

**Lowell City Council
Regular Meeting
Tuesday, April 16, 2024 at 7:00 pm**

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

Members of the public may provide comment or testimony through the following:

- Joining in person or by phone, tablet, or personal computer. For details, click on the event at <www.ci.lowell.or.us>.
- Mailing written comments to PO Box 490, Lowell, OR 97452 or delivering in person at Lowell City Hall located at 70 N. Pioneer St.
- By email to admin@ci.lowell.or.us.

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. March 19, 2024 regular meeting minutes
2. April 2, 2024 regular meeting minutes
3. March 2024 check register

Public Comments

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

Direct all comments to the Council through the Mayor. 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)

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

Presentations

1. Building inspection fee schedule update.
Presenter: Northwest Code Professionals.

Staff Reports

1. City Administrator
2. Public Works
3. Library Director
4. City of Oakridge police report – March 2024

Old Business

New Business

1. Motion to approve Resolution 829, “A resolution amending the ‘Personnel policies and procedures: Employee manual’ to implement monthly payroll processing, as well as to implement a phased-out payroll advance benefit.” – Discussion/ Possible action
2. Motion to approve Resolution 830, “A resolution establishing Juneteenth 2024 as a recognized city holiday.” – Discussion/ Possible action
Council sponsor: Jimmy Murray

Other Business

1. Reminder: Budget Committee meetings – May 9, May 15, and May 22 at 6:00 pm.
2. Reminder: City Administrator vacation time in June and July.

Mayor Comments

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

Adjourn the Regular Meeting.

**City of Lowell, Oregon
City Council
Regular Meeting Minutes
March 19, 2024**

The Lowell City Council held a regular meeting on March 19, 2024. The meeting location was Lowell Rural Fire Protection District Fire Station 1 at 389 N. Pioneer Street, Lowell, OR 97452. Mayor Bennett called the meeting to order at 7:04 pm.

City Councilors present:

Mayor Don Bennett, Tim Stratis, Gail Harris, Maureen Weathers, Jimmy Murray

City Councilors absent:

None

Staff/others present:

City Administrator Jeremy Caudle; Public Works Director Max Baker (via Zoom); Parks Committee member Tony Moreci.

Approval of the agenda:

CA Caudle asked to add under “Other Business” presentation by Tony Moreci on the Paul Fisher Park swing set program.

Consent agenda:

1. February 20, 2024 regular meeting minutes
2. February 29, 2024 special meeting minutes
3. February 29, 2024 work session minutes
4. March 5, 2024 regular meeting minutes
5. February 2024 check register
6. January 2024 financial statement
7. February 2024 financial statement

Councilor Weathers moved to approve the consent agenda, which Councilor Stratis seconded.

Mayor Bennett: YES; Harris: YES; Stratis: YES; Weathers: YES; Murray: YES.

APPROVED: 5-0.

Public comments:

None.

Council comments:

None.

Staff reports:

City Administrator's report

Highlights from the report:

- Still working on FY 24/25 budget and first Budget Committee meeting date is to be determined.
- Staff met in February with Lane County Public Works on renewing the covered bridge IGA. This includes Lane County's request for the city to complete an inspection of the bridge prior to renewing the IGA. Staff have postponed further action on this until after the budget process.
- TAG has begun working on the PLC/SCADA project.
- Staff met with USACE staff in February regarding the ECWAG program.
- CA Caudle met with Lane County elections about relocating the ballot drop box.
- CA Caudle reported on several development activities.
- CA Caudle reported the February financial summary, as described in the report included in the packet. He also shared a page from the FY 23/24 budget message and described that in relation to current end of fiscal year projections.

Public Works report

Highlights from the report:

- Meeting with a roof contractor about roof leak on the Rolling Rock Park stage.
- Operations at the water treatment plant are stabilizing from the dam drawdown.
- Two public works staff have reached their 5-year anniversaries.

Library report

- Included in the meeting packet.

Old Business:

1. Second reading and vote of approval for Ordinance 312, "An Ordinance to Comply with HB 3115 by Repealing Ordinance 240; Adopting Time, Place, and Manner Regulations for Camping; Amending Regulations Regarding Hauled Wastewater Discharging to Accommodate RV Camping on Residential Property; Repealing the Offense of Vagrancy from Title Five of the Lowell Revised Code; and Updating Certain Sections of the Lowell Development Code." – Discussion/ Possible action

CA Caudle read the ordinance title, along with the sections that changed since the first reading. There were no City Council objections to reading the ordinance by title only.

Council Murray's motion to adopt Ordinance 312 was seconded by Tim Stratis.

Mayor Bennett: YES; Harris: YES; Stratis: YES; Weathers: YES; Murray: YES.

APPROVED: 5-0.

New business:

1. Discussion on health and safety code enforcement issues. – Discussion/ Possible action

Council sponsor: Councilor Weathers

Councilor Weathers introduced this item by describing issues related to health and safety code violations. Weathers stated that certain health and safety violations need to be elevated to a high priority.

Mayor Bennett asked CA Caudle to describe the process for handling a citizen complaint for severe code violations. CA Caudle explained the processes, including issuing an informal violation notice, issuing a notice of abatement, writing citations, and initiating abatement procedures.

There was discussion among the council on when a complaint should generate a response from the city. Councilor Weathers stated that certain emergency issues require an immediate response and that serious code violations that are present in the city constitute an emergency.

Councilor Murray asked about implementing a system whereby the city sets a deadline for responding to complaints.

Mayor Bennett said that such a system is a “good idea.” He also discussed other priorities that the city is juggling, as well as the timelines involved in resolving citations.

After discussion involving workloads, other priorities, and what nuisance issues are a high priority, CA Caudle shared his thoughts for next steps. This involves selecting a major code violation issue and focusing on resolving it before moving on to the next. He stated that he had already identified such an issue and has “already got the ball rolling on that.”

Councilor Weathers followed up with questions on expectations for handling future code complaints, as well as handling multiple issues at once.

Councilor Stratis stated that “tonight ... we’re not going to make ... a silver bullet that resolves all these issues.” He stated that “we should revisit this in a few weeks and ask Jeremy for an update at our next City Council meeting.” He reiterated that the Council made it clear to CA Caudle that more attention needs to be focused on “egregious issues.”

2. Motion to approve Resolution 828, “A resolution adopting a designated camping area in accordance with Ordinance 312.” – Discussion/ Possible action

Councilor Stratis’s motion to approve Resolution 828 was seconded by Councilor Murray.

Mayor Bennett: YES; Harris: YES; Stratis: YES; Weathers: YES; Murray: YES.

APPROVED: 5-0.

3. Motion to approve “Amendment number 1” to the “Master integrator of record agreement” with The Automation Group and to authorize the City Administrator to sign.
- Discussion/ Possible action

Councilor Harris’ motion to approve Amendment number 1 to the “Master integrator of record agreement” with The Automation Group and to authorize the City Administrator to sign was seconded by Councilor Stratis.

Mayor Bennett: YES; Harris: YES; Stratis: YES; Weathers: YES; Murray: YES.

APPROVED: 5-0.

Other business:

1. Presentation by Parks and Recreation Committee member Tony Moreci on Paul Fisher Park swing set fundraiser.

Committee member Tony Moreci presented a fundraiser program that the Parks and Recreation Committee has endorsed. This would be to ask for donations to purchase a new swing set at Paul Fisher Park. The city would cover the remaining cost with parks system development charge funds. The City Council expressed their support for the program.

Mayor comments:

None.

Councilor comments:

None.

Community comments:

None.

Adjourned at 8:21 pm.

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

City of Lowell, Oregon
City Council
Regular Meeting Minutes
April 2 2024

The Lowell City Council held a regular meeting on April 2, 2024. The meeting location was Lowell Rural Fire Protection District Fire Station 1 at 389 N. Pioneer Street, Lowell, OR 97452. Mayor Bennett called the meeting to order at 7:01 pm.

City Councilors present:

Mayor Don Bennett, Tim Stratis, Jimmy Murray

City Councilors absent:

Gail Harris, Maureen Weathers

Staff/others present:

City Administrator Jeremy Caudle, State Representative Charlie Conrad

Approval of the agenda:

No changes.

Public comments:

None.

Council comments:

None.

Presentation:

1. Update on the 2024 legislative session and questions and answers with City Council.

Presenter: Representative Charlie Conrad

Representative Conrad summarized the work of his office and the legislature in general during the recently completed session. Topics discussed include:

- Approval of a bill that he sponsored related to “tightening” animal abuse laws.
- Approval of a bill that he sponsored related to property tax foreclosures.
- Capital projects funded that he sponsored for other Lane County jurisdictions.
- Discussion of HB 4002 – the Measure 110 “fix.” This involved recriminalizing certain drug offenses, as well as establishing a new class of misdemeanors associated with these drug offenses.
- SB 1537 related to the state’s housing crisis. He discussed concerns about the establishment of a new agency related to housing policy under this law.
- SB 1576 related to the recreational immunity “fix.” This law sunsets after 1 year. During the long session, the legislature will take this issue up again.

- The “right to repair” bill, which requires device makers to provide technical documents and tools needed to fix broken devices.
- The need for the legislature to address gaps in medical care.
- Updates to the law that strengthen victims’ rights related to stalking offenses.
- Campaign finance reform updates that were approved.
- Transportation projects will be the focus for the legislature’s next long session.

New business:

1. Motion to approve work order 2024-02 with The Automation Group in the amount of \$9,916.20 and to authorize the City Administrator to sign. – Discussion/ Possible action

Councilor Stratis’s motion to approve work order 2024-02 with The Automation Group in the amount of \$9,916.20 and to authorize the City Administrator to sign was approved by Councilor Murray.

Mayor Bennett: YES; Stratis: YES; Murray: YES.

APPROVED: 3-0.

Other business:

None.

Mayor comments:

None.

Councilor comments:

Councilor Stratis stated that the city should find a way to recognize Hall O’Regan for starting the Paul Fisher Park shade tree program. He will continue working on this and share further ideas after the budget process.

Community comments:

None.

Adjourned at 7:55 pm.

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

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
17949								
17949	Banner Bank	JEREMY FE	1	USPS - Certified Letters - Lane C	110-420-6220	.00	15.47	15.47
17949	Banner Bank	JEREMY FE	2	USPS - Certified Letter - Past Due	110-410-6220	.00	5.08	5.08
17949	Banner Bank	JEREMY FE	3	USPS - Certified Letter - Past Due	110-410-6220	.00	5.08	5.08
17949	Banner Bank	JEREMY FE	4	Zoom - Regular	110-410-6225	.00	15.99	15.99
17949	Banner Bank	JEREMY FE	5	Zoom - BBJ Committee	314-490-6225	.00	15.99	15.99
17949	Banner Bank	JEREMY FE	6	Zoom - Parks Committee	110-420-6225	.00	15.99	15.99
17949	Banner Bank	JEREMY FE	7	LOC - City/County Managment As	110-410-6245	.00	217.33	217.33
17949	Banner Bank	JEREMY FE	8	Adobe Acrobat Pro Subscription	110-410-6230	.00	239.88	239.88
17949	Banner Bank	JEREMY FE	9	U - Store Self Storage	110-410-6705	.00	94.00	94.00
17949	Banner Bank	JEREMY FE	10	Federal Security - Monthly Subscr	110-410-6128	.00	39.98	39.98
17949	Banner Bank	JEREMY FE	11	Federal Security - Monthly Subscr	110-450-6128	.00	39.98	39.98
17949	Banner Bank	JEREMY FE	12	Microsoft - cloud Storage	110-410-6225	.00	8.90	8.90
17949	Banner Bank	JEREMY FE	13	Microsoft - cloud Storage	110-420-6225	.00	1.05	1.05
17949	Banner Bank	JEREMY FE	14	Microsoft - cloud Storage	110-440-6225	.00	1.58	1.58
17949	Banner Bank	JEREMY FE	15	Microsoft - cloud Storage	110-450-6225	.00	6.30	6.30
17949	Banner Bank	JEREMY FE	16	Microsoft - cloud Storage	110-460-6225	.00	1.58	1.58
17949	Banner Bank	JEREMY FE	17	Microsoft - cloud Storage	110-480-6225	.00	1.58	1.58
17949	Banner Bank	JEREMY FE	18	Microsoft - cloud Storage	220-490-6225	.00	1.58	1.58
17949	Banner Bank	JEREMY FE	19	Microsoft - cloud Storage	230-490-6225	.00	13.65	13.65
17949	Banner Bank	JEREMY FE	20	Microsoft - cloud Storage	240-490-6225	.00	13.65	13.65
17949	Banner Bank	JEREMY FE	21	Microsoft - cloud Storage	312-490-6225	.00	2.63	2.63
17949	Banner Bank	MAX FEB 20	1	Walmart - Router For Water plant	230-490-6712	.00	49.00	49.00
17949	Banner Bank	MAX FEB 20	2	Walmart - Router For Sewer Plant	240-490-6712	.00	49.00	49.00
17949	Banner Bank	MAX FEB 20	3	Tractor Supply - Diesel Transfer P	230-490-6330	.00	462.97	462.97
17949	Banner Bank	MAX FEB 20	4	Office of Water Programs - Ken K	240-490-6240	.00	173.00	173.00
17949	Banner Bank	PEGGY FEB	1	Wal-Mart - REfreshments/ Supplie	110-450-6234	.00	22.10	22.10
17949	Banner Bank	PEGGY FEB	2	Albertsons- Refreshments/Supplie	110-450-6234	.00	17.23	17.23
17949	Banner Bank	SAM FEB 20	1	Staples - 2 window envelopes	110-410-6230	.00	6.62	6.62
17949	Banner Bank	SAM FEB 20	2	Staples - 2 window envelopes	110-420-6234	.00	.78	.78
17949	Banner Bank	SAM FEB 20	3	Staples - 2 window envelopes	110-440-6230	.00	1.17	1.17
17949	Banner Bank	SAM FEB 20	4	Staples - 2 window envelopes	110-450-6230	.00	4.67	4.67
17949	Banner Bank	SAM FEB 20	5	Staples - 2 window envelopes	110-460-6234	.00	1.17	1.17
17949	Banner Bank	SAM FEB 20	6	Staples - 2 window envelopes	110-480-6230	.00	1.17	1.17
17949	Banner Bank	SAM FEB 20	7	Staples - 2 window envelopes	220-490-6230	.00	1.17	1.17
17949	Banner Bank	SAM FEB 20	8	Staples - 2 window envelopes	230-490-6230	.00	10.12	10.12
17949	Banner Bank	SAM FEB 20	9	Staples - 2 window envelopes	240-490-6230	.00	10.12	10.12
17949	Banner Bank	SAM FEB 20	10	Staples - 2 window envelopes	312-490-6234	.00	1.95	1.95
17949	Banner Bank	SAM FEB 20	11	Credit Refund - returned file folder	110-410-6234	.00	16.19-	16.19-
17949	Banner Bank	SAM FEB 20	12	Civic Plus - Annual Website Hosti	110-410-6122	.00	100.00	100.00
17949	Banner Bank	SAM FEB 20	13	Quill - Ink Stamp for Muni Court	110-480-6230	.00	25.96	25.96
17949	Banner Bank	SAM FEB 20	14	Quill - Monitor Mount for L.Nichols	110-410-6230	.00	60.00	60.00
17949	Banner Bank	SAM FEB 20	15	Quill - Cardstock, Legal Pads, Sh	110-410-6230	.00	14.56	14.56
17949	Banner Bank	SAM FEB 20	16	Quill - Cardstock, Legal Pads, Sh	110-420-6234	.00	1.71	1.71
17949	Banner Bank	SAM FEB 20	17	Quill - Cardstock, Legal Pads, Sh	110-440-6230	.00	2.57	2.57
17949	Banner Bank	SAM FEB 20	18	Quill - Cardstock, Legal Pads, Sh	110-450-6230	.00	10.28	10.28
17949	Banner Bank	SAM FEB 20	19	Quill - Cardstock, Legal Pads, Sh	110-460-6234	.00	2.57	2.57
17949	Banner Bank	SAM FEB 20	20	Quill - Cardstock, Legal Pads, Sh	110-480-6230	.00	2.57	2.57
17949	Banner Bank	SAM FEB 20	21	Quill - Cardstock, Legal Pads, Sh	220-490-6230	.00	2.57	2.57
17949	Banner Bank	SAM FEB 20	22	Quill - Cardstock, Legal Pads, Sh	230-490-6230	.00	22.27	22.27
17949	Banner Bank	SAM FEB 20	23	Quill - Cardstock, Legal Pads, Sh	240-490-6230	.00	22.27	22.27

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
17949	Banner Bank	SAM FEB 20	24	Quill - Cardstock, Legal Pads, Sh	312-490-6234	.00	4.28	4.28
17949	Banner Bank	SAM FEB 20	25	Amazon - Door Latch Protectors -	110-410-6230	.00	13.93	13.93
17949	Banner Bank	SAM FEB 20	26	Amazon - Door Latch Protectors -	110-450-6230	.00	13.93	13.93
Total 17949:						.00		1,852.79
17950								
17950	Bridge Town Market	JAN 2024	1	Fuel for 2017 Ram	110-420-6710	.00	132.54	132.54
17950	Bridge Town Market	JAN 2024	2	Rope and Stakes for Alley Propert	110-410-6234	.00	43.94	43.94
17950	Bridge Town Market	JAN 2024	3	Batteries	240-490-6712	.00	35.94	35.94
17950	Bridge Town Market	JAN 2024	4	Kitty Litter for spill	230-490-6712	.00	11.50	11.50
17950	Bridge Town Market	JAN 2024	5	Goop for Parks	110-420-6234	.00	7.99	7.99
Total 17950:						.00		231.91
17951								
17951	Caselle	131576	1	Caselle Software and Support	110-410-6225	.00	218.59	218.59
17951	Caselle	131576	2	Caselle Software and Support	110-420-6225	.00	86.03	86.03
17951	Caselle	131576	3	Caselle Software and Support	110-440-6225	.00	16.85	16.85
17951	Caselle	131576	4	Caselle Software and Support	110-450-6225	.00	46.07	46.07
17951	Caselle	131576	5	Caselle Software and Support	220-490-6225	.00	22.06	22.06
17951	Caselle	131576	6	Caselle Software and Support	230-490-6225	.00	400.77	400.77
17951	Caselle	131576	7	Caselle Software and Support	240-490-6225	.00	400.77	400.77
17951	Caselle	131576	8	Caselle Software and Support	312-490-6225	.00	82.28	82.28
17951	Caselle	131576	9	Caselle Software and Support	314-490-6225	.00	11.58	11.58
Total 17951:						.00		1,285.00
17952								
17952	Caudle, Jeremy	JC OFFICE	1	Winco Foods - Plastic Cutlery	110-410-6234	.00	4.61	4.61
17952	Caudle, Jeremy	JC OFFICE	2	Office Depot - Sticky pads-2, Whit	110-410-6230	.00	33.27	33.27
Total 17952:						.00		37.88
17953								
17953	City of Lowell	FEB 2024 W/	1	Water Service	110-410-6420	.00	66.92	66.92
17953	City of Lowell	FEB 2024 W/	2	Water Service	110-420-6420	.00	493.95	493.95
17953	City of Lowell	FEB 2024 W/	3	Water Service	110-450-6420	.00	71.47	71.47
17953	City of Lowell	FEB 2024 W/	4	Water Service	220-490-6420	.00	15.38	15.38
17953	City of Lowell	FEB 2024 W/	5	Water Service	230-490-6420	.00	54.02	54.02
17953	City of Lowell	FEB 2024 W/	6	Water Service	240-490-6420	.00	476.98	476.98
17953	City of Lowell	FEB 2024 W/	7	Sewer Service	110-410-6425	.00	104.48	104.48
17953	City of Lowell	FEB 2024 W/	8	Sewer Service	110-420-6425	.00	411.06	411.06
17953	City of Lowell	FEB 2024 W/	9	Sewer Service	110-450-6425	.00	111.33	111.33
17953	City of Lowell	FEB 2024 W/	10	Sewer Service	220-490-6425	.00	23.98	23.98
17953	City of Lowell	FEB 2024 W/	11	Sewer Service	230-490-6425	.00	68.51	68.51
17953	City of Lowell	FEB 2024 W/	12	Sewer Service	240-490-6425	.00	616.59	616.59
Total 17953:						.00		2,514.67
17954								
17954	Lane Electric Cooperative	FEB LEC 24	1	Electricity	110-410-6430	.00	141.47	141.47
17954	Lane Electric Cooperative	FEB LEC 24	2	Electricity	110-420-6430	.00	175.60	175.60
17954	Lane Electric Cooperative	FEB LEC 24	3	Electricity	110-450-6430	.00	203.59	203.59
17954	Lane Electric Cooperative	FEB LEC 24	4	Electricity	110-470-6326	.00	68.86	68.86
17954	Lane Electric Cooperative	FEB LEC 24	5	Electricity	220-490-6430	.00	8.62	8.62

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
17954	Lane Electric Cooperative	FEB LEC 24	6	Electricity	230-490-6430	.00	1,200.68	1,200.68
17954	Lane Electric Cooperative	FEB LEC 24	7	Electricity	240-490-6430	.00	2,130.17	2,130.17
17954	Lane Electric Cooperative	FEB LEC 24	8	Electricity	312-490-6430	.00	984.92	984.92
Total 17954:						.00		4,913.91
17955								
17955	National Business Solution	IN128189	1	Copy Charges B/W copies - 2909	110-410-6124	.00	12.51	12.51
17955	National Business Solution	IN128189	2	Copy Charges - Color Copies - 98	110-410-6124	.00	42.52	42.52
17955	National Business Solution	IN128189	3	Service Base JD	110-410-6124	.00	19.00	19.00
Total 17955:						.00		74.03
17956								
17956	Northwest Code Profession	4930	1	Building Permits - Jan 2024	220-490-6150	.00	347.78	347.78
17956	Northwest Code Profession	4930	2	Electrical Permit - Jan 2024	220-490-6152	.00	75.00	75.00
17956	Northwest Code Profession	4966	1	Building Permit Cost - Feb 24	220-490-6150	.00	1,911.98	1,911.98
Total 17956:						.00		2,334.76
17957								
17957	Bridge Town Market	FEB 2024	1	Fuel for 2017 Ram	110-420-6710	.00	140.24	140.24
17957	Bridge Town Market	FEB 2024	2	Fuel for Trash Pump	240-490-6710	.00	70.29	70.29
Total 17957:						.00		210.53
17958								
17958	Cascade Columbia	888282,8900	1	Invoice 889605 - Tote of Caustic S	230-490-6750	.00	1,553.78	1,553.78
17958	Cascade Columbia	888282,8900	2	Invoice 889301 2 Drums Hypo, 2	240-490-6750	.00	1,389.37	1,389.37
17958	Cascade Columbia	888282,8900	3	Invoice 888282 - 8 Drum PE, Dep	240-490-6750	.00	506.00-	506.00-
17958	Cascade Columbia	888282,8900	4	Invoice 890028 - 4 Drum PE, Retu	240-490-6750	.00	253.00-	253.00-
Total 17958:						.00		2,184.15
17959								
17959	Century Link	MAR 2024	1	Phone and Auto Dialer for Water	230-490-6440	.00	287.47	287.47
17959	Century Link	MAR 2024	2	Auto Dialer for Lift Station	240-490-6440	.00	107.99	107.99
17959	Century Link	MAR 2024	3	line for water tower	230-490-6440	.00	79.50	79.50
Total 17959:						.00		474.96
17960								
17960	Charter Communications	0003329030	1	Internet	240-490-6435	.00	144.99	144.99
Total 17960:						.00		144.99
17961								
17961	Chenoweth Law Group	46783	1	Invoice 46783 Legal Service re 20	110-440-6112	.00	547.00	547.00
Total 17961:						.00		547.00
17962								
17962	CIS Trust	LOW-GASB-	1	GASB 75 - OPEB valuation	110-410-6128	.00	30.61	30.61
17962	CIS Trust	LOW-GASB-	2	GASB 75 - OPEB valuation	110-420-6128	.00	122.50	122.50
17962	CIS Trust	LOW-GASB-	3	GASB 75 - OPEB valuation	110-440-6128	.00	6.13	6.13
17962	CIS Trust	LOW-GASB-	4	GASB 75 - OPEB valuation	110-460-6128	.00	85.75	85.75

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
17962	CIS Trust	LOW-GASB-	5	GASB 75 - OPEB valuation	110-450-6128	.00	6.13	6.13
17962	CIS Trust	LOW-GASB-	6	GASB 75 - OPEB valuation	110-480-6128	.00	6.13	6.13
17962	CIS Trust	LOW-GASB-	7	GASB 75 - OPEB valuation	220-490-6128	.00	6.13	6.13
17962	CIS Trust	LOW-GASB-	8	GASB 75 - OPEB valuation	230-490-6128	.00	153.13	153.13
17962	CIS Trust	LOW-GASB-	9	GASB 75 - OPEB valuation	240-490-6128	.00	153.13	153.13
17962	CIS Trust	LOW-GASB-	10	GASB 75 - OPEB valuation	312-490-6128	.00	42.86	42.86
Total 17962:						.00		612.50
17963								
17963	City of Oakridge	MARCH/005	1	Police Service	110-430-6118	.00	3,029.67	3,029.67
Total 17963:						.00		3,029.67
17964								
17964	Civil West Engineering Ser	2101.001.00	1	Developement Review - Hyland	110-440-6116	.00	354.00	354.00
17964	Civil West Engineering Ser	2101.001.00	2	General Services CAD Fee	110-440-6116	.00	38.56	38.56
17964	Civil West Engineering Ser	2101.001C.0	1	General Services CAD Fee	110-440-6116	.00	58.01	58.01
17964	Civil West Engineering Ser	2101.001C.0	1	Water Master Plan - Mar 24	230-700-8540	.00	265.50	265.50
17964	Civil West Engineering Ser	2101.001C.0	2	Water Master Plan - Feb 24	230-700-8540	.00	265.50	265.50
17964	Civil West Engineering Ser	2101.001C.0	1	TMDL	240-700-8550	.00	668.00	668.00
17964	Civil West Engineering Ser	2101.001C.0	1	Storm Master Plan	312-490-6128	.00	324.00	324.00
17964	Civil West Engineering Ser	2101.001C.0	1	Developement Review - Sunset Hi	110-440-6116	.00	640.50	640.50
17964	Civil West Engineering Ser	2101.001C.1.	1	Retrofit WTP	230-700-8540	.00	1,573.00	1,573.00
17964	Civil West Engineering Ser	2101.001C.1.	1	Developement Review - Hillside	110-440-6116	.00	885.00	885.00
17964	Civil West Engineering Ser	2101.001C.1.	2	Developement Review LSD Weig	110-440-6116	.00	177.00	177.00
17964	Civil West Engineering Ser	2101.015.02	1	WW Facilities Plan	240-490-6116	.00	2,100.00	2,100.00
17964	Civil West Engineering Ser	2101.015.02	2	WW Facilities Plan - Feb 24	240-490-6116	.00	990.00	990.00
17964	Civil West Engineering Ser	2101.022.00	1	Tracer Study	230-700-8540	.00	480.00	480.00
Total 17964:						.00		8,819.07
17965								
17965	Department of Enviornmen	WQ24DOM-1	1	State of OR DEQ water Quality P	240-490-6520	.00	3,689.00	3,689.00
Total 17965:						.00		3,689.00
17966								
17966	Douglas Fast Net	DFN 0324	1	Internet Service City Hall	110-410-6435	.00	7.50	7.50
17966	Douglas Fast Net	DFN 0324	2	Internet Service - Wastewater inst	240-490-6435	.00	150.00	150.00
17966	Douglas Fast Net	DFN 0324	3	Internet Service Wastewater	240-490-6435	.00	155.92	155.92
17966	Douglas Fast Net	DFN 0324	4	Internet Service Water Plant instal	230-490-6435	.00	150.00	150.00
17966	Douglas Fast Net	DFN 0324	5	Internet Service Water Plant	230-490-6435	.00	180.75	180.75
Total 17966:						.00		644.17
17967								
17967	Grainger	84257427	1	Cable, Clips & Markers for Railroa	110-420-6290	.00	188.81	188.81
17967	Grainger	84257427	2	Object Markers	312-490-6724	.00	28.26	28.26
Total 17967:						.00		217.07
17968								
17968	J & K Electrical LLC	24-0096-1	1	Cable for phone line	230-490-6330	.00	475.80	475.80

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
Total 17968:						.00		475.80
17969								
17969	Lane Forest Products	S709556	1	Trees in Park Cleanup	110-420-6328	.00	17.50	17.50
Total 17969:						.00		17.50
17970								
17970	Lowell Mini Storage	APRIL 2024	1	Storage Rental Unit #L029	314-490-6705	.00	80.00	80.00
17970	Lowell Mini Storage	APRIL 2024	2	Storage Rental Unit #L020	110-410-6705	.00	90.00	90.00
Total 17970:						.00		170.00
17971								
17971	Lowell School District	FUEL FEB 2	1	Fuel for Quad Cab	240-490-6710	.00	70.00	70.00
Total 17971:						.00		70.00
17972								
17972	LUCC	2024	1	Annual Membership	230-490-6220	.00	50.00	50.00
17972	LUCC	2024	2	Annual Membership	240-490-6220	.00	50.00	50.00
Total 17972:						.00		100.00
17973								
17973	Mission Communications,	1084860	1	Cell Signal Annual Payment for A	240-490-6225	.00	347.40	347.40
Total 17973:						.00		347.40
17974								
17974	Nichols, Layli	FEBRUARY	1	Consulting Services	110-410-6114	.00	1,019.20	1,019.20
17974	Nichols, Layli	FEBRUARY	2	Consulting Services	220-490-6114	.00	127.40	127.40
17974	Nichols, Layli	FEBRUARY	3	Consulting Services	230-490-6114	.00	637.00	637.00
17974	Nichols, Layli	FEBRUARY	4	Consulting Services	240-490-6114	.00	637.00	637.00
17974	Nichols, Layli	FEBRUARY	5	Consulting Services	312-490-6114	.00	127.40	127.40
Total 17974:						.00		2,548.00
17975								
17975	Pacific Office Automation In	5028875626	1	Postage machine	110-410-6128	.00	44.19	44.19
17975	Pacific Office Automation In	5028875626	2	Postage Machine	230-490-6128	.00	88.37	88.37
17975	Pacific Office Automation In	5028875626	3	Postage Machine	240-490-6128	.00	88.37	88.37
Total 17975:						.00		220.93
17976								
17976	Renewable Resource Grou	165044,1651	1	Invoice 165044 - BOD TSS	240-490-6755	.00	216.00	216.00
17976	Renewable Resource Grou	165044,1651	2	Invoice 165114 E-Coli	240-490-6755	.00	68.40	68.40
17976	Renewable Resource Grou	165044,1651	3	Invoice 165198 - BOD,TSS	240-490-6755	.00	216.00	216.00
17976	Renewable Resource Grou	165044,1651	4	Invoice 165314 E-Coli	240-490-6755	.00	68.40	68.40
17976	Renewable Resource Grou	165044,1651	5	Invoice 165313 Bac-T	230-490-6755	.00	50.40	50.40
Total 17976:						.00		619.20

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
17977								
17977	TPJUW, PC	TPJUW 6004	1	Legal Services - Prepare Audit Re	110-410-6112	.00	524.50	524.50
Total 17977:						.00		524.50
17978								
17978	Verizon Wireless	9957348510	1	Cell Phone, tablet	110-410-6440	.00	91.72	91.72
17978	Verizon Wireless	9957348510	2	Cell Phone, tablet	230-490-6440	.00	110.15	110.15
17978	Verizon Wireless	9957348510	3	Cell Phone	240-490-6440	.00	69.35	69.35
Total 17978:						.00		271.22
17979								
17979	Wells Fargo Financial Leas	5028968315	1	Monthly Lease	110-410-6124	.00	95.96	95.96
Total 17979:						.00		95.96
Grand Totals:						.00		39,278.57

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	16.19	11,732.02-	11,715.83-
110-410-6112	524.50	.00	524.50
110-410-6114	1,019.20	.00	1,019.20
110-410-6122	100.00	.00	100.00
110-410-6124	169.99	.00	169.99
110-410-6128	114.78	.00	114.78
110-410-6220	10.16	.00	10.16
110-410-6225	243.48	.00	243.48
110-410-6230	368.26	.00	368.26
110-410-6234	48.55	16.19-	32.36
110-410-6245	217.33	.00	217.33
110-410-6420	66.92	.00	66.92
110-410-6425	104.48	.00	104.48
110-410-6430	141.47	.00	141.47
110-410-6435	7.50	.00	7.50
110-410-6440	91.72	.00	91.72
110-410-6705	184.00	.00	184.00
110-420-6128	122.50	.00	122.50
110-420-6220	15.47	.00	15.47
110-420-6225	103.07	.00	103.07
110-420-6234	10.48	.00	10.48
110-420-6290	188.81	.00	188.81
110-420-6328	17.50	.00	17.50
110-420-6420	493.95	.00	493.95
110-420-6425	411.06	.00	411.06
110-420-6430	175.60	.00	175.60
110-420-6710	272.78	.00	272.78
110-430-6118	3,029.67	.00	3,029.67
110-440-6112	547.00	.00	547.00
110-440-6116	2,153.07	.00	2,153.07
110-440-6128	6.13	.00	6.13

GL Account	Debit	Credit	Proof
110-440-6225	18.43	.00	18.43
110-440-6230	3.74	.00	3.74
110-450-6128	46.11	.00	46.11
110-450-6225	52.37	.00	52.37
110-450-6230	28.88	.00	28.88
110-450-6234	39.33	.00	39.33
110-450-6420	71.47	.00	71.47
110-450-6425	111.33	.00	111.33
110-450-6430	203.59	.00	203.59
110-460-6128	85.75	.00	85.75
110-460-6225	1.58	.00	1.58
110-460-6234	3.74	.00	3.74
110-470-6326	68.86	.00	68.86
110-480-6128	6.13	.00	6.13
110-480-6225	1.58	.00	1.58
110-480-6230	29.70	.00	29.70
220-2125	.00	2,543.65-	2,543.65-
220-490-6114	127.40	.00	127.40
220-490-6128	6.13	.00	6.13
220-490-6150	2,259.76	.00	2,259.76
220-490-6152	75.00	.00	75.00
220-490-6225	23.64	.00	23.64
220-490-6230	3.74	.00	3.74
220-490-6420	15.38	.00	15.38
220-490-6425	23.98	.00	23.98
220-490-6430	8.62	.00	8.62
230-2125	.00	8,693.84-	8,693.84-
230-490-6114	637.00	.00	637.00
230-490-6128	241.50	.00	241.50
230-490-6220	50.00	.00	50.00
230-490-6225	414.42	.00	414.42
230-490-6230	32.39	.00	32.39
230-490-6330	938.77	.00	938.77
230-490-6420	54.02	.00	54.02
230-490-6425	68.51	.00	68.51
230-490-6430	1,200.68	.00	1,200.68
230-490-6435	330.75	.00	330.75
230-490-6440	477.12	.00	477.12
230-490-6712	60.50	.00	60.50
230-490-6750	1,553.78	.00	1,553.78
230-490-6755	50.40	.00	50.40
230-700-8540	2,584.00	.00	2,584.00
240-2125	759.00	15,378.10-	14,619.10-
240-490-6114	637.00	.00	637.00
240-490-6116	3,090.00	.00	3,090.00
240-490-6128	241.50	.00	241.50
240-490-6220	50.00	.00	50.00
240-490-6225	761.82	.00	761.82
240-490-6230	32.39	.00	32.39
240-490-6240	173.00	.00	173.00
240-490-6420	476.98	.00	476.98
240-490-6425	616.59	.00	616.59
240-490-6430	2,130.17	.00	2,130.17
240-490-6435	450.91	.00	450.91
240-490-6440	177.34	.00	177.34
240-490-6520	3,689.00	.00	3,689.00
240-490-6710	140.29	.00	140.29

GL Account	Debit	Credit	Proof
240-490-6712	84.94	.00	84.94
240-490-6750	1,389.37	759.00-	630.37
240-490-6755	568.80	.00	568.80
240-700-8550	668.00	.00	668.00
312-2125	.00	1,598.58-	1,598.58-
312-490-6114	127.40	.00	127.40
312-490-6128	366.86	.00	366.86
312-490-6225	84.91	.00	84.91
312-490-6234	6.23	.00	6.23
312-490-6430	984.92	.00	984.92
312-490-6724	28.26	.00	28.26
314-2125	.00	107.57-	107.57-
314-490-6225	27.57	.00	27.57
314-490-6705	80.00	.00	80.00
Grand Totals:	<u>40,828.95</u>	<u>40,828.95-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Bank.Name = "General"

Agenda Item Sheet

City of Lowell City Council

Type of item:	Presentation
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Item title/recommended action:

Building inspection fee schedule update.
Presenter: Northwest Code Professionals.

Justification or background:

The city's building inspection fee schedule is out of date. Northwest Code Professionals has provided the city with a template fee schedule, which complies with the methodology required in the Oregon Administrative Rules. To discuss to proposed new fee schedule and to explain its underlying methodology, a staff member of Northwest Code Professionals, the city's third-party building official, is scheduled to make a presentation. This is a discussion item only, as public hearings and notices are required prior to adopting a new building inspection fee schedule. This is on the agenda now, as the city is expected to start the e-permitting onboarding process with Building Codes Division in May. Staff need direction on the city's fee schedule, as this information is required for us to start the e-permitting process.

Budget impact:

TBD

Department or Council sponsor:

Building

Attachments:

Proposed new fee schedule.

Meeting date:	04/16/2024
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Model Fee Schedule – 2024

Final Template

A. Structural and General Permit Fees

Structural Permit Fee table	
Valuation	Fee
\$1 - \$2000 (<i>Minimum Fee</i>)	\$95.00
\$2001 - \$25000	\$95.00 for the first \$2000 plus \$12.00 for each additional \$1000 or fraction thereof, to and including \$25000
\$25001 - \$50000	\$371.00 for the first \$25000 plus \$10.00 for each additional \$1000 or fraction thereof, to and including \$50000
\$50001 - \$100000	\$621.00 for the first \$50000 plus \$6.00 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$921.00 for the first \$100000 plus \$5.00 for each additional \$1000 or fraction thereof
<p><i>Per OAR 918-050-0100, building valuation for new construction and additions is determined per the ICC Building Valuation Data Table current as of April 1 each year. Valuation for alteration or repair shall be based on the fair market value as determined by the building official. The valuation of a carport, covered porch, patio or deck shall be calculated at fifty percent of the value of a private garage as defined in the ICC Building Valuation Data Table.</i></p> <p><i>Conversion of garages or unfinished basements to habitable space shall be determined by fifty percent of the current R3 PSF value minus the current private garage or unfinished basement PSF value; respectively, or as otherwise determined by the building official. [e.g. (R3 value minus unfinished basement value) x 0.5]</i></p> <p><i>In addition to the valuations and fees above, when a structural permit not required by the state building code but is required by local ordinance for retaining walls, signs, fences, etc. – see Structural Permit fees by valuation. Valuation for items not defined shall be determined by fair market value as determined by the building official and shall include materials and labor.</i></p>	
Other Fees as applicable	
Structural Plan Review (when applicable)	65% of structural permit fee
Seismic Surcharge – Structural and Mechanical plan review required on essential facilities	1% of structural permit fee
Additional Plan Review (when applicable) - hourly	\$95.00/hour, minimum one hour
Fire Life Safety Plan Review (when applicable)	40% of structural permit fee
Reinspection – per each	\$95.00
Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically indicated (as required) and change of occupancy.	\$95.00/hour, minimum one hour

Inspection outside of normal business hours - hourly	\$95.00/hour, minimum two hours
Deferred Submittal Plan Review Fee – in addition to project plan review fees	65% of the building permit fee calculated using the value of the deferred portion with a \$275.00 minimum
Permit Reinstatement fee – to renew already expired permit, as eligible and approved by the Building Official; subject to State Surcharge	\$100.00
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	\$75.00
Plan Review of Master Plans that have been previously reviewed. <i>(This applies to re-submitted reviewed plans without changes and within the same code cycle and subject to the approval of building official).</i>	50% of calculated plan review fee
Temporary Certificate of Occupancy (30 day) <i>(Issuance of a temporary C of O, and extensions, requires approval of the building official.)</i>	Residential: \$200/month Commercial: \$300/month
Foundation-only permit	\$250.00 plus 10% of full permit fee-\$1500 max
Shell-only permit	Deduct 20% from the valuation per ICC Building Valuation Data Table <i>(Future tenant improvement requires permits based on valuation of work are required prior to occupancy)</i>
Change of contractor on permit, if allowed	\$100.00
Phased Project Plan Review Fee – in addition to project plan review fees	\$275.00 minimum phasing (application) fee plus 10% of the total project building permit fee not to exceed \$1500.00 per phase
Structural demolition –When required per local ordinance. <i>(Includes 2 inspections, additional inspections, if required, are per hourly rate above).</i> Not subject to State Surcharge	See Structural Permit Fee table, by valuation, \$200 minimum
Structural alteration (<u>not</u> demo) Requires State Surcharge	See Structural Permit Fee table, by valuation
Building Appeals Hearing Filing Fee	\$150

Note: The fees noted above that are not specific to structural (e.g. Change of contractor, Phased project Plan Review Fee, Permit Extension) apply to all disciplines; not just structural.

Residential Fire Suppression – Standalone System, fee includes plan review. <i>This applies to One and Two Family Dwellings and Townhouses</i> <i>Also, see Plumbing Fee section for Continuous Loop/Multipurpose System</i>	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$200.00
2001 – 3600 sq ft	\$275.00
3601 - 7200 sq ft	\$350.00

7201 sq ft and greater	\$425.00
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Commercial Fire Suppression	
See Structural Permit Fee table, by valuation, and plan review fee noted above	

Fire alarm/notification system – <i>This applies to commercial buildings and separate Electrical Permit is required</i>	
See Structural Permit Fee table, by valuation, and plan review fee noted above	

Solar Structural Installation Permits – separate Electrical Permit application may also be required	
Solar Permit (when required) – Prescriptive Path System, fee includes plan review. <i>(Includes 2 inspections, additional inspections, if required, are per hourly rate above).</i>	\$250.00
Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>

Investigation Fees -Applicable to all disciplines and established by the Building Official.	
Investigation Fee – A* <i>Low effort to determine compliance</i>	\$95.00
Investigation Fee – B* <i>Medium effort to gain compliance. Stop Work Order posted. Applicant obtains requirement permits within 10 business days.</i>	\$150.00
Investigation Fee – C* <i>High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in the past 12 months for starting work without permits or other violations</i>	\$250.00 or hourly inspection rate noted above, whichever is greater
<i>*Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.</i>	
<i>Note: All permits and inspections are subject to state 12% state surcharge in accordance with state law. See Building Codes Division website for additional information on state surcharge.</i>	

B. Manufactured Dwelling Placement Permit Fees

Manufactured Dwelling Placement Fee *	\$400.00
State (Cabana) Fee	\$30.00
* Per OAR 918-050-0130(1)-(2), fee includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. Includes three inspections. Additional inspections, if required, shall be per the hourly inspection rate noted above. See Structural schedule by valuation for non-dwelling modular placements.	

C. Manufactured Dwelling/RV Parks – Area Development Permit (ADP)

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

D. Electrical Permit Fees

New Construction	
Residential	
First 1000 sq ft or less	\$250.00
Each additional 500 sq ft or portion thereof	\$50.00
Limited Energy – new residential construction	\$50.00
Each Manufactured Home/Modular Dwelling service	\$100.00
Multifamily	
New Multifamily Construction	Fee for largest unit calculated using above sq ft rates - plus 50% of permit fee for each additional unit
Multifamily, new construction – Limited Energy System – per floor	\$50.00
Multifamily, new construction – Protective Signaling – per floor	\$50.00
Service Feeders – Installation, Alteration, Relocation	
200 amp or less	\$150.00
201 – 400 amps	\$175.00
401 – 600 amps	\$300.00
601 – 1000 amps	\$400.00
Over 1000 amps or volts	\$500.00
Reconnect Only	\$100.00

Temporary Service Feeders – Installation, Alteration, Relocation	
200 amp or less	\$100.00
201 – 400 amps	\$125.00
401 – 600 amps	\$200.00
601 – 1000 amps	\$300.00
Over 1000 amps or volts	\$500.00
Branch Circuits – New, Alteration, Relocation	
With service or feeder – per each	\$12.00
Without service or feeder	\$90.00 for first branch circuit, \$12.00/each additional
Renewable Energy	
Renewable energy for electrical systems- 5kva or less	\$100.00
Renewable energy for electrical systems- 5.01kva through 15kva	\$150.00
Renewable energy for electrical systems- 15.01kva through 25kva	\$250.00
Renewable energy - solar generation over 25 kva	\$250.00 for first 25 kva plus \$6.25 per kva over 25 kva, – <i>maximum fee at 100 kva</i>
Renewable energy for wind systems - 25.01kva through 50kva	\$350.00
Renewable energy for wind systems - 50.01kva through 100kva	\$800.00
Other Electrical Fees	
Pump or Irrigation Cycle – per each	\$95.00
Sign or Outline Lighting – per each	\$95.00
Signal Circuit(s) or Limited Energy system, alteration or extension, each system – non-new residential and all commercial (<i>new residential and multifamily construction – see above</i>)	\$95.00
Swimming Pool (<i>incl. panel, 3 circuits and bonding</i>)	\$95
Master Permit – application fee, one time at initial application; renews annually as applicable	\$100
Master Permit – inspection fee – per hour; includes travel time, inspection, and report writing	\$95.00/hour, minimum one hour
Electrical Plan Review (See OAR 918-311-0040 for applicability)	25% of electrical permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one hour
Reinspection – per each	\$95.00

[https://lowellor.sharepoint.com/sites/lowelladmin/shared documents/city council/meeting packets/2024/041624/6.2_model fee schedule_2024-final draft-revised 3-7-2024.docx](https://lowellor.sharepoint.com/sites/lowelladmin/shared%20documents/city%20council/meeting%20packets/2024/041624/6.2_model%20fee%20schedule_2024-final%20draft-revised%203-7-2024.docx)
Friday, April 12, 2024

Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$95.00/hour, minimum one hour
Inspection outside of normal business hours – per hour	\$95.00/hour, minimum 2 hours + mileage
Investigation fee - Electrical	See Structural Investigation Fees
Minimum Fee – Electrical	\$95.00

E. Mechanical Permit Fees

Residential	Fee – per each appliance
Air conditioner	\$25.00
Air handling unit of up to 10000 cfm	\$25.00
Air handling unit 10001 cfm and over	\$25.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	\$25.00
Attic or crawl space fans	\$25.00
Chimney/liner/flue/vent	\$25.00
Clothes dryer exhaust	\$25.00
Decorative gas fireplace	\$50.00
Ductwork only	\$25.00
Evaporative cooler other than portable	\$25.00
Floor furnace, including vent	\$25.00
Flue vent for water heater or gas fireplace	\$25.00
Furnace – greater than 100000 BTU	\$50.00
Furnace – up to 100000 BTU	\$50.00
Furnace/burner including duct work/vent/liner	\$50.00
Gas or wood fireplace/insert	\$50.00
Gas fuel piping outlets one to four outlets	\$25.00
Additional gas piping outlets over four/each	\$10.00
Heat pump	\$25.00
Hood served by mechanical exhaust, including ducts for hood	\$25.00
Hydronic hot water system	\$25.00
Installation or relocation domestic/type incinerator	\$25.00
Mini split system	\$25.00
Oil tank/gas diesel generators	\$50.00
Pool or spa heater, kiln	\$25.00
Range hood/other kitchen equipment	\$50.00
Repair, alteration, or addition to mechanical appliance including installation of controls	\$25.00
Suspended heater, recessed wall heater, or floor mounted heater	\$25.00
Ventilation fan connected to single duct	\$25.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$25.00
Water heater	\$25.00
Wood/pellet stove	\$50.00
Other heating/cooling	\$25.00
Other fuel appliance	\$50.00
Other environment exhaust/ventilation	\$25.00

Commercial Mechanical Fees	
Based on valuation, see structural permit fees	
Other Mechanical Fees	
Mechanical Plan Review (when applicable)	25% of mechanical permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one hour
Reinspection – per each	\$95.00
Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically – per each indicated (as required)	\$95.00/hour, minimum one hour
Inspection outside of normal business hours	\$95.00/hour, minimum 2 hours
Investigation fee - Mechanical	See Structural Investigation Fees
Residential or Commercial Mechanical Minimum Permit Fee-	\$95.00

F. Plumbing Permit Fees

Plumbing Permit Fees	
New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. <i>Half bath counted as whole.</i>	
One bathroom, one kitchen	\$450.00
Two bathrooms, one kitchen	\$525.00
Three bathrooms, one kitchen	\$600.00
Each additional bathroom > 3 – or – kitchen > 1	\$100.00/each
Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes rain, footing, trench, and leach) – <i>first 100 ft included in bathroom/kitchen fee</i>	\$75.00
Commercial and Non-New Residential	
Site Utilities	Fee
Sanitary Sewer - First 100 feet or less	\$95.00
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$75.00
Storm – first 100 feet or less	\$95.00
Storm – Each additional 100 feet or fraction thereof	\$75.00
Water – first 100 feet or less	\$95.00
Water – Each additional 100 feet or fraction thereof	\$75.00
Fixtures	Fee – per each
Absorption valve	\$25.00
Backflow preventer	\$25.00
Backwater valve	\$25.00
Catch basin or area drain	\$25.00
Clothes washer	\$25.00
Dishwasher	\$25.00
Drinking fountain	\$25.00
Ejectors/sump pump	\$25.00
Expansion tank	\$25.00
Fixture cap	\$25.00
Floor drain/floor sink/hub drain	\$25.00
Garbage disposal	\$25.00
Hose bib	\$25.00
Ice maker	\$25.00
Primer	\$25.00
Residential fire sprinklers	\$25.00
Sink/basin/lavatory	\$25.00
Stormwater retention/detention tank/facility	\$25.00
Swimming pool piping	\$50.00

Trench drain	\$25.00
Tub/shower/shower pan	\$25.00
Urinal	\$25.00
Water closet	\$25.00
Water heater	\$25.00
Other – plumbing	\$25.00
Alternate potable water heating system	\$25.00
Interceptor/grease trap	\$25.00
Manholes	\$25.00
Roof drain (commercial)	\$25.00
Re-piping/retrofit water supply-residential	\$50.00
Residential or Commercial Plumbing Minimum Permit Fee-	\$95.00

Medical Gas – fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances	
Valuation	Fee
\$1 - \$2000	\$150.00
\$2001 - \$25000	\$150.00 for the first \$2000 plus \$15.00 for each additional \$1000 or fraction thereof, to and including \$25000
\$25001 - \$100000	\$495.00 for the first \$25000 plus \$10 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$1245.00 for the first \$100000 plus \$7.00 for each additional \$1000 or fraction thereof

Residential Fire Suppression – Multipurpose/Continuous Loop System, fee includes plan review <i>[See Structural Fee section for Standalone System]</i>	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$200.00
2001 – 3600 sq ft	\$250.00
3601 - 7200 sq ft	\$350.00
7201 sq ft and greater	\$450.00
Other Plumbing Fees	
Plumbing Plan Review (when applicable) – commercial or residential	40% of commercial plumbing permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one hour
Reinspection – per each	\$95.00/each
Each additional inspection, above allowable – per each	\$95.00

MH Park Service Connect Sewer, Water & Storm (per space)	\$95.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$95.00/hour, minimum one hour
Inspection outside of normal business hours – per hour	\$95.00/hour, minimum 2 hours + mileage
Investigation fee - Plumbing	See Structural – Investigation Fees

Note: Grading fees will only apply if the jurisdiction adopts Appendix J-Grading locally by ordinance.

G. Grading Permit Fees

Grading permit fees are applicable where Appendix J is adopted locally. See adopted appendix for grading requirements, definitions, and other information. No state surcharge. <i>[A grading permit does not include the construction of retaining walls or other structures]</i>	
Cubic yards	Permit Fee
25 cubic yards or less	No permit required
26 – 100 cubic yards	\$90.00
101 – 1,000 cubic yards	\$90.00 for the first 100 cubic yards, plus \$20.00 for each additional 100 cubic yards or fraction thereof
1,001 – 10,000 cubic yards	\$270.00 for the first 1,000 cubic yards, plus \$30.00 for each additional 1,000 cubic yards or fraction thereof
10,001 – 100,000 cubic yards	\$540.00 for the first 10,000 cubic yards, plus \$80.00 for each additional 10,000 cubic yards or fraction thereof
100,001 or more cubic yards	\$1,260.00 for the first 100,000 cubic yards, plus \$40.00 for each additional 100,000 cubic yards or fraction thereof
Plan review fee	65% of permit fee

H. Administration Fees

Copy fees	25 cents/page
Returned Check fee (NSF)	\$35.00
Refund processing fee – not subject to State Surcharge	\$50.00
Technology Fee	3% of permit fee



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, April 12, 2024
Re: Administrator's report for April

MEMO

This report covers activities since the March 19, 2024 regular meeting.

FY 24/25 budget

- My focus continues to be preparing the recommended FY 24/25 budget. Over the past few weeks, I've asked staff and contract partners (such as LCOG and Civil West) to fill in for me at meetings as I focus on completing this task.

e-Permitting program

- The Building Codes Division confirmed to me that we will start the onboarding process for their e-Permitting program early in May.

Emergency Community Water Assistance Grant

- Civil West Engineering is nearing completion of the engineering and environmental reports for our ECWAG grant, which is due June 1.

Development activities

- Approved 1 hillside development permit application to issue building permit application.
- Verified compliance with hillside development requirements to issue 1 certificate of occupancy.
- Received 1 hillside development permit application, which is currently under review.
- LCOG coordinated a pre-application meeting for a site plan application. The project is the proposed multi-family development on N. Hyland Lane.

Code enforcement activities and complaint responses

Complaints received since last council meeting:

#	Issue	Description	City response
1	Noise	Loud generator associated with RV camping on private property.	Staff site visit conducted. Referred to Oakridge Police. Citation issued.
2	Camping	RV camping on private property.	Staff site visit conducted. Referred to Oakridge Police. Citation issued.
3	Camping	RV camping on private property.	Staff site visit conducted. Referred to Oakridge Police. Citation issued.
4	Animal	Dog left in car. 4 different complaints received.	Referred to Lane County Animal Control and Oakridge Police.
5	Damage to private property	Scraped tractor or other kind of blade in front yard ditch.	Under investigation.

Complaints with resolution in progress:

#	Item	Description	City response
1	Nuisance code, agricultural development standards	Rubbish, noxious vegetation, and farm animals	Staff conducted two site visits. Resident has made progress in cleaning up nuisance code and noxious vegetation issues. Follow up in 30 days.

The City of Lowell is committed to upholding the principles of due process and fairness in all code enforcement activities. Every effort is made to ensure that individuals subject to code enforcement actions are afforded the opportunity to be heard and to have their rights respected. Enforcement actions are conducted in accordance with applicable laws and regulations, and individuals are provided with information about their rights and responsibilities throughout the process. The city remains committed to safeguarding the due process rights of all parties involved in code enforcement matters.



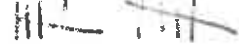
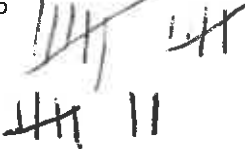



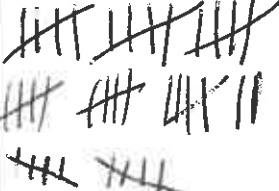









Other items

- Sanipac is scheduled to join the May 7 City Council meeting to discuss the annual customer fee increase due to CPI.
- We sent a job offer for the MetaData Intern position, which was accepted. The start date is April 16.
- TAG provided the payment and performance bonds in accordance with work order #2, which City Council approved at the last meeting.

Door Count

March 2024

Make a hash mark for each person who comes into the library.

Monday	Tuesday	Wednesday	Saturday
			2 
4 	5 	6 	9 
11 	12 	13 	16 
18 	19 	20 	23 
25 	26 	27 	30 



Try to be as accurate as possible

Agenda Item Sheet

City of Lowell City Council

Type of item:	Resolution
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Item title/recommended action:

Motion to approve Resolution 829, "A resolution amending the 'Personnel policies and procedures: Employee manual' to implement monthly payroll processing, as well as to implement a phased-out payroll advance benefit." – Discussion/ Possible action

Justification or background:

The city processes payroll on a bi-monthly basis. Staff propose changing that to a once monthly processing. The reason for the change is to reduce the administrative burden on processing payroll. Processing payroll less frequently will decrease the time and resources needed to manage payroll tasks. Also, the bi-monthly process results in windows during the month where neither the City Administrator, City Clerk, nor accountant can be absent. A once per month option will increase time off options for administrative staff and reduce the risk of not completing payroll in case of unanticipated absences. To ease the transition to once monthly payroll, this resolution implements a phased-out salary advance. The first month's advance equates to 60% of what would be the normal bi-monthly pay. The advance would be deducted from the employee's actual pay for the relevant month. The advance is an optional benefit.

Budget impact:

N/A

Department or Council sponsor:

Administration

Attachments:

Resolution 829

Meeting date:

04/16/2024

CITY OF LOWELL, OREGON

RESOLUTION 829

A RESOLUTION AMENDING THE “PERSONNEL POLICIES AND PROCEDURES/EMPLOYEE MANUAL” TO IMPLEMENT MONTHLY PAYROLL PROCESSING, AS WELL AS TO IMPLEMENT A PHASED-OUT PAYROLL ADVANCE BENEFIT.

Recitals:

Employees of the City of Lowell are currently paid on a semi-monthly pay schedule with pay periods from the 1st to the 15th, and from the 16th to the last calendar day of the month, with pay dates being the 5th and the 20th of each month. To reduce the administrative burden of payroll processing on clerical staff, the city wishes to switch to a monthly payroll process. To assist employees in transitioning to monthly payroll, the city will make available an optional, limited time payroll advance benefit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:

Section 1. That the City of Lowell hereby amends the “Personnel Policies and Procedures/Employee Manual” to replace the section entitled “Paydays” with the following:

Paydays

Employees are paid monthly on the 5th day of each month. Pay periods are from the first day to the last day of the month. Timecards are due on the first business day following the end of the pay period. If payday falls on Saturday or a city holiday occurring between Monday and Friday, you will be paid on the last business day prior to payday. If payday falls on a Sunday, you will be paid the next business day following payday.

Section 2. That the change to monthly payroll is effective for the pay period beginning on April 1, 2024.

Section 3. That the city offers a three-month adjustment period benefit for any employee wishing to participate. This adjustment period provides a salary advance on the 20th of the month based on the participating employee’s monthly gross wages. The adjustment period benefit is specified as follows:

- On April 20, 2024. Pay advance of 40% of gross monthly wages, rounded to the nearest \$10.
- On May 20, 2024. Pay advance 30% of gross monthly wages, rounded to the nearest \$10.
- On June 20, 2024. Pay advance 20% of gross monthly wages, rounded to the nearest \$10.

Section 4. In the event of any conflict or inconsistency between the provisions of this resolution and any other policies or resolutions previously adopted by the City Council, the provisions of this resolution shall prevail and supersede any such conflicting or incompatible policies or resolutions.

Adopted by the City Council of the City of Lowell this 19th day of March, 2024.

AYES: _____

NOES: _____

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

Agenda Item Sheet

City of Lowell City Council

Type of item:	Resolution
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Item title/recommended action:

Motion to approve Resolution 830, "A resolution establishing Juneteenth 2024 as a recognized city holiday." – Discussion/ Possible action

Council sponsor: Jimmy Murray

Justification or background:

This item is on the agenda at the request of Councilor Murray. The draft resolution would establish Juneteenth 2024 as a city holiday, along with a paid holiday benefit for city employees. The resolution also includes a section directing the City Administrator to include Juneteenth in the list of paid holidays for future revisions of the personnel policy. This is in recognition of City Council's goal to overhaul the personnel policy and bring it up to date.

Budget impact:

N/A

Department or Council sponsor:

Councilor Murray

Attachments:

Resolution 830

Meeting date:

04/16/2024

CITY OF LOWELL, OREGON

RESOLUTION 830

A RESOLUTION ESTABLISHING JUNETEENTH 2024 AS A RECOGNIZED CITY HOLIDAY.

WHEREAS, news of the end of slavery did not reach the frontier areas of the United States, in particular the State of Texas and the other Southwestern States, until months after the conclusion of the Civil War, more than two and a half years after President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863; and

WHEREAS, on June 19, 1865, Union soldiers, led by Major General Gordon Granger, arrived in Galveston, Texas, with news that the Civil War had ended and the enslaved were free; and

WHEREAS, African Americans who had been slaves in the Southwest celebrated June 19, commonly known as “Juneteenth Independence Day”, as inspiration and encouragement for future generations; and

WHEREAS, African Americans from the Southwest have continued the tradition of observing Juneteenth Independence Day for more than 150 years; and

WHEREAS, Juneteenth Independence Day began as an observed holiday in the State of Texas, became an observed federal holiday on June 17, 2021, and is now recognized as a holiday or observance by all 50 states and the District of Columbia; and

WHEREAS, at least 21 states and the District of Columbia have designated Juneteenth as a permanent paid and/or observed holiday through adoption of legislation or executive action as a special day of observance in recognition of the emancipation of all slaves in the United States; and

WHEREAS, the faith and strength of character demonstrated by former slaves and the descendants of former slaves remain an example for all people of the United States, regardless of background, religion, or race.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lowell as follows:

Section 1. That the City of Lowell recognizes the historical significance of Juneteenth Independence Day.

Section 2. The City of Lowell supports the continued celebration of Juneteenth Independence Day in observance of the end of slavery as part of the history and heritage of the United States.

Section 3. That the City of Lowell will observe June 19, 2024 as “Juneteenth Independence Day” during which the City of Lowell offices will be closed. June 19, 2024 will be a paid holiday for all City of Lowell employees.

Section 4. That the City Administrator is instructed to include “Juneteenth Independence Day” as an annually observed paid holiday for the City of Lowell in future updates of the personnel policy.

Adopted by the City Council of the City of Lowell this 16th day of April, 2024.

AYES: _____

NOES: _____

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder