

**City of Lowell, Oregon  
City Council  
Regular Meeting Minutes  
September 3, 2024**

The Lowell City Council held a regular meeting on September 3, 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, Tim Stratis, Jimmy Murray

**City Councilors absent:**

Maureen Weathers

**Staff/others present:**

City Administrator Jeremy Caudle

**Approval of the agenda:**

No changes.

**Public comments:**

None.

**Council comments:**

None.

**Old business:**

1. Second reading of Ordinance 313, "An Ordinance Amending the Lowell Building Department Permit Fees; Adopting Appendix J 'Grading' Of the 2024 International Building Code; and Amending the Section on how Building Permit Fees are Established."

CA Caudle read Ordinance 313 by title only.

Councilor Harris moved to approve Ordinance 313, which Councilor Murray seconded.

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

APPROVED: 4-0.

**New business:**

1. Review quotes for lease of mailing and document inserter machines. - Discussion/ Possible action
  - Pacific Office Automation - \$14,057.82 - total 63-month lease
  - Kelley Create - \$17,919.00 - total 60-month lease

CA Caudle introduced this item as follows. Staff recommend the Pacific Office Automation quote on the basis of price and the fact that the equipment listed on the quote will fulfill the City's needs. Following approval by the City Council, staff will request a lease agreement from the selected vendor. Staff will then place approval of the lease agreement on the agenda for a future City Council meeting.

The City Clerk sought input from other City Clerks on reputable office machine companies to obtain competitive quotes. On 8/12/24, she received a quote from Pacific Office Automation. On 8/12/24, she

received a quote from Kelley Create. On 8/12/24 and 8/19/24, she contacted Solution Yes to receive a quote. However, there was no response to the inquiry.

Councilor motion to approve the lease of mailing and document inserter machines from Pacific Office Automation in the amount of \$14,057.82

**Other business:**

**Mayor comments:**

None.

**Councilor comments:**

None.

**Community comments:**

None.

**Adjourned at 8:48 pm.**

APPROVED:

  
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Don Bennett, Mayor

ATTEST:

  
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Jeremy Caudle, City Recorder