

Lowell City Council
Regular Meeting Agenda
Tuesday, January 20th 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. Financial Reports October 2025
- b. Financial Reports November 2025
- c. Check Register November 2025
- d. Check Register December 2025
- e. Leave Report November 2025
- f. Leave Report December 2025
- g. Meeting minutes
 - I. November 18, 2025, Regular Meeting Minutes
 - II. January 6, 2025, Work Session Meeting Minutes

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. Staff Reports:

- a. City Administrator Report
- b. Public Works Report
- c. Library Report
- d. November & December 2025 Lane County Call Log

6. Presentations: None

7. Old Business: None

- a. Motion to approve Quote for access controls– Discussion/Possible Action
- b. Motion to approve Quote for Leak Detection– Discussion/Possible Action
- c. City Administrator Evaluation– Discussion/Possible Action

8. New Business:

- a. Resolution 863, A resolution recognizing CIS, Security Enhancement Grant and making appropriations– Discussion/Possible Action

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

- b. Resolution 864, A resolution establishing Storm Water SDCs– Discussion/Possible Action
- c. Resolution 865 A resolution establishing Wastewater SDCs– Discussion/Possible Action
- d. Resolution 866 A resolution establishing Transportation SDCs– Discussion/Possible Action
- e. Resolution 867 Parks and Recreation Committee Appointment– Discussion/Possible Action
- f. Resolution 868 Planning Commission Appointment– Discussion/Possible Action
- g. Resolution 869 BBJ Festival Committee Appointment– Discussion/Possible Action
- h. Resolution 870 Budget Committee Appointment– Discussion/Possible Action
- i. Resolution 871 Library Committee Appointment– Discussion/Possible Action
- j. 205/295 East Main Street Environmental– Discussion/Possible Action

9. Other Business:

- a. Invitation to LRFPD 2025 Awards Banquet

10. Adjourn

Future Meetings / Dates to Remember:

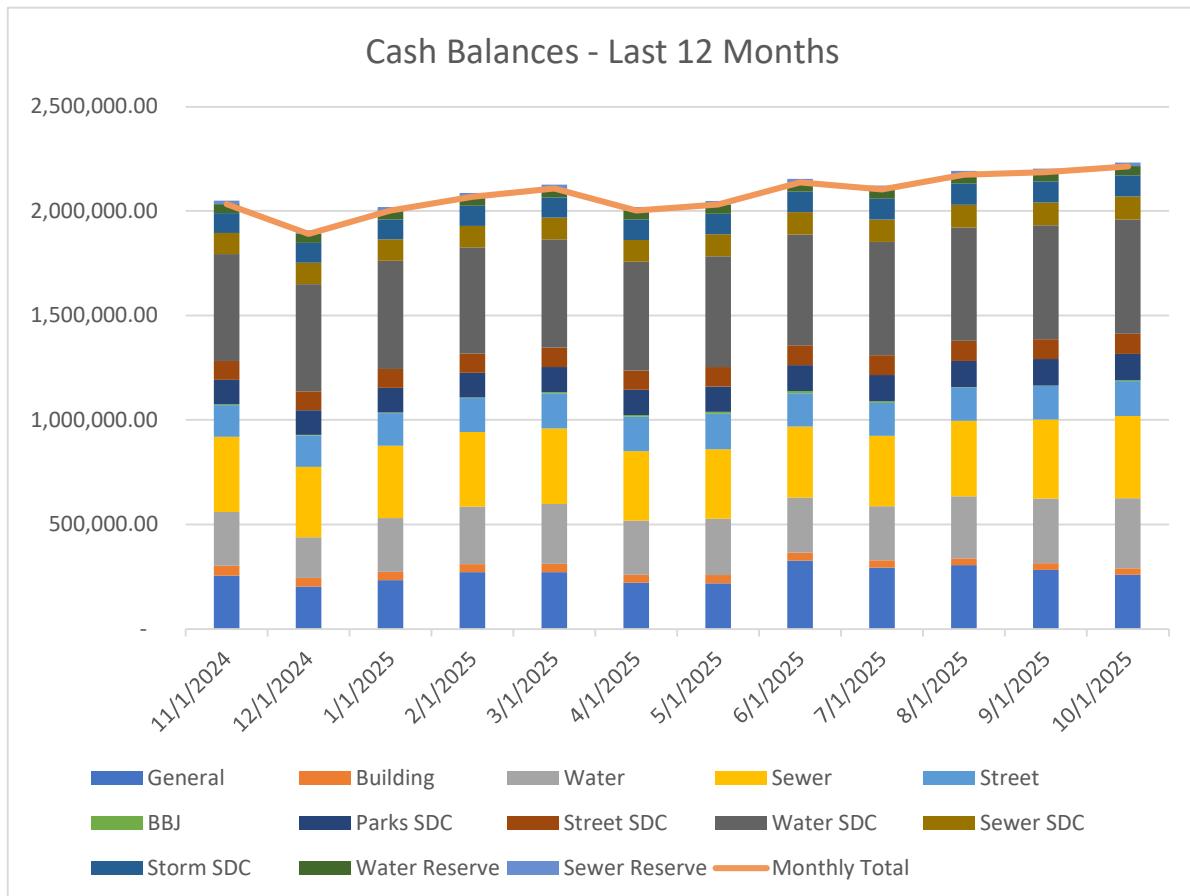
- 2/3 Lowell City Council Work Session 7PM, LRFPD Community Room
- 2/5 Parks and Recreation Committee Meeting 7 PM, LRFPD Community Room
- 2/10 Blackberry Jam Committee Meeting 7 PM, LRFPD Community Room
- 2/11 Library Committee Meeting 7PM, Maggie Osgood Community Room
- 2/17 Lowell City Council Regular Meeting 7 PM, LRFPD Community Room

Members of the public may provide comments or testimony through the following:

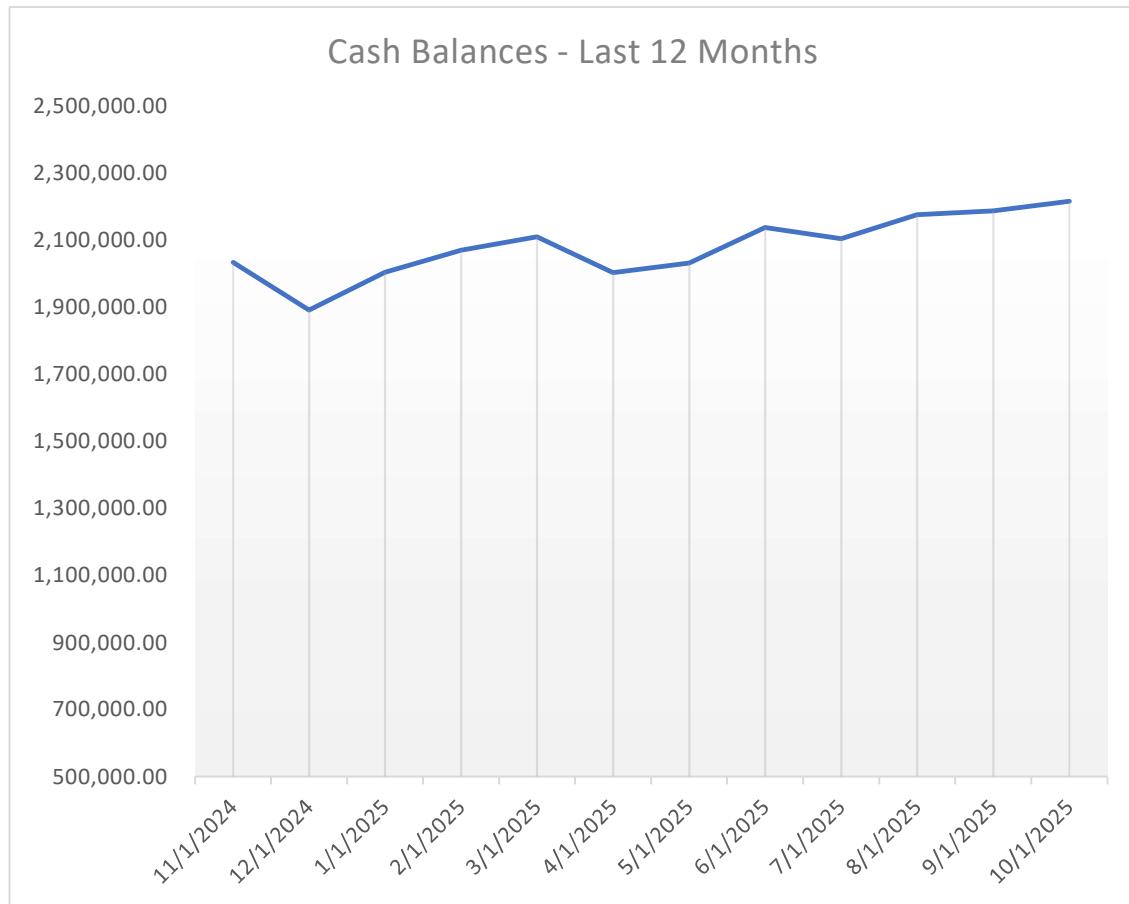
- Joining in person or by phone, tablet, or PC. For details, click on the event at www.ci.lowell.or.us.
- Mailing written comments to PO Box 490, Lowell, OR 97452 or delivering in person at Lowell City Hall located at 70 N. Pioneer St.
- By email to admin@ci.lowell.or.us.
- Comments received by 4:00 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
Cash Balances
for the Previous 12 Months



City of Lowell
Cash Balances
for the Previous 12 Months



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

For the Period Ending: 10/31/2025

110 General Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		324,024.86	261,472.00		
Revenues					
310 Property Taxes	354.73	1,494.30	212,100.00	210,605.70	0.70
315 Interest Earned	535.86	2,324.20	6,500.00	4,175.80	35.76
320 Intergovernmental Revenue	2,642.73	11,552.67	38,434.00	26,881.33	30.06
325 Operating Grants	-	-	20,200.00	20,200.00	0.00
328 Capital Grants	-	-	-	-	0.00
330 Franchise Fees	493.74	38,770.79	82,325.00	43,554.21	47.09
335 Licenses & Permits	534.00	982.00	36,250.00	35,268.00	2.71
340 Charges for Service	176.60	1,744.31	2,125.00	380.69	82.09
342 Reimbursement SDC's	-	47.00	141.00	94.00	33.33
350 Fines & Forfeitures	10.95	43.73	1,550.00	1,506.27	2.82
360 Loan Proceeds	-	-	-	-	0.00
370 Other Revenue	14.00	192.65	650.00	457.35	29.64
375 Gain(Loss) on Sale of Fixed Assets	-	-	275,000.00	275,000.00	0.00
380 Fundraising & Event Revenue	-	-	-	-	0.00
385 Miscellaneous Revenue	178.96	198.96	300.00	101.04	66.32
Total Revenues	4,941.57	57,350.61	675,575.00	618,224.39	8.49
Expenditures					
410 Administration					
5000 Personal Services	3,097.53	13,798.56	41,920.00	28,121.44	32.92
6000 Materials & Services	3,107.41	26,531.27	99,813.00	73,281.73	26.58
8000 Capital Outlay	-	-	20,000.00	20,000.00	0.00
Total Administration	6,204.94	40,329.83	161,733.00	121,403.17	24.94
420 Parks & Recreation					
5000 Personal Services	5,041.37	22,327.82	65,571.00	43,243.18	34.05
6000 Materials & Services	3,481.45	21,014.82	56,325.00	35,310.18	37.31
8000 Capital Outlay	-	-	24,500.00	24,500.00	0.00
Total Parks & Recreation	8,522.82	43,342.64	146,396.00	103,053.36	29.61
430 Police					
5000 Personal Services	-	-	-	-	0.00
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	-	-	0.00
Total Police	-	-	-	-	0.00
440 Community Development					
5000 Personal Services	838.41	3,743.03	10,823.00	7,079.97	34.58
6000 Materials & Services	1,478.09	6,936.45	55,400.00	48,463.55	12.52
8000 Capital Outlay	-	-	-	-	0.00
Total Community Development	2,316.50	10,679.48	66,223.00	55,543.52	16.13

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

For the Period Ending: 10/31/2025

110 General Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
450 Library					
5000 Personal Services	3,626.90	20,256.60	51,286.00	31,029.40	39.50
6000 Materials & Services	480.35	12,615.37	29,711.00	17,095.63	42.46
8000 Capital Outlay	3,001.40	4,220.86	10,500.00	6,279.14	40.20
Total Library	<u>7,108.65</u>	<u>37,092.83</u>	<u>91,497.00</u>	<u>54,404.17</u>	<u>40.54</u>
460 Code Enforcement					
5000 Personal Services	-	-	-	-	0.00
6000 Materials & Services	(0.88)	-	-	-	0.00
8000 Capital Outlay	-	-	-	-	0.00
Total Code Enforcement	<u>(0.88)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00</u>
470 Tourism					
5000 Personal Services	-	-	-	-	-
6000 Materials & Services	75.15	296.38	18,700.00	18,403.62	1.58
8000 Capital Outlay	-	-	-	-	0.00
Total Tourism	<u>75.15</u>	<u>296.38</u>	<u>18,700.00</u>	<u>18,403.62</u>	<u>1.58</u>
480 Public Safety					
5000 Personal Services	521.17	2,565.61	7,424.00	4,858.39	34.56
6000 Materials & Services	1.62	61.09	15,975.00	15,913.91	0.38
8000 Capital Outlay	-	-	-	-	0.00
Total Municipal Court	<u>522.79</u>	<u>2,626.70</u>	<u>23,399.00</u>	<u>20,772.30</u>	<u>11.23</u>
800 Debt Service					
7111 Principal	-	-	235,405.00	235,405.00	0.00
7511 Interest	-	-	22,857.00	22,857.00	0.00
Total Debt Service	<u>-</u>	<u>-</u>	<u>258,262.00</u>	<u>258,262.00</u>	<u>0.00</u>
900 Other Requirements					
9100 Transfers to Other Funds	2,500.00	2,500.00	2,500.00	-	100.00
9500 Contingency	-	-	50,000.00	50,000.00	0.00
9800 Ending Balance (Budgeted)	-	-	118,337.00	118,337.00	0.00
Total Other Requirements	<u>2,500.00</u>	<u>2,500.00</u>	<u>170,837.00</u>	<u>168,337.00</u>	<u>1.46</u>
Total General Fund Expenditures	<u>27,249.97</u>	<u>136,867.86</u>	<u>937,047.00</u>	<u>800,179.14</u>	<u>14.61</u>
Net Revenues over Expenditures	<u>(22,308.40)</u>	<u>(79,517.25)</u>	<u>(261,472.00)</u>	<u>(181,954.75)</u>	<u>30.41</u>
Ending Fund Balance		<u>244,507.61</u>		-	

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

For the Period Ending: 10/31/2025

220 Building Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		39,701.73	36,619.00		
Revenues					
315 Interest Earned	104.91	349.89	950.00	600.11	36.83
335 Licenses & Permits	106.40	1,470.56	49,200.00	47,729.44	2.99
340 Technology Fee	2.85	39.39	900.00	860.61	4.38
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	7.52	7.52	50.00	42.48	15.04
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	221.68	1,867.36	51,100.00	49,232.64	3.65
Expenditures					
220 Building Department					
5000 Personal Services	917.70	4,698.74	12,013.00	7,314.26	39.11
6000 Materials & Services	1,006.86	7,171.71	57,730.00	50,558.29	12.42
8000 Capital Outlay	-	-	5,000.00	5,000.00	0.00
Total Building Department	1,924.56	11,870.45	74,743.00	62,872.55	15.88
900 Other Requirements					
9100 Transfers to Other Funds	-	-	-	-	0.00
9500 Contingency	-	-	5,000.00	5,000.00	0.00
9800 Ending Balance (Budgeted)	-	-	7,976.00	7,976.00	0.00
Total Other Requirements	-	-	12,976.00	12,976.00	-
Total Building Fund Expenditures	1,924.56	11,870.45	87,719.00	75,848.55	13.53
Net Revenues over Expenditures	(1,702.88)	(10,003.09)	(36,619.00)	(26,615.91)	(27.32)
Ending Fund Balance		29,698.64		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 10/31/2025

230 Water Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		215,190.52	320,494.00		
Revenues					
315 Interest Earned	816.51	2,433.07	3,850.00	1,416.93	63.20
325 Operating Grants	-	-	-	-	0.00
328 Capital Grants	-	-	-	-	0.00
335 Licenses & Permits	555.00	555.00	-	(555.00)	0.00
340 Charges for Service	42,353.32	287,322.00	534,990.00	247,668.00	53.71
342 Reimbursement SDC's	-	745.00	2,235.00	1,490.00	33.33
360 Loan Payments & Proceeds	-	-	-	-	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	531.03	1,468.53	3,750.00	2,281.47	39.16
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	44,255.86	292,523.60	544,825.00	252,301.40	53.69
Expenditures					
230 Water Department					
5000 Personal Services	15,384.22	81,631.60	212,890.00	131,258.40	38.34
6000 Materials & Services	13,979.23	81,507.23	269,983.00	188,475.77	30.19
8000 Capital Outlay	-	17,509.50	123,000.00	105,490.50	14.24
Total Water Department	29,363.45	180,648.33	605,873.00	425,224.67	29.82
800 Debt Service					
7111 Principal	-	-	32,868.00	32,868.00	0.00
7511 Interest	-	-	25,473.00	25,473.00	0.00
Total Debt Service	-	-	58,341.00	58,341.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	100,000.00	100,000.00	0.00
Ending Balance (Budgeted)	-	-	101,105.00	101,105.00	0.00
Total Other Requirements	-	-	201,105.00	201,105.00	0.00
Total General Fund Expenditures	29,363.45	180,648.33	865,319.00	684,670.67	20.88
Net Revenues over Expenditures	14,892.41	111,875.27	(320,494.00)	(432,369.27)	34.91
Ending Fund Balance		327,065.79		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 10/31/2025

240 Sewer Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		340,127.68	268,919.00		
Revenues					
315 Interest Earned	1,074.06	3,965.59	9,650.00	5,684.41	41.09
325 Operating Grants	-	-	-	-	0.00
328 Capital Grants	-	-	-	-	0.00
335 Licenses & Permits	-	-	575.00	575.00	0.00
340 Charges for Service	44,895.80	226,286.76	536,750.00	310,463.24	42.16
342 Reimbursement SDC's	-	618.00	1,854.00	1,236.00	33.33
360 Loan Payments & Proceeds	-	-	-	-	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	531.03	1,423.53	2,600.00	1,176.47	54.75
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	46,500.89	232,293.88	551,429.00	319,135.12	42.13
Expenditures					
230 Sewer Department					
5000 Personal Services	15,680.15	82,790.94	213,874.00	131,083.06	38.71
6000 Materials & Services	12,215.06	59,580.99	290,576.00	230,995.01	20.50
8000 Capital Outlay	-	-	103,000.00	103,000.00	0.00
Total Sewer Department	27,895.21	142,371.93	607,450.00	465,078.07	23.44
800 Debt Service					
7111 Principal	-	-	37,713.00	37,713.00	0.00
7511 Interest	-	-	13,565.00	13,565.00	0.00
Total Debt Service	-	-	51,278.00	51,278.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	50,000.00	50,000.00	0.00
Ending Balance (Budgeted)	-	-	111,620.00	111,620.00	0.00
Total Other Requirements	-	-	161,620.00	161,620.00	0.00
Total General Fund Expenditures	27,895.21	142,371.93	820,348.00	677,976.07	17.36
Net Revenues over Expenditures	18,605.68	89,921.95	(268,919.00)	(358,840.95)	33.44
Ending Fund Balance		430,049.63		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 10/31/2025

312 Street Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		158,876.41	154,637.00		
Revenues					
315 Interest Earned	419.90	1,739.99	2,725.00	985.01	63.85
325 Operating Grants	-	-	-	-	0.00
328 Capital Grants	-	-	-	-	0.00
335 Intergovernmental	10,350.28	36,102.61	105,250.00	69,147.39	34.30
340 Charges for Service	-	-	50.00	50.00	0.00
342 Reimbursement SDC's	-	104.00	312.00	208.00	33.33
360 Loan Payments & Proceeds	-	-	-	-	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	31.66	31.66	-	(31.66)	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	10,801.84	37,978.26	108,337.00	70,358.74	35.06
Expenditures					
312 Street Department					
5000 Personal Services	3,907.98	17,624.20	50,006.00	32,381.80	35.24
6000 Materials & Services	1,223.36	16,019.03	68,806.00	52,786.97	23.28
8000 Capital Outlay	-	-	46,500.00	46,500.00	0.00
Total Street Department	5,131.34	33,643.23	165,312.00	131,668.77	20.35
800 Debt Service					
7111 Principal	-	-	3,657.00	3,657.00	0.00
7511 Interest	-	-	1,515.00	1,515.00	0.00
Total Debt Service	-	-	5,172.00	5,172.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	50,000.00	50,000.00	0.00
Ending Balance (Budgeted)	-	-	42,490.00	42,490.00	0.00
Total Other Requirements	-	-	92,490.00	92,490.00	0.00
Total General Fund Expenditures	5,131.34	33,643.23	262,974.00	229,330.77	12.79
Net Revenues over Expenditures	5,670.50	4,335.03	(154,637.00)	(158,972.03)	2.80
Ending Fund Balance		163,211.44		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 10/31/2025

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
314 Blackberry Jam Fund					
3100 Beginning Fund Balance		10,606.25	5,485.00		
Revenues					
315 Interest Earned	0.02	0.33	5.00	4.67	6.60
370 Other Revenue	-	248.97	-	(248.97)	0.00
380 Fundraising & Event Revenue	-	4,783.29	10,625.00	5,841.71	45.02
385 Miscellaneous Revenue	-	902.91	410.00	(492.91)	220.22
390 Transfers in from Other Funds	2,500.00	2,500.00	2,500.00	-	100.00
Total Revenues	2,500.02	8,435.50	13,540.00	5,104.50	62.30
Expenditures					
314 Blackberry Jam					
5000 Personal Services	-	-	-	-	0.00
6000 Materials & Services	477.83	15,440.41	17,730.00	2,289.59	87.09
8000 Capital Outlay	-	-	-	-	0.00
Total Blackberry Jam	477.83	15,440.41	17,730.00	2,289.59	87.09
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	500.00	500.00	0.00
Ending Balance (Budgeted)	-	-	795.00	795.00	0.00
Total Other Requirements	-	-	1,295.00	1,295.00	0.00
Total General Fund Expenditures	477.83	15,440.41	19,025.00	3,584.59	81.16
Net Revenues over Expenditures	2,022.19	(7,004.91)	(5,485.00)	1,519.91	(127.71)
Ending Fund Balance		3,601.34		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 10/31/2025

410 Parks SDC Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		123,790.17	123,800.00		
Revenues					
315 Interest Earned	456.72	1,884.29	4,725.00	2,840.71	39.88
345 SDC Revenue	-	1,004.00	3,012.00	2,008.00	33.33
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	456.72	2,888.29	7,737.00	4,848.71	37.33
Expenditures					
410 Parks SDC					
6000 Materials & Services	-	-	1,000.00	1,000.00	0.00
8000 Capital Outlay	-	-	130,537.00	130,537.00	0.00
Total Parks SDC	-	-	131,537.00	131,537.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
Total Other Requirements	-	-	-	-	0.00
Total General Fund Expenditures	-	-	131,537.00	131,537.00	0.00
Net Revenues over Expenditures	456.72	2,888.29	(123,800.00)	(126,688.29)	2.33
Ending Fund Balance		126,678.46		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 10/31/2025

412 Streets SDC Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		94,461.98	94,480.00		
Revenues					
315 Interest Earned	353.62	1,458.68	3,850.00	2,391.32	37.89
345 SDC Revenue	-	592.00	1,776.00	1,184.00	33.33
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	353.62	2,050.68	5,626.00	3,575.32	36.45
Expenditures					
412 Streets SDC					
6000 Materials & Services	-	-	1,000.00	1,000.00	0.00
8000 Capital Outlay	-	-	99,106.00	99,106.00	0.00
Total Streets SDC	-	-	100,106.00	100,106.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
Total Other Requirements	-	-	-	-	0.00
Total General Fund Expenditures	-	-	100,106.00	100,106.00	0.00
Net Revenues over Expenditures	353.62	2,050.68	(94,480.00)	(96,530.68)	2.17
Ending Fund Balance		96,512.66		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 10/31/2025

430 Water SDC Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		531,124.53	539,238.00		
Revenues					
315 Interest Earned	2,044.17	8,737.12	23,650.00	14,912.88	36.94
345 SDC Revenue	-	7,068.00	21,204.00	14,136.00	33.33
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	2,044.17	15,805.12	44,854.00	29,048.88	35.24
Expenditures					
430 Water SDC					
6000 Materials & Services	-	-	5,000.00	5,000.00	0.00
8000 Capital Outlay	-	-	579,092.00	579,092.00	0.00
Total Water SDC	-	-	584,092.00	584,092.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
Total Other Requirements	-	-	-	-	0.00
Total General Fund Expenditures	-	-	584,092.00	584,092.00	0.00
Net Revenues over Expenditures	2,044.17	15,805.12	(539,238.00)	(555,043.12)	2.93
Ending Fund Balance		546,929.65		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 10/31/2025

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
440 Sewer SDC Fund					
3100 Beginning Fund Balance		106,297.19	106,356.00		
Revenues					
315 Interest Earned	388.00	1,752.11	4,225.00	2,472.89	41.47
345 SDC Revenue	-	1,071.00	22,491.00	21,420.00	4.76
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	388.00	2,823.11	26,716.00	23,892.89	10.57
Expenditures					
440 Sewer SDC					
6000 Materials & Services	-	-	5,000.00	5,000.00	0.00
8000 Capital Outlay	-	-	128,072.00	128,072.00	0.00
Total Sewer SDC	-	-	133,072.00	133,072.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
Total Other Requirements	-	-	-	-	0.00
Total General Fund Expenditures	-	-	133,072.00	133,072.00	0.00
Net Revenues over Expenditures	388.00	2,823.11	(106,356.00)	(109,179.11)	2.65
Ending Fund Balance		109,120.30		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 10/31/2025

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
445 Stormwater SDC Fund					
3100 Beginning Fund Balance		99,113.44	99,080.00		
Revenues					
315 Interest Earned	363.43	1,505.19	3,975.00	2,469.81	37.87
345 SDC Revenue	-	673.00	2,019.00	1,346.00	33.33
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	363.43	2,178.19	5,994.00	3,815.81	36.34
Expenditures					
445 Stormwater SDC					
6000 Materials & Services	-	-	1,000.00	1,000.00	0.00
8000 Capital Outlay	-	-	104,074.00	104,074.00	0.00
Total Stormwater SDC	-	-	105,074.00	105,074.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
Total Other Requirements	-	-	-	-	0.00
Total General Fund Expenditures	-	-	105,074.00	105,074.00	0.00
Net Revenues over Expenditures	363.43	2,178.19	(99,080.00)	(101,258.19)	2.20
Ending Fund Balance		101,291.63		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 10/31/2025

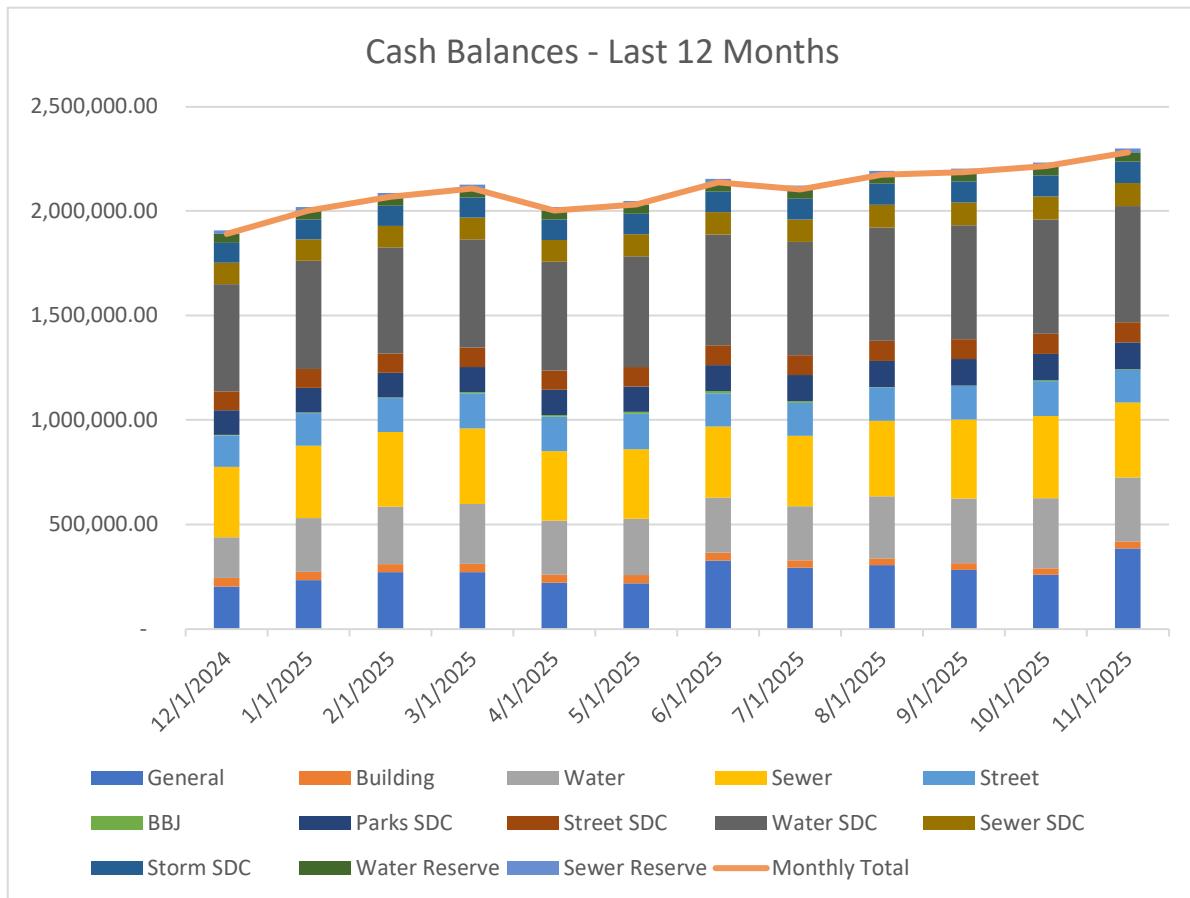
	Period Actual	YTD Actual	Budget	Unearned	Pcnt
520 Water Reserve Fund					
3100 Beginning Fund Balance		43,869.32	43,872.00		
Revenues					
315 Interest Earned	163.12	748.98	1,650.00	901.02	45.39
345 SDC Revenue	-	-	-	-	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	163.12	748.98	1,650.00	901.02	45.39
 Expenditures					
520 Water Reserve					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	-	-	0.00
Total Water Reserve	-	-	-	-	0.00
 900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	45,522.00	45,522.00	0.00
Total Other Requirements	-	-	45,522.00	45,522.00	0.00
 Total General Fund Expenditures	-	-	45,522.00	45,522.00	0.00
 Net Revenues over Expenditures	163.12	748.98	(43,872.00)	(44,620.98)	1.71
 Ending Fund Balance		44,618.30		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 10/31/2025

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
521 Sewer Reserve Fund					
3100 Beginning Fund Balance		17,258.65	17,257.00		
Revenues					
315 Interest Earned	57.07	257.70	575.00	317.30	44.82
345 SDC Revenue	-	-	-	-	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	57.07	257.70	575.00	317.30	44.82
 Expenditures					
521 Sewer Reserve					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	-	-	0.00
Total Sewer Reserve	-	-	-	-	0.00
 900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	17,832.00	17,832.00	0.00
Total Other Requirements	-	-	17,832.00	17,832.00	0.00
 Total General Fund Expenditures	-	-	17,832.00	17,832.00	0.00
 Net Revenues over Expenditures	57.07	257.70	(17,257.00)	(17,514.70)	1.49
 Ending Fund Balance		17,516.35		-	

City of Lowell
Cash Balances
for the Previous 12 Months



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

For the Period Ending: 11/30/2025

110 General Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		324,024.86	261,472.00		
Revenues					
310 Property Taxes	152,389.42	153,883.72	212,100.00	58,216.28	72.55
315 Interest Earned	768.16	3,092.36	6,500.00	3,407.64	47.57
320 Intergovernmental Revenue	3,521.52	15,074.19	38,434.00	23,359.81	39.22
325 Operating Grants	-	-	20,200.00	20,200.00	0.00
328 Capital Grants	-	-	-	-	0.00
330 Franchise Fees	2,108.44	40,879.23	82,325.00	41,445.77	49.66
335 Licenses & Permits	900.00	1,882.00	36,250.00	34,368.00	5.19
340 Charges for Service	137.83	1,882.14	2,125.00	242.86	88.57
342 Reimbursement SDC's	47.00	94.00	141.00	47.00	66.67
350 Fines & Forfeitures	10.96	54.69	1,550.00	1,495.31	3.53
360 Loan Proceeds	-	-	-	-	0.00
370 Other Revenue	100.00	292.65	650.00	357.35	45.02
375 Gain(Loss) on Sale of Fixed Assets	-	-	275,000.00	275,000.00	0.00
380 Fundraising & Event Revenue	-	-	-	-	0.00
385 Miscellaneous Revenue	-	198.96	300.00	101.04	66.32
Total Revenues	159,983.33	217,333.94	675,575.00	458,241.06	32.17
Expenditures					
410 Administration					
5000 Personal Services	3,117.68	16,916.24	41,920.00	25,003.76	40.35
6000 Materials & Services	6,061.61	32,592.88	99,813.00	67,220.12	32.65
8000 Capital Outlay	-	-	20,000.00	20,000.00	0.00
Total Administration	9,179.29	49,509.12	161,733.00	112,223.88	30.61
420 Parks & Recreation					
5000 Personal Services	4,702.97	27,030.79	65,571.00	38,540.21	41.22
6000 Materials & Services	3,256.56	24,271.38	56,325.00	32,053.62	43.09
8000 Capital Outlay	-	-	24,500.00	24,500.00	0.00
Total Parks & Recreation	7,959.53	51,302.17	146,396.00	95,093.83	35.04
430 Police					
5000 Personal Services	-	-	-	-	0.00
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	-	-	0.00
Total Police	-	-	-	-	0.00
440 Community Development					
5000 Personal Services	815.52	4,558.55	10,823.00	6,264.45	42.12
6000 Materials & Services	48.80	6,985.25	55,400.00	48,414.75	12.61
8000 Capital Outlay	-	-	-	-	0.00
Total Community Development	864.32	11,543.80	66,223.00	54,679.20	17.43

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

For the Period Ending: 11/30/2025

110 General Fund	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Unearned</u>	<u>Pcnt</u>
450 Library					
5000 Personal Services	3,659.16	23,915.76	51,286.00	27,370.24	46.63
6000 Materials & Services	1,251.62	13,866.99	29,711.00	15,844.01	46.67
8000 Capital Outlay	-	4,220.86	10,500.00	6,279.14	40.20
Total Library	<u>4,910.78</u>	<u>42,003.61</u>	<u>91,497.00</u>	<u>49,493.39</u>	<u>45.91</u>
460 Code Enforcement					
5000 Personal Services	-	-	-	-	0.00
6000 Materials & Services	1.78	1.78	-	(1.78)	0.00
8000 Capital Outlay	-	-	-	-	0.00
Total Code Enforcement	<u>1.78</u>	<u>1.78</u>	<u>-</u>	<u>(1.78)</u>	<u>0.00</u>
470 Tourism					
5000 Personal Services	-	-	-	-	-
6000 Materials & Services	75.87	372.25	18,700.00	18,327.75	1.99
8000 Capital Outlay	-	-	-	-	0.00
Total Tourism	<u>75.87</u>	<u>372.25</u>	<u>18,700.00</u>	<u>18,327.75</u>	<u>1.99</u>
480 Public Safety					
5000 Personal Services	542.67	3,108.28	7,424.00	4,315.72	41.87
6000 Materials & Services	9.18	70.27	15,975.00	15,904.73	0.44
8000 Capital Outlay	-	-	-	-	0.00
Total Municipal Court	<u>551.85</u>	<u>3,178.55</u>	<u>23,399.00</u>	<u>20,220.45</u>	<u>13.58</u>
800 Debt Service					
7111 Principal	7,400.56	7,400.56	235,405.00	228,004.44	3.14
7511 Interest	4,628.26	4,628.26	22,857.00	18,228.74	20.25
Total Debt Service	<u>12,028.82</u>	<u>12,028.82</u>	<u>258,262.00</u>	<u>246,233.18</u>	<u>4.66</u>
900 Other Requirements					
9100 Transfers to Other Funds	-	2,500.00	2,500.00	-	100.00
9500 Contingency	-	-	50,000.00	50,000.00	0.00
9800 Ending Balance (Budgeted)	-	-	118,337.00	118,337.00	0.00
Total Other Requirements	<u>-</u>	<u>2,500.00</u>	<u>170,837.00</u>	<u>168,337.00</u>	<u>1.46</u>
Total General Fund Expenditures	<u>35,572.24</u>	<u>172,440.10</u>	<u>937,047.00</u>	<u>764,606.90</u>	<u>18.40</u>
Net Revenues over Expenditures	<u>124,411.09</u>	<u>44,893.84</u>	<u>(261,472.00)</u>	<u>(306,365.84)</u>	<u>(17.17)</u>
Ending Fund Balance		<u>368,918.70</u>		-	

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

For the Period Ending: 11/30/2025

220 Building Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		39,701.73	36,619.00		
Revenues					
315 Interest Earned	44.11	394.00	950.00	556.00	41.47
335 Licenses & Permits	4,409.47	5,880.03	49,200.00	43,319.97	11.95
340 Technology Fee	525.01	564.40	900.00	335.60	62.71
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	-	7.52	50.00	42.48	15.04
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	4,978.59	6,845.95	51,100.00	44,254.05	13.40
Expenditures					
220 Building Department					
5000 Personal Services	892.61	5,591.35	12,013.00	6,421.65	46.54
6000 Materials & Services	455.91	7,627.62	57,730.00	50,102.38	13.21
8000 Capital Outlay	-	-	5,000.00	5,000.00	0.00
Total Building Department	1,348.52	13,218.97	74,743.00	61,524.03	17.69
900 Other Requirements					
9100 Transfers to Other Funds	-	-	-	-	0.00
9500 Contingency	-	-	5,000.00	5,000.00	0.00
9800 Ending Balance (Budgeted)	-	-	7,976.00	7,976.00	0.00
Total Other Requirements	-	-	12,976.00	12,976.00	-
Total Building Fund Expenditures	1,348.52	13,218.97	87,719.00	74,500.03	15.07
Net Revenues over Expenditures	3,630.07	(6,373.02)	(36,619.00)	(30,245.98)	(17.40)
Ending Fund Balance		33,328.71		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 11/30/2025

230 Water Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		215,190.52	320,494.00		
Revenues					
315 Interest Earned	708.07	3,141.14	3,850.00	708.86	81.59
325 Operating Grants	-	-	-	-	0.00
328 Capital Grants	-	-	-	-	0.00
335 Licenses & Permits	1,400.00	1,955.00	-	(1,955.00)	0.00
340 Charges for Service	38,667.94	325,989.94	534,990.00	209,000.06	60.93
342 Reimbursement SDC's	745.00	1,490.00	2,235.00	745.00	66.67
360 Loan Payments & Proceeds	-	-	-	-	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	-	1,468.53	3,750.00	2,281.47	39.16
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	41,521.01	334,044.61	544,825.00	210,780.39	61.31
Expenditures					
230 Water Department					
5000 Personal Services	15,853.68	97,485.28	212,890.00	115,404.72	45.79
6000 Materials & Services	23,974.62	105,481.85	269,983.00	164,501.15	39.07
8000 Capital Outlay	19,346.40	36,855.90	123,000.00	86,144.10	29.96
Total Water Department	59,174.70	239,823.03	605,873.00	366,049.97	39.58
800 Debt Service					
7111 Principal	13,928.89	13,928.89	32,868.00	18,939.11	42.38
7511 Interest	5,030.16	5,030.16	25,473.00	20,442.84	19.75
Total Debt Service	18,959.05	18,959.05	58,341.00	39,381.95	32.50
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	100,000.00	100,000.00	0.00
Ending Balance (Budgeted)	-	-	101,105.00	101,105.00	0.00
Total Other Requirements	-	-	201,105.00	201,105.00	0.00
Total General Fund Expenditures	78,133.75	258,782.08	865,319.00	606,536.92	29.91
Net Revenues over Expenditures	(36,612.74)	75,262.53	(320,494.00)	(395,756.53)	23.48
Ending Fund Balance		290,453.05		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 11/30/2025

240 Sewer Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		340,127.68	268,919.00		
Revenues					
315 Interest Earned	930.18	4,895.77	9,650.00	4,754.23	50.73
325 Operating Grants	-	-	-	-	0.00
328 Capital Grants	-	-	-	-	0.00
335 Licenses & Permits	115.00	115.00	575.00	460.00	20.00
340 Charges for Service	44,878.41	271,165.17	536,750.00	265,584.83	50.52
342 Reimbursement SDC's	618.00	1,236.00	1,854.00	618.00	66.67
360 Loan Payments & Proceeds	-	-	-	-	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	-	1,423.53	2,600.00	1,176.47	54.75
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	46,541.59	278,835.47	551,429.00	272,593.53	50.57
Expenditures					
230 Sewer Department					
5000 Personal Services	16,260.82	99,051.76	213,874.00	114,822.24	46.31
6000 Materials & Services	11,941.84	71,522.83	290,576.00	219,053.17	24.61
8000 Capital Outlay	19,346.40	19,346.40	103,000.00	83,653.60	18.78
Total Sewer Department	47,549.06	189,920.99	607,450.00	417,529.01	31.27
800 Debt Service					
7111 Principal	30,140.68	30,140.68	37,713.00	7,572.32	79.92
7511 Interest	5,390.88	5,390.88	13,565.00	8,174.12	39.74
Total Debt Service	35,531.56	35,531.56	51,278.00	15,746.44	69.29
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	50,000.00	50,000.00	0.00
Ending Balance (Budgeted)	-	-	111,620.00	111,620.00	0.00
Total Other Requirements	-	-	161,620.00	161,620.00	0.00
Total General Fund Expenditures	83,080.62	225,452.55	820,348.00	594,895.45	27.48
Net Revenues over Expenditures	(36,539.03)	53,382.92	(268,919.00)	(322,301.92)	19.85
Ending Fund Balance		393,510.60		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 11/30/2025

312 Street Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		158,876.41	154,637.00		
Revenues					
315 Interest Earned	356.02	2,096.01	2,725.00	628.99	76.92
325 Operating Grants	-	-	-	-	0.00
328 Capital Grants	-	-	-	-	0.00
335 Intergovernmental	9,090.12	45,192.73	105,250.00	60,057.27	42.94
340 Charges for Service	-	-	50.00	50.00	0.00
342 Reimbursement SDC's	104.00	208.00	312.00	104.00	66.67
360 Loan Payments & Proceeds	-	-	-	-	0.00
375 Gain(Loss) on Sale of Fixed Assets	-	-	-	-	0.00
385 Miscellaneous Revenue	-	31.66	-	(31.66)	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	9,550.14	47,528.40	108,337.00	60,808.60	43.87
Expenditures					
312 Street Department					
5000 Personal Services	3,837.32	21,461.52	50,006.00	28,544.48	42.92
6000 Materials & Services	2,309.07	18,328.10	68,806.00	50,477.90	26.64
8000 Capital Outlay	9,673.20	9,673.20	46,500.00	36,826.80	20.80
Total Street Department	15,819.59	49,462.82	165,312.00	115,849.18	29.92
800 Debt Service					
7111 Principal	3,656.69	3,656.69	3,657.00	0.31	99.99
7511 Interest	1,514.88	1,514.88	1,515.00	0.12	99.99
Total Debt Service	5,171.57	5,171.57	5,172.00	0.43	99.99
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	50,000.00	50,000.00	0.00
Ending Balance (Budgeted)	-	-	42,490.00	42,490.00	0.00
Total Other Requirements	-	-	92,490.00	92,490.00	0.00
Total General Fund Expenditures	20,991.16	54,634.39	262,974.00	208,339.61	20.78
Net Revenues over Expenditures	(11,441.02)	(7,105.99)	(154,637.00)	(147,531.01)	(4.60)
Ending Fund Balance		151,770.42		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 11/30/2025

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
314 Blackberry Jam Fund					
3100 Beginning Fund Balance		10,606.25	5,485.00		
Revenues					
315 Interest Earned	0.07	0.40	5.00	4.60	8.00
370 Other Revenue	-	248.97	-	(248.97)	0.00
380 Fundraising & Event Revenue	14.00	4,797.29	10,625.00	5,827.71	45.15
385 Miscellaneous Revenue	-	902.91	410.00	(492.91)	220.22
390 Transfers in from Other Funds	-	2,500.00	2,500.00	-	100.00
Total Revenues	14.07	8,449.57	13,540.00	5,090.43	62.40
Expenditures					
314 Blackberry Jam					
5000 Personal Services	-	-	-	-	0.00
6000 Materials & Services	125.11	15,565.52	17,730.00	2,164.48	87.79
8000 Capital Outlay	-	-	-	-	0.00
Total Blackberry Jam	125.11	15,565.52	17,730.00	2,164.48	87.79
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	500.00	500.00	0.00
Ending Balance (Budgeted)	-	-	795.00	795.00	0.00
Total Other Requirements	-	-	1,295.00	1,295.00	0.00
Total General Fund Expenditures	125.11	15,565.52	19,025.00	3,459.48	81.82
Net Revenues over Expenditures	(111.04)	(7,115.95)	(5,485.00)	1,630.95	(129.73)
Ending Fund Balance		3,490.30		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 11/30/2025

410 Parks SDC Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		123,790.17	123,800.00		
Revenues					
315 Interest Earned	426.11	2,310.40	4,725.00	2,414.60	48.90
345 SDC Revenue	1,004.00	2,008.00	3,012.00	1,004.00	66.67
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	1,430.11	4,318.40	7,737.00	3,418.60	55.81
Expenditures					
410 Parks SDC					
6000 Materials & Services	-	-	1,000.00	1,000.00	0.00
8000 Capital Outlay	-	-	130,537.00	130,537.00	0.00
Total Parks SDC	-	-	131,537.00	131,537.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
Total Other Requirements	-	-	-	-	0.00
Total General Fund Expenditures	-	-	131,537.00	131,537.00	0.00
Net Revenues over Expenditures	1,430.11	4,318.40	(123,800.00)	(128,118.40)	3.49
Ending Fund Balance		128,108.57		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 11/30/2025

412 Streets SDC Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		94,461.98	94,480.00		
Revenues					
315 Interest Earned	329.91	1,788.59	3,850.00	2,061.41	46.46
345 SDC Revenue	592.00	1,184.00	1,776.00	592.00	66.67
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	921.91	2,972.59	5,626.00	2,653.41	52.84
Expenditures					
412 Streets SDC					
6000 Materials & Services	-	-	1,000.00	1,000.00	0.00
8000 Capital Outlay	-	-	99,106.00	99,106.00	0.00
Total Streets SDC	-	-	100,106.00	100,106.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
Total Other Requirements	-	-	-	-	0.00
Total General Fund Expenditures	-	-	100,106.00	100,106.00	0.00
Net Revenues over Expenditures	921.91	2,972.59	(94,480.00)	(97,452.59)	3.15
Ending Fund Balance		97,434.57		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 11/30/2025

430 Water SDC Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		531,124.53	539,238.00		
Revenues					
315 Interest Earned	1,925.04	10,662.16	23,650.00	12,987.84	45.08
345 SDC Revenue	7,068.00	14,136.00	21,204.00	7,068.00	66.67
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	8,993.04	24,798.16	44,854.00	20,055.84	55.29
Expenditures					
430 Water SDC					
6000 Materials & Services	-	-	5,000.00	5,000.00	0.00
8000 Capital Outlay	-	-	579,092.00	579,092.00	0.00
Total Water SDC	-	-	584,092.00	584,092.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
Total Other Requirements	-	-	-	-	0.00
Total General Fund Expenditures	-	-	584,092.00	584,092.00	0.00
Net Revenues over Expenditures	8,993.04	24,798.16	(539,238.00)	(564,036.16)	4.60
Ending Fund Balance		555,922.69		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 11/30/2025

440 Sewer SDC Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		106,297.19	106,356.00		
Revenues					
315 Interest Earned	361.99	2,114.10	4,225.00	2,110.90	50.04
345 SDC Revenue	1,071.00	2,142.00	22,491.00	20,349.00	9.52
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	1,432.99	4,256.10	26,716.00	22,459.90	15.93
Expenditures					
440 Sewer SDC					
6000 Materials & Services	-	-	5,000.00	5,000.00	0.00
8000 Capital Outlay	-	-	128,072.00	128,072.00	0.00
Total Sewer SDC	-	-	133,072.00	133,072.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
Total Other Requirements	-	-	-	-	0.00
Total General Fund Expenditures	-	-	133,072.00	133,072.00	0.00
Net Revenues over Expenditures	1,432.99	4,256.10	(106,356.00)	(110,612.10)	4.00
Ending Fund Balance		110,553.29		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 11/30/2025

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
445 Stormwater SDC Fund					
3100 Beginning Fund Balance		99,113.44	99,080.00		
Revenues					
315 Interest Earned	339.07	1,844.26	3,975.00	2,130.74	46.40
345 SDC Revenue	673.00	1,346.00	2,019.00	673.00	66.67
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	1,012.07	3,190.26	5,994.00	2,803.74	53.22
Expenditures					
445 Stormwater SDC					
6000 Materials & Services	-	-	1,000.00	1,000.00	0.00
8000 Capital Outlay	-	-	104,074.00	104,074.00	0.00
Total Stormwater SDC	-	-	105,074.00	105,074.00	0.00
900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	-	-	0.00
Total Other Requirements	-	-	-	-	0.00
Total General Fund Expenditures	-	-	105,074.00	105,074.00	0.00
Net Revenues over Expenditures	1,012.07	3,190.26	(99,080.00)	(102,270.26)	3.22
Ending Fund Balance		102,303.70		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 11/30/2025

520 Water Reserve Fund	Period Actual	YTD Actual	Budget	Unearned	Pcnt
3100 Beginning Fund Balance		43,869.32	43,872.00		
Revenues					
315 Interest Earned	152.19	901.17	1,650.00	748.83	54.62
345 SDC Revenue	-	-	-	-	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	152.19	901.17	1,650.00	748.83	54.62
 Expenditures					
520 Water Reserve					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	-	-	0.00
Total Water Reserve	-	-	-	-	0.00
 900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	45,522.00	45,522.00	0.00
Total Other Requirements	-	-	45,522.00	45,522.00	0.00
Total General Fund Expenditures	-	-	45,522.00	45,522.00	0.00
Net Revenues over Expenditures	152.19	901.17	(43,872.00)	(44,773.17)	2.05
 Ending Fund Balance		44,770.49		-	

CITY OF LOWELL
REVENUES AND EXPENDITURES SUMMARY
WITH COMPARISON TO BUDGET

For the Period Ending: 11/30/2025

	Period Actual	YTD Actual	Budget	Unearned	Pcnt
521 Sewer Reserve Fund					
3100 Beginning Fund Balance		17,258.65	17,257.00		
Revenues					
315 Interest Earned	53.25	310.95	575.00	264.05	54.08
345 SDC Revenue	-	-	-	-	0.00
385 Miscellaneous Revenue	-	-	-	-	0.00
390 Transfers in from Other Funds	-	-	-	-	0.00
Total Revenues	53.25	310.95	575.00	264.05	54.08
 Expenditures					
521 Sewer Reserve					
6000 Materials & Services	-	-	-	-	0.00
8000 Capital Outlay	-	-	-	-	0.00
Total Sewer Reserve	-	-	-	-	0.00
 900 Other Requirements					
Transfers to Other Funds	-	-	-	-	0.00
Contingency	-	-	-	-	0.00
Ending Balance (Budgeted)	-	-	17,832.00	17,832.00	0.00
Total Other Requirements	-	-	17,832.00	17,832.00	0.00
 Total General Fund Expenditures	-	-	17,832.00	17,832.00	0.00
 Net Revenues over Expenditures	53.25	310.95	(17,257.00)	(17,567.95)	1.80
 Ending Fund Balance		17,569.60		-	

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
11/25	11/06/2025	18717	1120	Banner Bank	Multiple	12	110-410-6234	.00	3,257.96	3,257.96
11/25	11/06/2025	18718	1205	Cascade Columbia	938061, 938	2	230-490-6750	.00	4,062.16	4,062.16
11/25	11/06/2025	18719	1215	Caselle	12725	9	314-490-6225	.00	1,816.00	1,816.00
11/25	11/06/2025	18720	1235	Century Link	OCT 2025	2	240-490-6440	.00	122.06	122.06
11/25	11/06/2025	18721	1275	City of Lowell	OCT 2025 W/	12	240-490-6425	.00	3,263.84	3,263.84
11/25	11/06/2025	18722	1820	CivicPlus LLC	353552	1	110-410-6122	.00	2,379.00	2,379.00
11/25	11/06/2025	18723	1505	Grainger	9654722421,	2	230-490-6712	.00	486.70	486.70
11/25	11/06/2025	18724	1530	H & J Construction	5647	1	230-490-6330	.00	4,313.78	4,313.78
11/25	11/06/2025	18725	2700	H.D. Fowler Co.	I7161712	1	230-490-6225	.00	2,202.70	2,202.70
11/25	11/06/2025	18726	1710	Lane Electric Cooperative	OCT 25 LEC	8	312-490-6430	.00	3,899.48	3,899.48
11/25	11/06/2025	18727	2800	Low Voltage NW LLC	25284	2	110-450-6128	.00	1,057.50	1,057.50
11/25	11/06/2025	18728	1805	Mid-State Industrial Inc	0219993	1	230-490-6330	.00	665.50	665.50
11/25	11/06/2025	18729	1810	Mid-Valley Tractor	79254	1	110-420-6710	.00	245.67	245.67
11/25	11/06/2025	18730	2560	National Business Solution	IN154044	3	110-410-6124	.00	67.70	67.70
11/25	11/06/2025	18731	1885	One Call Concepts	50707407,50	2	240-490-6712	.00	56.98	56.98
11/25	11/06/2025	18732	2070	Renewable Resource Grou	178514,1785	4	230-490-6755	.00	2,635.18	2,635.18
11/25	11/06/2025	18733	2650	Umpqua Valley Financial	10212	5	312-490-6110	.00	2,500.00	2,500.00
11/25	11/06/2025	18734	2325	Verizon Wireless	6126683088	3	240-490-6440	.00	271.51	271.51
11/25	11/17/2025	18735	2770	All Ground Up LLC	1225	1	312-490-6330	.00	462.50	462.50
11/25	11/17/2025	18736	1165	Bridge Town Market #2	OCTOBER 2	1	110-420-6710	.00	115.69	115.69
11/25	11/17/2025	18737	1170	Brothers Plumbing Inc	683	1	230-490-6330	.00	537.00	537.00
11/25	11/17/2025	18738	1235	Century Link	NOV 25	2	240-490-6440	.00	120.39	120.39
11/25	11/17/2025	18739	2520	Douglas Fast Net	DFN 1125	3	230-490-6435	.00	247.57	247.57
11/25	11/17/2025	18740	2700	H.D. Fowler Co.	17161712,17	2	230-490-6225	.00	2,542.99	2,542.99
11/25	11/17/2025	18741	1565	Hole In One Locating LLC	4195	1	230-490-6330	.00	500.00	500.00
11/25	11/17/2025	18742	2880	Jerry's Home Improvement	Multiple	7	240-490-6320	.00	1,176.12	1,176.12
11/25	11/17/2025	18743	1765	Lowell Mini Storage	DEC 2025	2	314-490-6705	.00	180.00	180.00
11/25	11/17/2025	18744	1775	Lowell School District	FUEL SEPT	2	240-490-6710	.00	331.57	331.57
11/25	11/17/2025	18745	1855	Nichols, Layli	OCT 2025	5	312-490-6114	.00	2,750.00	2,750.00
11/25	11/17/2025	18746	1860	Northwest Code Profession	5734	1	220-490-6150	.00	71.25	71.25
11/25	11/17/2025	18747	1980	Pacific Office Automation In	5036500217	3	240-490-6128	.00	240.99	240.99
11/25	11/17/2025	18748	2070	Renewable Resource Grou	178619,1787	4	230-490-6755	.00	3,000.20	3,000.20
11/25	11/17/2025	18749	2135	SaniPac	5354671S01	2	230-490-6445	.00	42.24	42.24
11/25	11/17/2025	18750	2310	USA Blue Book	876324, 8771	2	230-490-6712	.00	2,301.78	2,301.78
11/25	11/17/2025	18751	2580	Wells Fargo Financial Leas	5036500216	1	110-410-6124	.00	95.96	95.96
11/25	11/25/2025	18752	1180	Business Oregon	11192025.1 J	4	240-800-7522	.00	14,845.00	14,845.00
11/25	11/25/2025	18753	1180	Business Oregon	11192025.2 L	4	110-800-7513	.00	12,028.82	12,028.82
11/25	11/25/2025	18754	1180	Business Oregon	11192025.3 L	8	312-800-7525	.00	16,708.12	16,708.12
11/25	11/25/2025	18755	1180	Business Oregon	11192025.4	2	240-800-7510	.00	28,109.06	28,109.06
11/25	11/25/2025	18756	1685	Lane County Assessment	1912170 202	1	110-310-4112	.00	20.00	20.00
11/25	11/25/2025	18757	2945	Ron Tonkin	PW09162025	3	240-700-8425	.00	48,366.00	48,366.00
Grand Totals:										.00
										168,096.97

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	68.36	22,752.29-	22,683.93-
110-310-4112	20.00	.00	20.00

GL Account	Debit	Credit	Proof
110-410-6110	1,000.00	.00	1,000.00
110-410-6114	1,100.00	.00	1,100.00
110-410-6122	2,379.00	.00	2,379.00
110-410-6124	163.66	.00	163.66
110-410-6128	576.95	.00	576.95
110-410-6225	391.78	.00	391.78
110-410-6230	10.09	.00	10.09
110-410-6234	73.11	.00	73.11
110-410-6245	19.99	.00	19.99
110-410-6420	51.71	.00	51.71
110-410-6425	83.84	.00	83.84
110-410-6430	116.14	.00	116.14
110-410-6435	28.00	.00	28.00
110-410-6440	36.92	.00	36.92
110-420-6225	129.34	.00	129.34
110-420-6234	1.18	.00	1.18
110-420-6324	333.53	.00	333.53
110-420-6328	468.01	.00	468.01
110-420-6420	961.77	.00	961.77
110-420-6425	149.04	.00	149.04
110-420-6430	216.93	.00	216.93
110-420-6535	540.00	.00	540.00
110-420-6710	456.76	.00	456.76
110-440-6225	23.90	.00	23.90
110-440-6230	1.78	.00	1.78
110-450-6128	566.74	.00	566.74
110-450-6225	75.57	.00	75.57
110-450-6230	7.12	.00	7.12
110-450-6234	26.31	68.36-	42.05-
110-450-6420	52.00	.00	52.00
110-450-6425	83.84	.00	83.84
110-450-6430	165.05	.00	165.05
110-450-6780	333.98	.00	333.98
110-460-6234	1.78	.00	1.78
110-470-6326	75.87	.00	75.87
110-480-6230	1.78	.00	1.78
110-800-7113	3,895.05	.00	3,895.05
110-800-7114	3,505.51	.00	3,505.51
110-800-7513	2,435.94	.00	2,435.94
110-800-7514	2,192.32	.00	2,192.32
220-2125	.00	407.80-	407.80-
220-490-6110	125.00	.00	125.00
220-490-6114	137.50	.00	137.50
220-490-6150	71.25	.00	71.25
220-490-6225	32.96	.00	32.96
220-490-6230	1.78	.00	1.78
220-490-6420	11.53	.00	11.53
220-490-6425	18.63	.00	18.63
220-490-6430	9.15	.00	9.15
230-2125	.00	61,602.62-	61,602.62-
230-490-6110	625.00	.00	625.00
230-490-6114	687.50	.00	687.50
230-490-6128	96.39	.00	96.39
230-490-6225	4,982.10	.00	4,982.10
230-490-6230	15.41	.00	15.41
230-490-6234	80.00	.00	80.00
230-490-6324	199.99	.00	199.99

GL Account	Debit	Credit	Proof
230-490-6330	6,016.28	.00	6,016.28
230-490-6420	68.38	.00	68.38
230-490-6425	596.16	.00	596.16
230-490-6430	1,318.90	.00	1,318.90
230-490-6435	117.88	.00	117.88
230-490-6440	270.32	.00	270.32
230-490-6445	21.12	.00	21.12
230-490-6712	1,874.52	.00	1,874.52
230-490-6750	2,765.44	.00	2,765.44
230-490-6755	3,561.78	.00	3,561.78
230-700-8425	19,346.40	.00	19,346.40
230-800-7122	5,771.68	.00	5,771.68
230-800-7125	8,157.21	.00	8,157.21
230-800-7522	1,650.82	.00	1,650.82
230-800-7525	3,379.34	.00	3,379.34
240-2125	.00	66,123.67-	66,123.67-
240-490-6110	625.00	.00	625.00
240-490-6114	687.50	.00	687.50
240-490-6128	96.40	.00	96.40
240-490-6225	576.70	.00	576.70
240-490-6230	465.72	.00	465.72
240-490-6234	79.99	.00	79.99
240-490-6320	632.59	.00	632.59
240-490-6324	110.30	.00	110.30
240-490-6420	516.26	.00	516.26
240-490-6425	670.68	.00	670.68
240-490-6430	1,253.80	.00	1,253.80
240-490-6435	101.69	.00	101.69
240-490-6440	206.72	.00	206.72
240-490-6445	21.12	.00	21.12
240-490-6705	90.00	.00	90.00
240-490-6710	236.17	.00	236.17
240-490-6712	1,504.75	.00	1,504.75
240-490-6750	1,296.72	.00	1,296.72
240-490-6755	2,073.60	.00	2,073.60
240-700-8425	19,346.40	.00	19,346.40
240-800-7110	24,369.00	.00	24,369.00
240-800-7122	5,771.68	.00	5,771.68
240-800-7510	3,740.06	.00	3,740.06
240-800-7522	1,650.82	.00	1,650.82
312-2125	.00	17,153.84-	17,153.84-
312-490-6110	125.00	.00	125.00
312-490-6114	137.50	.00	137.50
312-490-6225	117.19	.00	117.19
312-490-6230	2.96	.00	2.96
312-490-6330	802.79	.00	802.79
312-490-6334	379.99	.00	379.99
312-490-6430	743.64	.00	743.64
312-700-8425	9,673.20	.00	9,673.20
312-800-7125	3,656.69	.00	3,656.69
312-800-7525	1,514.88	.00	1,514.88
314-2125	.00	125.11-	125.11-
314-490-6225	35.11	.00	35.11
314-490-6705	90.00	.00	90.00
Grand Totals:	168,233.69	168,233.69-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/25	12/09/2025	18758	2770	All Ground Up LLC	Multiple	3	312-490-6330	.00	5,602.50	5,602.50
12/25	12/09/2025	18759	1120	Banner Bank	Multiple	11	240-490-6234	.00	3,266.19	3,266.19
12/25	12/09/2025	18760	1165	Bridge Town Market #2	1088	1	110-420-6710	.00	20.76	20.76
12/25	12/09/2025	18761	1205	Cascade Columbia	938660, 940	2	240-490-6750	.00	1,130.30	1,130.30
12/25	12/09/2025	18762	1275	City of Lowell	NOV 2025 W	12	240-490-6425	.00	3,122.86	3,122.86
12/25	12/09/2025	18763	2520	Douglas Fast Net	DFN 1225	3	230-490-6435	.00	247.57	247.57
12/25	12/09/2025	18764	1505	Grainger	9699600848	2	110-420-6234	.00	531.40	531.40
12/25	12/09/2025	18765	1670	Lane Council of Governme	Multiple	1	110-410-6112	.00	8,066.78	8,066.78
12/25	12/09/2025	18766	1710	Lane Electric Cooperative	NOV 2025 L	8	312-490-6430	.00	4,629.85	4,629.85
12/25	12/09/2025	18767	2635	Lost Creek Rock Products	LCRP-00010	1	312-490-6330	.00	98.06	98.06
12/25	12/09/2025	18768	1765	Lowell Mini Storage	JAN 2026	2	314-490-6705	.00	180.00	180.00
12/25	12/09/2025	18769	1775	Lowell School District	FUEL OCT 2	2	110-420-6710	.00	439.42	439.42
12/25	12/09/2025	18770	2560	National Business Solution	IN155361	3	110-410-6124	.00	61.50	61.50
12/25	12/09/2025	18771	1855	Nichols, Layli	309	5	312-490-6114	.00	580.00	580.00
12/25	12/09/2025	18772	1855	Nichols, Layli	NOV 2025	5	312-490-6114	.00	2,750.00	2,750.00
12/25	12/09/2025	18773	1875	OHA Cashier	PWS 410092	1	230-490-6225	.00	75.00	75.00
12/25	12/09/2025	18774	2070	Renewable Resource Grou	179060,1793	4	230-490-6755	.00	1,145.20	1,145.20
12/25	12/09/2025	18775	2135	SaniPac	5383105S01	2	240-490-6445	.00	42.74	42.74
12/25	12/09/2025	18776	2650	Umpqua Valley Financial	10186	5	312-490-6110	.00	2,500.00	2,500.00
12/25	12/09/2025	18777	2310	USA Blue Book	898356	2	230-490-6750	.00	325.37	325.37
12/25	12/09/2025	18778	2325	Verizon Wireless	6129179207	3	240-490-6440	.00	271.51	271.51
12/25	12/31/2025	18779	1095	Backflow Specialties	998930	1	230-490-6330	.00	3,680.59	3,680.59
12/25	12/31/2025	18780	1205	Cascade Columbia	940798, 941	2	240-490-6750	.00	1,021.69	1,021.69
12/25	12/31/2025	18781	1235	Century Link	DEC 2025	2	240-490-6440	.00	122.06	122.06
12/25	12/31/2025	18782	1305	Correct Equipment, Inc.	59625	1	230-490-6750	.00	961.00	961.00
12/25	12/31/2025	18783	2700	H.D. Fowler Co.	17204082, 1	2	230-490-6712	.00	400.42	400.42
12/25	12/31/2025	18784	1540	Harris, Hunter	HH NEW TR	3	312-700-8425	.00	586.66	586.66
12/25	12/31/2025	18785	1615	J & K Electrical LLC	25-0442-2, 2	2	240-490-6324	.00	1,199.91	1,199.91
12/25	12/31/2025	18786	1775	Lowell School District	FUEL NOV 2	2	110-420-6710	.00	146.60	146.60
12/25	12/31/2025	18787	2835	Monitoring NW, LLC	3128	2	110-410-6128	.00	135.00	135.00
12/25	12/31/2025	18788	2560	National Business Solution	IN156601	3	110-410-6124	.00	66.18	66.18
12/25	12/31/2025	18789	1855	Nichols, Layli	313	5	312-490-6114	.00	7,000.00	7,000.00
12/25	12/31/2025	18790	1860	Northwest Code Profession	5766	2	220-490-6152	.00	3,047.36	3,047.36
12/25	12/31/2025	18791	1980	Pacific Office Automation In	5036871328	3	240-490-6128	.00	240.99	240.99
12/25	12/31/2025	18792	2070	Renewable Resource Grou	179432, 179	4	230-490-6755	.00	1,098.00	1,098.00
12/25	12/31/2025	18793	2245	The Automation Group Inc	W16689, W1	2	230-490-6324	.00	855.50	855.50
12/25	12/31/2025	18794	2470	TPJUW, PC	75275	1	110-410-6112	.00	242.00	242.00
12/25	12/31/2025	18795	2275	Travel Lane County	18718	3	110-470-6224	.00	300.00	300.00
12/25	12/31/2025	18796	2310	USA Blue Book	913140	2	230-490-6750	.00	167.28	167.28
12/25	12/31/2025	18797	2325	Verizon Wireless	613169513	3	240-490-6440	.00	271.51	271.51
12/25	12/31/2025	18798	2580	Wells Fargo Financial Leas	5036871327	1	110-410-6124	.00	95.96	95.96
Grand Totals:										.00
										56,725.72

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	17,287.79-	17,287.79-
110-410-6110	1,000.00	.00	1,000.00

GL Account	Debit	Credit	Proof
110-410-6112	386.00	.00	386.00
110-410-6114	3,782.00	.00	3,782.00
110-410-6122	464.20	.00	464.20
110-410-6124	223.64	.00	223.64
110-410-6128	115.70	.00	115.70
110-410-6225	290.03	.00	290.03
110-410-6230	550.14	.00	550.14
110-410-6334	2,676.99	.00	2,676.99
110-410-6420	51.34	.00	51.34
110-410-6425	83.84	.00	83.84
110-410-6430	133.75	.00	133.75
110-410-6435	28.00	.00	28.00
110-410-6440	73.84	.00	73.84
110-420-6225	16.99	.00	16.99
110-420-6234	362.05	.00	362.05
110-420-6328	877.50	.00	877.50
110-420-6420	763.24	.00	763.24
110-420-6425	149.04	.00	149.04
110-420-6430	238.20	.00	238.20
110-420-6535	62.24	.00	62.24
110-420-6710	163.65	.00	163.65
110-440-6117	2,202.58	.00	2,202.58
110-440-6122	232.10	.00	232.10
110-450-6122	464.20	.00	464.20
110-450-6128	127.48	.00	127.48
110-450-6225	16.99	.00	16.99
110-450-6230	174.68	.00	174.68
110-450-6234	466.04	.00	466.04
110-450-6420	51.55	.00	51.55
110-450-6425	83.84	.00	83.84
110-450-6430	189.45	.00	189.45
110-450-6780	409.20	.00	409.20
110-470-6224	300.00	.00	300.00
110-470-6326	77.30	.00	77.30
220-2125	.00	4,312.20-	4,312.20-
220-490-6110	125.00	.00	125.00
220-490-6114	866.50	.00	866.50
220-490-6122	232.10	.00	232.10
220-490-6150	2,784.86	.00	2,784.86
220-490-6152	262.50	.00	262.50
220-490-6420	11.43	.00	11.43
220-490-6425	18.63	.00	18.63
220-490-6430	11.18	.00	11.18
230-2125	2,202.70	16,168.98-	13,966.28-
230-490-6110	625.00	.00	625.00
230-490-6114	2,582.50	.00	2,582.50
230-490-6122	464.20	.00	464.20
230-490-6128	96.39	.00	96.39
230-490-6225	75.00	.00	75.00
230-490-6234	108.89	.00	108.89
230-490-6240	50.00	.00	50.00
230-490-6324	447.50	.00	447.50
230-490-6330	4,085.59	.00	4,085.59
230-490-6420	65.06	.00	65.06
230-490-6425	596.16	.00	596.16
230-490-6430	1,246.67	.00	1,246.67
230-490-6435	117.88	.00	117.88

GL Account	Debit	Credit	Proof
230-490-6440	342.12	.00	342.12
230-490-6445	21.37	.00	21.37
230-490-6712	2,866.45	2,202.70-	663.75
230-490-6750	1,189.84	.00	1,189.84
230-490-6755	432.40	.00	432.40
230-700-8425	755.96	.00	755.96
240-2125	669.00	17,346.04-	16,677.04-
240-490-6110	625.00	.00	625.00
240-490-6114	2,582.50	.00	2,582.50
240-490-6122	464.20	.00	464.20
240-490-6128	96.40	.00	96.40
240-490-6234	108.89	.00	108.89
240-490-6324	1,607.91	.00	1,607.91
240-490-6330	2,025.00	.00	2,025.00
240-490-6420	578.05	.00	578.05
240-490-6425	670.68	.00	670.68
240-490-6430	2,030.97	.00	2,030.97
240-490-6435	101.69	.00	101.69
240-490-6440	249.12	.00	249.12
240-490-6445	21.37	.00	21.37
240-490-6705	90.00	.00	90.00
240-490-6710	443.13	.00	443.13
240-490-6750	3,084.80	669.00-	2,415.80
240-490-6755	1,810.80	.00	1,810.80
240-700-8425	755.53	.00	755.53
312-2125	.00	4,375.42-	4,375.42-
312-490-6110	125.00	.00	125.00
312-490-6114	516.50	.00	516.50
312-490-6330	2,393.06	.00	2,393.06
312-490-6430	702.33	.00	702.33
312-700-8425	638.53	.00	638.53
314-2125	.00	106.99-	106.99-
314-490-6225	16.99	.00	16.99
314-490-6705	90.00	.00	90.00
Grand Totals:	62,469.12	62,469.12-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

GL Account	Debit	Credit	Proof
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Report Criteria:

Report type: Summary
Check.Type = {<>} "Adjustment"

Report Criteria:

Suppress employee name and number

Employee Number	Name	Pay Code	Pay Code Title	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remaining	Hourly Rate	Liability Amount
101	Baker, Max	3-01	Vacation Pay	213.88	13.33	.00	227.21	54.7202	12,432.98
		4-01	Sick Pay	824.00	8.00	.00	832.00	54.7202	45,527.21
103	Daigneault, Robert G	3-01	Vacation Pay	141.34	4.17	.00	145.51	20.3600	2,962.53
		4-01	Sick Pay	145.50	5.00	.00	150.50	20.3600	3,064.18
110	Dragt, Samantha	3-01	Vacation Pay	240.00	10.00	25.00	225.00	27.2952	6,141.42
		4-01	Sick Pay	327.00	8.00	.00	335.00	27.2952	9,143.89
109	Harris, Eric James	3-01	Vacation Pay	77.78	6.67	4.00	80.45	20.1986	1,624.98
		4-01	Sick Pay	10.83	8.00	.00	18.83	20.1986	380.34
106	Harris, Hunter LD	3-01	Vacation Pay	215.00	10.00	36.00	189.00	29.1404	5,507.54
		4-01	Sick Pay	535.50	8.00	.00	543.50	29.1404	15,837.81
105	Harris, Nicholas G	3-01	Vacation Pay	162.05	10.00	.00	172.05	29.1404	5,013.61
		4-01	Sick Pay	88.50	8.00	.00	96.50	29.1404	2,812.05
111	Peggy OKane	3-01	Vacation Pay	9.97	3.34	.00	13.31	24.5063	326.18
		4-01	Sick Pay	27.00	4.00	3.50	27.50	24.5063	673.92
Grand Totals:				3,018.35	106.51	68.50	3,056.36		111,448.64

Pay Code Summary

Pay Code	Pay Code Title	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remaining	Liability Amount
3-01	Vacation Pay	1,060.02	57.51	65.00	1,052.53	34,009.24
4-01	Sick Pay	1,958.33	49.00	3.50	2,003.83	77,439.40

Report Criteria:

Suppress employee name and number

Employee Number	Name	Pay Code	Pay Code Title	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remaining	Hourly Rate	Liability Amount	Ms
101	Baker, Max	3-01	Vacation Pay	227.21	13.33	36.00	204.54	54.7202	11,192.47	
		4-01	Sick Pay	832.00	8.00	.00	840.00	54.7202	45,964.97	
103	Daigneault, Robert G	3-01	Vacation Pay	145.51	4.17	.00	149.68	20.3600	3,047.43	
		4-01	Sick Pay	150.50	5.00	.00	155.50	20.3600	3,165.98	
110	Dragt, Samantha	3-01	Vacation Pay	225.00	10.00	6.50	228.50	27.2952	6,236.95	
		4-01	Sick Pay	335.00	8.00	.00	343.00	27.2952	9,362.25	
109	Harris, Eric James	3-01	Vacation Pay	80.45	6.67	4.50	82.62	20.1986	1,668.81	
		4-01	Sick Pay	18.83	8.00	6.00	20.83	20.1986	420.74	
106	Harris, Hunter LD	3-01	Vacation Pay	189.00	10.00	13.00	186.00	29.1404	5,420.11	
		4-01	Sick Pay	543.50	8.00	.00	551.50	29.1404	16,070.93	
105	Harris, Nicholas G	3-01	Vacation Pay	172.05	10.00	18.00	164.05	29.1404	4,780.48	
		4-01	Sick Pay	96.50	8.00	.00	104.50	29.1404	3,045.17	
111	Peggy OKane	3-01	Vacation Pay	13.31	3.34	.00	16.65	24.5063	408.03	
		4-01	Sick Pay	27.50	4.00	2.00	29.50	24.5063	722.94	
Grand Totals:				3,056.36	106.51	86.00	3,076.87		111,507.26	

Pay Code Summary

Pay Code	Pay Code Title	Hours Beg Bal	Hours Accrued	Hours Used	Hours Remaining	Liability Amount
3-01	Vacation Pay	1,052.53	57.51	78.00	1,032.04	32,754.28
4-01	Sick Pay	2,003.83	49.00	8.00	2,044.83	78,752.98

City of Lowell Oregon
City Council
Regular Meeting Minutes
November 18, 2025

The Lowell City Council held a regular meeting on November 18, 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 7:01 pm.

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

City Councilors absent: None

Staff/others present: City Administrator Max Baker

Approval of Agenda: There were no changes to the agenda.

Consent Agenda:

The consent agenda included financial reports from September 2025, check register from October 2025, leave register from October 2025, and meeting minutes from the October 21, 2025 regular meeting and November 4, 2025 work session. No items were pulled for additional discussion.

Motion to approve the consent agenda was made by Councilor Murray and seconded by Councilor Stratis. The motion passed unanimously.

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

Public Comments: No Public comments received.

Staff Reports:

City Administrator Baker provided the following updates:

City Administrator Max Baker reported that the 2024-25 audit was progressing well, with the contract accountant completing the first rough draft for staff review. The review had been completed since the report was written, and the accountant was waiting on answers to some questions from the auditor. Mr. Baker anticipated the audit would be submitted on time, likely with a presentation early in the new year. He noted that the city ended the year in a good financial position with no unexpected findings.

Mr. Baker reported submitting a letter of intent to Lane County for the hazard mitigation grant program opportunity, which was an extension of the existing IGA for emergency services.

The Water Treatment Plant sedimentation basin project remained on hold, with Mr. Baker having reached out to Holly from USDA and expecting to hear back soon.

The Planning Commission approved LU 2025-02, the Whipple Estate subdivision, at the November 2, 2025 meeting. The appeal period had expired with no appeals filed. Mr. Baker explained this was his first land use process from start to finish and was a good learning experience. He also reported that LU 2025-04, a hillside development permit for a new single-family dwelling, had been approved with conditions from Civil West, which is standard for properties with slopes greater than 15%.

Councilor Bennett asked about lots 1 and 11 on the subdivision layout, noting that they appeared to include part of the right-of-way. After discussion, Mr. Baker clarified these were private utility easements to allow access to sewer and storm systems, not purchases of right-of-way. He agreed to double-check the calculations showing larger lot sizes for those parcels.

Mr. Baker reported working with RCAC on a cybersecurity policy to meet USDA requirements for future funding, provided at no cost to the city.

Parks staff and volunteers were preparing for the tree lighting event scheduled for December 6 at 6:00 PM. Park restrooms remained closed due to vandalism, with staff waiting for vendors to replace the doors. Padlocks had been installed at Paul Fisher, and staff had sealed the top part of the caboose and resealed cracks and joints to protect it from weather instead of using a tarp.

Regarding the Covered Bridge IGA with Lane County, Mr. Baker reported receiving an email that they had received approval from the National Historic Bridge Society to put anchors in and repair the roof. The county had also agreed to replace the parking lot lights before the bridge lighting event.

Mr. Baker returned to the code enforcement topic, reporting that the second quarter code performance follow-up had received a positive response. He noted that 27 letters had been sent out, and all but two property owners had brought their properties into compliance. He was working with the City Administrator from Oakridge to begin early talks on an IGA for support with difficult enforcement cases.

Public Works Report No questions were raised on the Public Works Report.

Library Report

Mr. Baker provided an update on the bricks for the library, noting that replacement bricks for the 11 typos had been received. He also mentioned that Peggy had reopened brick sales as regular donations rather than as part of a capital campaign.

October 2025 Lane County Call Log

It was noted that the call log was extensive, with 18 calls already recorded for the current month.

Presentations: No presentations

Old Business: None

New Business:

County wide Debris Contract-Discussion/Possible Action

Mr. Baker reviewed the countywide debris contract discussed at the previous work session. He explained he was seeking council consensus on three questions: whether the city would be interested in sharing a service agreement, whether they'd like to be involved in the drafting/review process, and whether there were any existing debris contracts. Mr. Baker noted the benefits would include streamlining the FEMA process and skipping the procurement process by being under an agreement.

Mayor Weathers asked if Mr. Baker wanted to be involved in the drafting process. He responded that while he would participate in reviewing ongoing calls, he did not want to sit on the committee or be involved in drafting.

The Council unanimously agreed to participate in the shared service agreement without being involved in the drafting process, as the city has no existing debris contracts.

CA Eval, Review draft Evaluation Form and Timeline-Discussion/Possible Action

Mr. Baker presented a draft evaluation form from ICMA (International City/County Management Association) with minor modifications. He explained the timeline would ideally match up with other staff evaluations in March, which would be before budget preparations for the fiscal year.

Councilor Don expressed concern about being unable to evaluate some items, such as media relations, that he had not observed. He did not want to give a middle rating that might appear negative when he simply had not witnessed those activities.

After discussion, the Council agreed to modify the form to include a "not observed" option that would not count against the overall evaluation score. They also discussed having staff and committee members provide feedback directly to the Council to help with areas Council members may not directly observe.

Mr. Baker suggested that sections 7 and 8 regarding staffing might be better moved to a narrative section with input from staff rather than having Council rate them. The Council agreed to have Mr. Baker revise the form and bring it back.

The tentative timeline would have the evaluation process occur in February/March with finalization at the March meeting, in time for budget preparations for the next fiscal year.

Reservoir Cleaning Quotes-Discussion/Possible Action

Mr. Baker presented quotes for cleaning the city's potable water reservoirs, correcting a typo where he had written "portable" instead of "potable" throughout the agenda and quotes. Staff recommended Potable Divers Inc. as the low bidder, which also offered additional services needed by the city.

Mr. Baker explained that the concrete reservoir has cracks at the 26-foot mark that actively leak water. All three companies provide video inspection and integrity checks as part of their cleaning service. The request for up to \$8,000 (versus the quote of \$5,400) would allow flexibility if additional epoxy or labor was needed for repairs.

Mayor Weathers clarified that the recommendation was based on more than just the low bid, and Mr. Baker confirmed that staff had checked references and found Potable Divers had good recommendations from other municipalities. He noted this cleaning is recommended by OHA every 3-5 years, but the city's tanks had not been cleaned since 2012.

Motion by Councilor Stratis, seconded by Councilor Bennett to select Potable Divers Inc. in an amount not to exceed \$8,000 and authorize the city administrator to sign. Motion carried unanimously.

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

Other Business

Pop-Up Library Grant

Mr. Baker explained that Peggy had approached him about a Library Services and Technology grant for popup libraries with no matching requirements. The grant would fund mobile shelters to create popup libraries at locations like the Grange, Bridge Academy, and Mountain View Academy. The application was due December 1st.

Mr. Baker noted this was primarily informational as the grant application was within his authority, but he wanted to ensure the Council had no objections due to the staff time that would be required for reporting. The Council expressed consensus support for applying for the grant.

Mr. Baker also mentioned two other grant applications: a CIS safety and security grant for \$5,000 to upgrade security at city hall (including fixing the ADA door and improving security cameras) and a CIS grant for \$5,000 for sewer mainline cleaning, which would help prevent backups and prepare lines for camera work identified in the I&I project.

Mr. Baker brought up a request from the National School Choice Week to illuminate the covered bridge in yellow and red from January 25-31, 2026. Mr. Baker indicated he would check with the school to determine if this was legitimate organization before proceeding.

Mayor Weathers informed the Council about a Marine Board special use permit application from rowers to keep their race course buoys up from December through May. The public comment period was closing on December 5th.

Mr. Baker confirmed that there would be both a work session and regular meeting in December. The work session would include SDC updates if he could get a response from Matt at Civil West. He also reported receiving population updates from PSU estimating the city's population at 1,316 as of July 1, an increase of 10 from the previous year.

Adjourn

Mayor Weathers adjourned the meeting at 8:10 PM.

APPROVED:

Maureen M. Weathers, Mayor

ATTEST:

Max Baker, City Recorder

City of Lowell Oregon
City Council
Work Session Minutes
January 6, 2026

The Lowell City Council held a work session meeting on January 6, 2026. The meeting location was at the Lowell Rural Fire Protection District Fire Station 1 at 389 N. Pioneer Street, Lowell, OR 97452. Mayor Weathers called the meeting to order at 7:00 pm.

City Councilors present:

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

City Councilors absent: NONE

Work Session Topic(s)

SDC Updates, discussion – Matt Wadlington, Civil Est Engineering

Matt Wadlington from Civil West presented updates on three remaining System Development Charge (SDC) calculations: wastewater, stormwater, and transportation. These calculations determine maximum defendable SDC rates the city can charge for new development.

For wastewater, the maximum defendable SDC was calculated at \$8,974 per Equivalent Dwelling Unit (EDU), significantly higher than the current \$1,689. This increase is primarily due to necessary wastewater treatment plant upgrades, lift station improvements, and gravity sewer improvements needed to maintain permit compliance rather than increase capacity.

For stormwater, the maximum defendable SDC was calculated at \$575 per EDU, which is relatively low compared to other utilities due to most stormwater infrastructure being built on-site by developers.

For transportation, the maximum defendable SDC was calculated at approximately \$6,192 per EDU a substantial increase from the current \$696. This fee would fund approximately 2.5 miles of new roads. City Administrator Baker noted the minimum lot size standards have changed. Matt stated he would revise memo and send to City Administrator.

Council discussed that these are maximum allowable rates, and they have flexibility to set actual SDCs lower. City Administrator Baker noted he will bring these back for potential action at the January 20th meeting, and rates could be adjusted later by resolution if needed.

Digital reader board quotes, discussion

The Council reviewed quotes for a digital reader board to be installed at City Hall/Library. Quotes ranged from approximately \$14,000 to \$28,000 for a 4'x6' digital display. Councilor Murray provided expertise on the differences between systems, noting that the higher-priced option includes an on-board video processing unit rather than cloud-based management.

Staff will gather additional information, including references from existing users, and bring a recommendation back to Council at the next meeting. The project is budgeted at \$18,000.

Access Control Quotes, discussion

City Administrator Baker presented quotes for an upgraded access control system for City Hall, the admin building, and library. The current standalone proxy card/keypad system requires manual programming at each location and cannot be managed remotely. The new system would allow centralized management, mobile credentials, and better security monitoring.

Quotes from four vendors were discussed, with prices being comparable except for one significantly higher option. Two systems require annual subscription fees. The project is budgeted at \$10,000, and the city has received a \$5,000 grant that must be used by April.

Leak detection equipment quotes, discussion

The Council reviewed quotes for leak detection equipment to upgrade the city's aging water leak detection capabilities. City Administrator Baker recommended purchasing a system from Correct Equipment at approximately \$5,800, which includes additional ground microphones and a carrying case compared to other options that cost over \$6,700.

The equipment would improve the city's ability to detect water leaks by filtering out background noise and providing digital output that current equipment from 1989 and 1994 cannot offer.

City Administrator Baker will bring final recommendations for all equipment purchases to the January 20th meeting for potential action.

Adjourn

Meeting adjourned at 8:50pm

APPROVED:

Maureen M. Weathers, Mayor

ATTEST:

Max Baker, City Recorder



City Administrator's Office
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Email: admin@lowelloregon.gov

To: Mayor Weathers and City Council
From: Max Baker, City Administrator
Date: Tuesday, January 20, 2026
Re: City Administrator Staff Report

MEMO

2024-2025 Audit

Audit was submitted and filling fee paid. Audit presentation scheduled for February 3 Council Meeting.

Code Enforcement

Citywide code enforcement has not been completed yet. City received a complaint regarding abandoned vehicles. Staff has reached out to Oakridge to begin the process for removal. Staff working on draft IGA with Oakridge for Policing services.

ECWAG Water Treatment Plant Sed Basin Project

This project is still currently on hold.

Land Use and Planning

City Administrator approved LU 2025-05 and 2025-06 for ADUs. These are type I LU applications and are approved by the City Administrator.

Staff is working with the City Planner to develop a process for extending Development Agreement Approvals that will, or have, exceed the initial one year approval period.

Cyber Security Policy

Staff and RCAC finished the cyber security policy that was needed to meet USDA requirements for future funding.

Parks

Staff met with contractors to request quotes for installation of new doors and door frames.

Park restrooms remain closed.

Covered Bridge IGA with Lane County

Staff met with Lane County to begin early stages of a new IGA for the Covered Bridge. County stated this IGA will be separate from the MORE IGA as this is a unique IGA.

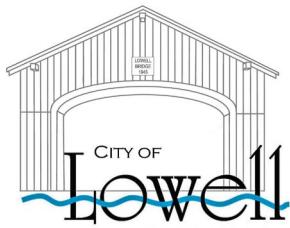
Update on Sale of Old City Hall

Updates, if there are any, will be provided at the meeting.

Other

The fee the City of Lowell collects from Lane Electric to be a payment drop station has increased from \$0.25 per transaction to \$0.50 per transaction. The City of Lowell is the only payment drop station for Lane Electric.

Questions from the Council



Public Works Department
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Email: Hunter.Harris@LowellOregon.Gov

TO: Mayor Weathers and Council

FROM: Hunter Harris

DATE: January 20th, 2026

SUBJECT: Public Works Report

Streets and Parks

Staff sealed up the caboose to prevent further damage to the roof.

Staff is getting quotes to replace doors on both bathroom facilities at the parks.

J&K Electrical fixed the lights and electrical at the covered bridge. They are working on a quote to replace all the interpretive sign lights as well.

Staff has performed service on all equipment for preparation for spring mowing season.

Water Treatment Plant/Distribution

All yearly reports have been submitted to the State

Staff is working with the State to update the lead and copper sampling plan. And updating their website after the government shutdown.

Staff have been working with javelin utilities on the boring project on Moss Street and 1st street, the project should be completed by the end of the month.

Sewer Plant/Collections

Staff replaced gutters on the lift station building.

J&K electrical installed proper power outlets to decant pump setup to finish that project.

Other

City of Lowell has picked up the new 2026 Ram 3500 work truck and equipped the truck with all the proper tools. Truck will be getting hazard lights installed on the 20th

Library report for January 20, 2026

Peggy O'Kane Library Director

School visitors

On December 16, Stacy Day who teaches English to 7th 8th and sophomore students brought each of her classes to the library for an overview. 55 students got their first library cards. Stacy and I are talking about other potential collaborations.

Booksale

During December we sold donated books. They were all in great condition suitable for gift giving. We earned almost \$200.

Crafts

I held a holiday craft event in conjunction with the city tree lighting 1-4 on Dec. 6. Four families came and made ornaments, cards and decorations. I left the supplies out all month and had many people stop by to create things.

Collection

At the end of 2025, there were 7,500 titles in the collection. The shelves are nearly full. I have begun looking for ways to expand shelf space. I added two rolling carts to the children's collection. I also began weeding the collection. Ideally, I want to put a bookshelf from the old building in the conference room. I would shift teen-oriented materials to those shelves. The conference room set up of tables and chairs would remain.

Storage

With the many donations of books for book sales and materials for crafting storage is very tight. I propose organizing the shed. We could bring over shelving from the old building to hold supplies and other odds and ends. The center of the space would remain open for other materials.

Grants

Grantor	Purpose	Status
State Library of Oregon	Summer Reading	Received
Oregon Arts Commission	Bringing artists to the library	Received
Oregon Community Foundation	Marketing	Did not receive
State Library of Oregon	Mini grant for pop-up library	In process
Oregon Folklife Center	Mini grant for Digitization celebration	In process

Lane County Sheriff Call Log - November 2025

Date	Time	Incident Type	Call Type	Location
11/1/2025	9:11:56 PM	FRAUD	FRAUD	700 BLK N MOSS ST
11/2/2025	1:45:15 AM	ANIMAL	INJURED ANIMAL	100 BLK N ALDER ST
11/2/2025	1:54:11 PM	ASSIST	CITIZEN CONTACT	200 BLK E 4TH ST
11/13/2025	10:07:20 PM	TRAFFIC	WATER PATROL	DEXTER RESERVOIR
11/14/2025	4:34:02 PM	DISTURBANCE	DISORDERLY SUBJECT	100 BLK W 4TH ST
11/15/2025	5:33:28 AM	DISTURBANCE	MENACING	400 BLK CAROL ST
11/15/2025	5:55:57 PM	VEHICLE	UNLAWFUL ENTRY MOTOR VEHICLE	100 BLK N MOSS ST
11/16/2025	10:46:44 AM	ASSIST	CITIZEN CONTACT	400 BLK N MOSS ST
11/22/2025	9:02:46 AM	OTHER	VIOLATION OF RESTRAINING ORDER	100 BLK LOFTUS AVE
11/24/2025	12:23:12 PM	SUSPICIOUS	SUSPICIOUS SUBJECT	400 BLK CAROL ST
11/26/2025	12:12:50 PM	DISTURBANCE	DISPUTE	200 BLK E 4TH ST
11/27/2025	4:29:34 PM	OTHER	ARREST	500 BLK N HYLAND LN
11/28/2025	5:47:28 PM	DISTURBANCE	EXPLOSION	200 BLK E 2ND ST

Lane County Sheriff Call Log - December 2025

Date	Time	Incident Type	Call Type	Location
12/16/2025	11:11:47 PM	ASSAULT	ASSAULT	500 BLK N MOSS ST
12/17/2025	1:38:03 AM	ALARM	ALARM	100 BLK S MOSS ST
12/20/2025	5:12:02 AM	ALARM	ALARM	100 BLK S PINOEER ST
12/21/2025	12:41:15 AM	ALARM	ALARM	100 BLK S PIONEER ST
12/23/2025	10:54:30 AM	CIVIL	SUBPOENA SERVICE	100 BLK W 2ND ST
12/25/2025	6:31:52 PM	NARCOTICS	DRUG OVERDOSE	500 BLK SUNRIDGE LN
12/25/2025	10:55:03 PM	THREAT	HARASSMENT	100 BLK N CANNON ST

Agenda Item Sheet

City of Lowell City Council

Type of item:	Procurement
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Item title/recommended action:

Motion to approve Eugene/Springfield Lock and Safe Company Quotation # S00136 for Access Controls upgrades at City Hall/Library in the amount of \$11,687.00 and authourize the City Administrator to sign.

Justification or background:

At the January 6, 2026 Work Session Staff presented quotes for upgrades to Access Controls at City Hall/Library. \$10,000.00 was budgeted in the General Fund for these upgrades and the City received a grant from CIS for \$5,000.00 for this project.

Budget impact:

\$11,687.00 Allocated between Administration and Library

Department or Council sponsor:

Administration

Attachments:

Access control quotes

Meeting date:	01/20/2026
---------------	------------

The Company You Pick!

City of Lowell, Max Baker
 70 N Pioneer Street
 Lowell OR 97452
 United States

Quotation # S00136

Quotation Date	Expiration	Salesperson
12/23/2025	01/22/2026	Eddie Martinez

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
Eight Door E-Access Panel w/ Power Supply	1.00 Units	3,825.00		\$ 3,825.00
RMC	1.00 Units	515.00		\$ 515.00
Mifare/Bluetooth Reader	4.00 Units	550.00		\$ 2,200.00
Electric Strike - Heavy Duty	3.00 Units	639.00		\$ 1,917.00
Prox Card Mifare Cards/Fobs	25.00 Units	8.00		\$ 200.00
Labor to install mechanical hardware and instruct on use	6.00 Hours	130.00		\$ 780.00
Electrician Labor to mount panel, run wires and wire panel	15.00 Hours	150.00		\$ 2,250.00
	Untaxed Amount			\$ 11,687.00
	Total			\$ 11,687.00

Options

DESCRIPTION	UNIT PRICE
Grade 1 Leverset (F Storeroom, 26D)	\$ 525.00

C.O.D. ACCTS PLEASE PAY FROM INVOICE CHARGE ACCT TERMS: NET 30 OR AS STATED BALANCE AFTER 60 DAYS = C.O.D. BALANCE AFTER 90 DAYS = 1.5% MO, 18% YR RETURNED CHECK/CREDIT CARD PYMT FEE \$40.00 MINIMUM INVOICE CHARGE OF \$20.00



We have prepared a quote for you

PDK Access Control System

QUOTE #005914 V1

PREPARED FOR

City of Lowell

PREPARED BY

Ryan Donahue



Executive Summary

About Valley Tel Service, Inc.

Valley Tel Service, Inc. is a family owned and operated business since 1985. This dynamic brings a level of dedication and pride to the company that is unique in the technology industry.

For over three decades serving the Oregon Business Community, Valley Tel Service has earned an outstanding reputation for the design, installation and maintenance, of VoIP communications, IP Video Surveillance, Access Control solutions and low voltage data cabling. Having locations in Portland, Eugene, and Roseburg, allows corporate Oregon to rely on one vendor for all of their telecommunications, data wiring, and networking needs.

We truly feel that serving your company's telecommunication needs is more than just a job – it is our life's work. This is why we strive for the best and continue to stay on the cutting edge of technology.



Front Exterior Main Entry Door

Product Details	Qty
<p>VTS to provide and install 1 Single Door Controller/Cloud Node and one 4-Door Controller (Supports 5 Doors total)</p> <p>Provide and install low voltage cabling to the exterior front door.</p> <p>Install 1 vandal resistant prox/keypad next to ADA tap button.</p> <p>Utilize existing electric strike and configure with ADA door opener.</p> <p>Program system to meet customer requirements, door schedules, user groups, access levels, etc.</p> <p>System is compatible with current badges.</p> <p>**System requires an Annual Hosting Subscription to function**</p>	
PDK Cloud Node Controller <p>PDK's Red™ Cloud Node is the Main Controller and includes built-in Ethernet connectivity and self-discovery, simplifying IP configuration and functionality. With built-in plug-and-play connectivity options, additional network or WiMAC™ wireless controllers can be added in seconds.</p> <p>Red CN is equipped with OSDP functionality, an onboard power supply, and a fully supervised power circuit that monitors input, output, battery voltage, and overall controller health.</p>	1
PDK 4 Door Controller <p>PDK's Red™ 4 Doorcontroller includes built-in Ethernet connectivity and self discovery, simplifying ip configuration and functionality. The Red 4 is equipped with OSDP functionality, an on-board power supply, and a fully-supervised power circuit that monitors input, output, battery voltage, and overall controller health.</p>	1
12 volt 8amp Hour Battery <p>12 volt 8amp Hour Battery</p>	2
PDK Single Gang Keypad Reader <p>PDK Rugged Keypad Reader Prox + Keypad + Mobile. Multi-technology, Prox (125 KHz), Weigand, Keypad Reader</p>	1

Front Exterior Main Entry Door

Product Details	Qty
Access Control Composite Cable, Plenum, Yellow Access Control Composite, 18/4 Unshld, 22/3pr Shld, 22/2 Unshld, 22/4 Unshld, CMP Yellow	40
Relay Module 12/24VDC Access Control Relay 12 or 24VDC DPDT Contacts	1
PDK Annual Hosting Subscription Pdk.io Annual subscription provides the most powerful and streamlined access control platform on the market. Experience full configuration and management from any internet-connected device. Manage users, create groups, open and close doors, set system rules, get SMS & email alerts, and more. All in a single app.	1
Recurring Subtotal: \$120.00	
Subtotal: \$4,103.56	

Additional Door

Product Details	Qty
<p>Provide and install low voltage cabling to the door.</p> <p>Install 1 vandal resistant prox/keypad next to door.</p> <p>Install new electric strike and configure with PDK door controller.</p> <p>Program door to meet customer requirements, door schedules, user groups, access levels, etc.</p>	
PDK Mullion Keypad Reader PDK Rugged Mullion Keypad Reader Prox + Keypad + Mobile. Multi-technology, Prox (125 KHz), Weigand, Keypad Reader	1
	
Electric Strike 12/24 VDC/VAC, Lock Monitor KIT - Fire Rated Electric Strike 12/24VDC/VAC, FS/FSE, CLB Complete (4-7/8in x 1-1/4in), Cylindrical/Mortise/Rim Exits Latches Max 3/4in Throw, Lock Monitor, Satin Stainless Steel	1
	
Access Control Composite Cable, Plenum, Yellow Access Control Composite, 18/4 Unshld, 22/3pr Shld, 22/2 Unshld, 22/4 Unshld, CMP Yellow	65
	
PDK Annual Hosting Subscription Pdk.io Annual subscription provides the most powerful and streamlined access control platform on the market. Experience full configuration and management from any internet-connected device. Manage users, create groups, open and close doors, set system rules, get SMS & email alerts, and more. All in a single app.	1
	
Recurring Subtotal: \$120.00	
Subtotal: \$2,558.71	

Additional Door

Product Details	Qty
<p>Provide and install low voltage cabling to the door.</p> <p>Install 1 vandal resistant prox/keypad next to door.</p> <p>Install new electric strike and configure with PDK door controller.</p> <p>Program door to meet customer requirements, door schedules, user groups, access levels, etc.</p>	
PDK Mullion Keypad Reader PDK Rugged Mullion Keypad Reader Prox + Keypad + Mobile. Multi-technology, Prox (125 KHz), Weigand, Keypad Reader	 1
Electric Strike 12/24 VDC/VAC, Lock Monitor KIT - Fire Rated Electric Strike 12/24VDC/VAC, FS/FSE, CLB Complete (4-7/8in x 1-1/4in), Cylindrical/Mortise/Rim Exits Latches Max 3/4in Throw, Lock Monitor, Satin Stainless Steel	 1
Access Control Composite Cable, Plenum, Yellow Access Control Composite, 18/4 Unshld, 22/3pr Shld, 22/2 Unshld, 22/4 Unshld, CMP Yellow	 65
PDK Annual Hosting Subscription Pdk.io Annual subscription provides the most powerful and streamlined access control platform on the market. Experience full configuration and management from any internet-connected device. Manage users, create groups, open and close doors, set system rules, get SMS & email alerts, and more. All in a single app.	 1
Recurring Subtotal: \$120.00	
Subtotal: \$2,558.71	

Additional Door

Product Details	Qty
<p>Provide and install low voltage cabling to the door.</p> <p>Install 1 vandal resistant prox/keypad next to door.</p> <p>Install new electric strike and configure with PDK door controller.</p> <p>Program door to meet customer requirements, door schedules, user groups, access levels, etc.</p>	
PDK Mullion Keypad Reader PDK Rugged Mullion Keypad Reader Prox + Keypad + Mobile. Multi-technology, Prox (125 KHz), Weigand, Keypad Reader	 1
Electric Strike 12/24 VDC/VAC, Lock Monitor KIT - Fire Rated Electric Strike 12/24VDC/VAC, FS/FSE, CLB Complete (4-7/8in x 1-1/4in), Cylindrical/Mortise/Rim Exits Latches Max 3/4in Throw, Lock Monitor, Satin Stainless Steel	 1
Access Control Composite Cable, Plenum, Yellow Access Control Composite, 18/4 Unshld, 22/3pr Shld, 22/2 Unshld, 22/4 Unshld, CMP Yellow	 65
PDK Annual Hosting Subscription Pdk.io Annual subscription provides the most powerful and streamlined access control platform on the market. Experience full configuration and management from any internet-connected device. Manage users, create groups, open and close doors, set system rules, get SMS & email alerts, and more. All in a single app.	 1
Recurring Subtotal: \$120.00	
Subtotal: \$2,558.71	

PDK Access Control System



Prepared by:

Valley Tel Service, Inc

Ryan Donahue
541-743-2660
ryan@valley-tel.com

Prepared for:

City of Lowell

70 N Pioneer St
Lowell, OR 97452
Max Baker
(541) 937-2157
mbaker@ci.lowell.or.us

Quote Information:

Quote #: 005914

Version: 1
Delivery Date: 12/24/2025
Expiration Date: 12/31/2025

Recurring Expenses Summary

Description	Amount
Front Exterior Main Entry Door	\$120.00
Additional Door	\$120.00
Additional Door	\$120.00
Additional Door	\$120.00
Recurring Total:	\$480.00

Payment Options

Description	Payments	Interval	Amount
Term Options			
50% Down	1	One-Time	\$5,889.84
50% Due Upon Completion of Job	1	One-Time	\$5,889.84

All materials guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the contract price. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, flood, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. It is agreed that should you become in default of the payment arrangements outlined above, Valley Tel Service, Inc. may take possession of equipment as provided by law, and hold owner responsible for cost of recovery, including attorney fees and legal costs. The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above. Valley Tel Service, Inc. is not responsible or liable for any LAN / WAN / ISP service conditions (QOS). Any labor troubleshooting these service conditions will be invoiced at normal time and material rate. Cancellation of Contract will result in a 25% restocking fee and associated labor charges.

Valley Tel Service, Inc

Signature: 
Name: Ryan Donahue
Title: _____
Date: 12/24/2025

City of Lowell

Signature: _____
Name: Max Baker
Date: _____



Serving Eugene, Salem, and the Central Oregon Coast
Toll Free 1(877) 342-8112
SecurityMonster.com

City of Lowell

70 North Pioneer Street

Lowell, OR 97452

Attn: Max Baker :: (541) 937-2157

Access Control

Access Control Head End

QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
1.00	4-Door Smart Controller Hub	Avigilon ALTA Access 4-Door Access Control Panel, Supports 4 Readers, 4 Door Relays, 4 Contact Sensors and 4 REX Sensors, 4 Aux Inputs and 2 Aux Outputs, Supports 12-24V Locking Hardware, Built in Power Supply	\$1,870.00	\$1,870.00
2.00	12V 9AH Backup Battery	12V, 9AH Sealed Lead Acid Backup Battery to Supply Backup Power in Event of A/C Power Loss	\$45.00	\$90.00

Front Entry Door

QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
1.00	Subcontract Locksmith	Security Monster to sub-contract professional lock smith services	\$607.50	\$607.50
1.00	Smart Reader	Avigilon ALTA Access Mullion Smart Reader, Touchless Access, Mobile Ready, Smart Watch Capable, Supports Low and High Frequency Traditional Cards, Bluetooth Functionality	\$275.00	\$275.00
1.00	Armored Door Sensor	Man Door Surface Mount Aluminum Steel Door Switch, No Dead Spot Technology	\$30.00	\$30.00

Library Front Entry Door

QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
1.00	Subcontract Locksmith	Security Monster to sub-contract professional lock smith services	\$1,299.00	\$1,299.00
1.00	Smart Reader	Avigilon ALTA Access Mullion Smart Reader, Touchless Access, Mobile Ready, Smart Watch Capable, Supports Low and High Frequency Traditional Cards, Bluetooth Functionality	\$275.00	\$275.00
1.00	Armored Door Sensor	Man Door Surface Mount Aluminum Steel Door Switch, No Dead Spot Technology	\$30.00	\$30.00

City Hall Office Door

QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
1.00	Subcontract Locksmith	Security Monster to sub-contract professional lock smith services	\$1,299.00	\$1,299.00
1.00	Smart Reader	Avigilon ALTA Access Mullion Smart Reader, Touchless Access, Mobile Ready, Smart Watch Capable, Supports Low and High Frequency Traditional Cards, Bluetooth Functionality	\$275.00	\$275.00
1.00	Armored Door Sensor	Man Door Surface Mount Aluminum Steel Door Switch, No Dead Spot Technology	\$30.00	\$30.00

City Hall to Library Door

QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
1.00	Subcontract Locksmith	Security Monster to sub-contract professional lock smith services	\$1,299.00	\$1,299.00
1.00	Smart Reader	Avigilon ALTA Access Mullion Smart Reader, Touchless Access, Mobile Ready, Smart Watch Capable, Supports Low and High Frequency Traditional Cards, Bluetooth Functionality	\$275.00	\$275.00
1.00	Armored Door Sensor	Man Door Surface Mount Aluminum Steel Door Switch, No Dead Spot Technology	\$30.00	\$30.00

Credentials

QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
1.00	MIFARE Classic Key FOB	10 Pack MIFARE Classic Key FOB - High Frequency	\$70.00	\$70.00

Annual Software License

QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
1.00	ALTA Access Annual Subscription - 5 Entries	Avigilon ALTA Access Annual Subscription for Premium Software Package Supporting 5 Entries and 10 Active Mobile Users (Mobile App, Hands Free Entry, Guest Pass)	\$1,080.00	\$1,080.00
		Package Includes: Multiple Sites under one login, API, Webhooks, Mobile SDK, Automatic Software Updates, Alerts, Reports, Flexible Lockdown, Readerless Entry Reporting, Advanced Rules Engine, Custom Dashboard, Custom User Fields, Live Support 7 Days per Week		
		*See your SM representative about multi-year licensing discounts and additional mobile users.		
2.00	10-Pack Mobile Credentials - 1 Year	Avigilon ALTA Access Pack of (10) Ten Mobile Credentials Annual License - 1 Year	\$20.00	\$40.00

Installation

QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
1.00	Warning Signs & Decals	Security Monster Protection Warning Signs & Decals	\$0.00	\$0.00
1.00	Minor Permit	Minor Label Permit for Above Mentioned Proposal	\$25.00	\$25.00
1.00	Cable & Connectors	Cat6 Twisted Pair and RJ-45 Connectors	\$9.95	\$9.95
250.00	Composite Access Cable Orange	Composite Access Control Cable in Orange	\$1.53	\$382.50
1.00	Professional Installation	Labor to Install, Program, Test, and Train	\$3,564.10	\$3,564.10
1.00	Preferred Customer Discount	Security Monster's preferred customer discount	-\$866.05	-\$866.05

Monthly Services

QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
1.00	Security Monster Services	Monthly Services provided by Security Monster Monster Service Agreement: \$89.00	\$89.00	\$89.00

Total System Cost: \$11,900.00

Thank you for the opportunity to submit this proposal!

Proposal Prepared By: Ryan Anderson

City of Lowell (Representative)

Date

Agenda Item Sheet

City of Lowell City Council

Type of item:	Procurement
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Item title/recommended action:

Motion to approve Correct Equipment Estimate#396 for Leak Detection Equipment in the amount of \$5,225.00 and authourize the City Administrator to sign.

Justification or background:

At the January 6, 2026 Work Session Staff presented quotes for Leak Detection Equipment. \$8,000.00 was budgeted in the Water Fund for this Capital Project.

Budget impact:

\$5,225.00 from Water Fund

Department or Council sponsor:

Administration

Attachments:

Leak Detection Quotes

Meeting date:	01/20/2026
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Questions? Call us @ 800-
548-1234

Orders

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Enter search terms (product name, part #, keywords, etc.)

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**Save 25% on a case of 12 Hach Chlorine Reagent Sets
for CL17 and CL17sc Analyzers!** Hurry—limited-time offer.

All **Categories**

Resources

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Promotions

Help





+ Hover to zoom | Click to enlarge



\$6,900.00 price per each
excl. tax

In Stock

1

Add to cart



Add to Order Template

Add to wish list

Need Help? Call 800-548-1234

Product Details

- Automatic noise reduction blocks out intermittent sounds
- 5 high-frequency filters & 3 low-frequency filters for removing continuous interferences
- Graphic backlit display—store and view up to 250 leak records

Conduct leak surveys at hydrants valves and meters as well as ground miking on asphalt or concrete directly over pipes. The SubSurface LD-18 digital leak detector comes standard with a highly sensitive piezo electric ceramic sensor with base plate and magnet base.

The all-digital amplifier lets you easily hone in on leak sounds, while automatic noise reduction clears intermittent sounds like footsteps, voices and vehicle traffic. Five high-frequency filters, three low-frequency filters (plus off) and two notch filters (plus off) ensure continuous removal of interfering noises from A/C hum, motors, wind, etc.

Store up to 250 sound records and view them easily via the graphic backlit display. View sound levels at different locations over the pipe as well as bar graphs and numeric displays of loudness levels. To find the location of the loudest leak sound simply save leak sound levels at 5 to 10 spots over the pipe and graph them to see which spot is loudest. It's that easy.

Easily transfer stored data from the leak detector to your computer for record keeping and further analysis. Simply upload the included PC software onto your computer and transfer data using the USB cable.

Includes: amplifier with padded case and 40" belt ground microphone and hand switch magnetic base nut driver aviation-grade stereo headphones PC software USB cable and heavy-duty ABS plastic carrying case.

Note: For applications requiring a direct connection to deep pipes or valves an optional sensor with strong magnet and 9.75' cable is available as special order. Contact USABlueBook for more information.

Tech Specs:

Bandwidth: 30 to 2,200 Hz

Filters: 10

Filter types: 5 high, 3 low and 2 notch

Output indicators:

- Audio: high-performance headphones

- Visual: digital LCD display

Battery test: digital

Battery type: four C batteries (included)

Battery life: 24 hours (continuous use)

Dimensions (amplifier/display): 6.4"W x 3.0"H x 5.7"D

Documents

- › Manual
- › SDS
- › Specifications

Last viewed products

[View all](#)[Clear](#)

Republic
Regenerat
ive
Blower,
15HP,
3PH,
HRC1000

Item No.
34874

\$5,522.⁰⁰

Republic
Regenerat
ive
Blower,
20HP,
3PH,
HRC1302

Item No.
34882

\$16,108.⁰⁰

Republic
Regenerat
ive
Blower,
25HP,
3PH,
HRC1402

Item No.
34883

\$19,178.⁰⁰

Republic
Regenerat
ive
Blower,
35HP,
3PH,
HRC1502

Item No.
34884

\$21,481.⁰⁰

Republic
Regenerat
ive
Blower,
4.62HP,
3PH,
HRC602

Item No.
29965

\$4,659.⁹⁵

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SubSurface Instruments LD-18 Digital Water Leak Detection

Part #SLD18 | Item #4932943

\$6,900.00 each

Application:

Leak Detection

Quantity



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Product Details

- Digital noise reduction that removes intermittent sounds like barking dogs and passing vehicles
- All-digital amplifier with automatic noise reduction of intermittent sounds, high and low filters, storage and graphing of sound levels at different locations on the pipe
- Amplifier also contains a bar graph and numeric display of sound loudness
- High frequency filters 5, 3 low frequency filters (plus low filter off) and 2 notch filters (plus notch filter off) to remove continuous interfering noises from A/C hum, motors, wind, etc
- IP52 equivalent weather resistance
- Up to 250 date/time maximum sound levels saved in file
- Combined sensitivity and amplification 900V/G+ (at 400 Hz)
- Low filters: Off, 100 Hz, 200 Hz, 400 Hz
- High filters: 400 Hz, 600 Hz, 800 Hz, 1200 Hz, and 2200 Hz
- Notch filters: Off, 50 Hz, 60 Hz

Documents

Specification

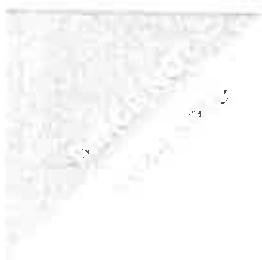
Specifications

Application	Leak Detection	Size	20-1/2 in x 8 in x 15-1/2 in
Battery Size	C	Tool Type	Leak Noise Locator
Battery Type	Alkaline	Type	Leak Detector

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18 GROUND MIC &...

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Radiodetection, LLC
Rex Pipe and Cable...

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Correct Equipment, Inc.
14576 NE 95th St
Redmond WA 98052

Estimate

#396

1/14/2026

Bill To

Max Baker
Lowell, City of
107 E 3rd Street
Lowell OR 97452
United States

TOTAL

\$5,225.00

Expires: 2/13/2026

Expires	Exp. Close	Sales Rep		
2/13/2026	1/14/2026	Chris Bennett		
Quantity	Item	Vendor	Rate	Amount
1	Misc - Gutermann Misc - Gutermann Aquascope AS550-G-C Ground Mic version, incl. ground mic, Teufel, carry case	Gutermann		\$5,225.00
			Subtotal	\$5,225.00
			Tax	\$0.00
			Total	\$5,225.00

CORRECT EQUIPMENT, INC.
REDMOND, WA
CANBY, OR
STANDARD CONDITIONS OF SALE

All invoices and payment remits go to ap.ar@ceipnw.com. Payment is due on the date listed above. Failure to pay within this term will result in a late fee of \$50 plus compounding interest of 1.5% assessed weekly. Any discrepancies should be reported within 14 days of receipt. Credit card payments will incur a 3.2% transaction fee. **General Terms:** Freight is only allowed if included and is not guaranteed. Permits, bonds, tax, spare parts, installation, documentation, testing, and engineering services excluded. Proposal limited to specified items. Purchaser must verify local code acceptability and project parameters. Manufacturer terms and conditions apply. See manufacturer's website for warranty & terms. In the event any legal dispute, claim or litigation arising under or in connection with this agreement, the Customer/Client, as a condition of this agreement, shall pay all the reasonable attorney fees incurred by Correct Equipment Inc. and its manufacturers in regard to the preparation, execution and litigation of such a dispute, claim, judgement, or settlement therein. AIS, BABAA, and Public Law 117-58 compliance is the purchaser's responsibility. All pricing is based on normal trade relation duty rates and any applicable tariffs (such as those being imposed in accordance with sections 232 or 301) in effect as of January 1, 2025 will be passed on to the customer and may adjust the finalized pricing of the equipment/project. **Payment Terms:** Orders <\$50k: NET 30 OAC (DOR for all others). Orders >\$50k: 10% on Submittals, 30% on Approval, 50% on Receipt, 10% on Startup/Warranty or 30 days after delivery - No others accepted. Past due amounts incur 1.5% fee per month and collection costs. Commodity equipment subject to global market pricing. **Pricing Validity:** Prices valid for 30 days (standard), 60 days (bidding), 90 days (capital). Change Orders honored for 30 days. Returns: Equipment review required. Unused within 30 days. All others subject to assessment, & restocking fees (freight not included).

City of Lowell
City Administrator Performance Evaluation
Max Baker

Evaluation period: _____ to _____

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a performance standard in that category. For each statement, use the following scale to indicate your rating of the City Administrator's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

NO = Not-Observed (performance standard not-observed this evaluation period)

All items need to be rated, do not leave any items blank. **NO (Not-Observed) items will be removed from category score.**

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period.

Deadline for submission to _____ is: _____.

All evaluations will be collated and discussed by the council in an executive session scheduled for this purpose. Individual submissions will be summarized into a performance evaluation to be presented by the council to the City Administrator as part of the agenda for a regular meeting scheduled for this purpose.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- Diligent and thorough in the discharge of duties, "self-starter"
- Exercises good judgment
- Displays enthusiasm, cooperation, and will to adapt
- Mental and physical stamina appropriate for the position
- Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal $\underline{\quad} \div 5 = \underline{\quad}$ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- Maintains knowledge of current developments affecting city operations
- Demonstrates a capacity for innovation and creativity
- Anticipates and analyzes problems to develop effective approaches for solving them
- Willing to try new ideas proposed by council members and/or staff
- Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal $\underline{\quad} \div 5 = \underline{\quad}$ score for this category

3. RELATIONS WITH MEMBERS OF THE COUNCIL

- Carries out directives of the body as a whole as opposed to those of any one member or minority group
- Sets meeting agendas that reflect the guidance of the council and avoids unnecessary involvement in administrative actions
- Disseminates complete and accurate information equally to all members in a timely manner
- Assists by facilitating decision making without usurping authority
- Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal $\underline{\quad} \div 5 = \underline{\quad}$ score for this category

4. POLICY EXECUTION

- Implements governing body actions in accordance with the intent of the council
- Supports the actions of the council after a decision has been reached, both inside and outside the organization
- Understands, supports, and enforces local government's laws, policies, and ordinances
- Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal $\underline{\hspace{2cm}} \div 5 = \underline{\hspace{2cm}}$ score for this category

5. REPORTING

- Provides regular information and reports to the council concerning matters of importance to the local government, using the city charter as guide
- Responds in a timely manner to requests from the council for special reports
- Takes the initiative to provide information, advice, and recommendations to the council on matters that are non-routine and not administrative in nature
- Reports produced by the city administrator are accurate, comprehensive, concise and written to their intended audience
- Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal $\underline{\hspace{2cm}} \div 5 = \underline{\hspace{2cm}}$ score for this category

6. CITIZEN RELATIONS

- Responsive to requests from citizens
- Takes responsibility for following through and handles tough situations with integrity
- Maintains a nonpartisan approach in dealing with the news media
- Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal $\underline{\hspace{2cm}} \div 5 = \underline{\hspace{2cm}}$ score for this category

7. FISCAL MANAGEMENT

- Prepares a balanced budget to provide services at a level directed by council
- Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- Prepares a budget and budgetary recommendations in an intelligent and accessible format
- Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal $\underline{\quad} \div 5 = \underline{\quad}$ score for this category

8. COMMUNITY

- Shares responsibility for addressing the difficult issues facing the city
- Avoids unnecessary controversy
- Maintains constructive relationships with local and regional community partners
- Helps the council address future needs and develop adequate plans to address long term trends
- Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal $\underline{\quad} \div 5 = \underline{\quad}$ score for this category

NARRATIVE EVALUATION

Describe the City Administrator's overall performance regarding staffing and supervision, including recruitment and retention, employee development, performance management, delegation, communication, and the promotion of teamwork and initiative among staff.

What would you identify as the City Administrator's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the City Administrator to enhance performance?

What other comments do you have for the City Administrator e.g., priorities, expectations, goals or objectives for the new rating period?

Submitted by:

Date:

Agenda Item Sheet

City of Lowell City Council

Type of item:	Resolution
---------------	------------

Item title/recommended action:

Motion to Resolution 863, "A Resolution Recognizing City County Insurance Services, Security Enhancement Grant and Making Appropriations."

Justification or background:

The City was awarded a Security Enhancement Grant from CIS to improve the Access Control System at City Hall/Library.

Budget impact:

\$5,000.00 increase in General Fund Building and Facilities

Department or Council sponsor:

Administration

Attachments:

Resolution 863

Meeting date:	01/06/2026
---------------	------------

CITY OF LOWELL, OREGON

Resolution No 863

A Resolution Recognizing City County Insurance Services, Security Enhancement Grant and Making Appropriations

WHEREAS: The City of Lowell has received a grant in the amount of \$5,000 from City County Insurance Services, Security Enhancement Grant, for the purpose of improving security access controls for the City Hall/ Library building at 70 N Pioneer Street.

NOW THEREFORE BE IT RESOLVED: The City of Lowell hereby recognizes the City County Insurance Services, Security Enhancement Grant award in the amount of \$5,000 and makes the following changes to appropriations within the General Fund for the fiscal year beginning July 1, 2025.

	Current Budget	Adjustment	Amended Budget
Administration	161,733	5,000	166,733
Parks & Recreation	146,396	-	146,396
Community Development	66,223	-	66,223
Library	91,497	-	91,497
Tourism	18,700	-	18,700
Public Safety	23,399	-	23,399
Debt Service	258,262	-	258,262
Transfers Out	2,500	-	2,500
Contingencies	50,000	-	50,000
Reserves	118,337	-	118,337
Total	937,047	5,000	942,047

BE IT FURTHER RESOLVED: The changes in appropriation will be allocated to the following accounts within the General Fund:

General Fund				
Account	Description	Current Budget	Adjustment	Amended Budget
110-410-8225	Buildings & Facilities	15,000	5,000	20,000

Adopted by the City Council of the City of Lowell this 20th Day of January 2026.

AYES: _____

NOES: _____

APPROVED:

Maureen M. Weathers, Mayor

ATTEST:

Max Baker, City Recorder



citycounty insurance services
cisoregon.org

Dear Max,

Congratulations on your Security Enhancement Grant award in the amount of \$5,000, to be used towards the purchase of security access controls for both City Hall and the Library.

All reimbursement requests must be submitted by May 15, 2026, to myself and Joleen Wallace (jwallace@cisoregon.org) for payment processing before the end of the fiscal year, June 30, 2026.

Please note, if the reimbursement information is not submitted by May 15, 2026, grant monies will be forfeited.

To receive reimbursement payment of the grant funds, CIS will need the following:

- Copy of the grant award letter
- Copy of the invoice(s) from vendor to CIS member (not a purchase order or quote.)
- Copy of the payment from member to vendor or company (must be a copy of the actual signed check or credit card statement.)

Thank you for applying for our Risk Management Grant Program, we are happy to support the city's proactive efforts to reduce risks and prevent claims. If you have any questions, please do not hesitate to contact me.

Sincerely,

Dustin Karstetter

Dustin Karstetter

Senior Risk Management Consultant

c: Joleen Wallace, CIS Administrative Services Manager
Mark Jennings, CIS Director of Risk Management

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CITY OF LOWELL, OREGON

RESOLUTION 864

**A RESOLUTION ADOPTING CAPITAL IMPROVEMENT PROJECTS AND
ESTABLISHING FEES FOR STORMWATER SYSTEM DEVELOPMENT
CHARGES**

WHEREAS, City of Lowell Ordinance 234 establishes System Development Charges (SDCs) pursuant to ORS 223.297-223.314; and

WHEREAS, the City retained Civil West Engineering Services, Inc. to analyze master planning documents and associated capital improvement projects and make recommendations regarding the City's Stormwater SDCs; and

WHEREAS, Ordinance 234 imposes the reimbursement and improvement elements of SDCs on new development within the City's service area and provides that system development methodologies for both the reimbursement and improvement portions of the charge to be adopted through resolution;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell that:

Section 1. Methodology: The City of Lowell retains the methodology of Resolution 500 and updates the calculation of maximum SDCs as contained in the City of Lowell Stormwater System Development Charge Update, Memorandum, dated January 16, 2026 located at Attachment One to this Resolution and by this reference is hereby incorporated into this Resolution.

Section 2. Capital Improvement Project List: The City of Lowell hereby adopts the Capital Improvement Projects listed in the table contained in Attachment One titled "Table 1 Summary of Capital Improvement Project SDC Eligibility and SDC Calculations" as the Capital Projects Plan for which Stormwater Improvement SDCs may be charged.

Section 3. System Development Charges Established: The following Stormwater SDCs are hereby established in accordance with the methodology contained in Attachment 1:

a. Stormwater **\$575**

Section 4. Effective Date: This resolution is effective once approved by the City Council and signed by the Mayor.

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

Adopted by the City Council of the City of Lowell on this 20th day of January 2026.

AYES: _____

NOES: _____

APPROVED:

Maureen M. Weathers, Mayor

ATTEST:

Max Baker, City Administrator

Attachment One: City of Lowell Stormwater SDC Update Memo



South Coast Office
PO Box 1589
Coos Bay, OR 97420

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97501

North Coast Office
609 SW Hubert Street
Newport, OR 97365

▪ MEMORANDUM ▪

TO	City of Lowell PO Box 490 Lowell, OR 97452	DATE	1/16/2026	JOB NO	2101-023
ATTN	Max Baker, City Administrator				
RE	City of Lowell Stormwater System Development Charge Update				

The City of Lowell, Oregon (City) authorized Civil West Engineering Services, Inc. to update their Stormwater System Development Charge (SDC) improvement project eligibilities. In accordance with Oregon Revised Statute (ORS) 223, the analysis of capital improvement projects and eligibilities was performed following the framework of the established Stormwater SDC methodologies adopted by the City in Resolution 500 on February 17, 2009.

Under statute, SDCs are a one-time fee imposed on new developments. In accordance with Resolution 500, commercial and industrial properties within the City's service limits are subject to Stormwater SDCs based on the number of EDUs.

Based on an analysis of the most recent Stormwater Capital Improvement Plan (CIP), the recommended maximum defendable SDC schedule for the Stormwater system is presented in Table 2.

Background

The projects analyzed were those listed in CIPs provided in the City's Master Planning documents. The City of Lowell Stormwater Master Plan (SWMP) was prepared by Civil West Engineering Services, Inc. in October 2008. SDCs associated with these capital projects were calculated following the established methodologies adopted in Resolution 500.

Population and EDU Analysis

An estimate of Lowell's EDU count at buildout was provided in the SWMP as 1319 connections. Using the most recent EDU estimate as a basis, the future user EDU count was calculated as follows:

Stormwater System

Projected EDU at buildout:	1319
EDU in 2008:	-498
Future EDU Subject to Improvement SDCs:	821

Capital Improvement Projects

Stormwater System

\$773,702 of improvements were recommended in the 2008 SWMP for the City's stormwater system. Of these, \$298,190 for current collection system repairs, maintenance, and a TMDL Implementation Plan are not eligible for SDCs because they do not increase system capacity.

\$475,512 for pipe improvements are partially eligible for SDC reimbursement. Percent eligibilities for these pipe improvement projects were calculated as follows:

Pipe improvements

It was proposed to replace existing culverts and pipes to provide capacity for growth. The increase in pipe flow will be proportional to the increase in connections within the planning period. The current EDU count is 498. The SWMP projects an EDU count of 1319 at buildout. The percent eligibility of the stormwater pipe improvements were calculated as the percent difference of EDU count for future and current populations:

$$\frac{\text{Future Demand EDUs} - \text{Current Demand EDUs}}{\text{Future Demand EDUs}} = \frac{1319 - 498}{1319} = 62.2\%$$

Summary

The capital improvement projects recommended by the Stormwater Master Plan were assessed for SDC eligibility. The eligibility of projects for the system is itemized and resulting SDCs are provided below in Table 2.

Table 1 Summary of Capital Improvement Project SDC Eligibility and SDC Calculations

STORM SUMMARY		Existing Users		Future Users	
	Total 2025 Cost	%	Cost Share	%	Cost Share
Everly Street Drainage Improvements	\$150,804	37.8%	\$57,003	62.2%	\$93,801
Eastern Drainage Pipe Improvements	\$226,589	37.8%	\$85,650	62.2%	\$140,939
3 rd Street Outfall and Swale Enhancement	\$87,183	37.8%	\$32,955	62.2%	\$54,228
Moss & 6 th Street Culvert Replacement	\$263,907	37.8%	\$99,756	62.2%	\$164,151
Moss & Seneca Street Culvert Replacement	\$30,632	37.8%	\$11,578	62.2%	\$19,054
Total Storm Costs	\$759,115		\$286,942		\$472,173
divided by future EDU to be served				÷ 821	
EQUALS MAXIMUM STORM SDC					\$575.12

CITY OF LOWELL, OREGON

RESOLUTION 865

**A RESOLUTION ADOPTING CAPITAL IMPROVEMENT PROJECTS AND
ESTABLISHING FEES FOR SEWER SYSTEM DEVELOPMENT CHARGES**

WHEREAS, City of Lowell Ordinance 234 establishes System Development Charges (SDCs) pursuant to ORS 223.297-223.314; and

WHEREAS, the City retained Civil West Engineering Services, Inc. to analyze master planning documents and associated capital improvement projects and make recommendations regarding the City's Sewer SDCs; and

WHEREAS, Ordinance 234 imposes the reimbursement and improvement elements of SDCs on new development within the City's service area and provides that system development methodologies for both the reimbursement and improvement portions of the charge to be adopted through resolution;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell that:

Section 1. Methodology: The City of Lowell retains the methodology of Resolution 388 and updates the calculation of maximum SDCs as contained in the City of Lowell Wastewater System Development Charge Update, Memorandum, dated January 16, 2026 located at Attachment One to this Resolution and by this reference is hereby incorporated into this Resolution.

Section 2. Capital Improvement Project List: The City of Lowell hereby adopts the Capital Improvement Projects listed in the table contained in Attachment One titled "Table 1 Summary of Capital Improvement Project SDC Eligibility and SDC Calculations" as the Capital Projects Plan for which Sewer Improvement SDCs may be charged.

Section 3. System Development Charges Established: The following Sewer SDCs are hereby established in accordance with the methodology contained in Attachment 1:

a. Sewer **\$8.974**

Section 4. Effective Date: This resolution is effective once approved by the City Council and signed by the Mayor.

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

Adopted by the City Council of the City of Lowell on this 20th day of January 2026.

AYES: _____

NOES: _____

APPROVED:

Maureen M. Weathers, Mayor

ATTEST:

Max Baker, City Administrator

Attachment One: City of Lowell Wastewater SDC Update Memo



South Coast Office
PO Box 1589
Coos Bay, OR 97420

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97501

North Coast Office
609 SW Hubert Street
Newport, OR 97365

▪ MEMORANDUM ▪

TO	City of Lowell PO Box 490 Lowell, OR 97452	DATE	1/16/2026	JOB NO	2101-023
ATTN	Max Baker, City Administrator				
RE	City of Lowell Wastewater System Development Charge Update				

The City of Lowell, Oregon (City) authorized Civil West Engineering Services, Inc. to update their Wastewater System Development Charge (SDC) improvement project eligibilities. In accordance with Oregon Revised Statute (ORS) 223, the analysis of capital improvement projects and eligibilities was performed following the framework of the established Wastewater SDC methodologies adopted by the City in Resolution 388 on June 15, 2004.

Under statute, SDCs are a one-time fee imposed on new developments. In accordance with Resolution 388, commercial and industrial properties within the City's service limits are subject to Wastewater SDCs based on the number of EDUs.

Based on an analysis of the recent Wastewater Capital Improvement Plan (CIP), the recommended maximum defendable SDC schedule for the Wastewater system is presented in Table 2.

Background

The projects analyzed were those listed in CIPs provided in the City's Master Planning documents. The City of Lowell Wastewater Facilities Plan (WWFP) was prepared by Civil West Engineering Services, Inc. in September 2024. SDCs associated with these capital projects were calculated following the established methodologies adopted in Resolution 388.

Population and EDU Analysis

Current methodologies for the Wastewater System estimate the EDU count at the end of the 20-year planning period (2045) to be 697. Using the most recent EDU estimate as a basis, the future user EDU count was calculated as follows:

Wastewater System

Projected EDU in 2045:	697
Current EDU in 2025:	-551
Future EDU Subject to Improvement SDCs:	146

Capital Improvement Projects

Wastewater System

\$5,409,100 of improvements were recommended in the 2024 WWFP for the City's sewer system. Of these, \$301,600 for collection system repairs and maintenance are not eligible for SDCs because they do not increase system capacity. \$292,128 for collection system improvements, including \$151,879 for Alder Street lift station upgrades and \$140,249 for gravity sewer improvements are partly eligible.

\$4,304,218 for wastewater treatment plant (WWTP) improvements, including \$298,911 for aeration system improvements, \$345,868 for biosolids management improvements, \$1,389,532 for secondary treatment improvements, \$1,521,821 for the construction of a secondary clarifier, \$177,730 for a supplemental alkalinity system, and \$570,354 for a UV disinfection system are partially eligible.

Percent eligibilities for these wastewater system projects were calculated as followed:

Wastewater Treatment Plant Upgrades

The Wastewater Treatment Plant upgrades were sized based on an analysis of future flow demand. Based on a current EDU count of 551, and the expected EDU count at the end of the planning period of 697. The percent eligibility of the wastewater treatment plant projects were calculated as the percent difference of EDU count for future and current populations:

$$\frac{\text{Future Demand EDUs} - \text{Current Demand EDUs}}{\text{Future Demand EDUs}} = \frac{697 \text{ EDU} - 551 \text{ EDU}}{697 \text{ EDU}} = \mathbf{20.9\%}$$

Alder Street Lift Station Upgrades

The City currently has a lift station serving the western portion of the city limits that is under capacity for projected future flowrates. This will necessitate replacement (upsizing) of both pumps. Considering the capacity increase from replacement of the pumps, the percentage of the pump flow rates for future population was therefore calculated as:

$$\frac{\text{New Pump Flow} - \text{Existing Pump Flow}}{\text{New Pump Flow}} = \frac{980 \text{ GPM} - 700 \text{ GPM}}{980 \text{ GPM}} = \mathbf{28.6\%}$$

Gravity Sewer Improvements

It was proposed to replace and realign an existing 8" line with a new 15" line with smaller portions of 10" and 12" connections to provide capacity for growth. The capacity of pipes is directly proportional to cross sectional area. The WWFP proposed improving 1065 ft of 8" pipe with 41.5 ft of 10" pipe, 493.5 ft of 12" pipe, and 668 ft of 15" pipe. Assuming current pipe diameters meet current capacity requirements, the average increase in pipe capacity resulting from pipe upsizing is assumed to fully benefit future population. The capacity increase benefiting the future population was therefore calculated as:

$$\frac{\left(\frac{\text{Increase in Pipe Area}}{\text{Proposed Pipe Area}} * \text{ft pipe improved}\right)_{10''} + \left(\frac{\text{Increase in Pipe Area}}{\text{Proposed Pipe Area}} * \text{ft pipe improved}\right)_{12''} + \left(\frac{\text{Increase in Pipe Area}}{\text{Proposed Pipe Area}} * \text{ft pipe improved}\right)_{15''}}{\text{total ft pipe improved (10", 12", and 15")}} =$$

$$\frac{\left(\frac{10^2 - 8^2}{10^2} * 41.5 \text{ ft}\right)_{10''} + \left(\frac{12^2 - 8^2}{12^2} * 493.5 \text{ ft}\right)_{12''} + \left(\frac{15^2 - 8^2}{15^2} * 668 \text{ ft}\right)_{15''}}{41.5 \text{ ft} + 493.5 \text{ ft} + 668 \text{ ft}} = \mathbf{63.8\%}$$

Summary

City of Lowell – Wastewater SDC Update

The capital improvement projects recommended by the Wastewater Facilities Plan were assessed for SDC eligibility. The eligibility of projects for the system is itemized and resulting SDCs are provided below in Table 1.

Table 1 Summary of Capital Improvement Project SDC Eligibility and SDC Calculations

<u>SEWER SUMMARY</u>		Existing Users		Future Users		
	Total 2025	Cost	%	Cost Share	%	Cost Share
WWTP – Aeration System Improvements	\$298,991	79.1%	\$236,501	20.9%	\$62,490	
WWTP – Biosolids Management Improvements	\$345,868	79.1%	\$273,581	20.9%	\$72,287	
WWTP – Activated Sludge Improvement Project	\$1,389,532	79.1%	\$1,099,119	20.9%	\$290,413	
WWTP – Secondary Clarifier Construction	\$1,521,821	79.1%	\$1,203,760	20.9%	\$318,061	
WWTP – Supplemental Alkalinity System	\$177,730	79.1%	\$140,584	20.9%	\$37,146	
WWTP – UV Disinfection System Installation	\$570,354	79.1%	\$451,150	20.9%	\$119,204	
Collection System – Alder Street Lift Station Upgrades	\$379,697	71.4%	\$271,212	28.6%	\$108,485	
Collection System – Gravity Sewer Improvements	\$473,814	36.2%	\$171,684	63.8%	\$302,129	
Total Sewer Costs	\$5,517,807			\$3,847,591		\$1,310,215
divided by future EDU to be served						÷ 146
EQUALS MAXIMUM SEWER SDC						\$8,974

CITY OF LOWELL, OREGON

RESOLUTION 866

A RESOLUTION ADOPTING TRANSPORTATION SYSTEM ESTIMATES,
TRANSPORTATION SYSTEM IMPROVEMENTS AND ESTABLISHING FEES
FOR TRANSPORTATION SYSTEM DEVELOPMENT CHARGES

WHEREAS, City of Lowell Ordinance 234 establishes System Development Charges (SDCs) pursuant to ORS 223.297-223.314; and

WHEREAS, the City retained Civil West Engineering Services, Inc. to analyze master planning documents and associated capital improvement projects and make recommendations regarding the City's Transportation SDCs; and

WHEREAS, Ordinance 234 imposes the reimbursement and improvement elements of SDCs on new development within the City's service area and provides that system development methodologies for both the reimbursement and improvement portions of the charge to be adopted through resolution;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell that:

Section 1. Methodology: The City of Lowell retains the methodology of Resolution 390 and updates the calculation of maximum SDCs as contained in the City of Lowell Transportation System Development Charge Update, Memorandum, dated October 10, 2025 located at Attachment One to this Resolution and by this reference is hereby incorporated into this Resolution.

Section 2. Capital Improvement Project List: The City of Lowell hereby adopts Transportations System Estimates and Transportation System Improvements" as the Capital Projects Plan for which Transportation Improvement SDCs may be charged.

Section 3. System Development Charges Established: The following Transportation SDCs are hereby established in accordance with the methodology contained in Attachment 1:

a. Transportation \$5,308

Section 4. Effective Date: This resolution is effective once approved by the City Council and signed by the Mayor.

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

Adopted by the City Council of the City of Lowell on this 20th day of January 2026.

AYES: _____

NOES: _____

APPROVED:

Maureen M. Weathers, Mayor

ATTEST:

Max Baker, City Administrator

Attachment One: City of Lowell Transportation SDC Update Memo



South Coast Office
PO Box 1589
Coos Bay, OR 97420

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321

Rogue Valley Office
830 O'Hare Parkway, Suite 102
Medford, OR 97501

North Coast Office
609 SW Hubert Street
Newport, OR 97365

▪ MEMORANDUM ▪

TO	City of Lowell PO Box 490 Lowell, OR 97452	DATE	10/10/2025	JOB NO	2101-023
ATTN	Max Baker, City Administrator				
RE	City of Lowell Transportation System Development Charge Update				

Executive Summary

The City of Lowell, Oregon (City) authorized Civil West Engineering Services, Inc. to update their Transportation System Development Charge (SDC) improvement project eligibilities. In accordance with Oregon Revised Statute (ORS) 223, the analysis of the planned transportation system and eligibilities was performed.

Under statute, SDCs are a one-time fee imposed on new developments. Properties within the City's service limits are subject to Transportation SDCs based on increased capacity.

Based on an analysis of the proposed transportation system at buildout from the Master Road Plan dated October 1999, the recommended maximum defendable SDC schedule for the Transportation system is presented in the summary.

Background

The projects analyzed were those listed in the Master Road Plan provided in the City's Planning Documents. SDCs associated with these transportation capacity improvements were calculated based on planned roadway alignment and Land Development Code zoning minimum lot sizes.

Transportation System Estimates

An estimate of Lowell's proposed transportation system at buildout was provided in the Master Road Plan planning document. A comparison of the currently constructed roadway system and the proposed system was performed and a total of 11,745 feet of roadway is still expected to be constructed at buildout.

Transportation System Improvements

A cost estimate was performed for the City of Lowell standard roadway section to determine a per linear foot cost of the entire roadway section. The cost per linear foot of street section is estimated at \$573.38. This cost is then multiplied by the total 11,745 feet of roadway to be constructed for future developments to determine the total cost for capacity increases.

*Footage of Transportation Improvements at Buildout * Cost per Linear Foot of Street Section = Total Project Costs for Capacity Increases*

$$11,754 \text{ feet} * \$573.38/\text{foot} = \$6,739,525.93$$

SDC fees of the total project costs for capacity increases are taken from the number of expected developable lots within the Urban Growth Boundary that would utilize the planned streets. All 7,617,995 square ft of these undeveloped lots are zoned as Single Family Residential. Per the City of Lowell Land Development Code Section

City of Lowell – Transportation SDC Update

9.411.d, the minimum lot size in this zone is 6,000 square feet. Assuming each current lot will be partitioned to achieve the maximum lot density available to them, the expected developed lots at buildout that will utilize the planned roadways are 1,270 lots.

$$\frac{\text{Current Area of Undeveloped Lots}}{\text{Minimum Lot Area Required by LDC}} = \text{Total Assumed Developed Lots at Buildout}$$

$$\frac{7,617,995 \text{ sq ft}}{6,000 \text{ sq ft}} = 1,270 \text{ lots}$$

Dividing the total project cost of capacity increases by the increase of expected developed lots at buildout provides the maximum defendable SDC schedule for the Transportation System.

$$\frac{\text{Total Project Costs of Capacity Increases}}{\text{Total Expected Developed Lots}} = \text{Maximum Defendable SDC Charge}$$

$$\frac{\$6,739,525.93}{1,270 \text{ lots}} = \$5,308.11/\text{lot}$$

Summary

The total capacity increase at transportation system buildout was assessed for SDC eligibility. The maximum allowable charge for transportation SDCs is \$5,308.11 as detailed in this report.

MEMO

Date: January 13, 2026
To: Lowell City Council Members
From: Lon P. Dragt, Fire Chief
Subject: Awards Banquet

It is that time of the year that we are getting ready for the Lowell Fire 2025 Awards Banquet. We would like to invite the City Council Members + 1. Our Dinner choice this year is Tri-tip or Chicken Cordon Bleu. If you would R.S.V.P. to Chief Dragt @ chief2300@lowellfire.gov with number of people and dinner choice by February 13, 2026, it would be appreciated. Will be glad to see you there.

LRFPD AWARDS BANQUET

WHEN

March 7th, 2026
6pm - 10pm

WHERE

Tall Firs Café & Events
1486 18th Street Springfield Oregon

FEATURING • Years of Service • Rookie of the Year•
Volunteer of the Year • Officers Award • Chiefs Award •

MEMBERS AND
GUESTS

DINNER CHOICE

Tri Tip or
Chicken Cordon Bleu

RSVP

Chief Dragt
541-937-3393
chief2300@lowellfire.g
ov

RSVP DATE

By: February 13, 2026
To:
chief2300@lowellfire.g
ov

RECOGNIZING
2025 Achievements.