

**Lowell City Council
Special Meeting
Tuesday, February 5, 2019 – 6:00 P.M.
Lowell City Hall
107 East Third Street, Lowell, OR 97452**

Call to Order/Roll Call/Pledge

Councilors: Mayor Bennett ____ Angelini ____ Harris ____

Approval of Agenda

Executive Session: ORS 192.660(2)(E) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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.

Council Comments (three minutes per speaker)

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.
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Old Business: None

New Business:

1. Acquisition 70 N. Pioneer Street for Library and City Hall – Discussion/Possible Action
2. Office Equipment Lease Contract – Discussion/Possible Action

Other Business

Mayor Comments

Community Comments: Limited to two (2) minutes if prior to 9:30 PM

Adjourn

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 1, 2019
SUBJECT: Acquisition 70 N. Pioneer St. for
Library and City Hall

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

At the December 4, 2018 City Council meeting the Council directed staff to negotiate for the purchase of 70 North Pioneer Street for a permanent Library and temporary City Hall. Staff has negotiated an offer and will present at the meeting.

FISCAL IMPACT:

The City received \$226,262.79 from a lawsuit settlement and designated the funds for public facilities. Of this amount, \$135,000 was used to purchase 53 E. Main Street and expand Rolling Rock Park. This leaves \$91,262.79 for other projects. Staff recommends funding the remaining amount of the purchase through a loan to be repaid with existing revenues.

COURSES OF ACTION:

1. Motion to approve the purchase of 70 N. Pioneer Street, including tax lots #1901142402000, #1901142401900, #1901142404500 owned by the Lowell Oregon Congregation of Jehovah’s Witnesses for an amount not to exceed \$____ plus closing costs, contingent on a property inspection and supplemental budget, and providing \$2,000 in earnest money.
2. No action.

RECOMMENDATION:

Motion to approve the purchase of 70 N. Pioneer Street, including tax lots #1901142402000, #1901142401900, #1901142404500 owned by the Lowell Oregon Congregation of Jehovah’s Witnesses for an amount not to exceed \$____ plus closing costs, contingent on a property inspection and supplemental budget, and providing \$2,000 in earnest money.

ATTACHMENTS:

1. Purchase Agreement (provided at meeting)

AGENDA ITEM SUMMARY

TO: Mayor Bennett and Council
FROM: Jared Cobb, City Administrator
DATE: February 1, 2019
SUBJECT: Office Equipment Contract

- DISCUSSION**
- ACTION**
- RESOLUTION**
- ORDINANCE**
- PROCLAMATION**
- REPORT**

SUMMARY:

The City's existing five (5) year lease for the postage machine has expired. Staff has solicited multiple quotes for a new postage machine and a folder/insertter. The folder/insertter will be used primarily for sending utility bills, however, can also be used for marketing and other public outreach purposes.

FISCAL IMPACT:

The existing contract for the manual postage machine is \$55.20 per month. The proposed five (5) year contract for an automatic postage machine and folder/insertter is \$175.00 per month.

COURSES OF ACTION:

1. Motion to approve a five (5) year contract in the amount of \$175 per month for an automatic postage machine and folder/insertter.
2. No action.

RECOMMENDATION:

Motion to approve a five (5) year contract in the amount of \$175 per month for an automatic postage machine and folder/insertter.

ATTACHMENTS:

1. Office Equipment Contract (provided at meeting)