

Lowell City Council
Regular Meeting and Executive Session
Tuesday, July 19, 2022 at 7:00 p.m.

Lowell Rural Fire Protection District Fire Station 1
389 N. Pioneer Street, Lowell, OR 97452

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

- Joining in person or by phone, tablet, or PC. For details, click on the event at www.ci.lowell.or.us.
 - 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.
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Regular Meeting Agenda

Call to Order/Roll Call/Pledge of Allegiance

Councilors: Mayor Bennett ___ Harris ___ Stratis ___ Weathers ___ Murray ___

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.

1. Check register for June 2022
2. Approval of the minutes for the June 21, 2022 regular meeting
3. Approval of the minutes for the June 28, 2022 special 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

1. City Administrator report
2. Public Works report
3. Police report

Public Hearings

Old Business

New Business

1. First reading approval of Ordinance 307, "An ordinance declaring a ban on psilocybin service centers and the manufacture of psilocybin products." – Discussion/ Possible action
2. Motion to approve Resolution 790, "A resolution approving a 'First Amendment to Financing Agreement' with Government Capital Corporation." – Discussion/ Possible action
3. Motion to accept a Lane County Community and Economic Development grant in the amount of \$50,000 for a new multi-purpose conference space, and to authorize the City Administrator to sign the grant award letter. – Discussion/ Possible action
4. Motion to approve a Memorandum of Understanding among Regional Accelerator and Innovation Network (RAIN), City of Lowell, and City of Oakridge in the amount of \$10,000, and to authorize the City Administrator to sign. – Discussion/ Possible action
5. Motion to approve an agreement with Penny Hummel for library consulting services in the amount of \$5,000 and to authorize the City Administrator to sign. – Discussion/ Possible action
6. Motion to approve Resolution 791, "A resolution to extend the 'Utility Assistance Program' established by Resolution 746."

City Council Meeting Agenda

7. Discussion and selection of priorities for the Oregon League of Cities' 2022 legislative agenda. – Discussion/ Possible action

Recommended motion: "I move to authorize the City Administrator to submit the following issues for inclusion in the League of Cities '2023 Legislative Priorities Ballot': [state the selected priorities here].

Other Business

Mayor Comments

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

Recess the Regular Meeting. Executive Session to follow.

Executive Session Agenda

Executive Sessions are closed to the public. Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No decision will be made in this executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

Call to Order/Roll Call

Councilors: Mayor Bennett ___ Harris ___ Stratis ___ Weathers ___ Murray ___

Executive Session:

This executive session is being held pursuant to ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

This executive session is being held pursuant to ORS 192.660(2)(i) – To review and evaluate the employment-related performance of the chief executive officer. – City Administrator annual performance review

Adjourn the Executive Session

Reconvene the Regular Meeting

City Council Meeting Agenda

Upon returning to the Regular Meeting, the City Council may act on the following item:

- City Administrator salary adjustment based on the results of the annual performance review.

Adjourn the Regular Meeting

Report Criteria:

Report type: GL detail
 Check.Type = {<>} "Adjustment"
 Bank.Name = "General"

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
17005								
17005	Banner Bank	JEREMY 202	1	Microsoft - cloud Storage	110-410-6230	.00	2.72	2.72
17005	Banner Bank	JEREMY 202	2	Microsoft - cloud Storage	110-420-6234	.00	.36	.36
17005	Banner Bank	JEREMY 202	3	Microsoft - cloud Storage	110-440-6230	.00	.90	.90
17005	Banner Bank	JEREMY 202	4	Microsoft - cloud Storage	110-450-6230	.00	.36	.36
17005	Banner Bank	JEREMY 202	5	Microsoft - cloud Storage	110-460-6234	.00	.90	.90
17005	Banner Bank	JEREMY 202	6	Microsoft - cloud Storage	110-480-6230	.00	.90	.90
17005	Banner Bank	JEREMY 202	7	Microsoft - cloud Storage	220-490-6230	.00	1.09	1.09
17005	Banner Bank	JEREMY 202	8	Microsoft - cloud Storage	230-490-6230	.00	4.71	4.71
17005	Banner Bank	JEREMY 202	9	Microsoft - cloud Storage	240-490-6230	.00	4.71	4.71
17005	Banner Bank	JEREMY 202	10	Microsoft - cloud Storage	312-490-6234	.00	1.45	1.45
17005	Banner Bank	JEREMY 202	11	office Depot- Binder, Folders, Han	110-410-6230	.00	18.16	18.16
17005	Banner Bank	JEREMY 202	12	office Depot- Binder, Folders, Han	110-420-6234	.00	2.42	2.42
17005	Banner Bank	JEREMY 202	13	office Depot- Binder, Folders, Han	110-440-6230	.00	6.05	6.05
17005	Banner Bank	JEREMY 202	14	office Depot- Binder, Folders, Han	110-450-6230	.00	2.42	2.42
17005	Banner Bank	JEREMY 202	15	office Depot- Binder, Folders, Han	110-460-6234	.00	6.05	6.05
17005	Banner Bank	JEREMY 202	16	office Depot- Binder, Folders, Han	110-480-6230	.00	6.05	6.05
17005	Banner Bank	JEREMY 202	17	office Depot- Binder, Folders, Han	220-490-6230	.00	7.27	7.27
17005	Banner Bank	JEREMY 202	18	office Depot- Binder, Folders, Han	230-490-6230	.00	31.48	31.48
17005	Banner Bank	JEREMY 202	19	office Depot- Binder, Folders, Han	240-490-6230	.00	31.48	31.48
17005	Banner Bank	JEREMY 202	20	office Depot- Binder, Folders, Han	312-490-6234	.00	9.69	9.69
17005	Banner Bank	JEREMY 202	21	Calendly - CA scheduling Subscri	110-410-6220	.00	96.00	96.00
17005	Banner Bank	JEREMY 202	22	USPS - Certified Letter 18 W Lake	110-410-6226	.00	4.33	4.33
17005	Banner Bank	JEREMY 202	23	Zoom - Remote Meetings - regula	110-410-6122	.00	14.99	14.99
17005	Banner Bank	JEREMY 202	24	Zoom - Remote Meetings BBJ Co	314-490-6122	.00	14.99	14.99
17005	Banner Bank	MAX 2022 05	1	OWPSAC STATE - Book for CEU	230-490-6240	.00	169.00	169.00
17005	Banner Bank	MAX 2022 05	2	FEDEX- calibration and Lab book	230-490-6230	.00	172.00	172.00
17005	Banner Bank	MAX 2022 05	3	FEDEX - CAlibration and Lab Boo	240-490-6230	.00	172.01	172.01
17005	Banner Bank	MAX 2022 05	4	Goodhire - Background and Drivin	110-410-6128	.00	8.31	8.31
17005	Banner Bank	MAX 2022 05	5	Goodhire - Background and Drivin	110-420-6128	.00	41.58	41.58
17005	Banner Bank	MAX 2022 05	6	Goodhire - Background and Drivin	110-450-6128	.00	8.32	8.32
17005	Banner Bank	MAX 2022 05	7	Goodhire - Background and Drivin	230-490-6128	.00	12.47	12.47
17005	Banner Bank	MAX 2022 05	8	Goodhire - Background and Drivin	240-490-6128	.00	12.47	12.47
17005	Banner Bank	SAM 2022 05	1	Hallmark Resort - OACA Conferen	110-480-6240	.00	270.14	270.14
17005	Banner Bank	SAM 2022 05	2	one Box - BBJ	220-490-6230	.00	17.65	17.65
17005	Banner Bank	SAM 2022 05	3	Staples- Binder Dividers	110-410-6230	.00	1.84	1.84
17005	Banner Bank	SAM 2022 05	4	Staples- Binder Dividers	110-420-6234	.00	.25	.25
17005	Banner Bank	SAM 2022 05	5	Staples- Binder Dividers	110-440-6230	.00	.61	.61
17005	Banner Bank	SAM 2022 05	6	Staples- Binder Dividers	110-450-6230	.00	.25	.25
17005	Banner Bank	SAM 2022 05	7	Staples- Binder Dividers	110-460-6234	.00	.61	.61
17005	Banner Bank	SAM 2022 05	8	Staples- Binder Dividers	110-480-6230	.00	.61	.61
17005	Banner Bank	SAM 2022 05	9	Staples- Binder Dividers	220-490-6230	.00	.74	.74
17005	Banner Bank	SAM 2022 05	10	Staples- Binder Dividers	230-490-6230	.00	3.20	3.20
17005	Banner Bank	SAM 2022 05	11	Staples- Binder Dividers	240-490-6230	.00	3.20	3.20
17005	Banner Bank	SAM 2022 05	12	Staples- Binder Dividers	312-490-6230	.00	.98	.98
17005	Banner Bank	SAM 2022 05	13	Staples - Water/Sewer Statement	230-490-6230	.00	66.49	66.49
17005	Banner Bank	SAM 2022 05	14	Staples - Water/Sewer Statement	240-490-6230	.00	66.50	66.50
Total 17005:						.00		1,298.71

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
17006								
17006	Bridge Town Market	MAY 2022	1	Fuel for Mower and 2017 Ram	110-420-6710	.00	313.64	313.64
17006	Bridge Town Market	MAY 2022	2	Fuel for Trash Pump	240-490-6710	.00	70.29	70.29
17006	Bridge Town Market	MAY 2022	3	Sun Block	230-490-6234	.00	9.99	9.99
17006	Bridge Town Market	MAY 2022	4	Sun Block	240-490-6234	.00	10.00	10.00
17006	Bridge Town Market	MAY 2022	5	D.I. Water for Water Plant	230-490-6750	.00	5.49	5.49
17006	Bridge Town Market	MAY 2022	6	D.I. Water for Sewer Plant	240-490-6750	.00	5.49	5.49
Total 17006:						.00		414.90
17007								
17007	Cascade Columbia	837532	1	3 Drums Hypo, 1 drum Thio	240-490-6750	.00	1,173.76	1,173.76
Total 17007:						.00		1,173.76
17008								
17008	Charter Communications	0017828051	1	Internet - library	110-410-6122	.00	99.99	99.99
Total 17008:						.00		99.99
17009								
17009	City of Lowell	MAY 2022 W/	1	Water Service	110-410-6420	.00	102.76	102.76
17009	City of Lowell	MAY 2022 W/	2	Water Service	110-420-6420	.00	274.06	274.06
17009	City of Lowell	MAY 2022 W/	3	Water Service	110-450-6420	.00	7.71	7.71
17009	City of Lowell	MAY 2022 W/	4	Water Service	220-490-6420	.00	3.09	3.09
17009	City of Lowell	MAY 2022 W/	5	Water Service	230-490-6420	.00	38.62	38.62
17009	City of Lowell	MAY 2022 W/	6	Water Service	240-490-6420	.00	830.48	830.48
17009	City of Lowell	MAY 2022 W/	7	Sewer Service	110-410-6425	.00	233.38	233.38
17009	City of Lowell	MAY 2022 W/	8	Sewer Service	110-420-6425	.00	127.88	127.88
17009	City of Lowell	MAY 2022 W/	9	Sewer Service	110-450-6425	.00	15.99	15.99
17009	City of Lowell	MAY 2022 W/	10	Sewer Service	220-490-6425	.00	6.39	6.39
17009	City of Lowell	MAY 2022 W/	11	Sewer Service	230-490-6425	.00	63.94	63.94
17009	City of Lowell	MAY 2022 W/	12	Sewer Service	240-490-6425	.00	575.46	575.46
Total 17009:						.00		2,279.76
17010								
17010	City of Lowell	MAY 2022 W/	1	Water Franchise fees	230-490-6760	.00	1,242.67	1,242.67
17010	City of Lowell	MAY 2022 W/	2	Sewer Franchise Fees	240-490-6760	.00	1,742.13	1,742.13
Total 17010:						.00		2,984.80
17011								
17011	City of Lowell	PERMIT 70N	1	Building permit - Library	110-450-8225	.00	11,372.55	11,372.55
17011	City of Lowell	PERMIT 70N	2	Building Permit - City Hall	110-410-8225	.00	2,843.14	2,843.14
Total 17011:						.00		14,215.69
17012								
17012	City of Oakridge	0056/JUNE/2	1	Police Service	110-430-6118	.00	2,533.41	2,533.41
17012	City of Oakridge	07062022	1	VAc Truck for Plugged Sewer Mai	240-490-6330	.00	337.50	337.50
Total 17012:						.00		2,870.91
17013								
17013	Hunter Communications	205733	1	Internet Service	110-410-6435	.00	120.21	120.21

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
17013	Hunter Communications	205733	2	Internet Service	110-450-6435	.00	46.24	46.24
17013	Hunter Communications	205733	3	Internet Service	220-490-6435	.00	18.49	18.49
Total 17013:						.00		184.94
17014								
17014	Lane Electric Cooperative	MAY LE 2022	1	Electricity	110-410-6430	.00	277.38	277.38
17014	Lane Electric Cooperative	MAY LE 2022	2	Electricity	110-420-6430	.00	259.01	259.01
17014	Lane Electric Cooperative	MAY LE 2022	3	Electricity	110-450-6430	.00	44.92	44.92
17014	Lane Electric Cooperative	MAY LE 2022	4	Electricity	110-470-6326	.00	65.43	65.43
17014	Lane Electric Cooperative	MAY LE 2022	5	Electricity	220-490-6430	.00	17.97	17.97
17014	Lane Electric Cooperative	MAY LE 2022	6	Electricity	230-490-6430	.00	1,288.85	1,288.85
17014	Lane Electric Cooperative	MAY LE 2022	7	Electricity	240-490-6430	.00	1,958.32	1,958.32
17014	Lane Electric Cooperative	MAY LE 2022	8	Electricity	312-490-6430	.00	1,113.01	1,113.01
Total 17014:						.00		5,024.89
17015								
17015	Lowell Mini Storage	JUNE 22	1	Storage Rental Unit #L029	314-490-6705	.00	80.00	80.00
Total 17015:						.00		80.00
17016								
17016	Nichols, Layli	052022	1	Consulting Services	110-410-6114	.00	351.75	351.75
17016	Nichols, Layli	052022	2	Consulting Services	312-490-6114	.00	117.25	117.25
17016	Nichols, Layli	052022	3	Consulting Services	230-490-6114	.00	351.75	351.75
17016	Nichols, Layli	052022	4	Consulting Services	240-490-6114	.00	351.75	351.75
Total 17016:						.00		1,172.50
17017								
17017	Northwest Code Profession	4032	1	Building Permit Cost	220-490-6150	.00	17,407.46	17,407.46
17017	Northwest Code Profession	4032	2	Electrical Permit Cost	220-490-6152	.00	1,882.50	1,882.50
Total 17017:						.00		19,289.96
17018								
17018	OHA Cashier	2022 WATER	1	Annual Water System Fee	230-490-6220	.00	900.00	900.00
Total 17018:						.00		900.00
17019								
17019	One Call Concepts	2050425	1	Fee for Locates - november	230-490-6712	.00	43.80	43.80
17019	One Call Concepts	2050425	2	Fee for Locates - November	240-490-6712	.00	43.80	43.80
Total 17019:						.00		87.60
17020								
17020	Pacific Office Automation In	5020381734	1	Postage Machine	110-410-6128	.00	41.69	41.69
17020	Pacific Office Automation In	5020381734	2	Postage Machine	230-490-6128	.00	83.37	83.37
17020	Pacific Office Automation In	5020381734	3	Postage Machine	240-490-6128	.00	83.37	83.37
Total 17020:						.00		208.43
17021								
17021	Penny Hummel Consulting	1226	1	Operational Support/Consulting fo	110-450-6128	.00	4,125.94	4,125.94

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 17021:						.00		4,125.94
17022								
17022	Renewable Resource Grou	148343,1484	1	Invoice 148343 E-Coli	240-490-6755	.00	62.10	62.10
17022	Renewable Resource Grou	148343,1484	2	Invoice 148440 BOD, TSS	240-490-6755	.00	196.20	196.20
17022	Renewable Resource Grou	148343,1484	3	Invoice 148574 E-Coli	240-490-6755	.00	62.10	62.10
17022	Renewable Resource Grou	148343,1484	4	Invoice 148714 BOD TSS	240-490-6755	.00	196.20	196.20
17022	Renewable Resource Grou	148343,1484	5	Invoice 148739 TSS	240-490-6755	.00	70.20	70.20
17022	Renewable Resource Grou	148343,1484	6	Invoice 148573 Bac-T	230-490-6755	.00	45.90	45.90
Total 17022:						.00		632.70
17023								
17023	Southside Bank	JUNE 2022	1	Main Street Property Interest	110-800-7510	.00	667.28	667.28
Total 17023:						.00		667.28
17024								
17024	USA Blue Book	968637	1	Turbidity Standards, Photo cell Kit	230-490-6750	.00	1,670.29	1,670.29
Total 17024:						.00		1,670.29
17025								
17025	Verizon Wireless	9907135941	1	Cell Phone, tablet	110-410-6440	.00	89.92	89.92
17025	Verizon Wireless	9907135941	2	Cell Phone, tablet	230-490-6440	.00	107.99	107.99
17025	Verizon Wireless	9907135941	3	Cell Phone	240-490-6440	.00	67.99	67.99
Total 17025:						.00		265.90
17026								
17026	BB&A Enviornmental	20425	1	UST Decommissioning 205 E Mai	110-440-8225	.00	993.60	993.60
Total 17026:						.00		993.60
17027								
17027	Brian J Jensen	INV-5151	1	IT Services	110-410-6122	.00	36.00	36.00
17027	Brian J Jensen	INV-5151	2	IT Services	110-450-6122	.00	7.20	7.20
17027	Brian J Jensen	INV-5151	3	IT Services	230-490-6122	.00	14.40	14.40
17027	Brian J Jensen	INV-5151	4	IT Services	240-490-6122	.00	14.40	14.40
Total 17027:						.00		72.00
17028								
17028	C & D Land and Tree LLC	2022023	1	Removal of Trees from Wetleau a	312-490-6290	.00	1,000.00	1,000.00
Total 17028:						.00		1,000.00
17029								
17029	Century Link	JUNE 2022	1	Telephone Service	110-410-6440	.00	131.55	131.55
17029	Century Link	JUNE 2022	2	Telephone Service	110-450-6440	.00	33.70	33.70
17029	Century Link	JUNE 2022	3	Telephone Service	220-490-6440	.00	18.36	18.36
17029	Century Link	JUNE 2022	4	Internet Service	230-490-6435	.00	75.00	75.00
17029	Century Link	JUNE 2022	5	Telephone Service	230-490-6440	.00	62.75	62.75
17029	Century Link	JUNE 2022	6	Telephone Service	240-490-6440	.00	172.27	172.27
17029	Century Link	JUNE-2022	1	Telephone Service	230-490-6440	.00	79.50	79.50

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 17029:						.00		573.13
17030								
17030	Charter Communications	0017273060	1	Internet	110-410-6435	.00	129.89	129.89
Total 17030:						.00		129.89
17031								
17031	Correct Equipment, Inc.	46972	1	Water Meters	230-700-8540	.00	29,985.00	29,985.00
Total 17031:						.00		29,985.00
17032								
17032	Gatehouse Eugene - Adver	000115527	1	Public Notice - sale of 8 N Hyland	110-410-6220	.00	185.00	185.00
Total 17032:						.00		185.00
17033								
17033	Graham Landscape and D	38719	1	Trees for Paul Fisher park	110-420-8520	.00	3,160.00	3,160.00
Total 17033:						.00		3,160.00
17034								
17034	Lane County Waste Mgmt.	PWA0001105	1	Sweeping	312-490-6128	.00	832.46	832.46
Total 17034:						.00		832.46
17035								
17035	League of Oregon Cities	10709	1	Job Posting Librarian	110-450-6128	.00	20.00	20.00
Total 17035:						.00		20.00
17036								
17036	Mid-Valley Tractor	58670	1	Wheel For Tractor	240-490-6324	.00	213.94	213.94
Total 17036:						.00		213.94
17037								
17037	Pacific Office Automation In	174247	1	Copier Black/Color Usage excess	110-410-6324	.00	688.61	688.61
Total 17037:						.00		688.61
17038								
17038	Penny Hummel Consulting	1229	1	Operational Support/ Consulting	110-450-6128	.00	4,490.50	4,490.50
Total 17038:						.00		4,490.50
17039								
17039	Renewable Resource Grou	148831,1489	1	Invoice 148831 BOD, TSS for Se	240-490-6755	.00	196.20	196.20
17039	Renewable Resource Grou	148831,1489	2	Invoice 148989 BOD ,TSS and E-	240-490-6755	.00	258.30	258.30
17039	Renewable Resource Grou	149098,1491	1	Invoice 149118 E-Coli for Sewer p	240-490-6755	.00	62.10	62.10
17039	Renewable Resource Grou	149098,1491	2	Invoice 149175 BOD, TSS for Se	240-490-6755	.00	196.20	196.20
17039	Renewable Resource Grou	149098,1491	3	Invoice 149305 E-Coli for Sewer	240-490-6755	.00	62.10	62.10
17039	Renewable Resource Grou	149098,1491	4	Invoice 149098 Bac-T for Water pl	230-490-6755	.00	45.90	45.90

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 17039:						.00		820.80
17040								
17040	Sanders, Tim	93	1	Monthly Fee for Collections	240-490-6128	.00	300.00	300.00
Total 17040:						.00		300.00
17041								
17041	SaniPac	4219871S01	1	Refuse Services	230-490-6445	.00	48.18	48.18
17041	SaniPac	4219871S01	2	Refuse Services	240-490-6445	.00	48.18	48.18
Total 17041:						.00		96.36
17042								
17042	Segarra Law, LLC	JAN 2022 C	1	Municipal Court Judge	110-480-6120	.00	330.00	330.00
17042	Segarra Law, LLC	MAY 2022 C	1	Municipal Court Judge	110-480-6120	.00	200.00	200.00
Total 17042:						.00		530.00
17043								
17043	U.S. Equipment Finance	474094737	1	Copier Contract	110-410-6124	.00	147.98	147.98
Total 17043:						.00		147.98
17044								
17044	Banner Bank	MB JUNE 20	1	Jerrys - Salt for OSHG	230-490-6750	.00	71.17	71.17
17044	Banner Bank	MB JUNE 20	2	Jerrys - 2 stroke oil	110-420-6710	.00	37.69	37.69
17044	Banner Bank	MB JUNE 20	3	Jerrys- Pliers, Trimmer String, Dia	230-490-6712	.00	115.89	115.89
17044	Banner Bank	SAM JUNE 2	1	Amazon - Library Bar code scann	110-450-6234	.00	69.98	69.98
17044	Banner Bank	SAM JUNE 2	2	one Box - BBJ	220-490-6230	.00	17.65	17.65
17044	Banner Bank	SAM JUNE 2	3	Staples- copy paper	110-410-6230	.00	23.24	23.24
17044	Banner Bank	SAM JUNE 2	4	Staples- copy paper	110-420-6234	.00	3.10	3.10
17044	Banner Bank	SAM JUNE 2	5	Staples- copy paper	110-440-6230	.00	7.75	7.75
17044	Banner Bank	SAM JUNE 2	6	Staples- copy paper	110-450-6230	.00	3.10	3.10
17044	Banner Bank	SAM JUNE 2	7	Staples- copy paper	110-460-6234	.00	7.75	7.75
17044	Banner Bank	SAM JUNE 2	8	Staples- copy paper	110-480-6230	.00	7.75	7.75
17044	Banner Bank	SAM JUNE 2	9	Staples- copy paper	220-490-6230	.00	9.28	9.28
17044	Banner Bank	SAM JUNE 2	10	Staples- copy paper	230-490-6230	.00	40.28	40.28
17044	Banner Bank	SAM JUNE 2	11	Staples- copy paper	240-490-6230	.00	40.28	40.28
17044	Banner Bank	SAM JUNE 2	12	Staples- copy paper	312-490-6230	.00	12.39	12.39
Total 17044:						.00		467.30
17045								
17045	Bridgeway Contracting, LL	PAY APP 1	1	City Hall Remodel Allocation	110-450-8225	.00	1,971.52	1,971.52
17045	Bridgeway Contracting, LL	PAY APP 1	2	Library Remodel Allocation	110-450-8225	.00	7,886.06	7,886.06
Total 17045:						.00		9,857.58
17046								
17046	Bridgeway Contracting, LL	PAY APP 2 2	1	City Hall Remodel Allocation	110-450-8225	.00	29,770.64	29,770.64
17046	Bridgeway Contracting, LL	PAY APP 2 2	2	Library Remodel Allocation	110-450-8225	.00	105,658.26	105,658.26
Total 17046:						.00		135,428.90

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
17047								
17047	Cascade Columbia	840180, 840	1	3 Drums Hypo, 1 drum Thio	240-490-6750	.00	1,186.31	1,186.31
17047	Cascade Columbia	840180, 840	2	Carbon	230-490-6750	.00	2,101.37	2,101.37
17047	Cascade Columbia	840180, 840	3	Freight to ship tote back	230-490-6750	.00	78.99	78.99
Total 17047:						.00		3,366.67
17048								
17048	Caselle	117646	1	Contract Support and Maintenanc	110-410-6122	.00	219.03	219.03
17048	Caselle	117646	2	Contract Support and Maintenanc	110-420-6122	.00	86.15	86.15
17048	Caselle	117646	3	Contract Support and Maintenanc	110-440-6122	.00	16.87	16.87
17048	Caselle	117646	4	Contract Support and Maintenanc	110-450-6122	.00	46.13	46.13
17048	Caselle	117646	5	Contract Support and Maintenanc	220-490-6122	.00	22.10	22.10
17048	Caselle	117646	6	Contract Support and Maintenanc	230-490-6122	.00	400.37	400.37
17048	Caselle	117646	7	Contract Support and Maintenanc	240-490-6122	.00	400.37	400.37
17048	Caselle	117646	8	Contract Support and Maintenanc	312-490-6122	.00	82.38	82.38
17048	Caselle	117646	9	Contract Support and Maintenanc	314-490-6122	.00	11.60	11.60
Total 17048:						.00		1,285.00
17049								
17049	CenturyLink Business Serv	296735589	1	Telephone Service	110-410-6440	.00	.72	.72
Total 17049:						.00		.72
17050								
17050	Charter Communications	0017828061	1	Internet	110-410-6435	.00	100.36	100.36
Total 17050:						.00		100.36
17051								
17051	Civil West Engineering Ser	2101.020.00	1	2101.001.005.1.07.8 Valencia Mix	110-440-6116	.00	330.00	330.00
17051	Civil West Engineering Ser	2101.020.00	2	2101.001.005.1.07.6 Lake Town S	110-440-6116	.00	1,815.00	1,815.00
17051	Civil West Engineering Ser	2101.020.00	3	2101.001.005.1.07.2 - Sunset Hill	110-440-6116	.00	942.50	942.50
17051	Civil West Engineering Ser	2101.020.00	4	2101.001.004.1.07.7 - Dollar Gen	110-440-6116	.00	165.00	165.00
17051	Civil West Engineering Ser	2101.020.00	5	2101.020.001 - Water Master Plan	430-490-6128	.00	7,194.00	7,194.00
Total 17051:						.00		10,446.50
17052								
17052	Lane Council of Governme	83672	1	IT Service Library	110-410-6122	.00	438.79	438.79
17052	Lane Council of Governme	83672	2	Direct Charges for Milage- Library	110-410-6128	.00	23.99	23.99
Total 17052:						.00		462.78
17053								
17053	Oregon DEQ	NH 2022 RE	1	Wastwater Certification Renewal	240-490-6220	.00	160.00	160.00
Total 17053:						.00		160.00
17054								
17054	Renewable Resource Grou	149419, 149	1	Invoice 149452 BOD, TSS	240-490-6755	.00	196.20	196.20
17054	Renewable Resource Grou	149419, 149	2	Invoice 149482 E-Coli	240-490-6755	.00	62.10	62.10
17054	Renewable Resource Grou	149419, 149	3	Invoice 149419 TOC and Alk	230-490-6755	.00	182.70	182.70
17054	Renewable Resource Grou	149419, 149	4	Invoice 149477 BAC T	230-490-6755	.00	45.90	45.90

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 17054:						.00		486.90
17055								
17055	USA Blue Book	006527	1	2" PVC Saddle for new House on	230-490-6712	.00	175.86	175.86
Total 17055:						.00		175.86
17056								
17056	Evergreen Land Title Comp	22--25447	1	Purchase of West Boundry Proper	110-440-8225	.00	47,707.00	47,707.00
Total 17056:						.00		47,707.00
17057								
17057	Banner Bank	JEREMY JU	1	Microsoft Cloud Storage	110-410-6230	.00	2.65	2.65
17057	Banner Bank	JEREMY JU	2	Microsoft Cloud Storage	110-420-6234	.00	.32	.32
17057	Banner Bank	JEREMY JU	3	Microsoft Cloud Storage	110-440-6230	.00	.89	.89
17057	Banner Bank	JEREMY JU	4	Microsoft Cloud Storage	110-450-6230	.00	.35	.35
17057	Banner Bank	JEREMY JU	5	Microsoft Cloud Storage	110-460-6234	.00	.89	.89
17057	Banner Bank	JEREMY JU	6	Microsoft Cloud Storage	110-480-6230	.00	.89	.89
17057	Banner Bank	JEREMY JU	7	Microsoft Cloud Storage	220-490-6230	.00	1.06	1.06
17057	Banner Bank	JEREMY JU	8	Microsoft Cloud Storage	230-490-6230	.00	4.59	4.59
17057	Banner Bank	JEREMY JU	9	Microsoft Cloud Storage	240-490-6230	.00	4.59	4.59
17057	Banner Bank	JEREMY JU	10	Microsoft Cloud Storage	312-490-6234	.00	1.41	1.41
17057	Banner Bank	JEREMY JU	11	Graham Landscaping - deposit 5	110-420-8520	.00	1,580.00	1,580.00
17057	Banner Bank	JEREMY JU	12	office Depot - Time/Date Stamp	110-410-6230	.00	5.94	5.94
17057	Banner Bank	JEREMY JU	13	office Depot - Time/Date Stamp	110-420-6234	.00	.79	.79
17057	Banner Bank	JEREMY JU	14	office Depot - Time/Date Stamp	110-440-6230	.00	1.98	1.98
17057	Banner Bank	JEREMY JU	15	office Depot - Time/Date Stamp	110-450-6230	.00	.79	.79
17057	Banner Bank	JEREMY JU	16	office Depot - Time/Date Stamp	110-460-6234	.00	1.98	1.98
17057	Banner Bank	JEREMY JU	17	office Depot - Time/Date Stamp	110-480-6230	.00	1.98	1.98
17057	Banner Bank	JEREMY JU	18	office Depot - Time/Date Stamp	220-490-6230	.00	2.38	2.38
17057	Banner Bank	JEREMY JU	19	office Depot - Time/Date Stamp	230-490-6230	.00	10.29	10.29
17057	Banner Bank	JEREMY JU	20	office Depot - Time/Date Stamp	240-490-6230	.00	10.29	10.29
17057	Banner Bank	JEREMY JU	21	office Depot - Time/Date Stamp	312-490-6234	.00	3.17	3.17
17057	Banner Bank	JEREMY JU	22	Zoom- remote meetings regular	110-410-6122	.00	14.99	14.99
17057	Banner Bank	JEREMY JU	23	Zoom - Remote Meetings BBJ Co	314-490-6122	.00	14.99	14.99
17057	Banner Bank	JEREMY JU	24	Craigslist - Library Director Positio	110-450-6128	.00	25.00	25.00
Total 17057:						.00		1,692.21
17058								
17058	Bridge Town Market	JUNE 2022	1	Fuel for Mower and 2017 Ram	110-420-6710	.00	331.82	331.82
17058	Bridge Town Market	JUNE 2022	2	water for Library interview	110-450-6290	.00	20.85	20.85
17058	Bridge Town Market	JUNE 2022	3	Fuel for Tractor	240-490-6710	.00	59.80	59.80
Total 17058:						.00		412.47
17059								
17059	Century Link	JUNE2022	1	Telephone Service	230-490-6440	.00	81.17	81.17
Total 17059:						.00		81.17
17060								
17060	City of Oakridge	MUNI 63022	1	Court Service	110-480-6128	.00	947.92	947.92
17060	City of Oakridge	MUNI 63022	2	Bailiff	110-480-6121	.00	63.34	63.34

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 17060:						.00		1,011.26
17061								
17061	DCBS-Fiscal Services	APRMAYJUN	1	Surcharge on Building Permits Ap	220-490-6524	.00	465.00	465.00
17061	DCBS-Fiscal Services	APRMAYJUN	2	Surcharge on Building Permits Ma	220-490-6524	.00	1,911.36	1,911.36
17061	DCBS-Fiscal Services	APRMAYJUN	3	Surcharge on Building Permits Ju	220-490-6524	.00	359.64	359.64
17061	DCBS-Fiscal Services	APRMAYJUN	4	Surcharge on Electrical Permits A	220-490-6525	.00	149.64	149.64
17061	DCBS-Fiscal Services	APRMAYJUN	5	Surcharge on Electrical Permits M	220-490-6525	.00	301.20	301.20
17061	DCBS-Fiscal Services	APRMAYJUN	6	Surcharge on Electrical Permits J	220-490-6525	.00	58.68	58.68
Total 17061:						.00		3,245.52
17062								
17062	Lowell School District	CET 6/2022	1	CET Tax	110-2515	.00	22,356.42	22,356.42
Total 17062:						.00		22,356.42
17063								
17063	One Call Concepts	2060425	1	Fee for Locates	230-490-6712	.00	18.00	18.00
17063	One Call Concepts	2060425	2	Fee for Locates	240-490-6712	.00	18.00	18.00
Total 17063:						.00		36.00
17064								
17064	Oregon Dept.of Revenue	JUNE 2022	1	Criminal Fine Account - 928	110-480-6560	.00	500.00	500.00
Total 17064:						.00		500.00
17065								
17065	Renewable Resource Grou	149643, 149	1	Invoice 149643 BOD, TSS	240-490-6755	.00	196.20	196.20
17065	Renewable Resource Grou	149643, 149	2	Invoice 149668 E-Coli	240-490-6755	.00	62.10	62.10
Total 17065:						.00		258.30
Grand Totals:						.00		343,427.14

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	.00	258,261.61-	258,261.61-
110-2515	22,356.42	.00	22,356.42
110-410-6114	351.75	.00	351.75
110-410-6122	823.79	.00	823.79
110-410-6124	147.98	.00	147.98
110-410-6128	73.99	.00	73.99
110-410-6220	281.00	.00	281.00
110-410-6226	4.33	.00	4.33
110-410-6230	54.55	.00	54.55
110-410-6324	688.61	.00	688.61
110-410-6420	102.76	.00	102.76
110-410-6425	233.38	.00	233.38
110-410-6430	277.38	.00	277.38

GL Account	Debit	Credit	Proof
110-410-6435	350.46	.00	350.46
110-410-6440	222.19	.00	222.19
110-410-8225	2,843.14	.00	2,843.14
110-420-6122	86.15	.00	86.15
110-420-6128	41.58	.00	41.58
110-420-6234	7.24	.00	7.24
110-420-6420	274.06	.00	274.06
110-420-6425	127.88	.00	127.88
110-420-6430	259.01	.00	259.01
110-420-6710	683.15	.00	683.15
110-420-8520	4,740.00	.00	4,740.00
110-430-6118	2,533.41	.00	2,533.41
110-440-6116	3,252.50	.00	3,252.50
110-440-6122	16.87	.00	16.87
110-440-6230	18.18	.00	18.18
110-440-8225	48,700.60	.00	48,700.60
110-450-6122	53.33	.00	53.33
110-450-6128	8,669.76	.00	8,669.76
110-450-6230	7.27	.00	7.27
110-450-6234	69.98	.00	69.98
110-450-6290	20.85	.00	20.85
110-450-6420	7.71	.00	7.71
110-450-6425	15.99	.00	15.99
110-450-6430	44.92	.00	44.92
110-450-6435	46.24	.00	46.24
110-450-6440	33.70	.00	33.70
110-450-8225	156,659.03	.00	156,659.03
110-460-6234	18.18	.00	18.18
110-470-6326	65.43	.00	65.43
110-480-6120	530.00	.00	530.00
110-480-6121	63.34	.00	63.34
110-480-6128	947.92	.00	947.92
110-480-6230	18.18	.00	18.18
110-480-6240	270.14	.00	270.14
110-480-6560	500.00	.00	500.00
110-800-7510	667.28	.00	667.28
220-2125	.00	22,679.00-	22,679.00-
220-490-6122	22.10	.00	22.10
220-490-6150	17,407.46	.00	17,407.46
220-490-6152	1,882.50	.00	1,882.50
220-490-6230	57.12	.00	57.12
220-490-6420	3.09	.00	3.09
220-490-6425	6.39	.00	6.39
220-490-6430	17.97	.00	17.97
220-490-6435	18.49	.00	18.49
220-490-6440	18.36	.00	18.36
220-490-6524	2,736.00	.00	2,736.00
220-490-6525	509.52	.00	509.52
230-2125	.00	39,949.32-	39,949.32-
230-490-6114	351.75	.00	351.75
230-490-6122	414.77	.00	414.77
230-490-6128	95.84	.00	95.84
230-490-6220	900.00	.00	900.00
230-490-6230	333.04	.00	333.04
230-490-6234	9.99	.00	9.99
230-490-6240	169.00	.00	169.00
230-490-6420	38.62	.00	38.62

GL Account	Debit	Credit	Proof
230-490-6425	63.94	.00	63.94
230-490-6430	1,288.85	.00	1,288.85
230-490-6435	75.00	.00	75.00
230-490-6440	331.41	.00	331.41
230-490-6445	48.18	.00	48.18
230-490-6712	353.55	.00	353.55
230-490-6750	3,927.31	.00	3,927.31
230-490-6755	320.40	.00	320.40
230-490-6760	1,242.67	.00	1,242.67
230-700-8540	29,985.00	.00	29,985.00
240-2125	.00	12,047.44-	12,047.44-
240-490-6114	351.75	.00	351.75
240-490-6122	414.77	.00	414.77
240-490-6128	395.84	.00	395.84
240-490-6220	160.00	.00	160.00
240-490-6230	333.06	.00	333.06
240-490-6234	10.00	.00	10.00
240-490-6324	213.94	.00	213.94
240-490-6330	337.50	.00	337.50
240-490-6420	830.48	.00	830.48
240-490-6425	575.46	.00	575.46
240-490-6430	1,958.32	.00	1,958.32
240-490-6440	240.26	.00	240.26
240-490-6445	48.18	.00	48.18
240-490-6710	130.09	.00	130.09
240-490-6712	61.80	.00	61.80
240-490-6750	2,365.56	.00	2,365.56
240-490-6755	1,878.30	.00	1,878.30
240-490-6760	1,742.13	.00	1,742.13
312-2125	.00	3,174.19-	3,174.19-
312-490-6114	117.25	.00	117.25
312-490-6122	82.38	.00	82.38
312-490-6128	832.46	.00	832.46
312-490-6230	13.37	.00	13.37
312-490-6234	15.72	.00	15.72
312-490-6290	1,000.00	.00	1,000.00
312-490-6430	1,113.01	.00	1,113.01
314-2125	.00	121.58-	121.58-
314-490-6122	41.58	.00	41.58
314-490-6705	80.00	.00	80.00
430-2125	.00	7,194.00-	7,194.00-
430-490-6128	7,194.00	.00	7,194.00
Grand Totals:	<u>343,427.14</u>	<u>343,427.14-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Bank.Name = "General"

City of Lowell, Oregon
Minutes of the City Council Regular Session
June 21, 2022

The Regular Session was called to order at 7:10 PM by Mayor Bennett.

Members Present: Mayor Don Bennett, Gail Harris, Tim Stratis, Jimmy Murray

Absent: Maureen Weathers,

Staff Present: CA Jeremy Caudle, Public Works Director Max Baker

Agenda: Councilor Haris requested to add council discussion regarding Measure 109 Psylocibin regulation/prohibition

Consent Agenda: Councilor Harris moved to approve the Consent Agenda, second by Councilor Murray. PASS 4:0

Public Comments: None

Council Comments: None

City Administrator Report: CA Caudle presented report which included an update on the Maggie Osgood Library project –including a revision log of changes. LCOG has began ordering and we are receiving IT equipment. They are also assisting is obtaining quotes from security companies, which will be discussed later in this agenda. We have received several applications for the Library Director position and have interviews set for June 30, invited councilor attendance for the interviews.

Regarding the E Main St Property, the decommissioning report has been completed and sent to the DEQ for review. Lane County is preparing the paperwork for our purchase of the right-of-way, and we anticipate this will be done before the end of the fiscal year. Our next Code Committee meeting is scheduled for July 18. A presentation will be made on the Local Government Grant Program application in early July. CA will be out of town July 5-7.

Public Works Report: Public Works Director Max Baker presented his report with an update on Paul Fisher Park shade Tree Program. Graham Landscape planted the first set of shade trees. The part time seasonal worker, Eric, began last week on the 16th. Staff repaired 3 water leaks. The annual CCR water report is complete and available online The annual TMDL report was accepted by DEQ. There was a sewer main blockage, which Oakridge Public Works assisted in unblocking with their Vac-Truck. A new Effluent Flow meter was ordered for the Treatment Plant. The existing flow meter is having issues and needs to be replaced.

Police Report: May report provided in packet.

Regular Meeting is recessed at 7:26 PM

Public Hearings:

The public hearing is now open at 7:26 PM

1. Resolution #784, “A resolution to establish water and sewer rates to be effective July 1, 2022.”

Staff report – City Administrator Caudle presented the recommended increases to the current Utility rates for the City which includes a 5% across the board

Public comment – None

The public hearing is now closed at 7:29 PM

The public hearing is now open at 7:29 PM

2. Resolution #785, “A resolution declaring the city’s election to receive state revenues for fiscal year 2022/2023.”

Staff report – City Administrator Caudle presented the purpose of this hearing is to provide the public with an opportunity to suggest potential uses of state revenue sharing funds. The City of Lowell anticipates receiving the following for fiscal year 2022-2023:

- State Revenue Sharing: \$12,000**
- Cigarette Tax: \$3,700**
- Liquor Tax: \$22,000**
- Marijuana Tax: \$6,000**

Public comment: None

The public hearing is now closed at 7:31 PM

The public hearing is now open at 7:31 PM

Resolution #786, “A resolution to adopt a budget and impose and categorize taxes for fiscal year 2022/2023”

Staff report – City Administrator Caudle presented that this is to adopt the FY 22/23 budget and set the property tax rate. Appropriations for the adopted budget (excluding unappropriated ending balances and amounts reserve for future use) decreased \$46,169. This is mostly due to costs originally budgeted in FY 22/23 being shifted to FY 21/22.

Public comment: None

The public hearing is now closed at 7:33 PM

The public hearing is now open at 7:33 PM

Resolution #787, “A resolution certifying services.”

Staff report – City Administrator presented State law requires a public hearing and adoption of a resolution certifying services to remain eligible to receive state revenue sharing.

Public comment: None

The public hearing is now closed at 7:34 PM

The public hearing is now open at 7:34 PM

Resolution #788, “A resolution to adopt a supplemental budget for the fiscal year beginning July 1, 2021, to make supplemental appropriations, and to authorize the transfer of appropriations within funds.”

Staff report – City Administrator presented this is to adopt both a supplemental budget, as well as a line-item budget amendment, for the FY 21/22 budget. The supplemental budget includes adding an appropriation of \$10,400 to the "capital outlay" category within the street fund. The reason for the increase is that street repair and excavation work performed in FY 21/22 was originally recorded in the "materials and services" category when it is more appropriate to classify the work as "capital outlay."

Public comment: George Wild, 200 Marina Vista Dr Lowell – inquired as to what the salary for the Library Director position was budgeted to be.

The public hearing is now closed at 7:36 PM

Regular session reconvened at 7:36 PM

Old Business: None

New Business:

1. Counselor Stratis made a Motion to approve a “Profit sharing agreement” with Thrift Books Global LLC and to authorize the City Administrator to sign. Seconded by Councilor Murray. **PASS 4:0**

2. Councilor Murray made a Motion to approve Resolution # 784, “A resolution to establish water and sewer rates to be effective July 1, 2022.” Seconded by Councilor Harris. **PASS 4:0**

3. Councilor Stratis made a Motion to approve Resolution # 785, “A resolution declaring the city’s election to receive state revenues for fiscal year 2022-2023. Seconded by Councilor Murray. **PASS 4:0**

4. Councilor Murray made a Motion to approve Resolution #786, “A resolution to adopt a budget and impose and categorize taxes for fiscal year 2022-23. Seconded by Councilor Harris. **PASS 4:0**

5. Councilor Stratis made a Motion to approve Resolution #787, “A resolution certifying services. Second by Councilor Murray. **PASS 4:0**

6. Councilor Harris made a Motion to approve Resolution #788, “A resolution to adopt a supplemental budget for the fiscal year beginning July 1, 2021, to make supplemental appropriations, and to authorize the transfer of appropriations within funds. Seconded by Councilor Stratis. **PASS 4:0**

7. Councilor Murray made a Motion to approve Resolution #789, “A resolution authorizing adjustments to the employee pay scale for fiscal year 2022/2023. Seconded by Councilor Stratis. **PASS 4:0**

8. Councilor Stratis made a Motion to approve “Amendment no. 1” to the May 17, 2022, intergovernmental agreement with the Oregon Department of Transportation and Lane Council of Governments and to authorize the City Administrator to sign. Second by Councilor Murray.

PASS 4:0

9. Councilor Harris made a on to authorize the City Administrator to approve a property line adjustment for city owned property located at 70 N. Pioneer St. (map and tax lot #1901142404500). Second by Councilor Stratis. **PASS 4:0**

10. Councilor Stratis made a Motion to approve a “Financial and accounting consultation services” agreement with Layali A. Nichols and to authorize the City Administrator to sign. This was seconded by Councilor Harris. **PASS 4:0**

11. Councilor Murray made a Motion to approve a “Master services agreement for communication transport services” with Douglas Fast Net and to authorize the City Administrator to sign. Seconded by Councilor Stratis. **PASS 4:0**

12. Councilor Harris made a Motion to authorize the City Administrator to execute a 5-year lease agreement with National Business Solutions for the Konica Minolta bizhub C-450i model copier/printer. Second by Councilor Murray. **PASS 4:0**

CA Caudle spoke about the intrusion detection, video recording, and access control for 70 N. Pioneer St. property. There is more information needed to review before making a final determination on which route would be best.

Other Business:

Discussion of Measure 109 Psilocybin regulation/prohibition and what the City will need to review regarding Lowell’s response.

Mayor Comments: none.

Community Comments – none.

Adjourn: 8:20 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date

City of Lowell, Oregon
Minutes of the City Council Special Meeting
June 28, 2022
Maggie Osgood Library

The Special Meeting was called to order at 6:00 PM by Mayor Bennett.

Members Present: Mayor Bennett, Gail Harris, Tim Stratis, Maureen Weathers, Jimmy Murray
Staff Present: CA Jeremy Caudle

New Business:

Review proposals received for security cameras and intrusion detection at 70 N. Pioneer St.

Councilor Stratis made a Motion to accept the bid with Federal Security with modifications not to exceed additions of \$7500.00 as is budgeted for the library/city Hall Second by Councilor Stratis.
PASS 5:0

Adjourn: 6:46 PM

Approved: _____
Don Bennett, Mayor

Date

Attest: _____
Jeremy Caudle, City Recorder

Date



City Administrator's Office
P.O. Box 490 Lowell, OR 97452
Phone: 541-937-2157
Email: admin@ci.lowell.or.us

To: Mayor Bennett and City Council
From: Jeremy Caudle, City Administrator
Date: Friday, July 15, 2022
Re: Administrator's report for April

MEMO

This City Administrator's report covers activities since the June 21 regular meeting. A summary of major activities is as follows:

Library/city hall renovation project.

1. We have not held a formal construction progress meeting since the last City Council meeting. We have a formal meeting scheduled on July 21. After that meeting, I should have an up-to-date revision log for you, along with a running total of change orders pending or approved. **EDIT:** I received a revision log on 7/18, which is appended to this report.
2. Construction change directives (CCDs) approved:
 - a. CCD 05 – Add lobby soffit – \$969.00
 - b. CCD 04 – Delete tubular lighting – \$4,256 credit
 - c. CCD 03 – Data rack and server system power requirements – \$1,565
3. We have hired a Library Director. She is scheduled to start working on July 25.
4. Federal Security has installed wiring for the camera system and security alarm key-pads.
5. I will approve the Library2Go application for the city to participate in the Oregon Digital Library Consortium (ODLC). The cost is \$2,200, to be paid with Roundhouse Foundation grant that we received. Our subscription will start January 1, 2023.
6. Penny obtained a Pilcrow Foundation grant of a little over \$800 to buy children's books.
7. I have approved a proposal from Bridgeway to upgrade the exterior to the front of the building. The upgrade includes hardie board and board and batten siding. The contractor is donating the materials and labor. Curt has reviewed the proposal for compliance with building codes and waterproofing standards.
8. I will share some photos of project progress during the July 19 meeting.

E. Main Street Property.

1. We closed on the Lane County right-of-way on July 7.

Other items.

1. The next Code Committee meeting is scheduled for July 18 at 6:00 pm at the fire station.
2. I presented our Local Government Grant Program application for the Rolling Rock Park Phase 1 project on July 14. The LGGP grant manager informed me on July 15 that our application was unsuccessful. I will begin the process of withdrawing our LWCF application, since we do not have the capacity to meet the matching requirements on our own.
3. A draft of the water master plan is completed and forwarded to City Council. If you have any comments or questions after reading the draft plan, let me know, and I'll try incorporate those into the final draft.
4. Filing for City Council elections opened on June 1. I need to receive completed filings from candidates in time to turn into Lane County elections before 4:00 pm on August 30.

Revision Log

Owner **City of Lowell**
 Project **Maggie Osgood Library and City Hall Renovation**
 Date Printed **7/18/2022**

Revision #	Title	Status	Proposal Request		CR	Change Request		Approved Amount	CCD		Change Order		Documents impacted
Rev 01	New Door 102.1 - Material	CCD processed	-	-		\$3,425.35	5/26/2022	\$3,425.35	01	5/26/2022			
	New Door 102.1 - Labor	CCD processed	-	-		\$3,829.00	6/9/2022	\$3,829.00	01A	6/14/2022			
Rev 02	Framing Repairs	CCD for T&M issued	-	-			5/26/2022		02	5/26/2022			
Rev 03	Delete Door 109.1	Proposal request submitted	Email	6/15/2022									
Rev 04	Reception Counter	Proposal request submitted	Email	6/15/2022									
Rev 05	Add Data Locations	Proposal request submitted	Email	6/15/2022									E101, E102
Rev 06	RR Casework	Proposal request submitted	Email	6/15/2022									
Rev 07	Existing Truss Repair	Exploring Options											
Rev 08	Rack Power Requirements	CCD processed	Email	6/16/2022	7	\$1,564.70	6/20/2022	\$1,564.70	03	7/7/2022			
Rev 09	Tubular Skylights	CCD processed	Email	6/8/2022	5R	-\$4,256.00	6/20/2022	-\$4,256.00	04	7/7/2022			
Rev 10	Water Heather												
Rev 11	Lobby Soffit	CCD processed	Meeting	6/16/2022	6	\$968.00	6/20/2022	\$968.00	05	7/7/2022			
Rev 12	Soffit lighting	Proposal request submitted											
Rev 13	New siding on front walls												Bridgway is donating the material
Rev 14	New exterior lighting	Exploring Options											
Total								\$5,531.05					

LOWELL PATROL LOG June 2022

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Jun	421	14:30	16:00	1:30	1			1		
3-Jun	423	17:00	20:00	3:00						
3-Jun	429	16:00	20:00	4:00	4		4			
3-Jun	423	21:00	22:15	1:15						
3-Jun	429	21:00	22:15	1:15						
5-Jun	429	12:00	12:30	0:30						
9-Jun	401	18:00	21:00	3:00						
10-Jun	409	2:15	3:15	1:00						
14-Jun	421	12:15	13:15	1:00						
17-Jun	421	16:30	17:30	0:59						
17-Jun	423	15:45	20:30	4:45						
17-Jun	429	15:45	20:30	4:45	1		1			
27-Jun	401	17:30	19:30	2:00						
29-Jun	401	20:30	22:30	2:00						
				31.0						

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED	5	
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS		
OTHER MOVING		1

DATE	TIME	DESCRIPTION
1-Jun	15:30	Traffic Stop
3-Jun	16:47	Traffic Stop
	17:15	Traffic Stop
	18:58	Traffic Stop
	20:35	Traffic Stop
17-Jun	17:58	Traffic Stop

Agenda Item Sheet

City of Lowell City Council

Type of item:	Ordinance
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Item title/recommended action:

First reading approval of Ordinance 307, "An ordinance declaring a ban on psilocybin service centers and the manufacture of psilocybin products." – Discussion/ Possible action

Justification or background:

In November 2020, Oregon voters approved a ballot measure that allows for the manufacture, delivery, and administration of psilocybin at licensed facilities. The ballot measure allows cities to refer a measure to the voters to prohibit the establishment of licensed psilocybin manufacture and delivery facilities. This item is on the agenda at City Council direction to refer a permanent ban on this type of manufacturing and service delivery. The deadline to file the referred measure is August 19. Second reading approval on this ordinance will be required at the one of the next scheduled City Council meetings in August to meet the deadline. Staff have based the ordinance presented here off of the LOC model ordinance.

Budget impact:

N/A

Department or Council sponsor:

City Council

Attachments:

Ordinance 307; "2022 Local Elections Calendar"; LOC model ordinance

Meeting date:	07/19/2022
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CITY OF LOWELL

ORDINANCE 307

AN ORDINANCE DECLARING A BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS.

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of July 19, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state's psilocybin regulatory program, and the City of Lowell is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the City of Lowell City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries to enable the adoption of the state's psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety and welfare of the people of City of Lowell; and

WHEREAS, the City Council seeks to refer to the voters of City of Lowell the question of whether to establish a ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries.

NOW, THEREFORE, the City of Lowell ordains as follows:

Section 1. Prohibition.

The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the City of Lowell.

Section 2. Referral.

This ordinance is referred to the electors of the city of City of Lowell for approval at the next statewide general election on November 8, 2022.

Section 3. Effective Date.

This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

First reading this ___ day of _____, 2022.

Second reading and passage by this Council this ___ day of _____, 2022.

Signed by the Mayor this ___ day of _____, 2022.

ATTEST:

SIGNED:

Jeremy Caudle, City Recorder

Don Bennett, Mayor

BALLOT TITLE

Prohibits psilocybin-related businesses within City of Lowell.

QUESTION

Shall the City of Lowell prohibit psilocybin-related businesses within the City of Lowell?





SUMMARY

State law allows operation, manufacture, distribution and possession of psilocybin and psilocin. State law provides that a city council may adopt an ordinance to be referred to the voters to prohibit the establishment of any of those registered or licensed activities. Approval of this measure would prohibit the establishment of psilocybin product manufacturers and psilocybin service center operators within the area subject to the jurisdiction of the city.





EXPLANATORY STATEMENT

Approval of this measure would prohibit the establishment and operation of psilocybin-related businesses within the city. A city council may adopt an ordinance prohibiting the establishment of psilocybin related businesses within the city or, but the council must refer the ordinance to the voters at a statewide general election. The City of Lowell city council has adopted an ordinance prohibiting the establishment of psilocybin-related businesses within the city and, as a result, has referred this measure to the voters. If approved, this measure would prohibit psilocybin-related businesses within the city.

2022 Local Elections Calendar

 District Measures	March 8	May 17	August 23	November 8
Last Day for County Elections Official to Publish → notice of district measure election	See ORS 255.085			
Last Day for County, City, or District Governing Body to File with Local Elections Official → ballot title for publication of notice or → referral text so a ballot title can be written	December 17	February 25	June 3	August 19
Last Day for Local Governing Body to File with County Elections Official → Form SEL 801 Notice of Measure Election - County  Form may only be filed upon completion of the ballot title challenge process.	January 6	March 17	June 23	September 8
→ Form SEL 802 Notice of Measure Election - City  Form may only be filed upon completion of the ballot title challenge process.	January 6	March 17	June 23	September 8
→ Form SEL 803 Notice of Measure Election – District  Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.	January 6	March 17	June 23	September 8
Last Day to File with County Elections Official → arguments for inclusion in county voters' pamphlet	January 10	March 21	June 27	September 12

2023 Local Elections Calendar

 District Measures	March 14	May 16	August 22	November 7
Last Day for County Elections Official to Publish → notice of district measure election	See ORS 255.085			
Last Day for County or City Governing Body to File with Local Elections Official → ballot title for publication of notice or → referral text so a ballot title can be written	December 23	February 24	June 2	August 18
Last Day for Local Governing Body to File with County Elections Official → Form SEL 801 Notice of Measure Election - County  Form may only be filed upon completion of the ballot title challenge process.	January 12	March 16	June 22	September 7
→ Form SEL 802 Notice of Measure Election - City  Form may only be filed upon completion of the ballot title challenge process.	January 12	March 16	June 22	September 7
→ Form SEL 803 Notice of Measure Election – District  Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.	January 12	March 16	June 22	September 7
Last Day to File with County Elections Official → arguments for inclusion in county voters' pamphlet	January 17	March 20	June 26	September 11

Notice of Local Option Tax Measure or General Obligation Bond

County elections officials must file with the Secretary of State a copy of the Notice of Measure Election for each local option tax measure or general obligation bond measure placed on the ballot by a municipal corporation.



MODEL



Model Psilocybin Ordinance & Ballot Measure

JUNE 2022

Cities and counties that desire to prohibit the establishment of psilocybin-related businesses may do so by referral at a statewide general election, meaning an election in November of an even-numbered year. Cities and counties should consult the secretary of state’s referral manual and work with the city recorder, elections official, or similar official to determine the procedures necessary to refer an ordinance to the voters.

Once the governing body of a city or county adopts an ordinance, its city or county must submit the ordinance to the Oregon Health Authority (OHA). The OHA will then stop registering and licensing the prohibited businesses until the next statewide general election, when the voters will decide whether to approve or reject the ordinance. In other words, the governing body’s adoption of an ordinance acts as a moratorium on new psilocybin-related businesses until the election.

In addition, it is important to note that once election officials file the referral with the county election office, the ballot measure is certified to the ballot. At that point, the restrictions on public employees engaging in political activity will apply. Consequently, cities should consult the secretary of state’s manual *Restrictions on Political Campaigning by Public Employees* and their city attorney to ensure that public employees are complying with state elections law in their communications about the pending measure. The model ordinances and ballot measures below contain two versions. The first is a permanent ban of psilocybin-related businesses until the ordinance is repealed and the second acts as a two-year moratorium.

.....

This document is not a substitute for legal advice. City and county councils considering prohibiting psilocybin-related activities should not rely solely on this sample. Any city or county council considering any form of regulation of psilocybin should consult with its city or county attorney regarding the advantages, disadvantages, risks and limitations of any given approach.

Legal counsel can also assist a city or county in preparing an ordinance that is consistent with local procedures, existing ordinances and charter, and advise on what process is needed to adopt the ordinance. The sample provided is intended to be a starting point, not an end point, for any jurisdiction considering prohibiting psilocybin-related activities.

.....

PERMANENT BAN

.....

ORDINANCE NO. _____

AN ORDINANCE DECLARING A BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state’s psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of June {date}, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state’s psilocybin regulatory program, and the City of {city} is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the {city} City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city’s jurisdictional boundaries to enable the adoption of the state’s psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety and welfare of the people of {city}; and

WHEREAS, the City Council seeks to refer to the voters of {city} the question of whether to establish a ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city’s jurisdictional boundaries.

Now, therefore,

THE CITY OF {CITY} ORDAINS AS FOLLOWS:

Section 1. Prohibition.

The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the City of {city}.

Section 2. Referral.

This ordinance is referred to the electors of the city of {city} for approval at the next statewide general election on November 8, 2022.

Section 3. Effective Date.

This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

First reading this ____ day of _____, 2022.

Second reading and passage by this Council this ____ day of _____, 2022.

Signed by the Mayor this ____ day of _____, 2022.

ATTEST:

SIGNED:

{NAME}, City Recorder

{NAME}, Mayor

BALLOT TITLE

A caption which reasonably identifies the subject of the measure.

10-word limit under ORS 250.035(1)(a)

Prohibits psilocybin-related businesses within {city}. [Prohibition sunsets after two years.]

QUESTION

A question which plainly phrases the chief purpose of the measure so that an affirmative response to the question corresponds to an affirmative vote on the measure.

20-word limit under ORS 250.035(1)(b)

Shall {city or county} prohibit {psilocybin-related businesses} in {city or county}?

SUMMARY

A concise and impartial statement summarizing the measure and its major effect.

17-word limit under ORS 250.035(1)(c)

State law allows operation manufacturer, distribution and possession of psilocybin and psilocin. State law provides that a {city or county} council may adopt an ordinance to be referred to the voters to prohibit the establishment of any of those registered or licensed activities.

Approval of this measure would prohibit the establishment of {psilocybin project manufacturers} and/or {psilocybin service center operators} within the area {subject to the jurisdiction of the city} or {in the unincorporated area subject to the jurisdiction of the county.}

EXPLANATORY STATEMENT

An impartial, simple and understandable statement explaining the measure and its effect for use in the county voters' pamphlet.

500-word limit under ORS 251.345 and OAR 165-022-0040(3)

Approval of this measure would prohibit the establishment {and operation} of psilocybin-related businesses within the {city or county}.

A {city or county} council may adopt an ordinance prohibiting the establishment of psilocybin related businesses within the {city or county}, but the council must refer the ordinance to the voters at a statewide general election. The {CITY or COUNTY} OF {NAME} {city or county} council has adopted an ordinance prohibiting the establishment of psilocybin-related businesses within the {city or county} and, as a result, has referred this measure to the voters.

If approved, this measure would prohibit psilocybin-related businesses within the {city or county}.

TWO-YEAR MORATORIUM



ORDINANCE NO. _____

AN ORDINANCE DECLARING A TEMPORARY BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the state; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the state's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of June {date}, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the state's psilocybin regulatory program, and the City of {city} is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities will operate within the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the {city} City Council believes that prohibiting psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries to enable the adoption of the state's psilocybin licensing and regulatory program and to allow the city to adopt reasonable time, place, and manner regulations on the operation of psilocybin facilities is in the best interest of the health, safety and welfare of the people of {city}; and

WHEREAS, the City Council seeks to refer to the voters of {city} the question of whether to establish a two-year temporary ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries.

Now, therefore,

THE CITY OF {CITY} ORDAINS AS FOLLOWS:

Section 1. Prohibition.

The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the city of {city}.

Section 2. Referral.

This ordinance is referred to the electors of the city of {city} for approval at the next statewide general election on November 8, 2022.

Section 3. Effective Date.

This ordinance takes effect and becomes operative 30 days after the day on which it is approved by a majority of voters.

Section 4. Sunset.

This ordinance is repealed on December 31, 2024.

First reading this ____ day of _____, 2022.

Second reading and passage by this Council this ____ day of _____, 2022.

Signed by the Mayor this ____ day of _____, 2022.

ATTEST:

SIGNED:

{NAME}, City Recorder

{NAME}, Mayor

BALLOT TITLE

A caption which reasonably identifies the subject of the measure.

10-word limit under ORS 250.035(1)(a)

Prohibits psilocybin-related businesses within {city}. [Prohibition sunsets after two years.]

QUESTION

A question which plainly phrases the chief purpose of the measure so that an affirmative response to the question corresponds to an affirmative vote on the measure.

20-word limit under ORS 250.035(1)(b)

Shall {city or county} prohibit {psilocybin-related businesses} in {city or county}?

SUMMARY

A concise and impartial statement summarizing the measure and its major effect.

17-word limit under ORS 250.035(1)(c)

State law allows operation manufacturer, distribution and possession of psilocybin and psilocin. State law provides that a {city or county} council may adopt an ordinance to be referred to the voters to prohibit the establishment of any of those registered or licensed activities.

Approval of this measure would prohibit the establishment of {psilocybin project manufacturers} and/or {psilocybin service center operators} within the area {subject to the jurisdiction of the city} or {in the unincorporated area subject to the jurisdiction of the county.}

EXPLANATORY STATEMENT

An impartial, simple and understandable statement explaining the measure and its effect for use in the county voters' pamphlet.

500-word limit under ORS 251.345 and OAR 165-022-0040(3)

Approval of this measure would prohibit the establishment {and operation} of psilocybin-related businesses within the {city or county}.

A {city or county} council may adopt an ordinance prohibiting the establishment of psilocybin related businesses within the {city or county}, but the council must refer the ordinance to the voters at a statewide general election. The {CITY or COUNTY} OF {NAME} {city or county} council has adopted an ordinance prohibiting the establishment of psilocybin-related businesses within the {city or county} and, as a result, has referred this measure to the voters.

If approved, this measure would prohibit psilocybin-related businesses within the {city or county} until December 31, 2024.

Agenda Item Sheet

City of Lowell City Council

Type of item:	Other
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Item title/recommended action:

Motion to accept a Lane County Community and Economic Development grant in the amount of \$50,000 for a new multi-purpose conference space, and to authorize the City Administrator to sign the grant award letter. – Discussion/ Possible action

Justification or background:

Lane County Community and Economic Development has awarded the City \$50,000 to help pay for the construction costs of the 70 N. Pioneer St. conference room. As a condition of the grant, the City is required to make the conference room available to business and community groups free of charge. The architect has estimated that construction costs for the conference room will total \$54,000.

Budget impact:

Grant revenues of \$50,000

Department or Council sponsor:

Administration

Attachments:

Grant award letter from Lane County

Meeting date:	07/19/2022
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LANE COUNTY Community & Economic Development Division

125 East Eighth Avenue, Eugene, OR

July 11, 2022

Jeremy Caudle, City Administrator
City of Lowell
107 E. 3rd St
PO Box 490
Lowell, OR 97452

Re: Lane County Grants Funds for City of Lowell Multi-Purpose Conference Room

Dear Mr. Caudle,

Lane County Community & Economic Development is pleased to grant the City of Lowell \$50,000 to be used exclusively for the construction of a new multi-purpose conference space located at 70 N. Pioneer St. Following completion, the conference space must be made available for the benefit of the public, including local business owners and entrepreneurs, to utilize the space at no cost for meetings and hosting events.

If you are not able to utilize all or part of the grant funds for this purpose, please contact Community & Economic Development Interim Manager Jenna Cusimano at (541) 636-7802 or jenna.cusimano@lanecountyor.gov.

When making any public announcement about this project, we would appreciate it if you would recognize the support from Lane County Community & Economic Development. This does not make the City of Lowell an agent of Lane County or create a contractual relationship. The City of Lowell will indemnify us and hold us harmless from any claims arising out of the use of the funds granted. The City of Lowell will comply with all applicable federal, state, and local rules and laws in carrying out the use of funds.

By accepting this grant, the City of Lowell certifies to Lane County that 1) this grant may not be used to satisfy the payment of a pledge or other personal or corporate financial obligation and 2) no goods or services (memberships, tickets to events, benefits of a personal or corporate nature, etc.) will be provided to any individuals or entities as a condition of this grant.

We ask that you acknowledge receipt of this grant and indicate your acceptance of the terms discussed above by having a person authorized by the City sign and date the bottom of this letter. Upon receipt of the acknowledgment, grant funds will be disbursed.

Sincerely,

L.B.

Jenna Cusimano
Interim Community & Economic Development Manager

Accepted by: _____

Name and date: _____

Agenda Item Sheet

City of Lowell City Council

Type of item:	Contract
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Item title/recommended action:

Motion to approve a Memorandum of Understanding among Regional Accelerator and Innovation Network (RAIN), City of Lowell, and City of Oakridge in the amount of \$10,000, and to authorize the City Administrator to sign. – Discussion/ Possible action

Justification or background:

This is an annual renewal of our contract with Oregon RAIN. RAIN provides consulting services to entrepreneurs in the Lowell area. The City is sharing the costs of our local Venture Catalyst position with the City of Oakridge. This is an increase of \$2,500 over the current contract. The approved budget includes funding of \$10,000 for consulting services from RAIN. This is a two-year contract.

Budget impact:

Payment of \$10,000 for consulting services

Department or Council sponsor:

Administration

Attachments:

MOU among RAIN and City of Oakridge.

Meeting date:	07/19/2022
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MEMORANDUM OF UNDERSTANDING

Among Regional Accelerator & Innovation Network (RAIN), City of Lowell, and City of Oakridge

1. Purpose

1.1. The purpose of this Memorandum of Agreement (MOU) is to set out the terms by which the Regional Accelerator & Innovation Network (RAIN), the City of Lowell, and the City of Oakridge (“The Parties”) will work together to continue developing and scaling up the Rural Entrepreneurial Program in the City of Lowell and the City of Oakridge.

1.2. The key contacts for this project will be **Caroline Cummings** (Executive Director) for RAIN, **Jeremy Caudle** (City Administrator of Lowell), and **Christina Hollett** (Mayor of Oakridge). The key contacts are responsible for ensuring performance of the activities and duties described in this MOU. Changes to key contacts shall be made in writing to the following addresses.

RAIN

Caroline Cummings
Chief Executive Officer
PO Box 1564
Eugene, OR 97440
541.968.2982
caroline@oregonRAIN.org

City of Lowell

Jeremy Caudle
City Administrator
107 E. 3rd Street
Lowell, OR 97452
541.937.2157
jcaudle@ci.lowell.or.us

City of Oakridge

Christina Hollett
Mayor
48370 7th St.
Oakridge, OR 97463
541-953-4624
mayorhollett@ci.oakridge.or.us

1.3. Through this MOU, the City of Lowell and the City of Oakridge **each** agree to provide RAIN \$10,000 in FY 22/23 and \$10,000 in FY 23/24. These funds will be allocated for Rural Venture Catalyst support and resources for entrepreneurs and innovators in the City of Lowell and the City of Oakridge and for creating a culture of entrepreneurship through ecosystem-building.

1.4. RAIN’s Rural Venture Catalyst shall bring entrepreneurs and potential entrepreneurs together, providing them with increased access to **people** (mentors and accomplished entrepreneurs), **programs** (workshops and accelerators), **physical assets** (space and equipment), and **capital** (access to statewide funding sources, including RAIN’s crowdfunding platform, RAINcap).

1.5. The Parties recognize that \$20,000 total per year is a significant investment in advancing the innovation economy in the City of Lowell and the City of Oakridge and further recognize that **more investment will be required to fully implement and sustain the program**. The City of Lowell and the City of Oakridge will support RAIN’s efforts to advance additional funding opportunities from foundations, counties, private corporations, the State of Oregon, and the Federal Government.

2. Duration of Agreement

2.1. This MOU will be in effect from **July 1, 2022 through June 30, 2024** and may be updated at any time through mutual written agreement of the parties.

2.2. No party may assign or transfer all or any portion of this MOU without the prior written consent of the other party.

3. Goals

3.1. Continue to sustain and elevate the regional entrepreneurial ecosystem.

3.2. Raise additional funds for Rural Venture Catalyst activities in the City of Lowell and the City of Oakridge.

3.3. Support and expand mentoring, meetups, and other events to help gather, educate, and support entrepreneurs and innovators.

3.4. Continue to activate capital in the region.

3.5. Track overall budget and report progress to funders and partners.

3.6. Maintain and expand an established database of entrepreneurs, mentors, and ecosystem stakeholders.

3.7. Continue launching and supporting previously identified and assisted startups.

3.8. Deliver wrap-around mentoring services to startups with the best potential in the City of Lowell and the City of Oakridge.

3.9. Continue identifying and building partnerships to sustain and elevate the region's entrepreneurial ecosystem.

3.10. Meet other goals, as mutually agreed-upon by The Parties.

4. RAIN's Responsibilities

4.1. RAIN shall provide ongoing training, support, and supervision to the Rural Venture Catalyst and other staff serving the City of Lowell and the City of Oakridge.

4.2. RAIN shall work collaboratively with the City of Lowell and the City of Oakridge to continue implementing its Rural Entrepreneurial Development Program, which includes tracking and supporting

ecosystem partners and key stakeholders, asset mapping, community outreach, surveying, and other investigative activities to assess culture and climate as it relates to entrepreneurship and overall community readiness to continue building and sustaining the region's entrepreneurial ecosystem.

4.3. RAIN shall monitor the overall budget and metrics for this program and report progress to the City of Lowell, the City of Oakridge, and other funders. Metrics tracked and reported shall include: number of entrepreneurs identified and assisted, number of companies identified and assisted, revenue generated by companies assisted, jobs created by companies assisted, number and type of activities hosted, mentors engaged, partners engaged, and investors engaged.

4.4. RAIN shall work collaboratively with the City of Lowell and the City of Oakridge to create and implement specific strategies to scale up an entrepreneurial ecosystem in the City of Lowell, the City of Oakridge, and the region. Within the City of Lowell and the City of Oakridge, RAIN shall:

4.4.1. Meet entrepreneurs in public spaces in their communities (i.e., coffee shops, libraries, city town halls, community centers, granges, restaurants, schools, etc.) to learn about their startup ideas and connect them to resources. These activities take the form of hosted events, workshops, and one-to-one mentoring. **They create a new social infrastructure by going to the entrepreneur, rather than requiring the entrepreneur to come to them.** Examples of recent RAIN Rural Venture Catalysts activities:

- Helping entrepreneurs navigate local and federal emergency loan and grant funds (e.g., Paycheck Protection Program, Economic Injury Disaster Loans, City and County Funds, national emergency grant programs, etc.)
- Getting entrepreneur's food products onto the shelves at national/regional retail grocers
- Assisting an entrepreneur in hiring their first employees at a living wage
- Helping an entrepreneur find the right co-founders to launch their startup
- Connecting entrepreneurs to small manufacturers to scale production
- Coaching entrepreneurs on developing and delivering investor pitches
- Raising an entrepreneur's first rounds of significant investment capital
- Ensuring entrepreneurs spend the capital they raise efficiently to reduce failure rates
- Connecting entrepreneurs to technical training resources (e.g., SBDC workshops, webinars, etc.)
- Showcasing entrepreneurs' stories to local, regional, and national media outlets
- Connecting entrepreneurs to physical spaces (e.g., kitchens, co-working, makerspaces, etc.)
- Bringing national opportunities to entrepreneurs to help expand their businesses
- Connecting entrepreneurs to state resources that will help them cover the cost of attending and exhibiting at national expos

4.4.2. Conduct interactive educational events both online and offline.

4.4.3. Find and educate angel investors.

4.4.4. Conduct and update (at least annually) “Regional Entrepreneurial Ecosystem Readiness Assessment” and “Entrepreneurial Ecosystem Elements Scorecard”.

4.4.5. Conduct (and regularly update) stakeholder and asset mapping to identify resources and gaps in the regional entrepreneurial ecosystem.

4.4.6. Conduct ongoing community outreach.

4.4.7. Track and report program metrics.

4.4.8. Provide marketing and communications support for the program.

4.4.9. Activate capital in the region, as appropriate and possible.

4.4.10. Gather and report success stories at least twice a year.

4.5. RAIN shall continue building a network of stakeholders who have a shared vision for establishing an entrepreneurial ecosystem in the City of Lowell and the City of Oakridge, including entrepreneurs, volunteers, businesses, local and regional governments, and organizations representing underserved populations.

4.6. RAIN shall provide communication and public relations support for this program.

4.7. RAIN shall work with the City of Lowell and the City of Oakridge to develop strategies for a sustainable program, including collaborative fundraising, grant writing efforts, and joint financial “asks,” where appropriate.

4.8. RAIN shall work collaboratively with the City of Lowell and the City of Oakridge to gather case study documentation, including videos, interviews, quotes, stories, and “essential questions” at community events, town halls, and forums.

5. The City of Lowell and the City of Oakridge’s Responsibilities

5.1. The City of Lowell and the City of Oakridge shall work collaboratively with RAIN to create and implement specific strategies to continue assessing, supporting, and building an entrepreneurial ecosystem in the City of Lowell and the City of Oakridge, including strategies that are innovative.

5.2. The City of Lowell and the City of Oakridge shall work with RAIN to develop strategies for a sustainable program, including collaborative fundraising, grant writing efforts, and joint financial “asks,” where appropriate.

5.3. The City of Lowell and the City of Oakridge shall help RAIN promote outreach and activities for this program by encouraging its staff and economic development partners to increase engagement with RAIN and to work collaboratively with RAIN in the ecosystem.

5.4. The City of Lowell and the City of Oakridge shall support RAIN's communication and public relations activities for this program, as needed.

5.5. The City of Lowell and the City of Oakridge shall work collaboratively with RAIN to gather case study documentation, including videos, interviews, quotes, stories, and "essential questions" at community events, town halls, and forums.

5.6. The City of Lowell and the City of Oakridge work collaboratively with RAIN to develop and submit a sustainability plan that identifies potential sources of support and a timeline and action plan for accessing or applying to those sources.

5.7 The City of Lowell and the City of Oakridge will include language in their respective strategic plans (Comp Plans) that supports entrepreneurship, emerging businesses, and small businesses as part of building a resilient economy for the region.

5.8. The City of Lowell and the City of Oakridge shall engage with the RAIN Rural Venture Catalyst and actively support the program to foster maximum program results.

6. Payment Schedule

6.1. The City of Lowell and the City of Oakridge shall each provide \$10,000 per year for two (2) years to RAIN to scale up an entrepreneurial ecosystem in the City of Lowell and the City of Oakridge that focuses on helping startups launch and thrive.

6.1.1. The first payment shall be paid to RAIN **by August 15, 2022** in the amount of **\$10,000** by the **City of Lowell** and **\$10,000** by the **City of Oakridge**.

6.1.2. The second payment shall be paid to RAIN **by July 30, 2023** in the amount of **\$10,000** by the **City of Lowell** and **\$10,000** by the **City of Oakridge**.

6.2. The second payment shall be contingent on satisfactory progress toward the performance of the agreed-upon metrics named in Section 4.3. and on budget considerations for The Parties. The decision by the City of Lowell and the City of Oakridge about the second payment shall be made no later than May 1, 2023 to enable RAIN to address budget and contract issues.

7. Diversity, Equity, and Inclusion

7.1. Just as biodiversity strengthens natural systems, the diversity of human experience strengthens our entrepreneurial ecosystem building efforts. RAIN represents and reflects that human diversity, embracing it in all the communities where we work, in order to achieve our goals. To that end, we are committed to increasing the diversity of our staff, board, volunteers, mentors, and partners, and to fostering an inclusive network of stakeholders and partners in all kinds of communities, from rural to urban.

7.2. Equity, diversity, and inclusion is not only a best practice for business, it's a strategic imperative. Our business and strategies are enriched and made stronger by the contribution of the experiences, perspectives, and values of diverse individuals and communities. Creating an innovation economy transcends political, cultural, and social boundaries, and so must RAIN in order to expand our reach and engage more people in Oregon's entrepreneurial ecosystem.

7.3. RAIN is dedicated to providing a work environment that prioritizes fairness and respect. At RAIN, everyone is treated equally and is encouraged to achieve their fullest potential. We respect the individuality of each member of our community, and we are committed to a workplace free of any kind of discrimination based on race, color, religion, sex, age, sexual orientation, gender identity and expression, disability, national or ethnic origin, politics, or veteran status.

7.4. With a plurality of voices, RAIN will inspire more entrepreneurs and help create more jobs and revenue in Oregon. Respect, inclusion, and opportunity for people of all backgrounds, lifestyles, and perspectives will attract the best ideas and harness the greatest passion to shape a more vibrant future for all Oregonians. By honoring and celebrating the remarkable diversity of the human species, RAIN will bring new creativity, effectiveness, and leadership to our work.

8. Intellectual Property

8.1. The Parties agree that any intellectual property that is jointly-developed by the parties to this MOU may be used by both parties for non-profit, non-commercial purposes without obtaining consent from the other and without any need to account to the other.

8.2. All intellectual property that was developed independently by one party to this MOU shall be the sole property of that party, requiring written consent before it could be used by the other party.

9. Association

9.1 The Parties are not entering into a legal partnership, joint venture, commercial undertaking for monetary gain, or other such business arrangement.

9.2. The Parties shall not refer to this MOU or treat the arrangements of this MOU as a legal partnership, joint venture, commercial undertaking for monetary gain, or other such business arrangement.

9.3. The Parties shall not take any actions that would be inconsistent with the intentions of this paragraph.

10. Dispute Resolution

10.1. The Parties agree that, in the event of any dispute between them relating to this MOU, they shall first seek to resolve the dispute through informal discussions, which shall be initiated in writing.

10.2. In the event any dispute cannot be resolved informally within sixty (60) calendar and consecutive days from the written notice of dispute, The Parties agree to attempt to resolve the dispute by mediation.

10.3. The Parties agree that their respective good faith participation in mediation is a condition precedent to pursuing any other available legal or equitable remedy, including litigation, arbitration, or other dispute procedures.

10.4. Any party to this MOU may commence the mediation process by providing to the other party written notice (Initial Mediation Notice) setting forth the subject of the dispute, claim, or controversy and the relief requested.

10.5. Within ten (10) days after receipt of the Initial Mediation Notice, the other party shall deliver a written response to the initiating party's notice.

10.6. The initial mediation session shall be held within thirty (30) days after the Initial Mediation Notice.

10.7. The costs of mediation shall be shared equally by each party to the mediation.

10.8. The Parties do not waive their legal right to adjudicate this MOU in a legal forum.

11. Entirety

11.1. This MOU constitutes the entire agreement among The Parties concerning the subject matter thereof.

11.2. All prior agreements, discussions, representations, warranties, and covenants are merged herein.


11.3. There are no warranties, representations, covenants, or agreements (expressed or implied) between the parties except those expressly set forth in this agreement.

11.4. Any amendments or modifications of this agreement shall be in writing and executed by The Parties.

11.5. Electronic signatures are valid and binding.

11.6. Each person signing this MOU represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this agreement.

11.7. Each party represents and warrants to the other that the execution and delivery of this MOU and the performance of each party's responsibilities and obligations hereunder have been duly authorized and that this MOU is a valid and legal agreement binding on each party and enforceable in accordance with its terms.

For RAIN	For City of Lowell	For City of Oakridge
		
_____ Signature	_____ Signature	_____ Signature
<u>Caroline Cummings</u> Name	<u>Jeremy Caudle</u> Name	<u>Christina Hollett</u> Name
<u>Chief Executive Officer</u> Title	<u>City Administrator</u> Title	<u>Mayor</u> Title
<u>7/8/2022</u> Date	_____ Date	_____ Date

Agenda Item Sheet

City of Lowell City Council

Type of item:	Contract
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Item title/recommended action:

Motion to approve an agreement with Penny Hummel for library consulting services in the amount of \$5,000 and to authorize the City Administrator to sign. – Discussion/ Possible action

Justification or background:

The adopted budget includes an appropriation of \$5,000 for consulting services from Penny Hummel, as needed. With the hiring of an experienced, Library Director, it is anticipated that the need for on-going consulting support will be minimal. Staff anticipate that most consulting work will consist of the consultant transitioning current projects to the new Library Director.

Budget impact:

Expenditure not to exceed \$5,000 for as-needed consulting services

Department or Council sponsor:

Library

Attachments:

Agreement with Penny Hummel

Meeting date:	07/19/2022
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AGREEMENT

This Agreement dated July 6, 2022 is between the City of Lowell, a government entity, and Penny Hummel Consulting, an Oregon sole proprietorship ("PHC"). The parties agree to the following terms and conditions regulating work to be performed by PHC.

1. Terms and Conditions of Employment.

Penny Hummel Consulting will provide professional services to support the reopening of the Maggie Osgood Library as detailed in **Exhibit A**.

Penny Hummel Consulting is an independent contractor performing services for the City of Lowell and this agreement is not intended to form a partnership or joint venture between the parties. As such, City of Lowell will pay gross compensation to PHC without any withholding typical in an employer/employee relationship. PHC will be solely responsible for paying all taxes due (including self-employment taxes) as well as making timely estimated tax payments on same. PHC will maintain adequate and reasonable liability insurance covering PHC's performance under this Agreement.

2. Compensation. As compensation for satisfactory performances of the Services, the City of Lowell agrees to pay Penny Hummel Consulting up to \$5,000, for activities set forth in **Exhibit A**. This includes compensation for consulting hours (billed at \$175/hour) as well as reimbursement of travel expenses. Penny Hummel Consulting will invoice the City of Lowell for the services and related expenses described in **Exhibit A** on a monthly basis.

City of Lowell will pay the amount billed within thirty (30) business days after receipt. Should the scope of work expand beyond that outlined in **Exhibit A**, PHC will provide an estimate for requested services and an additional contract.

3. Rights to Intellectual Property. All work shall be prepared and performed in a manner satisfactory to the City of Lowell. The final work product shall be the property of the City of Lowell.

4. Termination. Notwithstanding anything contained herein to the contrary, this Agreement may be terminated at any time by either party, with or without cause, upon thirty (30) days' prior written notice. Additionally, this Agreement may be terminated at any time upon the mutual written agreement of PHC and the City of Lowell. Upon termination, PHC shall be entitled to be paid only for billable hours and travel expenses incurred.

6. Arbitration. Any controversy or claim arising out of PHC's contract with the City of Lowell, or relating to this Agreement, its breach, termination, enforcement, or interpretation, shall be settled by arbitration in the City of Portland, County of Multnomah, State of Oregon, in accordance with the governing rules of the Arbitration Service of Portland, Inc. Judgment upon the award rendered may be entered and enforced in any court of competent jurisdiction.

7. Attorney Fees. If any arbitration, suit, or action is filed by any party to enforce this Agreement or otherwise with respect to the subject matter of this Agreement, the parties shall pay their own attorney fees incurred in any such arbitration, suit, or action, including any appeal therefrom.

8. Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon. If any suit or action is filed by any party to enforce this Agreement or otherwise with respect to the subject matter of

Penny Hummel Consulting
316 NE 24th Avenue
Portland OR 97232
503.890.0494 or penny@pennyhummel.com

this Agreement, venue shall be in the state court in Multnomah County, Oregon.

9. Amendment. This Agreement may be amended only in writing signed by both parties.

10. Agreement. Both parties must sign this contract by July 22, 2022 or this Agreement is no longer valid.

Penny Hummel

Jeremy Caudle
City of Lowell
Date:

Owner, Penny Hummel Consulting
Tax ID #81-2058125
Date: 7/6/22

EXHIBIT A

PENNY HUMMEL
Consulting

penny@pennyhummel.com 316 NE 24th Avenue, Portland OR 97232 503.890.0494

October 21, 2021

Jeremy Caudle
City Manager
City of Lowell
107 E. Third Street
Lowell OR 97452

Dear Jeremy:

As you've requested, I'm pleased to present a proposal to provide library consulting services to support the reopening of the Maggie Osgood Library. I have enjoyed my work with Lowell stakeholders and architect Curt Wilson in planning the new library facility, and I would be honored to provide the operational expertise that is needed to make the revitalized library a success when it opens.

With the benefit of over 12 years as a public library director and administrator, I established Penny Hummel Consulting in late 2013. Thus far, I have worked with over 50 clients in eight states. The focus of my practice is supporting public libraries (particularly small and rural libraries) in the areas of facilities planning, organizational development, marketing, and fundraising. For the Maggie Osgood Library, I would utilize my various areas of expertise (library facilities planning, library operations, communications, volunteer management, staff recruitment and hiring, etc.) where they are desired or needed in Lowell.

Based upon our conversation about probable needs, I propose a budget of \$14,970, inclusive of travel; this represents 75 hours of consulting (hourly rate is \$175) plus \$1,845 for three trips to Lowell. A more detailed scope of work follows. My approach will be to only bill the City of Lowell for time used and expenses incurred and I am available to begin work in November 2021.

If I can provide any additional information, please let me know. I look forward to discussing this proposal with the City Council on November 2. Thank you.

Sincerely,



Penny Hummel, MLIS

Scope of Work

Building upon previous planning work undertaken in 2020, the City of Lowell has made progress this year in planning the renovation of a former church facility into a new public library. As part of the team organized by Curt Wilson of Wilson Architecture, I participated in the Visioning Workshop held on June 5, 2021 with council members and other key stakeholders. Following that meeting, I developed a program for the new library (a spreadsheet providing the contents of various areas of the library, and associated square footage), which has been used to further develop the plan for the building's renovation. Now that the design review committee has provided direction, it is time to start planning what happens inside the library itself, including staffing, services and collection.

The following activities will be critical in getting the new library up and running by the fall of 2022. As a consultant providing technical support, my role would be to fill the library expertise gap until the new director is hired. While my level of involvement in each area will be determined as we move forward, this preliminary list provides an overview of necessary activities.

General project management: (Estimate: 30 hours)

- Developing and implementing a timeline/plan starting in Nov. 2021 that results in a new and reopened library (with paid director in place) by Fall, 2022.
- Evaluating the library's current ILS (Integrated Library System—the software that manages patron and collection records) and either restarting it or implementing a replacement. (Note: if the system is replaced, items in the collection may need to be retagged.)
- Evaluating library's public hardware and software and recommending any needed improvements.
- Developing basic library policies with respect to access to information, internet use, behavioral rules, etc.
- Working with the City to establish an advisory library board (a necessary component for a public library in Oregon according to State Library of Oregon requirements).
- Providing support to city staff in developing an annual budget for the new library.
- Exploring collaborative opportunities with other Lane County libraries (such as the Lane Library League), including ILS and courier services.
- Providing support to city staff in grant writing and fundraising activities undertaken to support the new library.
- Providing input as needed to architectural team as construction of new library is implemented.

Collection management: (Estimate: 20 hours)

- Developing an initial collection development plan (to inform evaluation of collection).
- Evaluating and weeding the current collection to be consistent with capacity of planned new library.

- Evaluating donated materials to the library and determining what should be added to the collection.
- Noting gaps in the collection that should be addressed in the future.

Staff and volunteer management: (Estimate: 15 hours)

- Developing a job description for the library director and providing support to the city’s recruitment efforts (such as promotion in the NW library community).
- Participating in the selection process for the new library director as requested.
- Developing job descriptions for volunteer positions.
- Developing and implementing a plan for volunteer recruitment (with goal of having 4 – 6 volunteers on board when director arrives).
- Providing initial training to library volunteers (prior to director’s arrival).
- (If desirable) setting up a Friends of the Library organization.

Marketing and Communications (Estimate: 10 hours)

- Developing basic communication print materials for the library (informational brochure, bookmark with hours, etc.)
- Developing content for library website
- Developing a social media presence for the library

Experience and References

Based in Portland, Oregon, I have over twenty five years of experience working with public libraries, as a director, manager, Friends of the Library president, and Library Foundation trustee. I am also a past president of the Oregon Library Association. Prior to opening my consulting practice in 2013, I was the director of the Canby Public Library (Canby, OR), and a member of the senior management team for Multnomah County Library (Portland, OR). My current areas of practice include public library facilities planning, organizational development, marketing and fundraising. My company’s website, which includes a list of past projects and clients, is www.pennyhummel.com I also have attached my resume to this proposal.



A particular focus and joy of mine is working with small, rural and modestly funded libraries to make them as successful as possible. Two of my projects most relevant to the reopening of the Maggie Osgood Library are listed below, along with contact information for reference purposes.

Roseburg Public Library (2018)

“Penny was instrumental in helping the city of Roseburg reopen the previously shuttered 39,000 sq. foot. main county library branch with Douglas Education Service District as a major tenant. Without Penny’s commitment to the project, Roseburg might still be without a library. Her creative thinking and vast network of professional connections among both librarians and foundations was essential to our success.”

Michael Lasher, Superintendent,
Douglas Education Service District (Roseburg OR)

When the eight branch Douglas County Library System closed in 2017 due to lack of funding, the existing library facilities eventually reopened as city libraries (some volunteer, some with staffing). With respect to the system’s former central library in Roseburg, the building was given to the city. Not needing all existing square footage due to a changed service model, the city established a partnership with the local educational service district to share the building. My role in this project was to advise the City of Roseburg and the ESD in planning the layout of the new library, evaluate the collection so that it would be appropriately scaled as a city library, and coordinate volunteers to weed the collection.

Contact information:

Michael Lasher, Superintendent, Douglas Educational Service District
michael.lasher@douglasesd.k12.or.us
541.440.4751

Yachats Public Library (2020)

“It’s difficult to imagine a more satisfactory collaboration between an organization and an outside consultant than the one that was just completed between assessor Penny Hummel and our Public Library. In our occasionally-dysfunctional community, with its strong-minded citizens, all convinced they have the celestial solution to whatever the daily spot fire is, Penny worked tirelessly, fairly and insightfully to identify our core issues and offer practical, acceptable solutions. Perhaps the biggest testament to her work is that no one came away incensed, or even grumbling. I would work with Penny again in a flash, and I highly recommend her to any other library that needs a thoughtful, conscientious course correction.”

David Rivinus, Library Board Chair
Yachats (OR)

I was hired by the all-volunteer Yachats Public Library in 2020 to conduct an operations, governance and facilities needs assessment. This project included developing a plan for an expanded library facility, addressing issues among library stakeholders (such as the role of the library board in relationship to the role of the Friends of the Library), addressing the need for paid staffing and exploring opportunities to collaborate with other Lincoln County libraries. The full report can be found at <https://yachatsnews.com/wp-content/uploads/2020/12/Yachats-Library-Assessment.pdf>

Contact information:

David Rivinus, Chair, Yachats Public Library Board

david@teacherofdreams.com

541.547.3048

Budget

For the above scope work, I propose a budget of \$14,970, inclusive of travel; this represents 75 hours of consulting (hourly rate @ \$175) plus \$1,845 for three trips to Lowell.

Area	Estimate of hours	Related fee (\$175/hr)	
General project management	30	\$5,250	
Collection management	20	\$3,500	
Staff and volunteer management	15	\$2,625	
Marketing and communications	10	\$1,750	
- Total hours	75		\$13,125
Three trips to Lowell @ \$615 a trip (\$145 mileage, \$70 meals, \$385 hotel)			\$1,845
TOTAL			\$14,970

This is an estimate of time needed for various components of the project. My approach will be to only bill the City of Lowell for time used and expenses incurred, up to the contract maximum of \$14,970. Should the City desire additional support from me, a contract addendum can be added at that time.

Agenda Item Sheet

City of Lowell City Council

Type of item:	Contract
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Item title/recommended action:

Motion to approve Resolution 791, "A resolution to indefinitely extend the 'Utility As-sistance Program' established by Resolution 746."

Justification or background:

In 2020, the Budget Committee reviewed, and the City Council adopted, a Utility Assistance Program in response to the COVID-19 pandemic and associated economic downturn. The program provides a 25% reduction in water and sewer charges for customers who meet certain income criteria. The program originally expired in December 2020 and was subsequently renewed through June 30, 2021. City Council renewed the program for an additional one-year extension on July 13, 2021. The program expired on June 30, 2022 and requires City Council approval to be renewed. Staff recommend renewing the program indefinitely, as the program is working as intended and provides valuable assistance to member of the public who are in need. This renewal is retroactive to July 1, 2022.

Budget impact:

Reduction of 25% in qualified customers' water and sewer bills

Department or Council sponsor:

Public Works

Attachments:

Resolution 791; updated application; copy of Resolution 746 for reference

Meeting date:	07/19/2022
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CITY OF LOWELL, OREGON

RESOLUTION 791

**A RESOLUTION TO RENEW THE "UTILITY ASSISTANCE PROGRAM"
ESTABLISHED BY RESOLUTION 746.**

BE IT RESOVLED by the City Council of the City of Lowell as follows:

Section 1. The "Utility Assistance Program" established by Resolution 746 is hereby renewed, effective as of July 1, 2022.

Section 2. The "Utility Assistance Program" shall remain in effect until modified or eliminated by future City Council action.

Adopted by the City Council of the City of Lowell this 19th day of July 2022.

AYES: ____

NOES: ____

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

UTILITY ASSISTANCE PROGRAM APPLICATION

Effective July 1, 2022

Proof of income must accompany this form for processing

I (we) hereby request City of Lowell to reduce the Water and Sewer utility base fee based on the following information.

APPLICANT'S NAME: _____

CO-APPLICANT'S NAME: _____

PHONE: _____ SSN (last 4 digits): _____

SERVICE ADDRESS: _____

(The property receiving service for which the reduction is sought must be applicant's principal residence.)

MAILING ADDRESS: _____

Other persons occupying the residence:

NAME

RELATIONSHIP

_____	_____
_____	_____
_____	_____

In order to qualify, the maximum combined annual income for all persons residing at the residence must be at or below the income for the size of household as listed on the back of this form. You must provide proof of your household monthly income, and hereby consent to provide all information deemed necessary to make such determination. The applicant must submit a copy of their most recent state and federal tax returns or Form SSA 1099 or other approval letter from a state or federal agency qualifying them for such programs that are based on income.

If this application is approved, it shall become effective for the next billing period (no retroactive adjustments).

UNDER PENALTIES OF FALSE SWEARING, I/WE, THE UNDERSIGNED, STATE THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT. I/WE FURTHER AGREE TO IMMEDIATELY NOTIFY THE CITY OF ANY CHANGE IN THE ABOVE INFORMATION. BY SIGNING THIS FORM, I/WE AUTHORIZE THE RELEASE OF INFORMATION TO THE CITY OF LOWELL FOR PURPOSES OF VERIFYING ELIGIBILITY.

Applicant's Signature

Date

Co-Applicant's Signature

Date:

**RETURN TO: City of Lowell, Attn: Samantha Dragt
P.O. Box 490, Lowell, OR 97452
Phone: 541-937-2157**

FOR CITY OF LOWELL USE ONLY

Date & Approval By: _____ Entered By: _____ Date Entered _____ Act#: _____

Income Guidelines – 2022/2023
60% of Median Income (Oregon Statewide Average)

Annual Household Income Limits (before taxes)	
Household Size*	Maximum Income Level (Per Year)
1	\$29,344
2	\$38,373
3	\$47,402
4	\$56,430
5	\$65,459
6	\$74,488
7	\$76,181
8	\$77,874

***For households with more than eight people, add \$1,693 per additional person.**

Household income limits taken from here: <https://www.benefits.gov/benefit/1571>

How the Discount Works:

Once approved by the City of Lowell, staff will process your application and you should see a 25% reduction in your water and sewer base charges on the next billing cycle. Forms turned in after the 15th of the month will be processed the following month. If you are renting, the reduced rates should be reflected on the bill from your rental company. If not, please contact them.

I have read and understand the process as explained above _____
Initial here

CITY OF LOWELL, OREGON

RESOLUTION 746

A RESOLUTION ESTABLISHING A UTILITY ASSISTANCE PILOT PROGRAM FOR ALL CUSTOMERS RECEIVING RESIDENTIAL WATER AND SEWER SERVICE FROM THE CITY OF LOWELL THAT MEET AND DOCUMENT ELIGIBLE HOUSEHOLD INCOME CRITERIA

WHEREAS, the Budget Committee discussed the need for providing utility rate relief at their meeting on April 29, 2020; and

WHEREAS, the Lowell City Council discussed and reviewed options to address a utility rate relief program for low-income residents at work sessions on May 19, 2020 and June 2, 2020; and

WHEREAS, a public hearing was held on June 23, 2020 to solicit input from residents on the draft program; now therefore

BE IT RESOLVED that the Lowell City Council establishes a Utility Assistance Pilot Program providing for a 25% reduction in base water and sanitary sewer fees if the customer meets the following eligibility criteria:

- 1. Customer maintains both water and sanitary sewer service.
2. Customer has a household income less than 60% of the statewide median income as established by the Oregon Low Income Energy Assistance Program (LIHEAP).
3. Customer can document household income by their most recent state and federal tax return, Form SSA 1099, or other approval letter from a state or federal agency qualifying them for such programs that are based on income.

BE IT FURTHER RESOLVED that this resolution shall take effect July 1, 2020 and remain in effect through December 31, 2020.

Adopted by the City Council of the City of Lowell this 23rd day of June 2020.

Yea: 5

Nay: 0

Approved: Don Bennett, Mayor

Attest: Jared Cobb, City Administrator

Agenda Item Sheet

City of Lowell City Council

Type of item:	Other
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Item title/recommended action:

Discussion and selection of priorities for the Oregon League of Cities' 2022 legislative agenda.
– Discussion/ Possible action
Recommended motion: "I move to authorize the City Administrator to submit the following issues for inclusion in the League of Cities '2023 Legislative Priorities Ballot': [state the selected priorities here].

Justification or background:

The Oregon League of Cities has sent its member cities a ballot to submit issues to inform the League's policy development process. Staff have placed this on the agenda to give City Council the opportunity to weigh-in on what issues we would like to see the League address. Once City Council selects five issues, staff will submit the ballot to the League on the City's behalf.

Budget impact:

N/A

Department or Council sponsor:

City Council

Attachments:

Sample ballot; "2023 Legislative Priorities Ballot" publication from the LOC

Meeting date:

07/19/2022



Ballot Submitter's Information:

City Name:

Submitter's Name:

Job Title:

Email Address:

Phone Number:

Please check 5 boxes that reflect the top 5 issues that your city recommends be added to the priorities for the League's 2022 legislative agenda. To see full background information on each of these legislative issues go

to https://www.orcities.org/application/files/6916/5532/9480/2023_Legislative_Priorities_Ballot_v.2.pdf

1. Full Funding and Alignment for State Land Use Initiatives

- 2. Local Funding to Address Homelessness
- 3. Infrastructure Funding to Support Needed Housing
- 4. Community Resiliency and Wildfire Planning
- 5. Protecting Public Employees and Officials
- 6. Return to Work
- 7. Attorney Client Privilege
- 8. Address Measure 110 Shortcomings
- 9. Building Decarbonization, Efficiency, and Modernization
- 10. Continue Investments in Renewable Energy
- 11. Investment in Community Climate Planning Resources
- 12. Adequate Funding for State Climate Initiatives
- 13. Property Tax Reform
- 14. Lodging Tax Flexibility
- 15. Economic Development Incentives (co-sponsor with the Community Development Committee)
- 16. Marijuana Taxes
- 17. Alcohol Revenues
- 18. Digital Equity and Inclusion
- 19. Resilient, Futureproof Broadband Infrastructure and Planning Investment
- 20. Incentives for Broadband Affordability, Adoption and Consumer Protections
- 21. Cybersecurity & Privacy
- 22. Transportation Safety Enhancement
- 23. Road User Fee – Vehicle Miles Traveled (VMT) Structure
- 24. New Mobility Services
- 25. Funding for Recovery of Abandoned Recreational Vehicles
- 26. Water Utility Rate and Fund Assistance
- 27. Place-Based, Water Resource Planning (Program Support)
- 28. Infrastructure Financing and Resilience
- Write-in Option

In addition to your ranking of the priorities shown above, please use this space to provide us with any comments (supportive or critical) you may have on these issues, or thoughts on issues or potential legislative initiatives that have been overlooked during the committee process.):

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2023 Legislative Priorities Ballot

Issued on June 10, 2022

Ballots due by 5:00 p.m. on August 5, 2022

TABLE OF CONTENTS

1. Background	1
2. Ballot and Voting Process	1
3. Link to Electronic Ballot	1
4. Community Development Policy Committee Recommendations	2
A. Full Funding and Alignment for State Land Use Initiatives.....	2
B. Local Funding to Address Homelessness.....	2
C. Infrastructure Funding to Support Needed Housing.....	2
D. Economic Development Incentives.....	2
E. Community Resiliency and Wildfire Planning.....	3
5. General Government Policy Committee Recommendations	3
A. Protecting Public Employees and Officials.....	3
B. Return to Work.....	3
C. Attorney Client Privilege.....	4
D. Address Measure 110 Shortcomings.....	4
6. Energy and Environment Policy Committee Recommendations	4
A. Building Decarbonization, Efficiency and Modernization.....	4
B. Continue Investments in Renewable Energy.....	4
C. Investment in Community Climate Planning Resources.....	5
D. Adequate Funding for State Climate Initiatives.....	5
7. Finance and Taxation Policy Committee Recommendations	5
A. Property Tax Reform.....	5
B. Lodging Tax Flexibility.....	6
C. Economic Development Incentives.....	6
D. Marijuana Taxes.....	6
E. Alcohol Revenues.....	7
8. Telecommunications, Broadband Policy Committee Recommendations	7
A. Digital Equity and Inclusion.....	7
B. Resilient, Futureproof Broadband Infrastructure and Planning Investment.....	8
C. Incentives for Broadband Affordability, Adoption and Consumer Protections.....	8
D. Cybersecurity and Privacy.....	9
9. Transportation Policy Committee Recommendations	9
A. Transportation Safety Enhancement.....	9
B. Road User Fee – Vehicle Miles Traveled Structure.....	10
C. New Mobility Services	10
D. Funding for Recovery of Abandoned Recreational Vehicles.....	10
10. Water and Wastewater Policy Committee Recommendations	10
A. Water Utility Rate and Fund Assistance.....	10
B. Place-Based, Water Resource Planning.....	11
C. Infrastructure Financing and Resilience.....	11

2023 Legislative Priorities Ballot – League of Oregon Cities

Background: Each even-numbered year the LOC appoints members to serve on 7 policy committees. These policy committees are the foundation of the LOC's policy development process. Composed of city officials, these committees are charged with analyzing policy and technical issues and recommending positions and strategies for the LOC. Each committee provides a list of recommended policy positions and actions for the LOC to take in the coming two year legislative cycle. This year, all 7 committees identified between 3 to 5 legislative policy priorities to advance to the full membership and LOC Board of Directors.

Ballot/Voting Process: Each city is being asked to review the recommendations from the 7 policy committees and provide input to the LOC Board of Directors as it prepares to adopt the LOC's 2023 legislative agenda. After your city has had an opportunity to review the proposals, please complete the electronic ballot indicating the top 5 issues that your city would like to see the LOC focus on during the 2023 legislative session.

Each city is permitted one vote. As such, each city must designate a person to enter the vote electronically on the below link. For those cities without electronic options for voting, paper ballots may be requested from LOC's Legislative Director Jim McCauley at jmccauley@orcities.org.

Important Deadlines: The deadline for submitting your city's vote is **5:00 p.m. on August 5, 2022.**

Ballots were emailed to the CAO of each city. If your city didn't receive the ballot, please email Jim McCauley at jmccauley@orcities.org.

Brought to you by the Community Development Policy Committee

Full Funding and Alignment for State Land Use Initiatives

Legislative Recommendation: *The LOC will support legislation to streamline and fully fund local implementation of any recently adopted or proposed state land use planning requirements, including administrative rulemaking.*

Background: Recent legislation and executive orders have made significant changes to the state's land use planning process, including increasing burdens for local government. While the LOC shares the state's policy goals, these updates have resulted in extensive, continuous, and sometimes conflicting rulemaking efforts that are not supported by adequate state funding. Cities simply do not have the staff capacity or resources needed to implement current requirements. Existing planning updates should be streamlined to enable simpler, less costly implementation and any new proposals should be aligned with existing requirements.

Local Funding to Address Homelessness

Legislative Recommendation: *The LOC will seek funding to support coordinated, local responses to addressing homelessness.*

Background: The LOC recognizes that to end homelessness, a statewide and community-based coordination approach to delivering services, housing, and programs is needed. Addressing homelessness will look different and involve different service provider partners from one city to the next, but one thing is consistent, addressing the crisis requires significant financial resources. While cities across Oregon have developed programs, expanded service efforts, built regional partnerships, and have significantly invested both their local General Fund and federal CARES Act and American Rescue Plan Act dollars into programs to address the homelessness crisis in their respective communities, the crisis continues. The homelessness crisis exceeds each city's individual capacity – necessitating the need for meaningful fiscal support from the State of Oregon.

Infrastructure Funding to Support Needed Housing

Legislative Concept: *The LOC will support state funding for infrastructure needed to support needed housing.*

Background: As Oregon works to overcome its historic housing supply deficit, development costs continue to rise. Cities have limited tools to address the rising costs of infrastructure necessary to support the impact of new housing development. A statewide fund to address infrastructure costs and improve housing affordability is needed.

Economic Development Incentives (co-sponsor with Tax and Finance Committee)

Legislative Recommendation: *The LOC will support legislation to preserve and strengthen discretionary local economic development incentives including the Enterprise Zone (EZ), Long Term Rural Enterprise Zone (LTREZ) and Strategic Investment Program (SIP).*

Background: The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new property of a business (3 to 5 years for the standard EZ and 7 to 15 years for the rural EZ). The SIP program allows local governments to offer a 15-year

partial exemption on the value of new property that exceeds a certain investment threshold (\$25 million to \$100 million depending on location and total project value). Recent studies by Business Oregon confirmed what city economic development professionals knew; these incentive programs are crucial for Oregon to remain competitive nationally and show massive benefits to Oregon in terms of jobs, enhanced economic activity, and tax revenues. The EZ and LTREZ programs will sunset in 2025 without action by the legislature, and “gain share” provisions of the SIP program transferring a portion of income taxes resulting from qualified projects to local governments will sunset in 2026. The LOC will advocate for sunset extensions and for changes that will improve the programs, and advocate against any changes that will reduce local control or devalue the incentives.

Community Resiliency and Wildfire Planning

Legislative Recommendation: *The LOC will support investments for climate and wildfire resiliency planning, as well as infrastructure upgrades, to fill existing gaps and assist cities in planning for extreme weather events and wildfire.*

Background: Oregon communities are increasingly looking for help planning for climate change impacts, including infrastructure upgrades, to handle extreme weather events. Cities of all sizes, especially small to mid-sized cities, need technical assistance and additional capacity to better plan for and recover from climate events and wildfire. Investments in infrastructure upgrades, repairs, and resiliency will help rebuild communities, better ensure equity and access to critical services, protect public health and the environment, improve community resiliency, and promote economic recovery.

Brought to you by the General Government Policy Committee

Protecting Public Employees and Officials

Legislative Recommendation: *The LOC will introduce legislation to protect the personal contact information of public employees and increase criminal sanctions when public officials and employees are subject to criminal activity connected to their service.*

Background: Cities have seen an increase in harassments, threats and property damage in recent years. Over 80 percent of city leaders who participated in a National League of Cities [report](#) on public civility indicated they had personally experienced harassing or harmful behavior because of their role as a public official. Additionally, an ambiguity in the phrasing in a statute intended to protect the private information of public employees may require an employer to release home addresses, personal emails and contact information.

Return to Work

Legislative Recommendation: *Eliminate the sunset on the ability of retirees to return to work.*

Background: PERS covered retirees are currently allowed to return to work without suffering a tax or pension penalty until 2024. Allowing retirees to return to work allows employers to fill critical vacancies while not paying pension and other costs in times of both fiscal hardships and workforce scarcity. The sunset was established as part of a compromise PERS reform package passed in 2017 but has been successful for retirees and employers.

Attorney Client Privilege

Legislative Recommendation: *Ensure that privileged communications between public bodies and officials and their legal counsel remain confidential indefinitely.*

Background: A recent court ruling limited public sector attorney client privilege to 25 years, which is identical to the lifespan of other public records exemptions. The LOC believes that public officials should have the same right to unimpeded legal counsel as all other attorney clients.

Address Measure 110 Shortcomings

Legislative Recommendation: *Restore criminal justice incentives for seeking treatment for addiction while ensuring a path for expungement for successfully completing a treatment program.*

Background: Oregon voters passed Measure 110 in 2020 which eliminated criminal sanctions for simple possession for most narcotic drugs and replaced them with a waivable \$100 ticket. A citation cannot be issued if a person seeks treatment by calling a treatment referral service. The measure also re-dedicated local marijuana revenue to harm reductions services. Those funds are now pooled and distributed by an oversight and accountability committee. Oregon's overdose deaths continue to increase and funds that should have been distributed in January of 2021 are still not delivered. Additionally, problems related to drug abuse such as property crime have increased.

Brought to you by the Energy and Environment Policy Committee

Building Decarbonization, Efficiency, and Modernization

Legislative Recommendation: *The LOC will support legislation to protect against and rollback preemptions to allow local governments to reduce greenhouse gas emissions from new and existing buildings while ensuring reliability and affordability. Some initiatives may include a local option Reach Code, statewide home energy scoring or financial incentives like [CPACE](#).*

Background: Homes and commercial buildings need a lot of power. In fact, they consume nearly half of all the energy used in Oregon according to the Oregon Department of Energy 2020 Biennial Energy Report. Existing buildings need to be retrofitted and modernized to become more resilient and efficient. New buildings can be built with energy efficiency and energy capacity in mind, so they last longer for years to come, reduce the energy burden on occupants, and are built to a standard that is futureproof for carbon reducing technologies like electric vehicles

Continue Investments in Renewable Energy

Legislative Recommendation: *The LOC will work to identify barriers and potential solutions to local energy generation and will pursue funding assistance for feasibility studies and project implementation. The LOC will support legislation to study and invest in viable, preferably locally generated, options and to divest the Oregon Treasury from fossil fuels.*

Background: Renewable energy sources can be used to produce electricity with fewer environmental impacts. Local energy generation projects can better position cities to pursue and achieve local climate action goals, address capacity constraints of existing electric transmission lines, and can help cities respond to individual businesses that may be seeking green energy options. The types of local energy generation projects discussed by the committee include, but are not limited to, small-scale hydropower, in-conduit hydropower, methane capture, biomass and solar. Such projects are not intended to conflict

with existing low-carbon power purchase agreements but can position cities to pursue local climate action goals and supplement energy needs through renewable generation.

Investment in Community Climate Planning Resources

Legislative Recommendation: *The LOC will support investments that bring climate services (for mitigation and adaptation) together and work to fill the existing gaps to help communities get the high-quality climate assistance they need quickly and effectively.*

Background: Oregon communities are increasingly looking for help planning for climate change impacts and implementing programs to reduce greenhouse gases. Interest in climate services has continued as communities experience increasing disruptions caused or made worse by climate change. Oregon's small to mid-sized communities and rural communities are particularly in need of both technical assistance and additional capacity to address climate impacts and do their part to reduce greenhouse gas emissions. While some climate resources exist in Oregon, those programs are dispersed throughout state government, the nonprofit world, and academic institutions. Because of this current structure, it is not clear for communities what they should do once they decide to act on climate change.

Adequate Funding for State Climate Initiatives

Legislative Recommendation: *The LOC will support legislation to streamline processes and fully fund local implementation of climate mandates (like [Climate Friendly and Equity Communities](#) rules) from the state. Furthermore, the LOC will support legislation that allows the state to adequately maintain and staff programs that impact a city's ability to reduce greenhouse gas emissions.*

Background: On March 10, 2020, Governor Kate Brown signed [Executive Order 20-04](#) directing state agencies to take action to reduce and regulate greenhouse gas emissions. Additionally, the state has legislatively passed many greenhouse gas reduction measures. This has led to some unfunded mandates on cities as well as a significant workload for agency staff.

Brought to you by the Finance and Taxation Policy Committee

Property Tax Reform

Legislative Recommendation: *The LOC will advocate for constitutional and statutory reforms to the property tax system to enhance local choice, equity, fairness, and adequacy.*

Background: The property tax system is broken and in need of repair due to constitutional provisions in Measures 5 and 50 that were adopted by voters in the 1990s. The current system is inequitable to property owners and jurisdictions alike, is often inadequate to allow jurisdictions to provide critical services, removes meaningful local choice, and is incomprehensible to most taxpayers. Local governments and schools rely heavily on property tax revenues to pay for services and capital expenses. With federal pandemic aid to cities coming to an end and inflation looming, cities are concerned that their top revenue source will not allow residents to adequately fund the services that they demand. Therefore, the LOC will take a leadership role in pursuing efforts to draft and advocate for both comprehensive and incremental property tax reform option packages, including forming coalitions with other interested parties. The LOC will remain flexible to support all legislation that improves the system, but will, in the short term, focus on incremental changes that will allow for a foundation on which to build for broader revisions going forward. The LOC's overall focus will be on a property tax package that includes, but may not be limited to these elements:

- In the short term, advocating for a system that restores local choice and allows voters to adopt tax levies and establish tax rates outside of current limits and not subject to compression. This may also include advocating for a local option levy that has passed three or more times to become permanent (requires constitutional referral).
- Also in the short term, advocating for statutory changes to extend statewide a 2017 Multnomah County pilot that created an option that new property has a taxable value determined based on the city average of maximum assessed value to market value as opposed to countywide average.
- Over the longer term, to achieve equity, advocating for a system that has taxpayers' relative share tied to the value of their property, rather than the complex and increasingly arbitrary valuation system based on assessed value from Measure 50 (requires constitutional referral).
- Also over the longer term, to enhance fairness and adequacy, advocating for various statutory changes, some of which would adjust the impact of the above changes. For example, as a part of comprehensive reform the LOC will support targeted tax relief for lower income residents to make sure reform does not price vulnerable residents out of their homes.

Lodging Tax Flexibility

Legislative Recommendation: *The LOC will advocate for legislation to enhance flexibility in how cities may use transient lodging tax revenues. The goal is to help cities better serve visitors and improve local conditions that support the tourism industry.*

Background: The Legislature created the *state* lodging tax in 2003, and with it a new requirement that 70% of net revenues from new or increased *local* lodging taxes must be used for “tourism promotion” or “tourism related facilities.” Cities acknowledge and appreciate the economic development benefits that tourism brings to their local economies, but often struggle to support the industry in areas like public safety, infrastructure, workforce housing, and homeless services. Enhanced flexibility and clarification of allowed use of funds will benefit both visitors and business owners alike.

Economic Development Incentives (co-sponsor with the Community Development Committee)

Legislative Recommendation: *The LOC will support legislation to preserve and strengthen discretionary local economic development incentives including the Enterprise Zone (EZ), Long Term Rural Enterprise Zone (LTREZ) and Strategic Investment Program (SIP).*

Background: The EZ and LTREZ programs provide local governments the option to offer a temporary full exemption from property taxes for qualified new property of a business (3 to 5 years for the standard EZ and 7 to 15 years for the rural EZ). The SIP program allows local governments to offer a 15-year partial exemption on the value of new property that exceeds a certain investment threshold (\$25 million to \$100 million depending on location and total project value). Recent studies by Business Oregon confirmed what city economic development professionals know; these incentive programs are crucial for Oregon to remain competitive nationally and show massive benefits to Oregon in terms of jobs, enhanced economic activity, and tax revenues. The EZ and LTREZ programs will sunset in 2025 without action by the legislature, and “gain share” provisions of the SIP program transferring a portion of income taxes resulting from qualified projects to local governments will sunset in 2026. The LOC will advocate for sunset extensions and for changes that will improve the programs, and advocate against any changes that will reduce local control or devalue the incentives.

Marijuana Taxes

Legislative Recommendation: *The LOC will continue to advocate for increased revenues from marijuana taxes. This may include proposals to restore state marijuana tax losses related to Measure 110 (2020) distribution changes, and to increase the current 3% cap on local marijuana taxes so local voters may choose a rate that reflects the needs of their community.*

Background: Recreational marijuana retailers are required to charge a state-imposed retail sales tax of 17 percent for all recreational marijuana sold. Until the end of 2020 cities received 10% of the net revenue from the state tax but Measure 110 changed the distribution formula and will reduce city distributions by an estimated 73% for the 2021-23 biennium. Cities may also impose a local retail sales tax of up to 3%, subject to voter approval. Tax rates for recreational marijuana vary widely across the states, but the total Oregon tax burden is 20-25% percent below other West Coast states. Unbiased academic studies indicate Oregon could increase marijuana taxes without pushing significant business to the illicit market. If the Legislature is not willing to allow increased taxes it should restore city revenues by other means back to what was agreed to when recreation marijuana was legalized.

Alcohol Revenues

Legislative Recommendation: *The LOC will advocate for enhanced revenues from the sale of alcohol to mitigate the impact of recent legislative changes that will otherwise reduce this crucial revenue source.*

Background: Oregon's beer tax has not been increased since 1978 and is \$2.60 per barrel which equates to about 8.4 cents per gallon or less than 5 cents on a six-pack. Oregon has the lowest beer tax in the country, and to get to the middle of the states Oregon would need a more than 10-fold increase. Oregon's wine tax is 67 cents per gallon and 77 cents per gallon on dessert wines, this is the second lowest tax nationwide, and the first 2 cents of the tax goes to the wine board. Oregon is a control state and is the sole importer and distributor of liquor, which accounts for about 94% of total alcohol revenues. The Oregon Liquor and Cannabis Commission (OLCC) sets retail prices at about 105% of their cost and net revenues are distributed based on a formula. Cities are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% of the state alcohol revenues after the state takes 50% of beer and wine taxes off the top prior to this distribution. Recent legislative changes will reduce city revenues; the legislature approved a more generous compensation formula for liquor store owners in 2021 and approved a 148% cost increase for a planned OLCC warehouse in 2022. Both changes will reduce distributions to cities. Cities have significant public safety costs related to alcohol consumption and taxes on alcohol do not cover their fair share of these costs. There are numerous ways to address the issue: increasing taxes on beer or wine (possibly through a local sales tax option), increasing the markup on liquor, or increasing the per bottle surcharge currently in place at liquor stores and dedicating the funds to paying for the planned OLCC warehouse.

Brought to you by the Telecommunications, Broadband Policy Committee

Digital Equity and Inclusion

Legislative Recommendation: *The LOC will advocate for legislation and policies that help all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy.*

Background: Connectivity is crucial to modern life. It is being relied on more for how people do business, learn, and receive important services like healthcare. As technology evolved the digital divide has become more complex and nuanced. Now, discussion of the digital divide is framed in terms of whether a population has access to hardware, to the Internet, to viable connection speeds and to the skills they need to effectively use it.

Resilient, Futureproof Broadband Infrastructure and Planning Investment

Legislative Recommendation: *The LOC will support legislation that will ensure broadband systems are built resiliently and futureproofed while also advocating for resources to help cities with broadband planning and technical assistance through direct grants and staff resources at the state level. The LOC will support legislation that addresses issues with the inconsistency of regulations applied to traditional and nontraditional telecommunications service as more entities move to a network based approach instead of what services are being provided. LOC will oppose any preemptions on local rights-of-ways, and municipalities right to own poles and become broadband service providers.*

Background:

Broadband Planning and Technical Assistance

Most state and federal broadband infrastructure funding sources require that communities have a broadband strategic plan in place to qualify for funds. Unfortunately, many cities do not have the resources or staff capacity to complete comprehensive broadband strategic plans.

Resilient and Long-Term Systems

As broadband is continually being made a priority on the state and federal level, we must think strategically about how to build resilient long-term networks that will serve Oregonians now and into the future. Ways to ensure broadband is resilient may include investing in robust middle mile connections, ensuring redundancy and multiple providers in all areas, and undergrounding fiber instead of hanging it on poles.

Optional Local Incentives to Increase Broadband Deployment

All levels of government have identified broadband as a priority. However, there continue to be proposed mandates on local governments to deploy broadband services more quickly. Cities have a duty to manage rights-of-ways (ROW) on behalf of the public and need flexibility to adequately manage the ROW. Instead of mandates the state should focus its efforts on allowing cities the option to adopt incentives that could help streamline broadband deployment.

Regulatory Consistency Amidst Convergence

Historically, the standards and oversight policies for a specific technology were established independently and were not developed with merging or interoperability in mind. For example, telephony (when providing voice), cable TV (when providing video), and mobile cellular technologies each follow their respective standards, and these services were regulated by policies specific to each type.

Incentives for Broadband Affordability, Adoption and Consumer Protections

Legislative Recommendation: *The LOC will seek additional state support and funding for increased broadband adoption and affordability and will advocate for consumer protections for those accessing the internet, internet enabled devices and broadband service.*

Background: Broadband infrastructure is being funded at a historic level. For that infrastructure to be adequately utilized affordability and adoption initiatives must receive investment. Initiatives that would help could include studying barriers to adoptions and affordability; ensuring adequate competition in providers; investing in more data centers statewide so service is cheaper for regions outside of the I-5 corridor as it is simply more expensive per megabit to provide; and ensuring providers are widely advertising programs meant for those with limited means.

Additionally, problems with internet providers are among the most common consumer complaints in Oregon. Complaints often involve paying more than expected, difficult cancellation policies and poor service. Consumers are at risk of being advertised or offered services that are not actually being delivered. For example, 25/3 is the current definition of broadband. Currently, providers are allowed to advertise

speeds as “up to” 25/3 or a certain speed. There is no one enforcing whether or not providers actually hit their advertised speeds. Providers should be accountable for making sure consumers have the appropriate equipment for the services they are paying for.

Cybersecurity & Privacy

Legislative Recommendation: *The LOC will support legislation that addresses privacy and cybersecurity for all that use technology, including but not limited to: funding for local government cybersecurity initiatives, statewide resources for cyber professionals, regulations of data privacy, or standards for software/hardware developers to meet to make their products more secure.*

Background: Society is becoming more technologically reliant than ever before and that will only increase. With this increase of technology there is an increased risk for cybercrimes. Therefore, cybersecurity and privacy systems must be taken seriously. Cybersecurity encompasses everything that pertains to protecting sensitive data, protected health information, personal information, intellectual property, data, and governmental and industry information systems from theft and damage attempted by criminals and adversaries.

Cybersecurity risk is increasing, not only because of global connectivity but also because of the reliance on cloud services to store sensitive data and personal information. Widespread poor configuration of cloud services paired with increasingly sophisticated cyber criminals means the risk that governments, businesses, organizations, and consumers suffer from a successful cyberattack or data breach is on the rise.

Brought to you by the Transportation Policy Committee

Transportation Safety Enhancement

Legislative Recommendation: *The LOC supports legislation that improves the overall safety of the transportation network in communities. The LOC will achieve this outcome by expanding authority for establishing fixed photo radar to all cities, increasing flexibility for local speed setting authority, and increased investment in the “safe routes to schools” and expansion of the “great streets” programs.*

Background: The City of Portland has demonstrated improved safety outcomes in neighborhoods with the addition of fixed photo radar along high-crash corridors. LOC’s efforts to expand the use of fixed photo radar to additional cities failed during the 2021 Session. ([HB 2019](#)) - High Crash Corridor for City of Unity) and ([HB 2530](#)) -Extending Fixed Photo Radar) were supported by the LOC, but lacked sufficient support from legislators to advance.

During the 2019 Session the LOC supported [SB 558](#), which would authorize a city to designate speed for a highway under the city’s jurisdiction that is five miles per hour lower than statutory speed when the highway is in a residential district and not an arterial highway. During the 2021 Session passage of [HB 3055](#) (Sect 81 (5)(g)) extended speed setting authority to highways within the jurisdictional boundaries of cities and Multnomah & Clackamas counties.

Road User Fee – Vehicle Miles Traveled (VMT) Structure

Legislative Recommendation: *The LOC will support replacement of Oregon’s Gas Tax with a road impact fee structure that will capture added revenue from cities with local gas tax structure. The pricing structure should also maintain a weight-mile tax structure to make sure that there is an impact element of the fees paid for transportation infrastructure.*

Background: The LOC has historically advocated for a fee structure that more closely matches road usage. Gas tax revenues are a declining source of revenue due to enhanced mileage in new vehicles and the increase of electric vehicles on roads.

New Mobility Services

Legislative Recommendation: *The LOC supports the entry and utilization of a variety of new mobility services that support a safe, sustainable, and equitable multimodal transportation system, while preserving local government's authority to regulate services and ensure public and consumer safety in communities.*

Background: The expansion of mobility services presents local governments with opportunities and challenges. Mobility services include Uber, Lyft, scooters, E-bikes, and food service delivery such as DoorDash, and UberEATS. Many cities across the country have initiated efforts to add regulatory oversight of these services to provide a base level of safety to consumers. Companies such as Uber and Lyft have tried to de-regulate their business model in states specifically introducing legislation that would pre-empt local governments to regulate and establish steps that protect their respective communities. The LOC has supported efforts during the 2019 session such as [HB 3379](#) and opposed efforts that pre-empted local governments such as HB 3023.

Funding for Recovery of Abandoned Recreational Vehicles

Legislative Recommendation: *The LOC supports the formation of a recovery fund that cities could access for disposing of abandoned Recreational Vehicles (RV).*

Background: With the ongoing houseless and affordable housing crisis cities have experienced an increase in dumping of vehicles and RVs in neighborhoods, streets and the right-of-way. The costs associated with towing, recovery, and determining ownership has presented significant costs in some communities. Several cities are allocating hundreds of thousands of dollars to recover abandoned vehicles from streets, parks, private property, and other locations. Tow companies have expressed an interest in a recovery fund as well, since the companies must deal with storage and disposal of the vehicles, which presents several challenges.

Brought to you by the Water and Wastewater Policy Committee

Water Utility Rate and Fund Assistance

Legislative Recommendation: *The LOC will collaborate with members of the bipartisan work group to continue the proposed legislative purpose of the Low-Income Household Water Assistance (LIHWA) program.*

Background: The LOC was successful during the 2021 legislative session in advocating for the development of a new water utility funding assistance program for ratepayers experiencing ongoing or recent economic hardships. The LOC worked with a bipartisan work group to pass legislation that formed the Low-Income Household Water Assistance (LIHWA) program which received federal funding for the

initial implementation through the Consolidated Appropriations Act of 2021 and the American Rescue Plan Act (ARPA) of 2021. The program was incredibly successful, but the federal funding that was allocated to the State of Oregon was already exhausted in some counties in the Spring of 2022.

The bipartisan workgroup's intent was to make this program a permanent program, with initial pilot funding provided by the federal government.

Place-Based, Water Resource Planning (Program Support)

Legislative Recommendation: *The LOC will advocate for the funding needed to complete existing place-based planning efforts across the state and identify funding to continue the program for communities that require this support.*

Background: Oregon's water supply management issues have become exceedingly complex. Lack of adequate water supply and storage capacity to meet existing and future needs is an ongoing concern for many cities in Oregon and is a shared concern for other types of water users including agricultural, environmental, and industrial. The Legislature created a place-based planning pilot program in Oregon administered through the Oregon Water Resources Department that provides a framework and funding for local stakeholders to collaborate and develop solutions to address water needs within a watershed, basin, or groundwater area. The LOC Water & Wastewater Policy Committee recognized that while this funding is limited to specific geographic areas, they also recognized the importance of successfully completing these pilot efforts and conducting a detailed cost/benefit analysis. It is a critical step to demonstrate the benefits of this type of planning. If these local planning efforts prove to be successful, there will likely be future efforts to secure additional funding for other place-based planning projects across the state in 2022.

Infrastructure Financing and Resilience

Legislative Recommendation: *The LOC will advocate for an increase in the state's investment in key infrastructure funding sources, including, but not limited to, the Special Public Works Fund (SPWF), Brownfield Redevelopment Fund, Regionally Significant Industrial Site loan program, and set asides through the SPWF for seismic resilience planning and related infrastructure improvements to make Oregon water and wastewater systems more resilient.*

Background: A key issue that most cities are facing is how to fund infrastructure improvements (both to maintain current and to build new). Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. An LOC survey of cities in 2016 identified a need of \$7.6 billion dollars over the next 20 years to cover water and wastewater infrastructure projects for the 120 cities who responded. This shows a significant reinvestment in the Special Public Works Fund (SPWF) is needed to help meet the needs of local governments.