

Lowell City Council
Special Meeting and Work Session Agenda
January 5, 2021 at 7:00 P.M.
Maggie Osgood Library
70 North Pioneer Street

This meeting will be held electronically through Zoom. Limited seating is available at the Library. 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.
- In writing, by using the drop box at Lowell City Hall, 107 East Third Street, Lowell, OR 97452
- By email to: mmiller@ci.lowell.or.us

Special Meeting Agenda

Call to Order/Roll Call/Pledge

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

Approval of Agenda

New City Council Protocol

1. Oath of Office
2. Selection of Mayor
3. Selection of Council President

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

Council Comments (three minutes per speaker)

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

New Business:

1. Resolution 757 – City Council Guiding Principles – Discussion/Possible Action
Attachment: Resolution 757 A Resolution Adopting Guiding Principles for City Council
2. Advisory Committee Appointments – Discussion/Possible Action
Attachments: Applications for Advisory Committees
3. Resolution 758 – A Resolution to Authorize a Change of Signatories for the City of Lowell – Discussion/Possible
Attachment: Resolution 758

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.

4. Amendment to Agreement for Improvements with Courtland Manufacturing – Discussion/Possible Action

*Attachments: Amendment to Agreement for Improvements
Agreement for Improvements, June 24, 2020*

Other Business

Mayor Comments

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

Adjourn

Work Session Agenda

Call to Order/Roll Call

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

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

Work Session Topic(s)

1. Review and discussion of Evaluation Criteria for the City Administrator

Attachment: City Administrator Evaluation

2. 2019 Strategic Plan

Attachments: 2019 Strategic Plan

Strategic Plan Objectives



P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Fax: 541-937-2936

Oath of Office

I, Gail Harris, do solemnly swear that I will support the Constitution and Laws of the United States of America, the Constitution and Laws of the State of Oregon, the Ordinances and Resolutions of the City of Lowell, Oregon, and that I will faithfully and impartially discharge the duties of the office of City Council for the City of Lowell, Oregon, according to the best of my ability, so help me God.

DATED this 5th day of January 2021.

SWORN before me this 5th day of January 2021.

ATTEST:

Jeremy Caudle - City Recorder



P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Fax: 541-937-2936

Oath of Office

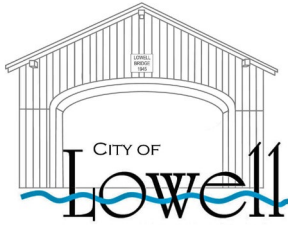
I, John Myers, do solemnly swear that I will support the Constitution and Laws of the United States of America, the Constitution and Laws of the State of Oregon, the Ordinances and Resolutions of the City of Lowell, Oregon, and that I will faithfully and impartially discharge the duties of the office of City Council for the City of Lowell, Oregon, according to the best of my ability, so help me God.

DATED this 5th day of January 2021.

SWORN before me this 5th day of January 2021.

ATTEST:

Jeremy Caudle - City Recorder



P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Fax: 541-937-2936

Oath of Office

I, Samantha Dragt, do solemnly swear that I will support the Constitution and Laws of the United States of America, the Constitution and Laws of the State of Oregon, the Ordinances and Resolutions of the City of Lowell, Oregon, and that I will faithfully and impartially discharge the duties of the office of City Council for the City of Lowell, Oregon, according to the best of my ability, so help me God.

DATED this 5th day of January 2021.

SWORN before me this 5th day of January 2021.

ATTEST:

Jeremy Caudle - City Recorder



P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Fax: 541-937-2936

Oath of Office

I, Tim Stratis, do solemnly swear that I will support the Constitution and Laws of the United States of America, the Constitution and Laws of the State of Oregon, the Ordinances and Resolutions of the City of Lowell, Oregon, and that I will faithfully and impartially discharge the duties of the office of City Council for the City of Lowell, Oregon, according to the best of my ability, so help me God.

DATED this 5th day of January 2021.

SWORN before me this 5th day of January 2021.

ATTEST:

Jeremy Caudle - City Recorder

AGENDA ITEM SUMMARY

TO:	Mayor Bennett and Council	<input type="checkbox"/> DISCUSSION
FROM:	Marsha Miller, Interim City Administrator	<input type="checkbox"/> ACTION
DATE:	January 5, 2021	<input checked="" type="checkbox"/> RESOLUTION
SUBJECT:	Resolution 757 – City Council Guiding Principles	<input type="checkbox"/> ORDINANCE
		<input type="checkbox"/> PROCLAMATION
		<input type="checkbox"/> REPORT

SUMMARY:

Every January, the City Council reviews and updates guiding principles for the governing body. The Council approved Resolution 732 on January 17, 2020 that established those guiding principles. This is an opportunity to review those principles again and approve them as written or as revised and adopt with Resolution 757.

FISCAL IMPACT:

None

COURSES OF ACTION:

1. Motion to approve Resolution 757, as written.
2. Motion to approve Resolution 757, as amended.

RECOMMENDATION:

1. Motion to approve Resolution 757, as written or revised

ATTACHMENTS:

1. Resolution 757 – City Council Guiding Principles

CITY OF LOWELL, OREGON

RESOLUTION 757

A RESOLUTION ADOPTING GUIDING PRINCIPLES FOR THE CITY COUNCIL

BE IT RESOLVED, that the City Council for the City of Lowell adopts the Lowell City Council Guiding Principles shown in Exhibit A. The City Council also pledges to review and update the Guiding Principles in January of each year.

This resolution supersedes Resolution 732 dated January 21, 2020.

Adopted by the City Council of the City of Lowell, this 5th day of January 2021.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jeremy Caudle, City Administrator

Lowell City Council
Guiding Principles
January 5, 2021

In an effort to be an effective City Council that represents and conducts City business to the highest levels of excellence, we, the Lowell City Council do hereby commit to live by a set of guiding principles. These principles are not used as grounds for censure, but are created to help us respect each other, work in an open and transparent fashion, and include and seek the views of our entire community.

These principles will be used by the current Council. Future Councils will review, update, and confirm during the first regular meeting of each year. Staff will be made aware of these Guiding Principles for use in their daily activities.

Respect

We commit individually and collectively to respect the opinions, abilities, and perspectives of our colleagues, city staff, partners, and the public. We will be a model of respectful behavior that brings honor to the City of Lowell.

Transparency

We will conduct our work for the community in a manner that is open and inclusive. Unless prevented by Oregon law, we will deliberate and make decisions in full view of the community.

Inclusion and Promotion of Meaningful Public Participation

Regardless of the size of an issue, we value inclusion and will make all reasonable efforts to include others and listen to and respect their contributions. We value the opinions of all stakeholders. We will reach out to stakeholders that have not been involved in the past.

Integrity and Personal Conduct

We will hold ourselves to the highest standard of ethical behavior as a Council and as individuals. At all times we will model behavior that sets a positive example for the community. We will work to benefit all community stakeholders, respecting both the views of the majority and the minority. At all times we will act in an honest and truthful manner.

Collaboration and No Surprises

We recognize that community improvement requires partnerships with organizations beyond City Hall. We will work in a collaborative manner with partners – cooperatively, professionally, and objectively – to achieve community improvements. We will avoid creating major surprises in process and/or substance to our colleagues, staff, partners, and the community by using agreed upon processes to raise proposals or concerns to the full Council.

Fairness

Decisions will be made objectively with the best interest of community stakeholders as the primary objective.

Teamwork and Accountability

We will work to ensure that each Council action has a clearly discernible rationale and a positive impact on the community. We will operate in an efficient manner consistent with our guiding principles by being on time, being prepared, being fully engaged, and fulfilling our commitments. Decisions made by the Council will be respected by all members of the Council, but the views of the minority will always be heard, respected, and considered, and where needed or possible included in the Council records. Members will work to resolve any personal conflicts that arise.

Collective Wisdom

We recognize that each member brings a unique set of talents and life experiences. In our work, we will value the thoughts and perspectives of each member. We will ensure each member has equal opportunities to share his/her abilities and perspective to inform and enhance our decision-making.

Confidentiality

We will adhere to all laws regarding the confidentiality of non-public information.

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Marsha Miller, Interim City Administrator
DATE: January 5, 2021
SUBJECT: Advisory Committee Appointments

DISCUSSION
 ACTION
 RESOLUTION
 ORDINANCE
 PROCLAMATION
 REPORT

SUMMARY:

The City Council approved several committee appointments at the City Council Meeting on December 15, 2020. Two applications were submitted after the Council Agenda Packet was prepared for the last meeting. With the approval of these appointments, all the expiring terms on the Planning Commission and the Advisory Committees have been filled. In addition, this appointment will fill one of the vacant positions on the Blackberry Jam Festival Committee. We still have several vacant seats on all the committees. Attached are the applications submitted for Council’s consideration.

FISCAL IMPACT:

None.

COURSES OF ACTION:

A motion should be made to approve each of the appointments to the individual committees.

1. Motion to approve the appointment of Robert Prehm to the Library Committee.
2. Motion to approve Tony Moreci to the Parks and Recreation Committee and the Blackberry Jam Festival Committee.

RECOMMENDATION:

Motions should be made to approve the appointments as stated above.

ATTACHMENTS:

1. Applications for individuals applying for positions on the Advisory Committees

RECEIVED
DEC 10 2019

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.

WORKED AT A CAMPING RESORT FOR 2 1/2 YEARS BEFORE COMING TO OREGON, BEEN WORKING IN THE TRADES FOR OVER 32 YEARS, HAVE 4 GRANDCHILDREN AND WOULD LIKE TO SEE MORE PARK ACTIVITIES.

Motivation

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

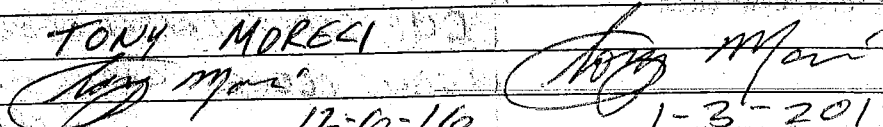
MOVED HERE A YEAR AGO, GOT MARRIED AND PLANNING TO STAY HERE FOR A WHILE.

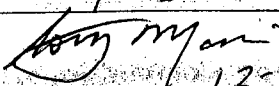
Special Notice

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)	TONY MORECI
Signature	
Date	12-10-16

1-3-2019

12-14-2020

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

RECEIVED

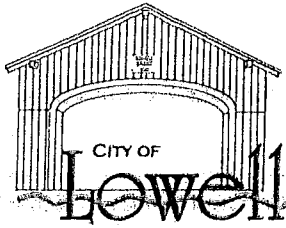
DEC 14 2020

RECEIVED

JAN 03 2021

RECEIVED

DEC 06 2016



VOLUNTEER APPLICATION
BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	TONY MORECI
Street Address:	287 E. 3RD ST.
Mailing Address:	P.O. BOX 333
City/State/Zip Code:	LOWELL, OR, 97452
Home Phone:	541 220-3610
Work Phone:	
E-Mail Address:	OREGONYTONY@YAHOO.COM

86206
EL CAMINO
EUGENE
OR 97405

Background	
Years of Residence in Lowell:	1 YEAR
Place of Employment:	SELF
Occupation:	ELECTRIAN - CARPENTER
Educational Background:	HIGH SCHOOL GRADUATE (GORDON TECH - CHI) TRADE SCHOOL GRADUATE (COYNE - CHI)
Prior Civic Activities:	BOB SCOUT LEADER 6 YEARS (CHI) PUBLIC ACCESS CABLE SHOW FOR CAURCH 1-YEAR (CHI)

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.

VOLUNTEER AT LIBRARY FOR 1 YR

Motivation

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

I THINK A LIBRARY IS IMPORTANT TO A COMMUNITY FOR EDUCATION AND SOCIAL GATHERINGS. I LIKE TO READ

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)	ROBERT PRANN
Signature	<i>Robert J Prann</i> 12-15-20
Date	2-4-20

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

RECEIVED

FEB 04 REC'D

JD



VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

Contact Information	
Name:	ROBERT PREHM
Street Address:	42267 WINBERRY COK RD
Mailing Address:	SAME
City/State/Zip Code:	FALL CREEK OR 97438
Home Phone:	541-937-3782
Work Phone:	
E-Mail Address:	ROBERT11051P@AOL.COM

Background	
Years of Residence in Lowell:	30 YRS
Place of Employment:	RETIRED
Occupation:	RETIRED
Educational Background:	HIGH SCHOOL
Prior Civic Activities:	VOLUNTEER AT LIBRARY

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

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Marsha Miller, Interim City Administrator
DATE: January 5, 2021
SUBJECT: Resolution 758 Authorizing a Change of Signatories

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

SUMMARY:

With the hiring of Jeremy Caudle as the new City Administrator, the General Bank Account signature card needs to be updated. Authorized signers will include five members of the City Council and the City Administrator.

FISCAL IMPACT:

None

COURSES OF ACTION:

1. Motion to approve Resolution 758, as written
2. Motion to approve Resolution 758, as amended.

RECOMMENDATION:

1. Motion to approve Resolution 758, as written

ATTACHMENTS:

1. Resolution 758 – A Resolution to Authorize a Change of Signatures

CITY OF LOWELL, OREGON

RESOLUTION 758

**A RESOLUTION TO AUTHORIZE A CHANGE OF SIGNATORIES FOR THE CITY OF LOWELL
GENERAL ACCOUNT 47100094 WITH BANNER BANK**

WHEREAS, a change of City staff has necessitated a change of the authorized signatories on the City of Lowell General Account 47100094 with Banner Bank, now therefore,

BE IT RESOLVED, that

The following signatories be designated for said account:

- a) Don Bennett
- b) Gail Harris
- c) Samantha Dragt
- d) Tim Stratis
- e) John Myers
- f) Jeremy Caudle

Adopted by the City Council of the City of Lowell, this 5th day of January 2021.

Yea: _____

Nay: _____

Approved: _____
Don Bennett, Mayor

Attest: _____
Jeremy Caudle, City Administrator

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Marsha Miller, Interim City Administrator
DATE: January 5, 2021
SUBJECT: Amendment to Agreement with Courtland Manufacturing

DISCUSSION
 ACTION
 RESOLUTION
 ORDINANCE
 PROCLAMATION
 REPORT

SUMMARY:

Lowell Development Code (LDC) Section 9.513(a)(1) requires all parking areas and driveway approaches to be paved prior to receiving a Certificate of Occupancy. Courtland Manufacturing entered into an agreement with the City on June 24, 2020 to defer pavement of the parking areas until December 31, 2020. They are unable to meet that requirement and have asked for an extension until January 31, 2021.

FISCAL IMPACT:

None.

COURSES OF ACTION:

1. Motion to approve the Amendment to the Agreement for Improvements with Courtland Manufacturing of June 24th, as written.
2. Motion to approve the Amendment to the Agreement for Improvements with Courtland Manufacturing of June 24th, as amended.

RECOMMENDATION:

Motion to approve the Amendment to the Agreement for Improvements with Courtland Manufacturing, as written.

ATTACHMENTS:

1. Amendment to the Agreement for Improvements with Courtland Manufacturing.
2. Agreement for Improvements with Courtland Manufacturing, dated June 24, 2020



AMENDMENT TO AGREEMENT FOR IMPROVEMENTS

This Agreement is entered between the City of Lowell, a unit of local government of the State of Oregon, hereafter referred to as “**City**,” and Courtland Manufacturing, 4955 High Banks Road, Springfield, Oregon 97477, hereafter referred to as “**Developer**”. This Agreement is for on-site paving of parking areas for the Courtland Manufacturing on Lane County Assessor’s Map and Tax Lot #19-01-11-00-413.

WHEREAS, Developer made application for and the **City** approved, industrial commercial development, identified as file LU 2019-05; and issued an occupancy permit, and

WHEREAS, Developer had informed the City Administrator through the previous agreement that they would complete the required paving of parking areas by December 31 2020; and

WHEREAS, the Lowell Development Code (LDC) Section 9.513(a)(1) requires that all parking areas and driveway approaches be surfaced with a minimum of two inches asphaltic concrete or four inches of Portland Cement Concrete over an approved base; and

WHEREAS, the **Developer** has informed the City Administrator that they are requesting an extension of the timeline in the original agreement, as allowed, to January 31, 2021; now therefore,

THE PARTIES AGREE AS FOLLOWS:

1. **City** will agree to an amendment to the agreement and defer paving of the **Developer’s** parking lot until January 31, 2021.
2. **Developer** shall be responsible for all costs of the paving of the parking area.
3. In consideration of the **City’s** temporary pavement deferral, the **Developer** will complete the required paving, consistent with LDC Section 9.513, no later than January 31, 2021.
4. This Agreement shall automatically terminate upon completion of paving of parking areas on the subject.

Accepted and executed this ____ day of _____, 2021

City of Lowell

Courtland Manufacturing

By: Don Bennett, Mayor

By:

Attest:

By: Jeremy Caudle, City Recorder

AGREEMENT FOR IMPROVEMENTS

This Agreement is entered between the City of Lowell, a unit of local government of the State of Oregon, hereafter referred to as "**City**," and Courtland Manufacturing, 4955 High Banks Road, Springfield, Oregon 97477, hereafter referred to as "**Developer**". This Agreement is for on-site paving of parking areas for the Courtland Manufacturing on Lane County Assessor's Map and Tax Lot #19-01-11-00-413.

WHEREAS, Developer made application for and the **City** approved, with conditions, a site plan for an industrial commercial development, identified as file LU 2019-05; and

WHEREAS, Developer has informed the City Administrator that the earliest availability for a contractor to perform the required paving of parking areas is September 2020; and

WHEREAS, the Lowell Development Code (LDC) Section 9.513(a)(1) requires that all parking areas and driveway approaches be surfaced with a minimum of two inches asphaltic concrete or four inches of Portland Cement Concrete over an approved base; and

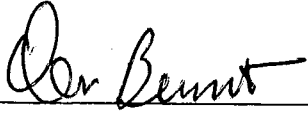
WHEREAS, the **City** does not normally issue an occupancy permit until all conditions of approval and Code requirements are completed and approved by the City but Section 9.513(a)(1) allows the City to defer paving and to permit gravel parking areas as a temporary use; now therefore,

THE PARTIES AGREE AS FOLLOWS:

1. **City** will defer paving of the **Developer's** parking lot and issue an occupancy permit for the industrial commercial development associated with file LU 2019-05 within seven (7) days of the execution of this Agreement.
2. **Developer** shall be responsible for all costs of the paving of the parking area.
3. In consideration of the **City's** temporary pavement deferral, the **Developer** will complete the required paving, consistent with LDC Section 9.513, no later than December 31, 2020.
4. Any amendment to this Agreement shall be in writing, signed by both parties and attached to the original signed Agreement.
5. If arbitration, mediation, court or other proceeding is sought to enforce or interpret any of the terms of this agreement, the party not prevailing shall pay the prevailing party's attorney fees, costs and disbursements, and such other sums as the arbitrator, mediator or court may determine to be reasonable for the prevailing party in the case.
6. This Agreement shall automatically terminate upon completion of paving of parking areas on the subject property and approval of that task by the **City** after inspection.

Accepted and executed this 27 day of June, 2020.

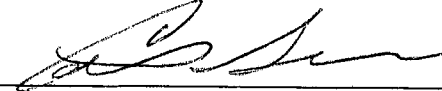
City of Lowell



By: Don Bennett, Mayor

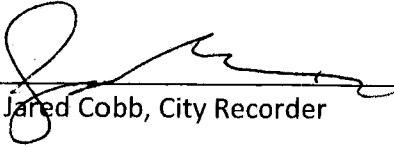
Courtland Manufacturing

Courtland Garowick



By:

Attest:



By: Jared Cobb, City Recorder

By:

City of Lowell

ANNUAL EVALUATION OF THE CITY ADMINISTRATOR

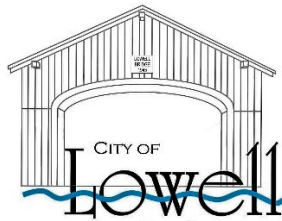
- 5 - OUTSTANDING The City Administrator demonstrates exemplary leadership that is a model for others.
- 4 - EXCELLENT The CITY Administrator exceeds the expectations of his/her job description.
- 3 - MEETS EXPECTATIONS The CITY Administrator meets expectations.
- 2 - NEEDS IMPROVEMENT The CITY Administrator needs to concentrate self-improvement efforts in this area.
- 1 - UNSATISFACTORY The CITY Administrator's performance in this category is unacceptable and requires immediate attention.

A.) RELATIONSHIP WITH THE COUNCIL: Keeps the Council informed on issues, needs, and operations of the City. Offers professional advice to the Council on items requiring Council action. Supports Council policy and actions in a positive and responsive manner. Handles differences of opinion between Council members and herself/himself in an effective manner. Engenders trust among Council members, staff, and the community.

B.) ADMINISTRATION OF THE CITY: Plans his/her own time so that matters of greatest importance is dealt with thoroughly. Periodically reviews and reorganizes staff duties and/or responsibilities to take full advantage of the staff's special competencies and interests. Has developed a system that assures that all significant activities or duties are performed regularly or administered promptly. Provides the Council with a written agenda and appropriate backup material by the determined date before each Council meeting.

C.) LEADERSHIP: Understands and keeps informed regarding all aspects of City services. Organizes and actively encourages a planned program of City-wide improvement. Has provided for a system of measurement and goals for staff and departments. Exemplifies the skills and attitudes of a community leader and inspires in others the highest professional standards. Anticipates needs.

- D.) PERSONNEL: Develops good staff morale and loyalty. Delegates authority to staff members appropriate to the position each holds. Develops and executes sound personnel procedures and practices. Provides for the systematic, organized evaluation of all staff. Evaluates performance of staff members, giving commendations for good work as well as constructive suggestions for improvements.
- E.) BUSINESS AND FINANCIAL MANAGEMENT: Plans budget information in terms of community priorities. Oversees budget operations with the Council in a thorough and effective manner. Evaluates needs and recommends adequate financing. Work with support staff in providing adequate data to support budgetary recommendations.
- F.) COMMUNITY RELATIONSHIPS: Gains the trust and respect of the community on the conduct of the City operations. Solicits and gives attention to problems and opinions of all groups and individuals. Achieves status as a leader within the community. Provides leadership to the community.
- G.) INDIVIDUAL CHARACTERISTICS: Uses sound and appropriate judgment. Consistently exhibits composure, emotional stability, and poise. Demonstrates high standards of ethics and good character. Actively engage, listen for understanding, seek to be understood in his/her interactions with stakeholders. Demonstrates ethical leadership in work and community related activities
- H.) JOB-RELATED CHARACTERISTICS: Speaks and writes effectively. Acts in a decisive manner. Demonstrates creativity and flexibility. Utilizes effective techniques in managing and prioritizing his/her time and energy. Maintains his/her professional development by reading, conference attendance, work on professional committees and professional organizations.
- I.) ANNUAL OBJECTIVES (Strategic Plan Focus Objectives and Individual Objectives)



2019 STRATEGIC PLAN

The **City of Lowell's** Strategic Plan, adopted by the City Council, is the management plan for the City. The following is a description of the purpose, components, definitions, process, and timelines related to the plan.

The Strategic Plan is a **political, compliance, and inspirational document** that serves two main purposes. First, the plan provides the Council's **political** direction in addressing the City's vision, mission, goals, prioritized objectives, and evaluation criteria. Second, the Strategic Plan, with action taken by the Council in the prioritizing of the objectives, provides clarity and **inspiration** to the City Administrator and staff in addressing the priorities of the Council and community.

Fiscal Integrity of the City

The Strategic Plan is designed to ensure that the human, financial and capital resources are efficiently and effectively allocated based upon the priorities established by the **City Council**, with the fiscal integrity of the City as the **cornerstone** foundational requirement of the Strategic Plan.

The components of the Strategic Plan are defined below:

VISION

A rural lakeside community, with a high quality of life, great outdoor activities, proud of our history, looking forward to the future through a responsive government.

MISSION

A historical rural town surrounded by nature's beauty on the north side of Dexter Lake where all people are valued, encouraged, and appreciated for their diversity. We desire to maintain the rural and historical character of the town, while striving to be a town where people want to live, work, and enjoy the outdoors by providing:

- An efficient, effective government which is open and responsive to the needs of the community, and works for the benefit of all through collaboration with residents, business, schools and other government agencies.
- The highest quality public services, including water and sewer.
- Transparent and accountable fiscal practices.
- A commitment to excellence by City staff and elected officials.
- Community development that enriches, while maintaining and enhancing the overall quality of life.
- A safe and healthy, welcoming atmosphere, including recreational opportunities.
- Protection of environmental resources.

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

GOALS

Global areas of services and programs provided by the City to the citizens of Lowell.

- Community Development
- Facilities and Infrastructure
- Financial Management
- Human Resources
- Public Health
- Public Safety
- Quality of Life
- Responsive Government

COUNCIL PRIORTIZED OBJECTIVES

The ongoing design, development, implementation, and evaluation of the objectives are to ensure a continuous improvement process in place. The objectives present the definition and priority of the services to be accomplished, in which progress is evaluated on an annual basis.

EVALUATION CRITERIA

Measurement criteria used to assess their annual progress against the objectives.

ACTIONS/SERVICES (Staff Driven)

Actions **and/or services** to be performed to meet the Council's Prioritized Objectives.

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Public Health Respond to Federal and State water quality standards.		
1.0 OBJECTIVE: WATER AND SEWER To meet or exceed Federal and State water and sewer regulatory requirements and standards.		
EVALUATION CRITERIA:		X = MET
1.1	Public Works to meet or exceed sewer discharge permit requirements.	
1.2	Public Works to meet or exceed water quality requirements.	
1.3	Public Works to submit annual water report to the City Council and residents.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Financial Management Efficiently and effectively plan, organize, direct and control financial activities.		
2.0 OBJECTIVE: BUDGET DEVELOPMENT Develop a balanced budget and sustainable revenues to support general operations and planned capital improvements.		
EVALUATION CRITERIA:		X = MET
2.1	City Administrator shall submit the Proposed Annual Budget to the Budget Committee by May 1.	
2.2	City Administrator shall submit a report to the City Council on the progress made toward the GFOA Distinguished Budget Presentation Award Program by December 31.	
2.3	City Administrator shall submit narratives to the Budget Committee that explains the programs, services, and goals for each department.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Public Safety Improve public safety through effective policing strategies, emergency preparedness planning, and hazard mitigation.	
3.0 OBJECTIVE: EFFECTIVE POLICING Continue to improve police services by enhancing communication, crime reporting, and providing education.	
EVALUATION CRITERIA:	
	X = MET
3.1	Implement Public Safety Plan adopted by the City Council, including half-time Community Service Officer (CSO), installation of radar speed signs, and community outreach materials.

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Facilities and Infrastructure Invest in the maintenance and development of facilities and infrastructure.		
4.0 OBJECTIVE: DEVELOPMENT Plan and develop new facilities and infrastructure to meet current and long-range needs.		
EVALUATION CRITERIA:		X = MET
4.1	City Administrator shall submit an annual 5-Year Capital Improvement Plan to the City Council for review.	
4.2	City Administrator shall submit a report to the City Council by December 31 on grants available or submitted applications to fund projects included in the 5-Year Capital Improvement Plan.	
4.3	City Council shall consider the recommendations of the Community Facilities Study.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Community Development		
Positively plan, develop, and coordinate economic and population growth consistent with community values.		
5.0 OBJECTIVE: ECONOMIC VITALITY		
Create a welcoming business environment and assist with development, retention, and relocation efforts.		
EVALUATION CRITERIA:		X = MET
5.1	Economic Development Committee shall review grant opportunities to update the buildable lands inventory for all residential, commercial, and industrial properties and submit a report to the City Council.	
5.2	Review the System Development Charges deferment program and consider an extension.	
5.3	Economic Development Committee shall consider the recommendations of the Small Business Organizational Assistance Report completed by Rural Development Initiatives.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Financial Management		
Efficiently and effectively plan, organize, direct and control financial activities.		
6.0 OBJECTIVE: FISCAL INTEGRITY		
Maintain financial records that are accurate, dependable, and inspire public trust.		
EVALUATION CRITERIA:		X = MET
6.1	Provide monthly and quarterly financial reports to the City Council which are consistent with the Fiscal Policy and Financial Management Procedures Manual.	
6.2	Create and maintain an unrestricted cash balance in the operating funds of at least 17%.	
6.3	City Administrator shall submit the Annual Financial Report to the Oregon Secretary of State by December 31.	
6.4	City Administrator shall submit a plan to resolve audit deficiencies to the City Council and Oregon Secretary of State within 30 days of receiving the Annual Financial Report.	
6.5	City Administrator shall engage the City Auditor and request a revision of the contract to ensure the annual financial audit is completed by November 30.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Public Safety Improve public safety through effective policing strategies, emergency preparedness planning, and hazard mitigation.		
7.0 OBJECTIVE: EMERGENCY PREPAREDNESS Develop and update emergency preparedness plans.		
EVALUATION CRITERIA:		X = MET
7.1	City Administrator shall work with Lane County emergency management to develop and adopt a hazards mitigation plan.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Facilities and Infrastructure Invest in the maintenance and development of facilities and infrastructure.		
8.0 OBJECTIVE: PREVENTATIVE MAINTENANCE Reduce the lifecycle costs of equipment, facilities, and infrastructure by supporting a preventative maintenance program.		
EVALUATION CRITERIA:		X = MET
8.1	Public Works Director shall perform a quarterly maintenance inspection of the facilities.	
8.2	Public Works Director shall submit an annual report on facility maintenance to the City Council by December 31.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Quality of Life		
Enhance quality of life by supporting public safety, a wide range of parks and recreational facilities and activities, and community beautification efforts.		
9.0 OBJECTIVE: PARKS AND RECREATION		
Provide diverse parks and recreation facilities, activities, and programs for residents of all ages and abilities.		
EVALUATION CRITERIA:		X = MET
9.1	Public Works Director shall oversee and coordinate the repairs of the irrigation system at Paul Fisher Park.	
9.2	Public Works Department shall conduct a monthly safety inspection of parks and open spaces.	
9.3	City Administrator shall submit a grant application to the Oregon Parks and Recreation Department to enhance and make significant lighting, landscaping, and parking improvements to Rolling Rock Park.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Community Development		
Positively plan, develop, and coordinate economic and population growth consistent with community values.		
10.0 OBJECTIVE: PLANNING AND ZONING		
Provide a high quality built environment and support diverse neighborhoods through effective planning and zoning practices.		
EVALUATION CRITERIA:		X = MET
10.1	City Administrator shall identify and apply for grant funding, when available, to complete a Transportation System Plan or Local Street Network Plan. The plan shall include design standards for streets, lighting and sidewalks.	
10.2	City Administrator shall engage St. Vincent de Paul and other stakeholders regarding the availability of housing for families that meet low-moderate income (LMI) requirements and submit a report to the City Council.	
10.3	City Administrator shall work with the City Planner to submit a code assistance grant application to integrate recommendations from the Downtown Master Plan, Parks and Recreation Master Plan, and other planning efforts into the Land Development Code.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Responsive Government		
Deliver an efficient, innovative, transparent, effective and collaborative city government.		
11.0 OBJECTIVE: CITIZEN ENGAGEMENT		
Enhance communication and public outreach efforts with residents, businesses, non-profit and government organizations.		
EVALUATION CRITERIA:		X = MET
11.1	City Administrator shall present an annual report of official city communications using the website and other social media to the City Council.	
11.2	City Administrator shall submit a report to the City Council documenting collaborative efforts with local districts, state agencies, and/or non-profits.	
11.3	City Administrator shall publish a monthly status report of ongoing and future projects.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Quality of Life		
Enhance quality of life by supporting public safety, a wide range of parks and recreational facilities and activities, and community beautification efforts.		
12.0 OBJECTIVE: BEAUTIFICATION		
Encourage community beautification by serving as an example and providing tools, incentives, and support.		
EVALUATION CRITERIA:		X = MET
12.1	Public Works Director shall submit a monthly status report on code enforcement actions to the City Council.	
12.2	City Administrator shall distribute community outreach materials for code enforcement through the City website, Facebook, and The Bridge newsletter.	
12.3	Parks and Recreation Committee shall provide and annual report on the beautification program established in 2017.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Responsive Government		
Deliver an efficient, innovative, transparent, effective and collaborative city government.		
13.0 OBJECTIVE: POLICYMAKING		
Adopt policies that support the goals and objectives of the strategic plan.		
EVALUATION CRITERIA:		X = MET
13.1	City Administrator shall review the Lowell Revised Code, recommend editorial revisions, and report areas of emphasis to the City Council.	
13.2	City Council shall establish a charter review committee to meet every three years to review and discuss potential changes to the Lowell Charter.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Human Resources Recruit, develop, evaluate and retain the highest quality staff.	
14.0 OBJECTIVE: PROFESSIONAL DEVELOPMENT AND ACCOUNTABILITY Improve the human resource capacity of the City by providing training opportunities and meaningful evaluation of staff.	
EVALUATION CRITERIA:	
	X = MET
14.1	City Administrator shall insure that each staff member is annually evaluated, with meaningful recommendations and appropriate plans for remediation included within the evaluation.
14.2	City Administrator shall annually submit a department by department training program.
14.3	City Administrator shall recommend a consultant to complete a salary and benefit survey of comparable municipalities.

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

**CITY OF LOWELL
2019 STRATEGIC PLAN**

STRATEGIC GOAL: Responsive Government		
Deliver an efficient, innovative, transparent, effective and collaborative city government.		
15.0 OBJECTIVE: TRAINING AND DEVELOPMENT		
Support the professional development of the governing body.		
EVALUATION CRITERIA:		X = MET
15.1	City Administrator shall present a list of training opportunities to the City Council on the topics of communication, conflict resolution, teamwork, mediation, and ethics.	
15.2	City Administrator shall review the City Council Rules and present a draft to the City Council for review, discussion, and approval.	
15.3	City Administrator shall identify resources and develop the first draft of a councilor orientation handbook.	

This Strategic Plan was facilitated by Walt L. Hanline, Ed.D., and Mrs. Edith Hanline of the National Center for Executive Leadership and School Board Development and approved on September 6, 2016 by the Lowell City Council. The plan was subsequently updated on February 20, 2018 and February 19, 2019.

In developing a list of updated goals and objectives for the new City Administrator, I used the 2019 Strategic Plan document and am offering the following suggestions for discussion by the Council and City Administrator for the 2021 Plan. Strategic Plans are developed with a 5-10year foresight. Some items listed are single year, but the desire is to set guidelines for what we want Lowell to aspire to be. Bring your viewpoints and ideas. Don Bennett

CITY OF LOWELL 2021 STRATEGIC PLAN OBJECTIVES:

1.0 WATER AND SEWER.

1.4 Consider need for update to the Water Master Plan, including GIS of all water system infrastructure.

1.5 Consider need for update to the Sewer Master Plan, including GIS of all sewer system infrastructure.

2.0 BUDGET MANGAGEMET.

2.2 GFOA Award - Remove?

2.4 Consider a Telecommunications Ordinance for use of public right-of-way.

3.0 EFFECTIVE POLICING.

3.1 Change or Remove?

3.1 Coordinate with Oakridge PD concerning patrols and Code Enforcement.

3.2 Purchase additional radar speed signs and place signs on Pengra, Pioneer, and Moss.

4.0 DEVELOPMENT

4.3 Replace?

4.3 Seek funding to complete renovation of the Maggie Osgood Library.

5.0 ECONOMIC VITALITY

5.4 Assist Oregon RAIN with outreach to entrepreneurs and provide a report of events to the City Council.

5.5 Update downtown zoning and development regulations to reflect the goals and policies adopted in the Downtown Master Plan.

6.0 FISCAL INTEGRITY

7.0 EMERGENCY PREPAREDNESS

7.1 Unsure – Change or Remove?

7.2 Coordinate with Lowell Fire Department and Lowell School District to develop a local emergency response plan.

8.0 PREVENTATIVE MAINTENANCE

9.0 PARKS AND RECREATION

9.4 Support an annual water sports event to introduce youth and adults to kayaking, paddle boarding, rowing, and showcase Dexter Lake.

9.6 Continue to provide financial support to the Lowell School District summer recreation program to allow the development of events for all ages

9.5 Continue to provide financial support for Dexter Farmers Market.

10.0 PLANNING AND ZONING

10.2 Unsure?

11.0 CITIZEN ENGAGEMENT

12.0 BEAUTIFICATION

13.0 POLICYMAKING

13.1 As needed.

13.2 Remove? Charter changes are placed on the ballot to be voted on.

14.0 PROFESSIONAL DEVELOPMENT AND ACCOUNTABILITY

14.2 Unsure?

14.3 Remove? Completed in 2020.

14.4 Consider review of the City's Personnel Handbook.

15.0 TRAINING AND DEVELOPMENT

15.1 As needed.

15.2 Unsure?

15.3 Unsure?