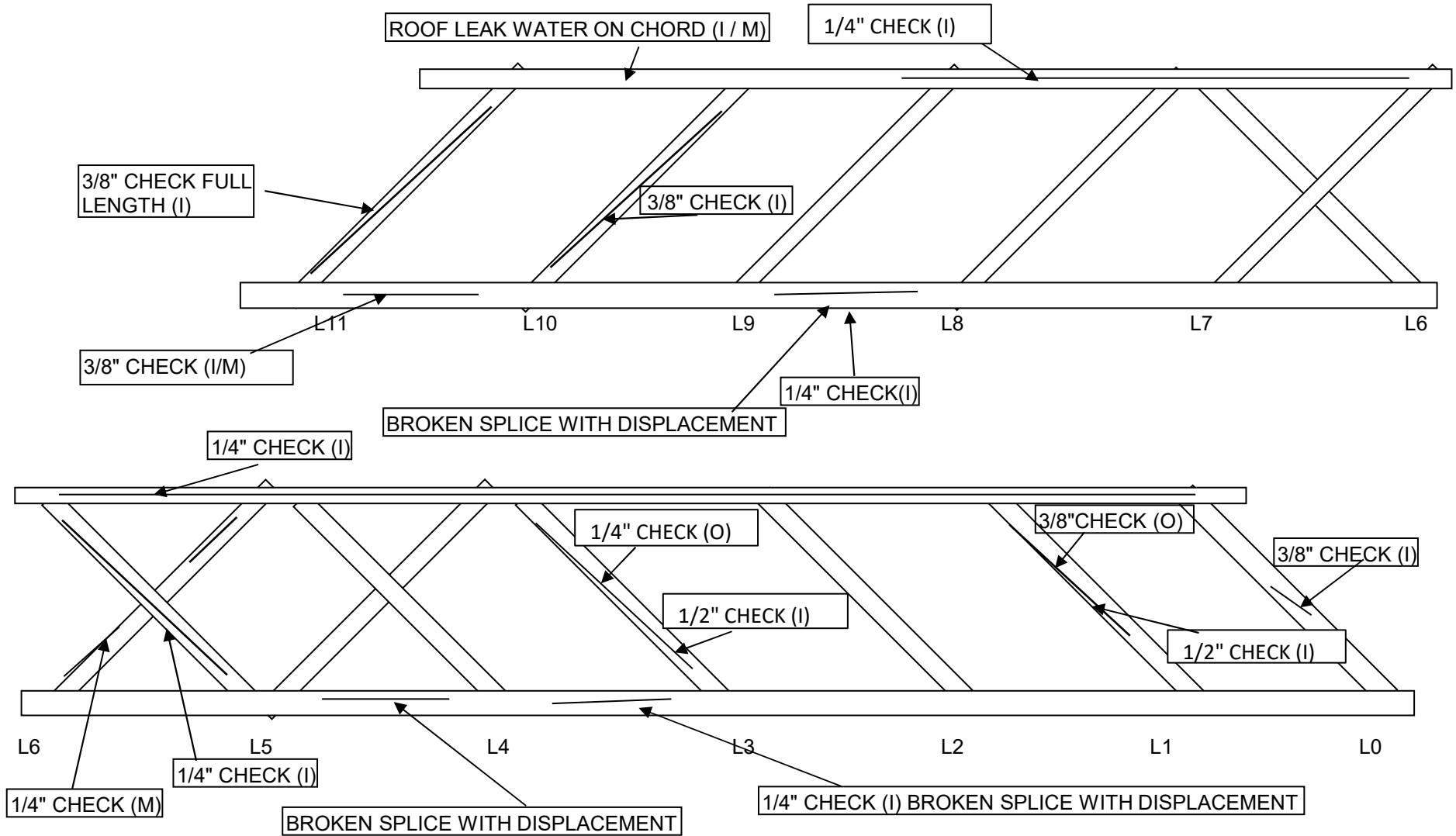
<u>Priority</u>	<u>Element</u>	<u>Maintenance</u>	<u>Est. Cost</u>
Urgent	330	Install correct cable in Span 3 overhang	\$500
Routine	306	Replace deck joints	\$5,000
Routine	990	Clean house (inside)	\$5,000
Routine	990	Clean house (outside)	\$25,000
Urgent	963	Seal leake in roof	\$5,000

(Inspection Schedule)

<u>Conducted On</u>	<u>Activity</u>	<u>Frequency</u>	<u>Next Inspection</u>
12/12/2024	Routine Inspection	48 months	12/1/2028

# TIMBER BORING REPORT

## DOWNSTREAM TRUSS



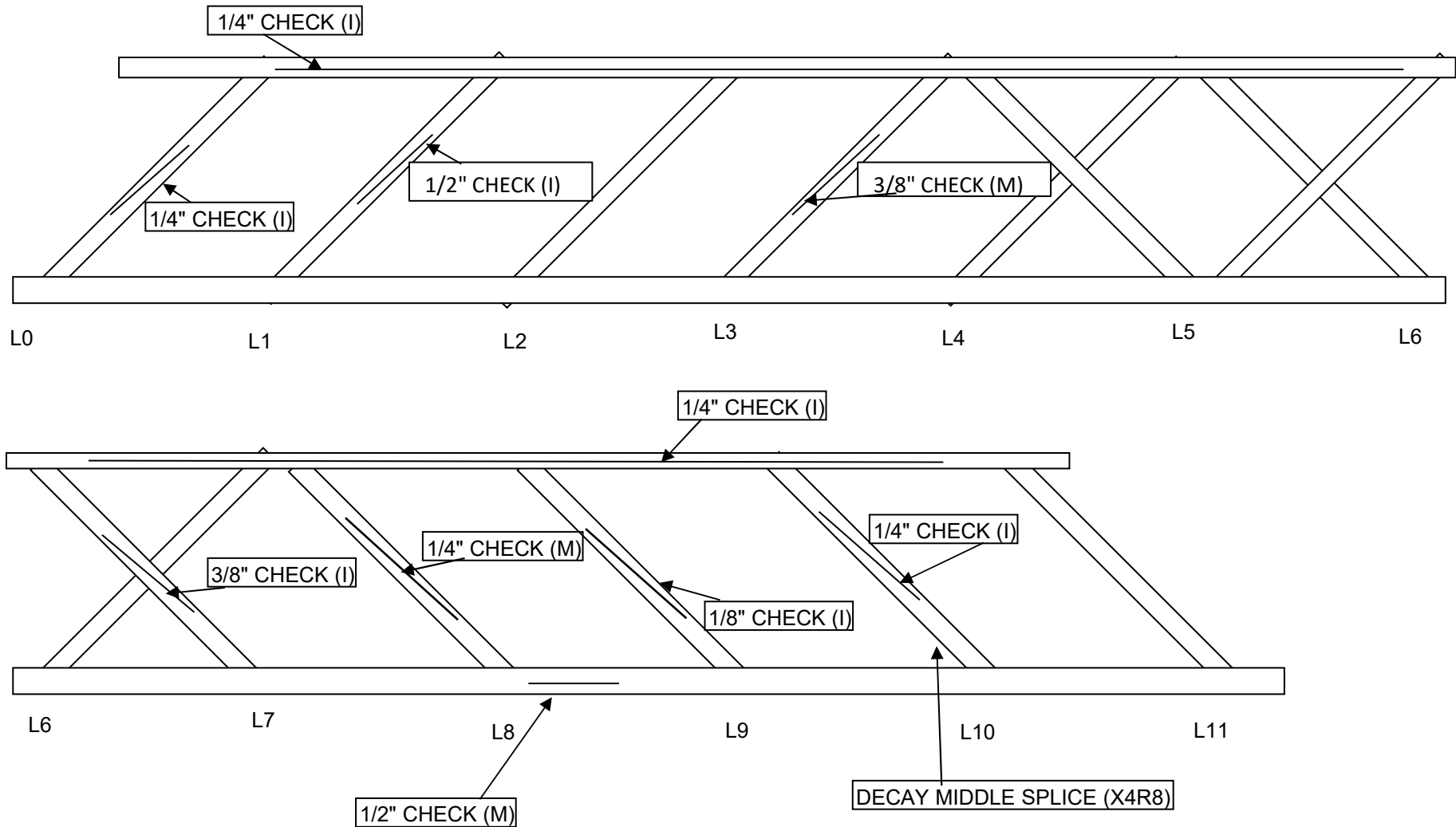
O: OUTSIDE TRUSS LEAF  
M: MIDDLE TRUSS LEAF  
I: INTERIOR TRUSS LEAF



COUNTY LANE  
BRIDGE NO. 6649  
NAME LOWELL  
OWNER COUNTY  
DATE 12/12/2024

# TIMBER BORING REPORT

## UPSTREAM TRUSS



O: OUTSIDE TRUSS LEAF  
M: MIDDLE TRUSS LEAF  
I: INTERIOR TRUSS LEAF

DOWL 12/12/2024



COUNTY LANE  
BRIDGE NO. 6649  
NAME LOWELL  
OWNER COUNTY  
DATE 12-12-2024



January 6, 2025

Steve Rafuse  
Lane County Park Superintendent  
3050 N. Delta Avenue  
Eugene, OR 97408

Re: Lowell Covered Bridge Safety Inspection  
DOWL Job No. 2590.80828.01

Dear Steve,

DOWL has completed the safety inspection of the Lowell Covered Bridge. Overall, the structure is in good condition with only minor maintenance items identified. Below is an outline of our findings as well as any maintenance recommendations.

### **Approach Spans**

Access to the covered bridge is only from the north end by several concrete spans. The approach spans are constructed of driven steel pile, reinforced concrete pier caps and prestressed concrete slab girders. Overall, the approach spans are in good condition. The steel pile have light surface corrosion throughout. Corrosion was heaviest near the water line. No underwater inspection was performed at this time. The pier caps are in good condition with no defects noted. As for the slabs, there are several large spalls noted at the ends of most slabs. It appears that some of the spalls were previously patched (during construction) but are currently failing. No exposed rebar was found.



End of Slab Spalls

The bridge rail is constructed of several horizontal stainless-steel cables. There are several segments that are loose. There is one section of the cable that has been replaced with a substandard material in Span 4 outlook. The replaced cable is sagging, and the fasteners are heavily corroded. This section should be replaced with stainless steel cable with original hardware.



Span 4 Outlook Cable Handrail

### **Covered Bridge**

The deck is comprised of 4 x 12 timber planks that are fastened to the timber stringers/girders with steel spikes. The decking outside the house appears to be weathered with some lichen growth making the surface slippery. There are several planks that are lightly checked. The decking inside the house is sound, with only some minor light checking to some planks. Overall, the deck is in good condition.

The superstructure of the bridge is constructed of a timber truss with floor beams and stringers. All accessible timber members were sounded for decay. If a suspicious member was identified, the member was drilled to quantify any decay. A scissor lift was used to access the upper portions of the diagonals, top chord and roof elements.

Both the timber floor beams and stringers appear to be in good condition with no defects noted. The timber truss has drying checks throughout both the top and bottom chords as well as many of the diagonals. Some checks were up to 1/2-inch in width, primarily in the bottom chord. There was one decay pocket (X4R8) noted in the upstream truss near L10. The decay was found in the timber splice between the middle and outer leaves. The decay appears to be isolated to a 3-foot section of the splice block and not in the bottom chord member.

The bottom chord has several broken and displaced timber splices. In 2006, an extensive structural rehabilitation project was performed where an external post tension system was installed (Dywidag Rods). The post tensioning system appears to be in good condition with no evidence of corrosion. All rods are tight and appear to have equal tension and the paint appears to be sound.



Broken and Displaced Splice in Bottom Chord near L4

The house of the bridge was inspected and found to be sound and in good condition. The paint is in fair condition with dirt and organic buildup throughout. The siding was tight and no visible checking. The rafters and roof framing were in like new condition and appeared to have no defects. The inspection was conducted during a rainy day so any leaking in the roof could be identified. There were two locations where there was active leaking in the roof. Both leaks were over the downstream truss between U3/U4 and U10/U11. There was water accumulation on the top chord that could promote decay.



Leaks in Roof over Downstream Top Chord

Overall, the bridge is in good condition. The bridge is currently closed to the public with a roll up gate at the entrance to the covered bridge. The interior of the bridge is very dirty and has a large amount of pigeon guano throughout. It is recommended that the bridge be cleaned both inside and out. We also recommend the two leaks in the roof be repaired. This will help prevent any potential decay to the top chord or other structural members. Lastly, the cable rail in the approach spans should be tightened and the section in Span 4 overlook should be replaced to match the rest of the bridge.

Thank you for having DOWL perform this work; we enjoy assisting the County in maintaining these valuable pieces of public and historical infrastructure. If you have any questions about information contained in the reports or need any further assistance with repairs, please do not hesitate to contact us.

Sincerely,

Michael Hawkins, P.E., CBSI  
Project Manager