

**Lowell City Council  
Regular Meeting  
Tuesday, April 5, 2022 at 7 P.M.**

**Maggie Osgood Library  
70 N. Pioneer Street  
Lowell, OR 97452**

**COVID-19 protocols are required for those attending in person, including mask wearing and social distancing.**

**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: [admin@ci.lowell.or.us](mailto:admin@ci.lowell.or.us).

**Regular Meeting Agenda**

Call to Order/Roll Call/Pledge of Allegiance

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

Approval of Agenda

Consent Agenda

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

Public Comments

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

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

## City Council Meeting Agenda

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

### Council Comments (three minutes per speaker)

### Staff Reports

### Old Business

### New Business

1. Motion to approve a “Cost Proposal and Agreement” with BB&A Environmental for underground storage tank decommissioning in the amount not to exceed \$20,000, and to authorize the City Administrator to sign – Discussion/Possible action
2. Motion to approve a “General Application” with Business Oregon for a \$20,000 grant to fund the wastewater facility plan, and to authorize the Mayor to sign – Discussion/Possible action
3. Motion to approve a “General Application” with Business Oregon for a \$20,000 grant to fund the water management and conservation plan, and to authorize the Mayor to sign – Discussion/Possible action
4. Review “Volunteer Application” from Jimmy Murray, sole applicant to vacant City Council Position 2 and applicant to Budget Committee – Discussion/Possible action
  - a. Staff report – City Administrator Jeremy Caudle
  - b. Statement from the applicant (5 minutes)
  - c. Questions and answers from City Council if determined to be necessary by a majority of the Council after reviewing the application (L.R.C. 2.029(d))

City Council may take any of the following actions: (1) appoint the applicant to fill the vacant City Council position followed by swearing-in of new City Councilor or (2) appoint the applicant to the Budget Committee; (3) extend the application deadline for the City Council vacancy; (4) any other action related to the vacancy at the City Council’s discretion.
5. Update on vandalism at Paul Fisher Park and Rolling Rock Park restrooms and discussion of alternatives such as portable toilets –Discussion  
*Presenter: Public Works Director Max Baker*

## City Council Meeting Agenda

6. City Administrator update on future agenda items (15 minutes) – Discussion
  - Loan extension for 205 E. Main St.
  - Business Oregon loan approval for 70 N. Pioneer St.
  - Appointments to Code Committee

Other Business

Mayor Comments

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

Adjourn the Regular Meeting.

# Agenda Item Sheet

City of Lowell City Council



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

Motion to approve a "Cost Proposal and Agreement" with BB&A Environmental for underground storage tank decommissioning in the amount not to exceed \$20,000, and to authorize the City Administrator to sign – Discussion/Possible action

**Justification or background:**

This is an agreement with the same company that completed the Phase 2 assessment of 205/295 E Main St. to decommission the underground gasoline tank that was found on the property. Decommissioning this tank and obtaining a "no further action" determination from the Department of Environmental Quality is a condition to sale in the city's agreement with the buyer for 205/295 E Main St. I am recommending that City Council approve the contract pursuant to Section 2.106 of the Lowell Revised Code, which states, in part: **"Personal service contracts for continuation of work. Contracts of not more than \$200,000.00 for the continuation of work by a contractor who performed preliminary studies, analysis or planning for the work under a prior contract may be awarded without competition, if the prior contract was awarded under a competitive process, and the city administrator determines that use of the original contractor will significantly reduce the costs of, or risks associated with, the work."** The city used a competitive process to select the current contractor. In the city administrator's determination, using the current contractor meets the criteria of Sec. 2.106(d) since: (1) the contractor performing the work is the same one who performed the analysis, which means they are familiar with the project site and conditions, which will reduce the risks associated with the work; (2) due to the small nature of the project, it is not likely that a competitive process will yield significant cost savings to outweigh the additional time that would be required; and (3) time is of the essence in completing this project, since the property is currently under contract. Staff are requesting purchasing authority not to exceed \$20,000 in case additional work not included in the

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



Type of item:	Procurement
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scope--such as soil removal--become necessary once work start. This will give staff the flexibility need to approve contract changes without having to unnecessarily halt the project to obtain higher approvals.

Department or Council sponsor:

Administration
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Attachments:

BB&A "Cost Proposal and Agreement" with cost proposal totalling \$11,161.50.
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Meeting date:	4/5/200
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ENVIRONMENTAL

March 29, 2022

EUGENE  
32986 Roberts Court, Coburg, OR 97408  
P.O. Box 40187 Eugene, OR 97404  
(541) 484-9484

PORTLAND  
25195 SW Parkway Ave., Suite 207  
Wilsonville, OR 97070  
(503) 570-9484

Jeremy Caudle  
City Administrator, City of Lowell  
P.O. Box 490  
Lowell, OR 97452

RE: UST Decommissioning - Scope of Work and Cost Proposal

FOR: Vacant Property  
205 East Main St., Lowell OR

Dear Jeremy:

Please find enclosed an electronic copy of a Cost Proposal and Agreement for decommissioning a small (1,000-gallons or less) abandoned underground storage tank (UST) at the above referenced location. Should you have any questions regarding the scope of work, please do not hesitate to contact me at your convenience.

Thank-you for the opportunity to be of service.

Sincerely,

BB&A Environmental

A handwritten signature in black ink, appearing to read 'Randall J. Boese'.

Randall J. Boese, RG/LHG  
Principal / President

Enclosures: Cost Proposal and Agreement



ENVIRONMENTAL

**COST PROPOSAL AND AGREEMENT**

***(UST Decommissioning)***

EUGENE  
32986 Roberts Court, Coburg, OR 97408  
P.O. Box 40187 Eugene, OR 97404  
(541) 484-9484

PORTLAND  
25195 SW Parkway Ave., Suite 207  
Wilsonville, OR 97070  
(503) 570-9484

**DATE:** March 29, 2022

**CLIENT**

City of Lowell  
P.O. Box 490  
Lowell, OR 97452

Contact: Jeremy Caudle, City Administrator  
Phone: (541) 359-8768  
email: [Jcaudle@ci.lowell.or.us](mailto:Jcaudle@ci.lowell.or.us)

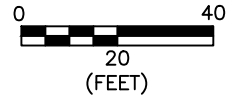
**PROJECT INFORMATION**

Description: Vacant Property  
205 East Main St., Lowell OR  
Tax Lot: 2100  
Size: 0.5 acres  
Other Info: Property currently vacant, historical use as a General Store and Retail Service Station. Recent Phase I ESA completed in December 2021 by Omnicon. Phase II ESA completed by BB&A in February 2022.

**PURPOSE:** To provide professional services as required to complete the following:

- Perform construction tasks (e.g., UST removal, backfill, compaction)
- Demolition - Asphalt/concrete
- Soil cleanup
- Resurfacing (crushed rock only)
- Provide materials and supplies
- Collect soil samples/groundwater samples (if groundwater encountered)
- Prepare permits and DEQ notices as required (assumes abandoned)
- Preparation of DEQ Service Change Report
- Other as specified below:

This cost proposal covers costs associated with permanent decommissioning (by removal) of one (1) 1,000-gallon or less abandoned underground storage tank (UST), and accessible product piping at the above referenced facility (see **Figure**).



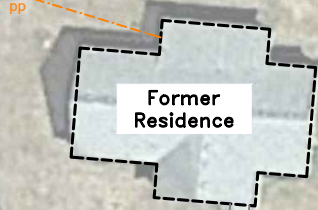
RESIDENCE

W. BOUNDARY ROAD

HIGHLAND LANE

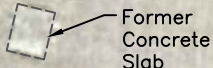
S. PIONEER STREET

Sidewalk



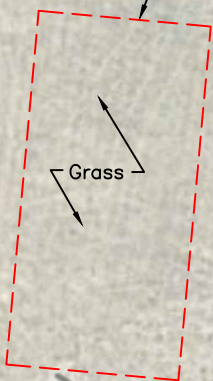
Former Residence

TL 2100



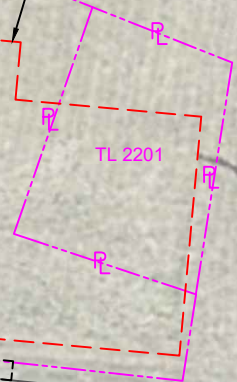
Former Concrete Slab

Estimated Location of Former Lowell Prop Warehouse



Grass

Estimated Location of Former Lowell Market



TL 2201

Driveway

Sidewalk

E. MAIN STREET

4'x8' UST  
Concrete Patch

Sidewalk

RESIDENTIAL PROPERTIES

**LEGEND**



Building



Property Line

TL 2100

Tax Lot Number



Overhead Power Line



Power Pole



EUGENE OFFICE  
32986 Roberts Ct.  
Coburg, OR  
ph: 541.484.9484

PORTLAND OFFICE  
25195 SW Parkway Ave., #207  
Wilsonville, OR  
ph: 503.570.9484

www.BBAENV.COM

SITE PLAN  
VACANT PROPERTY  
205 EAST MAIN STREET, LOWELL, OREGON

FIGURE #:

3

PROJECT CODE:  
COL01PH2.22E

DATE:  
02/23/22

SCALE:  
1"=40'

DRAWN:  
K.D.DESIGNS

CHECKED:  
DARA KOK



Normally BB&A Environmental (BB&A) will prepare the 30-day notice for UST decommissioning, register the UST for decommissioning, and obtain local permits (e.g., fire department), as required. However, given that this UST is abandoned and assumed to predate registration requirements, these tasks will not be performed.

However, BB&A will document UST decommissioning activities as required for closure of the UST system. BB&A will prepare the UST Decommissioning Report and Checklist as per DEQ closure requirements.

Bergeson-Boese & Associates, Inc. dba BB&A Environmental  
Oregon DEQ Service Provider No. 10974  
Oregon CCB# 76509

## **UST DECOMMISSIONING**

BB&A will provide construction services relating to the permanent decommissioning (by removal) of one (1) 1,000-gallon or less abandoned underground storage tank (UST), and accessible product piping. The scope of work for UST decommissioning by removal is presented below.

### **1.0 Project Administration/Reporting**

- 1.1 Preparation, implementation, and management of project work plan and health and safety plan.
- 1.2 No permits and/or tank registration fees are assumed to be required.
- 1.3 Prepare the UST Decommissioning Report and Checklist for submittal to the client.

### **2.0 Tank Preparation and Decommissioning and Demolition**

#### **2.1 Project Oversight**

A licensed UST Decommissioning Supervisor will provide project oversight of UST removal and decommissioning activities.

#### **2.2 Excavation, UST Removal, Demolition, and Site Restoration**

Tasks required to complete UST decommissioning in accordance with applicable regulations and customary practices are presented below.

- 2.2.1 Request a Utility Locate in the area of the UST.
- 2.2.2 Cut power to the UST and dispensers (as applicable).
- 2.2.3 Remove the surface material as necessary to expose and gently tilt the UST. Residual product will be pumped from the UST and the interior of the UST will then be cleaned (e.g., triple rinsed) and pumped to remove residual liquid and sludge (i.e., rinseate). Liquid and sludge removed from the UST will be disposed of in an approved manner. The UST will then be inerted by ventilation using an air compressor and eductor apparatus. Tank atmosphere will then be measured to determine if the tank is safe for removal. This determination will be made on the basis of field measurements of the lower explosive limit (LEL) and oxygen content. As necessary, measures will be implemented to inert the UST (i.e., reduce LEL and/or oxygen content of the tank atmosphere to safe levels). The

- tank will be removed from the ground after flammable vapor concentrations inside the tank are below five (5) percent LEL.
- 2.2.4 **Removal:** Complete the excavation and remove the inerted UST. The UST will be rendered unusable and recycled as scrap metal. Any impacted soil encountered during excavation activities to access and remove the UST will be placed in a temporary stockpile (i.e., placed on and covered with polyethylene sheeting).
- 2.2.5 **Salvage/Other Removal:** As applicable, dispensers, tank level monitoring system (TLS) probes, and/or other electronic monitoring equipment, and dispenser will be removed and transported off-site for disposal if not salvaged by the client.
- 2.2.6 After site assessment activities have been completed, the UST excavation will be backfilled. If applicable, the DEQ will be notified to obtain approval to place backfill. Excess clean fill will be used as backfill as appropriate (see **Section 2.2.8** below). The broken up concrete pad will be used as backfill.
- 2.2.6 **Demolition:** Section of asphalt/concrete to be removed to facilitate removal of the UST.
- 2.2.7 **Backfill/Resurfacing:** Upon completion of site assessment activities, the excavation zone will be backfilled with clean overburden and imported fill material. Excess clean fill will be used as backfill. The deadmen anchors (if present) will be left in-place. The excavation zone will be backfilled with clean fill and compacted to rough grade.
- 2.2.8 **Schedule/Sequence:** UST decommissioning, excavation, and backfill will occur over the course of one (1) to two (2) days.

### **2.3 Soil Cleanup**

None assumed.

## **SITE ASSESSMENT (SOIL AND PIT GROUNDWATER)**

Confirmation soil sampling will be performed pursuant to state regulations governing the permanent closure of permitted UST systems.

### **1.0 Site Investigation**

A map of the UST excavation area will be prepared. Determination of the general geology of the UST excavation and location of contamination as indicated by visual inspection and/or field instrument monitoring will be documented.

### **2.0 Site Investigation Soil Sampling and Analysis**

Soil samples will be collected using sterile gloves and a decontaminated sampling trowel or directly from the excavator bucket. Each soil sample will be placed directly into laboratory prepared glass sample containers, given a unique identification, logged onto a formal chain-of-custody form, placed on synthetic ice in a chilled cooler, and delivered to a certified laboratory, for analysis.

Confirmation soil samples will be analyzed using ORDEQ Method TPH-HCID. The pit will be assumed to be “dry” after dewatering.

## **PROJECT ASSUMPTIONS**

The following assumptions have been made in preparing the scope of work and cost proposal presented below:

- The UST predates and registration requirements.
- The client may remove salvageable/delicate petroleum equipment (e.g., cathodic protection equipment, tank level monitoring equipment, etc.) prior to decommissioning. BB&A will assist in this effort as requested;
- The client will have all power shut off to any other petroleum related equipment within the work area (e.g., dispensers/pumps/card reader);
- Groundwater pumping is not included;
- Costs associated with soil cleanup is not included in this proposal;
- Proposal assumes there has been no release from the UST system;
- Concrete deadmen anchors (if present) within the excavation will be left in-place;
- The UST will be recycled as scrap metal or disposed of as a solid waste (FRP UST); and
- Disposal of residual product and/or rinsate will be billed on a time and materials basis at a rate of \$1.25/gallon plus truck time plus 15% markup.

**COST PROPOSAL:**

The costs associated with this Cost Proposal and Agreement are presented below.

<b>UST Decommissioning</b>			
<b>Task/Service</b>	<b>Rate</b>	<b>Quantity</b>	<b>Total</b>
<b>Permits/Reports/Permits</b>			
Project Manager (Planning, Locates, H&S)	\$165.00	3	\$495.00
Project Manager (Report/Checklists/Oversight)	\$165.00	15	\$2,475.00
Drafting/AutoCAD - Site Plan	\$120.00	1	\$120.00
Permit Fees - None Assumed	\$0.00	0	\$0.00
<b>UST Decommissioning/Backfill/Compact/Grade</b>			
Equipment Operator/Field Techs (HazMat Trained) - Lump Sum	\$3,760.00	1	\$3,760.00
Mobilization, Mileage, Reimbursables	\$250.00	1	\$250.00
Contaminated Soil Disposal ( <b>None Assumed</b> )	\$0.00	0	\$0.00
Excavator/Fuel	\$1,500.00	1	\$1,500.00
Residual Fuel/Rinseate Disposal	Time and Materials+15%		
Trucking (UST disposal and hauling)	\$475.00	1	\$475.00
Compressor	\$395.00	1	\$395.00
Sawcut	\$450.00	0	\$0.00
Disposal (misc.)	\$0.00	0	\$0.00
Venting - Eductor	\$50.00	1	\$50.00
Compactor	\$400.00	1	\$400.00
Backfill 3/4" - 1" minus rock - top 1' (delivered)	\$33.50	15	\$502.50
Resurfacing - crushed rock only see above	\$0.00	0	\$0.00
Visqueen, security fencing, misc.	\$250.00	1	\$250.00
<b>Laboratory Analysis - Closeout Sampling</b>			
NWTPH-HCID - Soil - USTs	\$78.00	0	\$0.00
NWTPH-Dx	\$90.00	0	\$0.00
NWTPH-Gx	\$82.00	0	\$0.00
NWTPH-Gx + BTEX by EPA 8260B	\$163.00	3	\$489.00
PAHs by EPA 8270SIM	\$184.00	0	\$0.00
<b>Total:</b>			<b>\$11,161.50</b>

A monthly invoice will include all services performed through the end of the month and all payments received through the end of the month. Terms will due upon receipt of the date of the invoice. Late charge of 1.5%. As applicable, state and local sales taxes will be added to invoices.

**MISCELLANEOUS:**

No prior stipulations, agreements, or understandings, verbal or otherwise, of the Parties shall be valid or enforceable unless embodied in the provisions of the Cost Proposal and Agreement.

**Dated: March 28, 2022**

**BB&A ENVIRONMENTAL**



\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Randall J. Boese  
**Name (Printed or Typed)**

\_\_\_\_\_  
Principal / President  
**Title**

\*\*\*\*\*

**ACCEPTANCE**

You are hereby authorized to furnish all labor, materials, and outside services required to complete the work detailed in the Cost Proposal and Agreement, for which the undersigned agrees to pay as invoiced in accordance with the Terms and Conditions contained on the following page.

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name (Printed or Typed)**

\_\_\_\_\_  
**Title**

## **CONDITIONS AND LIMITATIONS:**

1. The professional and construction services of BB&A Environmental will be rendered using the degree of care and skill ordinarily exercised under similar circumstances by reputable environmental engineering and construction firms practicing in this or similar locations. No other warranty express or implied is made.
2. The conclusions and recommendations reached from this assessment will be based only on the data provided by others and observations made during field investigations. The accuracy of these findings should not be considered as scientific certainties, but rather as professional opinion based upon selected and limited data.
3. The services to be performed consist solely of those described within the Scope of Service outlined above. Other environmental assessment services (e.g., waste characterizations, compliance audits, wetlands determinations, etc.) are not included in the Scope of Work of this Subsurface Assessment. These services may be provided as an expansion of the Scope of Service outlined above or as an additional phase of the investigation.
4. This proposal is based upon performing the assessment under Level D or less health and safety protection. If unsafe physical or chemical conditions are encountered at the site, all work will be temporarily halted, the client notified, and a new scope of work negotiated.
5. BB&A Environmental does not assume the responsibility for reporting to any local, state, or federal public agencies any conditions at the site that may present a potential danger to public health, safety, or the environment. Notification to appropriate agencies as required by law is the responsibility of the client.
6. If the subject property and facilities are not owned by the client, the client warrants that all necessary permissions for BB&A Environmental to enter onto the site for the purpose of performing the Scope of Work outlined above has been obtained.
7. All data generated from this investigation, including the final report, will be submitted to the client upon receipt of payment in full for services rendered.
8. If a dispute arises between the parties pertaining to the Agreement, the dispute shall be determined by arbitration in accordance with the arbitration provisions of Oregon Revised Statutes. Each party shall choose an arbitrator, and the two arbitrators shall choose a third. If the choice of the second or third arbitrator is not made within ten (10) days of the choosing of the prior arbitrator, either party may apply to the presiding judge of the Lane County Circuit Court to appoint the required arbitrator. The parties shall be entitled to conduct discovery in accordance with the Oregon Rules of Civil Procedure, subject to limitation by the arbitrator to secure just and efficient resolution of the dispute. If the amount in controversy exceeds \$10,000.00, the arbitrator's decision shall include a statement specifying in reasonable detail the basis for and computation of the amount of the award, if any. The arbitration shall take place in Lane County, Oregon, and the award of the arbitrator shall have the effect provided in Oregon Revised Statutes governing arbitration. Cost of the arbitration shall be shared equally by the parties, and each party shall pay its own attorney fees incurred in connection with the arbitration.



# Agenda Item Sheet

City of Lowell City Council

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Type of item:

Other

Item title/recommended action:

Motion to approve a "General Application" with Business Oregon for a \$20,000 grant to fund the wastewater facility plan, and to authorize the Mayor to sign – Discussion/Possible action

Justification or background:

This is a grant application with Business Oregon to fund a portion of the wastewater facility master plan, which is currently underway. If approved, the grant would result in \$20,000 in funds with no matching requirements to offset the costs of the master plan.

Budget impact:

Revenues of \$20,000

Department or Council sponsor:

Public Works

Attachments:

Business Oregon general application

Meeting date:

04/05/2022





**Detailed Project Description**

Clearly describe the proposed project work to be accomplished:

The proposed project will result in a new planning document to guide the development and operation of the city's waste water facilities for the next 20-year planning period. The document will also guide capital improvement and expenditure allocations to facility components with the greatest need for improvement or replacement.

**Project Work Plan**

List project activity milestones with estimated start and completion dates. Identify estimated date of first cash draw:

Activity	Estimated Date	
	Start	Completion
Collection System Mapping	Jul 8, 2021	8/20/22
Inflow and Infiltration Study	Aug 4, 2021	Jun 27, 2022
Waste Water Facilities Plan - 50% Draft	Jul 15, 2021	Oct 29, 2022
Waste Water Facilities Plan - 85% Draft	Oct 11, 2022	Dec 10, 2022
Waste Water Facilities Plan - 95% Draft	Dec 13, 2022	Feb 16, 2022
Wastewater Facilities Plan - 100% Draft	Feb 17, 2022	6/1/22

**Estimated First Draw Date:** May 1, 2020

**Project Budget**

List individual project budget line items with requested budgeted amounts by IFA and non-IFA funding sources. Change budget column labels to identify the specific requested IFA funding sources. Non-IFA sources are those funds other than those requested from IFA.

**Please be aware that the award loan amount will be subject to a less than 1% issuance fee if the loan is included in the Oregon Bond Bank. Please contact Business Oregon for additional information.**

Budget Line Item (Adjust budget items to suit the project) <i>Below are general items most used</i>	IFA Funding		Non-IFA	Total
	Source 1	Source 2	Funds	
<b>Engineering/Architecture</b>	\$20,000	\$0	\$121,254	\$141,254
<b>Construction</b>				0
<b>Construction Contingency</b>				0
<b>Land Acquisition</b>				0
<b>Legal</b>				0
<b>Construction Management</b>				0
<b>Other (Specify)</b>				0
<b>Other (Specify)</b>				0
<b>Other (Specify)</b>				0
<b>Other (Specify)</b>				0
<b>Totals</b>	<b>20,000</b>	<b>0</b>	<b>121,254</b>	<b>141,254</b>

**Details of Non-IFA Funds**

Source of Non-IFA Funds	Amount	Status: C-Committed, A-Application S-Submitted, AI-Application Invited, PS-Potential Source	Dates Required Funds will be Committed and Available
Sewer Fund	\$121,254	C	1-Jul-22
<b>Totals</b>	<b>121,254</b>		

**If "Non-IFA funds" include USDA Rural Development funding that will require interim financing, please indicate the source of the interim financing.**

**General Certification**

I certify to the best of my knowledge all information, contained in this document and any attached supplements, is valid and accurate. I further certify that, to the best of my knowledge:

1. The application has been approved by the governing body or is otherwise being submitted using the governing body's lawful process, and
2. Signature authority is verified.

**Check one:**

- Yes, I am the highest elected official. (e.g., Mayor, Chair or President)
- No, I am not the highest elected official so I have attached documentation that verifies my authority to sign on behalf of the applicant. (Document such as charter, resolution, ordinance or governing body meeting minutes must be attached.)

**The department will only accept applications with proper signature authority documentation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

**FOR BUSINESS OREGON USE ONLY**

\_\_\_\_\_  
Concept Number

\_\_\_\_\_  
Intake Approval Date

**Project Type:**

- Planning
- Construction
- Other:
- Design
- Design & Construction

## Application Supplement for Water/Wastewater Financing Program Technical Assistance Project

Applicant: **Lowell, Oregon**

Project Name: **Lowell Waste Water Facilities Plan**

**Section I: Ownership / Operation**

- A. What is the street address of the property or physical location of the improvements that will be addressed by this technical assistance project?  
**107 E 3<sup>rd</sup> St, Lowell, OR 97452**
- B. Will the applicant own the potential drinking water, wastewater, or storm drainage construction project that is the subject of this technical assistance project, once it is constructed?  Yes  No  
*If no, describe other ownership:*
- C. Will the applicant operate and maintain the facility / improvements once they are constructed?  Yes  No  
*If no, describe:*
- D. Will a private business have a special legal entitlement to the potential drinking water, wastewater, or storm drainage project if it is constructed / completed? (e.g., through either a transfer of ownership, management contract, special rates / charges, or priority for use)  Yes  No  
*If yes, describe:*

**Section II: Program Requirements / Project Information**

- A. If a specific site or property will be the subject of all or part of this technical assistance project, is the proposed use in conformance with the current acknowledged land use comprehensive plan? *See Attachment C.*  Yes  No  
*If no, explain:*
- B. **For drinking water projects:** Are all service connections to the drinking water system metered?  Yes  No  
*If no, explain:*
- C. **For wastewater projects:** Is the project in preparation for wastewater or storm drainage treatment facilities which will discharge effluent into a "water quality limited" stream that the Department of Environmental Quality (DEQ) has not yet established the Total Maximum Daily Load standards (TMDLs)?  Yes  No  
*If yes, has a consultation with DEQ been completed to determine if the project can be designed and constructed without established TMDLs?*  Yes  No  
*If yes, attach documentation of DEQ consultation as Attachment D.*

- D. Describe the experience of the individual who will be responsible for day-to day management of this technical assistance project and ensuring its completion within defined timeframes.

**Jeremy Caudle, City Administrator will be responsible for management of financial aspects, the City's Engineer (Civil West Engineering) will be responsible for day to day management of the project and will ensure it's completion within the defined timeframes. Matt Wadlington (Civil West Engineering) has assisted numerous municipalities and public water systems with this sort of technical assistance.**

**Section III: Budget Information**

- A. Who prepared the cost estimates for the project?

Name: **Matt Wadlington**

Title: **Principal**

Company: **Civil West Engineering Services, Inc.**

Phone Number: **541-223-5130**

Date of project cost estimate: **6/21**

**Section IV: Financial Information - Complete only if funding request includes a loan**

- A. What sources of revenue are being pledged to repay a loan?

██████████

- B. Is other debt serviced or secured by those revenues?  Yes  No

*If yes, is the other debt described in the applicant's audit reports?*  Yes  No

*If no, describe:* ██████████

- C. Has the applicant ever defaulted on a debt?  Yes  No

*If yes, provide a complete summary of the circumstances related to the default.* ██████████

- D. Is there actual / pending litigation that could impair the applicant's ability to repay debt?  Yes  No

*If yes, describe:* ██████████

## Attachments

Attachment Description		For IFA Use (Attached?)
<b>Attachments A and B are Required with all Applications</b>		
<b>A</b>	Map(s) showing the location of the project and delineation of the boundaries of the utility system's service area.	<input type="checkbox"/>
<b>B</b>	Documentation that the facilities plan, master plan, or study is required by a regulatory agency. For all other technical assistance projects, attach documentation of project support from the regulatory agency.	<input type="checkbox"/>
<b>Check If Applicable</b>	<b>Check box at left and include any of the following attachments that are applicable to the project proposal</b>	
<input type="checkbox"/>	<b>C</b> If a specific site or property will be the subject of all or part of this technical assistance project, include documentation from the appropriate entity (city or county) which indicates the project is consistent with the acknowledged local comprehensive plan.	<input type="checkbox"/>
<input type="checkbox"/>	<b>D</b> If project is in preparation for a wastewater treatment facility which will discharge into a water quality limited stream(s), but TMDLs have not yet been established for the stream by the Department of Environmental Quality (DEQ), attach documentation which indicates that DEQ has determined the project can be constructed without the establishment of TMDLs.	<input type="checkbox"/>
<input type="checkbox"/>	<b>E</b> If the project overlaps municipal boundaries, attach an executed copy of an intergovernmental cooperation agreement which sets out the duties and obligations of each entity.	<input type="checkbox"/>
<input type="checkbox"/>	<b>F</b> If funding request includes a loan, and the applicant's last three audit reports are not available at the Secretary of State website: <a href="http://www.sos.state.or.us">http://www.sos.state.or.us</a> , attach copies of the applicant's audit reports.	<input type="checkbox"/>
<input type="checkbox"/>	<b>G</b> If funding request includes a loan, complete the Schedule of Pro Forma Revenues and Expenditures for the applicable fund(s) that will be pledged to repay the loan for each of the next five years and any underlying assumptions used ( <i>see Attachment C</i> ).	<input type="checkbox"/>

## Schedule of Pro Forma Revenues and Expenditures

## Attachment C

	Pro Forma	Current FY					
1	<b>Year (ending June 30)</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2	<b>Beginning Fund Balance</b>		0	0	0	0	0
<b>Operating Revenues</b>							
3	Primary Revenue Source						
4	Other Revenue Source 1						
5	Other Revenue Source 2						
	<b>Total Operating Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operation, Maintenance &amp; Replacement (OM&amp;R) Expenses</b>							
6	Personal Services						
7	Materials & Services						
8	Other Operating Expenses						
	<b>Total Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Debt Services</b>							
	<b>Funds Avail for Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9	Existing Debt 1						
10	Existing Debt 2						
11	Other Proposed Debt						
	<b>Total Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Activities</b>							
	<b>Cash Avail After Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
12	Loan Proceeds / Drawdowns						
13	Capital Outlay						
14	System Replacement Reserves						
15	Other Non-Operating Activity						
	<b>Net Other Activity</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
16	Net Transfers IN (OUT)						
17	Adjustments						
	<b>Net Transfers &amp; Adjustment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
18	<b>Connections</b>						
19	<b>EDUs</b>						
20	<b>Monthly Rate per EDU</b>						

Please contact your RDO if you have questions completing this form.

Primary revenue source (e.g., user charges). Include, on lines 4 or 5, revenues such as taxes, hook-up fees and rent/lease income. Do not include interest, SDCs, etc., in this section; rather, enter these revenues on line 15.

Include short-lived asset replacement with a useful life of 15 years or less. Do not include capital outlay, transfers, depreciation, etc; rather, enter these revenues to lines 12–17.

Enter and specify annual debt service amounts for existing and proposed debt support by this fund, including any proposed non-IFA debt for this project, e.g., USDA, DEQ, etc.

Anticipated drawdown schedule for requested loans. Include capital outlay for this project. Anticipated contributions for system replacement. Asset sales, SDCs, interest income (specify†).

Include transfers to reserve accounts (specify†). Explain any adjustments

†Describe any assumptions used in calculating above figures, such as changes in user rates, EDU/connection growth, loan repayments, operating expenses, transfers, adjustments:



# Agenda Item Sheet

City of Lowell City Council

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

Motion to approve a "General Application" with Business Oregon for a \$20,000 grant to fund the water management and conservation plan, and to authorize the Mayor to sign –  
Discussion/Possible action

**Justification or background:**

This is a grant application with Business Oregon to fund a portion of the water facility master plan, which is currently underway. If approved, the grant would result in \$20,000 in funds with no matching requirements to offset the costs of the master plan.

**Budget impact:**

Revenues of \$20,000

**Department or Council sponsor:**

Public Works

**Attachments:**

Business Oregon general application

Meeting date:	04/05/2022
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# General Application

775 Summer St NE, Suite 200  
Salem, OR 97301-1280

## Applicant

<u>City of Lowell</u>		<u>Federal Tax ID Number</u>	
Name		Federal Tax ID Number	
<u>107 E 3rd Street, Lowell, OR 97452</u>		<u>PO Box 490, Lowell, OR 97452</u>	
Street Address		Mailing Address	
Organization Type:			
<input checked="" type="checkbox"/> City	<input type="checkbox"/> County	<input type="checkbox"/> Special District under ORS _____	<input type="checkbox"/> Port District under ORS _____
<u>Jeremy Caudle</u>		<u>City Administrator</u>	
Contact Name		Title	
(Person we should contact with project questions)			
<u>(541) 937-2157</u>	<u></u>	<u>JCaudle@ci.lowell.or.us</u>	
Phone Number	Fax Number	Email Address	

**Representation** (Information may be found at [www.leg.state.or.us/findlegsltr](http://www.leg.state.or.us/findlegsltr) )

<u>04</u>	<u>Floyd Prozanski</u>
Senate District Number	Senator's Name
<u>07</u>	<u>Cedric Hayden</u>
House District Number	Representative's Name

## Project Information

City of Lowell Water Master Plan and Water Management and Conservation Plan  
Project Name: (e.g., Stayton Water System Improvements)

### Opportunity/Problem

Briefly describe the opportunity or problem facing the applicant:

The City's current Water Master Plan exceeds the recommended age and needs to be updated to ensure the City has an accurate document defining expected capital improvements and maintains in regulatory compliance.

### Response to Opportunity/Problem

Briefly describe the major alternatives considered to address this opportunity or problem:

The City has contracted with Civil West Engineering Services to complete a Water Master Plan and Water Management and Conservation Plan.

**Detailed Project Description**

Clearly describe the proposed project work to be accomplished:

Prepare WMP and WMCP, and submit to OHA Drinking Water Services for approval.

**Project Work Plan**

List project activity milestones with estimated start and completion dates. Identify estimated date of first cash draw:

Activity	Estimated Date	
	Start	Completion
Kickoff Meeting	Jul 1, 2021	Jul 31, 2021
50% Completion Review	Oct 15, 2021	Oct 15, 2021
90% Completion Review	Apr 1, 2022	Apr 1, 2022
Submittal to Agencies for review and approval	May 1, 2022	May 1, 2022
Approval from Agencies	Jun 30, 2022	Jun 30, 2022
Project Closeout	Jul 1, 2022	July 2022

**Estimated First Draw Date:** May 1, 2022

**Project Budget**

List individual project budget line items with requested budgeted amounts by IFA and non-IFA funding sources. Change budget column labels to identify the specific requested IFA funding sources. Non-IFA sources are those funds other than those requested from IFA.

**Please be aware that the award loan amount will be subject to a less than 1% issuance fee if the loan is included in the Oregon Bond Bank. Please contact Business Oregon for additional information.**

Budget Line Item (Adjust budget items to suit the project) <i>Below are general items most used</i>	IFA Funding		Non-IFA	Total
	Source 1	Source 2	Funds	
<b>Engineering/Architecture</b>	\$20,000	\$0	\$82,446	\$102,446
<b>Construction</b>				0
<b>Construction Contingency</b>				0
<b>Land Acquisition</b>				0
<b>Legal</b>				0
<b>Construction Management</b>				0
<b>Other (Specify)</b>				0
<b>Other (Specify)</b>				0
<b>Other (Specify)</b>				0
<b>Other (Specify)</b>				0
<b>Totals</b>	20,000	0	82,446	102,446

**Details of Non-IFA Funds**

Source of Non-IFA Funds	Amount	Status: C-Committed, A-Application S-Submitted, AI-Application Invited, PS-Potential Source	Dates Required Funds will be Committed and Available
City Water Fund	\$82,446	C	Current
<b>Totals</b>	82,446		

If "Non-IFA funds" include USDA Rural Development funding that will require interim financing, please indicate the source of the interim financing.

**General Certification**

I certify to the best of my knowledge all information, contained in this document and any attached supplements, is valid and accurate. I further certify that, to the best of my knowledge:

1. The application has been approved by the governing body or is otherwise being submitted using the governing body's lawful process, and
2. Signature authority is verified.

**Check one:**

- Yes, I am the highest elected official. (e.g., Mayor, Chair or President)
- No, I am not the highest elected official so I have attached documentation that verifies my authority to sign on behalf of the applicant. (Document such as charter, resolution, ordinance or governing body meeting minutes must be attached.)

**The department will only accept applications with proper signature authority documentation.**

Signature	Date
Printed Name	Printed Title

**FOR BUSINESS OREGON USE ONLY**

Concept Number	Intake Approval Date
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**Project Type:**

- Planning                       Construction                       Other:
- Design                               Design & Construction

## Application Supplement for Water/Wastewater Financing Program Technical Assistance Project

Applicant: **City of Lowell**

Project Name: **Water Master Plan (WMP) and Water Management and Conservation Plan (WMCP)**

**Section I: Ownership / Operation**

- A. What is the street address of the property or physical location of the improvements that will be addressed by this technical assistance project?  
**City of Lowell, 107 E 3<sup>rd</sup> Street, Lowell, OR 97452**
- B. Will the applicant own the potential drinking water, wastewater, or storm drainage construction project that is the subject of this technical assistance project, once it is constructed?  Yes  No  
*If no, describe other ownership:*
- C. Will the applicant operate and maintain the facility / improvements once they are constructed?  Yes  No  
*If no, describe:*
- D. Will a private business have a special legal entitlement to the potential drinking water, wastewater, or storm drainage project if it is constructed / completed? (e.g., through either a transfer of ownership, management contract, special rates / charges, or priority for use)  Yes  No  
*If yes, describe:*

**Section II: Program Requirements / Project Information**

- A. If a specific site or property will be the subject of all or part of this technical assistance project, is the proposed use in conformance with the current acknowledged land use comprehensive plan? *See Attachment C.*  Yes  No  
*If no, explain:*
- B. **For drinking water projects:** Are all service connections to the drinking water system metered?  Yes  No  
*If no, explain:*
- C. **For wastewater projects:** Is the project in preparation for wastewater or storm drainage treatment facilities which will discharge effluent into a "water quality limited" stream that the Department of Environmental Quality (DEQ) has not yet established the Total Maximum Daily Load standards (TMDLs)?  Yes  No  
*If yes, has a consultation with DEQ been completed to determine if the project can be designed and constructed without established TMDLs?*  Yes  No  
*If yes, attach documentation of DEQ consultation as Attachment D.*

- D. Describe the experience of the individual who will be responsible for day-to day management of this technical assistance project and ensuring its completion within defined timeframes.

**Jeremy Caudle, City Administrator will be responsible for management of financial aspects, the City's Engineer (Civil West Engineering) will be responsible for day to day management of the project and will ensure it's completion within the defined timeframes. Matt Wadlington (Civil West Engineering) has assisted numerous municipalities and public water systems with this sort of technical assistance.**

**Section III: Budget Information**

- A. Who prepared the cost estimates for the project?

Name: **Matt Wadlington**

Title: **Principal**

Company: **Civil West Engineering Services**

Phone Number: **541-223-5130**

Date of project cost estimate: **6/2019**

**Section IV: Financial Information - Complete only if funding request includes a loan**

- A. What sources of revenue are being pledged to repay a loan?

██████████

- B. Is other debt serviced or secured by those revenues?  Yes  No

*If yes, is the other debt described in the applicant's audit reports?*  Yes  No

*If no, describe:* ██████████

- C. Has the applicant ever defaulted on a debt?  Yes  No

*If yes, provide a complete summary of the circumstances related to the default.* ██████████

- D. Is there actual / pending litigation that could impair the applicant's ability to repay debt?  Yes  No

*If yes, describe:* ██████████

## Attachments

Attachment Description		For IFA Use (Attached?)
<b>Attachments A and B are Required with all Applications</b>		
<b>A</b>	Map(s) showing the location of the project and delineation of the boundaries of the utility system's service area.	<input type="checkbox"/>
<b>B</b>	Documentation that the facilities plan, master plan, or study is required by a regulatory agency. For all other technical assistance projects, attach documentation of project support from the regulatory agency.	<input type="checkbox"/>
<b>Check If Applicable</b>	<b>Check box at left and include any of the following attachments that are applicable to the project proposal</b>	
<input type="checkbox"/>	<b>C</b> If a specific site or property will be the subject of all or part of this technical assistance project, include documentation from the appropriate entity (city or county) which indicates the project is consistent with the acknowledged local comprehensive plan.	<input type="checkbox"/>
<input type="checkbox"/>	<b>D</b> If project is in preparation for a wastewater treatment facility which will discharge into a water quality limited stream(s), but TMDLs have not yet been established for the stream by the Department of Environmental Quality (DEQ), attach documentation which indicates that DEQ has determined the project can be constructed without the establishment of TMDLs.	<input type="checkbox"/>
<input type="checkbox"/>	<b>E</b> If the project overlaps municipal boundaries, attach an executed copy of an intergovernmental cooperation agreement which sets out the duties and obligations of each entity.	<input type="checkbox"/>
<input type="checkbox"/>	<b>F</b> If funding request includes a loan, and the applicant's last three audit reports are not available at the Secretary of State website: <a href="http://www.sos.state.or.us">http://www.sos.state.or.us</a> , attach copies of the applicant's audit reports.	<input type="checkbox"/>
<input type="checkbox"/>	<b>G</b> If funding request includes a loan, complete the Schedule of Pro Forma Revenues and Expenditures for the applicable fund(s) that will be pledged to repay the loan for each of the next five years and any underlying assumptions used ( <i>see Attachment C</i> ).	<input type="checkbox"/>



## Schedule of Pro Forma Revenues and Expenditures

## Attachment C

	Pro Forma	Current FY					
1	<b>Year (ending June 30)</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2	<b>Beginning Fund Balance</b>		0	0	0	0	0
<b>Operating Revenues</b>							
3	Primary Revenue Source						
4	Other Revenue Source 1						
5	Other Revenue Source 2						
	<b>Total Operating Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operation, Maintenance &amp; Replacement (OM&amp;R) Expenses</b>							
6	Personal Services						
7	Materials & Services						
8	Other Operating Expenses						
	<b>Total Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Debt Services</b>							
	<b>Funds Avail for Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
9	Existing Debt 1						
10	Existing Debt 2						
11	Other Proposed Debt						
	<b>Total Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Activities</b>							
	<b>Cash Avail After Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
12	Loan Proceeds / Drawdowns						
13	Capital Outlay						
14	System Replacement Reserves						
15	Other Non-Operating Activity						
	<b>Net Other Activity</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
16	Net Transfers IN (OUT)						
17	Adjustments						
	<b>Net Transfers &amp; Adjustment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
18	<b>Connections</b>						
19	<b>EDUs</b>						
20	<b>Monthly Rate per EDU</b>						

Please contact your RDO if you have questions completing this form.

Primary revenue source (e.g., user charges). Include, on lines 4 or 5, revenues such as taxes, hook-up fees and rent/lease income. Do not include interest, SDCs, etc., in this section; rather, enter these revenues on line 15.

Include short-lived asset replacement with a useful life of 15 years or less. Do not include capital outlay, transfers, depreciation, etc; rather, enter these revenues to lines 12-17.

Enter and specify annual debt service amounts for existing and proposed debt support by this fund, including any proposed non-IFA debt for this project, e.g., USDA, DEQ, etc.

Anticipated drawdown schedule for requested loans. Include capital outlay for this project. Anticipated contributions for system replacement. Asset sales, SDCs, interest income (specify+).

Include transfers to reserve accounts (specify+). Explain any adjustments

†Describe any assumptions used in calculating above figures, such as changes in user rates, EDU/connection growth, loan repayments, operating expenses, transfers, adjustments:

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



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

Review "Volunteer Application" from Jimmy Murray, sole applicant to vacant City Council Position 2 and applicant to Budget Committee – Discussion/Possible action

- a. Staff report – City Administrator Jeremy Caudle
- b. Statement from the applicant (5 minutes)
- c. Questions and answers from City Council

**Justification or background:**

City Council Position 2 has been vacant since January. Since then, the city has advertised the vacancy to the community twice. No one applied by the deadline of the first opening period. This last opening period had a deadline of March 28. We received 3 applications. One applicant did not meet residency requirements, and another applicant withdrew their application. Thus, Jimmy Murray is the sole applicant to City Council Position 2. Murray has also stated an interest in serving on the Budget Committee if not selected to fill the City Council vacancy.

City Council may take the follow actions, at its discretion:

- (1) Appoint Murray to fill the vacancy, followed by swearing-in
- (2) Not make any appointments at this time, or make an appointment to the Budget Committee only
- (3) If (2), City Council may direct staff to publish another notice of a vacancy and the opportunity to apply for the position to try to obtain additional applications
- (4) Leave the City Council position vacant until the November election

**Department or Council sponsor:**

City Council

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

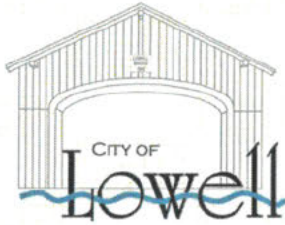


Type of item:	Appointments
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**Attachments:**

Volunteer application; Chapter VII, "Vacancies in Office" from City Charter; Sec. 2.029 "Appointment Process" from L.R.C.
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Meeting date:	4/5/200
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## VOLUNTEER APPLICATION

BOARDS, COMMISSIONS, AND COMMITTEES

### Contact Information

Name:	Jimmy Murray
Street Address:	72 Wetleau Dr, Lowell OR 97452
Mailing Address:	72 Wetleau Dr
City/State/Zip Code:	Lowell, OR 97452
Home Phone:	[REDACTED]
Work Phone:	[REDACTED]
E-Mail Address:	[REDACTED]

### Background

Years of Residence in Lowell:	7.5 years
Place of Employment:	University of Oregon
Occupation:	Technology Specialist and Student Supervisor
Educational Background:	South Umpqua High School University of Oregon: 180 credit hours
Prior Civic Activities:	UO Board of Trustees 2017- UO Board Finance + Facilities Committee 2017- UO Senate 2013-2017 SEIU 503 General Council Delegate 2014, 2016, 2018

### 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**

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MAR 17 2022

BY: .....

## Special Skills or Qualifications

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

- Ability to work across partisan and ideological lines to build consensus.
- Demonstrated ability to write and edit complex policy, procedure, and other technical prose.
- Five year member of UO Governing Board with statutory authority to govern all aspects of the institution.
- Five year member of UO Board Finance and Facilities Committee which considers matters pertaining to the financial capital, and other assets of the university.

## Motivation

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

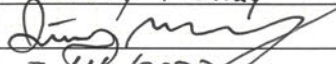
My time on the UO Board is coming to an end and I'm looking for a new way I can be involved in my community. It is my hope that my experience with the UO Board, UO Senate, and SEIU General Council will be of use.

## 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)	Jimmy Murray
Signature	
Date	3/16/2022

## Our Policy

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

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

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

## CHAPTER VII. - VACANCIES IN OFFICE

Section 27. What Creates Vacancy. An office becomes vacant upon the incumbent's death, removal from office, conviction of a crime pertaining to the office for which a sentence of imprisonment is authorized, resignation, or ceasing to possess the qualifications necessary for the office. An elective office becomes vacant upon declaration by the council of the vacancy when either of the following acts occurs without prior notice to the council; the incumbent is absent from the City for a period of 60 days or fails to attend three regular consecutive meetings of the council.

Section 28. Filling of Vacancy. Vacancies in elective offices of the City shall be filled by appointment by a majority of the entire incumbent membership of the council. If no person is appointed, the City shall hold an election for the vacancy at the next available state required election, which shall be the next required election where candidates would have the full required time to file. Any appointee's term of office shall begin upon appointment and continue until the first council meeting after the results of the next available election are certified, or the expiration of the original term of office, if the available election is the election immediately preceding the end of the term of office. The next available election shall be the same as set forth above when there is no appointment. An official elected pursuant to this section shall begin service at the council meeting when the term of the appointed official expires and continue for the remainder of the term.

During the temporary disability of any officer or during the officer's absence temporarily from the City for any cause, the office may be filled pro tem in the manner provided for filling vacancies in office permanently.

## Sec. 2.029. - Appointment process.

For specific appointments to the City Council, upon any vacancy, the following process will be utilized:

- (a) Notice of a vacancy and the opportunity to apply for the position will be published in the next available edition of the City newsletter, City website, and be posted in the normal locations and be advertised through any other means available. The notice will clearly state the deadline for application which shall be no fewer than 15 calendar days from the date of the notice.
- (b) The City will develop an application form to be completed by all applicants for appointment. The application shall be made available on-line and at City Hall.
- (c) All applicants must complete and submit an application before the deadline established in the notice of vacancy. Applications submitted after the published deadline will not be considered.
- (d) City Council members will be provided copies of all applications submitted for a vacancy under consideration, will review said applications and when an appointment is placed on the agenda for a regularly scheduled City Council meeting, will deliberate and decide the appointment with no additional inputs unless voluntarily provided during normal agenda public comment periods.

For City Council appointments, public interviews before the entire Council may be conducted if such interviews are determined to be necessary by a majority of the Council after reviewing applications.

(Adopted, Ord. 278; Amended, Ord. 294)

# Agenda Item Sheet

## City of Lowell City Council

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

Update on vandalism at Paul Fisher Park and Rolling Rock Park restrooms and discussion of alternatives such as portable toilets –Discussion  
Presenter: Public Works Director Max Baker

**Justification or background:**

This is a presentation from the Public Works Director on the repeated acts of vandalism that have led to the closure of all restrooms at city parks. Staff will seek direction from City Council on if the city should provide portable toilets until we can find a solution to the vandalism problem. Under this option, the restrooms would remain closed indefinitely until we find such a solution. This could include: installation of automatic locks on the restroom doors, along with stainless steel fixtures in the restrooms.

**Budget impact:**

To be determined

**Department or Council sponsor:**

Public Works

**Attachments:**

N/A

Meeting date:	04/05/2022
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# Agenda Item Sheet

## City of Lowell City Council

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

City Administrator update on future agenda items (15 minutes) – Discussion <ul style="list-style-type: none"><li>· Loan extension for 205 E. Main St.</li><li>· Business Oregon loan approval for 70 N. Pioneer St.</li><li>· Appointments to Code Committee</li></ul>
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**Justification or background:**

<p>This is an update from the City Administrator on agenda items that you will see at your next April meeting.</p> <p><b>Loan extension for 205 E. Main St.</b> This will extend the term for the E. Main St. loan for a year. This will result in an additional expenditure of \$3,500 for bond counsel services, along with additional interest payments.</p> <p><b>Business Oregon loan approval for 70 N. Pioneer St.</b> I have received the contract documents for the city hall/library project loan, and I will place these on your April 19 agenda for approval.</p> <p><b>Appointments to Code Committee.</b> We still need a student/youth representative and a Lowell Fire Protection District representative. I have obtained applications from residents representing: development community; downtown business; alternative transportation enthusiast; an interested citizen; school staff.</p>
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**Budget impact:**

N/A
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**Department or Council sponsor:**

City Administrator
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**Attachments:**

N/A
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Meeting date:	04/05/2022
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