

**Lowell City Council**  
**Regular Meeting**  
**Tuesday, February 20, 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](http://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](mailto: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. February 6, 2024 regular meeting minutes
2. January 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.

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

### Council Comments (three minutes per speaker)

### Staff Reports

1. City Administrator
2. Public Works
3. Library Director
4. City of Oakridge police reports – December 2023 and January 2024

### New Business

1. Motion to authorize a part-time, temporary Library Metadata Intern position and to approve the Library Metadata Intern job description. – Discussion/ Possible action
2. Motion to authorize the Library Director to apply for a Library Services and Technology Act with the State Library of Oregon in the amount of \$12,083 to procure goods and services to collect oral histories in audio and video format. – Discussion/ Possible action

### Other Business

### 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  
February 6, 2024**

The Lowell City Council held a regular meeting on February 6, 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 7:02 pm.

**City Councilors present:**

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

**City Councilors absent:**

Tim Stratis

**Staff/others present:**

City Administrator Jeremy Caudle

**Approval of the agenda:**

CA Caudle asked to remove the Public Works report and City of Oakridge Police Report.

**Consent agenda:**

1. December 19, 2023 regular meeting minutes
2. January 2, 2024 regular meeting minutes
3. January 3, 2024 joint City Council/Planning Commission minutes
4. January 16, 2024 regular meeting minutes
5. December 2023 check register
6. December 2023 financial statement

Councilor Weathers moved to approve the consent agenda, which Councilor Harris seconded. APPROVED: 4-0.

**Public comments:**

None.

**Council comments:**

Mayor Bennett likes the new simplified financial statements as a supplement to the detailed financial statements.

**Staff reports:**

City Administrator's report

Highlights from the report:

- The FY 24/25 budget process is underway.
- RAIN's community survey was included in the packet.
- The wastewater master plan is nearing completion.

- The city’s cybersecurity grant, with LCOG’s assistance, is working through the process.
- Staff continue to work on various financing and grant options for water treatment projects.
- Impacts to city government from the January ice storm were minimal.
- Meetings with the Parks Committee and LCOG personnel services.
- Staff do not anticipate applying for parks grant funding this year.
- 3 new land use applications are working through the review process.
- CA Caudle spent much of January working on the camping ordinance.

CA Caudle reported the following:

The City Council approved Resolutions 806 and 809 on June 27, 2023. Resolution 806 made supplemental appropriations due to unforeseen circumstances. This resolution included two interfund loans. One in the amount of \$76,200 from the Sewer Fund to the General Fund. The other is in the amount of \$20,342 from the Sewer Fund to the General Fund. Resolution 809 authorized these interfund loans, to be repaid on or before June 30, 2024.

As explained in the recitals sections of both resolutions, staff projected revenues shortfalls in the General Fund and Water Fund, in turn requiring the interfund loans. After the close of the 2022-2023 fiscal year, however, the actual activity of the General Fund and Water Fund showed that these two funds to be in better financial condition than projected. For that reason, staff did not enter the interfund loans for the General Fund and Water Fund, as they were unnecessary.

Resolutions 806 and 809 stated that the interfund loans were authorized. In staff’s interpretation of the resolutions, this did not necessarily mean that staff were directed to enter the loan. As such, we exercised our discretion in a way that we believe makes administrative and financial sense.

**Presentations:**

1. Presentation by Umpqua Valley Financial LLC of the 2022-2023 fiscal year audited financial statements.

Presenters: Steve Tuscherer, CPA – President; Josh Huffman – Vice-President – General Management & Senior Audit Associate; Ashraf Farishta Lakhina, CPA – Senior Tax & Audit Associate; Savannah Halter – Communications Manager & Audit Associate; Layli Nichols – contact accountant (all via Zoom).

Steve Tuscherer discussed the FY 22/23 audit process. His company’s opinion gave the city an “unqualified report.” Tuscherer discussed the modified cash basis of accounting and the types of reports found in the annual financial statements, among other topics.

Budget Committee member John Petrie was in the audience. He stated that the government-wide reports provided a financial picture similar to what he’s used to in private sector accounting.

Budget Committee member Bill George was also in the audience. He asked about why it’s necessary to account for depreciation.

Tuscherer complimented Layli Nichols on her work on preparing the annual financial statements.

**New business:**

1. Review draft 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; and Repealing the Offense of Vagrancy from Title Five of the Lowell Revised Code.

CA Caudle presented a draft of the ordinance. The council is ready to schedule a first reading.

2. Motion to approve a “Grant Agreement” with the Oregon Business Development Department for project number C2023830 in the amount of \$306,420 and to authorize the Mayor to sign.

Councilor Harris moved to approve a “Grant Agreement” with the Oregon Business Development Department for project number C2023830 in the amount of \$306,420 and to authorize the Mayor to sign, which Councilor Murray seconded. APPROVED: 4-0.

3. Motion to authorize the City Administrator, City Clerk, and Councilor Harris to request payments from the Oregon Business Development Department for project number C2023830.

Councilor Murray moved to authorize the City Administrator, City Clerk, and Councilor Harris to request payments from the Oregon Business Development Department for project number C2023830, which Councilor Weathers seconded. APPROVED: 4-0.

4. Motion to approve an “Engineering scope of services” with Civil West Engineering in the amount of \$4,179.00 for a “Water treatment plant CT study 2024” and to authorize the City Administrator to sign.

CA Caudle stated that this project could increase the city’s production capacity for drinking water. The project will start in spring.

Councilor Murray’s motion to approve an “Engineering scope of services” with Civil West Engineering in the amount of \$4,179.00 for a “Water treatment plant CT study 2024” and to authorize the City Administrator to sign was seconded by Councilor Harris. APPROVED: 4-0.

5. Motion to approve an “Oregon Cooperative Procurement Program” agreement with the Oregon Department of Administrative Services, Enterprise Goods and Services Division, Procurement Services in the amount of \$500 and to authorize the City Administrator to sign.

CA Caudle stated that this program would allow the city to purchase goods and services on state contract. With this program, could save time and money by not having to obtain competitive bids for many types of procurement needs.

Councilor Murray's motion to approve an "Oregon Cooperative Procurement Program" agreement with the Oregon Department of Administrative Services, Enterprise Goods and Services Division, Procurement Services in the amount of \$500 and to authorize the City Administrator to sign was seconded by Councilor Weathers. APPROVED: 4-0.

6. Motion to authorize the City Administrator to pay \$25,000 into the trust account held with Thorp, Purdy, Jewett, Urness & Wilkinson, PC pursuant to the "Contract for legal services" approved on August 1, 2023 for litigation versus Charter Communications and C-2 Utility Contractors.

CA Caudle reported that the trust account with the city's outside legal counsel regarding the E. 1<sup>st</sup> Street litigation has been exhausted. He referenced a summary of legal expenses in the packet. This would replenish the trust account for the next stage in the case.

Councilor Murray's motion to authorize the City Administrator to pay \$25,000 into the trust account held with Thorp, Purdy, Jewett, Urness & Wilkinson, PC pursuant to the "Contract for legal services" approved on August 1, 2023 for litigation versus Charter Communications and C-2 Utility Contractors was seconded by Councilor Harris. APPROVED: 4-0.

7. Motion to authorize the City Administrator to sign and submit a support letter for land use application #2024-02 submitted by applicant TYJB LLC for a parking lot located on the city-owned vacant lot identified as map and tax lot 19-01-14-24-07100.

CA Caudle reported that the letter is intended to document the city's consent for a private party to submit a land use application on the city's behalf. Since the private party is doing the construction work on city property, CA Caudle advised that the city's consent for the project should be documented in the land use application record.

Councilor Harris's motion to authorize the City Administrator to sign and submit a support letter for land use application #2024-02 submitted by applicant TYJB LLC for a parking lot located on the city-owned vacant lot identified as map and tax lot 19-01-14-24-07100 was seconded by Councilor Murray. APPROVED: 4-0.

8. Motion to approve Resolution 825, "To correct a miscalculation in Resolution 818 thereby ensuring an accurate amended budget for the library department."

There was discussion about the need for a supplemental budget. CA Caudle showed the Oregon Department of Revenue's "Local Budgeting Manual" on the TV. CA Caudle reviewed the "Budgeting Manual's" explanation of when a supplemental budget is required for contingency transfers.

Councilor Harris moved to approve Resolution 825, "To correct a miscalculation in Resolution 818 thereby ensuring an accurate amended budget for the library department," which Councilor Murray seconded. APPROVED: 5-0.

9. Motion to approve Resolution 826, "To correct a miscalculation in Resolution 819 thereby ensuring an accurate amended budget for the library department."

Councilor Murray moved to approve Resolution 826, "To correct a miscalculation in Resolution 819 thereby ensuring an accurate amended budget for the library department," which Councilor Harris seconded.

10. Motion to approve Resolution 827, "A resolution authorizing the transfer of appropriations within funds." – Discussion/ Possible action

Councilor Harris moved to approve Resolution 827, "A resolution authorizing the transfer of appropriations within funds," which Councilor Murray seconded.

As the decision was not unanimous following a voice vote, Mayor Bennett asked CA Caudle to call the roll.

Mayor Bennett: YES, Councilor Harris: YES, Councilor Weathers: NO, Councilor Murray: Yes.

ARPPROVED: 3-1.

**Other business:**

1. Meeting reminder: Thursday, February 29 at 6:00 pm – Public information session on Lookout Point dam drawdown

**Mayor comments:**

None.

**Councilor comments:**

None.

**Community comments:**

John Petrie. Marina Vista Drive. Asked about the 15% maximum contingency transfer requirement discussed earlier. His question was if the 15% applies to one transaction allowing multiple 15% transfers.

CA Caudle responded that the 15% limit applies to cumulative transfers of contingency.

Petrie also asked if the Planning Commission would review the parking lot proposal.

Various members of the council responded, "Yes."

**Adjourned at 8:24 pm.**

APPROVED:

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Don Bennett, Mayor

ATTEST:

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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
<b>17875</b>								
17875	Banner Bank	JEREMY DE	1	Zoom - remote meetings regular	110-410-6225	.00	15.99	15.99
17875	Banner Bank	JEREMY DE	2	Zoom - remote Meetings BBJ Co	314-490-6225	.00	15.99	15.99
17875	Banner Bank	JEREMY DE	3	Zoom - remote meetings Park Co	110-420-6225	.00	15.99	15.99
17875	Banner Bank	JEREMY DE	4	U-Store Self Storage	110-410-6705	.00	94.00	94.00
17875	Banner Bank	JEREMY DE	5	Federal Security - Mon Subscripti	110-410-6128	.00	39.98	39.98
17875	Banner Bank	JEREMY DE	6	Federal Security - Mon Subscripti	110-450-6128	.00	39.98	39.98
17875	Banner Bank	JEREMY DE	7	Microsoft Cloud Storage	110-410-6225	.00	8.60	8.60
17875	Banner Bank	JEREMY DE	8	Microsoft Cloud Storage	110-420-6225	.00	1.01	1.01
17875	Banner Bank	JEREMY DE	9	Microsoft Cloud Storage	110-440-6225	.00	1.52	1.52
17875	Banner Bank	JEREMY DE	10	Microsoft Cloud Storage	110-450-6225	.00	6.07	6.07
17875	Banner Bank	JEREMY DE	11	Microsoft Cloud Storage	110-460-6225	.00	1.52	1.52
17875	Banner Bank	JEREMY DE	12	Microsoft Cloud Storage	110-480-6225	.00	1.50	1.50
17875	Banner Bank	JEREMY DE	13	Microsoft Cloud Storage	220-490-6225	.00	1.52	1.52
17875	Banner Bank	JEREMY DE	14	Microsoft Cloud Storage	230-490-6225	.00	13.15	13.15
17875	Banner Bank	JEREMY DE	15	Microsoft Cloud Storage	240-490-6225	.00	13.15	13.15
17875	Banner Bank	JEREMY DE	16	Microsoft Cloud Storage	312-490-6225	.00	2.53	2.53
17875	Banner Bank	SAM DEC 20	1	Staples - Paper/Deposit bags	110-410-6230	.00	30.55	30.55
17875	Banner Bank	SAM DEC 20	2	Staples - Paper/Deposit bags	110-420-6234	.00	4.08	4.08
17875	Banner Bank	SAM DEC 20	3	Staples - Paper/Deposit bags	110-440-6230	.00	10.19	10.19
17875	Banner Bank	SAM DEC 20	4	Staples - Paper/Deposit bags	110-450-6230	.00	4.08	4.08
17875	Banner Bank	SAM DEC 20	5	Staples - Paper/Deposit bags	110-460-6234	.00	10.19	10.19
17875	Banner Bank	SAM DEC 20	6	Staples - Paper/Deposit bags	110-480-6230	.00	10.19	10.19
17875	Banner Bank	SAM DEC 20	7	Staples - Paper/Deposit bags	220-490-6230	.00	12.23	12.23
17875	Banner Bank	SAM DEC 20	8	Staples - Paper/Deposit bags	230-490-6230	.00	52.98	52.98
17875	Banner Bank	SAM DEC 20	9	Staples - Paper/Deposit bags	240-490-6230	.00	52.98	52.98
17875	Banner Bank	SAM DEC 20	10	Staples - Paper/Deposit bags	312-490-6234	.00	16.28	16.28
17875	Banner Bank	SAM DEC 20	11	Staples - Envelopes	110-410-6230	.00	3.69	3.69
17875	Banner Bank	SAM DEC 20	12	Staples - Envelopes	110-420-6234	.00	.49	.49
17875	Banner Bank	SAM DEC 20	13	Staples - Envelopes	110-440-6230	.00	1.23	1.23
17875	Banner Bank	SAM DEC 20	14	Staples - Envelopes	110-450-6230	.00	.49	.49
17875	Banner Bank	SAM DEC 20	15	Staples - Envelopes	110-460-6234	.00	1.23	1.23
17875	Banner Bank	SAM DEC 20	16	Staples - Envelopes	110-480-6230	.00	1.23	1.23
17875	Banner Bank	SAM DEC 20	17	Staples - Envelopes	220-490-6230	.00	1.48	1.48
17875	Banner Bank	SAM DEC 20	18	Staples - Envelopes	230-490-6230	.00	6.39	6.39
17875	Banner Bank	SAM DEC 20	19	Staples - Envelopes	240-490-6230	.00	6.39	6.39
17875	Banner Bank	SAM DEC 20	20	Staples - Envelopes	312-490-6234	.00	1.97	1.97
17875	Banner Bank	SAM DEC 20	21	CheckR inc - Library - Sirois, Harv	110-450-6128	.00	59.98	59.98
17875	Banner Bank	SAM DEC 20	22	Amazon - Christmas Tree stand	110-420-6234	.00	94.99	94.99
Total 17875:						.00		655.81
<b>17876</b>								
17876	Century Link	WATER TOW	1	line for water tower	230-490-6440	.00	79.50	79.50
Total 17876:						.00		79.50
<b>17877</b>								
17877	City of Lowell	DEC 23 W/S	1	Water Service	110-410-6420	.00	67.04	67.04
17877	City of Lowell	DEC 23 W/S	2	Water Service	110-420-6420	.00	438.13	438.13
17877	City of Lowell	DEC 23 W/S	3	Water Service	110-450-6420	.00	71.61	71.61

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
17877	City of Lowell	DEC 23 W/S	4	Water Service	220-490-6420	.00	15.41	15.41
17877	City of Lowell	DEC 23 W/S	5	Water Service	230-490-6420	.00	76.26	76.26
17877	City of Lowell	DEC 23 W/S	6	Water Service	240-490-6420	.00	966.77	966.77
17877	City of Lowell	DEC 23 W/S	7	Sewer Service	110-410-6425	.00	104.48	104.48
17877	City of Lowell	DEC 23 W/S	8	Sewer Service	110-420-6425	.00	616.59	616.59
17877	City of Lowell	DEC 23 W/S	9	Sewer Service	110-450-6425	.00	111.33	111.33
17877	City of Lowell	DEC 23 W/S	10	Sewer Service	220-490-6425	.00	23.98	23.98
17877	City of Lowell	DEC 23 W/S	11	Sewer Service	230-490-6425	.00	68.51	68.51
17877	City of Lowell	DEC 23 W/S	12	Sewer Service	240-490-6425	.00	616.59	616.59
Total 17877:						.00		3,176.70
<b>17878</b>								
17878	CivicPlus LLC	288105	1	Web Platform Migration - Premiu	110-410-6225	.00	3,393.50	3,393.50
Total 17878:						.00		3,393.50
<b>17879</b>								
17879	National Business Solution	IN125599	1	Copy charges b/w 3593 Count	110-410-6124	.00	15.09	15.09
17879	National Business Solution	IN125599	2	copy charges - color copies 839 c	110-410-6124	.00	35.24	35.24
17879	National Business Solution	IN125599	3	Service Base JD	110-410-6124	.00	19.00	19.00
Total 17879:						.00		69.33
<b>17880</b>								
17880	Quality Carpet Cleaning	WO-001634	1	Carpet Cleaning - Library	110-450-6320	.00	355.80	355.80
17880	Quality Carpet Cleaning	WO-001634	2	Carpet Cleaning - City Hall	110-410-6320	.00	355.80	355.80
Total 17880:						.00		711.60
<b>17881</b>								
17881	Verizon Wireless	9952419299	1	Cell Phone, tablet	110-410-6440	.00	91.71	91.71
17881	Verizon Wireless	9952419299	2	Cell Phone, tablet	230-490-6440	.00	110.14	110.14
17881	Verizon Wireless	9952419299	3	Cell Phone	240-490-6440	.00	69.34	69.34
Total 17881:						.00		271.19
<b>17882</b>								
17882	Caselle	130198	1	Caselle Software and Support	110-410-6225	.00	218.59	218.59
17882	Caselle	130198	2	Caselle Software and Support	110-420-6225	.00	86.03	86.03
17882	Caselle	130198	3	Caselle Software and Support	110-440-6225	.00	16.85	16.85
17882	Caselle	130198	4	Caselle Software and Support	110-450-6225	.00	46.07	46.07
17882	Caselle	130198	5	Caselle Software and Support	220-490-6225	.00	22.06	22.06
17882	Caselle	130198	6	Caselle Software and Support	230-490-6225	.00	400.77	400.77
17882	Caselle	130198	7	Caselle Software and Support	240-490-6225	.00	400.77	400.77
17882	Caselle	130198	8	Caselle Software and Support	312-490-6225	.00	82.28	82.28
17882	Caselle	130198	9	Caselle Software and Support	314-490-6225	.00	11.58	11.58
Total 17882:						.00		1,285.00
<b>17883</b>								
17883	City of Oakridge	JAN/0056/20	1	Police Service	110-430-6118	.00	3,029.67	3,029.67
Total 17883:						.00		3,029.67

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
<b>17884</b>								
17884	Civil West Engineering Ser	2101.0012.0	1	Development Review LSD Weig	110-440-6116	.00	255.00	255.00
17884	Civil West Engineering Ser	2101.001B.0	1	Smoke Testing	240-490-6116	.00	255.00	255.00
17884	Civil West Engineering Ser	2101.001B.0	1	Retrofit WTP	230-490-6116	.00	830.00	830.00
17884	Civil West Engineering Ser	2101.001B.0	2	WTP Improvements	230-490-6128	.00	1,360.00	1,360.00
17884	Civil West Engineering Ser	2101.001B.0	1	Development Review - Sunset Hi	110-440-6116	.00	572.00	572.00
17884	Civil West Engineering Ser	2101.015.02	1	WW Facilities Plan	440-490-6128	.00	21,002.50	21,002.50
Total 17884:						.00		24,274.50
<b>17885</b>								
17885	DCBS-Fiscal Services	OCT,NOV,DE	1	Surcharge on Building Permits No	220-490-6524	.00	30.00	30.00
17885	DCBS-Fiscal Services	OCT,NOV,DE	2	Surcharge on Building Permits De	220-490-6524	.00	9.00	9.00
17885	DCBS-Fiscal Services	OCT,NOV,DE	3	Surcharge on Electrical Permits O	220-490-6525	.00	53.28	53.28
17885	DCBS-Fiscal Services	OCT,NOV,DE	4	Surcharge on Electrical Permits N	220-490-6525	.00	12.96	12.96
Total 17885:						.00		105.24
<b>17886</b>								
17886	Douglas Fast Net	DFN 0124	1	Internet Service	110-410-6435	.00	7.50	7.50
Total 17886:						.00		7.50
<b>17887</b>								
17887	HRdirect	INV1509107	1	Poster Guard 1 year renewal	110-410-6230	.00	94.99	94.99
Total 17887:						.00		94.99
<b>17888</b>								
17888	Lane Community College P	90304	1	MO - Bridge insert - Stock Charge	110-450-6224	.00	23.40	23.40
17888	Lane Community College P	90304	2	MO - Bridge insert - Copier charg	110-450-6224	.00	91.00	91.00
Total 17888:						.00		114.40
<b>17889</b>								
17889	Lane Electric Cooperative	DEC LEC	1	Electricity	110-410-6430	.00	146.48	146.48
17889	Lane Electric Cooperative	DEC LEC	2	Electricity	110-420-6430	.00	272.52	272.52
17889	Lane Electric Cooperative	DEC LEC	3	Electricity	110-450-6430	.00	211.28	211.28
17889	Lane Electric Cooperative	DEC LEC	4	Electricity	110-470-6326	.00	62.86	62.86
17889	Lane Electric Cooperative	DEC LEC	5	Electricity	220-490-6430	.00	8.43	8.43
17889	Lane Electric Cooperative	DEC LEC	6	Electricity	230-490-6430	.00	1,359.37	1,359.37
17889	Lane Electric Cooperative	DEC LEC	7	Electricity	240-490-6430	.00	2,302.54	2,302.54
17889	Lane Electric Cooperative	DEC LEC	8	Electricity	312-490-6430	.00	957.58	957.58
Total 17889:						.00		5,321.06
<b>17890</b>								
17890	Lowell Mini Storage	FEB 2024	1	Storage Rental Unit #L029	314-490-6705	.00	80.00	80.00
17890	Lowell Mini Storage	FEB 2024	2	Storage Rental Unit #L020	110-410-6705	.00	90.00	90.00
Total 17890:						.00		170.00
<b>17891</b>								
17891	Nichols, Layli	146	6	Audit Services	110-410-6114	.00	2,000.00	2,000.00
17891	Nichols, Layli	146	7	Audit Service	312-490-6114	.00	250.00	250.00
17891	Nichols, Layli	146	8	Audit Services	230-490-6114	.00	1,250.00	1,250.00

Check Number	Payee	Invoice Number	Inv Seq	Description	Invoice GL Account	Disc Taken	Invoice Amount	Check Amount
17891	Nichols, Layli	146	9	Audit Services	240-490-6110	.00	1,250.00	1,250.00
17891	Nichols, Layli	146	10	Audit Services	312-490-6110	.00	250.00	250.00
17891	Nichols, Layli	DEC 23	1	Consulting Services	110-410-6114	.00	1,019.20	1,019.20
17891	Nichols, Layli	DEC 23	2	Consulting Services	230-490-6114	.00	637.00	637.00
17891	Nichols, Layli	DEC 23	3	Consulting Services	240-490-6114	.00	637.00	637.00
17891	Nichols, Layli	DEC 23	4	Consulting Services	312-490-6114	.00	127.40	127.40
17891	Nichols, Layli	DEC 23	5	Consulting Services	220-490-6114	.00	127.40	127.40
Total 17891:						.00		7,548.00
<b>17892</b>								
17892	Northwest Code Profession	4916	1	Building Permit Cost Dec 2023	220-490-6150	.00	56.25	56.25
Total 17892:						.00		56.25
<b>17893</b>								
17893	OHA Cashier	HH WATER	1	Water Distribution Level II exam F	230-490-6712	.00	62.50	62.50
Total 17893:						.00		62.50
<b>17894</b>								
17894	Pacific Office Automation In	5028073758	1	Postage machine	110-410-6128	.00	99.48	99.48
17894	Pacific Office Automation In	5028073758	2	Postage Machine	230-490-6128	.00	198.96	198.96
17894	Pacific Office Automation In	5028073758	3	Postage Machine	240-490-6128	.00	198.95	198.95
Total 17894:						.00		497.39
<b>17895</b>								
17895	Quill	Q DEC 23	1	Invoice 36318868 1.5 " Binder 6 p	110-410-6234	.00	48.92	48.92
17895	Quill	Q DEC 23	2	Invoice 36328095 Brother tze241	110-410-6234	.00	40.62	40.62
17895	Quill	Q DEC 23	3	Invoice 36328095 Hd view Binder	110-410-6234	.00	69.62	69.62
17895	Quill	Q DEC 23	4	Invoice 36328095 Credit Memo -	110-410-6234	.00	20.31-	20.31-
17895	Quill	Q DEC 23	5	Invoice 36347567 Brother tze241	110-410-6234	.00	20.31	20.31
Total 17895:						.00		159.16
<b>17896</b>								
17896	TPJUW, PC	58504	1	Legal Services Litigation - E Main	312-490-6112	.00	34.44	34.44
17896	TPJUW, PC	58504	2	Legal Services Litigation - E Main	240-490-6112	.00	3.28	3.28
17896	TPJUW, PC	58504	3	Legal Services Litigation - E Main	312-490-6112	.00	3.28	3.28
Total 17896:						.00		41.00
<b>17897</b>								
17897	Wells Fargo Financial Leas	5028202319	1	Monthly Lease	110-410-6124	.00	95.96	95.96
Total 17897:						.00		95.96
Grand Totals:						.00		51,220.25

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
110-2125	20.31	14,752.44-	14,732.13-
110-410-6114	3,019.20	.00	3,019.20
110-410-6124	165.29	.00	165.29
110-410-6128	139.46	.00	139.46
110-410-6225	3,636.68	.00	3,636.68
110-410-6230	129.23	.00	129.23
110-410-6234	179.47	20.31-	159.16
110-410-6320	355.80	.00	355.80
110-410-6420	67.04	.00	67.04
110-410-6425	104.48	.00	104.48
110-410-6430	146.48	.00	146.48
110-410-6435	7.50	.00	7.50
110-410-6440	91.71	.00	91.71
110-410-6705	184.00	.00	184.00
110-420-6225	103.03	.00	103.03
110-420-6234	99.56	.00	99.56
110-420-6420	438.13	.00	438.13
110-420-6425	616.59	.00	616.59
110-420-6430	272.52	.00	272.52
110-430-6118	3,029.67	.00	3,029.67
110-440-6116	827.00	.00	827.00
110-440-6225	18.37	.00	18.37
110-440-6230	11.42	.00	11.42
110-450-6128	99.96	.00	99.96
110-450-6224	114.40	.00	114.40
110-450-6225	52.14	.00	52.14
110-450-6230	4.57	.00	4.57
110-450-6320	355.80	.00	355.80
110-450-6420	71.61	.00	71.61
110-450-6425	111.33	.00	111.33
110-450-6430	211.28	.00	211.28
110-460-6225	1.52	.00	1.52
110-460-6234	11.42	.00	11.42
110-470-6326	62.86	.00	62.86
110-480-6225	1.50	.00	1.50
110-480-6230	11.42	.00	11.42
220-2125	.00	374.00-	374.00-
220-490-6114	127.40	.00	127.40
220-490-6150	56.25	.00	56.25
220-490-6225	23.58	.00	23.58
220-490-6230	13.71	.00	13.71
220-490-6420	15.41	.00	15.41
220-490-6425	23.98	.00	23.98
220-490-6430	8.43	.00	8.43
220-490-6524	39.00	.00	39.00
220-490-6525	66.24	.00	66.24
230-2125	.00	6,505.53-	6,505.53-
230-490-6114	1,887.00	.00	1,887.00
230-490-6116	830.00	.00	830.00
230-490-6128	1,558.96	.00	1,558.96
230-490-6225	413.92	.00	413.92
230-490-6230	59.37	.00	59.37
230-490-6420	76.26	.00	76.26
230-490-6425	68.51	.00	68.51
230-490-6430	1,359.37	.00	1,359.37
230-490-6440	189.64	.00	189.64
230-490-6712	62.50	.00	62.50

GL Account	Debit	Credit	Proof
240-2125	.00	6,772.76-	6,772.76-
240-490-6110	1,250.00	.00	1,250.00
240-490-6112	3.28	.00	3.28
240-490-6114	637.00	.00	637.00
240-490-6116	255.00	.00	255.00
240-490-6128	198.95	.00	198.95
240-490-6225	413.92	.00	413.92
240-490-6230	59.37	.00	59.37
240-490-6420	966.77	.00	966.77
240-490-6425	616.59	.00	616.59
240-490-6430	2,302.54	.00	2,302.54
240-490-6440	69.34	.00	69.34
312-2125	.00	1,725.76-	1,725.76-
312-490-6110	250.00	.00	250.00
312-490-6112	37.72	.00	37.72
312-490-6114	377.40	.00	377.40
312-490-6225	84.81	.00	84.81
312-490-6234	18.25	.00	18.25
312-490-6430	957.58	.00	957.58
314-2125	.00	107.57-	107.57-
314-490-6225	27.57	.00	27.57
314-490-6705	80.00	.00	80.00
440-2125	.00	21,002.50-	21,002.50-
440-490-6128	21,002.50	.00	21,002.50
Grand Totals:	<u>51,260.87</u>	<u>51,260.87-</u>	<u>.00</u>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Bank.Name = "General"



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

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**To:** Mayor Bennett and City Council  
**From:** Jeremy Caudle, City Administrator  
**Date:** Friday, February 16, 2024  
**Re:** Administrator's report for February

# MEMO

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I provided a thorough report on administrative activities earlier this month. For this report, I want to outline my recommended workplan for the rest of this fiscal year. These recommendations are in order of importance.

**1. Complete Community Water Assistance Grant through the US Department of Agriculture.**

This would be a \$1 million grant for water treatment plant retrofitting to respond to the Lookout Point dam drawdown issues. This program provides 100% grant funding for water emergencies in rural communities. The USDA program staff believe that our situation qualifies for funding under this program. Civil West Engineering is already working on the abbreviated engineering and environmental reports that the grant application requires. In my professional opinion, this project must be at the top of our list. If the city does nothing else, it should provide clean drinking water and protect the environment through processing wastewater. The dam drawdown significantly impairs our ability to meet drinking water needs, and we must address this issue.

**2. Complete water treatment plant PLC/SCADA project.**

We've already received the grant funding for this project, and the council is aware of the critical nature of this project.

**3. Complete wastewater master plan and associated SDC upgrades.**

The wastewater master plan has been a 2-year project, and we have a 90% draft to present to City Council. Following that project, I recommend working through an update of the system development charges like we did for water and sewer. Completing a rate study is another one of our goals. It is logical to update the SDCs and capital improvements plan before to starting a rate study.

#### **4. Prepare the FY 24/25 budget.**

I must put everything except the most pressing matters on hold throughout the rest of the month and in March to prepare the FY 24/25 budget. My hope is to prepare the recommended budget by the end of March so we have plenty of time for Budget Committee and City Council meetings to prepare a final draft of the budget for approval.

#### **5. Start the e-permitting program.**

State law requires us to have an e-permitting program in place by January 1, 2025. We are already in the Oregon Building Code Division's queue to start designing our e-permitting process through them. They should be ready for us to start with them in the next 1 to 3 months. Simultaneous with the budget, I need to pivot towards updating our building code ordinances and fee schedule, as that will flow into the e-permitting process. NW Code Professionals has provided model ordinances. I need to review those models in concert with our legal counsel and harmonize them with our municipal code.

#### **6. Start planning for water treatment plant expansion.**

On February 16, 2024, the City Engineer, Public Works Director, and I participated in a one-stop meeting for our water treatment projects. The different funding agencies will prepare financing scenarios for the projects, which we will present to the City Council for input and direction. We are behind the curve on upgrading our production capacity, so this must be a priority.

#### **7. Start planning for wastewater treatment plan projects.**

The wastewater treatment plan identifies several projects that require attention. One of those projects that we should address this year is reduced inflow and infiltration into the system. We experienced overflows and fines in the past. We have a responsibility to correct those issues so they don't occur in the future.

#### **8. Managing development projects.**

We have numerous development projects ongoing. We must devote our attention to ensuring these projects comply with the city's development in order to protect the city's and the public's interests. This also includes projects such as hillside development permits, other special development regulations, and processing land use applications as we receive them. Monitoring development projects requires substantial time and attention, as there are usually numerous conditions of approval associated with these projects. When I'm not focusing on the projects listed above, I'm usually focusing on development issues.

## **9. Cybersecurity program.**

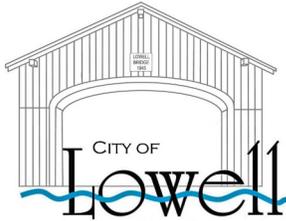
LCOG is leading our participation in the cybersecurity grant program through the Oregon Emergency Management Department. I believe this is important to ensure continuity of operations in case something happened to our data or IT infrastructure.

## **10. Not at this time.**

The City Council's most recent priority resolution (Resolution 813) lists several projects that I do not believe we can complete at this time. We need some slack in our work in progress before pivoting to these items. By "slack," I mean not just backfilling our workflow with more work once we complete a project. I mean completing some of these projects so that the total number of projects in our workflow at any one time has decreased and then maintaining our workflow at a sustainable level.

Here are some of the other major projects listed in the priorities resolution that I recommend postponing until later this year.

- E-storage program. This is not critical right now.
- Sale surplus city properties.
  - Old City Hall. Our plan is to use the sale proceeds from the old City Hall to pay off most of the construction loan for the new City Hall. I recommend waiting until we have time to devote to this project. For now, we should count on paying the approximately \$20,000 per year debt service on the loan.
  - Rolling Rock Park property. We also intended to use these sales proceed to pay the City Hall construction loan. The City Council wanted to revisit which portion of the Rolling Rock Park to sell—either the northeastern corner or the lots on the southern portion. This would also require rezoning. This isn't time critical, so we should wait.
- Parks grants. Upgrades to city parks isn't critical right now. The Parks Committee, in my professional opinion, should work on completing the Paul Fisher Park shade tree memorial. In the late summer/fall, we can reevaluate our workload and plan for the caboose repairs using the Fall Creek Educational Foundation grants.
- Personnel policy. I have discussed this project, along with a pay study and job description update, with Lane Council of Governments. My goal is to include their costs for this in the FY 24/25 budget and start sometime in the fall as time allows.



**Public Works Department**  
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**TO:** Mayor Bennett and Council  
**FROM:** Max Baker, Public Works Director  
**DATE:** January 20, 2014  
**SUBJECT:** Public Works Report

### **Streets and Parks**

A new thermostat was placed on the heater in the caboose. After investigating the high usage, Staff noticed the heater was not shutting off, concluding the thermostat was not working properly. Staff will monitor electrical use to confirm this was the root issue. Updates to follow.

Both Park's restrooms remain open and issue free.

### **Water Treatment Plant/Distribution**

Treatment Plant operations are getting closer to normal for this time of year. We have increased the speed of the plant by 50%, to 145GPM, and are getting good filter run times. We are currently still feeding additional chemicals to aid in settling of turbidity and organics currently present in the Lake.

### **Wastewater Treatment/Collections**

On Monday 2/12 staff repaired a blocked sewer main on North Alder. This repair was performed in-house by staff with no assistance from outside contractors.

### **Other**

PW Staff are working on budget considerations for the upcoming 24-25 year.

On Friday 2/16, The City Administrator, myself, and the team from Civil West participated in a One-Stop meeting, regarding The Water Treatment Plant Master Plan Upgrades.

Maggie Osgood Library

Monthly report for December 2023

Submitted by Peggy O’Kane, Library Director

<b>Statistics as of Feb 1, 2024</b>	<b>Statistics for January 2024</b>
Total Items in the catalog: 6484	Material added: 83
Total Library cards: 316	Patrons added: 19
	Total checkouts: 224
	Visits to the library: 205

### **January Activities**

- Launched program series.
- Ordered equipment for digitization.
- Drafted LSTA grant for Oral History Project. Identified an expert who is willing to lead the project.
- The library was closed for a week due to my loss of power.
- Added more information to the Volunteer manual.
- Conducted an informal survey of volunteer satisfaction. Results are attached.

### **Next Steps**

- Digitize Maggie Osgood photo collection.
- File LSTA grant.
- Create a preliminary budget request for FY 2024/2025
- Continue revision of volunteer manual
- Explore the possibility of creating a wish list of titles and materials for the library to share with the public.

# Volunteer Program Evaluation Form

Results of January 2024 survey.

**1. How well were your volunteer position and responsibilities explained to you?**

\_5\_ Fully explained                      \_2\_ Explained  
 Partially explained                       Not explained

**2. How well did our volunteer training prepare you to meet the responsibilities of your position?**

\_5\_ Very adequately                      \_1\_ Adequately  
\_1\_ Fairly adequately                       Not adequately

**3. How well do feel you have been able to fulfill your volunteer responsibilities?**

\_3\_ Fully fulfilled                      \_2\_ Adequately fulfilled  
\_2\_ Partially fulfilled                       Not at all fulfilled

**4. Do you feel our volunteer program was well organized?**

\_5\_ Very organized                      \_1\_ Organized  
\_1\_ Fairly organized                       Not at all organized

**5. Do you find the library staff approachable?**

\_7\_ Very approachable                       Approachable  
 Somewhat approachable                       Not at all approachable

**6. Do you feel supported by the library staff?**

\_7\_ Very supported                       Supported  
 Somewhat supported                       Not at all supported

**7. Do you feel you were provided adequate resources to accomplish your tasks?**

\_6\_ Very adequate                       Adequate  
\_1\_ Somehow adequate                       Not at all adequate

8. **Would you recommend that your friends or family members volunteer with**  
7 \_\_\_ Yes \_\_\_ No

If no, please explain: \_\_\_\_\_

9. **Overall, are you satisfied with your volunteer experience?**

\_\_\_7\_ Very satisfied

\_\_\_ Satisfied

\_\_\_ Somewhat satisfied

\_\_\_ Not at all satisfied

10. **What could we improve to make your volunteer experience more enjoyable?**

- Convert one bathroom sink to a deeper basin or install a taller tap so washing dishes is easier.
- To be perfectly honest I can't think of a way that it could be more amazing. I've really enjoyed coming here, both as a volunteer and a patron.
- I'm pretty happy with the way it is now. I like the index cards with tasks needing to be done. Not sure if we are still using but that was helpful.
- More training documentation I forget things I've learned and like to be able to look them back up.
- More info/training interlibrary loan, Library to go, If I spent, more time here it would help!
- I'm very comfortable with this experience as it is.

11. **What do you enjoy most about volunteering with our library?**

- Fun exchanges with patrons and staff. Processing new catalog items for collection. Item repair maintenance.
- My favorite part of volunteering is all of the amazing people that I get to meet.
- Meeting neighbors and locals - just helping those who are looking for ideas - engaging with patrons in general. Love the tasks and hope to get to more.
- Interacting w/ patrons. Interacting with other volunteers & staff. Being around books. Being part of the effort to provide a welcoming and important community resource.
- I really like the sense of community, getting to know people a little bit at a time, and being able to tell people about the various programs.
- Getting to know the community & providing a valuable service & being around positive, creative people and helping others.
- Getting to know the other volunteers, meeting community members, learning all about the workings of the library, learning from Peggy.

## LOWELL PATROL LOG December 2023

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
2-Dec	410	17:00	21:00	4:00						
2-Dec	412	14:00	15:00	1:00						
2-Dec	412	17:00	21:00	4:00						
5-Dec	403	20:00	22:15	2:15						
13-Dec	403	18:45	19:45	1:00						
8-Dec	401	9:00	10:30	1:30						
8-Dec	401	21:00	23:00	2:00						
12-Dec	401	18:00	21:30	3:30						
18-Dec	403	18:00	19:00	1:00						
26-Dec	404	14:05	15:05	1:00						
24-Dec	403	17:30	19:00	1:30						
24-Dec	412	17:30	19:00	1:30						
28-Dec	404	23:30	0:30	1:00						
31-Dec	404	16:00	19:15	3:15						
14-Dec	410	7:30	8:30	1:00						
14-Dec	410	20:00	21:00	1:00						
14-Dec	412	7:30	8:30	1:00						
31-Dec	412	13:00	21:30	8:30						
31-Dec	410	14:00	19:15	5:15						
ADMIN				2						
<b>Total Hours</b>				<b>47.25</b>						

TRAFFIC VIOLATIONS	CITATION	WARNING
SPEED	3	1
DWS		
FAIL TO SIGNAL		
STOP VIOLATIONS		
OTHER MOVING		

DATE	TIME	DESCRIPTION
31-Dec	14:45	Traffic Stop
	15:04	Traffic Stop
	?	Traffic Stop
	?	Traffic Stop

## LOWELL PATROL LOG JANUARY 2024

DATE	OFFICERS	START TIME	END TIME	# HOURS	CONTACTS	ARRESTS	CITES	WARNINGS	CALLS	REPORT #
1-Jan	410	0:00	0:45	0:45						
1-Jan	410	11:30	13:00	1:30						
2-Jan	402	10:45	12:15	1:30						
2-Jan	404	10:45	12:15	1:30						
7-Jan	410	10:00	10:31	0:31						
9-Jan	401	11:30	12:30	1:00						
12-Jan	410	15:30	17:30	2:00						
12-Jan	401	20:30	21:30	1:00						
12-Jan	410	21:30	22:45	1:15						
13-Jan	410	9:00	10:00	1:00						
13-Jan	410	20:00	21:45	1:45						
14-Jan	410	9:30	10:00	0:30						
14-Jan	410	12:00	13:00	1:00						
15-Jan	410	14:00	16:30	2:30						
16-Jan	410	17:15	18:45	1:30						
16-Jan	402	22:00	0:00	2:00						
17-Jan	401	17:00	20:45	3:45	1					
17-Jan	410	17:45	20:15	2:30						
18-Jan	403	22:00	23:00	1:00						
24-Jan	411			2						
25-Jan	410	20:45	21:15	0:30						
25-Jan	410	23:15	23:55	0:40						
25-Jan	403	23:30	0:30	1:00						
25-Jan	404	23:00	0:00	1:00						
27-Jan	410	15:00	16:00	1:00						
27-Jan	410	19:00	20:00	1:00						
31-Jan	404	14:00	15:30	1:30						
31-Jan	401	20:15	23:30	3:15						
Admin				2.25						
<b>TOTAL HOURS</b>				<b>43</b>						

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

DATE	TIME	DESCRIPTION
1-Jan	Unknown	Traffic for Speed

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



Type of item:	Personnel
---------------	-----------

**Item title/recommended action:**

Motion to authorize a part-time, temporary Library Metadata Intern position and to approve the Library Metadata Intern job description. – Discussion/ Possible action

**Justification or background:**

At the 12/29/23 meeting, City Council approved a resolution to accept a \$10,309 Oregon Heritage Grant from the Oregon Parks and Recreation Department, as well as to approve the grant agreement. \$9,000 of the grant is allocated for personnel services to assist in the digital archiving process. Originally, staff intended to procure these personnel services through an independent contractor arrangement. However, a review of the regulations on independent contractors indicated that this position would be more appropriate as a part-time, temporary employee. Staff request authorization to create the position and to approve the attached job description. The position will work an estimated 10 hours per week through May 2025. Staff recommend assigning the position on level 8 on the pay scale for the already existing temporary/seasonal position. Step 1 at level 8 is \$16.00 per hour. Staff may hire up to step 3 (\$17.14 per hour) depending on experience.

It is estimated that the position will work a maximum of 500 hours. Staff will adjust hours worked to keep total payroll expenses--including FICA and other taxes--within the \$9,000 grant amount to the greatest extent possible.

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



Type of item:	Personnel
---------------	-----------

**Budget impact:**  
Expenditure of personnel services budget for this grant project.

**Department or Council sponsor:**  
Library

**Attachments:**  
Part-time position job description

Meeting date:	02/20/2024
---------------	------------

## **Position Description**

### **City of Lowell, Oregon**

Position: Library Metadata Intern (Temporary/Seasonal)	Non-management
Department: Library	Part-time, term limited. Term ends May 2025. Approximately 10 hours per week.
Reports to: Library Director	Pay scale position level: 8

### **Summary**

The Library Metadata Intern role focuses on supporting the creation of metadata for the Maggie Osgood Library Digital Repository (MOLDR). The position involves examining digital assets, accurately describing them, and assigning appropriate subject headings. Please note, this is an "at will" position, and the City of Lowell reserves the right to terminate the Intern for reasons such as poor performance, excessive absenteeism, or misconduct.

### **Position duties and responsibilities.**

As a Library Metadata Intern, your tasks and responsibilities will include, but are not limited to:

- Utilizing controlled vocabulary to meticulously describe digital objects.
- Proficiently revising spreadsheets within Google Drive.
- Providing weekly progress reports to the Library Director.
- Facilitating batch uploads of data to MOLDR.

### **Qualifications**

We are seeking candidates who possess:

- Exceptional attention to detail.
- Demonstrated ability to work independently.
- Proficiency in using spreadsheets.
- Access to reliable high-speed internet.

### **Physical abilities**

Candidates must be capable of working indoors in an office or library desk environment, which involves predominantly sedentary to moderately active tasks. This position requires adequate hearing and speech abilities for effective communication. Manual dexterity and finger coordination are necessary for typing/keyboard use and operating microcomputers and other office equipment. Additionally, candidates should be able to sit, walk, move about the office, and lift and carry light to medium-weight materials intermittently. Reasonable accommodations may be arranged for qualified individuals with disabilities to perform the essential functions of this position.

### **Working conditions**

The work is primarily conducted remotely; however, occasional travel to the Maggie Osgood Library Lowell may be necessary.

# Agenda Item Sheet

City of Lowell City Council

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

Motion to authorize the Library Director to apply for a Library Services and Technology Act with the State Library of Oregon in the amount of \$12,083 to procure goods and services to collect oral histories in audio and video format. – Discussion/ Possible action

## Justification or background:

The Library Director has prepared a grant application for recording oral histories in audio and video format. The grant funds are to be used to purchase equipment to record the histories, as well as to pay for the professional services needed to undertake this project. This is part of the Library Department's effort to archive local history. This grant application is through the State Library of Oregon. Staff request City Council authorization to submit the grant application. The city intends to provide a \$9,300 match through in-kind contribution of staff and volunteer time.

## Budget impact:

Receipt of \$12,083 in grant funding if successful.

## Department or Council sponsor:

Library Department

## Attachments:

LSTA grant application and project budget

## Meeting date:

02/20/2024

# FY2024 LSTA Competitive Grant

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*State Library of Oregon*

## *Project Overview*

---

### **Project Name\***

*Capturing the Stories of Lowell, and Surrounding Areas*

### **Project Summary\***

*Expand the existing digital archive of Lowell and surrounding areas by adding oral histories. Both audio and video histories will be captured and shared in the context of existing print materials.*

### **Alignment with LSTA Priorities\***

With which of the focal areas listed in the Oregon LSTA 5-Year Plan does your project **most closely** align?

#### **Choices**

*Heritage Collections*

### **Amount Requested (LSTA funds only)\***

You may request up to \$50,000 in LSTA funds.

*\$12,083.00*

## *Project Plan*

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### **Need / Opportunity\***

*In December 2023, the Maggie Osgood Library in Lowell, OR, received a grant from the Oregon Parks and Recreation Department Oregon Heritage/State Historic Preservation Office to create a comprehensive digital archive. While approaching individuals and groups for support of that grant I encountered dozens of people who suggested that I contact a specific person to tell their story. "Oh, I remember," someone would say then launch into a tale about a person, or an event. It became clear listening to these individuals that the story of Lowell and the unincorporated areas surrounding it could not be told solely through a paper*

*record. We would need to capture the tales' people were willing to tell. Once captured we could link them through the digital archive to the paper record.*

*For example, the paper record of the annual Blackberry Jam Festival held in Lowell includes slides, programs, posters, and committee meeting minutes. Adding personal recollections of how the festival began, and stories of favorite events or foods, will capture the joy of the event.*

*Photographs and newspaper clippings of Lowell's "grandmother" Lee Wetleau are important. Interviewing the people who knew her will greatly enhance the story. It is very rare to have a Black woman so deeply rooted in a rural Oregon community. How she lives on in the memories of the people with whom she interacted will be powerful.*

### **Goal and Objectives\***

*Our goal is to collect oral histories in video and/or audio format to enhance the Lowell digital archive.*

*By June 2025 the digital archive will contain a minimum of 12 oral histories including transcriptions. Each history will be contextually linked to other material in the archive.*

### **People\***

- *Peggy O'Kane, Library Director, Maggie Osgood Library*
- *Chris Petersen, Archivist for Oral History and Digital Projects, Oregon State University*
- *Ross Fuqua, State Library of Oregon Data and Digital Projects Consultant*
- *Independent Contractor hired to create transcripts.*
- *Members of the Maggie Osgood Library Committee*
- *Volunteers*
- *Members of the public*

## Activities\*

Character Limit: 7500

Task	Month	Responsible
Hire a consultant. Chris Petersen, Archivist for Oral History & Digital Projects, Oregon State University has been identified as an expert in creating and managing oral history projects.	July 2024	Peggy O'Kane & hiring committee
Create waivers to be signed by participants and volunteers.	July 2024	Peggy O'Kane & Chris Petersen
Hold an open meeting of stakeholders to discuss process and establish priorities.	August 2024	Peggy O'Kane & Chris Petersen
Obtain equipment needed.	August/September 2024	Peggy O'Kane
Create questions template.	August/September 2024	Chris Petersen & Volunteers
Identify subjects.	September 2024 - ongoing	Chris Petersen & Volunteers
Train volunteers.	September 2024 - ongoing	Chris Petersen
Conduct sample interviews.	October 2024 – December 2024	Volunteers
Hire a contractor to create transcripts of interviews.	October 2024	Peggy O'Kane
Add samples to digital archive.	January 2025	Ross Fuqua & Peggy O'Kane
Refine the process and continue growing the collection.	January 2025 - ongoing	Peggy O'Kane & Chris Petersen

## Does your project involve creating/migrating digital collections or digitization?\*

### Choices

YES

No

## Budget\*

There are several restrictions on how federal funds can be spent. **Please review Allowable Costs before preparing your budget.**

To submit your budget:

1. Download the **Budget Worksheet** ([https://libguides.osl.state.or.us/ld.php?content\\_id=69423437](https://libguides.osl.state.or.us/ld.php?content_id=69423437)).
2. Enter and save your data.
3. Upload the completed worksheet below.

File Size Limit: 10 MB

## Results\*

*Measures of success*

- *The number of oral histories in the digital archive*
- *The number of times the oral histories have been viewed and or downloaded.*

#### *Methods of sharing the project with the public*

- *The archive is part of Northwest Digital Heritage.*
- *Links to the archive will be made available via social media.*
- *Articles in the Bridge, a monthly community newsletter.*
- *Press releases to other local news outlets.*

#### **Continuing Support\***

*The digital archive is an ongoing project. It is anticipated that the oral history portion of the archive will also continue to grow. Having purchased the necessary equipment and trained volunteers will make it possible to continue.*

## Digitization Projects

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#### **Rights and Permissions\***

Have you obtained the proper rights and permissions to digitize these materials? If no, please explain.

*Character Limit: 2500*

#### **Standards\***

What digitization standards and best practices will be applied to this project?

*Character Limit: 2500*

*By hiring an expert to guide us in the process of collecting oral histories we are certain to follow current best practices as defined by organizations such as the Oral History Association.*

#### **Access\***

Do you have plans to share your collections and your metadata online (i.e., via Northwest Digital Heritage or through another metadata aggregation service)? If yes, please explain.

*Character Limit: 2500*

*We have partnered with the Oregon State Library to include our digital archive as part of Northwest Digital Heritage.*

## Additional Information

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#### **Fiscal Agent\***

Include:

- City of Lowell
- Federal Employer Identification Number (FEIN)
- Unique Entity Identifier (UEI) [Here are instructions for getting a Unique Entity ID from Sam.gov]
- Contact at that organization who will be handling grant funds (name, email, phone)

*Character Limit: 750*

## **Certifications**

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### **CIPA Compliance (select one)\***

#### **Choices**

CIPA compliant. My library has an Internet safety policy and technology protection measure in place.

**Not subject to CIPA. I will not using grant funds for internet access-related costs.**

Not subject to CIPA. My entity is not a public library or K-12 school library.

### **Affirmations\***

You must affirm all the below for your application to be accepted. For the last item, see applicable federal statutes and regulations.

#### **Choices**

The information contained in this application is true and correct.

My organization has authorized me to submit this application for LSTA grant funds.

My fiscal agent is empowered to receive and expend funds for the proposed grant project.

If awarded a grant, we would comply with all federal requirements regarding LSTA funds.

## *Supporting Documents*

February 12, 2024

To whom it may concern:

With this letter, I write to extend formal support to the Lowell, Oregon community oral history project being spearheaded by Peggy O’Kane and the Maggie Osgood Library. I have met with Peggy and agree that the rich history of the Lowell area is ripe for collecting, and very much within the purview of the projects that LSTA seeks to support. Lowell’s evolution from a natural resources-based economy to, increasingly, a bedroom community for the greater Eugene area has the potential to shed light on similar themes that have evolved state-wide as Oregon’s demographic and cultural identities have shifted. Notably, the project also aims to collect reflections on early African Americans who lived in the community, a crucial narrative that we must endeavor to preserve before those who can provide this testimony have slipped out of reach. In speaking with Peggy, I have agreed to serve as the project’s consultant, should funding be secured. In this role, I would take the lead in setting up interviewing and technical workflows, a task for which I am very well qualified. I have been a faculty member in the Oregon State University Libraries for nearly twenty-five years, and for about half that time I have served as administrator of the Oral History Program in the OSU Libraries Special Collections and Archives Research Center (SCARC). In this capacity, I have personally conducted over 350 hours of oral interviews, focusing primarily on the history of OSU and the history of science, with a particular focus on the legacy of double Nobel laureate, Linus Pauling.

I have also served as project lead for the OSU Sesquicentennial Oral History Project, which is the largest oral history initiative ever carried out at OSU, and have likewise created a series of platforms that SCARC uses to provide access to more than 800 hours of oral history content related to themes including hops and brewing in the Pacific Northwest; multicultural communities of Oregon; women’s history at OSU; climate change research; and burlesque performance. Every winter term since 2018, I have co-taught a two-credit honors colloquium at OSU that integrates the theory and practice of oral interviewing with a survey of women’s experiences at the university. And since 2017, I have served as a network editor for H-OralHist, which is the leading oral history listserv available to the discipline.

As a result of these activities and others within the world of archives, I am well-acquainted with every aspect of the oral history life cycle, including interview preparation and ethics; arrangement and description of oral history collections; digital preservation; and provision of access to oral history content. While I am lucky to be well-supported in this work at OSU Libraries, I am also well-versed in the limitations faced by under-resourced cultural heritage institutions, and indeed will be co-presenting a workshop titled “Doing Oral History on a Shoestring” at the upcoming Oregon Heritage Conference in April 2024. I believe that this background has prepared me well to provide excellent support to this project, and I encourage you to lend it your fullest consideration.

Sincerely Yours,

Chris Petersen  
Archivist for Oral History and Digital Projects  
Oregon State University Libraries

February 14, 2024

To Whom It May Concern,

I am writing on behalf of Oregon Black Pioneers to express our support for the Maggie Osgood Library's oral history project proposal.

Oregon Black Pioneers is Oregon's only historical society dedicated to preserving and presenting the experiences of African Americans statewide. Since 1993, our organization has illuminated the seldom-told stories of people of African descent in Oregon through exhibits, public programs, publications, and scholarship.

While our organization has spent the past 30 years researching Oregon's Black history, there are still many figures whose important stories have never been fully documented. This is especially true in rural Oregon.

An example of this is Lee and Al Wetleau of Lowell. This Black couple arrived in Lowell around the turn of the 20<sup>th</sup> century. From what we have seen, they found friendship here. The Wetleaus' generosity and hospitality touched the lives of many Lowell residents –particularly young people.

A street in Lowell today bears the Wetleau's name, but there are surprisingly few sources which relate who they were or what they meant to the Lowell community. However, the Magie Osgood Library is hoping to change this. Their ambitious plan for a digital archive will make the town's history widely accessible. As part of this, they plan to conduct oral histories to capture memories from Lowell's elders. Recording these peoples' recollections of the Wetleaus is of particular importance to the library and to Oregon Black Pioneers.

I sincerely hope that the State Library will recognize the significance of this opportunity, and fully fund the Magie Osgood Library's proposed project. Your support will ensure that the story of this remarkable Black couple in rural Oregon –and the stories of many others—will be revealed for all to appreciate.

Best,



Zachary Stocks  
Executive Director

# Maggie Osgood Library Oral History Project Copyright Assignment and Publicity Release Agreement

I, \_\_\_\_\_, residing at \_\_\_\_\_ give, convey, and assign to the Maggie Osgood Library Digital Repository (MOLDR) all of the right, title, and interest in the memoir consisting of interview(s) recorded on \_\_\_\_\_ (the "Oral History Memoir"), whether created before or after the date of this Copyright Assignment and Publicity Release Agreement, including but not limited to: the right to publish, produce, reproduce, and distribute copies of the work.

I understand that by signing this document, MOLDR will have full ownership of the copyright and other rights to the Oral History Memoir, and ability to use this work for such historical and scholarly purposes as they see fit. I further understand that by this assignment I relinquish:

1. All legal title and literary property rights which I have or may be deemed to have in said work.
2. All my right, title, and interest in copyright which I have or may be deemed to have in said work, and more particularly the exclusive rights of reproduction distribution, preparation of derivative works, public performance, and display.

I hereby authorize MOLDR and its employees, agents, licensees, successors, and assigns ("MOLDR Personnel") to use my image, likeness, voice, or statements as embodied in the Oral History Memoir on a perpetual basis in any media throughout the world without compensation. I hereby release the MOLDR Personnel from all liability or responsibility relating to the use of my image, likeness, voice, or statements as described above.

I warrant that I have not assigned or in any manner encumbered or impaired any of the above-mentioned rights in the Oral History Memoir. I certify all of the above to be true and correct.

Signature: \_\_\_\_\_ / \_\_\_\_\_

Interviewer: \_\_\_\_\_ / \_\_\_\_\_

20220603

HOME / RESOURCES / PRINCIPLES AND BEST PRACTICES

- IN THIS SECTION:
- OHA Principles and Best Practices**
  - OHA Core Principles
  - OHA Statement on Ethics
  - Oral History Best Practices
  - For Participants in Oral History Interviews
  - Archiving Oral History
  - Guidelines for Social Justice

# OHA Principles and Best Practices

Principles for Oral History and Best Practices for Oral History

Adopted October, 2018

- Introduction
- Core Principles of the OHA
- OHA Statement on Ethics
- Best Practices
- For Participants in Oral History Interviews
- Archiving Oral History (Adopted October 2019)
- Guidelines for Social Justice Oral History Work (Adopted 2022)
- Glossary

Lee Wetleau was born September 9, 1878 in Paris, TX. She met her husband Andrew (Al) Wetleau at church. He was born in 1872 and worked as a farm hand.

After she married Al, she worked as a housekeeper for the wealthy Stewart family. When the Stewarts decided to move to Oregon country, they brought the Wetleaus with them to Portland. Mrs. Wetleau was a housekeeper and cook for the Bieloh family, who was also their landlord. During these years, her only child, a son was born and died shortly after birth. In 1915, Mr. Bieloh purchased a 4,000 acre ranch near Lowell and the Wetleau's moved with them to Lowell. Bieloh decided he wasn't a rancher, sold the house the Wetleaus' were living in to them, along with some land for Al to farm. At one time or another, the Wetleau's ran the town rooming house, the community's only long-distance telephone and a non-stop unofficial youth counseling service. Dozens of Lowell residents will admit that it was the seasoned wisdom of Al Wetleau or the preaching of his wife, Lee that convinced them to stay in school when they were considering dropping out. On two occasions, the Wetleaus became foster parents for teenage boys, both white, who lived with them and finished high school.

Except in the foulest weather Lee made daily trips to the Lowell Market just across the street from her house. There, sitting on her bench, she held court every afternoon talking to everyone passing by. She laughed a lot and talked even more.

Al died in 1963 and Lee died at the age of 102 in 1981.



Lee Wetleau



# LSTA Grant Program Project Budget

**Organization** Maggie Osgood Library

**Project Title** Capturing the Stories of Lowell, OR and the Surrounding Areas

CATEGORY <i>Select from the list. See the Budget Categories tab for definitions.</i>	DESCRIPTION <i>Explain what will be purchased and how cost has been calculated.</i>	JUSTIFICATION <i>Briefly describe how this cost relates to your project.</i>	LSTA FUNDS	OTHER SUPPORT*	TOTAL
<b>Consultant fees</b>	Engage experienced oral history consultant @ \$75.00/hour not to exceed 100 hours	Existing staff lacks the time or knowledge to set up the project	\$ 7,500		\$ 7,500
Travel	Mileage for consultant not to exceed \$500		\$ 500		\$ 500
	Contractor to assist in creating transcripts of oral histories @ \$19.00 per hour not to exceed 75 hours	Existing staff lacks the time to complete this part of the process.	\$ 1,425		
<b>Supplies/materials</b>	Canon Vixia series video recorder + accessories		\$ 1,190		\$ 1,190
	Amazon basic tripod and bag	2658	\$ 36		\$ 36
	Zoom H4N audio recorder		\$ 170		\$ 170
	Adobe Premier Video editing software		\$ 265		\$ 265
	Misc. equipment electrical cords, memory cards, storage bags,		\$ 300		\$ 300
	Vimeo storage		\$ 400		\$ 400
	2 Seagate 2T external hard drives		\$ 198		\$ 198
	Express Scribe		\$ 99		\$ 99
<b>Salary/wages/benefits</b>	Libray Director up to 100 hours @ \$22.00			\$ 2,200	\$ 2,200
	Volunteers 500 hours @ \$14.20 per hours			\$ 7,100	\$ 7,100
					\$ -
		<b>TOTAL DIRECT COSTS</b>	<b>\$ 12,083</b>	<b>\$ 9,300</b>	<b>\$ 21,383</b>
	INDIRECT COST RATE** 0%	<b>TOTAL INDIRECT COSTS:</b>	<b>\$ -</b>		<b>\$ -</b>
		<b>TOTAL PROJECT BUDGET</b>	<b>\$ 12,083</b>	<b>\$ 9,300</b>	<b>\$ 21,383</b>

\* Other Support: We encourage you to seek additional contributions for your project, to demonstrate support and make your application more competitive. Contributions can be in the form of cash and in-kind donations (materials, equipment, staff time or services that are given without charge to the program or organization).

\*\* Indirect Cost Rate: You may request up to 10% of total direct costs in indirect costs (overhead-type costs such as utilities, office supplies, staff time spent on grant administration, administrative or financial operations for an entire organization, etc.). If your entity has a previously negotiated rate in place with any federal agency, the State Library of Oregon is obligated to honor that rate (please attach documentation).