

**Lowell City Council**  
**Regular Meeting and Executive Session**  
**Tuesday, August 17, 2021, at 7 P.M.**  
Maggie Osgood Library  
70 N. Pioneer Street

**Members of the public are encouraged to provide comment or testimony through the following:**

- Joining by phone, tablet, or PC. For details, click on the event at [www.ci.lowell.or.us](http://www.ci.lowell.or.us).
- In writing, by using the drop box at Lowell City Hall, 107 East Third Street, Lowell, OR 97452.
- By email to: [jcaudle@ci.lowell.or.us](mailto:jcaudle@ci.lowell.or.us).

**Regular Meeting Agenda**

Call to Order/Roll Call/Pledge of Allegiance

Councilors: Mayor Bennett \_\_\_ Harris \_\_\_ Stratis \_\_\_ Myers \_\_\_

Approval of Agenda

Consent Agenda

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

- Financial Report for July 2021
- Check Register for July 2021
- Approval of the minutes for the August 3, 2021 special meeting, work session, and executive session.

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.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Clerk, Joyce Donnell, at 541-937-2157.
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Direct all comments to the Council through the Mayor. All speakers are expected to be polite, courteous, and respectful when making their comments. Personal attacks, insults, profanity, and inflammatory comments will not be permitted.

Council Comments (three minutes per speaker)

Staff Reports

- City Administrator report
- Public Works report
- Police report

Old Business

1. Motion to approve a “Professional Consultant Agreement” with Historical Research Associates, Inc. in an amount not to exceed \$10,139 and to authorize the City Administrator to sign.
2. Motion to approve Estimate #8310 from Graham Landscape and Design, LLC in the amount not to exceed \$5,769.80 and to authorize the City Administrator to sign.

New Business

1. Motion to appoint Public Works Director Max Baker as City Administrator pro tempore during the City Administrator’s temporary absence from the State of Oregon due to scheduled vacation, pursuant to Chapter VII of the City of Lowell Charter.
2. Consideration of volunteer application submitted by Michael J. Galvin for the Planning Commission.  
*Recommended motion: Motion to appoint Michael J. Galvin to the City of Lowell Planning Commission.*
3. Consideration of “Exclusive Authorization of Sale” agreement with Campbell Commercial Real Estate for the sale of 8 N. Hyland Street.  
*Recommended motion: Motion to approve an “Exclusive Authorization of Sale” agreement with Campbell Commercial Real Estate for the sale of 8 N. Hyland Street and to authorize the City Administrator to sign.*

Other Business

1. Presentation on recommended park projects that are cost-effective.  
*Parks and Recreation Committee Chair Hall O’Regan – 15 minutes*

Mayor Comments

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

Adjourn the Regular Meeting. The Executive Session will immediately follow the Regular Meeting.

### **Executive Session Agenda**

Executive Sessions are closed to the public. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.

1. To conduct deliberations with persons designated by the governing body to negotiate real property transactions, pursuant to ORS 192.660(2)(e).

Adjourn the Executive Session.

CITY OF LOWELL  
 COMBINED CASH INVESTMENT  
 JULY 31, 2021

COMBINED CASH ACCOUNTS

999-1111	CASH IN BANK - CHECKING	372,713.67
999-1115	CASH IN BANK - LGIP	930,840.20
		1,303,553.87
	TOTAL COMBINED CASH	1,303,553.87
999-1110	CASH ALLOCATED TO FUNDS	( 1,303,553.87)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

110	ALLOCATION TO GENERAL FUND	170,996.32
220	ALLOCATION TO BUILDING FUND	48,376.66
230	ALLOCATION TO WATER FUND	81,558.62
240	ALLOCATION TO SEWER FUND	187,505.59
312	ALLOCATION TO STREET FUND	76,478.29
314	ALLOCATION TO BLACKBERRY JAM FUND	15,376.90
410	ALLOCATION TO PARKS SDC FUND	63,631.28
412	ALLOCATION TO STREETS SDC FUND	53,009.31
430	ALLOCATION TO WATER SDC FUND	348,531.00
440	ALLOCATION TO SEWER SDC FUND	151,581.84
445	ALLOCATION TO STORMWATER SDC FUND	51,360.62
520	ALLOCATION TO WATER RESERVE FUND	39,396.17
521	ALLOCATION TO SEWER RESERVE FUND	15,751.27
		1,303,553.87
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,303,553.87
	ALLOCATION FROM COMBINED CASH FUND - 999-1110	( 1,303,553.87)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF LOWELL  
 BALANCE SHEET  
 JULY 31, 2021

GENERAL FUND

ASSETS

110-1110	ALLOCATED CASH	14,724.32	
110-1115	CASH IN BANK - LGIP	156,272.00	
110-1120	PETTY CASH	250.00	
110-1710	LAND	2,716,510.77	
110-1720	BUILDINGS & FACILITIES	619,178.48	
110-1730	EQUIPMENT & FURNISHINGS	28,874.28	
110-1740	VEHICLES & ROLLING STOCK	40,847.50	
110-1750	INFRASTRUCTURE	32,762.99	
110-1795	CONSTRUCTION IN PROGRESS	14,195.83	
110-1820	AD - BUILDINGS & FACILITIES	( 192,226.91)	
110-1830	AD - EQUIPMENT & FURNISHINGS	( 7,893.90)	
110-1840	AD - VEHICLES & ROLLING STOCK	( 13,908.46)	
110-1850	AD - INFRASTRUCTURE	( 15,469.63)	
	TOTAL ASSETS		<u>3,394,117.27</u>

LIABILITIES AND EQUITY

LIABILITIES

110-2205	WAGES PAYABLE	2,610.76	
110-2210	PAYROLL TAXES PAYABLE	1,107.09	
110-2245	HEALTH INSURANCE PAYABLE	802.29	
110-2250	RETIREMENT PAYABLE	769.21	
110-2255	DEFERRED COMP PAYABLE	30.01	
110-2510	BAIL HELD	330.00	
110-2515	CET TAX COLLECTED	9,641.04	
110-2525	OTHER DEPOSITS	100.00	
110-2750	LONG TERM DEBT	803,036.97	
	TOTAL LIABILITIES		818,427.37

FUND EQUITY

110-3100	BEGINNING FUND BALANCE	205,803.47	
110-3275	GASB - FIXED ASSETS	3,222,870.95	
110-3277	GAAP - LONG TERM DEBT	( 803,036.97)	
	REVENUE OVER EXPENDITURES - YTD	( 49,947.55)	
	BALANCE - CURRENT DATE	( 49,947.55)	
	TOTAL FUND EQUITY		<u>2,575,689.90</u>
	TOTAL LIABILITIES AND EQUITY		<u>3,394,117.27</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
110-310-4112	.00	.00	153,139.00	153,139.00	.0
110-310-4114	266.33	266.33	2,600.00	2,333.67	10.2
	<u>266.33</u>	<u>266.33</u>	<u>155,739.00</u>	<u>155,472.67</u>	<u>.2</u>
<u>INVESTMENT EARNINGS</u>					
110-315-4125	98.21	98.21	2,500.00	2,401.79	3.9
	<u>98.21</u>	<u>98.21</u>	<u>2,500.00</u>	<u>2,401.79</u>	<u>3.9</u>
<u>INTERGOVERNMENTAL</u>					
110-320-4132	.00	.00	11,000.00	11,000.00	.0
110-320-4134	95.99	95.99	3,407.00	3,311.01	2.8
110-320-4136	1,869.87	1,869.87	22,000.00	20,130.13	8.5
110-320-4148	.00	.00	6,000.00	6,000.00	.0
	<u>1,965.86</u>	<u>1,965.86</u>	<u>42,407.00</u>	<u>40,441.14</u>	<u>4.6</u>
<u>GRANT REVENUES</u>					
110-325-4151	2,414.97	2,414.97	140,000.00	137,585.03	1.7
110-325-4152	.00	.00	10,200.00	10,200.00	.0
110-325-4155	.00	.00	225,500.00	225,500.00	.0
110-325-4160	.00	.00	240,000.00	240,000.00	.0
	<u>2,414.97</u>	<u>2,414.97</u>	<u>615,700.00</u>	<u>613,285.03</u>	<u>.4</u>
<u>FRANCHISE FEES</u>					
110-330-4310	.00	.00	5,900.00	5,900.00	.0
110-330-4312	.00	.00	53,000.00	53,000.00	.0
110-330-4316	.00	.00	3,000.00	3,000.00	.0
110-330-4318	.00	.00	18,500.00	18,500.00	.0
110-330-4320	.00	.00	20,335.00	20,335.00	.0
	<u>.00</u>	<u>.00</u>	<u>100,735.00</u>	<u>100,735.00</u>	<u>.0</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT	
<u>LICENSES &amp; PERMITS</u>						
110-335-4352	LAND USE & DEVELOPMENT	292.00	292.00	15,000.00	14,708.00	2.0
110-335-4354	MISC PERMITS & LICENSES	.00	.00	275.00	275.00	.0
110-335-4360	DOG LICENSES	113.00	113.00	800.00	687.00	14.1
	TOTAL LICENSES & PERMITS	405.00	405.00	16,075.00	15,670.00	2.5
<u>CHARGES FOR SERVICE</u>						
110-340-4410	COPY, FAX, NOTARY & RESEARCH	56.75	56.75	1,030.00	973.25	5.5
110-340-4415	LIBRARY BUSINESS SERVICES	.00	.00	250.00	250.00	.0
110-340-4417	LIEN SEARCHES	50.00	50.00	515.00	465.00	9.7
110-340-4419	ELECTION FILING FEES	.00	.00	100.00	100.00	.0
110-340-4421	SDC/CET ADMIN FEE	1,299.75	1,299.75	4,005.00	2,705.25	32.5
110-340-4423	PAY STATION REVENUE	.00	.00	125.00	125.00	.0
	TOTAL CHARGES FOR SERVICE	1,406.50	1,406.50	6,025.00	4,618.50	23.3
<u>SDC REVENUE</u>						
110-345-4511	PARKS REIMBURSEMENT SDC	235.00	235.00	735.00	500.00	32.0
	TOTAL SDC REVENUE	235.00	235.00	735.00	500.00	32.0
<u>FINES &amp; FORFEITURES</u>						
110-350-4625	MUNICIPAL COURT REVENUE	356.30	356.30	3,146.00	2,789.70	11.3
	TOTAL FINES & FORFEITURES	356.30	356.30	3,146.00	2,789.70	11.3
<u>LOAN PAYMENTS &amp; PROCEEDS</u>						
110-360-4225	LOAN PROCEEDS	.00	.00	500,000.00	500,000.00	.0
	TOTAL LOAN PAYMENTS & PROCEEDS	.00	.00	500,000.00	500,000.00	.0
<u>OTHER REVENUE</u>						
110-370-4849	CAPITAL ASSET DISPOSAL	.00	.00	418,700.00	418,700.00	.0
	TOTAL OTHER REVENUE	.00	.00	418,700.00	418,700.00	.0

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS REVENUE</u>					
110-385-4895 MISCELLANEOUS REVENUE	102.00	102.00	2,250.00	2,148.00	4.5
TOTAL MISCELLANEOUS REVENUE	102.00	102.00	2,250.00	2,148.00	4.5
TOTAL FUND REVENUE	7,250.17	7,250.17	1,864,012.00	1,856,761.83	.4



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
<u>PERSONAL SERVICES</u>					
110-410-5110 CITY ADMINISTRATOR	2,153.33	2,153.33	17,850.00	15,696.67	12.1
110-410-5114 CITY CLERK	898.06	898.06	5,828.00	4,929.94	15.4
110-410-5158 MAINTENANCE WORKER I	226.84	226.84	2,195.00	1,968.16	10.3
110-410-5220 OVERTIME	4.20	4.20	84.00	79.80	5.0
110-410-5315 SOCIAL SECURITY/MEDICARE	251.10	251.10	1,978.00	1,726.90	12.7
110-410-5320 WORKER'S COMP	11.05	11.05	457.00	445.95	2.4
110-410-5350 UNEMPLOYMENT	.00	.00	1,728.00	1,728.00	.0
110-410-5410 HEALTH INSURANCE	532.43	532.43	3,901.00	3,368.57	13.7
110-410-5450 PUBLIC EMPLOYEES RETIREMENT	504.76	504.76	5,095.00	4,590.24	9.9
TOTAL PERSONAL SERVICES	4,581.77	4,581.77	39,116.00	34,534.23	11.7
<u>MATERIALS &amp; SERVICES</u>					
110-410-6110 AUDITING	.00	.00	5,500.00	5,500.00	.0
110-410-6112 LEGAL SERVICES	434.67	434.67	2,500.00	2,065.33	17.4
110-410-6114 FINANCIAL SERVICES	312.50	312.50	6,215.00	5,902.50	5.0
110-410-6122 IT SERVICES	345.52	345.52	12,000.00	11,654.48	2.9
110-410-6124 COPIER CONTRACT	147.98	147.98	2,250.00	2,102.02	6.6
110-410-6128 OTHER CONTRACT SERVICES	939.33	939.33	12,500.00	11,560.67	7.5
110-410-6210 INSURANCE & BONDS	1,619.34	1,619.34	6,426.00	4,806.66	25.2
110-410-6220 PUBLICATIONS, PRINTING & DUES	1,325.93	1,325.93	1,400.00	74.07	94.7
110-410-6222 NEWSLETTER EXPENDITURE	.00	.00	1,200.00	1,200.00	.0
110-410-6226 POSTAGE	157.85	157.85	500.00	342.15	31.6
110-410-6228 PUBLIC NOTICES	158.85	158.85	500.00	341.15	31.8
110-410-6230 OFFICE SUPPLIES/EQUIPMENT	19.41	19.41	2,000.00	1,980.59	1.0
110-410-6234 GENERAL SUPPLIES	206.91	206.91	1,000.00	793.09	20.7
110-410-6238 BANK SERVICE CHARGES	27.53	27.53	1,000.00	972.47	2.8
110-410-6240 TRAVEL & TRAINING	.00	.00	5,700.00	5,700.00	.0
110-410-6290 MISCELLANEOUS	184.51	184.51	500.00	315.49	36.9
110-410-6320 BUILDING REPAIR & MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
110-410-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	100.00	100.00	.0
110-410-6334 NON-CAPITALIZED ASSETS	.00	.00	2,000.00	2,000.00	.0
110-410-6420 WATER SERVICES	391.04	391.04	1,398.00	1,006.96	28.0
110-410-6425 SEWER SERVICES	226.59	226.59	825.00	598.41	27.5
110-410-6430 ELECTRICITY SERVICES	390.56	390.56	2,100.00	1,709.44	18.6
110-410-6435 INTERNET SERVICES	120.21	120.21	1,322.00	1,201.79	9.1
110-410-6440 TELEPHONE SERVICES	205.51	205.51	1,875.00	1,669.49	11.0
110-410-6445 REFUSE SERVICES	.00	.00	120.00	120.00	.0
110-410-6510 COUNCIL EXPENDITURE	.00	.00	2,000.00	2,000.00	.0
110-410-6512 STATE ETHICS COMMISSION	.00	.00	650.00	650.00	.0
TOTAL MATERIALS & SERVICES	7,214.24	7,214.24	74,581.00	67,366.76	9.7

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
110-410-8225 BUILDINGS & FACILITIES	.00	.00	185,700.00	185,700.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	185,700.00	185,700.00	.0
TOTAL ADMINISTRATION	11,796.01	11,796.01	299,397.00	287,600.99	3.9
<u>PARKS &amp; RECREATION</u>					
<u>PERSONAL SERVICES</u>					
110-420-5110 CITY ADMINISTRATOR	538.33	538.33	4,463.00	3,924.67	12.1
110-420-5150 PUBLIC WORKS DIRECTOR	467.22	467.22	3,798.00	3,330.78	12.3
110-420-5152 UTILITY WORKER I	1,066.34	1,066.34	4,551.00	3,484.66	23.4
110-420-5154 UTILITY WORKER II	.00	.00	4,551.00	4,551.00	.0
110-420-5156 TEMPORARY/SEASONAL	1,157.39	1,157.39	3,028.00	1,870.61	38.2
110-420-5158 MAINTENANCE WORKER I	1,134.19	1,134.19	10,976.00	9,841.81	10.3
110-420-5220 OVERTIME	214.64	214.64	1,409.00	1,194.36	15.2
110-420-5315 SOCIAL SECURITY/MEDICARE	350.24	350.24	2,512.00	2,161.76	13.9
110-420-5320 WORKER'S COMP	132.47	132.47	1,670.00	1,537.53	7.9
110-420-5350 UNEMPLOYMENT	.00	.00	2,328.00	2,328.00	.0
110-420-5410 HEALTH INSURANCE	600.76	600.76	4,384.00	3,783.24	13.7
110-420-5450 PUBLIC EMPLOYEES RETIREMENT	624.81	624.81	6,444.00	5,819.19	9.7
TOTAL PERSONAL SERVICES	6,286.39	6,286.39	50,114.00	43,827.61	12.5

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-420-6122	IT SERVICES	75.85	75.85	.00 ( 75.85)	.0
110-420-6128	OTHER CONTRACT SERVICES	1,560.00	1,560.00	20,000.00	18,440.00 7.8
110-420-6210	INSURANCE & BONDS	1,826.14	1,826.14	1,861.00	34.86 98.1
110-420-6234	GENERAL SUPPLIES	1,551.62	1,551.62	2,000.00	448.38 77.6
110-420-6238	BANK SERVICE CHARGES	.00	.00	4.00	4.00 .0
110-420-6290	MISCELLANEOUS	.00	.00	500.00	500.00 .0
110-420-6320	BUILDING REPAIR & MAINTENANCE	.00	.00	3,000.00	3,000.00 .0
110-420-6324	EQUIPMENT REPAIR & MAINTENANCE	266.53	266.53	2,000.00	1,733.47 13.3
110-420-6328	PROPERTY MAINTENANCE	.00	.00	1,000.00	1,000.00 .0
110-420-6330	OTHER REPAIR & MAINTENANCE	1,375.00	1,375.00	2,000.00	625.00 68.8
110-420-6334	NON-CAPITALIZED ASSETS	.00	.00	11,000.00	11,000.00 .0
110-420-6339	MAINTENANCE - NELSON LAND DONA	.00	.00	10,000.00	10,000.00 .0
110-420-6420	WATER SERVICES	660.40	660.40	25,000.00	24,339.60 2.6
110-420-6425	SEWER SERVICES	124.16	124.16	1,650.00	1,525.84 7.5
110-420-6430	ELECTRICITY SERVICES	314.57	314.57	2,129.00	1,814.43 14.8
110-420-6445	REFUSE SERVICES	.00	.00	365.00	365.00 .0
110-420-6535	MOVIES IN THE PARK	1,140.00	1,140.00	.00 ( 1,140.00)	.0
110-420-6710	GAS & OIL	295.65	295.65	1,500.00	1,204.35 19.7
	TOTAL MATERIALS & SERVICES	9,189.92	9,189.92	84,009.00	74,819.08 10.9
<u>CAPITAL OUTLAY</u>					
110-420-8520	PARKS IMPROVEMENTS	.00	.00	740,000.00	740,000.00 .0
	TOTAL CAPITAL OUTLAY	.00	.00	740,000.00	740,000.00 .0
	TOTAL PARKS & RECREATION	15,476.31	15,476.31	874,123.00	858,646.69 1.8
<u>POLICE</u>					
<u>MATERIALS &amp; SERVICES</u>					
110-430-6118	POLICE SERVICES	.00	.00	29,530.00	29,530.00 .0
	TOTAL MATERIALS & SERVICES	.00	.00	29,530.00	29,530.00 .0
	TOTAL POLICE	.00	.00	29,530.00	29,530.00 .0
<u>COMMUNITY DEVELOPMENT</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PERSONAL SERVICES</u>					
110-440-5110 CITY ADMINISTRATOR	538.33	538.33	4,463.00	3,924.67	12.1
110-440-5315 SOCIAL SECURITY/MEDICARE	41.19	41.19	341.00	299.81	12.1
110-440-5320 WORKER'S COMP	.73	.73	68.00	67.27	1.1
110-440-5350 UNEMPLOYMENT	.00	.00	360.00	360.00	.0
110-440-5410 HEALTH INSURANCE	64.86	64.86	484.00	419.14	13.4
110-440-5450 PUBLIC EMPLOYEES RETIREMENT	81.54	81.54	876.00	794.46	9.3
<b>TOTAL PERSONAL SERVICES</b>	<b>726.65</b>	<b>726.65</b>	<b>6,592.00</b>	<b>5,865.35</b>	<b>11.0</b>
<u>MATERIALS &amp; SERVICES</u>					
110-440-6116 ENGINEERING SERVICES	2,360.00	2,360.00	20,000.00	17,640.00	11.8
110-440-6122 IT SERVICES	16.40	16.40	.00	( 16.40)	.0
110-440-6128 OTHER CONTRACT SERVICES	7,500.00	7,500.00	10,000.00	2,500.00	75.0
110-440-6210 INSURANCE & BONDS	264.49	264.49	.00	( 264.49)	.0
110-440-6220 PUBLICATIONS, PRINTING & DUES	.00	.00	100.00	100.00	.0
110-440-6226 POSTAGE	.00	.00	175.00	175.00	.0
110-440-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-440-6522 LAND USE & DEVELOPMENT COSTS	.00	.00	20,000.00	20,000.00	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>10,140.89</b>	<b>10,140.89</b>	<b>50,525.00</b>	<b>40,384.11</b>	<b>20.1</b>
<u>CAPITAL OUTLAY</u>					
110-440-8225 BUILDINGS & FACILITIES	125.94	125.94	10,000.00	9,874.06	1.3
<b>TOTAL CAPITAL OUTLAY</b>	<b>125.94</b>	<b>125.94</b>	<b>10,000.00</b>	<b>9,874.06</b>	<b>1.3</b>
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>10,993.48</b>	<b>10,993.48</b>	<b>67,117.00</b>	<b>56,123.52</b>	<b>16.4</b>
<u>LIBRARY</u>					
<u>PERSONAL SERVICES</u>					
110-450-5130 LIBRARIAN/SPECIAL EVENTS	.00	.00	16,380.00	16,380.00	.0
110-450-5156 TEMPORARY/ SEASONAL	231.49	231.49	606.00	374.51	38.2
110-450-5158 MAINTENANCE WORKER I	226.84	226.84	2,194.00	1,967.16	10.3
110-450-5315 SOCIAL SECURITY/MEDICARE	35.07	35.07	1,467.00	1,431.93	2.4
110-450-5320 WORKER'S COMP	6.65	6.65	326.00	319.35	2.0
110-450-5350 UNEMPLOYMENT	.00	.00	1,323.00	1,323.00	.0
110-450-5410 HEALTH INSURANCE	.00	.00	4,833.00	4,833.00	.0
110-450-5450 PUBLIC EMPLOYEES RETIREMENT	42.59	42.59	3,764.00	3,721.41	1.1
<b>TOTAL PERSONAL SERVICES</b>	<b>542.64</b>	<b>542.64</b>	<b>30,893.00</b>	<b>30,350.36</b>	<b>1.8</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-450-6122	49.55	49.55	1,460.00	1,410.45	3.4
110-450-6128	.00	.00	500.00	500.00	.0
110-450-6210	7.02	7.02	.00	( 7.02)	.0
110-450-6226	.00	.00	50.00	50.00	.0
110-450-6230	.00	.00	500.00	500.00	.0
110-450-6234	204.46	204.46	1,500.00	1,295.54	13.6
110-450-6238	.00	.00	1.00	1.00	.0
110-450-6290	.00	.00	250.00	250.00	.0
110-450-6320	140.00	140.00	1,656.00	1,516.00	8.5
110-450-6420	7.77	7.77	950.00	942.23	.8
110-450-6425	15.52	15.52	750.00	734.48	2.1
110-450-6430	47.29	47.29	2,400.00	2,352.71	2.0
110-450-6435	46.24	46.24	780.00	733.76	5.9
110-450-6440	33.02	33.02	350.00	316.98	9.4
110-450-6445	.00	.00	525.00	525.00	.0
110-450-6530	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>550.87</b>	<b>550.87</b>	<b>12,672.00</b>	<b>12,121.13</b>	<b>4.4</b>
<u>CAPITAL OUTLAY</u>					
110-450-8225	12,979.35	12,979.35	307,115.00	294,135.65	4.2
<b>TOTAL CAPITAL OUTLAY</b>	<b>12,979.35</b>	<b>12,979.35</b>	<b>307,115.00</b>	<b>294,135.65</b>	<b>4.2</b>
<b>TOTAL LIBRARY</b>	<b>14,072.86</b>	<b>14,072.86</b>	<b>350,680.00</b>	<b>336,607.14</b>	<b>4.0</b>
<u>CODE ENFORCEMENT</u>					
<u>PERSONAL SERVICES</u>					
110-460-5110	538.33	538.33	4,463.00	3,924.67	12.1
110-460-5150	467.22	467.22	3,798.00	3,330.78	12.3
110-460-5220	24.65	24.65	315.00	290.35	7.8
110-460-5315	78.81	78.81	341.00	262.19	23.1
110-460-5320	4.04	4.04	154.00	149.96	2.6
110-460-5350	.00	.00	692.00	692.00	.0
110-460-5410	200.31	200.31	1,462.00	1,261.69	13.7
110-460-5450	174.48	174.48	1,684.00	1,509.52	10.4
<b>TOTAL PERSONAL SERVICES</b>	<b>1,487.84</b>	<b>1,487.84</b>	<b>12,909.00</b>	<b>11,421.16</b>	<b>11.5</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-460-6128 OTHER CONTRACT SERVICES	124.00	124.00	.00	( 124.00)	.0
110-460-6234 GENERAL SUPPLIES	.00	.00	100.00	100.00	.0
110-460-6238 BANK SERVICE CHARGES	.00	.00	1.00	1.00	.0
110-460-6290 MISCELLANEOUS	.00	.00	100.00	100.00	.0
110-460-6445 REFUSE SERVICES	.00	.00	2,600.00	2,600.00	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>124.00</b>	<b>124.00</b>	<b>2,801.00</b>	<b>2,677.00</b>	<b>4.4</b>
<b>TOTAL CODE ENFORCEMENT</b>	<b>1,611.84</b>	<b>1,611.84</b>	<b>15,710.00</b>	<b>14,098.16</b>	<b>10.3</b>
<u>TOURISM</u>					
<u>MATERIALS &amp; SERVICES</u>					
110-470-6224 MARKETING	.00	.00	295.00	295.00	.0
110-470-6226 POSTAGE	.00	.00	100.00	100.00	.0
110-470-6290 MISCELLANEOUS	.00	.00	250.00	250.00	.0
110-470-6326 COVERED BRIDGE MAINTENANCE	119.87	119.87	2,466.00	2,346.13	4.9
110-470-6527 COMMUNITY GRANT PROGRAM	116.69	116.69	3,000.00	2,883.31	3.9
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>236.56</b>	<b>236.56</b>	<b>6,111.00</b>	<b>5,874.44</b>	<b>3.9</b>
<b>TOTAL TOURISM</b>	<b>236.56</b>	<b>236.56</b>	<b>6,111.00</b>	<b>5,874.44</b>	<b>3.9</b>
<u>MUNICIPAL COURT</u>					
<u>PERSONAL SERVICES</u>					
110-480-5110 CITY ADMINISTRATOR	538.33	538.33	4,463.00	3,924.67	12.1
110-480-5114 CITY CLERK	449.05	449.05	2,914.00	2,464.95	15.4
110-480-5220 OVERTIME	2.10	2.10	42.00	39.90	5.0
110-480-5315 SOCIAL SECURITY/MEDICARE	75.71	75.71	567.00	491.29	13.4
110-480-5320 WORKER'S COMP	3.59	3.59	135.00	131.41	2.7
110-480-5350 UNEMPLOYMENT	.00	.00	599.00	599.00	.0
110-480-5410 HEALTH INSURANCE	201.34	201.34	1,468.00	1,266.66	13.7
110-480-5450 PUBLIC EMPLOYEES RETIREMENT	149.53	149.53	1,456.00	1,306.47	10.3
<b>TOTAL PERSONAL SERVICES</b>	<b>1,419.65</b>	<b>1,419.65</b>	<b>11,644.00</b>	<b>10,224.35</b>	<b>12.2</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
110-480-6120	JUDGE CONTRACT	200.00	200.00	1,250.00	1,050.00 16.0
110-480-6128	OTHER CONTRACT SERVICES	660.03	660.03	1,000.00	339.97 66.0
110-480-6226	POSTAGE	.00	.00	50.00	50.00 .0
110-480-6238	BANK SERVICE CHARGES	.00	.00	200.00	200.00 .0
110-480-6560	STATE ASSESSMENTS	45.00	45.00	630.00	585.00 7.1
110-480-6565	COURT COLLECTION FEES	18.70	18.70	61.00	42.30 30.7
	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>923.73</b>	<b>923.73</b>	<b>3,191.00</b>	<b>2,267.27 29.0</b>
	<b>TOTAL MUNICIPAL COURT</b>	<b>2,343.38</b>	<b>2,343.38</b>	<b>14,835.00</b>	<b>12,491.62 15.8</b>
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
110-800-7110	LOAN PRINCIPAL	.00	.00	298,000.00	298,000.00 .0
110-800-7111	LOAN PRINCIPAL - LIBRARY/CITY	.00	.00	10,458.00	10,458.00 .0
110-800-7112	LOAN PRINCIPAL - ROLLING ROCK	.00	.00	68,171.00	68,171.00 .0
110-800-7510	LOAN INTEREST	667.28	667.28	8,010.00	7,342.72 8.3
110-800-7511	LOAN INTEREST - LIBRARY/CITY	.00	.00	12,194.00	12,194.00 .0
110-800-7512	LOAN INTEREST - ROLLING ROCK	.00	.00	9,526.00	9,526.00 .0
	<b>TOTAL DEBT SERVICES</b>	<b>667.28</b>	<b>667.28</b>	<b>406,359.00</b>	<b>405,691.72 .2</b>
	<b>TOTAL DEBT SERVICE</b>	<b>667.28</b>	<b>667.28</b>	<b>406,359.00</b>	<b>405,691.72 .2</b>
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
110-900-9590	CONTINGENCY	.00	.00	39,825.00	39,825.00 .0
110-900-9895	RESERVED FOR FUTURE USE - PARK	.00	.00	2,500.00	2,500.00 .0
110-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	168,248.00	168,248.00 .0
	<b>TOTAL OTHER REQUIREMENTS</b>	<b>.00</b>	<b>.00</b>	<b>210,573.00</b>	<b>210,573.00 .0</b>
	<b>TOTAL OTHER REQUIREMENTS</b>	<b>.00</b>	<b>.00</b>	<b>210,573.00</b>	<b>210,573.00 .0</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>57,197.72</b>	<b>57,197.72</b>	<b>2,274,435.00</b>	<b>2,217,237.28 2.5</b>

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	( 49,947.55)	( 49,947.55)	( 410,423.00)	( 360,475.45)	( 12.2)



CITY OF LOWELL  
 BALANCE SHEET  
 JULY 31, 2021

BUILDING FUND

ASSETS

220-1110	ALLOCATED CASH	48,376.66	
	TOTAL ASSETS		48,376.66

LIABILITIES AND EQUITY

LIABILITIES

220-2205	WAGES PAYABLE	161.19	
220-2210	PAYROLL TAXES PAYABLE	59.83	
220-2245	HEALTH INSURANCE PAYABLE	68.24	
220-2250	RETIREMENT PAYABLE	31.11	
	TOTAL LIABILITIES		320.37

FUND EQUITY

220-3100	BEGINNING FUND BALANCE	29,944.12	
	REVENUE OVER EXPENDITURES - YTD	18,112.17	
	BALANCE - CURRENT DATE	18,112.17	
	TOTAL FUND EQUITY		48,056.29
	TOTAL LIABILITIES AND EQUITY		48,376.66

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
220-315-4125 INTEREST EARNED	1.04	1.04	.00	( 1.04)	.0
TOTAL INVESTMENT EARNINGS	1.04	1.04	.00	( 1.04)	.0
<u>LICENSES &amp; PERMITS</u>					
220-335-4356 BUILDING PERMIT FEES	17,561.07	17,561.07	45,000.00	27,438.93	39.0
220-335-4358 ELECTRICAL PERMIT FEES	2,200.80	2,200.80	5,250.00	3,049.20	41.9
TOTAL LICENSES & PERMITS	19,761.87	19,761.87	50,250.00	30,488.13	39.3
TOTAL FUND REVENUE	19,762.91	19,762.91	50,250.00	30,487.09	39.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
220-490-5114	CITY CLERK	449.05	449.05	2,914.00	2,464.95 15.4
220-490-5220	OVERTIME	2.10	2.10	42.00	39.90 5.0
220-490-5315	SOCIAL SECURITY/MEDICARE	34.52	34.52	226.00	191.48 15.3
220-490-5320	WORKER'S COMP	1.45	1.45	54.00	52.55 2.7
220-490-5350	UNEMPLOYMENT	.00	.00	240.00	240.00 .0
220-490-5410	HEALTH INSURANCE	136.48	136.48	984.00	847.52 13.9
220-490-5450	PUBLIC EMPLOYEES RETIREMENT	68.00	68.00	580.00	512.00 11.7
	TOTAL PERSONAL SERVICES	691.60	691.60	5,040.00	4,348.40 13.7
<u>MATERIALS &amp; SERVICES</u>					
220-490-6110	AUDITING	.00	.00	500.00	500.00 .0
220-490-6112	LEGAL SERVICES	.00	.00	500.00	500.00 .0
220-490-6122	IT SERVICES	22.05	22.05	2,400.00	2,377.95 .9
220-490-6150	BUILDING INSPECTION SERVICES	439.31	439.31	22,500.00	22,060.69 2.0
220-490-6152	ELECTRICAL INSPECTION SERVICES	.00	.00	2,625.00	2,625.00 .0
220-490-6238	BANK SERVICE CHARGES	.00	.00	125.00	125.00 .0
220-490-6290	MISCELLANEOUS	.00	.00	100.00	100.00 .0
220-490-6420	WATER SERVICES	3.11	3.11	175.00	171.89 1.8
220-490-6425	SEWER SERVICES	6.21	6.21	125.00	118.79 5.0
220-490-6430	ELECTRICITY SERVICES	18.92	18.92	225.00	206.08 8.4
220-490-6435	INTERNET SERVICES	18.49	18.49	148.00	129.51 12.5
220-490-6440	TELEPHONE SERVICES	17.61	17.61	225.00	207.39 7.8
220-490-6445	REFUSE SERVICES	.00	.00	50.00	50.00 .0
220-490-6524	BUILDING STATE SURCHARGE	397.44	397.44	5,850.00	5,452.56 6.8
220-490-6525	ELECTRICAL STATE SURCHARGE	36.00	36.00	683.00	647.00 5.3
	TOTAL MATERIALS & SERVICES	959.14	959.14	36,231.00	35,271.86 2.7
	TOTAL NON-DEPARTMENTAL	1,650.74	1,650.74	41,271.00	39,620.26 4.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
220-900-9590	CONTINGENCY	.00	.00	7,959.00	7,959.00 .0
220-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	20,875.00	20,875.00 .0
	TOTAL OTHER REQUIREMENTS	.00	.00	28,834.00	28,834.00 .0

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2021

BUILDING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL OTHER REQUIREMENTS	.00	.00	28,834.00	28,834.00	.0
TOTAL FUND EXPENDITURES	1,650.74	1,650.74	70,105.00	68,454.26	2.4
NET REVENUE OVER EXPENDITURES	18,112.17	18,112.17	( 19,855.00)	( 37,967.17)	91.2

CITY OF LOWELL  
 BALANCE SHEET  
 JULY 31, 2021

WATER FUND

ASSETS

230-1110	ALLOCATED CASH	41,198.96	
230-1115	CASH IN BANK - LGIP	40,359.66	
230-1510	ACCOUNTS RECEIVABLE	42,849.71	
230-1710	LAND	81,179.00	
230-1720	BUILDINGS & FACILITIES	35,875.00	
230-1730	EQUIPMENT & FURNISHINGS	108,645.38	
230-1740	VEHICLES & ROLLING STOCK	34,066.66	
230-1750	INFRASTRUCTURE	4,432,770.46	
230-1820	AD - BUILDINGS & FACILITIES	( 19,711.68)	
230-1830	AD - EQUIPMENT & FURNISHINGS	( 75,105.02)	
230-1840	AD - VEHICLES & ROLLING STOCK	( 17,729.64)	
230-1850	AD - INFRASTRUCTURE	( 2,255,795.60)	
	TOTAL ASSETS		<u>2,448,602.89</u>

LIABILITIES AND EQUITY

LIABILITIES

230-2205	WAGES PAYABLE	4,185.37	
230-2210	PAYROLL TAXES PAYABLE	1,755.92	
230-2245	HEALTH INSURANCE PAYABLE	2,153.68	
230-2250	RETIREMENT PAYABLE	1,316.59	
230-2255	DEFERRED COMP PAYABLE	127.51	
230-2520	UTILITY DEPOSITS	37,120.00	
230-2750	LONG TERM DEBT	1,051,825.87	
	TOTAL LIABILITIES		<u>1,098,484.94</u>

FUND EQUITY

230-3100	BEGINNING FUND BALANCE	41,481.94	
230-3275	GASB - FIXED ASSETS	2,324,194.56	
230-3277	GAAP - LONG TERM DEBT	( 1,051,825.87)	
	REVENUE OVER EXPENDITURES - YTD	<u>36,267.32</u>	
	BALANCE - CURRENT DATE	<u>36,267.32</u>	
	TOTAL FUND EQUITY		<u>1,350,117.95</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,448,602.89</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
230-315-4125 INTEREST EARNED	20.99	20.99	2,200.00	2,179.01	1.0
TOTAL INVESTMENT EARNINGS	20.99	20.99	2,200.00	2,179.01	1.0
<u>GRANT REVENUES</u>					
230-325-4151 GRANT REVENUE	.00	.00	120,000.00	120,000.00	.0
TOTAL GRANT REVENUES	.00	.00	120,000.00	120,000.00	.0
<u>LICENSES &amp; PERMITS</u>					
230-335-4370 WATER/SEWER CONNECTION PERMIT	1,250.00	1,250.00	2,750.00	1,500.00	45.5
TOTAL LICENSES & PERMITS	1,250.00	1,250.00	2,750.00	1,500.00	45.5
<u>CHARGES FOR SERVICE</u>					
230-340-4425 WATER/SEWER SALES	75,993.93	75,993.93	364,700.00	288,706.07	20.8
230-340-4426 BULK WATER SALES	1,471.37	1,471.37	10,000.00	8,528.63	14.7
230-340-4435 FIRE HYDRANT FEE	880.65	880.65	4,240.00	3,359.35	20.8
230-340-4450 WATER/SEWER PENALTIES	390.00	390.00	1,500.00	1,110.00	26.0
TOTAL CHARGES FOR SERVICE	78,735.95	78,735.95	380,440.00	301,704.05	20.7
<u>SDC REVENUE</u>					
230-345-4531 WATER REIMBURSEMENT SDC	3,725.00	3,725.00	7,450.00	3,725.00	50.0
TOTAL SDC REVENUE	3,725.00	3,725.00	7,450.00	3,725.00	50.0
<u>MISCELLANEOUS REVENUE</u>					
230-385-4895 MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL FUND REVENUE	83,731.94	83,731.94	513,340.00	429,608.06	16.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
230-490-5110	CITY ADMINISTRATOR	2,960.84	2,960.84	24,544.00	21,583.16 12.1
230-490-5114	CITY CLERK	3,592.27	3,592.27	23,310.00	19,717.73 15.4
230-490-5150	PUBLIC WORKS DIRECTOR	3,971.43	3,971.43	32,284.00	28,312.57 12.3
230-490-5152	UTILITY WORKER I	4,532.02	4,532.02	19,341.00	14,808.98 23.4
230-490-5154	UTILITY WORKER II	.00	.00	19,341.00	19,341.00 .0
230-490-5156	TEMPORARY/ SEASONAL	231.49	231.49	606.00	374.51 38.2
230-490-5158	MAINTENANCE WORKER I	340.25	340.25	3,293.00	2,952.75 10.3
230-490-5220	OVERTIME	1,033.81	1,033.81	5,000.00	3,966.19 20.7
230-490-5315	SOCIAL SECURITY/MEDICARE	1,274.66	1,274.66	9,993.00	8,718.34 12.8
230-490-5320	WORKER'S COMP	487.66	487.66	6,317.00	5,829.34 7.7
230-490-5350	UNEMPLOYMENT	.00	.00	10,420.00	10,420.00 .0
230-490-5410	HEALTH INSURANCE	4,301.76	4,301.76	31,270.00	26,968.24 13.8
230-490-5450	PUBLIC EMPLOYEES RETIREMENT	2,855.23	2,855.23	25,639.00	22,783.77 11.1
	TOTAL PERSONAL SERVICES	25,581.42	25,581.42	211,358.00	185,776.58 12.1

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
230-490-6110	.00	.00	6,000.00	6,000.00	.0
230-490-6112	.00	.00	500.00	500.00	.0
230-490-6114	312.50	312.50	4,100.00	3,787.50	7.6
230-490-6116	3,651.50	3,651.50	1,500.00	( 2,151.50)	243.4
230-490-6122	357.63	357.63	5,500.00	5,142.37	6.5
230-490-6128	78.65	78.65	8,500.00	8,421.35	.9
230-490-6210	8,736.69	8,736.69	8,000.00	( 736.69)	109.2
230-490-6220	.00	.00	1,200.00	1,200.00	.0
230-490-6226	.00	.00	1,100.00	1,100.00	.0
230-490-6230	.00	.00	3,500.00	3,500.00	.0
230-490-6234	.00	.00	3,000.00	3,000.00	.0
230-490-6238	242.10	242.10	4,000.00	3,757.90	6.1
230-490-6240	.00	.00	1,500.00	1,500.00	.0
230-490-6290	.00	.00	1,500.00	1,500.00	.0
230-490-6320	.00	.00	3,000.00	3,000.00	.0
230-490-6324	.00	.00	5,000.00	5,000.00	.0
230-490-6330	950.97	950.97	17,000.00	16,049.03	5.6
230-490-6334	.00	.00	2,000.00	2,000.00	.0
230-490-6420	56.08	56.08	500.00	443.92	11.2
230-490-6425	62.08	62.08	775.00	712.92	8.0
230-490-6430	3,165.33	3,165.33	19,800.00	16,634.67	16.0
230-490-6435	75.00	75.00	900.00	825.00	8.3
230-490-6440	248.29	248.29	3,950.00	3,701.71	6.3
230-490-6445	41.50	41.50	540.00	498.50	7.7
230-490-6710	140.00	140.00	2,000.00	1,860.00	7.0
230-490-6712	.00	.00	1,500.00	1,500.00	.0
230-490-6750	2,077.28	2,077.28	18,000.00	15,922.72	11.5
230-490-6755	192.60	192.60	6,400.00	6,207.40	3.0
230-490-6758	1,495.00	1,495.00	3,200.00	1,705.00	46.7
230-490-6760	.00	.00	18,235.00	18,235.00	.0
TOTAL MATERIALS & SERVICES	21,883.20	21,883.20	152,700.00	130,816.80	14.3
TOTAL NON-DEPARTMENTAL	47,464.62	47,464.62	364,058.00	316,593.38	13.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
230-700-8335	.00	.00	27,500.00	27,500.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	27,500.00	27,500.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	27,500.00	27,500.00	.0



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
<u>DEBT SERVICES</u>					
230-800-7122	.00	.00	4,962.00	4,962.00	.0
230-800-7124	.00	.00	16,991.00	16,991.00	.0
230-800-7125	.00	.00	7,651.00	7,651.00	.0
230-800-7522	.00	.00	2,705.00	2,705.00	.0
230-800-7524	.00	.00	22,390.00	22,390.00	.0
230-800-7525	.00	.00	3,915.00	3,915.00	.0
TOTAL DEBT SERVICES	.00	.00	58,614.00	58,614.00	.0
TOTAL DEBT SERVICE	.00	.00	58,614.00	58,614.00	.0
 <u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
230-900-9590	.00	.00	35,532.00	35,532.00	.0
230-900-9899	.00	.00	73,190.00	73,190.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	108,722.00	108,722.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	108,722.00	108,722.00	.0
TOTAL FUND EXPENDITURES	47,464.62	47,464.62	558,894.00	511,429.38	8.5
NET REVENUE OVER EXPENDITURES	36,267.32	36,267.32	( 45,554.00)	( 81,821.32)	79.6

CITY OF LOWELL  
 BALANCE SHEET  
 JULY 31, 2021

SEWER FUND

ASSETS

240-1110	ALLOCATED CASH	49,998.17	
240-1115	CASH IN BANK - LGIP	137,507.42	
240-1510	ACCOUNTS RECEIVABLE	33,515.17	
240-1710	LAND	11,000.00	
240-1720	BUILDINGS & FACILITIES	89,114.40	
240-1730	EQUIPMENT & FURNISHINGS	68,330.05	
240-1740	VEHICLES & ROLLING STOCK	21,779.50	
240-1750	INFRASTRUCTURE	4,708,963.28	
240-1820	AD - BUILDINGS & FACILITIES	( 42,695.71)	
240-1830	AD - EQUIPMENT & FURNISHINGS	( 28,515.11)	
240-1840	AD - VEHICLES & ROLLING STOCK	( 5,444.88)	
240-1850	AD - INFRASTRUCTURE	( 2,898,225.48)	
	TOTAL ASSETS		<u>2,145,326.81</u>

LIABILITIES AND EQUITY

LIABILITIES

240-2205	WAGES PAYABLE	4,185.20	
240-2210	PAYROLL TAXES PAYABLE	1,756.18	
240-2245	HEALTH INSURANCE PAYABLE	2,153.64	
240-2250	RETIREMENT PAYABLE	1,316.56	
240-2255	DEFERRED COMP PAYABLE	127.48	
240-2750	LONG TERM DEBT	547,119.72	
	TOTAL LIABILITIES		556,658.78

FUND EQUITY

240-3100	BEGINNING FUND BALANCE	184,427.11	
240-3275	GASB - FIXED ASSETS	1,924,306.05	
240-3277	GAAP - LONG TERM DEBT	( 547,119.72)	
	REVENUE OVER EXPENDITURES - YTD	<u>27,054.59</u>	
	BALANCE - CURRENT DATE	<u>27,054.59</u>	
	TOTAL FUND EQUITY		<u>1,588,668.03</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,145,326.81</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
240-315-4125 INTEREST EARNED	70.30	70.30	2,150.00	2,079.70	3.3
TOTAL INVESTMENT EARNINGS	70.30	70.30	2,150.00	2,079.70	3.3
<u>GRANT REVENUES</u>					
240-325-4151 GRANT REVENUE	.00	.00	20,000.00	20,000.00	.0
TOTAL GRANT REVENUES	.00	.00	20,000.00	20,000.00	.0
<u>LICENSES &amp; PERMITS</u>					
240-335-4370 WATER/SEWER CONNECTION PERMIT	575.00	575.00	1,150.00	575.00	50.0
TOTAL LICENSES & PERMITS	575.00	575.00	1,150.00	575.00	50.0
<u>CHARGES FOR SERVICE</u>					
240-340-4425 WATER/SEWER SALES	67,389.12	67,389.12	406,700.00	339,310.88	16.6
240-340-4450 WATER/SEWER PENALTIES	320.00	320.00	2,200.00	1,880.00	14.6
TOTAL CHARGES FOR SERVICE	67,709.12	67,709.12	408,900.00	341,190.88	16.6
<u>SDC REVENUE</u>					
240-345-4541 SEWER REIMBURSEMENT SDC	3,090.00	3,090.00	6,180.00	3,090.00	50.0
TOTAL SDC REVENUE	3,090.00	3,090.00	6,180.00	3,090.00	50.0
<u>MISCELLANEOUS REVENUE</u>					
240-385-4895 MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
TOTAL FUND REVENUE	71,444.42	71,444.42	438,880.00	367,435.58	16.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
240-490-5110	CITY ADMINISTRATOR	2,960.85	2,960.85	24,544.00	21,583.15 12.1
240-490-5114	CITY CLERK	3,592.24	3,592.24	23,310.00	19,717.76 15.4
240-490-5150	PUBLIC WORKS DIRECTOR	3,971.45	3,971.45	32,284.00	28,312.55 12.3
240-490-5152	UTILITY WORKER I	4,531.96	4,531.96	19,341.00	14,809.04 23.4
240-490-5154	UTILITY WORKER II	.00	.00	19,341.00	19,341.00 .0
240-490-5156	TEMPORARY/ SEASONAL	231.49	231.49	606.00	374.51 38.2
240-490-5158	MAINTENANCE WORKER I	340.25	340.25	3,293.00	2,952.75 10.3
240-490-5220	OVERTIME	1,033.82	1,033.82	7,663.00	6,629.18 13.5
240-490-5315	SOCIAL SECURITY/MEDICARE	1,274.65	1,274.65	9,993.00	8,718.35 12.8
240-490-5320	WORKER'S COMP	423.25	423.25	5,716.00	5,292.75 7.4
240-490-5350	UNEMPLOYMENT	.00	.00	10,420.00	10,420.00 .0
240-490-5410	HEALTH INSURANCE	4,301.74	4,301.74	31,270.00	26,968.26 13.8
240-490-5450	PUBLIC EMPLOYEES RETIREMENT	2,855.23	2,855.23	25,639.00	22,783.77 11.1
	TOTAL PERSONAL SERVICES	25,516.93	25,516.93	213,420.00	187,903.07 12.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MATERIALS &amp; SERVICES</u>					
240-490-6110	.00	.00	6,000.00	6,000.00	.0
240-490-6112	.00	.00	500.00	500.00	.0
240-490-6114	312.50	312.50	5,000.00	4,687.50	6.3
240-490-6116	.00	.00	2,500.00	2,500.00	.0
240-490-6122	357.63	357.63	5,500.00	5,142.37	6.5
240-490-6128	378.65	378.65	8,600.00	8,221.35	4.4
240-490-6210	8,307.21	8,307.21	9,000.00	692.79	92.3
240-490-6220	.00	.00	1,200.00	1,200.00	.0
240-490-6226	.00	.00	1,100.00	1,100.00	.0
240-490-6230	.00	.00	500.00	500.00	.0
240-490-6234	59.93	59.93	2,500.00	2,440.07	2.4
240-490-6238	242.10	242.10	4,000.00	3,757.90	6.1
240-490-6240	.00	.00	1,500.00	1,500.00	.0
240-490-6290	49.99	49.99	500.00	450.01	10.0
240-490-6320	.00	.00	3,000.00	3,000.00	.0
240-490-6324	328.50	328.50	5,000.00	4,671.50	6.6
240-490-6330	833.34	833.34	15,000.00	14,166.66	5.6
240-490-6334	.00	.00	7,500.00	7,500.00	.0
240-490-6420	1,351.33	1,351.33	21,500.00	20,148.67	6.3
240-490-6425	558.71	558.71	6,200.00	5,641.29	9.0
240-490-6430	4,337.89	4,337.89	24,000.00	19,662.11	18.1
240-490-6435	127.98	127.98	1,440.00	1,312.02	8.9
240-490-6440	233.38	233.38	2,200.00	1,966.62	10.6
240-490-6445	41.50	41.50	9,450.00	9,408.50	.4
240-490-6520	.00	.00	3,000.00	3,000.00	.0
240-490-6710	32.23	32.23	1,450.00	1,417.77	2.2
240-490-6712	.00	.00	1,500.00	1,500.00	.0
240-490-6750	870.03	870.03	15,500.00	14,629.97	5.6
240-490-6755	450.00	450.00	11,250.00	10,800.00	4.0
240-490-6758	.00	.00	3,000.00	3,000.00	.0
240-490-6760	.00	.00	19,344.00	19,344.00	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>18,872.90</b>	<b>18,872.90</b>	<b>198,734.00</b>	<b>179,861.10</b>	<b>9.5</b>
<b>TOTAL NON-DEPARTMENTAL</b>	<b>44,389.83</b>	<b>44,389.83</b>	<b>412,154.00</b>	<b>367,764.17</b>	<b>10.8</b>
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
240-700-8335	.00	.00	6,000.00	6,000.00	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>.00</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>.0</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>.00</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>.0</b>

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>DEBT SERVICE</u>						
<u>DEBT SERVICES</u>						
240-800-7110	LOAN PRINCIPAL	.00	.00	18,628.00	18,628.00	.0
240-800-7122	LOAN PRINCIPAL - J05001 SPWF	.00	.00	4,962.00	4,962.00	.0
240-800-7124	LOAN PRINCIPAL - RD	.00	.00	6,794.00	6,794.00	.0
240-800-7510	LOAN INTEREST	.00	.00	8,043.00	8,043.00	.0
240-800-7522	LOAN INTEREST - J05001 SPWF	.00	.00	2,705.00	2,705.00	.0
240-800-7524	LOAN INTEREST - RD	.00	.00	9,133.00	9,133.00	.0
TOTAL DEBT SERVICES		.00	.00	50,265.00	50,265.00	.0
TOTAL DEBT SERVICE		.00	.00	50,265.00	50,265.00	.0
<u>OTHER REQUIREMENTS</u>						
<u>OTHER REQUIREMENTS</u>						
240-900-9590	CONTINGENCY	.00	.00	40,342.00	40,342.00	.0
240-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	144,968.00	144,968.00	.0
TOTAL OTHER REQUIREMENTS		.00	.00	185,310.00	185,310.00	.0
TOTAL OTHER REQUIREMENTS		.00	.00	185,310.00	185,310.00	.0
TOTAL FUND EXPENDITURES		44,389.83	44,389.83	653,729.00	609,339.17	6.8
NET REVENUE OVER EXPENDITURES		27,054.59	27,054.59	( 214,849.00)	( 241,903.59)	12.6

CITY OF LOWELL  
 BALANCE SHEET  
 JULY 31, 2021

STREET FUND

ASSETS

312-1110	ALLOCATED CASH	40,808.11	
312-1115	CASH IN BANK - LGIP	35,670.18	
312-1720	BUILDINGS & FACILITIES	528.00	
312-1730	EQUIPMENT & FURNISHINGS	6,061.05	
312-1740	VEHICLES & ROLLING STOCK	11,299.83	
312-1750	INFRASTRUCTURE	1,610,571.62	
312-1820	AD - BUILDINGS & FACILITIES	( 35.20)	
312-1830	AD - EQUIPMENT & FURNISHINGS	( 1,361.79)	
312-1840	AD - VEHICLES & ROLLING STOCK	( 2,824.95)	
312-1850	AD - INFRASTRUCTURE	( 414,193.72)	
	TOTAL ASSETS		<u>1,286,523.13</u>

LIABILITIES AND EQUITY

LIABILITIES

312-2205	WAGES PAYABLE	467.32	
312-2210	PAYROLL TAXES PAYABLE	200.77	
312-2245	HEALTH INSURANCE PAYABLE	200.73	
312-2250	RETIREMENT PAYABLE	138.19	
312-2255	DEFERRED COMP PAYABLE	15.00	
312-2750	LONG TERM DEBT	83,091.72	
	TOTAL LIABILITIES		84,113.73

FUND EQUITY

312-3100	BEGINNING FUND BALANCE	76,010.79	
312-3275	GASB - FIXED ASSETS	1,210,044.84	
312-3277	GAAP - LONG TERM DEBT	( 83,091.72)	
	REVENUE OVER EXPENDITURES - YTD	( 554.51)	
	BALANCE - CURRENT DATE	( 554.51)	
	TOTAL FUND EQUITY		<u>1,202,409.40</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,286,523.13</u>

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
312-315-4125 INTEREST EARNED	19.09	19.09	1,400.00	1,380.91	1.4
TOTAL INVESTMENT EARNINGS	19.09	19.09	1,400.00	1,380.91	1.4
<u>INTERGOVERNMENTAL</u>					
312-320-4142 STATE DISTRIBUTIONS	7,211.16	7,211.16	64,212.00	57,000.84	11.2
TOTAL INTERGOVERNMENTAL	7,211.16	7,211.16	64,212.00	57,000.84	11.2
<u>SDC REVENUE</u>					
312-345-4513 TRANSPORTATION REIMBURSEMENT S	520.00	520.00	1,560.00	1,040.00	33.3
TOTAL SDC REVENUE	520.00	520.00	1,560.00	1,040.00	33.3
<u>MISCELLANEOUS REVENUE</u>					
312-385-4895 MISCELLANEOUS REVENUE	.00	.00	77.00	77.00	.0
TOTAL MISCELLANEOUS REVENUE	.00	.00	77.00	77.00	.0
TOTAL FUND REVENUE	7,750.25	7,750.25	67,249.00	59,498.75	11.5



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>PERSONAL SERVICES</u>					
312-490-5110 CITY ADMINISTRATOR	538.33	538.33	4,463.00	3,924.67	12.1
312-490-5150 PUBLIC WORKS DIRECTOR	467.22	467.22	3,798.00	3,330.78	12.3
312-490-5152 UTILITY WORKER I	533.20	533.20	2,275.00	1,741.80	23.4
312-490-5154 UTILITY WORKER II	.00	.00	2,275.00	2,275.00	.0
312-490-5156 TEMPORARY/ SEASONAL	462.97	462.97	1,210.00	747.03	38.3
312-490-5220 OVERTIME	119.66	119.66	861.00	741.34	13.9
312-490-5315 SOCIAL SECURITY/MEDICARE	162.23	162.23	1,140.00	977.77	14.2
312-490-5320 WORKER'S COMP	123.57	123.57	1,350.00	1,226.43	9.2
312-490-5350 UNEMPLOYMENT	.00	.00	1,281.00	1,281.00	.0
312-490-5410 HEALTH INSURANCE	400.64	400.64	2,924.00	2,523.36	13.7
312-490-5450 PUBLIC EMPLOYEES RETIREMENT	293.18	293.18	2,929.00	2,635.82	10.0
<b>TOTAL PERSONAL SERVICES</b>	<b>3,101.00</b>	<b>3,101.00</b>	<b>24,506.00</b>	<b>21,405.00</b>	<b>12.7</b>
<u>MATERIALS &amp; SERVICES</u>					
312-490-6110 AUDITING	.00	.00	1,812.00	1,812.00	.0
312-490-6114 FINANCIAL SERVICES	104.50	104.50	1,737.00	1,632.50	6.0
312-490-6116 ENGINEERING SERVICES	.00	.00	2,500.00	2,500.00	.0
312-490-6122 IT SERVICES	76.04	76.04	2,102.00	2,025.96	3.6
312-490-6128 OTHER CONTRACT SERVICES	.00	.00	8,500.00	8,500.00	.0
312-490-6210 INSURANCE & BONDS	3,034.14	3,034.14	2,225.00	( 809.14)	136.4
312-490-6234 GENERAL SUPPLIES	.00	.00	200.00	200.00	.0
312-490-6238 BANK SERVICE CHARGES	.00	.00	2.00	2.00	.0
312-490-6290 MISCELLANEOUS	.00	.00	500.00	500.00	.0
312-490-6324 EQUIPMENT REPAIR & MAINTENANCE	.00	.00	500.00	500.00	.0
312-490-6330 OTHER REPAIR & MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
312-490-6334 NON-CAPITALIZED ASSETS	.00	.00	2,500.00	2,500.00	.0
312-490-6430 ELECTRICITY SERVICES	1,989.08	1,989.08	13,250.00	11,260.92	15.0
312-490-6720 STORM DRAIN MAINTENANCE	.00	.00	1,218.00	1,218.00	.0
312-490-6724 STREET SIGNS	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>5,203.76</b>	<b>5,203.76</b>	<b>48,046.00</b>	<b>42,842.24</b>	<b>10.8</b>
<b>TOTAL NON-DEPARTMENTAL</b>	<b>8,304.76</b>	<b>8,304.76</b>	<b>72,552.00</b>	<b>64,247.24</b>	<b>11.5</b>
<u>DEBT SERVICE</u>					

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICES</u>					
312-800-7125 LOAN PRINCIPAL - L21001	.00	.00	3,429.00	3,429.00	.0
312-800-7525 LOAN INTEREST - L21001	.00	.00	1,746.00	1,746.00	.0
TOTAL DEBT SERVICES	.00	.00	5,175.00	5,175.00	.0
TOTAL DEBT SERVICE	.00	.00	5,175.00	5,175.00	.0
 <u>OTHER REQUIREMENTS</u>					
 <u>OTHER REQUIREMENTS</u>					
312-900-9590 CONTINGENCY	.00	.00	7,368.00	7,368.00	.0
312-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	45,865.00	45,865.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	53,233.00	53,233.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	53,233.00	53,233.00	.0
TOTAL FUND EXPENDITURES	8,304.76	8,304.76	130,960.00	122,655.24	6.3
NET REVENUE OVER EXPENDITURES	( 554.51)	( 554.51)	( 63,711.00)	( 63,156.49)	( .9)

CITY OF LOWELL  
BALANCE SHEET  
JULY 31, 2021

BLACKBERRY JAM FUND

ASSETS

314-1110	ALLOCATED CASH	15,376.90	
	TOTAL ASSETS		15,376.90

LIABILITIES AND EQUITY

FUND EQUITY

314-3100	BEGINNING FUND BALANCE	11,467.99	
	REVENUE OVER EXPENDITURES - YTD	3,908.91	
	BALANCE - CURRENT DATE	3,908.91	
	TOTAL FUND EQUITY		15,376.90
	TOTAL LIABILITIES AND EQUITY		15,376.90

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
314-315-4125 INTEREST EARNED	.35	.35	.00	( .35)	.0
TOTAL INVESTMENT EARNINGS	.35	.35	.00	( .35)	.0
<u>FUNDRAISING &amp; EVENT REVENUE</u>					
314-380-4864 JAM SALES	255.00	255.00	.00	( 255.00)	.0
314-380-4866 QUILT RAFFLE SALES	3,713.00	3,713.00	4,000.00	287.00	92.8
314-380-4889 BBJ FESTIVAL OTHER REVENUE	85.06	85.06	.00	( 85.06)	.0
TOTAL FUNDRAISING & EVENT REVENUE	4,053.06	4,053.06	4,000.00	( 53.06)	101.3
TOTAL FUND REVENUE	4,053.41	4,053.41	4,000.00	( 53.41)	101.3

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

BLACKBERRY JAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
314-490-6122	IT SERVICES	46.60	46.60	500.00	453.40 9.3
314-490-6238	BANK SERVICE CHARGES	17.90	17.90	.00 ( 17.90)	.0
314-490-6705	RENT	80.00	80.00	1,250.00	1,170.00 6.4
314-490-6816	QUILT RAFFLE	.00	.00	4,000.00	4,000.00 .0
314-490-6852	CAR SHOW EXP	.00	.00	1,000.00	1,000.00 .0
	TOTAL MATERIALS & SERVICES	144.50	144.50	6,750.00	6,605.50 2.1
	TOTAL NON-DEPARTMENTAL	144.50	144.50	6,750.00	6,605.50 2.1
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
314-900-9899	UNAPPROPRIATED ENDING BALANCE	.00	.00	7,795.00	7,795.00 .0
	TOTAL OTHER REQUIREMENTS	.00	.00	7,795.00	7,795.00 .0
	TOTAL OTHER REQUIREMENTS	.00	.00	7,795.00	7,795.00 .0
	TOTAL FUND EXPENDITURES	144.50	144.50	14,545.00	14,400.50 1.0
	NET REVENUE OVER EXPENDITURES	3,908.91	3,908.91	( 10,545.00)	( 14,453.91) 37.1

CITY OF LOWELL  
 BALANCE SHEET  
 JULY 31, 2021

PARKS SDC FUND

ASSETS

410-1110	ALLOCATED CASH	15,955.10	
410-1115	CASH IN BANK - LGIP	47,676.18	
	TOTAL ASSETS		63,631.28

LIABILITIES AND EQUITY

FUND EQUITY

410-3100	BEGINNING FUND BALANCE	58,681.83	
	REVENUE OVER EXPENDITURES - YTD	4,949.45	
	BALANCE - CURRENT DATE	4,949.45	
	TOTAL FUND EQUITY		63,631.28
	TOTAL LIABILITIES AND EQUITY		63,631.28

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
410-315-4125 INTEREST EARNED	24.45	24.45	200.00	175.55	12.2
TOTAL INVESTMENT EARNINGS	24.45	24.45	200.00	175.55	12.2
<u>SDC REVENUE</u>					
410-345-4510 PARK SDC FEES	4,925.00	4,925.00	14,775.00	9,850.00	33.3
TOTAL SDC REVENUE	4,925.00	4,925.00	14,775.00	9,850.00	33.3
TOTAL FUND REVENUE	4,949.45	4,949.45	14,975.00	10,025.55	33.1

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2021

PARKS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
410-900-9895 RESERVED FOR FUTURE USE - PARK	.00	.00	5,000.00	5,000.00	.0
410-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	67,725.00	67,725.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	72,725.00	72,725.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	72,725.00	72,725.00	.0
TOTAL FUND EXPENDITURES	.00	.00	72,725.00	72,725.00	.0
NET REVENUE OVER EXPENDITURES	4,949.45	4,949.45	( 57,750.00)	( 62,699.45)	8.6



CITY OF LOWELL  
BALANCE SHEET  
JULY 31, 2021

STREETS SDC FUND

ASSETS

412-1110	ALLOCATED CASH	11,836.58	
412-1115	CASH IN BANK - LGIP	41,172.73	
	TOTAL ASSETS		53,009.31

LIABILITIES AND EQUITY

FUND EQUITY

412-3100	BEGINNING FUND BALANCE	50,028.24	
	REVENUE OVER EXPENDITURES - YTD	2,981.07	
	BALANCE - CURRENT DATE	2,981.07	
	TOTAL FUND EQUITY		53,009.31
	TOTAL LIABILITIES AND EQUITY		53,009.31

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

STREETS SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
412-315-4125	INTEREST EARNED	21.07	21.07	200.00	178.93	10.5
	TOTAL INVESTMENT EARNINGS	21.07	21.07	200.00	178.93	10.5
<u>SDC REVENUE</u>						
412-345-4512	TRANSPORTATION SDC	2,960.00	2,960.00	8,880.00	5,920.00	33.3
	TOTAL SDC REVENUE	2,960.00	2,960.00	8,880.00	5,920.00	33.3
	TOTAL FUND REVENUE	2,981.07	2,981.07	9,080.00	6,098.93	32.8

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

STREETS SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
412-490-6128 OTHER CONTRACT SERVICES	.00	.00	5,000.00	5,000.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	5,000.00	5,000.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	5,000.00	5,000.00	.0
<u>CAPITAL OUTLAY</u>					
<u>CAPITAL OUTLAY</u>					
412-700-8530 STREET IMPROVEMENTS	.00	.00	40,000.00	40,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	40,000.00	40,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	40,000.00	40,000.00	.0
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
412-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	13,710.00	13,710.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	13,710.00	13,710.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	13,710.00	13,710.00	.0
TOTAL FUND EXPENDITURES	.00	.00	58,710.00	58,710.00	.0
NET REVENUE OVER EXPENDITURES	2,981.07	2,981.07	( 49,630.00)	( 52,611.07)	6.0

CITY OF LOWELL  
 BALANCE SHEET  
 JULY 31, 2021

WATER SDC FUND

ASSETS

430-1110	ALLOCATED CASH	47,163.05	
430-1115	CASH IN BANK - LGIP	301,367.95	
	TOTAL ASSETS		<u>348,531.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

430-3100	BEGINNING FUND BALANCE	329,227.75	
	REVENUE OVER EXPENDITURES - YTD	19,303.25	
	BALANCE - CURRENT DATE	19,303.25	
	TOTAL FUND EQUITY		<u>348,531.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>348,531.00</u>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2021

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
430-315-4125 INTEREST EARNED	153.25	153.25	1,000.00	846.75	15.3
TOTAL INVESTMENT EARNINGS	153.25	153.25	1,000.00	846.75	15.3
<u>SDC REVENUE</u>					
430-345-4530 WATER SDC	19,150.00	19,150.00	57,450.00	38,300.00	33.3
TOTAL SDC REVENUE	19,150.00	19,150.00	57,450.00	38,300.00	33.3
TOTAL FUND REVENUE	19,303.25	19,303.25	58,450.00	39,146.75	33.0

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
430-490-6128 OTHER CONTRACT SERVICES	.00	.00	102,446.00	102,446.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	102,446.00	102,446.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	102,446.00	102,446.00	.0
 <u>OTHER REQUIREMENTS</u>					
 <u>OTHER REQUIREMENTS</u>					
430-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	284,506.00	284,506.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	284,506.00	284,506.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	284,506.00	284,506.00	.0
TOTAL FUND EXPENDITURES	.00	.00	386,952.00	386,952.00	.0
NET REVENUE OVER EXPENDITURES	19,303.25	19,303.25	( 328,502.00)	( 347,805.25)	5.9

CITY OF LOWELL  
BALANCE SHEET  
JULY 31, 2021

SEWER SDC FUND

ASSETS

440-1110	ALLOCATED CASH	18,908.76	
440-1115	CASH IN BANK - LGIP	132,673.08	
	TOTAL ASSETS		<u>151,581.84</u>

LIABILITIES AND EQUITY

FUND EQUITY

440-3100	BEGINNING FUND BALANCE	146,159.38	
	REVENUE OVER EXPENDITURES - YTD	<u>5,422.46</u>	
	BALANCE - CURRENT DATE	<u>5,422.46</u>	
	TOTAL FUND EQUITY		<u>151,581.84</u>
	TOTAL LIABILITIES AND EQUITY		<u>151,581.84</u>

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2021

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
440-315-4125 INTEREST EARNED	67.46	67.46	1,000.00	932.54	6.8
TOTAL INVESTMENT EARNINGS	67.46	67.46	1,000.00	932.54	6.8
<u>SDC REVENUE</u>					
440-345-4540 SEWER SDC	5,355.00	5,355.00	16,065.00	10,710.00	33.3
TOTAL SDC REVENUE	5,355.00	5,355.00	16,065.00	10,710.00	33.3
TOTAL FUND REVENUE	5,422.46	5,422.46	17,065.00	11,642.54	31.8



CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

SEWER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-DEPARTMENTAL</u>					
<u>MATERIALS &amp; SERVICES</u>					
440-490-6128 OTHER CONTRACT SERVICES	.00	.00	53,616.00	53,616.00	.0
TOTAL MATERIALS & SERVICES	.00	.00	53,616.00	53,616.00	.0
TOTAL NON-DEPARTMENTAL	.00	.00	53,616.00	53,616.00	.0
 <u>OTHER REQUIREMENTS</u>					
 <u>OTHER REQUIREMENTS</u>					
440-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	109,194.00	109,194.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	109,194.00	109,194.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	109,194.00	109,194.00	.0
TOTAL FUND EXPENDITURES	.00	.00	162,810.00	162,810.00	.0
NET REVENUE OVER EXPENDITURES	5,422.46	5,422.46	( 145,745.00)	( 151,167.46)	3.7

CITY OF LOWELL  
 BALANCE SHEET  
 JULY 31, 2021

STORMWATER SDC FUND

ASSETS

445-1110	ALLOCATED CASH	13,219.62	
445-1115	CASH IN BANK - LGIP	38,141.00	
	TOTAL ASSETS		51,360.62

LIABILITIES AND EQUITY

FUND EQUITY

445-3100	BEGINNING FUND BALANCE	47,976.04	
	REVENUE OVER EXPENDITURES - YTD	3,384.58	
	BALANCE - CURRENT DATE	3,384.58	
	TOTAL FUND EQUITY		51,360.62
	TOTAL LIABILITIES AND EQUITY		51,360.62

CITY OF LOWELL  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>					
445-315-4125 INTEREST EARNED	19.58	19.58	635.00	615.42	3.1
TOTAL INVESTMENT EARNINGS	19.58	19.58	635.00	615.42	3.1
<u>SDC REVENUE</u>					
445-345-4545 STORM DRAINAGE SDC	3,365.00	3,365.00	10,095.00	6,730.00	33.3
TOTAL SDC REVENUE	3,365.00	3,365.00	10,095.00	6,730.00	33.3
TOTAL FUND REVENUE	3,384.58	3,384.58	10,730.00	7,345.42	31.5

CITY OF LOWELL  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2021

STORMWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
445-900-9899 UNAPPROPRIATED ENDING BALANCE	.00	.00	59,008.00	59,008.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	59,008.00	59,008.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	59,008.00	59,008.00	.0
TOTAL FUND EXPENDITURES	.00	.00	59,008.00	59,008.00	.0
NET REVENUE OVER EXPENDITURES	3,384.58	3,384.58	( 48,278.00)	( 51,662.58)	7.0

CITY OF LOWELL  
 BALANCE SHEET  
 JULY 31, 2021

WATER RESERVE FUND

ASSETS

520-1110	ALLOCATED CASH		39,396.17	
	TOTAL ASSETS			39,396.17

LIABILITIES AND EQUITY

FUND EQUITY

520-3100	BEGINNING FUND BALANCE		39,395.13	
	REVENUE OVER EXPENDITURES - YTD	1.04		
	BALANCE - CURRENT DATE		1.04	
	TOTAL FUND EQUITY			39,396.17
	TOTAL LIABILITIES AND EQUITY			39,396.17

CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2021

WATER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
520-315-4125	INTEREST EARNED	1.04	1.04	4.00	2.96	26.0
	TOTAL INVESTMENT EARNINGS	1.04	1.04	4.00	2.96	26.0
	TOTAL FUND REVENUE	1.04	1.04	4.00	2.96	26.0

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2021

WATER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
520-900-9892 RESERVED FOR WATER BOND PYMT	.00	.00	39,402.00	39,402.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	39,402.00	39,402.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	39,402.00	39,402.00	.0
TOTAL FUND EXPENDITURES	.00	.00	39,402.00	39,402.00	.0
NET REVENUE OVER EXPENDITURES	1.04	1.04	( 39,398.00)	( 39,399.04)	.0

CITY OF LOWELL  
 BALANCE SHEET  
 JULY 31, 2021

SEWER RESERVE FUND

ASSETS

521-1110	ALLOCATED CASH	15,751.27	
	TOTAL ASSETS		15,751.27

LIABILITIES AND EQUITY

FUND EQUITY

521-3100	BEGINNING FUND BALANCE	15,750.85	
	REVENUE OVER EXPENDITURES - YTD	.42	
	BALANCE - CURRENT DATE	.42	
	TOTAL FUND EQUITY		15,751.27
	TOTAL LIABILITIES AND EQUITY		15,751.27



CITY OF LOWELL  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2021

SEWER RESERVE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INVESTMENT EARNINGS</u>						
521-315-4125	INTEREST EARNED	.42	.42	2.00	1.58	21.0
	TOTAL INVESTMENT EARNINGS	.42	.42	2.00	1.58	21.0
	TOTAL FUND REVENUE	.42	.42	2.00	1.58	21.0

CITY OF LOWELL  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2021

SEWER RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OTHER REQUIREMENTS</u>					
<u>OTHER REQUIREMENTS</u>					
521-900-9892 RESERVED FOR SEWER BOND PYMT	.00	.00	15,756.00	15,756.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,756.00	15,756.00	.0
TOTAL OTHER REQUIREMENTS	.00	.00	15,756.00	15,756.00	.0
TOTAL FUND EXPENDITURES	.00	.00	15,756.00	15,756.00	.0
NET REVENUE OVER EXPENDITURES	.42	.42	( 15,754.00)	( 15,754.42)	.0

Report Criteria:

Report type: GL detail  
 Check.Type = {<->} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
<b>16510</b>						
07/08/2021	16510	Banner Bank	110-410-6228	Public Notices	Public Notice	158.85
07/08/2021	16510	Banner Bank	110-450-6234	General Supplies	Library Workshop Supplies	97.63
07/08/2021	16510	Banner Bank	314-490-6122	IT Services	Onebox	17.65
07/08/2021	16510	Banner Bank	110-410-6122	IT Services	Zoom	14.99
07/08/2021	16510	Banner Bank	110-450-6234	General Supplies	Library Workshop Lunch	106.83
07/08/2021	16510	Banner Bank	110-420-6324	Equipment Repair & Maint	Park Equipment & Repair	266.53
07/08/2021	16510	Banner Bank	240-490-6290	Miscellaneous	Sewer Plant Misc. tap and die	49.99
Total 16510:						712.47
<b>16511</b>						
07/08/2021	16511	Caselle	314-490-6122	IT Services	Contract Support and Maintenance	11.30
07/08/2021	16511	Caselle	312-490-6122	IT Services	Contract Support and Maintenance	76.04
07/08/2021	16511	Caselle	240-490-6122	IT Services	Contract Support and Maintenance	357.63
07/08/2021	16511	Caselle	230-490-6122	IT Services	Contract Support and Maintenance	357.63
07/08/2021	16511	Caselle	220-490-6122	IT Services	Contract Support and Maintenance	22.05
07/08/2021	16511	Caselle	110-450-6122	IT Services	Contract Support and Maintenance	49.55
07/08/2021	16511	Caselle	110-440-6122	IT Services	Contract Support and Maintenance	16.40
07/08/2021	16511	Caselle	110-420-6122	IT Services	Contract Support and Maintenance	75.85
07/08/2021	16511	Caselle	110-410-6122	IT Services	Contract Support and Maintenance	225.55
Total 16511:						1,192.00
<b>16512</b>						
07/08/2021	16512	City of Lowell	110-410-6420	Water Services	Water Service	391.04
07/08/2021	16512	City of Lowell	110-420-6420	Water Services	Water Service	660.40
07/08/2021	16512	City of Lowell	110-450-6420	Water Services	Water Service	7.77
07/08/2021	16512	City of Lowell	220-490-6420	Water Services	Water Service	3.11
07/08/2021	16512	City of Lowell	230-490-6420	Water Services	Water Service	56.08
07/08/2021	16512	City of Lowell	240-490-6420	Water Services	Water Service	1,351.33
07/08/2021	16512	City of Lowell	110-410-6425	Sewer Services	Sewer Service	226.59
07/08/2021	16512	City of Lowell	110-420-6425	Sewer Services	Sewer Service	124.16
07/08/2021	16512	City of Lowell	110-450-6425	Sewer Services	Sewer Service	15.52
07/08/2021	16512	City of Lowell	220-490-6425	Sewer Services	Sewer Service	6.21
07/08/2021	16512	City of Lowell	230-490-6425	Sewer Services	Sewer Service	62.08
07/08/2021	16512	City of Lowell	240-490-6425	Sewer Services	Sewer Service	558.71
Total 16512:						3,463.00
<b>16513</b>						
07/08/2021	16513	City of Oakridge	110-480-6128	Other Contract Services	Court Service	660.03
Total 16513:						660.03
<b>16514</b>						
07/08/2021	16514	Civil West Engineering Ser	110-440-6116	Engineering Services	Engineering Service	2,360.00
07/08/2021	16514	Civil West Engineering Ser	230-490-6116	Engineering Services	Water Treatment Plant Tracer Study	3,651.50
Total 16514:						6,011.50
<b>16515</b>						
07/08/2021	16515	Cleanmex LLC	110-410-6128	Other Contract Services	Clean City Hall and Library	900.00

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
07/08/2021	16515	Cleanmex LLC	110-420-6128	Other Contract Services	Park Restrooms	1,560.00
Total 16515:						2,460.00
<b>16516</b>						
07/08/2021	16516	Correct Equipment, Inc.	230-490-6758	Water/Sewer Connection E	Water Meter Hosting Subscription	1,495.00
Total 16516:						1,495.00
<b>16517</b>						
07/08/2021	16517	Lane Electric Cooperative	110-410-6430	Electricity Services	Electricity	200.20
07/08/2021	16517	Lane Electric Cooperative	110-420-6430	Electricity Services	Electricity	158.15
07/08/2021	16517	Lane Electric Cooperative	110-450-6430	Electricity Services	Electricity	24.74
07/08/2021	16517	Lane Electric Cooperative	110-470-6326	Covered Bridge Maintenanc	Electricity	60.34
07/08/2021	16517	Lane Electric Cooperative	220-490-6430	Electricity Services	Electricity	9.90
07/08/2021	16517	Lane Electric Cooperative	230-490-6430	Electricity Services	Electricity	1,467.22
07/08/2021	16517	Lane Electric Cooperative	240-490-6430	Electricity Services	Electricity	2,296.10
07/08/2021	16517	Lane Electric Cooperative	312-490-6430	Electricity Services	Electricity	994.54
Total 16517:						5,211.19
<b>16518</b>						
07/08/2021	16518	Lane Forest Products	110-460-6128	Other Contract Services	Green waste haul off fee	124.00
Total 16518:						124.00
<b>16519</b>						
07/08/2021	16519	League of Oregon Cities	110-410-6220	Publications, Printing & Du	annual membersip dues	970.10
Total 16519:						970.10
<b>16520</b>						
07/08/2021	16520	Lowell School District	110-2515	CET Tax Collected	CET Tax	2,137.06
Total 16520:						2,137.06
<b>16521</b>						
07/08/2021	16521	Oregon Dept of Revenue	110-480-6560	State Assessments	Criminal Fine Account - 928	45.00
Total 16521:						45.00
<b>16522</b>						
07/08/2021	16522	Oregon RAIN	110-440-6128	Other Contract Services	Rural Economic Development Support	7,500.00
Total 16522:						7,500.00
<b>16523</b>						
07/08/2021	16523	SAIF Corporation	110-410-5320	Worker's Comp	Workers Comp	10.02
07/08/2021	16523	SAIF Corporation	110-420-5320	Worker's Comp	Workers Comp	130.08
07/08/2021	16523	SAIF Corporation	110-440-5320	Worker's Comp	Workers Comp	.59
07/08/2021	16523	SAIF Corporation	110-450-5320	Worker's Comp	Workers Comp	6.35
07/08/2021	16523	SAIF Corporation	110-460-5320	Worker's Comp	Workers Comp	3.76
07/08/2021	16523	SAIF Corporation	110-480-5320	Worker's Comp	Workers Comp	3.29
07/08/2021	16523	SAIF Corporation	312-490-5320	Worker's Comp	Workers Comp	122.67
07/08/2021	16523	SAIF Corporation	230-490-5320	Worker's Comp	Workers Comp	481.29
07/08/2021	16523	SAIF Corporation	240-490-5320	Worker's Comp	Workers Comp	416.83
07/08/2021	16523	SAIF Corporation	220-490-5320	Worker's Comp	Workers Comp	1.29

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
Total 16523:						1,176.17
<b>16524</b>						
07/08/2021	16524	Sanders, Tim	240-490-6128	Other Contract Services	Monthly DRC fee for Collection	300.00
Total 16524:						300.00
<b>16525</b>						
07/08/2021	16525	SaniPac	230-490-6445	Refuse Services	Refuse Services	41.50
07/08/2021	16525	SaniPac	240-490-6445	Refuse Services	Refuse Services	41.50
07/08/2021	16525	SaniPac	110-410-6445	Refuse Services	Dumpster for Main Street Property	125.94
Total 16525:						208.94
<b>16526</b>						
07/08/2021	16526	Southside Bank	110-800-7510	Loan Interest	Main Street Property - Interest	667.28
Total 16526:						667.28
<b>16527</b>						
07/08/2021	16527	USPS	110-410-6226	Postage	Post Office Box Rental	150.00
Total 16527:						150.00
<b>16528</b>						
07/08/2021	16528	Verizon Wireless	110-410-6440	Telephone Services	Cell Phone, tablet	80.05
07/08/2021	16528	Verizon Wireless	230-490-6440	Telephone Services	Cell Phone, tablet	108.15
07/08/2021	16528	Verizon Wireless	240-490-6440	Telephone Services	Cell Phone	68.41
Total 16528:						256.61
<b>16529</b>						
07/14/2021	16529	Century Link	240-490-6440	Telephone Services	Telephone Service	164.97
07/14/2021	16529	Century Link	230-490-6440	Telephone Services	Telephone Service	140.14
07/14/2021	16529	Century Link	230-490-6435	Internet Services	Telephone Service	75.00
07/14/2021	16529	Century Link	220-490-6440	Telephone Services	Telephone Service	17.61
07/14/2021	16529	Century Link	110-450-6440	Telephone Services	Telephone Service	33.02
07/14/2021	16529	Century Link	110-410-6440	Telephone Services	Telephone Service	125.46
Total 16529:						556.20
<b>16530</b>						
07/14/2021	16530	CIS Trust	312-490-6210	Insurance & Bonds	Property/Liability Renewal	3,034.14
07/14/2021	16530	CIS Trust	240-490-6210	Insurance & Bonds	Property/Liability Renewal	8,307.21
07/14/2021	16530	CIS Trust	230-490-6210	Insurance & Bonds	Property/Liability Renewal	8,736.69
07/14/2021	16530	CIS Trust	110-450-6210	Insurance & Bonds	Property/Liability Renewal	7.02
07/14/2021	16530	CIS Trust	110-440-6210	Insurance & Bonds	Property/Liability Renewal	264.49
07/14/2021	16530	CIS Trust	110-420-6210	Insurance & Bonds	Property/Liability Renewal	1,826.14
07/14/2021	16530	CIS Trust	110-410-6210	Insurance & Bonds	Property/Liability Renewal	1,619.34
Total 16530:						23,795.03
<b>16531</b>						
07/14/2021	16531	DCBS-Fiscal Services	220-490-6524	Building State Surcharge	Surcharge on Building Permits	397.44
07/14/2021	16531	DCBS-Fiscal Services	220-490-6525	Electrical State Surcharge	Surcharge on Electrical Permits	36.00

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
Total 16531:						433.44
<b>16532</b>						
07/14/2021	16532	Hunter Communications	110-410-6435	Internet Services	Internet Service	120.21
07/14/2021	16532	Hunter Communications	110-450-6435	Internet Services	Internet Service	46.24
07/14/2021	16532	Hunter Communications	220-490-6435	Internet Services	Internet Service	18.49
Total 16532:						184.94
<b>16533</b>						
07/14/2021	16533	Nichols, Layli	110-410-6114	Financial Services	Consulting Services	312.50
07/14/2021	16533	Nichols, Layli	312-490-6114	Financial Services	Consulting Services	104.50
07/14/2021	16533	Nichols, Layli	230-490-6114	Financial Services	Consulting Services	312.50
07/14/2021	16533	Nichols, Layli	240-490-6114	Financial Services	Consulting Services	312.50
Total 16533:						1,042.00
<b>16534</b>						
07/14/2021	16534	Northwest Code Profession	220-490-6150	Building Inspection Service	Building Permit Cost	439.31
Total 16534:						439.31
<b>16535</b>						
07/14/2021	16535	Pacific Office Automation In	110-410-6128	Other Contract Services	Postage Machine	39.33
07/14/2021	16535	Pacific Office Automation In	230-490-6128	Other Contract Services	Postage Machine	78.65
07/14/2021	16535	Pacific Office Automation In	240-490-6128	Other Contract Services	Postage Machine	78.65
Total 16535:						196.63
<b>16536</b>						
07/14/2021	16536	Staples Credit Plan	110-410-6230	Office Supplies/Equipment	Office Supplies	19.41
07/14/2021	16536	Staples Credit Plan	110-420-6234	General Supplies	Park Supplies	75.07
Total 16536:						94.48
<b>16537</b>						
07/14/2021	16537	U.S. Equipment Finance	110-410-6124	Copier Contract	Copier Contract	147.98
Total 16537:						147.98
<b>16538</b>						
07/22/2021	16538	Bridge Town Market	110-420-6710	Gas & Oil	Fuel	279.50
07/22/2021	16538	Bridge Town Market	230-490-6710	Gas & Oil	Fuel	140.00
07/22/2021	16538	Bridge Town Market	110-410-6234	General Supplies	Food for interviews	206.91
07/22/2021	16538	Bridge Town Market	240-490-6710	Gas & Oil	Diesel	32.23
Total 16538:						658.64
<b>16539</b>						
07/22/2021	16539	Brothers Plumbing Inc	240-490-6330	Other Repair & Maintenanc	New Water Line at Sewer Plant	833.34
Total 16539:						833.34
<b>16540</b>						
07/22/2021	16540	Cascade Columbia	240-490-6750	Chemicals & Lab Supplies	Drums of Hypo and Thiosulfate	870.03

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
Total 16540:						870.03
<b>16541</b>						
07/22/2021	16541	Charter Communications	240-490-6435	Internet Services	Internet	127.98
07/22/2021	16541	Charter Communications	110-410-6122	IT Services	Internet	89.99
Total 16541:						217.97
<b>16542</b>						
07/22/2021	16542	Lane Council of Governme	110-410-6112	Legal Services	Legal Services	434.67
Total 16542:						434.67
<b>16543</b>						
07/22/2021	16543	Rainbow Pump Co. Inc.	110-420-6330	Other Repair & Maintenanc	Well Test at PF Park	1,375.00
Total 16543:						1,375.00
<b>16544</b>						
07/22/2021	16544	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Sewer Analysis	54.00
07/22/2021	16544	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Sewer Analysis	171.00
07/22/2021	16544	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	Water Analysis	39.60
07/22/2021	16544	Renewable Resource Grou	230-490-6755	Water/Sewer Analysis	Water Analysis	153.00
07/22/2021	16544	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Sewer Analysis	171.00
07/22/2021	16544	Renewable Resource Grou	240-490-6755	Water/Sewer Analysis	Sewer Analysis	54.00
Total 16544:						642.60
<b>16545</b>						
07/22/2021	16545	Seale, Lora	110-470-6527	Community Grant Program	Raffle Quilt Postcards	116.69
Total 16545:						116.69
<b>16546</b>						
07/22/2021	16546	Segarra Law, LLC	110-480-6120	Judge Contract	Municipal Court Judge	200.00
Total 16546:						200.00
<b>16547</b>						
07/22/2021	16547	Sunbelt Rentals	230-490-6330	Other Repair & Maintenanc	Generator rental for Towers	575.97
Total 16547:						575.97
<b>16548</b>						
07/22/2021	16548	Wilson Architecture	110-450-8225	Buildings & Facilities	Library/City Hall Renovation Project	12,979.35
Total 16548:						12,979.35
<b>16549</b>						
07/27/2021	16549	Accurate Leak Detection	230-490-6330	Other Repair & Maintenanc	Leak Detection on Pengra, Cannon, D st	375.00
Total 16549:						375.00
<b>16550</b>						
07/27/2021	16550	Banner Bank	230-490-6750	Chemicals & Lab Supplies	salt and masks for water plant	99.68
07/27/2021	16550	Banner Bank	240-490-6234	General Supplies	safety glasses	59.93

Check Issue Date	Check Number	Payee	Invoice GL Account	Invoice GL Account Title	Description	Check Amount
07/27/2021	16550	Banner Bank	110-420-6234	General Supplies	weed eaters, string loppers and gloves	1,363.57
07/27/2021	16550	Banner Bank	110-420-6710	Gas & Oil	Oil for mixed fuel	16.15
07/27/2021	16550	Banner Bank	110-410-6290	Miscellaneous	driving record and background on Eric an	159.51
07/27/2021	16550	Banner Bank	110-410-6220	Publications, Printing & Du	Indeed	355.83
07/27/2021	16550	Banner Bank	110-410-6226	Postage	USPS	7.85
07/27/2021	16550	Banner Bank	110-410-6290	Miscellaneous	Facebook ads	25.00
07/27/2021	16550	Banner Bank	314-490-6122	IT Services	One box	17.65
07/27/2021	16550	Banner Bank	110-410-6122	IT Services	ZOOM	14.99
07/27/2021	16550	Banner Bank	110-370-4826	Parks Donations	swank	1,140.00
07/27/2021	16550	Banner Bank	110-420-6234	General Supplies	Amazon	25.99
07/27/2021	16550	Banner Bank	110-420-6234	General Supplies	amazon	86.99
Total 16550:						3,373.14
<b>16551</b>						
07/27/2021	16551	Brothers Plumbing Inc	110-450-6320	Building Repair & Maintena	Water Line Repair	140.00
Total 16551:						140.00
<b>16552</b>						
07/27/2021	16552	Cascade Columbia	230-490-6750	Chemicals & Lab Supplies	Tote of Pass C	1,977.60
Total 16552:						1,977.60
<b>16553</b>						
07/27/2021	16553	J & K Electrical LLC	240-490-6324	Equipment Repair & Maint	Install Fan at Lift Station	328.50
Total 16553:						328.50
<b>16554</b>						
07/27/2021	16554	Lane Electric Cooperative	110-410-6430	Electricity Services	Electricity	190.36
07/27/2021	16554	Lane Electric Cooperative	110-420-6430	Electricity Services	Electricity	156.42
07/27/2021	16554	Lane Electric Cooperative	110-450-6430	Electricity Services	Electricity	22.55
07/27/2021	16554	Lane Electric Cooperative	110-470-6326	Covered Bridge Maintenanc	Electricity	59.53
07/27/2021	16554	Lane Electric Cooperative	220-490-6430	Electricity Services	Electricity	9.02
07/27/2021	16554	Lane Electric Cooperative	230-490-6430	Electricity Services	Electricity	1,698.11
07/27/2021	16554	Lane Electric Cooperative	240-490-6430	Electricity Services	Electricity	2,041.79
07/27/2021	16554	Lane Electric Cooperative	312-490-6430	Electricity Services	Electricity	994.54
Total 16554:						5,172.32
<b>16555</b>						
07/27/2021	16555	Lowell Mini Storage	314-490-6705	Rent	Storage Rental Unit #L029	80.00
Total 16555:						80.00
<b>16556</b>						
07/27/2021	16556	Professional Credit Service	110-480-6565	Court Collection Fees	Collection Service Fee	18.70
Total 16556:						18.70
Grand Totals:						91,999.88

Summary by General Ledger Account Number



GL Account	Debit	Credit	Proof
110-2125	.00	44,416.40-	44,416.40-
110-2515	2,137.06	.00	2,137.06
110-370-4826	1,140.00	.00	1,140.00
110-410-5320	10.02	.00	10.02
110-410-6112	434.67	.00	434.67
110-410-6114	312.50	.00	312.50
110-410-6122	345.52	.00	345.52
110-410-6124	147.98	.00	147.98
110-410-6128	939.33	.00	939.33
110-410-6210	1,619.34	.00	1,619.34
110-410-6220	1,325.93	.00	1,325.93
110-410-6226	157.85	.00	157.85
110-410-6228	158.85	.00	158.85
110-410-6230	19.41	.00	19.41
110-410-6234	206.91	.00	206.91
110-410-6290	184.51	.00	184.51
110-410-6420	391.04	.00	391.04
110-410-6425	226.59	.00	226.59
110-410-6430	390.56	.00	390.56
110-410-6435	120.21	.00	120.21
110-410-6440	205.51	.00	205.51
110-410-6445	125.94	.00	125.94
110-420-5320	130.08	.00	130.08
110-420-6122	75.85	.00	75.85
110-420-6128	1,560.00	.00	1,560.00
110-420-6210	1,826.14	.00	1,826.14
110-420-6234	1,551.62	.00	1,551.62
110-420-6324	266.53	.00	266.53
110-420-6330	1,375.00	.00	1,375.00
110-420-6420	660.40	.00	660.40
110-420-6425	124.16	.00	124.16
110-420-6430	314.57	.00	314.57
110-420-6710	295.65	.00	295.65
110-440-5320	.59	.00	.59
110-440-6116	2,360.00	.00	2,360.00
110-440-6122	16.40	.00	16.40
110-440-6128	7,500.00	.00	7,500.00
110-440-6210	264.49	.00	264.49
110-450-5320	6.35	.00	6.35
110-450-6122	49.55	.00	49.55
110-450-6210	7.02	.00	7.02
110-450-6234	204.46	.00	204.46
110-450-6320	140.00	.00	140.00
110-450-6420	7.77	.00	7.77
110-450-6425	15.52	.00	15.52
110-450-6430	47.29	.00	47.29
110-450-6435	46.24	.00	46.24
110-450-6440	33.02	.00	33.02
110-450-8225	12,979.35	.00	12,979.35
110-460-5320	3.76	.00	3.76
110-460-6128	124.00	.00	124.00
110-470-6326	119.87	.00	119.87
110-470-6527	116.69	.00	116.69
110-480-5320	3.29	.00	3.29
110-480-6120	200.00	.00	200.00
110-480-6128	660.03	.00	660.03
110-480-6560	45.00	.00	45.00
110-480-6565	18.70	.00	18.70

GL Account	Debit	Credit	Proof
110-800-7510	667.28	.00	667.28
220-2125	.00	960.43-	960.43-
220-490-5320	1.29	.00	1.29
220-490-6122	22.05	.00	22.05
220-490-6150	439.31	.00	439.31
220-490-6420	3.11	.00	3.11
220-490-6425	6.21	.00	6.21
220-490-6430	18.92	.00	18.92
220-490-6435	18.49	.00	18.49
220-490-6440	17.61	.00	17.61
220-490-6524	397.44	.00	397.44
220-490-6525	36.00	.00	36.00
230-2125	.00	22,122.39-	22,122.39-
230-490-5320	481.29	.00	481.29
230-490-6114	312.50	.00	312.50
230-490-6116	3,651.50	.00	3,651.50
230-490-6122	357.63	.00	357.63
230-490-6128	78.65	.00	78.65
230-490-6210	8,736.69	.00	8,736.69
230-490-6330	950.97	.00	950.97
230-490-6420	56.08	.00	56.08
230-490-6425	62.08	.00	62.08
230-490-6430	3,165.33	.00	3,165.33
230-490-6435	75.00	.00	75.00
230-490-6440	248.29	.00	248.29
230-490-6445	41.50	.00	41.50
230-490-6710	140.00	.00	140.00
230-490-6750	2,077.28	.00	2,077.28
230-490-6755	192.60	.00	192.60
230-490-6758	1,495.00	.00	1,495.00
240-2125	.00	19,047.63-	19,047.63-
240-490-5320	416.83	.00	416.83
240-490-6114	312.50	.00	312.50
240-490-6122	357.63	.00	357.63
240-490-6128	378.65	.00	378.65
240-490-6210	8,307.21	.00	8,307.21
240-490-6234	59.93	.00	59.93
240-490-6290	49.99	.00	49.99
240-490-6324	328.50	.00	328.50
240-490-6330	833.34	.00	833.34
240-490-6420	1,351.33	.00	1,351.33
240-490-6425	558.71	.00	558.71
240-490-6430	4,337.89	.00	4,337.89
240-490-6435	127.98	.00	127.98
240-490-6440	233.38	.00	233.38
240-490-6445	41.50	.00	41.50
240-490-6710	32.23	.00	32.23
240-490-6750	870.03	.00	870.03
240-490-6755	450.00	.00	450.00
312-2125	.00	5,326.43-	5,326.43-
312-490-5320	122.67	.00	122.67
312-490-6114	104.50	.00	104.50
312-490-6122	76.04	.00	76.04
312-490-6210	3,034.14	.00	3,034.14
312-490-6430	1,989.08	.00	1,989.08
314-2125	.00	126.60-	126.60-
314-490-6122	46.60	.00	46.60
314-490-6705	80.00	.00	80.00

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GL Account	Debit	Credit	Proof
Grand Totals:	91,999.88	91,999.88-	.00

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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**City of Lowell, Oregon**  
**Minutes of the City Council Special Meeting, Work Session & Executive Session**  
**August 3, 2021**

**Members Present:** Mayor Don Bennett, Gail Harris, Tim Stratis, John Myers  
**Staff Present:** CA Jeremy Caudle, Public Works Director Max Baker

**Special Meeting:**

**The Special Meeting was called to order at 7:03 PM by Mayor Bennett**

- **Motion to approve Resolution 769 “A RESOLUTION TO AUTHORIZE THE ISSUANCE OF A CITY CREDIT CARD TO THE CITY CLERK UNDER THE CITY OF LOWELL GENERAL ACCOUNT”. Counselor Myers moved to Approve the Resolution. Second by Counselor Harris. PASS 4:0**
- **Motion to approve the “Professional Services Proposal” from Historical Research Associates, Inc. for a cultural resources inventory in the amount not to exceed \$10,139. Counselor Myers moved to approve. Counselor Stratis seconded. PASS 4:0**

**Special Meeting Adjourn: 7:11 PM by Mayor Bennett**

**Work Session:**

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

**Members Present:** Mayor Don Bennett, Gail Harris, Tim Stratis, John Myers  
**Staff Present:** CA Jeremy Caudle, Public Works Director Max Baker

- **Review task outline and fee estimate for landscape architecture services from Dougherty Landscape Architects for the Rolling Rock Parks improvements project.**
- **Review cost estimates from Graham Landscaping for landscaping work around the city.**
- **Update and discussion on recruitment process for vacant City Council position**

**Recess Work Session: 7:45 PM**

**Executive Session:**

**Call to order the Executive Session: 7:48 PM**

**Members Present:** Mayor Don Bennett, Gail Harris, Tim Stratis, John Myers  
**Staff Present:** CA Jeremy Caudle

- **To conduct deliberations with persons designated by the governing body to negotiate real property transactions, pursuant to ORS 192.660(2)(e).**

**Adjourn: 8:40 PM**

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

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Jeremy Caudle, City Recorder

\_\_\_\_\_  
Date



City Administrator's Office  
P.O. Box 490 Lowell, OR 97452  
Phone: 541-359-8768  
Email: jcaudle@ci.lowell.or.us

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**To:** Mayor Bennett and City Council  
**From:** Jeremy Caudle, City Administrator  
**Date:** Friday, August 13, 2021  
**Re:** Administrator's report for August

# MEMO

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This City Administrator's report covers activities since the July 20, 2021 regular meeting. A summary of major activities is as follows:

**Water and sewer master planning projects.** On July 21, the City kicked-off the water master planning project with Civil West Engineering. On August 4, the City kicked-off the wastewater master planning project with Civil West Engineering. Civil West Engineering has stated that they will provide monthly updates on the project.

**Library renovation project.** The City held its third library work session on August 12. At this meeting, we reviewed three design options in detail, along with cost estimates. City Council directed me to explore financing options for design 5b, including the possibility of working with a municipal financial advisor. Our architect also noted that we should consider public outreach on our options and cost estimates as the next step in the process.

**Park renovation projects.** City Council is expected to approve the cultural resources study project at the August 17 meeting, which will get us one step closer to obtaining the Land and Wildlife Conservation grant funds. At your August 3<sup>rd</sup> work session, you reviewed a scope of work with Dougherty Landscape Architects (DLA). I have not yet received a contract from DLA. When I do, I will put that on your agenda for approval so we can start the design phase.

**E. Main Street Property.** Our commercial real estate broker continues to market the E. Main Street property.

**Committee meetings.** I attended the Planning Commission meeting on August 4, where a conditional use permit to allow a goat in a residentially zoned property was approved.

**Upcoming events.** The August 13 "Movie in the Parks" event was cancelled due to excessive heat, poor air quality, and a resurgence in COVID-19 cases. This event will be rescheduled. I

approved a special event permit from a private individual for a free concert to be held on August 27.

**Other notes.** I attended the Oregon League of Cities “Small Cities Meeting - Region 4 South Willamette Valley” in Philomath on August 13. At this meeting, a member of the League’s lobbying staff provided updates on legal changes dealing with wildland/urban interface planning requirements, delegating building code responsibilities to third parties, and designated camping areas for homeless individuals, among other topics.

I will be taking a scheduled out-of-state vacation from August 18 to August 28. During that time, I will still be available by phone and email. However, to ensure stability and continuity of operations, the Public Works Director and I have agreed to have him fill in as Acting City Administrator until I return.

The Governor has implemented mask mandates again, regardless of vaccine status, effective August 13. Everyone indoors in City facilities is now required to wear masks. At this time, I do not see the need to close City Hall to the public, unless further changes come from the state or compliance with mask wearing becomes an issue.

## LOWELL PATROL LOG July 2021

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
3-Jul	409	2:00	3:00	1:00						
3-Jul	421	14:15	15:15	1:00						
4-Jul	409	3:00	4:00	1:00						
4-Jul	429	9:45	14:00	4:15						
4-Jul	423	9:45	14:00	4:15						
5-Jul	429	0:30	2:00	1:30						
5-Jul	423	0:30	2:00	1:30						
6-Jul	407	23:30	1:00	1:30						
7-Jul	407	23:30	1:00	1:30						
8-Jul	407	23:30	1:00	1:30						
10-Jul	421	14:30	15:30	1:00						
13-Jul	409	0:30	2:00	1:30						
13-Jul	429	21:00	21:30	0:30						
14-Jul	407	22:30	0:00	1:30						
15-Jul	429	17:00	22:30	5:30						
15-Jul	423	17:00	22:30	5:30						
17-Jul	409	1:15	2:00	0:45						
19-Jul	401	17:15	18:15	1:00						
20-Jul	401	13:15	14:45	1:30	2					
22-Jul	407	0:30	2:00	1:30						
27-Jul	407	23:30	1:00	1:30						
29-Jul	407	0:00	1:30	1:30						
30-Jul	429	16:00	21:30	5:30						
30-Jul	423	16:00	21:30	5:30						
				53						

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED	2	
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS		
OTHER MOVING		

DATE	TIME	DESCRIPTION
4-Jul	13:15	Traffic Stop
5-Jul	1:05	Citizens at school doing fire-works. Advised to clean up the area when they leave.
	1:10	Business Alarm
13-Jul	21:00	Suspicious conditions - report of subject coming to door.
30-Jul	20:17	Traffic Stop



**Agenda Item Sheet**  
City of Lowell City Council



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

Motion to approve a "Professional Consultant Agreement" with Historical Research Associates, Inc. in an amount not to exceed \$10,139 and to authorize the City Administrator to sign.

**Justification or background:**

This is the same scope of work as presented at City Council's last work session (August 3) for the cultural resources study for Rolling Rock Park. The only difference is that Historical Research Associates has requested that we approve a "Professional Consultant Agreement" prior to starting the work. That agreement is included here for your approval.

**Budget impact:**

\$10,139

**Department or Council sponsor:**

Parks and Recreation

**Attachments:**

"Professional Services Agreement" and scope of work from City Council's last work session.

Meeting date:	08/17/2021
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HISTORICAL  
RESEARCH  
ASSOCIATES, INC.

## Professional Consultant Agreement

Agreement and authorization for professional service between the Purchaser:

**City of Lowell**  
107 East 3<sup>rd</sup> Street  
PO Box 490  
Lowell, OR 97452  
(541) 937-2157

and the Consultant:

**Historical Research Associates, Inc.**  
125 Bank Street, 5th Floor  
P.O. Box 7086  
Missoula, Montana 59807-7086  
(406) 721-1958  
(406) 721-1964 FAX

*WHEREAS* **City of Lowell**, hereinafter called the Purchaser, having a need for specialized cultural resource services in relation to its Rolling Rock Park project; and

*WHEREAS* **Historical Research Associates, Inc.**, hereinafter called the Consultant, having the capability and resources to provide such consulting services;

*THEREFORE*, the parties agree as follows:

**SECTION 1. SCOPE OF SERVICES:** Consultant shall furnish personnel, material and professional services to perform services as described in Attachment A: Scope of Work.

All work will be performed using Consultant's best efforts to produce services and products of such professional standards as are currently practiced in the cultural resource industry.

Changes to the Scope of Work may be directed by Purchaser and provided to Consultant in writing. Any change resulting in either reduced or expanded work efforts and any resultant changes in total compensation to Consultant and/or changes to the project schedule shall be agreed upon in writing by both parties prior to initiating the change.

**SECTION 2. TERM OF AGREEMENT:** This agreement is effective upon execution through December 31, 2021.

**SECTION 3. COMPENSATION, METHOD OF PAYMENT & APPROVAL:**

Compensation will be paid monthly to the Consultant on a time and material basis. Total compensation shall not exceed **\$10,139.00** without prior written approval of Purchaser.

Consultant shall submit invoices on a monthly basis at the beginning of each month for work performed in the prior month. Purchaser will pay Consultant within 30 days of receipt of invoice from Consultant. Interest will be added to accounts in arrears at the rate of one and one-half percent (1½%) per month (but not exceeding the maximum rate allowable by law) on any

amounts not paid within thirty (30) days, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by the Purchaser.

Invoices shall be submitted to:

**Attn Jeremy Caudle  
City of Lowell  
PO Box 490  
Lowell, OR 97452**

Consultant shall maintain records of expenses and labor pertaining to services rendered under this agreement based on generally accepted accounting principles and shall make records available to an authorized representative of Purchaser on request, at mutually convenient times.

**SECTION 4. RECORDS:** Consultant acknowledges that all working papers, field maps, notes, and other evidence of progress of work are the property of Purchaser and shall be delivered to Purchaser upon its request.

**SECTION 5. PROFESSIONAL RESPONSIBILITIES:** Consultant's services shall be performed in accordance with accepted standards of professional practice related to the nature and the location of the Work, and as applicable at the time the services are performed. Errors and omissions in the work of the Consultant shall be corrected by Consultant, without additional charge to Purchaser.

**SECTION 6. INDEMNITY:** Consultant and Purchaser shall defend, indemnify and hold each other and their respective agents and employees harmless from and against claims, suits, liabilities, costs and expenses, including reasonable attorney's fees, to the extent that such claims, suits, liabilities, costs and expenses are based upon negligent acts, errors or omissions of the indemnifying party.

**SECTION 7. INSURANCE:** Consultant shall be responsible for, at its sole expense, during the term of this contract and any extension thereof, general liability insurance, auto liability, and workers' compensation insurance. Proof of insurance may be provided at Purchaser's request.

**SECTION 8. TERMINATION:** This Agreement may be terminated by either party upon fifteen (15) days written notice. If this Agreement is terminated for reasons other than the fault of the Consultant, Consultant shall cease work immediately and be compensated for all services performed on all work completed prior to the date of termination.

**SECTION 9. INDEPENDENT CONTRACTOR:** Consultant is an independent contractor and not an agent or employee of Purchaser. Consultant is solely responsible for methods and means used in performing subcontracted services. Consultant is responsible for payment of all applicable employment taxes and insurance for its employees.

**SECTION 10. FORCE MAJEURE:** Any delays in or failure of performance by Consultant shall not constitute default hereunder if and to the extent such delays or failures of performance are caused by occurrences beyond the control of Consultant, as the case may be, including but not limited to: acts of God or the public enemy; expropriation or confiscation of facilities or equipment; compliance with any order or request of any governmental authority; act of war; rebellion or sabotage or damage resulting therefrom; unavailability of fuel or power; fires, floods, explosion, accidents; riots or strikes or other concerted acts of workmen, whether direct or indirect; or any cause, whether or not of the same class or kind as those specifically above

named, which are not within the control of Purchaser or Consultant and which they are unable to prevent. A party claiming the existence of a condition of force majeure shall promptly notify the other party in writing of such occurrence, describe the estimated extent of any delays likely to result therefrom, and shall similarly so notify the other party upon cessation of the condition of force majeure.

**SECTION 11. ASSIGNMENT:** Neither party shall assign, in whole or in part, its interest under this Agreement without prior written consent of the other party.

**SECTION 12. DISPUTES:** This Agreement has been made in and shall be construed, interpreted, and enforced pursuant to the laws of the State of Montana. Both parties will attempt to resolve any disputes under this agreement by good faith discussion between the parties. If good faith discussions fail, the venue for any dispute arising out of this Agreement shall be Missoula County, Montana.

**SECTION 13. CONFIDENTIALITY:** Consultant will not disclose or use any proprietary information of the Purchaser or the Owner without prior written consent. Consultant will not publish or publicly disseminate information obtained in connection with this work without Purchaser's written consent.

**SECTION 14. ENTIRE AGREEMENT:** This Agreement sets forth the full and complete understanding of the parties as of the date of this Agreement, and it supersedes any and all agreements and representations made or dated prior thereto. No verbal agreement or conversation with any representative consultant or employee of Purchaser or Consultant, either before or after execution of this Agreement, shall affect or modify any of the terms or obligations herein contained. No changes, alterations or modifications to this Agreement except through signed and accepted modifications shall be effective unless in writing and signed by authorized officers of the parties hereto.

**SECTION 15. SEVERABILITY:** If any provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

**SECTION 16. CONFLICTING PROVISIONS:** In the event of any conflict between this contract document and any of the Exhibits hereto, the terms and provisions of this contract document shall control.

**SECTION 17. WAIVER OF CONTRACT PROVISIONS:** No failure by Consultant to insist upon the strict performance of any covenant, provision, term or condition of this Agreement or to exercise any right, power or remedy consequent upon a breach thereof shall constitute a waiver of or consent to any such covenant, provision, term or condition unless such waiver or consent is given by Consultant in writing signed by an authorized officer of the Consultant. No such waiver shall be a waiver of any past or future default, breach or modification of any of the terms, provisions, conditions or covenants of this Agreement except as expressly stipulated in such waiver.

**SECTION 18. BINDING EFFECT:** This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors, assigns, heirs, and personal representatives.

**SECTION 19. NOTICES:** All notices shall be in writing. Any notice required or permitted to be given or served upon either party pursuant hereto, shall be sufficiently given, served or made if personally delivered, mailed, prepaid, registered or certified mail, or e-mail. The date of the mailing of notices via registered or certified mail shall be the effective date of any such notice.

**SECTION 20. EQUAL OPPORTUNITY EMPLOYMENT:** Purchaser/Consultant agrees to comply with all provisions set forth in Executive Order 11246, as amended, 29 CFR Part 471, Appendix A to Subpart A (Executive order 13496).

The statement below applies to subcontracts/purchase orders of \$15,000 or more:

**This contractor or subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a) and 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin, or for inquiring about discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability.**

The statement below applies to subcontracts/purchase orders of \$150,000 or more:

**This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability. Contractor/subcontractor agrees to comply with all the provisions set forth in 29 CFR Part 471, Appendix A to Subpart A (Executive Order 13496).**

**SECTION 21. ATTACHMENTS:** The following exhibits are attached hereto and made part hereof:

Attachment A: Scope of Work

Attachment B: Cost Estimate

*IN WITNESS WHEREOF*, the parties have executed this Agreement

City of Lowell

Historical Research Associates, Inc.

By: \_\_\_\_\_  
Jeremy Caudle, City Administrator

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

By: \_\_\_\_\_  
Natalie Perrin, Principal Architectural Historian

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



HISTORICAL  
RESEARCH  
ASSOCIATES, INC.

# Scope of Work: Rolling Rock Park CRI

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Historical Research Associates, Inc. (HRA) is pleased to present this professional services proposal to the City of Lowell (City) for cultural resources inventory (CRI) associated with the Rolling Rock Park Expansion and Improvements project (the Project). The City will construct new park facilities within the 2.3 acre Rolling Rock Park. The Project is being funded, in part, by a Land & Water Conservation Fund grant. Local Tribes and the Oregon State Historic Preservation Office (SHPO) have requested a CRI of the project area. Due to the park being non-federal public lands, subsurface archaeological investigations will require a state archaeological permit, administered by the SHPO, which could take up to 60 days to receive.

Under the following SOW, HRA proposes to conduct background and archival research, an archaeological field investigation, a compliance-level survey (CLS) of historic-period architectural resources, and provide a technical report following Oregon State Historic Preservation Office (SHPO) guidelines.

## ***Project Management***

HRA will coordinate with the City regarding the Project schedule and deliverables, communications with the appropriate agency representatives, and internal management of tasks and products, as needed and appropriate.

## ***Task 1. Background Research and Archaeological Permit***

Background and archival research include appropriate research to determine whether cultural resources are located in and around the project area, whether cultural resources are likely to be located in the project area, and to identify the appropriate historical contexts for evaluating the significance of any such resources. HRA staff will conduct an online records search of SHPO's Oregon Archaeological Records Remote Access (OARRA) database and the Oregon Historic Sites Database (OHSD) to determine what previous studies have been conducted within 0.5 miles of the project area, as well as to identify previously recorded archaeological sites, National Register properties, and architectural resources in the Project vicinity. HRA will also review county soil books and aerial photography, as well as historic maps including, but not limited to, General Land Office (GLO) plats, historic USGS 15-minute topographic maps, Metsker maps, Sanborn Fire Insurance

maps, and other pertinent cartographic resources to develop a preliminary impression of the type and number of cultural resources that may be located.

As noted, subsurface archaeological investigations on non-federal public lands in Oregon require a SHPO permit. Permitting involves completion of background and archival research and development of a research design. SHPO requires between 35–60 days to process archaeological permit requests.

## ***Task 2. Field Investigations***

HRA will arrange for utility locates to meet the requirements of Oregon’s Underground Utilities regulations.

HRA will conduct a 100-percent archaeological pedestrian survey of the study area, which is estimated to approximately 2.3 acres. Survey transects shall be 10 meters apart or less on average for the survey; however, narrower transects may be used according to the judgment of the field supervisor. The surveyor will seek out and examine all ground exposures (e.g., exposed trails, ditches, root-tips, etc.) for evidence of subsurface features and/or cultural materials. All survey areas will be drawn on a U.S. Geological Survey (USGS) quadrangle map at a scale appropriate to the size of the survey area or recorded using a Global Positioning System (GPS) instrument, utilizing HRA’s standard Data Dictionary.

As needed, the archaeologist will dig shovel probes to check for archaeological materials beneath the ground surface. Up to 12 shovel probes, measuring 30 centimeters (cm) in diameter and spaced on grids at roughly 10-m intervals, will be excavated to a depth of at least 50 cm below the surface (cmbs). Probes may be terminated at shallower depths if the sediments reveal that substantial ground disturbance has previously occurred at a location. All excavated sediments will be screened through 0.25-inch mesh to identify any small cultural items that may be present. The identification of any subsurface cultural materials in a single shovel test will result in the excavation of up to four additional shovel tests in a cruciform pattern at a distance of 5 meters, a.k.a., “radial” probes, to determine resource boundaries. All probes will be completely backfilled and their locations will be plotted on a project map.

If archaeological materials are found, they will be analyzed in the field but not collected. To the extent possible, they will be identified as to type, material, function, and cultural and chronological association. All encountered archaeological materials will be documented on SHPO site and isolate forms. Electronic archaeological site and isolate forms will be submitted to SHPO for review and assignment of Smithsonian Trinomials for inclusion with the Final Report deliverable. Site boundary polygons, the locations of all features, and all shovel probe locations shall be recorded using GPS technology and shown on a site sketch map. Photographs will be taken to accompany the form and

a sketch map will be prepared showing any intrasite resource patterns and the site in relation to the surrounding topography and developments.

- **Assumption:** The attached cost estimate assumes that no archaeological sites or isolates will be identified during this project. As such, costs associated with curation of such materials are not included. If archaeological materials are encountered, a scope modification may be necessary.

HRA will also conduct a CLS of historic-period architectural resources located within Rolling Rock park. CLSs record information collected from a physical examination of a resource's exterior, include research about the property and ownership history, and provide recommendations as to a resource's eligibility for the National Register under all criteria.

### ***Task 3: Analysis and Draft Inventory Report Preparation***

Upon completion of the fieldwork, HRA will notify the City by email of the field results. HRA will prepare a CRI report summarizing the results of the work that reflects professional standards for format and content as expressed in the guidelines prepared by SHPO. All reports and associated deliverables (SHPO cover sheet, report, and appendices, as applicable) will be submitted to the City for comment in electronic format (MS Word and Adobe PDF). The report will include:

- A description of the project and applicable laws and regulations;
- A summary of the results of the background literature and records research;
- The methods used during the fieldwork and the results;
- A description of any cultural materials found;
- A summary assessment of potential effects to identified cultural resources based on our knowledge of the resource type and the extent to which the proposed Project may affect the resource;
- Recommendations for completion of any additional cultural resources compliance obligations stemming from the results of our study;
- Management recommendations for future actions that may be undertaken on the property;
- References cited; and
- Archaeological and or architectural forms entered via SHPO's OARRA or OHSD online portal for City review and comment.

The report will include such tables, maps, photographs, and other graphics as are needed to depict the full scope of the study and results.



## ***Task 4. Final Report***

Once the City has responded to the draft inventory forms and report findings, HRA will incorporate any necessary revisions into the final report and online forms. At the request of the client, HRA will submit reports/forms to SHPO via the Go Digital! submission process. At that time, HRA can also submit the associated reports/forms to the area Tribes, if requested.

### **Schedule**

HRA staff will begin background research and permitting upon NTP. The permit will be submitted to SHPO within three weeks of NTP and will require between 35–60 days to process. Fieldwork will commence within one weeks of receipt of the archaeological permit, weather permitting. The draft inventory report will be completed within eight weeks after completion of the fieldwork; a final report will be produced within ten business days after receipt of comments on the draft report. Delays resulting from the actions or inaction of other parties cannot be HRA's responsibility.

### **Assumptions**

HRA proposes to conduct the project on the above schedule, applied on a time and materials basis (see attached spreadsheet). This scope assumes that:

- HRA will have full access to the project area, with approved Rights of Entry (ROE) to conduct subsurface probes.
- For the purposes of this cost estimate, no more than 12 shovel probes will be excavated.
- No archaeological sites or isolates will be found and recorded. As such, the costs associated with curation are not included.
- No more than six architectural resources will be recorded at a compliance-level. HRA assumes the park itself will require evaluation (as a whole).

**Attachment B**

**HISTORICAL RESEARCH ASSOCIATES, INC**  
**Cost Estimate**  
**Rolling Rock Park Cultural Resources Inventory**

Labor Category	Rate	Project Management		Task 1 Background Research and Archaeological Permit		Task 2 Field Investigations		Task 3 Analysis and Draft Inventory Report		Task 4 Final Report		PROJECT TOTAL	
		Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total
Principal Architectural Historian - N Perrin	\$131.00	4	\$524	4	\$524	2	\$262	8	\$1,048	2	\$262	20	\$2,620
Principal Archaeologist - E Ragsdale	\$160.00			2	\$320			4	\$640			6	\$960
Archaeologist 3-GIS Specialist - G Frazier	\$115.00			2	\$230			2	\$230			4	\$460
Safety Manager - J Gilpin	\$115.00	2	\$230									2	\$230
Archaeologist 1 - T Harriman	\$80.00			20	\$1,600	8	\$640	24	\$1,920	4	\$320	56	\$4,480
Accounting Specialist - M Stoll	\$84.00	2	\$168									2	\$168
Editor/Production Assistant - D Vogel	\$94.00			2	\$188			2	\$188	1	\$94	5	\$470
Logistics/Production Specialist - J Frank	\$74.00							1	\$74	1	\$74	2	\$148
Project Administrator - B Curtis	\$99.00	2	\$198									2	\$198
Information System Specialist - D Muir	\$130.00	2	\$260									2	\$260
<b>Labor Subtotal</b>		<b>12</b>	<b>\$1,380</b>	<b>30</b>	<b>\$2,862</b>	<b>10</b>	<b>\$902</b>	<b>41</b>	<b>\$4,100</b>	<b>8</b>	<b>\$750</b>	<b>101</b>	<b>\$9,994</b>
Reimbursable Expense	Rate	Units	Total	Units	Total	Units	Total	Units	Total	Units	Total	Units	Total
Travel													
Vehicle Mileage	\$0.560					88	\$49					88	\$49
GPS Unit / Day	\$65.00					1	\$65					1	\$65
Digital Camera Use / Day	\$2.00					2	\$4					2	\$4
Digital Camera Image	\$0.10					200	\$20					200	\$20
Administrative Fee	5%						\$7						\$7
<b>Direct Subtotal</b>							<b>\$145</b>						<b>\$145</b>
<b>TASK TOTAL</b>			<b>\$1,380</b>		<b>\$2,862</b>		<b>\$1,047</b>		<b>\$4,100</b>		<b>\$750</b>		<b>\$10,139</b>

Direct Costs are estimates.

\*Per diem will be paid according to IRS regulations.

**Project Total**

**\$10,139**

Submitted on

July 8, 2021

Fiscal review:

*Bonnie M. Curtis*

Bonnie Curtis

Submitted by:

*Natalie Perrin*

Natalie Perrin

**Agenda Item Sheet**  
City of Lowell City Council



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

Motion to approve Estimate #8310 from Graham Landscape and Design, LLC in the amount not to exceed \$5,769.80 and to authorize the City Administrator to sign.

**Justification or background:**

This is the quote as presented at City Council's last work session (August 3) for the cultural resources study for landscaping work at the City's property below Sunridge Ln. As directed by City Council, we are holding off on the estimate for noxious vegetation removal at a private residence. Staff are also recommending that we hold off on the N. Hyland blackberry bush removal. The N. Hyland property will soon be going on the real estate market, and blackberry bush removal is not necessary at this time.

**Budget impact:**

\$5,769.80

**Department or Council sponsor:**

Parks and Recreation

**Attachments:**

Estimate #8310 from Graham Landscaping

Meeting date:	08/17/2021
---------------	------------



**Graham Landscape and Design LLC**

PO Box 5125  
 Eugene, OR 97405  
 Phone # 5417298029  
 www.graham-landscape.com  
 admin@graham-landscape.com

**Estimate**

Date	Estimate #
7/30/2021	8310

Name / Address
City of Lowell Max Baker 107 3rd Street PO Box 490 Lowell, OR 97452

Terms
%50 to start, %50 at...

Description	Qty	Rate	Total
Landscape Maintenance  2-Crew Members for 5 Days at 10 ea. hours each day.  - Prune/remove blackberries - Treat roughly 5000 Sq Ft with cCandor (Crossbow) to eliminate/kill blackberries  * Customer wil provide large debris container to dispose of blackberry prunings.	1	5,769.80	5,769.80

Signature

Date:

By signing, you authorize Graham Landscape and Design LLC to provide the described services and materials and agree to compensate GLAD LLC per the terms established. 1 year warranty on parts and labor standard unless otherwise noted.

Graham Landscape and Design is licensed with the State Landscape Contractors Board which is located at 2111 Front St. NE., Suite 2-101, Salem OR 97301. Phone (503) 967-6291 www.lcb.state.or.us License number 8920.

Estimate valid for  
 14 days from date  
 above

**Total \$5,769.80**

If a dispute arises out of or relates to this Agreement or its breach, the parties shall endeavor to resolve the dispute first through direct discussions. If the dispute cannot be settled through direct discussions, the parties shall endeavor to settle the dispute by binding arbitration in accordance with the Construction Industry Arbitration rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction upon thereof. In any such proceedings, the prevailing party shall be entitled to recover its attorney fees in addition to all other appropriate relief.

**Agenda Item Sheet**  
City of Lowell City Council



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

Motion to appoint Public Works Director Max Baker as City Administrator pro tempore during the City Administrator's temporary absence from the State of Oregon due to scheduled vacation, pursuant to Chapter VII of the City of Lowell Charter.

**Justification or background:**

The City Administrator will be taking a scheduled out-of-state vacation from August 18, 2021 to August 28, 2021. To ensure continuity of City operations, staff are recommending that City Council appoint the Public Works Director as City Administrator pro tempore during the City Administrator's temporary absence. This appointment would automatically expire upon the City Administrator's return from vacation. This appointment is made pursuant to the City of Lowell Charter, Chapter VII, Section 28, which reads, in part: "During the temporary disability of any officer or during the officer's absence temporarily from the City for any cause, the office may be filled pro tem in the manner provided for filling vacancies in office permanently." (Emphasis added.)

**Budget impact:**

N/A

**Department or Council sponsor:**

Administration

**Attachments:**

None

Meeting date:	08/17/2021
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**Agenda Item Sheet**  
City of Lowell City Council



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

Consideration of volunteer application submitted by Michael J. Galvin for the Planning Commission.

*Recommended motion: Motion to appoint Michael J. Galvin to the City of Lowell Planning Commission.*

**Justification or background:**

Mike Galvin has submitted an application for appointment to the Planning Commission. His application is included. Staff have determined that Galvin meets the membership requirements pursuant to Sec. 2.623 of the Lowell Revised Code. Planning Commissioners serve for two-year terms. At this meeting, City Council may decide to appoint Galvin to the Planning Commission.

**Budget impact:**

N/A

**Department or Council sponsor:**

Planning Commission

**Attachments:**

Completed and signed volunteer application

Meeting date:	08/17/2021
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## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	MICHAEL J. GALVIN
Street Address:	30557 PLACE ROAD FALL CREEK 97488
Mailing Address:	PO BOX 95
City/State/Zip Code:	LOWELL OR 97452
Home Phone:	541 937-2393
Work Phone: CELL	818 209-5520
E-Mail Address:	MCALVIN@PACBELL.NET

Background	
Years of Residence in Lowell:	21
Place of Employment:	RETIRED
Occupation:	SR. LEVEL EXEC MUNICIPAL GOVERNMENT
Educational Background:	BA BUS ADMIN OCCIDENTAL COLLEGE
Prior Civic Activities:	FIRE BOARD LANE ECONOMIC COMM SCHOOL BOARD PROPERTY TAX APPEAL BOARD BBJ COMMITTEE LOWELL COMP PLAN REWRITE ECON DEV COMMITTEE

### Boards, Commissions, or Committees of Interest

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

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

### Special Skills or Qualifications

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

MEMBER OF LOWELL COMP PLAN REWRITE COMMITTEE  
MEMBER OF LOWELL ECON DEVELOP COMMITTEE

### Motivation

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

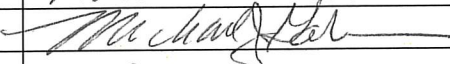
CONTRIBUTE TO THE ORDERLY DEVELOPMENT OF LOWELL

### Special Notice

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

### Agreement and Signature

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

Name (printed)	MICHAEL J. GALVIN
Signature	
Date	7-5-21

### Our Policy

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

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

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



**Agenda Item Sheet**  
City of Lowell City Council



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

Consideration of "Exclusive Authorization of Sale" agreement with Campbell Commercial Real Estate for the sale of 8 N. Hyland Street.

*Recommended motion: Motion to approve an "Exclusive Authorization of Sale" agreement with Campbell Commercial Real Estate for the sale of 8 N. Hyland Street and to authorize the City Administrator to sign.*

**Justification or background:**

City Council has directed staff to move forward with selling the City's vacant property at N. Hyland. Campbell Commercial Real Estate is working with the City on the sale of another vacant property, and they have stated that they are willing to work with us on selling the N. Hyland property, as well. To achieve this, an "Exclusive Authorization of Sale" is presented here for your consideration. Staff recommend approval of this contract so we can begin working with Campbell Commercial Real Estate to sell this property.

**Budget impact:**

Gross revenue of \$85,000 if the City obtains the asking price.

**Department or Council sponsor:**

Administration

**Attachments:**

Completed "Exclusive Authorization of Sale" agreement with Campbell Commercial Real Estate

Meeting date:	08/17/2021
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# EXCLUSIVE AUTHORIZATION OF SALE

OWNER hereby grants to CAMPBELL COMMERCIAL REAL ESTATE ("Broker") the exclusive right to negotiate the sale of the real property described below (the "Property") for a period commencing on **AUGUST 12, 2021** and ending at midnight on **SEPTEMBER 30, 2022** (the "Listing Period") unless this Authorization is extended in writing and signed by both Owner and Broker. The Property is located at **8 N. HYLAND STREET**, in the City of **LOWELL**, County of **LANE**, State of Oregon, and further described as **APPROXIMATELY 27,063 SQUARE FEET OF RESIDENTIAL LAND, SURVEYS INDICATE THAT 10,800 SF OF LAND IS BUILDABLE AND THE BALANCE IS PUBLIC STORMWATER DRAINAGE/EASEMENT.**

The price and terms of the sale shall be as follows: **EIGHTY-FIVE THOUSAND DOLLARS (\$85,000.00) AND/OR SUCH OTHER TERMS AS ACCEPTABLE TO PROPERTY OWNER.**

If, during the Listing Period an option or right of refusal to purchase the Property or any interest therein is granted or an escrow is opened or negotiations involving the sale, transfer or conveyance of the Property have commenced and are continuing, then the term of the Listing Period shall be extended with respect to such transaction(s) and negotiations for a period through the exercise of such option or right of first refusal, the closing of such escrow, the final termination of all efforts to complete a transaction or the consummation of such transaction. The term of Listing Period shall be extended one day for each day the Property is off the market during the Listing Period, not to exceed six months. The Property shall be considered off the market for any time period after a purchase and sale agreement, letter of intent or other agreement is executed by Owner and a buyer and before the transaction contemplated by such agreement is terminated by the parties thereto.

In consideration of this Authorization and Broker's agreement diligently to pursue the procurement of a purchaser for the Property, Owner agrees to pay Broker a commission in cash as follows:

1. **Improved Property:** 6% of the gross sales price.
2. **Joint Venture/Exchange:** If an exchange or joint venture is affected in lieu of a sale, a full sales commission shall be paid, computed on the basis of the type and fair market value of the property contributed to the joint venture or properties exchanged. The listing price stated herein shall be prima facie evidence of the fair market value of the Property.

Owner shall pay said commission to Broker if during the Listing Period: (a) the Property or any interest therein is sold, transferred or conveyed by or through Broker, Owner or any other person or entity; or (b) a purchaser is procured by or through Broker, Owner or any other person or entity who is ready, willing and able to purchase the Property or any interest therein on the terms above stated or other terms acceptable to the owner of the Property; or (c) any contract for the sale, transfer or conveyance of the Property or any interest therein, including without limitation the granting of an option or right of first refusal, is made directly or indirectly by the owner of the Property; or (d) this Authorization is terminated or the Property is withdrawn from sale without the written consent of Broker or the Property is made unmarketable by Owner's voluntary act. Owner shall also pay said commission to Broker if within one hundred eighty (180) days after the expiration of the Listing Period: (1) the owner of the Property enters into a contract for the sale, transfer or conveyance of the Property or any interest therein, including without limitation the granting of an option or right of first refusal, to any person or entity which during the term of the Listing Period or any extension thereof made a written offer to purchase the Property, or any interest therein, whether or not such transaction is consummated on the same or different terms and conditions contained in such offer; or (2) the owner of the Property enters into a contract for the sale, transfer or conveyance of the Property or any interest therein, including without limitation the granting of an option or right of first refusal, to any person or entity with whom Broker has negotiated or to whom Broker has submitted the Property in an effort to effect a transaction during the Listing Period and whose name appears on any list of such persons or entities (the "Registration List"), which Broker shall have mailed to Owner at the address below stated within thirty (30) days following the expiration of the Listing Period.

Commissions shall be paid through escrow upon the closing of sales or exchange transactions; absent an escrow, commissions shall be paid upon recordation of a deed or upon delivery of such deed or other instrument of conveyance if recordation is deferred more than one month thereafter. In the event of a contract or agreement of sale, joint venture agreement, business opportunity, granting of an option or first right of refusal or other transaction not involving the delivery of a deed, commissions shall be paid upon the mutual execution of the agreement evidencing the transaction.

Owner agrees to cooperate with Broker in effecting a sale of the Property and immediately to refer to Broker all inquiries of any person or entity interested in purchasing the Property. All negotiations are to be through Broker. Owner agrees to pay all customary escrow, title and revenue charges and to execute such documents as may be necessary to effect a sale of the Property.

Broker is authorized to advertise the Property and shall have the exclusive right to place a sign or signs on the Property if, in Broker's opinion, such would facilitate the sale thereof.

It is understood that it is illegal for either Owner or Broker to refuse to present or sell real property to any person because of race, color, religion, national origin, sex, marital status, age or physical disability.

Except as disclosed in an addendum hereto signed by both Owner and Broker, Owner hereby warrants and represents to Broker that (1) Owner is the owner of record of the Property or has the legal authority to execute this Authorization on behalf of such owner, (2) no person or entity has any right to purchase the Property or to acquire any interest therein by virtue of option, right of first refusal or other agreement, (3) there are no delinquencies or defaults under any deed of trust, mortgage or other encumbrance on the Property, (4) the Property is not subject to the jurisdiction of any court in any bankruptcy, insolvency, conservatorship or probate proceeding, and (5) Broker has not made any promises or representations to or agreements with Owner not contained herein which in any manner affect Owner's and Broker's rights and obligations under this Authorization.

Owner agrees to defend, indemnify and hold Broker harmless from any and all claims, demands, liabilities and damages arising from information supplied by Owner which is alleged to be incomplete, misleading or incorrect, or any information which Owner fails to supply.

In the event an escrow is opened with respect to the sale, transfer or conveyance of the Property or any interest therein, Owner hereby irrevocably assigns to broker and irrevocably authorizes and instructs the escrow agent to disburse to Broker the amount of the compensation provided for herein from the funds payable to Owner.

If a claim or controversy arises concerning any failure to pay Broker all or any portion of the amounts provided therein, the prevailing party shall be entitled to its costs and attorneys' fees in any legal action regarding the collection of a commission due hereunder.

If there is a failure to make any payment to Broker at the time required herein, the delinquent sum(s) shall bear interest at the rate of 18% per year or the maximum rate permitted by law, whichever is lower.

Owner hereby authorizes Broker to represent and serve as agent for any prospective purchaser of the Property or of any interest therein, and Owner hereby waives any conflict of interests which might arise as a result thereof.

The heirs, transferees, successors and assigns of the parties hereto are duly bound by the provisions hereof.

**NO AMENDMENTS TO OR MODIFICATIONS OF THIS AUTHORIZATION NOR THE TERMINATION OF THIS AUTHORIZATION SHALL BE VALID OR BINDING UNLESS MADE IN WRITING AND SIGNED BY BOTH OWNER AND BROKER. OWNER HEREBY ACKNOWLEDGES THAT BROKER IS NOT AUTHORIZED TO MAKE OR APPROVE ANY ADDITIONS TO, DELETIONS FROM OR ALTERATIONS OF THE PRINTED PROVISIONS OF THIS AUTHORIZATION, OR TO TERMINATE THIS AUTHORIZATION, AND THAT NO SUCH ADDITION, DELETION, ALTERATION OR TERMINATION SHALL BE VALID OR BINDING ON BROKER UNLESS IN WRITING AND SIGNED BROKER. ANY PURPORTED AMENDMENT, MODIFICATION OR TERMINATION OF THIS AUTHORIZATION WHICH IS ORAL, OR WHICH IS IN WRITING BUT NOT SIGNED BY BOTH OWNER AND BROKER, SHALL BE VOID AND OF NO EFFECT WHATSOEVER.**

Owner hereby acknowledges that neither Broker nor any salesperson associated with Broker is qualified or authorized to give legal or tax advice. Broker hereby encourages Owner to consult with a qualified attorney or accountant to obtain such legal or tax advice that Owner may desire.

Owner acknowledges receipt of a copy of this Authorization which Owner has read and understands.

Other terms and conditions: **The property is sold as-is.**

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DATED: August 12, 2021

**CAMPBELL COMERCIAL REAL ESTATE**

By: \_\_\_\_\_  
Suzanne Kintzley, Broker

By: \_\_\_\_\_

OWNER: **CITY OF LOWELL, LOWELL, OREGON**

By \_\_\_\_\_  
Jeremy Caudle, City Administrator

Address: 107 E. 3<sup>rd</sup> Street, Lowell, OR 97452

Telephone: 541-937-2157