

**Lowell City Council**  
**Special Meeting Agenda**  
**Thursday, July 30 at 6:00 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](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 [jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us)

**Special Meeting Agenda**

Call to Order/Roll Call/Pledge

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

Approval of Agenda

Public Hearings

1. Resolution – FY 2021 Supplemental Budget

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 – FY 2021 Supplemental Budget – Discussion/Possible Action
2. Procurement – 205 and 295 E. Main Street – Discussion/Possible Action

Other Business

Mayor Comments

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

**Adjourn**

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.

**AGENDA ITEM SUMMARY**

---

**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** July 23, 2020  
**SUBJECT:** Resolution 751  
FY 2020/21 Supplemental Budget

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

**SUMMARY:**

The owner of 205 East Main Street approached the City of Lowell with an offer to sell the property, which currently has a non-conforming use (Residential use in General Commercial zone). The adjacent undeveloped property located at 295 East Main Street is also for sale. The City Council desires to purchase both properties, repackage them for sale as one lot, and ensure the land is developed to its highest and best use in accordance with the Downtown Master Plan. This acquisition was unanticipated and requires a supplemental budget.

**FISCAL IMPACT:**

Staff has negotiated a total purchase price of \$298,0000 for both properties. The City plans to pursue a 24-month interest only loan, which will equate to a payment of approximately \$1,088 per month. If approved, rent on the existing home at 205 East Main Street would be used to cover the debt service.

**COURSES OF ACTION:**

1. Motion to adopt Resolution 751 – A Resolution Adopting a Supplemental Budget for Fiscal Year 2020/21 and Making Supplemental Appropriations.
2. No action.

**RECOMMENDATION:**

Motion to adopt Resolution 751 – A Resolution Adopting a Supplemental Budget for Fiscal Year 2020-2021 and Making Supplemental Appropriations.

**ATTACHMENTS:**

1. Resolution 751 - A Resolution Adopting a Supplemental Budget for Fiscal Year 2020/21 and Making Supplemental Appropriations.
2. FY 2020/21 Supplemental Budget Hearing Notice

**CITY OF LOWELL, OREGON****RESOLUTION 751****A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2020-2021 AND MAKING SUPPLEMENTAL APPROPRIATIONS**

**WHEREAS**, the City of Lowell budget for Fiscal Year 2020-2021 was adopted by the City Council on Tuesday, June 23, 2020; and

**WHEREAS**, an occurrence or condition which had not been ascertained at the time of the preparation of the budget for the current year requires a change in financial planning; and

**WHEREAS**, in order not to overspend appropriations, it is necessary to increase a program appropriation within the General Fund; and

**WHEREAS**, in accordance with local budget law, notice was published electronically on July 23, 2020 of the public hearing that was held before the City Council on July 30, 2020.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOWELL AS FOLLOWS:**

The City of Lowell amends the budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021 to include increases in revenues and appropriations within the following funds:

	<b>Current Appropriations</b>	<b>Change in Appropriations</b>	<b>Amended Appropriations</b>
<b>General Fund</b>			
Administration	91,143	0	91,143
Parks & Recreation	624,228	0	624,228
Police	29,530	0	29,530
Community Development	30,990	310,000	340,990
Library	333,763	0	333,763
Code Enforcement	14,080	0	14,080
Tourism	10,816	0	10,816
Municipal Court	13,996	0	13,996
Transfers	37,200	0	37,200
Debt Service	40,348	18,000	58,348
Contingency	57,314	0	57,314
<b>Total Appropriations</b>	<b>1,283,408</b>	<b>328,000</b>	<b>1,611,408</b>

This resolution shall become effective immediately upon its passage by the City Council.

**ADOPTED** by the City Council of the City of Lowell this 30<sup>th</sup> day of July 2020.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

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

Attest: \_\_\_\_\_  
Jared Cobb, City Recorder

## NOTICE OF SUPPLEMENTAL BUDGET HEARING

- Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for City of Lowell, for the current fiscal year, will be  
(District name)

held at Library, 70 N. Pioneer St., Lowell, OR.  
(Location)

The hearing will take place on July 30, 2020 at 6:00  a.m.  p.m.  
(Date) (Time) The purpose

of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after July 23, 2020 at  
(Date)

City Hall, 107 E. 3rd Street, Lowell, OR, between the hours of 9:00  a.m.  a.m.  
(Location)  p.m. and 5:30  a.m.  p.m.

### SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

	Resource	Amount	Expenditure—indicate <small>Org. unit / Prog. &amp; Activity, and Object class.</small>	Amount
1.	Loan Proceeds	\$ 550,743.00	1. Community Dev, Cap Out	\$ 340,990.00
2.	Miscellaneous	\$ 20,250.00	2. Nondepartmental, Debt Service	\$ 58,348.00
3.			3.	
	<b>Revised Total Fund Resources</b>	<b>\$ 1,613,908.00</b>	<b>Revised Total Fund Requirements</b>	<b>\$ 1,613,908.00</b>

Explanation of changes:

Owner of 205 E. Main Street approached City to purchase property which is currently a nonconforming use. Adjacent property at 295 E. Main Street is vacant and for sale. City Council desires to purchase both properties, repackage them for sale as one lot, and ensure the property is developed to its highest and best use in accordance with the Downtown Master Plan. This acquisition was unanticipated and requires a supplemental budget.

FUND: \_\_\_\_\_

	Resource	Amount	Expenditure—indicate <small>Org. unit / Prog. &amp; Activity, and Object class.</small>	Amount
1.			1.	
2.			2.	
3.			3.	
	<b>Revised Total Fund Resources</b>		<b>Revised Total Fund Requirements</b>	

Explanation of changes:

\_\_\_\_\_  
 \_\_\_\_\_

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

		<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2020-21</b>	<b>2020-21</b>
	<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
	<b>Fund Balance</b>							
110-3100	Beginning Fund Balance	184,077	225,395	231,767	297,503	209,615	209,615	209,615
	<b>Total Beginning Balance</b>	<b>184,077</b>	<b>225,395</b>	<b>231,767</b>	<b>297,503</b>	<b>209,615</b>	<b>209,615</b>	<b>209,615</b>
	<b>Revenues</b>							
110-310-4112	Property Taxes - Current	137,867	142,083	142,768	142,768	147,051	147,051	147,051
110-310-4114	Property Taxes - Prior	2,440	5,486	5,293	3,129	3,223	3,223	3,223
110-315-4125	Interest Earned	6,398	9,438	6,130	5,657	5,826	5,826	5,826
110-320-4132	State Revenue Sharing	9,221	9,511	10,421	10,599	10,917	10,917	10,917
110-320-4134	Cigarette Tax	1,342	1,231	1,000	1,302	1,341	1,341	1,341
110-320-4136	Liquor Tax	17,188	17,359	20,564	19,701	20,292	20,292	20,292
110-320-4145	Transient Room Tax	260	-	300	5	-	-	-
110-320-4148	Marijuana Tax Distribution	7,407	5,589	5,200	4,259	4,386	4,386	4,386
110-325-4151	Grant Revenue	-	5,000	1,050,000	65,750	214,243	214,243	214,243
110-325-4152	Tourism Grant	8,761	9,639	9,832	10,137	7,603	7,603	7,603
110-325-4154	Summer Reading Grant	1,000	2,000	1,000	-	1,000	1,000	1,000
110-325-4155	Library Grant	-	-	-	-	200,000	200,000	200,000
110-325-4158	DLCD Grant	1,000	-	1,000	-	1,000	1,000	1,000
110-330-4310	Cable Franchise Fees	2,188	4,391	4,388	5,765	5,938	5,938	5,938
110-330-4312	Electric Franchise Fees	47,775	45,920	47,298	47,619	49,048	49,048	49,048
110-330-4314	Garbage Franchise Fees	300	-	4,000	300	4,000	4,000	4,000
110-330-4316	Telecom Franchise Fees	2,458	1,895	1,706	9,455	1,650	1,650	1,650
110-330-4318	Water Franchise Fees	-	-	-	-	17,776	17,776	17,776
110-330-4320	Sewer Franchise Fees	-	-	-	-	19,344	19,344	19,344
110-335-4352	Land Use & Development	1,044	5,354	13,500	6,502	15,000	15,000	15,000
110-335-4354	Misc Permits & Licenses	750	440	250	480	275	275	275
110-335-4356	Building Permit Fees	32,081	151,940	50,634	41,621	-	-	-
110-335-4358	Electrical Permit Fees	3,886	17,893	8,345	6,897	-	-	-
110-335-4360	Dog Licenses	652	806	700	850	876	876	876
110-340-4410	Copy, Fax, Notary & Research	-	332	100	1,000	1,030	1,030	1,030
110-340-4413	Library Memberships	-	-	1,250	-	1,250	1,250	1,250
110-340-4415	Library Business Services	1,094	339	500	-	250	250	250
110-340-4417	Lien Searches	500	740	350	500	515	515	515
110-340-4419	Election Filing Fees	25	50	50	-	50	50	50
110-340-4421	SDC/CET Admin Fee	2,756	4,790	2,200	3,000	4,005	4,005	4,005
110-340-4423	Pay Station Revenue	82	-	100	216	125	125	125
110-345-4511	Parks Reimbursement SDC	425	376	387	423	735	735	735
110-350-4625	Municipal Court Revenue	3,726	1,940	2,942	2,316	2,500	2,500	2,500
110-360-4225	Loan Proceeds	-	530,000	-	-	240,743	240,743	550,743
110-365-4752	Reimbursement Revenue	1,293	-	5,000	-	-	-	-
110-365-4790	SVDP Project Reimbursement	-	-	-	-	-	-	-
110-370-4822	BBJ Admin Fee	500	-	-	-	-	-	-
110-370-4824	Donations	-	-	-	85	-	-	-
110-370-4825	Library Donations	-	-	1,000	-	1,000	1,000	1,000
110-370-4849	Capital Asset Disposal	-	-	-	800	75,000	75,000	75,000
110-380-4865	Library Capital Campaign	-	-	-	-	10,000	10,000	10,000
110-385-4895	Miscellaneous Revenue	2,629	227,437	2,500	2,262	2,250	2,250	20,250
	<b>Total Revenues</b>	<b>297,048</b>	<b>1,201,979</b>	<b>1,400,708</b>	<b>393,397</b>	<b>1,070,242</b>	<b>1,070,242</b>	<b>1,398,242</b>
	<b>Transfers In</b>							
110-390-4912	Transfer from Street Fund	-	-	-	-	-	-	-
110-390-4914	Transfer from BBJ Fund	-	-	-	-	-	-	-
110-390-4917	Transfer from SDC Fund	-	-	-	-	-	-	-
110-390-4950	Transfer from Equipment Fund	-	-	-	-	6,051	6,051	6,051
	<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,051</b>	<b>6,051</b>	<b>6,051</b>
	<b>Total Resources General Fund</b>	<b>481,125</b>	<b>1,427,374</b>	<b>1,632,475</b>	<b>690,900</b>	<b>1,285,908</b>	<b>1,285,908</b>	<b>1,613,908</b>

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

	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2020-21</b>	<b>2020-21</b>
<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>	<b>APPROVED</b>	<b>ADOPTED</b>
<b>Administration</b>							
<b>Personal Services</b>							
110-410-5110	City Administrator	11,355	12,826	17,305	17,263	18,000	18,000
110-410-5114	City Clerk	4,794	5,027	5,153	5,272	5,550	5,550
110-410-5150	Public Works Director	3,125	5,053	-	-	-	-
110-410-5152	Utility Worker I	1,552	-	-	-	-	-
110-410-5154	Utility Worker II	1,811	1,968	-	-	-	-
110-410-5156	Temporary/Seasonal	-	-	-	-	-	-
110-410-5158	Maintenance Worker I	800	938	1,824	1,611	1,991	1,991
110-410-5220	Overtime	671	1,169	193	41	80	80
110-410-5315	Social Security/Medicare	1,844	1,901	2,195	1,827	1,960	1,960
110-410-5320	Worker's Comp	567	491	179	171	455	455
110-410-5350	Unemployment	-	-	1,733	-	1,750	1,750
110-410-5410	Health Insurance	5,271	4,181	3,582	3,968	3,646	3,646
110-410-5450	Public Employees Retirement	2,767	2,814	4,220	4,117	4,417	4,417
110-410-5910	Wage Adjustment	-	3	-	-	-	-
	<b>Total Personal Services</b>	<b>34,556</b>	<b>36,372</b>	<b>36,384</b>	<b>34,269</b>	<b>37,849</b>	<b>37,849</b>
<b>Materials and Services</b>							
110-410-6110	Auditing	3,900	4,150	4,419	4,225	3,919	3,919
110-410-6112	Legal Services	2,170	5,997	5,000	2,484	2,500	2,500
110-410-6114	Financial Services	2,256	3,543	3,749	4,964	5,215	5,215
110-410-6122	IT Services	2,895	10,406	5,753	7,960	6,304	6,304
110-410-6124	Copier Contract	1,872	2,446	2,000	1,880	2,250	2,250
110-410-6128	Other Contract Services	99	6,587	2,371	38,982	2,500	2,500
110-410-6190	Computer Serv/Warr/Contracts	17,452	-	-	-	-	-
110-410-6210	Insurance & Bonds	5,731	5,643	6,115	5,968	6,426	6,426
110-410-6220	Publications, Printing & Dues	3,822	4,432	6,900	2,679	2,600	2,600
110-410-6222	Newsletter Expenditure	-	-	1,200	-	1,200	1,200
110-410-6226	Postage	261	623	750	422	725	725
110-410-6228	Public Notices	423	-	1,000	500	1,000	1,000
110-410-6230	Office Supplies/Equipment	991	1,485	1,000	1,802	1,375	1,375
110-410-6234	General Supplies	243	719	1,000	177	1,000	1,000
110-410-6238	Bank Service Charges	2,565	827	1,000	882	1,000	1,000
110-410-6240	Travel & Training	1,483	2,685	1,500	1,973	2,100	2,100
110-410-6290	Miscellaneous	479	165	500	500	500	500
110-410-6320	Building Repair & Maintenance	230	1,662	1,000	250	1,000	1,000
110-410-6324	Equipment Repair & Maintenance	-	57	100	100	100	100
110-410-6334	Non-Capitalized Assets	3,998	1,968	2,000	2,265	2,000	2,000
110-410-6420	Water Services	385	373	200	2,078	1,325	1,325
110-410-6425	Sewer Services	509	569	150	1,082	825	825
110-410-6430	Electricity Services	1,734	2,176	550	2,810	2,100	2,100
110-410-6435	Internet Services	930	930	315	1,077	685	685
110-410-6440	Telephone Services	2,508	2,580	342	2,463	1,875	1,875
110-410-6445	Refuse Services	86	119	90	111	120	120
110-410-6510	Council Expenditure	780	2,226	2,000	-	2,000	2,000
110-410-6512	State Ethics Commission	475	475	600	600	650	650
110-410-6514	League of Oregon Cities(LOC)	-	-	-	-	-	-
110-410-6792	Reimbursable Expenditure	70	-	5,000	250	-	-
	<b>Total Materials and Services</b>	<b>58,344</b>	<b>62,844</b>	<b>56,604</b>	<b>88,481</b>	<b>53,294</b>	<b>53,294</b>
<b>Capital Outlay</b>							
110-410-8225	Buildings & Facilities	-	297,073	90,000	-	-	-
110-410-8320	Software	-	6,825	-	5,925	-	-
110-410-8425	Vehicles & Rolling Stock	-	-	-	-	-	-
110-410-8335	Equipment & Furnishings	-	-	-	-	-	-
	<b>Total Capital Outlay</b>	<b>-</b>	<b>303,897</b>	<b>90,000</b>	<b>5,925</b>	<b>-</b>	<b>-</b>
	<b>Total Administration</b>	<b>92,901</b>	<b>403,113</b>	<b>182,988</b>	<b>128,675</b>	<b>91,143</b>	<b>91,143</b>

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

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
<b>Parks</b>							
<b>Personal Services</b>							
110-420-5110 City Administrator	3,785	4,636	4,328	4,316	4,500	4,500	4,500
110-420-5150 Public Works Director	3,125	3,482	3,374	3,442	3,617	3,617	3,617
110-420-5152 Utility Worker I	1,552	-	3,276	7,285	8,256	8,256	8,256
110-420-5154 Utility Worker II	1,811	1,968	3,276	-	-	-	-
110-420-5156 Temporary/Seasonal	-	-	-	-	2,883	2,883	2,883
110-420-5158 Maintenance Worker I	7,198	7,273	9,118	8,054	9,955	9,955	9,955
110-420-5220 Overtime	611	824	1,351	326	1,027	1,027	1,027
110-420-5315 Social Security/Medicare	1,384	1,316	2,217	1,786	2,320	2,320	2,320
110-420-5320 Worker's Comp	1,113	856	1,709	672	660	660	660
110-420-5350 Unemployment	-	-	1,861	-	2,000	2,000	2,000
110-420-5410 Health Insurance	2,613	1,934	4,316	4,337	7,770	7,770	7,770
110-420-5450 Public Employees Retirement	2,074	1,920	4,262	3,789	5,214	5,214	5,214
110-420-5910 Wage Adjustment	-	-	-	-	-	-	-
<b>Total Personal Services</b>	<b>25,265</b>	<b>24,210</b>	<b>39,088</b>	<b>34,007</b>	<b>48,202</b>	<b>48,202</b>	<b>48,202</b>
<b>Materials and Services</b>							
110-420-6128 Other Contract Services	2,000	37,202	1,000	3,000	1,000	1,000	1,000
110-420-6234 General Supplies	590	1,499	2,000	6,705	2,000	2,000	2,000
110-420-6290 Miscellaneous	420	240	500	500	500	500	500
110-420-6320 Building Repair & Maintenance	395	1,513	2,500	2,500	2,500	2,500	2,500
110-420-6324 Equipment Repair & Maintenance	541	1,279	1,000	1,000	1,000	1,000	1,000
110-420-6328 Property Maintenance	-	-	-	-	1,000	1,000	1,000
110-420-6330 Other Repair & Maintenance	1,743	1,314	5,000	6,000	2,000	2,000	2,000
110-420-6334 Non-Capitalized Assets	2,007	1,597	2,000	1,500	1,000	1,000	1,000
110-420-6339 Maintenance - Nelson Land Dona	-	-	500	2,500	2,500	2,500	2,500
110-420-6420 Water Services	705	746	5,150	3,056	3,500	3,500	3,500
110-420-6425 Sewer Services	1,358	1,401	1,439	1,442	1,500	1,500	1,500
110-420-6430 Electricity Services	503	675	614	597	675	675	675
110-420-6445 Refuse Services	257	269	288	285	365	365	365
110-420-6710 Gas & Oil	1,269	1,685	812	1,896	1,500	1,500	1,500
<b>Total Materials and Services</b>	<b>11,789</b>	<b>49,419</b>	<b>22,803</b>	<b>30,980</b>	<b>21,040</b>	<b>21,040</b>	<b>21,040</b>
<b>Capital Outlay</b>							
110-420-8225 Buildings & Facilities	-	-	-	-	-	-	-
110-420-8335 Equipment & Furnishings	-	-	-	-	-	-	-
110-420-8425 Vehicles & Rolling Stock	-	-	-	6,777	-	-	-
110-420-8520 Parks Improvements	-	420,870	790,000	45,958	554,986	554,986	554,986
<b>Total Capital Outlay</b>	<b>-</b>	<b>420,870</b>	<b>790,000</b>	<b>52,735</b>	<b>554,986</b>	<b>554,986</b>	<b>554,986</b>
<b>Total Parks</b>	<b>37,053</b>	<b>494,500</b>	<b>851,891</b>	<b>117,722</b>	<b>624,228</b>	<b>624,228</b>	<b>624,228</b>



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

DESCRIPTION		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
<b>Police</b>								
<b>Materials and Services</b>								
110-430-6118	Police Services	30,200	27,300	30,561	28,124	29,530	29,530	29,530
110-430-6334	Non-Capitalized Assets	-	-	5,000	5,000	-	-	-
	<b>Total Materials and Services</b>	<b>30,200</b>	<b>27,300</b>	<b>35,561</b>	<b>33,124</b>	<b>29,530</b>	<b>29,530</b>	<b>29,530</b>

<b>Total Police</b>	<b>30,200</b>	<b>27,300</b>	<b>35,561</b>	<b>33,124</b>	<b>29,530</b>	<b>29,530</b>	<b>29,530</b>
---------------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------

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

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
<b>Community Development</b>							
<b>Personal Services</b>							
110-440-5110 City Administrator	7,570	8,374	4,325	4,316	4,500	4,500	4,500
110-440-5114 City Clerk	2,397	2,514	2,577	2,636	-	-	-
110-440-5220 Overtime	30	48	97	20	-	-	-
110-440-5315 Social Security/Medicare	765	785	628	528	350	350	350
110-440-5320 Worker's Comp	44	17	14	57	75	75	75
110-440-5350 Unemployment	-	-	508	-	250	250	250
110-440-5410 Health Insurance	2,095	1,816	1,314	1,501	495	495	495
110-440-5450 Public Employees Retirement	1,150	1,180	1,207	1,189	795	795	795
<b>Total Personal Services</b>	<b>14,051</b>	<b>14,734</b>	<b>10,670</b>	<b>10,246</b>	<b>6,465</b>	<b>6,465</b>	<b>6,465</b>
<b>Materials and Services</b>							
110-440-6116 Engineering Services	206	145	7,500	11,174	1,000	1,000	1,000
110-440-6128 Other Contract Services	33	23,936	20,500	19,000	7,500	7,500	7,500
110-440-6220 Publications, Printing & Dues	-	-	100	-	100	100	100
110-440-6226 Postage	-	-	250	-	175	175	175
110-440-6240 Travel & Training	-	414	500	-	500	500	500
110-440-6290 Miscellaneous	-	-	250	-	250	250	250
110-440-6522 Land Use & Development Costs	2,147	8,534	20,625	24,930	15,000	15,000	15,000
110-440-6524 Building Permit Costs	23,553	107,637	33,282	37,838	-	-	-
110-440-6525 Electrical Permit Costs	2,740	13,034	4,650	6,270	-	-	-
<b>Total Materials and Services</b>	<b>28,679</b>	<b>153,699</b>	<b>87,657</b>	<b>99,212</b>	<b>24,525</b>	<b>24,525</b>	<b>24,525</b>
<b>Capital Outlay</b>							
110-440-8225 Buildings & Facilities	-	-	-	-	-	-	310,000
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>310,000</b>
<b>Total Community Development</b>	<b>42,730</b>	<b>168,433</b>	<b>98,327</b>	<b>109,457</b>	<b>30,990</b>	<b>30,990</b>	<b>340,990</b>

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

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
<b>Library</b>							
<b>Personal Services</b>							
110-450-5130 Librarian/Special Events	-	-	11,700	-	12,480	12,480	12,480
110-450-5156 Temporary/ Seasonal	-	35	50	-	577	577	577
110-450-5158 Maintenance Worker I	-	-	-	1,611	1,991	1,991	1,991
110-450-5315 Social Security/Medicare	-	-	1,049	123	1,155	1,155	1,155
110-450-5320 Worker's Comp	105	35	50	84	230	230	230
110-450-5350 Unemployment	-	-	741	-	1,000	1,000	1,000
110-450-5410 Health Insurance	-	-	-	-	750	750	750
110-450-5450 Public Employees Retirement	-	-	2,017	278	2,595	2,595	2,595
<b>Total Personal Services</b>	<b>105</b>	<b>70</b>	<b>15,607</b>	<b>2,096</b>	<b>20,778</b>	<b>20,778</b>	<b>20,778</b>
<b>Materials and Services</b>							
110-450-6122 IT Services	1,049	600	7,440	973	1,460	1,460	1,460
110-450-6226 Postage	-	-	50	-	50	50	50
110-450-6230 Office Supplies/Equipment	380	156	500	-	500	500	500
110-450-6234 General Supplies	360	329	1,500	-	1,500	1,500	1,500
110-450-6290 Miscellaneous	282	-	250	-	250	250	250
110-450-6320 Building Repair & Maintenance	-	-	100	1,350	500	500	500
110-450-6334 Non-Capitalized Assets	2,672	-	1,000	-	-	-	-
110-450-6420 Water Services	128	106	1,200	693	950	950	950
110-450-6425 Sewer Services	170	190	732	360	750	750	750
110-450-6430 Electricity Services	578	725	3,600	938	2,400	2,400	2,400
110-450-6435 Internet Services	930	930	2,100	1,406	780	780	780
110-450-6445 Refuse Services	86	97	600	111	525	525	525
110-450-6530 Summer Reading Program	1,050	740	1,000	-	1,000	1,000	1,000
110-450-6128 Other Contract Services	-	-	2,000	250	500	500	500
110-450-6440 Telephone Services	-	-	300	-	350	350	350
<b>Total Materials and Services</b>	<b>7,684</b>	<b>3,873</b>	<b>22,372</b>	<b>6,080</b>	<b>11,515</b>	<b>11,515</b>	<b>11,515</b>
<b>Capital Outlay</b>							
110-450-8225 Buildings & Facilities	-	-	302,000	-	301,470	301,470	301,470
110-450-8335 Equipment & Furnishings	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>302,000</b>	<b>-</b>	<b>301,470</b>	<b>301,470</b>	<b>301,470</b>
<b>Total Library</b>	<b>7,789</b>	<b>3,943</b>	<b>339,979</b>	<b>8,176</b>	<b>333,763</b>	<b>333,763</b>	<b>333,763</b>

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

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
<b>Code Enforcement</b>							
<b>Personal Services</b>							
110-460-5110 City Administrator	3,785	4,311	4,326	4,316	4,500	4,500	4,500
110-460-5150 Public Works Director	3,125	3,482	3,374	3,442	3,617	3,617	3,617
110-460-5220 Overtime	67	505	-	127	313	313	313
110-460-5315 Social Security/Medicare	534	596	691	597	650	650	650
110-460-5320 Worker's Comp	204	174	307	57	135	135	135
110-460-5350 Unemployment	-	-	573	-	500	500	500
110-460-5410 Health Insurance	1,318	1,236	1,439	1,445	1,355	1,355	1,355
110-460-5450 Public Employees Retirement	802	896	1,328	1,347	1,460	1,460	1,460
<b>Total Personal Services</b>	<b>9,834</b>	<b>11,200</b>	<b>12,038</b>	<b>11,330</b>	<b>12,530</b>	<b>12,530</b>	<b>12,530</b>
<b>Materials and Services</b>							
110-460-6128 Other Contract Services	150	420	2,500	500	1,000	1,000	1,000
110-460-6234 General Supplies	-	-	100	100	100	100	100
110-460-6290 Miscellaneous	189	243	100	-	100	100	100
110-460-6445 Refuse Services	-	-	-	-	350	350	350
110-460-6540 Dog/Cat Control	-	-	-	-	-	-	-
<b>Total Materials and Services</b>	<b>339</b>	<b>663</b>	<b>2,700</b>	<b>600</b>	<b>1,550</b>	<b>1,550</b>	<b>1,550</b>
<b>Total Code Enforcement</b>	<b>10,173</b>	<b>11,863</b>	<b>14,738</b>	<b>11,930</b>	<b>14,080</b>	<b>14,080</b>	<b>14,080</b>

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

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
<b>Tourism</b>							
<b>Materials and Services</b>							
110-470-6128 Other Contract Services	6,500	-	1,000	-	1,000	1,000	1,000
110-470-6224 Marketing	340	421	2,000	120	4,000	4,000	4,000
110-470-6226 Postage	-	-	100	-	100	100	100
110-470-6290 Miscellaneous	-	2,615	250	-	250	250	250
110-470-6326 Covered Bridge Maintenance	1,837	2,971	5,000	1,992	2,466	2,466	2,466
110-470-6328 Matching Grant Funds	-	-	-	-	-	-	-
110-470-6527 Community Grant Program	1,018	1,559	3,000	6,472	3,000	3,000	3,000
110-470-6550 Tourism Funded Projects	-	-	-	-	-	-	-
<b>Total Materials and Services</b>	<b>9,695</b>	<b>7,566</b>	<b>11,350</b>	<b>8,584</b>	<b>10,816</b>	<b>10,816</b>	<b>10,816</b>

<b>Total Tourism</b>	<b>9,695</b>	<b>7,566</b>	<b>11,350</b>	<b>8,584</b>	<b>10,816</b>	<b>10,816</b>	<b>10,816</b>
----------------------	--------------	--------------	---------------	--------------	---------------	---------------	---------------

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

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
<b>Court</b>							
<b>Personal Services</b>							
110-480-5110 City Administrator	3,785	4,239	4,325	4,316	4,500	4,500	4,500
110-480-5114 City Clerk	2,397	2,514	2,577	2,636	2,775	2,775	2,775
110-480-5220 Overtime	30	48	97	20	40	40	40
110-480-5315 Social Security/Medicare	475	486	628	528	560	560	560
110-480-5320 Worker's Comp	28	11	14	57	120	120	120
110-480-5350 Unemployment	-	-	508	-	500	500	500
110-480-5410 Health Insurance	1,623	1,405	1,314	1,501	1,236	1,236	1,236
110-480-5450 Public Employees Retirement	714	731	1,207	1,189	1,265	1,265	1,265
110-480-5112 Finance Clerk	-	-	-	-	-	-	-
<b>Total Personal Services</b>	<b>9,053</b>	<b>9,434</b>	<b>10,670</b>	<b>10,246</b>	<b>10,996</b>	<b>10,996</b>	<b>10,996</b>
<b>Materials and Services</b>							
110-480-6120 Judge Contract	750	450	1,250	625	1,250	1,250	1,250
110-480-6121 Bailiff Contract	-	-	-	-	-	-	-
110-480-6128 Other Contract Services	362	882	1,500	944	1,000	1,000	1,000
110-480-6220 Publications, Printing & Dues	-	-	-	-	-	-	-
110-480-6226 Postage	-	-	50	50	50	50	50
110-480-6238 Bank Service Charges	84	196	200	-	200	200	200
110-480-6290 Miscellaneous	-	-	-	-	-	-	-
110-480-6560 State Assessments	45	225	500	405	500	500	500
<b>Total Materials and Services</b>	<b>1,242</b>	<b>1,753</b>	<b>3,500</b>	<b>2,024</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Court</b>	<b>10,294</b>	<b>11,186</b>	<b>14,170</b>	<b>12,269</b>	<b>13,996</b>	<b>13,996</b>	<b>13,996</b>

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

DESCRIPTION	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 PROJECTED	2020-21 PROPOSED	2020-21 APPROVED	2020-21 ADOPTED
<b>Non Departmental Debt Service</b>							
110-800-7111 Loan Principal - Library/City	-	-	13,668	17,096	17,846	17,846	17,846
110-800-7120 Loan Principal - SDC Fund Loan	12,895	-	-	-	-	-	-
110-800-7511 Loan Interest - Library/City	-	-	18,601	23,252	22,502	22,502	22,502
110-800-7520 Loan Interest - SDC Fund Loan	-	-	-	-	-	-	-
110-800-7521 Loan Interest - 205/295 E. Main St.	-	-	-	-	-	-	18,000
<b>Total Debt Service</b>	<b>12,895</b>	<b>-</b>	<b>32,269</b>	<b>40,348</b>	<b>40,348</b>	<b>40,348</b>	<b>58,348</b>
<b>Transfers Out</b>							
110-900-9120 Transfer to Building Fund	-	-	-	-	37,200	37,200	37,200
110-900-9130 Transfer to Water Fund	-	-	-	-	-	-	-
110-900-9140 Transfer to Sewer Fund	-	-	-	-	-	-	-
110-900-9150 Transfer to Equipment Fund	2,000	2,000	6,000	6,000	-	-	-
<b>Total Transfers Out</b>	<b>2,000</b>	<b>2,000</b>	<b>6,000</b>	<b>6,000</b>	<b>37,200</b>	<b>37,200</b>	<b>37,200</b>
<b>Contingency</b>							
110-900-9590 Contingency	-	-	60,502	-	57,314	57,314	57,314
<b>Total Contingency</b>	<b>-</b>	<b>-</b>	<b>60,502</b>	<b>-</b>	<b>57,314</b>	<b>57,314</b>	<b>57,314</b>
<b>Reserved for Future Expenditure</b>							
110-900-9895 Reserved for future use - Park	-	-	7,500	5,000	2,500	2,500	2,500
110-900-9899 Unappropriated Ending Balance	-	-	-	-	-	-	-
<b>Total Reserved for Future Expenditure</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	<b>5,000</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Total Non Departmental Requirements</b>	<b>14,895</b>	<b>2,000</b>	<b>106,271</b>	<b>51,348</b>	<b>137,362</b>	<b>137,362</b>	<b>155,362</b>
<b>Total Requirements</b>	<b>255,834</b>	<b>1,129,870</b>	<b>1,655,225</b>	<b>316,977</b>	<b>1,285,908</b>	<b>1,285,908</b>	<b>1,613,908</b>

**AGENDA ITEM SUMMARY**

---

**TO:** Mayor Bennett and Council  
**FROM:** Jared Cobb, City Administrator  
**DATE:** July 23, 2020  
**SUBJECT:** Procurement  
205 and 295 E. Main Street

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

**SUMMARY:**

The owner of 205 East Main Street approached the City of Lowell with an offer to sell the property, which currently has a non-conforming use (Residential use in General Commercial zone). The adjacent undeveloped property located at 295 East Main Street is also for sale. The City Council desires to purchase both properties, repackage them for sale as one lot, and ensure the land is developed to its highest and best use in accordance with the Downtown Master Plan. This acquisition will require short-term financing to complete the transaction.

**FISCAL IMPACT:**

Rent payments from the home at 205 E. Main Street should cover most of the estimated debt service of \$1,088 per month.

**COURSES OF ACTION:**

1. Motion to purchase the property at 205 E. Main Street and 295 E. Main Street in an amount not to exceed \$298,000, pursue 24-month interest only financing from \_\_\_\_\_ at a rate of \_\_\_\_\_%, with transaction fees not to exceed \$\_\_\_\_\_, and authorizing the City Administrator to sign all contract documents.
2. No Action.

**RECOMMENDATION:**

This is a policy decision. Staff does not provide a recommendation for this agenda item.

**ATTACHMENTS:**

1. Term Sheets



**From:** [Francine Gardner](#)  
**To:** [Jared Cobb](#)  
**Subject:** Temporary Financing  
**Date:** Wednesday, July 15, 2020 1:43:50 PM  
**Attachments:** [image001.png](#)

---

Hi Jared.

Leisa in our Consumer Loan Department forwarded your email to me regarding a commercial loan request. Based on the requested loan terms, we won't be able to submit an interest letter for the transaction. Currently we do not offer financing for vacant land and all of our loans have prepayment penalty.

Thank you for reaching out to us. Have a great day.



**Francine Gardner**, Senior Commercial Loan Officer

**[Northwest Community Credit Union](#)**

Member Business Services

DIRECT (541) 735-6762

[Support Center](#) | [Facebook](#) | [Twitter](#)

---

**From:** Jared Cobb <[jcobb@ci.lowell.or.us](mailto:jcobb@ci.lowell.or.us)>  
**Sent:** Monday, July 13, 2020 11:44 AM  
**To:** Leisa Gearin <[LGearin@nwcu.com](mailto:LGearin@nwcu.com)>  
**Subject:** Temporary Financing

Hi Lisa,

I apologize, I had your email from a personal transaction and have had difficulty finding the appropriate person to direct this inquiry to. Please send the following request to the appropriate person in your office.

The City of Lowell plans to purchase two lots within our downtown district to repackage and sell for future development. The City may rent the existing home on the property, so we have been advised that any financing will not be tax exempt. The City Council is requesting a quote for an interest only loan with 24-month term, 100% financing, at \$298,000 plus any financing costs and other processing requirements (i.e. appraisal). The loan should have no prepayment penalty.

Please let me know if you have any questions. If at all possible, we would like to move forward next Tuesday, July 21 by providing the City Administrator approval to sign any necessary loan documents.

Best regards,

Jared Cobb  
City Administrator  
City of Lowell  
107 East Third Street  
Lowell, OR 97452  
B: 541-937-2157  
C: 541-556-8160

---

This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this e-mail in error please notify the originator of the message. Any views expressed in this message are those of the individual sender, except where the sender specifies and with authority, states them to be the views of Northwest Community Credit Union.

This footer confirms that this e-mail message has been scanned for the presence of computer viruses. Although Northwest Community Credit Union takes reasonable precautions to ensure no viruses are present in e-mail, it will not be liable for any loss or damage arising from the use of this e-mail or attachments.

**From:** [Bill Reinhard](#)  
**To:** [Jared Cobb](#)  
**Cc:** [Rustie Ackland](#)  
**Subject:** Updated proposal - New financing of \$298,000 for City of Lowell  
**Date:** Friday, July 17, 2020 11:21:02 AM

---

Jared:

You have requested an updated rate proposal for the City of Lowell to acquire a piece of real estate to be developed at a later date. The proposed financing would be backed by the full faith and credit of the City of Lowell. The financing requested is temporary in nature in that you wish to have a quote for an interest only loan in the amount of \$298,000 with a 24 month maturity. I have run our pricing model and the interest rate I would be willing to propose to management is 4.0% with a fee of .125% or \$372.50. I need to include two points in this proposal which have been provided to me by Banner Bank's manager of Public Finance and they are as follows:

**Point #1:** The City must engage a "special counsel" attorney [specialized in municipal finance], who must be approved by Banner Bank, to draft and prepare the legal documents for this municipal financing at the expense of the City.

**Point #2:** Bank shall receive a legal opinion from the City's special counsel **satisfactory to the Bank** [from same attorney who prepares legal muni documents], (1) stating that all of the terms and conditions of the applicable ["Agreement"] documents and the transactions described therein are in full compliance with Oregon law and with Federal Law, are binding upon and enforceable against the City and do not violate City's formation or constituent documents or any applicable law; (2) stating that the indebtedness being incurred is a legal, valid and binding obligation of the City; (3) confirming the authority of the City to incur the indebtedness; and (4) confirming that the City's Ordinance authorizing this indebtedness and irrevocably pledging the security for repayment of this indebtedness is valid and authorized."

Banner Bank will charge the City of Lowell a flat legal fee of \$3,500 which will cover the bank's attorney's fees to review and approve the documents prepared by the City's bond counsel.

Lastly, please note that this e-mail constitutes a proposal under which terms the Bank would consider making a loan. It is NOT a commitment to lend. If the proposed terms are acceptable to the City then I will begin the underwriting process and move forward to getting a commitment to the City.

Please let me know how you would like to proceed after your City Council meeting next week. Thanks very much.

Bill Reinhard  
VP/CRM  
Banner Bank  
Eugene CBC

This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please do not read, copy or re-transmit this communication and destroy any copies. Transmission or use of this information by an unintended recipient is unauthorized, may be illegal, and shall not be deemed a waiver of any privilege (including attorney-client privilege).



**GOVERNMENT CAPITAL**

**CORPORATION**

345 MIRON DRIVE SOUTHLAKE, TEXAS 76092 817 421 5400

[WWW.GOVCAP.COM](http://WWW.GOVCAP.COM)

**City of Lowell  
Lowell, OR**

July 14, 2020

**FINANCING STRUCTURE:** Taxable Structure – Full Faith & Credit Obligation

**PROJECT:** Land Purchase and Renovation

**PLACEMENT:** Private Placement

**ESTIMATED SOURCES AND USES OF FUNDS:**

<b>Source:</b>		
Note Proceeds		\$ 307,470.00
<b>Total Sources</b>		<b>\$ 307,470.00</b>
<b>Uses:</b>		
Land Purchase and Renovation	\$	298,000.00
Issuance Costs (0.015)	\$	4,470.00
Legal Fee Mersereau Shannon LLP	\$	5,000.00
<b>Total Sources &amp; Uses</b>		<b>\$ 307,470.00</b>

\*The above issuance cost represents total issuance costs necessary for closing the transaction as contemplated. Issuance Cost Allocation includes Documentation, Private Placement Cost and Filing Fees.

**MONTHLY TERM:** 24 Payments

**INTEREST RATE:** 2.60%

**PAYMENT AMOUNT:** \$ 13,189.62 (P&I)

**PAYMENT DATES:** Beginning 60 days from signing and monthly thereafter

**ESTIMATED CLOSING:** August 2020

**ADDITIONAL NOTES:**

- ✓ The above proposal is subject to audit analysis and mutually acceptable documentation. The terms outlined herein are subject to change and rates are valid for fourteen (14) days from the date of this proposal. If funding does not occur within this time period, rates will be indexed to markets at such time.
- ✓ We have an existing relationship with you and have your financial statements on file, expediting the process. Please keep in mind we may also need current year statements.



July 15, 2020

City of Lowell  
Att: Jared Cobb  
107 East Third Street  
Lowell, OR 97452

96 EAST BROADWAY  
EUGENE, OR 97401  
541.684.7500 GENERAL  
541.684.7550 FAX  
877.566.5544 TOLL FREE

Re: Short Term Financing

**Term Sheet/Proposal – City of Lowell**

Dear Jared:

Thank you for considering Summit Bank for financing the purchase of the home and vacant lot located on 205 E Main Street and 295 E. Main Street in Lowell. We are pleased to present the loan proposal described below:

<b>Borrower:</b>	City of Lowell
<b>Amount:</b>	\$300,000
<b>Purpose:</b>	Short term financing required to acquire the above referenced properties, fix right of way issues and repackage for sale consistent with the City's long term master plan.
<b>Loan Type:</b>	Commercial Term Loan
<b>Maturity:</b>	24 months
<b>Amortization:</b>	None
<b>Interest Rate:</b>	4.35% fixed.
<b>Payments:</b>	Monthly, interest only. (Approximately \$1,088)
<b>Fee:</b>	0.125% (\$375)
<b>Collateral:</b>	None. Unsecured
<b>Guarantors:</b>	None.

<b>Prepayment</b>	None.
<b>Financial Reporting:</b>	Annual Audited Financials.
<b>Financial Covenants:</b>	None
<b>Appraisal:</b>	None
<b>Environmental:</b>	None
<b>Conditions:</b>	Establishing of banking deposit relationship with Summit Bank

This proposal is for discussion purposes only and is a general, non-binding expression of interest on the part of Summit Bank. Summit Bank's consideration of this proposal is subject to fulfillment of a number of usual and customary conditions including, but not limited to, Summit Bank's normal credit approval process, our investigation of the proposal and the credit and financial status of all borrowers and guarantors, and a review of the proposed collateral. The undersigned certifies that any financial information presented to Summit Bank in connection with this proposal is and will be correct and complete. We are authorized to investigate the credit and employment status of the borrower and guarantors, whether directly or through any agent.

We hope these terms are satisfactory and await your review of this proposal and your response.

If you wish to have us pursue approval of an application in accordance with this proposal, please sign and return the enclosed copy of this letter to my attention no later than July 31, 2020. We look forward to working with you and contributing to your success.

Sincerely,

Piotrek Buciariski  
Vice President, Business Client Advisor  
Please pursue approval of a commitment in accordance with this proposal.

Borrower:

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

Date: 7/15/2020

UNDER OREGON LAW, MOST AGREEMENTS AND OTHER COMMITMENTS MADE BY US AFTER OCTOBER 3, 1989 CONCERNING LOANS AND OTHER CREDIT EXTENSIONS WHICH ARE NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES OR SECURED SOLELY BY THE BORROWER'S RESIDENCE MUST BE IN WRITING, EXPRESS CONSIDERATION AND BE SIGNED BY US TO BE ENFORCEABLE.